



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | PSCM-025

Procurement Audit

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Course content

Why Attend

Procurement activities represent a significant area of financial expenditure, operational dependency, and compliance exposure for many organisations. Ineffective procurement controls can result in excessive costs, inappropriate supplier selection, contract non-compliance, delivery failures, conflicts of interest, and increased exposure to fraud and corruption. A systematic procurement audit helps organisations evaluate whether purchasing activities are transparent, properly controlled, commercially effective, and aligned with business requirements.

The Procurement Audit course provides internal auditors, procurement professionals, compliance specialists, and risk managers with a structured approach to auditing the complete procurement lifecycle. Participants learn how to assess procurement governance, evaluate sourcing and tendering procedures, examine supplier qualification processes, review purchasing transactions, and test controls over contracts, goods receipt, invoicing, and payments.

Course Methodology

- The programme combines instructor-led discussions, procurement audit case studies, risk-control mapping exercises, audit planning workshops, transaction testing simulations, supplier evaluation reviews, and procurement data analysis.
- Participants examine realistic procurement documentation, including purchasing policies, tender records, supplier files, purchase orders, contracts, receiving reports, invoices, and payment records. Practical exercises focus on developing audit programmes, identifying control weaknesses, evaluating evidence, documenting findings, and preparing recommendations for procurement improvement.

Course Objectives

- Understand the objectives, scope, and responsibilities of procurement auditing
- Identify procurement risks across sourcing, purchasing, contracting, and supplier management
- Evaluate procurement governance, policies, and internal control arrangements
- Develop risk-based procurement audit plans and audit programmes
- Assess supplier qualification, tendering, and contract award procedures

Course content

- Test purchasing transactions, approval controls, and purchase-to-pay processes

| Target Audience

- This course is suitable for:
- Internal auditors and senior internal auditors
- Procurement auditors and audit managers
- Procurement and purchasing managers

Course outline

Detailed course outline

Day-by-day outline for Procurement Audit.

Day 1 - Procurement Audit Fundamentals, Governance and Risk Assessment

- 09:00-09:34 | Understanding the purpose and scope of procurement auditing and its contribution to governance, financial control, operational efficiency, and value for money
- 09:34-10:08 | Mapping the procurement lifecycle from requirements identification and sourcing through contract award, purchasing, delivery, invoicing, and payment
- 10:08-10:42 | Evaluating procurement governance structures, purchasing policies, delegated authorities, ethical standards, and compliance requirements
- 10:42-11:00 | Identifying inherent and residual procurement risks associated with expenditure, supplier dependency, operational continuity, fraud, and contractual obligations
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Identifying inherent and residual procurement risks associated with expenditure, supplier dependency, operational continuity, fraud, and contractual obligations (continued)
- 11:46-12:53 | Developing risk-based procurement audit objectives, scope, criteria, and testing priorities using procurement expenditure and control information
- 12:53-14:00 | Practical workshop: Preparing a procurement risk assessment and risk-based audit plan for a selected organisational purchasing process

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Day 2 - Auditing Supplier Sourcing, Tendering and Contract Award

- 09:00-09:39 | Reviewing procurement planning, sourcing strategies, market research, and the justification of competitive or non-competitive purchasing methods
- 09:39-10:18 | Evaluating supplier registration, qualification, due diligence, financial assessment, and conflict-of-interest controls
- 10:18-10:57 | Auditing requests for quotation, tender documentation, technical specifications, bid submission procedures, and evaluation criteria
- 10:57-11:00 | Testing supplier selection and contract award decisions for transparency, consistency, authorisation, and compliance with approved procedures
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Testing supplier selection and contract award decisions for transparency, consistency, authorisation, and compliance with approved procedures (continued)
- 12:05-12:43 | Identifying red flags involving restrictive specifications, bid manipulation, supplier collusion, unjustified sole-source awards, and evaluation irregularities
- 12:43-14:00 | Practical exercise: Reviewing a procurement tender file to identify control weaknesses, compliance exceptions, and potential supplier selection risks

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Day 3 - Auditing Purchase-to-Pay Processes and Financial Controls

- 09:00-09:39 | Evaluating controls over purchase requisitions, purchase orders, approval limits, purchasing budgets, and expenditure commitments
- 09:39-10:18 | Testing segregation of duties across purchasing, supplier master data maintenance, goods receipt, invoice processing, and payment authorisation
- 10:18-10:57 | Reviewing receiving documentation, quantity verification, quality acceptance, and discrepancies between orders and delivered goods or services
- 10:57-11:00 | Auditing invoice validation, three-way matching, payment approvals, supplier bank detail changes, and accounts payable controls
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Auditing invoice validation, three-way matching, payment approvals, supplier bank detail changes, and accounts payable controls (continued)
- 12:05-12:43 | Applying procurement transaction analytics to identify duplicate payments, split purchases, unusual prices, unsupported transactions, and purchasing policy violations
- 12:43-14:00 | Practical workshop: Performing purchase-to-pay audit tests using illustrative procurement transactions, supplier records, invoices, and payment data

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Day 4 - Contract Compliance, Supplier Performance and Procurement Value

- 09:00-09:39 | Auditing procurement contracts for approved terms, pricing conditions, delivery obligations, performance requirements, warranties, and change control provisions
- 09:39-10:18 | Evaluating supplier performance management through delivery reliability, quality results, service levels, corrective actions, and contract compliance
- 10:18-10:57 | Reviewing contract variations, extensions, price adjustments, claims, and additional expenditure for appropriate justification and approval
- 10:57-11:00 | Assessing procurement efficiency through purchasing cycle times, sourcing effectiveness, expenditure analysis, and supplier concentration
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Assessing procurement efficiency through purchasing cycle times, sourcing effectiveness, expenditure analysis, and supplier concentration (continued)
- 12:05-12:43 | Applying value-for-money auditing principles to evaluate economy, efficiency, and effectiveness in procurement decisions
- 12:43-14:00 | Case study: Conducting a contract and supplier performance audit to identify commercial risks, operational weaknesses, and opportunities for procurement improvement

Course outline

Detailed course outline

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Day 5 - Procurement Audit Reporting, Fraud Indicators and Continuous Monitoring

- 09:00-09:30 | Evaluating procurement audit evidence and distinguishing isolated transaction errors, systemic control weaknesses, compliance failures, and potential fraud indicators
- 09:30-10:30 | Developing audit findings with clear criteria, conditions, causes, consequences, supporting evidence, and practical recommendations
- 10:30-11:00 | Communicating procurement audit results to management, procurement leadership, audit committees, and relevant governance stakeholders
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Establishing corrective action plans, management responsibilities, implementation deadlines, and audit follow-up procedures
- 12:00-13:00 | Designing continuous procurement monitoring indicators and dashboards covering purchasing compliance, supplier performance, transaction exceptions, and procurement risks
- 13:00-14:00 | Capstone exercise: Developing and presenting a Procurement Audit Report and Improvement Plan covering audit scope, risk assessment, testing results, control deficiencies, fraud indicators, recommendations, and follow-up priorities

Seminar dates

Available seminar dates

Live dates and pricing for Procurement Audit generated from the course details page.

Date	Location	Format	Fee
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No seminar dates are currently available.