



Services Expansion Program

Controllership Services

Spend Management Services: Purchasing and Procurement

Course Description

Spend Management Services: Purchasing and Procurement prepares you to expand your controllership services. You'll learn to assess a client's current purchasing process, design purchasing policies and procedures with the client, and monitor adherence. You'll finish by packaging and pricing the service and presenting it to a client.

Syllabus

Section One: Purchasing and Procurement as a Controllership Service

- Adding Purchasing and Procurement Services to Your Service Model
- Mapping an End-to-End Purchasing Process
- Identifying the Ideal Client for Purchasing and Procurement Services
- Defining Roles and Responsibilities in the Purchasing Model
- Assessing a Client's Current Purchasing Process

Section Two: Purchasing Policies and Procedures

- Assigning Authorized Purchasers and Purchasing Thresholds
- Selecting and Qualifying Vendors
- Setting Up Vendors and Controlling Vendor Records
- Documenting Vendor Terms, Discounts and Contracts
- Writing Requisition, Purchase Order and Receiving Procedures
- Rolling Out Purchasing Policies and Procedures

Section Three: Policy Adherence and Risk Mitigation

- Monitoring Adherence to Purchasing Policies and Procedures
- Tracking Vendor Performance and Contractual Compliance
- Applying Accounting Techniques to Support Well-Managed Purchasing
- Sampling Purchasing Transactions and Spotting Red Flags
- Detecting Shadow Purchasing and Internal Purchasing Fraud

Section Four: The Purchasing Service Package, Price, and Proposal

- Packaging and Pricing a Purchasing and Procurement Service
- Showing the Value of Purchasing Controls with a Client's Own Data
- Presenting a Purchasing and Procurement Proposal to a Client
- Course Recap - From Ideation to Delivery