Procure-to-Pay (P2P) Process Training Course

Professional Development Training Course Outline

Category	Logistics and Supply Chain Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Procure-to-Pay (P2P) Process Training Course is designed to equip procurement and finance professionals with the essential skills to optimize the complete procure-to-pay cycle. Participants will gain a deep understanding of end-to-end procurement strategies, supplier management, accounts payable automation, and compliance regulations. This course emphasizes the integration of technology-driven solutions, process standardization, and operational efficiency, enabling organizations to reduce costs, mitigate risks, and enhance supplier relationships.

With a focus on practical applications, this course provides learners with the tools to streamline purchasing operations, enhance internal controls, and implement best practices across the P2P cycle. Through interactive sessions, real-world case studies, and hands-on exercises, participants will develop the ability to manage purchase requisitions, evaluate vendor performance, process invoices accurately, and drive strategic sourcing initiatives. The training ensures that teams are capable of supporting organizational growth, achieving cost savings, and maintaining regulatory compliance in a rapidly evolving procurement landscape.

Programme Curriculum

Procure-to-Pay (P2P) Process Training Course

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Course Objectives

1. Understand the complete Procure-to-Pay lifecycle from requisition to payment.
2. Identify opportunities for process automation and digital transformation in P2P operations.
3. Develop skills in supplier onboarding, evaluation, and relationship management.
4. Implement compliance and risk management strategies in procurement processes.
5. Enhance invoice processing efficiency and payment accuracy.
6. Apply best practices in purchase order management and approval workflows.
7. Utilize analytics and reporting tools for P2P performance measurement.
8. Reduce operational costs through effective sourcing strategies.
9. Improve interdepartmental collaboration between procurement, finance, and operations.
10. Integrate ERP systems to optimize the P2P process.
11. Understand key performance indicators (KPIs) for monitoring procurement efficiency.
12. Design and implement internal control measures to prevent fraud.
13. Apply case study insights to real-world P2P challenges.

Organizational Benefits

- Streamlined procurement and accounts payable processes
- Enhanced supplier performance and compliance
- Reduced operational costs and improved cash flow
- Minimized risk of fraud and errors
- Increased process efficiency through automation
- Better procurement data analytics and reporting
- Improved internal control mechanisms
- Faster invoice processing and approvals
- Greater transparency in financial operations

- Optimized collaboration between procurement and finance teams

Target Audiences

- Procurement officers and managers
- Accounts payable and finance professionals
- Supply chain and logistics personnel
- Purchasing coordinators and analysts
- ERP system users in finance or procurement
- Operations managers overseeing vendor contracts
- Internal audit and compliance teams
- Business process improvement specialists

Course Duration: 5 days

Course Modules

Module 1: Introduction to Procure-to-Pay (P2P) Process

- Overview of P2P lifecycle and key components
- Importance of P2P in organizational efficiency
- Trends and digital transformation in procurement
- Key challenges and risk areas in P2P
- Role of technology in modern P2P operations
- Case Study: Analysis of a multinational P2P implementation

Module 2: Supplier Selection and Onboarding

- Identifying and evaluating potential suppliers
- Supplier onboarding process and documentation
- Compliance and regulatory considerations
- Supplier performance measurement and KPIs
- Tools for supplier relationship management
- Case Study: Vendor onboarding optimization at a manufacturing firm

Module 3: Purchase Requisition and Order Management

- Initiating purchase requisitions and approvals
- Creating and managing purchase orders

- Integration with ERP and finance systems
- Managing order changes and cancellations
- Ensuring compliance with internal policies
- Case Study: Streamlining purchase orders in a retail organization

Module 4: Invoice Processing and Validation

- Receiving and validating supplier invoices
- Automated invoice matching and approval workflows
- Common errors and corrective actions
- Payment scheduling and compliance requirements
- Handling disputed invoices and vendor queries
- Case Study: Reducing invoice errors in a global supply chain

Module 5: Payment Processing and Reconciliation

- Payment methods and protocols
- Payment approvals and internal controls
- Reconciliation with purchase orders and invoices
- Cash flow management and optimization
- Reporting on payments and outstanding liabilities
- Case Study: Improving payment accuracy in a corporate finance department

Module 6: Risk Management and Compliance in P2P

- Identifying risks in procurement and payment processes
- Fraud detection and prevention strategies
- Compliance with local and international regulations
- Internal audit considerations in P2P
- Documentation and reporting for compliance
- Case Study: Risk mitigation in a multinational P2P framework

Module 7: P2P Analytics and Performance Measurement

- Key performance indicators (KPIs) for P2P
- Analytics tools and dashboards for procurement insights
- Monitoring supplier performance and contract adherence

- Data-driven decision-making in P2P operations
- Continuous improvement strategies
- Case Study: Using analytics to optimize procurement efficiency

Module 8: Technology Integration and Process Automation

- ERP systems and P2P modules
- Workflow automation and robotic process automation (RPA)
- Digital invoicing and e-procurement solutions
- Enhancing efficiency through AI and machine learning
- Change management and staff adoption strategies
- Case Study: Implementing automation in P2P for a multinational firm

Training Methodology

- Interactive lectures and presentations
- Hands-on exercises using ERP and P2P software
- Real-world case study analysis and group discussions
- Role-playing and simulation of procurement scenarios
- Process mapping and workflow exercises
- Continuous assessment and knowledge checks

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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