

Procure-to-Pay (P2P) End-to-End Process for Oil & Gas Training Course

OGI-1086 · 5 days · 15 CPD hours · English

Overview

The Procure-to-Pay P2P End-to-End Process for Oil & Gas Training Course from [Institute For Oil & Gas Training](#) develops practical capability across the complete Procure-to-Pay P2P process within oil and gas procurement environments. The course addresses the operational gap between procurement policy, purchasing execution, receiving, invoice processing, financial controls and supplier payment.

Oil and gas organisations manage procurement across complex operating environments where materials, equipment, maintenance services, engineering support, production requirements and corporate services must move through controlled purchasing processes. A well-designed P2P process connects business demand with procurement, supply chain, warehouse, finance, accounts payable and suppliers. When these functions operate with inconsistent procedures, organisations face avoidable approval delays, duplicate purchasing, incomplete documentation, invoice exceptions, weak spend visibility and extended procurement cycle time.

This course examines the complete procurement cycle from purchase requisition through requisition approval workflow, purchase order creation, supplier fulfilment, goods receipt note, service entry sheet, invoice processing, reconciliation and payment run. Participants examine how each transaction affects downstream activities and how process discipline supports cost control, operational continuity and reliable financial information.

The programme is designed specifically around the requirements of oil and gas businesses, where procurement activities support production facilities, drilling operations, projects, maintenance programmes, shutdowns, engineering activities, logistics and corporate functions. It addresses both catalogue and non-catalogue buying and examines how organisations can improve spend under management through consistent processes, appropriate controls and better transaction visibility.

Participants explore the relationship between requisition quality, approval authority, sourcing decisions, purchase order accuracy and supplier performance. They also examine the importance of receiving documentation and service confirmation in supporting accurate invoice processing. The course treats P2P as an integrated business process rather than a series of isolated procurement and finance activities.

The programme also addresses process ownership and cross-functional accountability. Procurement teams need visibility of demand and supplier commitments. Finance teams need reliable supporting documentation and accurate liabilities. Operations teams need timely delivery of materials and services. Warehouse teams need clear receiving information. Accounts payable teams need invoices that can be matched and processed efficiently. The P2P process connects these requirements.

The course provides a structured framework for analysing transaction flows, identifying process bottlenecks and strengthening controls. Participants work with realistic oil and gas procurement scenarios involving materials, services, emergency purchases, recurring requirements, contractor services and non-catalogue transactions.

Institute For Oil & Gas Training focuses on practical application throughout the programme. Participants build an understanding of how P2P performance affects procurement cycle time, supplier relationships, working capital, transaction accuracy, auditability and operational support.

The course also considers governance and responsible procurement. ISO 20400:2017 provides internationally recognised guidance for integrating sustainability into procurement processes and remains current following its 2023 confirmation. Anti-bribery controls are also relevant to procurement governance, with ISO 37001:2025 providing requirements and guidance for anti-bribery management systems.

Objectives

- Explain the complete Procure-to-Pay P2P process within an oil and gas organisation
- Map the transaction flow from purchase requisition through payment run
- Define clear responsibilities across procurement, operations, finance, warehouse and accounts payable
- Improve the quality and completeness of purchase requisitions
- Apply an effective requisition approval workflow
- Understand the principles of controlled purchase order creation
- Distinguish catalogue and non-catalogue buying processes
- Strengthen purchase order compliance and transaction visibility
- Understand the role of the goods receipt note in the P2P process
- Apply appropriate controls for service entry sheet processing
- Understand the relationship between purchasing, receiving and invoice processing
- Examine three-way matching between purchase orders, receipts and invoices
- Identify common causes of invoice exceptions and processing delays
- Understand the role of payment run controls within the end-to-end process
- Analyse procurement cycle time and identify process bottlenecks

- Strengthen spend under management through structured purchasing channels
- Improve cross-functional communication between procurement and finance
- Identify P2P control weaknesses and opportunities for process improvement
- Apply appropriate documentation and approval controls to procurement transactions
- Recognise procurement-related risks associated with weak segregation of duties
- Support more consistent supplier transaction management
- Improve process transparency and transaction traceability
- Connect P2P performance with operational efficiency and financial control
- Apply sustainable procurement principles within relevant procurement activities
- Recognise the relevance of anti-bribery controls within procurement processes
- Develop practical approaches for improving P2P performance within their organisation

Training methodology

Institute For Oil & Gas Training uses a practical corporate learning approach that connects P2P principles with the operational realities of oil and gas organisations.

The course combines:

- Real-world oil and gas procurement scenarios covering materials, services, maintenance, projects and operational requirements
- P2P process mapping exercises covering the complete transaction journey from demand identification to supplier payment
- Case studies focused on approval bottlenecks, invoice exceptions, incomplete receiving records and purchasing outside established channels
- Group exercises examining procurement, finance, operations, warehouse and accounts payable responsibilities

- Transaction simulations covering purchase requisition, approval, purchase order creation, goods receipt note, service entry sheet and invoice processing
- Scenario-based analysis of catalogue and non-catalogue buying
- Process improvement exercises focused on procurement cycle time and transaction efficiency
- Spend analysis exercises examining opportunities to strengthen spend under management
- Supplier and stakeholder scenarios that demonstrate the importance of clear communication and accurate documentation
- Control reviews examining segregation of duties, approval authority, three-way matching and exception management
- Facilitated discussions linking procurement procedures with organisational governance and financial controls

The methodology encourages participants to analyse the complete process rather than focus solely on their individual department. This approach is particularly relevant to P2P because transaction delays and control failures frequently occur at the interfaces between functions.

Participants work through practical situations such as an incomplete purchase requisition, a purchase order issued without sufficient specification, goods received without appropriate documentation, a service invoice without a validated service entry sheet, and an invoice that does not match the underlying purchase order or receipt.

The exercises also examine the differences between standard catalogue transactions and non-catalogue requirements. Participants consider when each purchasing route is appropriate and how organisations can maintain process control while supporting legitimate operational requirements.

Organisational impact

A structured P2P process provides organisations with greater control over how requirements are raised, approved, purchased, received, invoiced and paid. This course supports sponsoring organisations by developing a common understanding of process responsibilities across procurement and finance-related functions.

Improved purchase requisition quality reduces clarification cycles and provides purchasing teams with better information for sourcing and order creation. A consistent requisition approval workflow strengthens authority controls and helps prevent transactions from progressing without appropriate business approval.

Better purchase order creation supports clearer supplier instructions, improved transaction visibility and stronger matching between commercial commitments and actual receipts. In oil and gas operations, this is particularly important where purchases support critical maintenance, engineering, production and project activities.

A controlled P2P environment also improves the quality of receiving information. Accurate goods receipt notes provide evidence that ordered materials have been received, while properly completed service entry sheets support confirmation of services delivered. These records provide an important foundation for effective invoice processing.

The course also supports improved invoice exception management. When purchase orders, receipts and invoices contain consistent information, accounts payable teams can identify discrepancies more efficiently and focus attention on genuine exceptions. This contributes to smoother payment processing and better supplier relationships.

Organisations also gain greater visibility of procurement cycle time. Mapping the complete P2P process enables management teams to identify where transactions experience delays, whether at requisition approval, purchasing, receiving, service confirmation, invoice validation or payment processing.

Improved catalogue and non-catalogue buying practices support stronger purchasing discipline. Standard catalogue transactions can provide structured routes for recurring requirements, while controlled non-catalogue buying supports legitimate requirements that require greater specification or sourcing involvement.

The course also supports spend under management by helping participants understand how purchasing activity moves through approved procurement channels. Better visibility of spend provides procurement teams with stronger information for supplier management, category analysis and process improvement.

From a governance perspective, the course reinforces the importance of documented approvals, appropriate segregation of duties, transaction traceability and controlled supplier interactions. ISO 37001:2025 establishes requirements and guidance for anti-bribery management systems, including measures covering due diligence, financial and non-financial controls and monitoring.

The programme also introduces responsible procurement considerations. ISO 20400 provides guidance for integrating sustainability into procurement policy, strategy and processes, including accountability, transparency and ethical behaviour.

The overall organisational impact is a stronger understanding of how individual P2P activities connect to procurement performance, financial control, operational support and supplier management.

Personal impact

Participants gain an end-to-end understanding of a process that frequently crosses several organisational departments. Rather than viewing procurement, receiving, invoice processing and payment as separate activities, they learn how each transaction stage affects the next.

Procurement professionals strengthen their understanding of the financial and operational consequences of requisition quality, purchase order accuracy, receipt confirmation and invoice exceptions.

Finance and accounts payable professionals gain stronger visibility of upstream procurement activities and the information required to process supplier invoices efficiently.

Operations and maintenance personnel develop a clearer understanding of why accurate specifications, approvals, receiving records and service confirmations are important to the purchasing and payment process.

Participants also develop practical process analysis skills. They learn to identify bottlenecks, analyse transaction failures and distinguish between process design issues and individual transaction errors.

The course strengthens professional capability in:

- P2P process management
- Procurement operations
- Purchase requisition management
- Approval workflow control
- Purchase order administration
- Receiving and service confirmation
- Invoice processing
- Supplier transaction management
- Procurement performance analysis
- Spend visibility
- Internal controls
- Process improvement
- Cross-functional collaboration
- Procurement governance

These capabilities support professionals working in procurement, supply chain, finance, accounts payable, operations, projects and commercial functions.

Who should attend

- Procurement Managers and Procurement Professionals — To strengthen control and performance across the complete P2P process.

- Purchasing Officers and Buyers — To improve requisition-to-order execution and purchasing compliance.
- Supply Chain Managers and Specialists — To connect purchasing activity with materials, logistics and operational requirements.
- Accounts Payable Professionals — To understand upstream transaction requirements and improve invoice processing.
- Finance Managers and Financial Controllers — To strengthen financial visibility and controls across purchasing and payment activities.
- Procurement Operations Teams — To standardise transactional purchasing processes and manage exceptions.
- Warehouse and Materials Management Professionals — To improve the relationship between purchasing, receiving and goods receipt documentation.
- Operations and Maintenance Personnel — To understand the procurement process supporting operational and maintenance requirements.
- Project Procurement Teams — To improve P2P execution for project-related materials, equipment and services.
- Contract and Commercial Professionals — To understand how contractual purchasing requirements flow through operational P2P processes.
- Accounts Receivable and Finance Operations Personnel — To develop broader understanding of transactional finance interfaces where relevant to supplier and payment processes.
- Internal Audit and Compliance Professionals — To examine P2P controls, documentation, approval structures and transaction traceability.
- Procurement Transformation Professionals — To support process standardisation, workflow improvement and P2P optimisation.
- Department Heads and Functional Managers — To understand cross-functional P2P responsibilities and performance drivers.
- Senior Procurement and Supply Chain Leaders — To strengthen governance, process visibility and spend management across business units.

- Professionals transitioning into procurement or supply chain roles — To establish a structured understanding of end-to-end P2P operations in the oil and gas sector.

Course outline

Procure-to-Pay Foundations and Oil & Gas Procurement Process

This module establishes the end-to-end P2P framework and examines how purchasing transactions move through an oil and gas organisation. Participants map the relationship between business demand, procurement, suppliers, receiving, finance and payment.

Purchase Order Creation, Supplier Transactions and Buying Controls

This module focuses on the transition from approved requirement to supplier commitment. Participants examine purchase order creation, supplier information, purchasing controls and transaction accuracy.

Goods Receipt, Service Entry and Three-Way Matching

This module examines the receiving and confirmation stages of the P2P process. Participants explore how organisations verify the receipt of materials and services before invoice processing.

Invoice Processing, Exception Management and Payment Run

This module connects procurement transactions with accounts payable and payment activities. Participants examine how invoices move through validation, matching, exception resolution and payment run processes.

P2P Performance, Governance, Spend Management and Continuous Improvement

This module brings the complete P2P process together and focuses on performance management, governance, risk controls and continuous improvement. Participants analyse how organisations improve transaction efficiency while maintaining appropriate procurement discipline.

Scheduled dates

Dates	Venue	Format	Fee
18 - 22 Jan 2027	Baku, Azerbaijan	In person	£4,400
18 - 22 Jan 2027	Abu Dhabi, United Arab Emirates	In person	£4,400
18 - 22 Jan 2027	Abuja, Nigeria	In person	£4,400
18 - 22 Jan 2027	Accra, Ghana	In person	£4,400
18 - 22 Jan 2027	Addis Ababa, Ethiopia	In person	£4,400
18 - 22 Jan 2027	Al Ain, United Arab Emirates	In person	£4,400

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18 - 22 Jan 2027	Al Khobar, Saudi Arabia	In person	£4,400
18 - 22 Jan 2027	AlUla, Saudi Arabia	In person	£4,400
18 - 22 Jan 2027	Alberta, Canada	In person	£4,400
18 - 22 Jan 2027	Amman, Jordan	In person	£4,400
18 - 22 Jan 2027	Amsterdam, Netherlands	In person	£4,400
18 - 22 Jan 2027	Athens, Greece	In person	£4,400
18 - 22 Jan 2027	Barcelona, Spain	In person	£4,400
18 - 22 Jan 2027	Berlin, Germany	In person	£4,400
18 - 22 Jan 2027	Boston, United States	In person	£4,400
18 - 22 Jan 2027	Brussels, Belgium	In person	£4,400
18 - 22 Jan 2027	Budapest, Hungary	In person	£4,400
18 - 22 Jan 2027	Cairo, Egypt	In person	£4,400
18 - 22 Jan 2027	Cape Town, South Africa	In person	£4,400
18 - 22 Jan 2027	Casablanca, Morocco	In person	£4,400
18 - 22 Jan 2027	Dammam, Saudi Arabia	In person	£4,400
18 - 22 Jan 2027	Dhahran, Saudi Arabia	In person	£4,400
18 - 22 Jan 2027	Doha, Qatar	In person	£4,400
18 - 22 Jan 2027	Dubai, United Arab Emirates	In person	£4,400
18 - 22 Jan 2027	Edinburgh, United Kingdom	In person	£4,400
18 - 22 Jan 2027	Edmonton, Canada	In person	£4,400
18 - 22 Jan 2027	Frankfurt, Germany	In person	£4,400
18 - 22 Jan 2027	Geneva, Switzerland	In person	£4,400
18 - 22 Jan 2027	Houston, United States	In person	£4,400
18 - 22 Jan 2027	Istanbul, Turkey	In person	£4,400
18 - 22 Jan 2027	Jakarta, Indonesia	In person	£4,400
18 - 22 Jan 2027	Jeddah, Saudi Arabia	In person	£4,400

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18 - 22 Jan 2027	Jubail, Saudi Arabia	In person	£4,400
18 - 22 Jan 2027	Khamis Mushait, Saudi Arabia	In person	£4,400
18 - 22 Jan 2027	Kigali, Rwanda	In person	£4,400
18 - 22 Jan 2027	Kuala Lumpur, Malaysia	In person	£4,400
18 - 22 Jan 2027	Lisbon, Portugal	In person	£4,400
18 - 22 Jan 2027	Liverpool, United Kingdom	In person	£4,400
18 - 22 Jan 2027	London, United Kingdom	In person	£4,400
18 - 22 Jan 2027	Los Angeles, United States	In person	£4,400
18 - 22 Jan 2027	Luanda, Angola	In person	£4,400
18 - 22 Jan 2027	Madrid, Spain	In person	£4,400
18 - 22 Jan 2027	Manama, Bahrain	In person	£4,400
18 - 22 Jan 2027	Marbella, Spain	In person	£4,400
18 - 22 Jan 2027	Marrakech, Morocco	In person	£4,400
18 - 22 Jan 2027	Miami, United States	In person	£4,400
18 - 22 Jan 2027	Milan, Italy	In person	£4,400
18 - 22 Jan 2027	Munich, Germany	In person	£4,400
18 - 22 Jan 2027	Muscat, Oman	In person	£4,400
18 - 22 Jan 2027	Nairobi, Kenya	In person	£4,400
18 - 22 Jan 2027	New York, United States	In person	£4,400
18 - 22 Jan 2027	Nice, France	In person	£4,400
18 - 22 Jan 2027	Oslo, Norway	In person	£4,400
18 - 22 Jan 2027	Paris, France	In person	£4,400
18 - 22 Jan 2027	Port Louis, Mauritius	In person	£4,400
18 - 22 Jan 2027	Prague, Czech Republic	In person	£4,400
18 - 22 Jan 2027	Pretoria, South Africa	In person	£4,400
18 - 22 Jan 2027	Riyadh, Saudi Arabia	In person	£4,400

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18 - 22 Jan 2027	Rome, Italy	In person	£4,400
18 - 22 Jan 2027	Sarajevo, Bosnia and Herzegovina	In person	£4,400
18 - 22 Jan 2027	Sharm El Sheikh, Egypt	In person	£4,400
18 - 22 Jan 2027	Singapore	In person	£4,400
18 - 22 Jan 2027	Stockholm, Sweden	In person	£4,400
18 - 22 Jan 2027	Tokyo, Japan	In person	£4,400
18 - 22 Jan 2027	Toronto, Canada	In person	£4,400
18 - 22 Jan 2027	Tromso, Norway	In person	£4,400
18 - 22 Jan 2027	Vienna, Austria	In person	£4,400
18 - 22 Jan 2027	Zagreb, Croatia	In person	£4,400
18 - 22 Jan 2027	Zurich, Switzerland	In person	£4,400
18 - 22 Jan 2027	Nouakchott, Mauritania	In person	£4,400
18 - 22 Jan 2027	Online, Virtual	Online	£4,400
17 - 21 May 2027	Baku, Azerbaijan	In person	£4,400
17 - 21 May 2027	Abu Dhabi, United Arab Emirates	In person	£4,400
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17 - 21 May 2027	Al Khobar, Saudi Arabia	In person	£4,400
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17 - 21 May 2027	Boston, United States	In person	£4,400
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17 - 21 May 2027	Casablanca, Morocco	In person	£4,400
17 - 21 May 2027	Dammam, Saudi Arabia	In person	£4,400
17 - 21 May 2027	Dhahran, Saudi Arabia	In person	£4,400
17 - 21 May 2027	Doha, Qatar	In person	£4,400
17 - 21 May 2027	Dubai, United Arab Emirates	In person	£4,400
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17 - 21 May 2027	Luanda, Angola	In person	£4,400
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17 - 21 May 2027	Tromso, Norway	In person	£4,400
17 - 21 May 2027	Vienna, Austria	In person	£4,400
17 - 21 May 2027	Zagreb, Croatia	In person	£4,400
17 - 21 May 2027	Zurich, Switzerland	In person	£4,400
17 - 21 May 2027	Nouakchott, Mauritania	In person	£4,400
17 - 21 May 2027	Online, Virtual	Online	£4,400
20 - 24 Sep 2027	Baku, Azerbaijan	In person	£4,400
20 - 24 Sep 2027	Abu Dhabi, United Arab Emirates	In person	£4,400
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20 - 24 Sep 2027	Zagreb, Croatia	In person	£4,400
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17 - 21 Jan 2028	Cairo, Egypt	In person	£4,400
17 - 21 Jan 2028	Cape Town, South Africa	In person	£4,400
17 - 21 Jan 2028	Casablanca, Morocco	In person	£4,400
17 - 21 Jan 2028	Dammam, Saudi Arabia	In person	£4,400
17 - 21 Jan 2028	Dhahran, Saudi Arabia	In person	£4,400
17 - 21 Jan 2028	Doha, Qatar	In person	£4,400
17 - 21 Jan 2028	Dubai, United Arab Emirates	In person	£4,400
17 - 21 Jan 2028	Edinburgh, United Kingdom	In person	£4,400
17 - 21 Jan 2028	Edmonton, Canada	In person	£4,400
17 - 21 Jan 2028	Frankfurt, Germany	In person	£4,400

Dates	Venue	Format	Fee
17 - 21 Jan 2028	Geneva, Switzerland	In person	£4,400
17 - 21 Jan 2028	Houston, United States	In person	£4,400
17 - 21 Jan 2028	Istanbul, Turkey	In person	£4,400
17 - 21 Jan 2028	Jakarta, Indonesia	In person	£4,400
17 - 21 Jan 2028	Jeddah, Saudi Arabia	In person	£4,400
17 - 21 Jan 2028	Jubail, Saudi Arabia	In person	£4,400
17 - 21 Jan 2028	Khamis Mushait, Saudi Arabia	In person	£4,400
17 - 21 Jan 2028	Kigali, Rwanda	In person	£4,400
17 - 21 Jan 2028	Kuala Lumpur, Malaysia	In person	£4,400
17 - 21 Jan 2028	Lisbon, Portugal	In person	£4,400
17 - 21 Jan 2028	Liverpool, United Kingdom	In person	£4,400
17 - 21 Jan 2028	London, United Kingdom	In person	£4,400
17 - 21 Jan 2028	Los Angeles, United States	In person	£4,400
17 - 21 Jan 2028	Luanda, Angola	In person	£4,400
17 - 21 Jan 2028	Madrid, Spain	In person	£4,400
17 - 21 Jan 2028	Manama, Bahrain	In person	£4,400
17 - 21 Jan 2028	Marbella, Spain	In person	£4,400
17 - 21 Jan 2028	Marrakech, Morocco	In person	£4,400
17 - 21 Jan 2028	Miami, United States	In person	£4,400
17 - 21 Jan 2028	Milan, Italy	In person	£4,400
17 - 21 Jan 2028	Munich, Germany	In person	£4,400
17 - 21 Jan 2028	Muscat, Oman	In person	£4,400
17 - 21 Jan 2028	Nairobi, Kenya	In person	£4,400
17 - 21 Jan 2028	New York, United States	In person	£4,400
17 - 21 Jan 2028	Nice, France	In person	£4,400
17 - 21 Jan 2028	Oslo, Norway	In person	£4,400

Dates	Venue	Format	Fee
17 - 21 Jan 2028	Paris, France	In person	£4,400
17 - 21 Jan 2028	Port Louis, Mauritius	In person	£4,400
17 - 21 Jan 2028	Prague, Czech Republic	In person	£4,400
17 - 21 Jan 2028	Pretoria, South Africa	In person	£4,400
17 - 21 Jan 2028	Riyadh, Saudi Arabia	In person	£4,400
17 - 21 Jan 2028	Rome, Italy	In person	£4,400
17 - 21 Jan 2028	Sarajevo, Bosnia and Herzegovina	In person	£4,400
17 - 21 Jan 2028	Sharm El Sheikh, Egypt	In person	£4,400
17 - 21 Jan 2028	Singapore	In person	£4,400
17 - 21 Jan 2028	Stockholm, Sweden	In person	£4,400
17 - 21 Jan 2028	Tokyo, Japan	In person	£4,400
17 - 21 Jan 2028	Toronto, Canada	In person	£4,400
17 - 21 Jan 2028	Tromso, Norway	In person	£4,400
17 - 21 Jan 2028	Vienna, Austria	In person	£4,400
17 - 21 Jan 2028	Zagreb, Croatia	In person	£4,400
17 - 21 Jan 2028	Zurich, Switzerland	In person	£4,400
17 - 21 Jan 2028	Nouakchott, Mauritania	In person	£4,400
17 - 21 Jan 2028	Online, Virtual	Online	£4,400

Certificate

Attendees who successfully finish the course receive a Certificate of Completion from Institute For Oil & Gas Training.

The certificate confirms completion of the Procure-to-Pay P2P End-to-End Process for Oil & Gas Training Course.

Attendees are required to participate in the course sessions and meet the Institute For Oil & Gas Training attendance requirement for certificate issuance.