

Procure-to-Pay (P2P) for Remote & Offshore Operations Training Course

OGI-1111 · 5 days · 15 CPD hours · English

Overview

Procure-to-Pay P2P for Remote & Offshore Operations Training Course from [Institute For Oil & Gas Training](#) develops the commercial, operational and control capabilities required to manage procurement transactions across remote fields, offshore installations and geographically dispersed oil and gas operations. The course focuses on the complete Procure-to-Pay P2P cycle, from field requisition and purchase authorisation through ordering, expediting, logistics, receipt, invoice matching and payment control.

Remote and offshore procurement environments create distinctive challenges for procurement, finance, logistics, supply chain and operations teams. Limited access to suppliers, restricted transportation windows, offshore mobilisation requirements, customs processes, emergency material requirements and difficult goods receipt conditions place additional demands on the Procure-to-Pay process. A purchasing transaction that appears straightforward in a conventional operating environment becomes significantly more complex when equipment, spare parts, consumables or specialist services must reach an offshore platform or isolated field location within strict operational constraints.

Institute For Oil & Gas Training designed this course around these practical procurement realities. It examines how organisations establish controlled procurement workflows while maintaining operational responsiveness. Participants explore the field requisition process, emergency purchase authorisation, purchase order controls, call-off orders against framework agreements, blanket purchase agreements, supplier coordination, materials expediting and invoice verification.

The course also addresses the financial implications of remote procurement. Freight and logistics costs frequently form an important part of the total procurement cost when materials move through multiple transport stages before reaching a field or offshore facility. Customs clearance interface, documentation quality, import requirements, delivery coordination and receipt confirmation directly affect transaction accuracy and operational continuity.

Effective Procure-to-Pay management also depends on clear segregation of responsibilities. Requisitioners, procurement teams, warehouse personnel, logistics coordinators, finance professionals and budget holders each contribute to the transaction lifecycle. Weak handovers create risks including unauthorised purchases, duplicate orders, delayed invoices, incomplete receiving records and retrospective purchase orders.

The course therefore examines P2P as an integrated business process rather than an isolated purchasing activity. Participants develop an understanding of how procurement, operations, logistics, inventory and finance work together to maintain transactional visibility and control.

Special attention is given to remote and offshore operating conditions where conventional procurement timelines are not always practical. Emergency purchasing procedures require defined authority levels and clear documentation. Framework agreements and blanket purchase agreements require appropriate call-off controls. Materials expediting

requires coordination between suppliers, freight providers, logistics teams and operational personnel. Goods receipt at remote locations requires reliable confirmation processes that support both inventory accuracy and invoice processing.

The course also examines retrospective purchase orders and the operational and governance issues created when goods or services are acquired before a formal purchase order is established. Participants consider how organisations distinguish legitimate emergencies from avoidable process failures and how procurement controls support accountability.

Institute For Oil & Gas Training delivers this programme for professionals who need practical control over procurement transactions in challenging operating environments. The content connects procurement policy with field execution, commercial discipline and financial control, helping organisations establish a more consistent Procure-to-Pay process across onshore, remote and offshore operations.

Objectives

- Explain the complete Procure-to-Pay P2P lifecycle for remote and offshore oil and gas operations
- Apply an effective field requisition process aligned with procurement controls and operational requirements
- Establish appropriate emergency purchase authorisation procedures for urgent field and offshore requirements
- Distinguish standard purchasing transactions from genuine emergency procurement situations
- Apply purchase order controls across remote and offshore procurement activities
- Manage call-off orders against framework agreements with appropriate commercial and approval controls
- Understand the appropriate use of blanket purchase agreements within recurring procurement requirements
- Coordinate procurement activities with materials expediting and supplier follow-up processes
- Assess freight and logistics costs as part of the overall procurement transaction
- Improve coordination between procurement, logistics, warehouse and finance functions
- Understand the customs clearance interface within international oil and gas procurement
- Establish reliable controls for goods receipt at remote locations
- Strengthen three-way matching between purchase orders, goods receipts and supplier invoices

- Identify the operational and financial risks associated with retrospective purchase orders
- Improve transaction visibility across geographically dispersed procurement operations
- Strengthen procurement documentation and audit trails
- Recognise control weaknesses that contribute to delayed purchasing, receiving or payment
- Support consistent P2P practices across field offices, offshore installations and corporate functions

Training methodology

The Procure-to-Pay P2P for Remote & Offshore Operations Training Course uses a practical corporate delivery model focused on operational application. Institute For Oil & Gas Training combines structured presentations with case studies, process mapping, scenario analysis, group exercises and procurement simulations.

Participants examine realistic oil and gas procurement situations involving remote field requirements, offshore supply constraints, urgent material shortages, supplier delays and complex logistics arrangements. These scenarios demonstrate how decisions made at the requisition stage affect purchasing, logistics, receiving, invoice processing and financial reporting later in the P2P cycle.

Case studies focus on situations such as an urgent requirement for critical maintenance materials, a delayed offshore delivery, an incomplete customs documentation package and a purchase made without an approved purchase order. Participants assess the control weaknesses, identify the responsible functions and determine appropriate process responses.

Process-mapping exercises help participants visualise the full transaction flow from field requisition to payment. The exercises establish clear relationships between requisition approval, supplier selection, purchase order creation, delivery, goods receipt, invoice matching and payment.

Procurement simulations place participants in practical decision-making situations. They assess whether a requirement should follow a standard purchasing route, framework agreement, blanket purchase agreement or emergency purchase process. They also consider the implications of call-off orders against framework agreements and the documentation needed to maintain transaction visibility.

Group exercises encourage cross-functional thinking. Procurement professionals examine the operational consequences of purchasing decisions, while finance and logistics participants consider the commercial and control implications of field-level decisions. This approach reflects the integrated nature of P2P management in oil and gas organisations.

Real-world scenarios also address materials expediting and freight coordination. Participants analyse supplier commitments, delivery requirements, transport arrangements and customs clearance interface issues to understand how logistics decisions affect procurement performance and total cost.

The methodology emphasises practical judgement, process discipline and clear accountability. Participants leave with a stronger understanding of how P2P controls operate under normal conditions and how they should be managed when operational circumstances require urgent action.

Organisational impact

A controlled Procure-to-Pay process supports operational continuity across remote and offshore oil and gas assets. The organisation benefits when procurement transactions follow clearly defined approval, ordering, receiving and payment processes.

Improved field requisition controls provide stronger visibility of operational requirements before procurement activity begins. Clear requisition information helps procurement teams identify specifications, quantities, delivery locations and required dates while reducing unnecessary clarification between field operations and purchasing functions.

Effective emergency purchase authorisation supports operational responsiveness without removing financial accountability. Defined authority levels help organisations distinguish genuine operational emergencies from purchases that bypass normal procurement planning.

Better use of framework agreements and blanket purchase agreements supports consistent commercial treatment for recurring requirements. Controlled call-off orders provide a documented connection between operational demand and existing commercial arrangements.

Materials expediting becomes more structured when supplier commitments and delivery requirements are connected to procurement priorities. Procurement teams can coordinate more effectively with logistics and operations when delayed materials are identified early and escalation routes are clearly understood.

The course also strengthens cost visibility. Freight and logistics costs can materially influence the overall economics of remote procurement. Understanding the relationship between purchasing decisions, transport requirements and delivery arrangements supports more informed commercial control.

Improved customs clearance interface management helps reduce documentation-related disruption in international supply movements. Procurement, logistics and operations personnel gain a clearer understanding of the information required to support smooth material movement.

Reliable goods receipt at remote locations strengthens inventory records and invoice processing. When receipt information is captured accurately, finance teams gain a stronger basis for invoice verification and payment approval.

The course also addresses retrospective purchase orders, which can create gaps between procurement activity, operational consumption and financial records. Establishing clear procedures for exceptional transactions strengthens accountability and improves visibility over purchasing behaviour.

From a governance perspective, the programme reinforces segregation of duties, approval controls, documentation requirements and transaction traceability. These controls support stronger internal oversight while maintaining the responsiveness required by remote and offshore operations.

For management teams, the integrated approach provides a clearer view of where procurement delays and process failures originate. Instead of treating purchasing, logistics, receiving and invoice processing as separate activities,

organisations can assess the entire P2P workflow and identify opportunities for process improvement.

Personal impact

Participants develop practical knowledge of how Procure-to-Pay P2P functions within complex oil and gas operating environments. The course strengthens their ability to manage transactions across procurement, operations, logistics and finance.

Procurement professionals improve their understanding of field-level requirements and develop stronger control over requisition, ordering, supplier follow-up and purchase order processes.

Operations personnel gain a clearer understanding of how the quality and timing of field requisitions influence purchasing and delivery outcomes. They also develop greater awareness of the controls surrounding emergency purchases and retrospective purchase orders.

Finance professionals strengthen their understanding of the operational events behind procurement transactions. This supports more effective review of purchase orders, goods receipts, invoices and payment documentation.

Logistics professionals gain stronger insight into how freight, customs and delivery arrangements connect with the wider P2P process. This improves coordination between material movement and procurement requirements.

Supply chain professionals strengthen their ability to manage supplier commitments, framework arrangements, recurring requirements and materials expediting.

Managers gain a cross-functional perspective that supports better oversight of procurement performance and control effectiveness. They become better positioned to identify process bottlenecks, clarify responsibilities and improve coordination between departments.

The course also supports professional development by building practical competence in procurement governance, transaction control, supplier coordination and remote operating processes. These capabilities are relevant across upstream, midstream and downstream environments where procurement activities support geographically dispersed assets.

Who should attend

- Procurement Managers and Procurement Officers — To strengthen control over purchasing transactions across remote and offshore operations.
- Supply Chain Managers and Specialists — To improve coordination between procurement, suppliers, logistics and operational requirements.
- Purchasing Professionals — To develop stronger P2P controls covering requisitions, purchase orders, supplier follow-up and invoice matching.

- Field Operations Managers — To understand how operational requirements enter and progress through the procurement process.
- Offshore Installation Managers — To strengthen procurement coordination for offshore material and service requirements.
- Materials Management Professionals — To improve coordination between purchasing, receiving, inventory and material availability.
- Warehouse and Stores Personnel — To strengthen goods receipt at remote locations and support accurate transaction records.
- Logistics and Expediting Professionals — To manage supplier deliveries, freight requirements, customs interface and materials expediting more effectively.
- Finance and Accounts Payable Professionals — To improve invoice verification, receiving controls and payment process visibility.
- Commercial and Contract Professionals — To strengthen the use of framework agreements, blanket purchase agreements and controlled call-off arrangements.
- Supply Chain and Procurement Managers — To establish consistent P2P practices across multiple operating locations.
- Internal Control and Audit Professionals — To understand the control points and documentation requirements within remote and offshore P2P transactions.
- Operations and Maintenance Planners — To improve procurement planning for recurring, urgent and maintenance-related material requirements.
- Department Heads and Senior Managers — To strengthen governance, accountability and cross-functional procurement oversight.

Course outline

Procure-to-Pay Foundations for Remote Operations

This module establishes the structure of the Procure-to-Pay P2P lifecycle within remote and offshore oil and gas operations. It focuses on how operational requirements move from field requisition through approval and purchasing while maintaining appropriate commercial and financial controls.

Purchase Orders, Frameworks and Emergency Procurement

This module examines purchasing execution after the requisition stage. It focuses on purchase order controls, framework arrangements, blanket purchasing mechanisms and emergency procurement decisions in operational environments where material availability and delivery requirements are critical.

Materials Expediting, Logistics and Remote Delivery

This module focuses on the movement of purchased materials from supplier to field or offshore location. It examines materials expediting, supplier delivery coordination, freight and logistics costs and the practical challenges associated with remote delivery requirements.

Customs, Goods Receipt and Invoice Matching

This module addresses the downstream stages of the P2P process, focusing on customs clearance interface, goods receipt at remote locations and the relationship between receiving records and invoice processing. The module connects physical material movement with financial transaction control.

P2P Governance, Controls and Performance Improvement

This module integrates the preceding topics into a structured P2P governance model. It focuses on transaction control, exception management, retrospective purchase orders, performance monitoring and continuous improvement across remote and offshore procurement environments.

Scheduled dates

Dates	Venue	Format	Fee
19 - 25 Jan 2027	Abu Dhabi, United Arab Emirates	In person	£4,000
19 - 25 Jan 2027	Abuja, Nigeria	In person	£4,000
19 - 25 Jan 2027	Accra, Ghana	In person	£4,000
19 - 25 Jan 2027	Addis Ababa, Ethiopia	In person	£4,000
19 - 25 Jan 2027	Al Ain, United Arab Emirates	In person	£4,000
19 - 25 Jan 2027	Al Khobar, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Alberta, Canada	In person	£4,000
19 - 25 Jan 2027	AlUla, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Amman, Jordan	In person	£4,000
19 - 25 Jan 2027	Amsterdam, Netherlands	In person	£4,000
19 - 25 Jan 2027	Athens, Greece	In person	£4,000
19 - 25 Jan 2027	Baku, Azerbaijan	In person	£4,000

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19 - 25 Jan 2027	Barcelona, Spain	In person	£4,000
19 - 25 Jan 2027	Berlin, Germany	In person	£4,000
19 - 25 Jan 2027	Boston, United States	In person	£4,000
19 - 25 Jan 2027	Brussels, Belgium	In person	£4,000
19 - 25 Jan 2027	Budapest, Hungary	In person	£4,000
19 - 25 Jan 2027	Cairo, Egypt	In person	£4,000
19 - 25 Jan 2027	Cape Town, South Africa	In person	£4,000
19 - 25 Jan 2027	Casablanca, Morocco	In person	£4,000
19 - 25 Jan 2027	Dammam, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Dhahran, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Doha, Qatar	In person	£4,000
19 - 25 Jan 2027	Dubai, United Arab Emirates	In person	£4,000
19 - 25 Jan 2027	Edinburgh, United Kingdom	In person	£4,000
19 - 25 Jan 2027	Edmonton, Canada	In person	£4,000
19 - 25 Jan 2027	Frankfurt, Germany	In person	£4,000
19 - 25 Jan 2027	Geneva, Switzerland	In person	£4,000
19 - 25 Jan 2027	Houston, United States	In person	£4,000
19 - 25 Jan 2027	Istanbul, Turkey	In person	£4,000
19 - 25 Jan 2027	Jakarta, Indonesia	In person	£4,000
19 - 25 Jan 2027	Jeddah, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Jubail, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Khamis Mushait, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Kigali, Rwanda	In person	£4,000
19 - 25 Jan 2027	Kuala Lumpur, Malaysia	In person	£4,000
19 - 25 Jan 2027	Lisbon, Portugal	In person	£4,000
19 - 25 Jan 2027	Liverpool, United Kingdom	In person	£4,000

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19 - 25 Jan 2027	London, United Kingdom	In person	£4,000
19 - 25 Jan 2027	Los Angeles, United States	In person	£4,000
19 - 25 Jan 2027	Luanda, Angola	In person	£4,000
19 - 25 Jan 2027	Madrid, Spain	In person	£4,000
19 - 25 Jan 2027	Manama, Bahrain	In person	£4,000
19 - 25 Jan 2027	Marbella, Spain	In person	£4,000
19 - 25 Jan 2027	Marrakech, Morocco	In person	£4,000
19 - 25 Jan 2027	Miami, United States	In person	£4,000
19 - 25 Jan 2027	Milan, Italy	In person	£4,000
19 - 25 Jan 2027	Munich, Germany	In person	£4,000
19 - 25 Jan 2027	Muscat, Oman	In person	£4,000
19 - 25 Jan 2027	Nairobi, Kenya	In person	£4,000
19 - 25 Jan 2027	New York, United States	In person	£4,000
19 - 25 Jan 2027	Nice, France	In person	£4,000
19 - 25 Jan 2027	Oslo, Norway	In person	£4,000
19 - 25 Jan 2027	Paris, France	In person	£4,000
19 - 25 Jan 2027	Port Louis, Mauritius	In person	£4,000
19 - 25 Jan 2027	Prague, Czech Republic	In person	£4,000
19 - 25 Jan 2027	Pretoria, South Africa	In person	£4,000
19 - 25 Jan 2027	Riyadh, Saudi Arabia	In person	£4,000
19 - 25 Jan 2027	Rome, Italy	In person	£4,000
19 - 25 Jan 2027	Sarajevo, Bosnia and Herzegovina	In person	£4,000
19 - 25 Jan 2027	Sharm El Sheikh, Egypt	In person	£4,000
19 - 25 Jan 2027	Singapore	In person	£4,000
19 - 25 Jan 2027	Stockholm, Sweden	In person	£4,000
19 - 25 Jan 2027	Tokyo, Japan	In person	£4,000

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19 - 25 Jan 2027	Toronto, Canada	In person	£4,000
19 - 25 Jan 2027	Tromso, Norway	In person	£4,000
19 - 25 Jan 2027	Vienna, Austria	In person	£4,000
19 - 25 Jan 2027	Zagreb, Croatia	In person	£4,000
19 - 25 Jan 2027	Zurich, Switzerland	In person	£4,000
19 - 25 Jan 2027	Nouakchott, Mauritania	In person	£4,000
19 - 25 Jan 2027	Online, Virtual	Online	£4,000
18 - 24 May 2027	Abu Dhabi, United Arab Emirates	In person	£4,000
18 - 24 May 2027	Abuja, Nigeria	In person	£4,000
18 - 24 May 2027	Accra, Ghana	In person	£4,000
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18 - 24 May 2027	Al Ain, United Arab Emirates	In person	£4,000
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18 - 24 May 2027	Dammam, Saudi Arabia	In person	£4,000
18 - 24 May 2027	Dhahran, Saudi Arabia	In person	£4,000
18 - 24 May 2027	Doha, Qatar	In person	£4,000
18 - 24 May 2027	Dubai, United Arab Emirates	In person	£4,000
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18 - 24 Jan 2028	Addis Ababa, Ethiopia	In person	£4,000
18 - 24 Jan 2028	Al Ain, United Arab Emirates	In person	£4,000
18 - 24 Jan 2028	Al Khobar, Saudi Arabia	In person	£4,000
18 - 24 Jan 2028	Alberta, Canada	In person	£4,000

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18 - 24 Jan 2028	Dhahran, Saudi Arabia	In person	£4,000
18 - 24 Jan 2028	Doha, Qatar	In person	£4,000
18 - 24 Jan 2028	Dubai, United Arab Emirates	In person	£4,000
18 - 24 Jan 2028	Edinburgh, United Kingdom	In person	£4,000
18 - 24 Jan 2028	Edmonton, Canada	In person	£4,000
18 - 24 Jan 2028	Frankfurt, Germany	In person	£4,000
18 - 24 Jan 2028	Geneva, Switzerland	In person	£4,000
18 - 24 Jan 2028	Houston, United States	In person	£4,000
18 - 24 Jan 2028	Istanbul, Turkey	In person	£4,000
18 - 24 Jan 2028	Jakarta, Indonesia	In person	£4,000
18 - 24 Jan 2028	Jeddah, Saudi Arabia	In person	£4,000
18 - 24 Jan 2028	Jubail, Saudi Arabia	In person	£4,000

Dates	Venue	Format	Fee
18 - 24 Jan 2028	Khamis Mushait, Saudi Arabia	In person	£4,000
18 - 24 Jan 2028	Kigali, Rwanda	In person	£4,000
18 - 24 Jan 2028	Kuala Lumpur, Malaysia	In person	£4,000
18 - 24 Jan 2028	Lisbon, Portugal	In person	£4,000
18 - 24 Jan 2028	Liverpool, United Kingdom	In person	£4,000
18 - 24 Jan 2028	London, United Kingdom	In person	£4,000
18 - 24 Jan 2028	Los Angeles, United States	In person	£4,000
18 - 24 Jan 2028	Luanda, Angola	In person	£4,000
18 - 24 Jan 2028	Madrid, Spain	In person	£4,000
18 - 24 Jan 2028	Manama, Bahrain	In person	£4,000
18 - 24 Jan 2028	Marbella, Spain	In person	£4,000
18 - 24 Jan 2028	Marrakech, Morocco	In person	£4,000
18 - 24 Jan 2028	Miami, United States	In person	£4,000
18 - 24 Jan 2028	Milan, Italy	In person	£4,000
18 - 24 Jan 2028	Munich, Germany	In person	£4,000
18 - 24 Jan 2028	Muscat, Oman	In person	£4,000
18 - 24 Jan 2028	Nairobi, Kenya	In person	£4,000
18 - 24 Jan 2028	New York, United States	In person	£4,000
18 - 24 Jan 2028	Nice, France	In person	£4,000
18 - 24 Jan 2028	Oslo, Norway	In person	£4,000
18 - 24 Jan 2028	Paris, France	In person	£4,000
18 - 24 Jan 2028	Port Louis, Mauritius	In person	£4,000
18 - 24 Jan 2028	Prague, Czech Republic	In person	£4,000
18 - 24 Jan 2028	Pretoria, South Africa	In person	£4,000
18 - 24 Jan 2028	Riyadh, Saudi Arabia	In person	£4,000
18 - 24 Jan 2028	Rome, Italy	In person	£4,000

Dates	Venue	Format	Fee
18 - 24 Jan 2028	Sarajevo, Bosnia and Herzegovina	In person	£4,000
18 - 24 Jan 2028	Sharm El Sheikh, Egypt	In person	£4,000
18 - 24 Jan 2028	Singapore	In person	£4,000
18 - 24 Jan 2028	Stockholm, Sweden	In person	£4,000
18 - 24 Jan 2028	Tokyo, Japan	In person	£4,000
18 - 24 Jan 2028	Toronto, Canada	In person	£4,000
18 - 24 Jan 2028	Tromso, Norway	In person	£4,000
18 - 24 Jan 2028	Vienna, Austria	In person	£4,000
18 - 24 Jan 2028	Zagreb, Croatia	In person	£4,000
18 - 24 Jan 2028	Zurich, Switzerland	In person	£4,000
18 - 24 Jan 2028	Nouakchott, Mauritania	In person	£4,000
18 - 24 Jan 2028	Online, Virtual	Online	£4,000

Certificate

Attendees who complete the Procure-to-Pay P2P for Remote & Offshore Operations Training Course receive a Certificate of Completion from Institute For Oil & Gas Training.

The certificate is issued upon completion of the course and requires attendance throughout the programme in accordance with the course attendance requirement.