

AUDIT OF PROCUREMENT AND PAYABLES

COURSE DETAILS

Schedule: September 4, 11, 18 and 25, 2021

Duration: Four half-day sessions

Knowledge Level: Intermediate

Competency: Critical Thinking, Internal Audit Delivery, Business Acumen

Delivery Format: **Online Training through Zoom**

Position Level: Internal Auditors; Process Owners, Management; Procurement, Payables and Operations Staff

Fee: Regular Fee: Php 9,408.00 per participant;

Discounted Fee: **Php 7,500.00** per participant for the **first 10** paid participants

COURSE DESCRIPTION

The end to end process of materials and service management within the supply chain encompasses Planning to Procurement, and all the way to Payment. In today's business context, the interlinking and best practices of integrating these functions have become a company's potential source of competitive advantage.

Different models have evolved since the development of Materials Requirement Planning all the way to the more recent Integrated Business Management framework.

This seminar provides the participants with a comprehensive understanding of all the components of the P2P process. The training will be delivered through lecture, facilitated sharing of actual experiences, case studies and group discussions to enable the participants to apply the lessons learned when conducting audit work.

COURSE OUTLINE

- I. Materials and Services Planning
 - Sales and Operation Planning (S&OP) and the Integrated Business Planning Process
 - Materials Requirement Planning
 - PR-PO process (Purchase Requisition to Purchase Order)
- II. Planning to Procurement to Payment Process
 - Procurement and Sourcing Strategy as Enabler of Company Strategy
 - Planning to Procurement to Payment Design
 - "7-Steps Procurement Process"

- Costs and Risk Reduction
- Organizational Design Options and Talent Management
- Knowledge Management in the Procurement Function

III. The Sourcing Process

IV. Vendor Master Data and Supplier Management

- Vendor Accounts, Details and Performance

V. Procurement Execution and Control

- Purchase Requisition and Purchase Order

VI. Payables

- Invoice Processing, Monitoring, Adjustments and Recording
- Accounts Payable Account Overview

VII. Ensuring Quality and Innovation

- Scorecard and Metrics; Benchmarking and Best Practices
- The Impact of Technology
- Fraud Prevention

VIII. Implementing the Procurement and Payables Audit

- Planning and Conducting the Audit
- Reporting Results
- Case Study and Group Discussion

REGISTRATION

To register, please consider either of the following options:

- Option 1: Please visit CIASP website, www.ciasp.com.ph. Click on the "Register" button for the seminar on **Audit of Procurement and Payables**. You will be directed to an online Google form. Please fill in your details on the form and click 'Submit.' We will acknowledge your registration as soon as practicable.
- Option 2: You can email or communicate with us through information@ciasp.com.ph and/or centerforinternalauditservices@gmail.com. Please provide your full contact details (full name, organization, designation, email address, office phone and mobile phone).

We will provide billing invoice upon receipt of the registration.

FEES AND PAYMENT DETAILS

- Regular Rate - Php 9,408.00 inclusive of VAT.
- Discounted Rate – **Php 7,500.00** inclusive of VAT for the **first 10 paid** registrants
- Limited slots. Guaranteed seats will be given to those with paid registration.
- Payments can be made in cash or check.
- Payment should be deposited to any BPI branch. Payment can also be done through online funds transfer (e.g. PesoNet, GCash, PayMaya, InstaPay, bank wire transfer, etc.).
CIASP bank account details are:
 - Bank of the Philippine Islands (BPI)
 - Current Account Number: 1621-0070-72
 - Account Name: Center for Internal Advisory Services Philippines Inc
 - SWIFT Code/BIC: BOIPHMM
 - For check payment, please make it payable to the account name.
 - For Gcash, payee: Ciasp; account number: 1621007072
- Please email scanned copy or picture of deposit slip or online transfer form so we could confirm receipt and provide the relevant seminar details and procedures.

OTHER SEMINAR DETAILS

- Seminar Inclusions:
 - Attendance to the webinar sessions
 - Copy of presentation or powerpoint slides in pdf
 - Templates, sample workpapers, worksheets, references and other reading materials
 - Certificate of participation
 - Post-webinar consultation with the resource speaker(s) as applicable
- Delivery Mode:
 - Online training through Zoom
- Resource Speakers/Facilitators
 - Eric Emmanuel P. Ebro
 - Jay Lord E. Zafra
- Time Schedule for the Online Training Sessions
 - 8:00 am to 12:00 noon per session

CONTACT DETAILS

Email: information@ciasp.com.ph or centerforinternalauditservices@gmail.com

Website: www.ciasp.com.ph

Landline: (02) 87887928

Mobile: 0915-7068046

PROFILE OF CIASP RESOURCE SPEAKERS

JAY LORD E. ZAFRA, CPA, CIA

Jay Lord is the Head of Financial Planning and Accounting for Philip Morris International (PMFTC). His previous positions at PMFTC are Controller, Senior Manager for Sales Finance and Internal Controls Manager where he was responsible for evaluating internal controls and recommending process improvements across different functions such as distribution and sales.

Prior to this, Jay Lord was the Global Procurement Analytics Group Manager of The Coca Cola Company Bottling Investments Group. He led a team which performed the procurement project/initiative analyses for 16 countries globally. He also led in developing processes and improvements to Global Procurement operations and setting tools and systems for data collection and repository.

He was also with Procter and Gamble as the Sales Finance Manager (Philippines), Regional Supply Chain Finance Manager (Singapore), Internal Audit Senior Controls Manager (Global Internal Audit), and Product Supply Finance for BabyCare and FemCare (Philippines).

He is also a former auditor of Punongbayan & Araullo and a CPA Reviewer of CPAR Cebu. Jay Lord is a graduate of BS Accountancy at University of San Jose Recoletos with the highest honor of Summa Cum Laude. He also ranked 3rd place in the May 2007 CPA Licensure Examination.

ERIC EMMANUEL P. EBRO, CPA, CIA

Eric is the Assistant Vice President for Supply Chain Finance for Jollibee Inc. He was also the Senior Manager for Supply Chain Finance for Del Monte Philippines. He was with Procter and Gamble (P&G) as Global Internal Audit Senior Controls Analyst.

At P&G, he was responsible on delivering the Risk Assurance plan for the Product Supply Audit Operations of Asia & EMEA (Europe, Middle East & Africa) by providing innovative risk management solutions at benchmark value through audit and consulting engagements, and conducting exploratory work on non-conventional risk areas. He also became the Product Supply Finance Manager and Customer Team Finance Manager of Procter & Gamble PTE Asia Ltd.