



*Training Course:
Managing Vendor Qualification, Performance &
Contract Compliance*

*14 - 18 June 2027
Kigali (Rwanda)*

Training Course: Managing Vendor Qualification, Performance & Contract Compliance

Training Course code: PC4041 From: 14 - 18 June 2027 Venue: Kigali (Rwanda) - Training Course Fees: 6350 € Euro

Introduction

This program equips participants with the skills to qualify vendors, monitor performance, and ensure contract compliance. Participants will learn strategic and practical approaches to selecting, evaluating, and managing suppliers for better organizational outcomes.

Objectives

By the end of the program, participants will be able to:

- Develop and maintain an Approved Supplier List ASL.
- Conduct supplier assessments, audits, and certifications.
- Implement and monitor supplier performance metrics.
- Interpret supplier performance and apply corrective or improvement actions.
- Understand remedies for contract breaches and manage risks.

Target Audience

- Procurement Managers and Officers
- Supply Chain Professionals
- Contract Administrators
- Quality Assurance Personnel
- Project Managers overseeing vendors

5-Day Program Outline

Day 1 - Vendor Qualification & Approved Supplier List ASL

- Setting procurement objectives
- Developing supplier selection criteria
- Engaging end-users and technical teams
- Compiling and maintaining the ASL
- Practical exercise: drafting an ASL

Day 2 - Supplier Assessment & Certification

- Initial questionnaires and detailed investigations
- Quality management systems and process capability studies
- ISO certification and compliance
- Practical exercise: supplier audit simulation

Day 3 - Supplier Performance Metrics

- Defining KPIs aligned with organizational goals
- Data collection, recording, and common mistakes
- Developing supplier scorecards and dashboards
- Exercise: creating a sample performance report

Day 4 - Interpreting Results & Continuous Improvement

- Rating, ranking, and disseminating performance results
- Rewarding good performance and corrective actions
- Supplier development planning and engagement strategies
- Case study: analyzing supplier performance and improvement plan

Day 5 - Contract Compliance & Remedies for Breach

- Monitoring compliance with contracts and SLAs
- Understanding breaches, remedies, and penalties
- Determining quantum of damages and dispute resolution
- Final exercise: developing a project close-out report including time, cost, and quality lessons learned

Registration form on the Training Course: Managing Vendor Qualification, Performance & Contract Compliance

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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