



*Training Course:
Procurement and Accounting*

*13 - 17 September 2026
Istanbul (Turkey)
DoubleTree by Hilton Istanbul Esentepe*

Training Course: Procurement and Accounting

Training Course code: FI236632 From: 13 - 17 September 2026 Venue: Istanbul (Turkey) - DoubleTree by Hilton Istanbul Esentepe Training Course Fees: 5775 ₺ Euro

Introduction

This Procurement and Accounting training program is designed by Global Horizon Training Center to provide participants with an integrated understanding of modern procurement practices and their relationship with accounting and financial management.

The program focuses on the complete procurement cycle, from identifying purchasing requirements and supplier selection through purchasing, contracts, receiving, invoicing, payment, and financial reporting. Participants will also explore how effective coordination between procurement and accounting can improve cost control, compliance, transparency, supplier management, and overall organizational performance.

Objectives

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

- Understand the fundamental principles and functions of procurement and accounting.
- Explain the relationship between procurement activities and financial management.
- Apply effective procurement planning and purchasing strategies.
- Develop and evaluate supplier selection and evaluation processes.
- Understand purchasing documents, contracts, purchase orders, and invoices.
- Apply appropriate cost analysis and budgeting techniques.
- Understand the accounting treatment of procurement transactions.
- Improve control over purchasing, accounts payable, and supplier payments.
- Identify procurement and financial risks and appropriate control measures.
- Strengthen coordination between procurement, finance, accounting, and other departments.
- Apply best practices to improve transparency, efficiency, and value for money.

Course Methodology

The program will use a practical and interactive learning approach combining:

- Instructor-led presentations and discussions.

- Practical examples from procurement and accounting environments.
- Case studies and group exercises.
- Procurement and purchasing scenarios.
- Supplier evaluation exercises.
- Cost analysis and budgeting exercises.
- Analysis of purchase orders, invoices, and payment documentation.
- Interactive discussions and problem-solving activities.
- Knowledge checks and practical assessments.

Organizational Impact

Organizations will benefit from participants who can:

- Improve procurement efficiency and purchasing controls.
- Strengthen coordination between procurement and accounting departments.
- Reduce unnecessary purchasing costs and financial leakage.
- Improve supplier selection and performance management.
- Strengthen budgetary and expenditure controls.
- Reduce invoice, payment, and documentation errors.
- Improve compliance with procurement policies and financial procedures.
- Enhance transparency and accountability throughout the procurement cycle.
- Improve cash-flow management through effective accounts payable practices.
- Increase value for money and organizational financial performance.

Target Audience

This program is suitable for:

- Procurement and Purchasing Officers.
- Procurement Managers and Supervisors.
- Purchasing Specialists and Buyers.

- Accountants and Accounting Officers.
- Finance Officers and Financial Controllers.
- Accounts Payable Officers.
- Supply Chain and Logistics Professionals.
- Contract and Commercial Officers.
- Budget and Financial Planning Officers.
- Department Heads involved in purchasing decisions.
- Professionals responsible for procurement, expenditure, or supplier management.

Outlines

Day 1 - Introduction to Procurement and Accounting

- Fundamentals and principles of procurement
- Procurement cycle and key processes
- Role of accounting in procurement
- Procurement-to-payment process
- Procurement policies and procedures
- Coordination between Procurement, Finance, and Accounting

Day 2 - Procurement Planning and Supplier Management

- Procurement planning and requirements identification
- Market research and sourcing strategies
- Supplier identification and prequalification
- Supplier evaluation and selection
- Supplier performance management
- Procurement documentation

Day 3 - Purchasing, Contracts and Cost Management

- Purchase requisitions and purchase orders

- Procurement and contract management
- Pricing and cost analysis
- Total Cost of Ownership
- Procurement budgeting and expenditure control
- Negotiation and achieving value for money

Day 4 - Accounting for Procurement and Payment Management

- Accounting treatment of procurement transactions
- Invoice processing and verification
- Purchase order, receipt, and invoice matching
- Accounts payable management
- Supplier payments and reconciliation
- Financial controls and segregation of duties

Day 5 - Procurement Risk, Compliance and Performance

- Procurement risks and risk management
- Fraud prevention and ethical procurement
- Procurement compliance and governance
- Procurement performance indicators
- Cost savings and procurement efficiency
- Strategic procurement and continuous improvement
- Integrated procurement and accounting case study

Registration form on the Training Course: Procurement and Accounting

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
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Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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