

AUDIT OF PROCUREMENT AND PAYABLES

COURSE DETAILS

Schedule: September 20, 27; October 4 and 11, 2025

Duration: Four half-day sessions

Time: 8:00 am to 12:00 noon per session day

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: Php 9,408.00 per participant inclusive of VAT

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 best practices of integrating and interlinking 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. Or click this link: https://docs.google.com/forms/d/e/1FAIpQLScPikn3En1rTh0iCbuW6CCWsevMRFju8-Dj_9Zijwvd7Gyayw/viewform
- 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.
- 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, Maya, InstaPay, LDDAP, 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 transfer, payee: Ciasp; account number: 1621007072; bank: BPI
- Payment through **credit card or debit card** (Mastercard, Visa, Amex) through Paypal also accepted.
- 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 slides in pdf or access to the google drive
 - Certificate of completion
- Delivery Mode:
 - Online training through Zoom
- Resource Speaker/Facilitator
 - Eric Emmanuel P. Ebro
 - Other resource speakers, as applicable
- Time Schedule for the Training Sessions
 - 8:00 am to 12:00 noon per session day

CONTACT DETAILS

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

Website: www.ciasp.com.ph

Landline: (02) 87887928

Mobile: 0915-7068046

PROFILE OF RESOURCE SPEAKER

ERIC EMMANUEL P. EBRO, CPA, CIA

Eric is the Chief Financial Officer of Miascor Holdings Inc. (MHI) which is into aviation related businesses.

Prior to this, Eric was the Chief Operating Officer of The Laguna Creamery. Eric was also the CFO of Metro Pacific Agro Ventures Inc (MPAV), parent company of The Laguna Creamery Inc. which manufactures Carmen's Best Ice Cream and dairy products.

Eric was also the Assistant Vice President for Supply Chain Finance for Zenith Foods Corporation / Jollibee Foods Corporation. 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.

Telephone: (63 2) 87887928; Mobile: 0915-7068046

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

Website: www.ciasp.com.ph

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.

He regularly teaches on the topic on Audit Tools and Techniques and Business Process in the CIA Review Program. He also conducts in-house training on standardized work process, quality tools, sampling and root cause analysis.