Mastering Vendor Management: Qualification to Compliance

1 – 5 February 2027
Brussels (Belgium)

UK Trainig
PARTNER



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Why This Course

Effective vendor management is critical to organizational success, ensuring that suppliers deliver quality, reliability, and value. Procurement professionals who can strategically select, evaluate, and manage vendors not only reduce risk but also drive efficiency, innovation, and long-term partnerships.

This intensive 1-week program equips participants with a structured approach to vendor management, blending practical tools, industry best practices, and hands-on exercises. Attendees will learn how to optimize vendor relationships, monitor performance, and ensure contract compliance to achieve sustainable business outcomes.

What You'll Learn and Practice

By participating in this program, you will:

- Develop a structured vendor qualification and selection process.
- Create and implement performance metrics and evaluation systems.
- Master contract management, compliance monitoring, and risk mitigation techniques.
- Strengthen vendor relationships through strategic collaboration and continuous improvement.
- Apply ethical practices and corporate social responsibility in vendor management.

The Program Flow

Day 1: Vendor Qualification Fundamentals

- Principles of strategic sourcing and vendor management.
- Developing qualification criteria to ensure fit and capability.
- Pre-screening techniques to shortlist potential vendors.
- Creating and maintaining an approved vendor list for your organization.

Day 2: Vendor Selection and Evaluation

- Designing effective RFPs and evaluation processes.
- Conducting comprehensive vendor assessments.
- Analyzing financial stability and operational capabilities.
- Performing risk assessments during vendor selection.



Day 3: Performance Measurement and KPIs

- Designing meaningful Key Performance Indicators KPIs.
- Implementing vendor performance scorecards.
- Conducting performance reviews and feedback sessions.
- Developing strategies for continuous improvement.

Day 4: Contract Management and Compliance

- Key elements of vendor contracts and service level agreements.
- Negotiation techniques for balanced and effective agreements.
- Monitoring contract compliance and managing deviations.
- Handling disputes, contract changes, and legal considerations.

Day 5: Advanced Vendor Management Strategies

- Best practices for vendor relationship management and strategic partnerships.
- Leveraging technology to streamline vendor management processes.
- Ethical considerations and corporate social responsibility in procurement.
- Techniques for fostering collaboration and innovation with vendors.

Individual Impact

- Ability to implement a comprehensive vendor qualification and evaluation system.
- Enhanced skills in monitoring vendor performance and ensuring compliance.
- Confidence in negotiating contracts and managing vendor relationships strategically.
- Practical tools to mitigate risk and drive continuous improvement in vendor operations.

Organizational Impact

- Improved vendor performance and reliability across supply chains.
- Stronger, strategic partnerships with key suppliers.
- Reduced risk exposure through structured assessment and compliance monitoring.
- Optimized procurement processes that contribute to organizational efficiency and growth.

Training Methodology

The course integrates theory with hands-on practice:

- Case studies and real-world examples of successful vendor management.
- Interactive exercises in contract drafting, KPI development, and risk assessment.
- Group discussions and problem-solving sessions to share best practices.
- Templates, tools, and frameworks for immediate application in the workplace.



Beyond the Course

Participants will leave equipped to:

- Structure and implement robust vendor qualification and selection processes.
- Develop performance metrics and scorecards to drive accountability.
- Manage contracts, ensure compliance, and mitigate vendor-related risks.
- Build strategic, long-term vendor relationships that support organizational goals.

This course provides procurement professionals with a practical, end-to-end framework to optimize vendor management, enhance supply chain performance, and deliver measurable business value.

