

VENDOR QUALIFICATION PROCESS

“Building a Robust, Risk-Aware, and Value-Driven Supplier Qualification Framework”

Schedule

Date	Venue	Fees (Face-to-Face)
14 – 18 Sep 2026	Dubai, UAE	USD 3495 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

The vendor qualification process is a critical component of strategic procurement and supply chain integrity. Poorly vetted suppliers can lead to delivery delays, compliance violations, financial loss, or reputational harm. A structured, consistent approach to evaluating and approving vendors is essential for operational resilience.

This intensive five-day course equips procurement, logistics, and quality professionals with the tools and frameworks to establish and execute robust vendor qualification programs. Participants will learn to assess risk, compliance, capability, and performance—ensuring that only capable and reliable suppliers are onboarded.

Objectives

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

- Develop and implement a structured vendor qualification framework.
- Design supplier evaluation tools that assess quality, capacity, compliance, and risk.
- Conduct supplier audits and due diligence activities effectively.
- Integrate qualification results into procurement strategy and sourcing decisions.
- Build a vendor master database and performance tracking system.
- Align qualification procedures with ESG, regulatory, and risk management goals.

Why Attend

- Reduce supplier-related risks through structured assessments and controls.
- Improve consistency and fairness in vendor onboarding decisions.
- Strengthen alignment between procurement, quality, and compliance teams.
- Build supplier qualification processes that scale with business needs.
- Gain templates, scorecards, and tools that can be immediately applied.

Target Audience

This program is designed for:

- Procurement, sourcing, and contract managers
- Vendor qualification and compliance officers
- Supply chain and logistics professionals
- Quality assurance and supplier auditors
- Project managers involved in vendor selection

Individual Benefits

Key competencies that will be developed include:

- Vendor evaluation and risk assessment
- Supplier auditing and pre-qualification
- Compliance, due diligence, and documentation control
- Stakeholder communication and reporting
- Post-qualification review and performance tracking

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More reliable and capable supply base
- Lower risk exposure in sourcing decisions
- Stronger alignment with compliance and ESG policies
- Reduced supply interruptions and cost of poor quality
- Standardized vendor management and reporting systems

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Supplier evaluation frameworks and risk models
- Hands-On Exercises – Creating qualification templates, scorecards, and audit forms
- Case Studies – Real-world examples of supplier failure and success
- Workshops – Designing qualification workflows and cross-functional roles
- Peer Exchange – Experience sharing and live feedback sessions
- Tools – Vendor checklists, due diligence logs, risk heatmaps, audit scripts

Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM

Daily Format : 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Vendor Qualification Strategy and Framework

- **Module 1: Introduction to Vendor Qualification**
 - What is vendor qualification and why it matters
 - Link to risk management, compliance, and procurement goals
 - Case examples of supplier-related business failures
- **Module 2: Framework for Vendor Qualification**
 - Stages: registration, pre-screening, evaluation, approval
 - Stakeholder roles in the qualification process
 - Key success factors and governance
- **Module 3: Policy, Criteria & Documentation (PQD)**
 - Creating and aligning vendor qualification policies
 - Risk-based qualification tiers
 - Document requirements, forms, and records
- **Module 4: Exercise – Build Your Qualification Workflow**
 - Participants design a draft vendor qualification process for their organization

Day 2: Vendor Evaluation Tools and Criteria

- **Module 5: Designing Qualification Criteria**
 - Technical capacity, quality systems, delivery track record
 - Financial health, certifications, and regulatory compliance
 - Soft factors: communication, ethics, reputation
- **Module 6: Vendor Scorecards and Ratings**
 - Building a weighted evaluation model
 - Scoring methodology and thresholds
 - Automating scorecards for high-volume vendor pools
- **Module 7: Supplier Risk Assessment Techniques**
 - Risk heatmaps and segmentation models
 - Inherent vs. residual risk
 - Integrating third-party data sources and ratings
- **Module 8: Workshop – Create a Vendor Evaluation Scorecard**
 - Participants develop and present customized scoring tools

Day 3: Due Diligence, Auditing, and Approval

- **Module 9: Vendor Due Diligence Process**
 - Background checks, litigation history, ownership review
 - Financial verification and anti-bribery declarations
 - Red flags and escalation protocols
- **Module 10: Supplier Audits – Planning and Execution**
 - Audit types: desktop, on-site, remote
 - Audit checklists, scope definition, and sampling
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Handling pushback and audit fatigue

- **Module 11: Post-Audit Review and Approval Process**

- Audit scoring, gap tracking, and CAPA plans
- Qualification committee and approval workflows
- Vendor acceptance vs. conditional qualification

- **Module 12: Exercise - Vendor Audit Simulation**

- Simulate an audit interview and reporting process

Day 4: Vendor Data, Performance, and Technology Integration

- **Module 13: Vendor Master Data Governance**

- Creating and maintaining vendor records
- Avoiding duplicates and vendor fraud
- Integration with ERP systems (SAP, Oracle, etc.)

- **Module 14: Monitoring Vendor Performance Post-Approval**

- KPIs: on-time delivery, quality incidents, responsiveness
- Scorecard updates and review cadence
- Triggering requalification and corrective action

- **Module 15: Digital Tools and Automation**

- Vendor portals and onboarding platforms
- Workflow automation and qualification dashboards
- Managing approval chains and alerts

- **Module 16: Group Exercise - Vendor Qualification Policy Drafting**

- Teams build a qualification SOP based on case scenarios

Day 5: Strategy, Governance and Continuous Improvement

- **Module 17: Strategic Sourcing and Qualification Alignment**

- Linking qualification to sourcing and contracting
- Category strategy and supplier segmentation
- Risk sharing and dual sourcing planning

- **Module 18: Vendor Governance Models**

- Ownership and accountability structure
- Three lines of defense in vendor management
- Compliance monitoring and enforcement

- **Module 19: ESG, Ethics, and Sustainability in Qualification**

- Integrating ESG standards and codes of conduct
- Ethical sourcing, labor laws, and responsible procurement
- ESG audit checklists and scorecard integration

- **Module 20: Final Presentations and Certification Briefing**

- Peer review of qualification plans and tools
- Course recap, feedback, and certificate issuance

Certification

Participants who complete the program will receive a Certificate of Completion in **Vendor Qualification Process**, validating their capability to design, implement, and continuously improve supplier qualification frameworks that support business performance, integrity, and risk control.

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