CONCEPT

Material Expediting and Supplier Progress Control for Project Procurement

4 – 8 January 2027
London - Central London four-star



Material Expediting and Supplier Progress Control for Project Procurement

Ref: 292_12152 **Date:** 4 – 8 January 2027 **Location:** London - Central London four-star **Fees:** 23000 SAR

Introduction:

On capital projects, a late pump, valve package or switchgear panel can hold up construction far more than its purchase value suggests, yet many orders are left unwatched between award and delivery. Material expediting closes that gap by following each supplier's drawings, manufacturing, inspection and shipping against agreed dates. This Core Concept course gives expeditors and materials coordinators a working method to rank orders by criticality, verify real progress at the supplier's works and act on delay early. Participants build a Purchase Order Expediting Plan and Delay Recovery Dashboard for a live order set.

Course Objectives:

- Rank open purchase orders by schedule criticality and assign each one a desk, field or shop-visit expediting level
- Track vendor drawings and documents against the vendor document register and push overdue submittals through review
- Measure manufacturing progress against weighted milestones and verify reported status during supplier works visits
- Coordinate inspection and test plan hold and witness points, release notes and shipping readiness with quality and logistics teams
- Forecast delivery slippage from progress trends and agree recovery plans, escalation steps and contractual levers with suppliers
- Produce expediting reports and dashboards that give project managers early warning of material delay

Target Audience:

- Staff who follow up supplier progress on equipment and material purchase orders for projects
- Materials and procurement coordinators who keep order status, vendor documents and delivery dates current
- Buyers who remain responsible for orders after award until goods reach site
- Package and discipline engineers who review vendor drawings and attend factory tests
- Site materials and warehouse staff who plan receipt of long-lead and critical items

Course Outline:

Day 1: Expediting Role and Purchase Order Criticality

- Expediting Position in the Project Procurement Cycle from Award to Site Receipt
- Expeditor Responsibilities Map Across Buyer, Engineer, Inspector and Logistics Roles
- Purchase Order Criticality Ranking Matrix: Schedule Float, Lead Time and Supplier Record
- Long-Lead Item List and Required-on-Site Date Alignment with the Project Schedule
- Current Order Book Health Check Against Contractual Delivery Dates

Day 2: Expediting Levels and Supplier Progress Models

- Desk Expediting Routine: Milestone Calls, Status Requests and Contact Logs
- Field Expediting and Shop Visit Planning: Frequency, Agenda and Visit Report Format
- Four-Level Expediting Model: Production, Quality, Packing and Project Milestone Control
- Supplier Kick-Off Meeting Checklist and Order Acknowledgement Review
- Expediting Plan Template by Order Criticality Class

Day 3: Vendor Documents, Manufacturing Progress and Inspection Coordination

- Vendor Document Requirements List and Drawing Submittal Tracker
- Document Review Turnaround, Return Codes and Resubmission Chasing
- Weighted Manufacturing Milestone Schedule and Percent-Complete Verification
- Sub-Supplier and Raw Material Tracking for Castings, Forgings and Bought-Out Parts
- Inspection and Test Plan Hold and Witness Point Notification Log

Day 4: Delay Forecasting, Recovery and Escalation

- Slippage Trend Analysis and Forecast Delivery Date Calculation
- Supplier Recovery Plan Review: Resources, Shifts, Resequencing and Partial Shipment
- Escalation Ladder from Expeditor to Supplier Management and Project Director
- Contractual Levers: Liquidated Damages, Milestone Payments and Retention Held
- Packing Survey, Shipping Release and Export Document Readiness Checks

Day 5: Case Work: Expediting Plan and Delay Recovery Dashboard

- Process Plant Case: Criticality Ranking of a Rotating Equipment and Valve Order Set
- Infrastructure Case: Shop Visit Findings and Forecast Slippage on Switchgear Panels
- Expediting Report and Dashboard Build: Status, Float Consumed and Open Actions
- Purchase Order Expediting Plan and Delay Recovery Dashboard Drafting
- Project Manager Panel Review and Recovery Plan Defence

Skills You Will Gain:

- Order Criticality Assessment
- Desk and Field Expediting
- Vendor Document Tracking
- Manufacturing Progress Verification
- Inspection Point Coordination
- Delivery Slippage Forecasting
- Supplier Escalation Management
- Expediting Status Reporting

Why Attend This Course:

- Return to work with a Purchase Order Expediting Plan and Delay Recovery Dashboard for your own open orders
- Spend expediting time on the orders that can delay construction rather than chasing every supplier equally
- Leave shop visits with verified progress and agreed actions instead of supplier assurances
- Compare expediting routines with peers from oil and gas, power, water, shipbuilding and infrastructure projects

Conclusion:

Equipment and materials arrive on time when every critical order is watched from award to site with facts rather than promises. This course moves from the expediting role and order criticality, through desk, field and shop-visit methods, to vendor document tracking, manufacturing milestones and inspection coordination, and then to slippage forecasting, recovery plans, escalation and shipping readiness. The final day brings these together in a Purchase Order Expediting Plan and Delay Recovery Dashboard that participants can apply to their order book straight away.