

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Vendor Onboarding and Due Diligence Procedures

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Every new supplier brings potential risks, from fraud and corruption to sanctions and data breaches. This course shows how to design vendor onboarding and due diligence: risk-based checks, documentation, sanctions and adverse media screening, financial and cyber checks, approvals, master data controls and periodic review.

Weak onboarding lets fake or high-risk vendors into your systems. You will learn practical, proportionate due diligence.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Risk tiering exercises, onboarding process design, screening demonstrations and case studies.

Course objectives

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

- Design risk-based vendor onboarding
- Define due diligence levels by risk
- Screen for sanctions, corruption and adverse media
- Assess financial, operational and cyber risks
- Control vendor master data creation
- Review vendors periodically

Target audience

This course is suitable for:

- Procurement and supplier managers
- Compliance officers
- Accounts payable managers
- Risk managers
- Internal auditors



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Target competencies

Participants will develop competencies in:

- Risk tiering
- Screening
- Process design
- Data control
- Ongoing monitoring

Course outline

Day 1: Vendor Risks

09:00–10:08	Types of vendor risk
10:08–11:00	Case studies
11:00–11:30	**Coffee break**
11:30–11:45	Case studies (continued)
11:45–12:53	Regulatory expectations
12:53–14:00	Exercise

Day 2: Risk-Based Approach

09:00–10:08	Risk tiers
10:08–11:00	Questionnaires
11:00–11:30	**Coffee break**
11:30–11:45	Questionnaires (continued)
11:45–12:53	Documentation
12:53–14:00	Workshop

Day 3: Screening

09:00–10:08	Sanctions and watchlists
10:08–11:00	Adverse media
11:00–11:30	**Coffee break**



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11:30–11:45	Adverse media (continued)
11:45–12:53	Beneficial owners
12:53–14:00	Demonstration

Day 4: Specialist Checks

09:00–10:08	Financial health
10:08–11:00	Cyber and data
11:00–11:30	**Coffee break**
11:30–11:45	Cyber and data (continued)
11:45–12:53	Approvals
12:53–14:00	Exercise

Day 5: Ongoing Monitoring

09:00–10:08	Master data controls
10:08–11:00	Periodic review
11:00–11:30	**Coffee break**
11:30–11:45	Periodic review (continued)
11:45–12:53	Exit
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,450.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Cape Town Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,890.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.-**
Vienna Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,940.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Barcelona Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,840.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
Cape Town Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,890.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Dubai Confirmed dates	1 Mar 2027	5 Mar 2027	**€3,150.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Paris Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,860.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
London Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Dubai Confirmed dates	26 Apr 2027	30 Apr 2027	**€3,150.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	17 May 2027	21 May 2027	**€1,890.–**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.–**
Frankfurt Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,650.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.–**
Barcelona Confirmed dates	28 Jun 2027	2 Jul 2027	**€2,840.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.–**
Istanbul Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,650.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.–**
Rome Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Dubai Confirmed dates	23 Aug 2027	27 Aug 2027	**€3,150.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Rome Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Vienna Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,940.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Amsterdam Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,540.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Rome Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,450.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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