

3-Way Matching & Invoice Verification for Day-Rate Contracts Training Course

OGI-1124 · 5 days · 15 CPD hours · English

Overview

3-Way Matching and Invoice Verification is a specialised procurement capability for oil and gas organisations managing purchase orders, receipts, service confirmations, invoices, and day-rate contractor payments. The 3-Way Matching and Invoice Verification Training Course from [Institute For Oil & Gas Training](#) develops the practical controls required to validate that supplier invoices accurately reflect authorised procurement commitments and verified services.

[Oil and gas procurement](#) environments involve complex contractor arrangements, technical services, equipment rentals, maintenance activities, engineering support, inspection services, drilling support, consultancy assignments, and other specialist services delivered against agreed commercial terms. Day-rate contracts add a further layer of control because invoice values depend on verified personnel, approved rates, working days, service periods, timesheets, and contractual conditions. Effective invoice verification therefore requires more than checking whether an invoice contains the correct purchase order number.

This course addresses the operational skills required to establish a controlled purchase order to receipt to invoice matching process. It examines how procurement and finance teams compare purchase orders, goods receipts, service confirmations, timesheets, rate cards, and supplier invoices before approving payment. Participants develop a structured understanding of two way and four way matching and how each approach supports different procurement and verification requirements.

The programme focuses specifically on day-rate contracts, where price and quantity variance frequently require detailed review. Participants learn how to validate agreed rates against contractual rate cards, confirm the quantity and period of services delivered, assess approved timesheets, identify discrepancies, manage invoice hold and release procedures, and support unmatched invoice resolution.

For oil and gas organisations, invoice accuracy directly affects working capital, supplier relationships, procurement governance, cost reporting, project controls, and audit readiness. Weak verification processes create exposure to duplicate payments, incorrect rates, unsupported quantities, unapproved services, invoice backlogs, and avoidable disputes. A disciplined 3-Way Matching & Invoice Verification process provides a structured control between procurement commitments, operational confirmation, and financial settlement.

Institute For Oil & Gas Training designed this course for professionals who need to connect procurement documentation with operational evidence and financial approval. The programme takes an end-to-end view of invoice verification, starting with purchase order controls and continuing through receipt confirmation, service verification, invoice review, discrepancy investigation, approval, and resolution.

Particular attention is given to the distinction between goods and services. Physical goods can often be matched through purchase orders and goods receipt records, while service-based day-rate contracts require additional

evidence such as service confirmation, approved timesheets, personnel records, agreed rate cards, contractual milestones, and authorised variations. Participants therefore develop a practical framework for determining the appropriate evidence required before an invoice proceeds through the payment process.

The course also addresses tolerance limits and their role in operational invoice controls. Not every variance requires the same level of escalation. Participants examine how organisations establish appropriate controls for price and quantity variance, investigate exceptions, document decisions, and maintain segregation between procurement, operational approval, invoice verification, and payment authorisation.

The programme is structured around five integrated modules covering procurement commitments, contract and rate verification, matching controls, exception management, and governance. Each module connects commercial terms with practical invoice verification requirements relevant to oil and gas procurement operations.

Objectives

- Apply effective 3-Way Matching & Invoice Verification controls across oil and gas procurement transactions
- Explain the relationship between purchase orders, receipts, service confirmations, and supplier invoices
- Apply purchase order to receipt to invoice matching principles to goods and service transactions
- Distinguish between two way and four way matching and identify suitable control requirements
- Verify day-rate invoices against contractual terms and approved commercial documentation
- Perform timesheet and day rate verification for contractor and service invoices
- Validate supplier rates against approved rate cards and contractual pricing structures
- Identify price and quantity variance and determine appropriate investigation requirements
- Establish practical tolerance limits for invoice verification and exception management
- Assess service confirmation records before approving service-related invoices
- Identify incomplete, unsupported, duplicate, or inconsistent invoice documentation
- Apply invoice hold and release procedures within controlled approval processes
- Investigate and resolve unmatched invoices using documented evidence
- Strengthen coordination between procurement, finance, operations, contract management, and project controls

- Improve the consistency and transparency of invoice verification decisions
- Support stronger payment controls and more effective working capital management
- Establish clear evidence trails for invoice approvals and exception resolution
- Improve supplier query management through structured discrepancy identification
- Recognise control weaknesses that increase exposure to incorrect or unsupported payments
- Apply risk-based thinking to procurement and invoice verification activities
- Develop practical approaches for improving invoice verification governance within oil and gas organisations

Training methodology

Institute For Oil & Gas Training uses a practical corporate delivery model designed around real procurement and accounts payable situations encountered in oil and gas organisations. The methodology focuses on applying controls rather than memorising procedures.

Case Studies

Participants work through realistic procurement scenarios involving contractor services, engineering support, maintenance activities, equipment rental, and specialist technical services. Each case study presents purchase order information, contractual terms, service records, timesheets, rate cards, and invoices for verification.

The exercises demonstrate how discrepancies arise between procurement commitments and supplier claims. Participants assess the evidence, identify the source of each discrepancy, determine the appropriate control response, and establish whether the invoice should proceed, remain on hold, or return for clarification.

Invoice Verification Simulations

Practical invoice verification simulations allow participants to follow the complete matching process from purchase order to receipt to invoice matching. The exercises address both goods and services, with particular emphasis on day-rate contracts.

Participants review invoice line items, quantities, rates, dates, personnel details, supporting documentation, and contractual conditions. They then determine whether the available evidence supports payment.

Group Exercises

Group exercises examine common procurement exceptions and require participants to develop consistent resolution approaches. Scenarios cover incorrect rates, unsupported quantities, missing service confirmation, incomplete timesheets, expired purchase orders, unapproved variations, and invoices submitted without adequate supporting evidence.

The group format encourages cross-functional thinking between procurement, finance, contract management, operations, and project controls.

Real-World Scenarios

The course uses situations that reflect the commercial complexity of oil and gas procurement. Participants examine how invoice verification operates across projects, operating assets, maintenance programmes, engineering activities, and contractor-intensive environments.

Practical Control Mapping

Participants map the relationship between procurement documents, operational evidence, contractual terms, and payment approval. This creates a clear understanding of where controls operate and where gaps generate invoice exceptions.

Facilitated Discussion

Facilitated discussions address practical issues such as tolerance limits, escalation routes, approval responsibilities, supplier disputes, invoice hold and release controls, and unmatched invoice resolution. The methodology enables participants to connect the course content with their own organisational processes.

Organisational Impact

The course strengthens the connection between procurement commitments, operational confirmation, and financial settlement. Sponsoring organisations gain personnel who understand how to verify invoices against commercial and operational evidence rather than relying on invoice information alone.

Improved Invoice Accuracy

Structured 3-Way Matching & Invoice Verification reduces the risk of processing invoices that contain incorrect quantities, rates, dates, or unsupported services. Teams gain a consistent approach for checking supplier claims against approved procurement and service records.

Stronger Day-Rate Controls

Day-rate contracts require close coordination between contract terms, approved personnel, working days, timesheets, and invoiced amounts. The course strengthens the controls used to validate these components before payment approval.

Better Variance Management

Organisations gain a clearer framework for identifying price and quantity variance. Defined tolerance limits and escalation procedures help teams distinguish routine differences from exceptions requiring investigation and approval.

Reduced Invoice Backlogs

Effective exception identification at the point of verification supports faster routing of incomplete or disputed invoices. Teams can identify the precise reason for an invoice hold and direct the issue to the responsible function.

Stronger Procurement Governance

Consistent matching procedures create stronger links between procurement commitments and payment activity. This supports disciplined purchasing practices and improves visibility over the evidence supporting supplier payments.

Improved Audit Evidence

Documented verification decisions provide a clearer record of how invoices were reviewed, matched, challenged, approved, or held. This strengthens transaction-level accountability and supports internal review processes.

Better Supplier Management

Structured unmatched invoice resolution gives procurement and accounts payable teams a common process for handling supplier queries. Clear identification of discrepancies supports more focused communication and reduces unnecessary back-and-forth.

Improved Cross-Functional Coordination

The course helps procurement, finance, operations, contract management, and project teams understand their respective responsibilities within the invoice verification process. Better coordination reduces gaps between contractual approval and payment processing.

Stronger Financial Control

Accurate invoice verification supports better control over expenditure and improves the reliability of procurement-related financial information. Organisations gain greater confidence that supplier payments are supported by authorised commitments and verified delivery or service evidence.

More Consistent Processes

Standardised verification logic reduces dependence on individual judgement. Teams develop consistent practices for checking rates, quantities, service confirmations, supporting documents, tolerances, and exceptions.

Personal impact

Participants develop practical procurement and invoice control capabilities that directly support their responsibilities in oil and gas organisations.

Stronger Invoice Verification Skills

Participants gain a structured method for reviewing invoices from initial document inspection through final verification and approval.

Advanced Day-Rate Verification Capability

Professionals working with contractors gain stronger capability in reviewing timesheets, personnel information, contractual rates, service periods, and rate card requirements.

Better Commercial Awareness

Participants understand how procurement documents and contractual commitments influence invoice verification. This strengthens their ability to identify commercial discrepancies before payment.

Improved Exception Management

Professionals learn to distinguish between standard transactions and exceptions requiring investigation. They gain practical approaches for documenting discrepancies and supporting unmatched invoice resolution.

Greater Cross-Functional Effectiveness

Participants develop a clearer understanding of how procurement, finance, operations, contract management, and project controls interact throughout the procure-to-pay cycle.

Stronger Control Awareness

The course develops practical awareness of segregation of duties, approval evidence, tolerance controls, exception handling, and payment verification.

Better Decision Making

Participants gain a structured basis for deciding whether an invoice is supported, requires clarification, should remain on hold, or is ready for release through the approved payment process.

Enhanced Professional Capability

The skills developed support responsibilities across procurement operations, accounts payable, contract administration, commercial management, finance, project controls, and supplier management.

Who should attend

Procurement Professionals

Procurement specialists and officers responsible for purchase orders, supplier documentation, procurement controls, and transactional purchasing benefit from stronger invoice matching knowledge.

Accounts Payable Professionals

Accounts payable officers, analysts, and supervisors gain practical techniques for verifying invoices, managing exceptions, and supporting controlled payment processing.

Contract Management Professionals

Contract administrators and contract managers benefit from stronger methods for validating day-rate invoices against contractual terms, rate cards, and approved service evidence.

Finance Professionals

Finance analysts, accountants, and finance supervisors gain greater understanding of procurement documentation and operational evidence required to support supplier payments.

Commercial Professionals

Commercial analysts and commercial managers gain practical capability in reviewing pricing, rates, quantities, contractual commitments, and invoice discrepancies.

Project Controls Professionals

Project controls specialists benefit from understanding how procurement commitments and verified contractor services connect with project cost control.

Supply Chain Professionals

Supply chain specialists gain stronger control over the relationship between procurement transactions, receipts, service confirmation, and supplier invoices.

Operations Representatives

Operations personnel responsible for confirming contractor services gain a clearer understanding of the evidence required to support invoice approval.

Procurement and Finance Managers

Managers responsible for transactional procurement, payment controls, and supplier governance gain a framework for improving process consistency and exception management.

Shared Services Teams

Shared services professionals handling procurement-to-pay activities gain practical methods for applying matching controls across multiple transactions and supplier categories.

Course outline

Procurement Documents and Matching Fundamentals

This module establishes the foundation for effective invoice verification by examining how procurement commitments, receipts, service confirmations, and invoices connect within the procure-to-pay process. Participants examine the control purpose of each document and understand how incomplete or inconsistent documentation affects payment decisions.

Day-Rate Contracts and Service Verification

This module focuses on the specialised requirements of service and contractor invoices. Participants examine how day-rate agreements differ from conventional goods procurement and how contractual rates, approved personnel, timesheets, service periods, and operational confirmations support invoice validation.

Variance Analysis and Matching Controls

This module develops practical skills for identifying and evaluating discrepancies between purchase orders, receipts, service records, and invoices. Participants examine price and quantity variance, tolerance limits, and escalation requirements while maintaining disciplined verification controls.

Invoice Holds, Release and Unmatched Resolution

This module addresses the practical management of invoices that fail matching requirements. Participants learn how to establish clear invoice hold and release procedures and how to investigate unmatched invoices using procurement, operational, contractual, and financial evidence.

Governance, Performance and Continuous Improvement

This module brings the invoice verification process together within a broader procurement governance framework. Participants examine control ownership, process performance, reporting, recurring exceptions, supplier trends, and improvement opportunities across the procure-to-pay cycle.

Scheduled dates

Dates	Venue	Format	Fee
05 - 09 Oct 2026	Abu Dhabi, United Arab Emirates	In person	£4,200
05 - 09 Oct 2026	Abuja, Nigeria	In person	£4,200
05 - 09 Oct 2026	Accra, Ghana	In person	£4,200
05 - 09 Oct 2026	Addis Ababa, Ethiopia	In person	£4,200
05 - 09 Oct 2026	Al Ain, United Arab Emirates	In person	£4,200
05 - 09 Oct 2026	Al Khobar, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Alberta, Canada	In person	£4,200
05 - 09 Oct 2026	AlUla, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Amman, Jordan	In person	£4,200
05 - 09 Oct 2026	Amsterdam, Netherlands	In person	£4,200
05 - 09 Oct 2026	Athens, Greece	In person	£4,200
05 - 09 Oct 2026	Baku, Azerbaijan	In person	£4,200
05 - 09 Oct 2026	Barcelona, Spain	In person	£4,200
05 - 09 Oct 2026	Berlin, Germany	In person	£4,200
05 - 09 Oct 2026	Boston, United States	In person	£4,200

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05 - 09 Oct 2026	Brussels, Belgium	In person	£4,200
05 - 09 Oct 2026	Budapest, Hungary	In person	£4,200
05 - 09 Oct 2026	Cairo, Egypt	In person	£4,200
05 - 09 Oct 2026	Cape Town, South Africa	In person	£4,200
05 - 09 Oct 2026	Casablanca, Morocco	In person	£4,200
05 - 09 Oct 2026	Dammam, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Dhahran, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Doha, Qatar	In person	£4,200
05 - 09 Oct 2026	Dubai, United Arab Emirates	In person	£4,200
05 - 09 Oct 2026	Edinburgh, United Kingdom	In person	£4,200
05 - 09 Oct 2026	Edmonton, Canada	In person	£4,200
05 - 09 Oct 2026	Frankfurt, Germany	In person	£4,200
05 - 09 Oct 2026	Geneva, Switzerland	In person	£4,200
05 - 09 Oct 2026	Houston, United States	In person	£4,200
05 - 09 Oct 2026	Istanbul, Turkey	In person	£4,200
05 - 09 Oct 2026	Jakarta, Indonesia	In person	£4,200
05 - 09 Oct 2026	Jeddah, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Jubail, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Khamis Mushait, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Kigali, Rwanda	In person	£4,200
05 - 09 Oct 2026	Kuala Lumpur, Malaysia	In person	£4,200
05 - 09 Oct 2026	Lisbon, Portugal	In person	£4,200
05 - 09 Oct 2026	Liverpool, United Kingdom	In person	£4,200
05 - 09 Oct 2026	London, United Kingdom	In person	£4,200
05 - 09 Oct 2026	Los Angeles, United States	In person	£4,200
05 - 09 Oct 2026	Luanda, Angola	In person	£4,200

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05 - 09 Oct 2026	Madrid, Spain	In person	£4,200
05 - 09 Oct 2026	Manama, Bahrain	In person	£4,200
05 - 09 Oct 2026	Marbella, Spain	In person	£4,200
05 - 09 Oct 2026	Marrakech, Morocco	In person	£4,200
05 - 09 Oct 2026	Miami, United States	In person	£4,200
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05 - 09 Oct 2026	Riyadh, Saudi Arabia	In person	£4,200
05 - 09 Oct 2026	Rome, Italy	In person	£4,200
05 - 09 Oct 2026	Sarajevo, Bosnia and Herzegovina	In person	£4,200
05 - 09 Oct 2026	Sharm El Sheikh, Egypt	In person	£4,200
05 - 09 Oct 2026	Singapore	In person	£4,200
05 - 09 Oct 2026	Stockholm, Sweden	In person	£4,200
05 - 09 Oct 2026	Tokyo, Japan	In person	£4,200
05 - 09 Oct 2026	Toronto, Canada	In person	£4,200
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04 - 08 Oct 2027	Barcelona, Spain	In person	£4,200
04 - 08 Oct 2027	Berlin, Germany	In person	£4,200
04 - 08 Oct 2027	Boston, United States	In person	£4,200
04 - 08 Oct 2027	Brussels, Belgium	In person	£4,200
04 - 08 Oct 2027	Budapest, Hungary	In person	£4,200
04 - 08 Oct 2027	Cairo, Egypt	In person	£4,200
04 - 08 Oct 2027	Cape Town, South Africa	In person	£4,200
04 - 08 Oct 2027	Casablanca, Morocco	In person	£4,200
04 - 08 Oct 2027	Dammam, Saudi Arabia	In person	£4,200
04 - 08 Oct 2027	Dhahran, Saudi Arabia	In person	£4,200
04 - 08 Oct 2027	Doha, Qatar	In person	£4,200
04 - 08 Oct 2027	Dubai, United Arab Emirates	In person	£4,200
04 - 08 Oct 2027	Edinburgh, United Kingdom	In person	£4,200
04 - 08 Oct 2027	Edmonton, Canada	In person	£4,200
04 - 08 Oct 2027	Frankfurt, Germany	In person	£4,200
04 - 08 Oct 2027	Geneva, Switzerland	In person	£4,200
04 - 08 Oct 2027	Houston, United States	In person	£4,200
04 - 08 Oct 2027	Istanbul, Turkey	In person	£4,200
04 - 08 Oct 2027	Jakarta, Indonesia	In person	£4,200
04 - 08 Oct 2027	Jeddah, Saudi Arabia	In person	£4,200
04 - 08 Oct 2027	Jubail, Saudi Arabia	In person	£4,200
04 - 08 Oct 2027	Khamis Mushait, Saudi Arabia	In person	£4,200
04 - 08 Oct 2027	Kigali, Rwanda	In person	£4,200
04 - 08 Oct 2027	Kuala Lumpur, Malaysia	In person	£4,200

Dates	Venue	Format	Fee
04 - 08 Oct 2027	Lisbon, Portugal	In person	£4,200
04 - 08 Oct 2027	Liverpool, United Kingdom	In person	£4,200
04 - 08 Oct 2027	London, United Kingdom	In person	£4,200
04 - 08 Oct 2027	Los Angeles, United States	In person	£4,200
04 - 08 Oct 2027	Luanda, Angola	In person	£4,200
04 - 08 Oct 2027	Madrid, Spain	In person	£4,200
04 - 08 Oct 2027	Manama, Bahrain	In person	£4,200
04 - 08 Oct 2027	Marbella, Spain	In person	£4,200
04 - 08 Oct 2027	Marrakech, Morocco	In person	£4,200
04 - 08 Oct 2027	Miami, United States	In person	£4,200
04 - 08 Oct 2027	Milan, Italy	In person	£4,200
04 - 08 Oct 2027	Munich, Germany	In person	£4,200
04 - 08 Oct 2027	Muscat, Oman	In person	£4,200
04 - 08 Oct 2027	Nairobi, Kenya	In person	£4,200
04 - 08 Oct 2027	New York, United States	In person	£4,200
04 - 08 Oct 2027	Nice, France	In person	£4,200
04 - 08 Oct 2027	Nouakchott, Mauritania	In person	£4,200
04 - 08 Oct 2027	Oslo, Norway	In person	£4,200
04 - 08 Oct 2027	Paris, France	In person	£4,200
04 - 08 Oct 2027	Port Louis, Mauritius	In person	£4,200
04 - 08 Oct 2027	Prague, Czech Republic	In person	£4,200
04 - 08 Oct 2027	Pretoria, South Africa	In person	£4,200
04 - 08 Oct 2027	Riyadh, Saudi Arabia	In person	£4,200
04 - 08 Oct 2027	Rome, Italy	In person	£4,200
04 - 08 Oct 2027	Sarajevo, Bosnia and Herzegovina	In person	£4,200
04 - 08 Oct 2027	Sharm El Sheikh, Egypt	In person	£4,200

Dates	Venue	Format	Fee
04 - 08 Oct 2027	Singapore	In person	£4,200
04 - 08 Oct 2027	Stockholm, Sweden	In person	£4,200
04 - 08 Oct 2027	Tokyo, Japan	In person	£4,200
04 - 08 Oct 2027	Toronto, Canada	In person	£4,200
04 - 08 Oct 2027	Tromso, Norway	In person	£4,200
04 - 08 Oct 2027	Vienna, Austria	In person	£4,200
04 - 08 Oct 2027	Zagreb, Croatia	In person	£4,200
04 - 08 Oct 2027	Zurich, Switzerland	In person	£4,200
04 - 08 Oct 2027	Online, Virtual	Online	£4,200

Certificate

Attendees receive a Certificate of Completion from Institute For Oil & Gas Training upon finishing the course.

The certificate is provided to participants who complete the course and meet the attendance requirement.

Participants are expected to attend the full course programme to qualify for the Certificate of Completion.