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# Petroleum Supply Chain and Contract Administration: Tendering, Variations and Claims Course

23 – 27 November 2026  
Paris





## Petroleum Supply Chain and Contract Administration: Tendering, Variations and Claims Course

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### Programme Summary

Petroleum supply chain and contract administration are the focus of this one-week training course for logistics, procurement, contracts and operations staff and managers, ending in a contract administration file for one supply contract. Materials, services and transport reach oil and gas sites through contracts, and a weak tender or an unmanaged variation can delay work and raise cost. The programme moves from supply chain and contract fundamentals, through tendering and award, to administration, variations and claims, then applies them to one contract. Mars Training Centre UK delivers this programme on petroleum supply chain and contract administration for mixed-organisation cohorts.

### The Business Case

When logistics plans and contract terms are managed apart, deliveries slip, scope changes are agreed informally and claims arrive late with poor records. Teams that treat the supply chain and the contract as one system plan deliveries against contract terms, record changes as they happen and settle disputes on evidence rather than memory.

- Delivery Reliability: Improves as logistics plans are tied to contract obligations and lead times.
- Cost Leakage: Falls as variations are priced and approved before work proceeds.
- Dispute Exposure: Reduces as notices, records and claims follow a disciplined routine.

### Principles and Evidence Base

- Contract lifecycle management: It structures the movement from need to tender, award, administration and close-out across Sessions 1 to 4.
- Risk allocation between parties: It guides the review of contract terms and the treatment of variations in Sessions 2 and 3.
- Total cost of ownership: It frames bid comparison in Session 2.
- Supplier performance management: It supports the monitoring and review work of Session 4.

### Intended Participants

- Logistics and supply chain staff who plan and track deliveries to sites and facilities.
- Procurement staff who prepare tenders and evaluate bids.
- Contract holders and administrators who manage scope, change and payment.
- Operations and project managers who depend on timely supply.
- Commercial managers who handle claims and disputes.

Typical sectors include upstream oil and gas, refining, petrochemicals and energy services.



## Learning Outcomes

1. Participants will be able to map the supply chain and contract lifecycle for a petroleum supply need.
2. Participants will be able to construct a tender package with scope, terms and an evaluation method.
3. Participants will be able to evaluate bids on total cost of ownership and risk allocation.
4. Participants will be able to apply contract administration routines to notices, records and payments.
5. Participants will be able to prioritise contract variations by cost, time and risk before approval.
6. Participants will be able to present a contract administration file for one supply contract.

## Programme Structure

### Day 1: Petroleum Supply Chain and Contract Fundamentals

How do logistics and contracts fit together in oil and gas supply?

- Supply Chain Map for a Site
- Contract Lifecycle Chart
- Contract Type Comparison Table
- Roles and Responsibilities Matrix
- Lead Time and Delivery Plan

### Day 2: Tendering, Evaluation and Award

How is a tender built and how are bids compared?

- Tender Package Checklist
- Scope of Supply Template
- Bid Evaluation Scoring Matrix
- Total Cost of Ownership Worksheet
- Contract Risk Allocation Register

### Day 3: Contract Administration and Variations

How are scope, change and cost kept under control during delivery?

- Notice and Correspondence Log
- Variation Request and Pricing Form
- Change Approval Decision Tree
- Payment Certification Checklist
- Contract Record Index

### Day 4: Performance, Claims and Disputes

How is supplier performance reviewed and how are claims handled?



- Supplier Performance Scorecard
- Delay and Cost Impact Timeline
- Claim Notice and Evidence Pack
- Dispute Escalation Ladder
- Close-Out and Lessons Register

## Day 5: Applying the Approach to One Contract

Does the approach hold when tested on one supply contract?

- Applying the Session 1 Lifecycle Chart to the Contract
- Testing the Session 2 Evaluation Matrix on Sample Bids
- Checking the Session 3 Variation Form Against Live Changes
- Reviewing the Session 4 Scorecard with Peers
- Completing the Contract Administration File

## Methodology

The programme uses a structured exercise method built on anonymised tender documents, delivery schedules, correspondence logs and short written cases from upstream operations and energy services. Participants work in small groups on one supply contract, explain their reasoning to peers from other functions, and receive facilitator feedback on each work product, including every evaluation and every claim position.

- Suggested activity: Scoring three sample bids on total cost of ownership and risk.
- Suggested activity: Drafting a variation request and pricing it against the contract.
- Suggested activity: Building a delay timeline from a set of site records.

## Capstone Output

Each participant completes a contract administration file for one supply contract. It holds a lifecycle chart, an evaluation summary, a risk allocation register, a variation log and a supplier scorecard. The file is used at work to brief managers, run contract meetings and support claims and close-out.

## Frequently Asked Questions

### Is training on petroleum supply chain and contract administration suitable for staff new to contracts?

Yes. The programme assumes familiarity with oil and gas operations, not earlier contract experience, and builds from the contract lifecycle.



## **Which concepts does petroleum supply chain and contract administration rest on in this programme?**

They rest on contract lifecycle management, risk allocation between parties, total cost of ownership and supplier performance management.

## **How is the contract file for petroleum supply chain and contract administration used at work?**

You use it to brief managers, run contract meetings and support claims and close-out on your own supply contract.

## **How does learning petroleum supply chain and contract administration differ from a programme on procurement strategy?**

It centres on tendering, administering and closing contracts for supply, while procurement strategy centres on category planning and sourcing policy.