



Training Syllabus

Purchasing Topics for Maximo® v6

This is a two-day class that provides an overview of Maximo's capabilities for creating Purchase Requisitions and Purchase Orders. This includes Receiving and Inspecting Orders, Invoices, RFQs, and more. Intensive use of hands-on exercises using a fully populated Maximo installation will provide the student with practical experience. No pre-requisites are required.

- I. Overview and Introductions
- II. Purchasing Topics
 - A. *Input companies*
 - B. *Overview of Contract applications*
 - C. *Creating and applying terms & conditions*
 - D. *Purchase requisition creation and processing*
 - E. *Purchase order creation and processing*
 - F. *Manage/update reorder points*
 - G. *Create and manage Request For Quotations*
 - H. *Receive materials and services*
 - I. *Create and process invoices*

