



## Training Syllabus

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### Purchasing Topics for Maximo® v7

*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*

