



Training Syllabus

Maximo® 7 Purchasing Management

This is a two-day class that provides an overview of Maximo's capabilities for examining purchasing applications. This includes Purchase Requisitions, Requests for Quotation, Purchase Orders, Invoices and more. Intensive use of hands-on exercises using a fully populated Maximo installation will provide the student with practical experience.

*This course contains information on applications and functionality for all Maximo 7 versions including Version 7.1, 7.2 & 7.5. Subject marked * are specific to Version 7.5 and may be included or excluded as needed.*

Prerequisites

Maximo 7 Basics - Navigation and Query

1. Purchasing Overview
2. Setting up the System
 - a. Company Sets
 - b. Organization and Site Options
 - i. Inventory Reorder Options
 - ii. PO Options
 - iii. Tax Options
 - iv. PO Labor Options
 - v. Invoice Options*
 - c. Units of Measure
 - d. Condition Codes
 - e. Commodity Codes and Groups
3. Companies and Company Masters
4. Purchase Requisitions
5. Request for Quotations
6. Purchase Orders
7. Receiving
8. Shipment Receiving*
9. Invoices

Note→This course does not include Contracts or other forms of requisitioning, other than Purchase Requisitions.