



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 prerequisites 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