



Training Syllabus

Maximo® 7 Purchasing Management

This Self Paced Online Learning (SPOL) course provides the student with an introduction to using the primary Purchasing Module applications in Maximo v. 7.1. This lesson is comprised of five modules, each between 20 and 50 minutes.

Prerequisites

Maximo 7 Basics - Navigation and Query

1. Purchasing Overview
 - a. Overview of standard procurement processes
 - b. Applications review
 - i. Company Masters
 - ii. Companies
 - iii. Commodity Codes & Groups
 - iv. Purchase Requisitions
 - v. Request for Quotations
 - vi. Purchase Orders
 - vii. Receiving
 - viii. Invoices
 - ix. Terms and Conditions
2. Requisitioning
 - a. Purchase Requisitions Overview
 - b. Creating a PR
3. Purchasing
 - a. Review of Companies applications
 - b. Creating Commodity Codes and Groups
 - c. Company Master application review
 - d. Request for Quotation
 - e. Purchase Orders
4. Receiving
 - a. Receiving application overview
 - b. Receiving to a PO
 - c. Receiving Items, Materials, Services & Rotating items
5. Invoicing
 - a. Invoices application overview
 - b. Creating an Invoice
 - c. Variances