Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Business Process Architect
- Business Process Owner/Team Lead/Power User
- Super / Key / Power User
Lesson 1: Defining Processes and Organizational Levels in Procurement

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the various external procurement processes
- Identify the relevant organizational levels for procurement

Lesson 2: Maintaining Purchase Orders

Lesson Objectives
After completing this lesson, you will be able to:

- Maintain purchase orders
- Execute print outputs for purchase orders

Lesson 3: Posting Goods Receipts

Lesson Objectives
After completing this lesson, you will be able to:

- Post a goods receipt

Lesson 4: Entering Invoices

Lesson Objectives
After completing this lesson, you will be able to:

- Enter an invoice
Lesson 1: Maintaining Vendor Master Records

Lesson Objectives
After completing this lesson, you will be able to:

- Create a vendor master record

Lesson 2: Maintaining Material Master Records

Lesson Objectives
After completing this lesson, you will be able to:

- Create a material master record
- Extend a material master record

Lesson 3: Using Entry Aids for Master Data Maintenance

Lesson Objectives
After completing this lesson, you will be able to:

- Create vendor master data with reference
- Maintain material master data using entry aids

Lesson 4: Performing Mass Maintenance

Lesson Objectives
After completing this lesson, you will be able to:

- Execute mass maintenance
Lesson 1: Applying Conditions in Purchasing
Lesson Objectives
After completing this lesson, you will be able to:
- Apply conditions in purchase orders

Lesson 2: Handling Requests for Quotations and Quotation Processes
Lesson Objectives
After completing this lesson, you will be able to:
- Create requests for quotations
- Enter incoming quotations

Lesson 3: Creating Purchase Orders with Reference
Lesson Objectives
After completing this lesson, you will be able to:
- Create purchase orders with reference

Lesson 4: Maintaining Purchasing Info Records
Lesson Objectives
After completing this lesson, you will be able to:
- Maintain purchasing info records

Lesson 5: Analyzing Material Valuation
Lesson Objectives
After completing this lesson, you will be able to:
- Analyze material valuation
Lesson 6: Posting Goods Receipts for Purchase Orders

Lesson Objectives
After completing this lesson, you will be able to:

- Analyze the stock overview report
- Analyze the results of a goods movement

Lesson 7: Entering Invoices with Reference to Purchase Orders

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the postings for a procurement process with delivery costs
- Analyze the results of an invoice entry
Lesson 1: Purchasing Consumable Materials

Lesson Objectives
After completing this lesson, you will be able to:

- Examine the procurement of consumable materials

Lesson 2: Creating Purchase Requisitions

Lesson Objectives
After completing this lesson, you will be able to:

- Create purchase requisitions

Lesson 3: Creating Purchase Orders with Reference to Purchase Requisitions

Lesson Objectives
After completing this lesson, you will be able to:

- Create a purchase order with reference to a purchase requisition
- Enter an order acknowledgment for a purchase order

Lesson 4: Entering Valuated and Non-Valuated Goods Receipts

Lesson Objectives
After completing this lesson, you will be able to:

- Enter valuated and non-valuated goods receipts

Lesson 5: Creating Blanket Purchase Orders

Lesson Objectives
After completing this lesson, you will be able to:

- Create blanket purchase orders
Lesson 1: Maintaining Master Data for External Services

Lesson Objectives
After completing this lesson, you will be able to:

• Maintain master data for external services

Lesson 2: Ordering Services

Lesson Objectives
After completing this lesson, you will be able to:

• Create a purchase order for services

Lesson 3: Creating Service Entries and Verifying Invoices

Lesson Objectives
After completing this lesson, you will be able to:

• Create and accept a service entry sheet
• Enter an invoice for a service purchase order
Lesson 1: Maintaining Data for Material Requirements Planning (MRP)

Lesson Objectives
After completing this lesson, you will be able to:

- Maintain data for material requirements planning

Lesson 2: Maintaining Contracts and Source Lists

Lesson Objectives
After completing this lesson, you will be able to:

- Identify sources of supply in purchasing
- Create a contract
- Maintain source lists

Lesson 3: Performing Procurement Processes Automatically

Lesson Objectives
After completing this lesson, you will be able to:

- Execute an individual planning run
- Convert a purchase requisition into a purchase order automatically
- Post goods receipts automatically
Lesson 1: Using Standard Reports

Lesson Objectives
After completing this lesson, you will be able to:

• Run lists in SAP ERP Logistics
• Run standard reports in purchasing
• Run standard reports in inventory management
• Run standard reports in Logistics Invoice Verification

Lesson 2: Performing Standard Analyses in the Logistics Information System

Lesson Objectives
After completing this lesson, you will be able to:

• Perform standard analyses in the Logistics Information System
Lesson 1: Assessing the Buyer Role

Lesson Objectives
After completing this lesson, you will be able to:

- Assess the Buyer role
Lesson 1: Examining the Functions of Self-Service Procurement

Lesson Objectives
After completing this lesson, you will be able to:

- Analyze the functions of self-service procurement
- Examine Ariba procurement solutions