

iProcurement Super User

1 day

Delegates:

This course is designed primarily for users in purchasing, finance or IT departments who may be providing support or maintaining the iProcurement module and thus need a deeper understanding than the usual end user.

Objectives:

Delegates will learn how to:

Manage Catalogue Content with eContent Manager
Implement iProcurement Requisitions
Implement iProcurement Receipting
Explain iProcurement Setup Steps

Topics Covered:

- Manage Catalogue Content with eContent Manager
- Implement iProcurement Requisitions
- Implement iProcurement Receipting
- Explain iProcurement Setup Steps
- iProcurement Overview
- iProcurement Setup Steps Preview
- Catalogs Overview
- Create and Maintain Local Content
- Create and Maintain Local Catalogue Structure
- Understanding the Search Engine
- Setting Up Remote Content
- iProcurement Shopping
- Setup For iProcurement Shopping
- Creating Requisitions
- Managing Requisitions
- Setting Up Procurement Cards
- Understanding Requisition Setup Options
- iProcurement Receiving
- Setup Prerequisites: Purchasing
- Setup Steps: iProcurement
- iProcurement Implementation Considerations

Requirements:

A working knowledge of the procurement process in the delegate's own business.

Follow-On Courses:

- General Ledger
- Accounts Payable