SCM500

Processes in Procurement

COURSE OUTLINE

Course Version: 15
Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Contents

vii	Course Overview	
1	Unit 1:	Procurement Processes
1		Lesson: Defining Processes and Organizational Levels in Procurement
1		Lesson: Maintaining Purchase Orders
1		Lesson: Posting Goods Receipts
1		Lesson: Entering Invoices
3	Unit 2:	Master Data
3		Lesson: Maintaining Vendor Master Records
3		Lesson: Maintaining Material Master Records
3		Lesson: Using Entry Aids for Master Data Maintenance
3		Lesson: Performing Mass Maintenance
5	Unit 3:	Stock Material Procurement
5		Lesson: Applying Conditions in Purchasing
5		Lesson: Handling Requests for Quotations and Quotation Processes
5		Lesson: Creating Purchase Orders with Reference
5		Lesson: Maintaining Purchasing Info Records
5		Lesson: Analyzing Material Valuation
6		Lesson: Posting Goods Receipts for Purchase Orders
6		Lesson: Entering Invoices with Reference to Purchase Orders
7	Unit 4:	Consumable Material Procurement
7		Lesson: Purchasing Consumable Materials
7		Lesson: Creating Purchase Requisitions
7		Lesson: Creating Purchase Orders with Reference to Purchase Requisitions
7		Lesson: Entering Valuated and Non-Valuated Goods Receipts
7		Lesson: Creating Blanket Purchase Orders
9	Unit 5:	External Services Procurement
9		Lesson: Maintaining Master Data for External Services
9		Lesson: Ordering Services
9		Lesson: Creating Service Entries and Verifying Invoices
11	Unit 6:	Automated Procurement
11		Lesson: Maintaining Data for Material Requirements Planning (MRP)
11		Lesson: Maintaining Contracts and Source Lists
11		Lesson: Performing Procurement Processes Automatically

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13	**Unit 7:**	**Reporting and Analytics**
13		Lesson: Using Standard Reports
13		Lesson: Performing Standard Analyses in the Logistics Information System
15	**Unit 8:**	**Introduction to the SAP Buyer Role**
15		Lesson: Assessing the Buyer Role
17	**Unit 9:**	**Self-Service Procurement and Ariba**
17		Lesson: Examining the Functions of Self-Service Procurement

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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

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UNIT 1 Procurement Processes

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

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UNIT 2 Master Data

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

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UNIT 3 Stock Material Procurement

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

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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

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UNIT 4 Consumable Material Procurement

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

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UNIT 5 External Services Procurement

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

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UNIT 6 Automated Procurement

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

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UNIT 7 Reporting and Analytics

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

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UNIT 8 Introduction to the SAP Buyer Role

Lesson 1: Assessing the Buyer Role

Lesson Objectives

After completing this lesson, you will be able to:

- Assess the Buyer role

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UNIT 9

Self-Service Procurement and Ariba

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

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