



Topic	Subject	Notes	Handout	Exercise
Purchasing / Requisition				
Introduction				
	Registering New Vendors			
	Recording Purchase Price, Discount, and Payment Agreements			
	Prioritizing Vendors			
	Setting Up Purchasers			
Registering New Vendors				
	Creating new templates for a new vendors			X
	Configuring dimmesions in new vendor templates			X
Recording Purchase Price, Discount, and Payment Agreements				
	Setting up special purchase prices for a vendor			X
	Setting up a line discounts for a vendor			X
	Setting up an invoice discounts for a vendor			X
	Choosing a principle for posting purchase discounts			X
	Purchase Invoice Discounts and Service Charges			X
	Configuring Best Price Calculation			X
Prioritizing Vendors				
	Configuring priority	Vendor priority 1,2 and 3		
Setting Up Purchasers				
	Setting up purchasers			X
	Assigning purchasers to vendors			X

Cost per module per student is **\$370 CAD**

Estimated training hours per module is 4hrs