

# SAP ONLINE LEARNING

## *Utilisation au quotidien de SAP - Achats*

### *ERP400 Material Management Overview*

#### **Course Goals**

This course will prepare you to:

- Describe the main processes of Material Management
- Identify material management master data

#### **Target Audience**

- § Requisition Clerk
- § Invoice Verification Clerk
- § Buyer & Receiving Clerk
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

#### **Prerequisites**

##### **Essential:**

SAP125 SAP Navigation 2005

#### **Course Content**

Material Management Overview  
Master Data Overview

#### **Notes**

This course is part of the 'Procure to Pay Processes' role based training series.

Course length: 2 hours

## ***ERP401 Material & Service Master Data***

### ***Course Goals***

This course will prepare you to:

- Identify the main elements of material and service master data
- Create and maintain material master data
- Create and maintain service master data

### ***Target Audience***

Requisition Clerk  
Invoice Verification Clerk  
Functional Project Team Members  
Super Users  
IT Business Analyst  
Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

### ***Course Content***

Material Master Data  
Service Master Data

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.  
Course length: 2 hours

## ***ERP402 Purchasing Overview***

### ***Course Goals***

This course will prepare you to:

- Describe the main processes of Material Management
- Describe the purchase process and the supply chain
- Explain purchase order functionalities
- Create and maintain purchase orders

### ***Target Audience***

- § Requisition Clerk
- § Invoice Verification Clerk
- § Buyer & Receiving Clerk
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

### ***Course Content***

Purchasing Overview  
Purchase Order

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.  
Course length: 2 hours

## ***ERP403 Vendor and Purchasing Information Master Data & Source List***

### ***Course Goals***

This course will prepare you to:

- Understand the main concepts about vendor master data and purchase information records
- Understand the Sources of Supply
- Create and maintain vendor master data
- Create purchasing information master data
- Maintain source list

### ***Target Audience***

- § Requisition Clerk
- § Invoice Verification Clerk
- § Buyer & Receiving Clerk
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

#### **Recommended:**

ERP402 Purchasing Overview

### ***Course Content***

Vendor Master Data  
Purchase Info Records  
Sources List

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.  
Course length: 2 hours

## ***ERP404 Purchase Requisitions, Quotations, & Contracts***

### ***Course Goals***

This course will prepare you to:

- Describe the main elements of a purchase order
- Create and maintain a request for quote
- Compare vendor prices
- Create and maintain purchase requisition
- Release purchasing documents
- Understand the purchase order release process
- Create and maintain contracts

### ***Target Audience***

- § Requisition Clerk
- § Invoice Verification Clerk
- § Buyer
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

#### **Recommended:**

ERP402 Purchasing Overview

### ***Course Content***

- § Purchase Requisitions
- § Quotation
- § Contract
- § Release Procedure
- § Service Entry Sheet

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.  
Course length: 4 hours

## ***ERP405 Material Management Reports***

### ***Course Goals***

This course will prepare you to:

- Generate purchase requisition reports
- Analyze purchasing documents
- Check available stock
- Determine stock requirements
- Display inventory documents

### ***Target Audience***

- § Requisition Clerk
- § Invoice Verification Clerk
- § Buyer
- § Receiving Clerk
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

### ***Course Content***

Material Management Reports

- Stock
- Purchasing

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.

Course length: 1 hour

## ***ERP406 Inventory Management***

### ***Course Goals***

This course will prepare you to:

- Explain inventory management
- Describe the tracking of material from inventory receipt to inventory issue
- Create goods receipt and goods issue
- Identify the elements of a material document
- Enter transfer postings

### ***Target Audience***

- § Invoice Verification Clerk
- § Receiving Clerk
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

### ***Course Content***

- § Inventory Management Overview
- § Goods Receipt
- § Goods Issue
- § Stock Transfers

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.

Course length: 4 hours

## ***ERP407 Material Requirements Planning & Physical Inventory***

### ***Course Goals***

This course will prepare you to:

- Execute material requirements planning
- Create and print physical inventory documents
- Explain physical inventory
- Perform an inventory count and recount
- Post inventory differences

### ***Target Audience***

- § Receiving Clerk
- § Functional Project Team Members
- § Super Users
- § IT Business Analyst
- § Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview

### ***Course Content***

Physical Inventory  
Material Requirement Planning (MRP)

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.  
Course length: 2 hours

## ***ERP408 Logistics Invoice Verification***

### ***Course Goals***

This course will prepare you to:

- Explain invoice verification
- Enter and display incoming invoice documents

### ***Target Audience***

Invoice Verification Clerk  
Receiving Clerk  
Functional Project Team Members  
Super Users  
IT Business Analyst  
Transactional End Users

### ***Prerequisites***

#### **Essential:**

SAP125 SAP Navigation 2005  
ERP400 Material Management Overview  
ERP402 Purchasing Overview

#### **Recommended:**

ERP406 Inventory Management

### ***Course Content***

Logistics Invoice Verification Overview  
Logistics Invoice Verification

### ***Notes***

This course is part of the 'Procure to Pay Processes' role based training series.  
Course length: 2 hours