

# Procurement

## TRAINING CURRICULUM

Dynamics Resources provides customized training plans to fit your organization.  
Our Certified Trainers travel onsite to deliver hands-on training for your Dynamics AX Audience.

**DYNAMICS AX 2012**

# Procurement

## Training Curriculum

### 1 OVERVIEW

---

- About Procurement and Sourcing
- Enterprise Portal Features

### 2 PRODUCT INFORMATION MANAGEMENT

---

- Products
- Configuration Technologies
- Products Masters and Product Variants
- Releasing Products

### 3 VENDORS

---

- Set Up for Vendors
- Create Vendors
- Vendor Reports and Inquiries

### 4 CATALOGS

---

- Category Hierarchies
- Category Attributes
- Commodity Codes
- Procurement Category Management
- Procurement Catalogs
- Vendor Catalogs
- External Catalogs
- Category Reports

### 5 REQUEST FOR QUOTATION

---

- Set Up Request for Quotations
- Issue a Request for Quotation
- Follow-up on Request for Quotations
- Transfer Accepted Request for Quotation Replies
- Inquiries

### 6 PURCHASE REQUISITIONS

---

- Create Purchase Requisitions
- Complete a Purchase Requisition
- Follow-Up on Purchase Requisitions
- Convert Purchase Requisitions to Purchase Orders
- Demand Consolidation
- Purchase Requisition Workflow

### 7 PURCHASE ORDERS

---

- Set Up Purchasing Parameters
- Create Purchase Orders
- Process Purchase Orders
- Change Management
- Purchase Order Inquiries and Reports

### 8 VENDOR RETURNS

---

- Create Vendor Returns
- Create Vendor Returns for Serialized Items

# Procurement

## Training Curriculum

### 9 PURCHASE AGREEMENTS

---

- Setting and Following up a Purchase Agreement

### 10 VENDOR SELF SERVICE PORTAL

---

- Vendor Role Center
- Vendor Profiles
- Questionnaires
- Vendor Self Service Portal Security

### 11 PROCUREMENT ORDER SITE

---

- Purchase Requisitions
- Managing Purchase Information
- Product Receipt Confirmation
- Order Product on the Employee Services Site

### 12 WORKFLOW

---

- About Workflow
- Procurement Catalog Workflows
- Purchasing Workflows
- Vendor Workflows