

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.

MICROSOFT DYNAMICS 365

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

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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