SAP Ariba: Procurement Overview Training

Duration: **4 Day**

BİLGİNÇ IT Academy
info@bilginc.com
+44 20 3807 0925
+90 212 282 7700

Overview

This course covers the basic functions of SAP Ariba Procurement related to the creation of requisitions, the issuing of purchase orders, receiving, and invoice creation and reconciliation. A mix of instructional content, demonstrations, and lab exercises facilitate the learning process.

Who Should Attend

- Application Consultant
- Business Analyst
- Business Process Architect
- Business Process Owner / Team Lead / Power User
- Change Manager
- Data Consultant / Manager
- Database Administrator
- Developer
- Development Consultant
- Enterprise Architect
- Executive
- Help Desk/CoE Support
- Industry Specialist
- Program/Project Manager
- Solution Architect
- System Administrator
- System Architect
- Technology Consultant
- Trainer
- User

What You Will Learn

This course will prepare you to:

- Search and refine a search in catalog
- Access a Punch Out catalog
- View items available on Spot Buy
- Create and submit a catalog requisition in guided buying
- Set accounting on transactions
- Perform an approval in guided buying
- Differentiate requisitions and purchase orders
- Create invoices using the invoice entry screen
- Create receipt for a purchase order
- Reconcile an invoice manually

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Outline

- Introduction
- Catalogs
- Requisitions
- Accounting
- Approval
- Managing Po’s
- Invoicing Basics
- Receiving
- Invoice Reconciliation