SAP Ariba: Procurement Overview Training

Duration: **4 Day**

BILGINC IT Academy
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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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Training Outline

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