Purchasing Curriculum Training Activities

The following task activities summarize lab session content to be delivered to end users (students) who support Purchasing operations. The task activities result from the following online training curriculum:

Purchasing – Transaction Specialist (TS) / Buyer

Course	Title	Length	Application	Method
MPT012554	SAP Basics	2.0 hrs	SAP	OL
MPT013480	Indirect Procurement Overview	2.0 hrs	SAP	OL
MPT013860	Creating a S. Basket in ePurch. SAP	1.5 hrs	ePurch	OL / S
MPT015036	Indirect Procurement PR's	3.0 hrs	SAP	OL / S
MPT021761	CVM Webform Request	1.5 hrs	CVM	OL
MPT015035	Display Indirect Procurement PO's	2.0 hrs	SAP	OL / S
MPT015367	Create Indirect Procurement PO's	3.5 hrs	SAP	OL / S
MPT021997	Supplier Registration and EVM	1.0 hrs	SPS	OL
FIN015450	Web Suite (Web PO/Pmnt Tracker)	4.0 hrs	WebPO/PT	OL
MPT015368	Maintain Indirect Procurement PO's	3.0 hrs	SAP	OL / S
FIN020338	Blocked Invoice Resolution Process	2.0 hrs	SAP	OL / S
MPT012938	Approving PO's and SAP Reports	2.0 hrs	SAP	OL / S
PLG018861	MicroStrategy Web Basics	1.0 hrs	MicroStrat	OL
MPT023537	Intro. to Global Procurement Reporting	1.5 hrs	MicroStrat	OL / S
MPT023387	Global Procurement Reporting	2.0 hrs	MicroStrat	OL / S
Total Hours		**32.0** Online Hours	**48.0** Session Hours	

Curriculum notes:

- Web PO / Payment Tracker: FIN015450, Web Suite
- EVM (Employee Validation Managers) MPT021997, Supplier Registration and EVM

Purchasing – Transaction Specialist (TS) / Buyer

WW:	Mon	Tue	Wed	Thu	Fri	Total:
WW 05	MPT012554 2.0 hrs	Session 4.0 hrs	MPT013860 1.5 hrs	Session 4.0 hrs		
	MPT013480 2.0 hrs		MPT015036 3.0 hrs			
total -	4.0 hrs	4.0 hrs	4.5 hrs	4.0 hrs		16.5 Hrs
WW 06	MPT021761 1.5 hrs	MPT015035 2.0 hrs		MPT015367 3.5 hrs		
		Session 4.0 hrs		Session 4.0 hrs		
total -	1.5 hrs	6.0 hrs		7.5 hrs		15.0 Hrs
WW 07	MPT021997 1.0 hrs	MPT015368 3.0 hrs		FIN020338 2.0 hrs		
	FIN015450 4.0 hrs	Session 4.0 hrs		Session 2.0 hrs		
total -	5.0 hrs	7.0 hrs		4.0 hrs		16.0 Hrs
WW 08	MPT012938 2.0 hrs		PLG018861 1.0 hrs	MPT023387 2.0 hrs		
	Session 2.0 hrs		MPT023537 1.5 hrs	Global PRO Reporting Session (time: TBD) 4 hrs		
total -	4.0 hrs		2.5 hrs	2.0 hrs +		12.5 Hrs
WW 09	Holiday (Brazil – *Carnival*)					
WW 10	**Purchasing F2F Training / Bus. Process (4hrs/day = 20 hours)**					20.0 Hrs
WW 11	**Go Live !!**					

Session #1 review

Facilitator notes: For each review session, present to students the items (topics) to be covered in current day's session
Refresh/review with students high level info. summary from previous day's session topics i.e. key points, critical task steps.

Online Training Course: MPT012554, SAP Basics		**Activity**
Task **1**	**Objective:** Launch the SAP application to complete logging on to SAP. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Include discussion and critical questions to validate student understanding of system design, identify business process impact(s), and reinforce student ability to trouble-shoot and problem solve if performance issues occur.	**Key Points:** ♦ Launch SAP: Start > Programs > SAPGUI R3 > SAPGUI ♦ Distinguish various SAP pipes & task access - integrated environment - security profiles ♦ Rialto name / password - unique logon ID - identifies security profile access (hierarchy)
Task **2**	**Objective:** Set Up your SAP environment to facilitate work performance. **Activity** (method and media/props): Team (student) performance with instructor facilitation. Students watch and complete tasks during demo on their laptops.	**Key Points:** ♦ Add URL link and transaction to Favorites - change transaction name (title) - create a folder; move transactions up/down ♦ Add (display) transaction codes in navigation tree - Extras > Settings > 4th radio for "Show technical name" ♦ Change maximum number of hits (for matchcode) - Help > Settings > click Settings button change Max. number of hits to be displayed from 500 to be 5000
Task **3**	**Objective:** Navigate the SAP environment to identify 5 key SAP screen features, and open a new session in SAP. **Activity** (method and media/props): Team (student) performance with instructor facilitation. Students watch and complete tasks during demo on their laptops.	**Key Points:** ♦ Identify the 5 key SAP screen elements: - Menu bar - Standard tool bar - Title bar - Application tool bar - Status bar (note messages, session number) ♦ Use the menu bar button to open a new session. * Using the 2nd session, go to ME53 Display PR to identify changes in the - Title bar / - Appl. tool bar.

Online Training Course: MPT013480, Indirect Procurement Overview		**Activity Time Estimate:** 2.0 hours
Task **4**	**Objective:** Expand the SAP navigation tree to identify transactions in the Materials Management module. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Expand the SAP navigation tree to identify key transactions performed in Materials Management module: SAP standard menu > Logistics > Materials Management > Purchasing > PO - and - PR - Identify standard (and familiar) transactions: PO – Create PO – Change PO – Display PO – Release (Approve / authorize) PO – List Displays (search) PR – Change PR – Display PR – List Displays (search)
Task **5**	**Objective:** Use SAP Help methods to manage data input and field use. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Display a PR to identify SAP matchcode use: - *List* icon (predefined field value) field: Material Group - *Search* icon (search tabs to select criteria) field: Purchase requisition number ♦ Display a PR to identify SAP Field Help use: - use field help to find the field definition and use field: Doc. type During Display PR demo's, identify how to: * close windows * enter data into fields * select data field text; copy/paste

Session #2 review

<table>
<tr><th colspan="2">Online Training Course: MPT013860, Creating A Shopping Basket in ePurchasing SAP</th><th>Activity Time Estimate: 1.5 hours</th></tr>
<tr><td rowspan="2">Task
1</td><td>**Objective:**
Create a Shopping Basket in ePurchasing SAP (standard process).</td><td rowspan="2">**Key Points:**
Note: Due to Purchasing does not own task performance to create a Shopping Basket, review session content is focused on awareness of design and touch-points that impact Purchasing PR's.
♦ Walk students through the process to create a SB. This provides students exposure to the system design and key fields before performing task activity 2 (the following Task assignment).</td></tr>
<tr><td>**Activity** (method and media/props):
Instructor demo task performance to create a Shopping Basket. Create a "scenario" for students to provide SB data information given 'types of requests' they currently see. Students will provide data information while Instructor facilitates sequence of data input.

NOTE: Demo Create shopping basket using the following ePurchasing cons environment (URL) and logon information:
- URL: http://fmsap352.fm.abc.com:250/scripts/wgate/bbpstart/!
- User ID: C_USEMP_01
- Password: oregon</td></tr>
<tr><td rowspan="2">Task
2</td><td>**Objective:**
Create a Shopping Basket in ePurchasing SAP (with process variants)..</td><td rowspan="2">**Key Points:**
♦ Requester = Requester
* the Requester and Goods Recipient are same
Requester = Buy-On-Behalf-Of (other IDSID)
* the Requester and Goods Recipient not same
♦ The Requester is always the IDSID who logged into the ePurchasing system (via Rialto inform.)
♦ The BOBO IDSID contact determines:
- default plant / storage location information
- default cost center identification
- CDIS approval dollar limit and SB routing
♦ Normal delivery = internal plant location (EC)
Alternate delivery = external plant delivery (EA)
* Note: SB creater (Requesters) must use BOBO for delivery to an alternate contact and their respective plant location. Do not use Alternate delivery with "item notes" to identify other contact.
* Note: Per system design, cannot create a SB as both Alternate delivery and flagged as Blanket Services. During Create PO, it is impossible to have both designators configured on one PO.
♦ Product category = Material group
♦ Preferred vendor = Desired vendor
Suggester vendor = Suggested Vendor item notes</td></tr>
<tr><td>**Activity** (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance. Have site student create a Shopping Basket to build familiarity with data fields and requester options. Have student perform variants:

♦ Use buy-on-behalf-of functionality. Identify the impact.
♦ Use alternate delivery functionality. Identify the impact.
♦ "Flag" the Shopping Basket for the following. Identify the impact:
- Blanket Services
- Expedite
- Hazmat materials
- Attachment
♦ Observe communication that occurs during Create Shopping Basket that carries over to the SAP PR internal notes:
- general item description or communication from requester
- Blanket Service: start date / end date
- Hazmat CAM # (Chemical Approval Module number)
- Alternate delivery address (for external delivery items)
- attachment
- suggested vendor information</td></tr>
</table>

Task **3**	**Objective:** Match Shopping Basket data fields to resulting SAP R/3 PR data fields. **Activity** (method and media/props): Open both an ePurchasing Web URL to create a Shopping Basket, and open an SAP session to Display PR (need an active PR in the system).	**Key Points:** ♦ Compare information entered to create a Shopping Basket with all PR information in SAP PR that originates from the Shopping Basket data fields: - Requester and Goods Recipient - Plant and Storage Location - PR document type (EC - internal / EA - external) - Item description - Quantity and UOM (Unit of Measure) - Item cost and currency - *Requested* delivery date - Material group (from the Product Cat. selected) - Vendor information (Suggested or Desired) - Account Assignment information: * K = cost center (of the Goods Recipient) * F = Marcom internal order number * P = Project (WBS capital tracking number) (above 3 are the primary acct assgnmts used)
Task **4**	**Objective:** Identify ePurchasing "Shopping Basket Lite" report that requesters use to identify PR number, PO number, and assigned Purchasing Group (Buyer). **Activity** (method and media/props): Assume the scenario that a Requester needs to determine if the Shopping Basket has been approved and sent to SAP to create a PR. To minimize requester's need to contact Purchasing for PR or PO number information, use the Shopping Basket Lite report to identify the PR and PO numbers and the assigned Buyer.	**Key Points:** ♦ Requesters can identify the PR and PO number assigned per their Shopping Basket request. ♦ Requesters will also receive email notification of their order when the PO is successfully created and approved (released).

<table>
<tr><th colspan="2">Online Training Course: MPT015036, Indirect Procurement PR's</th><th>Activity Time Estimate: 2.5 hours</th></tr>
<tr><td rowspan="2">Task
1</td><td>Objective:
Recognize the 3 PR types that may be received:
1. Indirect Goods and Services, internal delivery
2. Indirect Goods and Services, external delivery
3. Blanket Services (internal delivery)

* Note: Catalog orders will not be used at the IJKK site.</td><td rowspan="2">Key Points:
♦ Discuss with students the 3 PR types that may be received and what differentiates each PR type.</td></tr>
<tr><td>Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance.</td></tr>
<tr><td rowspan="2">Task
2</td><td>Objective:
Display multiple PR's in the SAP system and use the 6 PR menu screens to identify PR information details.</td><td rowspan="2">Key Points:
♦ Display several PR's (minimum of 4 different PR's) to identify different PR types and to recognize that the same 6 PR menu screens are used, but different data exists in the PR information details data fields. 4 different PR's may vary per:
- Indirect Goods and Services, internal delivery
- Indirect Goods and Services, external delivery
- Blanket Services (note Item cat. 'B')
- multiple line item PR's

♦ Using the 6 PR menu screens, identify 17 information details you can find. Associate how the information is present on the PR (originating from the Shopping Basket) and what the information is indicating.</td></tr>
<tr><td>Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance. Have student navigate how to display a PR and use the 6 PR menu screens:
1. Goto > Details
2. Goto > Text overview
3. Goto > Statistics > General
4. Goto > Statistics > Changes
5. Goto > Account assignments
6. Goto > Delivery address</td></tr>
<tr><td rowspan="2">Task
3</td><td>Objective:
Perform 3 task activities allowed by audit to change a PR:
1. Transfer a PR to another Purchasing group (Buyer)
2. Cancel a PR line item(s)
3. Reinstate a canceled PR line item(s)</td><td rowspan="2">♦ Complete change PR tasks and save changes.

Note: Have students use the Menu bar to toggle from previous Display PR to Change PR mode, and to identify Other requisition (new PR number).</td></tr>
<tr><td>Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance. Ask critical questions for students to consider regarding:
- What authorization is needed to change PR's?
- What is the risk/impact if clear Internal notes are not added to the PR line item?</td></tr>
</table>

Task **4**	**Objective:** Given key search criteria data information, execute a PR List Display Report to identify a PR number (if the PR number is not known). **Activity** (method and media/props): Role Play: Have students partner in teams of 2 students each. Assign 1 student a list of three PR's (combine various PR types and various PO placement status). This student will represent a requester who wants their PR number to be identified -- the student will know the PR number in order to provide key "hints" asked by the other student. Have the other 1 student execute PR List Display Report by asking key questions to enter data field information to narrow their PR search results. * Goal: The student who executes the PR List Display Report should recognize data fields the requester may typically know and is able to provide information given questions asked (i.e. requester IDSID, requested delivery date, short text description and wildcard use). Have students reverse roles with the other student assigned three PR's).	**Key Points:** ♦ When searching for a PR number that is unknown, be certain only the following check boxes have check marks: Yes Assigned purchase requisitions **No** Closed requisitions **No** "Partly ordered" requisitions **No** Released requisitions only Yes Requisns. for overall release Yes Requisns. f. item-wise release ♦ Note specific search data fields that Purchasing can ask the Requester questions for information.
Task **5**	**Objective:** Execute a PR List Display Report to identify **Expedite** PR's. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Use the online training job aids and simulation for help.	**Key Points:** ♦ Note: Depending on business process operations, expedite PR's may require to be prioritized.
Task **6**	**Objective:** Execute a PR List Display Report to identify **Hazmat** PR's. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Use the online training job aids and simulation for help.	**Key Points:** ♦ Note: Depending on business process operations, hazmat PR's may be routed to a specific TS/Buyer for PO placement, and, may require CAM validation.

Session #3 review

Online Training Course: MPT021761, CVM Webform Request		**Activity Time Estimate:** 1.0 hours
Task **1**	**Objective:** Describe the 3 CVM vendor numbers and their function in SAP. **Activity** (method and media/props): Group discussion led by the facilitator. Use Netmeeting and an open (blank) Word file to capture discussion key points and summarize the 3 CVM vendor numbers that students identify and describe.	**Key Points:** ♦ 3 CVM vendor numbers: 1. ZVEN Parent (base) 2. ZOAA Order from (PO fax number) 3. ZPIA Remit to (where invoices are sent)
Task **2**	**Objective:** Identify the 2 criteria needed to logon to the CVM Webform **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Users must go to the CVM Webform URL. ♦ Users must have an SAP logon account.
Task **3**	**Objective:** Create a CVM Webform request. **Activity** (method and media/props): Instructor facilitation task performance demo while students observe system performance.	**Key Points:** ♦ Verify the supplier you are requesting to create does not already exist in the Supplier Data Base. ♦ Complete the required data fields to create a CVM Webform request.
Task **4**	**Objective:** Validate how to check the status of a CVM Webform request. **Activity** (method and media/props): Instructor facilitation task performance demo while students observe system performance.	**Key Points:** ♦ Two situations provide email notification to requester: when 1) approved or 2) rejected.
Task **5**	**Objective:** Identify how and where to find list of change options allowed to make using the CVM Webform. **Activity** (method and media/props): Instructor facilitation task performance demo while students observe system performance.	**Key Points:** ♦ Differentiate when to: - Create: when supplier does not exist in DB - Change: supplier exists, but modifications are needed to enable proper vendor selection ♦ Review list of changes allowed. ♦ Identify impact of changes: when to create change, factors that require a change to be submitted.

<table>
<tr><th colspan="2">Online Training Course: MPT015035, Display Indirect Procurement PO’s</th><th>Activity Time Estimate: 2.5 hours</th></tr>
<tr><td rowspan="2">Task
1</td><td>Objective:
Identify 3 PO types to be used for IJKK site deployment.</td><td rowspan="2">Key Points:
♦ 3 PO types:
- Goods and Services, internal delivery
- Goods and Services, external delivery
- Blanket Services (internal delivery)</td></tr>
<tr><td>Activity (method and media/props):
Group discussion led by facilitator. Critical questions to be asked:
- List the 3 PO types to be used (see Key Points column).
- Give an example of item description(s) you may find per each PO type.
- What is the purpose of each PO type and its use?</td></tr>
<tr><td rowspan="2">Task
2</td><td>Objective:
Differentiate the 4 key PO elements of a PO and the system use for each element.</td><td rowspan="2">Key Points:
♦ 1) Header element
♦ 2) Item Overview element
♦ 3) Item Details element
♦ 4) Document Overview element</td></tr>
<tr><td>Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance. Team group discussion led by facilitator. Critical questions should be asked with instructor facilitating answers via logic/critical thinking.</td></tr>
</table>

Task	Objective / Activity	Key Points:
Task **3**	**Objective:** Identify PO data information found per each PO element. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Goal: Identify where on the PO key data information exists.	♦ 1) Header element and tabs to assess: 1. Delivery/Invoice 2. Texts 3. Address 4. Communications data 5. Partners 6. Additional data 7. Org. data 8. Status 9. Release strategy (**special tab**) ♦ 2) Item Overview element ♦ 3) Item Details element and tabs to assess: 1. Delivery schedule 2. Delivery 3. Invoice 4. Account assignment 5. Texts 6. Delivery address 7. Retail 8. Purchase order history (**special tab**) 9. Limits (**special tab**) ♦ 4) Document Overview

Task **4**	**Objective:** State the purpose of use of the PO Menu Bar and the PO Messages button. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ PO Menu Bar is used to display: - Header changes - Item changes ♦ PO Messages button is used to display: - PO output via NEU (Web Suites, ePO) - PO output via ZNEU (fax or print)
Task **5**	**Objective:** Given key search criteria data information, execute a PO List Display Report to identify a PO number (if the PO number is not known). **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Run a PO List Display Report (find unknown) - Note report criteria fields you can enter data - Must click Execute to run the report ♦ Run an Expedite PO List Display Report ♦ Run a Hazmat PO List Display Report

Session #4 review

Note: During the following Create PO tasks, add several of the following specific tasks to an activity. Recommend adding several per each task to allow students to focus on required create PO process while also identifying when non-required, specific tasks may be relevant to perform.

Specific Tasks (optional tasks not required by SAP design for create PO to successfully *Save*):

1. Change the supplier contact name and phone number. PO Header > Communications data tab
2. Change the payment terms or inco terms. PO Header > Delivery/Invoice tab
3. Change the PO fax output number or output time. Application toolbar > Messages button
4. Insert standard text (e.g. acquisition checklist, confirming copy, etc.). PO Header > Text > Header text / Header note
5. Add the SAS contract number. PO Header > Text > SAS Contract Number
6. Add Cost Savings or After-The-Fact-PO Dollar amount. Item Details > Conditions tab

During the following task activities, it is recommended to vary your examples to include single and multiple line item PO's to be created.

<table>
<tr><th colspan="2">Online Training Course: MPT015367, Create Indirect Procurement PO's</th><th>Activity Time Estimate: 4.0 hours</th></tr>
<tr><td rowspan="2">Task
1</td><td>**Objective:**
Assess PR to determine PO information to create. (Execute PR List Display Report for open PR's, and Display PR).</td><td rowspan="2">**Key Points:**
♦ Execute the PR List Display Report (Open PR's) to identify how to execute the report for this purpose, and use the report to access Display PR information.
♦ Use SAP environment to assess PR information (for PR that requires placement as PO). Use online training for process reference material as needed:
- Determine PO doc. type
* ZSTA: internal/external or * ZFO
- Verify Material group information
- Verify (total) PR dollar value
- Verify requested delivery date (all line items)
- Verify line item(s) description
- Verify CVM set up (for Suggested suppliers)
- View attachments (as available)</td></tr>
<tr><td>**Activity** (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance.

Note: During the Create PO process, the instructor may choose to deliver multiple Create PO tasks for the same activity (i.e. deliver how to create a Goods and Services PO twice in order to allow two students the opportunity to practice, build confidence, and reinforce process understanding).</td></tr>
</table>

Task **2**	**Objective:** Create a **Goods and Services, internal delivery** PO. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Ask key questions to validate student understanding for both why task actions are performed, and why some task actions are not performed. Ask: 1) "What if this happened …" or 2) "What would you do if you wanted this to happen …" questions to help students problem-solve decisions regarding system design and potential impact to other departments i.e. AP, RFA process, etc. Be sure to have students reference their job aids for task support as needed.	**Key Points:** ♦ Identify PR information that confirms intended PO to create is for Goods and Services, internal delivery. Validate: – PO doc. type is ZSTA – Item category is 'blank'
Task **3**	**Objective:** Create a **Goods and Services, external delivery** PO. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Ask key questions to validate student understanding for both why task actions are performed, and why some task actions are not performed. Be sure to have students reference their job aids for task support as needed.	**Key Points:** ♦ Identify PR information that confirms intended PO to create is for Goods and Services, external delivery. Validate: – PO doc. type is ZSTA – Item category is 'S' – Alternate address is entered on **each** line item
Task **4**	**Objective:** Create a **Blanket Services** (internal delivery) PO. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Ask key questions to validate student understanding for both why task actions are performed, and why some task actions are not performed. Be sure to have students reference their job aids for task support as needed.	**Key Points:** ♦ Identify PR information that confirms intended PO to create is for Blanket Services, internal delivery. Validate: – PO doc. type is ZFO – Item category is 'B' – A reasonable start/end date is entered on the Header, Additional data tab
Task **5**	**Objective:** Create a Zero Dollar Value PO (for Goods and Services, ZSTA, PO). **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Ask key questions to validate student understanding for both why task actions are performed, and why some task actions are not performed. Be sure to have students reference their job aids for task support as needed.	**Key Points:** ♦ Identify PR information that confirms intended PO to create is for Zero Dollar Value PO (must be ZSTA, for either internal or external delivery).

		Validate: – Why was the PO determined to be a Zero Dollar Value PO. What was the determination 'trigger'? – Was the original dollar value of the line item documented in the line item notes? – Is the 'free item' check mark placed in the correct column in the Item Overview?
Task **6**	**Objective:** Split 1 PR to create 2 separate PO's. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Ask key questions to validate student understanding for both why task actions are performed, and why some task actions are not performed. Be sure to have students reference their job aids for task support as needed.	**Key Points:** ♦ Identify PR information that confirms intended PO to create is for split PR into 2 PO's (must be a PR with minimum of 2 lines) Validate: – Identify situations when/why splitting the PR to create 2 PO's is beneficial
Task **7**	**Objective:** Add a new PR to an existing PO. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Ask key questions to validate student understanding for both why task actions are performed, and why some task actions are not performed. Be sure to have students reference their job aids for task support as needed.	**Key Points:** ♦ Demonstrate Change PO design to: - Add new PR to existing PO for additional item(s) - Add new PR to existing PO to add funds Validate: - Never "roll" either the quantity or the dollar funds from the new PO line item (item added) to an existing PO line item. SAP does not allow a zero quantity or a zero dollar amount (except 'free items') for the new PO line item. - ***Risk***: Moving quantities or dollar funds from the committed PO line will open the respective quantity or dollar funds on the associated PR. This risks potentially committing the open PR quantity/funds to a new PO although modifications (on the existing PO line) have been made to account for the quantity or funds - - the result is double committing the approved PR quantity or funds.

NOTE: For all Create PO exercises, you can practice creating the PO multiple times by deleting (canceling the PO line item(s). This 'opens' the PR line item(s) so you can use the same PR to again create a PO. Recommend only doing this for PO's that require release (approval) so that multiple PO's do not get transmitted to the supplier due to being auto-approved per the TS/Buyer approval dollar limit.

Session #5 review

Note: Online training course: MPT021997, Supplier Registration and EVM, is supported via the online content. No lab review required.

Online Training Course: FIN015450, Web Suite		**Activity Time Estimate:** 1.0 hours
Task **1**	**Objective:** How to login to Web Suites. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Company users login at the following URL: https://supplier2.abc.com/supplierhub/ ♦ Enter your: - Login ID: domain\username i.e. amr\jdoe - Password: Rialto IDSID
Task **2**	**Objective:** Using Web PO design. **Activity** (method and media/props): Instructor demo task performance how to use Web Suites, and how to display information for Web PO desing. Students observe system performance and participate in Q&A opportunity. Note: The primary task when reviewing Web PO design is to validate how to login to Web PO and to validate how to display key information.	**Key Points:** ♦ Web PO is intended for suppliers who are not EDI or XML capable, and who receive POs via autofax output. ♦ Internal view has additional features to search for PO's than does the supplier view. ♦ Identify the six PO statuses: - NEW new PO - CHG changed PO - CAN cancelled PO - CLO closed PO - BLO blocked PO - WIP work-in-process PO ♦ Display key PO data information that is available using the Internal View for Web PO. ***Note:*** Purchasing should be aware of how data is viewed by suppliers for FYI information only. ♦ Note: Web PO is only used to display PO information. No changes can be made. ♦ Note: Web PO translator is only functional for Russian and Polish. Additional language translator capabilities is TBD.

Task **3**	**Objective:** Using Payment Tracker design. **Activity** (method and media/props): Instructor demo task performance how to display information for Payment Tracker design. Students observe system performance and participate in Q&A opportunity. Note: The primary task when reviewing Payment Tracker design is to validate how to login to Web PO and to validate how to display key information.	**Key Points:** ♦ Note: Use the Supplier View simulation to identify how to display invoice status information (the Internal View simulation does not include search results for display pupose). ♦ Differentiate status code items as used in Payment Tracker system versus SAP system:

Payment Status Code	Blocked Invoice Codes
Payment Tracker	**SAP**
C: Paid and Closed	P: Price discrepancy
I: Not yet authorized for payment	M: Quantity discrepancy for payment
H: Hold	I: Pending RFA response
M: Manually canceled	Q: Manually blocked
P: Pending for pymnt on “pay date”	

<table>
<tr><th colspan="2">Online Training Course: MPT015368, Maintain Indirect Procurement PO’s</th><th>Activity Time Estimate: 3.0 hours</th></tr>
<tr><td>Task
1</td><td>Objective:
Change an existing PO Header information and line item information.
Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance.

Note: Any field that is white (editable) is open for changes to be allowed. Most changes are only performed for those data fields where information had been input during the create PO process.</td><td>Key Points:
♦ Typical Header information that may be changed:
- Supplier contact name and phone number
- Payment terms
- Purchasing Group
♦ Typical line item information that may be changed:
- Delivery date
- Material group
- Shipping instructions</td></tr>
<tr><td>Task
2</td><td>Objective:
With a multiple line item PO, use the Fast Change button to update multiple PO line items for multiple data field elements.
Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance.</td><td>Key Points:
♦ Typical fields changes using the Fast Change button:
- Plant and Storage location
- Goods Recipient (only for ZSTA PO doc. type)
- Shipping instructions
- Delivery date</td></tr>
<tr><td>Task
3</td><td>Objective:
Change an existing PO to delete a line item(s) and to reinstate a closed/deleted line item(s).
Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance.</td><td>Key Points:
♦ Delete a line item. Be sure to
1. first change the Reason for ord. code to 991
2. add a note in the Item details > Text

♦ Reinstate a closed/deleted line item. Be sure to
1. first undelete the line (remove the trashcan)
2. add a note in the Item details > Text
3. change the Reason for ord. code to 999</td></tr>
<tr><td>Task
4</td><td>Objective:
Change an existing Blanket Service (doc. type ZFO) PO to change the Goods Recipient information.
Activity (method and media/props):
Team (student) performance with instructor facilitation while students observe system performance.</td><td>Key Points:
♦ Follow job aid task steps to complete the transaction.</td></tr>
</table>

Task **5**	**Objective:** Execute a Supplier Acceptance Report (YPOUPD) to identify supplier responses and required Purchasing actions. Identify the 3 PO elements that can be accepted/rejected by the supplier: 1. Price 2. Quantity 3. Delivery date Identify the 3 responses that can be received from a supplier, and which one can SAP task action be performed: 1. Accept (no action allowed due to no changes required) 2. Reject (no action allowed in SAP due to no change reqmnts communicated) 3. Submit Changes (action allowed includes either accept/reject change request) **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Follow job aid task steps to complete the transaction.
Task **6**	**Objective:** Execute a PO Output Report (SOST) to validate status of PO's transmitted to suppliers. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Validate with students options available if errors occur. Identify potential follow up actions Purchasing may perform to confirm successful fax transmittal.	**Key Points:** ♦ Identify 4 PO output status indicators: 1. green, successful 2. red, errors 3. yellow, batch fax not picked up 4. grey, batch fax pending transmittal completion
Task **7**	**Objective:** Re-Output a PO to fax the PO to the same fax number, and to a changed (different) fax number. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Follow job aid task steps to complete the transaction. ♦ Use Display PO (ME23N) and go to the Messages button to validate the PO has been re-output (a second output for ZNEU should exist).
Task **8**	**Objective:** Maintain (change) the four data elements that Purchasing owns for the CVM vendor record. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Four data elements that Purchasing owns: 1. Terms of payment 2. Incoterms 3. Supplier contact name 4. Supplier contact telephone number

Note: The following transactions in the online training are not included in the hands-on review session. These transactions and processes are available for reference in the online training material.

–	**ME22N**	Add Freight and Restock Service Fees	Not included due to infrequent task performance use.
–	**YPO_AUTOUPDATE**	Mass Update Multiple PO's	Not included due to infrequent task performance use.
–	**YMWB**	Expedite Goods Delivery	Not included due to minimal steps and online support available.
–	**N/A**	Web Suites	Not included due to non-SAP design. It is information only.
–	**N/A**	Manual RTV Process	Not included due to infrequent task performance use.

Session #6 review

Online Training Course: FIN020338, Blocked Invoice Resolution Process		Activity Time Estimate: 2.0 hours
Task **1**	**Objective:** Identify 8 situations that may cause an invoice to block and require Purchasing to act (resolve the block) or to be aware of (informed and monitor the situation to assist if inquiries occur). **Activity** (method and media/props): Team building (group) discussion. Facilitate a team discussion to identify each of the 8 situations that may cause an invoice to block. Categorize each situation to identify if the cause stems from being a Quantity, Price, Manual, RFA or Other issue.	**Key Points:** ♦ 8 situations include those identified per: - Quantity block - Price block - Manual block (Hold) - RFA block (Hold)
Task **2**	**Objective:** Using the 8 situations that may cause an invoice to block, identify resolution steps that Purchasing may take to resolve the situation(s). **Activity** (method and media/props): Using the list of situations identified in task 1, facilitate a team discussion to identify what actions can Purchasing perform to help resolve the block situation.	**Key Points:** ♦ Resolution actions may include: - contact Receiving (how may Receiving help?) - contact Requester (how may Requester help?) - contact Goods Recipient (how help?) - contact Supplier (how may Supplier help?) - ? would you do nothing ? - ? are there site business processes to follow ?
Task **3**	**Objective:** Execute a Blocked Invoice Report (YRBR) to identify occurrences of the 5 YRBR Report Codes used to identify blocks that may impact Purchasing. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. Have one student manage the SAP session while partnered with another student for help and information sharing. Then, switch to have another student manage the SAP session while partnered with another student. Note: Although there is no task performance (actions) to be performed within the YRBR Report (due to only being static report results), all block types are displayed within the report including Price/Quantity which require action using Workflow and pending RFA response which requires monitoring using YRBR.	**Key Points:** ♦ 5 YRBR Report Codes that impact Purchasing: - M Quantity block - P Price block - I RFA block - S Other block (AP voucher verification) - Q Manual block (unplanned freight)

Task **4**	**Objective:** Using workflow, complete all process steps to resolve a Price block. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. 1. Launch workflow and identify how to sort and recognize a Price block item. 2. Open the workflow item to identify the information present on the LIV screen. 3. Analyze the Price block to determine cause and required corrections. 4. Complete workflow steps to 1) add a "comment" and 2) select an action to "cancel" or "short pay"	**Key Points:** ♦ Be clear regarding difference between: - **Cancel** invoice (all lines are canceled) - **Short pay** (must provide specific instructions) ♦ Note when to use the *action* to "Refer to A/P with Comments" - What is the result of this action? * Answer: comments only go back & forth between AP and Purchasing without authorization to complete a specific action occurring. It is only a communication vehicle, but does not complete the resolution process.
Task **5**	**Objective:** Using workflow, complete all process steps to resolve a Quantity block. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance. 1. Launch workflow and identify how to sort and recognize a Price block item. 2. Open the workflow item to identify the information present on the LIV screen. 3. Analyze the Price block to determine cause and required corrections. 4. Complete workflow steps to 1) add a "comment" and 2) select an action to "cancel" or "short pay"	**Key Points:** ♦ Note: When determining the correct action to perform, if your goal is for AP to rekey the invoice i.e. change how the funds are applied to line item(s), your action must be to "cancel" the invoice. This allows AP to remove the applied invoice and to reapply it per your instructions.

Note: The following actions in the online training are not included in the hands-on review session due to infrequent task performance or limited data available for a demo to be performed. These actions and processes are available for reference in the online training material.

- How to manage **Held Invoice Resolution** process
- How to manage **Substitutes** using workflow

Session #7 review

Online Training Course: MPT012938, Approving PO's and SAP Reports		Activity Time Estimate: 2.0 hours
Task **1**	**Objective:** Release a PO (using the Release PO, *single PO*, process). **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Identify a PO that requires a minimum of 1 PO Release to occur. - First: Display the PO to identify that release is required (indicated by yellow triangle): PO Header > Release tab. Note that the Release tab will indicate all required approval levels, and the yellow triangle indicates which approval level is currently an available option. Validate that no PO output (NEU or ZNEU) have occurred via the Application tool bar > Messages button. - Second: Complete the Release PO process for a single, specific PO number. * (For TS/Buyers, performing this task builds awareness regarding approval activities that impact the status and resulting output of PO's). * (For Managers, performing this task is a key task performance needed by approving Managers). - Third: Display the PO to identify successful approval (indicated by green check mark). Validate that PO output has occurred.
Task **2**	**Objective:** Reject a PO. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Have students and Manager identify when and why a PO may be rejected. What data elements are typically reviewed by a Manager that may cause a PO to ***not*** be approved. ♦ Complete the Reject PO process.
Task **3**	**Objective:** Run a Reject PO Status Report and complete required PO changes. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Complete the Reject PO Status Report process to: - Identify PO's that have been rejected - Identify rejection reason (in the Header notes) - Complete PO changes to correct the PO

Task **4**	**Objective:** Cancel the Reject PO status on a PO. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Note: Any PO that had been rejected will never be output to the supplier if the reject status exists. All PO approvals may occur, but the reject status must be cancelled (no green check mark) for PO output to occur. ♦ Complete the process to Cancel the Reject PO (Execute transaction ME28 per release code RE. Cancel the reject status on the PO).
Task **5**	**Objective:** Approve a PO using the X-Override design. **Activity** (method and media/props): Team (student) performance with instructor facilitation while students observe system performance.	**Key Points:** ♦ Identify a PO that requires a minimum of 2 PO Release to occur. - First: Display the PO to identify that release is required for two levels. Validate that no PO output (NEU or ZNEU) have occurred via the Application tool bar > Messages button. - Second: Complete the X-Override A PO process. - Third: Display the PO to identify successful approval (indicated by green check mark) in the X-Override release indicator. Note that the PO status is Approved. Validate that PO output has occurred.

Note: All Global Procurement / AP Reporting (MicroStrategy) training is owned and managed by the GPR team. No delivery facilitation support for GPR training is needed by the ICe-SAP Deployment team for the following three courses:

PLG018861	MicroStrategy Web Basics	1.0 hrs	MicroStrat	OL
MPT023537	Intro. to Global Procurement Reporting	1.5 hrs	MicroStrat	OL
MPT023387	Global Procurement Reporting	2.0 hrs	MicroStrat	OL

Note: The online training courses to support Commodity Management (MTL021198 Commodity Schema, and, MPT024676 CSM: PSL Set Up) provide required system task performance and knowledge. Hands-on lab activities or review sessions are not required due to limited scope of task activities (minimal number of transactions) and infrequent task performance to which online training should be used for reference as needed.