

PeopleSoft eProcurement Rel 9.2 Ed 2

Course Topics

- **Performing Basic Setup for PeopleSoft eProcurement**
 - Establishing System Options
 - Creating Business Units
 - Defining Processing Options for Business Units
- **Creating Suppliers**
 - Defining Supplier Controls
 - Creating Supplier Profiles
- **Approving, Updating and Inactivating Suppliers**
 - Approving Suppliers
 - Updating and Reviewing Supplier Name History
 - Defining Supplier Audit
 - Inactivating Suppliers
 - Using the Supplier Administration Center
- **Processing Supplier Onboarding**
 - Configuring Supplier Registration
 - Registering, Managing, and Approving Suppliers
 - Registering Online
 - Managing Invitations
 - Managing Approvals
 - Review Registration History
- **Creating Items, Item Categories, and Catalogs**
 - Creating Item Categories and Units of Measure
 - Create Purchasing Items
 - Creating Catalog Trees
 - Establishing Users and User Roles

- **Establishing Users and User Roles**
 - Defining Users
 - Defining Requesters and Buyers
 - Establishing User Preferences
 - Defining User Roles
- **Managing Approvals**
 - Setting Up Specific Data for eProcurement Approvals
 - Approving and Denying Requisitions
 - Delegating Approval Responsibility
- **Processing Requisitions**
 - Creating Requisitions and Express Item Entry
 - Creating Special Requests
 - Sourcing Requisitions to Purchase Orders
 - Expediting Requisitions
 - Using the Sourcing Workbench
- **Managing Purchase Orders and Change Requests**
 - Dispatching and Publishing Purchase Orders
 - Reviewing Message Logs
 - Using Change Requests in Dispatched Purchase Orders
 - Creating Requisition Change Request
 - Running the Change Purchase Order Process
 - Dispatching Changed Purchase Orders
- **Using Receipts and Returns in eProcurement**
 - Receiving and Rejecting Items
 - Returning Items to Suppliers
 - Receiving Items as a Power User
- **Setting Up Miscellaneous Charges**
 - Defining a Miscellaneous Charge
 - Using Miscellaneous Charges

- **Maintaining Price Adjustments**

- Setting Up Price Adjustment Rules for Suppliers
- Adding a Price Adjustment for a Supplier and for a Purchase Order Schedule