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## Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.

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TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Project Manager
- End User
Lesson 1: Creating Material Master Records for Purchasing
Lesson Objectives
After completing this lesson, you will be able to:
• Maintain purchasing data in material master

Lesson 2: Creating Vendor Master Records for Purchasing
Lesson Objectives
After completing this lesson, you will be able to:
• Maintain purchasing data in vendor master

Lesson 3: Using Partner Functions in Purchasing
Lesson Objectives
After completing this lesson, you will be able to:
• Use partner roles in purchasing
Lesson 1: Analyzing Price Determination Basics

Lesson Objectives
After completing this lesson, you will be able to:
- Use conditions and calculation schemas

Lesson 2: Creating Purchasing Info Records

Lesson Objectives
After completing this lesson, you will be able to:
- Create organizational levels of purchasing info records

Lesson 3: Creating Special Info Records

Lesson Objectives
After completing this lesson, you will be able to:
- Create special types of info records

Lesson 4: Using Special Functions in Info Records

Lesson Objectives
After completing this lesson, you will be able to:
- Use buyer negotiation sheets to carry out price changes

Lesson 5: Creating Central Contracts

Lesson Objectives
After completing this lesson, you will be able to:
- Create central contracts

Lesson 6: Creating Scheduling Agreements Without Release Documentation

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Lesson Objectives
After completing this lesson, you will be able to:

- Create and maintain scheduling agreements without release documentation

Lesson 7: Creating Scheduling Agreements with Release Documentation

Lesson Objectives
After completing this lesson, you will be able to:

- Create scheduling agreements with release documentation
UNIT 3  Source Determination

Lesson 1: Controlling Source Determination with Source Lists

Lesson Objectives
After completing this lesson, you will be able to:

- Create source lists

Lesson 2: Maintaining Source Lists

Lesson Objectives
After completing this lesson, you will be able to:

- Use the source list in the planning run

Lesson 3: Controlling Source Determination with Quota Arrangements

Lesson Objectives
After completing this lesson, you will be able to:

- Create and maintain quota arrangements

Lesson 4: Executing the Planning Run with Quota Arrangements

Lesson Objectives
After completing this lesson, you will be able to:

- Create purchase requisitions in the planning run

Lesson 5: Identifying Additional Aspects of Source Determination

Lesson Objectives
After completing this lesson, you will be able to:

- Identify priorities in source determination

Lesson 6: Blocking Sources of Supply
Lesson Objectives
After completing this lesson, you will be able to:

- Block sources of supply

Lesson 7: Creating Purchase Orders with Source Determination

Lesson Objectives
After completing this lesson, you will be able to:

- Use source determination in purchase orders
Lesson 1: Processing Unassigned Purchase Requisitions
Lesson Objectives
After completing this lesson, you will be able to:
• Assign and process purchase requisitions

Lesson 2: Processing Assigned Purchase Requisitions
Lesson Objectives
After completing this lesson, you will be able to:
• Process open purchase requisitions

Lesson 3: Monitoring Purchase Orders
Lesson Objectives
After completing this lesson, you will be able to:
• Monitor order confirmations and deliveries

Lesson 4: Assessing the Buyer Role
Lesson Objectives
After completing this lesson, you will be able to:
• Assess the buyer role
Lesson 1: Releasing Purchasing Documents

Lesson Objectives
After completing this lesson, you will be able to:

● Release blocked purchasing documents

Lesson 2: Converting Released Purchase Requisitions

Lesson Objectives
After completing this lesson, you will be able to:

● Convert released purchase requisitions into purchase orders

Lesson 3: Configuring Release Procedures in Customizing

Lesson Objectives
After completing this lesson, you will be able to:

● Check Customizing settings for release procedures

Lesson 4: Creating Release Procedures

Lesson Objectives
After completing this lesson, you will be able to:

● Create release procedures for purchase requisitions
Lesson 1: Creating Invoices Using Invoice Plans

Lesson Objectives
After completing this lesson, you will be able to:
- Identify differences between periodic and partial invoice plans

Lesson 2: Creating Blanket Purchase Orders

Lesson Objectives
After completing this lesson, you will be able to:
- Create blanket purchase orders

Lesson 3: Deploying Subcontracting

Lesson Objectives
After completing this lesson, you will be able to:
- Procure goods using subcontracting

Lesson 4: Purchasing with Manufacturer Part Numbers

Lesson Objectives
After completing this lesson, you will be able to:
- Execute a purchasing process with Manufacturer Part Numbers

Lesson 5: Deploying Additional Special Procurement Processes

Lesson Objectives
After completing this lesson, you will be able to:
- Examine special procurement processes
Lesson 1: Evaluating Vendors
Lesson Objectives
After completing this lesson, you will be able to:
• Process vendor evaluation

Lesson 2: Setting Up Vendor Evaluation
Lesson Objectives
After completing this lesson, you will be able to:
• Set up vendor evaluation
Lesson 1: Customizing Document Types in Purchasing

Lesson Objectives
After completing this lesson, you will be able to:

- Change settings for document types

Lesson 2: Setting Up Field Selection in Purchasing Documents

Lesson Objectives
After completing this lesson, you will be able to:

- Customize screen layouts for purchasing documents

Lesson 3: Deploying Version Management in Purchasing

Lesson Objectives
After completing this lesson, you will be able to:

- Activate Version Management for purchasing documents

Lesson 4: Analyzing Special Aspects in Customizing

Lesson Objectives
After completing this lesson, you will be able to:

- Maintain system messages and user parameters in Purchasing

Lesson 5: Defining Function Authorizations for Buyers

Lesson Objectives
After completing this lesson, you will be able to:

- Check user parameter EFB
Lesson 1: Purchasing with SRM and Catalogs

Lesson Objectives
After completing this lesson, you will be able to:

- Examine integrated purchasing processes

Lesson 2: Integrating SAP Components

Lesson Objectives
After completing this lesson, you will be able to:

- Examine purchasing functionality in SRM