Training Participant Guide – Procurement

# Vendor

Vendor overview

**Scenario 1 – New vendor**

* Create a new vendor\*
* Verify a new vendor is on hold (for all actions)\*
* Approve a new vendor (to remove hold)

# Requisition

Requisition overview

**Scenario 2 – Standard requisition**

* Create a standard purchase requisition\*
* Submit purchase requisition to approval workflow

**Scenario 3 – Verify on-hold status for vendors**

* Verify a requisition cannot be created for an on-hold vendor

# Purchase Order

Purchase order overview

**Scenario 4 – Purchase order from approved requisition**

* Create a purchase order from an approved requisition\*
* Purchase inquiry, confirmation, PO printing

**Scenario 5 – Purchase order without requisition**

* Create a purchase order without a requisition\*

**Scenario 6 – Purchase order receiving**

* Receive a purchase order\*
* View received vs outstanding items on PO
* Verify Delayed PO Receipts

# Purchase Agreement

Purchase agreement overview

**Scenario 7 – New purchase agreement**

* Create a new purchase agreement

**Scenario 8 – Applying a purchase agreement**

* Create purchase order from purchase agreement
* Apply a purchase agreement when creating a purchase order

# Inquiries & Reports

* Print standard P&S reports