

Contents

Procurement I, Part 1 of 2.....	2
Unit 1: The Procurement Process: Basics	2
Unit 2: Master Data	2
Unit 3: Procurement of Stock Material	2
Unit 4: Procurement of Consumable Material	2
Unit 5: Procurement of External Services	2
Unit 6: Reporting and Analysis Functions.....	2
Unit 7: Basics of Consumption-Based Planning.....	3
Unit 8: Cost Planning	3
Unit 9: Optional: Automated Procurement.....	3
Unit 10: Optional: Integration	3
Procurement I, Part 2 of 2.....	3
Unit 1: Source of Supply	3
Unit 2: Source Determination.....	3
Unit 3: Optimized Purchasing	4
Unit 4: Document Release Procedure	4
Unit 5: Basic Invoice Verification Procedure	4
Unit 6: Variances and Invoice Blocks.....	4
Unit 7: Subsequent Debits/Credits, Delivery Costs and credit memos.....	4
Unit 8: Automated Processes in Invoice Verification	4
Unit 9: GR/IR Account Maintenance and Customizing.....	4
Procurement II, Part 1 of 2.....	5
Unit 1: Introduction to Inventory management.....	5
Unit 2: Good Receipt	5
Unit 3: Stock Transfers/Transfer Postings	5
Unit 4: Reservations	5
Unit 5: Goods Issues	5
Unit 6: Special Procurement Form: Consignment.....	5
Unit 7: Physical Inventory.....	6
Unit 8: Analysis	6
Unit 9: Customizing for Inventory Management.....	6
Unit 10: Purchasing Customizing Settings	6
Unit 11: Message Determination	6
Procurement II, Part 2 of 2.....	6
Unit 1: Organizational Levels in MM	6
Unit 2: Master Data for Materials Management.....	6
Unit 3: Valuation and Account Assignment.....	7
Unit 4: Self Study-Additional Topics	7
Unit 5: Appendix-Additional Topics (Not Relevant for Certification).....	7

Procurement I, Part 1 of 2

Unit 1: The Procurement Process: Basics

- Procurement Process and Organizational Levels
- Purchase Order Entry: Basics
- Goods Receipts Entry - Basics
- Invoice Entry - Basics

Unit 2: Master Data

- Vendor Master Record
- Material Master Record
- Entry Aids

Unit 3: Procurement of Stock Material

- Conditions
- Request for Quotation Management / Quotation Processing
- Create Purchase Order with Reference
- Purchasing Info Records
- Material Valuation Basics
- Stock Types, Valuation, GR in Warehouse
- Invoice Verification and Delivery Costs

Unit 4: Procurement of Consumable Material

- Consumable Material - Overview
- Purchase Requisition
- Purchase Order and Order Acknowledgement
- Valuated and Non-Valuated Goods Receipts
- Blanket Purchase Orders

Unit 5: Procurement of External Services

- Service Master Record and Conditions
- Purchase Order for Services
- Service Entry and Invoice Verification

Unit 6: Reporting and Analysis Functions

- Standard Reports at Document Level

- Logistics Information System (LIS)
- SAP Business Intelligence (optional)

Unit 7: Basics of Consumption-Based Planning

- Overview of Material Requirements Planning
- Overview of MRP procedures
- Material Master Record
- Recorder Point Planning

Unit 8: Cost Planning

- Basics of the Planning Run
- Executing the Planning Run
- Planning Result
- Planning Evaluation
- Lot-Size Calculation

Unit 9: Optional: Automated Procurement

- Material Requirements Planning (MRP)
- Contract and Source Determination
- Automated Procurement Process

Unit 10: Optional: Integration

- SAP Enterprise Buyer
- mySAP Supply Chain Management

Procurement I, Part 2 of 2

Unit 1: Source of Supply

- Purchasing Information Record
- Contract
- Scheduling Agreement

Unit 2: Source Determination

- Source List
- Quota Arrangement
- Further Aspects of Source Determination

Unit 3: Optimized Purchasing

- Processing Non-Assigned Purchase Requisitions
- Processing Assigned Purchase Requisitions

Unit 4: Document Release Procedure

- Release Procedure

Unit 5: Basic Invoice Verification Procedure

- Introduction to Invoice Verification
- Basic Invoice Verification Procedure
- Taxes, Cash Discounts, and Foreign Currency
- Invoices for Pos with Account Assignment

Unit 6: Variances and Invoice Blocks

- Variances and Blocking Reasons
- Invoice Reduction
- Variances Without References to an Item
- Releasing Blocked Invoices

Unit 7: Subsequent Debits/Credits, Delivery Costs and credit memos

- Subsequent Debit/Credit
- Delivery Costs
- Invoices Without Reference to Purchase Orders
- Credit Memos and reversals

Unit 8: Automated Processes in Invoice Verification

- Invoice Verification in the Background
- Automated Settlements

Unit 9: GR/IR Account Maintenance and Customizing

- GR/IR Account Maintenance
- Customizing for Invoice Verification

Procurement II, Part 1 of 2

Unit 1: Introduction to Inventory management

- Inventory Management and Physical Inventory
- Transaction for Goods Movements-MIGO

Unit 2: Good Receipt

- Goods Receipt Without Reference
- Goods Receipt with Reference
- Return Delivery, Returns, and Cancellation
- Delivery Completed Indicator and Tolerances
- Date Checks in GR for Purchase Order

Unit 3: Stock Transfers/Transfer Postings

- Transfer Postings
- Stock Transfer Between Storage Locations
- Stock Transfer Between Plants

Unit 4: Reservations

- Manual Reservations
- Evaluations for Reservations
- Availability and Missing Part Check

Unit 5: Goods Issues

- Unplanned Goods Issues
- Goods Issue with Reference
- Negative Stock

Unit 6: Special Procurement Form: Consignment

- Vendor Consignment

Unit 7: Physical Inventory

- Preparing and Carrying Out Physical Inventory
- Simplification of Physical Inventory

Unit 8: Analysis

- Stock Lists and Document Lists
- Periodic Processing

Unit 9: Customizing for Inventory Management

- Settings for Documents in Inventory Management
- Movement Types
- Other Customizing Settings

Unit 10: Purchasing Customizing Settings

- Document Types in Purchasing
- Field Selection and Account Assignment Categories
- Special Aspects of Customizing

Unit 11: Message Determination

- Message Determination in Purchasing
- Message Determination in Inventory Management

Procurement II, Part 2 of 2

Unit 1: Organizational Levels in MM

- Organizational Levels in MM

Unit 2: Master Data for Materials Management

- Vendor Master Record
- Settings for Material Types
- Field Selection Control

Unit 3: Valuation and Account Assignment

- Introduction to Automatic Account Determination
- Influence of Company Code and Valuation Area
- Influence of Material and Material Type
- Business Transactions and their influence on the Account Determination Process
- Special Cases of Account Determination

Unit 4: Self Study-Additional Topics

- Material Types UNBW (non-valuated materials) and NLAG (non-stock material)
- Invoicing Plan
- Purchase Order Monitoring
- Subcontracting
- Split Valuation

Unit 5: Appendix-Additional Topics (Not Relevant for Certification)

- Inventory Sampling
- Cycle Counting
- Customizing Settings for the MB* Transactions
- Version Management in Purchasing
- Configure the Material Master