

2 Days

## 80308A Procurement in Microsoft Dynamics AX 2012

Procurement in Microsoft Dynamics® AX 2012 is a two-day instructor-led course. It gives students the knowledge to handle the necessary tools and resources so that they could perform basic tasks in the procurement flow in Microsoft Dynamics AX 2012.

### Objectives:

You should be able to meet the following objectives after the completion of the course:

- Create and configure purchasing policies.
- Create and manage products.
- Describe the workflows available for procurement and sourcing.
- Manage the request for quotation process.
- Review the main concepts of Procurement and sourcing in Microsoft Dynamics AX 2012.

## Course Details

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### Course Outline

#### Module 1: Procurement Overview

##### Lessons

- About Procurement and Sourcing
- Enterprise Portal Features
- Integration
- End-To-End Scenario

#### Module 2: Product Information Management

##### Lessons

- Introduction
- Defining Products
- Modeling Configurable Products

#### Module 3: Vendors

## **Lessons**

- Introduction
- Set Up for Vendors
- Create Vendors

## **Module 4: Catalogs**

### **Lessons**

- About Catalogs
- Category Hierarchies
- Category Attributes
- Commodity Codes

## **Module 5: Request for Quotation**

### **Lessons**

- Introduction
- Set Up Request for Quotations
- Issue a Request for Quotation
- Follow-up on Request for Quotations

## **Module 6: Purchase Requisitions**

### **Lessons**

- Introduction
- About Purchase Requisitions
- Create Purchase Requisitions
- Complete a Purchase Requisition
- Follow-up on Purchase Requisitions

## **Module 7: Purchase Orders**

### **Lessons**

- Introduction
- Working with Purchase Orders
- Set Up Accounts Payable Parameters

## **Module 8: Vendor Returns**

### **Lessons**

- Introduction
- Create Vendor Returns
- Create Vendor Returns for Serialized Items

## **Module 9: Purchase Agreements**

### **Lessons**

- Purchase Agreements

## **Module 10: Vendor Self-Service Portal**

### **Lessons**

- Introduction
- Vendor Role Center
- Vendor Profiles

## **Module 11: Procurement Order Site**

### **Lessons**

- Introduction
- Purchase Requisitions
- Managing Purchase Information

## **Module 12: Purchasing Policies and Signing Limits**

### **Lessons**

- Introduction
- About Policies
- Purchasing Policy Set Up

## **Module 13: Workflow**

### **Lessons**

- Introduction
- About Workflow
- Procurement Catalog Workflows

## **Who Should Attend**

- Purchase managers
- Purchasers
- Professionals responsible for the setup and administration of procurement and sourcing and inventory management functionality.

## Pre Requisite

Before you enroll for this course, it is necessary for you to have:

- Basic knowledge of procurement, trade, and logistics,
- Inventory Management concepts Knowledge.
- Completed the Introduction to Microsoft Dynamics®AX 2012 course.
- General knowledge of Microsoft® Windows®.
- The ability to use Microsoft Dynamics AX 2012 for basic processing.

## Exams

Microsoft Certified Professional (MCP) []

464, Udyog Vihar Phase  
V, Gurgaon (Delhi  
NCR)-122016, India

+91 8882 233 777

[training@mercury.co.in](mailto:training@mercury.co.in)

[www.mercurysolutions.co](http://www.mercurysolutions.co)

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