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Course Code: MAX4323GS

Course Title: Maximo Application Suite - Manage: Purchasing and Contracts

### **Description:**

In this course you will learn the basic Purchasing and Contracts Applications that enable your order items from internal and external vendors. We will also discuss the different types of procurement documents including RFQs, PRs, POs Invoices and Receipts.

### **Objectives:**

After completing this course, you should be able to:

- Describe the Purchasing and Contracts capabilities in Maximo Manage
- Create Company Master and Company records
- Set up the Purchasing options and configuration
- Create Contracts in Maximo Manage
- Create Purchase Requisitions and Purchase Orders
- Describe the Purchasing process and applications
- Create Invoices
- Perform the Purchasing and receiving process

### **Duration:**

5.6 Hrs

### **Topics:**

- Get started
- Learn about purchasing and contracts
- Practice what you have learned (hand-on-lab)
- Earn the badge
- Get your course certificate
- Complete the course survey

### **Audience:**

Implementation Consultants, Administrators, Technical Sales, System Users