

# Purchase Ordering

## Training Course Details

**Duration and location:** 1-day course at 2 Burgage Square, Merchant Gate, Wakefield. The workshop runs from 9.30am until 4.30pm.

**Included:** All workshop material, manual, lunch and refreshments.

## Delegate information

### Who should attend?

- Purchasing/Stores Personnel
- Finance Personnel
- System Champions

### Delegate prerequisites:

- Basic PC Skills including using an internet browser
- Previous attendance of the Inventory Management & Stock Control course

## Why attend?

This workshop will cover all aspects of the Agility Purchase Order module, from ordering and receiving your stocked inventory items, and how to order non-inventory purchases. We will also show you how to configure your Approval Groups and workflow.

Workshop Content		Time
Module 1	Configuring Agility for Purchase Orders	1.5
Module 2	Raising and Processing Purchase Orders (including how to approve)	3.0
Module 3	Receiving Goods	1.5