

JD Edwards EnterpriseOne – Purchasing – PD3208

In this course, participants will learn how to use the JD Edwards EnterpriseOne system in their daily duties of processing orders. This is a hands-on course and laptops will be setup in the classroom for each participant to access. Upon completion of this course the participant should be able to:

- Create orders
 - *OR- starts the process.*
 - *OD-good/services <\$3K.*
 - *OC-goods/services currently under an annual contract.*
- Add a contract number to an order
- Setup blanket orders
- Approve an order
- Receive an order
- Check order status
- Cancel/Closeout an order