SAP CCP Purchasing («SAPEK»)

This course provides SAP beginners with the tools they need to perform purchasing and materials planning tasks effectively and in line with the system. The knowledge is implemented with numerous examples and supplemented with tips and tricks.

Duration: 2 days
Price: 1'600.–
Course documents: SAP courseware

Content

1. Organizational units
   - Client
   - Company code
   - Plant
   - Storage location
   - Purchasing organization
   - Purchasing group
2. Master data
   - Material master data
   - Vendor master data
   - Purchasing info records
3. Procurement processes
   - Cross-departmental functions for purchasing documents
   - Purchase requisitions
   - Purchase orders
4. Inventory management
   - Stock overview
   - Stock types
   - Stock level
   - Current stock/requirements list
   - Material documents
   - Goods receipts
5. Logistics invoice verification
   - Invoice verification
   - GR/IR clearing account

Key Learnings

- Knowing the essential elements of procurement especially in purchasing, inventory management and auditing
- Understanding the integration of the warehouse and financial accounting areas
- Gaining practical experience through case studies on the SAP system
- Demonstrating your SAP know-how on the job market, thanks to the SAP Competence Passport

Methodology & didactics

Practical courseware supports the participants and is available to them later as an auxiliary tool and reference work. In illustrative case studies on the SAP system, participants gain their own practical experience.

Target audience

This course is aimed at SAP beginners in purchasing and materials planning.

Certification

In the afternoon of the last day of the course, the course concludes with the SAP Competence Pass - SAP PT (Purchase Tasks) exam. The exam is electronic, available in German, lasts one hour and includes a total of 40 questions with a pass rate of 60% (at 80%, participants receive a distinction). German language skills at C1 level are required. No aids are permitted. It is an online exam with screen simulation (small SAP transactions are processed on the screen).
The exam is included in the course price. An exam repetition is subject to a fee.

The exam of the on-site and remote participants takes place at the same time. To ensure that everything runs smoothly during the remote exam, you will receive further information in advance. System requirements for the exam are:

- PC/notebook (no tablet or mobile device)
- Windows or macOS
- Webcam for PC
- Active microphone

Video and audio must be on throughout the exam. The camera must be pointed at the exam candidate. The exam session will be recorded. Documents may not be used in the exam. The exam will be administered via Zoom. At the end of the exam, the exam result is displayed immediately.

Additional information

The training takes place on the SAP ERP 6.0 EHP7 system.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-business-applications/sap/course-sap-ccp-purchasing