

SAP Materials  
Management(Procurement)  
MM  
Course Brochure

## Course Overview

**SAP MM** (Materials Management) is the largest and most complex module of Logistics Area. Materials Management covers all tasks within the Supply Chain, including Purchasing which handles procurement of products and services.

**SAP MM** (Materials Management) is a module of the **SAP** Enterprise Resource Planning (ERP) package that is used for Procurement Handling and Inventory Management, it forms the basis for all other modules of **SAP** Logistics area.

Duration	
<b>SUPER USER</b>	<b>CONSULTANCY</b>
4 days	10 days

Course Location
<b>Lagos   Abuja   PH</b>



# SAP MM

# SUPER USER COURSE Outline

## Day 1

Introduction to SAP  
 Create, Change and Maintain Material Master  
 How to Create, Change and Maintain Vendor master record  
 How to Create, Change Purchase Requisition  
 How to Create, Change Purchase Order  
 How to Create, Change Request For Quotation ( RFQ )  
 Subcontracting  
 How to Create, Change Contract  
 How to Create, Change Scheduling Agreement  
 Info records  
 How to Maintain Source List

## Day 2

Quota arrangement  
 Messages  
 Subcontracting process  
 Consignment process  
 Logistics invoice verification  
 Configuring purchasing  
 Configuring release procedure  
 Configuring pricing procedure  
 Goods Receipts: Purchasing Order  
 Goods receipts for purchase order  
 Display a Reservation  
 Change Reservation

## Day 3

Goods Issue: Purchase Order  
 Goods Issue: Reservation  
 Stock Overview

Stock for Posting Date  
 Return Delivery  
 Stock Transfer  
 Transfer Posting for Reservation  
 Stock Overview: After Transfer Posting  
 Stock Transfer from Plant to Plant  
 Plant Stock Availability  
 Stock Transfer: Two Step Procedure  
 Stock for Posting Date

## Day 4

Physical Inventory  
 Creating Physical Inventory Document  
 Changing Physical Inventory Document  
 Physical Inventory Count  
 Changing physical Inventory Count  
 Initiating of Recount  
 Posting Inventory Differences  
 Posting Count & Differences Simultaneously  
 Physical Inventory Information  
 Consignment: Creating Info Record  
 Procurement of Consignment Material  
 Stock Movement: Goods Receipts (Consignment Material)  
 Displaying Consignment Overview  
 Goods Issue: Consignment Stock  
 Transferring Consignment Material  
 Settling Consignment Liabilities  
 Pipeline: Creating Pipeline Material  
 Pipeline: Creating Info Record  
 Goods Issue: Pipeline  
 Settling Pipeline Liabilities

Course  
 Content





# Course Benefits

## For Whom

- |              |                        |                  |
|--------------|------------------------|------------------|
| ✓ Job Seeker | ✓ Working Professional | ✓ Business Owner |
|--------------|------------------------|------------------|

### Job Seeker

- It gives you a competitive advantage over others
- It increases your earning potentials
- It makes you eligible for employment in any sector
- You can kick start a career as an SAP Guru

### Working Professional

- It gives you a platform to easily switch jobs or industries
- It equips you with knowledge of how to Work with SAP ERP
- It increases your earning potential



## Industry/Sector      Discipline

✓ Oil and Gas	✓ Logistics
✓ Telecoms/IT	✓ Procurement
✓ Aviation	✓ Supply Chain
✓ Construction	✓ Management
✓ Development	✓ Accounting
Sector	✓ Engineering
✓ Public Sector	
✓ Financial Services	
✓ Agriculture	

Course  
Fit For



# Course Pack

## What you get

Professional Certificate in SAP Super User  
Pathway to becoming an SAP consultant  
SAP approved training manuals  
Tea Break and conducive Learning Environment  
Internship and Employment Support

## Perks

- Refreshment (Lunch)
- Placement support (*Optional*)



# Course Calendar

Locations	Dates for Upcoming Classes	
	Weekday	Weekend
Lagos	Contact Us	Contact Us
Abuja	Contact Us	Contact Us
PH	Contact Us	Contact Us

Options	Days & Time for Classes	
	Training Days	Training Time
Weekday	Mon - Friday	10 am - 3 pm
Weekend	Saturday	10 am - 4 pm
For training dates kindly contact our course coordinator		



# Course Fees

Locations	Fees	
	Super User	Consultancy
Lagos	₦199,999	₦599,999
Abuja	₦199,999	₦599,999
PH	₦199,999	₦599,999





# Payment Policy

Registration Policy	Tuition Policy
<ol style="list-style-type: none"><li>1. Reg. closes 1 week before lectures</li><li>2. Late reg. will attract N3000 additional admin fee</li><li>3. Tuition should be paid to CT Accounts</li><li>4. Reg. fee is non-refundable</li><li>5. After reg. payment complete reg. form on our website</li></ol>	<ol style="list-style-type: none"><li>1. Tuition can be paid one off or in instalment</li><li>2. Installment payment will be paid in 2 equal instalment</li><li>3. To commence lectures full/half tuition must have been paid</li><li>4. Tuition is non-refundable, but can be transferred to other courses</li><li>5. Tuition for classes attended is non-refundable</li></ol>

**Account Name:** Clariontech Services Ltd  
**Account Number:** 2028262824 **Bank:** First Bank  
**Account Number:** 0236862505 **Bank:** GTBank



# Steps To Enroll

## Steps

1. Pay the registration fee latest 1 week before training kick off
2. Send your payment details to [support@clariongr.com](mailto:support@clariongr.com)
3. Visit [www.clariongr.com](http://www.clariongr.com) click on apply online tab and complete Registration form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before lecture kick off

**Account Name:** Clariontech Services Ltd  
**Account Number:** 2028262824 **Bank:** First Bank  
**Account Number:** 0236862505 **Bank:** GTBank



# Course Approach

## How We Deliver The Course

1. An experienced facilitator will lead the sessions
2. Case studies will be used to apply taught concepts
3. Participant will work in groups to solve real life employee problems
4. Participants will complete various tasks
5. Interactive and practical teaching method



# Contact Us

Location	Addresses
Lagos	76 Ogunlana Drive Surulere, Lagos
Abuja	Suit 108, 1st Floor MKK Plaza, 22 I. T. Igbani Street beside Vinee Gas Plant, Jabi District, Abuja
Port Harcourt	Suit 307 Emthel Mall, 1 Chinda Street Oginigba, Opp. West African Glass Industry, Trans-Amadi, Port Harcourt
<p>Mobile: +234 (0) 8146485946,            +234(0) 9076958933(Abuja)            +234 (0) 8170738668 (PH)            +234 (0) 9078576732 (Lagos)</p> <p>Email Address: <a href="mailto:support@clariongr.com">support@clariongr.com</a>            Website Address: <a href="http://www.clariongr.com">www.clariongr.com</a></p>	