

TOOLWATCH

LIVE WEBINAR TRAINING



Purchasing & Receiving Agenda

ToolWatch has created an interactive format that seamlessly connects Purchase Orders and Receiving Tickets to your inventory of tools and materials. In this course you will learn how to use this interface effectively to help you save time and money throughout the purchasing process. This class includes 30 days of free access to the Training Sandbox, a fully functional version of Enterprise. The class is a mixture of live, online instructor-led sessions, learning activities, and post-training access to Technical Trainers to enrich your learning experience.

90min
Session

Q&A
Access to
Technical
Trainers for
follow-up

AGENDA

- Identifying Vendors and Shipping Methods
- Creating a Purchase Order
- Adding Tools & Materials to a Purchase Order
- Purchasing Items not tracked in Enterprise
- Applying Templates for recurring Purchases
- Purchasing Items through the Low-Level Browser
- Viewing and Editing existing Purchase Orders
- Receiving Purchased Items using Receiving Tickets
- Using the New Tool Wizard to number Received Items
- Viewing and Editing existing Receiving Tickets
- Summary & Evaluation