



Course Description

AMOS Material Management 1 Training

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This course is focused on the needs of AMOS users in the Purchasing Department, Spares, Logistics and basically all staff involved in ordering and/or receiving material.

Course Objectives

Upon completion of this course, you will be able to:

- ✓ Create and administer addresses for suppliers, customers, stations, stores and internal shops
- ✓ Enter and check price list information on different suppliers
- ✓ Create different types of orders, especially purchase, repair, loan, customer loan and sales orders and book the corresponding deliveries
- ✓ Book receipt of goods and possibly cancel performed receivings
- ✓ Create purchase orders from consumable parts out of Reorder Proposal
- ✓ Create repair, warranty and exchange orders out of Repair Administration
- ✓ Follow-up the history of an order incl. the creation of reminders
- ✓ Perform efficient material planning for scheduled and unscheduled events with the Parts Consumption Forecast
- ✓ Administer pooling contracts and pool orders (upon request)

Course Topics

- Address Administration
- Active Supplier Rating
- Price Book
- Order Management
- Reorder Proposal
- Repair Administration
- Receiving Goods
- Cancel Receivings
- Order Tracking
- Parts Consumption Forecast
- Surplus Material
- Suspicious Parts

Who should attend

Purchasing and Logistics staff, in general all colleagues involved with ordering and receiving material.

Prerequisite	AMOS Basic Training
Skill	Intermediate/Advanced
Certification	The course ends with a multiple choice exam. With achieving 70%, the participant receives an AMOS Diploma in addition to the letter of participation.
Type	Classroom
Duration	2 Days
Times	Classes typically begin at 09:00AM. The course usually ends at around 05:00PM. Please check your confirmation letter for exact time.
Training Costs	See pricelist
Registration	Please register your participant(s) via www.swiss-as.com .