



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

Purchase Order Processing

Cost \$450 first attendee; \$400 each additional attendee

Scheduled course dates:

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| No classes are scheduled at this time. |
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| If you are interested in future classes please e-mail: training@vantagesolution.com |
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Course Topics:

Purchase order processing overview

Purchase Order setup options

Entering purchase order documents

Receiving in shipments and invoices

Shipment/invoice matching capabilities

Closing and canceling purchase orders

Important Course Information

- All classes are held at our Office (unless otherwise noted).
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.