



**ONIQUA MRO ANALYTICS – TRAINING CODE: OAS Procurement User Training - OAT-UPT1**





# Training Code: OAT-UPT1

# OAS Procurement User Training

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Oniqua MRO Analytics  
Level 5 16 Marie Street  
PO Box 1119 Milton Qld 4064  
Brisbane Australia

E-mail: [support@oniqua.com](mailto:support@oniqua.com)  
Internet: [www.oniqua.com](http://www.oniqua.com)

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# **OAT-UPT1      OAS Procurement User Training**

This training is a pre-requisite to the

- OAT-UPW1 - Oniqua Analytics Solution End User Procurement Introductory User Workshop &

- OAT-UPU2 - Oniqua Analytics Portal User Training

## Description

**Participants** Designed for staff responsible for any aspect of supply management within an organization; including staff performing supplier reviews, contract management, and commodity and price analysis.

Training is also recommended for those responsible for providing users with first line support in the use of the system.

This training is also provided to all staff responsible for implementing Oniqua Analytics Solution Procurement Module at a client site including channel partners.

**Pre-requisites** OAT-GPNI OAS Procurement Introduction

**Format** Classroom; small groups, very interactive (8 participants maximum)

**Length** 3 Days

## Schedule

**Day One**

- Welcome & Registrations
- Functionality Overview
- OAS Procurement Codes & Definitions
- Purchase To Pay Transactions Information
- Transactions Overview Displays
- Supplier Chain Efficiency Information
- Requisitions/Orders/Receipts/Discrepancies/Invoices/Payments
- Spend Analysis

**Day Two**

- Analysis of Supplier's data \ Understanding of Tab Data
- Supplier Performance Measurements
- Supplier Performance Reviews
- Supplier Management Groups (SMG) Overview
- Supplier Contracts

**Day Three**

- Supplier Management Groups Policies - Details
- Commodity Analysis
- Product Price Information
- Workbench Reporting
- Skills Assessment

This module provides Procurement / Supply Chain personnel with sufficient skills to understand the system setup, its configuration and general user functionality in order to conduct initial supply reviews, price analysis and activities in the creation of supplier contracts, following a client installation.

## **Purpose and Objectives**

The training is designed as a 'hands-on' practical learning course as a basic foundation in the use of Oniqua Analytics Solution Procurement management system.

### **This course will**

- Introduce new users to the Oniqua Analytics Solution Procurement Management System
- Provide users with common tools and functionality features when using the system
- Provide a clear view of the costs associated with managing suppliers
- Provide a clear view of supplier's performance
- Show the history of product prices / purchase prices from a supplier
- Provide an understanding of data structures and codes used in the system
- Provide a means for managing suppliers of a similar profile in groups
- Provide reference to the Oniqua procurement management methodology, policies and procedure documentation
- Provide a standard method for the review of supplier performance
- Provide facilities for commodity and price analysis

### **About the Trainers**

This course will be staffed by a skilled trainer with "hands-on" experience in the design, use and functionality of the software. These skills have been acquired through years of experience using the application, implementing the software at client sites and providing technical training and consulting services relevant to the use of the software.

# OAT-UPT1 - Training Program

## Day 1

8:30 a.m. - 8:40 a.m.	<b>Registration</b> and Distribution of Course Materials	Admin
8:40 a.m. - 8:45 a.m.	<b>Welcome &amp; Introductions</b>	Admin
8:45 a.m. - 9:15 a.m.	<b>Functionality Overview</b> - Oniqua Analytics Solution Procurement Module	2.1.1
9:15 a.m. - 10:00 a.m.	<b>OAS Procurement Codes &amp; Definitions</b> - Data analysis Data Group Creation (Refresh) <b>Workbench Reports</b> Procurement	2.1.2 2.6.1
10:00 a.m. - 10:15 a.m.	Break	NA
10:15 a.m. - 10:45 a.m.	<b>Transaction</b> Group Overview Screen Displays Tab Content	1.10.1
10:45 a.m. - 11:15 a.m.	<b>Purchase to Pay Transactions</b> Overview Displays Explanation of Graphical Display Explanation of Details Tab	1.10.1
11:15 a.m. - 11:30 p.m.	Transaction Exercises / Queries	1.10.1
11:30 a.m. - 12:15 p.m.	<b>Supplier Chain Efficiency</b> Information Supply Chain Efficiency Tab Information Discussions Explanation of Supply Chain Graphs Supplier Chain Efficiency Exercises	1.10.1
12:15 p.m.- 1:15 p.m.	Lunch	NA
1:15 p.m. - 1:45 p.m.	Requisitions/Orders/Receipts/Discrepancies/Invoices/Payments Explanation/Discussion	2.6.2
1:45 p.m. - 2:15 p.m.	Document / Transaction Manipulation Exercises Problem Solving	NA
2:15 p.m. – 2:30 p.m.	Break	NA
2:30 p.m. - 3:15 p.m.	<b>Spend Analysis</b> Tab Information & Exercises	2.2.1 2.6.3

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3:15 p.m. - 3:30 p.m.	<b>Supplier</b> Information Screen Displays	NA
3:30 p.m. - 4:30 p.m.	<b>Analysis of Supplier's data</b> \ Understanding of Tab Data Discussions of Tab information and explanation of information especially on Performance and Summary Tabs	NA
4:30 p.m. - 5:00 p.m.	Review and Wrap-up	NA

## DAY 2

8:30 a.m. - 8:40 a.m.	Review previous day	NA
8:45 a.m. - 9:25 a.m.	<b>Supplier Management Groups (SMG)</b> Main SMGs Oniqua's Benchmark Segments	2.11.1
9:25 a.m. - 10:00 a.m.	<b>Supplier Performance Measurements</b> Group discussions about common criteria for measurement of supplier performance and scoring of that performance. Demonstration of input of information into OAS	2.11.1
10:00 a.m. - 10:15 a.m.	Break	NA
10:15 a.m. - 10:45 a.m.	Supply Performance Measurements Exercises	2.1.3
10:45 a.m. - 11:30 a.m.	<b>Supplier Performance Reviews</b> How best to perform and structure your reviews. Demonstration of result input and analysis of the results. Comparison of supplier's performance	2.11.2
11:30 a.m. - 12:15 p.m.	Supplier Performance Review Exercises	NA
12:15 p.m. - 1:15 p.m.	Lunch	2.11.3
1:15 p.m. - 2:15 p.m.	<b>Supplier Management Groups Policies</b> Brief overview of all common SMGs, how we handle suppliers in the group, how often there are activities to perform with the suppliers in the group and how strategically important they are to the corporation.	2.11.3
2:15 p.m. - 2:30 p.m.	Break	NA
2:30 p.m. - 3:00 p.m.	Supplier Management Groups Policies (Continued)	2.11.4
3:00 p.m. - 4:30 p.m.	<b>Supplier Contracts</b>	2.5.1
4:30 p.m. - 5:00 p.m.	Review and Wrap-up	NA

## DAY 3

8:30 a.m. - 8:40 a.m.	Review previous day	NA
8:40 a.m. - 10:15 a.m.	<b>Management of Main Supplier Groups</b> Detail management strategy for main SMGs	2.7.2
10:15 a.m. - 10:30 a.m.	Break	NA
10:30 a.m. - 12:15 p.m.	<b>Commodity Analysis</b> Detail management strategy for main SMGs	2.7.2
12:15p.m.- 1:15 p.m.	Lunch	NA
1:15 p.m. – 1:45 p.m.	Tab Content <b>Product Price</b> Information Price Groups & History Tab Content <b>Stock</b> Information Screen Displays	2.7.2
1:45 p.m. - 2:15 p.m.	<b>Procurement Workbench Reporting</b>	2.6.3
2:15p.m.- 2:30 p.m.	Break	NA
2:30.m.- 3:30 p.m.	<b>Skills Assessment Review</b> Written and Verbal Assessment – Group Exercises	
3:30p.m. - 4:30 p.m.	Review, Wrap-up and certificates	2.12.1 2.9.1