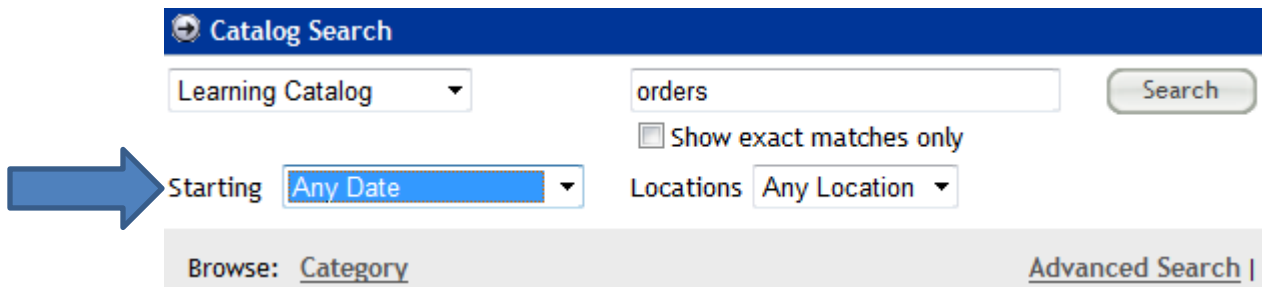


Registering for and Completing the Purchase Orders at Duke training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type “orders”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.



Catalog Search

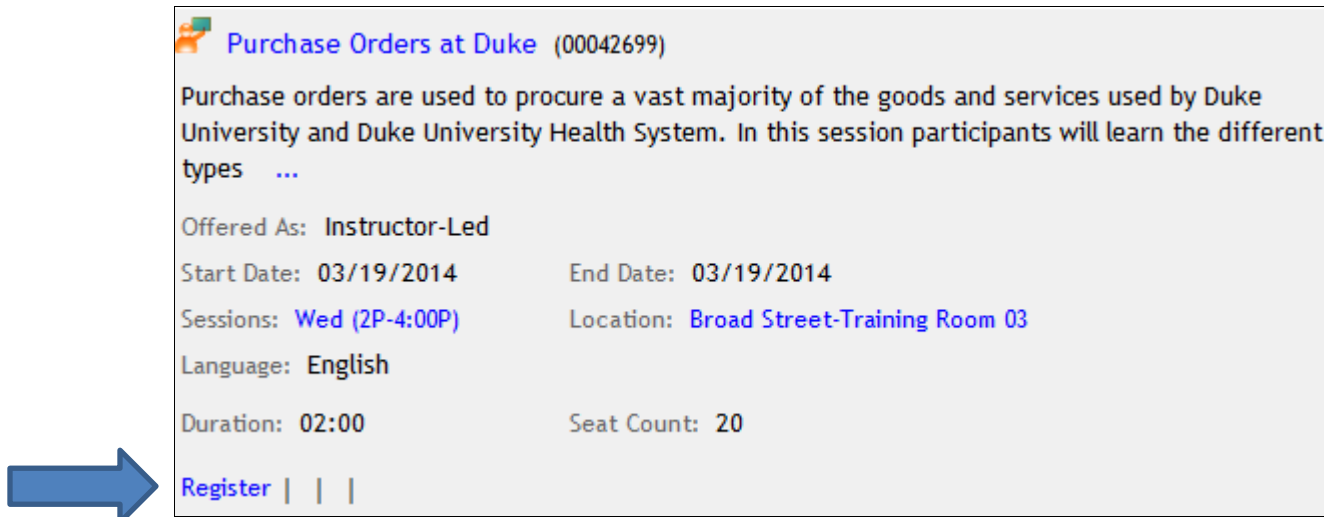
Learning Catalog


☐ Show exact matches only

Starting Locations

Browse: [Category](#) [Advanced Search](#)

5. Scroll through the results to find the **Purchase Orders at Duke** course. Select the offering for the desired date.



 **Purchase Orders at Duke** (00042699)

Purchase orders are used to procure a vast majority of the goods and services used by Duke University and Duke University Health System. In this session participants will learn the different types ...

Offered As: Instructor-Led

Start Date: 03/19/2014 End Date: 03/19/2014

Sessions: Wed (2P-4:00P) Location: Broad Street-Training Room 03

Language: English

Duration: 02:00 Seat Count: 20

[Register](#) | |

6. Click **Register**.

7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact

KRISTIN BUREL

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00334133


Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Purchase Orders at Duke	KRISTIN BUREL	Instructor-Led	Confirmed	03/19/2014	Wed (2P-4:00P)	Broad Street-Training Room 03		Notes



Go to In-Progress Learning


8. Click the **View Details** button.

 **Purchase Orders at Duke** (00042699)

Session Information: 03/19/2014 - 03/19/2014 - **Wed (2P-4:00P)**(02:00 hours)

Location: **Broad Street-Training Room 03**

Status: **Confirmed** (Registration Date: 01/02/2014)



View Details

[more actions](#)

9. Read the course description. Note the no show fee policy statement.

Purchase Orders at Duke (00042699)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop Back

Delivery Type Instructor-Led

Description Purchase orders are used to procure a vast majority of the goods and services used by Duke University and Duke University Health System. In this session participants will learn the different types of purchase orders that can be issued the reasons why different types of purchase orders are necessary including the numbering system used. Additionally, participants will better understand the business process for establishing a purchase order, how purchase order information is disseminated to vendors and the department, and best practices for ensuring purchase orders are established and/or modified in a timely and efficient manner. Case studies will be used to allow participants time to practice classroom learnings. We STRONGLY RECOMMEND that you attend So, You Need to Make a Purchase - Procuring Goods and Services at Duke before taking this class. We recommend attending SAP Requisition Processing after taking this class.
Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

Go to In-Progress Learning
View Confirmation

Main Learning Assignments Associated Learning

Completion Status Not Evaluated

Score 0

Learning Assignments [Print](#) [Export](#) [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.

Session Detail: Issuing Payment to Foreign Nationals and Foreign Companies

Session Detail [Print](#) [Export](#) [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	02/04/2014	2:00 PM	4:00 PM	1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.