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

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.

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

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

8. Click the **View Details** button.
9. Read the course description. Note the no show fee policy statement.

   **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.

10. Click the View All Sessions button.

   **Session Detail:** Issuing Payment to Foreign Nationals and Foreign Companies

   **Session 1:** 02/04/2014 2:00 PM - 4:00 PM

   Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

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

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.