

Elearning

Course Name

Using COOM: Requester

Course Description

This course is designed to make delegates aware of the roles and responsibilities associated with the use of COOM (Call Off Order Management) in a Requester capacity and to give them the knowledge and skills necessary to:

- Search a supplier catalogue
 - Create a requisition
 - Describe the process for cancelling an order
- Upon successful completion of the course the delegates will need to request access to the Internet Procurement COOM Requester NR responsibility in Oracle by logging a call with the IT helpdesk. Mentorship: • Upon initial certification competence shall be subject to 12 month post mentoring competence assessment:
- Candidates will be required to re-take the course and complete the assessment.

Audience

The following personnel are authorised to have access to the course upon successful peer training completion: • Resource Planner • Planning Assistant • Logistic Coordinator (only when IMSM has approved) • Section Planner • Section Administrator • Workforce Development Centre Administrator (Training role)

Duration: 0.25 Day(s) **Class Size:**

Competence Name Awarded**Competence Awarded****Course Code****Prerequisite Name****Prerequisite Short Code****Skills Assessment Scheme Regime****Course Type**

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Download Date: 20/5/2024