

PDA and SAP Training

Course Overview

This course aims to equip the learners with in-depth skills and knowledge to work effectively in handling various types of orders and returns to external vendors and warehouse, performing store to store transfer as well as to effectively monitor the stock inventory in store to minimize disruption to store's operation by using the PDA device and SAP system.

Course Outline

1. Introduction to PDA and SAP in stores
2. PDA and SAP functions
 - Perform Orders to External Vendors and Warehouse
 - Purchase Order Management
 - Quick Order
 - Stock Transport Order
 - Manual Requisition
 - Goods Receiving
 - Perform Returns to External Vendors and Warehouse
 - Return to Vendors
 - Return Store Transfer Order
 - Return Logistics
 - Goods Issuing
 - Inventory Management
 - Write Offs
 - Free Goods Adjustment
3. PDA functions
 - Unified Pallet Management
 - Stock Take
 - Check Expiry Date
 - SOAP and Price Card
 - Electronic Shelf Label (ESL)
 - Mall Voucher
 - Articlepedia
 - Festive Ordering and Home Delivery

Methodology

Lectures and Hands-on practical use of PDAs and PCs for all the SAP functions

Who Should Attend

Storekeeper, Team Leader, Branch Executive, Branch Manager

Course Duration

3 Days / 24 Hours

Pre-requisites

NIL