

PURCHASING TRAINING

•WHO SHOULD REQUEST THIS TRAINING ?

**NEW EMPLOYEES AND COE STAFF WHO
NEED A REFRESHER COURSE**

•WHAT IS COVERED IN THE TRAINING ?

**PURCHASING GUIDELINE (RED BOOK) PRESENTATION
WHICH CONSISTS OF PURCHASING, WAREHOUSE AND
ACCOUNTING PROCESS AS WELL AS QSS FUNCTIONALITY**

•WHEN IS IT ?

**THE LAST FRIDAY OF THE MONTH
OR BY SCHEDULED APPOINTMENT.**

•WHERE IS THE TRAINING ?

IN THE CISCO LAB, AT YOUR DESK OR IN PURCHASING.

To schedule an appointment contact Lee Villarreal (408-453-6854) or Vy Robles (408-453-6855).