## **PURCHASING TRAINING PROGRESS FORM**

EMPLOYEE
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TASK	COMPLETE	SUPERVISOR SIGNATURE	SIGNATURE	
*ENPOINTE Companies Quality Policy		0.0	0.0	
*Department Layout				
*Phone System				
*Faxing				
*Laser Printing				
*Email				
*Intranet				
*Review job Description				
*FSC Training				
*SFI Training				
*Demonstrate and explain areas of the job ticket				
*Use of Paper Price Books & Discounts				
*Basic Paper Principals (m weight, basis weight, etc.)				
*Consolidation of Requisitions in MIS System				
*Converting Requisitions to Purchase Orders in MIS				
System				
*Creating a Purchase Order in MIS System				
*Filling out a Vendor Claim Report (PUR001)				
*Filling out a Mill Claim Report (PUR002)				
*Filling out a Return to Vendor Form (PUR006)				
*Using the Approved Vendor List				
*Month End Inventory Counts				
*Job Related Purchases				
*Overload Outside Services				
*Overload Outside Services-Data Processing & Mailing Services				
*After Hours Purchasing Procedure				
*Job Related Return Procedure				
*Non Job Related Return Procedure				
*Mill Claim Procedure				
*Vendor Claim Procedure				
*Ordering Web Paper Next Full-Partial Roll Short				
*Outside Services Continuity Pulls				
REVISED SOP TRAINING				
	DATE	SUPERVISOR	EMPLOYEE	
S.O.P. CHANGED	COMPLETE	SIGNATURE	SIGNATURE	