

# Weekly Training Schedule

## Tuesdays 1:00 – 2:00 CST (Audience: Order Processors/Sales Representatives)

- Registration
- Profile Management
- Order review and acknowledgement
- Request a change on an order
- ASN creation
  - **Audio:** Dial +1 (855) 429-4299 (Toll-free) → enter meeting number: 146 168 6256 → enter password: 85758338
  - **View Presentation:** go to [www.webex.com](http://www.webex.com) → select “Join” at the top of the screen → enter meeting number: 146 168 6256 and password: UKp58338744 → select “Join”

## Wednesdays 1:00 – 2:30 CST (Audience: Contract Managers/Sales Representatives)

- Participate in an RFX/ Sourcing event
- Contract collaboration
- Pricebook (catalog) management
  - **Audio:** Dial +1 (855) 429-4299 (Toll-free) → enter meeting number: 146 825 6972 → enter password: 24739266
  - **View Presentation:** go to [www.webex.com](http://www.webex.com) → select “Join” at the top of the screen → enter meeting number: 146 825 6972 and password: cHp39266845 → select “Join”

## Thursdays 1:00 – 2:30 CST (Audience: Service Confirmation & Invoice)

- Service Confirmation Creation, Invoice and Credit Memo
  - **Audio:** Dial +1 (855) 429-4299 (Toll-free) → enter meeting number: 146 844 0829 → enter password: 76854292
  - **View Presentation:** go to [www.webex.com](http://www.webex.com) → select “Join” at the top of the screen → enter meeting number: 146 844 0829 and password: sNV54292483 → select “Join”

