

# 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**

Elearning

**Download Date: 9/8/2024**