

ENTRI  
elevate



# SAP S/4 HANA SD Training

Gain a competitive edge in today's job market with our SAP SD end-user course tailored for students. This comprehensive program equips you with practical skills essential for business processes, including order processing, shipping, billing, and invoicing, allowing companies to manage their sale, and beyond. By mastering SAP SD, you'll demonstrate proficiency in critical business processes, enhancing your employability across diverse industries. Our hands-on training not only prepares you for real-world challenges but also showcases your commitment to professional growth and adaptability. Stand out to employers seeking candidates with specialized SAP SD expertise and unlock rewarding career opportunities in the dynamic realm of enterprise resource planning (ERP) systems. Invest in your future success with our SAP SD course today!

# GENERAL INFORMATION

## **Academic Mentor**

Academic mentor will be your direct point of contact for your academic and subject doubts.

## **Public Relations Officer – PRO**

PRO will be your direct point of contact for any other queries and concerns.

# Instructions to Candidates

- Maximum Duration : 3 months
- On week days there will approximately 1 hour recorded or live classes
- Students are strictly advised to attend all the live sessions scheduled
- Interview Skills, Resume Preparation, Cover Letter writing will be trained in between the course duration
- Module wise Assessments, Assignments, and Quiz will be conducted.
- Students are strictly advised to abide by the instructions given by Academic mentor, PRO and Placement Coordinator.
- On completion of the course, student must attend the assessment of SAP and Entri, Mock Interview and prepare a Project
- Complete performance in module wise assessments, assignments and exit exams will be recorded

# **COURSE CURRICULUM**

## **A. Introduction to SD**

## **B. Organizational structure of an Enterprise in the SAP in s4 hana**

- Creation of organizational elements – company
- Company code
- Plant
- Storage location
- Sales organization
- Distribution channel
- Sales office
- Sales group and assignments

## **C. General Configuration for FI SD Integration**

- Field status variant
- Fiscal year variant
- Assignment
- Tolerance
- Document number range
- Charts of account
- Account group
- Retained earnings
- Assign COA to company code

## **D. Master Data**

- Material master
- Customer master
- Customer material information record
- Partner functions
- Pricing procedure

## **E. Sales Cycles - Sales Processes**

- Sales inquiry process
- Sales quotation process
- Sales order process
- Delivery and shipping process

## **F. Special Sales Special Processes**

- Consignment sales process
- Stock transport order
- Third party sales



# STUDENTS CODE OF CONDUCT

We want to create a positive and inclusive learning environment for all students at Entri Elevate. To achieve this, we expect all students to adhere to the following code of conduct.

## ✓ **Respect Others**

Treat everyone with respect and kindness. Do not engage behavior that is discriminatory, harassing, or abusive towards any individual group based on their race, ethnicity, gender, sexual orientation, religion, as any other personal characteristic. Always speak and act in a manner that promotes a safe and inclusive community.

## ✓ **Be Honest**

Academic integrity is essential to our community. Do not cheat or plagiarize in any way. Take responsibility for your own work and acknowledge sources appropriately.

## ✓ **Be Punctual**

Missing multiple classes may cause delays in providing you with placement assistance.

## ✓ **Collaborate**

Our community values teamwork and collaboration. Work with your fellow students, offer help, and receive feedback in a constructive manner. Whatsapp Group is the official communication platform for the Entri Elevate BAFC programme. Please use the platform for asking doubts or helping fellow students.

## ✔ **Be Communicative**

Always keep your microphone and video access available for the classes. This helps in keeping the classes engaging and interactive. Avoid disruptive or distracting behavior during class.

## ✔ **Report Concerns**

If you witness or experience any behavior that violates this code of conduct, report it to the mentor immediately. Follow the below mentioned escalation matrix for reporting concerns.

# **HARDWARE & SOFTWARE REQUIREMENT**

- Desktop or laptop with i3 or above configuration
- The OS must be Windows 10 or above version
- Stable internet connection

# **RESPONSIBILITY OF STUDENTS**

- It is mandatory for you to join the practical session through a laptop or a desktop computer.
- Headset with a microphone is necessary to attend live sessions. It enables visual communication, which is essential during virtual/online learning.
- Above all, you should have a dedicated workspace that is quiet, distraction-free, and allows you to focus on learning.

- You should be able to devote a minimum of 10 hours per week to spend on your learning.
- You should have watched all the videos for the particular week before attending the live session.
- You should be completing all the midweek tasks and module-end assignments on time and on scope.
- This is a 2 months strict programme and mentors will be adhering to the provided timeline. It is expected that you should be adhering to the same.
- It is 100% mandatory that you watch the in-app videos (VOD) before coming to the live session. According to our teaching model, you learn the concept from the in-app videos and learn the practical implementation in the live session.
- In case you are going to miss any of the sessions, you will need to inform the course coordinator and the mentor at least 24 hours in advance.
- Mentors will not be able to repeat any sessions if you have missed them, you will have to go through the VODs and recorded live sessions on your own. In case you have doubts, you can post your doubts in the WhatsApp group.
- While interacting with mentors, you must use your display name in all platforms strictly your official full name and a professional display picture.



- We use WhatsApp group as our official communication platform and you will be required to use it for any communication outside of live sessions.
- You are supposed to react or respond to mentor's messages such as polls, intimations & updates duly and should ask for clarity if required
- It is crucial to have a reliable internet connection to attend online classes, download the necessary software, and communicate with mentors and fellow students.
- Mock interviews will be conducted for you in preparation for interviews. It is compulsory for you to attend these mocks. In case you fail to join please inform the mentor at least 24 hours before the session. Upon missing the mock interviews 2 times you will not be allowed to take part in the placements.
- We will be tracking your attendance and in-app activity to ensure that you are meeting placement assistance eligibility criteria.

## ESCALATION MATRIX

- ✓ Course Coordinator
- ✓ Batch's Mentor
- ✓ Lead Mentor
- ✓ User Happiness Team

# PLACEMENT POLICY

The Placement Policy has been developed to establish an environment conducive to fair, transparent, and supportive career advancement. This document outlines the fundamental principles and procedures governing the placement journey of candidates.

It is essential for every Learner to thoroughly review and adhere to the provisions outlined in this Policy.

## General Guidelines

**Individual Effort:** Although the Entri Career Services Team oversees the placement process, securing a job post-program completion is contingent upon the individual's efforts, competencies, credentials, performance in interviews, the company's hiring process, and prevailing market conditions.

**Placement Assistance:** It is clarified upfront that while the Entri Career Services Team extends unwavering support and resources to facilitate successful placements, there is neither an explicit nor implicit guarantee of employment. Mere Completion of any program does not ensure job assurance.

**Regarding Promise of Specific Locations:** Learners are encouraged to be flexible regarding relocation for their placements. Thus, applications should be made to available roles without imposing location-based or similar restrictions. While Entri strives to source opportunities in key cities, it cannot assure positions in any specific locale.

**Regarding Assured Minimum CTC:** While the Entri Career Services Team endeavors to secure favorable outcomes for all participants, it does not commit to a guaranteed minimum "CTC" for any individual learner or the entire batch.

**Employer Credibility Verification:** Entri aims to assess the financial soundness of employers; however, it does not endorse the suitability of the work environment or the employer's status as the best. It remains the Learner's responsibility to conduct additional checks on the employer's credentials.

## **Eligibility Requirements**

To qualify for placement opportunities, learners must meet the following conditions:

**Course Completion:** Learners must fully complete their course, fulfilling all curriculum requirements and

maintaining necessary attendance levels. Note that some employers might have additional employment criteria, such as specific licenses or background checks, which are not covered by the course completion.

**Disciplinary Record:** Eligibility for placement requires satisfactory completion of the course without any disciplinary actions during or after the course period.

**Final Curriculum Assessment:** Learners must complete and submit all curriculum-prescribed assessments, including assignments, projects, exams, or other relevant evaluation methods. A passing score on the final curriculum assessment is necessary, adhering to the program's grading standards. The highest standards of academic integrity must be upheld, with any cheating or plagiarism leading to immediate disqualification. All assessments must be submitted by the deadlines provided unless extensions are granted by the program coordinators.

**Additional Curriculum Criteria:** Any other requirements set by the curriculum team must also be met.

**Final Placement Assessment:** The placement assessment will occur only after the successful completion of the curriculum assessment. This may involve interviews, skill evaluations, portfolio reviews, or other relevant assessments. Full participation in mock



interviews and resume reviews with an Entri expert is mandatory.

**Confirmation of Placement Readiness:** Upon passing the final placement assessment, learners will be confirmed as ready for placement or career opportunities.

## **Additional Placement Guidelines**

**Learner Commitment:** A learner who applies for any job/internship position is obligated to go through the entire selection process unless rejected midway by the company. Any student who deliberately withdraws during a selection process will be considered absent.

**Absenteeism:** A learner failing to attend the Assessment Test, Interview, or any other criterion required by a company after registration and without prior intimation (at least 24 hrs prior to the placement process via email) will be deemed absent. Continued absenteeism may lead to the suspension of the learner's account on Entri placement pool.

**Point of Contact:** For a seamless application process, all questions and inquiries regarding candidacy should be directed to the placement coordinator or Corporate Relations Manager. They will serve as the main point of contact and provide updates on the selection process.



Contacting company representatives directly should be avoided unless specifically requested by the company's designated point of contact (SPOC).

**Availability:** All learners are considered available to join immediately for any job opportunities shared. Learners should not decline offers if a company requests an immediate start.

**Prompt Action:** To facilitate a smooth placement process, learners should promptly respond to requests from the Career Services Associate. This includes submitting CVs and participating in any placement-related activities. Consistent delays in responding may limit participation in placement opportunities.

**Professionalism:** During the selection process, learners are expected to interact with company representatives professionally, exhibiting courtesy, respect, and punctuality.

**Confidentiality:** Information regarding opportunities shared by Entri should be kept confidential among relevant parties. Sharing this information with peers or friends may potentially affect one's chances of selection.

**Adherence to Deadlines:** Learners are solely responsible for staying informed about current job opportunities. It is

imperative to diligently monitor email and the career services portal for the latest job postings. To be considered for a specific position, students must express interest by submitting an application before the designated deadline. Applications received after the deadline will be ineligible for further consideration.

**Accuracy of Information:** Applicants are reminded that the accuracy of all information provided on their resumes and during interviews is their sole responsibility. Entri will not be liable for any adverse employment outcomes resulting from the submission of false or misleading information regarding education or experience.

**Early Placement:** Depending on recruitment needs, Entri may permit certain learners to participate in placements earlier than scheduled. These learners must continue their coursework and pass any required assessments.

**Eligibility Duration:** The eligibility to apply for positions lasts for twelve months post-course completion, extendable upon request. Career support will continue for lifetime


**First Offer Acceptance:** Entri enforces a policy requiring learners to accept their first job offer, after which they are considered placed and ineligible for future opportunities.

**Active Application Requirement:** Eligible learners are expected to apply for at least 75% of the advertised positions, regardless of location. Note that Entri does not guarantee any specific organization/location/role. Failure to apply for more than five continuous open positions will render one ineligible.

**Interview Attendance Obligation:** Learners should be prepared to attend face-to-face interviews if required by the recruiting company once shortlisted. Failure to attend may lead to exclusion from the placement program.

**Interview Opportunities:** Eligible candidates will be granted up to five interviews with our placement partners. However, candidates who do not succeed in securing a position through these opportunities may be given lower priority in subsequent placement assistance considerations.

**Notification of External Offers:** In the event a learner secures a job outside the campus placement process and no longer requires placement assistance, they must notify the institution within two days of accepting the offer.

A faint, stylized illustration of three students sitting at a table, engaged in a discussion. The students are depicted in a simple, modern style with flat colors. The background is a solid yellow color with a subtle grid pattern.

# REFUND POLICY

## 01

### Introduction

This Refund Policy outlines the terms and conditions under which refunds may be granted to learners enrolled in our programs.

---

## 02

### Refund Eligibility

- Refund requests must be made within 7 calendar days of joining the respective batch and are subject to approval. No refund requests will be considered after this period.
  - All approved refunds will be subjected to a processing fee based on the classes consumed and the reason for refund and this will be deducted from the refundable amount.
  - Refunds will be processed and remitted to learners within ten (10) working days of approval.
-

# 03

## Refund Request Process

- To initiate a refund request, learners are required to contact our user happiness team. The specific mode of raising such a request, whether via a designated form or otherwise, will be communicated to the learner.
  - Upon receipt of the request, our team will review and determine the eligibility and amount of the refund.
- 

# 04

## Refund Request Process

As mentioned before, it has to be 0-7 days and 8 days and above.

Refund requested within	Processing Fee Deduction
0 - 7 days	10%
8 days and above	100%



## ✓ **EMI PAYMENTS**

Learners who have chosen the loan payment option must continue to fulfill their monthly Equated Monthly Installment (EMI) commitments without alterations. Any requests for cancellation will only be assessed once all outstanding EMIs are fully paid. In the event that cancellations are granted, a cancellation fee equivalent to 10% of the outstanding payment will apply, and no refunds will be issued.

## ✓ **ENTRI EMI**

Learners who have opted for the ENTRI EMI option, shall pay the agreed installment amount within 30 days from the date of purchase. If no payments are made in 30 days, the course will be locked until the learners clear the due. The due date and payment reminders shall be communicated to the learners via app notifications.

## ✓ **EXCLUSIONS**

Refunds are expressly not applicable to learners who have completed more than 15 days in the batch.

## ✓ **MODIFICATIONS**

We reserve the right to amend or update the above policies at our discretion, without prior notification. All changes will be published on our official website.

# DEFERRAL POLICY

## **(Before the student joins the batch)**

- If a learner, due to unavoidable circumstances is unable to commence with the batch and requests for a deferral before the batch commencement date, learners will have the option to defer to another batch.
- There is no cost involved in changing the batch. However, you can raise a maximum of 1 batch change request and our academics team has to approve the batch change request.
- A learner can request deferral once to a batch that starts within the next 2 months from the batch start date of the initial batch the learner enrolled for. For example, if the initial batch commencement was January 1, the deferral batch commencement date should be within March 1.

## **(After the student joins the batch)**

- Learners can apply to defer a batch till 30 days from the commencement of the batch.
- Only one deferral request will be entertained once the batch commences.
- No additional fee is applicable for deferrals.
- Post 10 days, no batch deferrals will be entertained.
- The deferred batch will be a fresh batch and not from where the user paused the initial batch.

Scenario	Deferral policy
Before batch commencement	<ul style="list-style-type: none"><li>• No deferral fee.</li><li>• Learners can do one batch deferral request provided the batch is not commenced.</li><li>• The deferred batch commencement should be within 6 months from the first batch commencement date learner opted for.</li></ul>
After batch commencement	<ul style="list-style-type: none"><li>• No deferral fee.</li><li>• Learner can request once for batch change/deferral within 10 days of batch commencement.</li></ul>



THANK YOU

