VME
CAREER

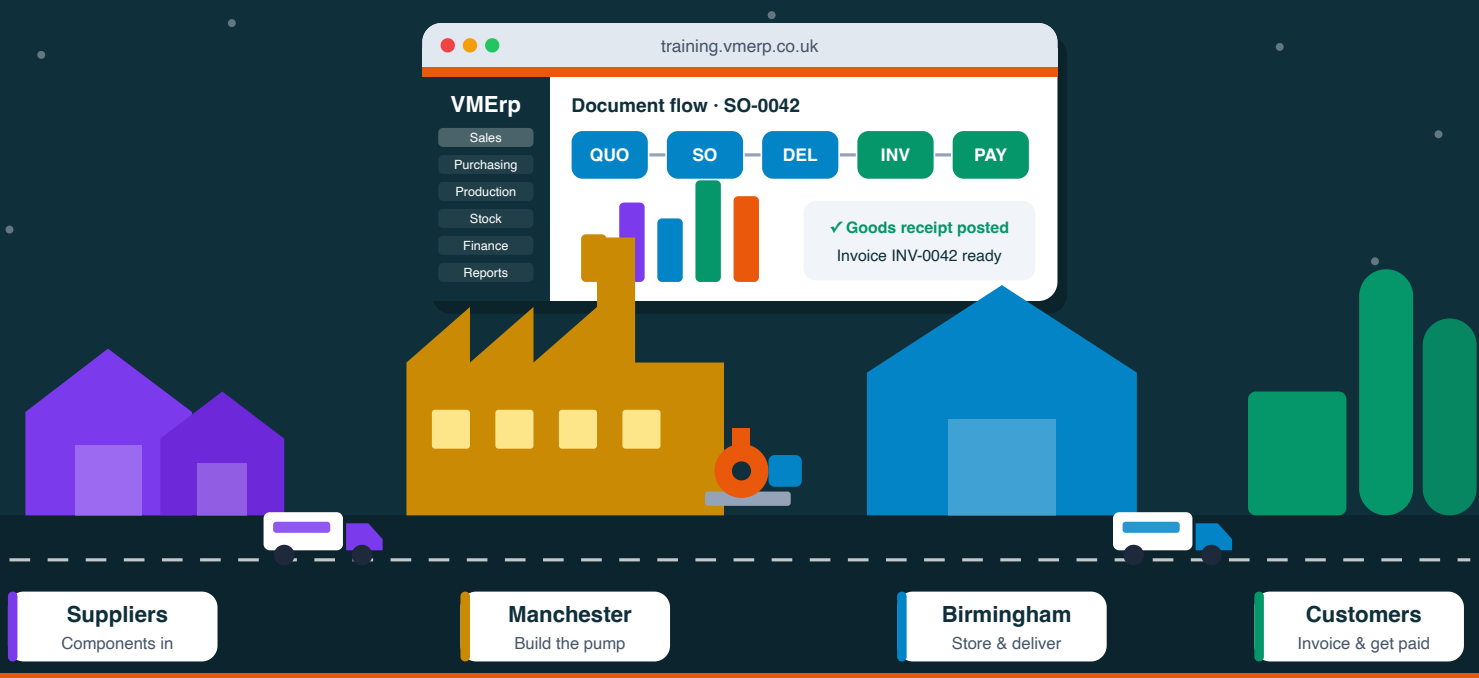
SUPPLY CHAIN MANAGEMENT TRAINING

Learn the Process. Land the Job.

Master how a real business sells, builds, buys and gets paid — then get the CV, the interview practice and the support to turn it into a career.

Your route to a 9–5 hybrid or remote supply chain job

Plus transferable skills that open doors in any organisation, not just supply chain



11 MODULES + CAPSTONE · HANDS-ON IN VMErp · LEARN → WORK → MENTOR

Full career support. No prior experience assumed. No supply chain background required.

SELLING · MANUFACTURING · PURCHASING · FINANCE

Programme Prospectus

for prospective participants and their sponsors

www.vmecareer.co.uk admin@vmecareer.co.uk 07877 966243

AT A GLANCE

11	4	3	1	VMErp
MODULES + CAPSTONE	INTEGRATED BUSINESS FUNCTIONS	STAGES: LEARN, WORK, LEAD	LIVE BUSINESS CASE	ENTERPRISE ERP PLATFORM

01

THE EMPLOYABILITY GAP

The Experience Paradox

Entry-level supply chain vacancies routinely require prior operational experience, yet very few roles offer the exposure needed to acquire it. This **experience paradox** is the barrier the programme is designed to dismantle.

For career changers the barrier is sharper still. Many bring proven transferable strengths — stakeholder management, problem resolution, commercial judgement and organisational discipline — but cannot yet evidence a working command of how a customer order is converted into a delivery, an invoice and, ultimately, cash. Without that evidence, recruiters discount capability that is genuinely there, and strong candidates are screened out before interview.

Three questions that decide most supply chain interviews

1
How does the end-to-end order-to-cash process operate, and where are value and risk created?

2
Where does your role sit, and which upstream and downstream teams depend on your work?

3
How would you diagnose and resolve an exception when the process breaks down?

What actually separates hired candidates

Selection rarely turns on raw ability. It turns on whether a candidate can answer those three questions with precision, using real transactions, real documents and real consequences as evidence.

The programme is engineered in reverse from those three questions: every module, every placement task and every mentoring responsibility exists so that you can answer them with authority.

02

THE OFFER

What This Programme Is

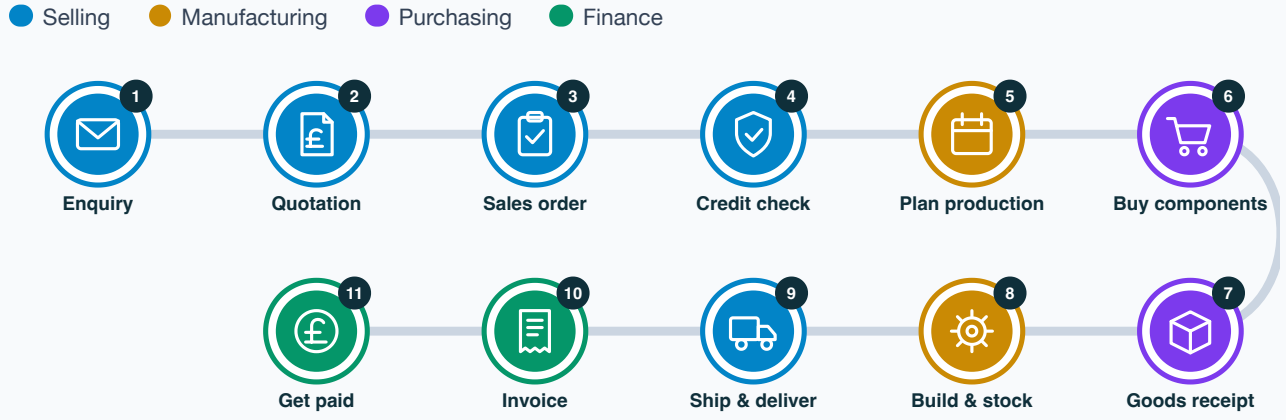
A complete supply chain education built around one realistic business — **VME Pumps Ltd**, a UK manufacturer and distributor of industrial pumps — followed by structured support to convert that knowledge into employment.

You Get	What That Means in Practice
Eleven modules plus a capstone	The full order-to-cash journey across Selling, Manufacturing, Purchasing and Finance
One consistent business	The same customers, products, sites and suppliers throughout — not disconnected textbook examples
Delivered in VMErp	You practise every process in VMErp, VME's own ERP system, not on paper. It uses the same concepts as SAP, Dynamics and ERPNext
Excel for everyday work	Practical spreadsheet training for anyone who needs it: lists, formulas, filters, lookups, pivot tables and simple reports for day-to-day tasks
Job description workshops	Real supply chain adverts broken down and mapped to what you have learned
CV development	Your programme experience translated into language that gets past screening
Interview preparation	Practice, mock interviews and worked answers drawn from your own module work
Ongoing career support	Continued contact after you start work, through your first role and beyond

The first four points are the training. The last four are what turn training into a job — and they are the reason this is a **career programme rather than a course**. Together they give you **transferable skills that are valued in any organisation, not just supply chain**.

ONE ORDER, START TO FINISH

The order-to-cash journey you will run in VMErp



03

THE BUSINESS

The Business You Will Learn Inside

You will not learn generic theory. You will learn one company thoroughly, until its processes are second nature.

Suppliers
FlowCast Engineering
ElectroDrive Motors
Precision Sealing Technologies
Global Industrial Components

→

Manchester
Manufacturing · plant M100
Every pump is built here

→

Birmingham
Distribution · plant B100
Stock and spares near customers

→

Customers
AquaPure
ChemPro
Northern Mining
FreshFoods
PetroFlow

VME Pumps Ltd	At a Glance
Sites	Manchester (manufacturing) and Birmingham (distribution)
Sales channels	UK Industrial, European Export, and Global Projects
Routes to market	Wholesale, spare parts, and multi-month engineered projects
Customers	AquaPure, ChemPro, Northern Mining, FreshFoods, PetroFlow — each with different terms and risk
Products	Ten pump models, built from castings, impellers, shafts, bearings, seals, motors and baseplates
Suppliers	FlowCast Engineering, ElectroDrive Motors, Precision Sealing Technologies, Global Industrial Components
System	VMErp: live at vmerp.co.uk, training at training.vmerp.co.uk

Why one business, not many examples

By Module 7 you will know that ElectroDrive supplies the motors, that a shortage of them stops a build at Manchester, and that the build was triggered by a customer order Manchester had no stock for. That is not memorisation — it is the shape of a supply chain, and once you can see it in one business you can see it in any business.

It is also what lets you speak concretely at interview instead of in generalities.

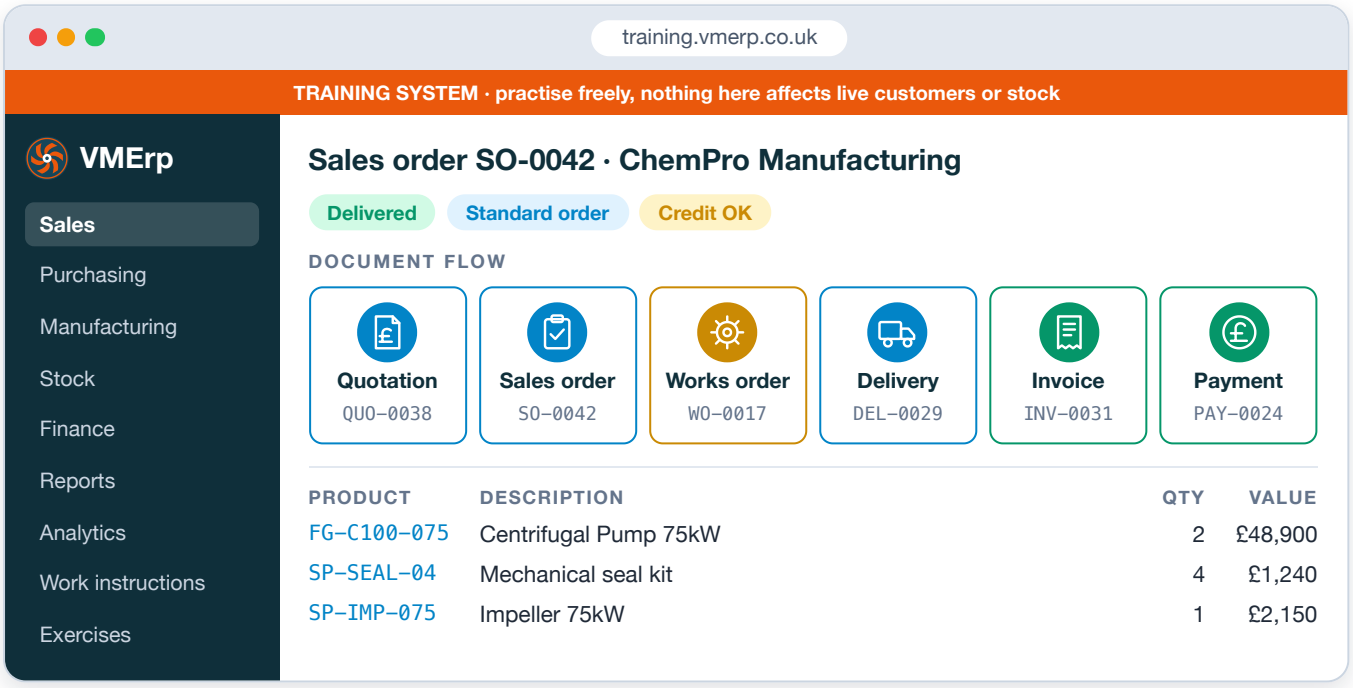
04

HANDS-ON

Your Workplace: VMErp

You will not learn the process from slides alone. Every module is practised in **VMErp**, the ERP system VME Pumps Ltd uses to run its business: its real orders, production, purchasing, stock and invoices, built around the same customers, products, suppliers and sites you meet in the modules.

Participants work in **VMErp Training** (training.vmerp.co.uk). It is the same application as the live system at vmerp.co.uk, with its own data and an orange "Training system" banner, so what you practise is what the business actually does. Nothing you do there affects live customers or stock.



An illustrative VMErp Training screen. Order numbers are examples.

Why a real ERP system, and why this one

Employers ask for “ERP experience” because they want people who already think in documents, statuses and handoffs: who know that a delivery cannot be invoiced before it exists, and that a cancelled order has consequences downstream. That thinking is the same in every system.

VMErp uses the same building blocks as SAP, Microsoft Dynamics, Oracle and ERPNext: sales orders, purchase orders, goods receipts, works orders, document flow and number ranges. Once you have run the whole cycle in VMErp, picking up your employer's system is a matter of learning new screens, not a new way of working.

What you will use in VMErp

In VMErp You Will Use	What That Means in Practice
The complete cycle	Enquiry → quotation → sales order → production plan → requisition and purchase order → goods receipt → works order → delivery and packing → invoice → payment, all in one system
Document flow	Every transaction linked from quotation to payment, so you can open any document and see exactly where an order is and what happened to it
Real-world situations	Rush and project orders, part shipments, stock allocation, quality and in-transit stock, transfers between sites, proforma invoices, customer returns with credit memos and supplier returns with debit memos
Work instructions	Step-by-step instructions for every process, written for the role that carries it out, the way a real operations team works
Business documents	PDF quotations, order confirmations, delivery notes, packing lists and invoices on VME letterhead, carrying the weights, dimensions, commodity codes and Incoterms a real shipment needs
Reports and analytics	Excel reports grouped by Sales, Purchasing, Manufacturing and Finance, and a dashboard you can customise
Controls and checks	Warnings when a step is attempted out of sequence, and flags on documents that should not exist on their own — the checks a good team member makes without being asked
Guided exercises	A dedicated training system with its own exercises, so you can practise, make mistakes and repeat them without affecting the live business

Excel for everyday work

Not confident with spreadsheets? Participants who need it receive practical Excel training for day-to-day tasks: building and filtering lists, formulas and lookups, pivot tables, and simple reports and charts. You then use those skills on real VMErp data, such as Excel exports of orders, stock and invoices.

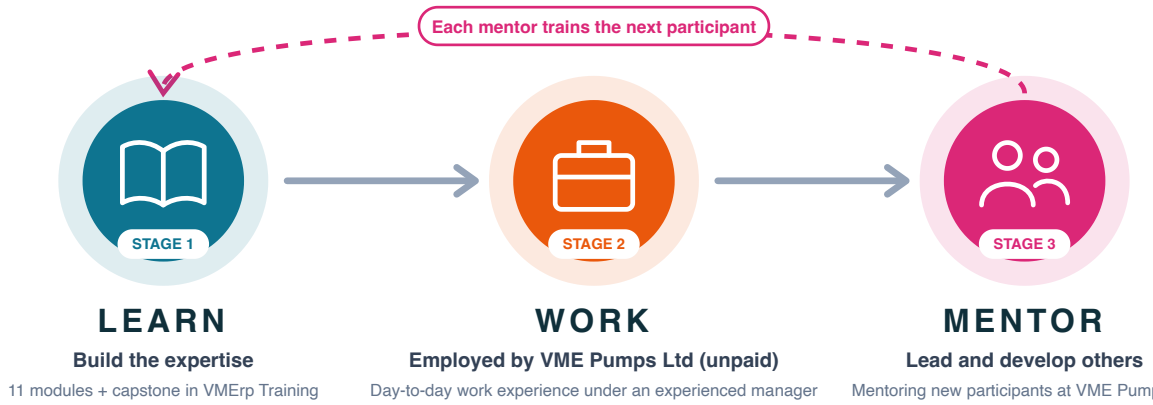
Skills that travel beyond supply chain

The skills you build are transferable to any establishment, not just supply chain. Understanding how an organisation sells, buys, produces and gets paid; working confidently in an ERP system, Excel, email and shared drives; communicating with colleagues and customers; solving problems; and leading others are valued in operations, administration, customer service, finance and project roles across every sector.

05

THE JOURNEY

The Three-Stage Journey



Stage	Focus	What It Looks Like
1. Learn	Build the expertise	Work through all 11 modules in VMErp Training, understanding what each part of the process does, why it exists, and how it plays out with real customers and products.
2. Work	Employed by VME Pumps Ltd (unpaid)	Join VME Pumps Ltd as an unpaid employee, for work experience, and carry out day-to-day supply chain work under the supervision of an experienced manager. You work collaboratively in a team using the professional tools of the role — VMErp, email, shared drives and management reports — on live orders, purchases, deliveries and invoices. You stay in Stage 2 until you can do the work with expert confidence. By then you have the skills to step into a supply chain role, practical examples to draw on at interview, and the confidence to use them.
3. Mentor	Lead and develop others	Remain with VME Pumps Ltd as an unpaid employee, continuing your work experience, while mentoring newly enrolled participants through Stages 1 and 2: explaining the reasoning, reviewing their work and supporting their progress. In doing so you build the people and team-management skills that lead to supervisory and management roles.

From employee to team leader

Stage 2 gives you genuine employment history: a manager, a team, live transactions and the everyday tools of a supply chain office. Stage 3 adds leadership — guiding, reviewing and supporting the work of others while you continue in your role.

“As a VME Pumps Ltd employee I processed live orders end to end, then mentored new starters and reviewed their work” lands very differently from “I completed a course.”

06

THE CURRICULUM

What You Will Cover

SELLING Modules 1–4 | **MANUFACTURING** Modules 5–6 | **PURCHASING** Modules 7–8 | **FINANCE** Modules 9–10 | **CAPSTONE** Modules 11

#	Area	Module	What You'll Be Able To Do
1	Selling	**Customers, Products & Sales Structure**	Explain who VME sells to and why wholesale, export and project business differ
2	Selling	**Pricing, Quotations & Sales Orders**	Explain how a price is built and how an enquiry becomes a confirmed order
3	Selling	**Credit Management & Customer Risk**	Explain how a business balances winning work against protecting its cash
4	Selling	**Shipping, Delivery & Communication**	Explain where an order ships from and how the right paperwork reaches the right people
5	Manufacturing	**Materials & Bill of Materials**	Describe what a product is built from and how that drives production and costing
6	Manufacturing	**Planning & Meeting Demand**	Explain how a confirmed order becomes a production or stock decision
7	Purchasing	**Suppliers & Procurement**	Describe how components are sourced to keep production running
8	Purchasing	**Moving Stock Between Sites**	Explain how finished stock moves between sites, ready to sell
9	Finance	**Billing & Revenue**	Describe how a completed delivery becomes an accurate, correctly posted invoice
10	Finance	**Getting Paid: Collections & Cash**	Explain how payment is tracked and collected, closing the loop
11	Capstone	**End-to-End Walkthrough**	Follow one order through all four functions, start to finish

Bonus module

Export, freight forwarding, Incoterms, customs documentation and warehouse administration — the specialist knowledge that opens logistics and shipping roles.

Practised in VMErp throughout

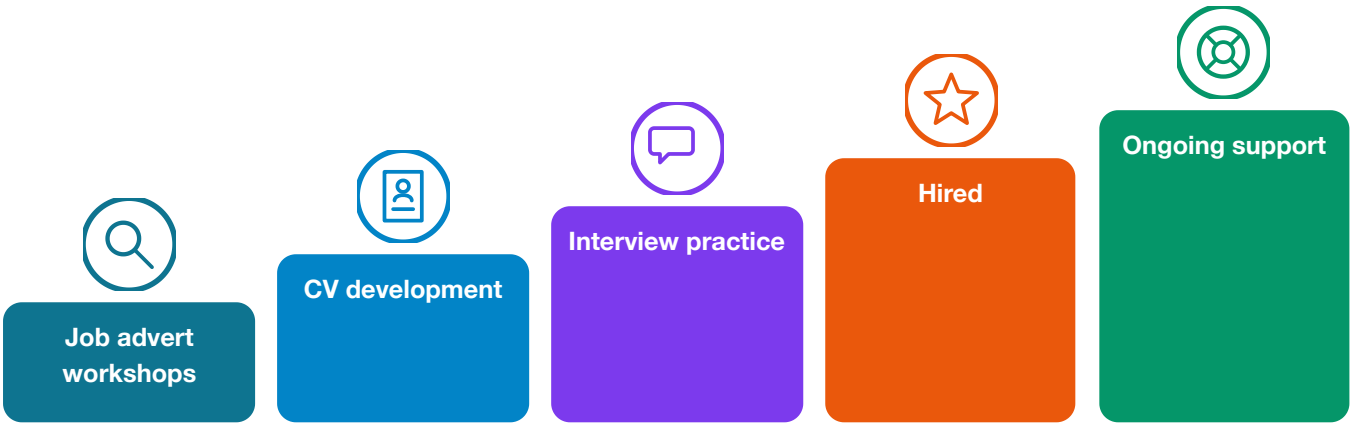
Every module comes with exercises, work instructions, PDF documents and Excel reports in VMErp Training, so you finish each one having done the work, not just read about it.

07

CAREER SUPPORT

From Learning to Hired

This is where the programme differs from every other supply chain course. Learning the process is half the work. The other half is proving it to an employer — and that is supported deliberately, not left to you.



7.1 Job Description Workshops — Throughout the Programme

From early in Stage 1, you will work with real supply chain job adverts. Not as an afterthought at the end, but alongside the modules, so you learn the process and the vocabulary employers use for it at the same time.

Each workshop takes a live advert and pulls it apart: what is this employer asking for, what does that phrase mean in practice, which module covers it, and what evidence can you point to?

Why this matters more than it sounds

Most candidates read a job advert and feel unqualified, because the language is unfamiliar. The same candidate, having broken down twenty adverts, reads the identical words and recognises every one of them. Nothing about their ability changed — only their ability to see what was being asked.

The Advert Says	It Actually Means	Covered In	You'll Be Able To Say
“Experience of order-to-cash”	You understand the flow from enquiry through to payment	Modules 1–11	I can trace an order end to end and explain each handoff
“Sales order processing”	Creating and confirming orders, checking stock and credit	Modules 2–3	I have processed orders including availability and credit checks
“Liaising with suppliers”	Requisitions, purchase orders, chasing deliveries	Module 7	I have raised requisitions and purchase orders and handled receipts
“Stock control”	Availability, replenishment, transfers, accuracy	Modules 6, 8	I understand movement types and why stock accuracy drives everything
“Invoice queries”	Resolving disputes between order, delivery and invoice	Modules 9–10	I can explain why an invoice was queried and how to correct it
“Attention to detail”	You know what happens downstream when data is wrong	All modules	A wrong commodity code holds a shipment at the border — here's why
“ERP or SAP experience”	You have used a business system, not just spreadsheets	VMErp, Stages 1–2	I have worked in an ERP system (VMErp) across sales, purchasing, production, stock and billing

7.2 CV Development

A CV that says “completed a supply chain course” gets filtered out. A CV that says what you can actually do, in the language the role uses, does not. You will be supported to build a CV that:

- Translates each module into concrete capability rather than course titles.
- Uses the terminology from the adverts you have analysed, so screening picks it up.
- Draws out the transferable experience from your previous career, reframed for supply chain.
- Is tailored per application rather than sent out identically — with guidance on what to change and why.
- Presents your Stage 2 employment and Stage 3 mentoring at VME Pumps Ltd as genuine work experience — because that is exactly what they are.
- Describes your hands-on VMErp work in the transaction language employers use: sales orders, purchase orders, goods receipts, works orders, invoices and credit memos.

From module to CV line

Module 3 — Credit Management becomes: “Assessed customer credit exposure against agreed limits, identifying orders requiring review before release and understanding the commercial trade-off between winning business and protecting cash.”

That is one module. There are eleven.

7.3 Interview Preparation and Practice

Knowing the answer and being able to give it under pressure are different skills. Interview support covers both:

What	How It Works
Competency answers	Building structured answers from your day-to-day work at VME Pumps Ltd — real scenarios, decisions and outcomes you can describe in detail
Technical questions	Preparing for the process questions interviewers actually ask, drawn from the modules
Mock interviews	Practice sessions with feedback, so the first time you say it out loud is not in the real interview
Role-specific prep	Tailored preparation for the particular job — a buyer interview is not a credit control interview
Questions to ask them	What to ask an employer, and what their answers tell you
After the interview	Reviewing what happened, and using it to strengthen the next one

The capstone is your interview material

Module 11 follows one order across all four functions: a customer order with no stock, a component shortage, a credit block and a payment query. You will have run that order yourself in VMErp, document by document. That single scenario answers most of the competency questions an entry-level supply chain interview will throw at you, because you can talk about it in genuine detail.

7.4 Support That Does Not Stop When You Start Work

Most programmes end at the certificate. This one continues, because the first months in a new role are when support matters most and is least available.

Stage	What Support Looks Like
While applying	Help identifying suitable roles, reviewing applications, and preparing for each interview
First weeks in role	Someone to ask when something at work does not match what you learned — and it will not always match
First year	Periodic check-ins on how the role is developing and where the gaps are
Progression	Guidance on the next step — specialising, broadening, or moving towards a senior or management route
Long term	Continued access to programme materials and VMErp Training as they are updated, and to the participant network

An honest note

No training programme can guarantee a job, and this one does not claim to. What it can do is make sure you understand the work, can evidence that understanding, can present it well, and are not on your own while you look. Those four things are what most candidates are missing — and they are precisely what this programme provides.

08

WHERE IT LEADS

Roles This Prepares You For

The order-to-cash process runs through most operational roles in a supply chain function. Understanding all of it opens more doors than specialising in one part of it too early. These are examples — and **the same skills transfer to operations, administration, customer service, finance and project-support roles in any organisation**:

Role Type	Where the Programme Prepares You
Sales order specialist / order management coordinator	Modules 1–4 — pricing, quotations, orders, availability, credit and delivery
Purchasing and buyer specialist	Modules 7–8 — sourcing, requisitions, purchase orders, goods receipt
Materials or production planning coordinator	Modules 5–6 — bills of materials, planning, production orders
Stock and inventory control specialist	Modules 6, 8 and the bonus module — movements, transfers, accuracy
Shipping, supply chain and logistics coordinator or analyst	Module 4 and the bonus module — routing, documentation, Incoterms, customs
Billing and accounts receivable	Modules 9–10 — invoicing, queries, collections and cash
Credit control specialist	Modules 3 and 10 — limits, exposure, blocked orders, chasing payment
Customer service in a supply chain setting	All modules — answering “where is my order” requires the whole picture

IS IT FOR YOU?

09 Who This Is For

If You Are…	This Programme Gives You…
Changing career with no supply chain background	A complete grounding, plus the CV and interview support to make the change credible
Returning to work after a break	Current, system-based knowledge and structured practice before you face an interview
Already in one function and stuck	The other three functions, which is usually what is blocking progression
A recent graduate without experience	Something concrete to talk about instead of coursework
Working in the business and want to grow	The full picture, and a path towards mentoring and senior roles

No prior experience is assumed. Every module begins in plain business language before it becomes specific to any function.

FOR SPONSORS

10 For Sponsors and Employers

If you are funding a place, or considering hosting a participant, this is what the programme delivers:

Benefit	Why It Matters
Cross-functional understanding	Fewer handoff errors between Sales, Manufacturing, Purchasing and Finance
Faster time to productivity	Participants arrive having already run the process end to end in an ERP system (VMErp), not just read about it
A self-sustaining model	Stage 3 means each participant trains the next, reducing dependence on a few experienced trainers
Consistent standards	Everyone learns the same process, the same vocabulary and the same controls
Retention	People supported into a career, rather than dropped into a job, tend to stay
A wider talent pool	Access to capable career changers who would otherwise be screened out for lacking experience

The cross-training argument, briefly

Most operational errors happen at the handoffs — an order priced wrong that Finance has to credit, a delivery date promised that Manufacturing cannot meet, a purchase raised too late for production. Every one of those is a failure of one function not understanding another's constraints.

A workforce trained across all four functions makes measurably fewer of them.

11

YOUR COMMITMENT

What It Asks of You

The programme is genuinely accessible, but it is not passive. To get the outcome, expect to:

- Work through the modules in order — later ones assume earlier ones, exactly as the real process does.
- Complete the practical activity and the VMErp exercises in every module, not just the reading.
- Take part in the job description workshops from the start, rather than leaving CV work until the end.
- Put yourself through mock interviews, including the uncomfortable ones.
- Reach Stage 3 and mentor someone else — this is a requirement, not an optional extra.
- Ask when something does not make sense. The programme reflects a real business, and real businesses have awkward edges.

12

GET STARTED

How to Enrol

Enrolment begins with a short conversation — about your background, what you are aiming for, and whether this programme is genuinely the right route for you. If it is not, we will say so.

Get in touch any of three ways

Visit the website

www.vmecareer.co.uk

Register your interest online

Email us

admin@vmecareer.co.uk

Tell us where you are starting from

Call us

07877 966243

Talk it through with the team

What happens next

STEP 1

Enquire

Visit the website, email or call to register your interest

STEP 2

Conversation

A discussion about your goals, your background and whether this fits

STEP 3

Enrol

Confirm your place and receive Module 0, your materials and your VMErp Training sign-in

STEP 4

Begin Stage 1

Start with Module 1 — Customers, Products and Sales Structure

VME CAREER

Learn the process. Land the job.

Eleven modules, a real business, hands-on practice in VMErp, and the CV, interview and career support to turn all of it into your first supply chain role — and the one after that.

No prior experience assumed. Start at Module 0 and finish job-ready.

www.vmecareer.co.uk **admin@vmecareer.co.uk** **07877 966243**