Assignment for **Oracle E- Business Procurement/Purchasing**

Date:22nd Nov-2024

[Provide screenshots of each step (which performed in a live environment).  
As evidence all the activity screens shot needs to be attached].

3. Check one of the existing Supplier, check this Supplier eligible for the Followings or not.

**RFQ , Purchasing, Payment**

**First we log into the oracle application, where we log in as Operations (Password is: welcome)**

**Then we follow the path: Purchasing, Vision>Supply Base> Suppliers**

**A close-up of a computer screen

Description automatically generated**

**Then scroll down and click “update”**

**For this I’m using “3M Health Care”**

**A screenshot of a computer

Description automatically generated**

**Then we click on “Address Book”**

**A screenshot of a computer

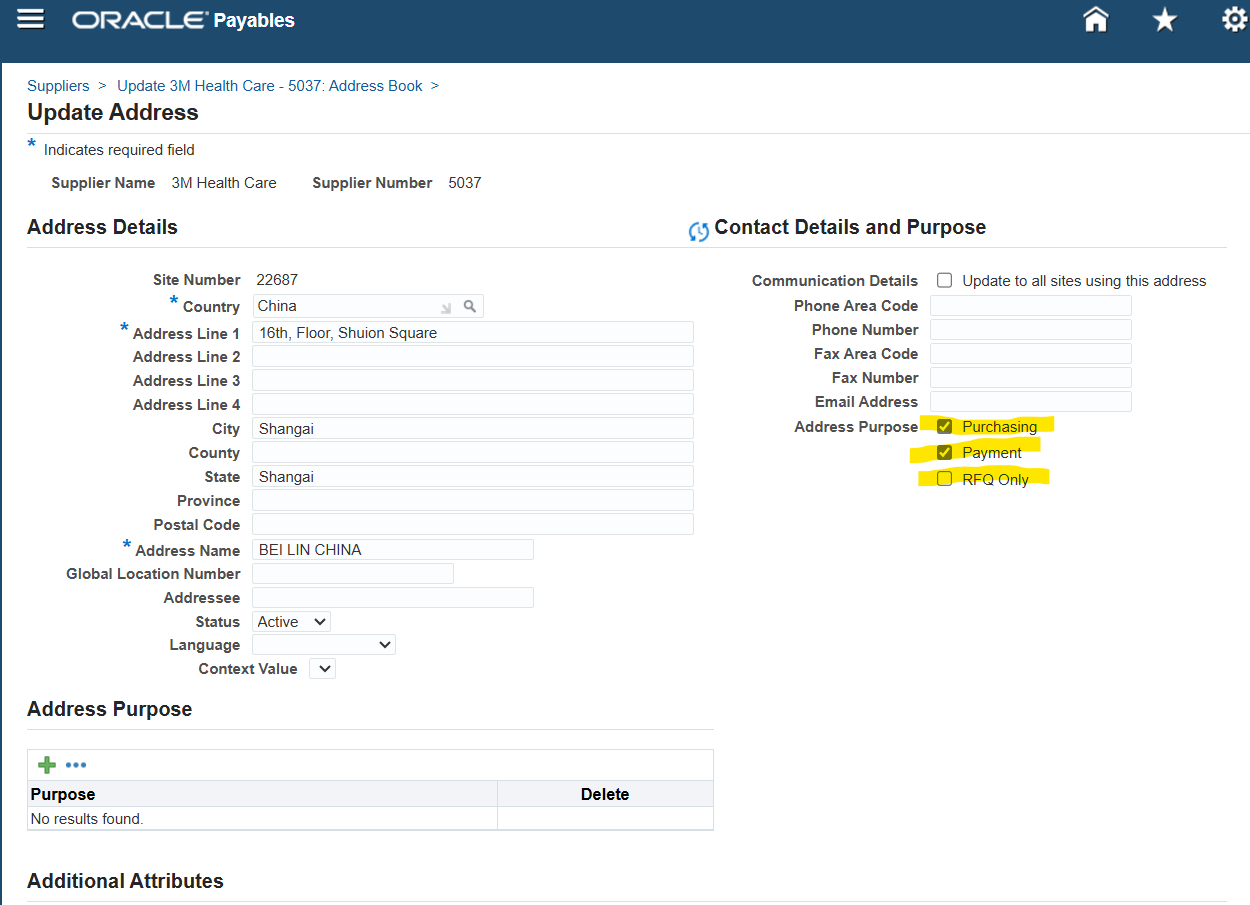
Description automatically generated**

**Then we click on “Update”**

**A screenshot of a computer

Description automatically generated**

**We see that this supplier is eligible for “Purchasing” and “Payment”, and not for “RFQ Only”**

****

4. For The same above Supplier checks the Bank details & Payment Method.

Starting where the previous question left off, we’re going to click on “Banking Details” on the left

A screenshot of a computer

Description automatically generated

As we can see, there are no results found. Next we click on “Payment Details”, also on the lefthand side

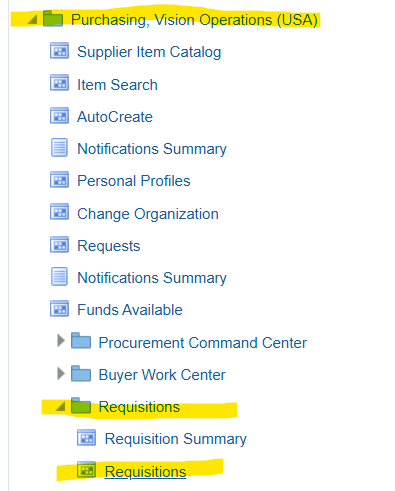
A screenshot of a computer

Description automatically generated

Doing so, we see that the payment method for this supplier is “Check”, which is the default payment method.

5. Query one existing Requisition & check what are all information has been captured/update for the respective Requisition.

First the path: Purchasing, Vision Operations>Requisitions>Requisitions



This menu is brought up:

A screenshot of a computer

Description automatically generated

Then we click on “Number” and then “View” and then “Find”

A screenshot of a computer

Description automatically generated

Then we enter the number or name of our requisition – in this example I’ll just be picking the first result for ease of access – so I’ll be querying with the %

A screenshot of a computer

Description automatically generated

Then clicked on find, then clicked on the first result, which is 186 here, then clicked on “Ok”

A screenshot of a computer

Description automatically generated

Then all of the tabs can be clicked through to view the information about this requisition:

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Additionally there is the “Distributions” option which shows some more information.

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

6. Query one existing PO & check what are all information has been captured/update for the respective PO.

First we get the path: Purchasing, Vision Operations (USA)>Purchase Orders>Purchase Orders

A screenshot of a computer

Description automatically generated

Which Brings up this screen:

A screenshot of a computer

Description automatically generated

Again we’ll click on “View” and then “Find”

A computer screen shot of a computer

Description automatically generated

Which brings up this screen where we again use the “%” symbol, and for our example purposes click on the first result:

A screenshot of a computer

Description automatically generated

Then we click through the various tabs for this Purchase Order:

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

7.Explain the key modules of Oracle EBS Procurement Suite.

Suppliers are a key module because you must have suppliers set up to buy things from them.

A black text on a white background

Description automatically generated

In the setup section, there’s four options under “Organizations”. Of those, Purchasing, Financial, and Receiving must be set up to run procurement business processes.

A yellow text on a white background

Description automatically generated

There are also items, which are apart of the master data for the procurement process. You must have items to procure items.

A close-up of a box

Description automatically generated

10. What is the **PROCUREMENT/PURCHASING** key Configuration?  
Each of the setup component what are all Information in captured while configuring need to demonstrate.

As in question 7 the following screenshot shows the three most important configurations: Financial, Purchasing, & Receiving Options.

A yellow text on a white background

Description automatically generated

As displayed below here is the purchasing information (given in this case for the operation unit Vision Operations):

A screenshot of a computer

Description automatically generated

For receiving options we first click on inventory organization, for our example we’ll use Vision Operations

A screenshot of a computer

Description automatically generated

And here are our important receiving options:

A screenshot of a computer

Description automatically generated

For our third we have financial options, accessed from the same area as the other three.

A screenshot of a computer

Description automatically generated

And showing the various tabs:

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

11. Navigate Provide screenshots or descriptions of the following:

* The requisition.
* Purchase Order.
* Receipt for PO.

Requisitions are where there is an internal demand raised for materials or something similar.

Navigation is: Purchasing>Requisitions>Requisitions

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

Purchase Order is an official document sent to suppliers asking for supplies.

Navigation: Purchasing>Purchase Orders>Purchase Orders

A screenshot of a computer

Description automatically generatedA screenshot of a computer

Description automatically generated

The receipt for a Purchase Order is something we have whenever we have received goods from a supplier. We don’t get one selling goods.

Navigation: Purchasing>Receiving>Receipts

A blue and white rectangle

Description automatically generated

We’ll use Vision Operations for our example

A screenshot of a computer

Description automatically generated

Click “Find”

A screenshot of a computer

Description automatically generated

I clicked away the next pop-up:

A screenshot of a computer

Description automatically generated

Which leads us to receipts:

A screenshot of a computer

Description automatically generated

12. Your company requires the following items for a project:

* 5 Desktop Computers
* 10 Office Chairs

You are tasked to procure these items using Oracle Procurement.

Steps to Complete:

13. **Create a Supplier:**

* If the supplier doesn't exist, create a new supplier record, including address, contact information, and payment terms.

Creating a supplier navigation: Purchasing>Supply Base>Suppliers

A screenshot of a computer

Description automatically generated

Then click “Create Supplier”

A screenshot of a computer

Description automatically generated

Next we create the supplier name – In this case xx\_jacob\_supplier. I also assigned tax country as US.

A screenshot of a computer

Description automatically generated

Then we go to the address book, then click “Create”

A screenshot of a computer

Description automatically generated

For fun I’m going to try using the address of the New York Stock Exchange

A screenshot of a web page

Description automatically generated

A screenshot of a computer

Description automatically generated

Added in the address, plus enabled purchasing and payment, which will be needed to ever fulfil a purchase order with this supplier. Entered address name as “xx\_jacob\_supplier\_address”

Made a contact named xx\_jacob\_contact

A close-up of a computer screen

Description automatically generated

Added check as the payment method

A screenshot of a computer

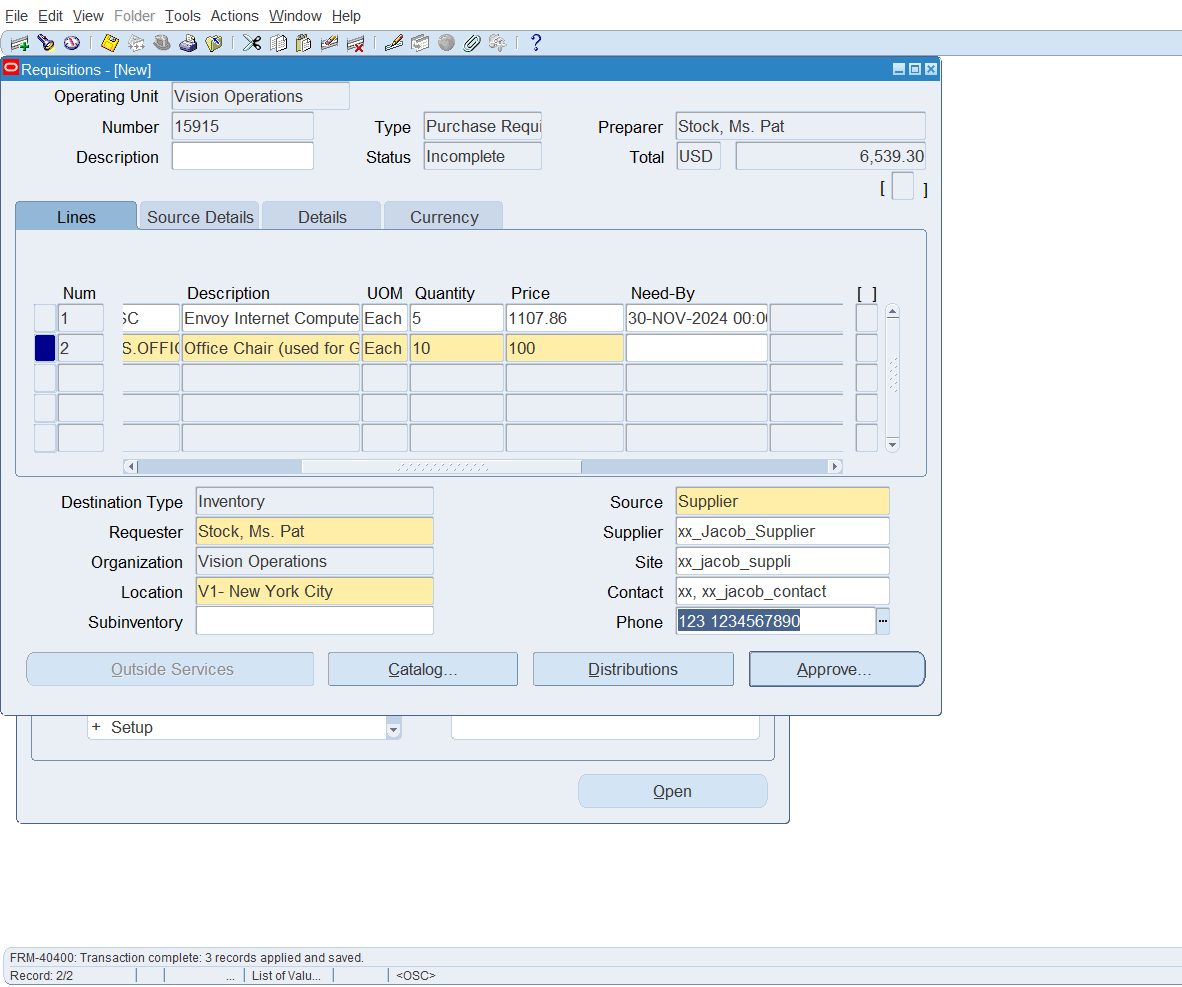
Description automatically generated

14. **Create a Requisition:**

**First the path: Purchasing>Requisitions>Requisitions**

A screenshot of a computer

Description automatically generated

Then putting in all of the information -> I found the closest thing to a desktop computer. 

Along with current quantities.

15.**Create a New Purchase Order**: Standard with currency type as USD

Enter **Order Information**:

* **Supplier**: Select the supplier from the list of available suppliers.
* **Order Type**: Choose the appropriate order type (for example, **Standard**).

First the navigation: purchasing>purchase orders>purchase orders

A screenshot of a computer

Description automatically generated

Then we put in the information:

A screenshot of a computer

Description automatically generated

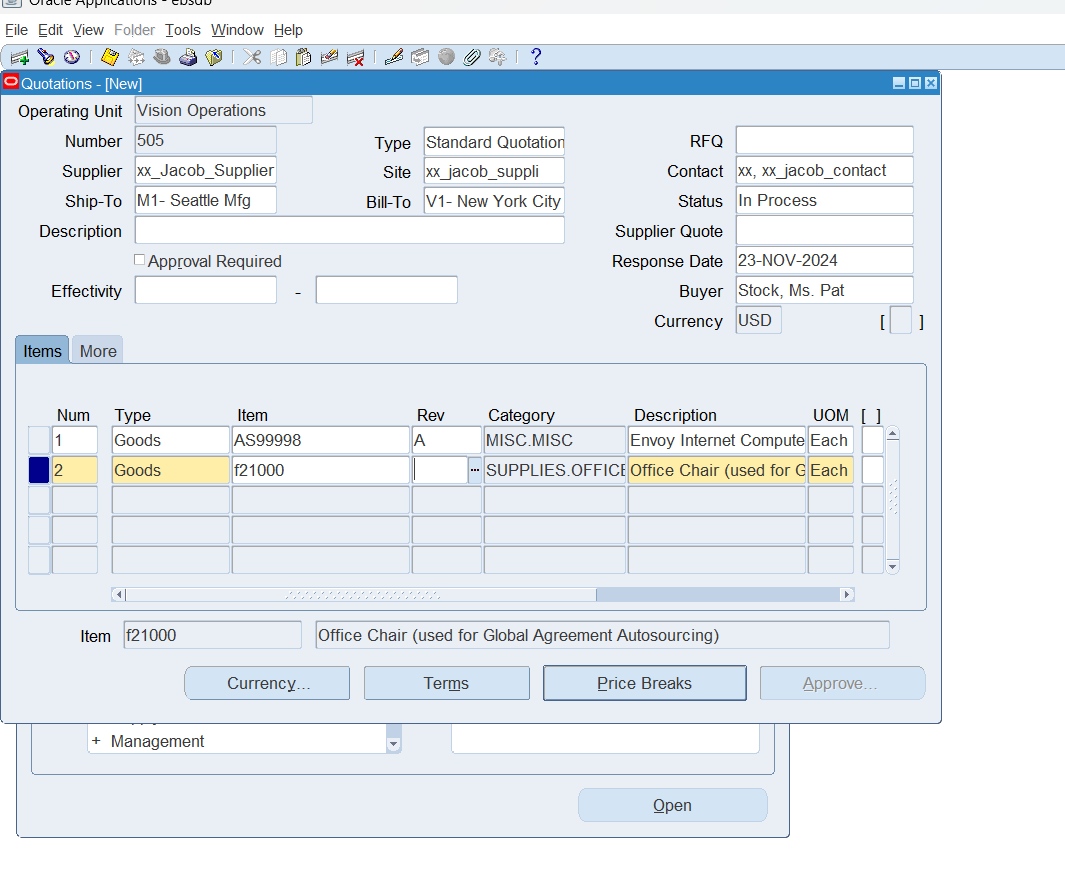
The supplier info and items are the same as in the requisition.

16. Create a Quotation for any of the existing supplier.

First the navigation: purchasing>rfq’s and quotations>quotations

A screenshot of a computer

Description automatically generated



17. Verify all accounts which are updated for financial options.

Not entirely sure what this question is asking for, so I took it to mean the accounts in vision operations.

First the path: Purchasing>Setup>Organizations>Financial Options

A screenshot of a computer

Description automatically generated

Then the accounts which are verified for different things in the gl accounts:

A screenshot of a computer

Description automatically generated