

P2P Setups and Process

	Define Facilities (Workday Calendar) for Procurement
1	Facility Shifts
2	Facility Workday Pattern
3	Facility Schedule
4	Create Item Master Inventory Organization
5	Create Child Inventory Organization
6	Configure Procurement Business Function
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	Manage Transaction Account Definitions (Accrual Account, Charge Account, Destination Charge, Destination Variance, Variance)
12	Destination Charge, Destination Variance, Variance)
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16	Manage PR, PO Approvals - Rule
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19	Create Item and Assign to Inventory Org.
20	Assign Roles to User
21	Provide Data Access for User
22	Run LDAP Job
	P2P Flow
	Set Requisition Preferences
1	Create Purchase Requisition--->Create PO---->Invoice
2	Create Manual PO-->Receipt--->Invoice
3	Pay On Receipt/ERS/Self-Billing

- **Manage Implementation Projects**

Add Offerings to your Project

1. Financials 2. Procurement 3. Product Management 4. Materials Management and Logistics

Implementation Project: AIM

Done Edit

Basic Information

Name	AIM	Status	■
Code	AIM	Assigned To	AIM
		Start Date	1/1/23
		Finish Date	

Task Lists and Tasks

Actions ▾ View ▾ Format ▾ + × Freeze Detach Wrap Assign Tasks Edit Status Show Business Objects

Task	Go He to Ta!	Selected Scope	Status	Predecessor Tasks	Assigned To	Due Date	Assignment Permission	Authorized Roles	Notes	View Reports
▶ Financials	■	0							0	⊕
▶ Procurement	■	0							0	⊕
▶ Product Management	■	0							0	⊕
▶ Materials Management and Logistics	■	0							0	⊕

Columns Hidden: 2, Columns Frozen: 1

- Manage Facility Shifts

Manage Shifts ②

► Search

△ Search Results

Actions ▾ View ▾ Format ▾ + ▾ > ▾ Freeze Detach Wrap

Name	Type	Period Type	Start Time
12 Hour Shift	Time	Work period	7:00 AM
13HOUR SHIFT	Time	Work period	8:00 AM
3 hour 2:00 PM ...	Time	Work period	2:00 PM
5 hour 8:30AM...	Time	Work period	8:30 AM
6 hour 8:30 AM ...	Time	Work period	8:30 AM
8 Hour Shift	Time	Work period	9:00 AM
8 Hour Shift - Fa...	Time	Work period	8:00 AM
8 Hour Shift - Ni...	Time	Work period	4:00 PM

Create Time Shift

* Name

Description

Code Category

* Start Time * Shift Detail Type

* Duration Hours

Click on Save and Close

- **Manage Facility Workday Patterns**

Manage Workday Patterns 

► Search

▲ Search Results

Actions ▾ View ▾ Format ▾ + X Freeze Detach Wrap

Name	Type	Length in Days	Description
10 Day Rotation...	Time	10	M,M,A,N,N,OFF,OFF,OFF,OFF
2 Hours S24 PT	Time	7	2 Hours S24 PT
AU Day Pattern	Time	5	Australia Day Shift Pattern - Time
Afternoon Shift ...	Time	7	Afternoon Shift - 12 PM to 9 PM, Monday to Friday
CA Day Pattern	Time	5	Canada Day Pattern - 8:30 am to 5:00 pm
CA Hourly 7.5 H...	Time	7	Canada Day Pattern 8:30am to 5pm for 7.5hr shifts
CA Night Shift P...	Time	7	CA night shift 8:00 PM to 6:00 AM
CA Salaried 7.5 ...	Elapsed	7	Canada Day Pattern of 7.5 Hours
CN Time Type D...	Time	7	China day shift - 09:00 AM to 06:00 PM
Canada Hourly ...	Time	7	Canada Day Pattern 9 to 5

Create Time Workday Pattern 

* Name AIM WORKDAY PTTERN

Description AIM WORKDAY PTTERN

* Length in Days 7

▲ Workday Pattern Details

Actions ▾ View ▾ + X Detach

Start Day	End Day	Shift Name	Shift Type	Shift Period Type	Shift Rate
1	7	AIM Day Shift	Time	Work period	Work from

◀ Details  

Click on Save and close

- **Manage Facility Schedules**

Click on Save and close

- [Manage Item Organizations](#)

Instead of create Item in each inventory multiple times we can create one Item in Item Master and we can use it for all Inventories. Virtual Inventory we can use it for only item definition we will not create any stock in item master.

Click on Create

Click on Next

Click on Save and close

- [Manage Inventory Organizations](#)

Now Create Real Inventory Organization (Child Inventory)

Click on Create

Create Inventory Organization ②

Create new
 Select an existing organization

Basic Information

* Name: AIM NEWYORK INVENTORY	Primary Ledger: AIM US PRIMARY LEDGER
* Organization: AIM_NEWSYORK	* Legal Entity: AIM US Legal Entity_01
Usage: Inventory management	Profit Center Business Unit: HYD-VIJA-Business
* Management Business Unit: AIM US Business Unit_01	Status: Active
	Fixed Asset Corporate Book:

Location Address

* Name: New York	Internal or External: Internal
Address: 1200 Broadway New York, NY 10036 United States	Internal Address Line:

Click On Next

Manage Inventory Organization Parameters: AIM NEWYORK INVENTO... ③

Financial Information

Management Business Unit: AIM US Business Unit_01 Legal Entity: AIM US Legal Entity_01
 Primary Ledger: AIM US PRIMARY LEDGER Profit Center Business Unit:

General Lot, Serial Number, and Packing Unit Item Sourcing Details Additional Information

General Information

Item Definition Settings	Inventory Settings
* Item Master Organization: AIM ITEM MASTER	* Schedule: AIM_SCHEDULE
Item Grouping Behavior: Definition Organization	Allow negative on-hand transactions
Item Definition Organization: AIM NEWYORK INVENTORY	Use original receipt date
* Starting Revision: 0	Round reorder quantity
	Automatically cancel transfer order backorders
	Automatically cancel sales order backorders
	Use current item cost
	<input checked="" type="checkbox"/> Allow negative balances

Additional Usages

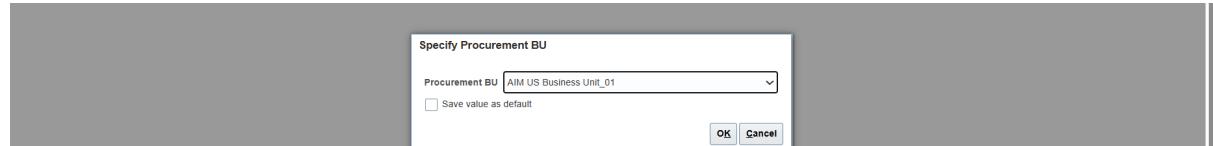
Organization is a manufacturing plant

Movement Request

Pick Slip Batch Size:

Click on Save and Close

- Configure Procurement Business Function



Select BU and Click on OK

Configure Procurement Business Function (AIM US Business Unit_01)

Save Save and Close Cancel

Main Document Types

General

Payment Terms: AIM Immediate
 Shipping Method:
 Freight Terms:
 FOB:
 Buyer managed transportation
 Price Break Type: Cumulative
 Buyer:
 Inventory Organization: AIM NEWYORK INVENTORY
 Line Type: Goods
 Currency: USD
 Conversion Rate Type: Corporate
 Preferred Language:
 Prospective Supplier Registration URL: <https://fa-exgs-saasfadem01.ds-fa.ora...>
 Spend Authorized Supplier Registration URL: <https://fa-exgs-saasfadem01.ds-fa.ora...>

Purchasing

* Maximum File Size Megabytes: 5
 Receipt Close Tolerance Percent: 0
 Receipt Close Point: Received
 Invoice Close Tolerance Percent: 0
 Match Approval Level: 3 Way

Enable automatic sourcing to contract purchase agreements
 Punchout requests only
 Autogenerate orders from requisition lines sourced to agreements
 Automatically submit for approval
 Group requisitions
 Allow manual price update on fulfilled orders
 Default promised date from requested date
 Enforce supplier hold
 Autogenerate orders from requester-negotiated requisition lines
 Bypass approvals for automatically submitted orders
 Communicate purchase order changes
 Communicate purchase agreements
 Use customer sales order
 Use ship-to location
 Group requisition lines
 Use requested date
 Use ship-to organization and location

Consignment Terms

Sourcing

Negotiation Type:
 Negotiation Style:
 Negotiation template required
 Rank Indicator: 1,2,3...
 Maximum Requirement Score: 5
 Purchasing Documents: Create in Oracle Fusion Purchasing
 Initiate approval
 Automatically add new supplier items to item relationships
 Agreement Lines:
 Enable weights in requirements
 Display requirement scoring criteria to suppliers
 Automatically populate responses to predefined questions
 Display rank in blind negotiations
 Display best price in blind negotiations
 Enforce supplier's previous round price as start price
 Enable negotiation approval
 Enable award approval
 Invite only sourcing eligible suppliers

Click On Save and close

- [Configure Requisitioning Business Function](#)



Select the BU and click on OK

Configure Requisitioning Business Function (AIM US Business Unit_01) ②

▲ Requisitioning

* Default Deliver-to Organization: AIM NEWYORK INVENTORY

Line Type: Goods

Group Requisition Import By: Item

Allow one-time addresses

Reapproval required for changes made during an active approval process

Create orders immediately after requisition import

Approval required for buyer modified lines

Enable approver override

Enable supply availability details for internal transfers

▲ Context Values for Requisition Descriptive Flexfields

Header Level:

Line Level:

Distribution Level:

▲ Purchasing

* Default Procurement BU: AIM US Business Unit_01

Price Change Tolerance Percentage:

Price Change Tolerance Amount (USD):

Ship-to Location:

Cancel Unfulfilled Demand: Optionally

Multiple Legal Entities on Order: Error

Allow requisition-to-agreement UOM conversion

Click on Save and close

- **Manage Common Options for Payables and Procurement**

Manage Common Options for Payables and Procurement ②

Business Unit: AIM US Business Unit_01

Default Distributions

* Liability: 1000-0000-21010-1000-0000-0000-00	<input type="button" value="Edit"/>	Miscellaneous: 1000-0000-60041-1000-0000-0000-00	<input type="button" value="Edit"/>
* Prepayment: 1000-0000-15015-1000-0000-0000-00	<input type="button" value="Edit"/>	Freight:	<input type="button" value="Edit"/>
Bill Payable: 1000-0000-21070-0000-0000-0000-00	<input type="button" value="Edit"/>	Prepayment Tax Difference:	<input type="button" value="Edit"/>
* Conversion Rate Variance Gain: 1000-0000-52149-1000-0000-0000-00	<input type="button" value="Edit"/>	Retainage:	<input type="button" value="Edit"/>
* Conversion Rate Variance Loss: 1000-0000-52149-1000-0000-0000-00	<input type="button" value="Edit"/>	Unclaimed Fund:	<input type="button" value="Edit"/>
* Discount Taken: 1000-0000-56550-1000-0000-0000-00	<input type="button" value="Edit"/>		

Automatic Offsets ②

Offset Segments: None
 Primary balancing segment
 All segments, except natural account

One Time Payments

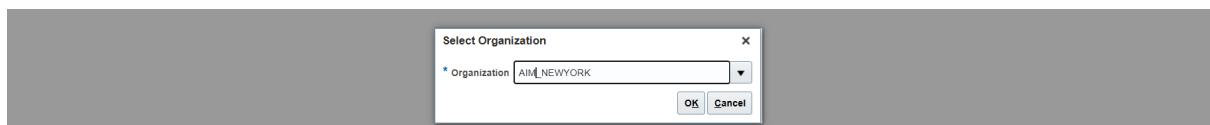
Liability:

Expense:

Currency Conversion

Click on Save and close

- **Manage Receiving Parameters**



Select Inventory Org and click on OK

Manage Receiving Parameters

Inventory Organization AIM_NEWYORK [Change Organization](#) [Save](#) [Save and Close](#) [Cancel](#)

General [?](#)

Ship-to Exception Action	<input type="button" value="▼"/>	ASN Control Action	<input type="button" value="▼"/>	<input type="checkbox"/> Print receipt traveler
Early Receipt Tolerance in Days	<input type="text" value="0"/>	Late Receipt Tolerance in Days	<input type="text" value="0"/>	<input type="checkbox"/> Include closed purchase orders for receipts
* Receipt Days Exceed Action	<input type="button" value="None ▼"/>	Overreceipt Tolerance	<input type="text" value="0"/>	<input type="checkbox"/> Allow routing override
* Overreceipt Action	<input type="button" value="None ▼"/>	* Receipt Routing	<input type="button" value="Direct delivery ▼"/>	<input type="checkbox"/> Process all lines together
				<input type="checkbox"/> Print shipping documents for returns to suppliers
				<input type="checkbox"/> Print shipping documents for drop ship orders
				<input type="checkbox"/> Print shipping documents for return material authorizations
				<input type="checkbox"/> Publish transactional business events
				<input type="checkbox"/> Allow defaulting of lots and serial numbers from ASN
				<input type="checkbox"/> Allow defaulting of lots and serial numbers from transfer order
				<input type="checkbox"/> Autocreate deliveries for expense destination receipts
				<input type="checkbox"/> Autocreate deliveries for PAR location receipts

Receipt Number [?](#)

* Generation	<input type="button" value="Automatic ▼"/>	<input type="checkbox"/> Use quality inspection plan
Type	<input type="button" value="Numeric ▼"/>	<input type="checkbox"/> Allow substitute receipts
Next Number	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="checkbox"/> Allow unordered receipts
<input type="checkbox"/> Enforce blind receiving		

RMA [?](#)

* Receipt Routing	<input type="button" value="Direct delivery ▼"/>	<input type="checkbox"/> Validate serial numbers
RMA Validate Lots	<input type="button" value="▼"/>	

Click on Save and close

- [Manage Procurement Agents](#)

Edit Procurement Agent: AIM [?](#)

Procurement BU AIM US Business Unit_01

Agent **AIM**

Default Requisitioning BU	<input type="button" value="▼"/>
Default Printer	<input type="button" value="▼"/>
Status	<input type="button" value="Active ▼"/>

Agent Access

View [▼](#)

Action	Allowed	Access to Other Agents' Documents
Manage Requisitions	<input checked="" type="checkbox"/>	Full
Manage Purchase Orders	<input checked="" type="checkbox"/>	Full
Manage Purchase Agreements	<input checked="" type="checkbox"/>	Full
Manage Negotiations	<input checked="" type="checkbox"/>	Full
Manage Sourcing Programs	<input checked="" type="checkbox"/>	Full
Manage Catalog Content	<input checked="" type="checkbox"/>	Not Applicable
Manage Suppliers	<input checked="" type="checkbox"/>	Not Applicable
Manage Supplier Qualifications	<input checked="" type="checkbox"/>	Full
Manage Compliance Checklists	<input checked="" type="checkbox"/>	Full
Manage Approved Supplier List Entries	<input checked="" type="checkbox"/>	Not Applicable
Analyze Spend	<input checked="" type="checkbox"/>	Not Applicable

Click on Save and Close

- Manage Buyer Assignment Rules

Click on Save and Close

PO TAB Transaction Accounting Builder (TAD)

Whenever you create the Purchase Order these three Accounts are mandatory

Accrual Account (Liability), Charge Account (Expense) and Variance Accounts are mandatory

Destination Charge and Destination Variance

Save and Create Another

Create Account Rule [?](#)

Action
[Save](#)
[Save and Close](#)
[Save and Create Another](#)
[Cancel](#)

* Name	AIM_ACCRAUL_ACCOUNT	Subledger Application	Purchasing
* Short Name	AIM_ACCRAUL_ACCOUNT	Status	Active
Description	AIM_ACCRAUL_ACCOUNT	Created By	AIM
Chart of Accounts	AIM COA STR INSTANCE	Creation Date	2/18/25 5:41 AM
Rule Type	Account combination	Last Updated By	AIM
		Last Update Date	2/18/25 5:41 AM

Un invoiced Accrued Accounts (Liability)

Save and Create Another

IPV (Invoice Price Variance Accounts)

Click on Save and close

- **Manage Transaction Account Definitions**

Click on Activate

- Manage Subledger Accounting Options

Manage Subledger Accounting Options

Ledger	Application Name	Accounting Options	System Options
AIM US PRIMARY LEDGER	Payables		
AIM US PRIMARY LEDGER	Payroll		
AIM US PRIMARY LEDGER	Project Costing		
AIM US PRIMARY LEDGER	Public Sector Compliance		
AIM US PRIMARY LEDGER	Purchasing		
AIM US PRIMARY LEDGER	Receipt Accounting		

Edit Accounting Options

Find with your Primary Ledger and select application name as Purchasing and click on Edit button under Accounting Options

Select the PO TAB

Edit Accounting Options

Ledger	AIM US PRIMARY LEDGER	Subledger Application	Purchasing
General Ledger Journal Entry Summarization	Summarize by general ledger period	Transaction Account Definition	AIM.PO_TAB
Reversal Method	Switch debit and credit		
<input checked="" type="checkbox"/> Enable Posting from Subledger			
Rounding Rule	Nearest		
Journal Categories View ▾ Event Class Adjustment Entry Category Other Purchase Orders Purchase Order Change Orders for Enterprise Tax Other Purchase Order and Agreement for Enterprise Tax Other Requisitions Requisition Purchase Requisition for Enterprise Tax Other Third Party Merge Other			

Click on Save and Close

For Requisition and Purchase Orders Approvals are Mandatory

- Manage Requisition Approvals**

Manage Requisition Approvals

Stage	Participant	Routing	Voting Regime	Enabled
Header Preapproval Stage	Requester FYI	FYI		
Header Preapproval Stage	Preapproval Header Consensus	Parallel	Consensus	
Header Preapproval Stage	Preapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Preapproval Stage	Preapproval Header Hierarchy	Serial		
Header Stage	Header Hierarchy	Serial		
Header Stage	Header First Responder Wins	Parallel	First Responder Wins	
Header Stage	Header Consensus	Parallel	Consensus	
Header Stage	Header Hierarchy 2	Serial		
Header Stage	Header Hierarchy 3	Serial		
Header Postapproval Stage	Postapproval Header Consensus	Parallel	Consensus	
Header Postapproval Stage	Postapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Postapproval Stage	Postapproval Header Hierarchy	Serial		
Header Postapproval Stage	Funds Override Approval	Parallel	Consensus	

Select the below line and click on Enable

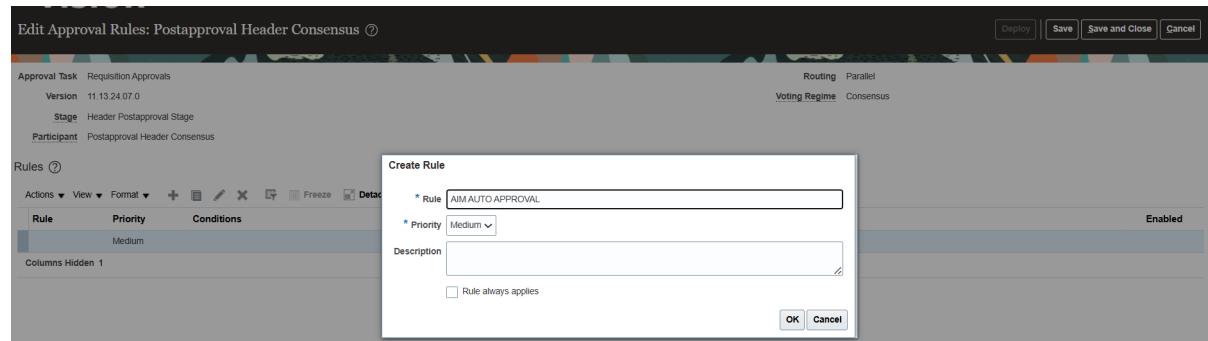
Stage	Participant
-------	-------------

Header Postapproval Stage Postapproval Header Consensus



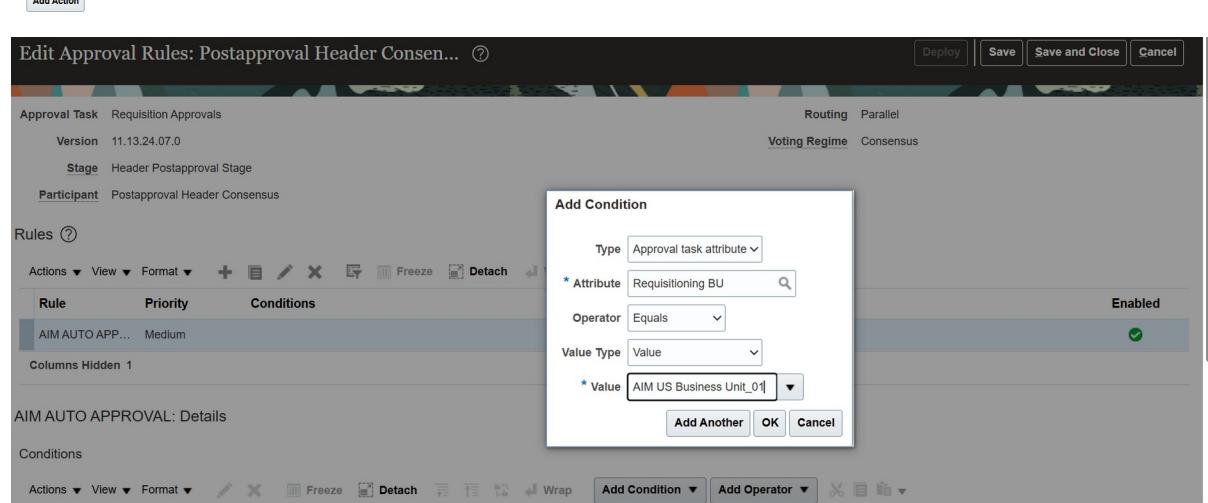
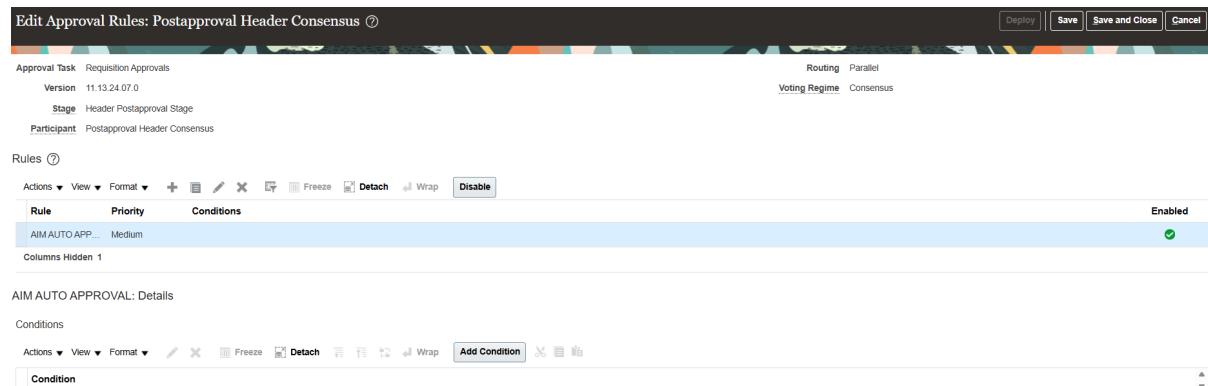
Then click on Edit Rules

Click on Create



Click on OK

Click on Add Condition button



Click on OK

Click on Add Action

The screenshot shows the Oracle ADF interface for managing approval rules. A modal dialog box titled 'Edit Action 1' is open over the main content area. The dialog contains fields for 'Action Type' (set to 'Automatic'), 'Set Outcome To' (set to 'Approved'), and buttons for 'Add Another', 'OK', and 'Cancel'. The main content area shows a table with one row under 'Actions'. The first column is 'Condition' and the second column is 'Actions'. The condition row contains the text 'Requisitioning BU Equals AIM US Business Unit_01'. The actions row contains a section for 'Action 1' with the following details: 'Action Type' is 'Approval required', 'Route Using' is 'Approval group', and 'Approval Group' is listed with a note: 'Automatically approve if group returns no approvers'. At the bottom left of the main content area is a button labeled 'Add Action'.

Click on OK

Click on Save

This screenshot shows the same approval rules screen after the action has been saved. The modal dialog is closed, and the main table now displays two rows. The first row is identical to the previous screenshot. The second row is for 'AIM AUTO APP... Medium' and has the condition 'Requisitioning BU Equals AIM US Business Unit_01'. The 'Enabled' column for this row has a green checkmark. The rest of the interface remains the same, including the 'Actions' section below.

Click on Deploy

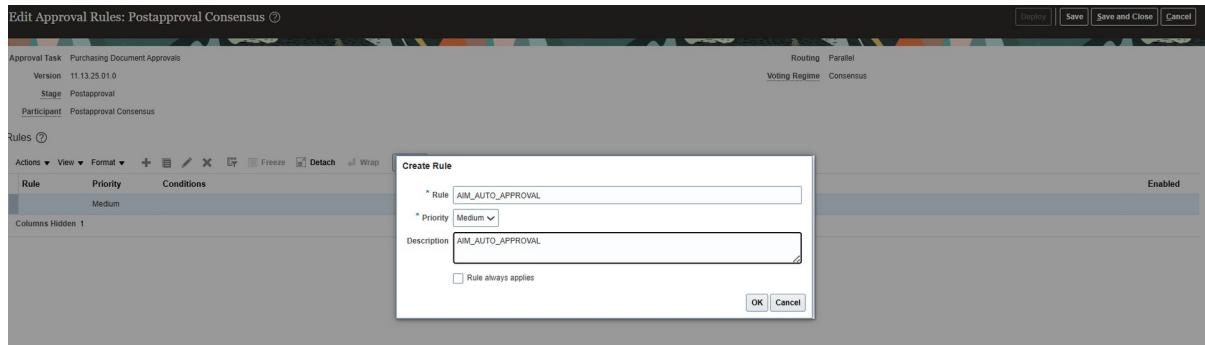
- [Manage Purchasing Document Approvals](#)

Select the node and click on Enable

This screenshot shows the 'Manage Purchasing Document Approvals' screen. The table lists various document stages and their corresponding approval configurations. The last row, 'Postapproval' with the value 'Postapproval Consensus', has its 'Enabled' column highlighted with a blue background and a green checkmark. The top right of the screen has buttons for 'Deploy', 'Discard', 'Manage User-Defined Attributes', and 'Done'.

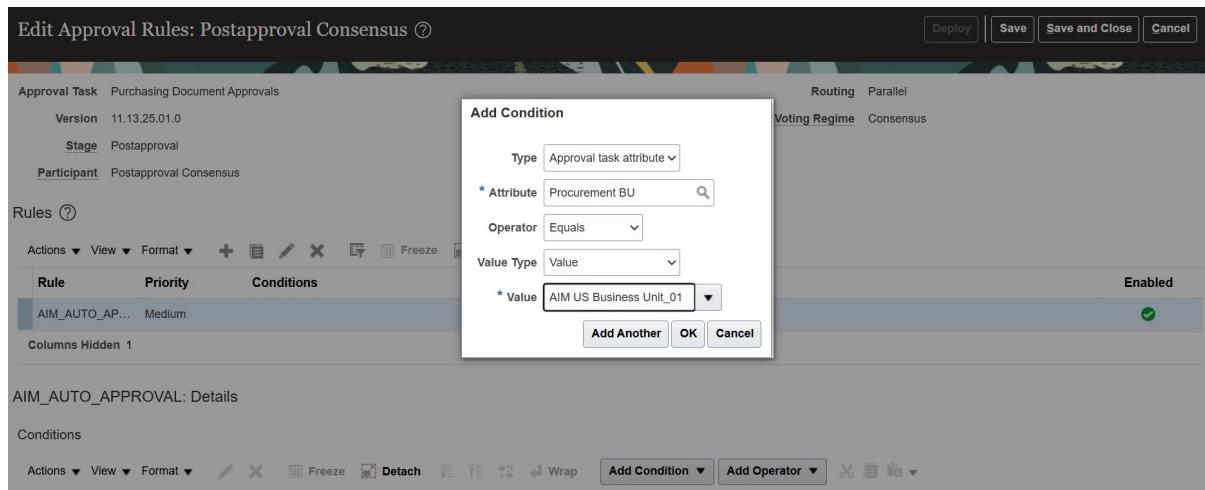
Stage	Participant	Routing	Voting Regime	Enabled
Preapproval	Preapproval FYI	FYI	Serial	
Preapproval	Preapproval Serial	Serial	Consensus	
Preapproval	Preapproval Consensus	Parallel	First Responder Wins	
Preapproval	Preapproval First Responder Wins	Parallel	FYI	
Terms	Terms Approval FYI	Serial	Serial	
Terms	Terms Approval Serial	Serial	Serial	
Terms	Terms Approval Serial 2	Parallel	First Responder Wins	
Terms	Terms Approval Serial 3	Parallel	Consensus	
Terms	Terms Approval First Responder Wins	Parallel	First Responder Wins	
Terms	Terms Approval Consensus	Parallel	Consensus	
Postapproval	Postapproval Serial	Serial	Parallel	
Postapproval	Postapproval Consensus	Parallel	Consensus	
Postapproval	Postapproval First Responder Wins	Parallel	First Responder Wins	
Postapproval	Funds Override Approval	Parallel	Consensus	
Postapproval FYI	Postapproval FYI	FYI		
Postapproval	Postapproval Consensus	Parallel	Consensus	Enabled

Click on Edit Rules



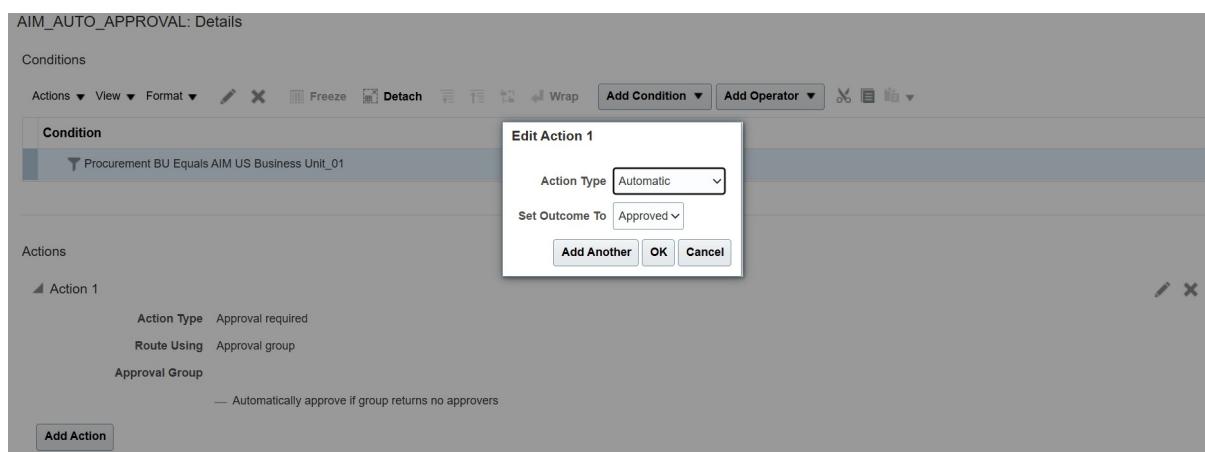
Click on Add

Click on Add condition



Click on OK

Click on Add Condition



Click on ok

Click on Save

Click on Deploy

Approval Task: Purchasing Document Approvals
Version: 11.13.25.01.0
Stage: Postapproval
Participant: Postapproval Consensus

Routing: Parallel
Voting Regime: Consensus
Last Saved: 2/18/25 6:20 AM

Rules (1)

Rule	Priority	Conditions	Status
AIM_AUTO_AP...	Medium	Procurement BU Equals AIM US Business Unit_01	Enabled

Columns Hidden: 1

AIM_AUTO_APPROVAL: Details

Click on Save and close

As per system we have to create one dummy Inventory

- [Manage Subinventories and Locators](#)

Click on Create

Summary

* Subinventory: COMPUTERS
Description: AIM SUB INVENTORY FOR COMPUTERS
End Date: mid/yy
* Material Status: Active
Subinventory Type: Storage
Locator Control: None
Location: Four-Segment Locator Structure Instance
Locator Structure: Four-Segment Locator Structure Instance
Default Locator Status: Picking Order:
Asset subinventory
Deprecable
Quantity tracked
PAR location
Oracle Health location
Subinventory Group: Replenishment Count Method: Count
Default Replenishment Count Type: Order par
Source Type:

Lead Times in Days

Preprocessing: Postprocessing:
Processing:

Sourcing

Type: Subinventory:

Click on Save and close

- [Manage Item Classes](#)

Select the [Root Item Class](#) Then Click on [Create](#)

Manage Item Classes

Show Inactive:

Search

** Item Class: Starts with:
** Description: Starts with:

Search Results

Name	Description	Enabled	Public	Item Creation Allowed	New Item Request Enabled
Root Item Class	Root Item Class	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/>	—
Automotive	Automotive	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/>	—

Create Item Class

Parent Item Class: Root Item Class

* Item Class: AIM_ITEM_CLASS
Internal Name: AIM_ITEM_CLASS
* Description: AIM_ITEM_CLASS
Public:

Save and Add Details | Save and Close | Cancel

Click on Save and Add details

Go to Item Management

Edit Item Class: AIM_ITEM_CLASS

* Item Class	AIM_ITEM_CLASS	<input checked="" type="checkbox"/> Item creation allowed								
Internal Name	AIM_ITEM_CLASS	<input type="checkbox"/> Default Item Class								
* Description	AIM_ITEM_CLASS	— Public								
<input checked="" type="checkbox"/> Enabled										
Parent Item Class Root Item Class										
Parent Item Class Description Root Item Class										
Basic Item Management Security Transactional Attributes Pages and Attribute Groups Lifecycle Phases Templates and Formats										
Number Generation Item Number Generation Method Sequence Generated <input type="button" value="Inherited"/> Details <table border="1"> <tr> <td>* Starting Number</td> <td>1</td> </tr> <tr> <td>Prefix</td> <td>AIM</td> </tr> <tr> <td>* Increment by</td> <td>1</td> </tr> <tr> <td>Suffix</td> <td></td> </tr> </table>			* Starting Number	1	Prefix	AIM	* Increment by	1	Suffix	
* Starting Number	1									
Prefix	AIM									
* Increment by	1									
Suffix										
Description Generation Item Description Generation Method User Defined <input type="button" value="Inherited"/>										
New Item Request <input type="checkbox"/> Enable new item request										
Definition Workflow Details										
Change Management										

Go to Security then click on ADD

Basic Item Management Security Transactional Attributes Pages and Attribute Groups Lifecycle Phases Templates and Formats							
Actions ▾ View ▾ Format ▾ <input type="button" value="+"/> <input type="button" value="X"/> <input type="button" value="Freeze"/> <input type="button" value="Detach"/> <input type="button" value="Wrap"/> Organization All							
* Principal	* Name	* Organization	Item Class	Inherited	Start Date	End Date	
Person	AIM	AIM_ITEM_M_ORG	AIM_ITEM_CLASS	—	2/18/25	<input type="button" value="m/d/yy"/>	<input type="button" value=""/>
Group	Product Design Engineer	002	Root Item Class	<input checked="" type="checkbox"/>	2/28/18		
Group	Product Manager	002	Root Item Class	<input checked="" type="checkbox"/>	3/12/18		
Group	Materials Planner GSE	002	Root Item Class	<input checked="" type="checkbox"/>	4/3/17		
Group	GSE Role for RFSmart	002	Root Item Class	<input checked="" type="checkbox"/>	12/8/15		
Group	Product Data Steward	002	Root Item Class	<input checked="" type="checkbox"/>	4/3/17		
Group	PIM View Only	002	Root Item Class	<input checked="" type="checkbox"/>	2/5/14		
Group	Maintenance Technician	002	Root Item Class	<input checked="" type="checkbox"/>	10/12/18		
Group	PIM Simple User - Minimum PIM Ar 002		Root Item Class	<input checked="" type="checkbox"/>	12/8/15		

AIM (AIM_ITEM_M_ORG) Actions

Actions ▾ View ▾ Format ▾ <input type="button" value="+"/> <input type="button" value="X"/> <input type="button" value="Freeze"/> <input type="button" value="Detach"/> <input type="button" value="Wrap"/>							
https://fa-exas-saasfademo1.ds-fa.oraclecloud.com Select and Add ListManager Top afid=oon=232802609460483768 adf.ctrl-state=104u92zck 459#							

Go to Actions then click on Add

The screenshot shows two overlapping pages from an Oracle APEX application.

Top Page: Select and Add : Actions

- Search:** Advanced, Saved Search, Actions.
- Search Results:** Actions, Description, Data Level.
- Actions List:**
 - QSR_EFF_Menu_Information_Edit
 - QSR_EFF_Menu_Information_View
 - QSR_EFF_Product_Details_View
 - QSR_EFF_Product_Details_Edit
 - QSR_EFF_Local_Information_Edit
 - QSR_EFF_Local_Information_View
 - QSR_EFF_Supplier_Entity_View
 - QSR_EFF_Supplier_Entity_Edit
 - QSR_EFF_Product_Spec_View
 - QSR_EFF_Product_Spec_Edit
 - EFF_Item_View
 - EFF_Item_Edit
 - EFF_View_Printer_Source
 - EFF>Edit_Printer_Source
 - EFF_View_Printer_Paper_Handling
- Buttons:** Apply, OK, Cancel.

Bottom Page: AIM (AIM_ITEM_M_ORG) Actions

- Search:** Advanced, Saved Search, Actions.
- Actions:** Actions, Description.
- Message:** No data to display.
- Buttons:** Columns Hidden 1.

Select all the Actions and click on Apply

Again Click on Create Under Security

The screenshot shows two overlapping pages from an Oracle APEX application.

Top Page: Security

- Actions:** Actions, View, Format, Detach, Wrap, Organization, All.
- Table:** * Principal, * Name, * Organization, Item Class, Inherited, Start Date, End Date.
- Data:**

* Principal	* Name	* Organization	Item Class	Inherited	Start Date	End Date
Person	AIM	AIM_ITEM_M_ORG	AIM_ITEM_CLASS	—	2/18/25	m/d/yy
Person	AIM	AIM_NEWWORK	AIM_ITEM_CLASS	✓	2/18/25	
Group	Product Design Engineer	002	Root Item Class	✓	2/28/18	
Group	Product Manager	002	Root Item Class	✓	3/12/18	
Group	Materials Planner GSE	002	Root Item Class	✓	4/3/17	
Group	GSE Role for RFSmart	002	Root Item Class	✓	12/8/15	
Group	Product Data Steward	002	Root Item Class	✓	4/3/17	
Group	PIM View Only	002	Root Item Class	✓	2/5/14	
Group	Maintenance Technician	002	Root Item Class	✓	10/12/18	

Bottom Page: AIM (AIM_NEWWORK) Actions

- Search:** Advanced, Saved Search, Actions.
- Actions:** Select and Add.

Go to Actions then click on Add then give the permissions

Click on Search and Apply

The screenshot shows the Siebel CRM interface. At the top, there are tabs for Basic, Item Management, Security, Transactional Attributes, and Pages and Attribute Groups. The Security tab is selected. Below the tabs is a toolbar with various icons for Actions, View, Format, and Detach.

The main area displays a list of items under the heading "AIM (AIM_NEWWORK) Actions". The list is currently empty, showing the message "No data to display." and indicating "Columns Hidden 1".

To the right of the main area is a modal window titled "Select and Add : Actions". This window contains a search bar with "Search", "Advanced", "Saved Search", and "Actions" buttons. The results section is titled "Search Results" and shows a table with columns: Actions, Description, and Data Level. The table lists numerous actions starting with QSR_EFF_ and EFF_, such as "QSR_EFF_Menu_Information_Edit" and "EFF_Item_View".

At the bottom right of the modal window are buttons for "Apply", "OK", and "Cancel".

Click on OK

Click on Save and close

The screenshot shows the "Edit Item Class" dialog for the item class AIM_ITEM_CLASS. The dialog has fields for Item Class (AIM_ITEM_CLASS), Internal Name (AIM_ITEM_CLASS), Description (AIM_ITEM_CLASS), and Enabled (checkbox checked). There are also checkboxes for "Item creation allowed" and "Default Item Class" (with "Public" selected).

A confirmation dialog is overlaid on the main screen, stating: "The item security at the item class level has changed. Enter a date on or after 2/18/25 12:00 AM." It includes a date and time input field set to "2/19/25 12:00 AM" and an "OK" button.

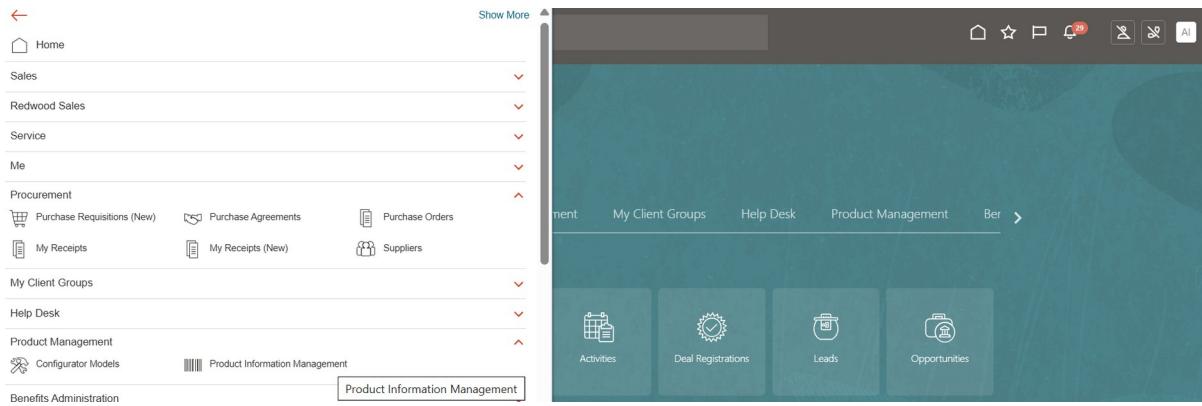
The background shows the Siebel CRM interface with the Security tab selected and a list of items for AIM_NEWWORK.

Click on Ok

Click on Done

Go to Product Management

Click on Product Information Management



Go to Task List

Click on Create item

Product Information Management

Time Interval Last 24 hours

Publication Status

- Items: 0
- Item Class: 0
- Catalogs: 0
- Trading Partner Items: 0

Item Completeness

100% ▾

No data available

Item Category Assignments

No data available

Item Management

- Create Item
- Manage Items
- Browse Items
- Manage Catalogs
- Manage Trading Partner Items
- Manage Item Relationships

Data Governance

- Manage Item Rule Sets
- Analyze Item Rule Set Impact
- Manage Worklist

Data Consolidation

- Manage Spoke Systems
- Manage Import Maps

Product Management Experience

- Search Product Management
- Configure Index
- Configure Views
- Configure Guided Tasks
- Perform Guided Tasks
- View Guided Tasks
- Configure Teams

Create Item

* Organization: AIM_ITEM_M_ORG

Create New Create from Copy

* Number of Items: 1

* Item Class: AIM_ITEM_CLASS

Item Class Description: AIM_ITEM_CLASS

Templates

Available List	Selected List
PTO Option Class	Purchased Item
Phantom Item	
Planning Item	
Product Family	
Reference Item	
Subassembly	
Supply Item	

OK Cancel

Click on Ok

The screenshot shows the 'Create Item' screen in PIM. The item has been created with the following details:

- Item:** AIMXXXXXX
- Description:** AIM APPLE LAPTOP
- Item Class:** AIM_ITEM_CLASS
- Approval Status:** Approved
- Completeness Score:** Not explicitly shown
- Created By:** AIM
- Item Status:** Active
- Lifecycle Phase:** Active
- User Item Type:** Purchased Item
- Pack Type:** Not specified
- Revision:** 0
- Creation Date:** 2/18/25 6:47 AM

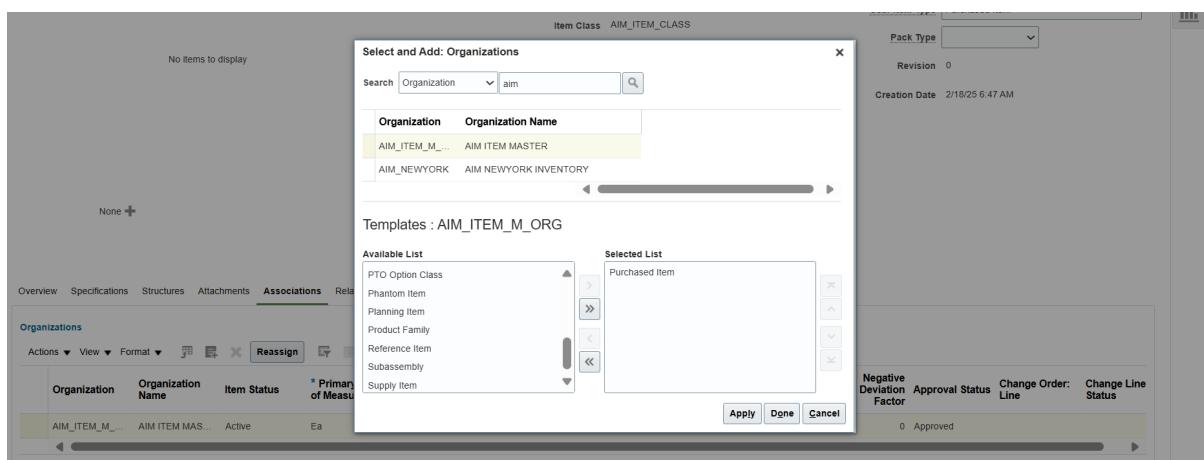
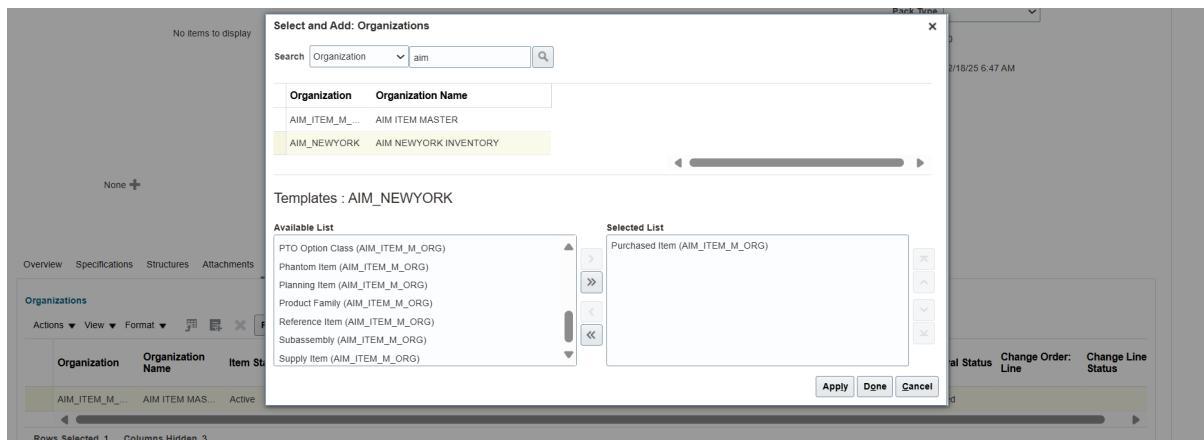
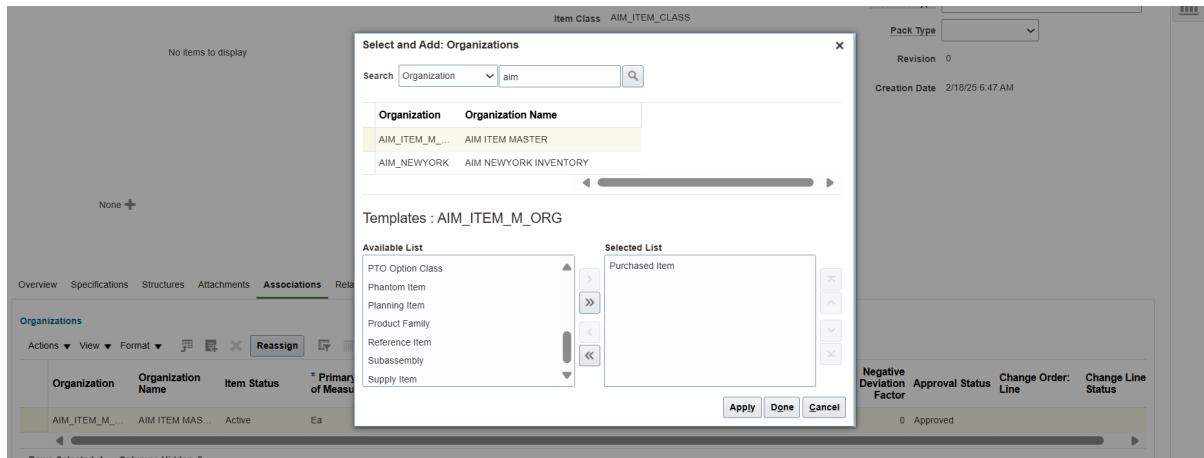
Go to Overview and provide Primary Unit of Measure : Ea

The 'Overview' tab is active. Under 'Associations', the 'Primary Unit of Measure' is set to **Ea**.

Go to Associations then click on Add

Organization	Organization Name	Select and Add	Primary Unit of Measure	Tracking Unit of Measure	Pricing	Secondary Unit of Measure	Defaulting Control	Positive Deviation Factor	Negative Deviation Factor	Approval Status	Change Order: Line	Change Line Status
AIM_ITEM_M...	AIM ITEM MAS...		Ea	Primary	Primary	-	-	0	0	Approved		

Click on Apply and Done



Click on Apply and Done

The screenshot shows the 'Edit Item' screen for item AIM1. The item description is set to 'AIM APPLE LAPTOP'. Status fields include 'Item Status: Active', 'Lifecycle Phase: Active', and 'User Item Type: Purchased Item'. Approval fields show 'Approval Status: Approved' and 'Completions Score: 100'. The 'Associations' tab is selected, displaying two organizations: 'AIM ITEM MASTER' and 'AIM NEWYORK'. Both are listed as active with primary tracking units and primary pricing.

Click on Save and close

Now we have to allow the user to access Inventory and Purchase

- [ORA INV WAREHOUSE MANAGER JOB](#)
- [ORA INV WAREHOUSE OPERATOR JOB](#)
- [ORA INV INVENTORY MANAGER JOB](#)

- [ORA PO PROCUREMENT MANAGER JOB](#)
- [ORA POR PROCUREMENT PREPARER ABSTRACT](#)
- [ORA POR PROCUREMENT REQUESTER ABSTRACT](#)
- [ORA POR ADVANCED PROCUREMENT REQUESTER ABSTRACT](#)

Go to Tools => Users => Select your User and Click on Edit and add the above roles

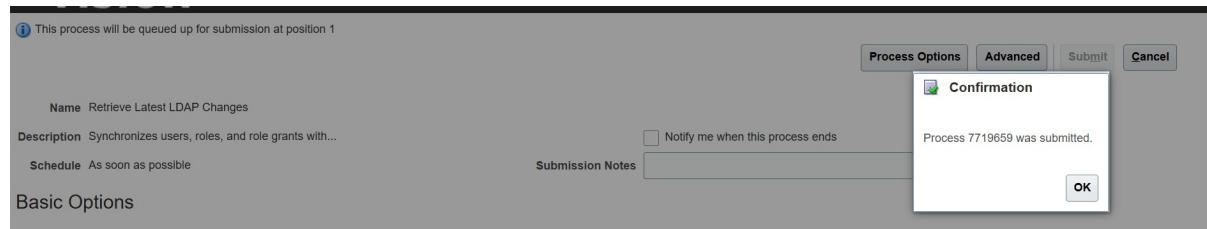
The screenshot shows the 'Edit User Account' screen for user AIM. The 'User Information' tab is active, displaying basic details like User Category (DEFAULT), User Name (AIM), First Name, Last Name, Email (AIM@AIM.COM), and Phone. The 'Account Information' tab shows Password Expiration Date (5/12/25), Active status (checked), and Locked status (unchecked). The 'Associated Worker Information' tab lists Worker Name (AIM), Person Number (7415), Manager (checked), Job (unchecked), Business Unit (AIM US Business Unit_01), and Department. The 'Roles' tab lists various Oracle-defined roles such as General Accounting Manager, IT Security Manager, Revenue Analyst, Supplier Manager, Warehouse Manager, and Warehouse Operator, each with checkboxes for Assignable and Auto-Provisioned.

Click on Save and Close

AIM	▼	Warehouse	▼	Inventory orgs	▼	AIM_NEWYORK	▼
AIM	▼	Warehouse	▼	Inventory orgs	▼	AIM_NEWYORK	▼
AIM	▼	Inventory	▼	Inventory orgs	▼	AIM_NEWYORK	▼
<hr/>							
AIM	▼	Advanced Procurement		Business unit	▼	AIM US Business Unit_01	▼
AIM	▼	Procurement Requester		Business unit	▼	AIM US Business Unit_01	▼
AIM	▼	Procurement Preparer		Business unit	▼	AIM US Business Unit_01	▼
AIM	▼	Procurement Manager		Business unit	▼	AIM US Business Unit_01	▼

Click on Save and Close

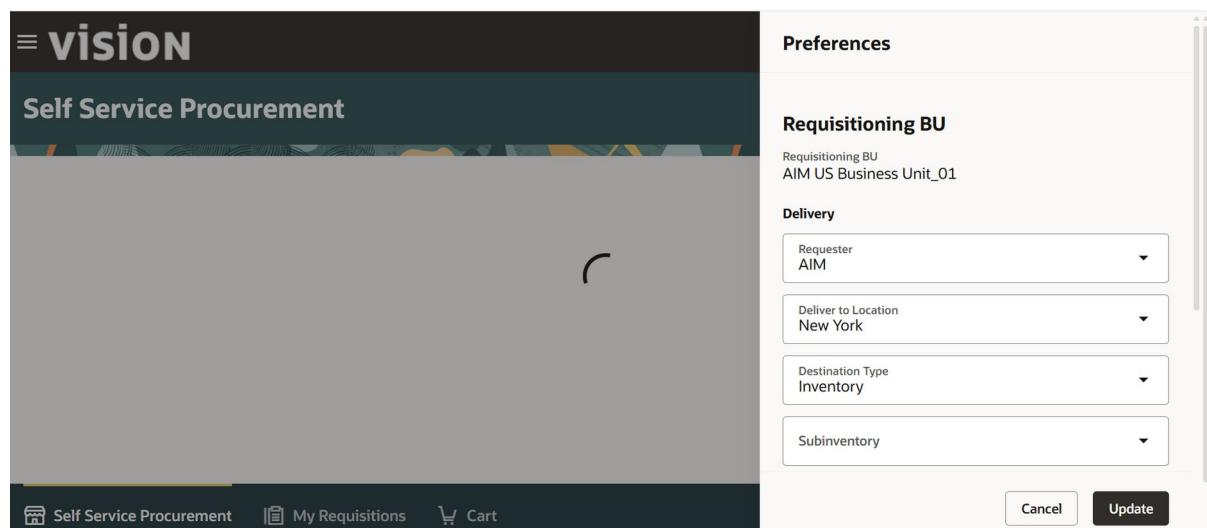
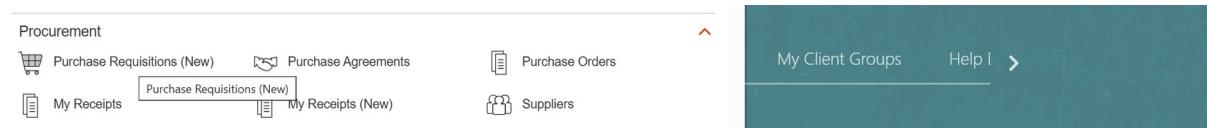
- Run User and Roles Synchronization Process**



Click on Submit

Go to Procurement

Click on Purchase Requisitions



Go to Actions Click on update Preparer and Requester

The screenshot shows the 'Self Service Procurement' interface for 'AIM US Business Unit_01 | New York'. At the top right, there's a 'Actions' dropdown menu with several options: 'Shopping Lists', 'Create Special Handling Request', 'Enter Requisition Line', and 'Update Preparer and Requester'. The 'Update Preparer and Requester' option is highlighted with a yellow arrow. Below the menu, there's a banner with the text 'Need help with your requisitions? Ask our Procurement Policy Advisor' and some icons.

Click on Submit new process

The screenshot shows the 'Update Preparer and Requester' dialog box. It includes fields for 'Name' (set to 'Update Preparer and Requester'), 'Description' (set to 'Updates the preparer and requester for multiple...'), 'Schedule' (set to 'As soon as possible'), and 'Submission Notes'. Under 'Basic Options', there are parameters for 'Requisitioning BU' (set to 'AIM US Business Unit_01'), 'Person to Be Replaced' (set to 'AIM'), 'Replacement' (set to 'DELL SUPPLIER'), and 'Restart Approval Task After Submission' (set to 'No'). At the bottom right of the dialog, there are 'Process Options', 'Advanced', 'Submit', and 'Cancel' buttons.

The screenshot shows the VISION interface with the title 'VISION'. A search bar and various navigation icons are at the top. Below, a list of processes is shown with the title 'Update Preparer and Requester'. The list includes columns for 'Process Name', 'Metadata Name', 'Process ID', 'Status', 'Scheduled Time', 'Submitted By', 'View Output', and 'Parameters'. One row is selected, showing 'Update Preparer and Requester' with 'MassUpdatePreparerAndR...' as the Metadata Name, '7719739' as the Process ID, 'Succeeded' as the Status, '2/18/25 7:39 AM ...' as the Scheduled Time, 'AIM' as the Submitted By, and a long string of numbers as the View Output.

Go to Actions => Click on Enter Requisition Line

Self Service Procurement

AIM US Business Unit_01 | New York

Search for items or services

Actions ▾ Preferences

Shopping Lists

Create Special Handling Request

Enter Requisition Line

Update Preparer and Requester

Need help with your requisitions?
Ask our Procurement Policy Advisor

Self Service Procurement My Requisitions Cart

Select the Item and Provide the Price

Agreement Type Blanket Purchase Agreement	Agreement
Agreement Line	Supplier
Supplier Site	Supplier Contact
Additional Contact Email	Supplier Item
Suggested Buyer	

Pricing

Quantity 1	UOM Ea
Price \$100,000.00	Currency USD

Negotiation required Negotiated

Additional information

Attribute Value	Attribute Value
-----------------	-----------------

click on Create and continue

Self Service Procurement
AIM US Business Unit_01 | New York

Actions Preferences

Need help with your requisitions?
Ask our Procurement Policy Advisor

My recent requisitions

Draft Requisition 1
1 Line
Creation Date 2/18/25

vision

Back Delivery and Billing Details Requisition 1

Line Description AIM APPLE LAPTOP

Quantity 1

Delivery

Requester AIM	Requested Delivery Date 2/21/25
Destination Type Inventory	Subinventory COMPUTERS
Deliver-to Location New York	
Deliver-to Address 1200 Broadway, New York, NY 10036, New York, United States	

Urgent

New Requisition Line
AIM US Business Unit_01 | New York

Yes, select an existing item No, enter details

Item AIM1

Line Description AIM APPLE LAPTOP

Line Type Goods	Item Revision 0
Category Miscellaneous	Requested Delivery Date 2/21/25
Destination Type Inventory	Subinventory COMPUTERS

Source

When should I choose a new supplier?

New supplier

Cancel Create and Continue

Click on CART

Cart
Requisition 1

Requisition summary

Description	Justification
Subtotal \$1,000,000.00	Estimated Tax \$0.00
	Approval Amount \$1,000,000.00

> More information

Search for lines by description, category, or source

Duplicate Delete

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	AIM APPLE LAPTOP	Miscellaneous		10	Ea	100,000.00 USD	1,000,000.00 USD	\$1,000,000.00		

Self Service Procurement | **My Requisitions** | **Cart 1**

Click on Submit

After some time, Requisition has been approved.

Self Service Procurement
AIM US Business Unit_01 | New York

Search for items or services

Need help with your requisitions?
Ask our Procurement Policy Advisor

Approved Requisition 1
AIM APPLE LAPTOP
1 Line

Buyer
AIM

Create Noncatalog Request

Self Service Procurement | **My Requisitions** | **Cart**

1 Approved

Requisition

Entered By AIM Business Unit AIM US Business Unit_01 Creation Date 2/18/25

Description	Justification
AIM APPLE LAPTOP	

Subtotal	Estimated Tax	Approval Amount
\$1,000,000.00	\$0.00	\$1,000,000.00

More information

Requester	Deliver-to Location	Destination Type	Requested Delivery Date
AIM	New York	Inventory	2/21/25

Charge To
1000-0000-56552-0000-0000-0000

Attribute Value Attribute Value

Lines

Approved	Line Item Description	Amount	Quantity	Actions
Approved	AIM APPLE LAPTOP	\$1,000,000.00	10 Ea	...

Let us create one more Requisition

Go to Actions => Enter Requisition Line

Self Service Procurement
AIM US Business Unit_01 | New York

Search for items or services

Need help with your requisitions?
Ask our Procurement Policy Advisor

Actions Preferences

- Shopping Lists
- Create Special Handling Request
- Enter Requisition Line**
- Update Preparer and Requester

My recent requisitions

Approved	Requisition 1
Approved	AIM APPLE LAPTOP 1 Line
	Buyer AIM

Self Service Procurement My Requisitions Cart

New Requisition Line

AIM US Business Unit_01 | New York

Do you want to select an item?

Yes, select an existing item No, enter details

Item AIM1	Line Description AIM APPLE LAPTOP
Line Type Goods	Item Revision
Category Miscellaneous	Requested Delivery Date 2/21/25 <input type="button" value="Calendar"/>
Destination Type Inventory	Subinventory COMPUTERS

Source

When should I choose a new supplier?

New supplier

Agreement Type Blanket Purchase Agreement	Agreement
Agreement Line	Supplier
Supplier Site	Supplier Contact
Additional Contact Email	Supplier Item
Suggested Buyer	

Pricing

Quantity 1	UOM Ea
Price \$100,000.00	Currency USD

Negotiation required Negotiated

Additional information

Attribute Value	Attribute Value
-----------------	-----------------

Click on Create and Continue

Delivery and Billing Details

Requisition 2

Line Description
AIM APPLE LAPTOP

Quantity
1

Delivery

Requester: AIM **Requested Delivery Date**: 2/21/25

Destination Type: Inventory **Subinventory**: COMPUTERS

Deliver-to Location: New York

Deliver-to Address: 1200 Broadway, New York, NY 10036, New York, United States

Urgent

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$100,000	1

Distribution 1
1000-0000-56552-0000-0000-0000-0000

Percentage	Amount	Quantity
100	\$100,000	1

Click on Update

Cart

Requisition 2

Actions **Submit**

Requisition summary

Description	Justification
Subtotal \$100,000.00	Estimated Tax \$0.00
	Approval Amount \$100,000.00

> More information

Search for lines by description, category, or source

Duplicate **Delete**

Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Delivery	Action
1	AIM APPLE LAPTOP	Miscellaneous		1	Ea	100,000.00 USD	100,000.00 USD	\$100,000.00		

Self Service Procurement My Requisitions Cart (1)

Click on Submit

Self Service Procurement
AIM US Business Unit_01 | New York

Search for items or services

Need help with your requisitions?
Ask our Procurement Policy Advisor

Requisition 2 (Pending approval):
AIM APPLE LAPTOP
1 Line
Date Submitted: 2/18/25

Requisition 1 (Approved):
AIM APPLE LAPTOP
1 Line
Buyer: AIM

My recent requisitions

Self Service Procurement | My Requisitions | Cart

VISION

My Requisitions

Entered By AIM | Search for requisitions

Action Required: Create change order 0

2 items

	Requisitions	Lines	Download	
2	AIM APPLE LAPTOP Entered By AIM	\$100,000.00	2/18/25	...
1	AIM APPLE LAPTOP Entered By AIM	\$1,000,000.00	2/18/25	...

Self Service Procurement | My Requisitions | Cart

Go to Procurement => Purchase Order

Procurement

- Purchase Requisitions (New)
- Purchase Agreements
- My Receipts
- My Receipts (New)
- Purchase Orders

Purchase Orders

\$100,000.00 2/18/25 ...

Requisitions Lines Download

Click on Task Panel => Process requisitions to view the Requisitions

Orders Requiring Attention

- Failed Submission: 0
- With Invoice Holds: 0
- Rejected: 0

Orders in Process

No data to display

Recent Activity

No data available

Requisition Lines

2 Requiring Action

Open Schedules

No data to display

Aging Requisition Lines

Days Unprocessed: 2

Range	Count
0 to 3 Days	2
4 to 7 Days	0
8 to 14 Days	0
Over 14 Days	0

Orders Pending Acknowledgment

0 Past Due

Requisitions

- Process Requisitions
- Import Requisitions
- View Requisition Lines

Orders

- Manage Orders
- Create Order
- Generate Orders
- Import Orders

Agreements

- Manage Agreements
- Purchase Agreements (New)
- Create Agreement
- Import Blanket Agreements
- Import Contract Agreements
- Initiate Retrospective Price Update
- Generate Approved Supplier List Entries

Deliverables

- Manage Deliverables

Checklists

- Manage Compliance Checklists

Supply Base

- Research Suppliers
- Manage Suppliers
- Suppliers (New)
- Manage Approved Supplier List Entries

Administration

- Communicate Purchasing Documents
- Reassign Purchasing Documents

Process Requisitions

Search

Advanced Manage Watchlist Saved Search All My Requisition Lines Requiring Action

** Requisitioning BU: AIM US Business Unit_01

** Requisition: 2

** Buyer: AIM

** Deliver-to Location: AIM US Legal Entity_01

** Category Name:

** Item:

Search Reset Save... Done

Search Results: Requisition Lines

	Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency	Additional Details
▶	2	1	AIM APPLE LAPTOP	AIM	1	Ea	100,000...	100,000.00	USD	...
▶	1	1	AIM APPLE LAPTOP	AIM	10	Ea	100,000...	1,000,00...	USD	...

Columns Hidden 58

Procurement BU: AIM US Business Unit_01

Document Builder: Your Document Builder is empty.

- Task panel=> [Create Order](#)

Create Order

* Style: Purchase Order

* Procurement BU: AIM US Business Unit_01

* Requisitioning BU: AIM US Business Unit_01

Supplier: AIM SUPPLIER

Supplier Site: AIM SUPPLIER SITE

Supplier Contact:

Default Ship-to Location: DELL HYDERABAD

Sold-to Legal Entity: AIM US Legal Entity_01

* Currency: USD

* Buyer: AIM

Special Handling Type:

Create Cancel

Orders

- Manage Orders
- Create Order
- Generate Orders
- Import Orders

Agreements

- Manage Agreements
- Purchase Agreements (New)
- Create Agreement
- Import Blanket Agreements
- Import Contract Agreements
- Initiate Retrospective Price Update
- Generate Approved Supplier List Entries

Deliverables

- Manage Deliverables

Checklists

- Manage Compliance Checklists

Supply Base

- Research Suppliers
- Manage Suppliers

Click on Create

Go to Lines

Click on Create

Lines **Schedules** **Distributions**

Actions ▾ View ▾ Format ▾ + ⌂ ⌂ X ⌂ ⌂ Freeze ⌂ Detach ⌂ Wrap

* Line	* Type	Edit Item	* Description		* Category Name	Quantity	UCM	* Base Price	Price	Ordered	* Location	Requester
1	Goods	AIM1	AIM APPLE LAPTOP		Miscellaneous	1	Ea	100,000.00	100,000.00	100,000.00	DELL HY	

Columns Hidden 51

Lines **Schedules** **Distributions**

Actions ▾ View ▾ Format ▾ + ⌂ ⌂ X ⌂ ⌂ Freeze ⌂ Detach ⌂ Wrap

Discount	Discount Reason	Price	Ordered	Currency	Total Tax	Total	Supplier Configuration ID	Negotiated	* Location	* Organization	Requested Delivery Date
10,000.00	IMMEDIATE PAY	90,000.00	90,000.00	USD	0.00	90,000.00			DELL HY	AIM_NEWYORK	2/18/25

Lines **Schedules** **Distributions**

Actions ▾ View ▾ Format ▾ + ⌂ ⌂ X ⌂ ⌂ Freeze ⌂ Detach ⌂ Wrap

Requisition	Match Approval Level	Invoice Match Option	Invoice Close Tolerance Percent	UN Number	UN Number Description	Hazard Class	Source Agreement	Sou
2 Way	Order	0						

Go To Distributions

Line	Description	Deliver-to Location	Quantity	UOM	Ordered	PO Charge Account
1	AIM APPLE LAPTOP	DELL HYDE	1	Ea	90.000.00	90.000.00

Columns Hidden 22

Click on Save and Click on Submit

The document (Purchase Order) 1 was submitted for approval.

Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency	Additional Details
2	1	AIM APPLE LAPTOP	AIM	1	Ea	100,000...	100,000.00	USD	
1	1	AIM APPLE LAPTOP	AIM	10	Ea	100,000...	1,000.00...	USD	

Columns Hidden 58

Click on OK

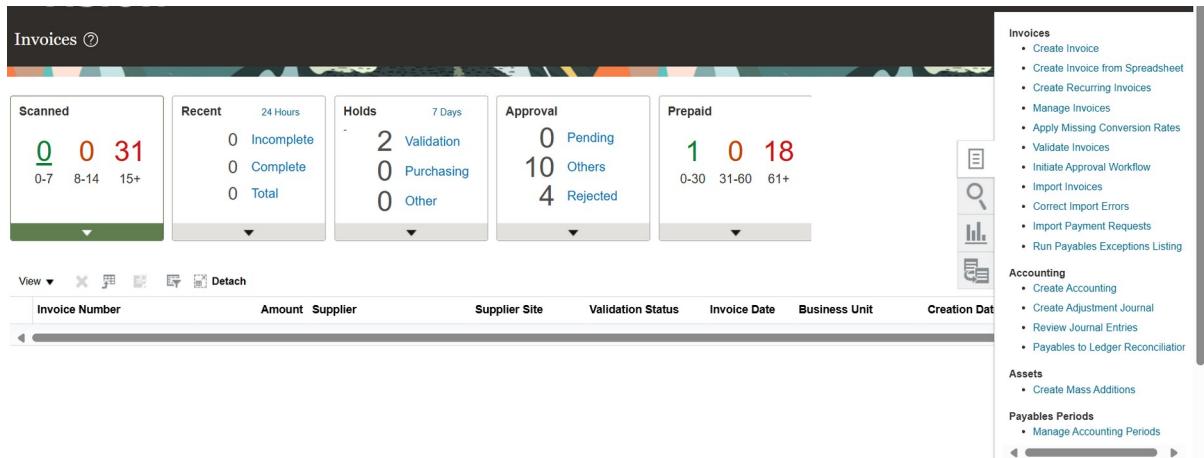
Go to Manage Orders

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
1	AIM SUPPLIER	None	AIM SUPPLIER	90,000.00	USD	Pending Approval	2/18/25	2/18/25	2/18/25

Columns Hidden 50

Now the status has been turned into Open it means PO is approved.

Go to Payables => Create Invoice



Click on Search icon of Identifying PO then find out the PO then click on OK

The "Identifying PO" field contains "1". A search dialog is open, showing a table with one row:

Purchase Order	Supplier	Supplier Site	Business Unit	Buyer
1	AIM SUPPLIER	AIM SUPPLIER SITE	AIM US Business Unit_01	AIM

Buttons at the bottom of the dialog are "OK" and "Cancel".

The "Identifying PO" field contains "1". Other fields include:

- Business Unit:** AIM US Business Unit_01
- Supplier:** AIM SUPPLIER
- Supplier Number:** 1465
- Supplier Site:** AIM SUPPLIER SITE
- Legal Entity:** AIM US Legal Entity_01
- Invoice Group:** (empty)
- Number:** (empty)
- Amount:** USD (empty)
- Type:** Standard
- Description:** (empty)
- Date:** 2/18/25
- Payment Terms:** AIM Immediate
- Terms Date:** 2/18/25
- Requester:** (empty)
- Attachments:** None
- Note:** (empty)

Below the main form, there is a table of line items:

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
0.00	0.00	0.00	0.00	0.00	0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	Due 0.00

Enter the remaining details Go to Lines => Select Match Invoice Lines => Click on Go Icon

Then Enable the check box then click on Apply

Invoice Header Show More
Match Invoice Lines
Search Advanced Saved Search Match Invoice Lines
View Detach Allocate Distributions
Match Line Purchase Order Receipt
Quantity Unit Price * Amount Item Description
Number Line Schedule Number Line Ship-to Location Need-by Date Item Number
1 90,000.00 90,000.00 AIM APPLE LAPTOP... 1 1 1 DELL HYDERABAD 2/18/25 AIM1
Total 90,000.00
Lines ⑦ Taxes Totals
PO 1, Line 1, Schedule 1: Details
Ordered 1 Received N/A UOM Ea
Available 1 Accepted N/A Match Basis Quantity
Billed 0 Returned N/A Invoice Match Option Order
Shipped 0 Consumed N/A Payment Terms AIM Immediate
Freight Terms
Total 90,000.00 Due 90,000.00
Apply OK Cancel

Click on distributions (PO TAB account)

Create Invoice: PO BASED INVOICE_01
Not validated Invoice Actions Save and Create Next Save Save and Close Cancel
Manage Distributions
View Detach Invoice Line 1 Reverse Adjust Tax Recovery
Status Purchase Order Receipt Project
Line * Distribution * Type * Amount * Distribution Combination * Accounting Date Description Status
1 1 Accrual 90,000.00 1000-0000-21021-0000-0000-0000-00 2/18/25 AIM APPLE LAPTOP Not validated Unprocessed
Distributions Total Amount 90,000.00 Remaining Amount 0.00
Line Amount 90,000.00 Save and Close Cancel
* Number * Type * Amount Distribution Set Distribution Combination Accounting Date Prorate Across All Item Lines Description Tax Classification
1 Item 90,000.00 2/18/25 AIM APPLE LAPTOP

Click on Save and close

Click on Post to Ledger

Create Invoice: PO BASED INVOICE_01
Validated Invoice Actions Save and Create Next Save Save and Close Cancel
Last Saved 2/18/25 10:41 AM
Invoice Header Show More
Identifying PO 1
Business Unit AIM US
Supplier AIM S
Supplier Number 1465
Supplier Site AIM S
Legal Entity AIM US
Invoice Group
Lines ⑦ Match Invoice Lines
View Detach Override Account
Accounting Lines: Standard Invoice PO BASED INVOICE_01
View T-Accounts Detach
Line Event Account Class Accounted (USD)
1 Invoice Validated 1000-0000-21021-0000-0000-0000 Accrual 90,000.00
2 Invoice Validated 1000-0000-21010-0000-0000-0000 Liability 90,000.00
Done
Status Final
2/18/25
AIM Immediate
2/18/25
None
Distribution Reference Tax Purchase Order
* Number * Type * Amount Distribution Set Distribution Combination Accounting Date Prorate Across All Item Lines Description Tax Classification
1 Item 90,000.00 2/18/25 AIM APPLE LAPTOP

Go to Procurement => Purchase Orders => Manage Orders

Now the status has been changed to Closed for invoicing

The screenshot shows the SAP Fiori interface for managing purchase orders. The top navigation bar includes 'Overview', 'Process Requisitions', and 'Manage Orders'. The main area is titled 'Manage Orders' with a search bar and filter options like 'Advanced', 'Manage Watchlist', and 'Saved Search' (set to 'All My Orders'). A table displays one purchase order row:

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
1			AIM SUPPLIER	90,000.00	USD	Closed for Invoicing			2/18/25

Below the table, there's a note 'Columns Hidden 50'.

Click on Life cycle

The screenshot shows the details of a specific purchase order (ID 1). The top navigation bar includes 'Overview', 'Process Requisitions', 'Manage Orders', and 'Purchase Order: 1'. The main area is titled 'Order Life Cycle' and displays the following information:

- Sold-to Legal Entity: AIM US Legal Entity_01
- Order: 1
- Supplier: AIM SUPPLIER
- Supplier Site: AIM SUPPLIER SITE
- Supplier Contact
- Ordered: 90,000.00 USD

A bar chart titled 'Order Life Cycle' shows the amount in USD for different stages: Ordered (~90K), Invoiced (~90K), and others at 0K. The legend includes: Ordered (blue), Shipped (green), Received (yellow), Delivered (orange), and Invoiced (purple).

Below the chart, there's a section for 'In-Transit Shipments' which shows no results found.

click on Order

The screenshot shows the detailed view of the purchase order (ID 1). The top navigation bar includes 'Overview', 'Process Requisitions', 'Manage Orders', and 'Purchase Order: 1'. The main area is titled 'Purchase Order: 1' and displays the following general information:

- Procurement BU: AIM US Business Unit_01
- Requisitioning BU: AIM US Business Unit_01
- Sold-to Legal Entity: AIM US Legal Entity_01
- Bill-to BU: AIM US Business Unit_01
- Order: 1
- Status: Closed for Invoicing
- Buyer: AIM
- Creation Date: 2/18/25
- Checklist

On the right side, there's a sidebar titled 'Order Life Cycle' with a bar chart showing 'Ordered' (~90K) and 'Invoiced' (~90K) amounts. Buttons for 'View Details' and 'View PDF' are also present.

View in PDF

Purchase Order 1**Purchase Order 1***Supplier Details:*

Company AIM SUPPLIER
 Contact
 Address AIM SUPPLIER ADDRESS

Submit your response to:

Company AIM US Legal Entity_01
 Contact AIM
 Address 441 G Street NW
 WASHINGTON, DC 20314 Dist of Columbia
 Phone
 Fax
 E-mail AIM@AIM.COM

This document has important legal consequences. The information contained in this document is proprietary of AIM US Legal Entity_01. It shall not be used, reproduced, or disclosed to others without the express and written consent of AIM US Legal Entity_01.

This agreement between AIM US Legal Entity_01 and AIM SUPPLIER is authorized for binding commitment. The parties hereto have read and executed this agreement as of the _____ day of _____, _____.

Purchase Order 1

Order	1
Order Date	18-FEB-2025
Change Order	0
Change Order Date	18-FEB-2025
Revision	0
Ordered	90,000.00 USD

Sold To **AIM US Legal Entity_01**
441 G Street NW
WASHINGTON, DC 20314 Dist of
Columbia

Supplier **AIM SUPPLIER**
AIM SUPPLIER ADDRESS

Bill To **AIM US Business Unit_01**
1200 Broadway
NEW YORK, NY 10036 New York
UNITED STATES

Ship To

Notes USD = US Dollar

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	1465	AIM Immediate			
Confirm To					

AIM

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	AIM APPLE LAPTOP AIM1 Revision0	90,000.00		Ea		
		Promised	1	Ea	90,000.00	
		Requested				
		2/18/25				
Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.						
			Line Total		90,000.00	
			Total		90,000.00	

Proprietary and Confidential

2

Create Another PO to check the 3 way matching invoice

Create Order

The screenshot shows the Oracle SCM Cloud interface for creating a purchase order. The main window displays the 'Create Order' dialog with the following details:

- Style:** Purchase Order
- Procurement BU:** AIM US Business Unit_01
- Requisitioning BU:** AIM US Business Unit_01
- Supplier:** AIM SUPPLIER
- Supplier Site:** AIM SUPPLIER SITE
- Supplier Contact:** [empty]
- Default Ship-to Location:** DELL HYDERABAD
- Sold-to Legal Entity:** AIM US Legal Entity_01
- Currency:** USD
- Buyer:** AIM
- Special Handling Type:** [empty]

Below the dialog, there are tabs for **Headers** and **Schedules**. To the right, a sidebar provides navigation links for various modules:

- Requisitions:**
 - Process Requisitions
 - Import Requisitions
 - View Requisition Lines
- Orders:**
 - Manage Orders
 - Create Order
 - Generate Orders
 - Import Orders
- Agreements:**
 - Manage Agreements
 - Purchase Agreements (New)
 - Create Agreement
 - Import Blanket Agreements
 - Import Contract Agreements
 - Initiate Retroactive Price Update
 - Generate Approved Supplier List
- Deliverables:**
 - Manage Deliverables
- Checklists:**
 - Manage Compliance Checklist
- Supply Base:**
 - Research Suppliers

Select the Match approval level as 3 way

This screenshot shows the Purchase Order creation screen. At the top, there are fields for Buyer (AIM), Creation Date (2/18/25), Checklist, Communication Method (None), Bill-to Location (New York), Default Ship-to Location (DELL HYDERABAD), Description, Requisition, Agreement, and Master Contract. Below these are sections for Terms (Notes and Attachments), Additional Information (Contract Type, Contract Number, Eligible for Rebate?), and Lines (Schedules, Distributions). The Lines tab displays a grid with columns: Deliver-to Location, Requisition, Match Approval Level, Invoice Match Option, Invoice Close Tolerance Percent, UN Number, UN Number Description, Hazard Class, and Source Agreement. A search bar at the bottom allows filtering by Deliver-to Location (DELL HYDERABAD), 3 Way, Order, and a search icon.

This screenshot shows the Manage Orders interface. A confirmation dialog box is open, stating "The document (Purchase Order) 2 was submitted for approval." The main screen includes a search bar with filters for Keywords, Procurement BU (AIM US Business Unit_01), Supplier, and Buyer (AIM). The search results table has columns: Order, Description, Special Handling Type, Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. The status for the first row is "Closed for Invoicing".

Now the status is turned into OPEN

This screenshot shows the Manage Orders interface again. The status for the purchase order has been changed to "Open". The search results table now shows the status as "Open" for both rows.

Go to Supply chain Execution => Inventory Management

This screenshot shows the Supply Chain Execution interface. The Inventory Management module is selected. It displays two cards: "On-Hand Value" and "Open Shipments by Priority".

Show task=> Receipts

Click on Receive Expected Shipments

The screenshot shows the Inventory Management dashboard for AIM_NEWSORK. It features several cards: 'Picks' (No data available), 'Late Cycle Counts Over 30 Days' (0 items), 'Cycle Count Sequences' (No data available), 'On-Hand Value' (No data available), 'Open Shipment Top 5 Priorities by V' (No data), 'Open Shipments by Carrier Top 5 Carriers by Volume' (No data), 'Shipment Lines' (No data), 'Shipment Excepti...' (No data), and 'Shipment Lines for Next 30 Days' (No data). On the right, there's a sidebar with 'Show Tasks' set to 'Receipts'. Under 'Expected Shipments', it lists 'Receive Expected Shipments', 'Inbound Shipments', and 'Upload ASN or ASBN'. Under 'Receipts', it lists 'Received Lines', 'Put Away Receipts', 'Receipt Deliveries', 'Receiving Returns', 'Review Receipts Interface', 'Quality Inspection Results', and 'Unordered Receipts'.

Click on Receive

The screenshot shows the 'Receive Expected Shipments' search results page. It has a header with 'Advanced Search' and 'Done'. Below is a table titled 'Search Results' with columns: Organization, Item, Item Description, Document Type, Document Number, Document Line, Document Schedule, Due Date, Quantity, and UOM Name. Two rows are listed: one for AIM1 with Item Description 'AIM APPLE LAP...', Document Type 'Purchase order', Document Number 1, Document Line 1, Document Schedule 1, Due Date 2/18/25, Quantity 1, and UOM Name Ea; and another for AIM1 with the same details but Document Number 2, Document Line 1, and Document Schedule 1.

Now you can enter the Quantity (Destination type is inventory – Direct Delivery)

The screenshot shows the 'Receive Lines' creation page. It has a header with 'Inventory Organization AIM_NEWSORK' and buttons for 'Add to Receipt', 'Create Receipt', and 'Cancel'. Below is a table with columns: Item, Item Description, Document Number, * Quantity, * UOM Name, Destination Type, Subinventory, Locator, Deliver-to Location, * Receipt Date, and * Received By. A row is selected for AIM1 with Item Description 'AIM APPLE ...', Document Number 2, Quantity 2, UOM Name Ea, Destination Type 'Inventory', Subinventory 'DELL HYD', Locator 'AIM', Deliver-to Location 'DELL HYD', Receipt Date '2/18/25 10:10 AM', and Received By 'AIM'.

Select the Subinventory

Click on Create Receipt

The screenshot shows the 'Receive Lines' creation page again. It has a header with 'Inventory Organization AIM_NEWSORK' and buttons for 'Add to Receipt', 'Create Receipt', and 'Cancel'. A note at the top right says 'Manually create a receipt for the selected lines'. Below is a table with the same columns as before. The row for AIM1 now has a 'COMPUTER' dropdown under Subinventory instead of 'DELL HYD'.

Click on Submit

Create Receipt 

Organization: AIM_NEWYORK

Inventory Organization AIM_NEWYORK

Submit **Cancel**

Receipt

Receipt

Supplier AIM SUPPLIER

Customer

Shipment Packing Slip Shipping Method Number of Supplier Packing Units * Receipt Date GL Date Shipped Date Waybill Bill of Lading * Received By Notes Attachments None  Additional Information

Receipt Lines

View  Remove Line

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
AIM1	AIM APPLE LA...	2		1	Ea	COMPUTERS		Inventory	

Create Receipt 

Organization: AIM_NEWYORK

Inventory Organization AIM_NEWYORK

Submit **Cancel**

Receipt

Receipt

Supplier AIM SUPPLIER

Customer

Shipment Packing Slip Shipping Method Number of Supplier Packing Units * Receipt Date GL Date Shipped Date Waybill Bill of Lading * Received By Notes Attachments None  Additional Information

Receipt Lines

View  Remove Line

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
AIM1	AIM APPLE LA...	2		1	Ea	COMPUTERS		Inventory	

Click on OK

Overview Process Requisitions  Manage Orders  Purchase Order: 1 

Manage Orders 

Headers Schedules

 Search

Search Results

Actions  View  Format  +       Freeze Detach Wrap

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
2			AIM SUPPLIER	50,000.00	USD	Closed for Receiving			2/18/25
1			AIM SUPPLIER	90,000.00	USD	Closed for Invoicing			2/18/25

Columns Hidden 50

Go to Payables => Create Invoice

Create Invoice: ②

Invoice Header Show More

Identifying PO	Number
Business Unit	* Amount USD -
Supplier	* Type Standard
Supplier Number	Description
* Supplier Site	* Date 2/18/25
Legal Entity	* Payment Terms AIM Immediate
Invoice Group	* Terms Date 2/18/25
	Requester
	Attachments None
	Note

Lines ② Match Invoice Lines

Taxes

Totals

Items 0.00	Freight 0.00	Miscellaneous 0.00	Tax 0.00	Included Prepayments 0.00	Total 0.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	Due 0.00

Go to lines => Match invoice lines => Click on Go icon => enable the check box.

Click on Apply and ok

Create Invoice: ②

Match Invoice Lines

Match	Line	Purchase Order	Receipt	Ship-to Location	Need-by Date	Item Number
<input checked="" type="checkbox"/> Quantity	Unit Price	* Amount	Item Description	Number Line Schedule	Number Line	
<input checked="" type="checkbox"/>	1	50.0000	AIM APPLE LAPT...	2	1 1	DELL HYDERABAD 2/18/25 AIM1
Total		50.0000				

PO 2, Line 1, Schedule 1: Details

Ordered 1	Received 1	UOM Ea
Available 1	Accepted N/A	Match Basis Quantity
Billed 0	Returned N/A	Invoice Match Option Order
Shipped 0	Consumed N/A	Payment Terms AIM Immediate
		Freight Terms

Apply OK Cancel

Click on Validate and Click on Post to Ledger

Create Invoice: 3 way matching invoice ②

Validated Invoice Actions Save and Create Next Save Save and Close Cancel Last Saved 2/18/25 11:09 AM

Invoice Header Show More

Identifying PO 1	Number 3 way matching invoice
Business Unit AIM US Business Unit_01	* Amount USD - 50.0000
Supplier AIM SUPPLIER	Type Standard
Supplier Number 1465	Description Ordered 1 Received 1
Supplier Site AIM SUPPLIER SITE	Date 2/18/25
Legal Entity AIM US Legal Entity_01	* Payment Terms AIM Immediate
Invoice Group	* Terms Date 2/18/25
	Requester
	Attachments None
	Note

Lines ② Match Invoice Lines

Ledger AIM US PRIMARY LEDGER Date 2/18/25 Status Final

View T-Accounts Detach Override Account

Line	Event	Account	Class	Accounted (USD)
				Debit Credit
1	Invoice Validated	1000-0000-21021-0000-0000-0000	Accrual	50,000.00
2	Invoice Validated	1000-0000-21010-0000-0000-0000	Liability	50,000.00

Done

Click on Done.

PAY ON RECEIPT

Go to Procurement => Suppliers => Manage Suppliers => Select your supplier => Go to Sites => Click on Edit

Go to Purchasing

Enable Pay on Receipt and Invoice Summary level select as Pay site

The screenshot shows the Oracle Purchasing Settings page. The 'Purchasing' tab is selected. Under the 'Freight' section, the 'Pay on receipt' checkbox is checked. In the bottom left, the 'Invoice Summary Level' dropdown is set to 'Pay Site'. The 'Pay on receipt' checkbox is also checked in the 'Consigned Inventory' section.

Click on Save and close

Invoice is created automatically in Payables

Create Order

The screenshot shows the 'Create Order' dialog box. The 'Style' is set to 'Purchase Order'. The 'Procurement BU' and 'Requisitioning BU' fields are both set to 'AIM US Business Unit_01'. The 'Supplier' field is set to 'AIM SUPPLIER'. The 'Supplier Site' field is set to 'AIM SUPPLIER SITE'. The 'Default Ship-to Location' field is set to 'DELL HYDERABAD'. The 'Sold-to Legal Entity' field is set to 'AIM US Legal Entity_01'. The 'Currency' field is set to 'USD'. The 'Buyer' field is set to 'AIM'. The 'Create' button is highlighted at the bottom right of the dialog.

Click on Create

Overview Process Requisitions x Manage Orders x Edit Document (Purchase Order): 3 x Purchase Order: 1 x

Edit Document (Purchase Order): 3 ★

Main Contract Terms

General

Procurement BU: AIM US Business Unit_01
Requisitioning BU: AIM US Business Unit_01
Sold-to Legal Entity: AIM US Legal Entity_01
Bill-to BU: AIM US Business Unit_01
Order: 3
Status: Incomplete
Buyer: AIM
Creation Date: 2/18/25
Checklist:

Supplier: AIM SUPPLIER
Supplier Site: AIM SUPPLIER SITE
Supplier Contact:
Additional Contact Email:
Communication Method: None
Bill-to Location: New York
Default Ship-to Location: DELL HYDERABAD

* Currency: USD
Ordered: 40,000.00 USD
Total Tax: 0.00 USD
Total: 40,000.00 USD

Procurement Card

Description:
Requisition:
Agreement:
Master Contract:

Terms Notes and Attachments

Required Acknowledgment: No
Acknowledge Within Days:
Payment Terms: AIM Immediate

Shipping Method:
Freight Terms:
FOB:

Requires signature
 Buyer managed transportation
 Pay on receipt
 Confirming order

Additional Information

Contract Type:
Contract Number:
Eligible for Rebate?

Lines Schedules Distributions

Actions: Duplicate, Delete, Item, Revision, * Description, * Category Name, Supplier Item, Manufacturer, Manufacturer Part Number, Quantity, Secondary Quantity, Secondary UOM, UOM, Pricing UOM, * Base Price, Disc.

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
1	AIM1		AIM SUPPLIER	90,000.00	USD	Closed for Invoicing			2/18/25

Click on Submit

Overview Process Requisitions x Manage Orders x Purchase Order: 1 x

Manage Orders

Confirmation
The document (Purchase Order) 3 was submitted for approval.

Search

** Keywords:
Procurement BU: AIM US Business Unit_01
** Supplier:
** Buyer: AIM

Advanced Manage Watchlist Saved Search All My Orders
** At least one is required

** Order:
** Requisition:
Status:
Include Closed Documents: No

OK Done

Search Results

Actions: View, Format, Detach, Wrap

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
1	AIM1		AIM SUPPLIER	90,000.00	USD	Closed for Invoicing			2/18/25

Overview Process Requisitions x Manage Orders x Purchase Order: 1 x

Manage Orders

Search

Search Results

Actions: View, Format, Detach, Wrap

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
3	AIM1		AIM SUPPLIER	40,000.00	USD	Pending Approval			2/18/25
1	AIM1		AIM SUPPLIER	90,000.00	USD	Closed for Invoicing			2/18/25

Once it is approved

Go to Received Expected shipments

The screenshot shows a list of expected shipment lines. The first line is for AIM1 item, AIM APPLE LAPTOP, with a quantity of 1. The second line is also for AIM1 item, AIM APPLE LAPTOP, with a quantity of 3. Both lines have a due date of 2/18/25 and a UOM name of Ea.

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity	UOM Name
AIM_NEWWORK	AIM1	AIM APPLE LAPTOP	Purchase order	1	1	1	2/18/25	1	Ea
AIM_NEWWORK	AIM1	AIM APPLE LAPTOP	Purchase order	3	1	1	2/18/25	1	Ea

Click on Receive

The screenshots show the 'Receive Lines' screen. The top screenshot shows a single line for AIM1 item, AIM APPLE LAPTOP, with a quantity of 1. The bottom screenshot shows the same line updated to a quantity of 2. Both screenshots show the receipt date as 2/18/25 11:26 AM and the received by user as AIM.

Item	Item Description	Document Number	* Quantity	* UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	* Receipt Date	* Received By
AIM1	AIM APPLE LAPTOP	3	1	Ea	Inventory	COMPUTE		DELL HYC	2/18/25 11:26 AM	AIM
AIM1	AIM APPLE LAPTOP	3	2	Ea	Inventory	COMPUTE		DELL HYC	2/18/25 11:26 AM	AIM

It picks Qty from PO price from Receipt

Click on Create Receipt

The screenshot shows the 'Create Receipt' screen. It includes fields for GL Date (2/18/25 11:26 AM), Shipped Date (m/d/y h:mm a), Waybill, Bill of Lading, Received By (AIM), Notes, and Attachments. The receipt lines section shows a single line for AIM1 item, AIM APPLE LAPTOP, with a quantity of 2, UOM of Ea, Subinventory of COMPUTERS, and Locator of Inventory.

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
AIM1	AIM APPLE LAPTOP	3		2	Ea	COMPUTERS		Inventory	

Click On Submit

Create Receipt ⓘ
Organization: AIM_NEWYORK

Receipt

Receipt
Supplier AIM SUPPLIER
Customer
Shipment
Packing Slip
Shipping Method
Number of Supplier Packing Units
* Receipt Date 2/18/25 11:26 AM

GL Date 2/18/25 11:26 AM
Shipped Date m/dyy hh:mm a
Waybill
Bill of Lading
* Received By AIM
Notes
Attachments None

Confirmation
Receipt 3 was created. Number of lines: 1.
OK

Additional Information

Receipt Lines

View ▾ Remove Line

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
AIM1	AIM APPLE LA...	3	2	Ea	COMPUTERS			Inventory	

Click on Done

Overview Process Requisitions × Manage Orders × Purchase Order: 1 × **Purchase Order: 3 ×**

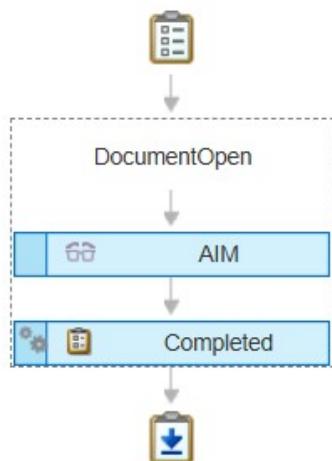
Action Detail: 3 ⓘ

Order 3

Action Date 2/18/25 11:23 AM

Options ▾

Section	Stage or Participant
1	▲ DocumentOpen
1.1	AIM - DocumentOpen.Submitter Assigned 2/18/25 11:24 AM AIM
2	Completed 2/18/25 11:24 AM



The screenshot shows the 'Manage Orders' interface. At the top, there are search filters for 'Keywords', 'Procurement BU', 'Supplier', and 'Buyer'. Below the filters is a table titled 'Search Results' with columns: Order, Description, Special Handling Type, Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. Two rows of data are visible: one for Order 3 and one for Order 1.

Go to Schedule new processes

A modal dialog box titled 'Schedule New Process' is open. It shows a list of available processes: 'Index Active Meta Model Version', 'Update References for Entity', 'Execute Entity Batch', and 'Index Entity'. The process 'Send PayOn Receipt' is selected. The 'Name' field is set to 'Send PayOn Receipt'. The 'Description' field indicates it creates invoices automatically based on receipt transactions. The 'Type' is set to 'Job'. The 'OK' button is visible at the bottom right.

Click on Submit

The screenshot shows the 'Process Details' dialog box and a separate 'Submission Notes' window. The 'Process Details' box contains fields for 'Name' (Send Pay on Receipt), 'Description' (Creates invoices automatically based on receipt...), 'Schedule' (As soon as possible), and 'Submission Notes' (a text input field). The 'Basic Options' section includes 'Transaction Source' (Evaluated Receipt Settlement), 'Commit Interval' (1), 'Receipt Number', and 'Aging Period' (0). The 'Submission Notes' window shows a list of scheduled processes.

This screenshot shows the 'Process Details' dialog box and the 'Submission Notes' window again. The 'Process Details' box shows the same information as before. The 'Submission Notes' window lists three scheduled processes: 'Import Payables Invoices Report', 'Import Payables Invoices', and 'Send Pay on Receipt'.

Invoices

Scanned: 0 0 31
Recent: 24 Hours: 0 Incomplete, 2 Complete, 2 Total
Holds: 7 Days: 2 Validation, 0 Purchasing, 0 Other
Approval: 0 Pending, 10 Purchasing, 0 Others, 4 Rejected
Prepaid: 1 0 18
0-30, 31-60, 61+

Invoice Number Amount Supplier Supplier Site Validation Status Accounting Status Paid Status Creation Date Last Updated Date Business Unit Source Des

ERS-2025-02-18-669560	80,000.00 USD	AIM SUPPLIER	AIM SUPPLIER S... Not validated	Unaccounted	Not paid	2/18/25 11:47 AM	2/18/25 11:47 AM	AIM US Business Unit_01	ERS	The
3 way matching invoice	50,000.00 USD	AIM SUPPLIER	AIM SUPPLIER S... Validated	Accounted	Not paid	2/18/25 11:04 AM	2/18/25 11:27 AM	AIM US Business Unit_01	Manual invoice entry	Ord
PO BASED INVOICE_01	90,000.00 USD	AIM SUPPLIER	AIM SUPPLIER S... Validated	Accounted	Not paid	2/18/25 10:32 AM	2/18/25 10:47 AM	AIM US Business Unit_01	Manual invoice entry	
PO based invoice	90,000.00 USD	AIM SUPPLIER	AIM SUPPLIER S... Validated	Accounted	Not paid	2/18/25 10:25 AM	2/18/25 10:30 AM	AIM US Business Unit_01	Manual invoice entry	

Edit Invoice: ERS-2025-02-18-669560

Last Saved: 2/18/25 11:47 AM

Invoice Header

Identifying PO
Business Unit: AIM US Business Unit_01
Supplier: AIM SUPPLIER
Supplier Number: 1465
Supplier Site: AIM SUPPLIER SITE
Legal Entity: AIM US Legal Entity_01
Invoice Group:

* Number: ERS-2025-02-18-669560
* Amount: USD 80,000.00
Type: Standard
Description: The receipt invoice ERS-2025-02-18-669560 has a creation date of 2025-02-18.
* Date: 2/18/25
* Payment Terms: AIM Immediate
* Terms Date: 2/18/25
Requester:
Attachments: None
Note:

Lines

Match Invoice Lines View + Match Invoice Lines Allocate Cancel Line Distributions

Distribution	Reference	Tax
* Number * Type * Amount Distribution Set Distribution Combination Accounting Date Prorate Across All Item Lines Description Tax Classification Ship-to Location Number	2/18/25 AIM APPLE LAPTOP DELL HYDERABA 3	
1 Item 80,000.00		

Edit Invoice: ERS-2025-02-18-669560

Last Saved: 2/18/25 11:54 AM

Invoice Header

Identifying PO
Business Unit: AIM US Business Unit_01
Supplier: AIM SUPPLIER
Supplier Number: 1465
Supplier Site: AIM SUPPLIER SITE
Legal Entity: AIM US Legal Entity_01
Invoice Group:

Accounting Lines: Standard Invoice ERS-2025-02-18-669560

Ledger: AIM US PRIMARY LEDGER Date: 2/18/25 Status: Final

Line	Event	Account	Class	Accounted (USD)
1	Invoice Validated	1000-0000-21021-0000-0000-0000	Accrual	80,000.00
2	Invoice Validated	1000-0000-21010-0000-0000-0000	Liability	80,000.00

Done