Implementing Procurement

Course Overview

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Instructor lesson and demonstrations: 50m

Student practices: 20m

Total: 70m

Course Objectives

After completing this course, you should be able to:

- Introduce Oracle Procurement Cloud Applications
- Use basic navigation and describe the principal features of Oracle Cloud Applications
- Identify the key concepts of Oracle Procurement Cloud that determine a successful implementation
- Use the Oracle Setup and Maintenance feature to implement Oracle Procurement Cloud
- Use Oracle Procurement Cloud to perform functional (or transactional) tasks

This Procurement Functional Setup course covers the following:

- Introduction to Procurement functional flows
- Introduction to Setup and Maintenance
- Introduction to shared Oracle Cloud Applications configurations
- Introduction to common Oracle Procurement Cloud configurations
- Introduction to setting up, managing, and using the Oracle Procurement Cloud products

Terminology Note

Throughout this course the terms implementation, configuration, and setup are used interchangeably. The authors acknowledge that from a purely technical point of view these terms have slightly different meanings. This course addresses concepts and challenges related to a functional implementation, not a technical implementation (for example, installation and system administration). Essentially this course is intended for individuals or teams faced with configuring the application the first time to enable use by functional users.

Lesson Objectives

After completing this lesson, you should be able to:

- Identify the purpose and scope of this course
- Describe the course training approach
- Introduce the key concepts of Oracle Cloud Applications
- Identify resources for implementation information
- Navigate Oracle Cloud Applications

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Topics

- Course instructional approach
- Introduction to Oracle Cloud Applications
- Navigating Oracle Cloud Applications

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This slide lists the topics that will be discussed during this lesson.

Instructional Approach for This Course

- Each lesson in this course begins with your instructor presenting the important concepts related to the functional setup or functionality of Oracle Procurement Cloud.
- The lessons may also include one or more of the following activities:
  – Completing a portion of the setup in Setup and Maintenance or an Oracle Procurement Cloud application
  – Discussing key decisions and best practices
  – Completing an activity or knowledge assessment task

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In this course, the instructor:

- Presents introductory modules
- Imparts information to assist you with the Oracle Procurement Cloud implementation
- Provides review sessions as needed

Course Considerations

Prerequisites

- Setup and Maintenance implemented
- Common Applications Configuration tasks for Procurement
  - Tasks configured as part of the Financials implementation
  - Tasks configured as part of the Product Information Management implementation
  - Task configured as part of the Enterprise Contracts implementation (optional, as required)
- Working knowledge of Oracle Procurement Cloud applications

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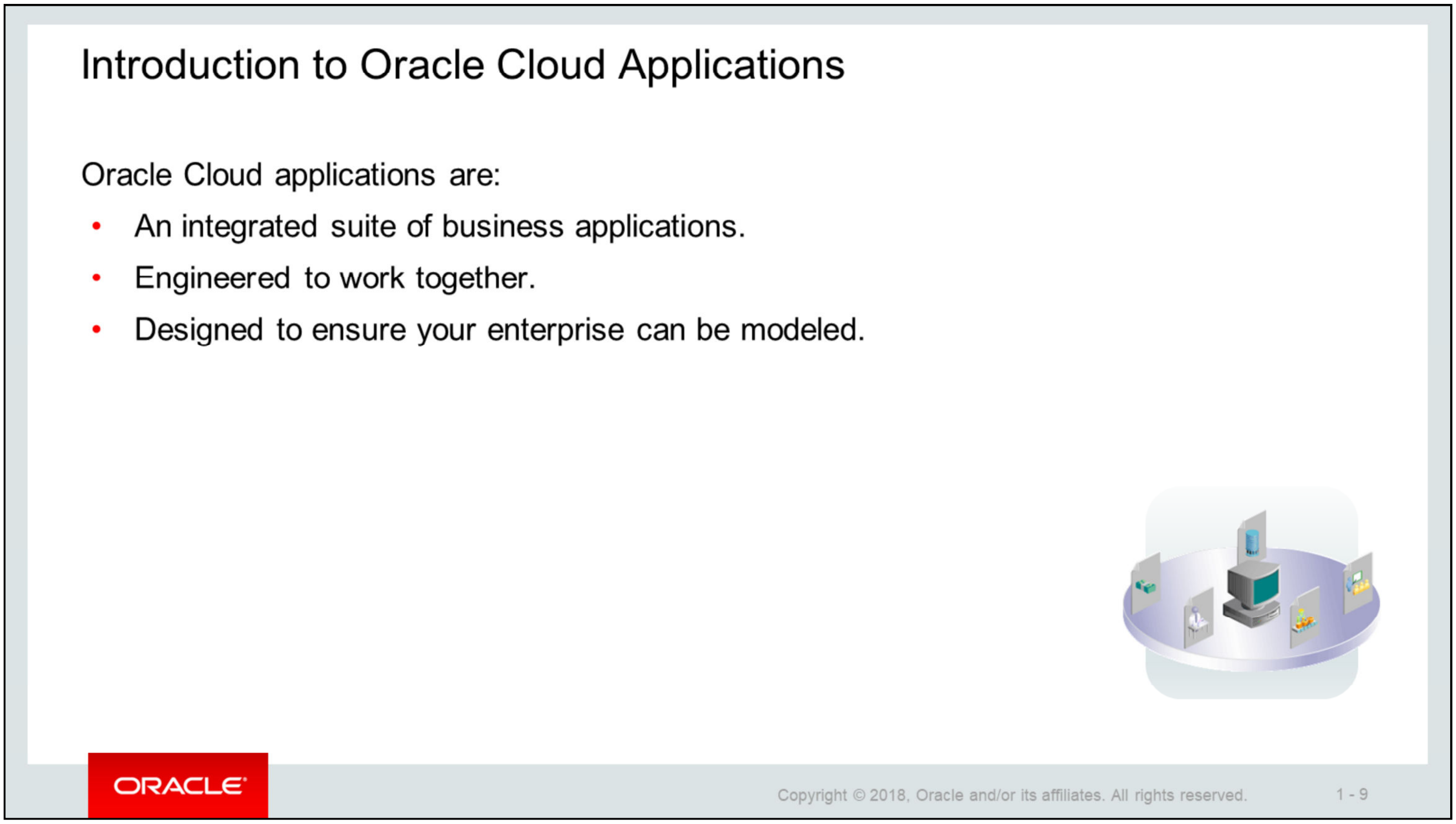
Demonstration

- 1-1: Running the Session Warmer

For demonstration 1-1, the instructor should demonstrate Practice 1-1: Running the Session Warmer.

Practice

- 1-1: Running the Session Warmer

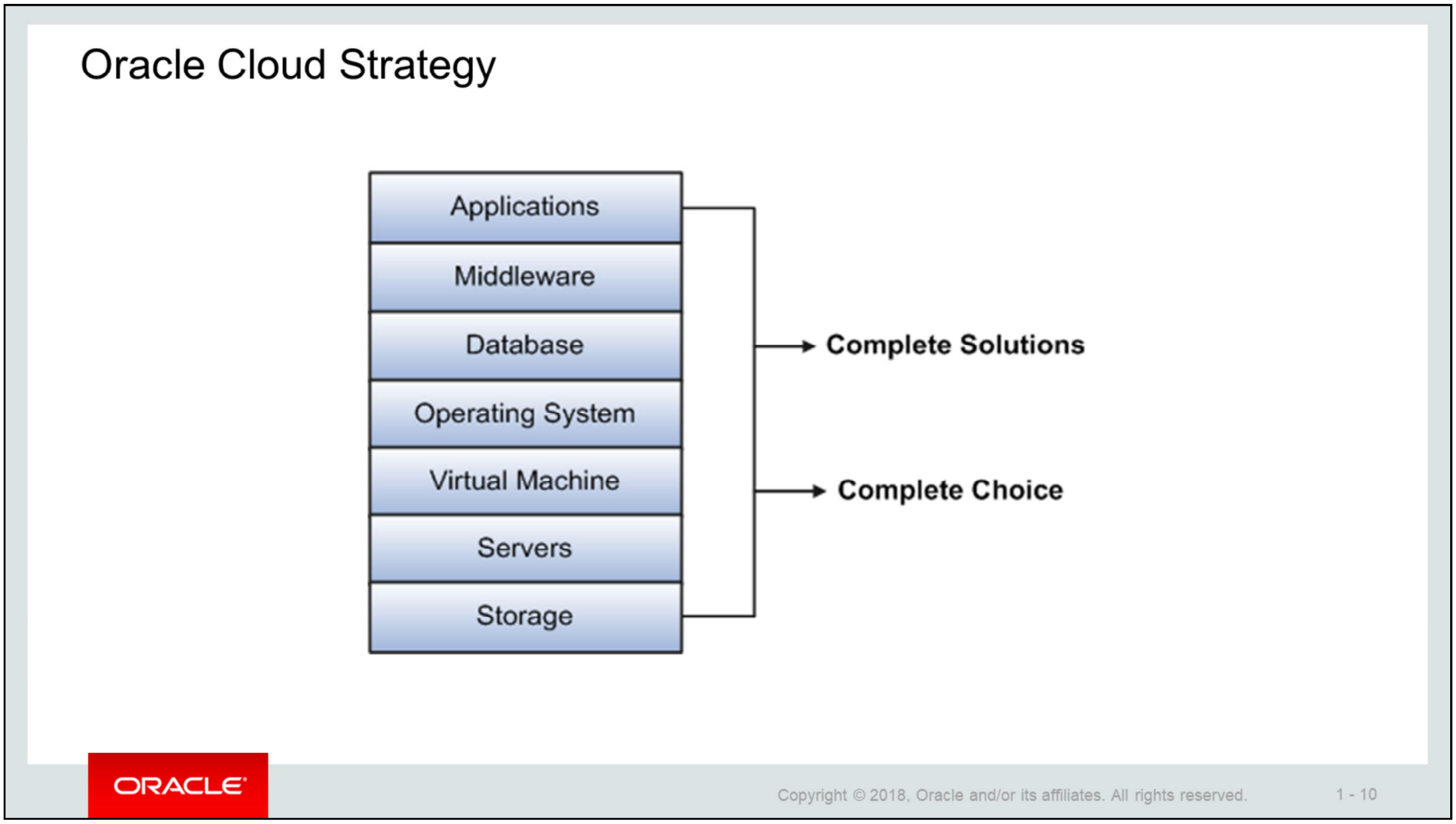


Oracle Cloud applications are:

- An integrated suite of business applications that:
  - Connects and automates the entire flow of business processes across both front and back office operations.
  - Addresses the needs of a global enterprise.
- Engineered to work together, enabling users to streamline the setup process by sharing common setup data across applications.
- Designed to ensure that your enterprise can be modeled to meet legal and management objectives.

The decisions about your implementation of Oracle Cloud applications are affected by your:

- Industry
- Business unit requirements for autonomy
- Business and accounting policies
- Business functions performed by business units and optionally, centralized in shared service centers
- Locations of facilities



The diagram depicts the Oracle Cloud strategy.

The Oracle Cloud applications strategy sets the standard for innovation with its complete, standards-based platform and service-oriented architecture. It is built on two main pillars:

- **Complete Solutions:** Based on a complete and integrated product strategy.
- **Complete Choice:** Offers customers the option of plugging into other Oracle and non-Oracle solutions on the Oracle Cloud.

The Oracle Cloud applications strategy adapts quickly to changing business needs while lowering integration costs and other short and long-term costs.

Oracle Applications Cloud Strategy

Three core strategies:

1. Enhance and support all on-premise applications.
2. Develop robust Cloud applications and single standards-based platform.
3. Develop programs and support to enable quick adoption with less investment risk.

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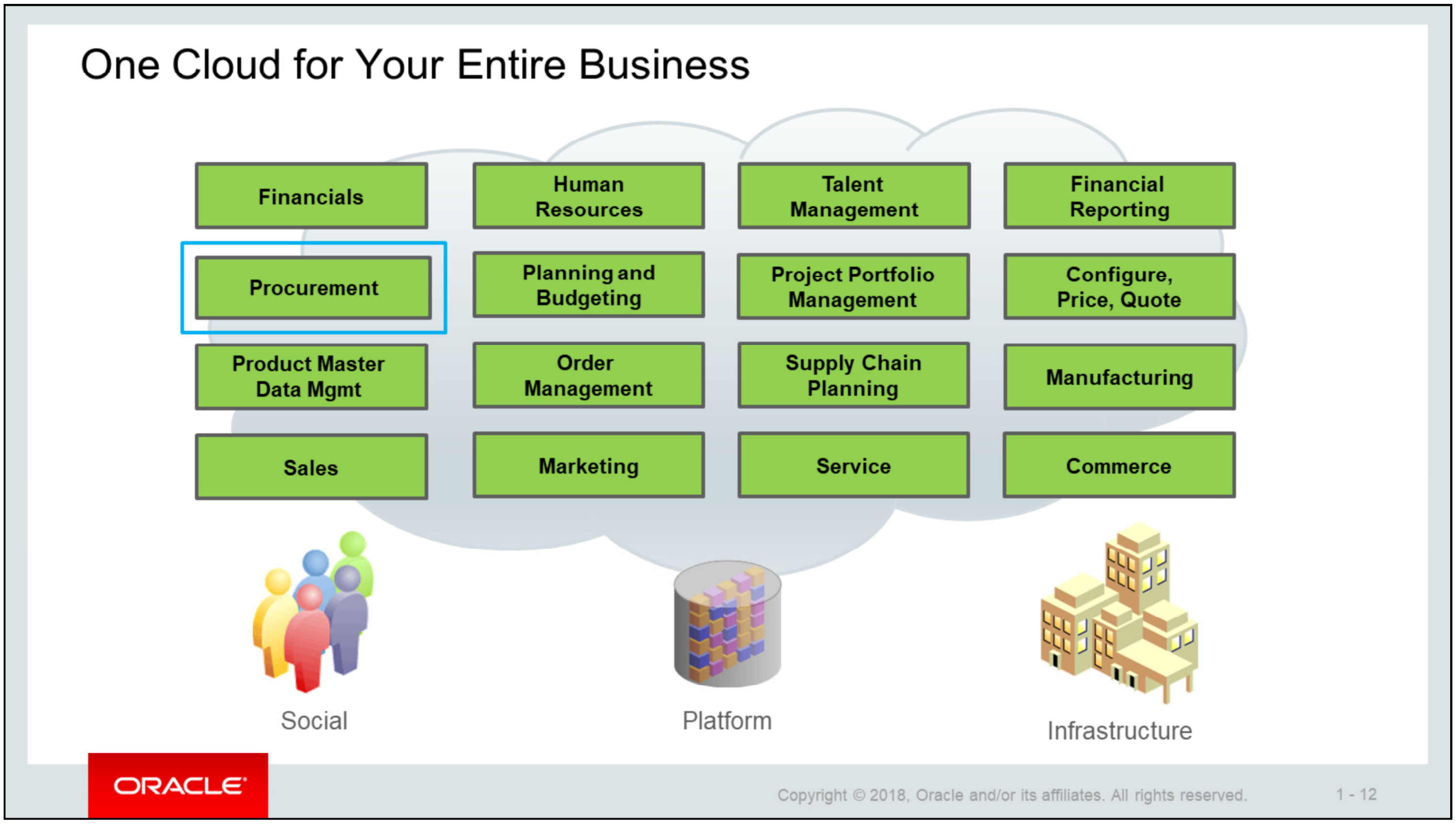
The diagram depicts the three core strategies for Oracle Applications Cloud.

While simultaneously supporting its existing customer base, Oracle uses a three-point strategy while developing its Oracle Cloud applications suite. This approach is based on three goals:

- Commit to all customers to enhance and support all existing on-premises applications
- Develop Software as a Service (SaaS) cloud applications and one standards-based platform
- Develop programs and support for customers to adopt cloud quickly with less investment risk



The diagram depicts the Oracle Cloud applications available for businesses.

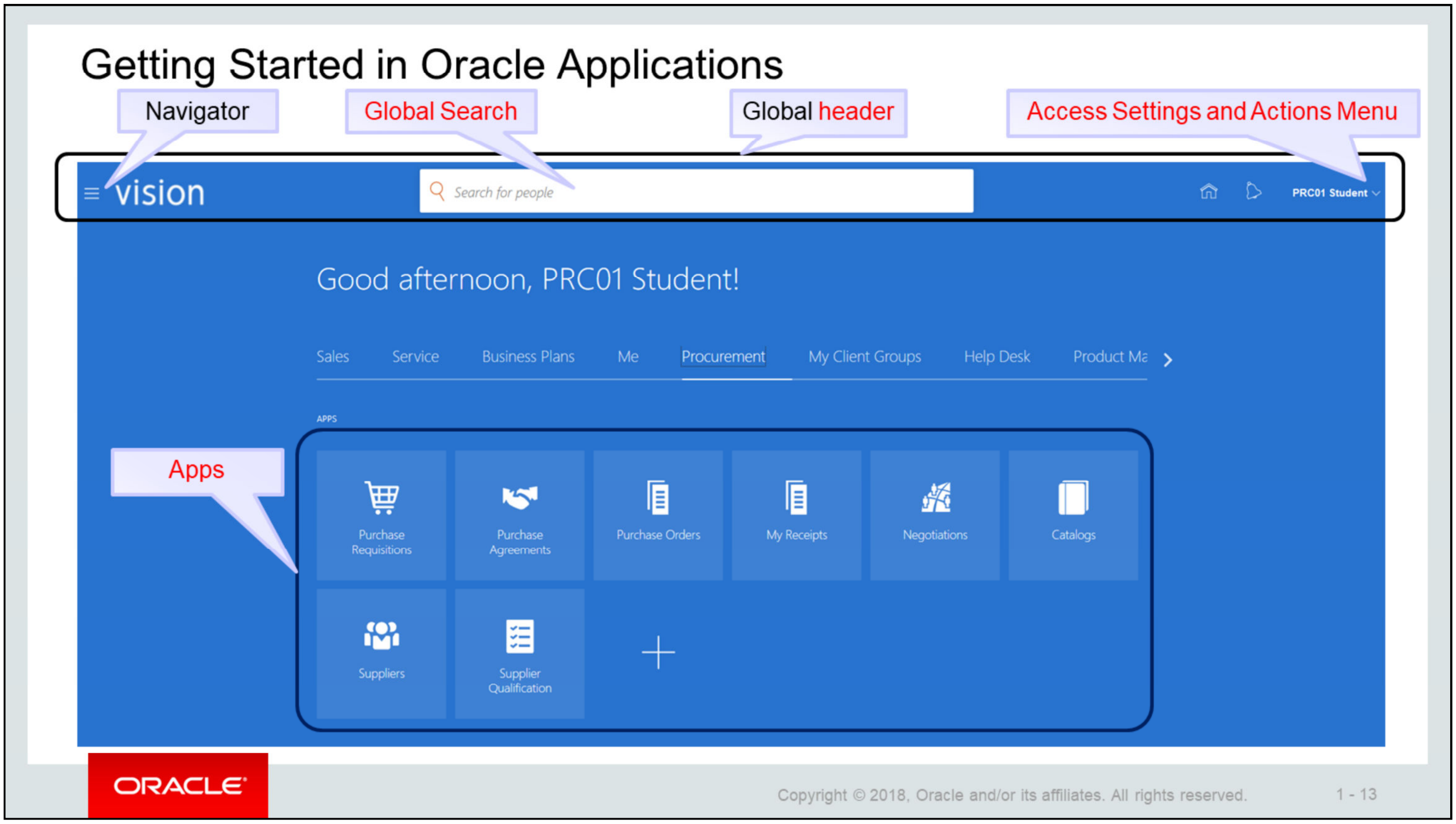
Oracle Cloud Applications

- The most complete cloud offering in the market today
- Unifies end-to-end business functionality across
  - Enterprise Resource Planning
  - Human Capital Management and Talent Management
  - Supply Chain Management
  - Sales, Marketing, and Service
- Provides best-in-class applications that you can consume incrementally
- Easily scales irrespective of the size of your business
  - Start small quickly with Oracle Cloud and get even more value from your current information technology systems and applications
  - Implement applications in a modular fashion by using delivery strategies that meet your enterprise information technology

Oracle Procurement Cloud Applications

The Oracle Procurement Cloud solution provides:

- A complete and integrated procurement solution encompassing purchasing, sourcing and supplier management.
- Tools that help organizations make better decisions, increase efficiency, reduce costs, and continue innovation.
- Reporting tools that support providing the accurate information on time.



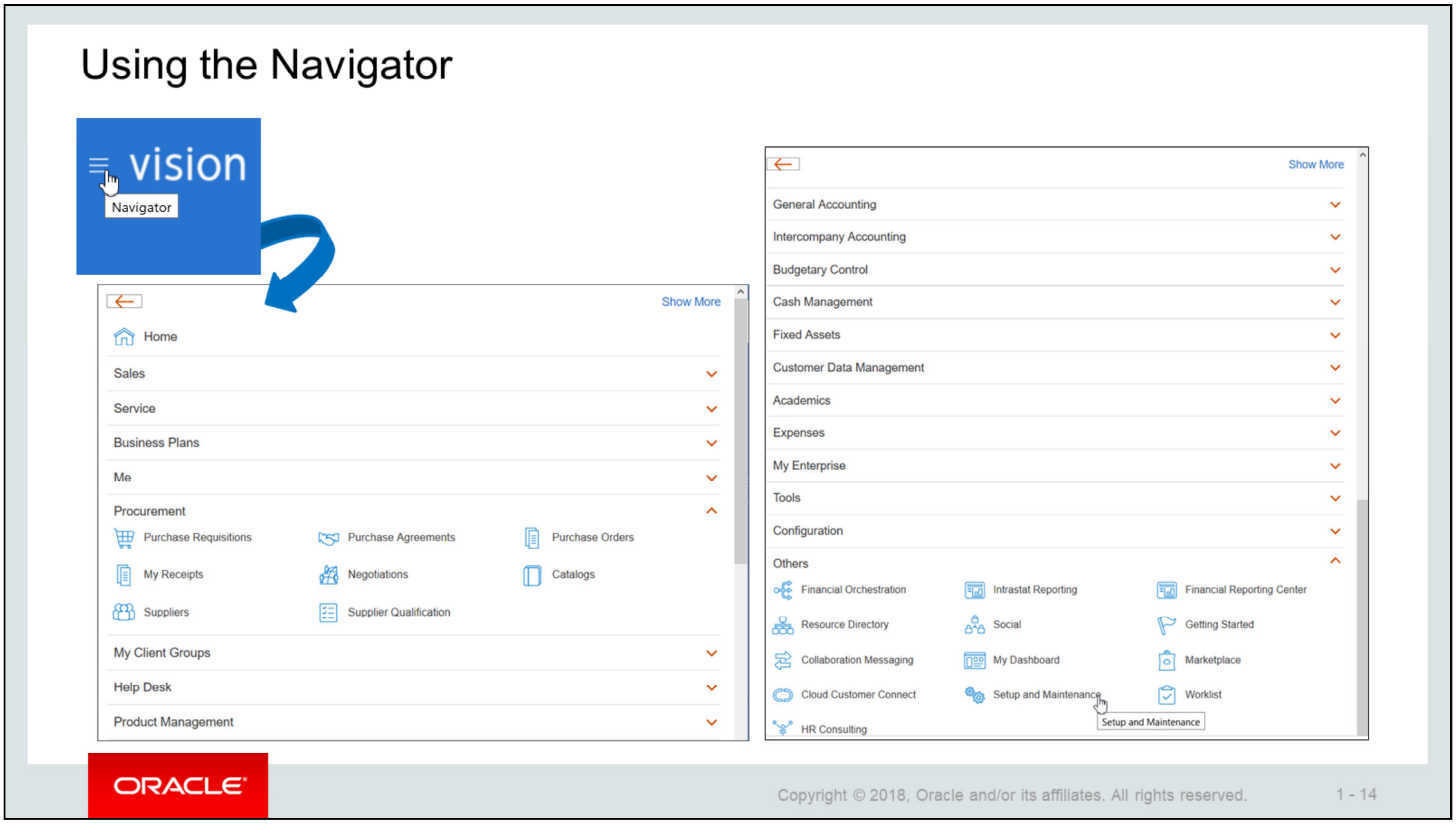
The screenshot depicts an Oracle Applications Home page.

When you sign in to the applications, the Oracle Applications Home page appears with the following:

- **Global header –** the global header controls are available no matter where you are in the applications.
  - **Navigator** - Use the Navigator, to open all the work areas and dashboards to which you have access.
  - **Global Search** – search for people, application pages, tasks, quick actions.
  - **Home** – Returns you to the home screen
  - **Notifications** – displays recent notifications and allows you to take immediate action on them
  - **Settings and Actions** menu – Click your user name or image to access the menu. It includes selections: Access Accessibility Settings, Show Help Icons, Applications Help.
- **Applications** – navigate between functional groups, and access Quick Actions and Apps within functional groups.
- **Additional areas** – scroll down to see **Things to Finish** which shows notifications, **News and Announcements**, and **Analytics** (infolets).

The Home page can be configured on the Home Page Layout page. For example, you can choose to show or hide Things to Finish, and News and Announcements.

Home page > Navigator > Configuration > Appearance.



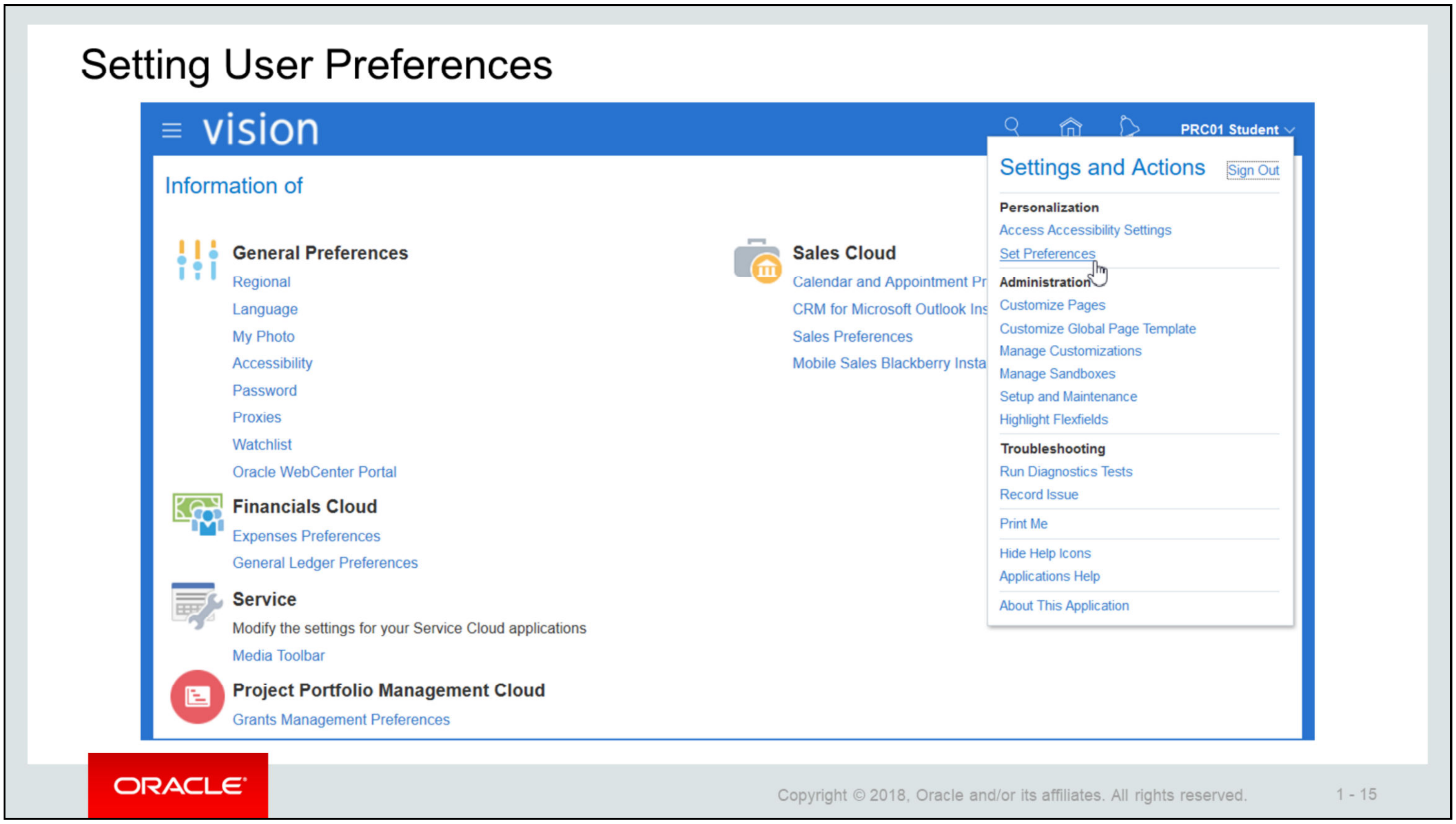
Home page > Navigator

The screenshot depicts a Navigator window.

Click the Navigator icon to view the work areas and dashboards to which you have access.

- **Work areas** are where you perform tasks. For example, in the Procurement work area, you can create purchase requisitions, manage receipts, and so on. In the Setup and Maintenance work area, you can perform setup and configuration tasks.
- **Dashboards** provide access to business intelligence. For example, the Warehouse Operations dashboard provides insight into warehouse activity, and allows you to compare current activity against a previous day's activity.

The work areas and dashboards to which you have access in the Navigator are determined by the job roles that you are assigned. Some key work areas appear in the Navigator for Procurement.



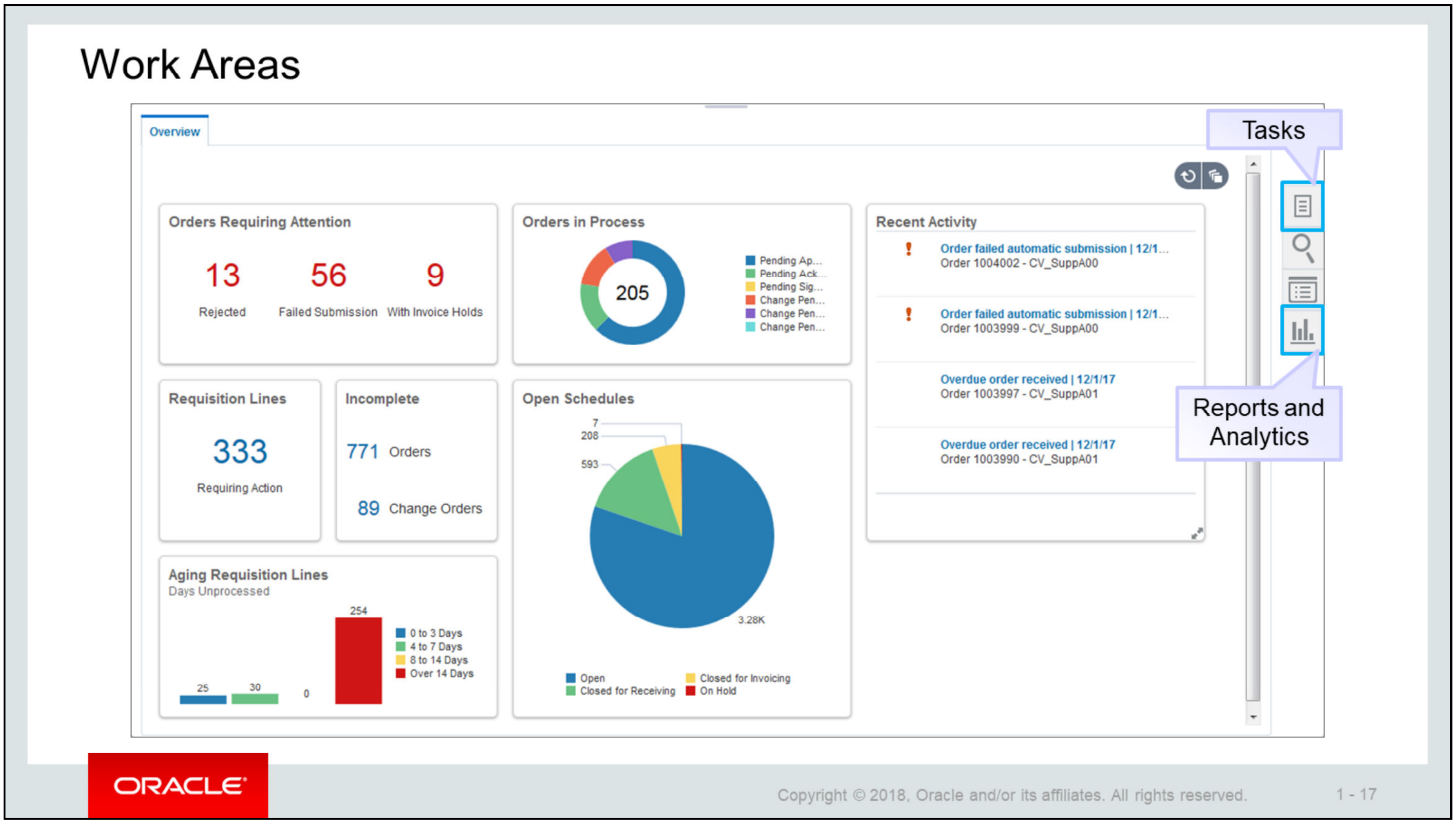
Home page > Global header > Your username link or image > Settings and Actions menu > Set Preferences.

The screenshot depicts the options available in the Settings and Actions menu.

User preferences enable you to set many defaults that affect your user experience. The preferences include the following tasks:

- **Regional:** You can set your territory, date format, time format, number format, currency, and time zone.
- **Language:** You can set which language you want for your:
  - **Default Language:** The setting that displays the language used at initial sign in.
  - **Current Session Language:** This setting overrides the default language for the current session only. For example, your default language is set to Spanish and you need to process several reports in English. Rather than having to set the report language process option for each report to English, you can set your current session language to English to have all of the reports' output be in English.
  - **Display Name Language:** The setting that displays all person names including your own name in the global header, in a specific language. For example, if your display name language is Spanish and your name is Alexander, then you see your name as Alejandro.
- **Accessibility:** You can set the accessibility as the default mode or you can choose to use a screen reader. You can also set the color contrast to standard or high and you can set the font size to large or medium.
- **Password:** You can change your password according to you company's policy.

- **Proxies:** You can designate another user as a proxy to sign in to the application and perform tasks on your behalf. Proxies are helpful when you can't perform the tasks in person during a specific period.
- **Watchlist:** You can set which categories or items you want to include in your watchlist. You can access your watchlist from the Watchlist icon on the home springboard. For example, you might want to track your expense reports.
- **Oracle WebCenter Portal:** You can set your general preferences, password, my accounts, messaging, APPLCORE_PORTRAIT, presence, subscriptions, search, and email. The Oracle WebCenter Portal is a web platform that allows organizations to quickly and easily create intranets, extranets, composite applications, and self-service portals, providing users a more secure and efficient way of consuming information and interacting with applications, processes, and other users.



Navigator > Procurement > Purchase Orders

The screenshot depicts a infolet-based landing page for a work area.

Work Areas

A work area is a grouping of similar tasks. For example, the Purchase Orders work area includes a role-based landing page displaying infolets, and quick access to tasks for creating and managing purchasing documents and other purchasing related objects. Work areas such as Purchase Orders may also contain access to reports and analytics to enable you monitor transactions to prioritize which action to complete first.

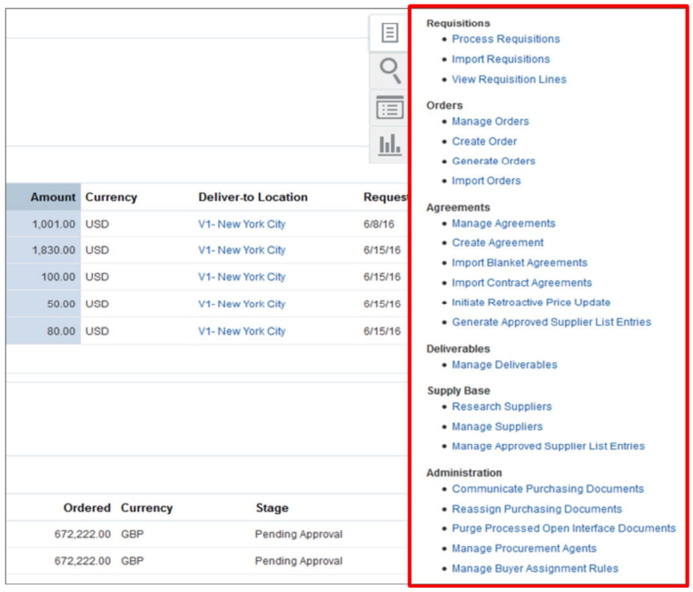
Procurement-related work areas available from the Navigator include:

- Purchase Requisitions
- Purchase Agreements
- Purchase Orders
- Negotiations
- Suppliers
- Supplier Qualification
- My Receipts

On each work area page, there are four icons in the top-right corner. You can use these icons to:

- Access the list of common tasks to perform
- Perform searches on work area information
- View the most recent documents you have accessed
- View reports and analytics

Tasks Panel



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Example: Navigator > Procurement > Purchase Orders > Tasks panel tab

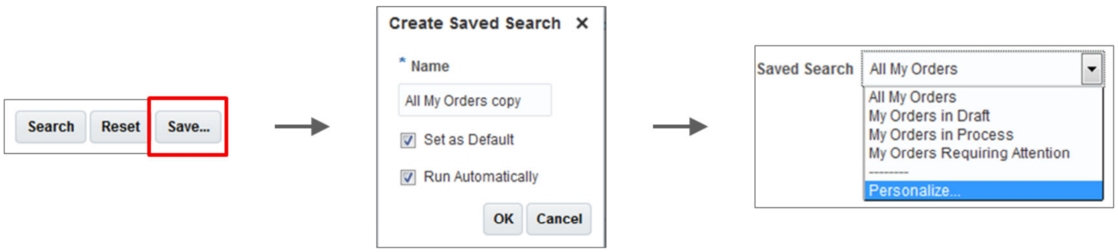
The screenshot depicts a tasks panel.

When you click the Tasks tab, you open the task list for the product. This list provides quick access to the tasks you perform. Clicking a link in the list takes you to the initial page of that task.   You use these links extensively when performing tasks in the applications.

Saved Searches

Using saved searches, you can:

- Create any number of saved searches.
- Make a default search.
- Have it run automatically.



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Example: Navigator > Procurement > Purchase Orders > Task panel tab > Manage Orders task > Headers or Schedules tab > Search region

The screenshots depict the steps for saving a search criteria.

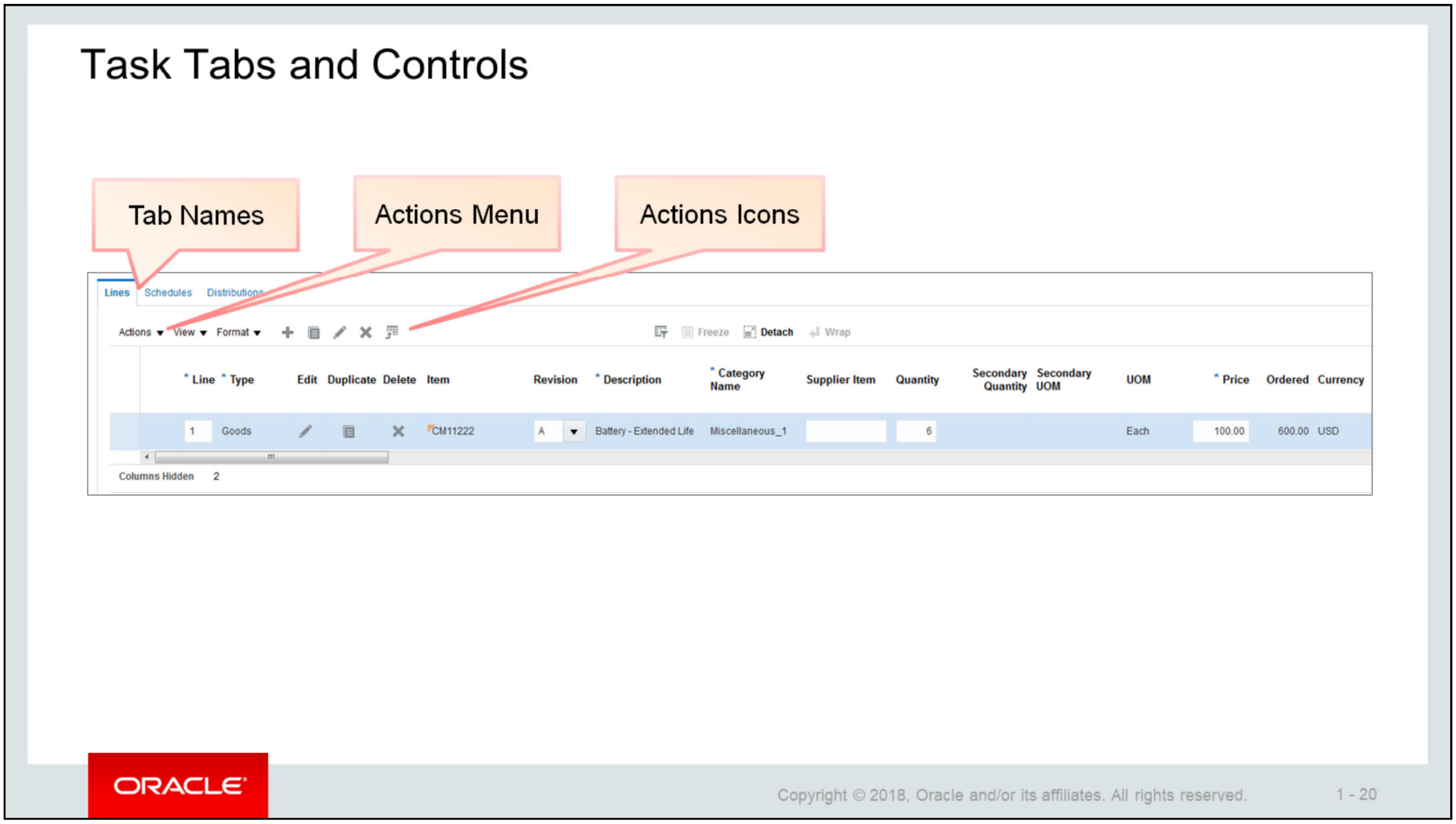
A saved search captures search criteria and other settings so that you can easily run the same search again later. These saved searches in the local area aren't the same as those for the global search.

You can change the settings, rename, or delete any of your saved searches.

Some saved searches in the local area are available for you to use as Watchlist items.

Save button: Saves the current search settings as a Saved Search.

Saved Search menu: Displays delivered and user-saved searches.



Example: Navigator > Procurement > Purchase Orders > Manage Orders task > click Purchase Order number > Edit Purchase Order page.

The screenshot depicts the information organization in an Oracle applications page.

The information displayed on a page can be further organized by tabs. On each tab, the data appears in one or more tables. For each table, there are menus and action icons from which you can choose options and actions:

- **Actions menu:** Provides a list of actions that you can perform on the data in the table
- **View menu:** Allows you to view or hide columns
- **Format menu:** Allows you to control the layout of the display, for example, change the order of the columns in the table
- **Actions icons**: Provide shortcut buttons for add row, edit and delete actions.

Configuring Table Columns

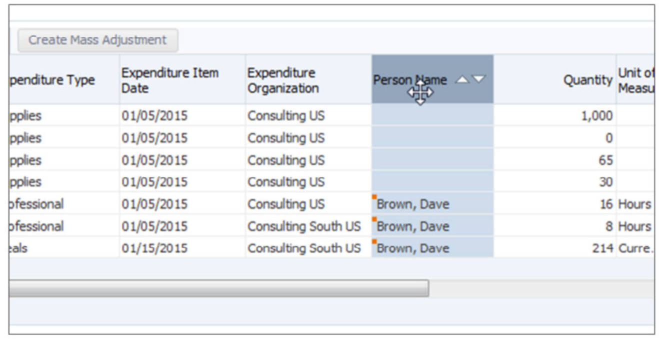
You can perform the following actions on columns directly from the table:

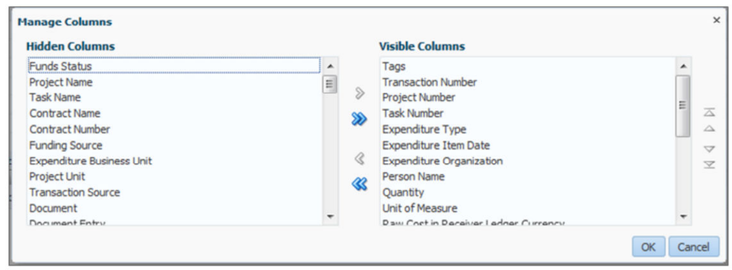
- Sort data
- Reorder
- Adjust the widths

You can perform the following actions on columns from the Manage Columns window:

- Hide or show
- Reorder

Changes to columns become a user personalization and will persist between sessions.





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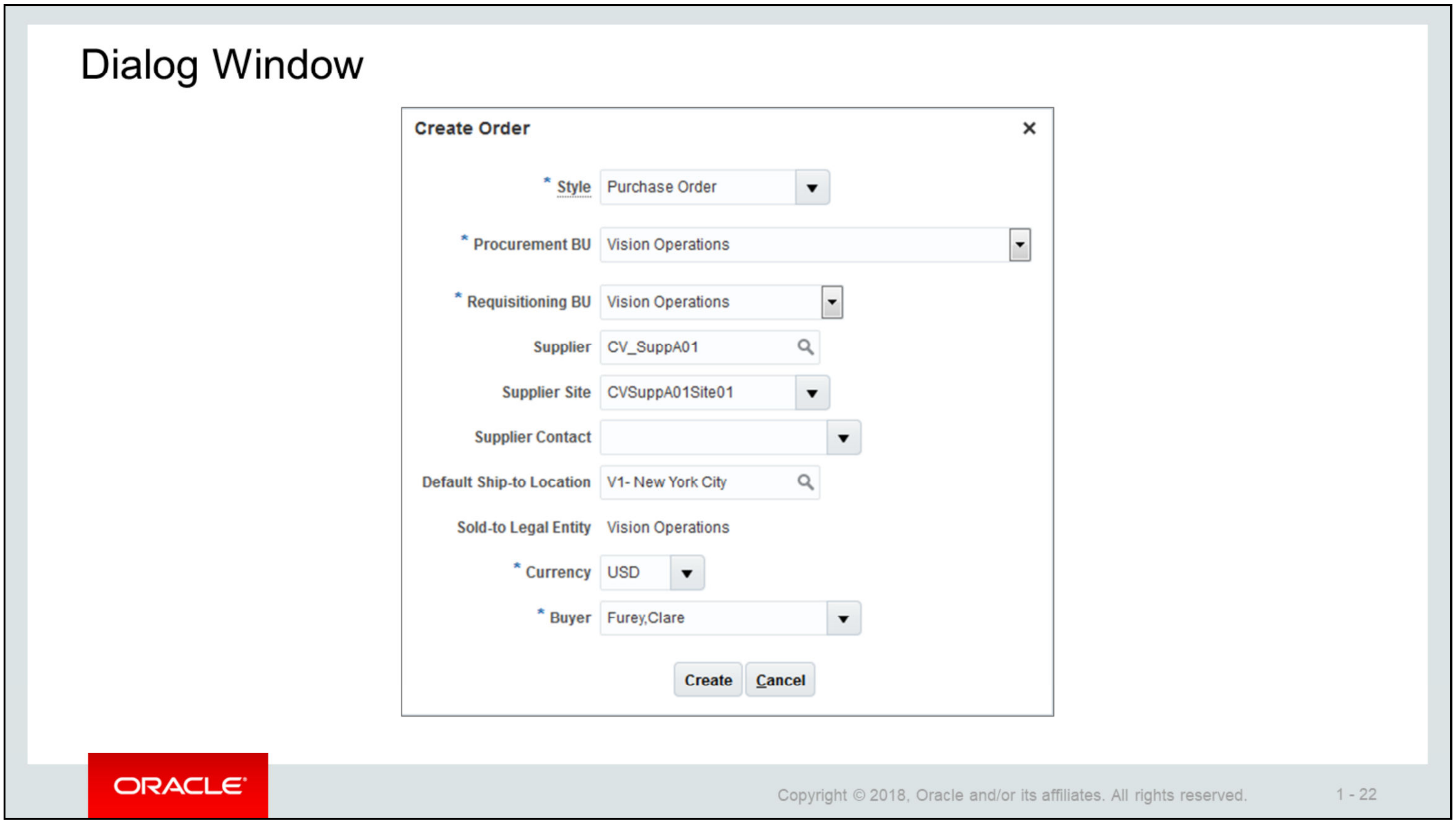
The screenshots depict a table and the actions you can perform on the table columns.

From the tables, you can:

- Sort either ascending or descending on a specific column.
- Reorder the columns by dragging them to the desired location.
- Adjust the widths by dragging the side of the column.

From the Manage Columns window, you can

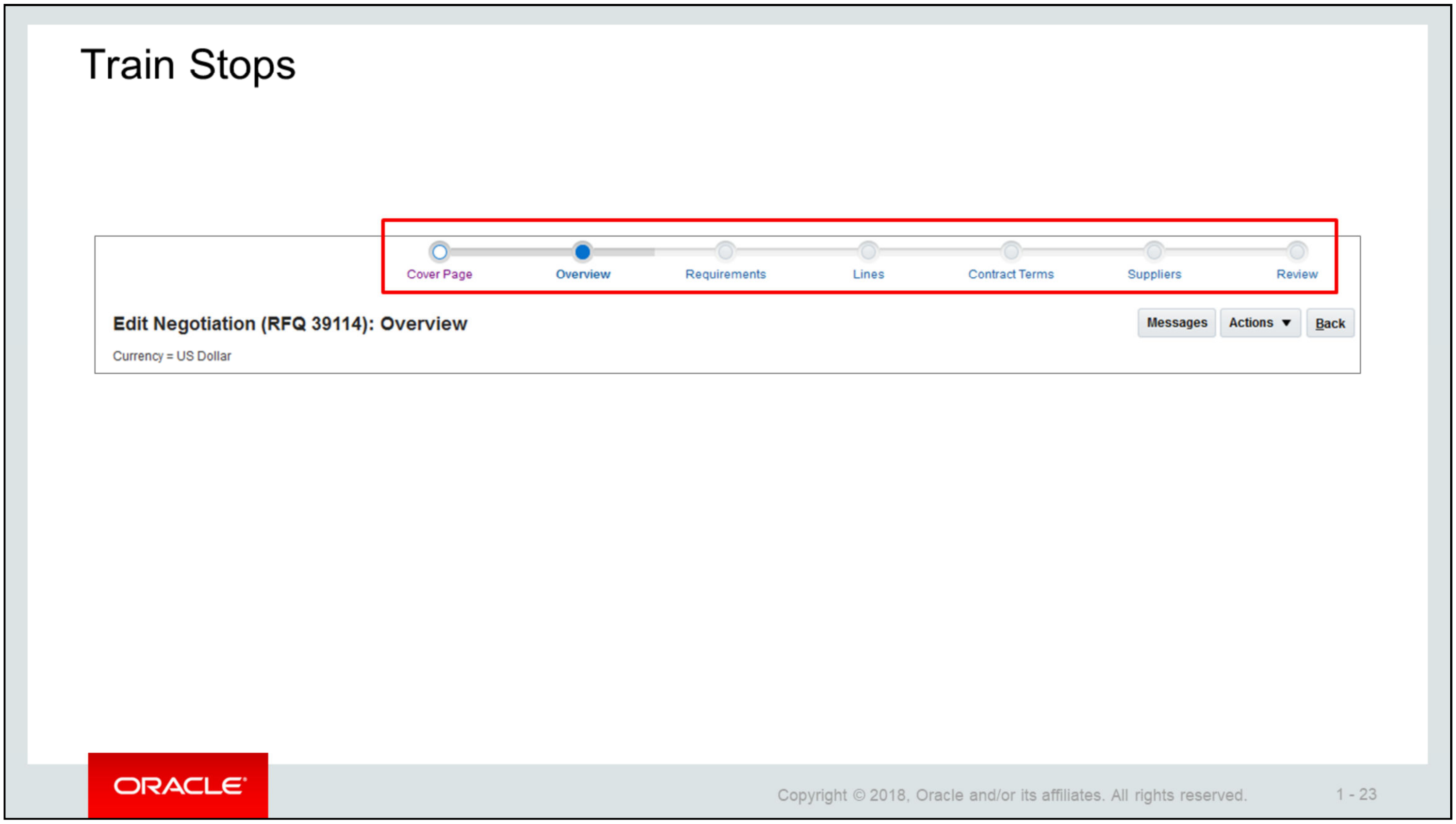
- Hide or show any of the available columns.
- Reorder any of the visible columns.



Example: Navigator > Procurement > Purchase Orders > Tasks panel tab > Create Orders task

The screenshot depicts the Create Order dialog box.

For many tasks, you must create one or more new objects. Typically, a dialog window appears where you can enter your header information. For some fields, information will default; for other fields, you enter values directly, or select values from lists. Any fields whose names are marked with an asterisk are required.



Navigator > Procurement > Negotiations > Create Negotiation

The screenshot depicts the train stops in the user interface.

For some tasks, a set of train stops appear across the start of the page. These train stops provide a visual guide to the steps required to complete the task. If your task is in progress and not completed, the train stops allow you to go immediately to a step without needing to retrace your progress through the prior steps. For some of the train stops, the stop is not enabled unless you complete the prior step.

Demonstrations

- 1-2: Exploring the Oracle Procurement Cloud Implementation Resources
- 1-3: Navigating Oracle Cloud Applications

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For Demonstration 1-3, the instructor should demonstrate Practice 1-2: Navigating Oracle Cloud Applications.

Practice

- 1-2: Navigating Oracle Cloud Applications

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Classroom Resources

- *Oracle Procurement Cloud: Procurement Implementation Student Guide* (this guide)
- Oracle Applications Help
- Oracle Help Center (Documentation Center) at https://docs.oracle.com/
  - *Oracle Procurement Cloud Implementing Procurement* guide
  - *Oracle Procurement Cloud Using Procurement* guide
- Instructor

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Additional Resources

Oracle Procurement Learning Path Courses

- *Oracle Financials Cloud: Financials Implementation*
- *Oracle Procurement Cloud: Procurement Implementation*
- *Oracle Applications Cloud: Functional Setup Manager for Implementers*
- *Oracle Applications Cloud: Advanced Supply Chain and Fulfillment Techniques*

Related Oracle University Courses

- *Fusion Applications: Extend Applications with ADF*
- *Oracle Cloud Applications: Security Overview*

Additional Resources

- Oracle Technology Library on OTN: (http://www.oracle.com/technetwork/index.html)
- My Oracle Support (MOS) (https://support.oracle.com/)

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Note: This Oracle Procurement Cloud Implementation course provides a high-level overview or introduction to functionality that is common to all Oracle Cloud applications and reviewed in greater detail in other Oracle University courses.

Summary

In this lesson, you should have learned how to:

- Identify the purpose and scope of this course
- Describe the course training approach
- Introduce the key concepts of Oracle Cloud Applications
- Identify resources for implementation information
- Navigate Oracle Cloud Applications

2

Overview of Oracle Procurement Cloud

Instructor lesson and demonstrations: 50m

Student practices: 0m

Total: 50m

Objectives

After completing this lesson, you should be able to:

- Describe the key processes and concepts of Oracle Procurement Cloud
- Describe the Oracle Procurement life cycle
- Preview the Oracle Procurement Cloud set up process
- Identify key concepts of Oracle Procurement Cloud deployment environments

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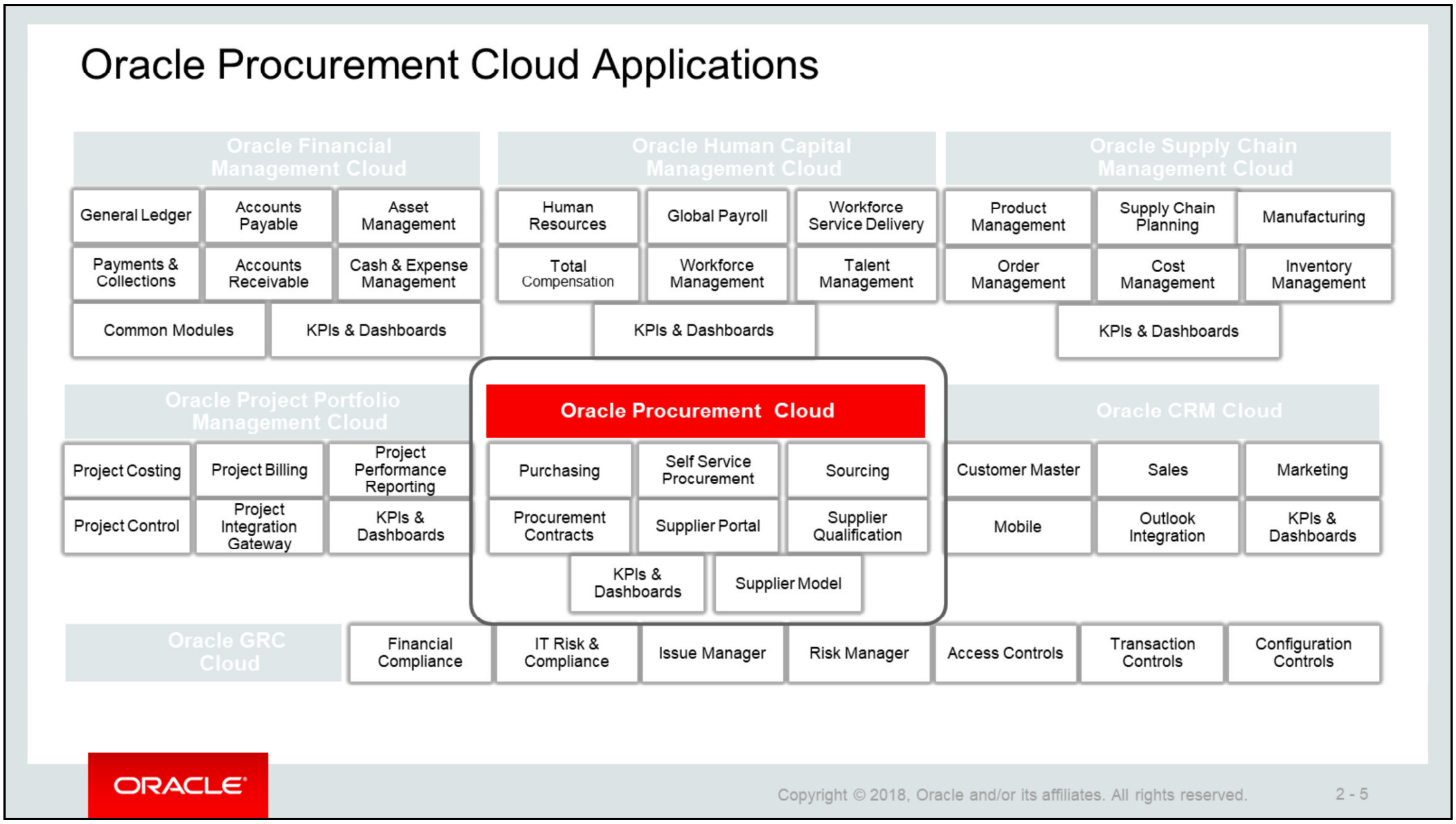
This slide lists the topics that will be discussed during this lesson.

Oracle Procurement Cloud Overview

This topic provides a high-level introduction to Oracle Procurement Cloud.

- Relationship between Oracle Applications Cloud, Oracle Enterprise Resource Planning Cloud, and Oracle Procurement Cloud
- Activities in the Oracle Procurement Cloud business processes that can be performed when setup is complete
- Integration of Oracle Procurement Cloud with other applications that you need to consider during implementation



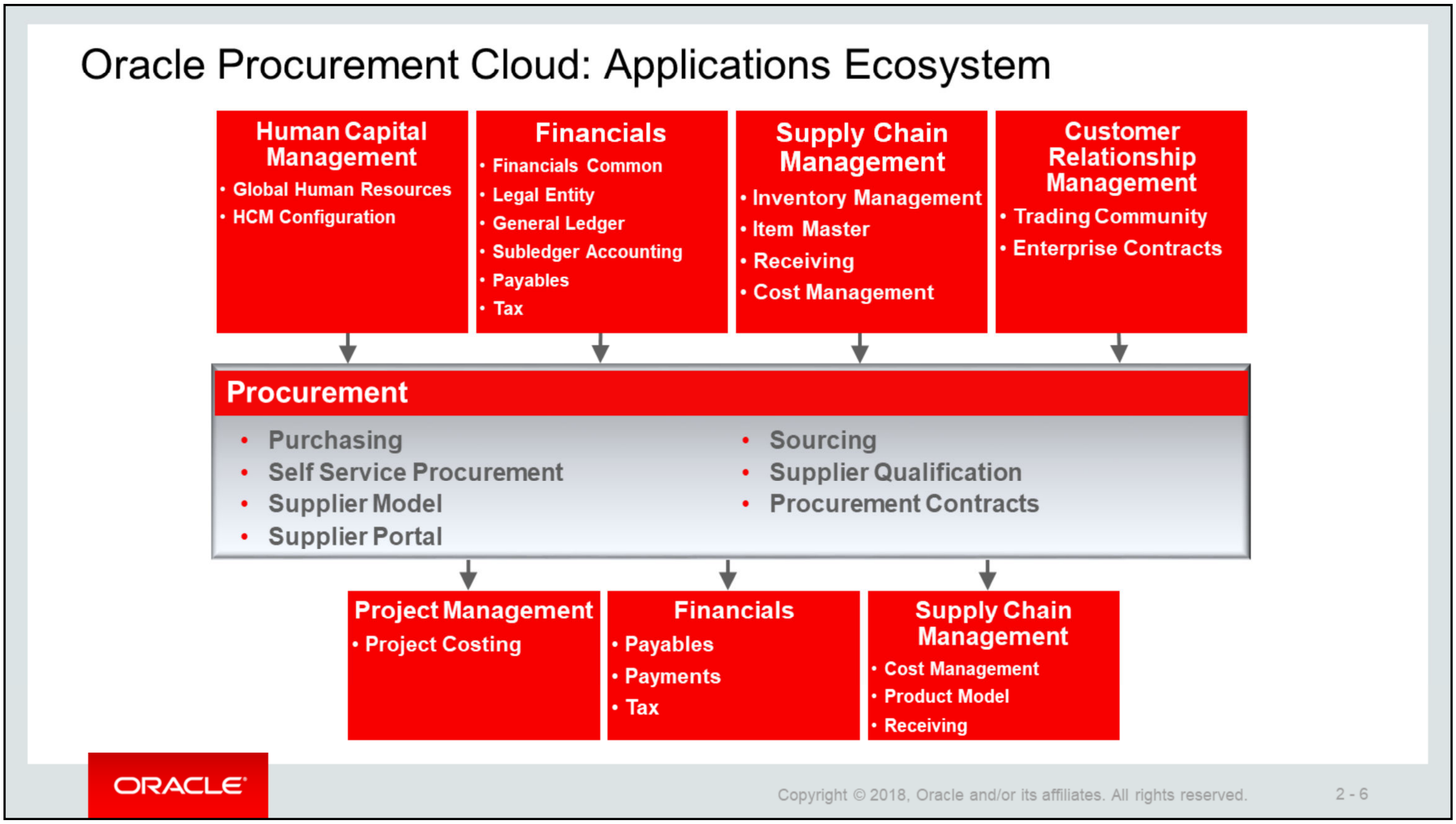
The diagram depicts applications in Oracle Cloud with focus on Oracle Procurement Cloud.

Oracle Procurement Cloud is:

- A modular suite of procurement applications designed to work as a complete procurement solution, or as modular extensions to an existing procurement applications portfolio.
- A global procurement application suite built to help you to realize cost savings with integrated sourcing, contract management, procurement, payables, and supplier management processes within a single global solution.

Oracle Enterprise Resource Planning Cloud is:

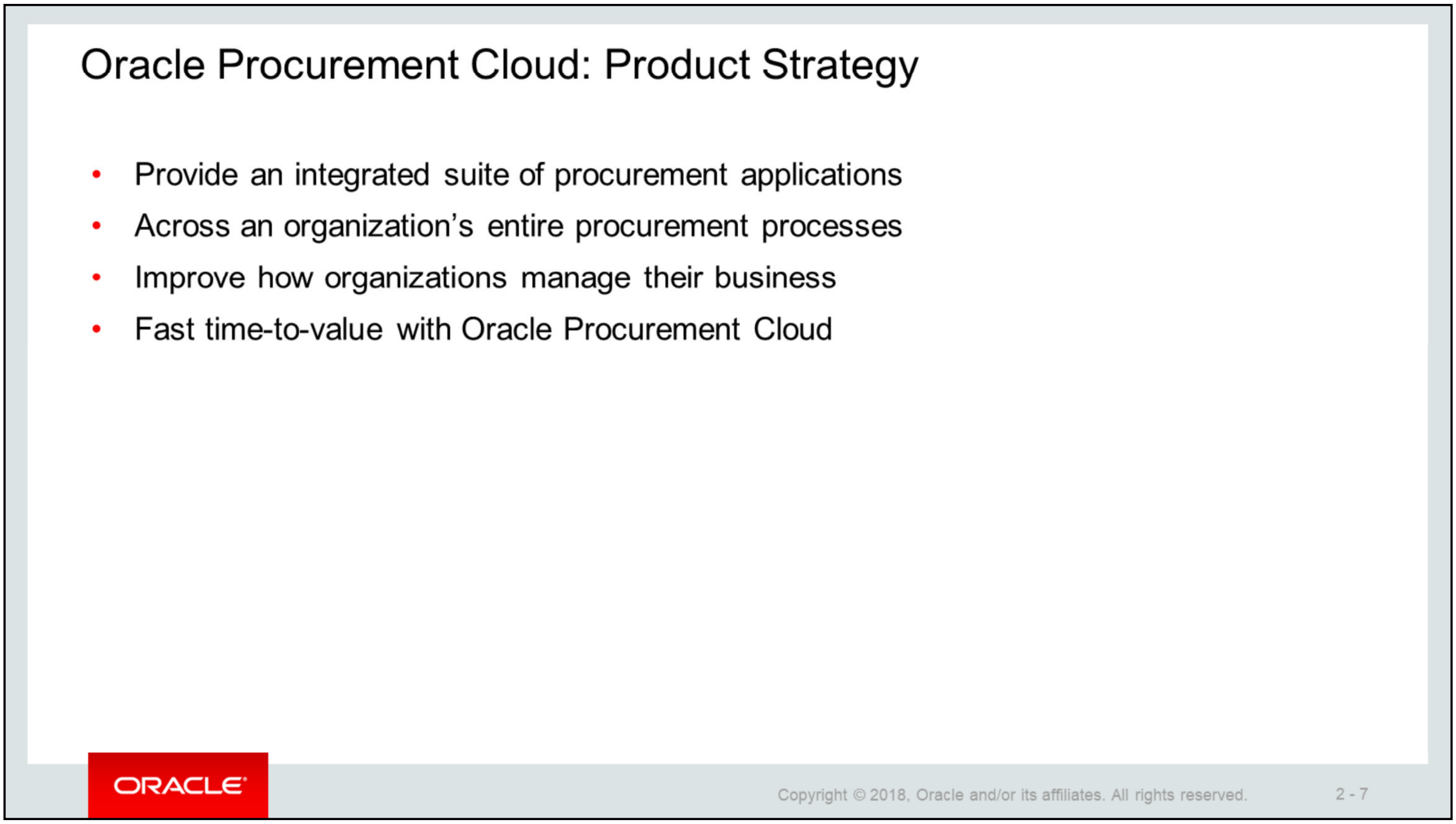
- An integrated pillar of application suites or solutions, including: Oracle Financial Management Cloud, Oracle Project Portfolio Management Cloud, and Oracle Procurement Cloud.



The diagram depicts the complex interaction of other Oracle Cloud applications resulting from integrated processes with Oracle Procurement Cloud.

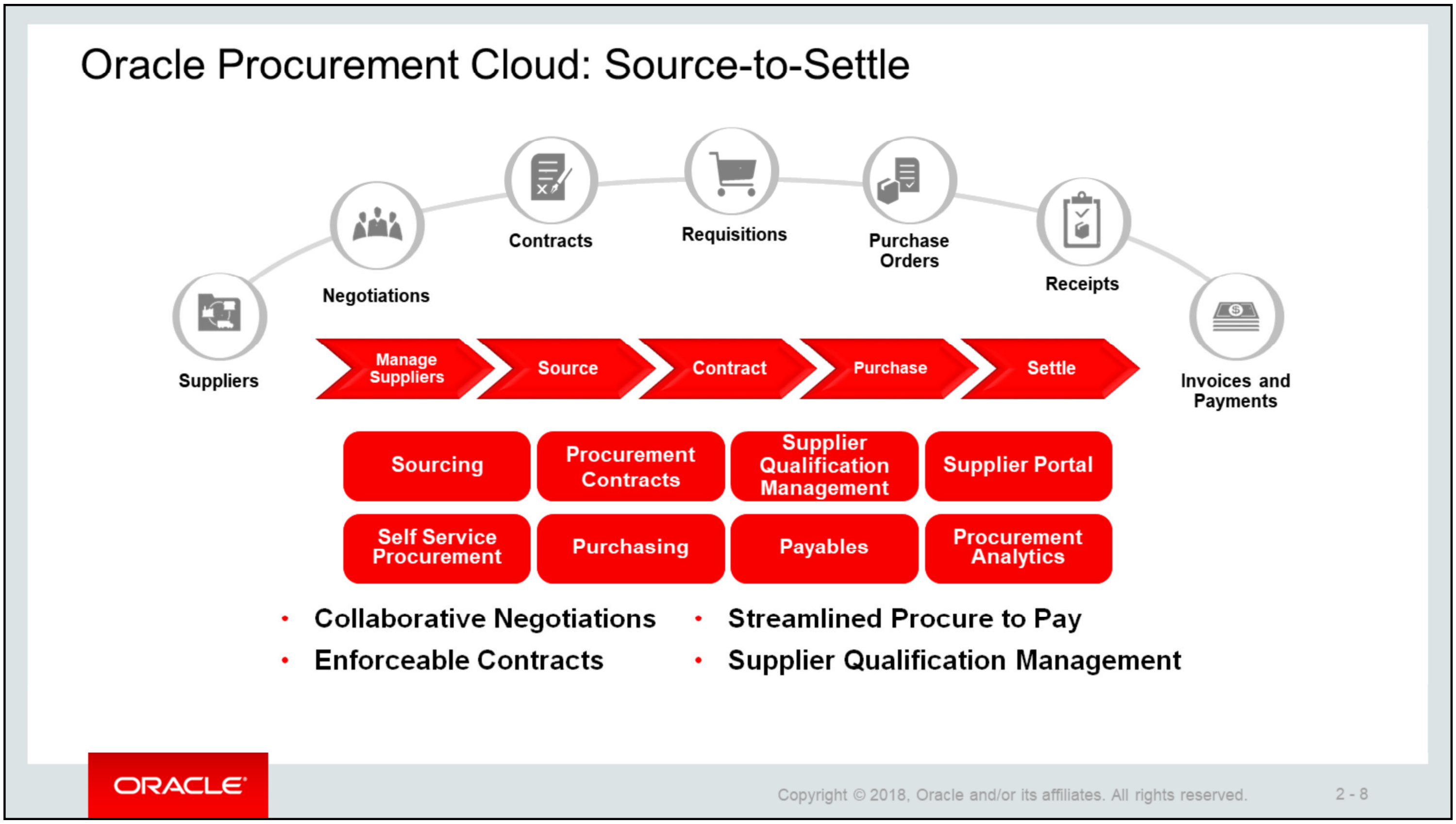
The key application pillars and solutions that are designed to perform this interaction are:

- **Human Capital Management:** Employees are defined in Oracle Human Capital Management Cloud, and are assigned procurement job roles in addition to the procurement agent function.
- **Financials:** Enterprise structures (such as ledgers and legal entities) used by Oracle Procurement Cloud are defined in Oracle Financials Cloud. Additionally, purchasing information is used to update tables in Oracle Payables Cloud and to generate payment and tax information.
- **Supply Chain Management:** Oracle Procurement Cloud applications can use items and item information defined in Oracle Product Master Data Management Cloud.
- **Customer Relationship Management:** Supplier trading community information is integrated into Oracle Supplier Portal Cloud, and it is shared between many other Oracle Cloud applications. Also, Oracle Enterprise Contracts Cloud provides the foundation for Oracle Procurement Cloud Contracts.
- **Project Management:** Oracle Procurement Cloud applications, such as Oracle Sourcing Cloud, can be tied to project information entered in Oracle Project Portfolio Management Cloud.



Oracle Procurement Cloud helps you spend smarter with smarter negotiation, buying, and collaboration. The suite of applications does this by enabling:

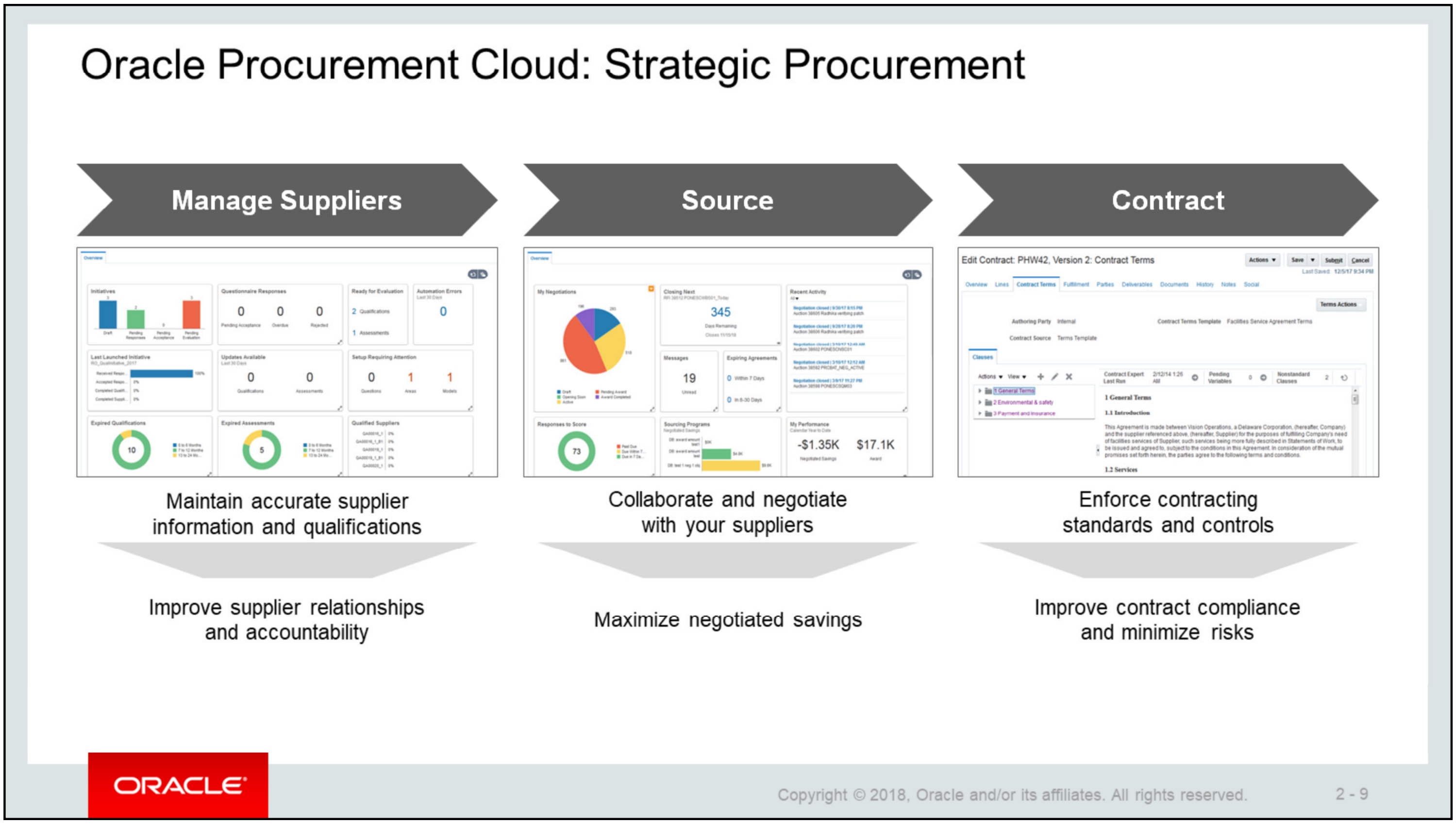
- Automation and control of an organization's procurement processes
- Supplier negotiations and collaboration
- Catalog management
- Contract creation and administration
- Requisition creation and management
- Supplier agreement and purchase order creation and management
- Integration to receipts and payables
- Spend analysis



The diagram depicts the Oracle Procurement Cloud as a complete source-to-settle solution.

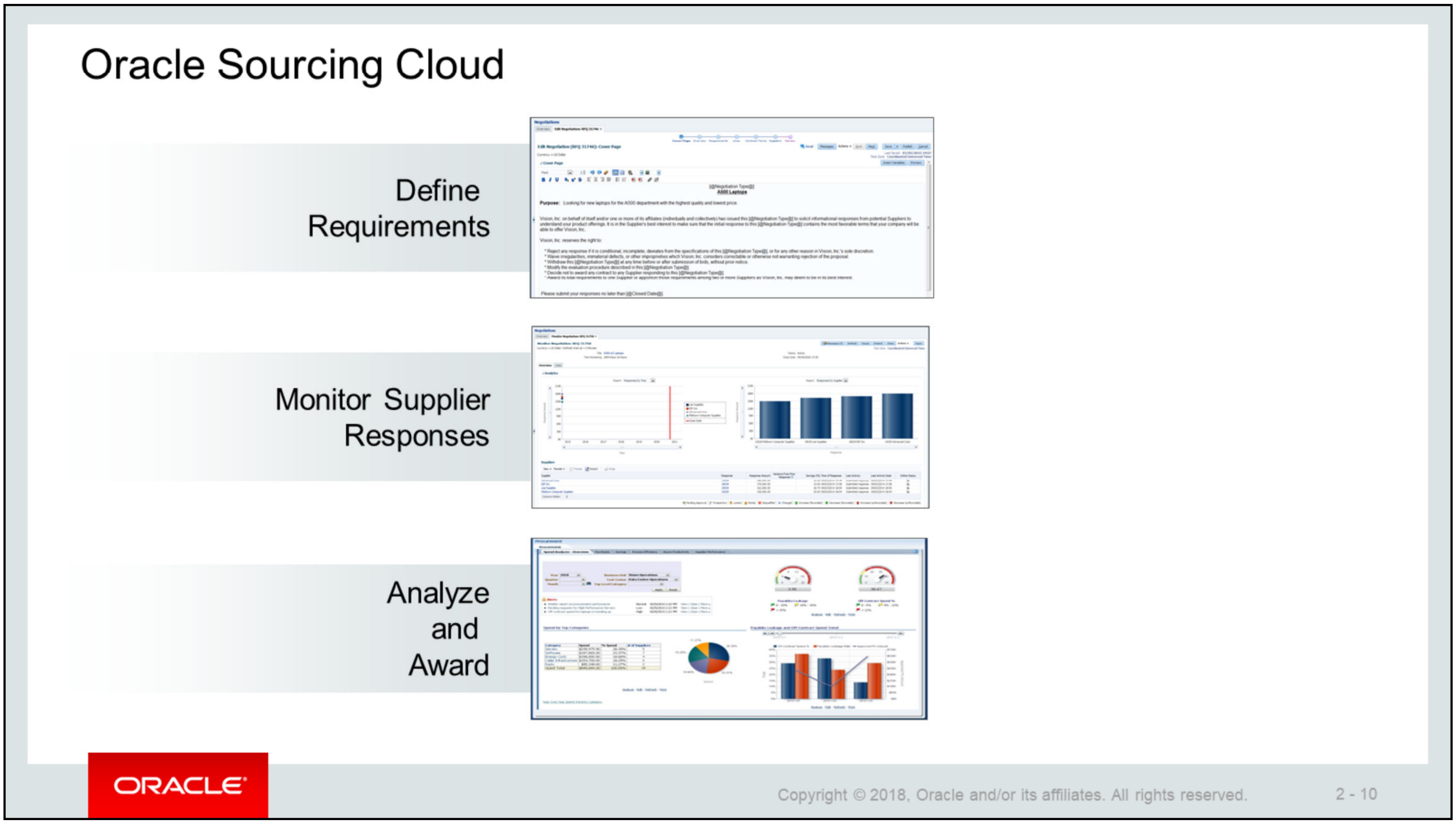
Oracle Procurement Cloud offers a complete source-to-settle solution. You can manage your suppliers, source, contracts, purchase and settle with a completely modern solution. The four key areas that set our solution apart are the ability to support:

- Collaborative negotiations
- Enforceable contracts
- Streamlined procure-to-pay
- Supplier qualifications management



The diagram depicts the strategic side of Oracle Procurement Cloud.

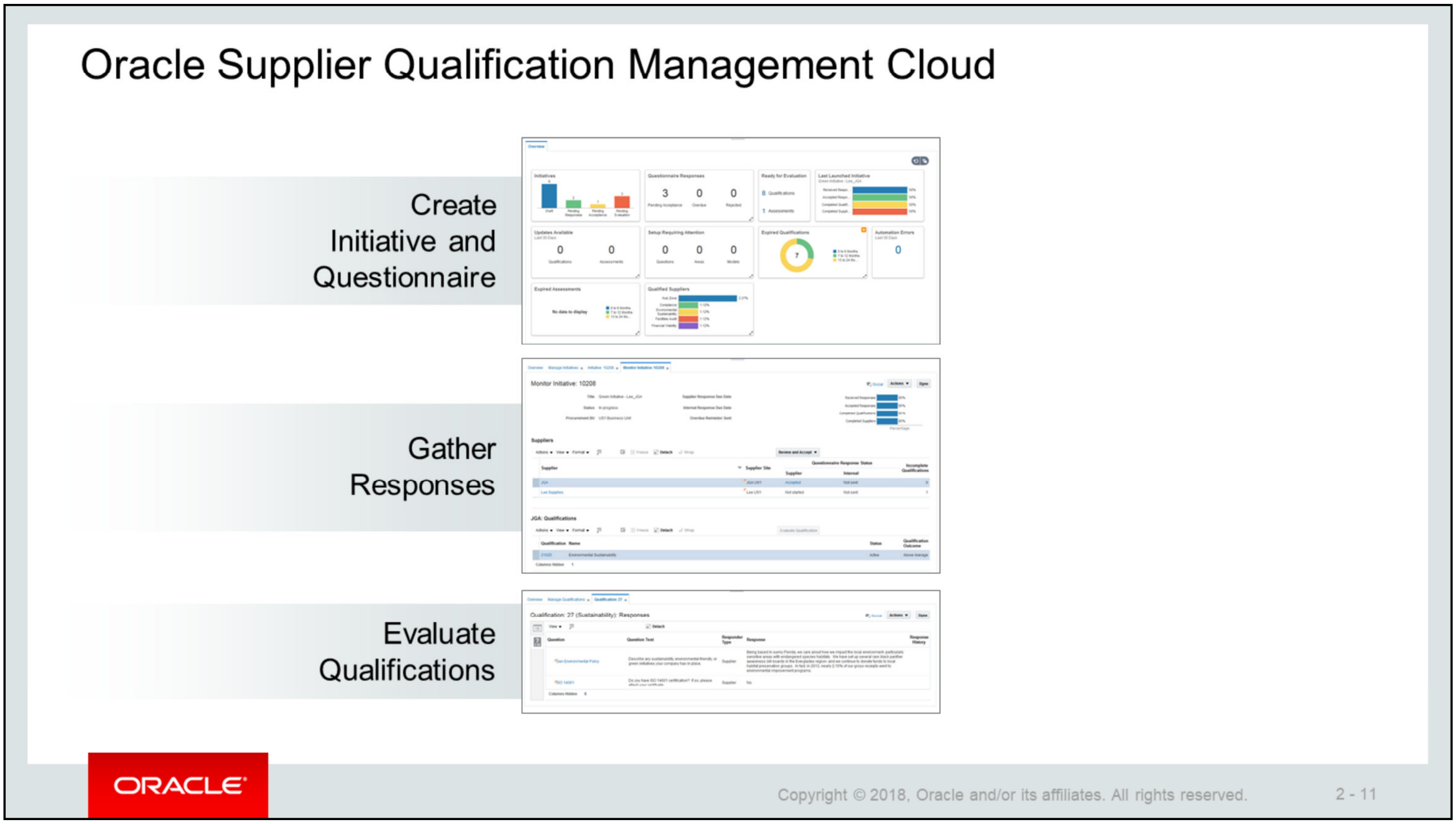
To further differentiate our solutions, you can see the depth of the Oracle Procurement Cloud solution on the strategic side of procurement vs. transactional. There are many niche solutions that cover only a portion of the transactional side of procurement, but ignore the importance and value creation side of strategic procurement. Oracle provides the tools to excel in the strategic areas of supplier management, sourcing and contracting.



The screenshots depict Oracle Sourcing Cloud features for defining requirements, monitoring supplier responses, and awarding suppliers.

Oracle Sourcing Cloud supports collaborative negotiations by:

- Improving communication and information sharing with sourcing teams and Oracle Social Network integration
- Simplifying your sourcing activities with guided navigation, negotiation styles, and intuitive tools
- Enabling suppliers to collaborate and share information early in your ideation processes
- Delivering maximum savings with graphical award analysis and spreadsheet integration



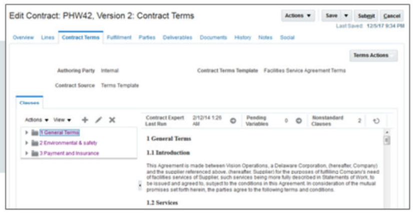
The screenshots depict Oracle Supplier Qualification Management Cloud features for creating initiatives and questionnaires, gathering responses, and evaluating qualifications.

Oracle Supplier Qualification Management Cloud enables you to create and maintain evaluations about suppliers.

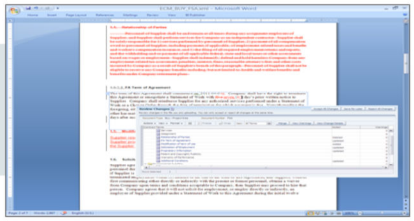
- Qualify and assess suppliers to support supplier programs, compliance, and sourcing award decisions.
- Gather supplier information through internal and external qualification questionnaires.
- Promptly alert when new information might affect supplier qualifications, capabilities, or risk.
- Provide insight to supplier qualifications and policy compliance.

Oracle Procurement Contracts Cloud

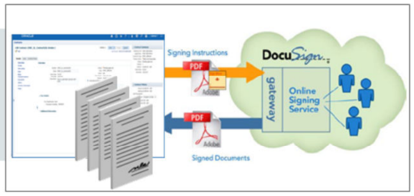
Author Contracts



Negotiate



Approve And Sign



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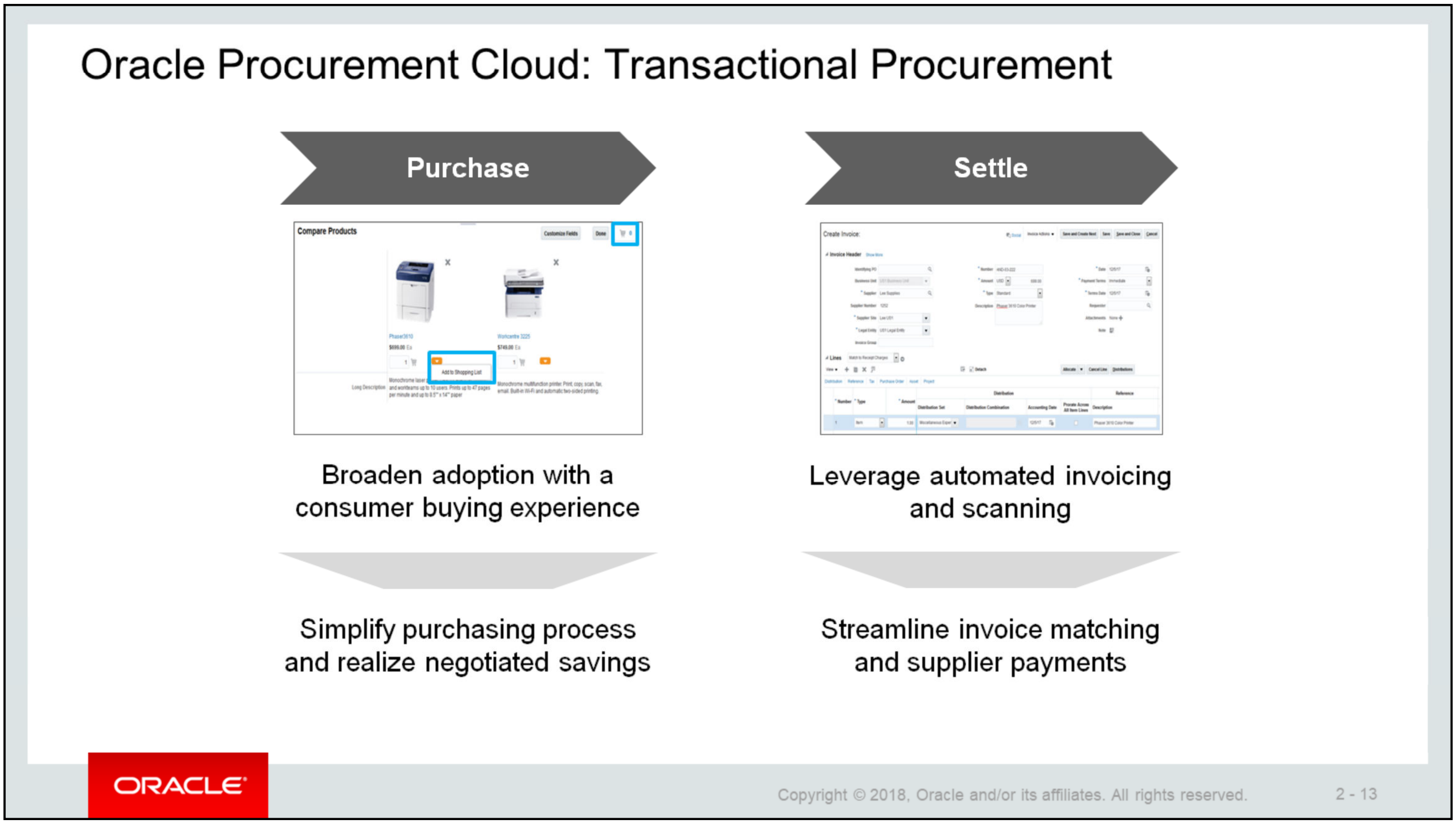
The screenshots depict Oracle Procurement Contracts Cloud features for authoring contracts, negotiating contracts, and approving and signing contracts.

Oracle Procurement Contracts helps you to create and maintain enforceable contracts.

- Standardize contracts and enforce business policies using pre-approved clause libraries, templates and approved alternatives.
- Identify deviations from defined standards, highlight risks, and enforce appropriate document approvals.
- Improve contract visibility with a secure and searchable contract repository, renewals management, amendment tracking, and complete audit history.



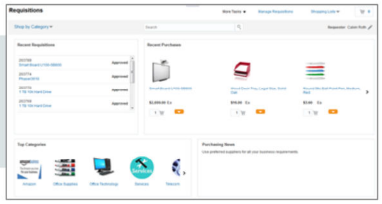
The screenshots depict the transactional side of procurement, from purchase to settle.

On the transactional side of Oracle Procurement Cloud, the emphasis is on ease of use with a consumer-centric buying experience.

The value Oracle Procurement Cloud creates beyond the niche competitors is integration with a robust and global payables and finance system. This ensures proper pricing, discounts, terms, and accounting. The integration also streamlines the payables process with automation, such as scanning and electronic invoicing support.

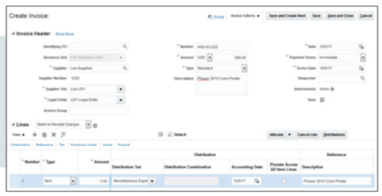
Oracle Procurement Cloud: Streamlined Procure-to-Pay

Requisition



Purchase

Pay



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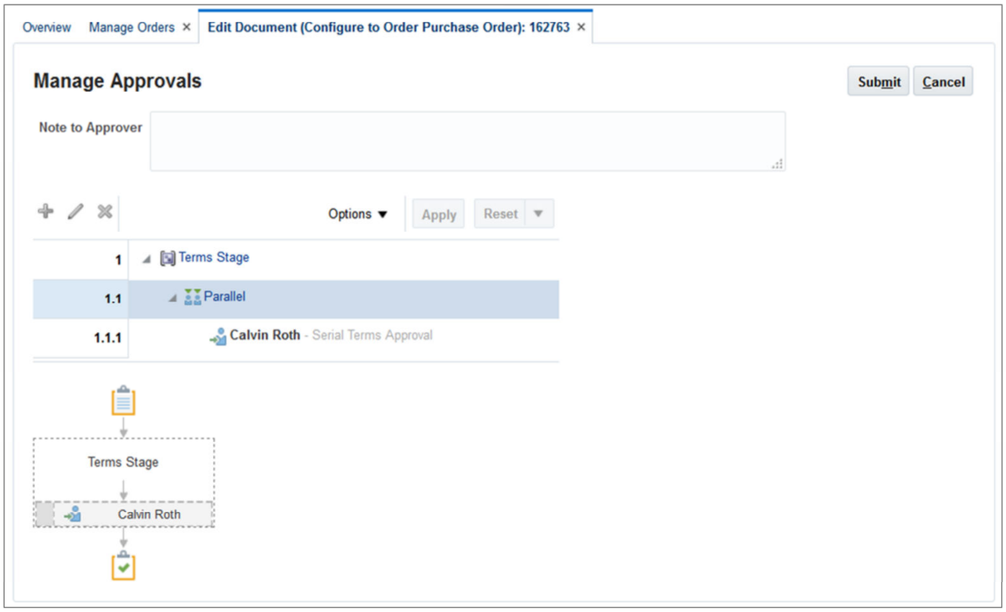
2 - 14

The screenshots depict the streamlined procure-to-pay side of Oracle Procurement Cloud, from requisition to purchase to pay.

Use Oracle Procurement Cloud to streamline your procure-to-pay processes.

- Enable employees to buy goods and services with a consumer buying experience.
- Ensure your negotiated pricing and terms are automatically enforced to realize maximum savings.
- Automate your requisition to payment cycle and focus on strategic activities with touchless buying.

Oracle Procurement Cloud: Unified Approval Workflow



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2 - 15

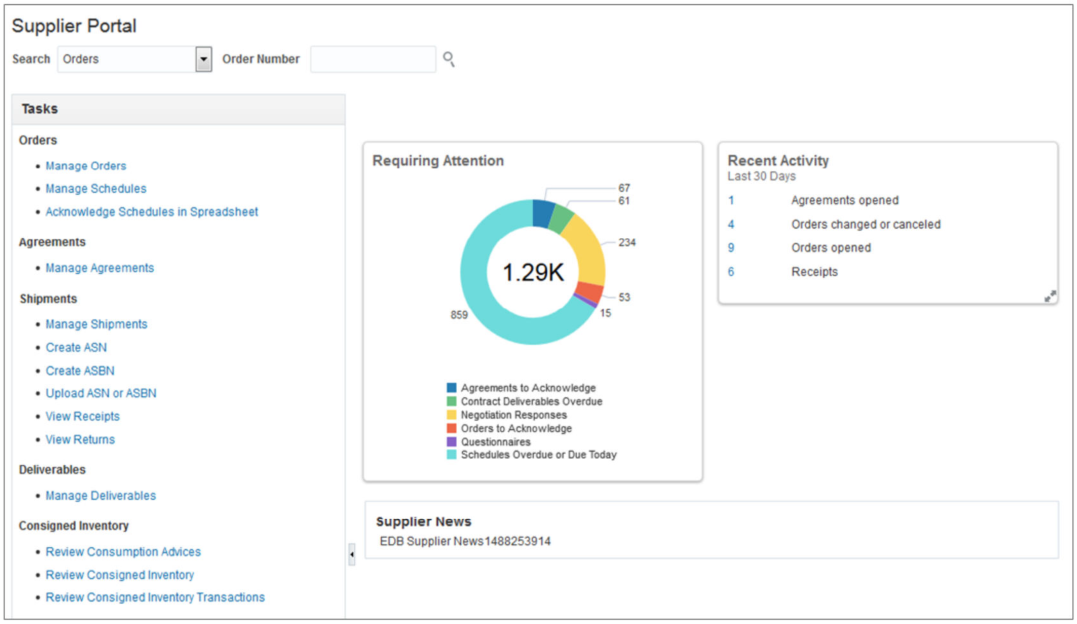
Navigator > Procurement > Purchase Orders > Tasks panel tab > Manage Orders task > Search for and select Purchase Order > Edit Document (Purchase Order) page > Manage Approvals button

The screenshot depicts the Manage Approvals page.

Enforce your business policies through controls and approvals.

- Business rules determine approval routings
- Serial, parallel, FYI, and ad-hoc approvals
- Common workflow capabilities across business functions

Oracle Supplier Portal Cloud



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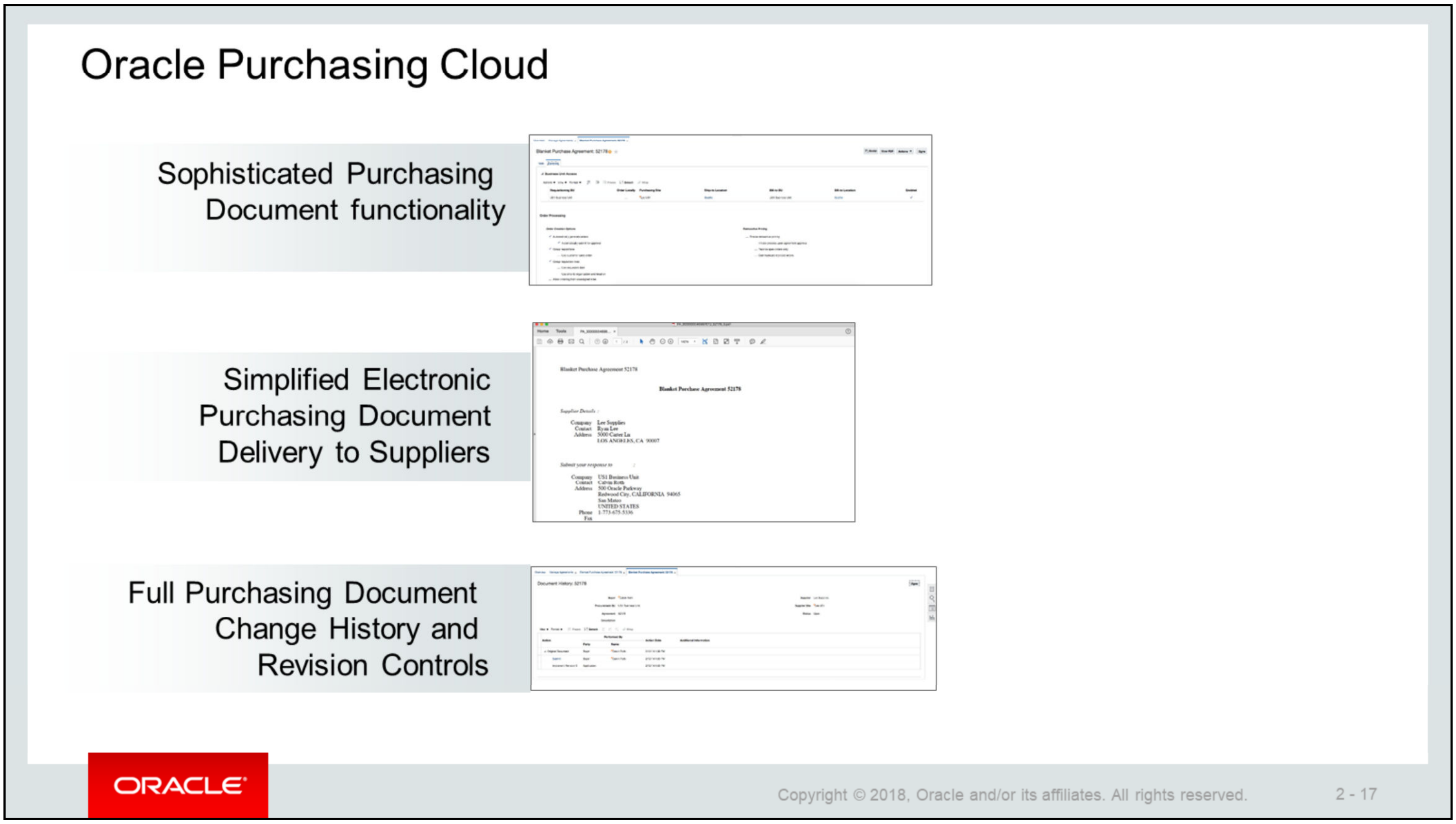
 2 - 16

Navigator > Procurement > Supplier Portal > Supplier Portal work area

The screenshot depicts the Supplier Portal home page.

- Maximize supplier self-service with an intuitive user experience for supplier enablement.
- Expedite invoice processing with invoice presentation and payment.
- Reduce catalog administration costs with supplier catalog authoring.
- Drive suppliers to action with easy to identify supplier tasks.
- Allow suppliers to quickly identify recent activity and documents requiring attention.



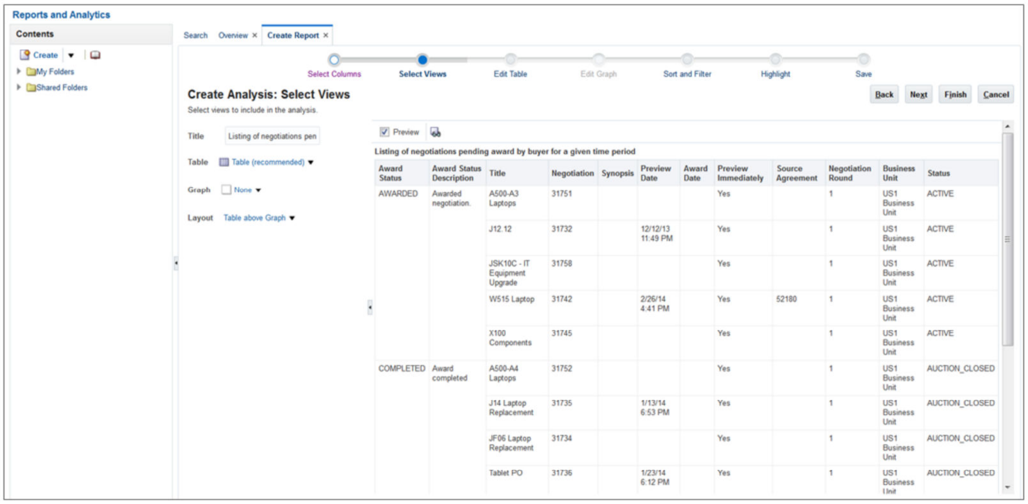
Navigator > Procurement > Purchase Agreements

The screenshots depict Oracle Purchasing Cloud features for defining negotiated prices and terms, controls specifying business unit access and order processing.

Oracle Purchasing Cloud helps streamline your procure to pay process:

- Capture contract-related negotiated terms and conditions and document controls in one place
- Providing sophisticated tools to allow efficient touchless buying
- Increate efficiency with sophisticated touchless buying tools
- Provide simplified electronic document delivery to suppliers
- Incorporate integrated DocuSign e-signature capabilities

Oracle Transactional Business Intelligence



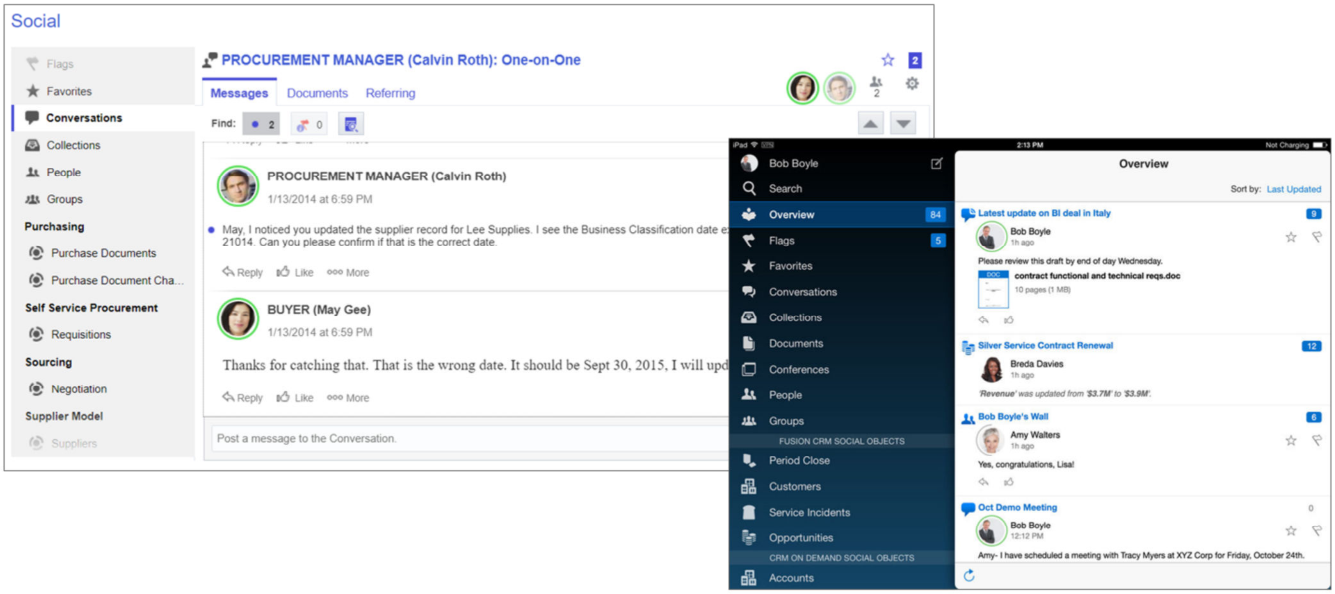
2 - 18

Navigator > Tools > Reports and Analytics

The screenshot depicts the Create Analysis page in the Reports and Analytics tool.

With Oracle Procurement Cloud you can make use of integration with Oracle Transactional Business Intelligence to use predefined reports, and configure your own reports and analytics.

Oracle Social Network



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 2 - 19

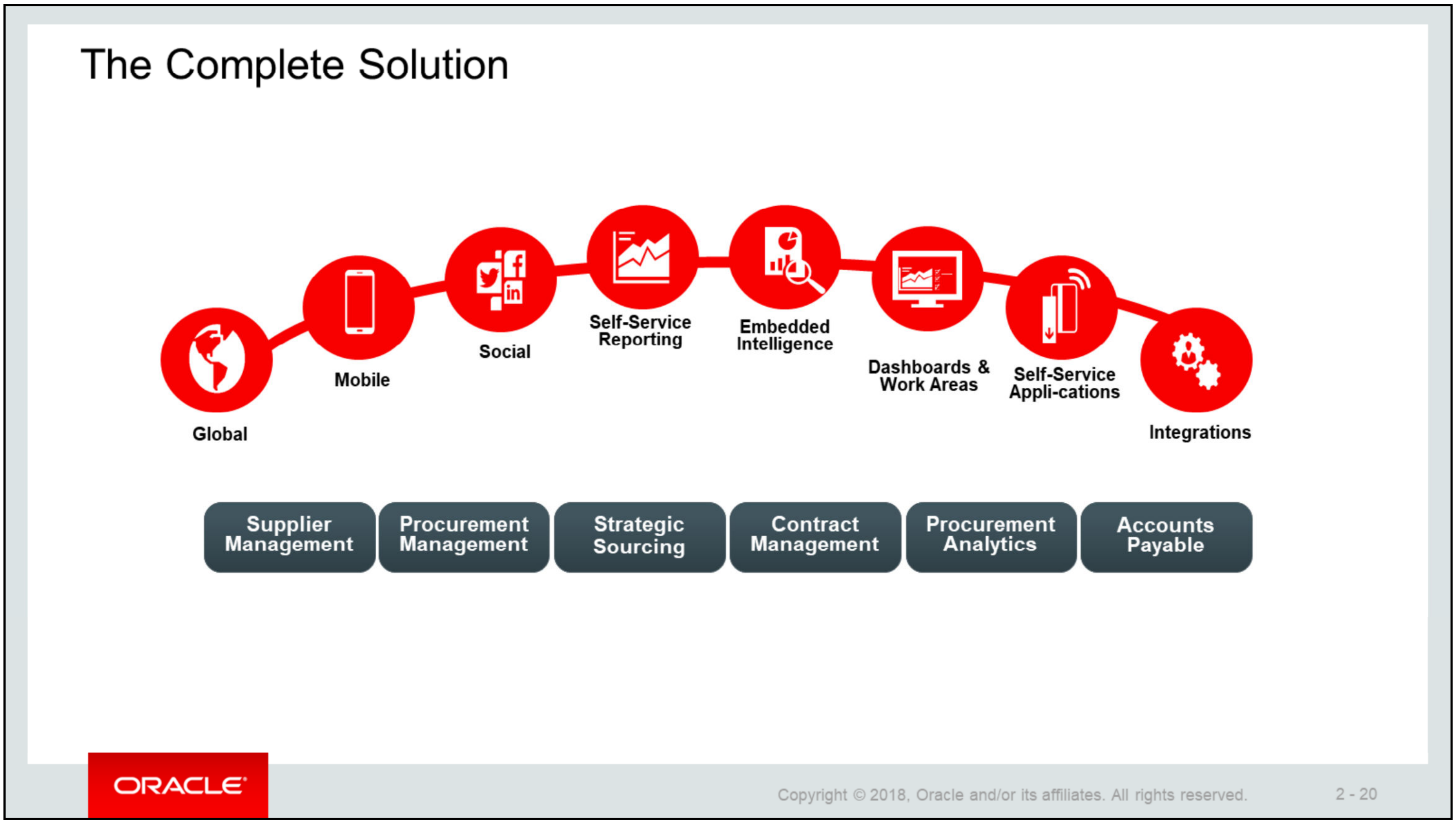
Navigator > Others > Social

The screenshots depict collaboration among stakeholders in pages from Oracle Social Network.

The average employee today typically collaborates with 10 or more people just to accomplish his or her day-to-day work.**

Use Oracle Social Network to access discussions on multiple devices and share business objects with relevant parties. You can easily share documents with others within your organization.

****Source:** CEB Corporate Leadership Council High Performance Survey, 2012



The diagram depicts the complete range of features in Oracle Procurement Cloud solution.

Oracle Procurement Cloud

Summary

- Innovative, consumer user experience
- Unmatched breadth of source-to-settle capabilities
- Global solution with horizontal industry applicability
- Broad adoption and strong growth

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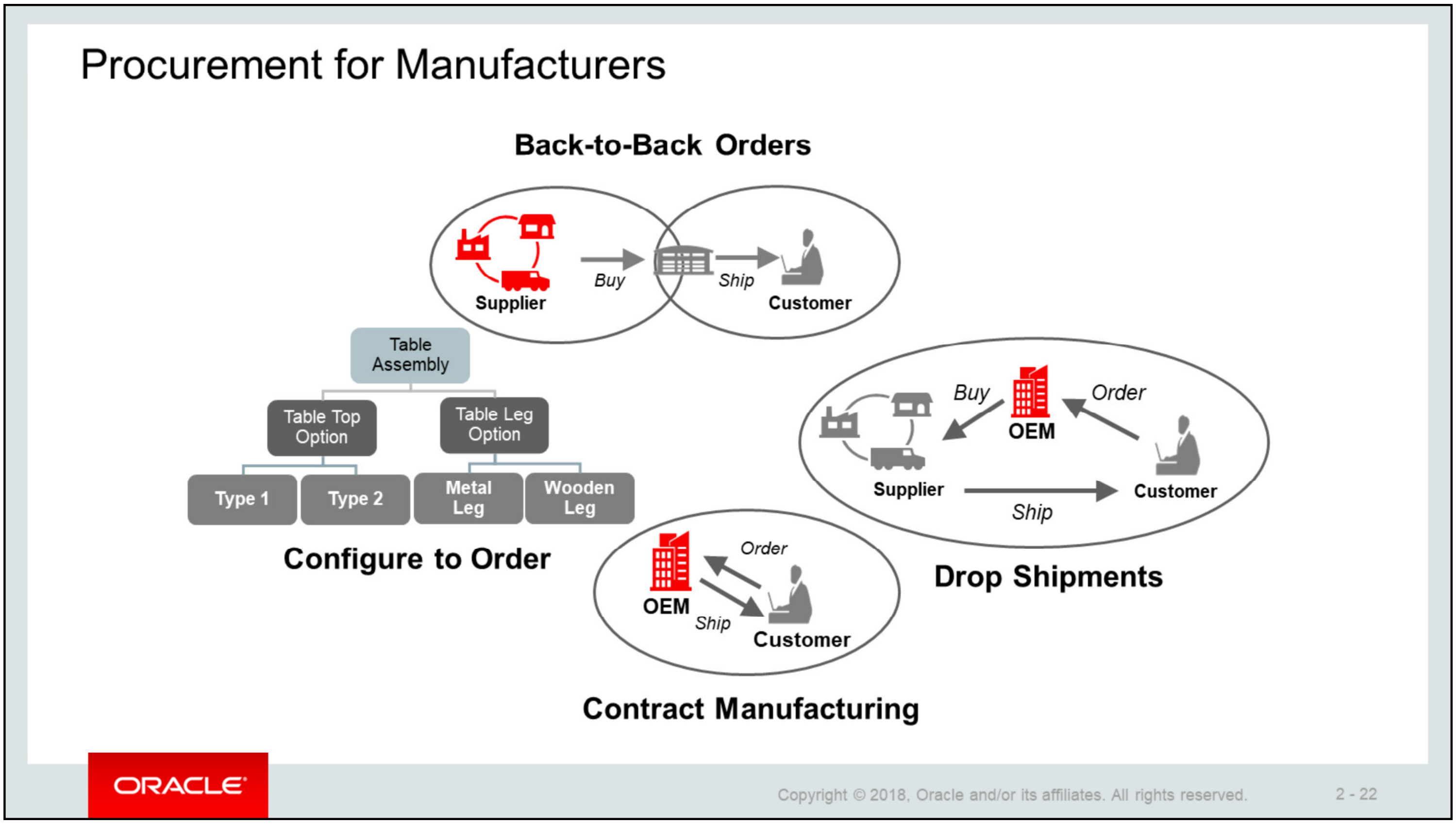
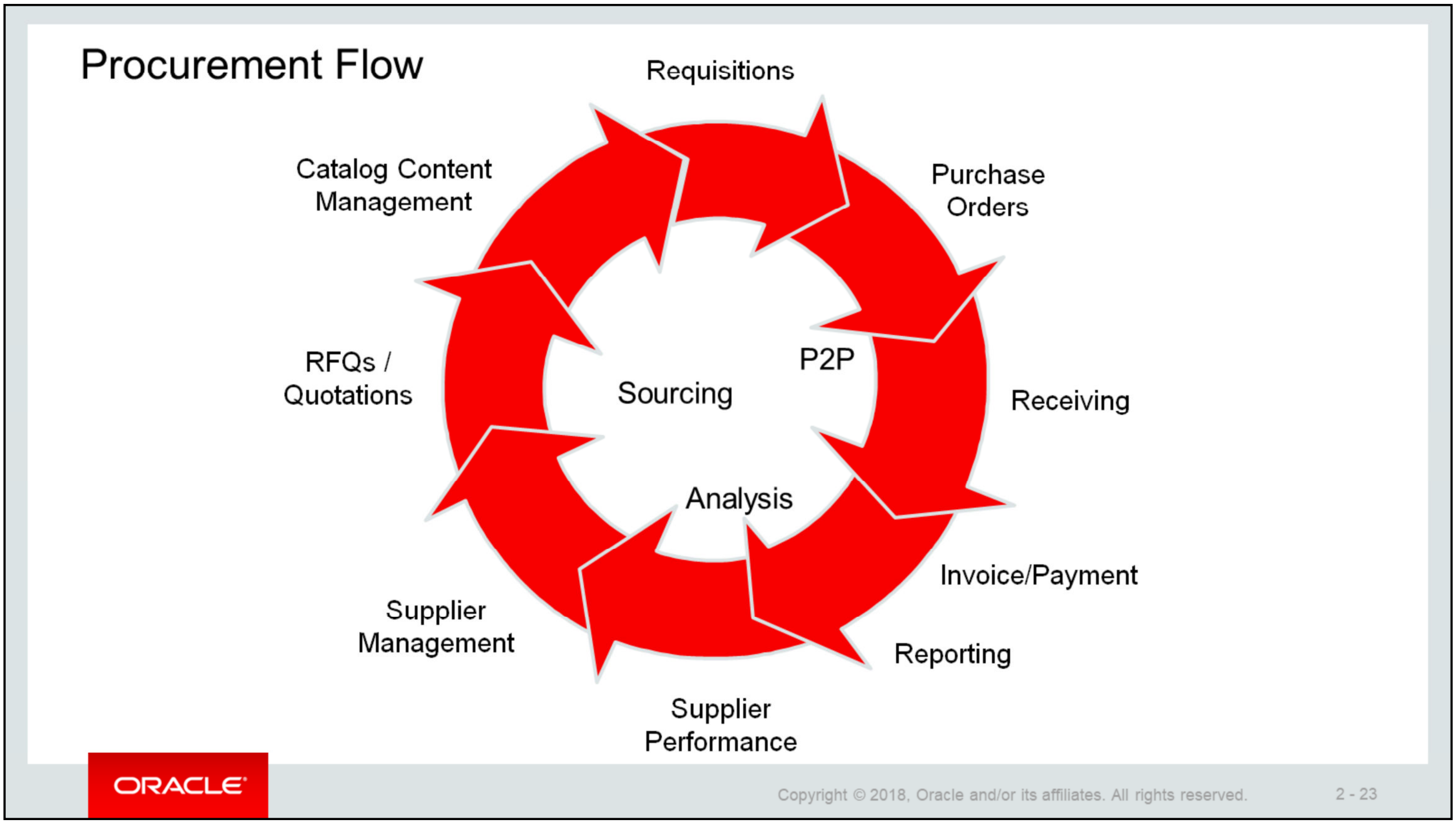
The diagram summarizes the key advantages of Oracle Procurement Cloud.



The diagram depicts workflows in direct materials support for manufacturers.

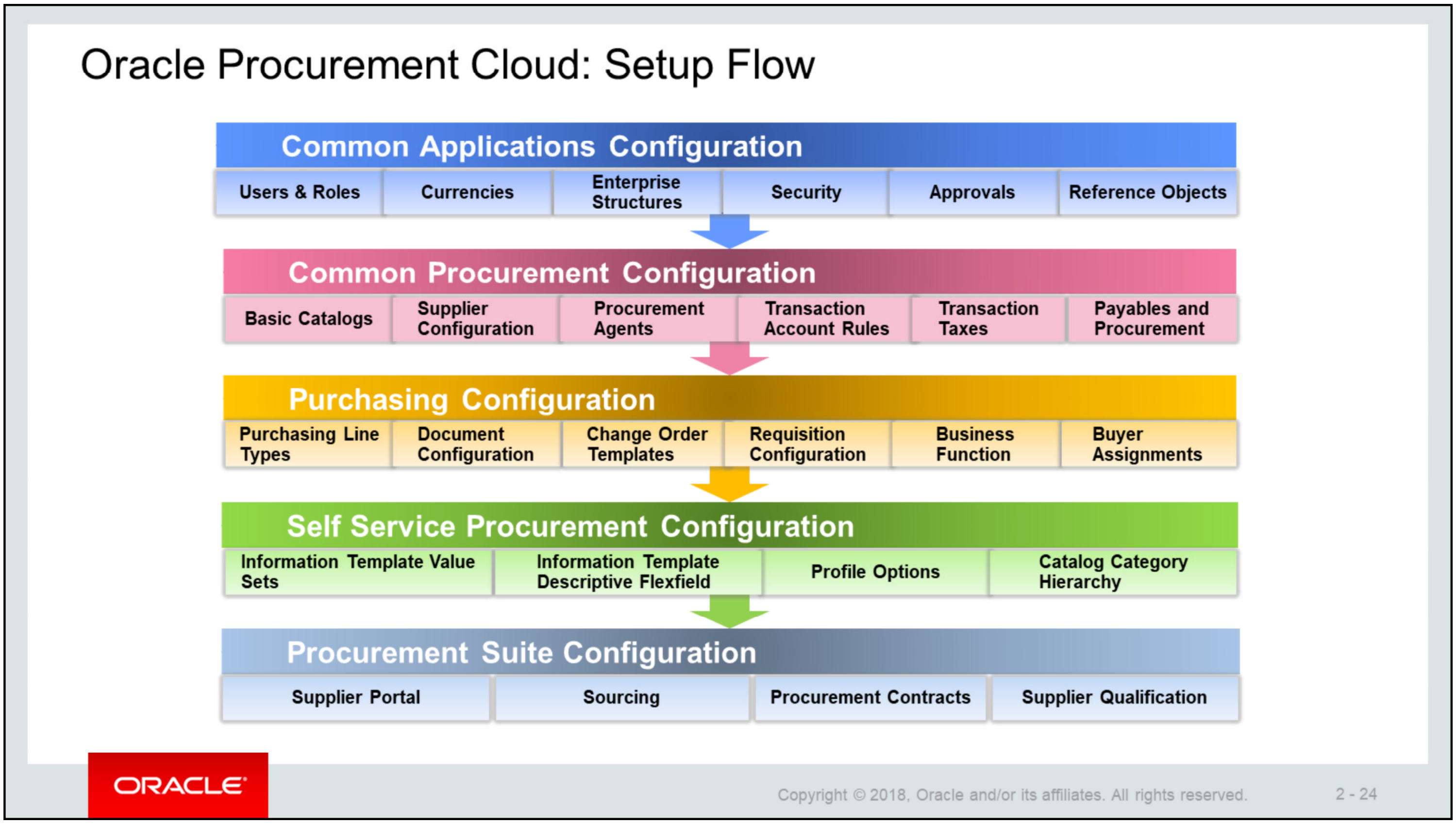
Oracle Procurement Cloud also includes direct materials support for manufacturers. This includes configure to order, back-to-back orders, drop shipments and contract manufacturing process flows to allow manufacturing organizations to achieve benefits from a modern cloud solution for their source-to-settle business needs.



The diagram depicts the procurement process flow.

The procurement process can take several forms based on your business practices. But a broad generalization can be summarized by the graphic in the slide.

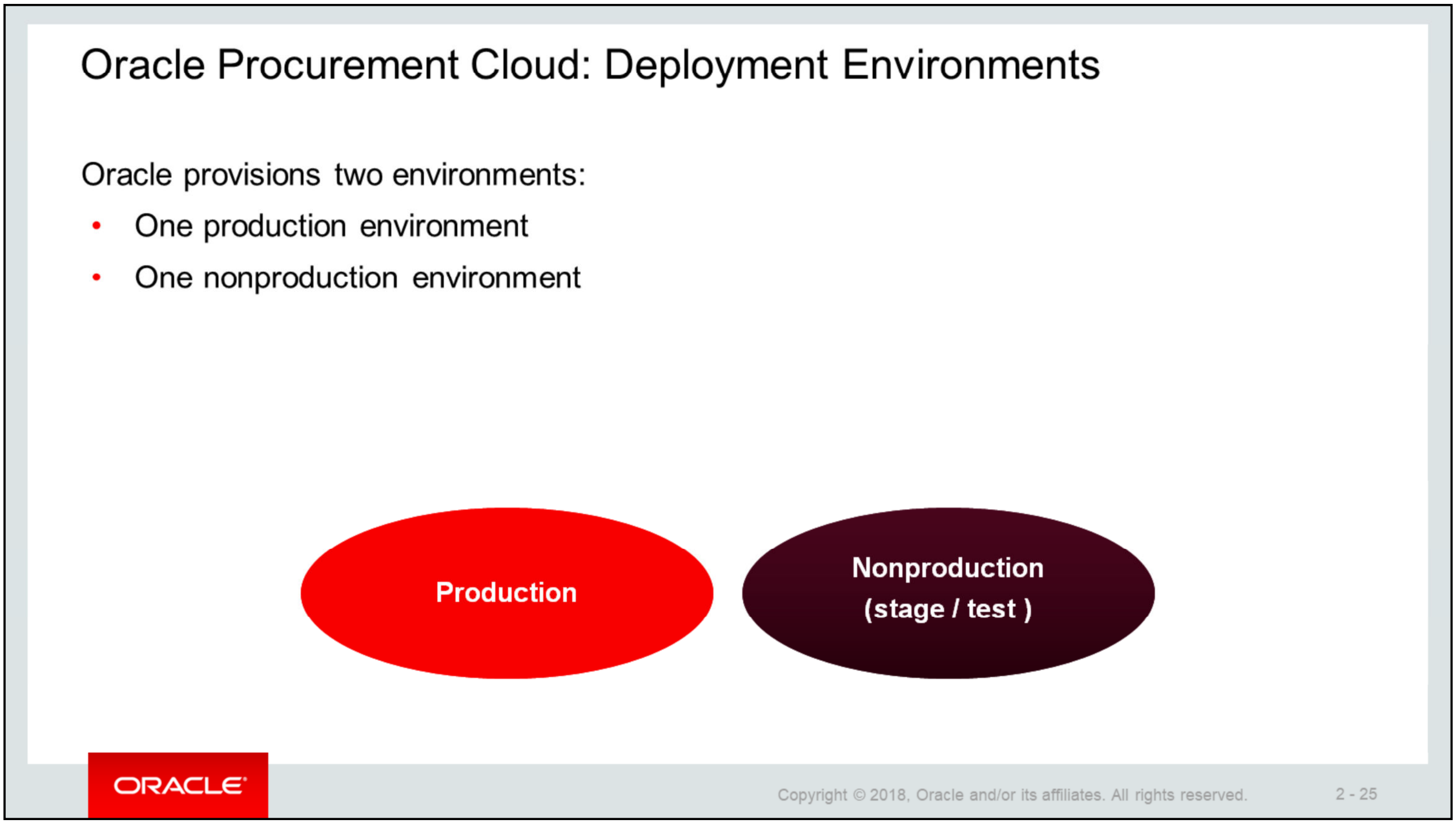
There are many standard definitions of portions of the procurement process such as Procure-to-Pay and Source-to-Settle. In reality, the actual process is determined by the business requirements of the enterprise. For the sake of discussion in this course, you will focus on two process flows that Oracle refers to as **Procure-to-Pay** and **Sourcing**.



The diagram depicts the levels of setup tasks to configure Oracle Procurement Cloud.

A full implementation of the Oracle Procurement Cloud suite involves many different sets of setup tasks. In the lessons of this course, we will focus on the following groups of setup tasks:

- **Common Applications Configuration for Procurement:** Define the configuration for applications that are leveraged across Oracle Cloud products.
- **Common Procurement Configuration:** Define and maintain setup components for the common procurement configuration including catalogs, supplier configuration, account rules, and taxes.
- **Purchasing Configuration:** Define and maintain setup components for Purchasing, including procurement business function, requisitioning business function, change order templates, document styles, and procurement agents.
- **Self Service Procurement Configuration:** Define and maintain profile options and category hierarchy for Self Service Procurement. Define and maintain flexfields for information templates.
- **Procurement Suite Configuration:** Finally, configure the Procurement application Supplier Portal, Sourcing, Procurement Contracts, and Supplier Qualification.



The diagram depicts the two deployment environments: production and nonproduction.

As part of a standard subscription, a customer is provisioned with a production and a nonproduction environment.

Production Cloud Environment

- Environment for production-level activities
- Sized for production user loads
- Monthly scheduled maintenance

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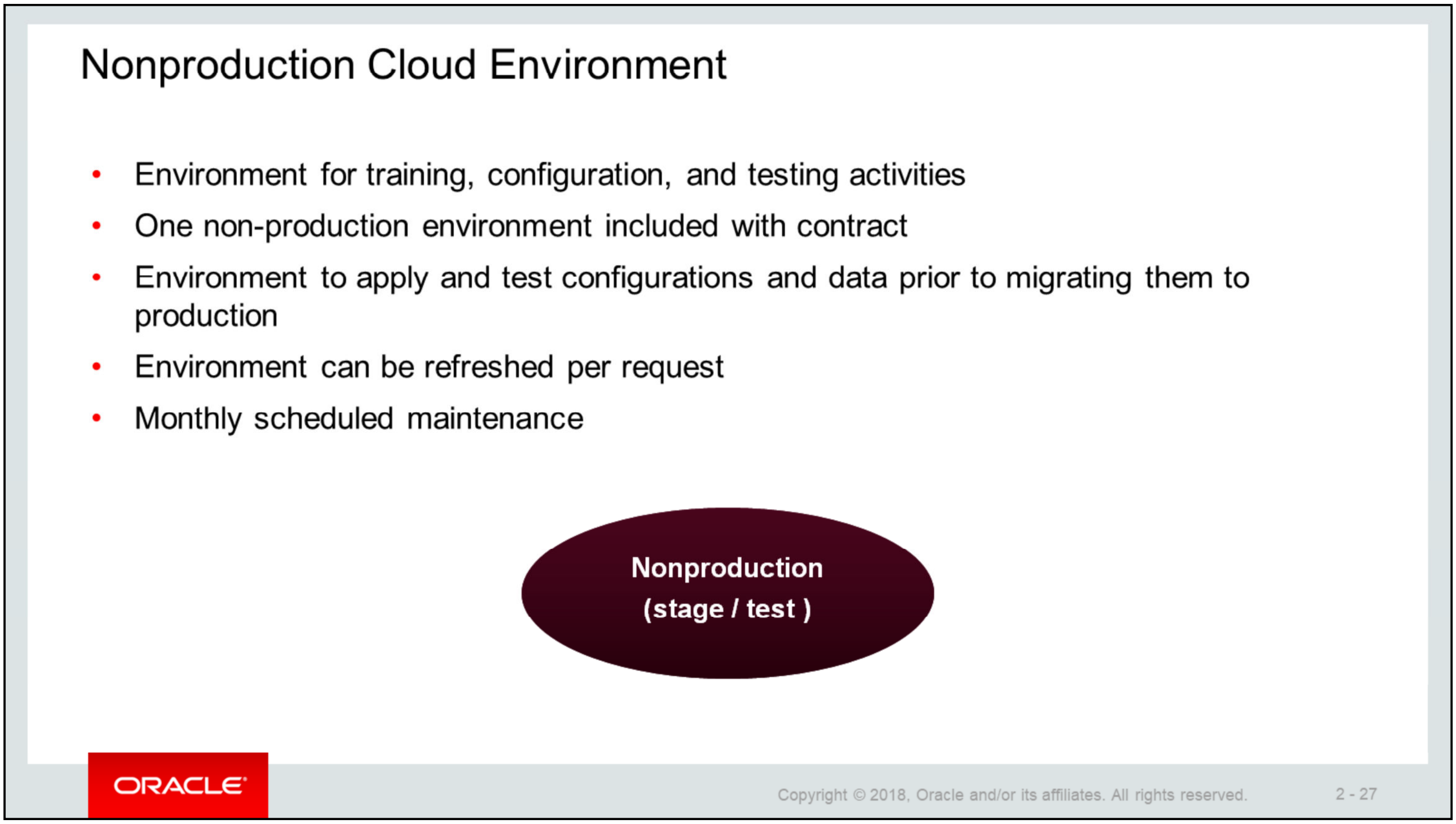
The production environment is primarily for conducting activities which affect end users, involving live data and real-world business transactions. This environment is sized for production user loads based on the specifications defined during the initial contract negotiation process. Production is subject to a monthly maintenance window when upgrades, patches, and other modifications are deployed.



The second environment provisioned with Oracle Procurement Cloud is nonproduction, which can also be referred to as “Stage/Test.” The purpose of nonproduction is to provide an environment that is completely flexible to meet your needs. You can choose to use nonproduction to address needs such as:

- Configuration and testing activities during implementation
- User acceptance testing \
- Training

Nonproduction is not sized the same way as production because there are fewer concurrent users. Sizing for this environment is dependent on the customer needs.

Customers receive one nonproduction environment included with their contract. However, some customers employ a model which includes segregating nonproduction activities across multiple nonproduction environments. For example, you may want to do configuration in one environment and user training in a separate environment. You do have the option to purchase additional nonproduction environments.

In terms of migrating data or configuration between environments, Oracle recommends this be done manually by the customer. Be sure to document all changes made in the source environment so those changes can be implemented manually in a target environment, if necessary.

Note: A refresh of your test environment from your production environment can be requested via a service request (SR).

How to Know When Your Procurement Cloud Is Ready

- After the environments are provisioned, the customer will receive emails with:
  - A welcome message
  - Procurement Cloud credentials for the initial administrator
  - Credentials for the Procurement Cloud administration portal
- For additional environments, customers can contact their Oracle sales representative.
- Standard pods come with U.S. English.
  - For additional language support, customers should file a service request.

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Details on management and administration of your Oracle Procurement Cloud environments are available from the Resources menu after you are logged in.

The Procurement Cloud Administration Portal provides the tools for management and administration. Some of those are:

- **My Account:** Provides a macro view your systems and system metrics
- **My Services:** Provides a view into details of a single system
- **Identity Self Service:** Add users to Admin Portal.
- **Notifications:** Messages regarding scheduled and unscheduled maintenance

For more information about Oracle Cloud Services, see the Cloud website at:
http://docs.oracle.com/cloud/latest/

Demonstration 2-1

- Exploring Oracle Applications Cloud Help

Resources

Documentation

Available on the Oracle Help Center at https://docs.oracle.com/:

- *Oracle Applications Cloud Understanding Enterprise Structures*
- *Oracle Applications Cloud Using Common Features*
- *Oracle Procurement Cloud Implementing Procurement*
- *Oracle Procurement Cloud Using Procurement*
- *Oracle Procurement Cloud Creating and Using Analytics and Reports*
- *Oracle Procurement Cloud Using Procurement Contracts*

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Summary

After completing this lesson, you should be able to:

- Describe the key processes and concepts of Oracle Procurement Cloud
- Describe the Oracle Procurement life cycle
- Preview the Oracle Procurement Cloud setup process
- Identify key concepts of Oracle Procurement Cloud deployment environments

3

Introducing Functional Setup Manager

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Instructor lesson and demonstrations: 50m

Student practices: 30m

Total: 80m

Objectives

After completing this lesson, you should be able to:

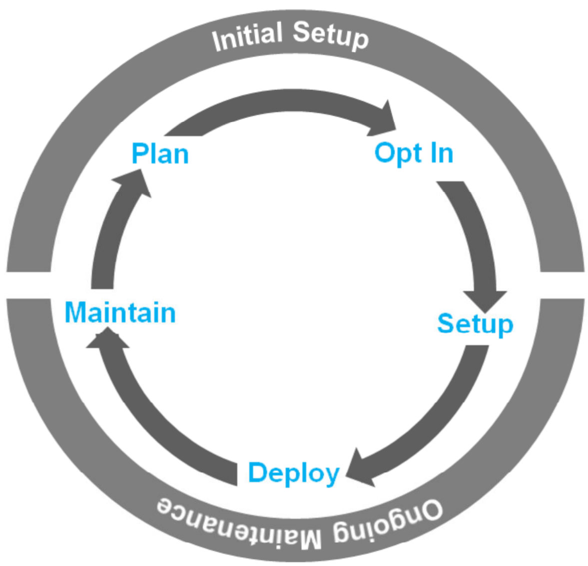
- Explain the benefits and key concepts of Functional Setup Manager.
- Use the opt in feature to enable offerings, functional areas, and features.
- Manage setup data.
- Use export and import to set up your data.
- Explain how to migrate data you setup from test to production.

Topics

- Using Functional Setup Manager
- Managing Setup Data
- Migrating Setup Data
- Resources

This slide lists the topics that will be discussed during this lesson.

What is Functional Setup Manager?



Functional Setup Manager provides an **integrated**, **end-to-end** applications setup and administration process.

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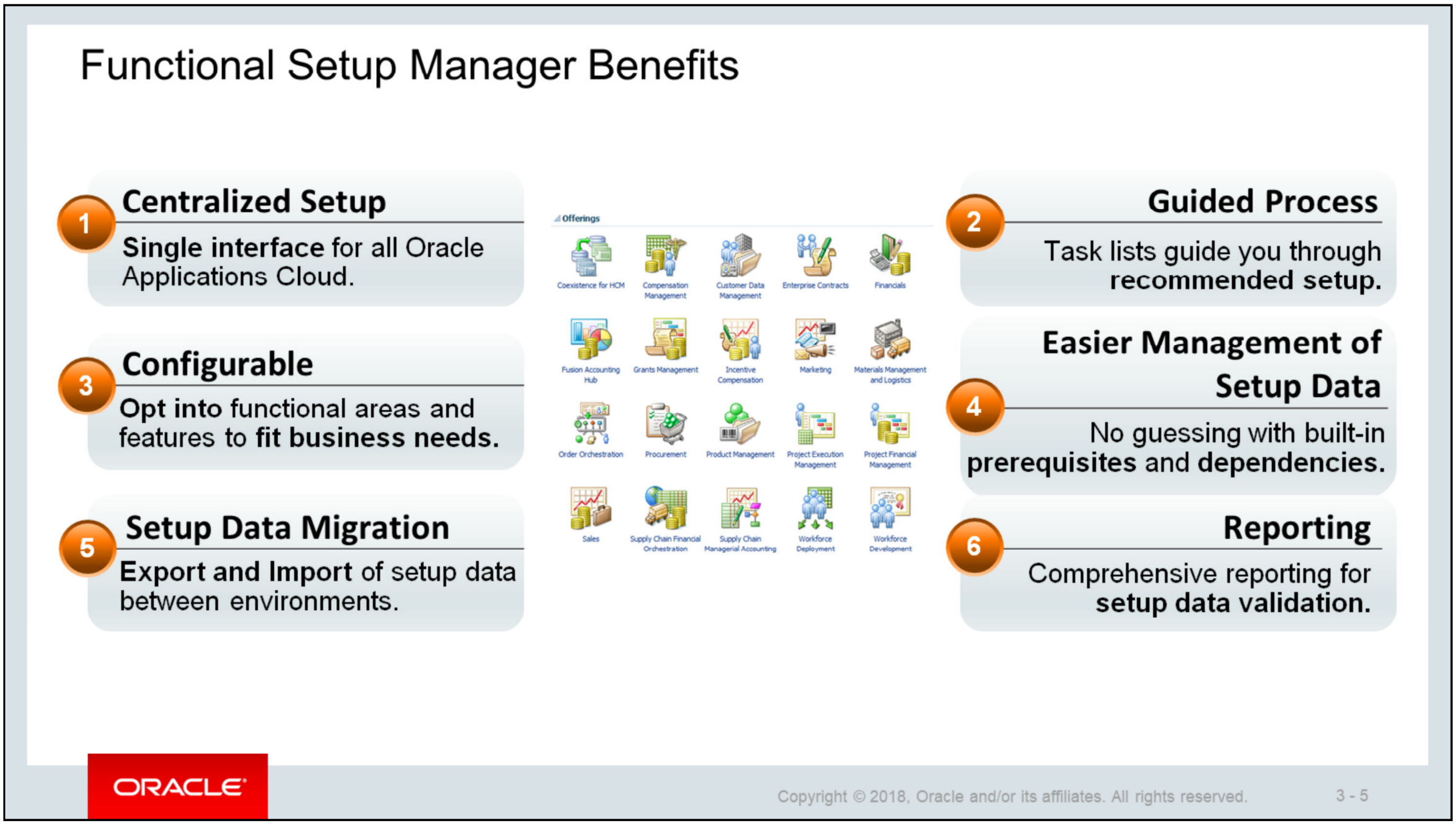
The diagram depicts the application setup life cycle.

The Functional Setup Manager facilitates initial setup and ongoing maintenance. The Functional Setup Manager guides you through the ongoing steps including:

- **Planning:** Identify the offerings you want to implement. Evaluate what functional areas and features to opt into and prepare accordingly for their setup requirements.
- **Opting In:** Select the offerings, functional areas, and features that best fit your business requirements by enabling them.
- **Setting up:** Use setup tasks to enter setup data necessary for your enabled offerings and functional areas.
- **Deploying:** Move your verified setup data from the test environment to a production environment and deploy to all users to start transaction processing.
- **Maintaining:** Update setup data or opt into configuration of the functional areas and features as necessary. Setup Manager.
- The Application Implementation Consultant job role has full access to perform all Functional Setup Manager-related activities.
- Other users must include the Functional Setup User role in addition to other roles or privileges needed to perform specific setup activities.
- For more detailed information about security requirements for Functional Setup Manager, refer to the Security Reference for Oracle Applications Cloud Common Features guide in the All Books for Oracle Cloud page of the Oracle Help Center (docs.oracle.com).



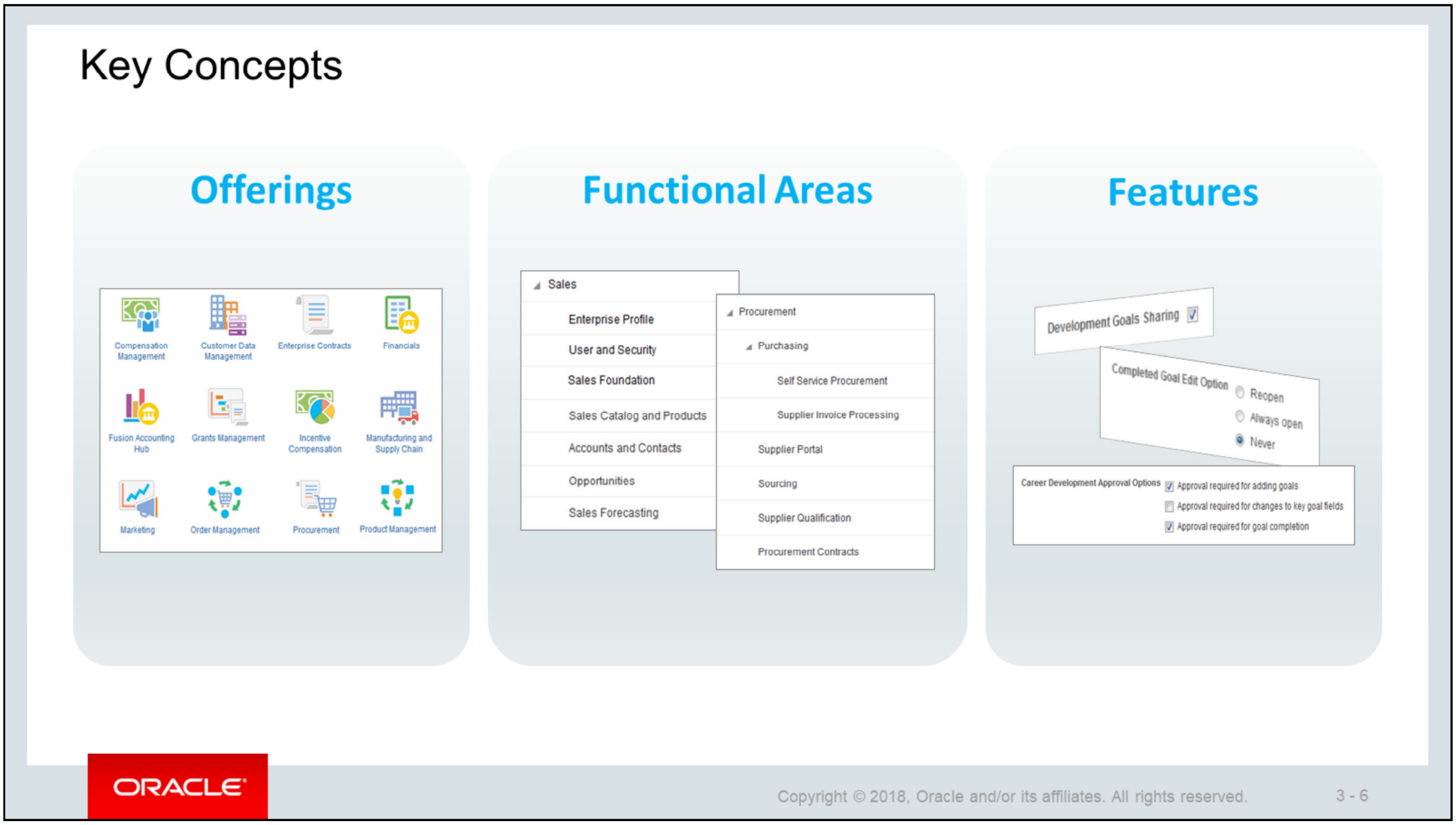
Navigator > My Enterprise > Offerings

The diagram and screenshot of the offerings depicts the wide range of offerings available with Oracle Applications Cloud. All of these offerings use the Functional Setup Manager, which provides you with many benefits including:

- **Centralized Setup:** A single interface for all your Oracle Applications Cloud.
- **Guided Process:** The offering task lists guide you through the recommended setup tasks.
- **Configurable:** An opt in approach to functional areas and features that can be configured to your business needs.
- **Easier Management of Setup Data:** The built-in prerequisites and dependencies eliminate uncertainty and eases the management of setup data.
- **Setup Data Migration:** The export and import process move setup data smoothly between environments.
- **Reporting:** The comprehensive validation reporting exists to help you confirm your setup data is valid.

Functional Setup Manager also offers the following:

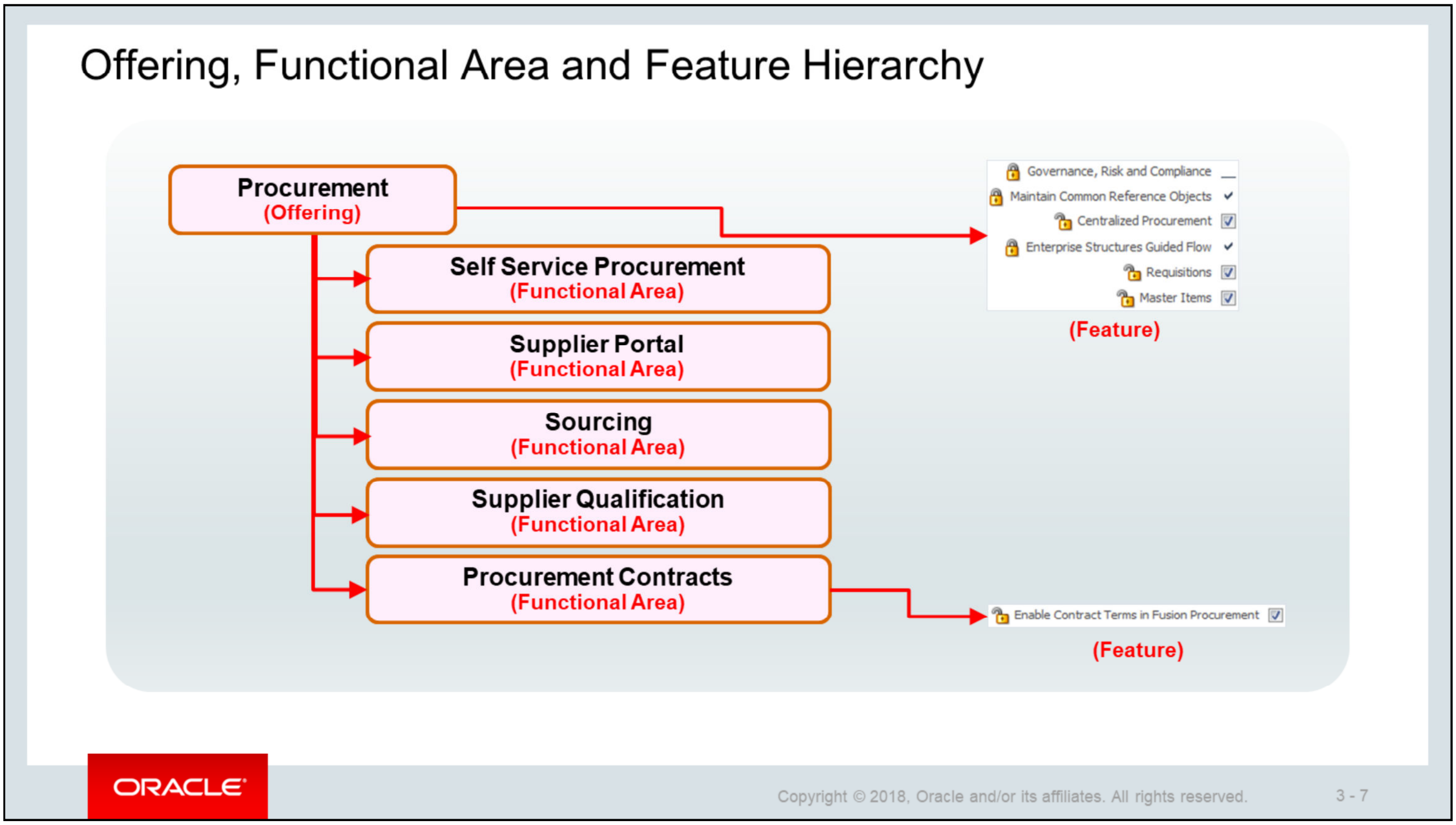
- Standardized application configuration and setup experience.
- Flexible processes for managing setup:
  - Setup by functional areas for an adopt-as-you-go approach.
  - Implementation projects to manage exception setup situations.
  - Upload functionally to enter setup data in bulk.



Navigator > My Enterprise > Offerings

The screenshots and diagram depict the offerings, functional areas, and available features.

- **Offerings:** Functional groupings within Oracle Applications Cloud representing enterprise business processes that are subscribed and administered as a unit.
- **Functional Areas:** Functional modules such as business sub-processes within an offering.
- **Features:** Optional or alternative business methods and practices applicable to a functional area. Depending on the setup requirements for a feature, you can:
  - Select if the feature either applies or it does not.
  - Select one choice to apply to the feature out of multiple choices.
  - Select many choices to apply to the feature out the multi-choices available.



The diagram depicts the feature hierarchies for the Procurement offering.

Offerings, Functional Areas, and Features are organized in a multi-level hierarchy to help implementers make decisions progressively during configuration of offerings. Functional areas and features are presented in the context of their parents. If an implementer knows certain offerings or functional areas are not applicable to their implementation, then they do not need to make decisions on features for those functional areas. For example, at the level of a Procurement offering, your organization might decide to enable the feature for Centralized Procurement.

Streamline Support for Strategic Procurement

- Co-exist implementations for:
  - Sourcing
  - Contracts
  - Supplier Qualification
- Do not require purchasing for the implementation
- Purchasing optional in Configure Offerings

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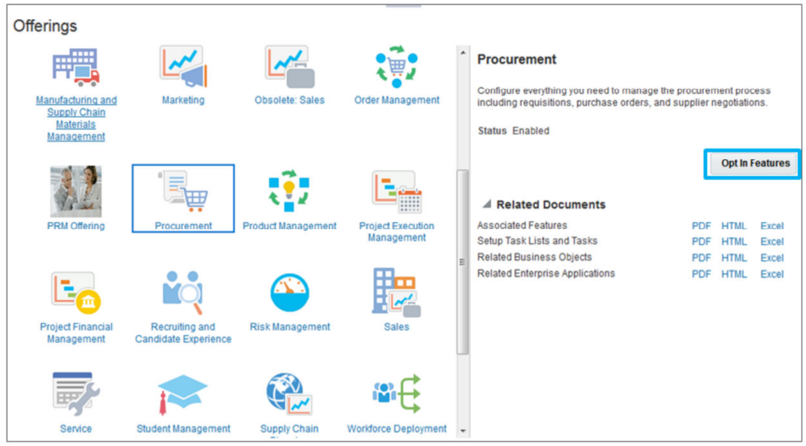
The Procurement offering includes Purchasing as an optional functional area. This allows the offering to be easily configured for cases when an organization wishes to implement Sourcing or Supplier Qualification as standalone applications without implementing Purchasing. As a result, such implementations have a significantly shorter list of setup tasks.

Review Offerings and Prepare to Opt In

1. Navigate to: My Enterprise > Offerings.
2. Select the Offering you want to implement.
3. View a detailed description.
4. Check the Status to determine if the offering is enabled.
5. Use the Opt In Features button to manage opt in configuration.
6. Optionally, expand the Related Documents to learn about implementation requirements.



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Navigator > My Enterprise > Offerings

The screenshot depicts the Offerings page with the Opt in Features button.

Before using any Oracle Cloud applications, you must enable the offerings and their features your organization is subscribed to.

For example, you must enable the Procurement offering and relevant features in the offering.

Select an offering by clicking on the icon to see a detailed description. The current status of the offering is also shown. In the beginning, the offering status shows Not enabled.

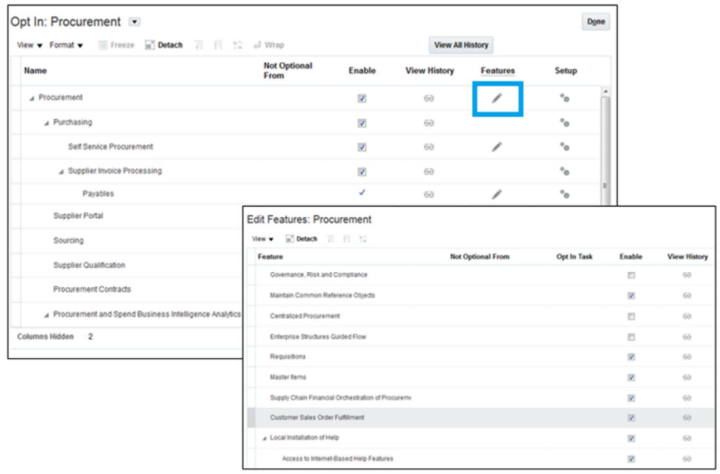
Use the Opt In Features button to opt into the features that are applicable to your business requirements.

- If you need to change the opt in configuration of the offering, use the same button.
- Before you proceed to opt in, expand the Related Documents section to review details about the implementation requirements of the offering to help you plan your implementation.

Opt into Offering, Functional Areas, and Features

Offering, functional areas, and sub functional areas are shown in a hierarchy.

1. Check Enable to opt in:
   a. A child cannot be enabled unless the parent is enabled.
   b. A non optional functional area is enabled automatically when the parent is enabled.
2. Use Edit icon to open Edit Features to opt into related features.



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Navigator > My Enterprise > Offerings > Procurement > Opt In Features

The screenshots depict the Opt In: Procurement page, and the Edit Features page.

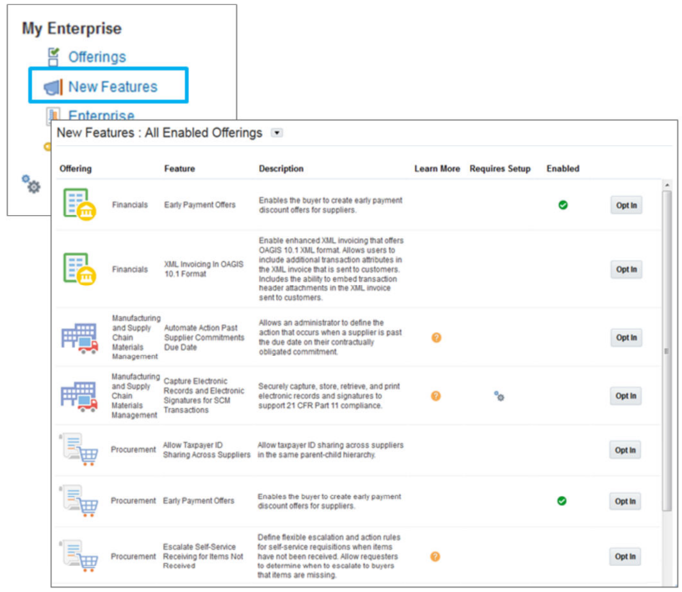
In the Opt In page:

- The first row shows the Offering and the subsequent rows show the offering's functional areas. If sub functional areas exist they are shown underneath their parents.
- To opt in, select the Enable checkboxes of the offering and the functional areas.
  - If a child is not optional, then the child is enabled and displayed as read-only when the parent is enabled. For example, when the Supplier Invoice Processing parent is opted into, the Payables child functional area is enabled. Child functional areas that are not optional, are enabled or disabled automatically when their parent is enabled or disabled.
  - A child cannot be enabled unless its parent is enabled. For example, to enable Self Service Procurement, Purchasing must be enabled first.
- Click the Edit icon in the Features column to enable and opt into related features.

Review What's New and Opt into New Features After Upgrade

After an upgrade of the Oracle Cloud applications, go to the New Features page.

1. Review newly introduced features for your enabled offerings.
2. Enable the Show Help icon to display the Learn More column.
3. Use the Opt In button to go to the Edit Features pages to enable the new features.



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Navigator > My Enterprise > New Features.

The screenshots depict the New Features page.

Consult additional help topics from the Learn More icon to better understand the new features.

Demonstration 3-1

- Opting In to an Offering and its Functional Areas and Features

Practice 3-1

- Browsing Offerings and Reviewing Related Documents

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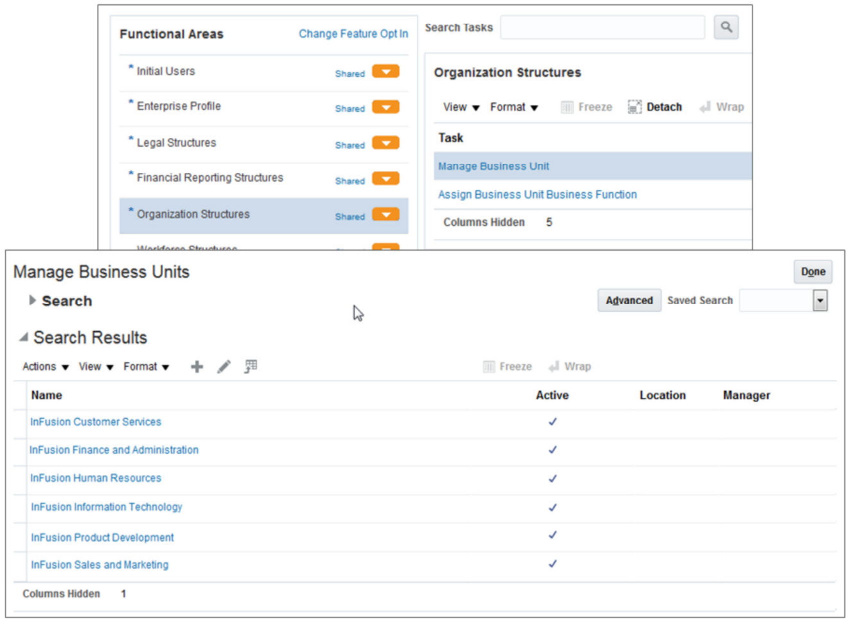
Manage Setup Data with Complete Transparency to Requirements

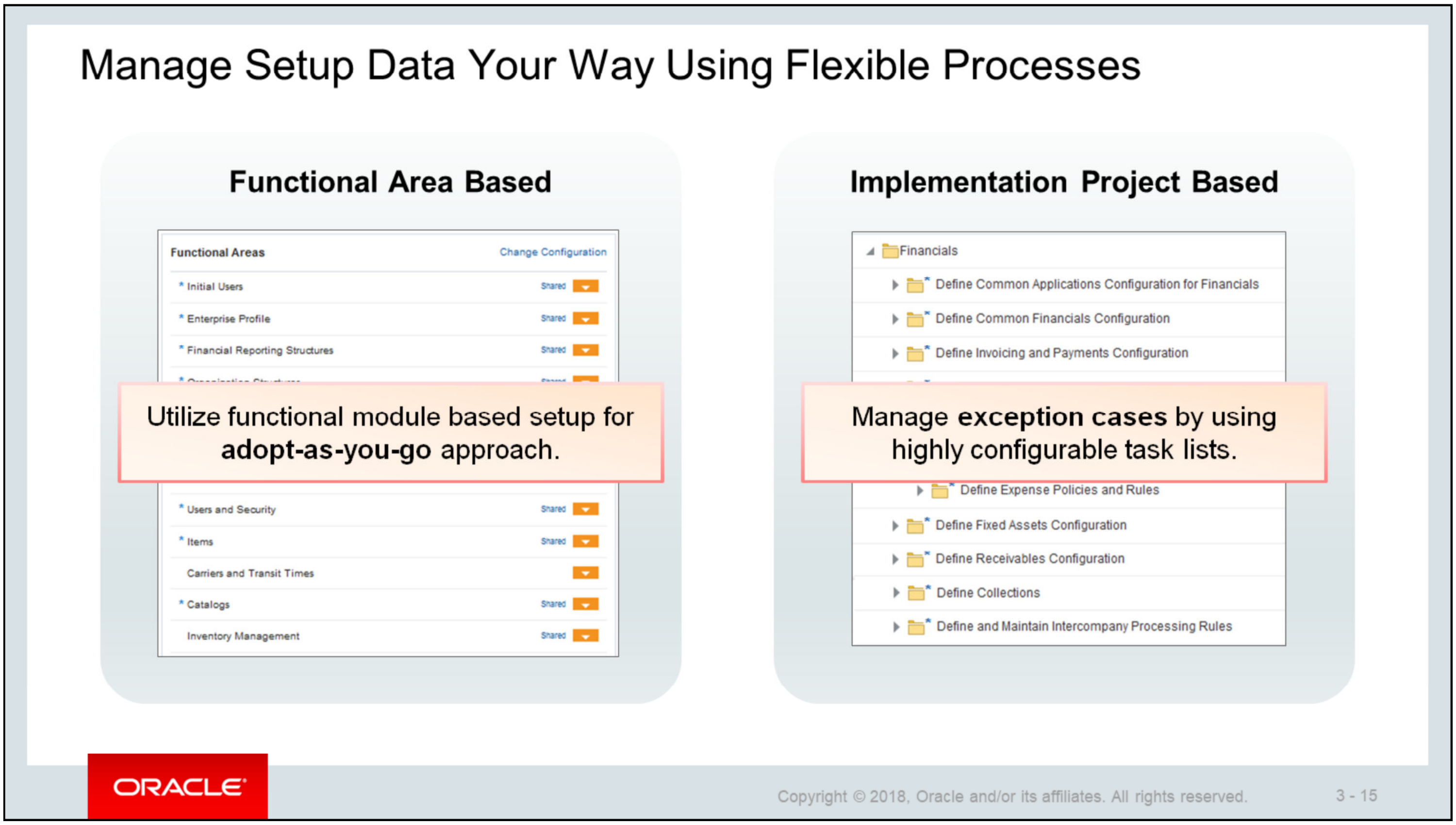


Navigator > Others > Setup and Maintenance > select your offering > select a functional area

The screenshots depict the navigation from functional areas to tasks.

Achieve optimal setup results with auto-generated, best-practices task lists.

- Built-in prerequisites and data dependencies minimize overlooked requirements.
- Configurable opt in features prevent wasted effort in unnecessary setup.
- Direct access to setup pages enables managing setup data in the correct sequence.
- List of required tasks expedites transaction readiness.



The screenshots depict the functional area based navigation to setup tasks and the implementation project based navigation to setup tasks.

Functional Area Based:

- This setup process is ideal for an enterprise looking for a simpler implementation approach that follows setup best-practices.
- After you enable an offering and configure the opt-in selection of its functional areas and features, you can set up the offering by using its functional areas as a guide.
- This adopt-as-you-go approach to functional setup gives you the flexibility to set up different functional areas of the offering at different times.
- For example, you can begin with setup of the functional areas you require immediately to start transactions. You can then set up other functional areas as you adopt additional offering functionality over time.

Implementation Project Based:

- An implementation project is a list of setup tasks you use to implement your Oracle Applications Cloud.
- With this method, you create an implementation project to generate a list of setup tasks, assign tasks to various users who are responsible for managing setup data, and monitor progress of the completion of the setup tasks.

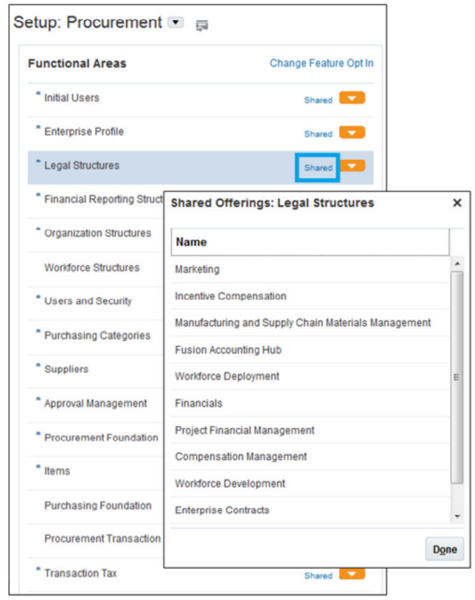
Manage Setup Data Using Functional Areas

Using the functional areas setup method is the best practice for configuring your Oracle Cloud applications.

Begin by:

1. Navigating to the Setup and Maintenance page.
2. Select the desired functional area.
3. Check the Shared link to see other offerings sharing this functional area.

Note: All enabled functional areas based on opt-in configuration of the offering are displayed.



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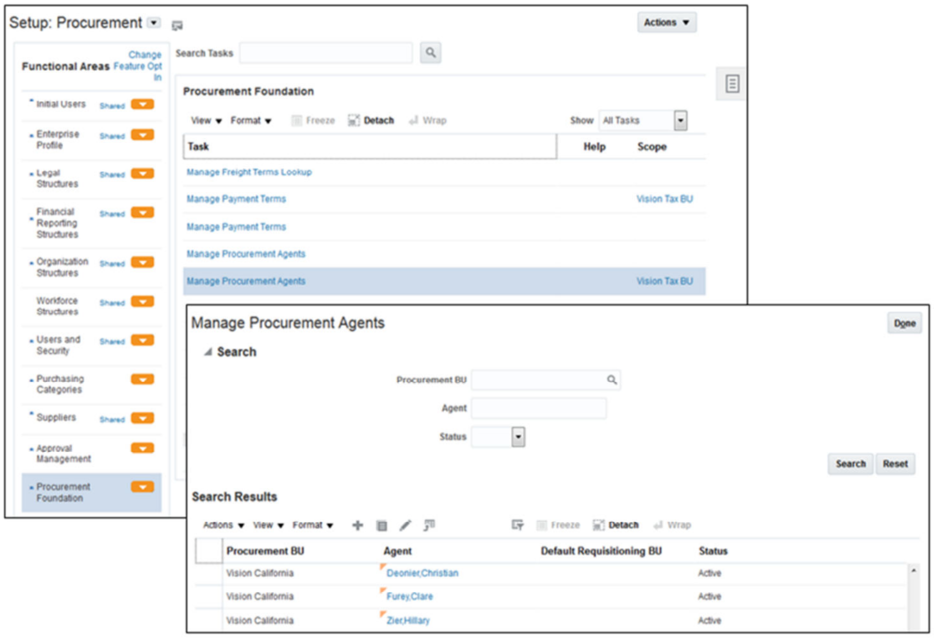
Navigator > Others > Setup and Maintenance > select the Procurement offering > select a functional area having the Shared link

The screenshots depict the Shared links, which identify the shared functional areas in an offering.

The offerings you enable determine:

- The order of the setup sequence that helps you avoid data dependency errors.
- The content in the Shared link which indicates if more than one enabled offering contains that functional area.
- If the setup tasks are mandatory. An asterisk indicates if the functional area has mandatory setup tasks.

Related Setup Tasks



3 - 17

Navigator > Others > Setup and Maintenance > select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents task

The screenshots depict the Procurement Foundation functional area, the link to the Manage Procurement Agents task, and the Manage Procurement Agents page.

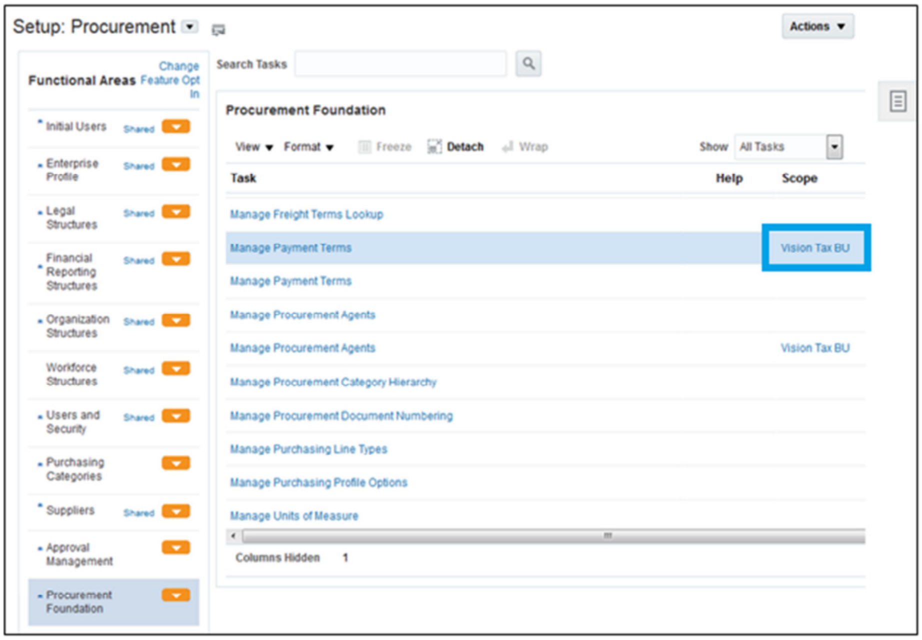
When a functional area is selected, the related setup tasks are listed in the Task section.

- If the functional area has mandatory setup tasks then those are shown by default.
- Use the Show drop down list to select All Tasks to display optional tasks.
- If the functional area has no mandatory tasks, then all setup tasks are displayed.

Display order of the tasks reflects the sequence in which they should be performed to address data dependencies.

To enter setup data, drill down on the task name to open the appropriate page.

Tasks with Scope



3 - 18

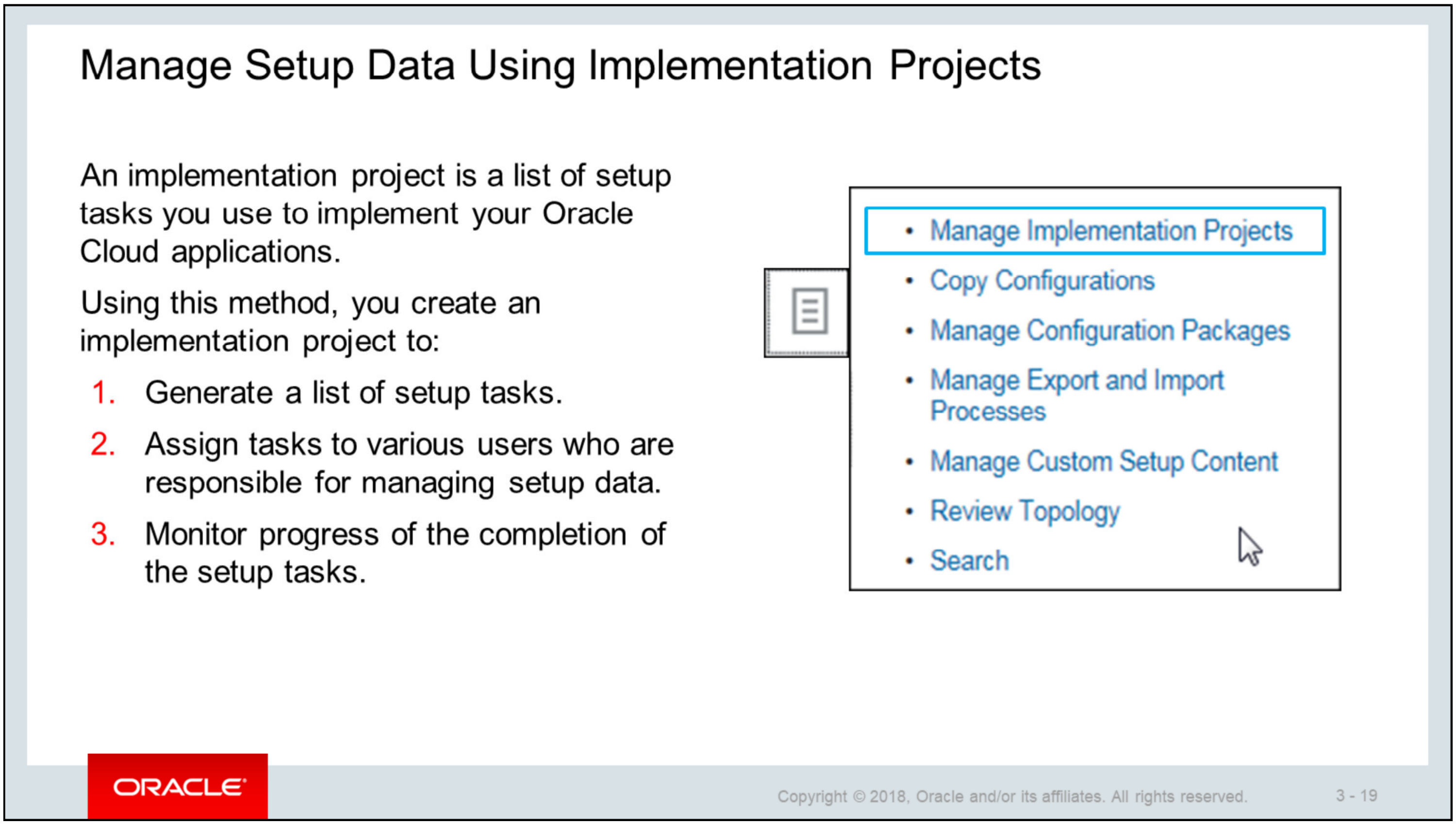
Navigator > Others > Setup and Maintenance > select the Procurement offering > Procurement Foundation functional area > Manage Payment Terms task.

The screenshot depicts the Setup: Procurement page, showing the Scope link on the row for the Manage Payment Terms task.

Some tasks require a context called Scope before their setup data can be entered. If setup data is segmented by a specific context or scope, you can perform the setup task iteratively, such as assigning different payment terms to different business units.

Use the link in the Scope column to:

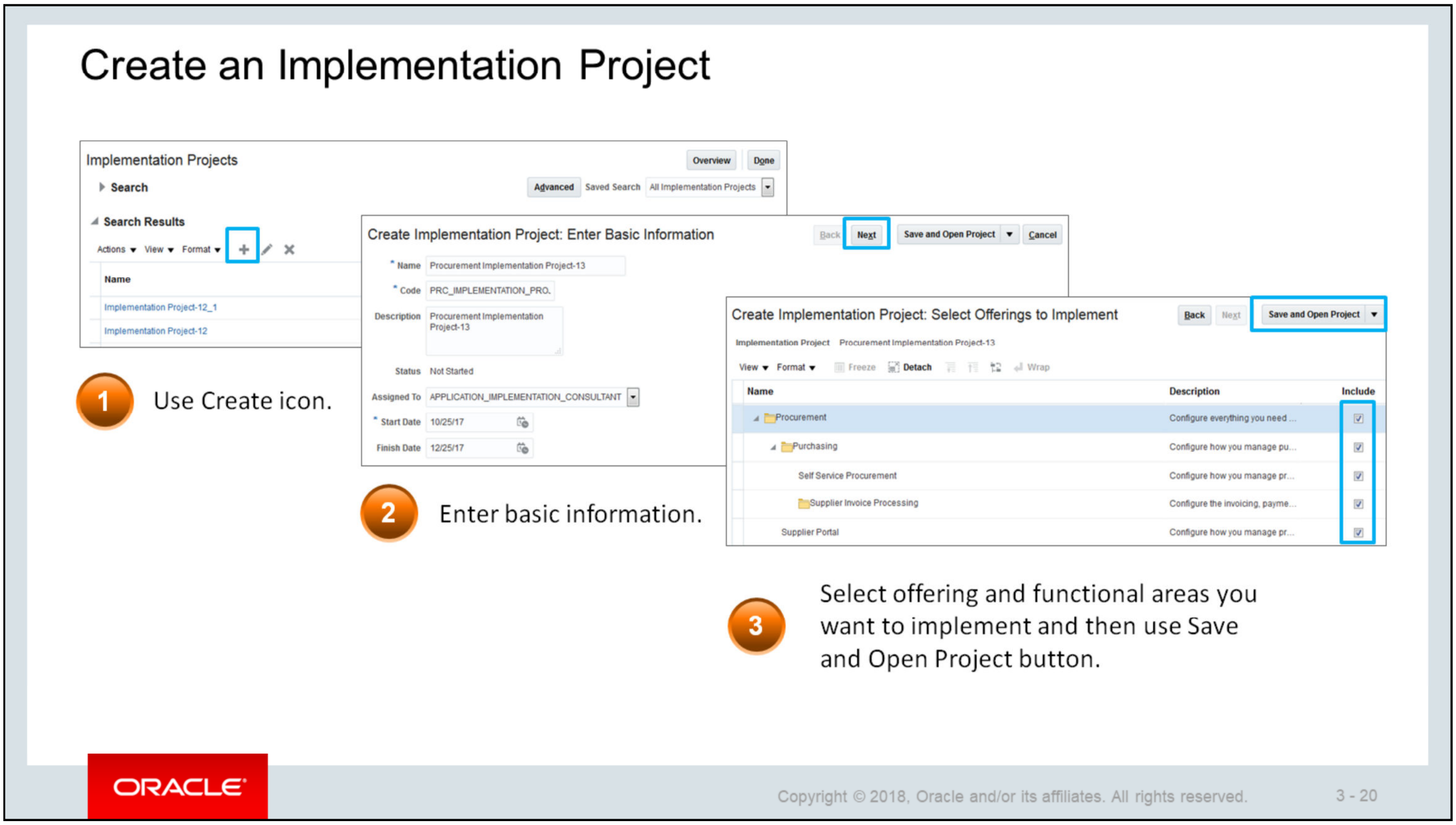
- Select a scope value if not already selected.
- Changed the currently selected scope value.



Navigator > Others > Setup and Maintenance > Task pane > Manage Implementation Projects task

The screenshot depicts the Tasks tab and task pane in setup and maintenance, showing a link to the Manage Implementation Projects task.

Note: This method is best suited when you have a need to modify the default setup best practices, or manage setup as a project by assigning responsibility of managing setup data to a broad group of users and monitor their progress.



Navigator > Others > Setup and Maintenance > Task pane > Manage Implementation Projects task > Create icon

The screenshots and diagram depict the steps you must perform for creating an implementation project.

When you create an implementation project:

Generate the initial list of tasks by selecting one of your enabled offerings.

- If you plan to use more than one offering, create a separate implementation project for each one of them.
- Selecting an offering, which automatically selects the offering's core functional areas, you may also select none, some, or all of the optional functional areas of the offering that are also enabled.

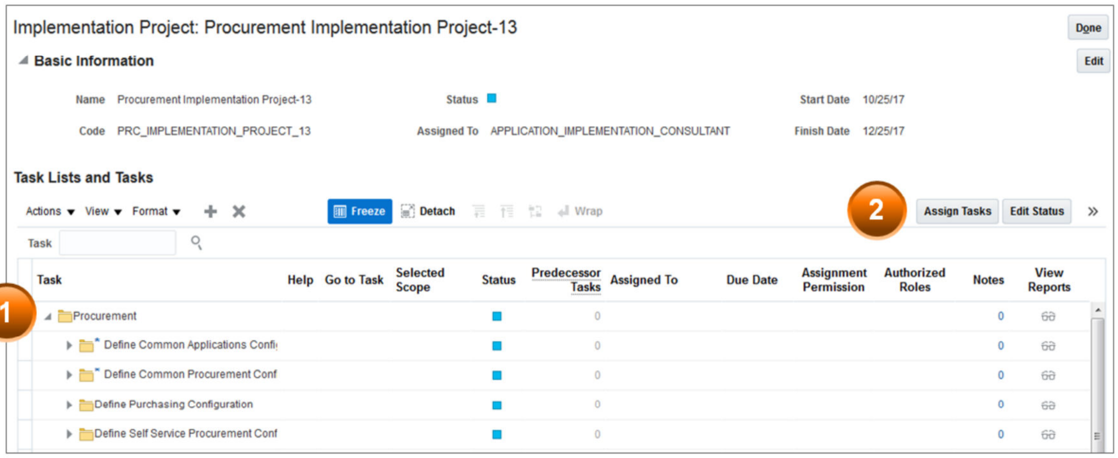
Use your selection of the offering and the functional areas as a template.

- A task list hierarchy is generated for the implementation project.
- The task list hierarchy includes the tasks that are associated at the time with your selected offering and functional areas, and their dependent features that are enabled.
- Within the task list hierarchy, the tasks are organized according to prerequisite and dependency requirements of the setup data.

Note: Oracle recommends that you enter setup data in the same sequence as the tasks to avoid missing prerequisite data.

Review and Assign Tasks

1. Review generated task list.
2. Use the Assign Tasks button to assign users to tasks.
   – Assigned To column shows the user to whom the task is assigned.
   – Due Date column shows the due date specified for the user.



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Navigator > Others > Setup and Maintenance > Task pane > Manage Implementation Project task > Select your implementation project > Highlight tasks in the hierarchy to assign > Assign Tasks button

The screenshot depicts the Implementation Project page.

You can assign the tasks of an implementation project to the users who are responsible for managing setup data represented by those tasks.

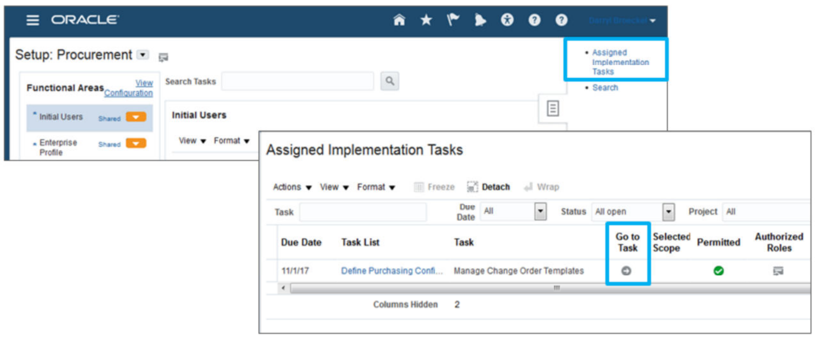
- Typically, each setup task is assigned to a single individual.
- However, you may also assign multiple individuals to the same task if your implementation project requires such assignment.
- Each of the individuals has the flexibility to perform the task and manage setup data independently of the other users assigned to the same task.

If you specify due dates for completing the assigned tasks, you can monitor the progress of the task assignments and the progress of the overall implementation project. If you assign multiple people to a task, you can assign the same due date to each person or you can assign a different due date.

Perform Assigned Implementation Tasks

Functional users to whom setup tasks are assigned, select:

- Their offering.
- Task pane > Assigned Implementation Tasks
- An assigned task, and Selected Scope if applicable.
- Go to Task icon to enter setup data.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Setup: Procurement page > Tasks pane > Assigned Implementation Tasks > Assigned Implementation Tasks page

The screenshots depicts the navigation from the Setup: Procurement page to the Assigned Implementation Tasks page.

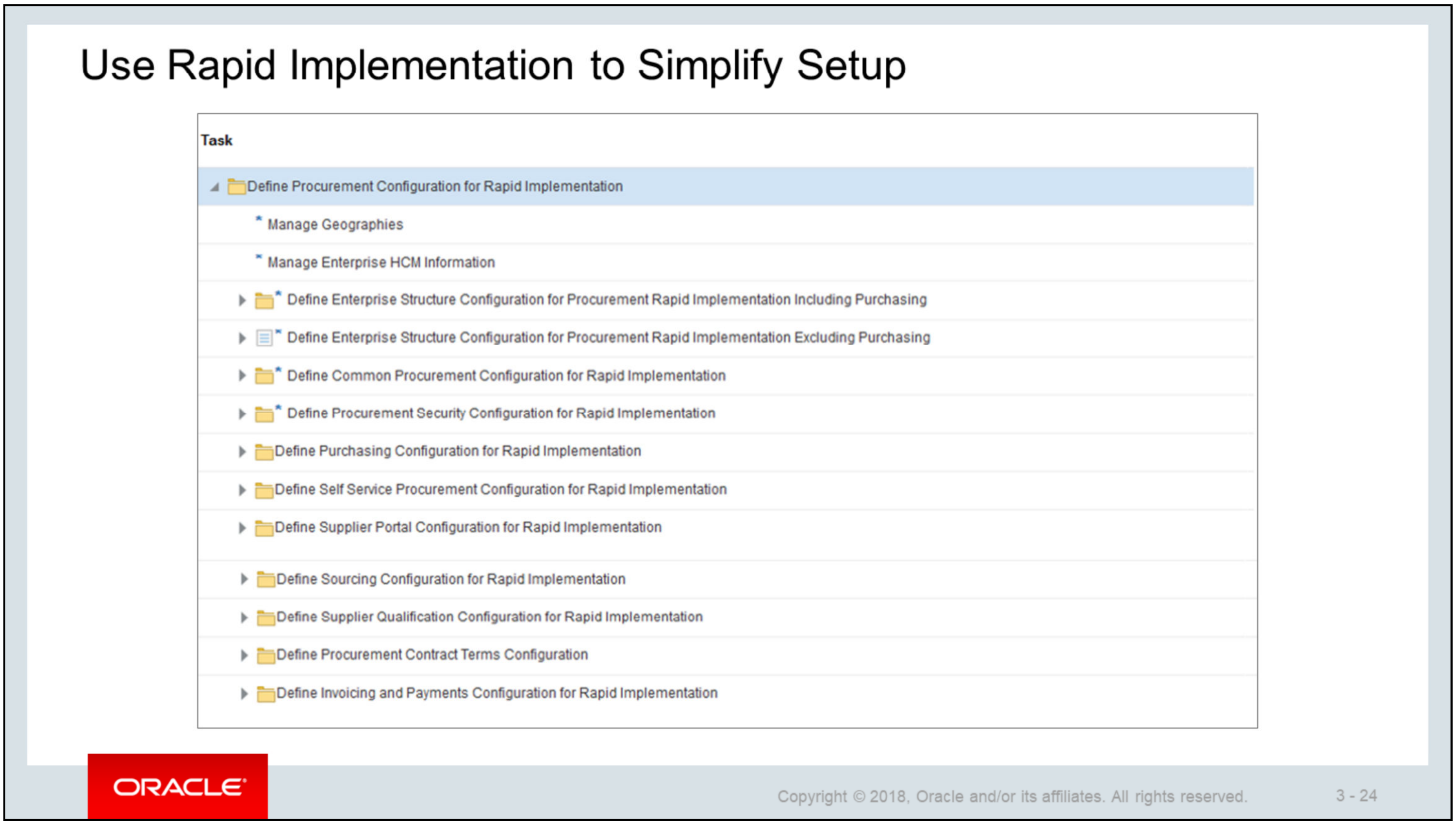
If you are a user to whom setup tasks from an implementation project have been assigned, then a consolidated list of all of your assigned tasks is presented to you.

- Use each task from the list to enter setup data that the task represents.
- If you have a long list of assigned tasks, you can filter the list by due date, task status, or implementation project name to find a task more easily.
- In addition, you can search for a specific task in the list by the task name.

Note: You must have the proper security privileges to perform a task.

Practice 3-2

- Accessing Task Lists and Tasks



Navigator > Others > Setup and Maintenance > Define Procurement Configuration for Rapid Implementation task list

The screenshot depicts the Define Procurement Configuration for Rapid Implementation task list organized in a folder hierarchy.

Rapid Implementation Task List

Use the procurement rapid implementation task list to implement the Procurement offering if your organization has simple setup requirements. The task list reduces the number of tasks to those which are required or commonly used, enabling your organization to get ready for transaction processing as quickly as possible.

You can use the rapid implementation task list for many types of simplified procurement offering configurations. For example:

- To implement a Procure-to-Pay process.
- For standalone implementations of Oracle Sourcing Cloud or Oracle Supplier Qualification Cloud.
- To automatically configure a centralized procurement structure for a procurement business unit and the requisitioning business units it supports.
- For an implementation where you will use Oracle Procurement Cloud applications only for indirect (expense) procurement.

Configure Basic Enterprise Structure

When you perform a procurement rapid implementation, you have the option to use the Configure Basic Enterprise Structure for Procurement task. Use the task for implementations of small to medium sized organizations, to create a centralized procurement system for indirect, expense type purchasing.

Define Enterprise Structures for Implementations With or Without Purchasing

When you perform a procurement rapid implementation, there are two task lists to select from for configuring enterprise structures.

For Oracle Purchasing Cloud rapid implementations, use the task list: Define Enterprise Structure Configuration for Procurement Rapid Implementation Including Purchasing. This task list includes a spreadsheet upload utility that helps your organization define enterprise structure configuration in an Excel spreadsheet, instead of having to go through several setup tasks in the application. This spreadsheet upload performs many setup tasks automatically such as:

- Creating accounting calendar
- Creating chart of accounts key flex field structure, and deploying it
- Creating ledgers and ledger configuration
- Creating legal address, legal entities and legal entity registrations, and assigning legal entities to ledgers
- Creating business units and assigning business functions to them.
- And many more.

Another spreadsheet upload utility allows you to define banks, bank branches, and bank accounts in the application.

For implementations where Oracle Sourcing Cloud or Oracle Supplier Qualification Cloud are being used as standalone applications, the task list Define Enterprise Structure Configuration for Procurement Rapid Implementation Including Purchasing is not applicable and should be removed from the implementation project. Use the task list: Define Enterprise Structure Configuration for Procurement Rapid Implementation Excluding Purchasing.

Such implementations do not require financials reporting structures such as chart of accounts, ledgers and bank accounts. However, they still require legal entities to be defined.

Deploy the Procurement Rapid Implementation Task List as a Project

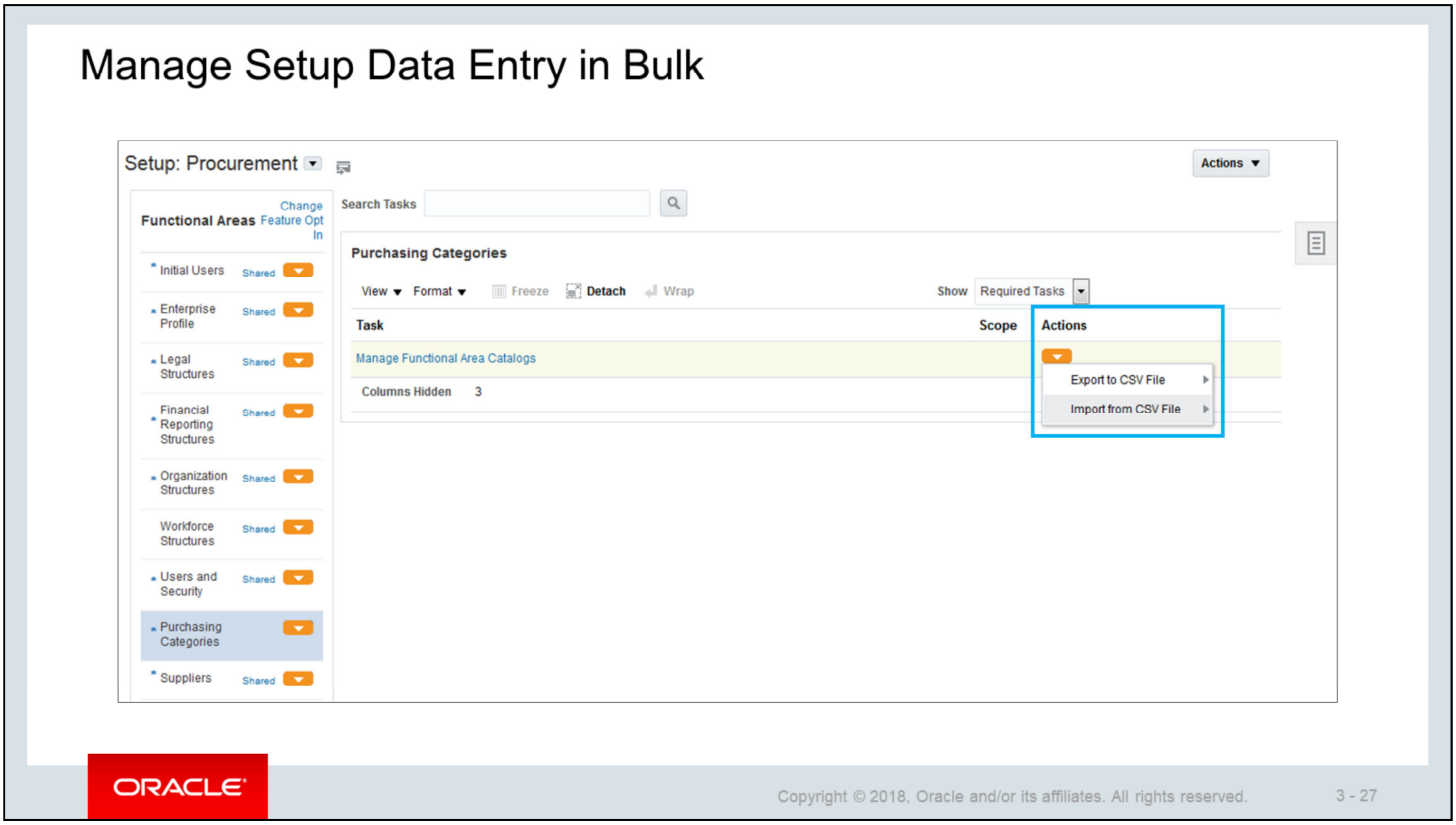
To create a procurement rapid implementation project, follow these steps:

1. Create an implementation project with basic identifying information, but do not select any offerings.
2. Save and open the project.
3. Add the task list to the project: Define Procurement Configuration for Rapid Implementation.
4. Review the included task lists and tasks, and remove task lists from the project for any optional modules or features not in your implementation.

For more information see the “Getting Started with a Procurement Rapid Implementation” chapter of the Oracle Procurement Cloud Implementing Procurement guide.

Demonstration 3-2

- Using the Rapid Implementation Task List



Navigator > Others > Setup and Maintenance > select the Procurement offering > select the Purchasing Categories functional area > select the Manage Functional Area Catalogs task > Actions menu

Note: If the Action menu is not showing, go to View > Columns > check Actions.

The screenshot depicts the navigation to the export and import CSV options on the Actions menu, for the Manage Functional Area Catalogs task, on the Setup: Procurement page.

Use a CSV file format based setup data export and import by task as an alternative to entering data using the user interface. Use this method if:

- You have a substantial number of setup data records with few attributes to enter for a setup task.
- Entering this data using the setup page is cumbersome and prone to errors.
- Functional Setup Manager provides you the ability to export and import setup data for a specific task that meet these requirements using a CSV file.

Note: Check with the product documentation to validate if a task supports CSV export or import that you may require.

Export and Import CSV Processes

1. Select a task and use the Action button to create a CSV export file.
   – Select whether to export an empty file when creating new data or to export existing data for an update.
   – If Scope is enabled, then optionally filter exported data.
   – When the processing completes, download the file and review data.
2. Select a task and use the Action button to create CSV import process.
   – Upload the CSV file package containing appropriate data.
   – Review the processing results.
   – Verify the imported data.

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Navigator > Others > Setup and Maintenance > Actions > Export or Import to CSV File.

These export and import processes can be used outside of the export and import pages in Functional Setup Manager by using the following application programming interfaces (APIs):

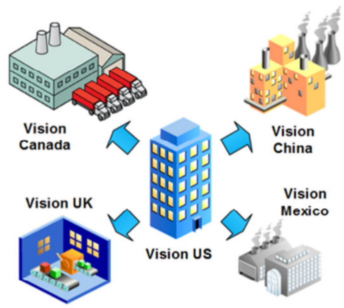
- FSM SOAP Service
- FSM REST API

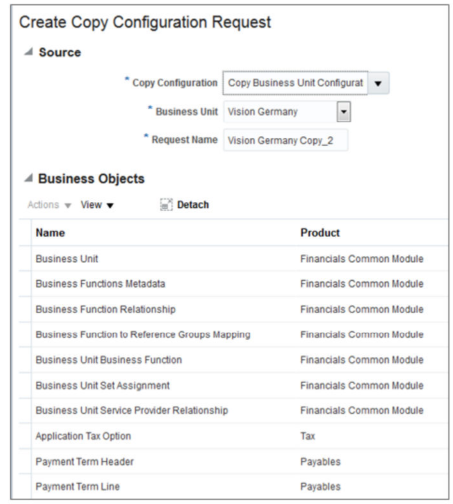
SOAP and REST are two different standards of web services. These services are available if you want to utilize a CSV export and import and invoke the process external to Functional Setup Manager.

- For example, use this method if you are moving to Oracle Cloud applications from Oracle E-Business or other systems where you have setup data such as legal entities, business units, chart of account, so on. You can write your own web services to extract setup from your existing systems to a CSV file, and then leverage these web service APIs to import that data into the Oracle Cloud applications.
- See the following documents for more details on using these services:
  - SOAP Web Services for Common Features in Oracle Applications Cloud Guide > Business Object Services chapter > Setup Data Export and Import topic in the Oracle Help Center.
  - FSM: Setup Data Export and Import Service Usage (Doc ID 2156193.1) in My Oracle Support.

Copying Setup

- Get the benefit of creating multiple copies of complex but similar setups quickly.
- Reduce data entry effort. You only need to:
  – Setup one time.
  – Make a copy.
  – Make changes to the copy as needed.




Create Copy Configuration Request

Source

* Copy Configuration: Copy Business Unit Configurat
* Business Unit: Vision Germany
* Request Name: Vision Germany Copy_2

Business Objects

Actions View Detach

Name	Product
Business Unit	Financials Common Module
Business Functions Metadata	Financials Common Module
Business Function Relationship	Financials Common Module
Business Function to Reference Groups Mapping	Financials Common Module
Business Unit Business Function	Financials Common Module
Business Unit Set Assignment	Financials Common Module
Business Unit Service Provider Relationship	Financials Common Module
Application Tax Option	Tax
Payment Term Header	Payables
Payment Term Line	Payables

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Navigator > Others > Setup and Maintenance > Task pane > Copy Configurations task

The screenshot depicts the Create Copy Configuration Request page.

For example, create a business unit structure and then copy the setup to create a new business unit structure whose setup data requirements are similar to the original business unit.

- Start the copy process by selecting an existing setup configuration, whose setup data is then copied to a staging area.
- Modify the setup data in the staging area according to the requirements of the new setup configuration you want to create.
- Submit an import process which creates the new setup configuration.
- Review your new setup configuration to ensure that the setup meets your requirements.

Note: You can also make additional changes to the imported data, if needed.

Practice 3-3

- Managing Setup Data with Bulk Entry Using CSV Files

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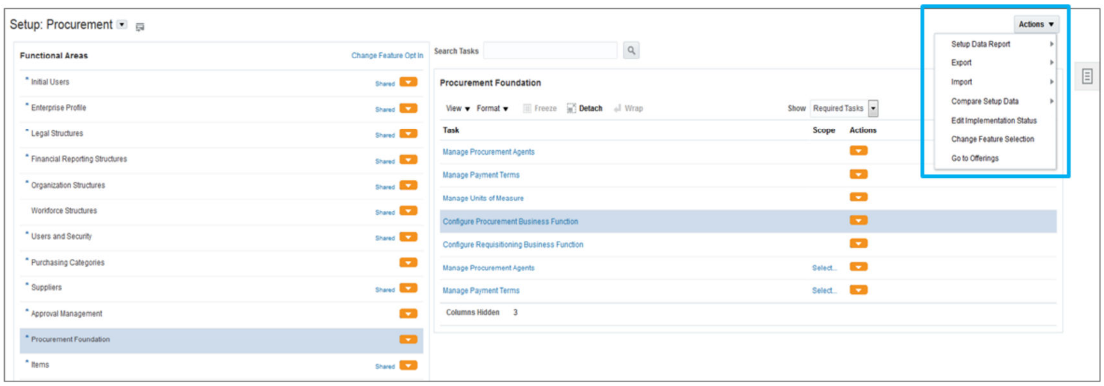
Efficient Setup Data Migration

- Export and import setup data by:
  - Offerings and functional areas, or implementation projects.
  - Built-in sequential task list helps to avoid data dependency errors.
- Use Scope to filter and export sub set of data.
- Leverage the Comparison Report before import to avoid unexpected data override.



Navigator > Others > Setup and Maintenance > Actions > Export or Import.

The screenshot depicts the export and import setup data options on the Actions menu, for the Setup: Procurement page.

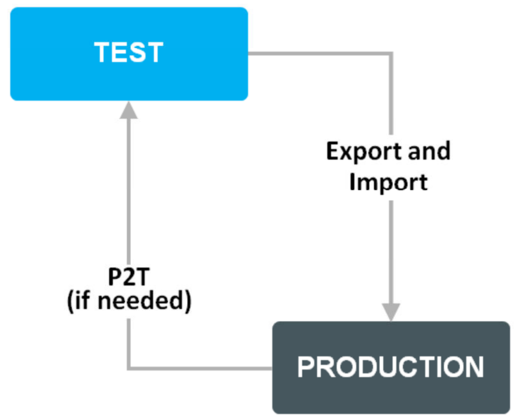
Almost all Oracle Applications Cloud implementations require moving functional setup data from one instance to another at various points in their life cycle.

- For example, you might first implement in a development or test application instance and then deploy to a production application instance after testing.
- You can move functional setup configurations of applications from one application instance into another by exporting and importing setup data.

Note: The instances need to be at the same code level.

Best Practices for Managing Setup Across Environments

- Enter setup data and verify transactions in Test.
- After setup data passes verification, for example, UAT (User Acceptance Testing):
  - Export from Test.
  - Import into Production.

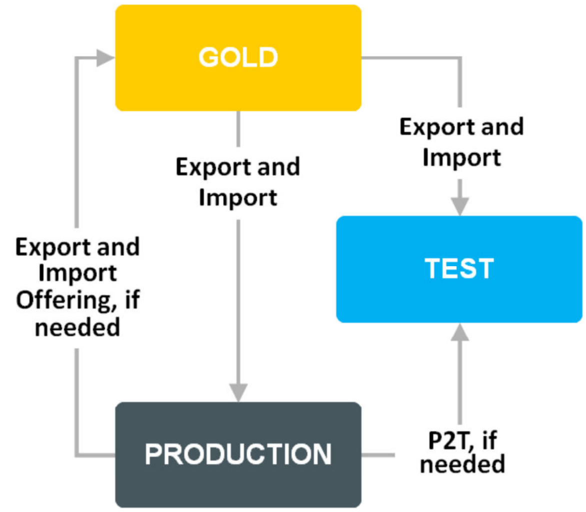


The diagram depicts managing setups across the Test and Production environments.

Note: If Test requires refresh from Production, then use P2T (Production to Test), a reverse production-to-test process to synchronize the test to production instances before performing incremental setup in the test instance.

Best Practices for Managing Setup: Using a Gold Copy

1. Enter setup data in Gold.
2. When ready to verify, export from Gold and import into Test.
3. Verify transaction in Test, for example, using UAT.
4. If setup data requires changes, repeat step 1 to 3.
5. After setup data passes verification, export from Gold and import into Production.



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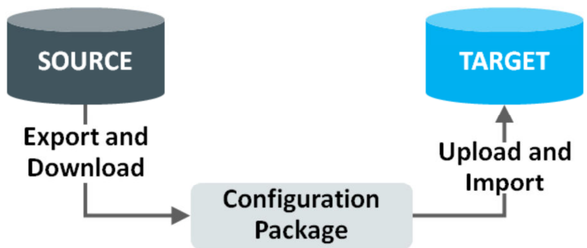
The diagram depicts managing setups across Gold, Test and Production environments.

- In the next testing cycle, if Test requires a refresh from Production, then use P2T.
- If Gold requires a refresh from Production, then rebuild Gold, export Offerings from Production and import into Gold. This method brings over setup data from Production into Gold without bringing over transaction data.

Note: A Gold copy (environment) is an operating standard for many enterprises, particularly large ones. In this environment, your setup data is maintained as the source of truth or system of record.

How Does Setup Import Manage Data?

- If a record exists in the configuration package, but does not exist in the target, then the import creates the record.
- If a record does not exist in the configuration, but exists in the target, then the import does nothing to the record.
- If a record exists in both the configuration package and the target, then:
  - If all attribute values are the same in both, the import does nothing to the record.
  - If any attribute values of the record are different, the import updates the record in the target with the values in the configuration package.



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The diagram depicts the deployment of configuration packages from source to target.

Export an Offering or a Functional Area

1. Export entire offering or a functional area for initial migration.
2. Optionally, select scope to filter the exported data.
3. When the export completes, download the file to import.
4. Review tasks related to setup data that are not be migrated by import.
5. Download data reports to verify exported data.

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Navigator > Others > Setup and Maintenance > Actions > Export.

The screenshots and diagram depict the options for exporting an entire offering or a functional area for incremental maintenance.

During export, appropriate setup data is identified as follows:

- When you export setup data for an offering, the export definition includes setup data for all enabled functional areas and relevant features in the offering.
- When you export setup data for a single functional area within an offering, the export definition only includes setup data for that functional area and relevant features.

The export setup data process generates different reports that you can review in the application or download for offline review.

Navigate to: Setup and Maintenance > Actions > Export > View All > select your export > Actions > Download to see the following reports:

- **Process Results Summary Report:** Shows what setup data was exported, appears in order by business objects, and includes information on any errors encountered during the export process.
- **Setup Data Report:** Lists all the setup data in the processed configuration package and includes individual reports for each business object.
- **Process Results Report:** Is available as a text file showing the status of an export including detailed information on the errors encountered during the process.

Create a Comparison for an Offering or Functional Areas

Set up data comparisons to identify the differences between the setup data of two configuration packages, or two different versions of the same configuration package.

- Use a comparison to learn how data for a given implementation has changed over time.
- Review a comparison to identify the differences among one or multiple business objects relevant to a configuration.

Configuration Package Comparison

Source	Name	Process Date
Source 1	HSBC Demo 1_3	8/9/2017 22:49
Source 2	CM BU IP1_1	8/9/2017 22:39

Comparison Results

Name	Product	Only in Configuration 1	Only in Configuration 2	In Both with Mismatch	Identical in Both	Total
Business Unit	Financials Common Module	1	0	0	1	2
Business Unit Service Provider Relationship	Financials Common Module	6	0	0	2	8
Business Unit Set Assignment	Financials Common Module	48	0	0	48	96
Business Unit/BusinessUnitUsageVORow	Financials Common Module	11	0	0	4	15

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Navigator > Others > Setup and Maintenance > Actions > Compare Setup Data.

The screenshot depicts a data comparison between two sources of setup data.

Three columns display the number of discrepancies:

- **In Both With Mismatch:** Indicates how many records exist in both sources but have some differences.
- **Only in Configuration 1:** Indicates how many records only exist in the first source and do not exist in the second source.
- **Only in Configuration 2:** Indicates how many records only exist in the second source and do not exist in the first source.

Import an Offering or a Functional Area

1. Import an entire offering for an initial migration or a functional area for incremental maintenance.
2. Upload the exported file.
   - The offering or functional area level from export must match.
   - Optionally, use a data comparison before importing to avoid accidental override.
   - Or, choose to import the feature configuration from the source system.
3. Review and process the displayed tasks, which represent setup data that must be migrated manually before the import process begins.
4. Resubmit the import process.
5. Review the comparison results and if satisfied, continue to import.
6. When the import completes, review and process the displayed tasks which represent setup data that must be migrated manually after import.

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Navigator > Others > Setup and Maintenance > Actions > Import.

Use the Import Offering Setup Data page to upload and import previously exported setup data. During import, a configuration package created by the export process is uploaded.

- All setup data contained in the configuration package is imported into the environment you initiate the setup data import from.
- The offering and functional area must already be enabled for the implementation before you can import setup data into the environment.
- In some environments, the feature selection is not selected. Use the feature configuration to ensure desired features are imported.
- One you initiate the import process, monitor the progress and check the status from the Import Offering Data History page.

Export and Import an Implementation Project

1. Create a Configuration Package by selecting an Implementation Project.
2. Review business objects such as setup data to be exported.
3. Optionally select scope to filter data.
4. When export completes:
   – Download file to import.
   – Review tasks related to setup data that are not be migrated by import.
   – Download data reports to verify exported data.
5. Upload and then import the exported Configuration Package.
6. When process completes, review import results.
7. Review and process the displayed tasks representing setup data that must be migrated manually.

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Navigator > Others > Setup and Maintenance > Tasks panel > Manage Configuration Packages > Create icon.

Use an implementation project as the source for exporting setup data when you are required to modify the list of tasks or of objects.

- The tasks and their associated business objects in the selected implementation project define the setup export and import definition for the configuration package.
- Depending on your needs, when you create a configuration package based on an implementation project, you can also modify some additional aspects.
  - Exclude some of the business objects from the configuration you selected to export.
  - Change the default import sequence of the business objects.
  - Filter the setup data to export.

While the export definition remains the same for each version, the setup data can be different if you modified the data in the time period between the different runs of the export process.

Since each version of the configuration package has a snapshot of the data in the source instance, you can compare and analyze various versions of the configuration package to see how the setup data changed.

Navigate to: Setup and Maintenance > Tasks panel > Manage Configuration Packages > Upload button.

All setup data contained in the configuration package is imported into the environment you initiate the setup data import from.

- In the target application instance, the setup import process:
  - Inserts all new data from the source configuration package that does not already exist.
  - Updates any existing data with changes from the source.
- Setup data that exists in the target instance but not in source remains unchanged.

Resources

Video Tutorials

- Configure Offerings
- Reviewing and Opting Into New Features
- Setting Up Offerings
- Set up Offerings with Scope
- Exporting Offering Setup
- Importing Offering Setup
- Exporting Setup Data to Configuration Packages
- Importing Setup Data from Configuration Packages
- Export/Import Setup Data Using CSV

Functional Setup Manager Guide

- Using Functional Setup Manager

Product Specific Guides

- Getting Started Guides
- Implementation Guides

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Learn more about Functional Setup Manager by using:

- The videos listed in the slide, which you can find under the Videos link on the Oracle Help Center Financials page:
  https://docs.oracle.com/en/cloud/saas/financials/18c/videos.html
- The Using Functional Setup Manager guide and other product specific guides, which you can find on the Oracle Help Center at https://docs.oracle.com

Learn more about security requirements for Functional Setup Manager in the *Security Reference for Oracle Applications Cloud Common Features* guide, which you can find on the Oracle Help Center at https://docs.oracle.com.

Learn more about implementing the Oracle Procurement Cloud applications in the *Oracle Procurement Cloud Implementing Procurement* guide, which you can find under the Books link on the Oracle Help Center Procurement page:
https://docs.oracle.com/en/cloud/saas/procurement/18c/index.html

Summary

In this lesson, you should have learned to:

- Explain the benefits and key concepts of Functional Setup Manager.
- Use the opt into offering features.
- Manage setup data.
- Use export and import to set up your data.
- Explain how to migrate data you setup from test to production.

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4

Common Application Configuration and Procurement

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Instructor lesson and demonstrations: 80m

Student practices: 30m

Total: 110m

Objectives

After completing this lesson, you should be able to:

- Explain the purpose of common application configurations
- Identify the critical common application configurations for Procurement
- List the requirements for enterprise configuration

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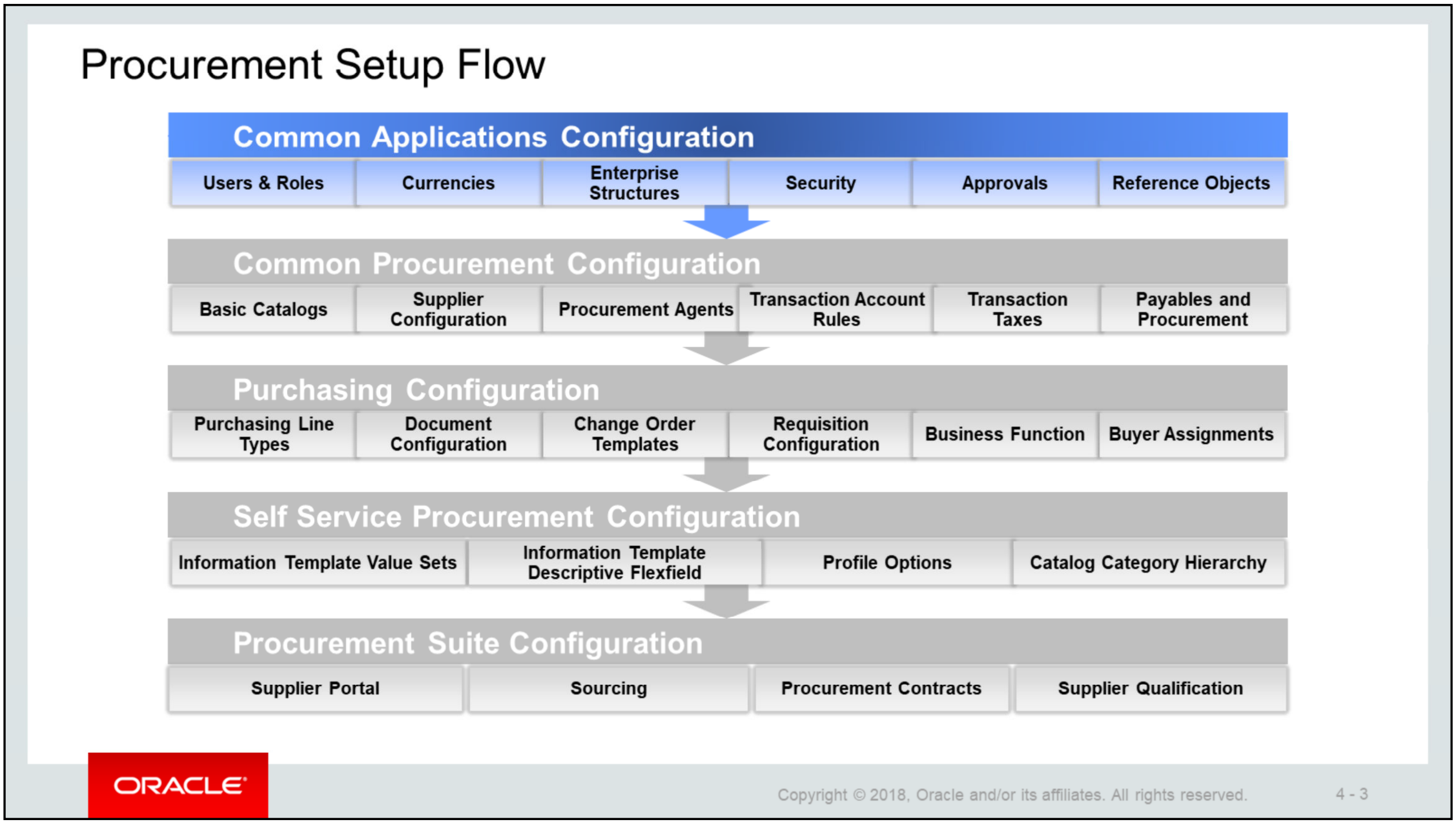

The diagram depicts the sets of setup tasks in an Oracle Procurement Cloud implementation.

A full implementation of the Oracle Procurement Cloud suite involves many different sets of setup tasks.

In this lesson we will focus on the common applications configuration of enterprise structures relevant to Oracle Procurement Cloud. This involves defining the configuration of enterprise structures for applications that are leveraged across Oracle Applications Cloud.

Note: This figure portrays summary information about the implementation setup tasks and may not exactly reflect what is covered in the course.

Topics

- Common Applications Configuration Overview
- Enterprise Structures Overview
- Locations
- Reference Data Sets
- Legal Entities
- Business Units
- Inventory Organizations

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This slide lists the topics that will be discussed during this lesson.

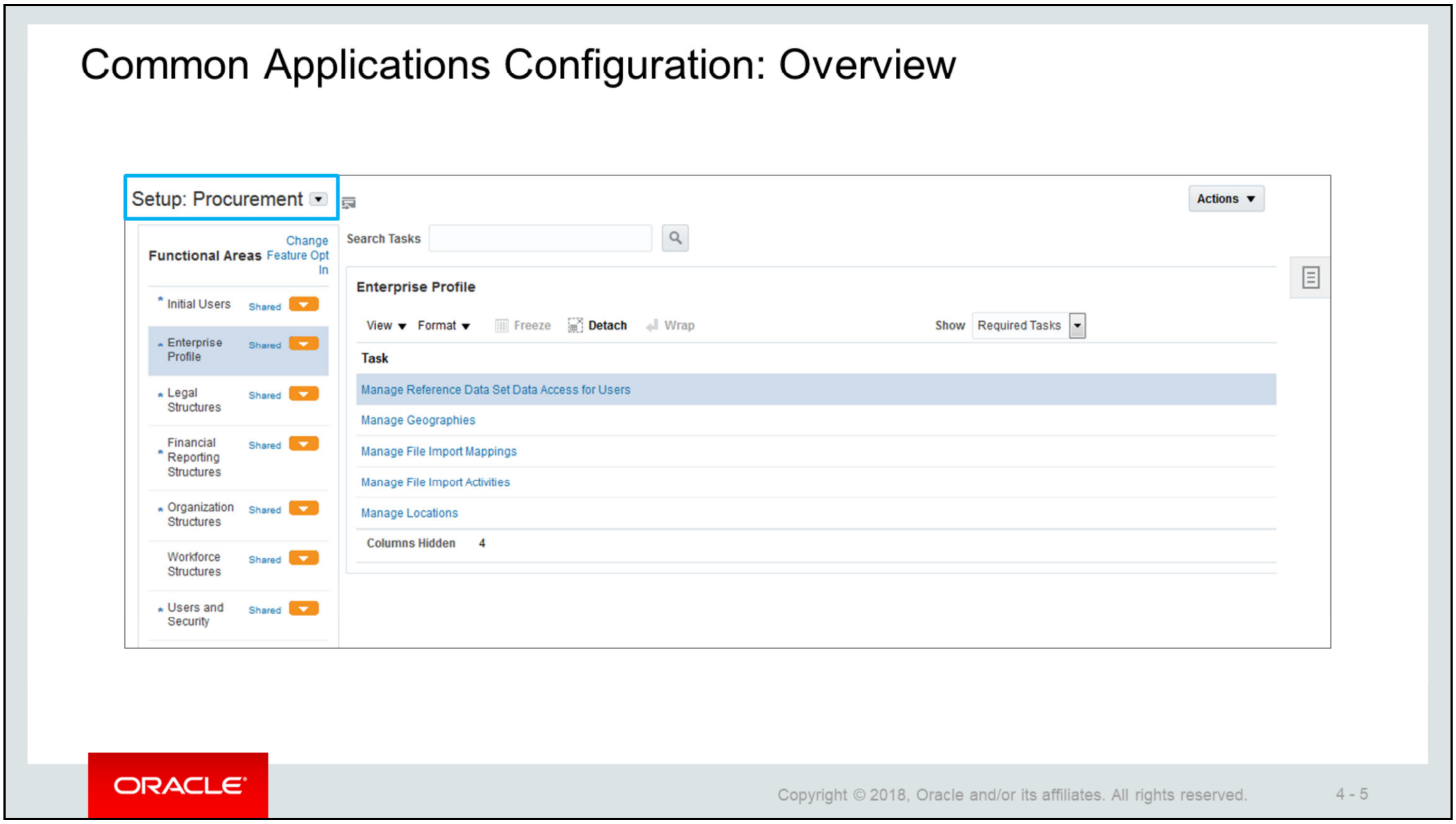
Common Applications Configuration

The Common Applications Configuration topic covers the largest set of tasks in the Procurement offering. Most of the tasks contained within this set should have been completed by the financials implementation team prior to the procurement team starting their project.

Subsequent Topics

The subsequent topics of this lesson will focus on enterprise structures setup for locations, reference data sets, legal entities, business units, facilities and inventory organizations for procurement. However, in general terms, all the tasks must be performed.

Note that setup functional areas and tasks mentioned in this lesson may appear in other offerings and may already be completed if other applications are implemented.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Setup: Procurement page.

The screenshot depicts the Setup: Procurement page.

Procurement setup-related functional areas and their associated tasks are listed on the Setup: Procurement page.

Note: In this course the common configuration tasks that are considered highly relevant to Procurement are discussed:

- Locations
- Reference Data Sharing
- Legal Entities
- Business Units
- Inventory Organizations

Common Applications Configuration: Overview

Key Concepts

- All implementation offerings contain two common groups of tasks or task lists:
  - One that crosses product families
  - One that crosses products within the Procurement product family
- This lesson addresses the common enterprise configuration tasks that are available in multiple offerings, or that apply to multiple products and product families.
- The focus of this lesson is on enterprise structures which are of particular interest to Procurement.

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 4 - 6

Before you perform setup for specific Oracle Procurement Cloud applications, you must first complete prerequisite setup for the common applications configuration. This includes area such as:

- Users and roles
- Security
- Currencies
- Approvals
- Reference Objects
- Enterprise Structures

This lesson focuses on enterprise structures. Approvals and security are covered in other lessons in this course.

Demonstration 4-1

- Reviewing Common Applications Configuration Tasks

The Vision Corporation Story

The *Oracle Procurement Cloud: Procurement Implementation* course is based on a fictional yet realistic enterprise that combines most of the common aspects of Oracle's customer base. This is the enterprise that you will be implementing.

Scenario

- Your company, **Vision Corporation**, is a multinational conglomerate that operates in the United States (US) and the United Kingdom (UK).
- Vision has purchased an Oracle Applications Cloud solution, including Oracle Procurement Cloud.
- Vision Corporation has 400 plus employees and revenue of $120 million.

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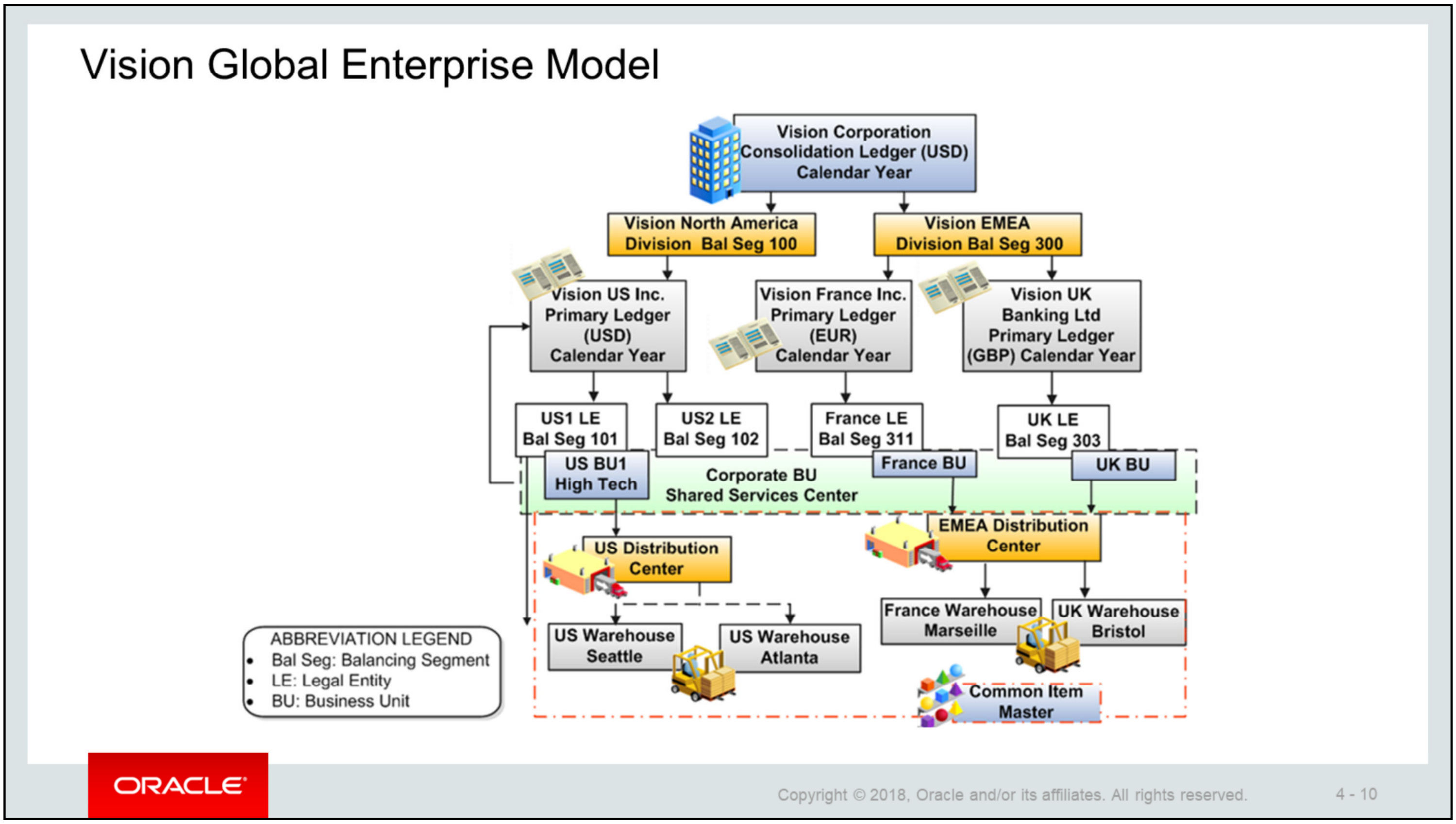
The Vision Corporation Story

- Your product line includes high technology products, health care, and financial services.
- You have two distribution centers and four warehouses that share a common item master in the US and the UK.
- Your financial services organization in the UK provides financing to your customers.

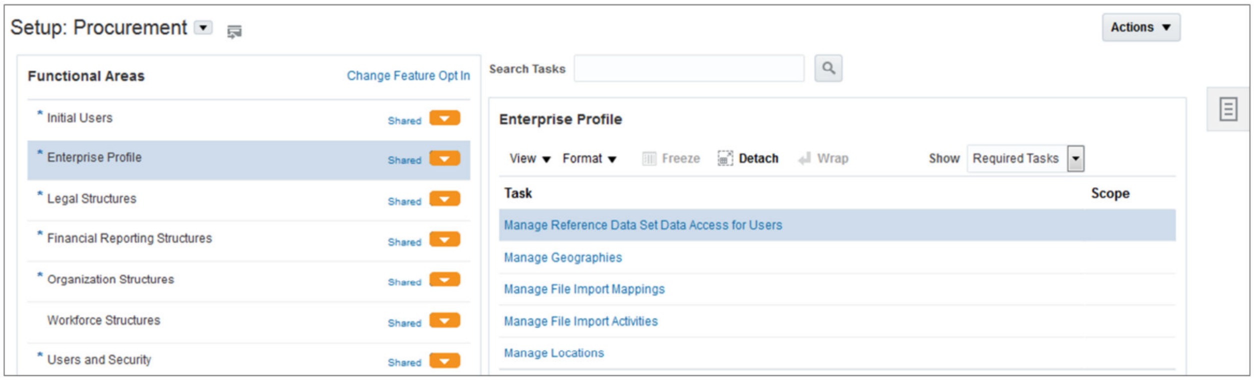


The diagram depicts the enterprise structure of the organization Vision Corporation, as designed by the Vision Corporation implementation committee. The design uses numerical values to name some of the entities, to provide a sample representation of that structure.

The Vision Corporation enterprise structure is summarized with the following limitations:

- Because of lack of space, only some of the Vision entities are shown. For example, only three legal entities and four warehouses are shown.
- The classroom demonstration environment does not include a shared service center. The one shown here is for discussion purposes only.
- The classroom demonstration environment has data loaded only for US1 LE1 and BU US1. The diagram was expanded to include future data for discussion purposes.

Defining Enterprise Structures Setup and Maintenance



4 - 11

Navigator > Others > Setup and Maintenance > Select Procurement offering

The screenshot depicts the navigation in the Setup: Procurement page to the Enterprise Profile functional area, and tasks in that area.

Enterprise Structures Setup

You'll use several functional areas and tasks in the Procurement offering to configure your enterprise structures.

- The Enterprise Profile functional area includes tasks to implement Reference Data and Locations.
- The Legal Structures functional area includes tasks to implement Legal Entities.
- The Organization Structures functional area includes tasks to implement Business Units, Facilities and Inventory Organizations.

Note: Some of the Setup and Maintenance functional areas are covered in detail in the prerequisite course *Oracle Financials Cloud: Financials Implementation.* This course discusses some of those tasks because they relate to Oracle Procurement Cloud implementation.

Enterprise Structures and Oracle Applications Cloud

Oracle Applications Cloud ensures that your enterprise can be modeled to meet legal and management objectives. The decisions about your implementation of Oracle Applications Cloud applications are affected by your:

- Industry
- Business unit requirements for autonomy
- Business and accounting policies
- Business functions performed by business units and, optionally, centralized in shared service centers
- Locations of facilities

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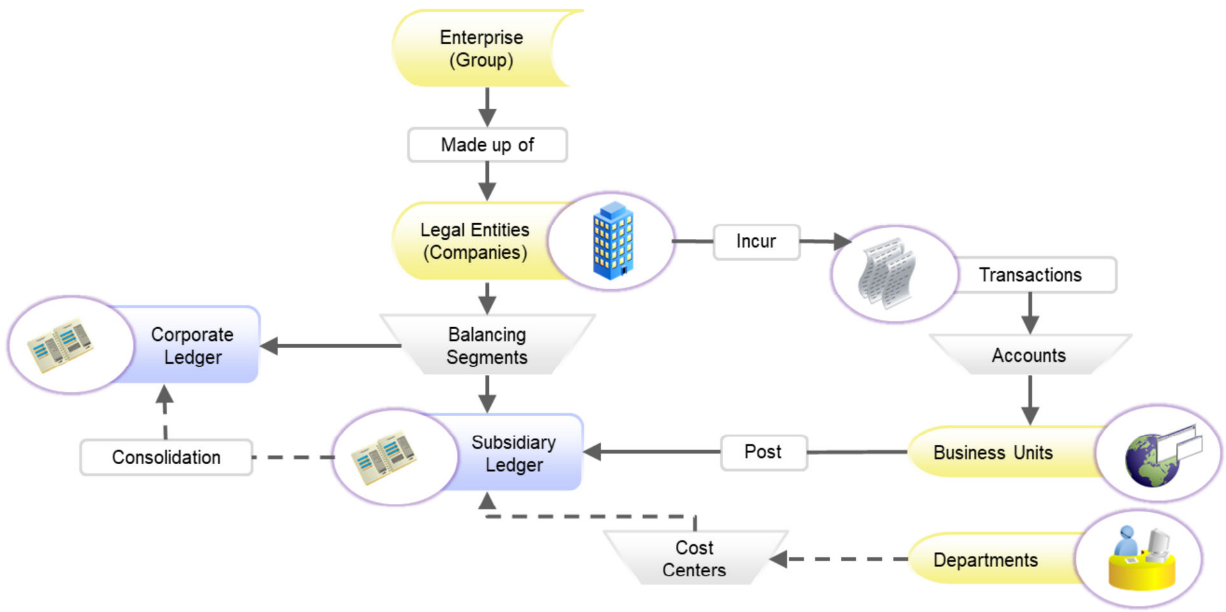
Every enterprise has three fundamental structures that are used to describe its operations and provide a basis for reporting:

- Legal
- Managerial
- Functional

In Oracle Applications Cloud, these structures are implemented using the chart of accounts and organizations. Although many alternative hierarchies can be implemented and used for reporting, you are likely to have one primary structure that organizes your business into divisions, business units, and departments aligned by your strategic objectives.

Oracle Applications Cloud Enterprise Structures

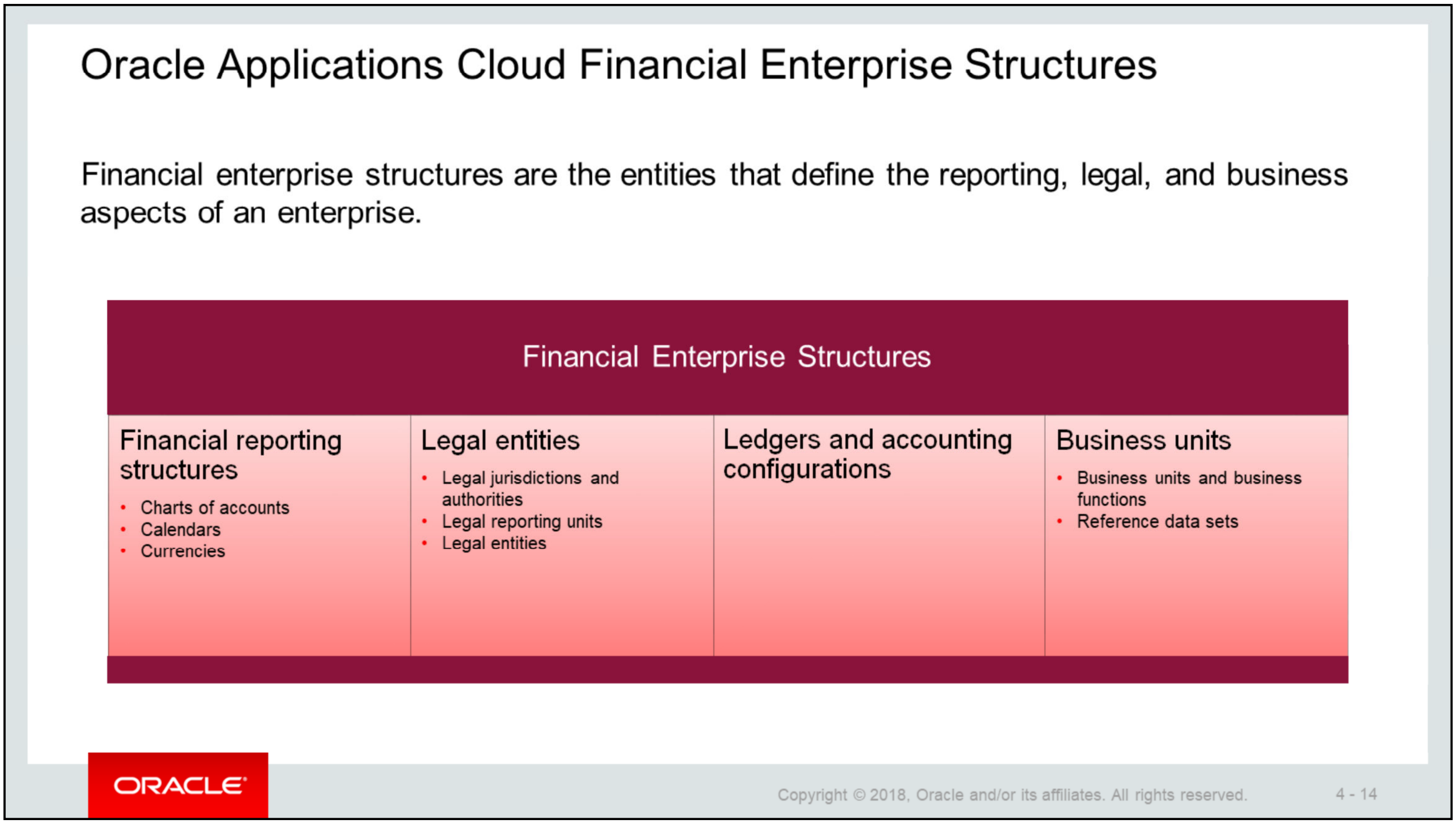


4 - 13

The diagram depicts a generic structure of an enterprise with its entities and classifications in the Oracle Applications Cloud.

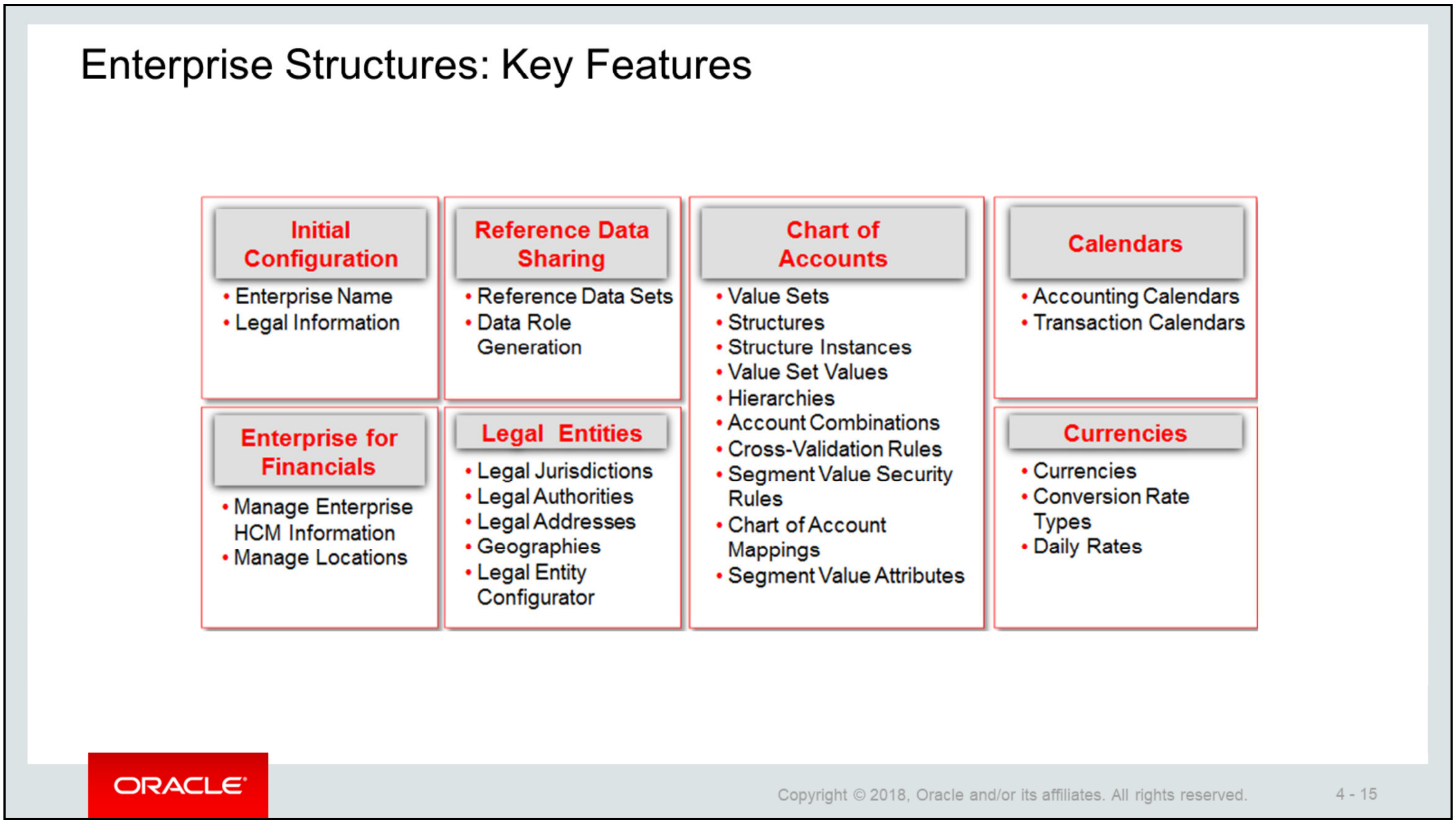
An enterprise consists of legal entities under common control and management.

- When implementing Oracle Applications Cloud you operate within the context of an enterprise that has already been created in the application for you by an application administrator.
- An enterprise organization captures the name of the deploying enterprise and the location of the headquarters.
- There is normally a single enterprise organization in a production environment. Multiple enterprises are defined when the system is used to administer multiple customer companies.
- Organization classifications define the purpose of the organization, whether it is a department, a division, or a legal entity.



The diagram depicts a listing of financial enterprise structures, including:

- Financial reporting structures
- Legal entities
- Ledgers and accounting configurations
- Business units



The diagram depicts the key categories of enterprise structures for the initial configuration of the Oracle Applications Cloud enterprise structure:

- Initial configuration of enterprise name and legal information
- Reference data sharing
- Chart of accounts
- Calendars
- Enterprise structures for financials
- Legal entities
- Currencies

Oracle Applications Cloud uses a guided process to configure and represent the enterprise structures. This guided process is part of the Financials Rapid Implementation task.

The functional areas and tasks for these key enterprise structures are mainly part of a financials implementation, and may already be completed prior to your procurement implementation. When implementing Oracle Procurement Cloud, you will most likely operate within the context of an enterprise that has already been created in the application for you.

The following describes, in general terms, all the tasks that must be performed. Some of these tasks will be discussed further in this lesson, but are recapped here for the sake of completeness.

Enterprise Organization

An enterprise organization captures the name of the deploying enterprise and the location of the headquarters. There is normally a single enterprise organization in a production environment. Multiple enterprises are defined when the system is used to administer multiple customer companies, multiple tenants, or when a customer chooses to set up additional enterprises for testing or development.

Reference Data Sharing

Reference data sharing facilitates sharing of configuration data such as jobs and payment terms, across organizational divisions or business units. You define reference data sets and determine how the data is shared or partitioned. Use reference data sets to reduce duplication and maintenance by sharing common data across business entities where appropriate. Depending on the requirement (specific or common), each business unit can maintain its data at a central location, using a set of values either specific to it or shared by other business units.

You can share reference data after it is filtered on the basis of sets. A common reference data set is available as the default set, which can be assigned to several business units sharing the same reference data. For commonly used data such as currencies, you can use the common reference data set and assign it to multiple business units in various countries that use the same currency. In cases where the default set cannot be assigned to an entity, you can create specific sets. The data set visible on the transactional page depends on the sharing method used to share reference data.

Enterprise Name for Financials

The Manage Enterprise HCM Information task includes default settings for your enterprise such as the employment model, worker number generation, and so on. If you are not implementing Oracle Human Capital Management (HCM) Cloud, then the only action you may need to perform using this task is to change the enterprise name, if necessary. The other settings are HCM-specific and are not relevant outside of Oracle HCM Cloud.

Locations

A location identifies physical addresses of a workforce structure, such as a department or a job. You can also create locations to enter the addresses of external organizations that you want to maintain, such as employment agencies, tax authorities, and insurance or benefits carriers.

Legal Jurisdictions and Authorities

Define jurisdictions and related legal authorities to support multiple legal entity registrations, which are used by Oracle Tax Cloud and Oracle Global Payroll Cloud. When you first create a legal entity, Oracle Legal Entity Configurator Cloud automatically creates one legal reporting unit for that legal entity with a registration.

You are required to register your legal entities with legal authorities in the jurisdictions where you conduct business. Register your legal entities as required by local business requirements or other relevant laws. For example, register your legal entities for tax reporting to report sales taxes or value added taxes.

Legal Entities

A legal entity is a recognized party with rights and responsibilities given by legislation.

Legal entities have the right to own property, the right to trade, the responsibility to repay debt, and the responsibility to account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation. Their rights and responsibilities may be enforced through the judicial system. Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

A legal entity has responsibility for elements of your enterprise for the following reasons:

- Facilitating local compliance
- Taking advantage of lower corporation taxation in some jurisdictions
- Preparing for acquisitions or disposals of parts of the enterprise

Isolating one area of the business from risks in another area. For example, your enterprise develops property and also leases properties. You could operate the property development business as a separate legal entity to limit risk to your leasing business.

Role of Your Legal Entities

In configuring your enterprise structure in Oracle Applications Cloud, you need to understand that the contracting party on any transaction is always the legal entity. Individual legal entities own the assets of the enterprise, record sales and pay taxes on those sales, make purchases and incur expenses, and perform other transactions.

Legal entities must comply with the regulations of jurisdictions, in which they register. Europe now allows for companies to register in one member country and do business in all member countries, and the US allows for companies to register in one state and do business in all states. To support local reporting requirements, legal reporting units are created and registered.

You are required to publish specific and periodic disclosures of your legal entities' operations based on different jurisdictions' requirements. Certain annual or more frequent accounting reports are referred to as statutory or external reporting. These reports must be filed with specified national and regulatory authorities. For example, in the United States (US), your publicly owned entities (corporations) are required to file quarterly and annual reports, as well as other periodic reports, with the Securities and Exchange Commission (SEC), who enforces statutory reporting requirements for public corporations.

Individual entities privately held or held by public companies do not have to file separately. In other countries, your individual entities do have to file in their own name, as well as at the public group level. Disclosure requirements are diverse. For example, your local entities may have to file locally to comply with local regulations in a local currency, as well as being included in your enterprise's reporting requirements in different currency.

A legal entity can represent all or part of your enterprise's management framework. For example, if you operate in a large country such as the United Kingdom or Germany, you might incorporate each division in the country as a separate legal entity. In a smaller country, for example Austria, you might use a single legal entity to host all of your business operations across divisions.

Value Sets & Value Set Values

The accounting Key Flexfield is made up of Value Sets. Each Value Set has multiple values associated with it.

Structures & Structure Instances

A structure identifies the segments that will be used in your accounting flexfield. A structure can be made up of (not recommended) 30 segments. Each segment has a prompt descriptor, width, value set, and can have the following labels:

- Primary Balancing Segment
- Cost Center
- Intercompany Segment
- Management Segment
- Natural Account Segment
- Local Use Segment
- Second or Third Balancing Segment
- The structure instance essentially is your chart of accounts & values combined for which segment values are required, default segment values, and associated tree codes.
- Note that Flexfields must be deployed as part of your implementation process.

Account Hierarchies & Publishing

Each segment can have one or more hierarchies associated with them. Prior to defining your hierarchies, it is critical that you understand your requirements for Reporting, Allocations, Cross-Validation Rules, Segment Value Security, and Revaluations and build your hierarchies with these requirements in mind. For example, you may want to have reporting summarized in one way, but you may have security being driven off of a different hierarchy.

Account Combinations

You have the ability to identify which segment-values can be used in conjunction with one another as valid combinations.

Cross-Validation Rules

Identifies restrictions that prevent particular account combinations from being newly created

Segment Value Security Rules

Lets you create security rules for chart of accounts segment values

Chart of Account Mappings

Used for mapping from one COA to another, that is, for consolidation or for primary-to-secondary

Segment Value Attributes

Propagates any changes to the Value Sets to the CCID table

Calendars

Accounting Calendars define your accounting periods from an accounting perspective.

Transaction Calendars are used for Average Daily Balance calculations

Currencies

Currencies to be used in the system, Conversion relationships, and Daily conversion rates

Managing Locations for Procurement

- Create and manage the locations relevant to your enterprise.
- A location identifies the physical addresses of a workforce structure.
- The locations that you create exist as separate structures that you can use for reporting purposes.
- You enter information about a location only once.

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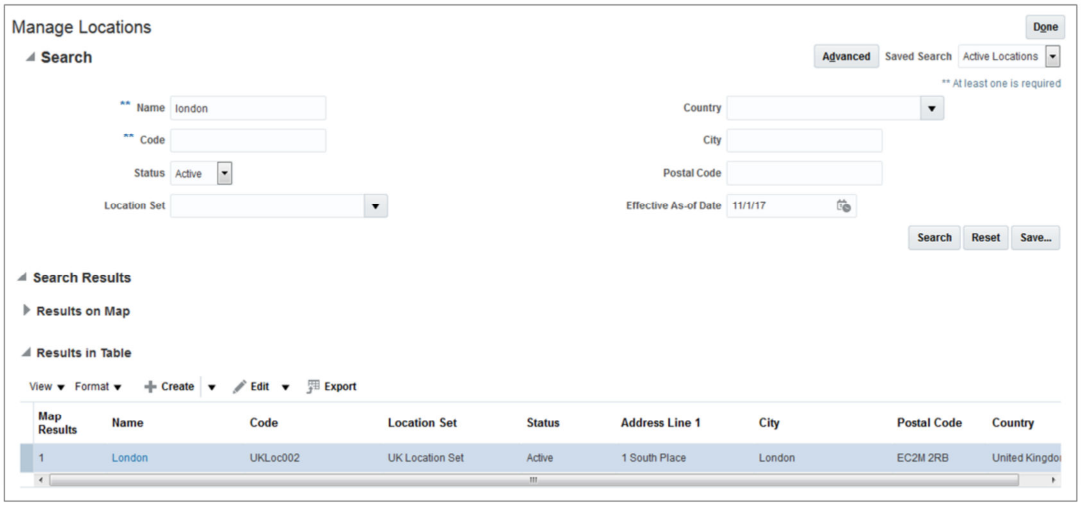
Manage Locations

Use the Manage Locations page to search for, review and modify existing locations, and create new ones.

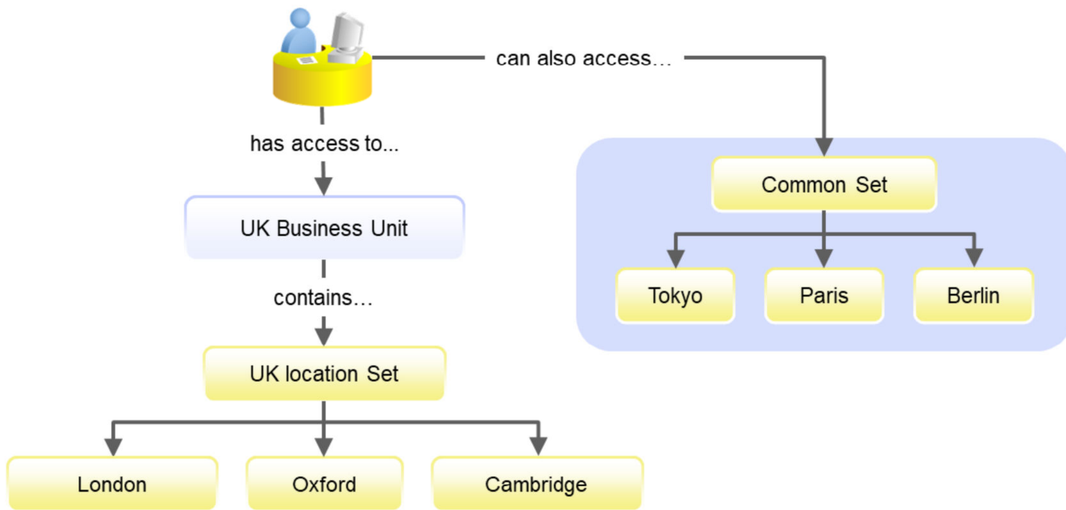


Navigator > Others > Setup and Maintenance > Select the Procurement offering > Enterprise Profile functional area > Manage Locations task

The screenshot depicts the Manage Locations page.

Location Sets

The following graphic shows how location sets restrict access to users:



4 - 21

The diagram depicts how location sets are used to restrict access to users.

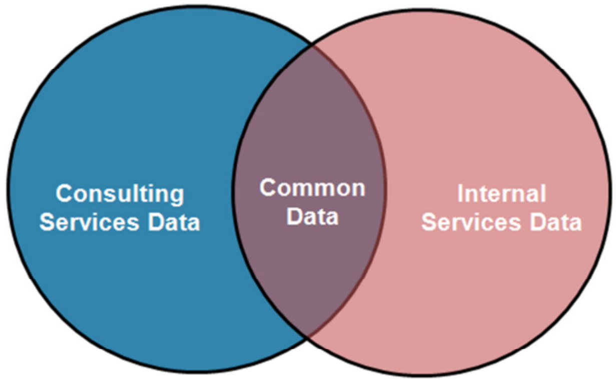
When you create a location, you must associate it with a set. Only those users who have access to the set’s business unit can access the location set and other associated workforce structure sets, such as those that contain departments and jobs.

You can also associate the location to the common set so that users across your enterprise can access the location irrespective of their business unit. When users search for locations, they can see the locations that they have access to along with the locations in the common set.

Demonstration 4-2

- Managing Locations

Reference Data: Overview



 4 - 23

The diagram depicts the overlapping common data between two reference data sets, one for Consulting Services data and the other for Internal Services data.

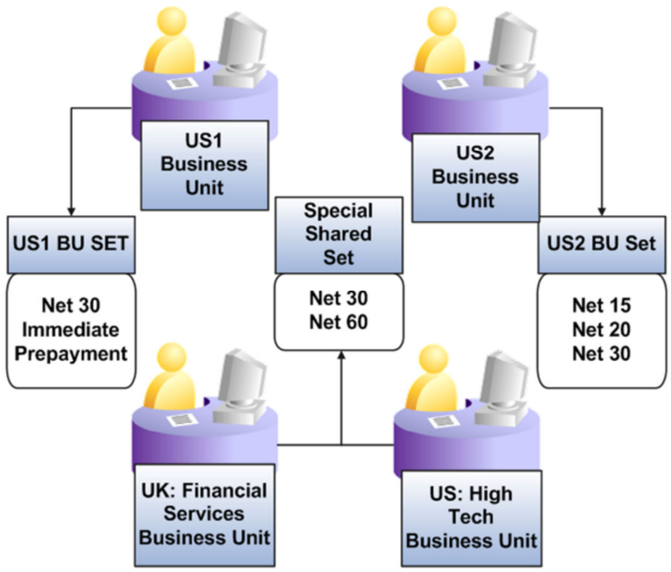
This topic presents the key concepts related to the tasks for reference data setup for Oracle Procurement Cloud:

- Manage Reference Data Sets
- Manage Set Assignments for Set Determinant Type

Reference data sharing facilitates sharing of configuration data such as locations, payment terms, and supplier site, across organizational divisions such as business units.

As illustrated in the graphic, depending on the requirement (specific or common), each business unit can maintain its data at a central location, using a set of values either specific to it or shared by other business units.

Reference Data Sharing



The diagram depicts reference data sharing of payment terms for four business units (BUs) at Vision Corporation.

- **US1 Business Unit:** US1 BU Set makes the Net 30, Immediate, and Prepayment payment terms available to this BU.
- **US2 Business Unit:** US2 BU Set makes Net 15, Net 20, and Net 30 payment terms available to this BU.
- **UK Financial Services and US High Tech BUs:** A shared reference data set makes the Net 30 and Net 60 payment terms available for these BUs.

For an organization, you can define reference data sets of the following types:

- **Common:** Used globally across the organization as a common set. For example, at Vision Corporation, people can reference certain payment terms across the enterprise, so you can create a single set of these payment terms and share it across the entire enterprise.
- **Shared:** Used by a few organizations that work with similar data and therefore share the sets.
- **Organization-specific:** Unique to an organization-specific business unit and not shared by any other BU within the enterprise. For example, at Vision Corporation, buyers within US1 Business Unit can only use certain payment terms, so you can create a set of payment terms that are available to the buyers in that BU.

Reference Groups

- Grouping is done on the basis of functional area and the partitioning requirements that the reference data has in common.
- In Oracle Applications Cloud, the reference groups are predefined in the reference groups table and are available for selection and assignment to reference data sets.

Reference Group	Entities
Location	Bill-to Location
	Ship-to Location
	Deliver-to Location

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The table depicts the relationship between a reference group called Location and its entities: Bill-to Location, Ship-to Location, and Deliver-to Location.

Reference data sets that share common business policies and legal rules are treated in the same way and are classified into reference groups.

Determinant Types

You can share the partitioned reference data based on a business context setting called the determinant type. The determinant types available in Procurement are:

- **Business Unit:** A department or organization within an enterprise

Reference Data	BU Determinant
Bill-to Location	Bill-to BU
Ship-to Location	Requisitioning BU
Delver-to Location	Requisitioning BU
Payment Terms	Procurement BU*
Tax Classification	Sold-to BU

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The table depicts the association between reference data and reference data groups with the business unit (BU) determinant. Business units will be discussed in more detail later in this lesson, for now just be aware that they are used as a reference data determinant type.

* Regarding line four of the table, payments terms on purchasing documents are determined by the Procurement BU, but on the invoices they are determined by the Sold-to BU. In a centralized procurement scenario, where the Procurement BU can be different from the Sold-to BU, the payment terms should be enabled and valid in both the procurement and the sold-to business units.

Sharing Supplier Site Reference Data

Oracle Applications Cloud reference data rules lead to assigning reference data to the relevant reference data sets depending upon the required level of sharing the data.

- **Supplier site represents the relationship between a procurement business unit (BU) and the supplier.**
  - Supplier site stores terms and controls governing how transactions are processed between the procurement BU and a specific supplier location.
- **Procurement BU maintains supplier sites on behalf of client BUs*.**
  - Client BUs are assigned to supplier sites to transact with the supplier.
  - Supplier site assignment enables the client BU to use the site.
  - Procurement BU avoids duplicate site maintenance and ensures consistent business execution with the supplier across client BUs.

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* Client BUs represent business units that perform requisitioning and invoicing functions, which are serviced by a procurement BU.

Demonstration 4-3

- Exploring Reference Data

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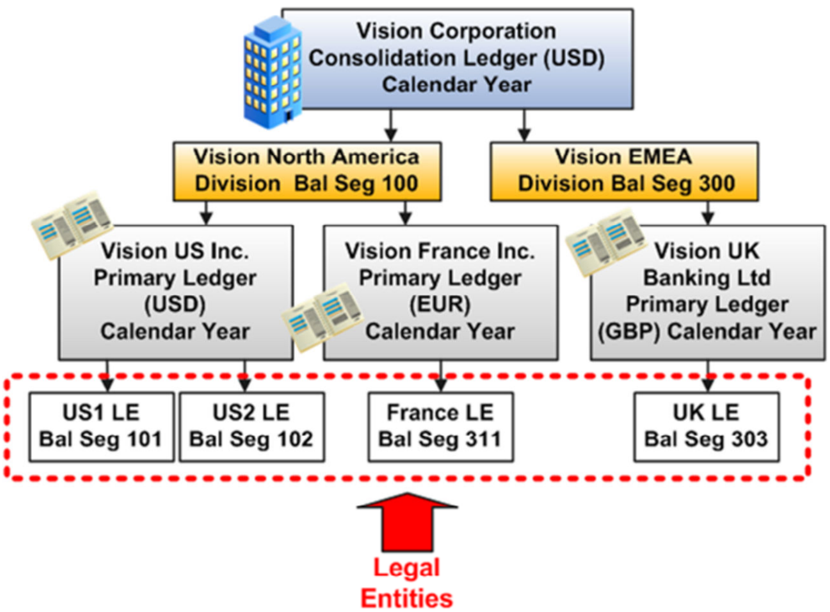
Defining Legal Entities for Procurement



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The diagram depicts the enterprise structure hierarchy of Vision Corporation, down through its layers of corporate divisions, primary ledgers, and legal entities.

In this example, there are two legal entities for the primary ledger Vision USA Inc. The legal entities reflect different local jurisdiction reporting. A legal entity is characterized as:

- A recognized party with rights and responsibilities given by legislation.
- Having the right to own property, the right to trade, the responsibility to repay debt, and the responsibility to account for themselves to regulators, taxation authorities, and owners according to rules specified in the relevant legislation.

Their rights and responsibilities may be enforced through the judicial system.

Legal Entities: Overview

A legal entity has a separate legal identity and, therefore, affects aspects of your business for the following reasons:

- Facilitating local compliance
- Complying with corporate taxation within local jurisdictions
- Preparing for acquisitions or disposals of parts of the enterprise
- Isolating one area of the business from risks in another area

 4 - 30

Define a legal entity for each registered company or other entity recognized in law for which you want to record assets, liabilities, expenses and income, pay transaction taxes, or perform intercompany trading.

Note that normally the Financials implementation team will perform this task and is discussed here only to support a clear understanding of the enterprise structure.

Role of Your Legal Entity

The contracting party on any transaction is always the legal entity.

Individual legal entities:

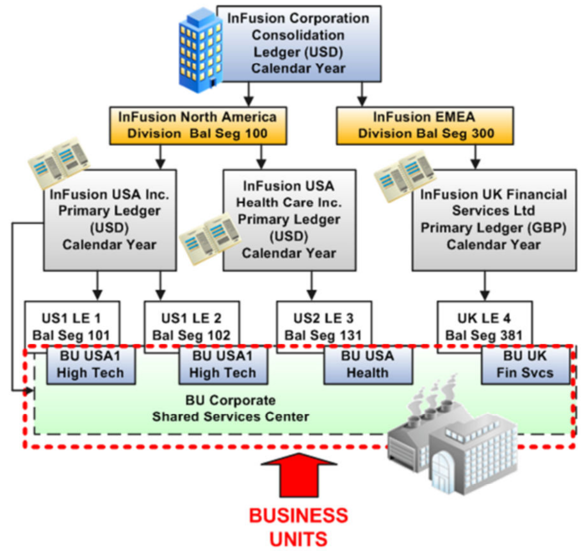
- Own the assets of the enterprise
- Record sales and pay taxes on those sales
- Make purchases and incur expenses
- Perform other transactions

Legal entities must comply with the regulations of jurisdictions in which they register. To support local reporting requirements, legal reporting units are created and registered.

Defining Business Units for Procurement

This section presents the key concepts related to the tasks for business unit setup for Oracle Procurement Cloud:

- Assign Business Unit Function.
- Manage Service Provider Relationships.
- View Service Clients.



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4 - 31

The diagram depicts the same enterprise structure hierarchy for Vision Corporation as depicted in a prior slide, down through its layers of corporate divisions, primary ledgers, and legal entities. The difference in this depiction of the enterprise structure is the inclusion of the business unit to which each legal entity belongs.

Managing Business Units

A business unit:

- Represents a unit of an enterprise that performs one or many business functions, and can be consolidated in both a managerial and legal hierarchy
- Can process procurement transactions on behalf of many legal entities
- Is used to partition your subledgers
- Is similar to the Operating Unit in prior versions of Oracle, with additional functionality

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Business Unit Model

- In Oracle Applications Cloud, use business unit as a securing mechanism for transactions.
- The Oracle Applications Cloud business unit model:
  - Allows for flexible implementation
  - Provides a consistent entity for controlling and reporting on transactions
  - Anchors the sharing of sets of reference data across applications

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For example, if you run your export business separately from your domestic sales business, secure the export business data to prevent access by the domestic sales employees. To accomplish this security, set up the export business and domestic sales business as two separate business units.

Using Business Units

Use business units to organize the following aspects of Oracle Applications Cloud:

- Management reporting
- Processing of transactions
- Security of transactional data
- Reference data definition and sharing

In Oracle Procurement Cloud, you define business unit business functions for areas such as:

- Requisitioning
- Procurement
- Receiving
- Invoicing

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Business units process transactions by using reference data sets that reflect your business rules and policies and can differ from country to country. You can choose to share reference data, such as payment terms and transaction types, across business units. Or, you can choose to have each business unit manage its own data set depending on the level at which you wish to enforce common policies.

Business Unit Considerations

Implementation Key Considerations

General Business Requirements

- What reporting do you need by business unit?
- How will you structure your ledgers, legal entities, and business unit rollups?
- How can you set up your departments or business unit accounts to achieve departmental hierarchies that report accurately on your lines of business?
- What reporting do you need to support the managers of your business units, and the executives who measure them?
- How often are business unit results aggregated?
- What level of reporting detail is required across business units?

Procurement Business Requirements

- What service provider model do you need?

Business Unit Security

- Business units are used by a number of Oracle Cloud applications to implement data security.
- You can assign procurement, requisitioning, receiving, payables invoicing and other related business functions to business units in your implementation, using the Assign Business Unit Business Function task.

For example, if you enable the payables invoicing business function for a business unit, then it is clear that there are employees in the business unit that perform the payables invoicing function and need access to the payable invoicing functionality.

Business Unit Functions

- **Business Unit Usage:** A business function represents a business process or an activity that can be performed by people working within a business unit and describes how a business unit is used.
- **Business Unit Function:** A business function logically indicates a presence of a department in the business unit with people performing tasks associated with these business functions.
- **Business Unit Departments:** A business unit can have many departments performing various business functions.

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A business unit can perform many business functions in Oracle Applications Cloud.

Other Business Unit Functions

- **Business Unit as Structure:** Optionally, you can define a hierarchy of divisions, business units, and departments as a tree over HCM organization units to represent your enterprise structure.
- **Business Unit Transactions:** When a business function produces financial transactions, a business unit must be assigned to a primary ledger, and a default legal entity.
  - Each business unit posts transactions to a single primary ledger, but it can process transactions for many legal entities.

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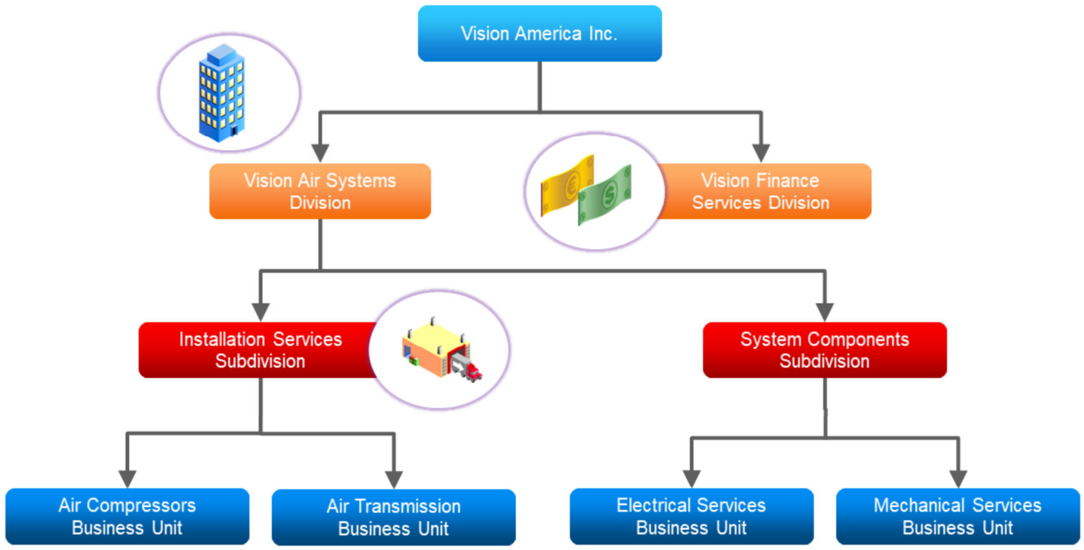
Note: A hierarchy definition as described in this slide is not required in the setup of your applications, but is a recommended best practice.

Information: Prior to Oracle Applications Cloud, operating units in Oracle E-Business Suite were assumed to perform all business functions, while in Oracle PeopleSoft, each business unit had one specific business function. Oracle Applications Cloud blends these two models and allows defining business units with one or many business functions.

Business Unit Hierarchy: Example



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Graphical Representation of a Business Unit: Example

The diagram depicts an example business unit hierarchy for Vision America Inc.

In the example, Vision America provides:

- Air quality monitoring systems through the Vision Air Systems division
- Customer financing through the Vision Financial Services division

Both divisions exist within a single legal entity and chart of accounts.

The Vision Air Systems division further segments its business into the following subdivisions:

- Installation Services
- System Components

The Installation Services subdivision is divided by the following business units:

- Air Compressors Business
- Air Transmission Business

The System Components subdivision is divided by the following business units:

- Electrical Services Business
- Mechanical Services Business

Business Units in the Procure-to-Pay Flow

Configure business units for the following procure-to-pay transactions.

Procurement Business Unit

- A business unit with the **Procurement** business function
- Establishes a relationship with a supplier through the creation of a site, which maintains internal controls for how procure to pay transactions are executed with the supplier
- Manages, owns, and is responsible for purchasing transactions

Requisitioning Business Unit

- A business unit with the **Requisitioning** business function
- Manages and owns requisitioning transactions

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Business Unit Versus Business Function

It is important to note that the business unit to business function relationship can be a one-to-many relationship. A business unit can have a single or multiple functions, such as procurement or requisitioning.

You do not need to create a separate business unit for each business function, you assign functions to your existing business units.

Business Units in the Procure-to-Pay Flow

Bill-to Business Unit

- A business unit with the **Payables Invoicing** business function
- Responsible for invoicing transactions
- Assumes the liability for the purchases made on behalf of a client business unit

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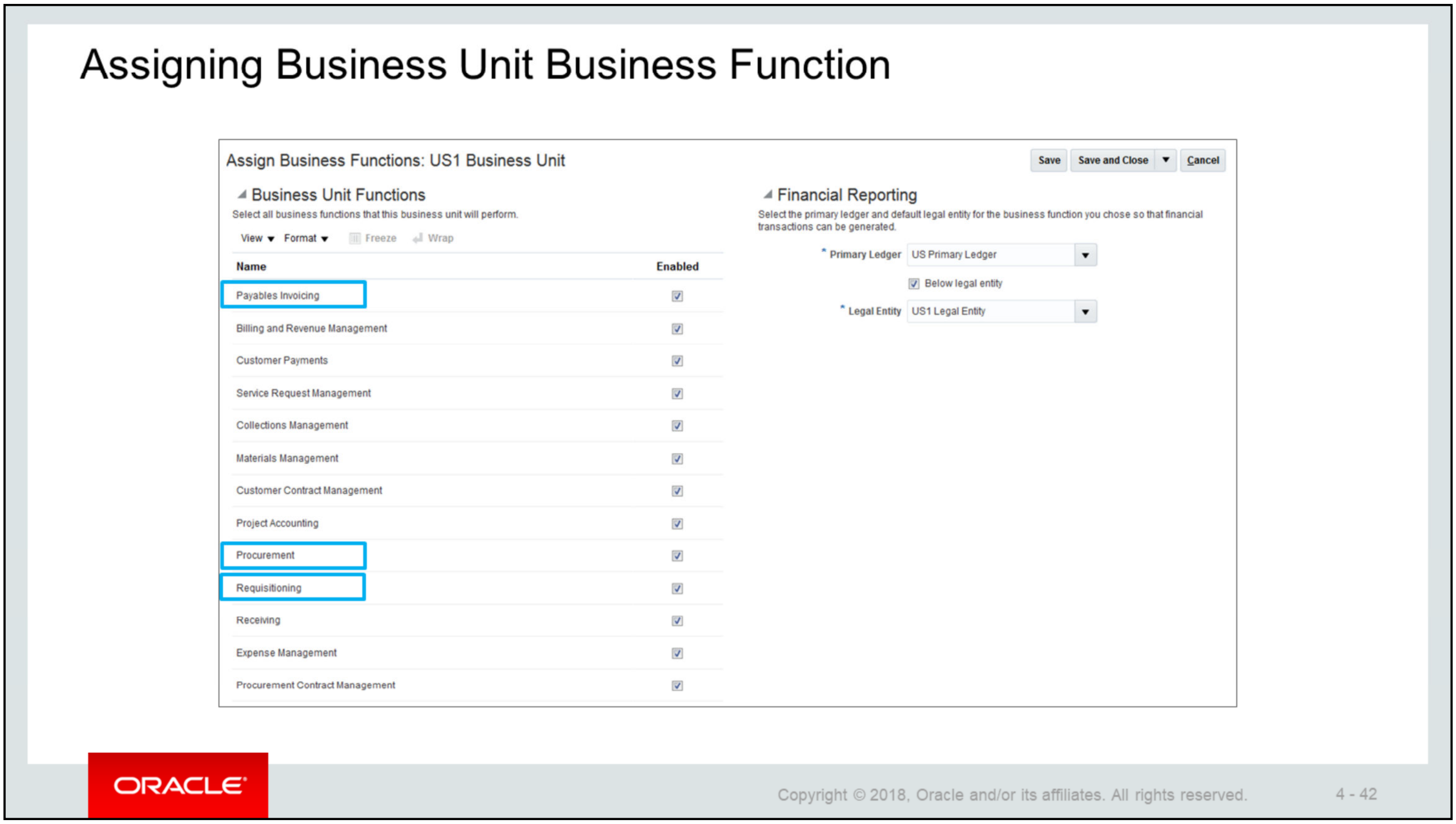
Business Unit Versus Business Function

In addition to procurement or requisitioning functions, a business unit can also have a payables invoicing function.

You do not need to create a separate business unit for each business function, you assign functions to your existing business units.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Assign Business Unit Business Function task

Example

The screenshot depicts the Assign Business Unit Business Functions page, providing an example of business function assignment for the business unit: US1 Business Unit.

- US1 Business Unit is enabled to perform requisitioning, procurement, and invoicing business functions.
- US1 Business Unit is also assigned to the US Primary Ledger and the US1 Legal Entity.

Service Provider Model

Shared service centers are supported in two ways:

- **Service provider model:** Allows a business unit to act as a service provider to client business units, so that the personnel in a shared service center can process transactions on behalf of client business units
- **Business unit security:** Allows shared service center personnel to process transactions for other business units

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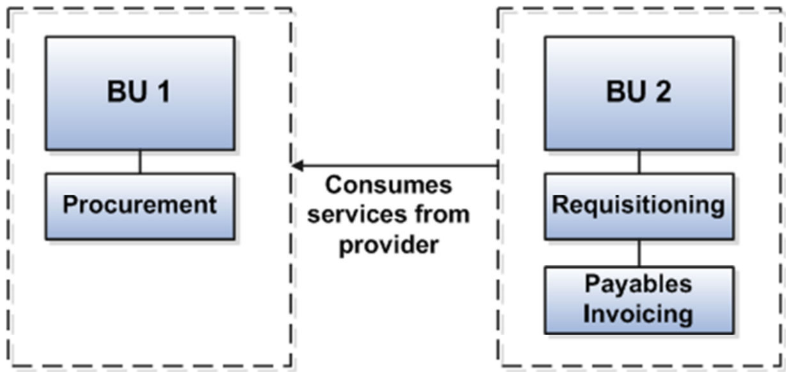
Use the service provider model to centralize the procurement business function. Define business units with Requisitioning and Payables Invoicing business functions as clients of a business unit with the Procurement business function.

Service Provider Model

The following diagram illustrates a scenario where the service provider relationship is defined with business unit BU 1 as a **service provider** for business unit BU 2:

- Business unit BU 1 provides procurement services for business unit BU 2.
- Business unit BU 2 performs requisitioning and payables invoicing business functions.

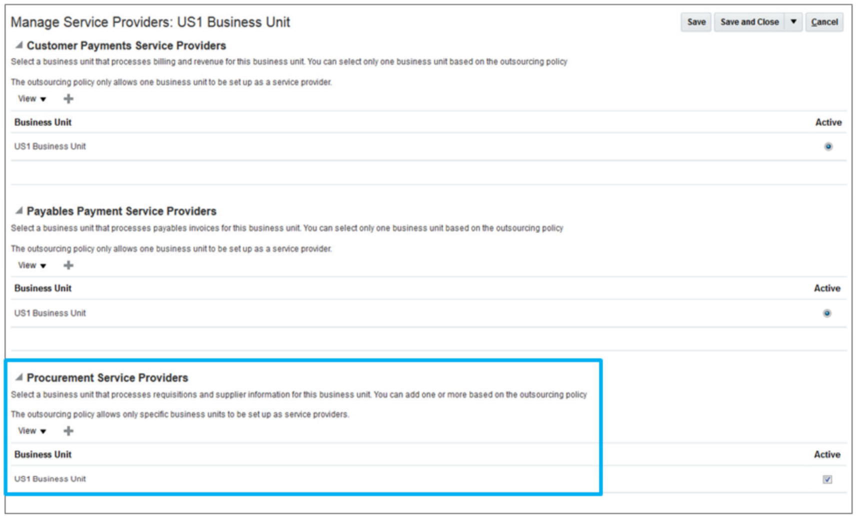


The diagram depicts a scenario where the service provider relationship is defined with business unit BU 1 as a service provider for business unit BU 2:

- Business unit BU 1 provides procurement services for business unit BU 2.
- Business unit BU 2 performs requisitioning and payables invoicing business functions.

Service Provider Model: Example

The following is an example of a service provider setup where the USA1 Business Unit is its own procurement service provider.



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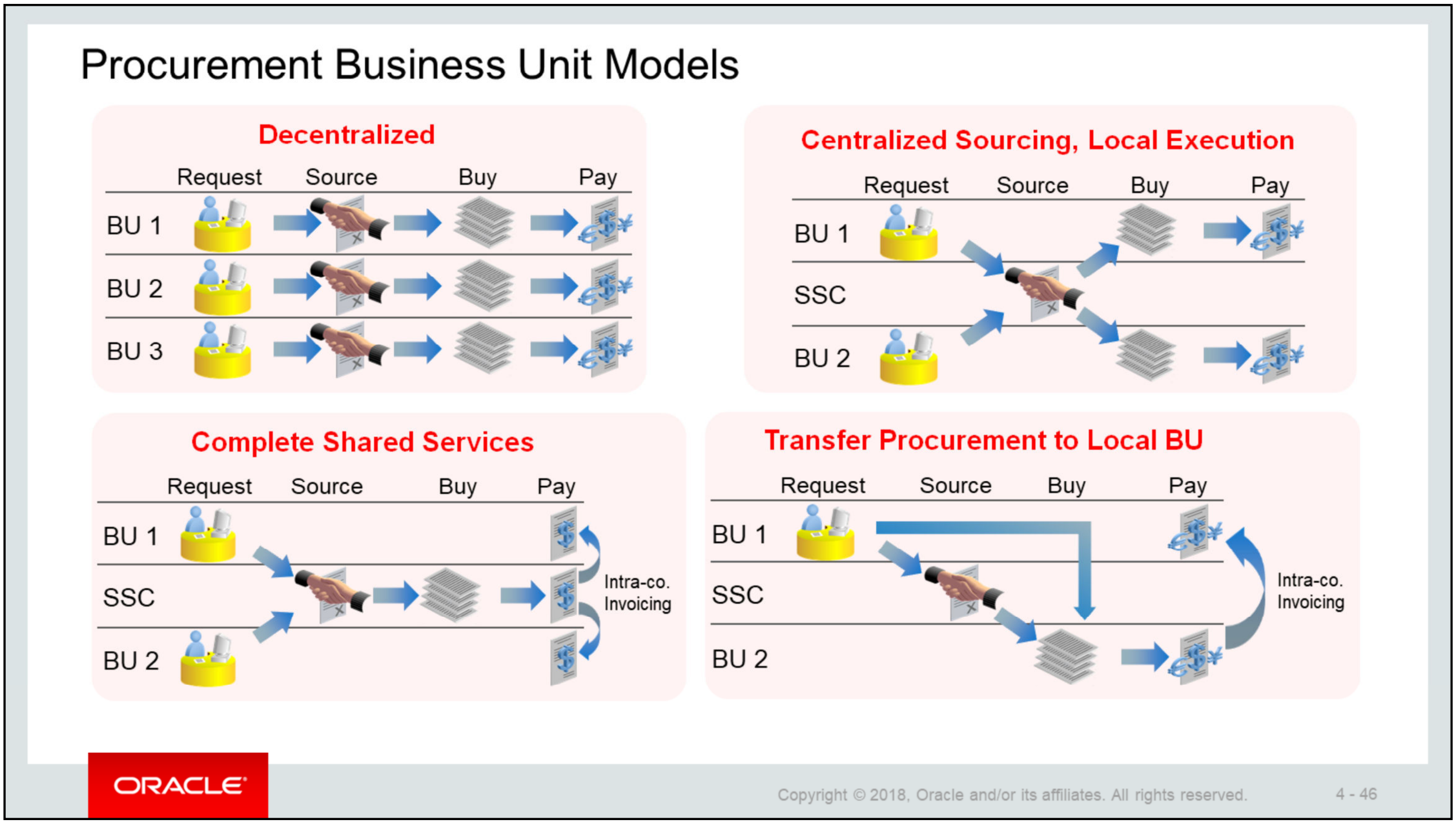
Navigator > Others > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Manage Service Provider Relationships task

Example

The screenshot depicts the Manage Service Providers page, showing the setup for US1 Business Unit.

This is an example of a service provider setup where the USA1 Business Unit is its own procurement service provider.



The diagram depicts several procurement business unit models:

- Decentralized
- Centralized sourcing, local execution
- Complete shared services
- Transfer procurement to local business unit

Oracle Applications Cloud supports center-led procurement organizations by supporting any combination of procurement models.

Whether you want a completely decentralized procurement function where the local regions source, buy, and pay for their own goods and services, or a dedicated shared service center, or a hybrid where you have centralized sourcing with decentralized buying and payments, Oracle supports them all.

Note: Center-Led Procurement allows your organization to optimize efficiency, cost savings and potential tax benefits by decoupling the demand source from where the buying actually takes place.

Business Unit Scope in Setup and Maintenance Tasks

Define Business Unit Configuration:

- Sets the context of the Setup and Maintenance tasks
- Sets the context for export and import tasks
- Used for Business Unit–related setup in the Purchasing offering, Procurement Foundation functional area
  - Configure Procurement Business Function task
  - Configure Requisitioning Business Function task

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Demonstration 4-4

- Defining Business Units

Inventory Organizations for Procurement

This section presents the key concepts related to the tasks for Oracle Applications Cloud facilities setup for Oracle Procurement Cloud, with respect to managing inventory organizations.

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The other tasks for defining facilities are only required when performing an implementation of the Manufacturing and Supply Chain Materials Management offering:

- Manage Facility Shifts
- Manage Facility Workday Patterns
- Manage Facility Schedules
- Manage Facility Schedule Exceptions

Managing Inventory Organizations: Overview

An inventory organization is a logical or physical entity in the enterprise that is used to store and transact items.

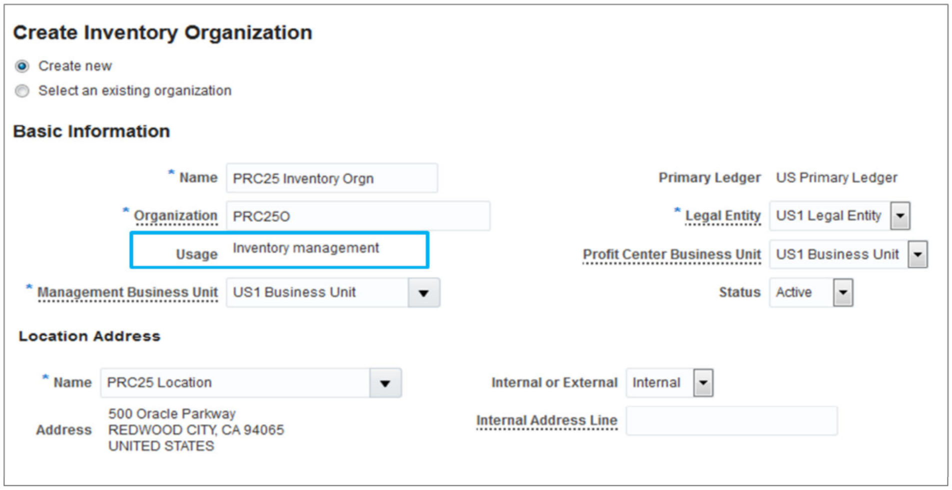
Inventory organizations are:

- Associated with a business unit, legal entity and location, and mapped to a primary ledger
- Use inventory organizations when the storage or movement of inventory needs to be physically and financially tracked.

An inventory organization is a logical or physical entity in the enterprise that is used to store definitions of items or store and transact items. Configure inventory organizations to describe distinct entities within the company such as manufacturing facilities, warehouses, or distribution centers.

Inventory Organization Usage

Create inventory organizations for inventory management.



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Manage Inventory Organizations task

The screenshot depicts the Create Inventory Organization page.

Note: When you create an inventory organization the Usage field populates automatically with the value: Inventory Management.

Item Organizations

Item organizations contain only definitions of items. Use item organizations in implementations when the storage or movement of inventory does not need to be physically or financially tracked.

For example, you would use item organizations in a retail scenario, if you need to know the items that are listed by and sold through each retail outlet, even though the inventory and transactions are recorded in another system.

There is a separate task for creating item organizations:

- Navigator > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Manage Item Organizations task

Demonstration 4-5

- Managing Inventory Organizations

Resources

Documentation

Available in the Oracle Help Center: https://docs.oracle.com/

- *Oracle Applications Cloud Understanding Enterprise Structures*
- *Oracle Global Human Resources Cloud Implementing Global Human Resources*
- *Oracle Procurement Cloud Implementing Procurement*
- Oracle Applications Cloud security reference guides:
  - *Oracle Applications Cloud Security Reference for Common Features*
  - *Oracle Procurement Cloud Security Reference*
- Oracle Enterprise Resources Planning Cloud security guide:
  - *Oracle ERP Cloud Securing Oracle ERP Cloud*

Training

- Oracle Cloud Foundation (D99351GC10)

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Learn more about common applications configuration by using the guides listed on the slide, which you can find on the Oracle Help Center (https://docs.oracle.com)

Practices

- 4-1: Creating a Location
- 4-2: Creating a Business Unit
- 4-3: Creating an Inventory Organization

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Summary

In this lesson, you should have learned to:

- List the key concepts of common configurations for Procurement
- Describe the major common configuration tasks for Procurement
- List the requirements for enterprise configuration

5

Securing Oracle Procurement

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Instructor lesson and demonstrations: 70m

Student practices: 30m

Total: 100m

Objectives

After completing this lesson, you should be able to:

- Describe the Oracle Applications Cloud security model
- Describe role-based access control
- Determine the usefulness of the delivered security reference implementation for your enterprise
- Discuss the components of data security and tasks associated with these components
- Assign procurement users the functions of a Procurement Agent
- List the tasks for which you can use the Security Console to implement security

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Note: This lesson presents the key concepts related to the tasks for function and data security in support of a Procurement implementation, and discusses security tasks at a high level.

Topics

- Oracle Applications Cloud Security Methodology
- Security Reference Implementation
- Role-Based Access Control
- Procurement Roles
- Data Security
- Define Users and Provision Access
- Security Console

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This slide lists the topics that will be discussed during this lesson.

Oracle Applications Cloud Security Methodology

Oracle Applications Cloud security methodology can be summarized with the simple statement:

"Who can do what on which set of data?"

- Who: The user.
- What: Individual actions a user can perform.
- Which: The set of data the user can act on.

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The Oracle Applications Cloud security methodology can be summarized by the simple statement, "Who can do what on which set of data?"

- **Who:** A user who performs functions in your organization, such as a buyer. Their access is based on the roles provisioned to them.
- **What:** Individual actions or functions a user can perform, such as the ability to view and edit a purchase order. Function security access is granted through privileges that provide users access to pages and control the actions that can be performed on those pages.
- **Which:** The set of data a user can perform an action on, such as the purchase orders within a buyer's assigned business units. Data security access is allowed or restricted through policies.

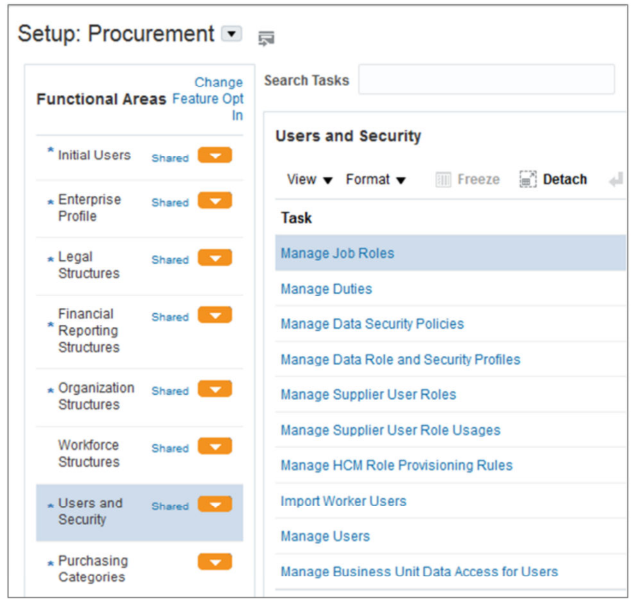
Oracle Applications Cloud Security Key Concepts

- **Role-Based Access Control (RBAC):** Grants function and data access to users through the roles assigned to them, not to the users directly.
- **Security Reference Implementation:** Provides a baseline set of user roles, function privileges, and data security policies that match the business needs of most enterprises.
- **User Management and Access Provisioning:** Uses the Security Console for managing user identities, user accounts, role assignments, and role definitions.

Defining Security for Procurement Setup and Maintenance

Use the tasks in these functional areas and tools to configure the application to enable Procurement users to perform functions on data related to their job roles:

- Initial Users functional area
- Users and Security functional area
- Security Console



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Users and Security functional area

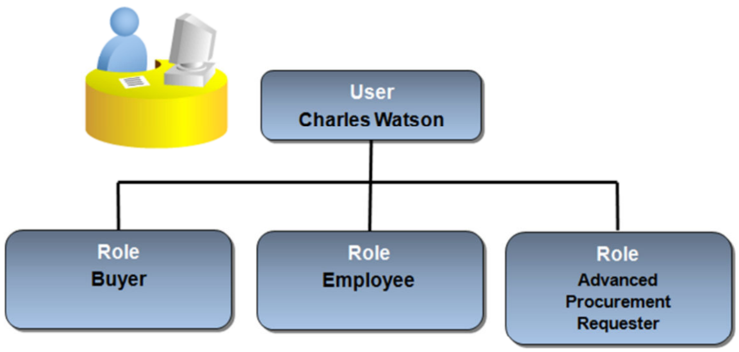
Navigator > Others > Setup and Maintenance > Select the Procurement offering > Initial Users functional area

Navigator > Tools> Security Console

The screenshot depicts the Setup: Procurement page for the Procurement offering, showing the navigation to through Users and Security functional area to the Manage Job Roles task.

Role-Based Access Control

- Users can have any number of roles.
- Roles grant access to functions and data.
- Function and data access is determined by the combination of roles.



The diagram depicts the user Charles Watson and three roles he is granted:

- Buyer
- Employee
- Advanced Procurement Requester

Charles can access his own employee information, and can request and purchase goods and services for himself and other employees.

Security Reference Implementation

Oracle Procurement Cloud comes with a predefined security reference implementation, which consists of:

- A baseline set of security definitions
  - **Job** roles that closely match real life jobs.
  - **Abstract**, **Duty**, and **Discretionary** roles.
  - Structured in hierarchies that streamline provisioning access to users.
- A baseline set of security components
  - Function security privileges and data security policies.
  - Protection of personally identifiable information.

The security reference is delivered with the offering, and is able to meet the business needs of most enterprises.

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What is in the Security Reference Implementation?

The security reference implementation covers all functions and actions that need to be secured. The security definitions are based on industry standards. You do not need to create new job or duty roles.

The implementation includes:

- Complete set of job roles.
- Duty roles and role hierarchy for each job role.
- Privileges granted each duty role.
- Data security policies for each job role.
- Policies that protect personal identifiable information.
- Policies enforced across tools and access methods.
- Segregation of duties policies respected in the design of duties for the job role.
- Segregation of duties conflicts.

Where can I see the details?

The details of the security reference implementation can be viewed using the tasks available for managing roles, and security privileges and policies.

The details are also presented in the security reference guide for each offering, available in the Oracle Help Center (http://docs.oracle.com/)

- Oracle Applications Cloud Security Reference for Common Features
- Oracle Procurement Cloud Security Reference

Security Reference Implementation

Can I Modify My Security Implementation?

Predefined roles that are shipped with Oracle Applications Security are locked down.

- You cannot modify the functional and data security policies associated with these roles.
- You can add data security policies to these predefined roles.
- You cannot create or modify the privileges and resources, they are also protected.

Locking down these security artifacts enables safe upgrades to predefined roles. This eliminates the possibility of conflict with customer introduced changes to these roles. You can safely adopt new enhancements that may be delivered with the predefined roles in future releases.

You can copy the predefined roles and then modify the copies. This will be especially useful in cases where the predefined security reference implementation does not completely represent the needs of your enterprise.

For example, a predefined job role may be too narrowly defined. You can create a new job role, or copy and modify the existing job role. Give the new role a role hierarchy of fewer or different duty roles than the similar predefined job role. Then provision the newly created job role to users who should have broader access.

Types of Security Roles

These types of roles are provisioned to a user to match the user's work function and position in an enterprise:

- **Job Role**
  - Is specific to a job, represents the job you hire a worker to perform
  - May carry both function privileges and data security policies to perform specific tasks for a job, through inherited duty roles
  - For example, the job role for a Buyer
- **Abstract Role**
  - Is similar to a job role, but not specific to a particular job
  - May carry both function privileges and data security policies to perform specific tasks for the role, through inherited duty roles
  - Is provisioned based on a characteristic that can be derived about a user, such as they are a full-time employee or contingent worker
  - Controls common access, such as for the abstract role for Procurement Requester

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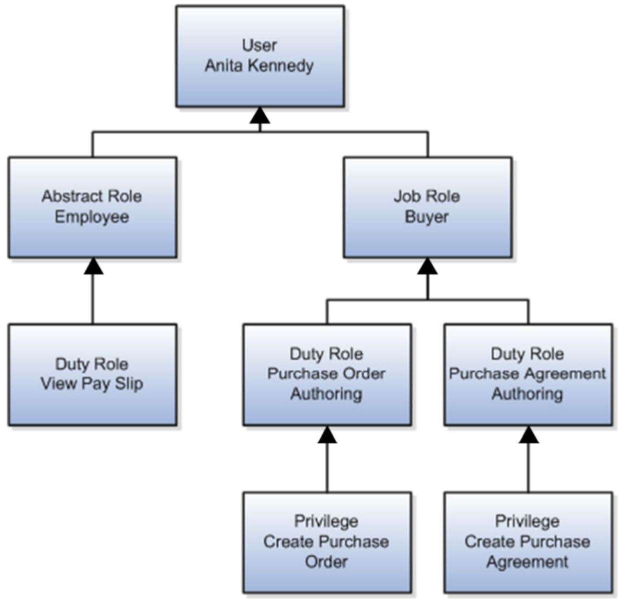
Types of Security Roles

- **Duty Role**
  - Represents the logical groups of tasks that are performed in a job or role
  - Cannot be provisioned directly to users, but are inherited by job, abstract, duty or discretionary roles
    - Duty roles can be complex:
      - They can inherit aggregate privileges and other duty roles.
      - They can be granted multiple function security privileges and data security policies.
      - You can create duty roles.
- **Discretionary Role**
  - Can be provisioned to selected users independent of job or abstract roles, on a purely discretionary basis.
  - For example, the discretionary role Supplier Qualification

Role Inheritance



The diagram depicts a simplified hierarchy of job and abstract role inheritance for user Anita Kennedy. Anita has the abstract role Employee, and the job role Buyer. The Buyer role inherits duty roles which in turn contain privileges.

Role inheritance is a key concept in the security role model. Roles are used as the building blocks in Oracle Applications Cloud security.

- Job, abstract and discretionary roles inherit one or more duty roles. For example:
  - The Buyer job role has duty roles for purchase agreement and purchase order authoring.
  - The Employee abstract role has a duty role for viewing a pay slip.
- Duty roles can inherit other duty roles.
- Job, abstract and discretionary roles can also be assigned function privileges directly.
- When you assign job, abstract and discretionary roles to users, they inherit all of the function privileges and data security policies associated with those roles.

Privileges and Resources

- Roles contain privileges.
  - Privileges provide access to functionality in the application.
  - You can assign privileges to roles.
- Privileges contain resources.
  - Resources represent various application artifacts.
  - For example, tasks, menu items, buttons, regions, so on.
  - You cannot manage or edit resources.
- Aggregate privileges are another type of role that combines:
  - One function security privilege.
  - One or more related data security policies.

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Aggregate Privileges

Aggregate privileges are another type of role. They combine:

- One function security privilege. For example, Manage Department. This privilege secures access to the code resources that make up the Manage Departments page.
- One or more related data security policies. For example, departments in the user's organization security profile.

You can't create, edit, copy, or delete aggregate privileges. They must be used as delivered. They can't inherit other roles.

Purchase Order Creation Example: Job Roles and Associated Duty Roles

Job Role	Associated Duty Role or Privilege
Buyer	• Purchase Order Authoring • Purchase Agreement Authoring • Purchase Order Administration • Contract Terms Authoring (Template Only)
Category Manager	• Purchase Order Authoring • Purchase Agreement Authoring • Negotiation Management • Contract Terms Authoring (Template Only)
Procurement Manager	• Purchase Order Authoring • Purchase Agreement Authoring • Contract Terms Authoring (Override) • Manage Procurement Agent privilege

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The table depicts the job roles and associated duty role or privileges for purchase order creation.

Procurement agents with the Buyer, Category Manager, and Procurement Manager job roles are typically responsible for creating purchase orders and related functions in the buying organization. Therefore, these job roles inherit duty roles required for creating purchase orders and authoring contract terms.

These are a few examples of job roles and associated duty roles or function privileges. This is not an exhaustive list of all the job roles, duty roles or privileges in Oracle Procurement Cloud. For a full list of job, abstract and duty roles see the *Oracle Procurement Cloud Security Reference* guide.

Purchase Order Creation Example: Duty Role and Tasks

Duty Role	Tasks Enabled by this Duty Role
Purchase Order Authoring	• Create Draft Purchase Order • Update Draft Purchase Order • Submit Purchase Order • Cancel Purchase Order

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The table depicts a duty role and tasks enabled by this duty role for purchase order creation.

The Purchase Order Authoring duty role allows a procurement agent to perform tasks such as create purchase orders, lines, and distributions. These include creation of a purchase order line from a catalog, and creation of a purchase order from requisitions.

The following is a list of privileges assigned to the Purchase Order Authoring duty role that enable a user to perform these tasks:

- Author Standard Contract Terms and Conditions
- Cancel Purchase Order
- Change Purchase Order Line Negotiated Indicator
- Change Supplier Site
- Communicate Purchase Order and Purchase Agreement
- Create Purchase Order
- Create Purchase Order Line from Catalog
- Create Purchase Order from Requisitions
- Download Contract for External Parties
- Import Approved Requisition
- Import Requisition
- Manage Purchasing Document Signatures

- Request Budgetary Control Override
- Search Purchase Order
- View Contract Terms
- View Purchase Order

This is an example of a duty role, tasks enabled by the duty role, and the associated privileges. This is not an exhaustive list of all the duty roles or privileges in Oracle Procurement Cloud. For a full list of job, abstract and duty roles see the Oracle Procurement Cloud Security Reference guide.

Procurement Job and Abstract Roles

Requester Roles

- Procurement Requester
- Procurement Preparer
- Advanced Procurement Requester

Buyer and Purchasing Management Roles

- Buyer
- Category Manager
- Procurement Manager
- Procurement Contracts Administrator
- Procurement Catalog Administrator
- Supplier Manager
- Supplier Administrator

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Requester Roles

Roles that can be assigned to requesters who create purchase requisitions. Three abstract roles defined for requester security are:

- Procurement Requester creates requests for goods or services for themselves.
- Procurement Preparer creates requests for goods or services for themselves, and for other employees.
- Advance Procurement Requester is similar to the Procurement Preparer, except they also have access to the Add Requisition Lines function which supports the quick creation of multiple requisition lines.

Buyer and Purchasing Management Roles

Roles that can be assigned to buyers:

- Buyer is responsible for transactional aspects of the procurement processes.
- Category Manager is responsible for identifying savings opportunities, determining negotiation strategies, creating request for quote, request for information, request for proposal, or auction events on behalf of their organization and awarding future business typically in the form of contracts or purchase orders to suppliers.
- Procurement Manager is responsible managing a group of buyers in an organization.

Buyer Purchasing Management Roles

- Procurement Contract Administrator creates, manages, and administers procurement contracts.
- Procurement Catalog Administrator authors and manages purchase agreements and catalog content, including: catalogs, category hierarchy, content zones, information templates, map sets, public shopping lists, and smart forms. A user with the Procurement Catalog Administrator role needs to be set up as a procurement agent.
- Supplier Manager is responsible for managing supplier information and authorizes promotion of prospective suppliers to spend authorized.
- Supplier Administrator manages supplier profile and user provisioning.

Personally Identifiable Information for Suppliers

Supplier Tax Identifiers: The predefined job roles Supplier Administrator and Supplier Manager include data security polices to maintain tax identifiers for suppliers classified as individuals. Only users with these roles can view and maintain the following tax identifiers for individual suppliers:

- Taxpayer ID
- Tax Registration Number
- National Insurance Number

Supplier Contact Mobile Phone Number: To view, but not edit, a supplier contact's mobile phone, you must have the View Trading Community Person Mobile Phone Number data security privilege. To view and edit a supplier contact's mobile phone, you must have the Manage Trading Community Person Mobile Phone Number data security privilege.

Procurement Job and Abstract Roles

Supplier User Roles

- Supplier Bidder
- Supplier Accounts Receivable Specialist
- Supplier Customer Service Representative
- Supplier Demand Planner
- Supplier Sales Representative
- Supplier Self Service Administrator
- Supplier Self Service Clerk
- Supplier Inventory Manager
- Supplier Product Administrator

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Roles that can be assigned to users at a supplier site:

- Supplier Bidder is a representative from a potential supplier who responds to requests for quote, requests for proposal, requests for information and reverse auctions.
- Supplier Accounts Receivable Specialist submits invoices and tracks invoice and payments status for the supplier company.
- Supplier Customer Service Representative manages inbound purchase orders; communicates shipment activities for the supplier company; tracks, acknowledges, or requests changes to new orders; monitors the receipt activities performed by the buying organization
- Supplier Demand Planner manages supplier scheduling, vendor-managed inventory and consigned inventory for the supplier company.

Supplier User Roles

- Supplier Sales Representative manages agreements and deliverables for the supplier company. Acknowledges or requests changes to agreements. Adds catalog line items with customer specific pricing and terms. Updates contract deliverables that are assigned to the supplier party and updates progress on contract deliverables for which the supplier is responsible.
- Supplier Self Service Administrator manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
- Supplier Self Service Clerk also manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.

Procurement Job and Abstract Roles

Sourcing Roles

- Category Manager
- Sourcing Project Collaborator

Supplier Qualification Roles

- Supplier Qualification
  - Supplier Qualification Administration
  - Supplier Qualification Viewing
  - Supplier Qualification Initiative Evaluation
  - Supplier Qualification Initiative Management
  - Supplier Qualification Management
  - Supplier Qualification Questionnaire Response Management as Internal

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Sourcing Roles

- Category Manager is responsible for identifying savings opportunities; determining negotiation strategies; creating request for quote, request for information, request for proposal, or auction events on behalf of their organization; and awarding future business typically in the form of contracts or purchase orders to suppliers.
- Sourcing Project Collaborator role can be assigned to a key organization member helping to determine negotiation strategies, award decision criteria, and perform objective scoring.

Supplier Qualification Roles

Supplier Qualification is a discretionary role, provisioned to users for the purpose of defining the requirements a supplier should meet, qualifying the supplier by performing required verification and audits, and assessing and maintaining supplier qualifications. It has several duty roles:

- **Supplier Qualification Administration:** Allows a user to set up supplier qualifications, areas and models.
- **Supplier Qualification Viewing:** Allows a user to search and view supplier qualifications.
- **Supplier Qualification Initiative Evaluation:** Allows a user to access the Manage Initiatives page and evaluate a qualification or assessment.
- **Supplier Qualification Initiative Management:** Allows a user to monitor, delete, and cancel supplier qualification initiatives.
- **Supplier Qualification Management:** Allows a user to manage and cancel supplier qualifications.
- **Supplier Qualification Questionnaire Response Management as Internal:** Allows a user to respond to requests for supplier qualification information on behalf of their organization.

Procurement Job and Abstract Roles

Setup and Administration Roles

- Procurement Applications Administrator
- Procurement Integration Specialist

Setup and Administration Roles

Setup security for Procurement is driven from function security. If you have access to the function security privilege, you will be able to access the setup task.

Roles that can be assigned to implementers and administrators:

- Procurement Applications Administrator is the role that performs most setup tasks. It is responsible for technical aspects of keeping procurement applications systems available as well as configuring the applications to meet the needs of the business.
- Procurement Integration Specialist is responsible for planning, coordinating, and supervising all activities related to the integration of procurement information systems.

Procurement Job and Abstract Roles

Business Intelligence Role

- Purchase Analysis
  - Is used only for business intelligence.
  - Allows users to perform “line of business” analysis on requisitions, purchase orders and suppliers.
  - Provides users access to the business unit (BU) associated with their primary worker assignment.
    - You can add additional BUs to their access if needed.

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Business Intelligence Role

Purchase Analysis role: An abstract role allowing a user to perform “line of business” analysis on requisitions, purchase orders, and suppliers. This role is only used to grant access to Oracle Business Intelligence, not to functionality in the Oracle Procurement Cloud applications. The role does not grant a user access as a procurement agent.

Grant the abstract role to a user who owns the line of business and wants to do business intelligence analysis on procurement data.

The user who has this role has data access to the business unit associated with their primary worker assignment. You can assign additional business units to their data access. Use the Manage Data Access for Users task, in the Setup and Maintenance work area.

Business Intelligence Security: Duty Roles

Additional duty roles define what business intelligence content a user role has access to:

- Business Intelligence Authoring
- Business Intelligence Application Analysis
- Business Intelligence Consumer
- Business Intelligence Applications Worker
- Purchase Requisition Transactional Analysis Duty
- Purchase Order Transactional Analysis Duty
- Agreement Transactional Analysis Duty
- Agent Analysis Duty
- Implemented Change Order Transactional Analysis Duty
- Pending Change Order Transactional Analysis Duty
- Supplier Master Data Transactional Analysis Supplier Analysis Duty
- Sourcing Transaction Analysis Duty
- Category Manager Analysis Duty
- Requester Analysis Duty
- Procurement Analysis Currency Preference
- Procurement Transactional Analysis Currency Preference
- Spend Transactional Analysis
- Transactional Analysis
- Contract Administrator Analysis
- Procurement Managerial Analysis

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Listed are duty roles assigned to the procurement job and abstract roles, that allow the roles access to business intelligence content.

For more information, refer to the *Oracle Procurement Cloud Security Reference* guide in the Oracle Help Center (http://docs.oracle.com/), and the Security Console in the Oracle Applications Cloud.

Note: If a user creates or runs a report and cannot see buyer or requester names in the report, check their person data security profile. As a Security Manager, use the Assign Security Profiles to Role task. On the Role Details page, select View All Workers when prompted for a Public Person security profile.

Navigator > Setup and Maintenance > Assign Security Profiles to Roles task

Self Service Procurement Additional Privileges

The following Oracle Self Service Procurement Cloud privileges are available in the Security Reference Implementation, are not assigned to predefined roles as delivered, and can be assigned as needed.

- View Requisition—All (POR_VIEW_REQUISITION_ALL_PRIV)
- Edit Requisition as Approver (POR_CREATE_REQUISITION_ALLOW_APPROVER_MODIFICATION_PRIV)
- Reassign Requisition (POR_REASSIGN_REQUISITION_PRIV)

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View Requisition—All

Allows a user to view all requisitions in the business units they have been given access to. By default, a user can only see requisitions that they create on the Manage Requisitions page. This privilege allows the user to see requisitions created by others in the business units.

Edit Requisition as Approver

Allows users to modify requisitions as approvers

Reassign Requisition

Allows users to reassign requisitions entered by others

Defining Data Security

Data security controls access to data by the following means:

- **Data Security Policies:** Grant data access to roles by means of policies.
- **Manage Data Access for Users task:** Apply data security policies with conditions to users.
- **HCM Security Profile:** Define data security conditions on instances of object types such as person records, positions, and document types.
- **Masking:** Hide private data on nonproduction database instances.
- **Encryption:** Scramble data to prevent users without decryption authorization from reading secured data.
- **Personally Identifiable Information (PII):** Such information can be used to identify, contact, or locate a person. Some PII information is considered sensitive.

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Users and Security functional area

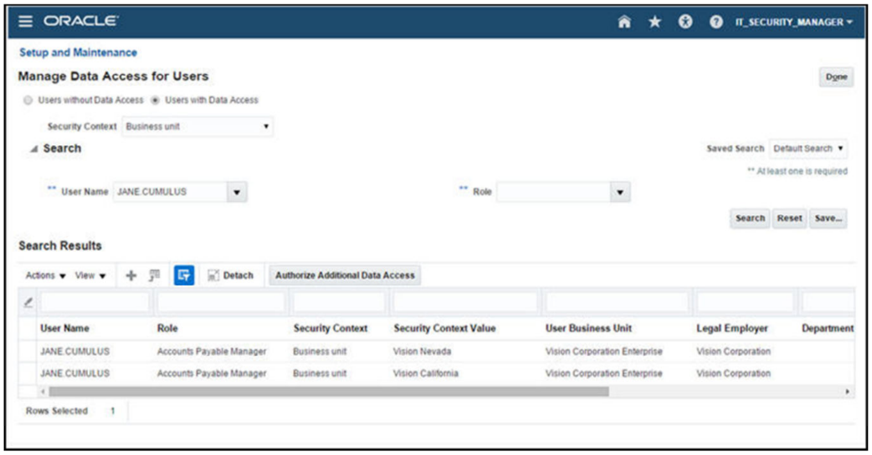
- **Manage Data Security Policies:** For managing access to the database resources of an enterprise
- **Manage Business Unit Data Access for Users:** For applying data security policies with conditions to users

To learn more about these types of data security and how they are used in Oracle Enterprise Resource Planning (ERP) Cloud applications, see the *Oracle ERP Cloud Securing ERP Cloud* guide in the Oracle Help Center (https://docs.oracle.com/).

Data Security: Manage Data Access for Users

Use the Manage Data Access for Users task to assign users to data sets.

- Assign data sets to users by provisioned role.



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Navigator > Others > Setup and Maintenance > Manage Data Access for Users task

The screenshot depicts the Manage Data Access for Users page.

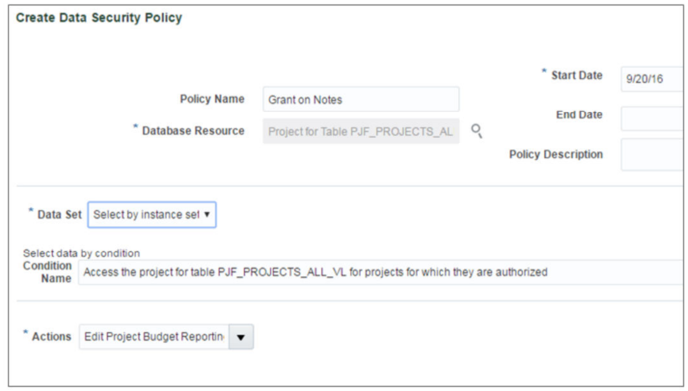
The Manage Data Access for Users task is available to all products in Oracle Enterprise Resource Planning Cloud.

Use the Manage Data Access for Users page to assign users to data sets, within a security context such as business unit.

- You assign data sets to users by role, and you can only assign data sets to roles a user is currently provisioned.
- Required data security policies are only present against the corresponding predefined roles.

Data Security Policies

- Data Security Polices:
  - Control access to data
  - Are granted to a role
- Components of a policy are:
  - Database Resource is the table where data is stored.
  - Data Set is where access is granted.
  - Condition is used to define the Data Set.
  - Actions are performed on the data.



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Navigator > Tools > Security Console > Roles tab > Create Role button > Data Security Policies page > Create Data Security Policy button

The screenshot depicts the Create Data Security Policy page.

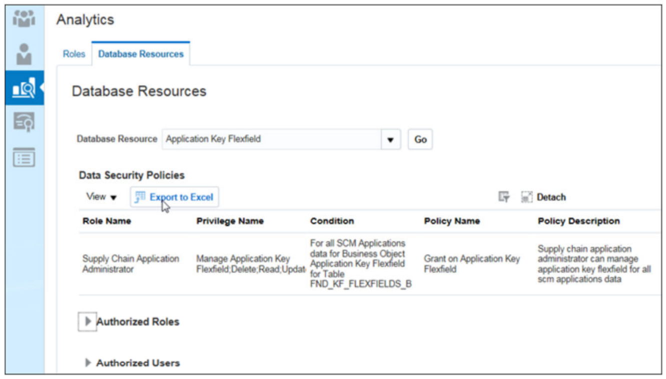
You can use the Security Console to review information about data security policies that grant access to a database resource, or about roles and users granted access to that resource.

Data security policies are granted to a role and used to control access to the data. The grant authorizes a role to actions on the database resource.

- By default, users are denied access to all data.
- Data security policies make data available to users by the following means.
  - Policies that define grants available through provisioned roles
  - Policies defined in application code
- You secure data by provisioning roles that provide the necessary access.

Analyze Data Security Policies by Resource

- Analyze data security policies by database resource.
- View roles and users that are authorized to the database resource.
- Export the information displayed in the tables.



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Navigator > Tools > Security Console > Analytics tab > Database Resources tab

The screenshot depicts the Database Resources tab in the Security Console’s Analytics page.

Requester Data Security

Requesters can:

- Create requisitions
- View requisitions that have their name listed as the requester on the requisition line
- Edit requisitions that have their name listed as the “entered by” person

Requesters have implicit data access to the business unit associated with their primary worker assignment in HCM. This determines the requisitioning business unit the requester belongs to.

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The Procurement Requester role is inherited by the Contingent Worker and Employee roles.

For Procurement Preparer or Advanced Procurement Requester, their corresponding roles need to be provisioned directly to the user.

If a requester requires access to an additional business unit, beyond their primary worker assignment business unit, explicit access must be provisioned to the user. For example, if a user has a primary employee assignment business unit of “US Business Unit” and is provisioned the explicit data access to the “France Business Unit”, they will have access to both the US and France business units.

Function security privilege controls Requester Administrator access to view requisitions owned by other users. You can assign the privilege View Requisition—All to a Requisition Administrator user to view requisitions they are not the preparer or requester for, in the business units they are authorized for.

Procurement-Specific Data Security: Define Procurement Agents

You must grant certain procurement users (such as buyers, procurement managers, category managers and procurement contract administrators) access to procurement actions and documents, such as:

- Manage Requisitions
- Manage Purchase Orders
- Manage Purchase Agreements
- Manage Negotiations
- Manage Catalog Content
- Manage Suppliers
- Manage Supplier Qualifications
- Manage Approved Supplier List Entries
- Analyze Spend

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents, or,

Navigator > Purchase Orders or Purchase Agreements work areas > Tasks tab > Manage Procurement Agents task

Define Procurement Agents

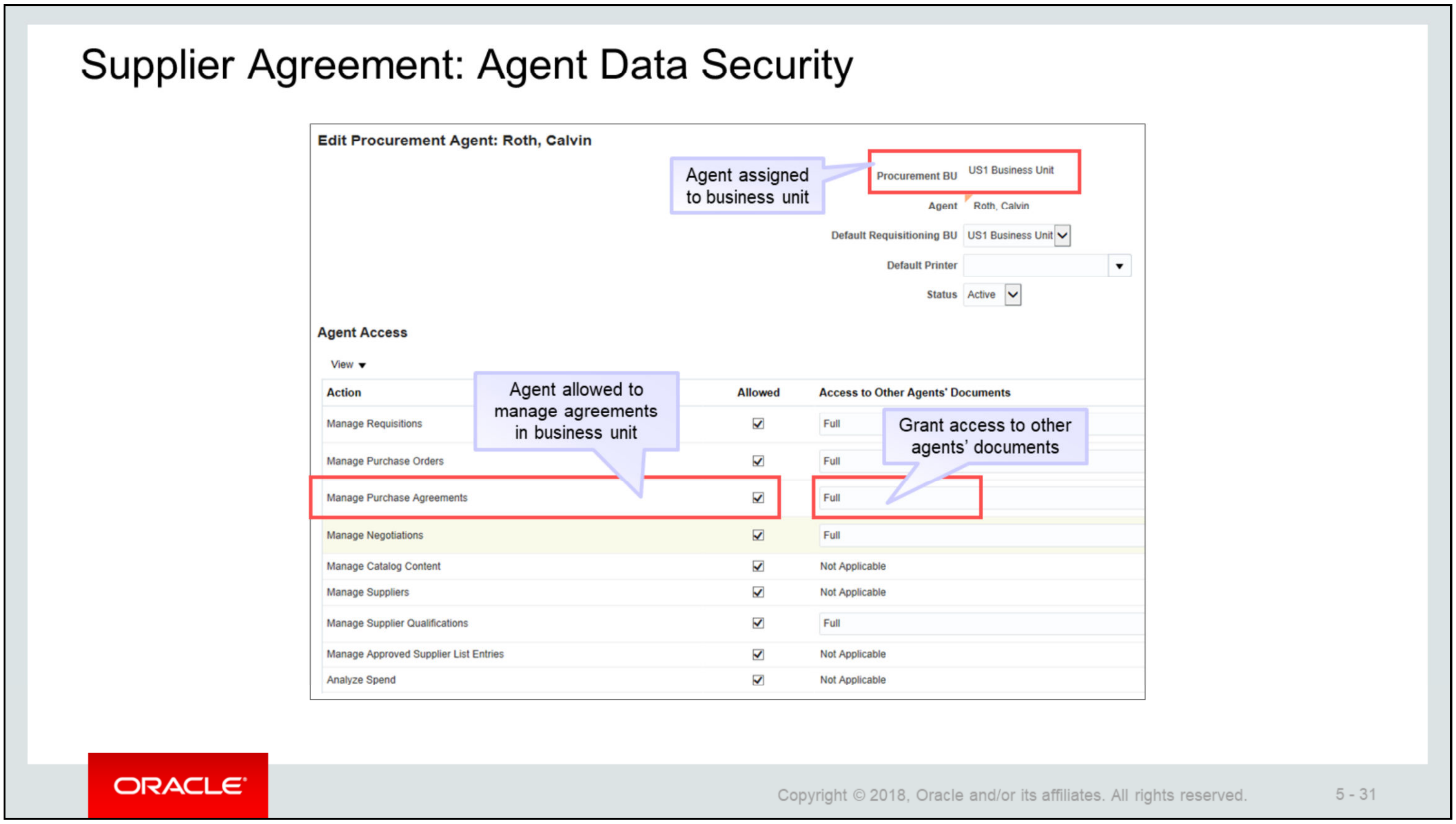
In order for users with roles such as Buyer, Category Manages, Procurement Manager and Procurement Contract Administrator to manage procurement documents and perform other actions, you must set them up as procurement agents:

- Assign them to procurement business units responsible for managing the documents and performing the actions.
- Give them permission for the actions and documents in these procurement business units.

Example: A buyer is granted permission to Manage Purchase Orders, in order to create, view, and modify his or her own purchase orders.

Procurement agents can be granted access to other agents' documents. You can control the level of access based on business needs:

- View access allows the agent to search and view other agents' documents.
- Modify access allows the agent to also make and submit changes to other agents' documents.
- Full access allows the agent full control of other agents' documents, which include view, modify, as well as control actions, such as delete, finally close, and cancel.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents, or,

Navigator > Procurement > Purchase Orders or Purchase Agreements work areas > Tasks tab > Manage Procurement Agents task

The screenshot depicts the Edit Procurement Agent page for user Calvin Roth.

Supplier Agreement – Agent Data Security

In order for procurement agents to manage suppliers agreements, the following data security setup needs to be done:

- Procurement agents need to be assigned to procurement business units responsible for managing the agreements.
- Buyers, Category Managers, Procurement Managers, and Procurement Contract Administrators need to be given permission for the Manage Purchase Agreements action in these procurement business units, in order to create, view, and modify their own purchase agreements.

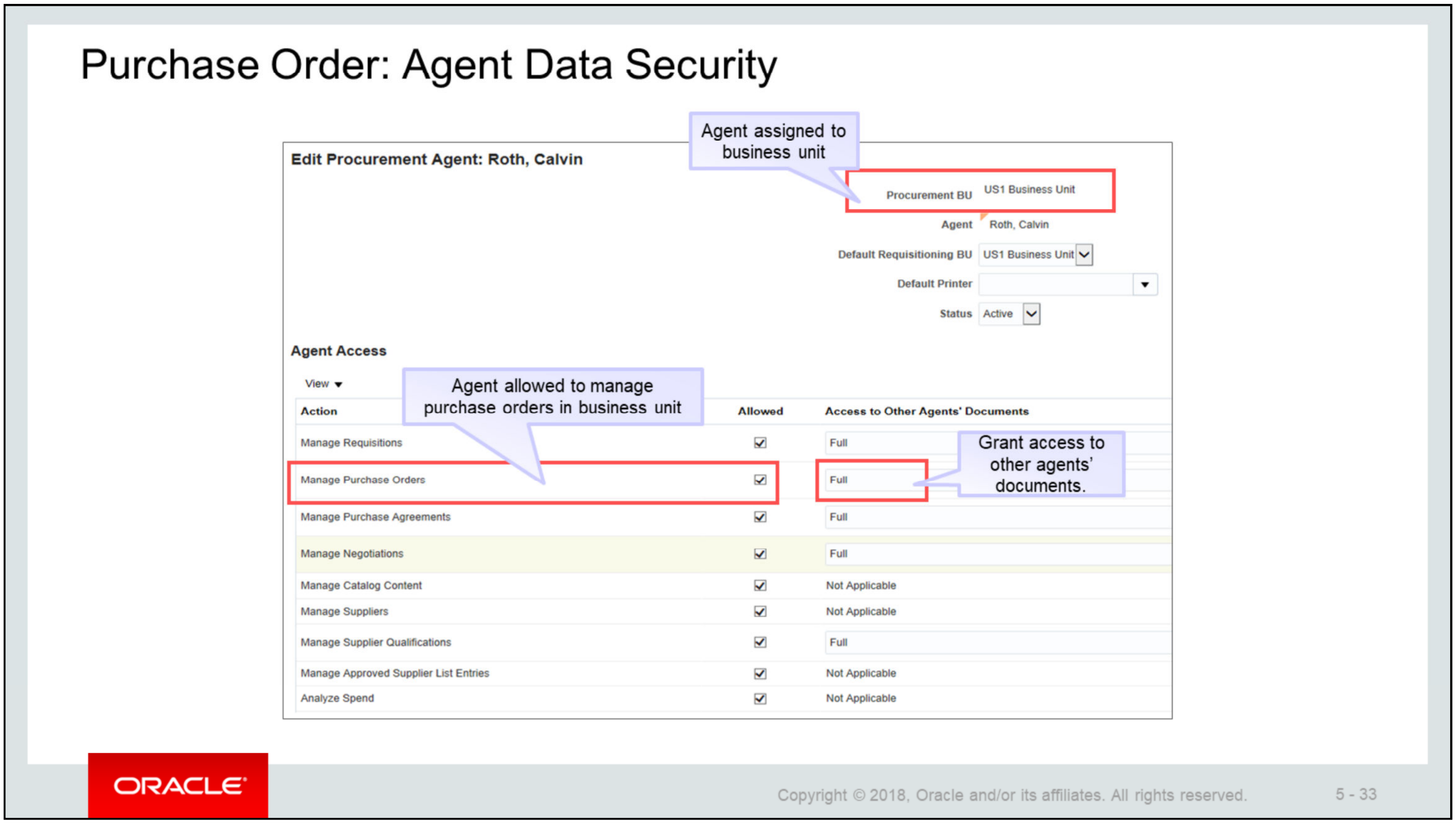
In addition, procurement agents can be granted access to other agents’ documents. The level of access can be controlled based on business needs.

- View access allows the agent to only search and view other agents’ documents.
- Modify access allows the agent to also make and submit changes to the other agents’ documents.
- Full access allows the agent full control over other agents’ documents, which includes: view, modify, delete, finally close, and cancel.

Manage Catalog Content – Agent Data Security

Procurement Catalog Administrators need to be given permission for the Manage Catalog Content action in this business unit. This action allows Procurement Catalog Administrators to add or update blanket purchase agreement line information as part of the collaborative catalog authoring process.

The Procurement Catalog Administrator abstract role authors and manages agreements and catalog content, including: catalogs, category hierarchy, content zones, information templates, map sets, public shopping lists, and smart forms.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents, or,

Navigator > Procurement > Purchase Orders or Purchase Agreements work areas > Tasks tab > Manage Procurement Agents task

The screenshot depicts the Edit Procurement Agent page for user Calvin Roth.

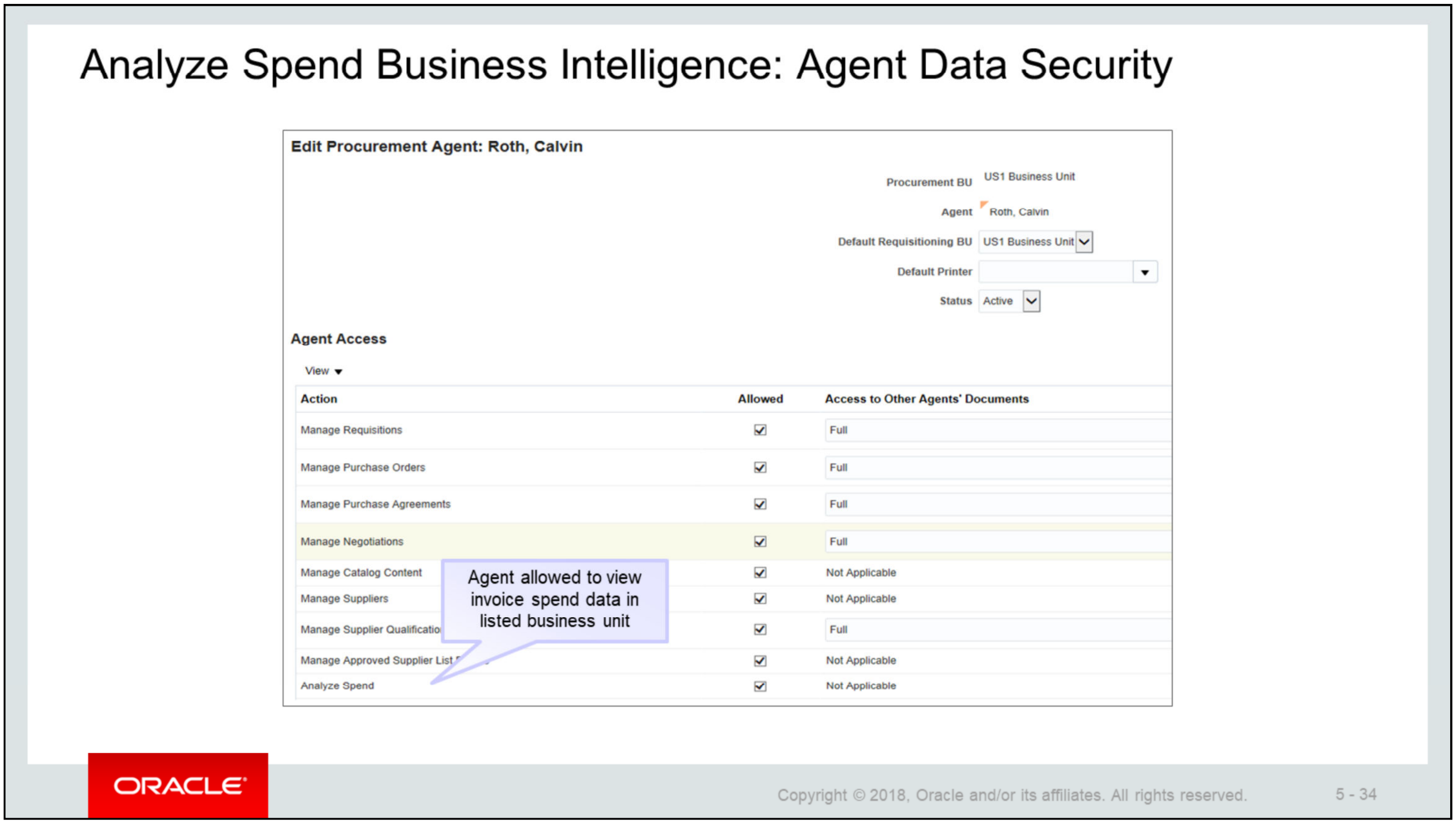
Purchase Order – Agent Data Security

In order for procurement agents to manage purchase orders, the following data security setup needs to be done:

- Procurement agents need to be assigned to procurement business units responsible for managing the purchase orders.
- Buyers, Category Managers, Procurement Managers, and Procurement Contract Administrators need to be given permission for the Manage Purchase Orders action in these procurement business units, in order to create, view and modify their own purchase agreements.

In addition, procurement agents can be granted access to other agents’ documents. The level of access can be controlled based on business needs.

- View access allows the agent to only search and view other agents’ documents.
- Modify access allows the agent to also make and submit changes to the other agents’ documents.
- Full access allows the agent full control on other agents’ documents which include view, modify as well as taking control actions like delete, finally close, and cancel.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents, or,

Navigator > Purchase Orders or Purchase Agreements work areas > Tasks tab > Manage Procurement Agents task

The screenshot depicts the Edit Procurement Agent page for user Calvin Roth.

Analyze Spend – Agent Security

The action defines if a procurement agent is allowed to access business intelligence, invoice spend data for the procurement business unit listed.

- Governs which procurement business units (BU) a user can access when analyzing spend.
- Spend or invoice data is identified based on the invoice supplier site, belonging to the procurement BU.

Demonstration 5-1

- Manage Procurement Agents

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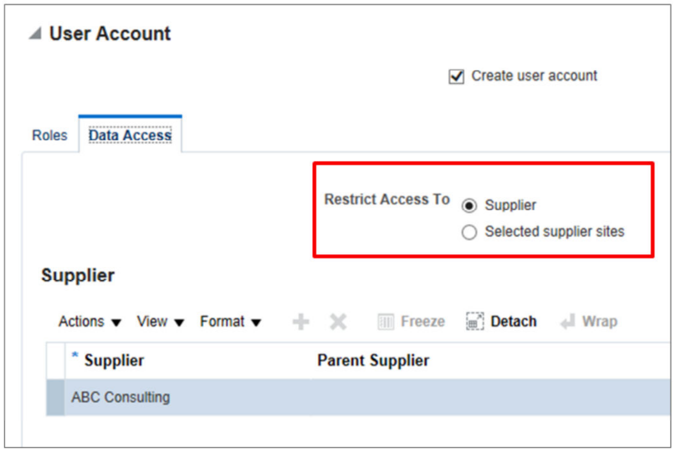
The instructor should demonstrate the practice number 5-1: Managing Procurement Agents.

Practice 5-1

- Managing Procurement Agents

Supplier Data Security

The Restrict Access To field determines which set of documents a supplier user can access from Oracle Supplier Portal Cloud.



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Navigator > Procurement > Suppliers > Tasks tab > Manage Suppliers task > Search for and open Supplier > Edit button > Contacts tab > Select and edit Contact > User Account section > Data Access tab

The screenshot depicts the Data Access tab in the User Account section of the Edit Contact page.

Supplier data security supports two data access levels to control which transactions suppliers can access on Supplier Portal:

- Supplier level data access allows the supplier user to access all purchasing documents that belong to the supplier for which the user is associated.
- Supplier site level data access limits the supplier user to access only the purchasing documents that contain the specific supplier site(s) for which the user has been granted.

Data access controls are also extended to the supplier.

Supplier Self Service Administrator Role

This role can set the access level when creating or maintaining user accounts for their contacts.

Define Users and Provision Access

Defining users and provisioning access involves:

- Creating implementation users and assigning roles to them
- Creating and managing application users
- Provisioning roles to application users
- Managing security in workflow approvals and delegated administration of approvals
  - For example, having the Supplier Self Service Administrator assign roles to a supplier user of the supplier portal.

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Creating and managing users includes creating the User ID (identification). The User ID is linked to the person record, which can be an Human Capital Management (HCM) person or a Supplier contact.

Provisioning roles to application users involves assigning a role manually to a user, or automatically through role provisioning rules.

Managing security on workflow approvals and delegated administration of approvals includes having the owner of a line of business approve access to roles for that line of business, rather than having the IT security manager approve such access. For example, having the Supplier Self Service Administrator assign roles to a supplier user of the supplier portal.

Creating Implementation Users

At the beginning of the project, the service administrator must create at least one implementation user, but you can have more.

- Create implementation users with the necessary roles and privileges to do tasks for the functional implementation.
  - Add user accounts to create implementation users using the Security Console's User Accounts page.
  - Don't associate implementation users with person records.
- The implementation users can perform all the necessary setup tasks and security tasks, such as granting of additional privileges and resetting passwords.

For more information, refer to the Managing Implementation Users chapter of the *Oracle ERP Cloud Securing ERP Cloud* guide.

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Navigator > Others > Setup and Maintenance > Select Procurement offering > Initial Users functional area > Create Implementation Users task > Security Console > User Accounts page, or,

Navigator > Tools > Security Console > User Accounts page

Implementation Users

The service administrator creates one or more implementation users, using the Security Console's User Accounts page.

Implementation users don't need to be associated with person records. The implementation users create the initial enterprise structure, perform necessary setup tasks, and some security-related tasks.

Implementation Roles

Oracle Enterprise Resource Planning Cloud includes the following roles that are designed for initial implementation and the ongoing management of setup and reference data:

- Application Implementation Manager: Used to manage implementation projects and assign implementation tasks.
- Application Implementation Consultant: Used to access all setup tasks.
- IT Security Manager: Used to access the Security Console to manage roles, users, and security.
- Financial Application Administrator: A predefined administrator role, provides access to all financial setup tasks.

Planning Is Essential

- Analyze the access requirements specific to your organization, understanding who needs access to what.
- Compare the requirements with the predefined roles in the security reference implementation. Decide which predefined roles meet your requirements and can be used as-delivered. If the predefined roles don’t meet your requirements, then you can copy those roles and configure them to meet your needs.
- Certain product areas, such as Purchasing, include multiple roles in the security reference implementation. For example: Procurement Requester, Buyer, Category Manager, and Procurement Manager. To compare the access granted for these roles, you can use the Compare Role feature in the Security Console.

Creating Application Users

- During an implementation, you prepare your Oracle Applications Cloud service for application users.
  - **Manage Users task:** Used to create application users, if Human Capital Management (HCM) is not being implemented; creates a minimal person record and a user account
  - **Hire an Employee task:** Used to create application users, if HCM is being implemented; creates the full person record needed by HCM as well as the user account
- Automatic provisioning of a role depends on there being a suitable role mapping providing role provisioning rules.

For more information, refer to the "Creating and Managing Application Users" chapter of the *Oracle ERP Cloud Securing Oracle ERP Cloud* guide.

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Manage Users—Create Users

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Users and Security functional area > Manage Users task

During implementation, you need to create application users and associate them with person records. You can use the Manage Users task's Create function to create test users and application users. Use this task to create application users when HCM is not being implemented. This task creates a minimal person record and a user account.

Hire an Employee

Navigation: Navigator > My Workforce > New Person > Tasks panel > Hire an Employee

If you are implementing Oracle Human Capital Management (HCM) Cloud, you should use the Hire an Employee task to create application users. This task creates the full person record needed by HCM, as well as the user account.

Supplier Users

With the Supplier Administrator role, you can create supplier contacts using Oracle Supplier Model Cloud. After you set up supplier users, you can continue to maintain supplier user accounts using Supplier Model.

Provisioning Roles to Users

Roles provide users access to function security privileges and data security policies.

When you create a user, you provision the user with one or more roles:

- Manually provision a role to a user with the Manage Users task, in the Setup and Maintenance work area.
- Automatically provision a role to a user by defining a relationship, called a role mapping, between the role and some conditions.
- For both automatic and manual role provisioning, you create a role mapping to identify when a user becomes eligible for a role.

For more information, refer to the chapters titled "Preparing for Application Users" and the "Provisioning Roles to Application Users" in the *Oracle ERP Cloud Securing ERP Cloud* guide.

Role Mapping

Navigator > Others > Setup and Maintenance > Users and Security functional area > Manage Role Provisioning Rules

For both automatic and manual role provisioning, you create a role mapping to identify when a user becomes eligible for a role. You define a relationship between the role and some conditions.

Manual Role Provisioning

To manually provision roles, use the Manage Users task in the Setup and Maintenance work area.

Automatic Role Provisioning

Roles are automatically provisioned when one of a user's assignments matches all role mapping conditions, and the autoprovision option is selected for the role mapping.

In addition to New Hire user creation tasks, other tasks result in role provisioning and recalculation based on role provisioning rules. For example, Promote Worker, Transfer Worker, or user account creation for supplier or partner contacts.

Deprovisioning Roles

Users lose automatically provisioned roles when they no longer satisfy the role mapping conditions. Deactivating or terminating a user triggers revocation of some or all role assignments, but may provision new roles needed for activities such as pay stub review.

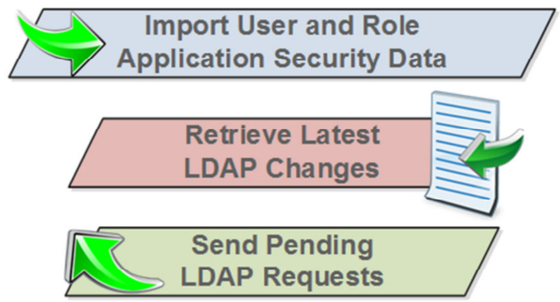
You can manually deprovision roles at any time.

Security Guideline

Avoid having users who are entitled to provision roles from being the same users who are defining those roles.

Processes to be Performed on Users and Roles

- Import User and Role Application Security Data: Import user and role data from LDAP and store in Applications Security tables.
- Retrieve Latest LDAP Changes: Synchronizes users, roles, and role grants with definitions in LDAP.
- Send Pending LDAP Requests: Manages requests to create or update users, roles, and role grants in LDAP.



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Navigator > Tools > Scheduled Processes > Schedule New Process

The diagram depicts the three processes performed on users and roles:

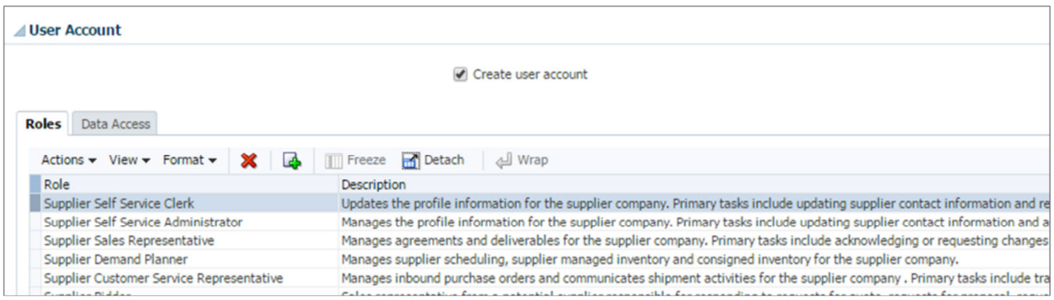
- Import User and Role Application Security Data
- Retrieve Latest LDAP Changes
- Send Pending LDAP Requests

Lightweight Directory Application Protocol: A standard, extensible directory access protocol. It is a common language that LDAP clients and servers use to communicate.

- LDAP was conceived as an Internet-ready, lightweight implementation of the International Standardization Organization (ISO) X.500 standard for directory services. It requires a minimal amount of networking software on the client side, which makes it particularly attractive for Internet-based, thin client applications.
- The LDAP standard simplifies management of directory information in three ways:
  - It provides all users and applications in the enterprise with a single, well-defined, standard interface to a single, extensible directory service. This makes it easier to rapidly develop and deploy directory-enabled applications.
  - It reduces the need to enter and coordinate redundant information in multiple services scattered across the enterprise.
  - Its well-defined protocol and array of programmatic interfaces make it more practical to deploy Internet-ready applications that leverage the directory.

Supplier User Role Assignment

- Assigning Supplier Portal roles to supplier users is an internal Procurement function.
- Supplier roles can only be assigned to external users defined as a supplier contact.
  - An active supplier portal user account must have at least one supplier role applied.
  - A supplier portal user account without any supplier roles assigned is an inactive account.



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Navigator > Procurement > Suppliers > Overview page > Task panel tab > Manage Suppliers > Search for and open Supplier > Contacts tab > Select and edit Contact > Edit Contact page > User Account section > Roles tab

The screenshot depicts the Roles tab on the User Account section of the Edit Contact page.

IT Security Manager: Performs the setup to define what job roles can be provisioned to supplier users.

Procurement Application Administrator: This buying organization job role can set up the default roles for the supplier portal and sourcing user provisioning flows.

Supplier Self Service Administrator: This supplier organization job role can request to provision roles to a supplier user within the supplier company. They **c**an request to create a new contact with roles, or edit an existing contact with additional roles, or edit an existing contact to remove some existing assigned roles. Any change (new or add or remove) will result in profile change request to be reviewed by the buying organization.
Any requested change of the roles for a supplier contact is bound by the master list of roles that can be provisioned to supplier users.

Supplier Self Service Clerk: This supplier organization job role can request to provision roles to a supplier user within the supplier company. They **c**an request to create a new contact with roles, or edit an existing contact with additional roles, or edit an existing contact to remove some existing assigned roles. Any change (new or add or remove) will result in profile change request to be reviewed by the buying organization.
Any requested change of the roles for a supplier contact is bound by the master list of roles that can be provisioned to supplier users.

Security Console Features Overview

- Single administrator interface
- Upgrade-safe management of factory shipped roles
- Create and configure roles and privileges
- Enhanced role visualization
- Search in role hierarchy visualization
- Tabular role hierarchy view
- User account management
- User name generation rules
- Password policies
- Administrator password management
- User account locking
- User password management: self-service
- Password reset process
- User Password Changes audit report
- Notification templates
- Bridge for Microsoft Active Directory

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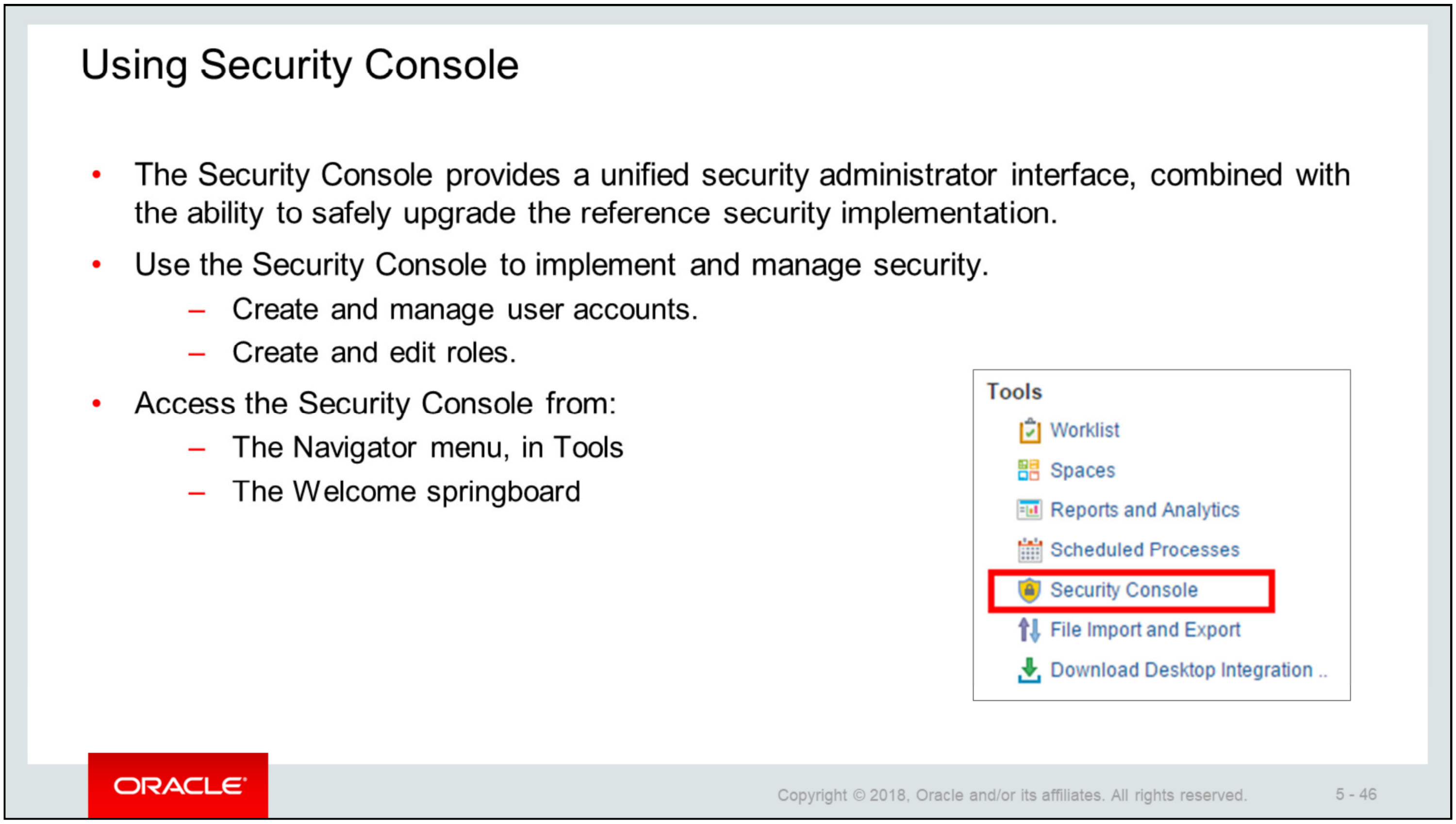
Navigator > Tools > Security Console



Navigator > Tools > Security Console

The screenshot depicts the location of the link to the Security Console in the Tools section of the Navigator.

Oracle Applications Cloud security provides a single console where IT Security Managers and administrators can perform functions including:

- User lifecycle management
- Role definition
- Function security privilege and data security policy management
- Role hierarchy maintenance
- User name and password policy administration
- Certificate management
- Run security reports
- Download a connector for integration with Microsoft Active Directory

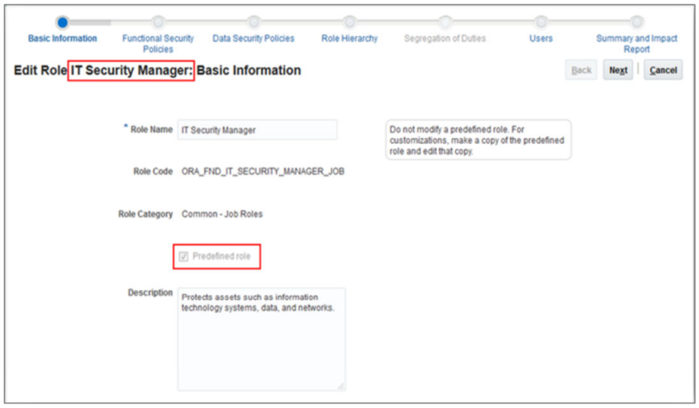
Access to the Security Console is granted through the predefined IT Security Manager role.

Before you start using Security Console, set two profile options that govern the behavior of the Security Console, in the Manage Administrator Profile Values task in the Setup and Maintenance work area.

- **Security Console Working App Stripe:** Controls the application data stripe the user works on. Set this profile option at the site level, of for specific users with Security Console access.
- **Enable Data Security Policies and User Membership Edits:** Sets the preference to enable data security policies and user membership editing in Security Console. Set this profile option to Yes to enable both, at the site level, or for specific users.

Upgrade-Safe Management of Factory-Shipped Roles

- You can identify a predefined (factory shipped) Oracle role when viewing the role.
- Predefined Oracle roles are locked and you cannot modify the Oracle delivered function privileges and data security policies associated with these roles.
- You can add data security policies to these roles.



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Navigator > Tools > Security Console

The screenshot depicts the Edit Role IT Security Manager: Basic Information page in the Security Console.

You can identify a predefined (factory shipped) Oracle role when viewing the role.

- Predefined Oracle roles are displayed in a different color in the graphic visualizer.
- Predefined roles have an ORA_ prefix in the Role Code field.

Predefined Oracle roles are locked and you cannot modify the Oracle delivered function privileges and data security policies associated with these roles.

- You can add data security policies to these roles.
- Privileges and resources are protected. You cannot create or modify these components.

Locking down these security artifacts enables safe upgrades to predefined roles, since the possibility of conflict with customer introduced changes to these roles is now eliminated.

The best practice to update a role or other components is to create a copy and update the copy instead.

Create and Manage Roles and Privileges

Use the **Security Console** to manage security:

- Access is granted through the predefined IT Security Manager role.
- You cannot edit a predefined role.
- You can copy from another role and modify the copied role.
- You can compare roles, examine data on roles, and review certificates.

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Navigator > Tools > Security Console

If a job exists in your enterprise that is not represented in the security reference implementation, you can use the Security Console to:

1. Create a new job role by copying an existing role, or creating an entirely new job role.
2. Edit the new role to add duty roles and function privileges.

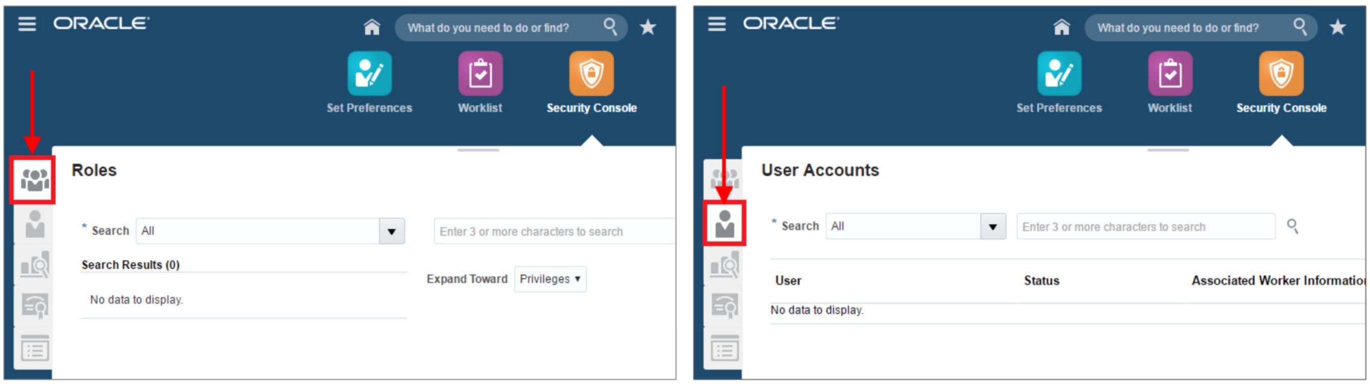
If the function privileges for a predefined job role do not match the corresponding job in your enterprise, you can:

1. Create a new job role by copying from an existing job role.
2. Add or remove duty roles, function security privileges, and data security policies.

You cannot edit a predefined role. These predefined roles begin with the ORA_ prefix in the Role Code field. During each upgrade, the upgrade process updates the predefined roles to the specifications for that release, so any modifications to the predefined roles are overwritten.

Manage Roles Using Security Console

- Navigation tabs are located on the side of the page.
  - Select the Roles tab to manage roles.
  - Select the User s tab to manage user accounts.
  - You can also select tabs to view role analytics, manage certificates, and manage Security Console administration options.



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Navigator > Tools > Security Console

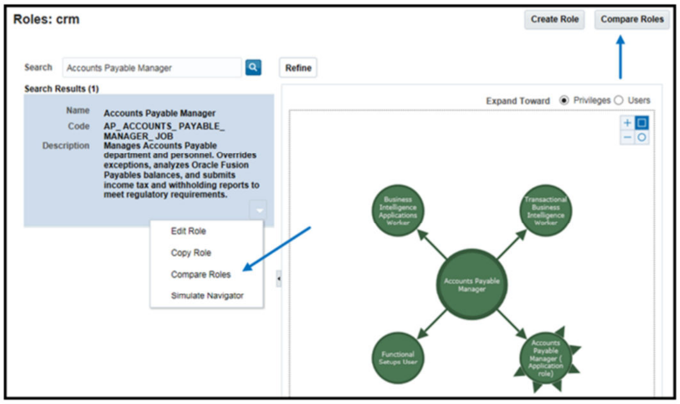
The screenshots depict the location of the tabs for the Roles page and the User Accounts page in the Security Console.

Within the Security Console, navigation tabs are located on the side of the page.

- Roles
- Users
- Analytics
- Certificates
- Administration

Compare Roles Feature

- Use to compare the function security privileges and data security policies granted between two roles.
- Launch Compare Roles directly by clicking the button or by choosing the Compare Roles option in the Search Results.



Navigator > Tools > Security Console > Roles tab

The screenshot depicts the location of the Compare Roles functions on the Roles page in the Security Console.

For a selected role, you can view:

- All comparison results
- Artifacts that only exist in either the first or the second role
- Artifacts that exist in both roles

Choose to view only comparison results for:

- Function security privileges
- Data security policies
- Inherited roles, or combinations

Move function and data security policies from the first role to the second role during role comparison.

- Export the data displayed in the role comparison results table.
- **Note:** The Add to Second Role button is enabled only on the following conditions:
  - Second Role is a user-defined role.
  - User has Edit Role privilege.
  - Filter Criteria does not include a role hierarchy.
  - Show is set to Only in first role.

Practice 5-2

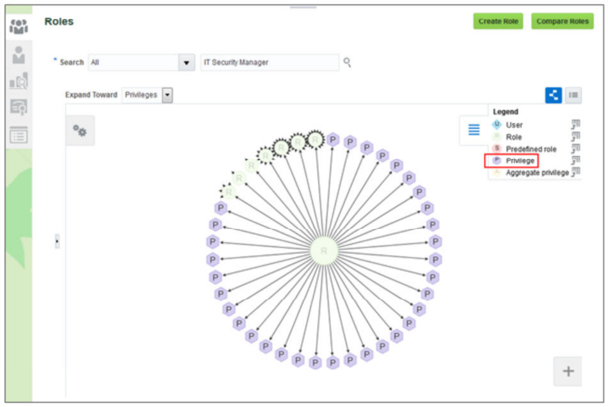
- Copying a Role

Practice 5-3

- Comparing a Role

Enhanced Role Visualization

- View certain components of a role in a graphic view.
- View the privileges, aggregate privileges, or roles assigned to a role.
- View the graph in full screen mode and pan over a specific region in the graph.



Navigator > Tools > Security Console > Roles tab

The screenshot depicts a graphic visualization of the IT Security Manager role on the Roles page in the Security Console.

Using the Role Visualization

Arrows connect the nodes to define relationships among them. You can trace paths from any item in a role hierarchy either toward users who are granted access or toward the privileges that roles can grant.

For complex roles, these features enable you to reduce the amount of information visualized and to focus on the area within the role hierarchy that requires your attention.

In a visualization, nodes form circular patterns.

- The nodes in each graphic relate directly to a focal node at the center of the graphic.
- That focal node represents the item you select to generate a visualization, or one you expand in the visualization.

For example, a job role might consist of several duty roles. If you were to select the job role as the focus of a visualization, and if you set the visualization to display paths leading toward privileges, the visualization shows nodes representing the duty roles encircling a focal node representing the job role.

You can manipulate the image by:

- Expanding or collapsing nodes
- Enlarging or reducing the image
- Enhancing your view

Expanding or Collapsing Nodes

You can expand nodes or collapse them. To expand a node is to reveal roles, privileges, or users to which it connects. To collapse a node is to hide those items.

To expand or collapse nodes:

1. Make a selection in the Expand Toward option to determine whether nodes expand toward privileges or toward users.
2. Select a node and right-click.
3. Select one of these options:
   - **Expand** reveals nodes to which the selected node connects directly, and Collapse hides those nodes.
   - **Expand All** reveals all generations of connecting nodes.
   - **Collapse All** hides those nodes.

Note: These options appear only when appropriate. For example, a Collapse option appears only when the selected node is already expanded.

Enlarging or Reducing the Image

If the image is large enough, each node displays the name of the item it represents.

If the image is smaller, symbols replace the names: U signifies user, R signifies role, P signifies privilege, and A signifies aggregate privilege.

If the image is even smaller, the nodes are unlabeled.

You can use these tools to work with a visualization:

- **Zoom to Fit:** Click to center the image and size it so that it is as large as it can be and still fit entirely in the display window. Nodes that you have expanded remain expanded.
- **Zoom In** (enlarge the image). You can also use the mouse wheel to zoom in.
- **Zoom Out** (reduce the image). You can also use the mouse wheel to zoom out.
- **Magnify:** Click to activate a magnifying glass. When this feature is active, hover over nodes to enlarge them temporarily.

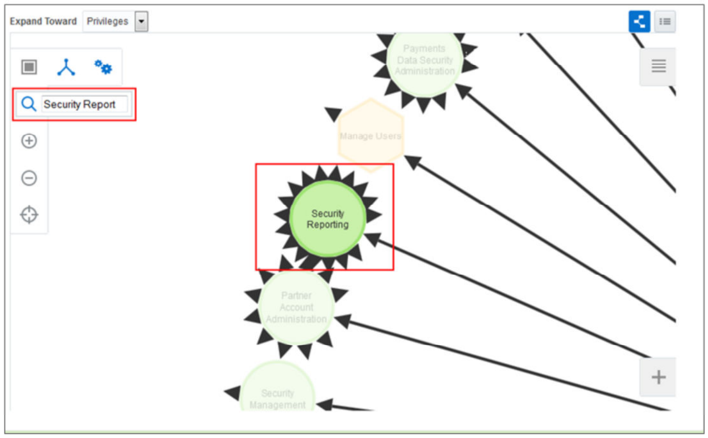
Enhancing Your View

Use these techniques to enhance your view of a visualization, or of nodes within it:

- If nodes are labeled with symbols or are unlabeled, hover over any node to display the name of the user, role, or privilege it represents.
- Click the background of the visualization, then move the entire image in any direction.

Search in Role Hierarchy Visualization

- You can search and quickly locate security nodes in the role hierarchy visualization.
- You can search for privileges, roles, or users in the visualization.



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Navigator > Tools > Security Console > Roles tab

The screenshot depicts a zoom in view of the Security Reporting node in a graphic visualization on the Roles tab of the Security Console.

On the Security Console, search for and select the user.

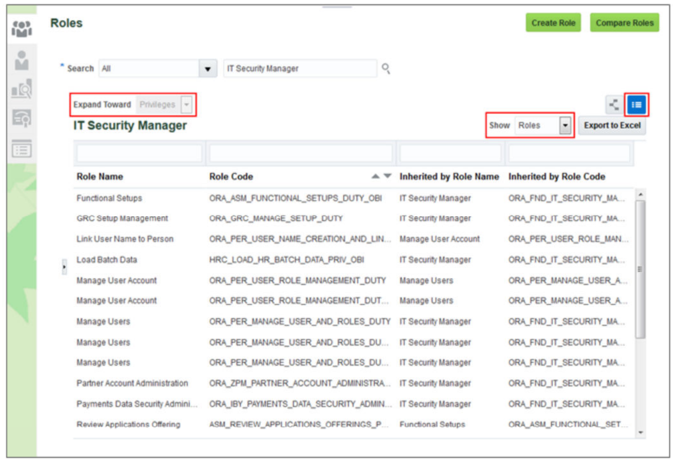
- A visualization appears showing the user and any roles that the user inherits directly
- User and role names appear on hover

To expand an inherited role:

- Select the role and right-click it
- Select Expand

Tabular Role Hierarchy View

- View role hierarchies in a tabular view.
- Switch between the graphic visualizer view and the tabular view.
- Analyze using a tabular view of direct and indirect assigned privileges for a role.
- Export the data to Excel.



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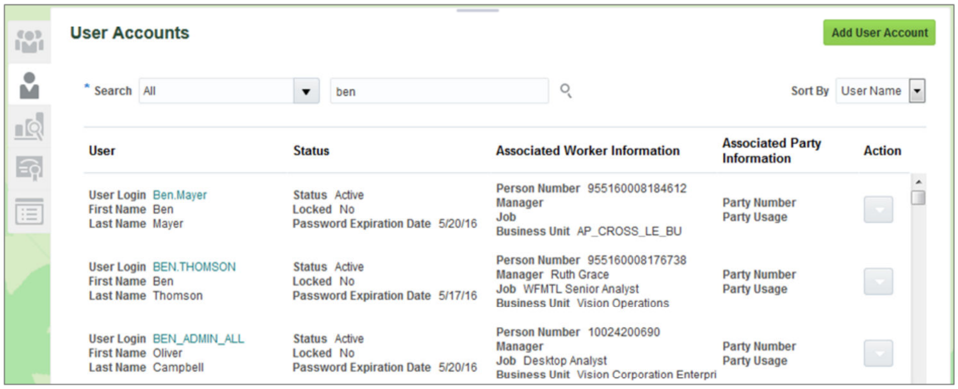
Navigator > Tools > Security Console > Roles tab

The screenshot depicts a tabular role hierarchy view of the IT Security Manager role on the Roles tab of the Security Console.

User Account Management

- You can create and manage implementation user accounts within Oracle Applications Cloud security.
- You can assign roles to these user accounts.



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Navigator > Tools > Security Console > Users tab

The screenshot depicts the results of a search for users named Ben on the User Accounts tab of the Security Console.

Job Role Name required to use this page is: IT Security Manager.

The following function security privileges are required for this feature.

- Create User Account
- Delete User Account
- Edit User Account
- View User Account

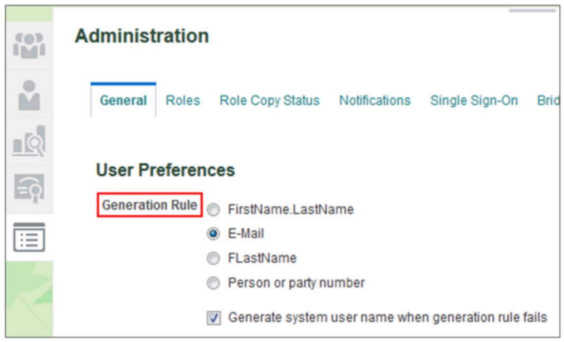
You can create and manage implementation user accounts within Oracle Applications Cloud security.

- You can assign roles to these user accounts.

You can also search, retrieve, and manage user accounts automatically created for employees, contingent workers, supplier contacts, or partner contacts.

Username Generation Rules

- You can define the username generation rules used to auto-generate the username in Oracle Applications Cloud security.
- Username generation rules can be based on the user's first and last names, email, or person number.
- You can choose to use a system-generated username if the rule fails to generate a username.

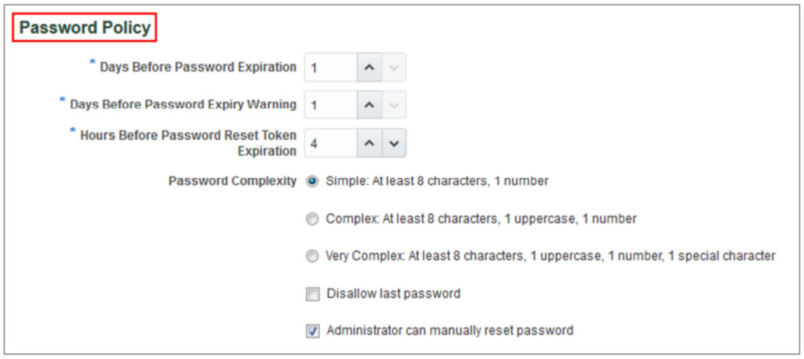


Navigator > Tools > Security Console > Administration tab

The screenshot depicts the User Preferences section of the General subtab on the Administration page in the Security Console.

Password Policies

- You can define policies for password management.
- These policies can define the duration for various password lifecycle events like password expiration and password warning generation.
- You can set the complexity of generated passwords by choosing from a pre-defined list of rules.



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Navigator > Tools > Security Console > Administration tab

The screenshot depicts the Password Policy section on the General subtab of the Administration page in the Security Console.

The following job role and function security privilege is required for this feature:

- **Privilege Name:** Run Password Expiry Job
- **Job Role Name:** IT Security Manager

To set the password policy, you perform the Manage Applications Security Preferences task in the Setup and Maintenance work area. This task opens the General subtab of the Security Console Administration tab.

In the Password Policy section of this subtab, you select appropriate values. You can also change the enterprise policy at any time on the Security Console.

- **Days Before Password Expiration:** Specifies the number of days for which a password remains valid. After this period, users must reset their passwords. By default, users whose passwords expire must follow the Forgot Password process. Default: 90 days.
- **Days Before Password Expiry Warning:** Specifies when a user is notified that a password is about to expire. By default, users are prompted to sign in and change their passwords. This value must be equal to or less than the value of the Days Before Password Expiration option. Default: 80 days.
- **Hours Before Password Reset Token Expiration:** When users request a password reset, the user is sent a password-reset link. This option specifies how long a reset-password link remains active. If the link expires before the password is reset, then reset must be requested again. You can enter any value between 1 and 9999. Default: 4. hours.

- **Password Complexity:** Specifies whether passwords must be simple, complex, or very complex. Password validation rules identify passwords that fail the selected complexity test. Default: Simple.
- **Disallow last password:** Select to ensure that the new password is different from the last password. Default: No.
- **Administrator can manually reset password:** Passwords can be either generated automatically or reset manually by the IT Security Manager or IT Auditor. Select this option to allow user passwords to be reset manually. All passwords, whether reset manually or generated automatically, must satisfy the current complexity rule. Default: Yes.

Note: Users are notified when passwords are about to expire, have already expired, or have been reset only if appropriate notification templates are enabled. The predefined notification templates for these events are:

- Password Expiry Warning Template.
- Password Expiration Template.
- Password Reset Template.

Administrator Password Management

As an administrator, your can:

- Manage passwords of other users using the Security Console
- Auto-generate or manually enter a password for a user account
- Define password life cycle and complexity policies

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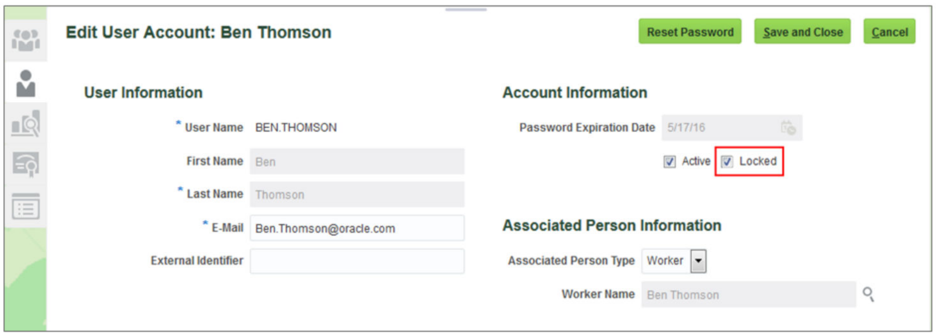
Navigator > Tools > Security Console > User Accounts tab > Search for user > Search Results section > Actions menu > Reset Password option > Reset Password page

The screenshot depicts the Reset Password page, from the User Accounts tab of the Security Console.

When you manually change a password, the new password is automatically validated against the defined password complexity rules and expiration policies.

User Account Locking

- As an administrator, you can lock user accounts.
- If you lock a user account, you will be temporarily preventing the user from logging in with that user account.
- You can unlock a locked user account.



5 - 62

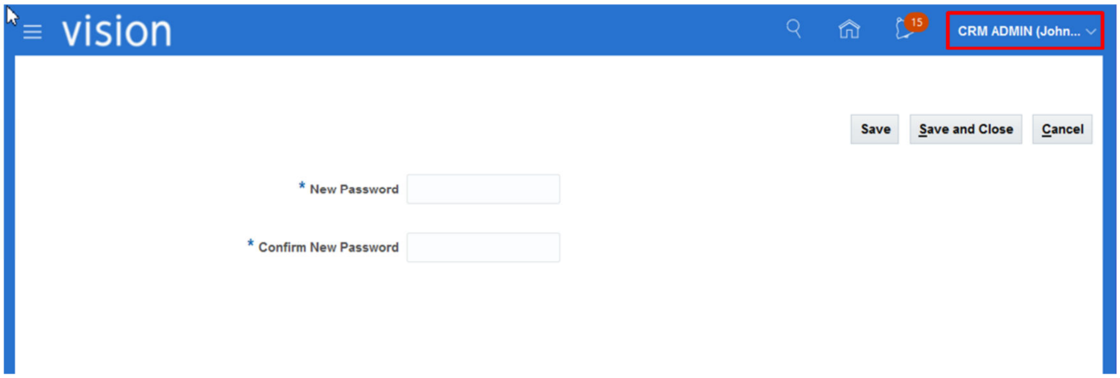
Navigator > Tools > Security Console > Users tab

The screenshot depicts the Edit User Account page, from the User Accounts tab of the Security Console.

You can temporarily inactivate a user account by locking that user account in Oracle Applications Cloud security. You can unlock a locked user account.

User Password Management: Self-Service

- You can manage your own user account password using the Set Preferences > Password option from the Settings and Action menu, when you are signed in to Oracle Applications cloud.
- The password will be automatically validated against the defined password lifecycle and complexity policies.



5 - 63

Oracle Cloud Applications > Global header > User name or image > Settings and Actions menu > Set Preferences > Password

The screenshot depicts the Password page you can use to change your password. You can open the page from the Settings and Actions menu after you sign in to Oracle Applications Cloud.

Password Reset Process

- A notification email is sent to the user who requests a password reset.
- The user is required to click this link, within a specific period of time, to change the password.

To: User
Subject: Oracle Fusion Applications-Automatically Generated Password

Dear User,

A new password has been issued to access your Oracle Fusion Applications.

If you follow the link below, you will be able to reset your password.

Password link

If you have any questions, contact your system administrator.

Thank You,
Oracle Fusion Applications

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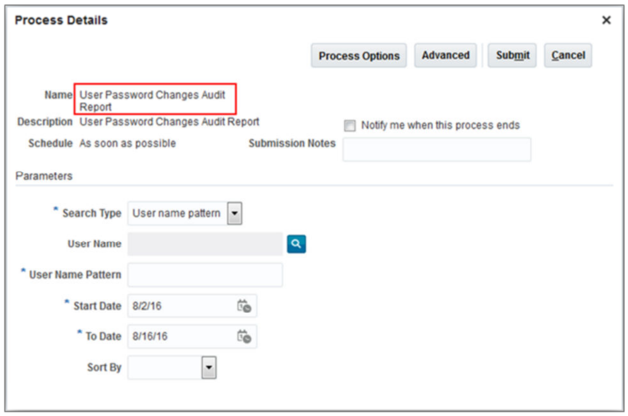
Sign In - Oracle Cloud Applications page > Forgot Password link

The screenshot depicts an example of the email notification sent to a user who requests a password reset during sign in.

User Password Changes Audit Report

- You can generate a report that lists password changes made by users.
- The report can be generated for changes made by specific users or for all changes made during a specific period.



 5 - 65

Navigator > Tools > Scheduled Processes

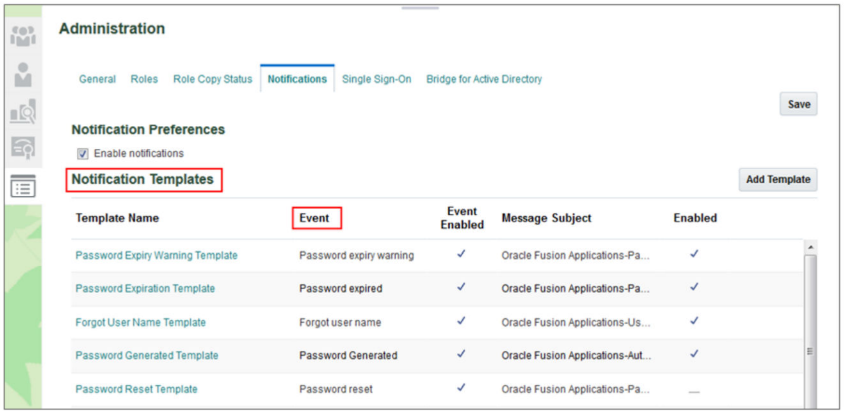
The screenshot depicts the Process Details page you can use to generate a report that lists password changes made by users.

The following job role and function security privilege is required for this feature:

- **Job Role Name:** IT Security Manager
- **Privilege Name:** Run User Password Changes Audit Report

Notification Templates

- You can use predefined notification templates.
- You can define or edit notification templates for user account life cycle events.



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Navigator > Tools > Security Console > Administration tab > Notifications subtab

The screenshot depicts the Notification Templates section of the Notifications subtab, on the Administration tab of the Security Console.

By default, users are notified automatically of changes to their user accounts and passwords. These notifications are based on notification templates. Many templates are predefined, and you can also create templates.

During implementation, you identify the notifications that you plan to use and disable any that are not needed. These templates are used to generate notifications for events like user account creation, user password reset, and user password expiration warning.

Predefined Notification Templates

Each template is associated with a predefined event. For example, the Password Reset Template is associated with the password reset event. You can see the notification templates and their associated events on the Notifications subtab of the Security Console's Administration tab.

- **Password Expiry Warning Template:** Warns the user that a password is expiring soon and provides instructions for resetting the password
- **Password Expiration Template:** Notifies the user that a password has expired and provides instructions for resetting the password
- **Forgot User Name Template:** Sends the username to a user who requested the reminder
- **Password Generated Template:** Notifies the user that a password has been generated automatically and provides instructions for resetting the password
- **Password Reset Template:** Sends a reset password link to a user who performed the Reset Password action on the My Account page
- **Password Reset Confirmation Template:** Notifies the user when a password has been reset

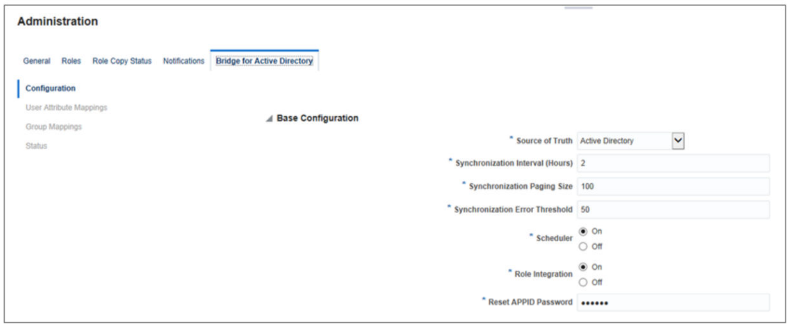
Predefined Notification Templates,

- **New Account Template:** Notifies a user when a user account is created and provides a reset-password link
- **New Account Manager Template:** Notifies the user's manager when a user account is created

Note: Do not edit the predefined templates, as your changes are lost on upgrade. Create new templates and disable the predefined versions. Each predefined event can be associated with only one enabled notification template at a time.

Bridge for Microsoft Active Directory

- Automatically synchronize user account information between Oracle Applications Cloud security and Microsoft Active Directory.
- Simplify Single Sign-On by downloading and installing the Active Directory Bridge from the Security Console.
- Define mapping attributes using the Bridge for Active Directory page.



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Navigator > Tools > Security Console > Administration tab

The screenshot depicts the Bridge for Active Directory subtab of the Administration tab in the Security Console.

Auditing Security

The following audit reports are available:

- User Role Membership Report: List of users and provisioned roles.
- User and Role Access Audit Report: List of users and provisioned function and data accesses.
- Inactive Users Report: List of inactive users.

Navigator > Tools > Scheduled Processes

User Role Membership Report

Lists roles assigned to each user

You can run the report for all users, or you can optionally filter the list of users by name, department, and location.

User and Role Access Audit Report

Extracts function privilege and data security policy information for users and roles.

Report can be run for one user, all users, one role or all roles.

- One User / All Users
  - Separate report outputs show role hierarchy with privileges, tabular listing of privileges, and list of data security policies provisioned to the user.
  - All Users option results in one set of reports for each user
- One Role / All Roles
  - Separate report outputs show role hierarchy with privileges, tabular listing of privileges, and list of data security policies for given role
  - All Roles option results in one set of reports for each role

Inactive Users Report

Lists users who have been inactive for a specified period. Use this report to identifies users who have not signed in for a period of time that you define.

- Run the Import User Login History process as a prerequisite.
- Provide the inactivity period, in days as a report parameter. The default is 30.
- Optionally filter the list of users by name, department, location, and last activity date.
- Shows all inactive users that match the criteria and the following data:
  - Number of days that the user has been inactive
  - User's user name
  - Given name
  - Surname
  - Location and department
  - User's status

Security Resources

Documentation

Available in the Oracle Help Center: https://docs.oracle.com/

- *Oracle Applications Cloud Security Reference for Common Features*
- *Oracle Procurement Cloud Security Reference*
- *Oracle ERP Cloud Securing Oracle ERP Cloud*
- *Oracle Global Human Resources Cloud Implementing Global Human Resources*

Training

- Oracle Cloud Applications: Security Overview

https://education.oracle.com/oracle-cloud-applications-security-overview/courP_6586
(Oracle University: Training on Demand)

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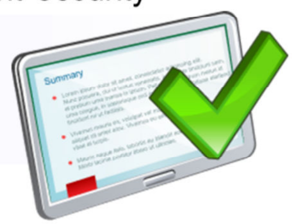
Summary

In this lesson, you should have learned how to:

- Describe the Procurement security model
- Describe role-based access control
- Determine the usefulness for your enterprise of the delivered security reference implementation
- Discuss the components of data security and tasks associated with these components
- Assign procurement users the functions of a Procurement Agent
- List the tasks for which you can use the Security Console to implement security



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6

Defining and Managing Approvals

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Instructor lesson and demonstrations: 70m

Student practices: 0m

Total: 70m

Objectives

After completing this lesson, you should be able to:

- Describe the approval management workflow
- Set up approval management
- Describe approval policy configuration
- List the steps for defining approval groups

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Topics

- Approval Management
- Task Configurations
- Managing Approvals
- Managing Rules

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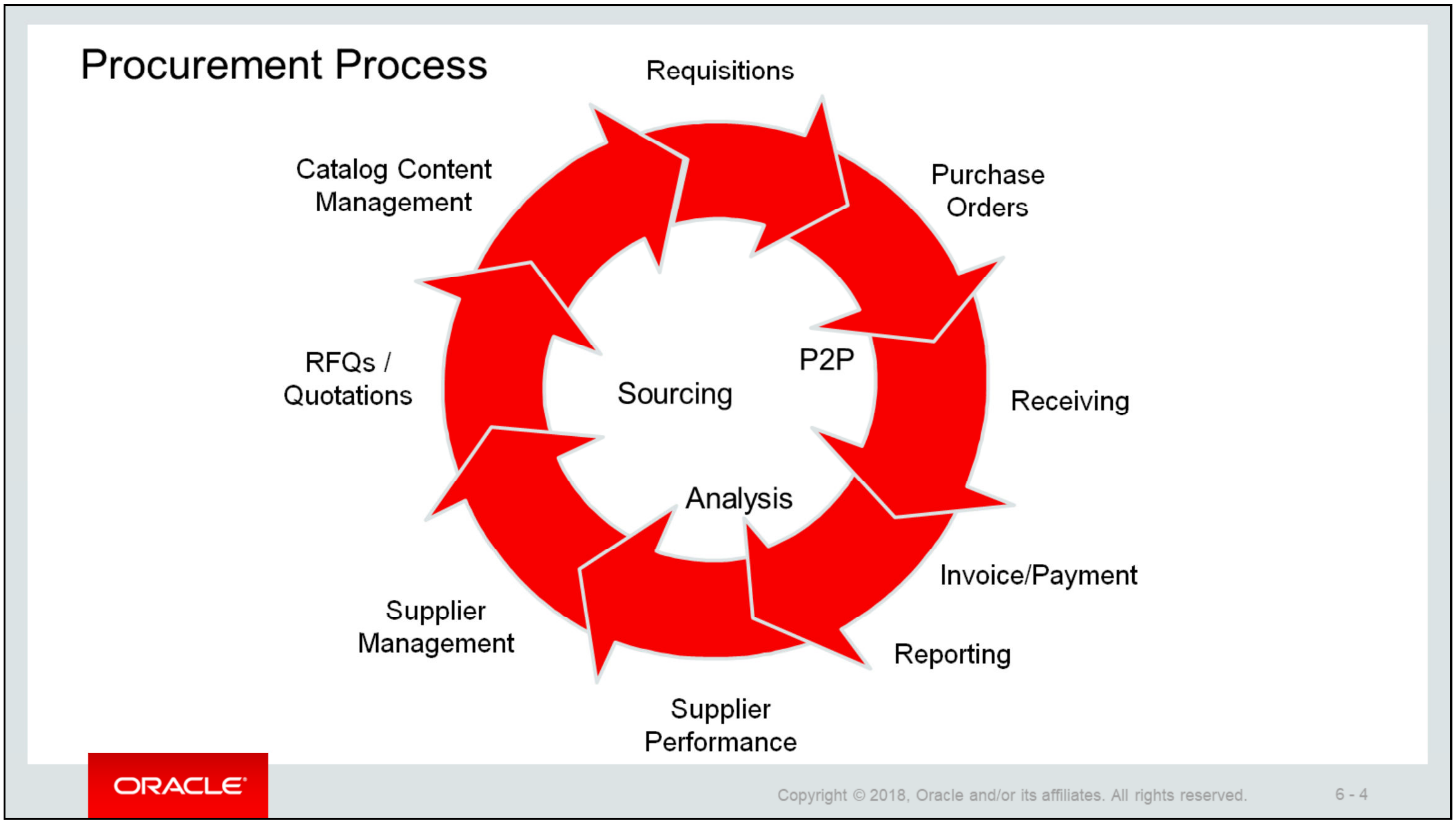
This slide lists the topics that will be discussed during this lesson.



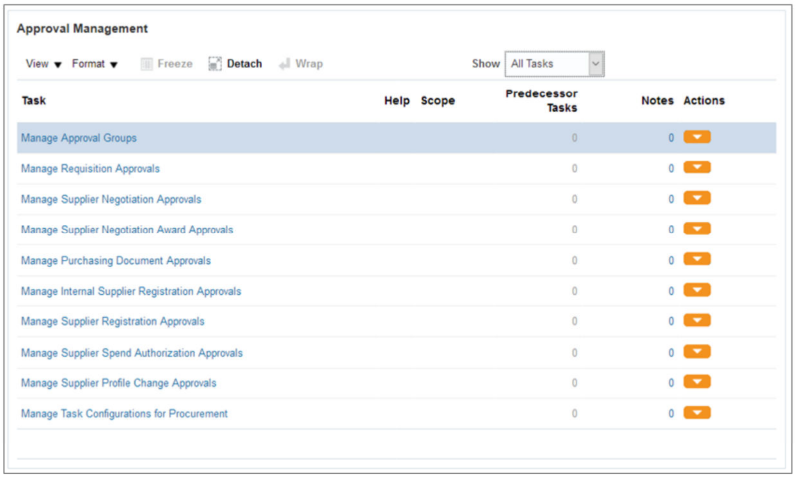
The diagram depicts the typical stages of the procurement process, which are in a circular sequence. They are: Catalog and Content Management, Requisitions, Purchase Orders, Receiving, Reporting, Supplier Performance, Supplier Management, RFQs/Quotations, and back to Catalog and Content Management. Stages are grouped into Sourcing, P2P and Analysis.

The procurement process can take several forms based on your business practices. But a broad generalization can be summarized by the graphic in the slide.

There are many “standard” definitions of portions of the procurement process such as Procure-to-Pay and Source-to-Settle. In reality, the actual process is determined by the business requirements of the enterprise. For the sake of discussion, this course will focus on two process flows that Oracle refers to as Procure-to-Pay and Sourcing.

Approval Management for Procurement Setup and Maintenance

The tasks in the Approval Management functional area are used to define approval routing structures and controls for Procurement usage.



Approval Management

View ▾ Format ▾ Freeze Detach Wrap Show All Tasks

Task	Help	Scope	Predecessor Tasks	Notes	Actions
Manage Approval Groups			0	0	
Manage Requisition Approvals			0	0	
Manage Supplier Negotiation Approvals			0	0	
Manage Supplier Negotiation Award Approvals			0	0	
Manage Purchasing Document Approvals			0	0	
Manage Internal Supplier Registration Approvals			0	0	
Manage Supplier Registration Approvals			0	0	
Manage Supplier Spend Authorization Approvals			0	0	
Manage Supplier Profile Change Approvals			0	0	
Manage Task Configurations for Procurement			0	0	

6 - 5

The screenshot depicts Approval Management functional area setup task links on the Setup: Procurement page.

Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional group > All Tasks

The screenshot depicts the Approval Management functional area tasks., for example, Manage Approval Groups, Manage Requisition Approvals, Manage Supplier Negotiation Approvals, and so on.

Note: This course discusses approval tasks at a high level. Oracle Procurement Cloud approvals are covered in detail in a whitepaper available on My Oracle Support.

Approval Management Foundation

- Workflow is an automated process in which tasks are passed from a user, a group of users, or the application to another user or group for consideration or action. The tasks are routed in a logical sequence to achieve an end result.
- A workflow human task is anything that requires attention or action from users. Examples of tasks include approving a requisition or purchasing documents.
- For workflows, Oracle Applications Cloud uses the approval management extensions of the human workflow services from Oracle SOA Suite, as well as the Oracle BPM Worklist application.

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Oracle SOA Suite:

- Is a comprehensive software suite used to build, deploy, and manage service-oriented architectures (SOA)
- Provides a human workflow service that handles all interactions with users or groups in business processes

Approval management:

- Controls workflows for business objects such as purchase orders
- Enables you to define complex, multistage task routing rules
- Integrates with the setup in Oracle Human Capital Management Cloud to derive approvers based on the supervisory hierarchy

Oracle BPM Worklist provides the user interface for:

- Users to access procurement setup tasks assigned to them and perform actions based on their roles in the workflow
- Implementers to perform approval management setup and to define who should act on which types of transactions under what conditions

Approval Management: Overview

Use the following setup tasks, accessed from the Approval Management functional area, to set up approval management. These tasks take you to Oracle BPM Worklist.

- **Manage Approval Groups:** Optionally create and maintain sets of users who can act on workflow tasks, for example, a chain of approvers for expense reports. Uses Oracle BPM Worklist.
- **Manage Task Configurations for Procurement:** Create task-level settings. Uses Oracle BPM Worklist.

Use the other Manage <area> Approvals tasks to manage approval configuration for the given area.

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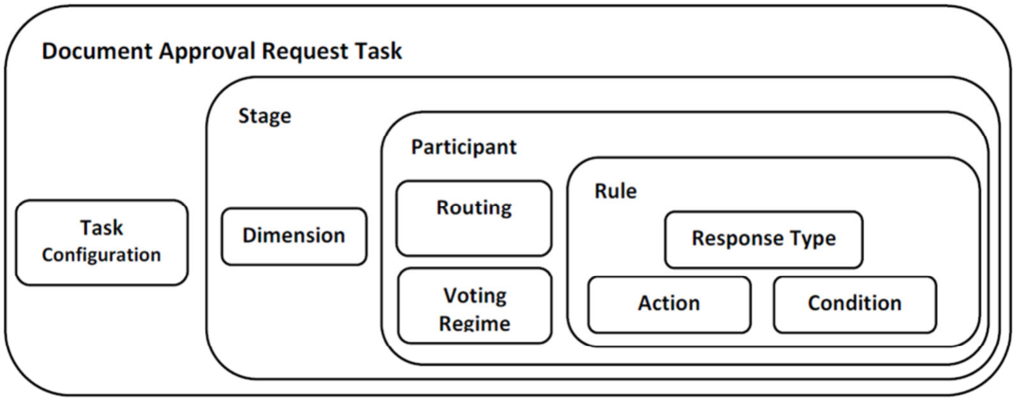
Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional group > Manage Approval Groups

The screenshot depicts Approval Management functional area setup task links on the Setup: Procurement page.

Information: To access these setup tasks, you need the **BPM Worklist Administration Duty** role, which is predefined for the Application Implementation Consultant job role.

Approval Management: Key Concepts



 6 - 8

The diagram depicts the hierarchical organization of elements of approval management, starting with Document Approval Request Task comprising Task configuration, Stage comprising dimension, Participant comprising Routing and Voting Regime, and Rule comprising Response Type, Action and Condition.

Stage

A stage allows you to organize approval routing rules into logical groupings. Each stage is associated with a dimension. A dimension contains a set of attributes at a specific purchasing document level, such as header or lines, which can be used to author routing rules. Approval actions within each stage must be completed before entering the next stage.

Participant

There can be many participants within a stage. Properties set on the participants determine whether approvals are routed in serial or in parallel.

Oracle Procurement Cloud is seeded with one or more participants within each stage to enable flexibility in document approvals routing.

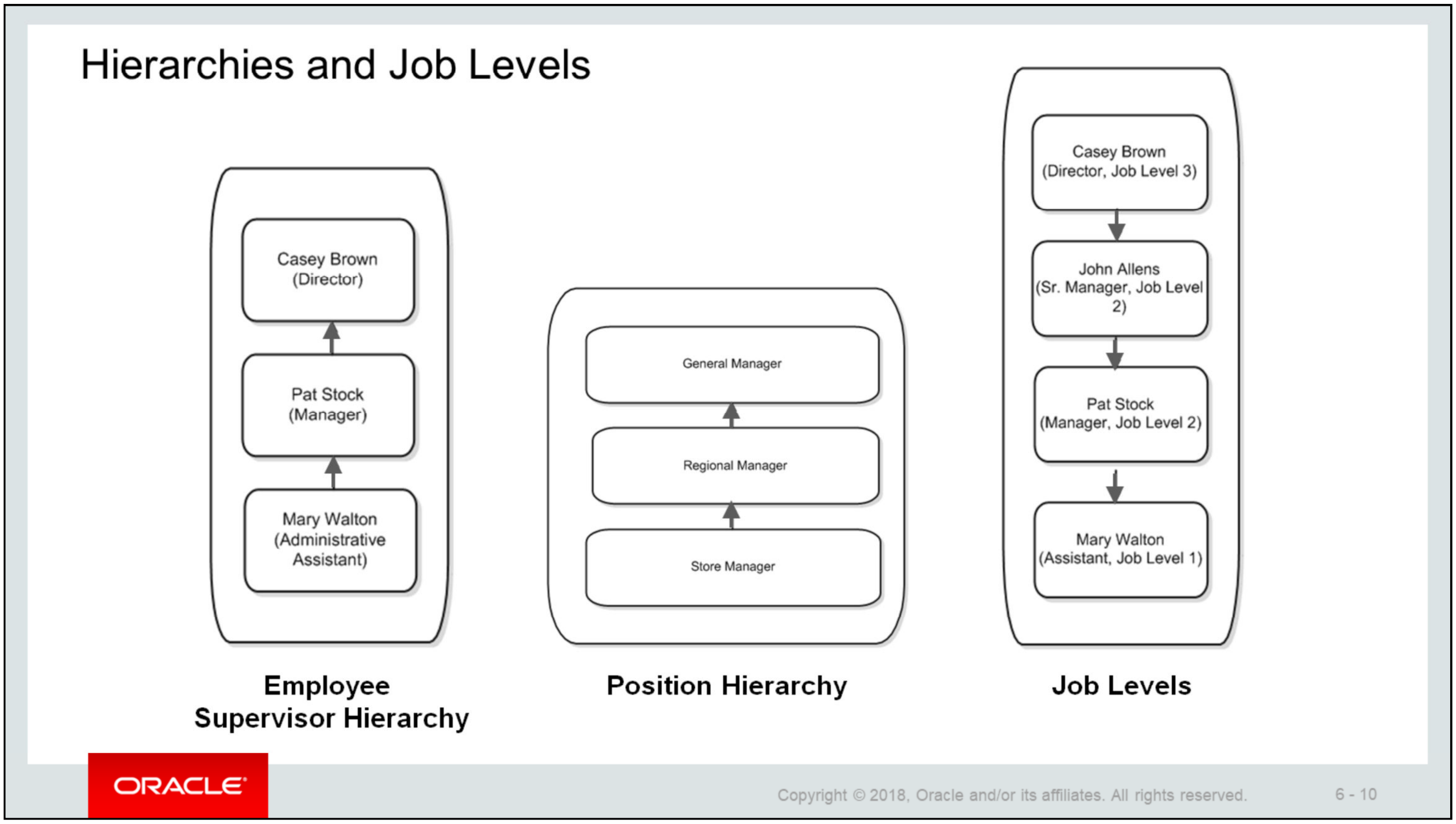
The following are two properties defined on a participant:

- **Routing Type:** The supported routing types are: Serial, Parallel, and FYI. FYI participants cannot directly impact the outcome of a task, but in some cases, can provide comments or add attachments.
- **Voting Regime:** The supported voting regimes are: Serial, Consensus, and First Responder Wins.

Rule

Approval rules are routing policies or rules that determine the approvers or FYI recipients for a business transaction.

- **Condition:** The IF clauses in an approval rule and evaluated to either true or false. For the rule to apply to a transaction, all of its conditions must be true. An example of a condition is: If requisition approval amount is less than 500 USD, or if requisition approval amount is between 500 USD and 10000 USD.
- **Action:** Instruction to include a given set of approvers within an approval rule.



The diagrams depict sample hierarchies and job levels. An employee supervisor hierarchy ranges from Casey Brown (Director) to Mary Walton (Administrative Assistant). A position hierarchy ranges from General Manager down to Store Manager. Job levels range from Director Job Level 3, to Assistant, Job Level 1.

Employee Supervisor Hierarchy

Approvals can be set up to navigate the employee supervisory hierarchy, which is defined in Oracle Human Capital Management Cloud, up to a certain number of levels. Employees must be set up with appropriate jobs and supervisors.

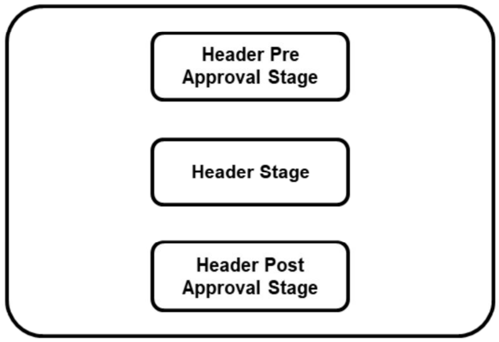
Position Hierarchy

You can also choose to route document approvals to navigate the position hierarchy defined in Oracle Human Capital Management Cloud, until a specified job level is reached. The position hierarchy must be defined along with corresponding job levels, and the employees must be assigned the appropriate positions.

Job Levels

Job-level routings are based on the supervisory hierarchy defined in Oracle Human Capital Management Cloud. The approval list will be generated based on the starting person specified in a rule and continuing until an approver with a sufficient job level is found. The supervisory hierarchy must be defined along with the corresponding job levels.

Requisition Approval Stages

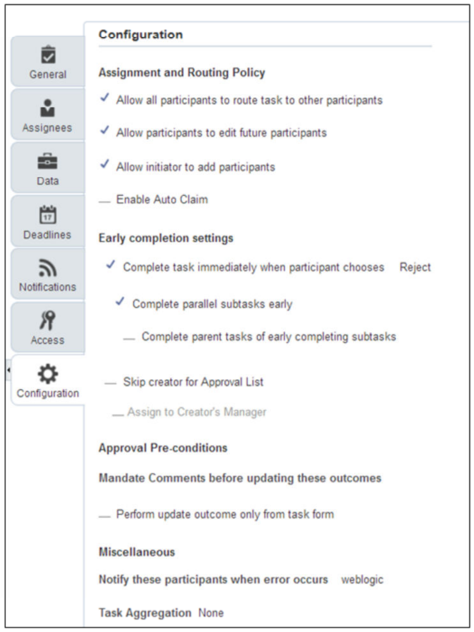


The diagram depicts the requisition approval stages as listed below.

Approvals will be routed to the seeded stages in the following sequence:

- **Header Pre-Approval Stage**
  - Pre-approval stages are used if approvals are required before routing to, for example, fiscal approvers.
- **Header Stage**
- **Header-Post Approval Stage**

Task Configurations



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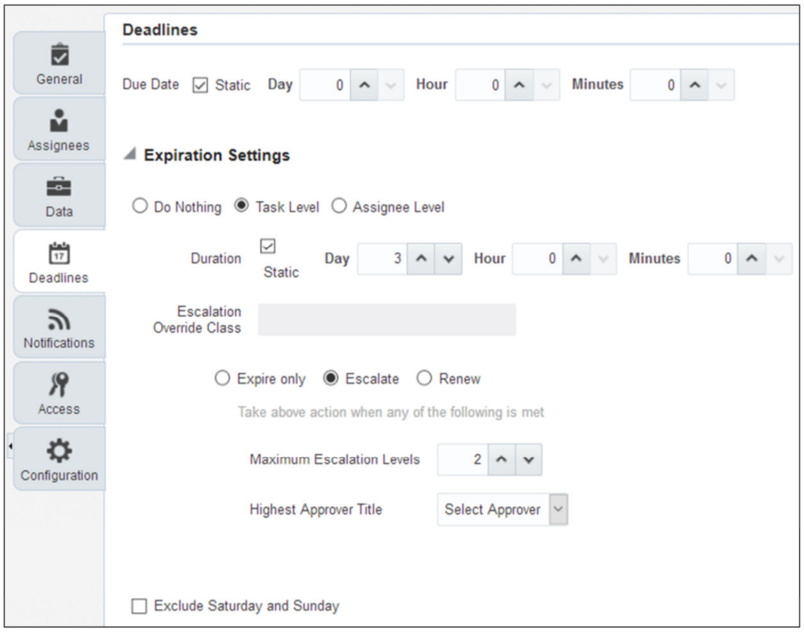
Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional group > Manage Task Configuration for Procurement > select a task (BPM opens) > Configuration tab

The screenshot depicts the Configuration tab of an open task on the Task Configuration page in BPM Worklist, where various attributes of the task approval configuration can be set.

The controls on the Configuration tab enables you to:

- Control if tasks should be aggregated
- Set Error Notifications
- Set up assignment and routing policies
- Control if assigned approvers can add additional approvers to the task
- Enable auto-claim
- Indicate if the approval task should be completed when a Reject or Approve action is performed by a participant

Task Configurations



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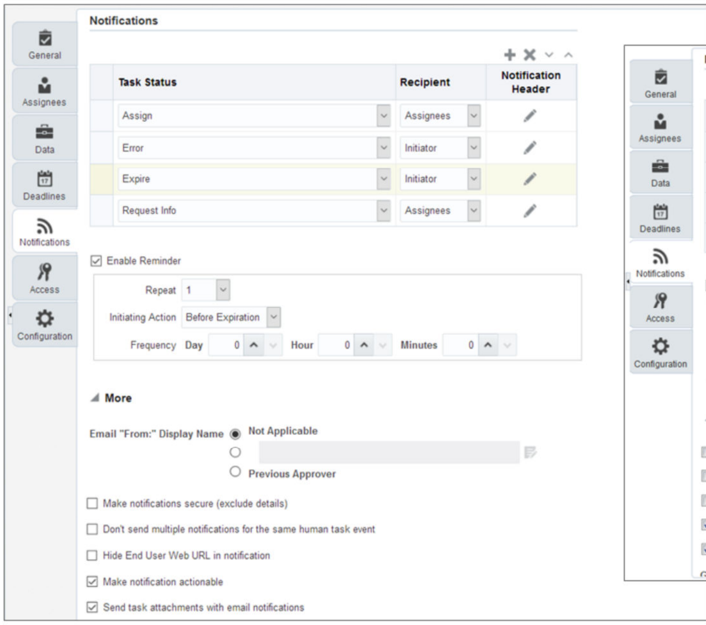
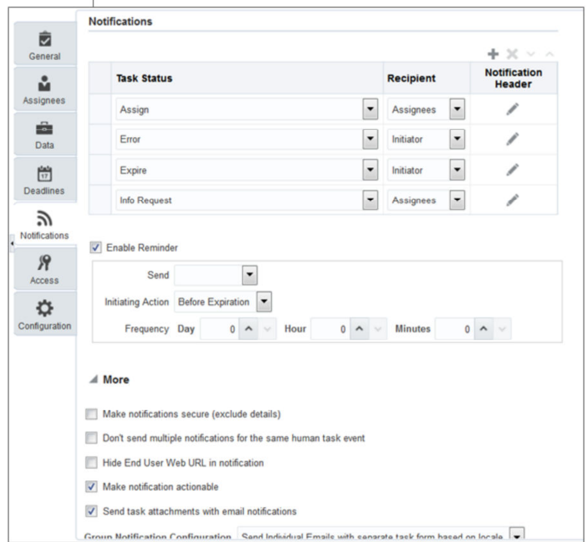
Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional group > Manage Task Configuration for Procurement > select a task > Deadlines

The screenshot depicts the Deadlines tab of an open task on the Task Configuration page in BPM Worklist.

Deadlines: Configure when tasks expire, are escalated, or are renewed. Expired tasks are automatically rejected. For example, you can define the expiration policy so that if no one acts upon a requisition in two weeks, then it expires and the requester needs to resubmit it.

Task Configurations





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Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional group > Manage Task Configuration for Procurement > select a task > Notifications

The screenshot depicts the Notifications tab of an open task on the Task Configuration page in BPM Worklist, where various attributes of the task approval configuration can be set.

Notification Settings: Indicates when a user or group is assigned a task or is informed that the status of a task has changed. Notifications can be sent through email, voice message, instant message, or SMS. You can also specify different types of participants to receive notifications for different actions.

You can set up reminders to be sent before task expiration or after task assignment.

Demonstration 6-1

- Managing Task Configurations

Managing Approval Groups

You can optionally use the Manage Approval Groups interface to define sets of users that can be selected for an Approval Group. Tasks would be routed to the specified group of users. Example:

- You have a special, ongoing project that involves a wide range of employees. You can create an approval group of the managers involved, who must approve expenses related to the project.
- You have certain categories of requisitions that require preapproval from a select group of people. You can create an approval group containing the users who must all approve such requisitions in parallel before additional approvals can be made.

Approval Groups are managed in the Oracle BPM Worklist. Access it by clicking the Manage Approval Groups task on the Setup page, in the Approval Management functional area.

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Approval Groups:

- Can be nested within other approval groups
- Are stored at the server level and not shared across domains. For example, you cannot use the same group for Financials and Procurement.

Managing Approval Groups

Approval Groups: You select specific users to include in the group and specify the flow of tasks from one user to another. If the group is used in a rule set that is predefined with parallel routing, then the task is passed to all users in the group at the same time.

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The diagram depicts an approval group with a number of approvers organized in serial fashion.

Demonstration 6-2

- Managing Approval Groups by Using the BPM Worklist Application

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Approval Management for Procurement Using Approval Rules Setup Interface

Managing Requisition Approvals Task

Manage Requisition Approvals

Deploy | Discard | Manage User-Defined Attributes | Done

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Edit Rules | Enable

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	✔

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Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional group > All Tasks > Manage Requisition Approvals

The screenshot depicts the Manage Requisition Approvals task page, which contains a table of rows, one for each approval stage. Each row shows the Participant, Routing, Voting Regime, and Enabled status for the approval stage.

The following are two properties defined on a participant:

- **Routing Type:** The supported routing types are: Serial, Parallel and FYI. FYI participants cannot directly impact the outcome of a task, but in some cases can provide comments or add attachments.
- **Voting Regime:** The supported voting regimes are: Serial, Consensus, and First Responder Wins.

Rule

Approval rules are routing policies or rules that determine the approvers or FYI recipients for a business transaction.

- **Condition:** The IF clauses in an approval rule and evaluated to either true or false. For the rule to apply to a transaction, all of its conditions must be true. An example of a condition is: If requisition approval amount is less than 500 USD, or if requisition approval amount is between 500 USD and 10000 USD.
- **Action:** Instruction to include a given set of approvers within an approval rule.

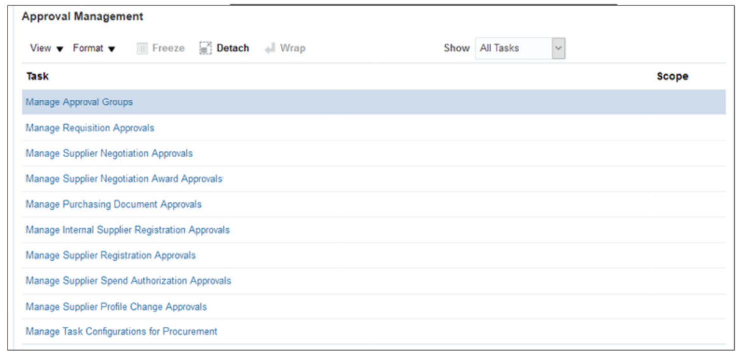
Manage Requisition Approvals

Defining Approval Management Rules for Procurement

Access the Manage Requisition Approvals page from the Manage Requisition Approvals task in the Approval Management functional area in the Procurement offering on the Procurement: Setup page.

Using the Manage Requisition Approvals page, you can set up approval rules for:

- Requisitions
- Agreements
- Purchase orders
- Change orders
- Supplier registration
- Sourcing



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The screenshot depicts the Approval Management tasks list on the Setup: Procurement page.

Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional area > Manage Requisition Approvals

Managing Requisition Approvals

Setting Up Document Approvals

The document approval request tasks allow you to send approval requests to approvers enabling them to make decisions and thus advancing the request-to-pay business process.

A different approval task is created for each approval need based on the business it serves. Example, purchase requisitions approvals; expense reports approvals, and so on.

From the setup task manager, you can pick the corresponding task to setup approvals for procurement document objects. Example:

- Manage Requisition Approvals
- Managing Purchasing Document Approvals

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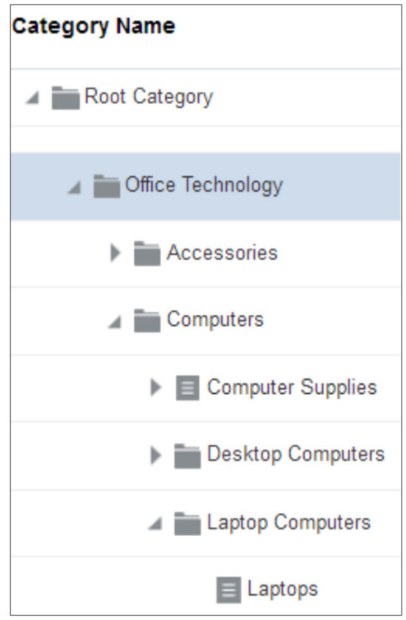
Note: Purchasing uses one task for both agreements and purchase orders.

Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in sequence. Approvals can be sought using single approver, supervisory chain, position, job level hierarchy, or using a list of approvers.

Conditions Using the Procurement Category Hierarchy Top Ten

- If you create approval rule conditions that use item level categories, changes to the categories require corresponding approval rule changes.
- You can simplify approval rules by using conditions that apply to the top ten levels of categories in the Procurement Category Hierarchy.
- For example, in the Procurement Category Hierarchy, you have Root > Office Technology > Computers > Laptop Computer > Laptops.
- One approval policy that apply to the Computers category is easier to maintain than policies that apply to each specific type of laptop computer.
- Note that setting up and using the Category hierarchy is optional.



The screenshot depicts the category hierarchy.

Navigator > Others > Setup and Maintenance > Procurement offering > Approval Management functional area > Manage Approval Groups

User-Defined Attributes

- When setting up approval rules for an approval task, you can create user-defined attributes. Attributes are defined once and can be used across rules within the same approval task.
- You can create two types of user-defined attributes:
  - Currency-based attributes
  - Summation attributes

Manage User-Defined Attributes

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

User-Defined Attribute	Type	Internal Approval Attribute
Category Attribute	Summation	ReqHeaderDimension.aggregateAttr1
KT Custom	Custom	ReqLineDimension.customAttr1
KT Test	Custom	ReqHeaderDimension.customAttr1
Req Amount in USD	Currency based	ReqHeaderDimension.currencyAttr1

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The screenshot depicts the Manage User-Defined Attributes tasks on the Setup: Procurement page..

Navigator > Others > Setup and Maintenance > Procurement offering > Manage Requisition Approvals >Manage User-Defined Attributes

Currency-Based Attributes

You can define currency-based attributes to convert transaction amounts into a common currency, then define approval rules for only that specific currency. For example, requesters may be creating requisitions in multiple currencies. If your approval policy requires that requisitions with amounts over 500 USD need approval from the requester manager, then you can define this approval routing rule by defining an attribute Requisition amount in USD and use it in a rule condition.

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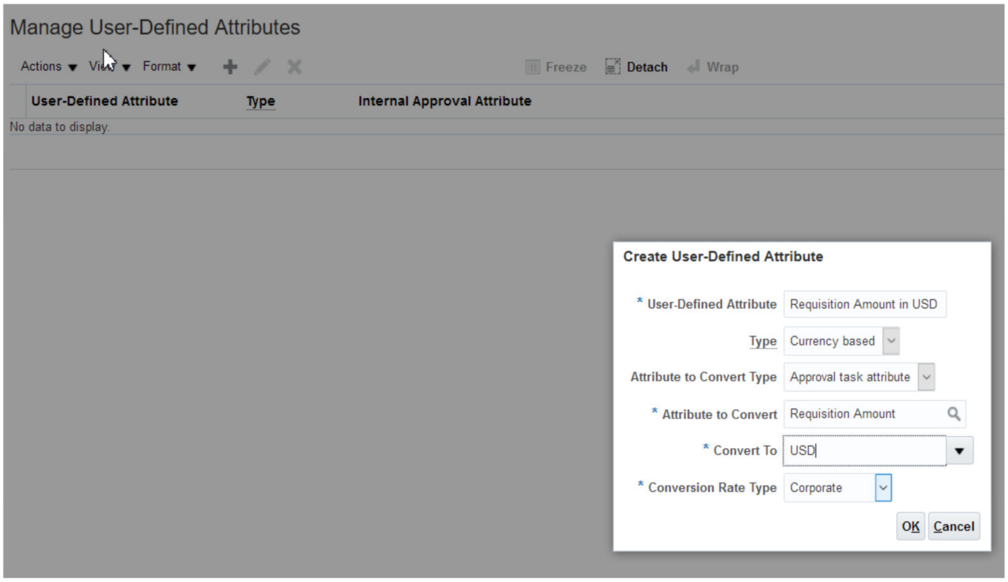
Currency-Based Attributes



The screenshot depicts the Create User-Defined Attribute dialog box in the Manage User-Defined Attributes page.

Navigator > Others > Setup and Maintenance > Procurement offering > Manage Requisition Approvals >Manage User-Defined Attributes

The attribute can be used as follows:

- **User Defined Attribute:** Requisition Amount in USD
- **Type:** Currency based
- **Attribute to Convert Type:** Approval task attribute
- **Attribute to Convert:** Requisition Amount
- **Convert To:** USD
- **Conversion Rate Type:** Corporate

After you have defined the attribute, then it can be used in the rule condition as follows: Requisition Amount in USD greater than 500

Summation-Based Attributes

Summation allows you to use values computed based on specific attributes across lines, schedules, and distributions within a document. You can specify a rule condition to use a value based on summation data. For example, you can set up a Procurement Category Hierarchy through the setup task: Manage Procurement Category Hierarchy where you can define a hierarchy of grouping of purchasing categories.

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Summation-Based Attributes

If the approval policy is: If the requisition contains lines from IT where the lines total is greater than 500, then route the requisition to the IT group for approval.

To achieve this, create a User Defined attribute for IT Spend as follows:

- User-Defined Attribute: IT Spend
- Type: Summation
- Attribute: Distribution Amount
- Match Using: Hierarchy
- Category Name Rolls up To: IT

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Summation-Based Attributes

When defining summation attribute, you can use distribution amount or the distribution approval amount. You can also apply up to three filter criteria on the lines or distributions of the transaction by using attribute or hierarchy. For a match using hierarchy, the following hierarchies can be used:

- Balancing Segment
- Category Name
- Cost Center
- Management Segment
- Natural Account

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Standard Attributes

In addition to user-defined attributes, each approval workflow has its own standard attributes. These are documented in the Setting up Document Approvals, Oracle Procurement Cloud whitepaper for each of the following workflows:

- Self Service Procurement
- Purchasing
- Supplier Registration
- Sourcing
- Supplier Spend Authorization
- Supplier Profile Change Request (very limited set of attributes updated through Supplier Qualification Management only)

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Demonstration 6-3

- Creating a Nested Condition

Demonstration 6-4

- Creating User-Defined Attributes

Demonstration 6-5

- Creating a Condition with Category Hierarchy

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The instructor should demonstrate Practice 6-5 for this demonstration.

Resources

Documentation

Available in the Oracle Help Center: http://docs.oracle.com/

- *Oracle Procurement Cloud Implementing Procurement*
- *Oracle Procurement Cloud Using Procurement*

White Paper

Available on My Oracle Support (MOS):

- *Setting Up Document Approvals in Oracle Procurement Cloud* (document ID 2264952.1) https://support.oracle.com/epmos/faces/DocumentDisplay?id=2264952.1

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Summary

In this lesson, you should have learned how to:

- Describe the approval management workflow
- Set up approval management
- Describe approval policy configuration
- List the steps for defining approval groups

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Setting Up Procurement: Common Functions

Instructor lesson and demonstrations: 90m

Student practices: 30m

Total: 120m

Objectives

After completing this lesson, you should be able to:

- Identify common Procurement tasks
- Configure required common Procurement tasks
- Identify common Purchasing tasks
- Configure required common Purchasing tasks

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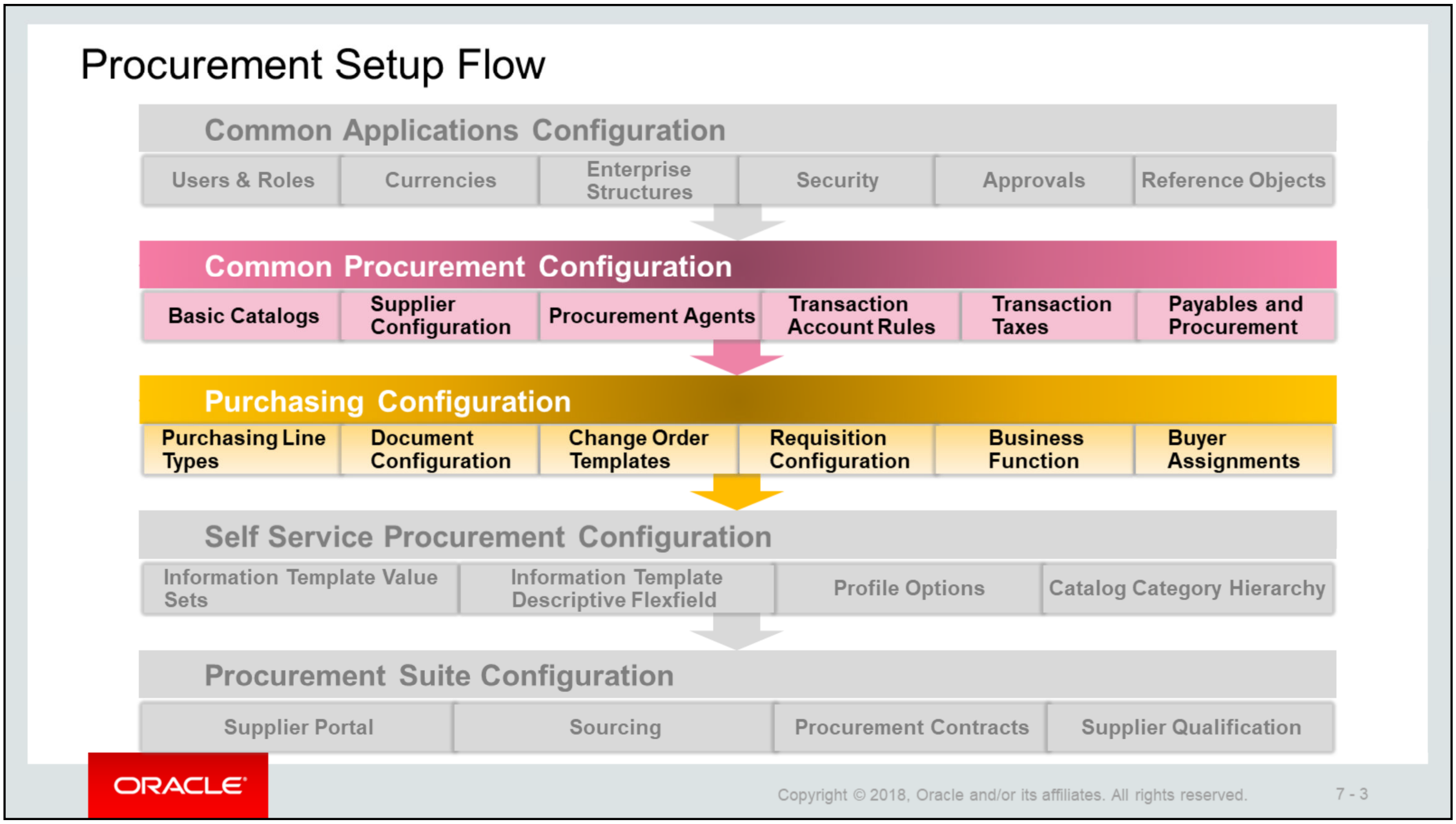
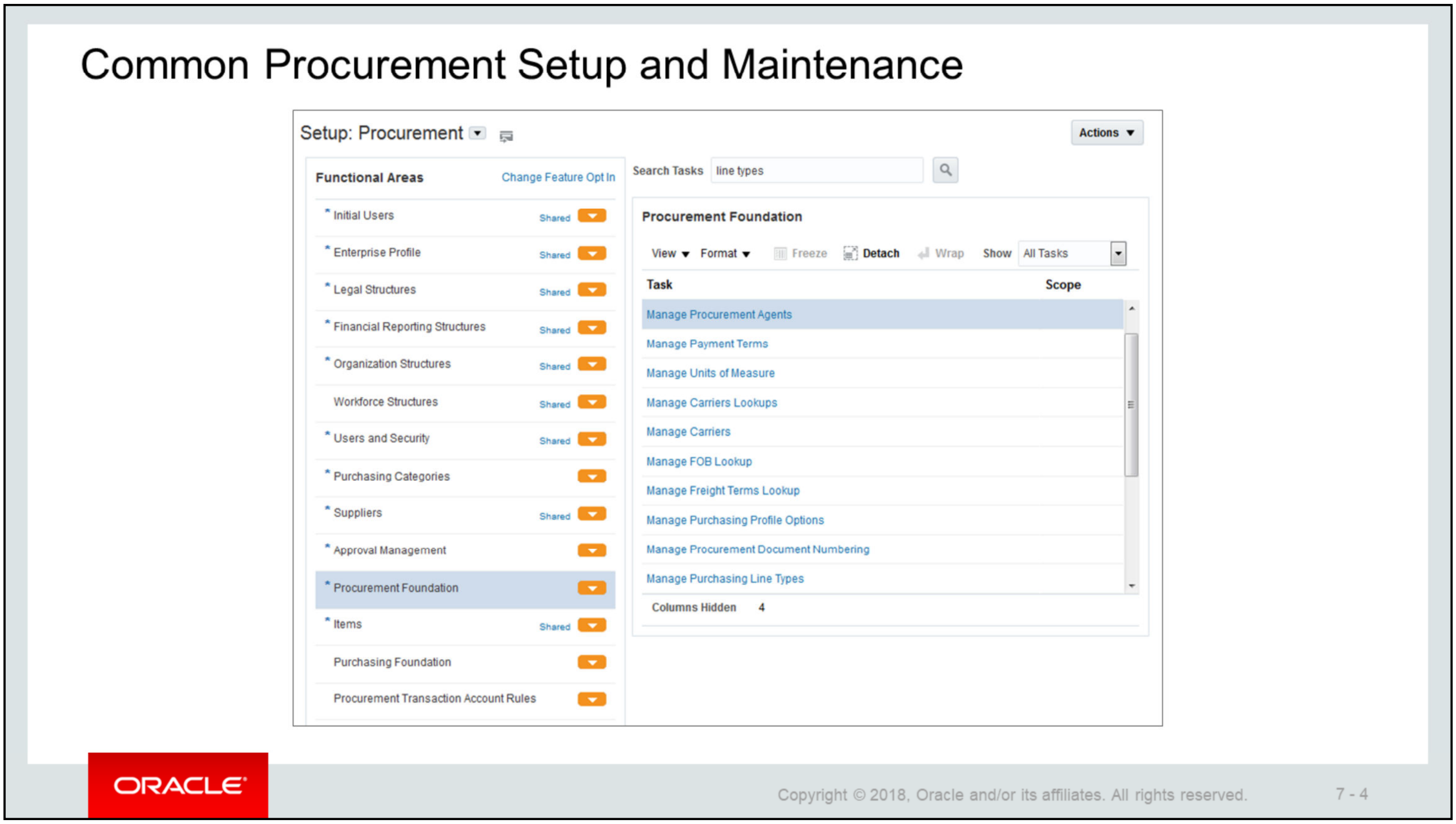


The diagram depicts the various levels of setup tasks involved in implementing Oracle Procurement Cloud.

A full implementation of the Oracle Procurement Cloud involves different sets of setup tasks. This lesson will focus on the following groups of setup tasks:

- **Common Procurement Configuration:** Define and maintain setup components for the common procurement configuration, including catalogs, supplier configuration, procurement agents, transaction account rules, taxes and payables.
- **Purchasing Configuration:** Define and maintain setup components for purchasing configuration, including procurement and requisitioning business function, change order templates, document styles, and buyer assignments.

Note: This is summary information on the implementation setup tasks and may not exactly reflect what is covered in the course.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area

The screenshot depicts the Setup: Procurement page, showing the navigation to the Procurement Foundation functional area.

You can find tasks for common procurement and common purchasing setup and maintenance in these functional areas of the Procurement offering:

- Financial Reporting Structures
- Purchasing Categories
- Suppliers
- Procurement Foundation
- Items
- Purchasing Foundation
- Procurement Transaction Account Rules
- Receiving

Common Procurement Topics

- **Basic Catalogs**
- Catalog and Category Attributes
- Supplier Configuration
- Procurement Agents
- Transaction Accounting for Procurement
- Common Setups

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Purchasing Categories and Catalogs

Master Item Catalog setup is performed using the Setup and Maintenance work area, within the Product Management offering, in the Catalogs functional area and Advanced Catalog functional area.

In the Procurement offering, setup can be performed using the Setup and Maintenance work area, Purchasing Categories functional area, Manage Functional Area Catalogs task.

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Navigator > Others > Setup and Maintenance > Product Management offering > Catalogs functional area:

- Manage Functional Area Catalogs task.
- Manage Catalog Descriptive Flexfields
- Manage Category Descriptive Flexfields

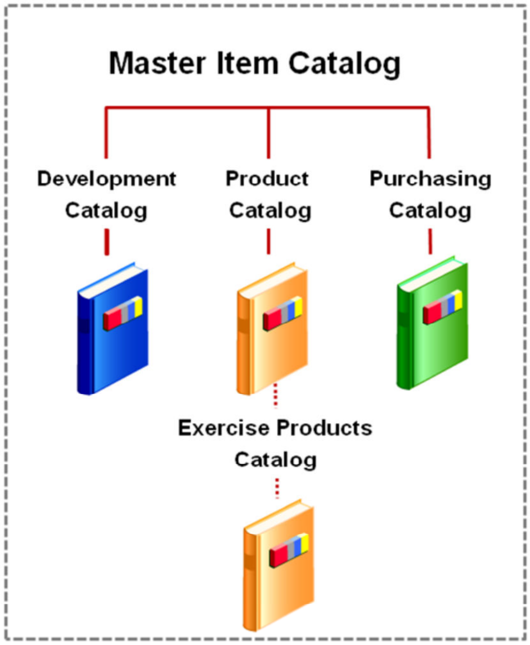
Note: These tasks are also available within the Procurement offering > Purchasing Categories functional area.

Navigator > Others > Setup and Maintenance > Product Management offering > Advanced Catalogs functional area:

- Manage Catalog Mappings.

Note: Master Item Catalog setup is performed using the Setup and Maintenance work area, within the Product Management offering.

Using Basic Catalogs



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The diagram depicts a master item catalog with three different catalogs. Notice how the Exercise Products Catalog uses the Product Catalog as its source.

Note: Master Item Catalog setup is performed using the Setup and Maintenance work area, within the Product Management offering.

A basic catalog is a collection of categories you use to classify items. You can define and manage basic catalogs to organize your items in a structured hierarchy. You can also associate images and attachments to catalogs and categories to help you quickly build rich catalog content. Then you can view and navigate catalogs quickly and easily using images, tree hierarchy and links to locate products of interest.

You can share category and item associations from a source catalog with multiple catalogs, enabling you to reuse existing data and ease administration of catalogs. You can manage the catalog mapping between catalog hierarchies, as well as the attributes for the catalog and categories.

You can use spreadsheet based interface or industry standard open interfaces to import and export catalog hierarchies speeding up maintenance and administration and sharing of catalog content. View and navigate deep catalogs quickly and easily using images, tree hierarchy and links to locate products of interest.

Common Procurement Topics

- Basic Catalogs
- Catalog and Category Attributes
- Supplier Configuration
- Procurement Agents
- Transaction Accounting for Procurement
- Common Setups

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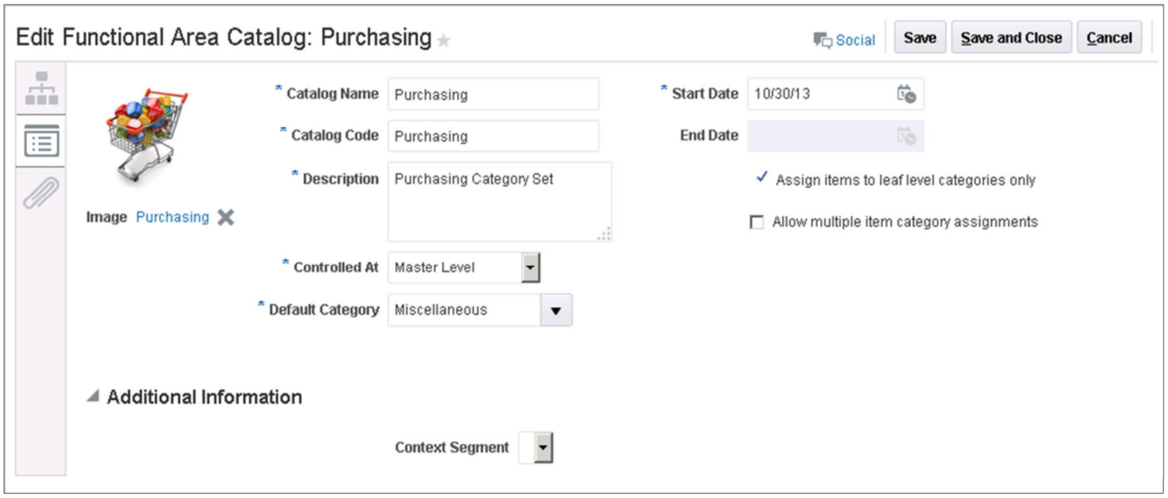
Configuring a Catalog



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Navigator > Others > Setup and Maintenance > Product Management offering> Catalogs functional area > Manage Functional Area Catalog

The screenshot depicts the Edit Functional Area Catalog: Purchasing page.

You configure your catalog to affect how the content behaves. The configuration attributes you specify include:

- **Catalog Name:** A unique name for the catalog.
- **Catalog Code:** A unique identification code for the catalog.
- **Catalog structure:** The key flexfield structure used to define the catalog. The structure you select must be able to support the hierarchical structure you intend to define. That is, if you intend to have four hierarchical levels in the catalog, the key flexfield structure must contain four segments.
- **Controlled at:** Controls how items can be assigned to categories. The first value is master level, which enables the automatic assignment of items to all child organizations associated with the master organization, if the current context is a master organization. The second value is organization level, which assigns the item only to the organization in the current context.
- **Default Category:** Any newly created item is automatically assigned to this category. The automatic assigned is controlled by the functional area.

- **Catalog content:** Controls what content (especially items) can be added to the catalog and where the content can be added. This attribute has three values:
  - **Item at leaf levels** allows items to be added only to the bottom level categories in the hierarchy.
  - **Item at all levels** allows items to be assigned to any category in the hierarchy regardless of level.
  - **Categories only** allows categories to be added only to the catalog.
- **Allow multiple item category assignment:** When this option is selected, you can assign an item to one or more categories in the catalog. The default is deselected, which means that each item can be assigned to only one category in the catalog.
- **Enable hierarchies for categories:** When this option is selected, you can create a hierarchy for the catalog. The default is deselected, which means that the catalog cannot have a hierarchy (that is, there can be no categories within categories), and all categories are associated with the catalog root.
- **Enable automatic assignment of categories:** When this option is selected, the catalog is built by automatically associating all categories, based on matching the catalog structure value to the category structure value.

Note that **Enable hierarchies for categories** and **Enable automatic assignment of categories** are mutually exclusive.

Catalog Hierarchy and Procurement Category Hierarchy

A catalog hierarchy is used to define the structure for a catalog.

Another type of hierarchy, the procurement category hierarchy, maps how spend is categorized in an organization. A procurement category hierarchy provides a structure that you can use for:

- Defining buyer assignments
- Filtering of spend data on dashboards
- Creating transaction approval rules
- Creating account defaulting rules, and,
- Creating business intelligence reports.

The structure of your catalog hierarchy and procurement category hierarchy can be, but do not have to be, the same. Each hierarchy can be configured differently to meet the needs of your organization.

The catalog hierarchy is also not the same thing as the supplier products and services category hierarchy.

Defining Categories to a Catalog

After you have created your catalog, you can add categories to it. You can add a category in three ways:

- Add an existing category directly from the Item Master Catalog.
  - Categories added directly can be edited in the new catalog.
- Add a catalog by referencing it from the source catalog you identified when you created your new catalog.
  - Categories referenced from source catalogs cannot be edited. They can only be changed in the source catalog. You can add both categories and items.
- Create a new category in the target catalog.

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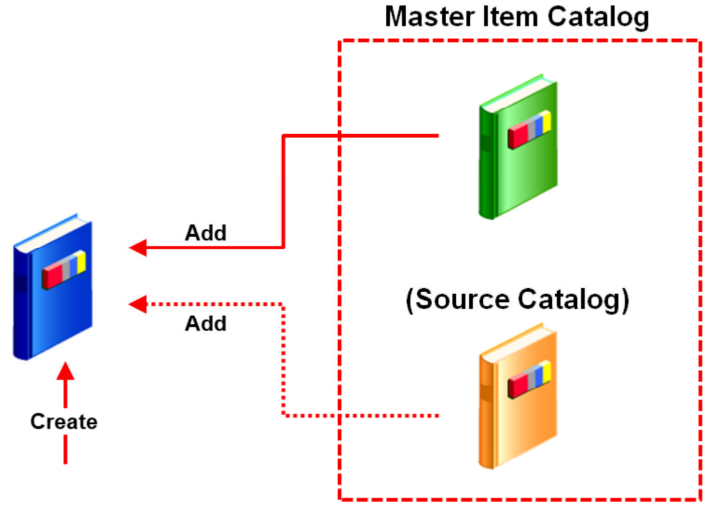
Notice the term catalog in this slide is referring to a container for category codes, as the term is used in the Product Management offering.

Defining Categories to a Catalog



 7 - 12

The diagram depicts a generic activity for defining categories to a catalog. You create categories, and add them to basic catalogs in the master item catalog.

For existing categories to be added to a new catalog, both the “from” catalog and the new catalog must have the same catalog structure.

When adding categories, you can add the content if the content values for the “from” category and the new category match.

Defining Default Catalogs

For each functional area, you can specify a default catalog.

Manage Functional Area Catalogs

Done

View ▾ Assign

Functional Area	Catalog Name	Description
Inventory	Inv_Items	Inventory Category Set
Order Entry	Inv_Items	Inventory Category Set
Planning	Planning Catalog	Main Planning Catalog - Also Default Planning Catalog
Process Allocation Class		
Process Cost Class		
Process General Ledger Business Class		
Process General Ledger Class		
Process Product Line		
Process Sequence Dependency Class		
Process Substandard Item Class		
Process Technical Class		
Product Development		
Product Line Accounting		
Product Reporting	Product_Reporting	Product Reporting Category Set
Purchasing	Purchasing	Purchasing Category Set
Service	Inv_Items	Inventory Category Set
Supplier Products and Services		
Supply Chain Financial Flow Orchestration		

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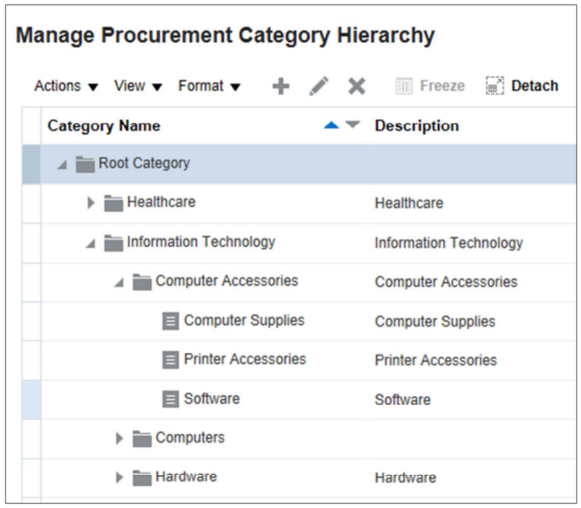
Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Categories functional area > Manage Functional Area Catalogs

The screenshot depicts the Manage Functional Area Catalogs page. In this example, the Purchasing catalog is identified as the default catalog for the Purchasing functional area.

Procurement Category Hierarchy

Use the procurement category hierarchy to map how spend is categorized in your organization.



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Category Hierarchy task

The screenshot depicts a sample procurement category hierarchy in the Manage Procurement Category Hierarchy page.

Use a procurement category hierarchy to map how spend is categorized in your organization.

You can use it to:

- Drive buyer assignments
- Filter spend data on the Procurement dashboard
- Drive transaction approval rule conditions
- Define account defaulting rules using mapping sets
- Create business intelligence reports on the Requisitions, Purchasing and Sourcing subject areas

In addition to item categories, you can use the top ten levels of categories in the procurement category hierarchy for approval rules, account mapping sets, and business intelligence reports.

Note: This is not the same as the catalog hierarchy. The structure of your catalog hierarchy and procurement category hierarchy can be, but do not have to be, the same. Each hierarchy can be configured differently to meet the needs of your organization. This is also not the same thing as the supplier products and services category hierarchy.

Common Procurement Topics

- Basic Catalogs
- Catalog and Category Attributes
- Supplier Configuration
- Procurement Agents
- Transaction Accounting for Procurement
- Common Setups

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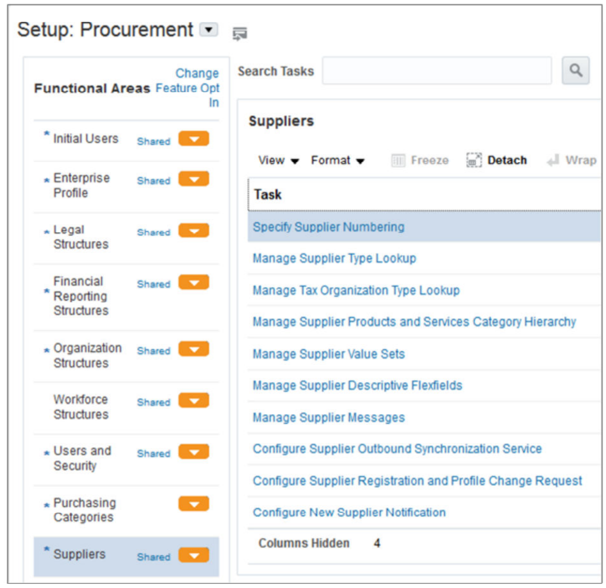
Defining Supplier Configuration

Setup tasks in this topic include:

- Supplier Numbering
- Supplier Type Lookup
- Business Classification Lookup
- Minority Group Lookup
- Tax Organization Type Lookup
- Supplier Products and Services Category Hierarchy
- Configure New Supplier Notification



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Suppliers functional area

The screenshot depicts the Setup: Procurement page, showing the navigation to the Supplier functional area.

Note: Supplier creation is considered a maintenance task and is described in the Supplier Management lesson, and in associated instructor demonstrations and student activities.

Specifying Supplier Numbering

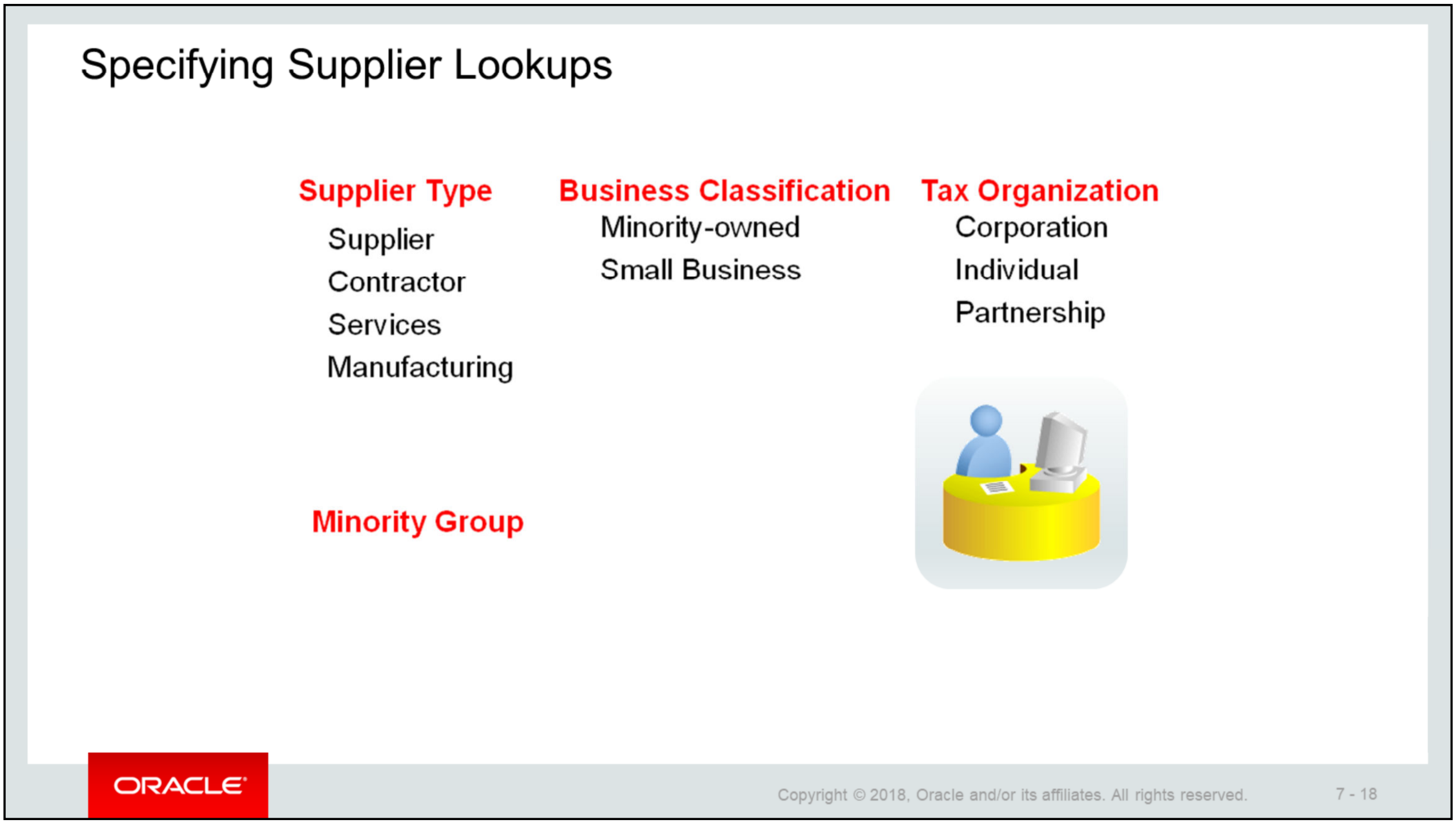
The Procurement Application Administrator is responsible for supplier numbering setup.

- Suppliers created through the Create Supplier task flow, through the supplier registration process, or supplier import are automatically numbered using a numeric sequence.
- The starting supplier number is defined on the Specify Supplier Numbering setup page. The predefined, delivered default starting supplier number is 1.
- The supplier number then increments automatically as numbers are assigned during supplier creation.

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Suppliers functional area > Specify Supplier Numbering

The screenshot depicts a section of the Specify Supplier Numbering page, showing the Next Supplier Number field.

Note: The next supplier number can be updated at any time, not just during initial setup, if for example, there's ever a need to skip a range of supplier numbers. The application will validate that the number is not already used.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Suppliers functional area

Profile lookups allow implementers and administrators to use label values defined to the application to quickly describe and classify suppliers. These labels exist in the application as lookups and each lookup can contain one or more values. The types of lookups shown in the figure include:

- Supplier Type
- Business Classification
- Tax Organization
- Minority Group

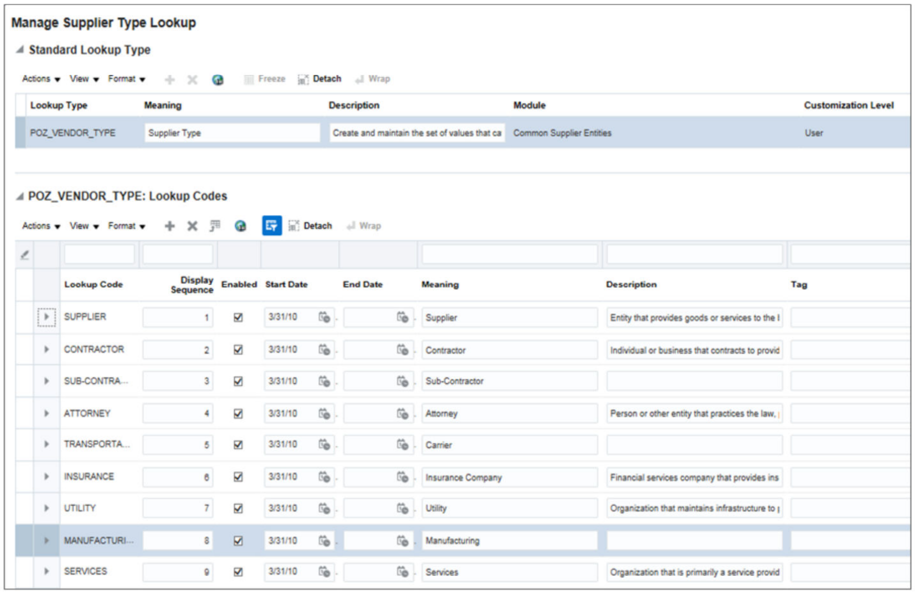
Many standard lookup values are provided by the application as it is installed. Implementers and administrators should review these values and decide if additional values should be defined.

Defining Lookups

When creating new lookups, you must specify both internal and display information:

- **Lookup Code:** The internal designator for the label
- **Display Sequence:** The position in the list of labels
- **Enabled:** Whether the label is available for use
- **Start Date:** Date the label becomes available for use
- **End Date:** The date the label becomes unavailable for use
- **Meaning:** The label displayed to users
- **Description:** The description displayed to users
- **Tag:** An optional name for use in searching

Defining Lookups



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Suppliers functional area > Manage Supplier Type Lookup

The screenshot depicts the Manage Supplier Type Lookup page, showing an example of a lookup setup task, this one for the Supplier Type.

Note: Until a new lookup value is enabled, it cannot be used. The start and end dates can also be used to specify a time window of availability.

Demonstration 7-1

- Defining a Supplier Business Classification Lookup

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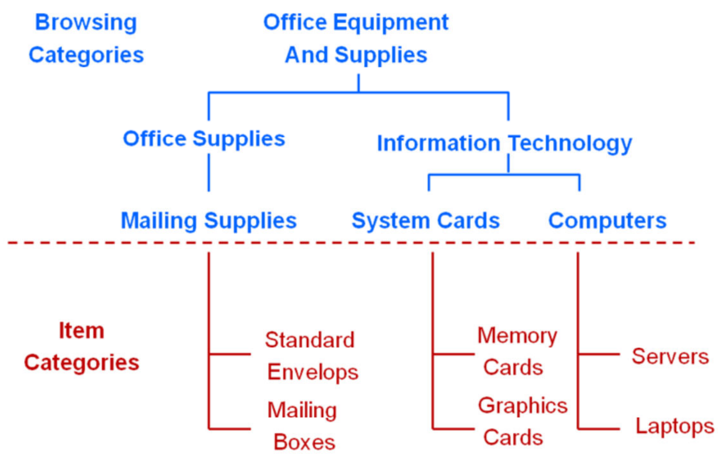
Defining Supplier Products and Services Hierarchy

Define a category hierarchy for identifying the products and services categories that suppliers provide.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Suppliers functional area > Manage Supplier Products and Services Category Hierarchy task

The diagram depicts a Supplier Products and Services category hierarchy.

Use the Manage Supplier Products and Services Category Hierarchy page to define a category hierarchy for identifying the products and services categories that suppliers and prospective suppliers can provide. The browsing categories created on this page provide the browsing hierarchy used by requesters while shopping on the Requisitions page.

Supplier Products and Services Category Hierarchy

The category hierarchy can be defined with as many levels as needed to capture granular supplier category classifications. The hierarchy navigation allows supplier users to quickly drill down and select their applicable categories. When a parent category is selected, the buying organization assumes that the supplier can provide all the products and services represented as child categories under that parent category. The two types of categories that are used in the hierarchy are browsing categories and item categories.

Browsing Categories

Browsing categories, also known as navigation categories, are created to structure the hierarchy and organize the underlying item categories so that users can navigate and select the most appropriate categories applicable to the supplier organization. A browsing category can either be a parent category, or a child to another browsing category.

Item Categories

Item categories are categories from the Purchasing Catalog used during sourcing activities by the buying organization to find all suppliers that can provide a given item category. Item categories cannot be added as a parent category in the hierarchy, they can only be added as the last level in a branch, also referred to as the leaf level.

Distinguishing Different Types of Category Hierarchies in Oracle Procurement Cloud

- **Supplier Products and Services Hierarchy:** Use to identify the products and services categories that suppliers and prospective suppliers can provide.
- **Procurement Category Hierarchy:** Use to categorize spend within your organization.
- **Catalog Category Hierarchy:** Use to create a shopping catalog for use by requesters in Oracle Self Service Procurement Cloud.

Demonstration 7-2

- Defining a Products and Services Hierarchy

Communicate New Supplier Notification and Documents

Configure the notification email and documents you want automatically sent to new suppliers.

- Configure documents based on the supplier's tax country to accommodate regional differences.
- Send email notification to supplier contacts when a new spend authorized supplier is created, or approved during the registration process.
- Send documents as attachments in the email notification.
- Alternatively, communicate instructions on how to obtain access to the documents in the body of the email.

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Suppliers functional area > Configure New Supplier Notification task

Examples of information or documents you might want to send to new suppliers include:

- Welcome letter
- Payment terms and conditions
- Contract information

Common Procurement Topics

- Basic Catalogs
- Catalog and Category Attributes
- Supplier Configuration
- Procurement Agents
- Transaction Accounting for Procurement
- Common Setups

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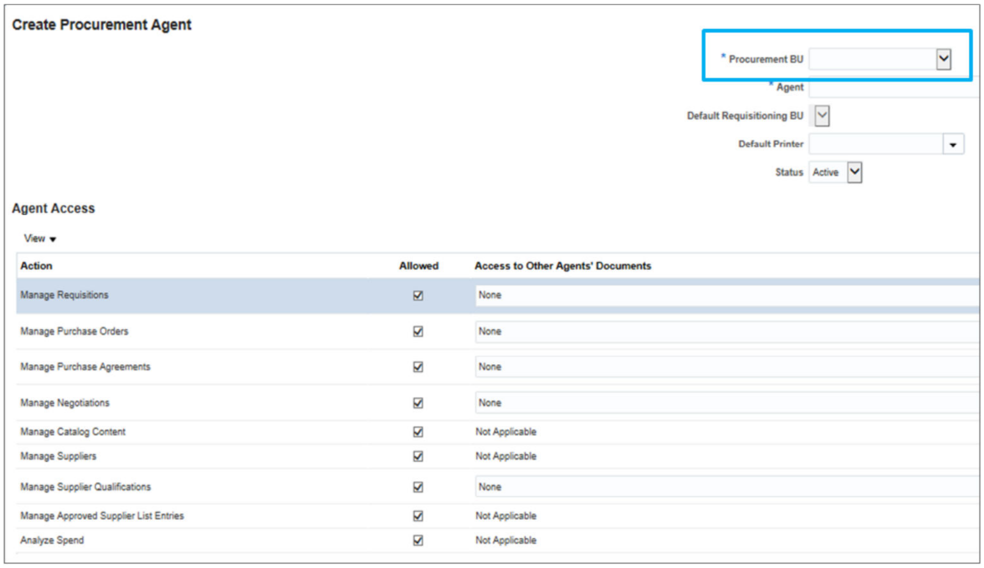
Defining Procurement Agents



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents > Create

The screenshot depicts the Create Procurement Agent page.

This task was discussed in the lesson titled “Securing Oracle Procurement” and is repeated here as a reminder of it is importance.

Using this task, you add the business unit data segmentation to a user role (a Buyer for example). In order for procurement agents to manage procurement documents and perform other actions, this data security setup needs to be completed.

Common Procurement Topics

- Basic Catalogs
- Catalog and Category Attributes
- Supplier Configuration
- Procurement Agents
- Transaction Accounting for Procurement
- Common Setups

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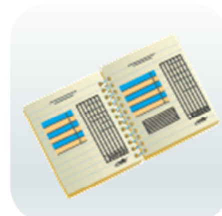
Transaction accounting setup for procurement is an area to carefully consider during implementation.

Transaction Accounting for Procurement

In Oracle Applications Cloud, the Transaction Account Builder (TAB) provides a flexible mechanism to derive accounting flexfields for subledger transactions.

The three mandatory accounts for purchase requisitions and purchase orders are:

- Charge Account
- Variance Account
- Accrual Account



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Transaction Account Rules functional area

Purchase requisitions and purchase orders have several accounts stored on them. The three mandatory accounts are:

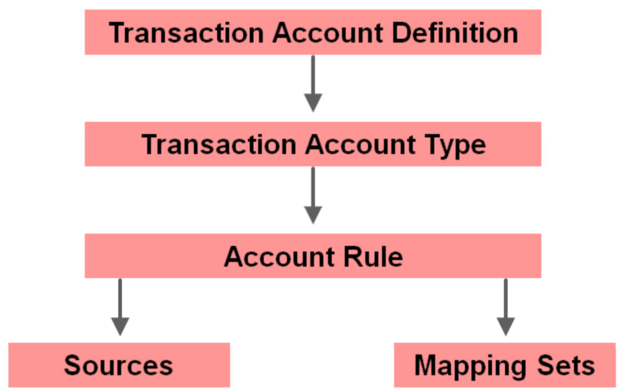
- **Charge Account:** The account against which the money spent is finally withdrawn or charged
- **Variance Account:** Certain situations call for variances to be recorded for certain kind of spending. An entry is created against this account for all such variances. For example, price variance between PO and invoice.
- **Accrual Account:** An intermediary account which records money spent for goods or services that have been consumed or taken ownership of and that is yet to be invoiced. An entry against this account is reversed after the money is physically spent or the invoice is issued.

In addition to these three accounts, there are two other accounts for more advanced procurement scenarios where there is an intercompany transaction involving a procuring organization and a destination organization. The two accounts are:

- **Destination Charge Account:** The charge account belonging to the destination organization
- **Destination Variance Account:** The variance account belonging to the destination organization

Transaction Account Builder

Simplified diagram of the structure used to build transaction accounts.



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The diagram depicts the structure used to build transaction accounts.

Businesses need to automate the derivation of the mandatory accounts on transactions based upon their corporate policies. The Subledger Accounting engine does that. The component of the engine which does it is known as Transaction Account Builder. That is, Transaction Account Builder is the component of Subledger Accounting which is solely responsible for building or defaulting the accounts on a transaction, so the appropriate accounting entries can be created for the appropriate transaction accounts.

Transaction Account Builder Structure

- **Transaction Account Definition:** Grouping of accounting rules used to derive the accounts for an application
- **Transaction Account Type:** The various kinds of accounts that can be derived for a given transaction
- **Account Rule:** The way accounts are derived based on source values and specific conditions
- **Sources:** Pieces of transaction information that can be used to derive default accounts
- **Mapping Sets:** The way to derive either code combinations or individual segment values based on the value of an input source

  Note: Mapping sets can be defined using a procurement category hierarchy for categorizing spend.

Resources:

- *Transaction Account Builder Oracle Procurement Cloud* white paper on My Oracle Support (Document ID 2168691.1)
- Subledger Accounting is part of the Oracle University *Oracle Financials Cloud: Financials*

Implementation course.

Common Procurement Topics

- Basic Catalogs
- Catalog and Category Attributes
- Supplier Configuration
- Procurement Agents
- Transaction Accounting for Procurement
- Common Setups

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There are several other common procurement business objects that have a few predefined values, can be configured during implementation, and can be managed on an ongoing basis when the application is in use.

Defining Payment Terms

Payment terms are used to automatically create installments on an invoice with up to three levels of discount.

- Payment Amount
- Payment Due Date
- Payment Discount

Define payment terms to determine due dates, discount dates, and other installment details for supplier invoices. Payment terms are used to automatically create installments on an invoice with up to three levels of discount. You can define payment terms to create multiple installments and multiple levels of discounts. You can share payment terms across business units through set assignment.

When you create the payment terms installments, you specify two basic criteria: how the payment amount is determined, and how the payment date is determined.

Payment Amount

When specifying the payment amount due, you can specify either a percentage of the total amount or a fixed amount of the total.

Payment Due Date

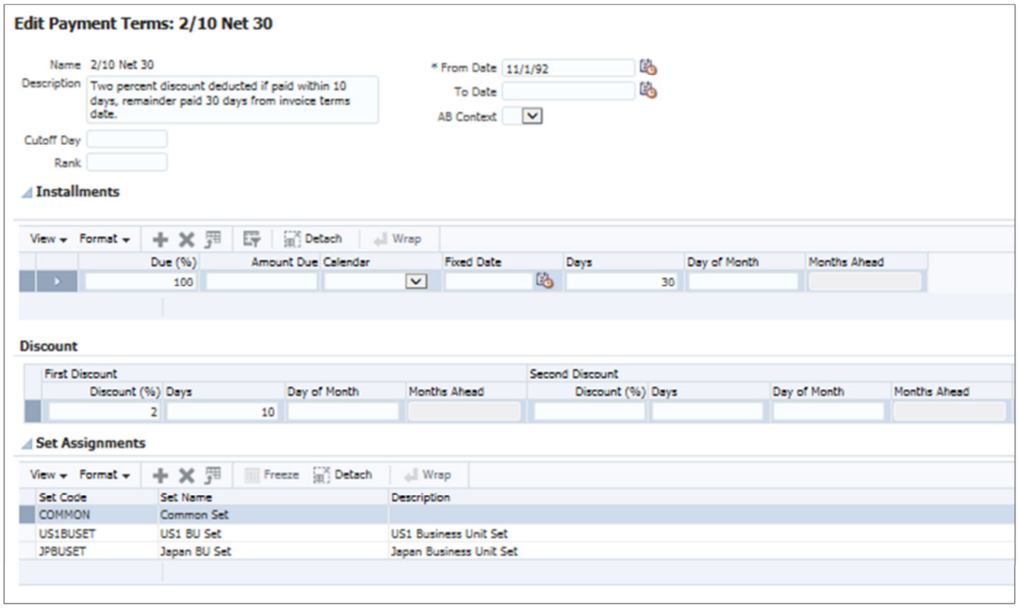
When specifying the payment due dates, you have four options from which to choose:

- **Calendar:** You can choose a Payables calendar. You assign a due date that falls within the same period as the invoice date.
- **Fixed Date:** You can specify a fixed date for the due date.
- **Days:** You can specify a number of days between the invoice date and the due date.

Day of the Month

You can specify a particular day of the month (you can use 31 to indicate the last day of the month for months with less than 31 days). If you use the Day of Month method, you can also use the Months Ahead field to specify how the application should calculate the date. If the invoice date falls on or after the date of the month selected, the due date is forwarded to the next month (if you specify a 0 Months Ahead). If you specify a Months Ahead value of 1, the due date is moved to the date two months away (the first month after the next month).

Defining Payment Term Discounts



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Payment Terms

The screenshot depicts the Edit Payment Terms page, showing an example of a payment term requiring “Two percent discount if paid within 10 days, with the net remainder due to be paid 30 days from the invoice terms date.”

Discounts

For each installment line, you can specify up to three levels of discount (the figure shows only the first two).

For each discount, you specify the discount percentage and whether the discount date is based on a number of days from the invoice date, or a particular day of the month.

If you select the day of the month method, you can optionally choose whether the discount date is moved to a subsequent month (0 = that date in the following month. 1 = that date two months away).

Demonstration 7-3

- Defining Payment Terms

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Defining Units of Measure

Use UOMs and UOM classes to mange your units of measure and conversions.

- Each UOM defined must belong to a UOM class.
- Each class has a base UOM used to perform conversions between UOMs within or between each class.

Unit of Measure Class	Unit of Measure	Base Unit of Measure	Conversion Factor
Quantity	Dozen	Each	12 (12 units = 1 dozen)
Weight	Pound	Gram	454 (454 grams = 1 pound)
Time	Minute	Second	60 (60 seconds = 1 minute)

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Units of Measure

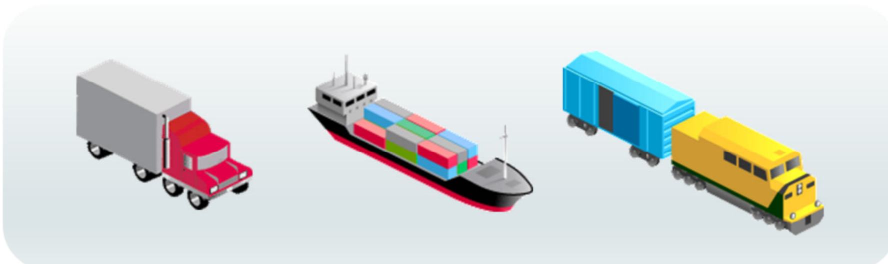
The table lists examples of unit of measure classes, one unit of measure included in each class, the base unit of measure for the unit of measure class, and the conversion factor defined for the unit of measure.

A unit of measure standard conversion specifies the conversion factor by which the unit of measure is equivalent to the base unit of measure.

Defining Carriers

You can define a shipping method by selecting the following:

- **Service Level:** Service Level is the priority of transportation that affects how quickly goods are transported, for example, Next day, Overnight, Express, Door to Door.
- **Mode of Transport:** Mode of transport refers to the means used to deliver shipments to the customer, for example, Rail, Air, Road.
- **Contact:** Identify a contact at the carrier, including phone and email.



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Carriers, and,

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Carriers Lookups

A shipping method is defined for every carrier. You must define and activate a shipping method after creating a carrier. After a shipping method is created, it is assigned to one or more organizations. The organization can then use the carrier and shipping method combination to deliver shipments to and from its warehouses. The active status of the shipping method indicates that it is in use by the selected carrier in all assigned organizations.

Defining Hazard Classes and United Nations (UN) Numbers

- You can use hazard classes to identify hazardous or dangerous materials that are being handled by your procurement operations.
- After you have your hazard classes defined, you can associate a class with a UN hazard number to facilitate international processing.

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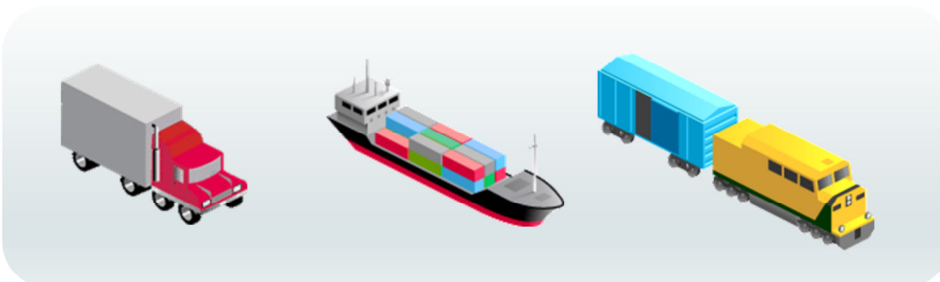
Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Hazard Classes, and,

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage UN Numbers

Defining Freight Lookups

- You can create the freight terms and freight on board (FOB) values for use with procurement applications.
- You use regular lookup pages to enter and manage the values you create.



Freight on Board (FOB) Lookup

Navigator > Others > Setup and Maintenance > Define Common Procurement Configuration > Define Transaction Taxes > Manage FOB Lookup

- **FOB Lookup Codes:** Terms specifying at which point the responsibility for the goods being shipped is transferred from the seller to the buyer. For example, Destination, Origin, Ship, and so on.

Freight Terms Lookup

Navigator > Others > Setup and Maintenance > Define Common Procurement Configuration > Define Transaction Taxes > Manage Freight Terms Lookup

- **Freight Terms Lookup Codes:** Terms specifying which party, buyer or seller, pays for shipment and loading costs. For example, Cash on Delivery (COD), Collect, and so on.

Shipping Method

Navigator > Others > Setup and Maintenance > Define Common Procurement Configuration > Manage Carriers

- You must define and activate a shipping method after creating a carrier. For example, ground, airborne, and so on.

Setting Purchasing Profile Options

- **PO_AGRMT_LOADER_COMMIT_SIZE:** Determines the batch size used to save records to catalog tables when bulk loading or purging data
- **PO_AGRMT_LOADER_PURGE_DAYS:** Specifies the number of days that catalog bulk loader job history is stored in the database
- **PO_DEFAULT_PRC_BU:** Specifies the default procurement business unit for procurement agents when editing or searching for procurement documents
- **PO_DOC_BUILDER_DEFAULT_DOC_TYPE:** Controls the default document type for processing requisition lines
- **PO_LOAD_ITEMS_IN_ALL_LANGUAGES:** Controls the process of replicating agreement line attribute values in multiple languages when uploading Blanket Purchase Agreement lines
- **PO_PRC_AGENT_CATEGORY_ASSIGNMENT:** Allows procurement agents to designate a default browsing or item category used to filter data when they access the procurement

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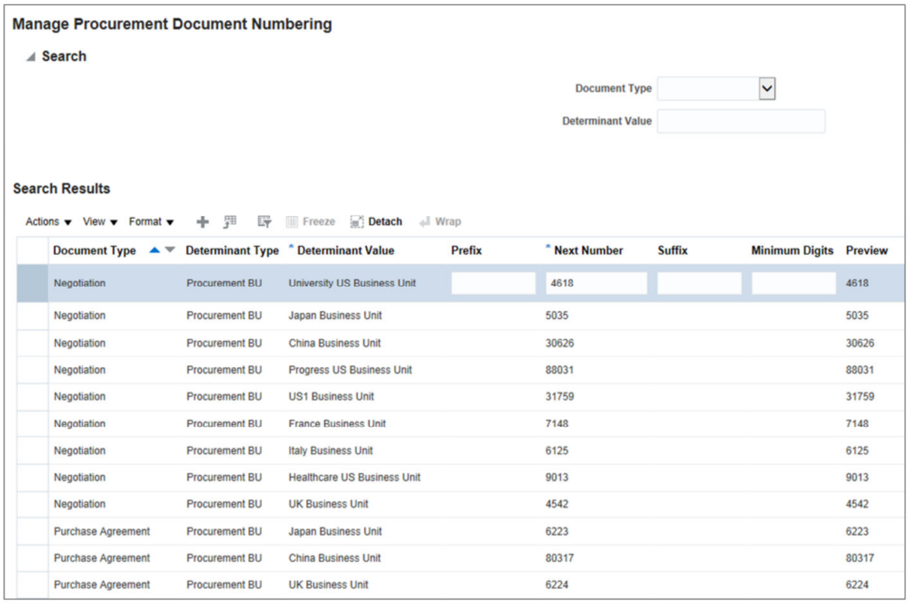
Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Purchasing Profile Options

Managing Procurement Document Numbering



Document Type	Determinant Type	* Determinant Value	Prefix	* Next Number	Suffix	Minimum Digits	Preview
Negotiation	Procurement BU	University US Business Unit		4618			4618
Negotiation	Procurement BU	Japan Business Unit		5035			5035
Negotiation	Procurement BU	China Business Unit		30626			30626
Negotiation	Procurement BU	Progress US Business Unit		88031			88031
Negotiation	Procurement BU	US1 Business Unit		31759			31759
Negotiation	Procurement BU	France Business Unit		7148			7148
Negotiation	Procurement BU	Italy Business Unit		6125			6125
Negotiation	Procurement BU	Healthcare US Business Unit		9013			9013
Negotiation	Procurement BU	UK Business Unit		4542			4542
Purchase Agreement	Procurement BU	Japan Business Unit		6223			6223
Purchase Agreement	Procurement BU	China Business Unit		80317			80317
Purchase Agreement	Procurement BU	UK Business Unit		6224			6224

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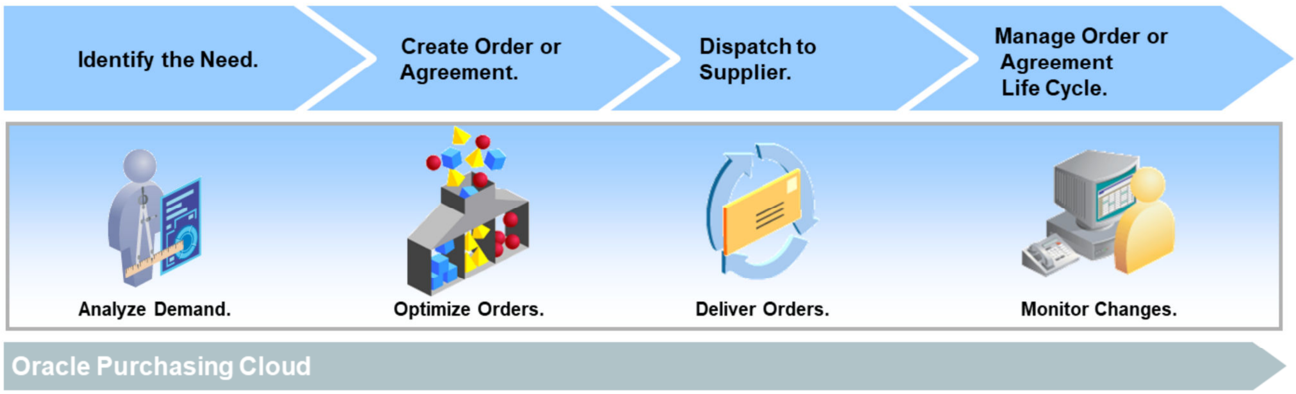
Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Document Numbering

The screenshot depicts the Manage Procurement Document Numbering page.

You can configure document number generation for all Procurement document types; such as, requisitions, purchase orders, negotiations, and qualifications from a single user interface. These document numbers can be configured to suit a variety of business needs using prefix, suffix and minimum digits. Minimum digits allows you to define fixed length document numbers by padding the number from the sequence with leading zeroes.

Configuring Purchasing Tasks

Purchasing forms the foundation for most products in the Procurement suite.



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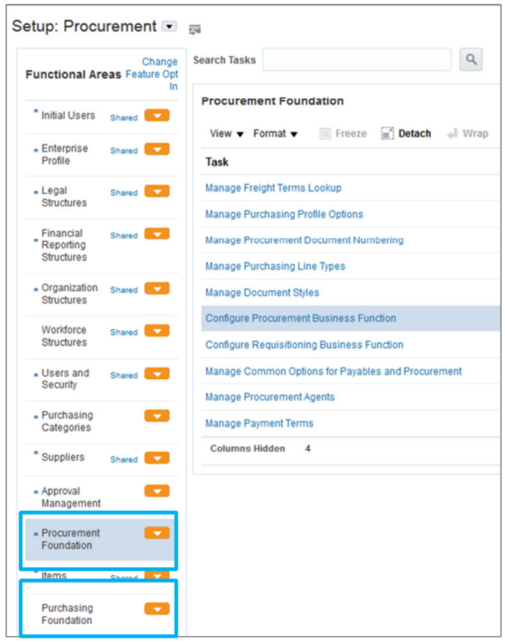
The diagram depicts simplified representation of the purchasing process using Oracle Purchasing Cloud: from identifying the need or demand, to creating an order or agreement, to delivering an order or agreement to a supplier, to managing an order or agreement through its life cycle.

Purchasing Configuration Setup and Maintenance



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area, and,

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area

The screenshot depicts the Setup: Procurement page, showing the navigation to the Procurement Foundation and Purchasing Foundation functional areas.

Initial common setup for purchasing can be performed using an implementation project, but ongoing maintenance is performed from the Setup and Maintenance work area’s Procurement offering.

Tasks are primarily in the Procurement Foundation and Purchasing Foundation functional areas.

Key setup tasks in Setup and Maintenance include:

- Manage Purchasing Line Types
- Manage Document Styles
- Manage Change Order Templates
- Configure Procurement Business Function
- Configure Requisitioning Business Function

Ongoing maintenance tasks include:

- Manage Buyer Assignment Rules

Purchasing Configuration Topics

- Purchasing Document Configuration
- Master Items for Purchasing
- Requisition Configuration
- Business Function Configuration
- Other Procurement Configuration Topics

Purchasing Document Configuration

Key setups included in purchasing document configuration are:

- Purchasing Line Types
- Document Styles
- Change Order Templates
- Purchasing Descriptive Flexfields and Value Sets

Purchasing Line Types

Oracle Purchasing Cloud provides two default line types:

- Goods
- Fixed Price Services

* Line Type	* Description	* Code	Purchase Basis	Default			
				Category Name	UOM	Match Approval Level	Invoice Match Option
Fixed Price Services	Fixed Price Services	Fixed Price Services	Services			2 Way	Order
General Hourly Servi...	General Hourly Services	General Hourly Services	Goods		Hr	2 Way	Order
General Monthly Ser...	General Monthly Services	General Monthly Services	Goods	Facility - Contractor Services	Month	2 Way	Order
Goods	Goods	Goods	Goods			2 Way	Order

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Purchasing Line Types

The screenshot depicts the Manage Purchasing Line Types page.

Oracle Purchasing Cloud provides you with two default line types:

- **Goods** line types enable you to order, receive and invoice based on the quantity of goods provided.
- **Services** line types enable you to order, receive and invoice based on the value of the service provided.

You can also define extra lines types to streamline your procurement operations. You can use these line types to default category, UOM, and matching values for the line.

Demonstration 7-4

- Creating a Purchasing Line Type

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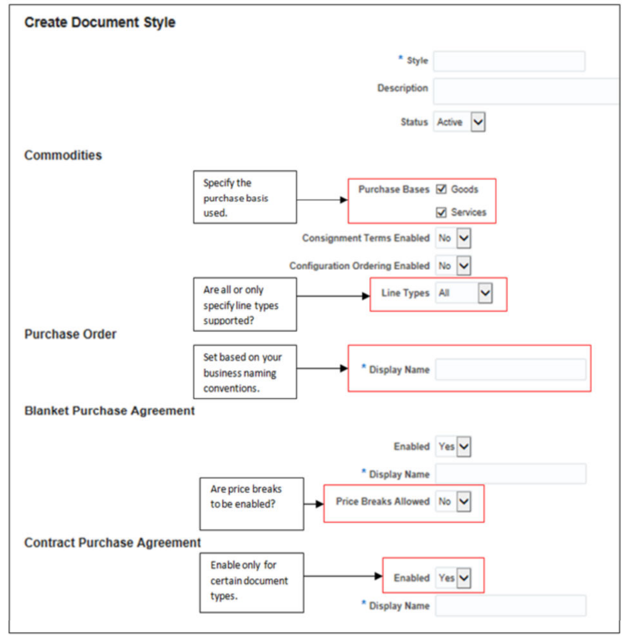
Purchasing Document Styles

Control the look and feel of the purchasing document to match its business usage.

- Reusable document style
- Turn on and off features
- Simplify user interface



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Document Styles

The screenshot depicts the Create Document Style page.

Using reusable document styles, organizations can turn on or off various procurement features, thereby simplifying the user interface. In addition, document styles provide the ability to define purchasing document names that align more closely with the naming conventions of your organization's business. When a purchasing document is created using a document style, the disabled features are hidden. For example, if price breaks are not allowed on the document style, then agreements using this style will not display the price break region.

Document Style: Key Concepts

- You can create a document style for a specific purchase basis such as goods or services.
- You can choose the line types the style supports.
- You can specify the display names to be used with any or all of the document types, purchase order, purchase agreement, or contract agreement.
- You can enable the style from blanket purchase agreements and contract purchase agreements.

Note: One noteworthy style that is seeded with the Oracle Purchasing Cloud application is the Standard style. This style has the least restrictive setup; it is enabled for all document types, supports all purchase basis options, supports all line types, and has price breaks enabled.

Purchasing Change Order Templates

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Change Order Templates

The screenshot depicts the Edit Change Order Template page, showing an example setup of a blanket purchase agreement change order template.

A change order template is a set of guidelines that enables an organization to specify what constitutes a change to a procurement document during the course of its life cycle. A document change can be internal or external.

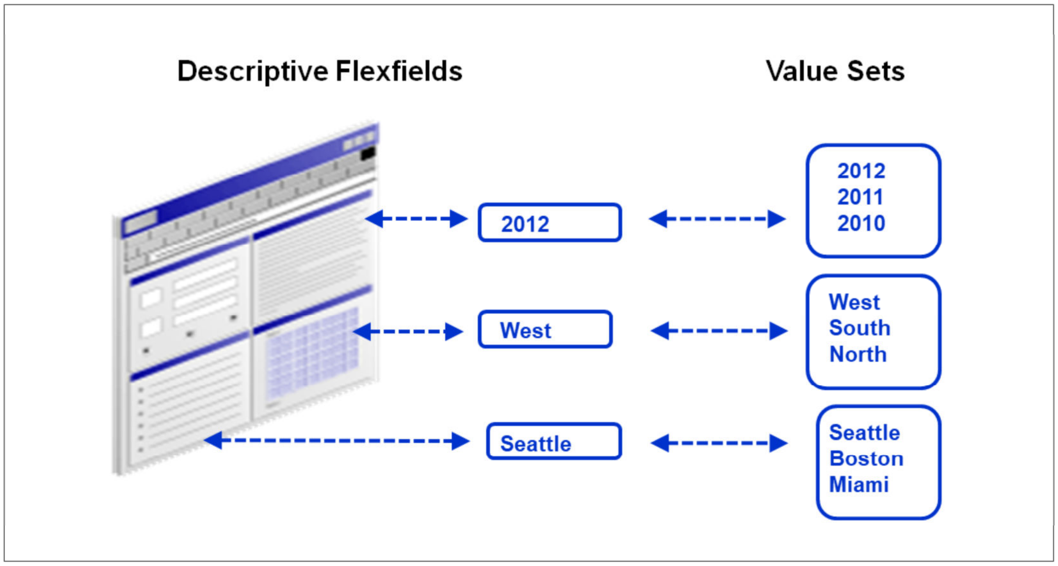
Internal Change Order

This is a type of change order that modifies an attribute or attributes that may not be relevant to the supplier as defined in the change order template. Examples include changes to a descriptive flexfield or a certain category of attachments. These are also referred to as administrative changes. Typically, this will be a buyer or requester initiated change order.

External Change Order

This is a type of change order that modifies an attribute or attributes that may be relevant to the supplier as defined in the change order template. Examples include changes to price, amount, or contract terms. This is also referred to as a supplier facing change order. In commercial organizations, these types of changes are referred to as an amendment and in a Federal organization, they are called MODs or modifications.

Purchasing Document Descriptive Flexfields and Value Sets



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Purchasing Descriptive Flexfields, and,

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Purchasing Value Sets

The diagram depicts the relationship between descriptive flexfields and descriptive flexfield value sets.

A descriptive flexfield:

- Is optional
- Provides a way to capture additional information for display and reporting
- Consists of one or more segments
  - Segments appear to end users as additional fields in the application user interface.

A descriptive flexfield value set:

- Is optional
- Is associated to a particular flexfield segment
- Contains lists of predefined values that users pick in a descriptive flexfield
- Can be used to validate user entries

Related Resources

Oracle Procurement Cloud Implementing Procurement guide available on the Oracle Help Center at https://docs.oracle.com/

Purchasing descriptive flexfields can be defined to extend attributes on:

- **Purchase Orders:** Header, line, schedule, and distribution levels
- **Blanket Purchase Agreements:** Header, line, price break, and item attribute levels
- Contract Purchase Agreements
- Purchasing Document Notification Controls
- **Approved Supplier List Entries:** Header, supplier-item attribute, and source document levels
- Purchasing Line Types
- Document Types

Related Resources

Oracle Procurement Cloud Implementing Procurement guide available on the Oracle Help Center at https://docs.oracle.com/

Purchasing Configuration Topics

- Purchasing Document Configuration
- Master Items for Purchasing
- Requisition Configuration
- Business Function Configuration
- Other Procurement Configuration Topics

Defining Master Items for Purchasing

Part of Oracle Product Master Data Management Cloud, setup tasks for defining master items are included for customers using Oracle Inventory Management Cloud and Oracle Cost Management Cloud.

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Items functional area, and,

Navigator > Others > Setup and Maintenance > Select the Product Management offering > Items functional area

Defining master items for procurement is needed only when you are also using Oracle Inventory Management Cloud and Oracle Cost Management Cloud.

Resources

- Creating master inventory items training is available in the *Oracle Fusion Product Master Data Management* course.
- Oracle Applications Cloud Help topics for Product Model. See: “Item Purchasing Specifications.”
- *Oracle SCM Cloud Implementing Product Management* guide available on the Oracle Help Center at https://docs.oracle.com/

Oracle Product Master Data Management Cloud

Is a suite of products:

- Oracle Product Model Cloud
- Oracle Product Hub Cloud
- Oracle Product Hub Portal Cloud

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Oracle Product Model Cloud

With Oracle Product Model Cloud, you can:

- Access and Search Product Master Data
- Analyze Product and Service Master Data
- Manage Imports
- Define Items
- Define Catalogs
- Manage Product Attachments
- Manage Product Bundles and Structures
- Define Product Structures
- Manage Product Relationships and Associations
- Manage Product Revisions
- Manage Product Specifications
- Manage Trading Partners’ Products
- Release Product to Market
- Obsolete Products and Services

Note: Product Model is a non-licensable product that comes with other products. All Product Model features are also available in Product Hub.

Oracle Product Hub Cloud

With Oracle Product Hub Cloud, you can:

- Define New Item Requests
- Define Products
- Define Product Rules
- Manage Item Versions
- Standardize Product and Service Data
- Define and Manage Product Change Orders
- Manage New Product Definition and Approval
- Manage Product Mass Updates
- Manage Product Packs
- Manage Product Security
- Manage Supplier Collaboration
- Define Advanced Catalogs
- Set Up Product Source Systems
- Define Data Quality for Products
- Manage Import Batches
- Cleanse Product and Service Data
- Standardize Product and Service Data

Oracle Product Hub Portal Cloud

Oracle Product Hub Portal Cloud is available as an add-on for use with Oracle Product Hub Cloud. With the portal suppliers can upload their own product information to Oracle Product Hub Cloud.

Purchasing Configuration Topics

- Purchasing Document Configuration
- Master Items for Purchasing
- Requisition Configuration
- Business Function Configuration
- Other Procurement Configuration Topics

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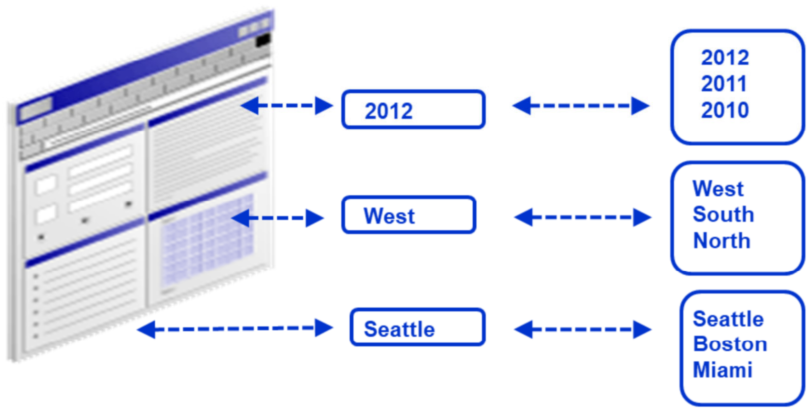
Requisition Flexfields and Value Sets

Descriptive flexfields:

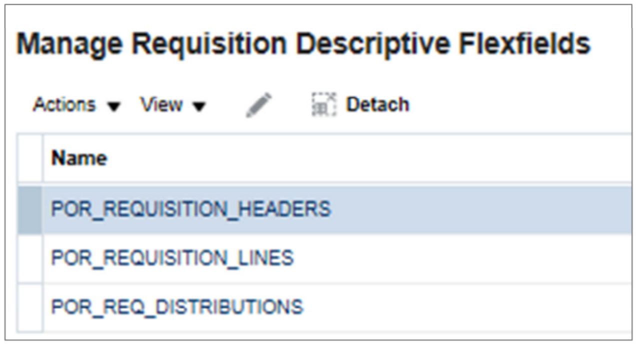
- Can be defined to extend attributes on the requisition header, line, and distribution levels
- Are displayed on the Create Requisition flow and Requisition Details page



The diagram depicts the relationship between requisition flexfields and value sets.

- Global descriptive flexfields are always displayed.
- Context sensitive flexfields are displayed based on the context specified on the requisitioning BU’s requisitioning configuration.

Requisition Flexfields and Value Sets



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Requisition Descriptive Flexfields, and,

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Requisition Value Sets

The screenshot depicts the Manage Requisition Descriptive Flexfields page.

Resources

- *Oracle Procurement Cloud Implementing Procurement* guide available on the Oracle Help Center at https://docs.oracle.com/

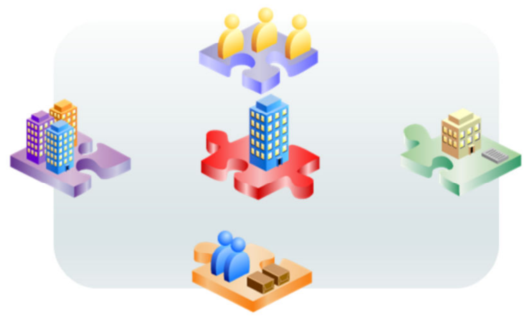
Purchasing Configuration Topics

- Purchasing Document Configuration
- Master Items for Purchasing
- Requisition Configuration
- Business Function Configuration
- Other Procurement Configuration Topics

Defining Business Function Configuration

Setup tasks include:

- Procurement Business Function
- Requisitioning Business Function



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Configuring Procurement Business Function – Main Tab

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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Configure Procurement Business Function > Main tab

The screenshot depicts the Main tab in the Configure Procurement Business Function page.

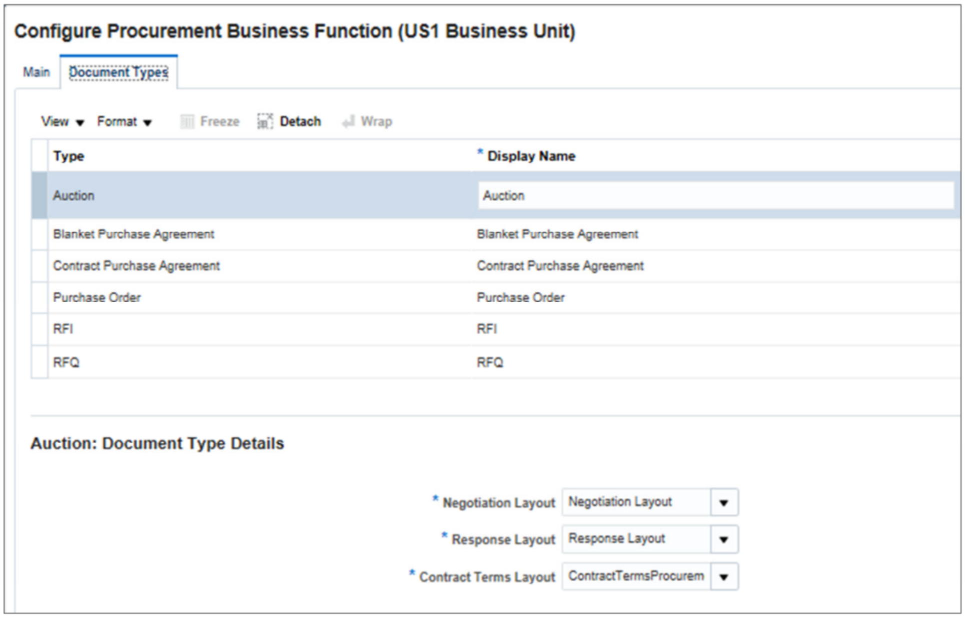
As part of setting up a procurement business unit, you need to define the corresponding procurement configurations. Use the Configure Procurement Business Function page for setting up those configurations or options.

- Each procurement business unit has its own configuration.
- Settings for purchasing transactions
- Settings for sourcing transactions

Configure Procurement Business Function settings include:

- **Terms:** Such as the payment terms and the FOB
- **Document defaults:** Such as the line type and the currency
- **Document controls:** Such as whether to allow retroactive pricing when price changes on a blanket agreement, how to group requisition and requisition lines, and whether to display best prices in blind negotiations

Configuring Procurement Business Function – Document Types



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Configure Procurement Business Function > Document Types tab

The screenshot depicts the Document Types tab in the Configure Procurement Business Function page.

As part of setting up a procurement business unit, you need to define the corresponding procurement document types and layouts.

Procurement Business Function - Document Types

Use the Documents tab of the Configure Procurement Business Function page to set document layouts and change order templates for purchasing documents.

- Document types are configurable for each business unit.
- Modify document layouts according to your business need.
- Set which layouts should be used for each of the document types for the business unit.
- Change order templates should be set for purchasing documents:
  - Purchase orders
  - Blanket purchase agreements
  - Contract purchase agreements

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Some document layouts are seeded with the Oracle Purchasing Cloud and Oracle Sourcing Cloud applications. The seeded document layouts and seeded change order templates will be used as the default layouts and change order template in a new procurement business unit configuration.

Procurement Business Function Terms and Conditions

Use the Define Terms and Conditions button on the Configure Procurement Business Function page to define general terms and conditions that will be included with procurement documents.

- Purchase orders and agreements
- Negotiation types auctions, requests for information, requests for quote

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Purchasing

- The terms and conditions are configurable for each Procurement business unit.
- General terms and conditions are included with these purchasing documents:
  - Purchase Orders
  - Blanket Purchase Agreements
  - Contract Purchase Agreements
- No terms and conditions are seeded with the Oracle Purchasing Cloud application.

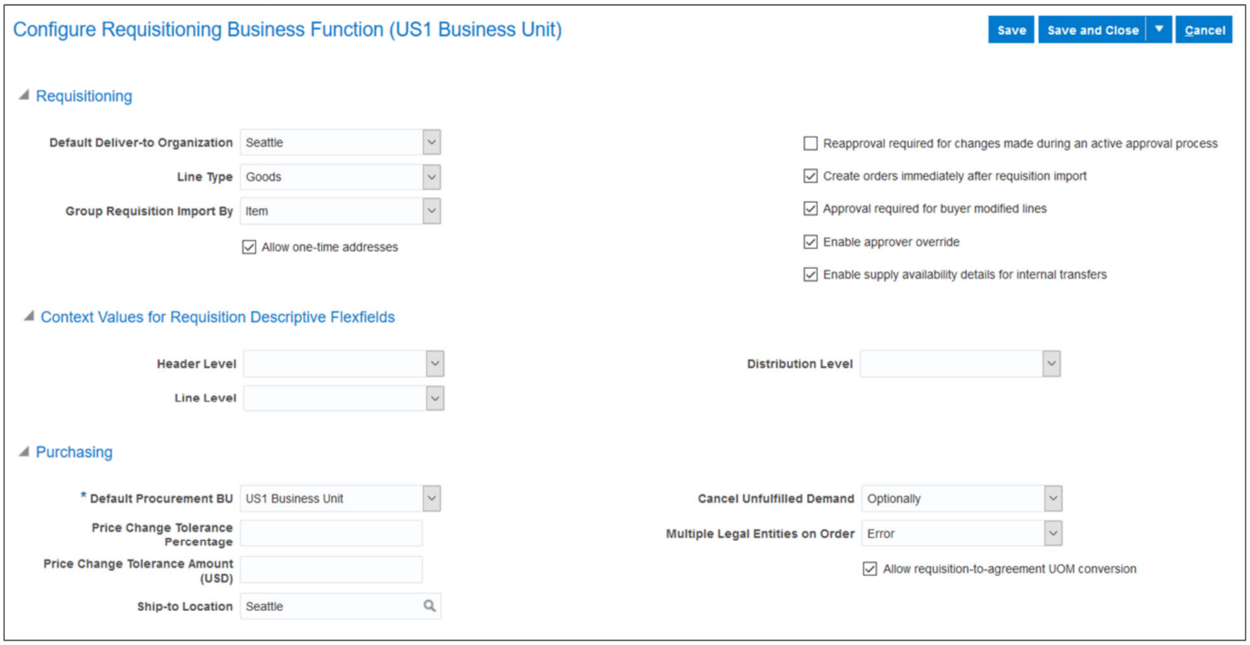
Sourcing

- The terms and conditions are configurable for each Procurement business unit.
- Terms and conditions are presented to users before they respond to a negotiation for the first time.
- General terms and conditions are presented with these negotiation types:
  - Auctions
  - Requests for Information
  - Requests for Quote
- No terms and conditions are seeded with the Oracle Sourcing Cloud application.

Demonstration 7-5

- Configuring a Procurement Business Function

Configuring Requisition Business Function



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Configure Requisitioning Business Function

The screenshot depicts the Configure Requisitioning Business Function page.

As part of setting up a requisitioning business unit, you must define the corresponding requisition business configuration. Each requisitioning business unit:

- Has its own configuration.
- Has settings for requisition creation
- Has settings for purchase orders created in the requisitioning business unit

Requisitioning

Configurations include fundamental settings such as the next requisition number to use, how requisitions are grouped in requisition import and whether approvals need to be restarted from the beginning if approvers modify the requisition.

If Allow one-time addresses is selected, either free-form or structured one-time addresses are enabled depending on an additional configuration – enabling the Capture One-Time Address in Structured Format feature. This is described in detail in a later slide.

Purchasing News

Content can be setup to broadcast announcements or information to requesters in each requisitioning business unit. This content will be available on the Shop page.

Context Values for Requisition Descriptive Flexfields

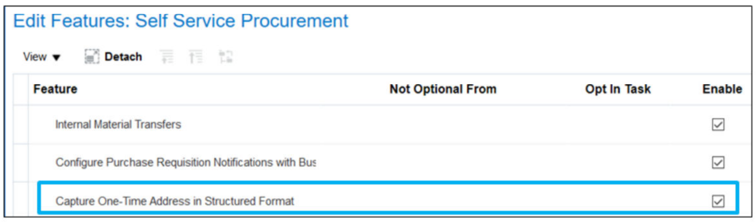
If you need to extend their requisitions to include descriptive flexfields, you can specify the descriptive flexfield context for the requisition header, line, and distribution levels on this page as well.

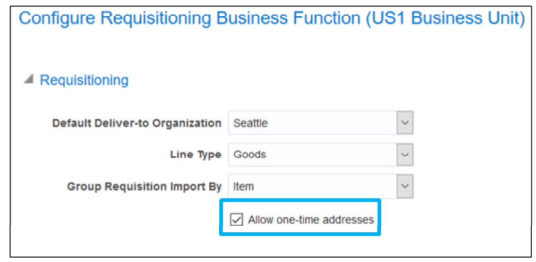
Purchasing

Purchasing related configuration is also defined for each requisitioning business unit. This includes settings such as the Next Purchase Order Number to use and price change tolerance thresholds.

Configuring One-Time Addresses

Capture One-Time Address in Structured Format Opt In	Allow one-time Addresses (BU)	One-time Address on Requisition
Not opted in	Disabled	Disabled
Not opted in	Enabled	Free-form One-time Addresses Enabled on Requisitions
Opted in	Disabled	Disabled
Opted in	**Enabled**	**Structured One-time Addresses Enabled on Requisitions**





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Navigator > Others > Setup and Maintenance > Change Feature Opt In > in Self Service Procurement row, Features

-or-

Navigator > Configuration > Offerings > Procurement > Opt In Features > in Self Service Procurement row, Features

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Configure Requisitioning Business Function

The screenshot depicts the Configure Requisitioning Business Function page.

One-time addresses for requisitions can be enabled by selecting Allow one-time addresses. If the Enable the Capture One-Time Address in Structured Format feature is not enabled for Procurement, one-time addresses are stored as free-form text. If it is enabled, structured one-time addresses are used. The address information is entered at requisition creation time by selecting One Time in the Deliver-to Location Type dropdown. Structured one-time address information can be reused by downstream documents such as purchase orders and invoices. Processes to perform tasks such as tax calculations, for example, can also make use of the data.

Structured one-time requisition addresses can be seen on Purchase Orders, but not edited there.

Managing Common Options for Payables and Procurement

Define the common controls and default values for each business unit with these payables, invoicing and procurement options:

- Default Distributions
- Automatic Offsets
- Currency Conversion
- Expense Accruals
- Self-Billed Invoices

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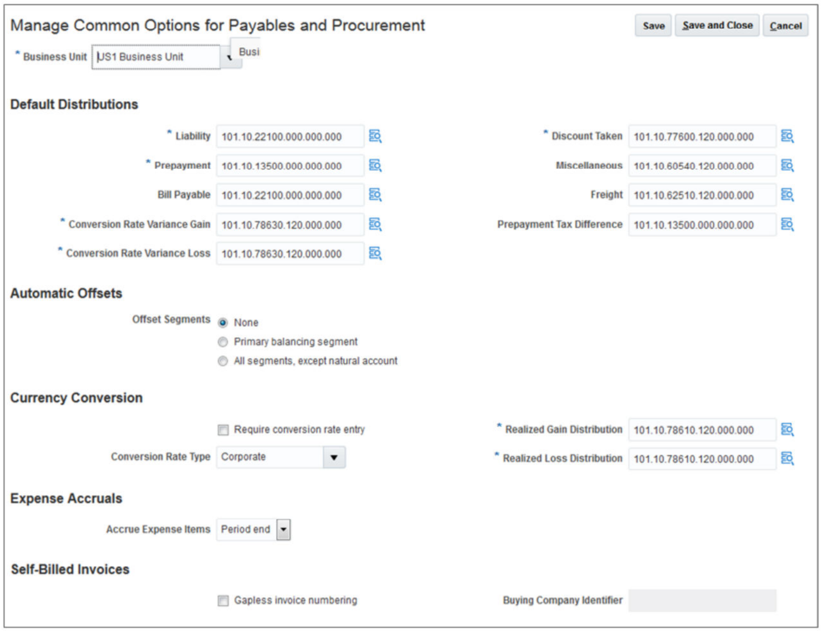
Financial Options and Procurement



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Common Options for Payables and Procurement

The screenshot depicts the Manage Common Options for Payables and Procurement page.

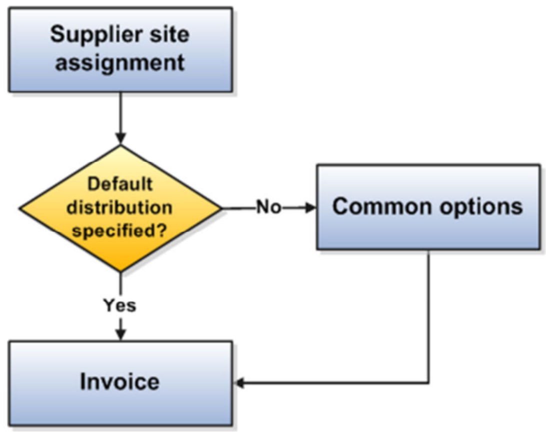
The Manage Common Options for Payables and Procurement task enables the implementer to configure options that are used by features throughout the procure-to-pay business flow.

Note: Most of these options are configured in the financials implementation.

Default Distributions

Default distributions provide default accounts for payables transaction processing.

You can specify some default distributions on a supplier site assignment, in which case, the supplier provides the default distributions on an invoice.



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Common Options for Payables and Procurement

The diagram depicts the logic for defaulting distributions. If a default distribution is not specified in the supplier site assignment, the application looks for one in the common options for payables and procurement setup.

Key Concepts

- **Liability:** Default liability distribution for an invoice, unless a supplier site assignment has a different value
- **Prepayment:** Default distribution for a prepayment invoice, unless a supplier site assignment has a different value
- **Bill Payable:** Default bill payable distribution, unless a supplier site assignment has a different value
- **Conversion Rate Variance Gain and Conversion Rate Variance Loss:** Conversion rate variance gains or losses for inventory items or expense items that were accrued on receipt. Variance is calculated between the invoice and either the purchase order or the receipt, depending on how you matched the invoice. These distributions do not record variances for expense items that were not accrued on receipt.
- **Discount Taken:** Discounts taken on payments if you allocate discounts to a single distribution
- **Miscellaneous:** Distribution for invoice lines with a type of Miscellaneous. If you do not enter a value, miscellaneous charges are prorated across invoice item lines.

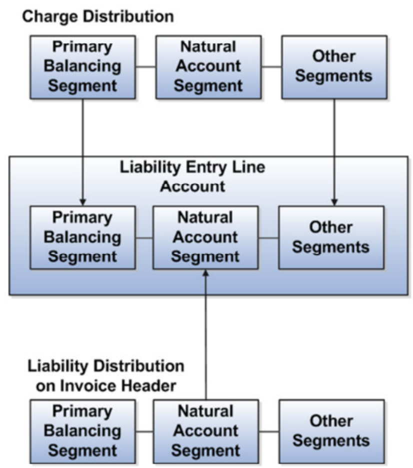
- **Freight:** Freight for an invoice. You can override this distribution during invoice entry. If you do not enter a freight distribution, freight charges are prorated across invoice item lines.
- **Prepayment Tax Difference:** Tax amount difference between a prepayment and the invoices that it is applied to. These differences are usually due to changes in tax rates between prepayment and invoice creation times. This distribution is used only if the Applied Amount Handling option on the tax record is set to "Recalculate."

Note that Transaction Account Builder, a feature that is part of the Financials Subledger Accounting module, can be configured to override any of these defaults based on rules that you create.

Automatic Offsets

Automatic offsets are a method for balancing invoice and payment journal entries that cross primary balancing segment values. There are two methods:

- Automatic Offset by Primary Balancing Segment
- Automatic Offset by All Segments



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Common Options for Payables and Procurement

The diagram depicts an example of an automatic offset.

Implementation Consideration

Consider your automatic offsets options carefully before setting them. Changing automatic offsets after creating accounting entries can result in accounting inconsistencies or slow performance.

Automatic Offset by Primary Balancing Segment

- For this method, Payables uses the invoice liability distribution and overrides the primary balancing segment with the one from the charge distribution to build the liability entry line account. The resulting journal entry is balanced by the primary balancing segment. The invoice distribution combination provides the primary balancing segment value and the liability distribution on the invoice header provides the remaining segment values.
- Receiving uses the receiving inspection distribution for the destination organization, and overrides the primary balancing segment with the one from the PO charge distribution to build the receiving inspection entry line account.

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Automatic Offset by All Segments, Except Natural Account

- For this method, Payables uses the charge distribution combination from the invoice distribution and overrides the natural account segment with the one from the invoice liability distribution to build the liability entry line account. The resulting journal entry is balanced by all segments, except the natural account segment.
- Receiving uses the charge distribution and overrides the natural account segment with the one from the receiving inspection distribution for the destination organization to build the receiving inspection entry line account.

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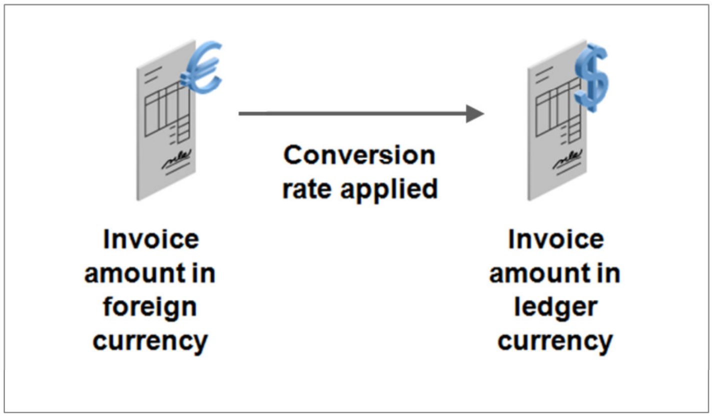
Currency Conversion

Currency conversion options provide default settings for converting foreign currency invoices to the ledger currency.



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Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Common Options for Payables and Procurement

The diagram depicts a general representation of a currency conversion from an invoice amount in a foreign currency, where a conversion rate is applied to generate an invoice amount in the ledger currency.

Require conversion rate entry

Require a conversion rate whenever you enter an invoice or a payment in a currency other than the ledger currency. If you maintain daily rates, the rate is automatically populated based on the date and the rate type that you enter. If daily rates do not exist for the date and rate type, and if this option is enabled, you cannot enter or save the transaction.

If the conversion rate type is User, then you must always enter a conversion rate. You cannot create accounting entries or pay foreign currency invoices without conversion rates.

If you do not enable this option, after you have entered invoices or created payments, then you can enter conversion rates manually or by running the Apply Missing Conversion Rates program.

Conversion rate type

Specify the default conversion rate type when you enter invoices or create payments. You can change the conversion rate type at invoice entry or payment creation time.

Realized gain and loss distributions

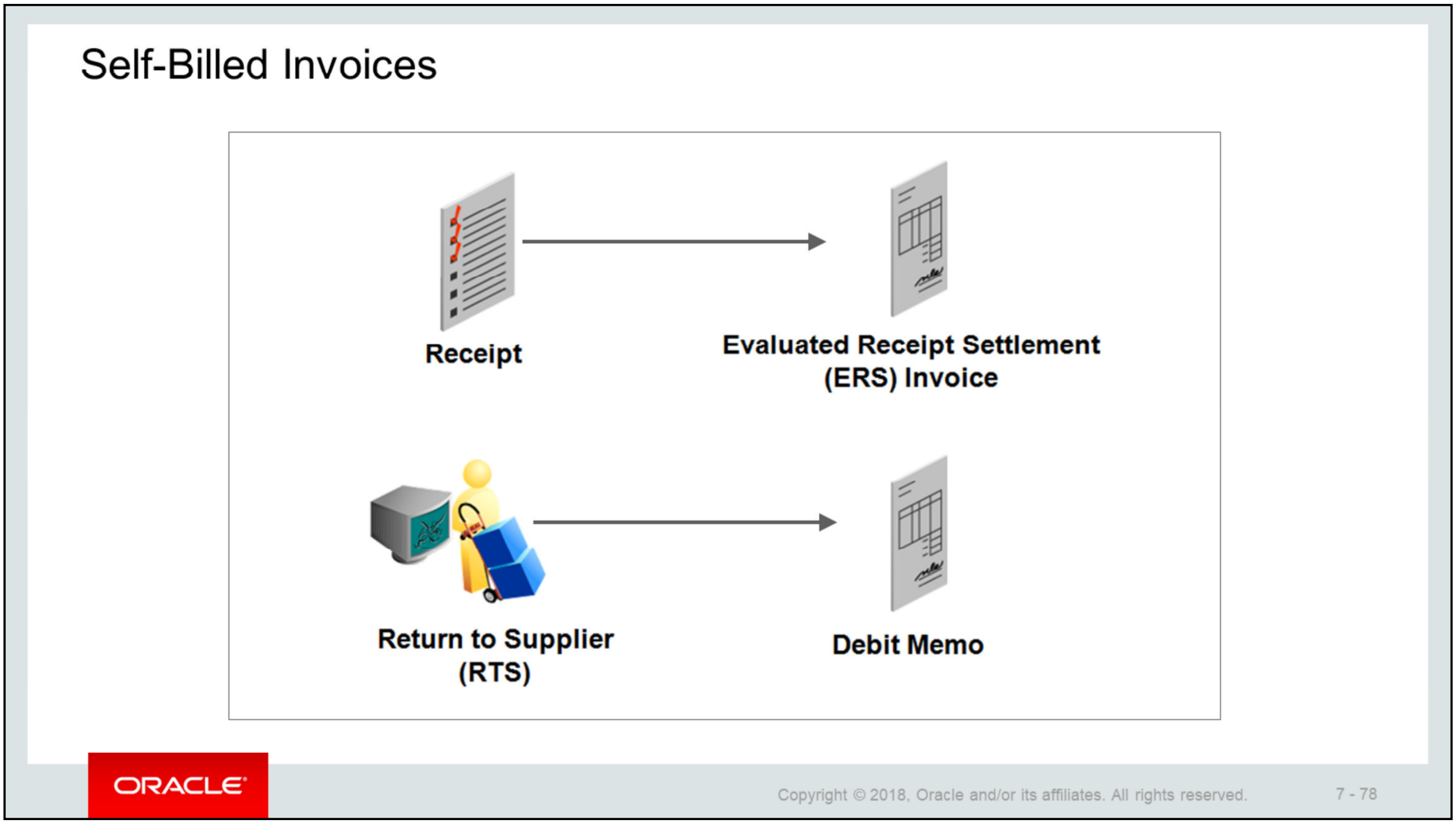
Specify the realized gain and loss accounts for payments. If a conversion rate changes between the time the invoice is entered and the time of payment, then the realized gain or loss is calculated and recorded to these accounts.

Expense Accruals

- Specify when to accrue for expense items.
  - **Period end:** During period close, accrual entries are created for all receipts that do not have invoices. Accrual entries are reversed when the next period is opened.
  - **Receipt:** During receiving, accrual entries are created. You can override this setting on the purchase order schedule for expense destination types.
- Specify a default expense accrual distribution for use in purchase orders.

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Common Options for Payables and Procurement

Note: Accrue at receipt should not be used with budgetary control.



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Common Options for Payables and Procurement

The diagram depicts the general process for self-billed invoices.

- Evaluated Receipt Settlement invoices are automatically created by the Pay on Receipt process in Oracle Receiving Cloud
- Debit memos are automatically created from a return to a supplier transaction in Receiving

Setting automatic invoice numbering options for self-billed invoices:

- **Gapless invoice numbering:** Enable gapless invoice number generation.
- **Buying Company Identifier:** Enter an identifier to use as part of the automatically generated invoice number.

Demonstration 7-6

- Managing Common Options for Payables and Procurement

Purchasing Configuration Topics

- Purchasing Document Configuration
- Master Items for Purchasing
- Requisition Configuration
- Business Function Configuration
- Other Procurement Configuration Topics

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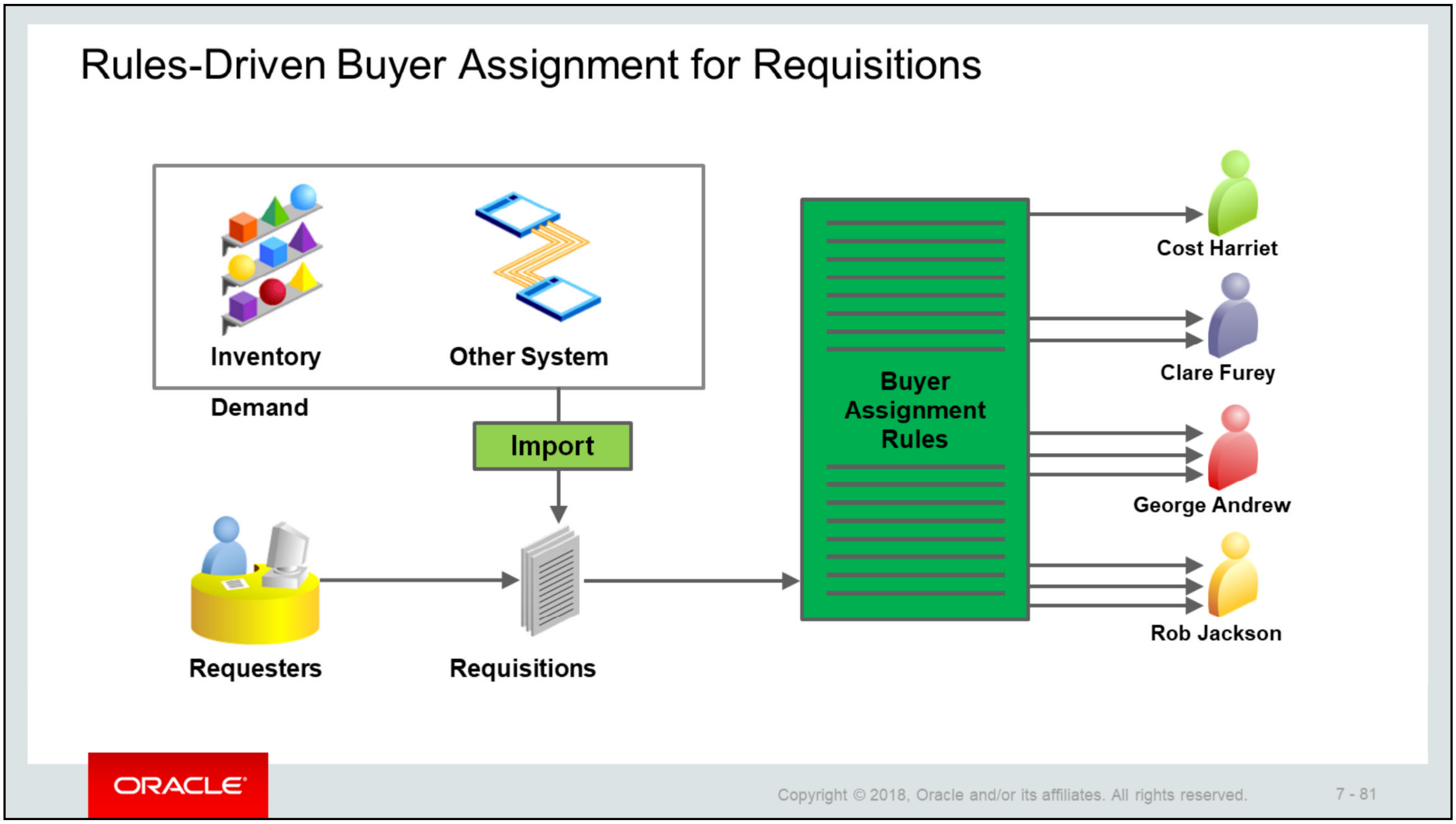
- Manage Buyer Assignment Rules
- Define Receiving Parameters for Procurement
- Additional Purchasing Related Setup

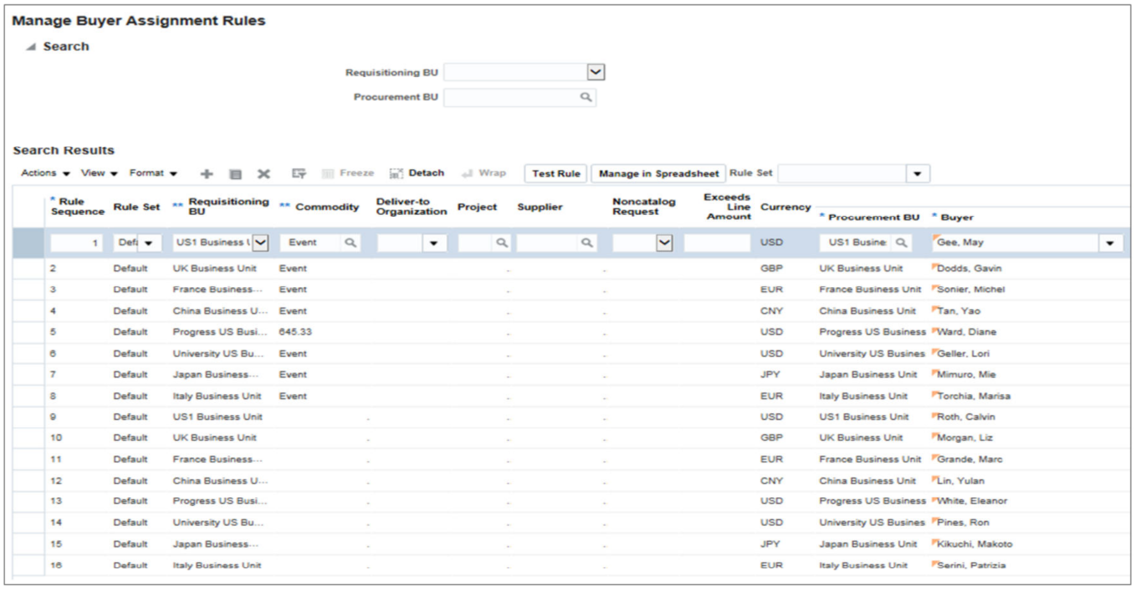


The diagram depicts a generalized flow for rules-driven buyer assignment for requisitions: from requisition demand from inventory and requesters, through the application of buyer assignment rules, to the assignment of requisitions to individual buyers.

This feature allows businesses to set up structured rules that drive automatic routing of requisition lines to the most appropriate buyer for processing. These buyer assignment rules are created based on key attributes of the requisition line such as the commodity being purchased, supplier, project, or requisition line amount.

To help the organizations do the initial setup and perform the ongoing maintenance of these rules, you can upload and modify the rules through a user friendly spreadsheet.

Manage Buyer Assignment Rules



Manage Buyer Assignment Rules

Search

Requisitioning BU

Procurement BU

Search Results

Actions View Format Freeze Detach Wrap Test Rule Manage in Spreadsheet Rule Set

* Rule Sequence	Rule Set	** Requisitioning BU	** Commodity	Deliver-to Organization	Project	Supplier	Noncatalog Request	Exceeds Line Amount	Currency	* Procurement BU	* Buyer
1	Defa	US1 Business U	Event						USD	US1 Busine	Gee, May
2	Default	UK Business Unit	Event						GBP	UK Business Unit	Dodds, Gavin
3	Default	France Business...	Event						EUR	France Business Unit	Sonier, Michel
4	Default	China Business U...	Event						CNY	China Business Unit	Tan, Yao
5	Default	Progress US Busi...	645.33						USD	Progress US Business	Ward, Diane
6	Default	University US Bu...	Event						USD	University US Busines	Geller, Lori
7	Default	Japan Business...	Event						JPY	Japan Business Unit	Mimuro, Mie
8	Default	Italy Business Unit	Event						EUR	Italy Business Unit	Torchia, Marisa
9	Default	US1 Business Unit							USD	US1 Business Unit	Roth, Calvin
10	Default	UK Business Unit							GBP	UK Business Unit	Morgan, Liz
11	Default	France Business...							EUR	France Business Unit	Grande, Marc
12	Default	China Business U...							CNY	China Business Unit	Lin, Yulan
13	Default	Progress US Busi...							USD	Progress US Business	White, Eleanor
14	Default	University US Bu...							USD	University US Busines	Pines, Ron
15	Default	Japan Business...							JPY	Japan Business Unit	Kikuchi, Makoto
16	Default	Italy Business Unit							EUR	Italy Business Unit	Serini, Patrizia

Navigator > Others > Setup and Maintenance > Select the Procurement offering > Purchasing Foundation functional area > Manage Buyer Assignment Rules

The screenshot depicts the Manage Buyer Assignment Rules page.

A buyer assignment rule can be created based on a list of predefined requisition line attributes. These attributes are:

- Requisitioning BU
- Commodity
- Deliver-to Organization
- Project
- Supplier
- Non-catalog Request
- Exceeds Line Amount
- Procurement BU

A commodity can be either a category as entered in a requisition line, or it can be a group of categories as defined in the Procurement category hierarchy.

Defining Receiving Parameters for Procurement

Specify receiving attributes for a particular inventory organization:

- Defines parameters that govern receipts in your system
  - All receipt related controls
  - Rules for the Receipt Number generation and RMA
- Parameters that you set here can be overridden for specific suppliers, items, and purchase orders.
  - Users can change the method of generation of receipt numbers at any time.

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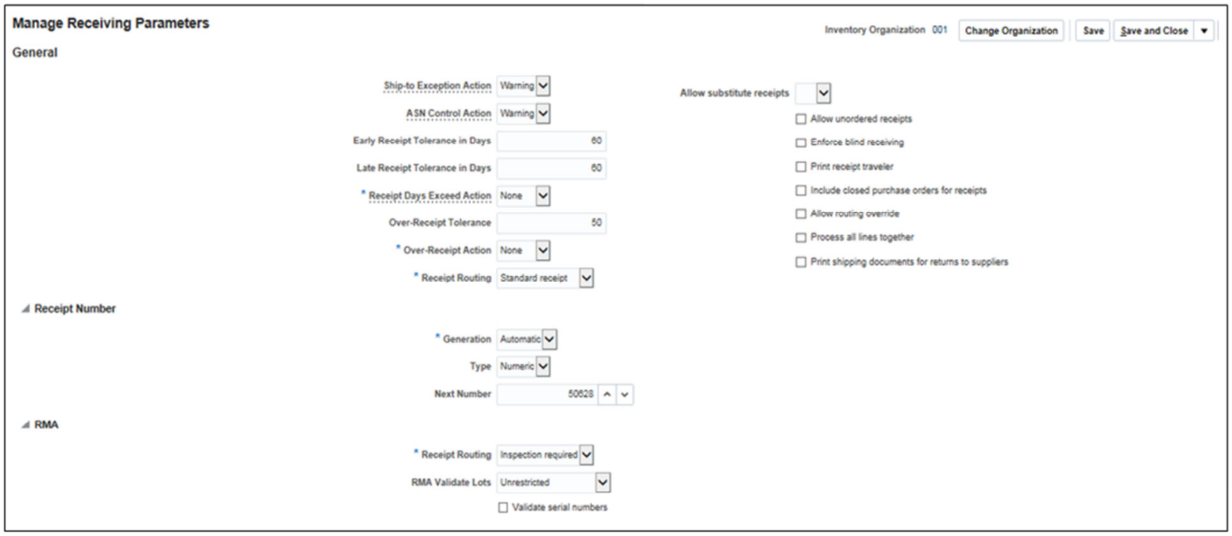
Manage Receiving Parameters



Navigator > Others > Setup and Maintenance > Select the Procurement offering > Receiving functional area > Manage Receiving Parameters

The screenshot depicts the Manage Receiving Parameters page.

Considerations

- If you originally allow manual entry and switch to automatic entry, make sure to enter a Next Number that is higher than the highest number you assigned manually.
- If you choose Automatic receipt number entry, you can generate only numeric receipt numbers, but you can still import either numeric or alphanumeric values from another purchasing system.
- If you import purchasing documents from a foreign system that references alphanumeric numbers, you must choose Alphanumeric as your number type, regardless of your numbering method.

Additional Purchasing-Related Setup

Setup that is not part of a specific set of tasks but that you may want to consider:

- Procurement BU as shared service center
- Procurement by way of a subsidiary
- Business to Business Communication

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Procurement Business Unit as Shared Service Center

Key benefits:

- Sharing and usage of centrally authored catalog content
- Processing of requisitions from multiple requisitioning business units
- Visibility and analysis of spend data
- Negotiating on behalf of business units with consolidated volume of common requirements across the business units
- Order administration on behalf of the business units

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Requisitioning Business Units

Multiple client requisitioning business units (BUs) can be serviced by such a procurement business BU.

Supplier Sites

In order to use the procurement BU as a shared service center, one or more supplier sites need to be created for the procurement BU.

In addition, the site or sites need to be assigned to the requisitioning BUs. This is accomplished by adding a new site assignment to the supplier site with the requisitioning BU as the client BU.

Purchase Agreements

Purchase agreements can be created for the procurement BU and shared by the multiple requisitioning BUs, so they can request goods fulfilled by the same procurement BU.

Smart Forms

Smart Forms can be created in a procurement BU and shared by multiple requisitioning BUs serviced by the procurement BU. Content security is used to make a smart form available particular requisitioning BUs.

Shared Service Center Setup Steps

The following is a summary of the tasks required to enable a shared service center:

1. Define a new business unit.
2. Assign Procurement Business Function to the business unit.
3. Add the business unit as a service provider to an existing business unit (namely the requisitioning business unit).
4. Configure the Procurement Business Function in the new units.
5. Define Procurement Agents for the new business unit and give them access to perform their role specific tasks in the business unit.
6. Create supplier, supplier site, and assignments to be used in the business unit.

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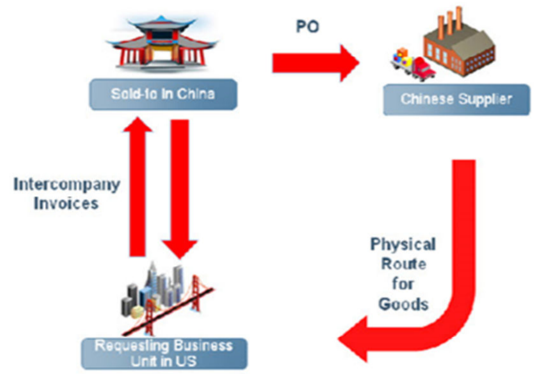
Navigation:

1. Navigator > Others > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Manage Business Unit > Actions > Create
2. Navigator > Others > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Manage Business Unit > Actions > Assign Business Functions
3. Navigator > Others > Setup and Maintenance > Select the Procurement offering > Organization Structures functional area > Manage Business Unit > Actions > Manage Service Providers
4. Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Configure Procurement Business Function
5. Navigator > Others > Setup and Maintenance > Select the Procurement offering > Procurement Foundation functional area > Manage Procurement Agents
6. Navigator > Suppliers work area > Tasks panel tab > Manage Suppliers

Procurement by Way of a Subsidiary

Enables businesses to:

- Meet legal requirements for trading.
- Take advantage of available tax favorable regimes.
- Have the liability for the purchase assumed by the subsidiary that does the purchasing, rather than the requesting business unit.



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Navigator > Procurement > Purchase Orders work area > Manage Purchase Orders

The screenshot depicts procurement by way of a subsidiary. A requisitioning business unit in the United States requests goods from a Chinese supplier, and the purchase order is placed through a Chinese subsidiary that assumes the liability for the goods. The goods route from the Chinese supplier to the requisitioning business unit.

In order to meet legal requirements for trading, businesses are sometimes required to set up subsidiaries in some countries although their primary operations are located elsewhere. Setting up subsidiaries and trading by way of those subsidiaries also often allows businesses to take advantage of favorable tax regimes.

To facilitate buying by way of subsidiaries, the purchase order's sold-to legal entity can be different from the requisitioning BU.

Subsidiary Procurement Setup Steps

Summary of the tasks required to enable a shared service center:

1. Set up intercompany transaction flow between the sold-to legal entity and the requisitioning BU.
2. Set up intercompany internal customer-supplier.
3. Create a supplier site assignment for the sold-to legal entity.

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Navigation:

1. Navigator > Others > Setup and Maintenance > Financials offering > Intercompany functional area
2. Navigator > Others > Setup and Maintenance > Financials offering > Manage Intercompany Customer Supplier Association task
3. Navigator > Others > Setup and Maintenance > Suppliers work area > Manage Suppliers task > Sites tab > Edit > Site Assignments tab

Business-to-Business Messaging

You can enable business-to-business (B2B) electronic communication with your supplier sites.

Communicate purchase orders and their change orders using Oracle Collaboration Messaging Framework (CMK) Cloud.

CMK is an application within Oracle Applications Cloud.

Configure Collaboration Documents

Configure Additional Details

Document	Description	Document Type	Additional Configuration
PROCESS_PO_IN	Process Purchase Order Inbo···	Process Purchase Order	✓
CHANGE_PO_IN	Change Purchase Order Inbo···	Change Purchase Order	✓
CANCEL_PO_IN	Cancel Purchase Order Inbound	Cancel Purchase Order	✓
ACKNOWLEDGE_PO_OUT	Acknowledge Purchase Order ···	Acknowledge Purchase Order	—
ACKNOWLEDGE_CHANGE_PO_···	Acknowledge Change Purcha···	Acknowledge Change Purchase O···	—

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Oracle Collaboration Messaging Framework Cloud

Oracle Collaboration Messaging Framework (CMK) Cloud simplifies setting up B2B communication within the procure-to-pay business flow.

Key CMK Benefits:

- Integrated within Oracle Applications Cloud
- Provides ready-to-use integration with Oracle Supplier Network (OSN)
- Simplifies configuration by eliminating the need to configure an application external to Oracle Applications Cloud
- Adds support for current the OAGIS industry standard 10.1, with continued support for standard 7.2.1
- Communicate purchase order attachments embedded within the message body of an OAGIS 10.1 purchase order outbound message

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Setup and Maintenance Tasks

Navigator > Others > Setup and Maintenance > Select Procurement offering > Suppliers functional area > Manage Collaboration Messaging Configuration task

Navigator > Others > Setup and Maintenance > Select Procurement offering > Suppliers functional area > Manage Collaboration Messaging Service Provider task

Navigator > Others > Setup and Maintenance > Select Procurement offering > Tasks panel tab > Search > Manage Administrator Profile Values task

Manage Collaboration Messaging Configuration Page

- Enable collaboration messaging for the procure-to-pay flow.
- Configure how documents are stored in the system for legal purposes.
- Set the global sender ID and Type to identify your system in the Oracle Supplier Network.

Manage Collaboration Messaging Service Providers Page

- Optional setup, configure inbound and outbound messages when using the seeded service provider Oracle Supplier Network.
- Provide administrator username and password.

Profile Option to Include Attachments in Electronic Communication

On the Manage Administrator Profile Values page, search for the Profile Display Name: Include Attachments in Electronic Communication.

Supplier Site Setup

Navigator > Procurement > Suppliers work area > Manage Suppliers task > Edit Site

Configure each supplier site to establish electronic communication with the trading partner:

- Enable the site for electronic communication using Collaboration Messaging Framework.
- Create external partners with Manage External Partners.
- Associate collaboration documents with the supplier site.

Manage Undelivered Collaboration Messages Page

Navigator > Collaboration Messaging Framework work area > Overview

- Provides a task area to view undelivered messages, review and reprocess messages.

Related Resources

- Release Readiness Document--*Oracle Fusion Procurement Cloud Release 11: Procurement Uptake of Collaboration Framework TOI*
- *Oracle Procurement Cloud Purchasing Electronic Communication* white paper on My Oracle Support (Document ID 2174649.1)

Oracle B2B e-Commerce Gateway

Oracle B2B e-Commerce Gateway supports communication of transactions with trading partners such as suppliers.

- For every supplier site both the Oracle Fusion Middleware application and the supplier site definition in Oracle Applications Cloud must be configured.
- Support is limited to the older OAGIS industry standard 7.2.1
- Communication of purchase order attachments is not supported.

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B2B Trading Partner Setup Steps

Here is a summary of the tasks required to enable each supplier site as a B2B trading partner:

1. Enable supplier site and buying organization for electronic messaging in Oracle e-Commerce B2B Gateway:
    a. Log into the B2B console as an administrator. (http://hostname:soaport/b2bconsole)
    b. Create a trading partner for the supplier site define documents (B2B message) that can be communicated to this trading partner.
    c. Define the channel used for the communication, such as Oracle Supplier Network (OSN).
    d. Create B2B agreement between the buying organization and the supplier site.
2. Map supplier site in Oracle Supplier Model Cloud to a supplier site in Oracle e-Commerce B2B Gateway.
   Navigator > Procurement > Suppliers > Manage Suppliers task > Sites tab > Edit > General tab > B2B Trading Partner Information
3. Identify Domain Value Maps between the buying organization and the supplier site (optional).

Resources

- *Oracle Procurement Cloud Purchasing Electronic Communication* (Document ID 2174649.1) white paper on My Oracle Support.

Practices

- 7-1: Configuring Your Business Unit
- 7-2: Adding Roles to a User
- 7-3: Configuring Transaction Accounting

Resources

Documentation

Available in the Oracle Help Center: https://docs.oracle.com/

- *Oracle Procurement Cloud Implementing Procurement Guide*

White Papers

Available on My Oracle Support

- *Oracle Procurement Cloud Purchasing Electronic Communication* (Document ID 2174649.1)
- *Transaction Account Builder Oracle Procurement Cloud* (Document ID 2168691.1)

Training

- Oracle University *Oracle Financials Cloud: Financials Implementation* course.

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Summary

In this lesson, you should have learned the basic concepts required to:

- Identify and configure common Procurement tasks
- Identify and configure common Purchasing tasks

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