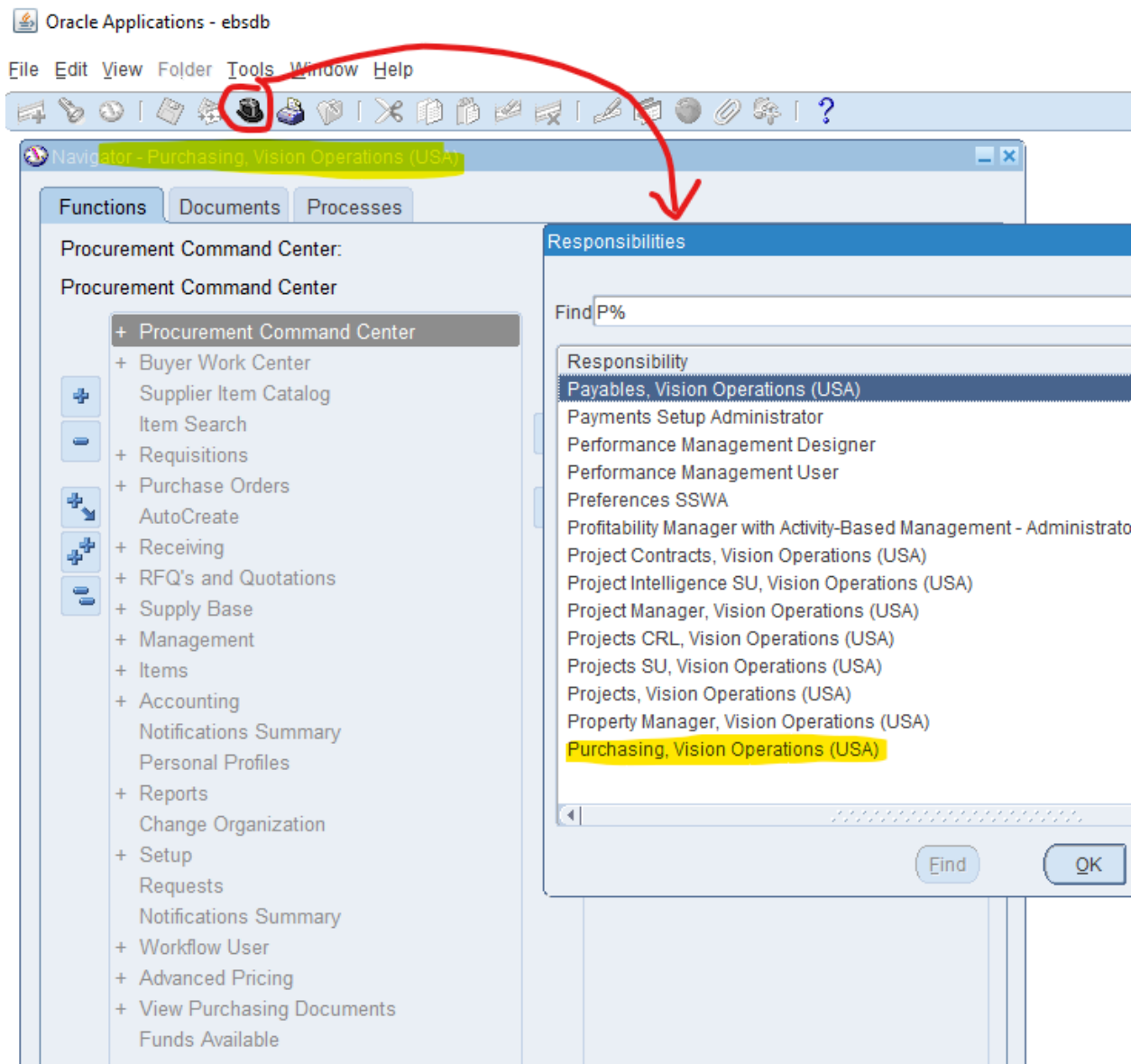


Assignment for Oracle E- Business Procurement/Purchasing

Date: 22nd Nov-2024

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

For the following exercises it is assumed the user is switched to the responsibility
“Purchasing, Vision Operations (USA)” unless explicitly mentioned otherwise. Therefore,
all navigation will stem from this window



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

RFQ , Purchasing, Payment

Navigate **SUPPLY BASE > SUPPLIERS** which will open an html page for Suppliers. Here you can pick any supplier you want from the list or search for a particular one. In the following screenshot I have picked 03_Supplier. Click on the right most blue icon on the supplier row for update.

The screenshot shows the Oracle Payables Suppliers page. The main table lists suppliers with the following columns: Supplier Number, Parent Supplier Name, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. The first row shows '03_Supplier' with a Supplier Number of 22. A red arrow points to the 'Update' icon (a blue square with a white 'U') in the rightmost column of this row. The page also includes a 'Supplier Search' section with a 'Keyword Search' and a 'Simple Search' section with a 'Show More Options' link.

Here we will navigate to address book for this supplier and click on the yellow pencil for update (could also be the blue icon for manage)

The screenshot shows the Oracle Payables Address Book page for '03_Supplier - 22: Address Book'. The main table lists addresses with the following columns: Address Name, Address Details, Site Name, Purpose, Communication, Purpose, Status, Update, Manage Site, and Remove. The first row shows '03_Supplier_Site' with an Address Name of '401 5th Street, New York, New York, 10110020'. A red arrow points to the 'Update' icon (a yellow pencil) in the 'Update' column of this row. The page also includes a 'Search' section with a 'Go' button and a 'Create' section with a 'Create' button.

Here we can see this site for this supplier is configured for purchasing and payment

ORACLE Payables

Suppliers

Update 03_Supplier - 22: Payment Details

Payment Details

Payment Methods

Tip You can choose one payment method to default on documents for the payee. A default payment method is optional.

Payment Method	Default	End Date
Bank Payment	<input type="checkbox"/> Default	
Check	<input type="checkbox"/> Default	
Comcheck Payment method	<input type="checkbox"/> Default	
Electronic	<input type="checkbox"/> Default	
Outsourced Check	<input type="checkbox"/> Default	
Wire	<input type="checkbox"/> Default	

Payment Attributes

Payment Delivery Attributes Payment Specifications Separate Remittance Advice Delivery

Service Level Settlement Priority

Delivery Channel Payment Test Message 1

Bank Instruction 1 Payment Test Message 2

Bank Instruction 2 Payment Test Message 3

Bank Instruction Details

Supplier Sites

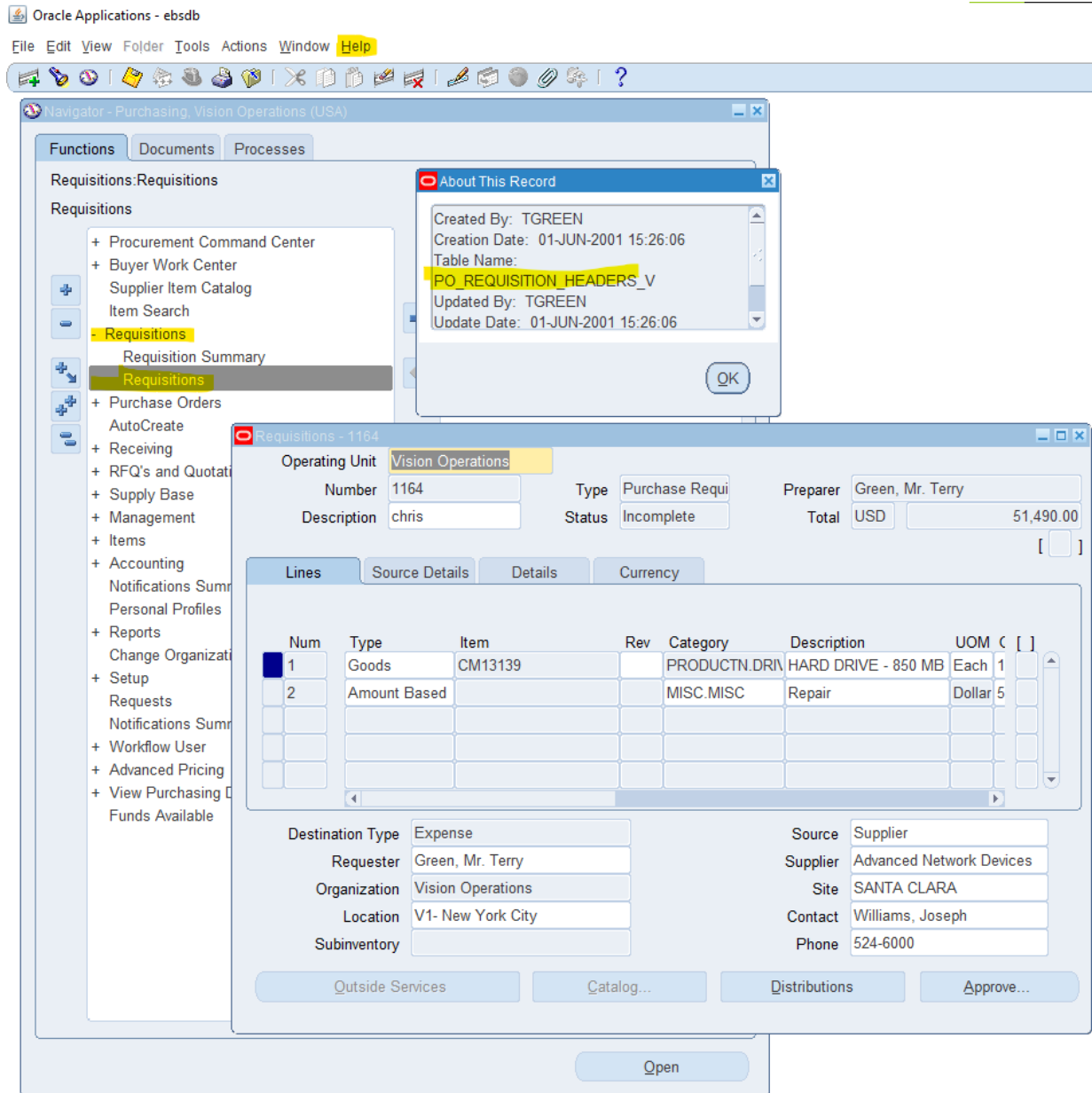
Site Status Site Name Operating Unit

Site Name Operating Unit Update Payment Details

03_Supplier_Sit Vision Operations

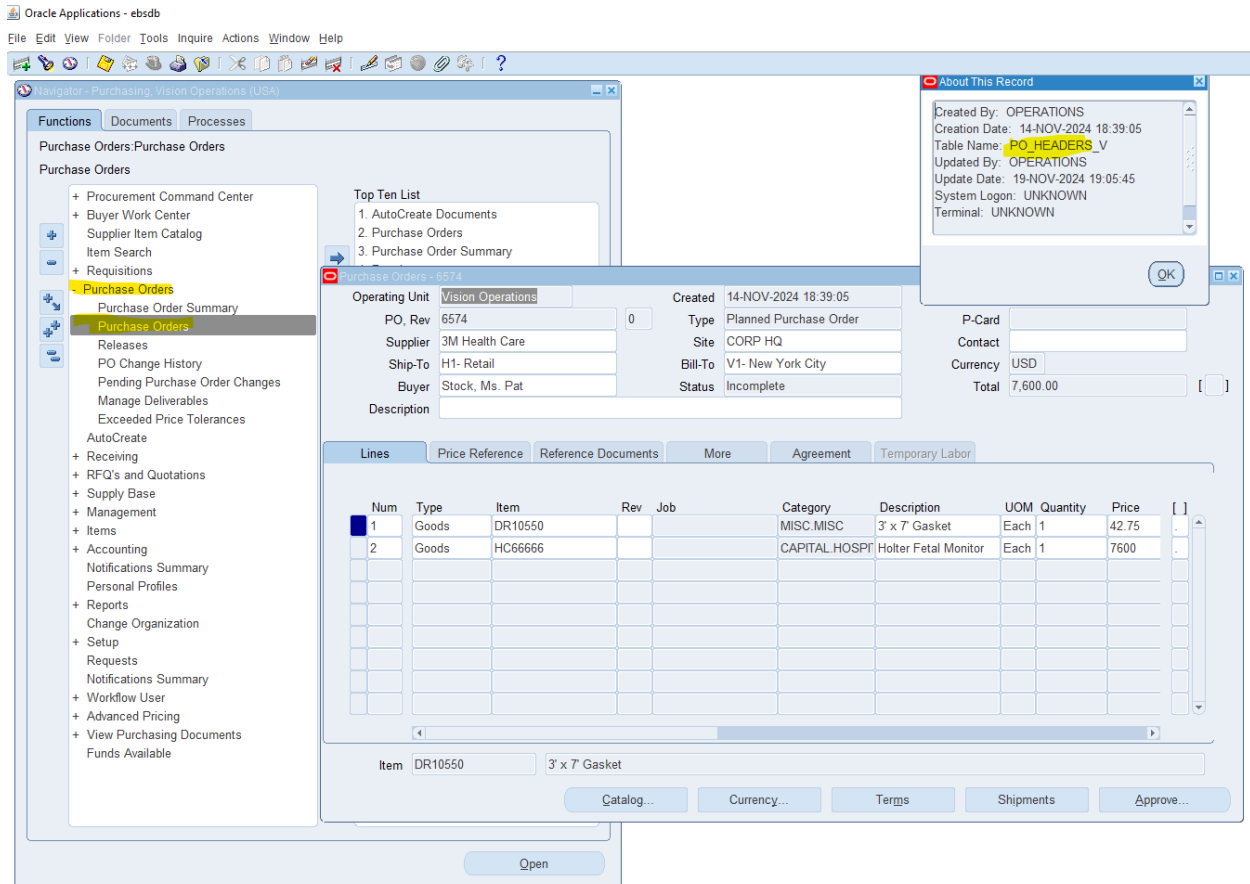
5. Query one existing Requisition & check what are all information has been captured/update for the respective Requisition.

Navigation for this is **REQUISITIONS > REQUISITIONS**. I have clicked ctrl+f11 to query for req's. I also have shown the view in the database where this information comes from.



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

Navigation for this is **PURCHASE ORDERS> PURCHASE ORDERS**. I have clicked ctrl+f11 to query for po's. I also have shown the view in the database where this information comes from.

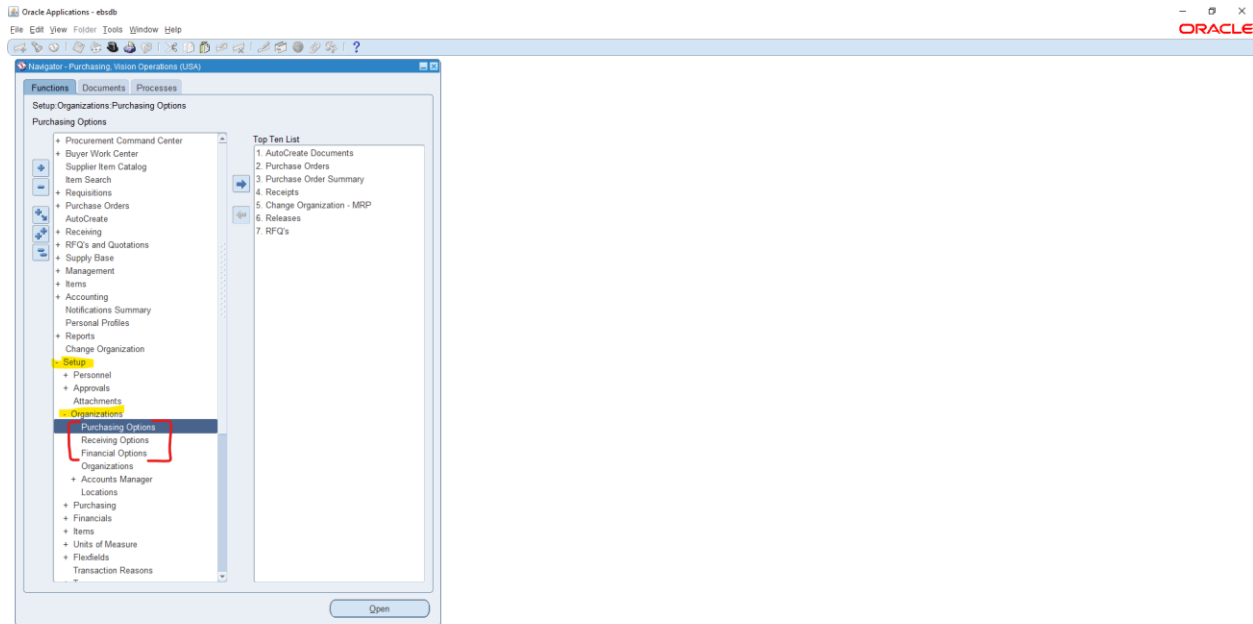


7. Explain the key modules of Oracle EBS Procurement Suite.

There are many modules that are key to Oracle EBS Procurement, but as for the ones covered in the curriculum, I will mention Purchasing and Inventory. Inventory because you need to define an item in Inventory before you can procure it. And Purchasing handles the entire procure to pay cycle.

10. What is the **PROCUREMENT/PURCHASING** key Configuration?

Each of the setup component what are all Information in captured while configuring need to demonstrate.



If you click on purchasing options you will get the following html page to configure things like

The screenshot shows the 'Purchasing Options' configuration page in Oracle Purchasing. The page is divided into several sections:

- Document Control:** Includes fields for Price Tolerance (%), Price Tolerance Amount (USD), Enforce Full Lot Quantity, Reorder Close Point, Cancel Requisitions, SBI Buying Company Identifier, Output Format, Maximum Attachment Size (in MB), and Email Attachment Filename.
- Document Defaults:** Includes fields for Requisition Import Group By, Internal Requisition Order Type, Internal Requisition Order Source, Receipt Close Tolerance (%), Invoice Close Tolerance (%), Quote Warning Delay, Acknowledgment Required, and Acknowledgment Lead Time (Days).
- Receipt Accounting:** Includes fields for Accrual Expense Items, Period End, Accrual Inventory Items, Automatic Offset Method, Expense AP Accrual Account, and Company Description Account Sub Account Prefix.
- Document Numbering:** Includes a table with columns for Document, Entry, Type, and Next Number. The table shows the following data:

Document	Entry	Type	Next Number
RFQ Number	Automatic	Numeric	307
Quotation Number	Automatic	Numeric	501
PO Number	Automatic	Numeric	6504
Requisition Number	Automatic	Numeric	19112
- Additional Information:** Includes a field for Document Style for Pull.

If you click on receiving options you will get the following html page, just make sure to select the right organization

ORACLE

Inventory Organization: **Inventory Organization** | **Open Operating** | **Go** | **Cancel** | **Save**

Receiving Options

* Indicates required field

Enforce Ship-To: Warning	<input checked="" type="checkbox"/> Allow Unordered Receipts
ASN Control Action: Warning	<input checked="" type="checkbox"/> Allow Express Transactions
* Receipt Days Early: 5	<input checked="" type="checkbox"/> Allow Cascade Transactions
* Receipt Days Late: 5	<input type="checkbox"/> Allow Blind Receiving
* Receipt Days Exceed Action: Warning	<input type="checkbox"/> Validate Serial Numbers on RMA Receipts
* Over Receipt Tolerance (%): 5	Receipt Number Generation: Automatic
Over Receipt Action: Warning	Receipt Number Type: Numeric
RMA Receipt Routing: Standard Receipt	* Next Receipt Number: 0070
Receipt Routing: <input checked="" type="checkbox"/> Allow Substitute Receipts	Validate Lots on RMA Receipts: Restricted

Accounting

* Receiving Inventory Account: **01-000-1410-0000-000** Company Department Account Sub-Account Product

Reflexive Price Adjustment Account: **01-000-0210-0000-000** Company Department Account Sub-Account Product

* Clearing Account: **01-000-1410-0000-000** Company Department Account Sub-Account Product

Cost Factors

☐ Interface to Advanced Pricing

☐ Interface to Transportation Execution

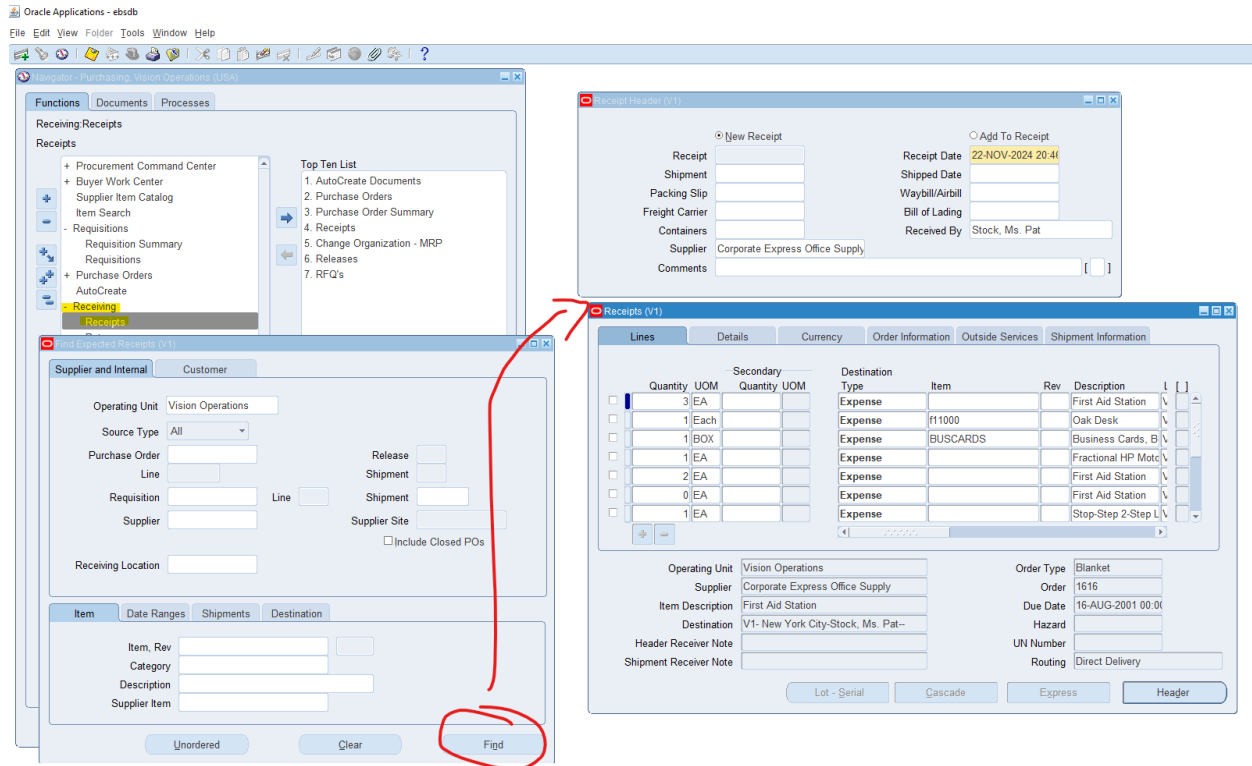
As for Financial Options, this is covered in question 17

11. Navigate Provide screenshots or descriptions of the following:

The requisition. -- This has already been shown in question 5. A requisition is an internal document that outlines what item is needed. If approved a Purchase Order will be created from the details in this document.

Purchase Order. -- This has already been shown in question 6. A purchase order outlines what item is actually being ordered and sent to the supplier. This tells the supplier what is being ordered.

Receipt for PO. -- This document outlines what is actually received from the supplier. It is created when items ordered actually arrive. It is compared to the corresponding purchase order for matching. Below screenshot shows navigation RECEIVING > RECIEPTS where you can search for a certain receipt. I did not enter any specific query and just pressed find which then shows an actual receipt document.



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

5 Desktop Computers

10 Office Chairs

You are tasked to procure these items using Oracle Procurement.

Steps to Complete:

13. Create a Supplier:

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

For this I skipped this question initially and went forth and created my other documents using Bigmart as a supplier since it showed up in my queries. However I noticed later that Bigmart is not a supplier but rather a customer

ORACLE Payables

Suppliers

Warning: Possible Matching Organizations

Create New Organization

Create New Organization | +

Name	Tax Payer Id	D-U-N-S Number	Tax Reg Number	Country
Bigmart				

Use Existing Organization

Use Existing Organization | +

Select	Details Name	Tax Payer Id	DUNS Number	Tax Reg Number	URL	Status	Supplier	Customer	Match (%)
<input type="radio"/>	Bigmart	30281038		340173	www.bigmart.com	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100

Party Usages

Usage

Customer

Supplier

I even explored and found it in Customers module as shown in following screenshot

ORACLE Customers Online

Customers | Reports | Import | Administration | Other

Customers Dashboard > Organizations | Persons | Hierarchies

Organizations

Recent Items

- Bigmart.com
- Business World
- Business World
- Business World
- Business World

Simple Search

Name: Bigmart Registry ID: Account Number: D-U-N-S Number: Web Site: Taxpayer ID: Go Clear

Advanced Search

Name	Registry ID	D-U-N-S Number	Address	Country	Primary URL	Status	Match (%)	Update	Record History
Bigmart	1188		100 Main St, BENTONVILLE, AR 30019	United States	www.bigmart.com	Active	100%		

So, although I picked Bigmart in the following screenshots let's pretend I picked an existing supplier from the list in question 3.

14. Create a Requisition:

Requisitions - [New]

Operating Unit: Vision Operations

Number: 15908 Type: Purchase Requi Preparer: Stock, Ms. Pat

Description: BF Order Status: Incomplete Total: USD 6,000.00

[]

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	Qt	[]
1	Inventory item	AS44400		MISC.MISC	President Model Deskto	Each	5	
2	Goods	f21000		SUPPLIES.OFFIC	Office Chair (used for Gl	Each	10	

Destination Type: Inventory Source: Supplier

Requester: Stock, Ms. Pat Supplier: Site: Contact: Phone: Subinventory:

Outside Services Catalog... Distributions Approve...

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

Enter **Order Information:**

Supplier: Select the supplier from the list of available suppliers.

Order Type: Choose the appropriate order type (for example, **Standard**).

Quotations - [New]

Operating Unit	Vision Operations			RFQ	
Number	500	Type	Bid Quotation	Contact	
Supplier	Bigmart	Site	BENTONVILLE	Status	In Process
Ship-To	M1- Seattle Mfg	Bill-To	M1- Seattle Mfg	Supplier Quote	
Description	BF Qoutation			Response Date	22-NOV-2024
<input type="checkbox"/> Approval Required			Buyer	Stock, Ms. Pat	
Effectivity		-		Currency	USD []

Items
More

Num	Category	Description	UOM	Price	Supplier Item
1	MISC.MISC	President Model Deskto	Each	1000	
2	SUPPLIES.OFFICE	Office Chair (used for Gl	Each	100	

Item

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

Navigator - Purchasing, Vision Operations (USA)

Functions Documents Processes

Setup: Organizations: Financial Options

Financial Options

- Purchase Orders
- Releases
- PO Change History
- Pending Purchase Order Changes
- Manage Deliverables
- Exceeded Price Tolerances
- AutoCreate
- + Receiving
- RFQ's and Quotations
 - RFQ's
 - Quotations
 - Quote Analysis
- + Supply Base
- + Management
- + Items
- + Accounting
 - Notifications Summary
 - Personal Profiles
- + Reports
 - Change Organization
 - Setup
 - + Personnel
 - + Approvals
 - Attachments
 - + Organizations
 - Purchasing Options
 - Receiving Options
 - Financial Options**
 - Organizations
 - + Accounts Manager
 - Locations
 - + Purchasing
 - + Financials
 - + Items

Top Ten List

1. AutoCreate Documents
2. Purchase Orders
3. Purchase Order Summary
4. Receipts
5. Change Organization - MRP
6. Releases
7. RFQ's

Financials Options (Purchasing, Vision Operations (USA))

Operating Unit Vision Operations

Accounting Supplier - Purchasing Encumbrance Tax Human Resources

Future Periods 2

GL Accounts

Liability	01-000-2210-0000-000
Prepayment	01-000-1340-0000-000
Bills Payable	01-000-2580-0000-000
Discount Taken	01-740-7825-0000-000
PO Rate Variance Gain	01-740-7842-0000-000
PO Rate Variance Loss	01-740-7844-0000-000
Expenses Clearing	
Miscellaneous	
Retainage	01-000-2210-0000-000

Open