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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 need to be attached].

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

**RFQ , Purchasing, Payment**

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

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

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

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

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

11. Navigate Provide screenshots or descriptions of the following:

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

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.

14. **Create a Requisition:**

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**).

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

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

Answers:

1. So, you switch responsibility to Purchasing, Vision Operations (USA). The path to find existing suppliers is Purchasing>Supply Base>Suppliers

A screenshot of a computer

Description automatically generated

It will launch an HTML page which you will scroll down to see all the existing Suppliers

A screenshot of a computer

Description automatically generated

Select Update on the right next to 3G Communication which will take you to this page:

A screenshot of a computer

Description automatically generated

Then select the Address book tab on the left side. Which will take you to this page:

A screen shot of a video game

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Then click on the pencil under update which will show this:

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Where you can see that this supplier has Purchasing and Payment selected

1. So, for the same supplier 3G Communication

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Select Bank details on the left side tab which will take you here:

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Description automatically generated

This Supplier has no banking details listed. Now if you click on Payment details tab towards the bottom this page will show:

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Description automatically generated

In this tab you can see that the payment method for this supplier is a check.

1. So, now go back to Oracle EBS. Follow this Path Purchasing>Requisitions>Requisitions which will open this:

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Description automatically generated

Now you want to query through the data so press Ctrl+Fn+F11 and press the down arrow key three times and you will reach this requisition:

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You can click this Source Details tab to get more information on the requisition

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Then click details tab:

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You can check the Currency of the Requisition by clicking the currency tab:

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Under Distribution you can see the Charge account and the quantity:

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Description automatically generated

1. To find Purchase Orders. The path is Purchasing> Purchase Orders> Purchase Orders

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Description automatically generated

Press Ctrl+Fn+F11 to query about a purchase order:

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Description automatically generated

Which show all the information about the Purchase Order like who the suppler is and where its being shipped and the buyer is. Under the Terms button at the bottom, you can see more information about the purchase like payment type and carrier:

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Description automatically generated

Under Shipments at the bottom of the next to Terms you can see the Shipment details:

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1. The key modules of Oracle EBS Procurement Suite are the P2P process which is Procurement to payment. Which is a part of the Supply Chain management. It starts with Requisition which is requesting to buy an item. When the requisition is accepted the Purchase Order is created, which is a document made with how many items have been ordered and between whom will all the details to make sure the supplier is paid, and the buyer receives the good/item. Then you have receiving which is when you or the buyer receives the item. Then last you have the Supplier Invoices and Supplier Invoices Payments.
2. The key configuration for Procurement/Purchasing is Purchasing options, Receiving Options, and financial options. You need these three options are very important for procurement and need to be done before first when started Procurement/Purchasing.

The path to these is Purchasing>setup>organization> purchasing options:

Purchasing options: which show a lot of purchasing options that can be important like Match Approval level

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Receiving Options: shows all the information about the receiving options like the sections that have stars next to them

A computer screen with text

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Financial Options: This shows the Liability number and many other pieces of information that are an important part of financial options

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1. Navigation for Requisition is: (Purchasing)>Requisitions>Requisitions

Ctrl+Fn+F11 to Query through all Requisitions

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This is where you make a request to purchase something, it will either be approved or rejected by someone whose job it is to look over these things. Once approved the Purchase order will be made

The navigation for Purchase Order is: is (Purchasing)> Purchase Orders> Purchase Orders

Ctrl+Fn+F11 to Query through all the Purchase Orders

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The purchase order is created after the Requisition is made and approved and it is where you have agreed to buy some item or good for a price.

The navigation for the Receipt for Purchase Order is (Purchasing)>Receiving> Receipts

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Description automatically generated

Click the find button and you get a list of all the receipts:

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A screenshot of a computer

Description automatically generated

The Receipt is something that happens after you receive the item or good and payment went through and shows and confirms all the information that was in the purchase order.

1. 5 Desktops/10 Office Chairs
2. Creating a Supplier: Path is (Purch)>Supply base > Supplier then I created a new supplier

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Description automatically generated

Created a supplier named xx\_GB\_Supplier and gave it all the necessary information

1. Creating a Requisition: Path is Purchasing>Requisitions>Requisitions

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Description automatically generated

Which had 5 Desktops and 10 Chairs and got approved



1. Creating a New Purchase Order: Purchasing> Purchase Orders> Purchase Orders

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Description automatically generated

Created a Purchase Order with the supplier Dell Computers. Ordered 5 Desktop Computers and 10 Office Chairs and got it approved

1. Creating a Quotation for a supplier. The path is Purch>RFQ’s and Quotations>Quotations

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Made sure the type was Standard, Supplier was dell, and Status was active with the correct items that were bought.

1. Purchasing>setup>organization> financial options

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Which shows the Liability number and all these other account numbers which are important

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Description automatically generated

This shows more information about the supplier and the Inventory org is V1

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This shows more information about Financial options