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

Date:22nd Nov-2024

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

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

**RFQ , Purchasing, Payment**

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

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

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// Path: Purchasing > Requisitions > Requisitions

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

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// Path: Purchasing > Purchase Orders > Purchase Orders

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

Item Master defines all items your organization buys, stocks, or uses, including details like names, descriptions, units of measure, pricing, and categories, to manage and track items in procurement.

Supplier Master stores details about suppliers, such as names, contact info, payment terms, and pricing agreements, ensuring items are purchased from the right suppliers under the agreed terms.

Oracle EBS Procurement Suite relies on the Item Master and Supply Master. Linking them properly makes ordering and receiving goods faster, smoother, and more cost-effective.

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

There are three set up components, which are purchasing, receiving, and financial options.

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// Path: Purchasing > Setup > OrganizationsA screenshot of a computer

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Purchasing options set the rules and defaults for creating requisitions, purchase orders, and other related documents. They are defined in the operating unit level.

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// Path: Purchasing > Setup > Organizations > Receiving

Receiving options manage how goods and services are received and checked. They are defined in the inventory organizational level.

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// Path: Purchasing > Setup > Organizations > Financials Options

Financial options set the default accounting rules and preferences for transactions in the Purchasing and Payables modules. They are defined in the operating unit level.

11. Navigate Provide screenshots or descriptions of the following:

* The requisition.

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Description automatically generated// Path: Purchasing > Requisitions > Requisitions

* Purchase Order.

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Description automatically generated// Path: Purchasing > Purchase Orders > Purchase Orders

* Receipt for PO.

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Description automatically generated// Path: Purchasing > Receiving > Receipts

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.

// Navigate to Purchasing > Supply Base > Suppliers

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// Select Create Supplier

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// Update Address Book

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// Update Site Address

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Description automatically generated

// Update Payment Details

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14. **Create a Requisition:**

// Navigate to Purchasing > Requisitions > Requisitions

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// Fill in Requisition Details

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// Fill in Distribution Details

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Description automatically generated

// Approve Requisition DetailsA screenshot of a computer

Description automatically generated

// Confirm Requisition is Approved

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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**).

// Navigate to Purchasing > AutocreateA screenshot of a computer

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// Fill in Supplier Information and Select Find

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// Highlight requisition lines to include in Purchase Order and Select AutomaticA screenshot of a computer

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

// Navigate to Purchasing > RFQ’s and Quotations > QuotationsA screenshot of a computer

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// Fill in Quotation Details then ApproveA screenshot of a computer

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

// Navigate to Purchasing > Setup > Organizations > Financial Options

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// Navigate to Setup > Accounts > Combinations

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// Verify that accounts defined in Financial Options are defined in General Ledger