Lean Specification

O2\_GENAI\_REP1295\_Printed Purchase Order Report

Document Control Information

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# Summary

## Purpose/Justificatio

This Lean specification document is intended to provide the key information, assumptions, rules, and logic required for defining the purchase order report. This report is a PDF format of the purchase order which can be sent to vendors as a legal document.

## Report Description and Overview

|  |  |
| --- | --- |
| Report Name | O2\_GENAI\_REP1295\_Printed Purchase Order Report |
| Report Path | TBD |
| Report Schedule | TBD |
| Scheduled Report Recipients | TBD |
| Output Format | TBD |
| Report Owner | Procure to Pay |
| Estimated number of records | TBD |
| Additional Comments | NA |

## Legacy Report Sample

## Definitions and Acronyms

| Term | Meaning |
| --- | --- |
| PO | Purchase Order |

# Functional Design

## Assumptions

* Purchasing Module of Cloud ERP is being used for issuing purchase orders
* Purchase order report is required only for standard purchase orders (not for blanket purchase agreement or contract purchase agreement)
* Purchase order report output is required in Portable Document Format (PDF)
* Allocate at least 8 lines to accommodate the cloud Address formats for all address related sections Ship To, Bill To, Supplier etc.

## Dependencies & prerequisites

There are various Templates in EBS that need to be established in Oracle Cloud for PO PDF. The logos, Terms & Conditions, languages, and fields/sections within the PO PDF will alter based on the BU and the template tied to that respective BU.

The templates can be categorized in the following manner:

|  |  |
| --- | --- |
| Template Types | Summary/Brief |
| EMEA/APAC NON FLEET BU Template | It’s a master layout/template , covering all of the EMEA & ACE/NON-ACE APAC BU for Non-Fleet  For EMEA there is one key logic for language selection, based upon that corresponding language template will be shown in PO PDF output (Like Spain, German, Italy etc..)  For APAC there are two layouts, one for ACE, another for NON-ACE |
| Templates of FLEET EMEA/APAC BUs | There are multiple templates defer from each other, the selection criteria is BU wise |
| Templates for North America BUs/Fleet BUs | There are 3 templates defer from each other, the selection criteria is BU wise |



## Report Details

|  |  |
| --- | --- |
| Report Name | O2\_GENAI\_REP1295\_Printed Purchase Order Report |
| Report Path | TBD |
| Report Schedule | TBD |
| Scheduled Report Recipients | TBD |
| Output Format | TBD |
| Report Owner | Procure to Pay |
| Estimated number of records | TBD |
| Additional Comments | NA |

## Launch Parameters

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Required** | **Valid Values** | **Default** |
| PO Number | Yes |  |  |

## Key Logic

Enhancement in PO PDF Layout to Fleet BUs (All the changes are marked with blue color and no longer required are crossed)

* The language of the PO PDF will derive from the supplier site level setup, if the supplier site level is set as blank then the language will be defined at the BU level setup
* The ‘Sold-to’ in EBS is the ‘Ship-to’ in Cloud which is respective to the business unit
* ‘Ship To’ at the header level should always display ‘PLEASE REFER LINE SECTION FOR DETAILS’ (based off the language set at the site/BU level)
* ‘THIS PURCHASE ORDER NO. MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER’ is fixed and will always be displayed (based off the language set at the site/BU level)
* The ‘Bill To’ is associated to the business unit
* The ‘PO Description’ in EBS should reflect the ‘Description’ in the PO header
* The ‘Item Description’ will display the line level DFFs
* The ‘Ship To’ at the line level is the deliver to location
* ‘Other Comments or Special Instructions’ is the ‘Notes to Supplier’ in cloud
* The following fields will always be blank (it is not mapped in EBS and it will not be mapped in cloud):
  + ‘Tax Rate’
  + ‘Tax’
  + ‘S&H’
  + ‘Other’
* For EMEA/APAC Terms and conditions are specific to each region and include contact information specific to the region. For NA, Terms and Condition will be captured for CA BUs (OU XXX CA DTAG FLT, OU XXX CA DTGC FLT, OU XXX CA HCVP FLT, OU XXX CA RAC FLT) which would be a static statement, paste everything present in the below link:

[CA Title and Registration Instructions](https://hertz.sharepoint.com/:b:/r/sites/ProjectAuroraPhaseII-FleetandGsys/Shared%20Documents/General/02.%20Fleet/02.%20Design%20and%20Build/00.%20Lean%20Specifications/01.%20Procure%20to%20Pay%20(Procurement)/PO-RPT-011-Printed%20Purchase%20Order%20Report/PO%20Backup%2012.5.2023.pdf?csf=1&web=1&e=AcUTuM)

* ‘Note To Supplier’ will display in ‘Other Comments or Special Instructions’ section (for Fleet will be coming from PO)
* The ‘REFERENCE AGREEMENT’ will be replaced by ‘REFERENCE CONTRACT’ and will display the value of Contract Name - Deal Type|Negotiation Line and Negotiation Line PO Entry in Attribute12 and Attribute1 respectively in it for all EMEA, APAC and NA.
* ‘REFERENCE CONTRACT’ to be translated to all non-ENG European local languages for EMEA region. Refer below added file.



* The ‘Effective Start Date’ and ‘Effective End Date’ will remain blank, because EPM is not capturing Start and End date

## Data Selection and Sorting

* System should provide an option to generate Purchase Order report in a PDF format for all purchase Orders in which the purchase order header and purchase order lines (including DFFs) should be included
* The purchase order should be validated and in ‘Open’ status before it should be communicated to the supplier

**Expansion of PO PDF Layout to Fleet BUs**

## Data Mapping Layout

All mapping available in the attached document along with samples



## Business Rules and Calculations

| Rule Type | Rule ID | Description | Comments |
| --- | --- | --- | --- |
|  |  |  |  |

## Grouping and Subtotal Requirements

| Ref | Feature description | Developer notes | Sign-off |
| --- | --- | --- | --- |
|  |  |  |  |

## Output Type and Destination

## Sample Report

## Common report formatting

| Sl No | Reporting Standards |
| --- | --- |
|  |  |

## Acceptance Criteria

## Test Scenarios

| Sr. No | Scenario | Expected Result |
| --- | --- | --- |
| 1 | Print a standard purchase order | Purchase order should be printed in format defined |
| 2 | Print purchase order with multiple lines and multiple DFFs on each line | Purchase order should be printed in format defined and the DFFs should be captured |
| 3 | Print purchase order with more than 5-10 lines. | Purchase order should be printed in format defined. |
| 4 | Print purchase order after changing purchase order information | Purchase orders should be printed based on change order format specifications. |
| 5 | UK vendor with ENG as preferred language in non-UK based OU/BU and multiple lines with multiple DFFs | Purchase order PDF should display in English and DFFs should display in the ‘line description’ |
| 6 | MNT PO with multiple DFFs and Note to Supplier | Purchase order PDF DFFs should display in the ‘item description’ and the notes to supplier (entered on the PO) should display on the ‘Other Comments or Special Instructions’ |
| 7 | Same as test case 6 – with an exception with T&Cs in France and Change Order | Purchase order PDF DFFs should display in the ‘line description’ and the notes to supplier (entered on the PO) should display on the ‘Other Comments or Special Instructions’, plus the T&C should display in French |
| 8 | Transportation (Deliver Date & Time and Pick Up Location) | Purchase order PDF Transportation related DFFs should display in the ‘line description’ |
| 9 | Interfaced PO with vehicle details and PO header description | Purchase order PDF ARF should display in the ‘PO Header Description’ and the vehicle details should display in the ‘Item End Use Details’ |

# Technical Design Specifications

## Overview

## Detailed Report Design

|  |  |
| --- | --- |
| **Report Design** | |
| **Report Path** | <Report Path> |
| **Report Name** | <RPTxxxx\_Report Name> |
| **Report Tool** | HCM Extract  BI Publisher  OTBI |
| **Output Format** |  |
| **Report Security Group** |  |
| Additional Information |  |

## BI Publisher Design

|  |  |
| --- | --- |
| **BI Publisher Details** | |
| **Data Model Name** |  |
| **Template Name** |  |
| **Template Output Formats (\* Indicates Default)** |  |

|  |
| --- |
| **Report SQL** |
| <Attach the report SQL/PLSQL/Webservice> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report Parameters** | | | | |
| **Parameter Name** | **Data Type** | **Default Value** | **Required (Y/N)** | **LOV query** |
|  |  |  |  |  |

|  |
| --- |
| **Report Layout** |
| <Attach report layout> |

## OTBI Design

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Columns** | | | | |
| **Subject Area** | **Folder** | **Column** | **Sort Order** | **Filter Criteria** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Views** | | |
| **View Type** | **View Name** | **View Columns** |
|  |  | <list if applicable> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Analysis Prompts** | | | | |
| **Prompt Type** | **Column Name** | **Label** | **Data Type** | **Default Value** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Advanced Options** | |
| **Option Name** | **Option Details** |
|  |  |

# Technical Unit Test

| Sl No | Conditions to be tested | Expected Result | Executed |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

# Migration Steps

# Open and Closed Issues

## Open issues

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No | Question | Answer | Due Date | Owner |
|  |  |  |  |  |

## Closed issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Reported | Status | Question | Answer | Due Date | Responsible Party |
|  |  |  |  |  |  |

# Appendix