O2\_GENAI\_REP917\_PO Print - English (CFD)

**Lean Specificatio­­n**

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# Report Summary

## Purpose/Justification

This functional design document is intended to provide the developer the key information, assumptions, rules, and logic that are required to accurately write the program to generate printed purchase order PDF document for both direct and indirect procurement so that this PDF copy can be sent to the suppliers

## Report Description and Overview

The scope of this document includes:

* Generation of PO Print PDF files with the appropriate information for Client’s business unit.
* Generation of PO Print PDF files only for standard purchase orders including both manual and requisition backed purchase orders.
* Generation of PO Print PDF files for newly created and revisions / change orders for standard purchase orders.

## Legacy Report Sample

The following is a sample of Legacy Report.



# Functional Design

## Report Details

|  |  |
| --- | --- |
| Report Name | O2\_GENAI\_REP917\_PO Print - English (CFD)\_Report |
| Report Path | /Shared Folders/Custom/O2 GenAI Custom/TMT/  O2\_GENAI\_REP917\_PO Print - English (CFD) |
| Report Schedule | This report does not need to be scheduled. As per Oracle standard functionality, the PO PDF output report is generated as and when a purchase order is approved. |
| Scheduled Report Recipients | Purchase Order Vendor |
| Output Format | PDF  XML  HTML  CSV  EXCEL |
| Report Needed | Internal  External |
| Multilanguage Support | Not Required |
| Report Owner | N/A |
| Estimated number of records | N/A |
| Additional Comments | N/A |
| Data Segregation and Criteria | BU/Region Specific  Global |

## Data Selection and Sorting

Not applicable as the PDF output should be available for all types of standard purchase orders, either newly created or revised.

## Launch Parameters

Not applicable as the ‘View PDF’ button on the purchase order can be used to generate a preview of the PO PDF layout.

## Key Logic

| Ref | Feature Desc. | Notes |
| --- | --- | --- |
| 1 | Title page should be removed |  |
| 2 | Client logo on top left corner | Image embedded in section 2.5 |
| 3 | ‘Sold-to’ information should be removed |  |
| 4 | ‘Bill-to’ location details should be printed just beneath the Client logo | Bill to for Client, is the corporate address. UAT test to show the different addresses for ship-to and bill-to as available on the corresponding PO created in the application. |
| 5 | Supplier name and address should be printed on the left-hand side and in the same level with the ‘Ship-to’ location details |  |
| 6 | The customer purchase order number needs to be printed as part of the ‘Ship-to’ location details only for drop ship purchase orders. |  |
| 7 | The text ‘Requested and Promised Dates correspond to the date of arrival at the Ship-to Location’ should be printed as part of the ‘Notes’ section just before the lines section. |  |
| 8 | Any PO header text notes with the category as ‘To Supplier’ should be printed as part of the ‘Notes’ section just before the lines section. |  |
| 9 | The section ‘Confirm To’ should include the buyer’s full name with first name followed by last name, the buyer’s email id and phone number. |  |
| 10 | Supplier Item Number should be printed in the lines section. |  |
| 11 | The item description should be printed across the page instead of wrapping up under the item column. |  |
| 12 | The ‘Promised Date’ should be printed only if it is not blank. | The ‘Promise Date’ Column should be printed only if it is not blank |
| 13 | Any PO line text notes with the category as ‘To Supplier’ should be printed after each line. |  |
| 14 | Client specific text needs to be printed on the footer on every page. |  |
| 15 | The page numbers should be printed in the format ‘1 of 2’ on every page. |  |
| 16 | The terms and conditions should be printed on the last page and a page break should be inserted after all the lines are printed in order to ensure that the terms and conditions are printed on a new page. | Note: If a master agreement contract is signed with a supplier, then generic Terms and Conditions should not be printed on the PO |
| 17 | All currency related fields should print 2 decimal places and comma separators should be used. | Note: Open system issue KDD on # of decimals support, as some suppliers use up to 4 places of the decimal, an international have different requirements. This is included in the sec |
| 18 | If preferred re-sale certificate becomes  required, it will be included as a URL in the  footer. |  |
| 19 | All the date fields should be printed based  on country standards to which the  business unit belongs to. | MM/DD/YY for US business units |
| 20 | For POs in ‘Incomplete’ status, the watermark  ‘DRAFT’ should be printed on the PO PDF  report. |  |
| 21 | PO lines which are fully received should be  excluded from the report. PO lines which are  partially received should be printed only with the  open quantity. | If a line has been canceled, the quantity displayed will be 0. |
| 22 | If no item is available on the PO line, the  category needs to be printed. |  |
| 23 | The ship-to location name and the purchase  order number need to be printed in the ship-to  address as shown in the mock-up. |  |

## Data Mapping

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Field Name | Report Heading | Field Source/Logic |
| 1 | Order | Order | Purchase Order Header -> General |
| 2 | Creation Date | Order Date | Purchase Order Header -> General |
| 3 | Change Order | Change Order | Purchase Order Header -> Actions -> View Change History |
| 4 | Creation Date | Change Order Date | Purchase Order Header -> Actions -> View Change History |
| 5 | Resulting Revision | Revision | Purchase Order Header -> Actions -> View Change History |
| 6 | Ordered | Ordered | Purchase Order Header -> General |
| 7 | Bill-to Location | Bill To | Purchase Order Header,  Manage Locations -> Main Address -> Address |
| 8 | Supplier | Supplier | Purchase Order Header -> General |
| 9 | Ship-to Location  Order | Ship To | Purchase Order Header -> Default Ship-to Location  Manage Locations -> Main Address -> Address  Order Management -> Manage Orders -> Purchase Order |
| 10 | Note to Supplier | Notes | Purchase Order Header -> Notes and Attachments |
| 11 |  | Customer Account Number |  |
| 12 | Supplier Number | Supplier Number | Manage Suppliers |
| 13 | Payment Terms | Payment Terms | Purchase Order Header -> Terms |
| 14 | Freight Terms | Freight Terms | Purchase Order Header -> Terms |
| 15 | FOB | FOB | Purchase Order Header -> Terms |
| 16 | Shipping Method | Shipping Method | Purchase Order Header -> Terms |
| 17 | Buyer | Confirm To | Person Management -> Manage Person -> Full Name,  Person Management -> Manage Person -> Work Email,  Person Management -> Manage Person -> Work Phone |
| 18 | Line | Line | Purchase Order Lines |
| 19 | Item / Category Name | Item / Category | Purchase Order Lines  If no item is available, the ‘Category Name’ needs to be printed. |
| 20 | Supplier Item | Supplier Item | Purchase Order Lines |
| 21 | Quantity | Quantity | Purchase Order Lines |
| 22 | UOM | UOM | Purchase Order Lines |
| 23 | Price | Unit Price | Purchase Order Lines |
| 24 | Ordered | Line Amount | Purchase Order Lines |
| 25 | Total Tax | Tax Amount | Purchase Order Lines |
| 26 | Total | Total Line Amount | Purchase Order Lines |
| 27 | Requested Delivery Date | Delivery Date | Purchase Order Lines |
| 28 | Promised Date | Promised Date | Purchase Order Lines |
| 29 | Description | Item Description | Purchase Order Lines |
| 30 | Note to Supplier | Notes | Purchase Order Lines |
| 31 |  | Total Amount | Sum of the line amounts including tax |
| 32 |  | Terms & Conditions | Configure Procurement Business Function -> Define Terms & Conditions |

## Assumptions

This report design document assumes that the following statements are true:

* Information required to be on the PO print must be available in the Cloud application.
* The Purchase Order PDF format will be designed to print in portrait orientation on standard letter size paper.
* Client’s logo should be provided in an appropriate file format e.g. jpeg.
* All date fields in the PO PDF will be printed based on the country standards. For business units belonging to United States, the date format ‘MM/DD/YY’ should be used while printing the PO PDF copy. However, the data in the application will still be captured in the Oracle standard format of ‘DD-MMM-YYYY’.
* The title page in the PO PDF report which is available in standard Oracle layout is not required for Third Party and needs to be removed.
* The ‘Sold-To’ details available in Oracle standard layout is not be required for Client and needs to be removed. However, If PO is based outside of US, then print the Sold To address details in the Bill To section
* For a direct ship purchase order, the ‘Ship To’ details will contain the customer purchase order number captured on the corresponding direct ship sales order and the customer’s address. For a standard purchase order, no customer sales order number is required.
* The ‘Ship To’ should print the ship-to location name, the purchase order number and the ship-to location address as shown in the PO PDF mock-up.
* The buyer’s email id and phone number must be available in the employee master so that this information can be printed on the PO PDF.
* The text ‘Requested and Promised Dates correspond to the date of arrival at the Ship-to Location’ should be printed on all purchase orders as shown in the PO Print mockup embedded in section 2.5 in this document.
* Column headers and other labels should be printed in the same way as mentioned in the PO Print mockup embedded in section 2.5 in this document.
* All currency related fields like unit price and amount should printed 2 decimal places and comma separators need to be used.
* The ‘Promised Date’ column should not be printed if it is blank for all the lines in the purchase order.
* The item description should be printed across the page instead of wrapping up under the item column.
* The footer information will be printed as provided by Client’s Business Team and this information will differ based on business units.
* If the URL for re-sale certificate becomes a PO requirement, it will be added to the text of the footer.
* Page numbers should be printed in the format ‘1 of 3’ in order to notate the total page count.
* All the data in the PO PDF report should be printed in English language.
* All the data in the PO PDF report should be printed as per the data mapping details provided in section 2.5.
* Data in the Oracle applications database will display on the Purchase Order PDF as it is stored in the database except date and currency related fields. The data will not be translated into any other format.
* If tax is not calculated, no tax information will be displayed on the PO PDF, that is, all tax related columns are blank.
* Cancelled lines will display on the purchase order with zero price and zero amount.
* PO lines which are fully received should be excluded from the PO PDF.
* PO lines which are partially received should be printed only with the open quantity.
* PO PDF outputs for revised purchase orders should contain both the change order and revision numbers.
* The PO PDF layout embedded in section 2.5 is also applicable for purchase orders in ‘Incomplete’ status. This will help the buyer to have a preview of the PO Print report. For POs which are in ‘Incomplete’ status, the watermark ‘DRAFT’ should be printed on the PDF copy.
* The standard terms and conditions (T&C) will be printed at the end of the PO PDF report and a page break needs to be inserted in order to ensure that the terms & conditions are printed on a new page.
* PO header text notes with a category of ‘To Supplier’ will be displayed in the header section just after the ‘Ship-To’ information. PO line text notes with a category of ‘To Supplier’ will be displayed after each PO line. All other file attachments will not be displayed on the PDF. Files attached on the PO with the category ‘To Supplier’ will be sent to the supplier via email along with the PO PDF copy.

## Dependencies

* Basic set ups are completed in Oracle Cloud Purchasing module.
* Email connectivity is established to communicate with Suppliers
* The profile option ‘PO\_CONTROL\_SUPPLIER\_COMMUNICATION’ should be enabled at the site level.
* The ‘Communication Method’ used on the purchase order is ‘Email’ and a valid email address is provided on the order.
* For direct ship purchase orders, the customer purchase order number and customer ship-to location should be captured on the corresponding sales order.
* The email id and phone number of the buyer is available in the employee master.
* The terms & conditions are defined in ‘Configure Procurement Business Function’ for the corresponding business unit to which the purchase order belongs to.

# Oracle Cloud Technical Design Specifications

## Overview

This section is intended to provide the developer with all the key information, assumptions, rules, and technical components required to implement the STP-R001 PO Print English report.

## Detailed Report Design

|  |  |
| --- | --- |
| **Report Design** | |
| **Report Path** | Shared Folders/Custom/O2 GeanAI Custom/TMT/  O2\_GENAI\_REP917\_PO Print - English (CFD) |
| **Report Name** | Purchase Order PDF Report |
| **Report Tool** | HCM Extract  BI Publisher  OTBI |
| **Report Security Group** | N/A |
| Additional Information | The component is meant as the customization of a standard PO PDF Report |

## HCM Extract Design

**<Needed in case of HCM Extracts>**

|  |  |
| --- | --- |
| **HCM Extract Details** | |
| **Entity Names** | * N/A |
| **Parameters** | * N/A |
| **Links** | * N/A |
| **Filters** | * N/A |
| **Output Templates** | * N/A |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HCM Extract Attribute Details** | | | | | |
| **Column** | **Entity Name** | **Attribute Name** | **Conditional Action** | **Conditional Replacement** | **Comments** |
| N/A |  |  |  |  |  |

## BI Publisher Design

|  |  |
| --- | --- |
| **BI Publisher Details** | |
| **Data Model Name** | Purchase Order Data Model |
| **Location** | /Shared Folders/Custom/KDP Custom/PTP/PO/PO Print Report |
| **Template Name** | PO\_Print\_English\_Report\_Template.rtf, PO\_Print\_English\_Version\_Report\_Template.rtf, PO\_Print\_English\_Version\_2\_Report\_Template.rtf |
| **Template Output Formats (\* Indicates Default)** | PDF |

|  |
| --- |
| **Report Layout (Attach RTF Template)** |
|  |

|  |
| --- |
| **Report SQL** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Parameters** | | | |
| **Parameter Name** | **Data Type** | **Default Value** | **LOV query** |
| param\_doc\_num | String |  |  |
| param\_sold\_to\_le | String |  |  |
| param\_co\_num | String |  |  |
| param\_header\_id | String |  |  |
| param\_is\_doc\_status\_draft\_flag | String | Y |  |
| param\_lang | String | US |  |
| param\_text\_attachment | String |  |  |
| param\_pdf\_mode | String | Y |  |

# SuccessFactors Technical Design Specifications <remove if not applicable>

## Overview

## Detailed Report Design

N/A

|  |  |
| --- | --- |
| **Report Design** | |
| **Report Name** | Purchase Order PDF Report |
| **Report Type** | Ad-Hoc Report  Advanced Reporting  Detailed Reporting  Dashboards and Tiles  Online Report Designer (ORD)  Workforce Analytics  B.I.R.T. |
| **Data Source** |  |
| **BIRT Report?** | <Yes/No – if yes, include BIRT report template name> |
| **File Format** | <CSV, pipe delimited, not applicable> |
| Additional Information | <Document any details not described above.> |

# Open Items

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

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