

## Self Service Procurement :-

Mange Requisitions:- to perform SSP related setups we required the following role.

**Role required:** Procurement Catalog Administrator

1. Information and Tips Catalogs
2. Smart Forms/ Request Forms
3. Purchasing News
4. Shopping Lists
5. Punchout Catalogs
6. Local Catalogs

Role	Role Code	Assignable	Auto-Provisioned
Inventory Manager	ORA_INV_INVENTORY_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OU SCM Role	ORA_SCM_ROLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Catalog Administrator	ORA_POR PROCUREMENT_CATALOG_ADMINISTRATOR_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Contract Administrator	ORA_PO PROCUREMENT_CONTRACT_ADMIN_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Manager	ORA_PO PROCUREMENT_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Preparer	ORA_POR PROCUREMENT_PREPARER_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procurement Requester	ORA_POR PROCUREMENT_REQUESTER_ABSTRACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add the role and provide data access logout and login.

After adding the roles we can able to see the Catalogs under procurement

### 1. Information catalogs- information and Tips:-

Goto> Purchase Requisitions.

We keep training documents and company policy documents here, business Information etc.

The screenshot shows the Oracle Requisitions module. At the top, there's a search bar and navigation links for 'More Tasks', 'Manage Requisitions', and 'Shopping Lists'. A shopping cart icon indicates 0 items. The main area displays a grid of purchase requests with columns for ID, Description, Status, Unit Price, Quantity, and Total Price. Below this is a section titled 'Top Categories' with icons and names: Amazon, Catering, Office Supplies, Office Technology, Prodigo, Services, and Telecommunications.

We will do some configurations in the catalogs.

The screenshot shows the Oracle Procurement homepage. The top navigation bar includes links for Sales, Redwood Sales, Service, Me, Procurement (highlighted), Help Desk, Product Management, Risk Management, and a user icon. Below the navigation is a search bar. The main content area features a 'Good evening, scm10 student' message. Under 'QUICK ACTIONS', there are links for Process Requisitions, Manage Orders, Manage Agreements, Manage Buyer Assignment Rules, Purchase Requisitions, Purchase Requisitions (New), Purchase Agreements, Purchase Orders, My Receipts, My Receipts (New), Negotiations, Catalogs (highlighted), and Suppliers. A '+' icon is also present.

Click on Catalogs

Click on Manage Catalogs.

The screenshot shows the Oracle Catalogs management interface. The top navigation bar includes links for Sales, Redwood Sales, Service, Me, Procurement, Help Desk, Product Management, Risk Management, and a user icon. Below the navigation is a search bar. The main content area features an 'Overview' section with a table for 'Agreements Pending Authoring' and another for 'Catalogs with Unavailable Agreements'. On the right side, there's a sidebar with a list of management tasks: Manage Agreements, Manage Catalogs (highlighted), Manage Catalog Category Hierarchy, Manage Content Zones, Manage Information Templates, Manage Public Shopping Lists, Manage Purchasing News, Manage Smart Forms, and Manage Supplier Content Map Sets.

Click on Manage Catalogs

The screenshot shows the Oracle Cloud Applications interface for managing catalogs. The top navigation bar includes 'ORACLE', a search bar, and various icons. The main title is 'Manage Catalogs'. The search panel on the left has fields for 'Procurement BU' (set to 'US1 Business Unit'), 'Catalog' (empty), 'Catalog Type' (set to 'Informational'), 'Content Zone' (empty), and 'Agreement' (empty). Below the search panel is a table titled 'Search Results' with columns: Procurement BU, Catalog, Catalog Type, Description, Content Zone Assignment, and Punchout Upload Status. The table lists several informational catalogs under 'US1 Business Unit', such as 'Desktop Phone Policies', 'Mobile Phone Policies', 'Services', etc., each with its description and assignment to 'US1 Req Content Zone'.

Search with Informational Catalogs. (here we have three types of catalogs: Local, Punchout and Informational Catalog).

This screenshot is similar to the previous one but highlights the 'Create Local Catalog' button in the search results table. The button is located in the 'Actions' column of the table header. The rest of the interface and data are identical to the first screenshot.

Click on create Informational Catalog.

You can enter the keywords for searching purpose.

The screenshot shows the 'Create Informational Catalog' dialog box. At the top right are 'Save', 'Save and Close', and 'Cancel' buttons. The form contains fields: 'Procurement BU' (set to 'US1 Business Unit'), 'Catalog' (set to 'Terms and Conditions'), 'Description' (set to 'Terms and Conditions'), 'URL' (set to 'https://fa-euth-dev94-saasdemo1.ds-fa.oraclepdemos.com/'), 'Keywords' (set to 'Terms, conditions'), and 'Image URL' (empty). Below the form is a section titled 'Category Assignments for Catalog Browsing' with a table for 'Category Name' and 'Description'. The table shows 'No data to display.'

Save and close.

The screenshot shows the Oracle Cloud Applications interface for managing catalogs. A confirmation dialog box is displayed in the center, stating "Your changes were saved." The main table lists various catalogs under "Procurement BU". One catalog, "Terms and Conditions", is highlighted in yellow. The table includes columns for Procurement BU, Catalog, Catalog Type, Description, Content Zone Assignment, and Punchout Upload Status. The "Content Zone Assignment" column shows "US1 Req Content Zone" for most entries except "business information" which is "global content zone".

Procurement BU	Catalog	Catalog Type	Description	Content Zone Assignment	Punchout Upload Status
US1 Business Unit	Desktop Phone Policies	Informational	View desk phone procurement policies	US1 Req Content Zone	
US1 Business Unit	Mobile Phone Policies	Informational	View mobile phone procurement policies	US1 Req Content Zone	
US1 Business Unit	Services	Informational	View for all policies and procedures for ordering outside services	US1 Req Content Zone	
US1 Business Unit	Software policies	Informational	Software policies	US1 Req Content Zone	
US1 Business Unit	Travel Policies	Informational	View all travel policies and procedures	US1 Req Content Zone	
US1 Business Unit	Travel Visa Policies	Informational	Travel Visa Policies	US1 Req Content Zone	
US1 Business Unit	business information	Informational		global content zone	

Now we can able to see, the newly created catalog.

Goto tasks> Manage Content Zone

The screenshot shows the Oracle Cloud Applications interface for managing catalogs. The right sidebar features a navigation menu with several options: Manage Agreements, Manage Catalogs, Manage Catalog Category Hierarchy, Manage Content Zone (which is highlighted in yellow), Manage Information Templates, Manage Purchasing News, Manage Public Shopping Lists, Manage Smart Forms, and Manage Supplier Content Map Sets. The main table lists the same catalogs as the previous screenshot, including the newly created "Terms and Conditions" catalog.

Procurement BU	Catalog	Catalog Type	Description	Content Zone Assignment
US1 Business Unit	Desktop Phone Policies	Informational	View desk phone procurement policies	US1 Req Content
US1 Business Unit	Mobile Phone Policies	Informational	View mobile phone procurement policies	US1 Req Content
US1 Business Unit	Services	Informational	View for all policies and procedures for ordering outside services	US1 Req Content
US1 Business Unit	Software policies	Informational	Software policies	US1 Req Content
US1 Business Unit	Terms and Conditions	Informational	Terms and Conditions	US1 Req Content
US1 Business Unit	Travel Policies	Informational	View all travel policies and procedures	US1 Req Content Zone
US1 Business Unit	Travel Visa Policies	Informational	Travel Visa Policies	US1 Req Content Zone
US1 Business Unit	business information	Informational		global content zone

[fa-euth-dev94-saasfademo1.ds-fa.oracledemos.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=1398lydh30\\_73](http://fa-euth-dev94-saasfademo1.ds-fa.oracledemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=1398lydh30_73)

The screenshot shows the 'Create Content Zone' dialog box. The 'Content Zone' field is highlighted with a yellow box and contains the value 'Global Content Zone'. The 'Usage' section has a radio button selected for 'Requisitioning'. Below the dialog, there are three sections: 'Catalogs', 'Public Shopping Lists', and 'Smart Forms', each with its own table and search/filter buttons.

**Create Content Zone**

Procurement BU: US1 Business Unit  
Content Zone: Global Content Zone  
Usage: Requisitioning

Catalogs

Catalog	Description	Type
No data to display.		

Public Shopping Lists

Public Shopping List	Description	Type
No data to display.		

Smart Forms

Smart Form	Description	Type
No data to display.		

Select and Add: Catalogs

Catalog	Type	Description
Amazon	Punchout	Amazon
CDW	Punchout	CDW
Dell Computers	Punchout	Dell Computers
Desktop Phone ...	Informational	View desk phone procu...
Maintenance	Local	
Mobile Phone P...	Informational	View mobile phone pro...
Services	Informational	View for all policies an...
Software policies	Informational	Software policies
Terms and Cond...	Informational	Terms and Conditions
Travel Policies	Informational	View all travel policies...
Travel Visa Poli...	Informational	Travel Visa Policies
US1 Local Catalog	Local	
US1 Local with ...	Local	US1 Local Catalog with...
business inform...	Informational	

Apply Done Cancel

Add the Terms and condition to the content zone.

The screenshot shows the Oracle Fusion Requisitioning application interface. At the top, there's a header bar with various icons and a save button. Below it, the main content area is titled 'Create Content Zone'. There are four main sections: 'Catalogs', 'Public Shopping Lists', 'Smart Forms', and 'Security'. Under 'Catalogs', there's a table with one row for 'Terms and Conditions'. The table has columns for 'Catalog', 'Description', and 'Type'. The 'Type' column for this row is 'Informational'. Other sections like 'Public Shopping Lists' and 'Smart Forms' show no data.

We can provide this access to all the users or only specific user.

- If it is specific user, we can add the user.
- Specific BU → add the BU
- All the Requisitioning Bu's

Save an close.

Now you can able to see the Terms and condition Information catalog in the requisition page.

The screenshot shows the Oracle Fusion Requisitioning application interface. At the top, there's a header bar with various icons and a save button. Below it, the main content area is titled 'Requisitions'. There are several sections: 'Top Categories' (Amazon, Catering, Office Supplies, Office Technology, Prodigy, Services, Telecommunications), 'Request Forms' (Business Cards, Can't find what you need - click here, Consulting Services, General Programmer / Developer Request, Legal Services, Services Paid Hourly, Desktop Phone Policies, Mobile Phone Policies, Services, Terms and Conditions, Travel Visa Policies, business information), and 'Recently Viewed' (Desktop Phone Policies, business information, 11" Netbook AMD 2.3 GHz, 4 GB Memory, Windows 1..., Business Cards, rc business, Image 1500 Series Desk Accessories, Stapler).

If you click on terms and condition, it will navigate to the URL Specified while creating the catalog.

## 2. Smart Forms /Request Forms: -

Navigation> Procurement> Catalogs> Manage Smart forms

Manage Smart Forms

Procurement BU	Smart Form	Line Type	Content Zone Assignment
US1 Business Unit	Business Cards	Goods	US1 Req Content Zone
US1 Business Unit	Can't find what you need - click here	Goods	US1 Req Content Zone
US1 Business Unit	Consulting Services	General Hourly Services	US1 Req Content Zone
US1 Business Unit	Contractor Services	Fixed Price Services	US1 Req Content Zone
US1 Business Unit	Facility Services - Fixed Price	Fixed Price Services	US1 Req Content Zone
US1 Business Unit	General Programmer / Developer Request	General Hourly Services	US1 Req Content Zone
US1 Business Unit	Legal Services	Fixed Price Services	US1 Req Content Zone
US1 Business Unit	Services Paid Hourly	General Hourly Services	US1 Req Content Zone
US1 Business Unit	Services Paid Monthly	General Monthly Services	US1 Req Content Zone
US1 Business Unit	rc business	Goods	smart forms

Click on + symbol

Create Smart Form

Procurement BU	US1 Business Unit	Image URL
Smart Form	Business Cards new	Image Preview No image specified.
Instruction Text		
Keywords	Visting cards, Business Cards	

Default Item Information

Line Type	Goods	User editable
Item Description	Business Cards - "1 pack= 500 Cards"	User editable
Restrict to Browsing Category		User editable
Category Name	Marketing General	User editable
Quantity	1	User editable
UOM	Ea	User editable
Price	1.000.00	User editable
Currency		User editable
Negotiation required	<input type="checkbox"/>	User editable
Negotiated	<input type="checkbox"/>	User editable

Default Supplier Information

Agreement		User editable
Supplier	Staples	User editable
Supplier Site	Staples US1	User editable
Contact		User editable
Phone		User editable
Supplier Item		User editable

Information Templates Assignments

Enter details, save and close.

Here we have created the smart form, all details need to be entered

User editable enable/disable. If it is disable, we cannot modify while creating the requisition.

Goto> Content zone

The screenshot shows the Oracle SCM UI Overview page. The top navigation bar includes links for Home, Help, Logout, and a user icon. The left sidebar has a 'Manage' section with links for Manage Agreements, Manage Catalogs, Manage Catalog Category Hierarchy, Manage Content Zones, Manage Information Templates, Manage Public Shopping Lists, Manage Purchasing News, Manage Smart Forms, and Manage Supplier Content Map Sets. The main content area displays a grid of items under 'Agreements Pending Authoring'.

The screenshot shows the Oracle SCM UI Create Content Zone page. The main form includes fields for Procurement BU (US1 Business Unit), Content Zone (Global Content zone), Usage (Requisitioning selected), and a Catalog section. A modal dialog titled 'Select and Add: Smart Forms' is open, showing a list of available Smart Forms: Business Cards, Consulting Services, Contractor Services, Facility Services - Fixed Price, General Programmer / Developer Request, Legal Services, Services Paid Hourly, Services Paid Monthly, and RC business. The 'Business Cards new' option is highlighted. Buttons at the bottom of the modal are 'Apply', 'Done', and 'Cancel'.

Same as previous we will add the required smart form to the requisition area.

The screenshot shows the Oracle SCM UI Create Content Zone page after adding the 'Business Cards new' Smart Form. The 'Smart Forms' section now lists 'Business Cards new' as the selected item. The rest of the page remains the same, including the 'Catalog' and 'Public Shopping Lists' sections.

Available to all the requisition Bu's

Save and close.

Go back to requisition page and verify.

The screenshot shows the Oracle SCM UI interface for requisitions. At the top, there's a navigation bar with links for 'More Tasks', 'Manage Requisitions', 'Shopping Lists', and a user 'Requester scmf0 student'. Below the navigation is a search bar and a 'Top Categories' section featuring icons for Amazon, Catering, Office Supplies, Office Technology, Prodigy, Services, and Telecommunications. A 'Request Forms' section contains a list of items, with 'Business Cards new' highlighted. To the right, there's an 'Information and Tips' section with links to desktop phone policies, mobile phone policies, services, terms and conditions, travel visa policies, and business information. Below these sections is a 'Recently Viewed' area showing thumbnails for various items like 'Terms and Conditions', 'Desktop Phone Policies', 'business information', '11" Netbook AMD 2.3 GHz, 4 GB Memory, Windows 1...', 'Business Cards', 'rc business', and 'Image 1500 Series Desk Accessories, Stapler'.

I can able to see the my smart form/requester form area what I have created.

Click on that

This screenshot shows the 'Create Request: Business Cards new' page. It includes fields for Request Type (Business Cards new), Line Type (Goods), Item Description (Business Cards - "1 pack= 500 Cards"), Category Name (Marketing General), Quantity (1), UOM Name (Ea), Price (1,000.00), Currency (\$), and checkboxes for Negotiation required and Negotiated. To the right, there's a sidebar for supplier information (Supplier: Staples, Supplier Site: Staples US1) and a modal window titled 'Add to Shopping List' which shows a summary of the item and a 'Review' and 'Submit' button. The total value listed is \$1,000.00.

All details are available, click on add to card, submit

The screenshot shows the 'Requisitions' page again. It features a 'Recent Requisitions' section listing items like 'Business Cards - "1 pack= 500 Cards"', 'RC GOODS ITEM', 'RC GOODS ITEM', 'Oracle Linux', and 'Auto Generate orders', each with an approval status (Pending approval or Approved). To the right is a 'Recent Purchases' section showing items like '11" Netbook AMD 2.3 GHz, 4 GB Memory, Windows 1...', 'CI Series 2000 Laptop - 17.3 inch screen - Cons...', and 'Vision Cloud Management Software', along with their unit prices (\$349.00 Ea, \$182.00 Ea, \$33.00 Ea). A confirmation dialog box is overlaid on the screen, stating 'Confirmation' and 'Requisition PR20240220US was submitted.' with 'View PDF' and 'OK' buttons.

- Purchasing News: it is an announcement to our employees, display some information to our employees.

Navigation: Procurement> Catalogs> Manage purchasing News

The top screenshot shows the Oracle Saasdemo application's 'Overview' page. It features a grid of procurement items with columns for 'Procurement BU', 'Agreement', 'Description', 'Buyer', and 'Start Date'. A sidebar on the right contains a navigation menu with several items highlighted in yellow, including 'Manage Purchasing News'. The bottom screenshot shows the 'Manage Purchasing News' page, which includes a rich text editor and a preview area containing the text: 'Request all the employees to verify updates in the Training documents modified on 16 Dec 2024.'

Check , if not visible take technical person help to view the Purchasing news in the requisition page.

#### 4. Public shopping list:-

The screenshot shows the 'Requisitions' page. On the left, there's a list of recent requisitions with details like ID, description, and status. On the right, there's a 'Recent Purchases' section showing various items with their prices and quantities. A modal window titled 'New Employee Office Kit' is open, listing items such as 'Laptop', 'ECO Friendly Office Supplies', and 'Business Cards - \*1 pack= 500 Cards\*'. A 'Create Shopping List' button is also visible in this modal.

This is the navigation for shopping list.

New employee Office kit → this is collection of items given to new employee as a kit.  
Click on that list.

New Employee Office Kit (7 Items)

Add All Items to Cart

Enter a positive quantity or amount to add items to the cart. Any items with a 0 quantity or amount won't be added to the cart.

Item Description	Quantity	Unit Price	Total Price
Round Stic Ball Point Pen, Fine, Blue	10	\$3.60 Ea	\$36.00
Round Stic Ball Point Pen, Fine, Black	20	\$3.60 Ea	\$72.00
Mechanical Pencil, Disposable, 0.7 mm Lead	10	\$0.79 Ea	\$7.90
Mini Catch All Organizer, Black	1	\$8.99 Ea	\$8.99
Insert for Hanging File Folder Tabs, 1/5 Cut	20	\$1.93 Ea	\$38.60
Image 1500 Series Desk Accessories, Stapler			
Smart Board Interactive Whiteboard Display Overlay Std-H65			

New employee office kit contains 7 items, We can add all the items to cart and create the requisition.

New Employee Office Kit (7 Items)

Add All Items to Cart

Enter a positive quantity or amount to add items to the cart. Any items with a 0 quantity or amount won't be added to the cart.

Item Description	Quantity	Unit Price	Total Price
Smart Board Interactive Whiteboard Display Overlay Std-H65	1	\$2,199.00 Ea	\$2,199.00
Image 1500 Series Desk Accessories, Stapler	1	\$29.95 Ea	\$29.95
Insert for Hanging File Folder Tabs, 1/5 Cut	20	\$1.93 Ea	\$38.60
Mini Catch All Organizer, Black	1	\$8.99 Ea	\$8.99
Mechanical Pencil, Disposable, 0.7 mm Lead	10	\$0.79 Ea	\$7.90

Total \$2,392.44

**Review** **Submit**

We will add the items to the cart and submit to create the requisition.

### Configurations:-

Navigation: Procurement> Catalogs>

The screenshot shows the Oracle SCM UI Overview page. In the top right corner of the main content area, there is a list of navigation links. One of these links, "Manage Public Shopping Lists", is highlighted with a yellow box.

**Click on Manage Public Shopping Lists**

The screenshot shows the "Manage Public Shopping Lists" page. At the top, there is a search bar with fields for "Procurement BU", "Content Zone", "Public Shopping List", and "Agreement". Below the search bar is a table listing existing public shopping lists. The first two rows are visible:

Procurement BU	Public Shopping List	Description	Content Zone Assignment	Start Date	End Date
US1 Business Unit	ECO Friendly Office Supp...	ECO Friendly Office Supplies	US1 Req Content Zone	11/14/23	
US1 Business Unit	New Employee Office Kit	Standard office supplies set up for new employees.	US1 Req Content Zone	1/13/14	

**Click on + Symbol**

The screenshot shows the "Create Public Shopping List" page. At the top right, there are three buttons: "Save", "Save and Close", and "Cancel". Below the buttons, the page header says "Last Saved: 12/17/24 11:49 AM". The main form has fields for "Procurement BU" (set to "US1 Business Unit"), "Public Shopping List" (set to "New Joiner Kit"), "Description" (set to "New Joiner Kit"), and date ranges ("Start Date: 12/17/24" and "End Date: mid/yy"). At the bottom of the form, there is a table titled "Items" with a single row. The "Actions" column for this row contains a yellow box around the "Add from Catalog" link. The table columns include "Category Name", "Suggested Quantity", "Price", "Amount", "Supplier", and "Agreement".

**Actions> Add from Catalog**

Catalog

Shop by Category ▾

Search:

Top Categories

Amazon Catering Office Supplies Office Technology Prodigo Services

Recently Viewed

Public Shopping List

Name: New Joiner Kit  
Procurement BU: US1 Business Unit

Click on Office Supplies

Search Results

Shop by Category ▾

Search:

Pens and Pencils

Brand

- Five Star (0)
- Lumens (0)
- Lysol (0)
- Office Depot (0)
- Procter & Gamble (0)
- Rolodex (0)
- Swingline (0)
- Xerox (0)

Price

Classic 0.5 mm Pencil, Black

Lustrous Chrome Pen and Pencil Set

Lustrous Gold Pen and Pencil Set

19.00 USD Ea

40.00 USD Ea

45.00 USD Ea

Lustrous Platinum Pen and Pencil Set

Mechanical Pencil, Disposable, 0.5 mm Lead

Mechanical Pencil, Disposable, 0.7 mm Lead

45.00 USD Ea

0.59 USD Ea

0.79 USD Ea

Click on + symbol, it means one item is added

Overview

Manage Public Shopping Lists

1

1

1

Round Stic Ball Point Pen, Fine, Black

Round Stic Ball Point Pen, Fine, Blue

Round Stic Ball Point Pen, Fine, Red

3.60 USD Ea

3.60 USD Ea

3.60 USD Ea

Round Stic Ball Point Pen, Medium, Black

Round Stic Ball Point Pen, Medium, Blue

Round Stic Ball Point Pen, Medium, Red

Click on + , I added one more item

Click on Complete

Sequence	Item	Description	Category Name	Suggested Quantity	Price	Amount	Supplier	Agreement
1		Round Stic Ball Point Pen, Fine, Blue	Pens and Pencils	1 Ea	3.60 USD	3.60 USD	Office Depot	52233
2		Round Stic Ball Point Pen, Fine, Blue	Pens and Pencils	1 Ea	3.60 USD	3.60 USD	Office Depot	52233

Enter the sequence numbers like 1 and 2 for the items  
Click on save and close.

This Public shopping list should be added to the content zone

- Manage Agreements
- Manage Catalogs
- Manage Catalog Category Hierarchy
- Manage Content Zone**
- Manage Information Templates
- Manage Public Shopping Lists
- Manage Purchasing News
- Manage Smart Forms
- Manage Supplier Content Map Sets

Click on Manage Content Zone  
Click on + symbol

The screenshot shows the Oracle Fusion Requisitioning application interface. A modal dialog titled "Select and Add: Public Shopping Lists" is open, listing various shopping lists such as "ECO Friendly Of..." and "New Employee ...". The "New Joiner Kit" item is selected. The main screen displays a "Create Content Zone" page with sections for "Catalogs", "Public Shopping Lists", "Smart Forms", and "Security". The "Procurement BU" dropdown is set to "US1 Business Unit" and the "Content Zone" dropdown is set to "US1 Requisition Content zone". The "Usage" field is set to "Requisitioning". The "Catalogs" section shows a table with columns for "Catalog", "Description", and "Type". The "Public Shopping Lists" section shows a table with columns for "Public Shopping List", "Description", and "Type". The "Smart Forms" section shows a table with columns for "Smart Form", "Description", and "Type". The "Security" section shows a list of options: "Available to all requisitioning BU's" (selected), "Secured by requisitioning BU", "Secured by worker", and "Secured by deliver-to location".

And this is available to all the requisitioning Bu's

The screenshot shows the Oracle Requisitions interface. On the left, there's a list of 'Recent Requisitions' with items like 'PR20240234US Blue Hat Enterprise Linux 6 Server Premium' and 'PR20240233US Alliance Business Software'. On the right, there's a 'Recent Purchases' section with items like 'Alliance Business Software' and 'Blue Hat Enterprise Linux 6 Server Premium'. A prominent feature on the right is a shopping list titled 'New Joiner Kit' with items such as 'Laptop', 'ECO Friendly Office Supplies', 'New Employee Office Kit', and 'New Joiner Kit'. A 'Create Shopping List' button is also present.

Go back to requisitions, now we can able to see the Now shopping Lists named as New joiner Kit

This screenshot is similar to the previous one but focuses more on the 'Recent Purchases' section. It shows the same items: 'Alliance Business Software' and 'Blue Hat Enterprise Linux 6 Server Premium'. The 'New Joiner Kit' shopping list is still visible on the right.

Click on that to create the requisition

The screenshot shows the Oracle Shopping Lists interface. Under 'My Shopping Lists', there is a list for 'New Joiner Kit' containing two items: 'Round Stic Ball Point Pen, Fine, Blue'. Below the list, there are buttons for 'Add All Items to Cart' and 'Search Shopping Lists'. A message 'Added to Cart' with a checkmark is displayed on the right.

Enter the quantity and Click on Add to cart symbol  
It will added to the cart symbol

The screenshot shows the Oracle Fusion Shopping Lists interface. A modal window titled 'New Joiner Kit (2 Items)' displays a shopping cart with two items: 'Round Stic Ball Point Pen, Fine, Blue' at \$3.60 Ea. The total is \$14.40. Buttons for 'Review' and 'Submit' are visible.

Click on cart review and submit it

The screenshot shows the Oracle Fusion Requisitions interface. A confirmation message box is displayed, stating 'PR20240237US was submitted' with 'OK' and 'View PDF' buttons. The background shows recent requisitions and purchases.

Requisition has been created successfully.

##### 5. Punchout Catalog:-

A punchout catalog in Oracle Fusion is a supplier's catalog that can be accessed by users through the Oracle Fusion platform. Punchout catalogs are useful for products with variable pricing or that are configurable, as they can be difficult to maintain in a buyer-hosted catalog.

Here's how to create a punchout catalog in Oracle Fusion:

1. Go to the Catalogs work area and select the Tasks tab
2. Click Manage Catalogs
3. Select Actions > Create > Create Punchout Catalog
4. Enter the required information, including the catalog name, procurement BU, and punchout URL
5. Select Direct Oracle native XML supplier punchout
6. Confirm the encoding method with the supplier
7. Associate the punchout catalog with a browsing category
8. Click OK

amazon.com/ref=nodl\_punchout

**Continue searching for**

TORRAS Magnetic Shockproof Compatible with Samsung Galaxy Z... \$69.99	WSKEN for Samsung Galaxy Z Fold 6 Screen Protector, [Face Unlock]... \$17.99	SAMSUNG Galaxy Z Fold 6 AI Cell Phone, 512GB Unlocked Android... \$1,639.73	Ferriliso 2 Pack Privacy Screen Protector for Samsung Galaxy Z Fold... \$17.99	SAMSUNG Galaxy Z Fold 6 AI Cell Phone, 256GB Unlocked Android... \$1,349.00	Hoerrye for Samsung Galaxy Z Fold 6 Privacy Screen Protector [2 Pack Inside... \$19.99	WSKEN for Samsung Galaxy Z Fold 6 Privacy Screen Protector \$25.99

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amazon.com/TORRAS-Magnetic-Shockproof-Compatible-Translucent/dp/B0D5Y3RKJ8/ref=bz\_b\_gw\_d\_peco...scf\_d\_sccl\_1/141-103339f-9007001?pd\_rd\_w=INsw&dccontent\_id=amzn1.sym.b37d...

**TORRAS Magnetic Shockproof Compatible with Samsung Galaxy Z Fold 6 Case with S Pen Holder, [Compatible with Magsafe] [Military Grade Drop Tested] Translucent Slim Phone Case for Samsung Z Fold 6, Black**

Visit the TORRAS Store 3.5 ★★★★★ 278 ratings | Search this page 50+ bought in past month

Price: \$69.99

Coupon:  Apply \$10 coupon Shop items > Terms

Buying multiple items? Go to multi-select

Color: Black \$69.99 \$74.99

Size: 7.6 inch

Brand: TORRAS

Compatible Phone Models: Z Fold 6

Color: Black

Compatible: Z Fold 6 only

\$69.99

\$74.99

**In Stock**

Qty: 4  Add to Cart

Sold by TORRAS® and Fulfilled by Amazon.

Return policy: Returnable until Jan 31, 2025  Add a gift receipt for easy returns

Add to List

SUPCASE Guarding Your

amazon.com/cart/smart-wagon?newItems=9914f575-56d7-4ffb-bd3f-91466e9cdcb...&ref\_=sw\_refresh

amazon business Deliver to India All Enter keyword or product number

Punchout Group: Oracle Test Account

All Gift Cards Business Gift Guide Buy Again Simplify Your Reporting Today's Deals Top Categories Recommendations Quantity Discounts Savings For You Simplify business gifting Lists Try Business Prime

You are connected to test environment of your Organization's Purchasing system and Amazon Business. ⓘ

**Added to cart**

Color: Black Size: 7.6 inch

**Cart Subtotal: \$279.96**

(Your cart will be saved)

Recommended based on your shopping trends

Sponsored

Page 1 of 3

New Tab | G punchout catalog in oracle fusion | +

amazon.com/cart?ref\_=sw\_gtc

amazonbusiness All Enter keyword or product number

Punchout Group: Oracle Test Account

All Gift Cards Business Gift Guide Buy Again Simplify Your Reporting Today's Deals Top Categories Recommendations Quantity Discounts Savings For You Simplify Your Reporting Lists Try Business Prime

You are connected to test environment of your Organization's Purchasing system and Amazon Business.

### Shopping Cart

**Subtotal (4 items): \$279.96**

**TORRAS Magnetic Shockproof Compatible with Samsung Galaxy Z Fold 6 Case with S Pen Holder, [Compatible with Magsafe] [Military Grade Drop Tested]Translucent Slim...** \$69.99

Color: Black  
Size: 7.6 inch

Qty: 4 Delete | Save for later | Share

**Subtotal (4 items): \$279.96**

**Your Items**

No items saved for later | See it again

Click on Submit items for approval

Edit Requisition: PR20240241US

Requisitioning BU US1 Business Unit

Description: TORRAS Magnetic Shockproof Compatible with Samsung Galaxy Z Fold 6 Case with S Pen Holder, [Compatible with Magsafe] [Military Grade Drop Tested]Translucent Slim

Procurement Card: Justification: Requisition Amount: 279.96 USD Approval Amount: 306.56 USD Attachments: None

Requisition Lines

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Delete
1	TORRAS Magnetic Shockproof Compatible with Samsung Galaxy Z Fold 6 Case with S Pen Holder, [Compatible with Magsafe] [Military Grade Drop Tested]Translucent Slim		4	Ea	69.99 USD	279.96	X
Total						279.96	

Rows Selected 1 Columns Hidden 8

Line 1: Details

Delivery

Requester: student, scm10 Deliver-to Location: Seattle  
Urgent: No Deliver-to Address: 411 University Street, Seattle, WA 98101, King, United States  
Requested Delivery Date: 12/20/24 Destination Type: Work Order  
Suggested Buyer: Work Order: WO-001-1002  
Operation Sequence: 10

You are connected to test environment of your Organization's Purchasing system and Amazon Business.

1-24 of 184 results for "Tools & Hardware"

Sort by: Featured

Department: Any Department Tools & Home Improvement Electrical Equipment Tools & Hardware Cable Insertion & Extraction Tools Electrical Cable Staples Wire Strippers

Customer Reviews: ★★★★★ & Up

Brands: Klein Tools, Gardner Bender

Top Brands in DIY & Tools: Top Brands

Price: \$4 - \$270+

Deals & Discounts: Go

Results

Check each product page for other buying options.

Klein Tools 11063W Wire Cutter / Wire Stripper, Heavy Duty Automatic Wire Stripper Tool for 8-20 AWG Solid and Stranded Copper and Aluminum wires. \$29.97 List: \$41.94 \$12.52 delivery Tue, Jan 7 Add to cart	KNIPEX Tools 13 72 8 Forged Wire Stripper, 8-Inch. \$58.55 \$11.95 delivery Tue, Jan 7 Add to cart More Buying Choices: \$57.77 (6 used & new offers)	Klein Tools 56331 50-Foot Electrical Fish Tape, Steel Wire Puller with Double Loop Tip, Optimized Housing and... \$24.99 List: \$34.64 \$14.11 delivery Tue, Jan 7 Add to cart	WGGE WG-015 Professional 8-inch Wire Stripper/wire crimping tool, Wire Cutter, Wire Crimper, Cable Stripper, Plier Style Nose, ProTouch Grip for Maximum... \$8.29 List: \$11.99 Save 5% on 2 select item(s) \$13.21 delivery Tue, Jan 7 Add to cart	IRWIN VISE-GRIP Wire Stripper, 8 inch, Cuts 10-22 AWG, Plier Style Nose, ProTouch Grip for Maximum... \$10.99 List: \$15.99 \$13.21 delivery Tue, Jan 7 Add to cart
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

I enable the check mark also, emergency purchase order number required.

The screenshot shows two consecutive pages from the Oracle SCM UI.

**Page 1: Edit Requisition (PR20240254US)**

- Requisitioning BU:** US1 Business Unit
- Description:** Scotch Heavy Duty Packaging Tape, 2 Inches x 800 Inches, Clear - 2 Count
- Procurement Card:** [dropdown]
- Justification:** [text area]
- Requisition Amount:** 8.49 USD
- Approval Amount:** Calculate Amount with Tax
- Attachments:** None
- Actions:** Shop, Distribute Project Costs, Manage Approvals, View PDF, Save, Submit
- Last Saved:** 12/17/24 1:50 PM

**Requisition Lines:**

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Delete
1	Scotch Heavy Duty Packaging Tape, 2 Inches x 800 Inches, Clear - 2 Count	Miscellaneous	1	Ea	8.49 USD	8.49	X
<b>Total:</b> 8.49							
Columns Hidden: 8							

**Line 1: Details**

**Delivery:**

- Requester:** student, scm10
- Deliver-to Location:** Seattle

**Page 2: Requisitions**

**Recent Requisitions:**

- PR202402411US TORRAS Magnetic Shockproof Compatible with Samsung Galaxy... Pending approval
- PR20240237US Round Stic Ball Point Pen, Fine, Blue Approved
- PR20240234US Blue Hat Enterprise Linux 6 Server Premium
- PR20240233US Alliance Business Software
- PR20240232US Alliance Business Software

**Recent Purchases:**

- Enterprise Linux 6 Premium
- SAMSUNG Galaxy Z Fold 6 AI Cell Phone, 512GB Un...
- Smart Board Interactive Whiteboard Display Ov...

**Confirmation:**

Requisition PR202402411US was submitted. Purchase order number US105076 was assigned to this requisition.

**Actions:** View PDF, OK

**Top Categories:**

- Amazon
- Catering
- Office Supplies
- Office Technology
- Prodigo
- Services
- Telecommunications

Along with PR, PO also created

### Configurations:-

The screenshot shows the Oracle SCM UI configuration page.

**Overview:**

- Agreements Pending Authoring:** [dropdown]
- Actions:** View, Format, Freeze, Detach, Wrap
- Procurement BU:** [dropdown]
- Agreement:** [dropdown]
- Description:** [text area]
- Buyer:** [dropdown]
- Start Date:** [dropdown]

**Catalogs with Unavailable Agreements:**

- Actions:** View, Format, Freeze, Detach, Wrap
- Procurement BU:** [dropdown]
- Local Catalog:** [dropdown]
- Description:** [text area]

**Smart Forms with Unavailable Agreements:**

- [dropdown]

**Right-hand sidebar (Manage Catalogs):**

- Manage Agreements
- Manage Catalogs
- Manage Catalog Category Hierarchy
- Manage Content Zones
- Manage Information Templates
- Manage Public Shopping Lists
- Manage Purchasing News
- Manage Smart Forms
- Manage Supplier Content Map Sets

Manage Catalogs

Search Results

Procurement BU	Catalog	Catalog Type	Description	Create Punchout Catalog	Content Zone Assignment	Punchout Upload Status
US1 Business Unit	Amazon	Punchout	Amazon	Create Informational Catalog	US1 Req Content Zone	
US1 Business Unit	CDW	Punchout	CDW		US1 Req Content Zone	Completed
US1 Business Unit	Dell Computers	Punchout	Dell Computers		US1 Req Content Zone	
US1 Business Unit	Desktop Phone Policies	Informational	View desk phone procurement policies		US1 Req Content Zone	
US1 Business Unit	Maintenance	Local			US1 Req Content Zone	
US1 Business Unit	Mobile Phone Policies	Informational	View mobile phone procurement policies		US1 Req Content Zone	
US1 Business Unit	Services	Informational	View for all policies and procedures for ordering outside services		US1 Req Content Zone	
US1 Business Unit	Software policies	Informational	Software policies		US1 Req Content Zone	
US1 Business Unit	Terms and Conditions	Informational	Terms and Conditions		US1 Req Content Zone	
US1 Business Unit	Travel Policies	Informational	View all travel policies and procedures		Global Content Zone	

### Navigations> Procurement> manage Catalogs> Create Punchout Catalogs>

Create Punchout Catalog

Upload Punchout Search Items | Save | Save and Close | Cancel | Last Saved: 12/17/24 12:27 PM

Source

Source: Direct cXML supplier punchout

Punchout Definition

Supplier: Amazon

Supplier Site: Amazon US1

\* Supplier Name: Amazon

Supplier ID: Amazon

Default Category Name:

\* Punchout URL: https://www.amazon.com/procurement/punchout

Buyer Company Identification

\* Domain: NetworkId

\* Identity: OracleFusion2017

Mapping

Apply mapping: checked

\* Map Set: Amazon

I am creating new punchout catalog. Here the supplier and the supplier site has created in our local instance.

Map set: we need to map the supplier category name with supplier category.

Overview

- Agreements Pending Authoring
- Actions ▾ View ▾ Format ▾ Freeze ▾ Detach ▾ Wrap
- Manage Agreements
- Manage Catalogs
- Manage Catalog Category Hierarchy
- Manage Content Zones
- Manage Information Templates
- Manage Public Shopping Lists
- Manage Purchasing News
- Manage Smart Forms
- Manage Supplier Content Map Sets

### Manage Supplier Content Map Sets

Manage Supplier Content Map Sets

Procurement BU	Map Set	Description	Associated Catalog
US1 Business Unit	Amazon	Amazon	Multiple
US1 Business Unit	CDW	CDW	CDW
US1 Business Unit	Dell Punchout	Dell Punchout	Dell Computers

### Buyer Company identification

Domain and Identity will be given by the Client for the

Overview

Procurement BU	Agreement	Description	Buyer	Start Date
US1 Business Unit	Amazon	Amazon		
US1 Business Unit	CDW	CDW		
US1 Business Unit	Dell Punchout	Dell Punchout		

### Goto Content zone

Select and Add: Catalogs

Catalog	Type	Description
Amazon	Punchout	Amazon
<b>Amazon_new</b>	Punchout	Amazon Punchout Cat...
CDW	Punchout	CDW
Dell Computers	Punchout	Dell Computers
Desktop Phone Policies	Informat...	View desk phone proc...
Maintenance	Local	
Mobile Phone Policies	Informat...	View mobile phone pro...
Services	Informat...	View for all policies an...
Software policies	Informat...	Software policies
Terms and Conditions	Informat...	Terms and Conditions
Travel Policies	Informat...	View all travel policies
Travel Visa Policies	Informat...	Travel Visa Policies
US1 Local Catalog	Local	
US1 Local with Master L...	Local	US1 Local Catalog with...
business information	Informat...	

Select the punchout amazon\_new  
Apply done.

Manage Supplier Content Map Sets:-

The screenshot shows two consecutive views of the Oracle ADFDI application's 'Manage Supplier Content Map Sets' screen.

**Top View:** A modal dialog titled 'Create Map Set' is open. It contains fields for 'Procurement BU' (set to 'US1 Business Unit'), 'Map Set' (set to 'Flipkart'), and 'Description' (set to 'Flipkart'). There is also a checkbox for 'Set as default for procurement BU'. The 'Save and Close' button is highlighted with a yellow box.

**Bottom View:** The main table has been updated to show the new map set. The 'Map Set' column now lists 'Flipkart' for the first row. A secondary modal dialog titled 'Manage Maps: Flipkart (US1 Business Unit)' is open, showing categories like 'Supplier', 'Supplier Site', and 'UOM'. The 'Create' button is highlighted with a yellow box. An 'OK' button at the bottom right of this dialog is also highlighted.

Click on the Manage Maps and Click on Category, Click on Create button  
ADFDI Template will be created.

An Excel spreadsheet titled 'Edit Category Map' is shown. The data is as follows:

Edit Category Map					
Procurement BU: US1 Business Unit					
Map Set: Flipkart					
Description: Flipkart					
Last Downloaded 17-Dec-2024 08:05 PM					
Changed	Mark for Deletion	Status	External Category	External Category Name(.)	Key

Client will provide these category details. Etc.  
We will fill the details and upload the details.

Supplier: Amazon

Supplier Site: Amazon US1

\* Supplier Name: Amazon

\* Supplier ID: Amazon

Default Category Name: Miscellaneous

\* Punchout URL: https://www.amazon.com/procurement/punchout

\* Password: .....  
 All prices are negotiated  
 Allow price override on purchase order lines  
 Process master items and agreement lines using punchout  
 Disable automatic document sourcing

Punchout Search Items: No punchout search items exist for this catalog.  
 Enable item level punchout

Category Assignments for Catalog Browsing:

Category Name	Description
Amazon	Amazon Punchout

Category also needs to be added.

## 6. Local Catalogs: -

A local catalog in Oracle Fusion is a collection of items and item attributes that can be organized in a hierarchical view to help users find products to buy.

Search:

- Procurement BU: [dropdown]
- Catalog: [dropdown]
- Content Zone: [dropdown]
- Agreement: [dropdown]

Create Local Catalog

Procurement BU	Catalog	Catalog Type	Description	Content Zone Assignment	Punchout Upload Status
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The screenshot shows the 'Create Local Catalog' page. The 'Procurement BU' dropdown is set to 'US1 Business Unit'. The 'Catalog' input field contains 'Local Items'. The 'Description' text area says 'Local Items form the local instance'. Under 'Agreements', the radio button 'Include items from all agreements' is selected. Under 'Categories', the radio button 'Include items from all categories' is selected. Buttons for 'Save', 'Save and Close', and 'Cancel' are visible.

Enter the catalog name, Description,  
From agreements and categories we will include all the items.  
Save and close.

### Manage Content Zones:-

The screenshot shows the 'Manage Catalogs' page. It includes search fields for 'Procurement BU', 'Catalog', 'Content Zone', and 'Agreement'. A sidebar on the right lists various management options, with 'Manage Content Zones' highlighted.

The screenshot shows the 'Manage Content Zones' page. It has a search section with fields for 'Procurement BU', 'Content Zone', 'Usage', 'Requisitioning BU', 'Worker', and 'Deliver-to Location'. Below is a 'Search Results' table:

Procurement BU	Content Zone	Description	Usage	Requisitioning BU Assignment	Worker Assignment	Deliver-to Location Assignment
US1 Business Unit	Global Content Zone		Requisitioning			
US1 Business Unit	Global Content Zone		Requisitioning			
US1 Business Unit	Global Contentzone		Requisitioning			
US1 Business Unit	Global Contentzone1		Requisitioning			
US1 Business Unit	US1 Content Zone w/ Master Item	US1 Content Zone with Master Item for IMT flows	Requisitioning	Clark, Ava		
US1 Business Unit	US1 Procurement	US1 Procurement	Procurement			
US1 Business Unit	US1 Req Content Zone	US1 Req Content Zone	Requisitioning	US1 Business Unit		

Click on Global Content Zone

The screenshot shows the Oracle Fusion Catalogs interface. A modal window titled "Select and Add: Catalogs" is open, listing various catalogs such as Amazon Testing, Amazon\_new, CDW, Dell Computers, Desktop Phone Policies, Local Items, Maintenance, Mobile Phone Policies, Oracle Information, Services, Software policies, Terms and Conditions, Travel Policies, Travel Visa Policies, and US1 Local Catalog. The "Local Items" catalog is selected. To the right, a detailed view of the "Local Items" catalog is shown with fields for "Description" (Local items from the local instance) and "Type" (Punchout, Informational). Buttons for "Save", "Save and Close", and "Cancel" are visible at the bottom of the modal.

Select the local items is the local catalog assign it to catalogs.

The screenshot shows the Oracle Fusion Catalogs interface. The "Edit Content Zone: Global Content Zone" page is displayed. In the "Catalogs" section, the "Local Items" catalog is now listed and highlighted. A tooltip "Local items from the local instance" appears when hovering over it. The right-hand panel shows the catalog details with fields for "Description" (Local items from the local instance) and "Type" (Local, Punchout, Informational). Buttons for "Save", "Save and Close", and "Cancel" are visible at the top right of the main screen.

Save and close.