P2P end-to-end cycle:- (Procure to Pay)

Procurement---> PR--> (RFQ(sourcing) --> Quotation(Responses, bid)--> Quote analysis)--> PO create--> Receipts →Invoice→ payment

1. Purchase requisition (supplier details)
2. Purchase order
3. Receipts
4. Invoice
5. Payment

Pre-Requisites: -

1. User should have employee access/ user should be employee / roles are assigned/ data access (Implementation user/ employee user)
2. User have procurement agent access
3. Business unit has assigned with Procurement functions
   (Assign Business unit Business Functions)

   User→ Implementation user/ employee user

Roles:-

1. Procurement Requester
2. Procurement preparer
3. Advanced procurement requester
4. Procurement Manager
5. Buyer
6. Supplier Manager
7. Supplier Administrator
8. Receiving agent
9. Account payable manager
10. Account payable invoice supervisor

Step 1: Purchase Requisition:-

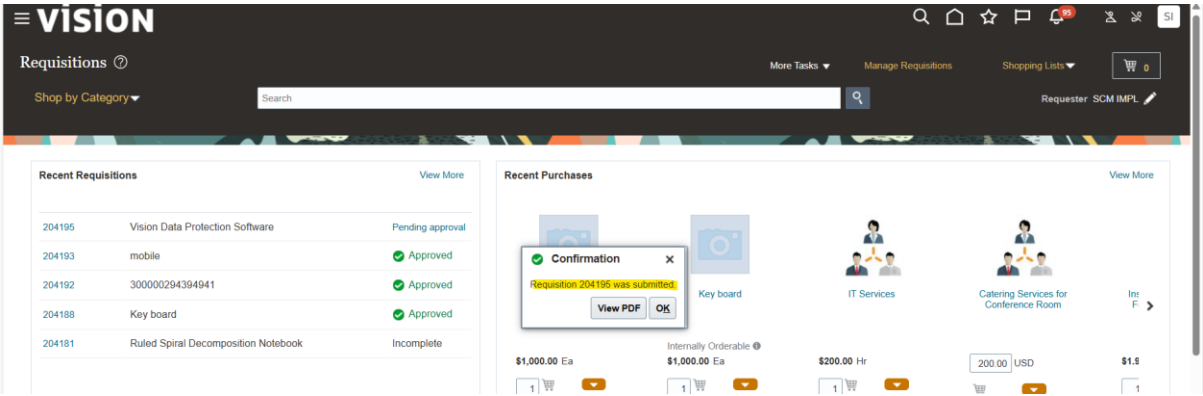Requisition: Procurement> Purchase Requisition
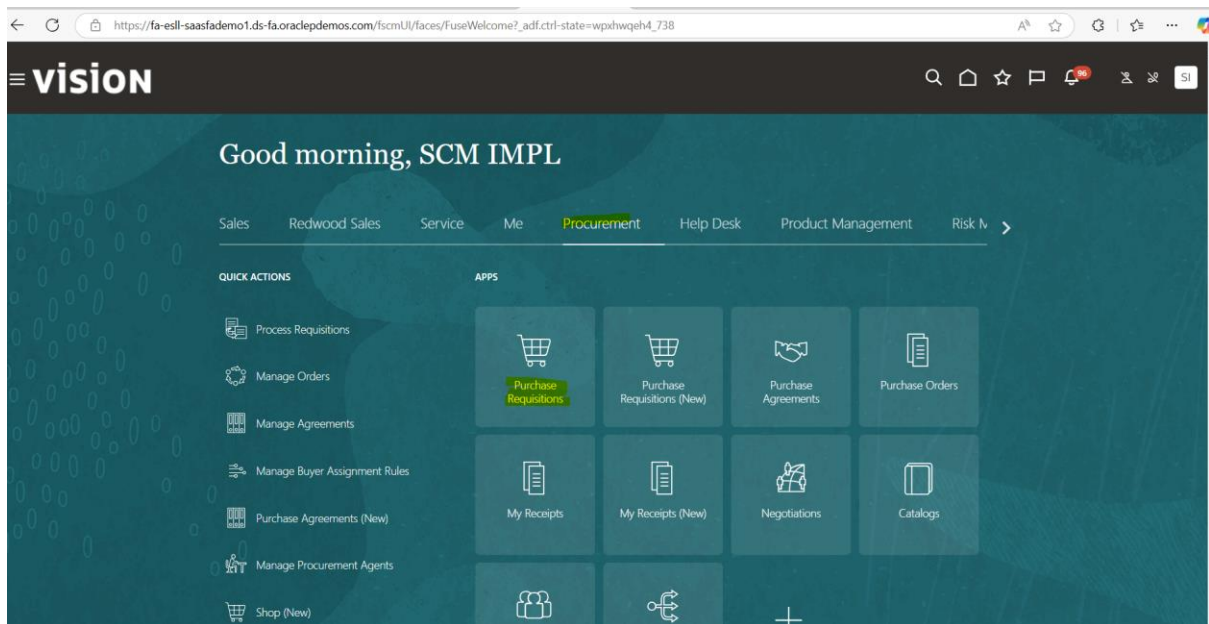
More Tasks> Enter Requisition Lines   (Catalogue items)

Enter the details

Supplier, Supplier site, item, item description, quantity, Price, UOM and Currency
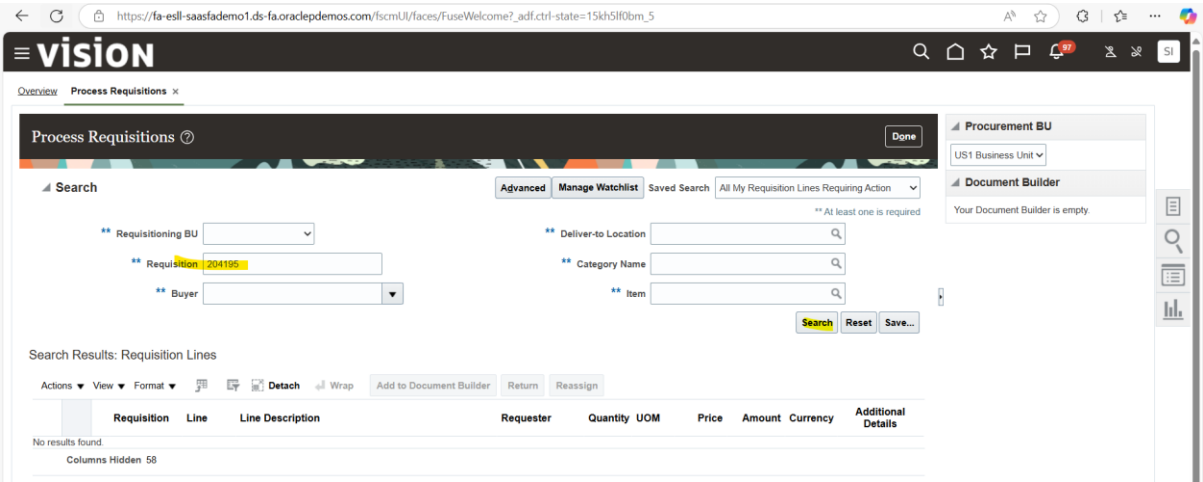
Click on Add to cart, review it, later submit it

PR: 204195, It was approved automatically as per the approval rules.

Step 2: Purchase order:-

Navigation: Process requisition> enter the requisition number

Select the lines and click on document builder

Click on Ok

Click on Create , to create the PO

Po document was created

PO: US165059

Click on submit

PO is submitted for approval.

It will approve automatically as per the approval rules.
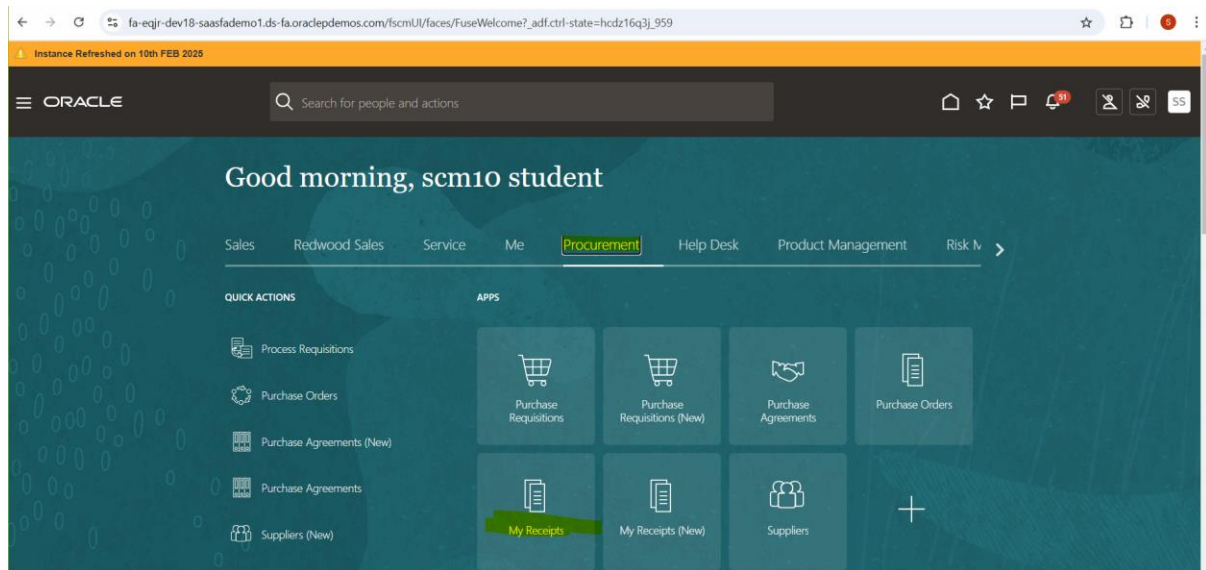
PO: US165059

Goto> **Manage orders** to check the status of the PO
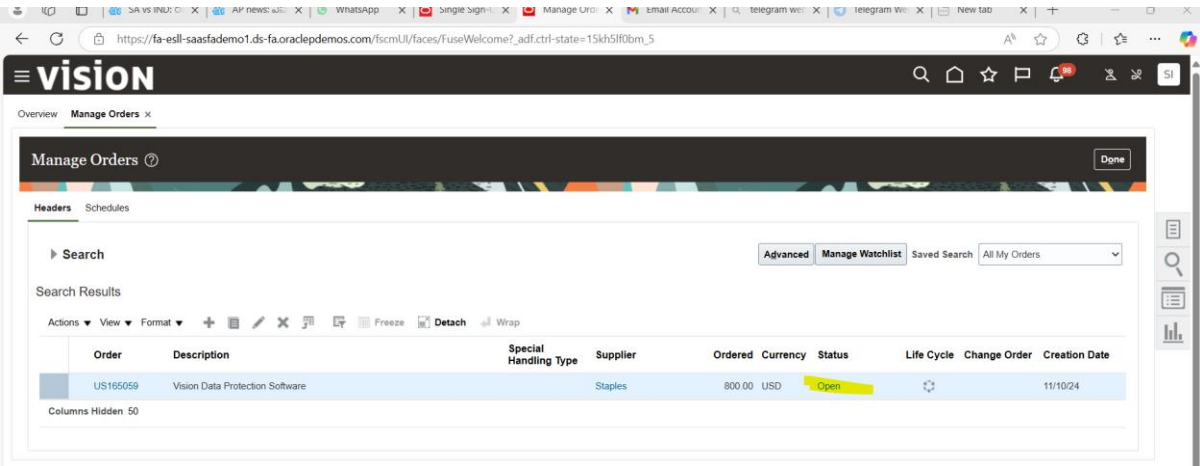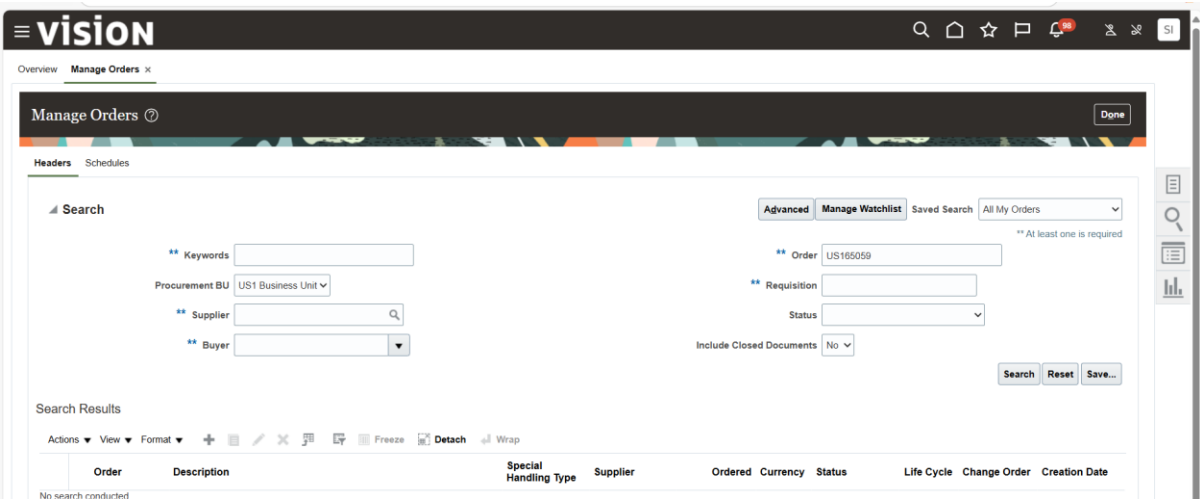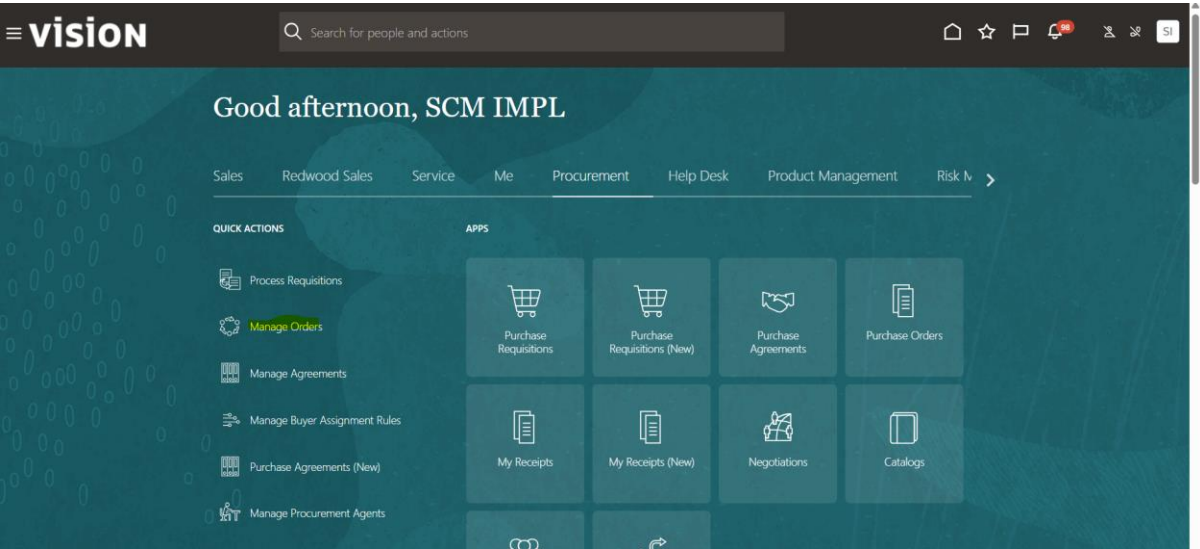
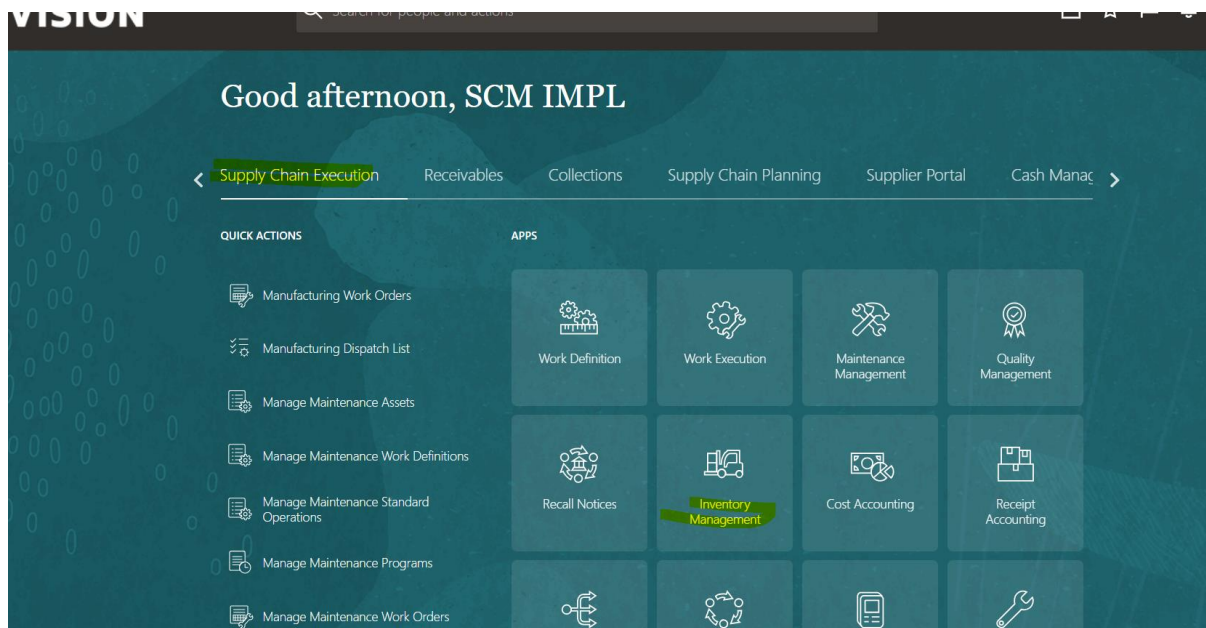Now the PO status is open, now we can to the receiving process.

Receiving/receipts:-

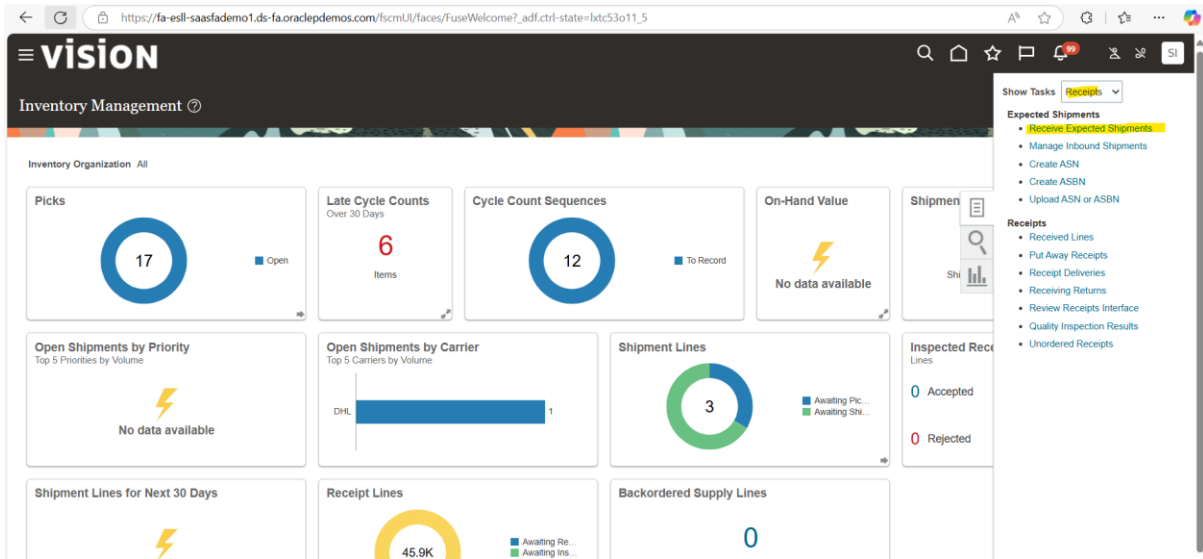If it is expense item, we can receive directly from my receipts.

If it is inventory item, receive from inventory management

Navigation: Supply Chain Execution> Inventory management

Receipt Number:- 52709

Check the Po Status once

So Receipts process has been done successfully.

Invoice creations:-

Navigation: Payables> Invoices
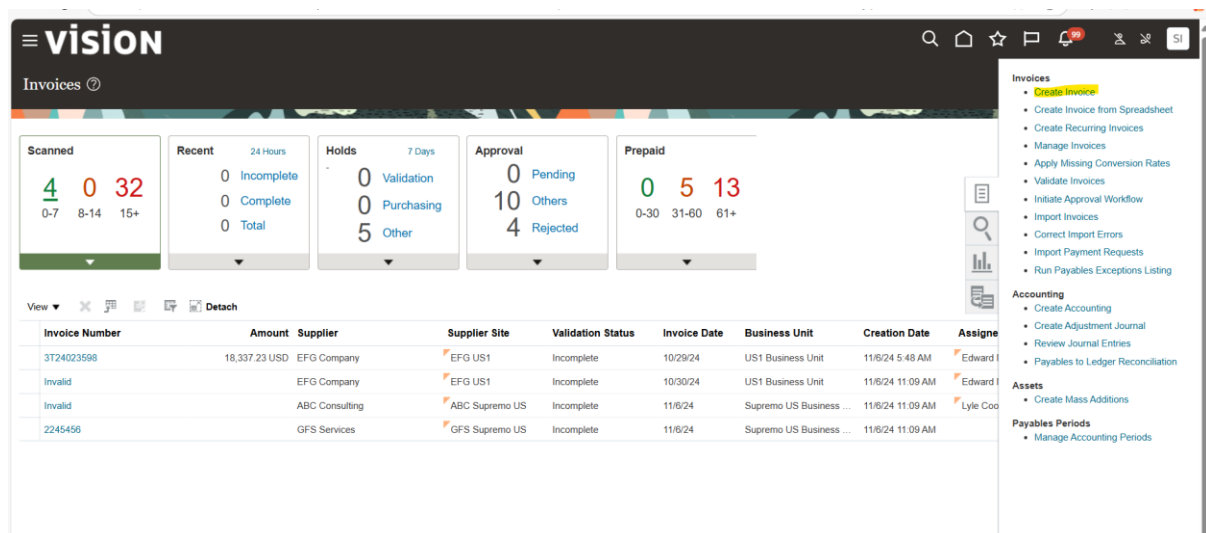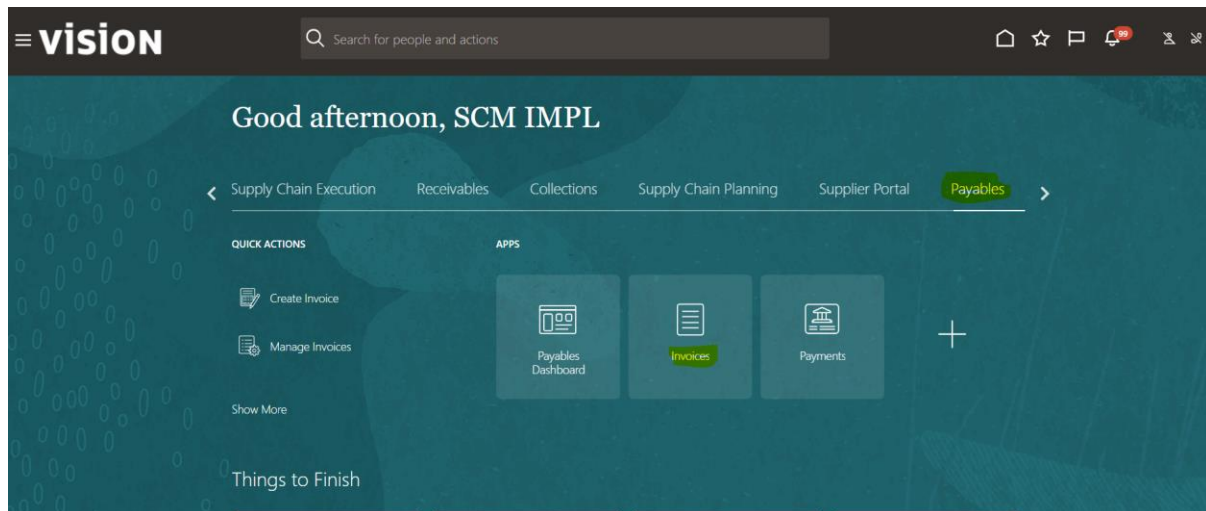
Create Invoice:-

Enter the details

Like PO: US165059 (, Automatically it will detect the po, and all details will populate automatically like BU, Supplier, Supplier Number, Supplier site, Legal entity)

Number: Invoice number.

Amount: 876 (Amount 800 +tax 76 = 876)

Payment Terms: Immediate

Goto Lines:

Click on Match invoice lines.--> arrow marks

It will populate the Po line associate with the PO

Selct the line check box, enter the quantity , submit it

Goto Actions> Click on Validate

If everything is fine, it will show validated at the header level.

Goto Actions> Click on Post to Ledger

It has posted successfully to the leger, So invoice has completed.

Invoice: Test_inv

Goto Manage invoices> verify the invoice status

Payments:-

Enter BU Details.

Supplier details.

Disbursement Bank account

Payment method, payment process profile
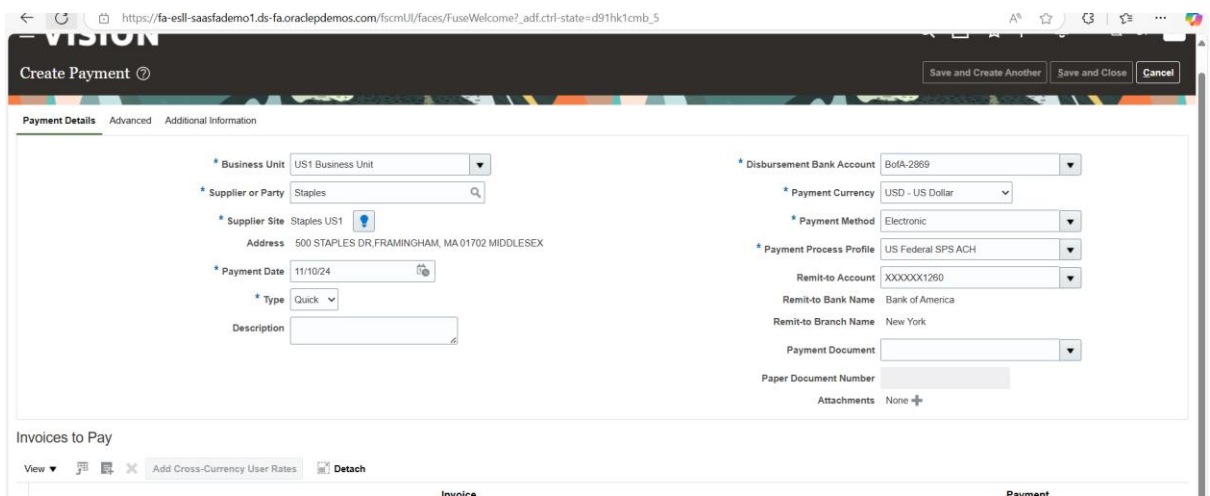
Click on select and add, add our invoice

Save and close, if it get any error ,change the Payment profile/bank account(right side of the header part, it will work if you give the correct details)

Click on Save and Close.

Confirmation

Payment 8626 for 876.00 USD has been created.

OK

| Pending Since | Stage | Status | Action |

Now our Payment for 876$ has completed successfully.

Now cross check with the paymnet number:

Goto payables> Payments> Manage Payments

Our Paymnet process has been completed successfully.

(or)

Create Payment ⑦

Payment Details   Advanced   Additional Information

Field	Value
Business Unit	US1 Business Unit
Supplier or Party	Staples
* Supplier Site	Staples US1
Address	500 STAPLES DR,FRAMINGHAM, MA 01702 MIDDLESEX
Payment Date	1/5/25
Type	Quick
Description	

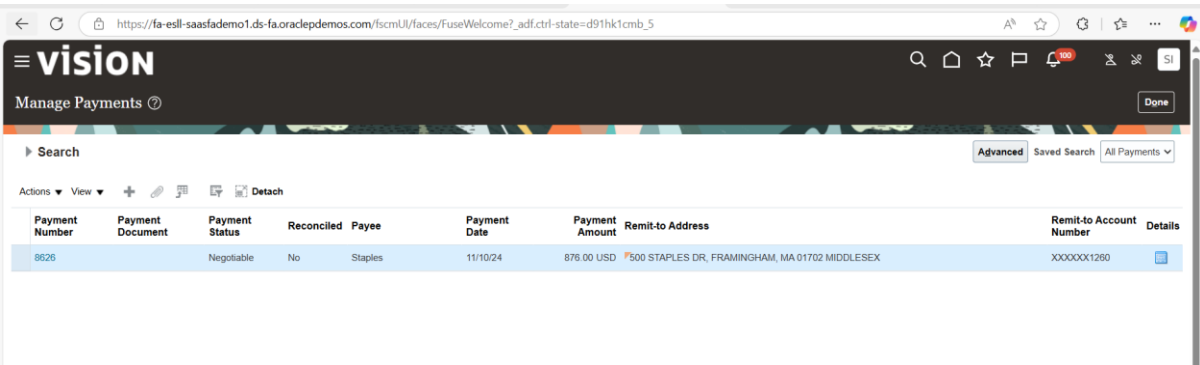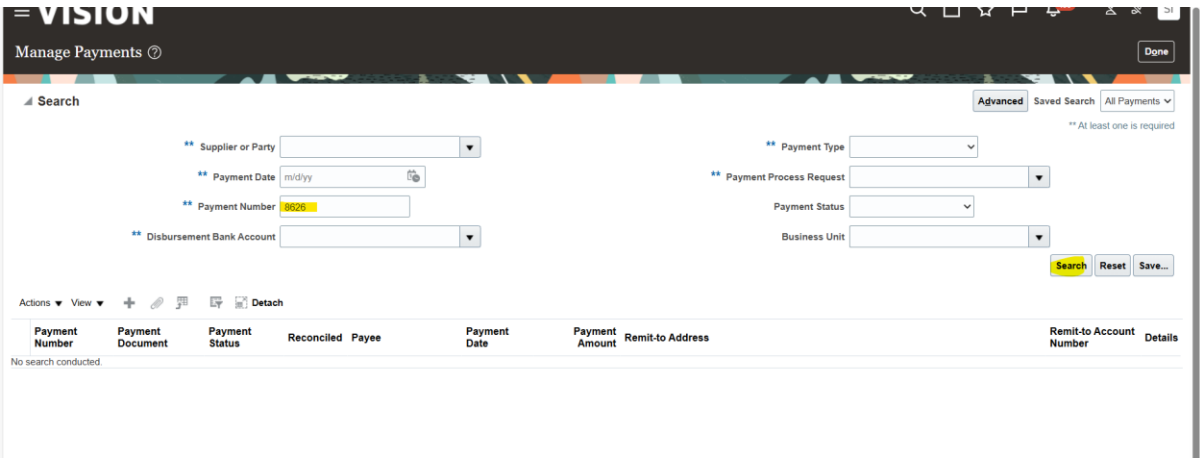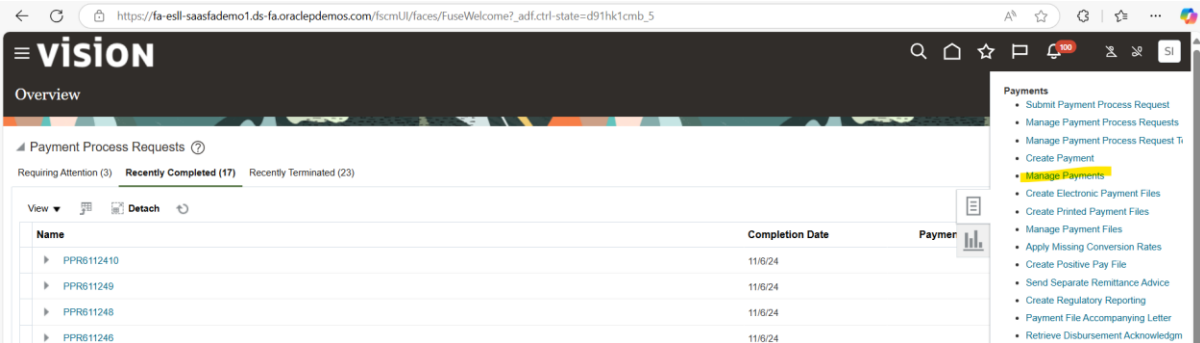| Field	Value
Disbursement Bank Account	WF -US1 Account
Payment Currency	USD - US Dollar
Payment Method	Electronic
Payment Process Profile	PayPal
Remit-to Account	XXXXXX1260
Remit-to Bank Name	Bank of America
Remit-to Branch Name	New York
Payment Document	
Paper Document Number	
Attachments	None

Invoices to Pay

View ▼   🗇 🗐 ✖ Add Cross-Currency User Rates   ⬚ Detach

	Invoice					Payment		
Number		Type	Due Date	Unpaid	Discount	Amount	Interest	Total
Invoice_num_001		Standard	1/5/25	1,095.00	0.00	1,095.00	0.00	1,095.00
					0.00	1,095.00	0.00	1,095.00

Create Payment ⑦

Payment Details   Advanced   Additional Information

Confirmation

Payment 8634 for 1,095.00 USD has been created.

OK

Field	Value
* Business Unit	
* Supplier or Party	
* Supplier Site	
Address	
* Payment Date	1/5/25
* Type	Quick
Description	

Field	Value
Disbursement Bank Account	
Payment Currency	
Payment Method	
Payment Process Profile	
Remit-to Account	
Remit-to Bank Name	
Remit-to Branch Name	
Payment Document	
Paper Document Number	
Attachments	None

Invoices to Pay

View ▼   🗇 🗐 ✖ ⬚ Detach

Invoice	Payment