

**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)

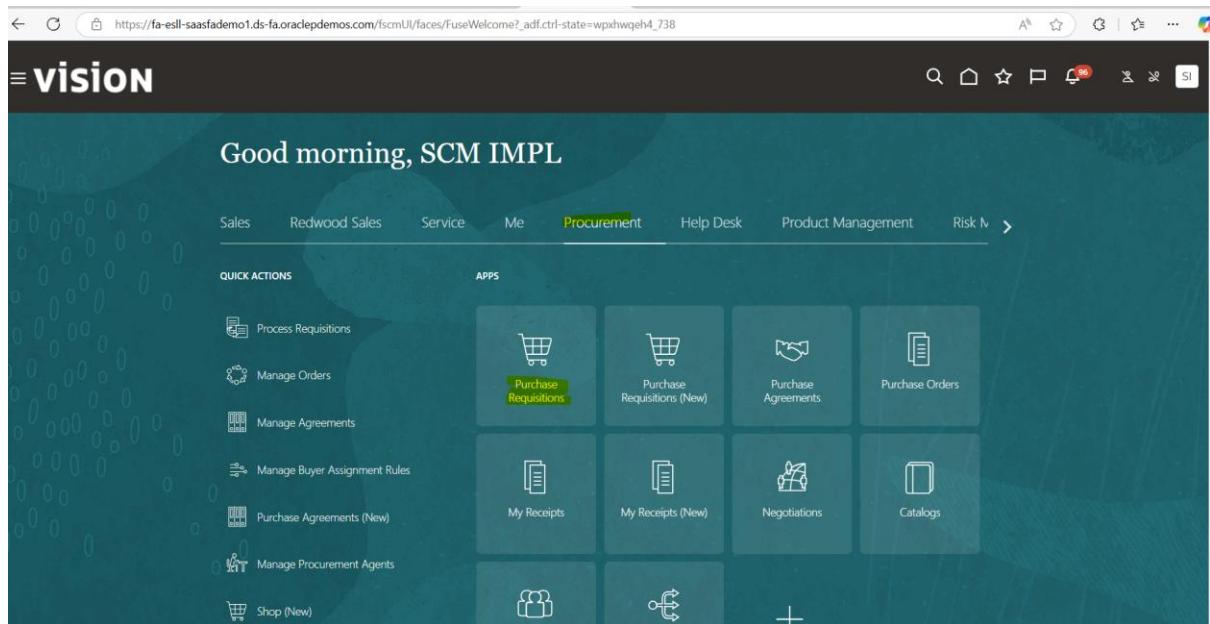
User→ Implementation user/ employee user

**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

The screenshot shows the Oracle Fusion Procurement interface. On the left, there's a sidebar with 'Recent Requisitions' listing items like 'Vision Data Protection Software', 'mobile', '3000002943941', 'Key board', and 'Ruled Spiral Decomposition Notebook' with status 'Pending approval', 'Approved', 'Approved', 'Approved', and 'Incomplete' respectively. On the right, there's a 'Recent Purchases' section showing items like 'Key board', 'IT Services', and 'Catering Services for Conference Room' with their respective details. A confirmation dialog box is overlaid on the screen, stating 'Requisition 204195 was submitted.' with 'View PDF' and 'OK' buttons.

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

### Step 2: Purchase order:-

Navigation: Process requisition> enter the requisition number

The screenshot shows the Oracle Fusion Procurement module. The top navigation bar includes links for Sales, Redwood Sales, Service, Me, Procurement (which is highlighted in green), Help Desk, Product Management, and Risk M. Below the navigation bar is a 'QUICK ACTIONS' section with buttons for 'Process Requisitions', 'Manage Orders', 'Manage Agreements', and 'Manage Buyer Assignment Rules'. To the right is a grid of 'APPS' buttons for 'Purchase Requisitions', 'Purchase Requisitions (New)', 'Purchase Agreements', 'Purchase Orders', and others.

The screenshot shows the 'Process Requisitions' search interface. At the top, there's a search bar with fields for 'Requisitioning BU', 'Requisition' (containing '204195'), and 'Buyer'. There are also filters for 'Deliver-to Location', 'Category Name', and 'Item'. On the right, there are sections for 'Procurement BU' (set to 'US1 Business Unit') and 'Document Builder' (which is empty). Below the search bar is a table titled 'Search Results: Requisition Lines' with columns for Requisition, Line, Line Description, Requester, Quantity, UOM, Price, Amount, Currency, and Additional Details. A message at the bottom says 'No results found. Columns Hidden 58'.

The screenshot shows the Oracle ADF interface for 'Process Requisitions'. The main table displays one row:

Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency	Additional Details
204195	1	Vision Data Protection Software	SCM IMPL	100	Ea	8.00	800.00	USD	

On the right side, there is a sidebar titled 'Procurement BU' with a dropdown set to 'US1 Business Unit'. Below it is a section titled 'Document Builder' which says 'Your Document Builder is empty.'

Select the lines and click on document builder

The screenshot shows the 'Add to Document Builder' dialog box. It contains a table of selected requisition lines and a configuration section below it.

**Selected Requisition Lines**

Requisition	Line	Line Description	Requester	Amount	Currency
204195	1	Vision Data Prot...	IMPL, SCM	800.00	USD

**Add All Selected**

Type: New Order

Source Agreement:

\* Style: Purchase Order

Supplier: Staples

Supplier Site: Staples US1

\* Currency: USD

Buttons: OK (highlighted) and Cancel

Click on Ok

The screenshot shows the Oracle SCM Process Requisitions page. The main area displays a table titled "Search Results: Requisition Lines" with columns: Requisition, Line, Line Description, Requester, Quantity, UOM, Price, Amount, Currency, and Additional Details. A message at the top states "No results found." Below the table, it says "Columns Hidden 58". To the right, a sidebar titled "Document Builder" is open, showing various settings like Procurement BU (US1 Business Unit), Requisitioning BU (US1 Business Unit), and Supplier (Staples). A message in the sidebar says "Your Document Builder contains 1 lines." At the bottom of the sidebar, there are "Edit", "Create", and "Clear" buttons, with "Create" being highlighted.

Click on Create , to create the PO

The screenshot shows the Oracle SCM Edit Document (Purchase Order) page for document US165059. The main area has tabs for Main and Contract Terms, with Main selected. It shows fields for Supplier (Staples), Supplier Site (Staples US1), and Currency (USD). A message box titled "Information" says "The document (Purchase Order) US165059 was created." An "OK" button is visible in the message box. At the top right, there are buttons for View PDF, View Checklist, Actions, Save, Submit, and Cancel.

Po document was created

PO: US165059

Click on submit

The screenshot shows the Oracle SCM Process Requisitions page. A confirmation message box titled "Confirmation" appears, stating "The document (Purchase Order) US165059 was submitted for approval." An "OK" button is visible in the message box. The main area shows a search interface with fields for Requisitioning BU, Requisition, and Buyer, and a table for Search Results: Requisition Lines. A sidebar titled "Document Builder" indicates "Your Document Builder is empty".

PO is submitted for approval.

It will approve automatically as per the approval rules.

PO: US165059

Goto &gt; Manage orders to check the status of the PO

The screenshot shows the Oracle Vision SCM IMPL homepage. At the top, there is a navigation bar with links for Sales, Redwood Sales, Service, Me, Procurement, Help Desk, Product Management, and Risk M. Below the navigation bar is a search bar labeled "Search for people and actions". A "QUICK ACTIONS" section contains several icons, including "Process Requisitions", "Manage Orders" (which is highlighted in green), "Manage Agreements", "Manage Buyer Assignment Rules", "Purchase Agreements (New)", and "Manage Procurement Agents". To the right of these are "APPS" like Purchase Requisitions, Purchase Requisitions (New), Purchase Agreements, Purchase Orders, My Receipts, My Receipts (New), Negotiations, and Catalogs.

This screenshot shows the "Manage Orders" search interface. The search criteria include "Order" set to "US165059". The search results table has columns: Order, Description, Special Handling Type, Supplier, Ordered, Currency, Status, Life Cycle, Change Order, and Creation Date. The result for PO US165059 is shown with the status "Open".

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
US165059	Vision Data Protection Software	Staples		800.00	USD	Open			11/10/24

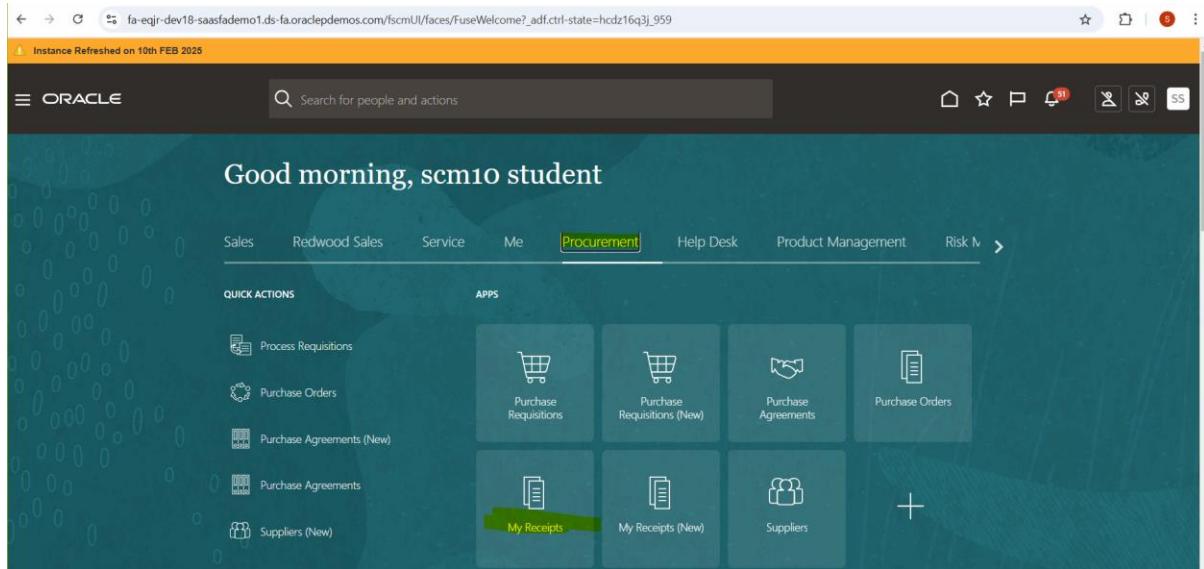
This screenshot shows the detailed view of the PO record for US165059. The page title is "Manage Orders". The search results table shows the same information as the previous screenshot, with the PO record for US165059 highlighted. The status "Open" is clearly visible in the "Status" column.

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
US165059	Vision Data Protection Software	Staples		800.00	USD	Open			11/10/24

Now the PO status is open, now we can move to the receiving process.

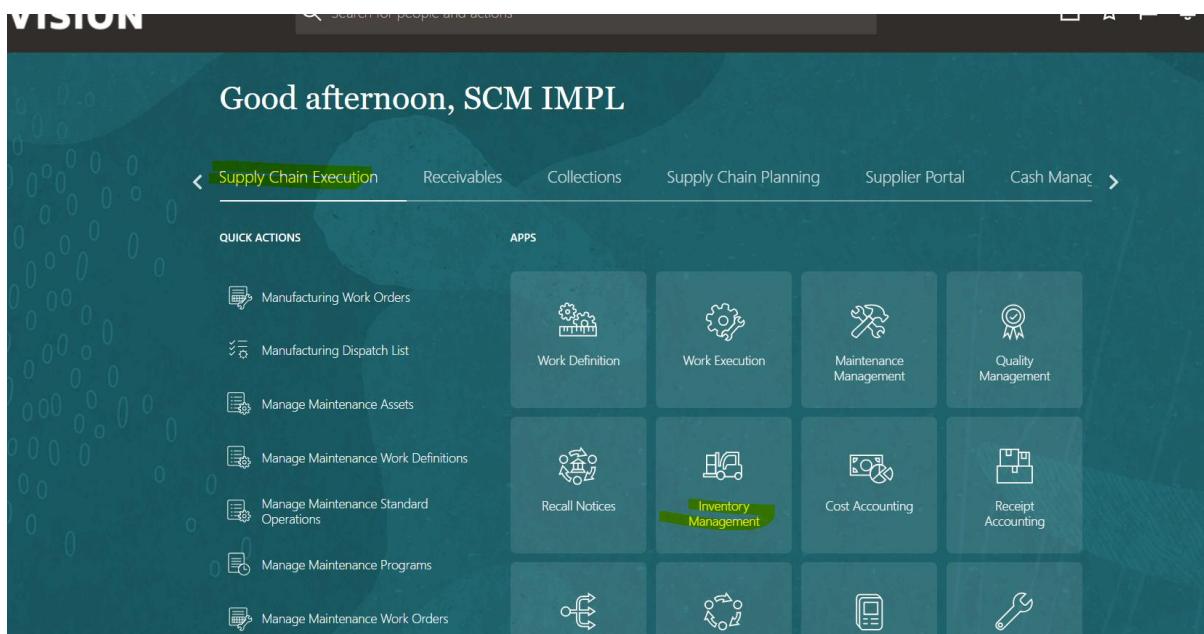
### Receiving/receipts:-

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



[https://fa-esl-saasfdemo1.ds.fa.oraclepdemos.com/fscmUi/faces/FuseWelcome?\\_adf.ctrl-state=lxtc53o11\\_5](https://fa-esl-saasfdemo1.ds.fa.oraclepdemos.com/fscmUi/faces/FuseWelcome?_adf.ctrl-state=lxtc53o11_5)

The dashboard displays the following key metrics:

- Picks: 17 (Open)
- Late Cycle Counts: Over 30 Days (6 Items)
- Cycle Count Sequences: 12 (To Record)
- On-Hand Value: No data available
- Open Shipments by Priority: Top 5 Priorities by Volume (No data available)
- Open Shipments by Carrier: Top 5 Carriers by Volume (DHL: 1)
- Shipment Lines: 3 (Awaiting Pic..., Awaiting Shi.)
- Inspected Receipt Lines: 0 Accepted, 0 Rejected
- Shipment Lines for Next 30 Days: 0
- Receipt Lines: 45.9K (Awaiting Rec., Awaiting Ins.)
- Backordered Supply Lines: 0

Right sidebar navigation:

- Show Tasks: Receipts
  - Expected Shipments
  - Receipts
  - Shipments
  - Inventory
  - Warehouse
  - Customer
  - Supplier
  - Financials
  - Reporting
  - Analytics
  - System
- Receipts
- Shipments
- Inventory
- Warehouse
- Customer
- Supplier
- Financials
- Reporting
- Analytics
- System

Receive Expected Shipments (Advanced Search):

Search filters include:

- \*\* Purchase Order: US166059
- \*\* ASN
- \*\* Transfer Order
- \*\* In-Transit Shipment
- \*\* RMA
- \*\* Supplier
- \*\* Item
- Due Date

Search Results:

View: Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity	UOM Name
001	AS00116	Vision Data Prote...	Purchase order	US165059	1	1	11/13/24	100	Ea

Receive Expected Shipments (Advanced Search):

Search filters include:

- \*\* Purchase Order: US166059
- \*\* ASN
- \*\* Transfer Order
- \*\* In-Transit Shipment
- \*\* RMA
- \*\* Supplier
- \*\* Item
- Due Date

Search Results:

View: Receive

Organization	Item	Item Description	Document Type	Document Number	Document Line	Document Schedule	Due Date	Quantity	UOM Name
001	AS00116	Vision Data Prote...	Purchase order	US165059	1	1	11/13/24	100	Ea

Receive Lines (Organization: 001):

Actions: View, Remove Line, Show Receipt Quantity, View Details

Item	Item Description	Document Number	* Quantity	* UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	* Receipt Date	* Received By
AS00116	Vision Data Prote...	US165059	100	Ea	Inventory			Seattle	11/10/24 11:10:00	IMPL_SCI

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Receive Lines ②

Organization: 001

Actions	View	Remove Line	Show Receipt Quantity	View Details						
Item	Item Description	Document Number	* Quantity	* UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	* Receipt Date	* Received By
FAS00116	Vision Data ...	US165059	100	Ea	Inventory			Seattle	11/10/24 12:18 PM	IMPL, SCM

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Receive Lines ②

Organization: 001

Actions	View	Remove Line	Show Receipt Quantity	View Details						
Item	Item Description	Document Number	* Quantity	* UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	* Receipt Date	* Received By
FAS00116	Vision Data ...	US165059	100	Ea	Inventory	Stores		Seattle	11/10/24 12:18 PM	IMPL, SCM

**Create Receipt ②**

Organization: 001

Receipt	GL Date
Supplier	Shipped Date
Customer	Waybill
Shipment	Bill of Lading
Packing Slip	* Received By
Shipping Method	Notes
Number of Supplier Packing Units	Attachments
* Receipt Date	None
Staples	11/10/24 12:18 PM
	midyy h:mm a
	IMPL, SCM
11/10/24 12:18 PM	

Additional Information

Receipt Lines

View	Remove Line								
Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
FAS00116	Vision Data Prot...		US165059	100	Ea	Stores			Inventory

Receipt

GL Date: 11/10/24 12:18 PM

Shipped Date: 11/10/24 12:18 PM

Received By: IMPL, SCM

Notes:

Attachments: None

Confirmation: Receipt 52709 was created. Number of lines: 1.

Item	Item Description	Revision	Document Number	Quantity	UOM Name	Subinventory	Locator	Receiving Location	Destination Type
AS00116	Vision Data Prot...		US165059	100	Ea	Stores		Inventory	

Receipt Number:- 52709

Check the Po Status once

Manage Orders

Advanced Manage Watchlist Saved Search All My Orders

\*\* Order: US165059

\*\* Requisition:

Status:

Include Closed Documents: No

Search Results

Order	Description	Special Handling Type	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date
US165059	Vision Data Prot...		IMPL, SCM	Planned	USD	Open	Active	Open	2024-10-10 12:18:00

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

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

Identifying PO: US165059  
Business Unit: US1 Business Unit  
Supplier: Staples  
Supplier Number: 1260  
Supplier Site: Staples US1  
Legal Entity: US1 Legal Entity  
Invoice Group

Number: Test\_Inv  
\* Amount: USD - 876.00  
Type: Standard  
Description  
Date: 11/10/24  
\* Payment Terms: Immediate  
\* Terms Date: 11/10/24  
Requester  
Attachments: None  
Note

Lines (Match Invoice Lines)  
View ▾ + Detach Allocate Cancel Line Distributions  
Distribution Reference Tax Purchase Order Asset Project

No results found

Goto Actions> Click on Validate

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

Goto Actions> Click on Post to Ledger

Identifying PO: US165059  
Business Unit: US1 Business Unit  
Supplier: Staples  
Supplier Number: 1260  
Supplier Site: Staples US1  
Legal Entity: US1 Legal Entity  
Invoice Group

Number: Test\_Inv  
\* Amount: USD - 876.00  
Type: Standard  
Description  
Date: 11/10/24  
\* Payment Terms: Immediate  
\* Terms Date: 11/10/24  
Requester  
Attachments: None  
Note

Lines (Match Invoice Lines)  
View ▾ + Detach Allocate Cancel Line Distributions  
Distribution Reference Tax Purchase Order Asset Project

No results found

Manage Installments  
Calculate Tax Ctrl+Alt+X  
Validate Ctrl+Alt+V  
Apply or Unapply Prepayments  
Manage Holds  
Account Coding  
Approval  
View Approval and Notification History  
Cancel Invoice  
Delete Invoice  
Pay in Full  
Post to Ledger  
Account in Draft

Identifying PO: US165059  
 Business Unit: US1 Business Unit  
 Supplier: Staples  
 Supplier Number: 1260  
 Supplier Site: Staples US1  
 Legal Entity: US1 Legal Entity  
 Invoice Group:

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Reference	Tax
1	Item	800.00			11/10/24	<input type="checkbox"/>	Vision Data Protection Software		

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

Invoice: Test\_inv

Goto Manage invoices > verify the invoice status

Actions	View	Detach	Validate	Pay in Full	Approval	Post	Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	De
							Test_Inv	11/10/24	11/10/24 12:4...	Staples	Staples US1	876.00 USD	876.00 USD	0.00 USD	Standard	Validated	Not required	0		

Payments:-

Good afternoon, SCM IMPL

- Supply Chain Execution
- Receivables
- Collections
- Supply Chain Planning
- Supplier Portal
- Payables

QUICK ACTIONS

- Create Invoice
- Manage Invoices

APPS

- Payables Dashboard
- Invoices
- Payments

[https://fa-esll-saasfadem01.ds.fa.oracledemos.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=d91hk1cmb\\_5](https://fa-esll-saasfadem01.ds.fa.oracledemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=d91hk1cmb_5)

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Overview

Payment Process Requests (3)

Requiring Attention (3) Recently Completed (17) Recently Terminated (23)

Name Pending Since Stage Status Action Select

PPR6112414	11/6/24	Payment validation	Payments approval initiated	...
PPR711241	11/7/24	Payment validation	Payments approval initiated	...
SSK PPR	11/9/24	Payment validation	Error in payments approval	...

Payment Files Requiring Attention

Actions View Detach

Reference	Administrator Reference	Creation Date	Status
282190	ACK_06	11/6/24	Pending action to address a

Payments

- Submit Payment Process Request
- Manage Payment Process Requests
- Manage Payment Process Request Tr
- Create Payment
- Manage Payments
- Create Electronic Payment Files
- Create Printed Payment Files
- Manage Payment Files
- Apply Missing Conversion Rates
- Create Positive Pay File
- Send Separate Remittance Advice
- Create Regulatory Reporting
- Payment File Accompanying Letter
- Retrieve Disbursement Acknowledgm

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**vision**

Overview

Payment Process Requests (3)

Requiring Attention (3) Recently Completed (17) Recently Terminated (23)

Name Pending Since Stage Status Action Select

PPR6112414	11/6/24	Payment validation	Payments approval initiated	...
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SSK PPR	11/9/24	Payment validation	Error in payments approval	...

Payments

- Submit Payment Process Request
- Manage Payment Process Requests
- Manage Payment Process Request Tr
- Create Payment**
- Manage Payments
- Create Electronic Payment Files
- Create Printed Payment Files
- Manage Payment Files
- Apply Missing Conversion Rates
- Create Positive Pay File
- Send Separate Remittance Advice
- Create Regulatory Reporting
- Payment File Accompanying Letter
- Retrieve Disbursement Acknowledgm

Enter BU Details.

Supplier details.

Disbursement Bank account

Payment method, payment process profile

[https://fa-esll-saasfadem01.ds.fa.oracledemos.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=d91hk1cmb\\_5](https://fa-esll-saasfadem01.ds.fa.oracledemos.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=d91hk1cmb_5)

**Create Payment (3)**

Save and Create Another Save and Close Cancel

Payment Details Advanced Additional Information

* Business Unit	US1 Business Unit
* Supplier or Party	Staples
* Supplier Site	Staples US1
Address	500 STAPLES DR,FRAMINGHAM, MA 01702 MIDDLESEX
* Payment Date	11/10/24
* Type	Quick
Description	
Disbursement Bank Account	B0A-2869
* Payment Currency	USD - US Dollar
* Payment Method	Electronic
* Payment Process Profile	US Federal SPS ACH
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 Detach Add Cross-Currency User Rates

Click on select and add, add our invoice

Create Payment

**Payment Details** Advanced Additional Information

Business Unit	US1 Business Unit	Disbursement Bank Account	BofA-2869
Supplier or Party	Staples	Payment Currency	USD - US Dollar
* Supplier Site	Staples US1	Payment Method	Electronic
Address	500 STAPLES DR,FRAMINGHAM, MA 01702 MIDDLESEX	Payment Process Profile	US Federal SPS ACH
Payment Date	11/10/24	Remit-to Account	XXXXXX1260
Type	Quick	Remit-to Bank Name	Bank of America
Description		Remit-to Branch Name	New York
		Payment Document	
		Paper Document Number	
		Attachments	None

Invoices to Pay

Number	Invoice				Payment			
	Type	Due Date	Unpaid	Discount	Amount	Interest	Total	
Test_Inv	Standard	11/10/24	876.00	0.00	876.00	0.00	876.00	
			0.00	876.00	0.00	876.00		

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)

Create Payment

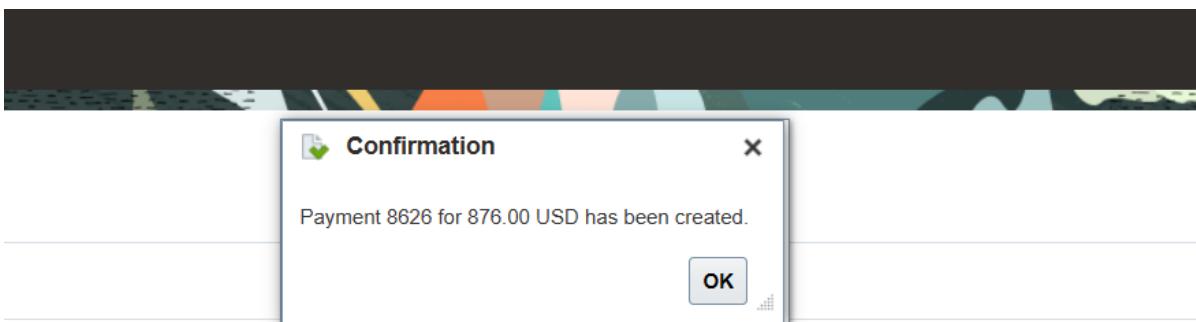
**Payment Details** Advanced Additional Information

Business Unit	US1 Business Unit	Disbursement Bank Account	WF-US1 Account
Supplier or Party	Staples	Payment Currency	USD - US Dollar
* Supplier Site	Staples US1	Payment Method	Electronic
Address	500 STAPLES DR,FRAMINGHAM, MA 01702 MIDDLESEX	Payment Process Profile	MasterCard Virtual Card
Payment Date	11/10/24	Remit-to Account	XXXXXX1260
Type	Quick	Remit-to Bank Name	Bank of America
Description		Remit-to Branch Name	New York
		Payment Document	
		Paper Document Number	
		Attachments	None

Invoices to Pay

Number	Invoice				Payment			
	Type	Due Date	Unpaid	Discount	Amount	Interest	Total	
Test_Inv	Standard	11/10/24	876.00	0.00	876.00	0.00	876.00	
			0.00	876.00	0.00	876.00		

Click on Save and Close.



Now our Payment for 876\$ has completed successfully.

Now cross check with the paymnet number:

Goto payables> Payments> Manage Payments

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
8626	Negotiable	No		Staples	11/10/24	876.00 USD	500 STAPLES DR, FRAMINGHAM, MA 01702 MIDDLESEX	XXXXXX1260	<a href="#">View</a>

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
8626	Negotiable	No		Staples	11/10/24	876.00 USD	500 STAPLES DR, FRAMINGHAM, MA 01702 MIDDLESEX	XXXXXX1260	<a href="#">View</a>

Our Paymnet process has been completed successfully.

(or)

Create Payment ②

[Save and Create Another](#) [Save and Close](#) [Cancel](#)

**Payment Details** Advanced Additional Information

Business Unit	US1 Business Unit	Disbursement Bank Account	WF - US1 Account
Supplier or Party	Staples	Payment Currency	USD - US Dollar
* Supplier Site	Staples US1	Payment Method	Electronic
Address		500 STAPLES DR FRAMINGHAM, MA 01702 MIDDLESEX	
Payment Date	1/5/25	Remit-to Account	XXXXXX1260
Type	Quick	Remit-to Bank Name	Bank of America
Description	New York		
		Payment Document	
		Paper Document Number	
		Attachments	None

Invoices to Pay

[View](#) Add Cross-Currency User Rates

Number	Invoice		Payment				
	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 ②

[Save and Create Another](#) [Save and Close](#) [Cancel](#)

**Payment Details** Advanced Additional Information

**Confirmation**  
Payment 8634 for 1,095.00 USD has been created

* Business Unit	Disbursement Bank Account
* Supplier or Party	Payment Currency
* Supplier Site	Payment Method
Address	
* Payment Date	Remit-to Account
* Type	Remit-to Bank Name
Description	Remit-to Branch Name
Payment Document	
Paper Document Number	
Attachments	

Invoices to Pay

[View](#)

Invoice	Payment
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