

Topic 1: Procurement Setups

Setup 1: Enable procurement offerings

N -> Setup and Maintenance -> Procurement -> Actions -> Go to Offerings -> Opt in Features

Opt In: Procurement						
Name	Not Optional From	Enable	View History	Features	Setup	Implementation Status
Procurement		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Suppliers		<input checked="" type="checkbox"/>	View	Edit	Setup	Not Started
Items		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Purchasing		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Self Service Procurement		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Receiving		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Supplier Invoice Processing		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Suppliers		<input checked="" type="checkbox"/>	View	Edit	Setup	Not Started
Payables		<input checked="" type="checkbox"/>	View	Edit	Setup	In Progress
Payments		<input checked="" type="checkbox"/>	View	Edit	Setup	Not Started

Opt In: Procurement						
Name	Not Optional From	Enable	View History	Features	Setup	Implementation Status
Payables		<input checked="" type="checkbox"/>	View	Edit	Setup	In Progress
Payments		<input checked="" type="checkbox"/>	View	Edit	Setup	Not Started
Cash Management and Banking		<input checked="" type="checkbox"/>	View	Edit	Setup	Not Started
Supplier Portal		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Sourcing		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Supplier Qualification		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Procurement Contracts		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Procurement and Spend Business Intelligence Analytics		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Sourcing Business Intelligence Analytics		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented
Procurement Business Intelligence Analytics		<input checked="" type="checkbox"/>	View	Edit	Setup	Implemented

Check or uncheck the Enable checkbox as per requirement and finally click on Done [B].

Setup 2: Assign Business Unit Business Function

N -> Setup and Maintenance -> Procurement -> Organization Structures -> Assign Business Unit Business Function

Assign Business Functions: US1 Business Unit

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

Business Unit Functions

Select all business functions that this business unit will perform.

[View](#) [Format](#) [Freeze](#) [Wrap](#)

Name	Enabled
Payables Invoicing	<input checked="" type="checkbox"/>
Payables Payment	<input checked="" type="checkbox"/>
Billing and Revenue Management	<input checked="" type="checkbox"/>
Customer Payments	<input checked="" type="checkbox"/>
Service Request Management	<input checked="" type="checkbox"/>
Collections Management	<input checked="" type="checkbox"/>
Materials Management	<input checked="" type="checkbox"/>
Customer Contract Management	<input checked="" type="checkbox"/>
Project Accounting	<input checked="" type="checkbox"/>

Procurement

Requisitioning

Receiving

Expense Management

Procurement Contract Management

Incentive Compensation

Revenue Compliance and Accounting

Sales

Click on Save and Close [B]

Setup 3: Configure Requisitioning Business Function

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Configure Requisitioning Business Function

Financial Reporting

Select the primary ledger and default legal entity for the business function you chose so that financial transactions can be generated.

* Primary Ledger [US Primary Ledger](#)

Below legal entity Below legal entity

* Legal Entity [US1 Legal Entity](#)

Activate Windows
Go to Settings to activate Windows.

Configure Requisitioning Business Function (US1 Business Unit)

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

Requisitioning

* Default Deliver-to Organization	Seattle	<input type="checkbox"/> Reapproval required for changes made during an active approval process
Line Type	Goods	<input checked="" type="checkbox"/> Create orders immediately after requisition import
Group Requisition Import By	Item	<input checked="" type="checkbox"/> Approval required for buyer modified lines
<input checked="" type="checkbox"/> Allow one-time addresses		<input checked="" type="checkbox"/> Enable approver override
		<input checked="" type="checkbox"/> Enable supply availability details for internal transfers

Context Values for Requisition Descriptive Flexfields

Header Level	Distribution Level
Line Level	

Purchasing

* Default Procurement BU	US1 Business Unit	Cancel Unfulfilled Demand	Optionally
Price Change Tolerance Percentage		Multiple Legal Entities on Order	Error
Price Change Tolerance Amount (USD)		<input checked="" type="checkbox"/> Allow requisition-to-agreement UOM conversion Go to Settings to activate Windows.	
Ship-to Location	Seattle		

Click on Save and Close [B]

Setup 4: Configure Procurement Business Function

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Configure Procurement Business Function

Select Procurement BU: TM India BU/US1 Business Unit

Click on OK [B]

Configure Procurement Business Function (US1 Business Unit)

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

Main Document Types

General

Payment Terms	Net 30	* Inventory Organization	Operations
Shipping Method	UPS	Line Type	Goods
Freight Terms	Buyer pays freight	* Currency	USD
FOB	Origin	Conversion Rate Type	Corporate
<input type="checkbox"/> Buyer managed transportation		Preferred Language	American English US
Price Break Type	Cumulative	Prospective Supplier Registration URL https://ucf5-zeop-fa-ext.oracledemos...	
Buyer	Roth, Calvin	Spend Authorized Supplier Registration URL https://ucf5-zeop-fa-ext.oracledemos...	

Purchasing

* Maximum File Size Megabytes	10	<input checked="" type="checkbox"/> Group requisitions
Receipt Close Tolerance Percent	0	<input type="checkbox"/> Use customer sales order
Receipt Close Point	Received	<input checked="" type="checkbox"/> Group requisition lines
Invoice Close Tolerance Percent	0	<input type="checkbox"/> Use requested date
Match Approval Level	3 Way	<input type="checkbox"/> Use ship-to organization and location
<input type="checkbox"/> Allow manual price update on fulfilled orders		<input checked="" type="checkbox"/> Default promised date from requested date
		<input checked="" type="checkbox"/> Allow item description update
		<input checked="" type="checkbox"/> Enforce supplier hold
		<input checked="" type="checkbox"/> Autogenerate orders from requester-negotiated requisition lines
		<input type="checkbox"/> Bypass approvals for automatically submitted orders

Consignment Terms

Aging Onset Point	Receipt	Consumption Advice Summary
Aging Period Days	1	<input checked="" type="radio"/> All organizations
Consumption Advice Frequency	Daily	<input type="radio"/> Organization
		<input type="radio"/> Organization and item
		<input type="radio"/> Organization, item and transaction date

Sourcing

Negotiation Type	RFQ	<input checked="" type="checkbox"/> Enable weights in requirements
Negotiation Style	Standard Negotiation	<input type="checkbox"/> Display requirement scoring criteria to suppliers
Rank Indicator	1,2,3...	<input type="checkbox"/> Display rank in blind negotiations
Maximum Requirement Score	5	<input type="checkbox"/> Display best price in blind negotiations
Purchasing Documents	Create in Oracle Fusion Purchasing	<input checked="" type="checkbox"/> Enforce supplier's previous round price as start price
		<input checked="" type="checkbox"/> Enable negotiation approval
		<input checked="" type="checkbox"/> Enable award approval
		Activate Windows Settings to activate Windows.

Configure Procurement Business Function (US1 Business Unit)

Main Document Types

Type	Display Name
Auction	Auction
Blanket Purchase Agreement	Blanket Purchase Agreement
Contract Purchase Agreement	Contract Purchase Agreement
Purchase Order	Purchase Order
RFI	RFI
RFQ	RFQ

Purchase Order: Document Type Details

* Document Layout	Purchase Order Layout	* Change Order Template	Change Order Template
* Contract Terms Layout	Contract Terms Procure		

Additional Information

Context Prompt

Activate Windows
Go to Settings to activate Windows.

Click on Save and Close [B]

Setup 5: Define Common Options for Payables and Procurement

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Common Options for Payables and Procurement

Select Procurement BU: TM India BU/US1 Business Unit

Click on OK [B]

Currency Conversion

Require conversion rate entry

Conversion Rate Type

* Realized Gain Distribution 101.10.78610.120.000.000

* Realized Loss Distribution 101.10.78610.120.000.000

Expense Accruals

Accrue Expense Items

Self-Billed Invoices

Gapless invoice numbering

Buying Company Identifier

Legal Entity Information

VAT Registration Member State

VAT Registration Number

Bill-to Location

Activate Windows
Go to Settings to activate Windows.

Additional Information

Regional Information

C

Manage Common Options for Payables and Procurement

* Business Unit

Default Distributions

* Liability <input type="text" value="101.10.22100.000.000.000"/> <input type="button" value=""/>	* Discount Taken <input type="text" value="101.10.77600.120.000.000"/> <input type="button" value=""/>
* Prepayment <input type="text" value="101.10.13500.000.000.000"/> <input type="button" value=""/>	Miscellaneous <input type="text" value="101.10.60540.120.000.000"/> <input type="button" value=""/>
Bill Payable <input type="text" value="101.10.22100.000.000.000"/> <input type="button" value=""/>	Freight <input type="text" value="101.10.62510.120.000.000"/> <input type="button" value=""/>
* Conversion Rate Variance Gain <input type="text" value="101.10.78630.120.000.000"/> <input type="button" value=""/>	Prepayment Tax Difference <input type="text" value="101.10.13500.000.000.000"/> <input type="button" value=""/>
* Conversion Rate Variance Loss <input type="text" value="101.10.78630.120.000.000"/> <input type="button" value=""/>	

Automatic Offsets

Offset Segments None
 Primary balancing segment
 All segments, except natural account

One Time Payments

Liability

Expense

Click on Save and Close [B]

Setup 6: Define Receiving Parameters

N -> Setup and Maintenance -> Procurement -> Receiving -> Manage Receiving Parameters

Select Organization: TMBLR/001

Click on OK [B]

Manage Receiving Parameters

Inventory Organization 001 [Change Organization](#) [Save](#) [Save and Close](#) [Cancel](#)

General

<input type="checkbox"/> Ship-to Exception Action Warning	<input type="checkbox"/> Allow unordered receipts
<input type="checkbox"/> ASN Control Action Warning	<input type="checkbox"/> Enforce blind receiving
Early Receipt Tolerance in Days 60	<input type="checkbox"/> Print receipt traveler
Late Receipt Tolerance in Days 60	<input type="checkbox"/> Include closed purchase orders for receipts
* Receipt Days Exceed Action None	<input type="checkbox"/> Allow routing override
Over-Receipt Tolerance 50	<input type="checkbox"/> Process all lines together
* Over-Receipt Action None	<input type="checkbox"/> Print shipping documents for returns to suppliers
* Receipt Routing Standard receipt	<input type="checkbox"/> Print shipping documents for drop ship orders
<input type="checkbox"/> Use quality inspection plan	<input type="checkbox"/> Print shipping documents for return material authorizations
<input type="checkbox"/> Allow substitute receipts	<input type="checkbox"/> Publish transactional business events

▲ Receipt Number

* Generation Automatic
Type Numeric
Next Number 51201

▲ RMA

* Receipt Routing Standard receipt
RMA Validate Lots Unrestricted
<input type="checkbox"/> Validate serial numbers

Activate Windows
Go to Settings to activate Windows.

Click on Save and Close [B]

Note: Similarly define this setup in the relevant organizations.

Setup 7: Define Payment Terms

- It is global level and it is common setup for purchasing and payables.
- It describes when we payment to the supplier.
- Seeded payment terms are applicable in cloud application. If required, it can be create new values.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Payment Terms

Click on + sign

Create Payment Terms

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

* Name TM Immediate	* From Date 11/5/18 <input type="button" value="..."/>
Description TM Immediate	To Date m/d/y <input type="button" value="..."/>
Cutoff Day	AB Context <input type="button" value="..."/>
Rank	

▲ Installments

	Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead
	100			m/d/y <input type="button" value="..."/>	0		

Discount

First Discount			Second Discount			Third Discount					
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead

▲ Set Assignments

View ▾ + X Detach			Set Code	Set Name	Description	Activate Windows Go to Settings to activate Windows.
COMMON				Common Set		

Click on Save and Close [B]

Similarly

Create Payment Terms

* Name <input type="text" value="TM N15"/>	* From Date <input type="text" value="11/5/18"/> <input type="button" value="..."/>
Description <input type="text" value="Net Payment within 15 Days"/>	To Date <input type="text" value="m/d/y"/> <input type="button" value="..."/>
Cutoff Day <input type="text"/>	AB Context <input type="button" value="▼"/>
Rank <input type="text"/>	

▲ Installments

	Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead
	100					15	

Discount

First Discount			Second Discount			Third Discount					
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead

▲ Set Assignments

View ▾ + X Detach			Set Code	Set Name	Description	Activate Windows Go to Settings to activate Windows.
COMMON				Common Set		

Click on Save and Close [B]

Similarly

Create Payment Terms

* Name <input type="text" value="TM N30"/>	* From Date <input type="text" value="11/5/18"/> <input type="button" value="..."/>
Description <input type="text" value="Net Payment within 30 Days"/>	To Date <input type="text" value="m/d/y"/> <input type="button" value="..."/>
Cutoff Day <input type="text"/>	AB Context <input type="button" value="▼"/>
Rank <input type="text"/>	

▲ Installments

	Due (%)	Amount Due	Calendar	Fixed Date	Days	Day of Month	Months Ahead
	100					30	

Discount

First Discount			Second Discount			Third Discount					
Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead	Discount (%)	Days	Day of Month	Months Ahead
4	7			3	14			2	21		

Set Assignments

View	+	X	Detach	Set Code	Set Name	Description	Activate Windows
				COMMON	Common Set		Go to Settings to activate Windows.

Click on Save and Close [B]

Setup 8: Define Carrier

- It is global level and it is common setup for inventory, purchasing and order management etc.
- It describes who transport of the items.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Carriers

Click on + sign

Create Carrier

* Carrier Name	TM Blue Dart	Save	Save and Close	Cancel						
<input checked="" type="checkbox"/> Active										
<input type="checkbox"/> Manifesting enabled										
Additional Information										
Shipping Methods Contacts Inbound Tracking Rules										
Actions ▾ View ▾ Format ▾ + X Freeze Wrap										
* Service Level		* Mode of Transport	Active							
Door to door		Truckload	<input checked="" type="checkbox"/>							
Columns Hidden 1										
Door to door Truckload: Organization Associations										
Actions ▾ View ▾ Format ▾ Select and Freeze Wrap										
<table border="1"> <thead> <tr> <th>Organization</th> <th>Organization Name</th> </tr> </thead> <tbody> <tr> <td>002</td> <td>Atlanta</td> </tr> <tr> <td>001</td> <td>Seattle</td> </tr> </tbody> </table>					Organization	Organization Name	002	Atlanta	001	Seattle
Organization	Organization Name									
002	Atlanta									
001	Seattle									
Activate Windows										

In Contacts Tab

Create Carrier

* Carrier Name	TM Blue Dart	Save	Save and Close	Cancel
<input checked="" type="checkbox"/> Active				
<input type="checkbox"/> Manifesting enabled				
Additional Information				
Shipping Methods Contacts Inbound Tracking Rules				
Actions ▾ View ▾ Format ▾ + X Freeze Wrap				
Last Name	First Name	Job Title	Phone	E-Mail
Charan				charan@bluedart.com

In Inbound Tracking Rules Tab

Leave the values as default

Click on Save and Close [B]

Setup 9: Define FOB Lookups

- It is application level. Seeded values are applicable in cloud application. If required, it can be create new values.
- It is used to define FOB Codes.
- FOB Code describes who is responsible of the items under transportation.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage FOB Lookups

Click on + sign

The screenshot shows the 'Manage FOB Lookup' screen. At the top right are 'Save', 'Save and Close', and 'Cancel' buttons. Below is a table for 'Standard Lookup Type' with one row for 'FOB'. The 'Meaning' column contains 'Valid FOB Codes', and the 'Description' column contains 'Term specifying at which point the responsibility for the goods passes from the seller to the buyer'. The 'Module' is 'Common Purchasing Entities' and the 'Lookup Configuration Level' is 'Extensible'. Below this is a section for 'FOB: Lookup Codes' with a table showing three entries: Dest, Origin, and Ship. Each entry has a 'Display Sequence' (1, 2, 3), 'Enabled' checked, and a start date of 9/1/2009. The 'Meaning' column includes 'Destination', 'Origin', and 'Shipping Point'. The 'Description' column includes 'Destination', 'Origin', and 'Shipping Point'. The 'Tag' column includes 'Activate Windows'.

Finally Click on Save and Close [B]

Setup 10: Define freight terms Lookups

- It is application level. Seeded values are applicable in cloud application. If required, it can be create new values.
- It describes who payment of the transport amount to the carrier.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage freight terms Lookups

The screenshot shows the 'Manage Freight Terms Lookup' screen. At the top right are 'Save', 'Save and Close', and 'Cancel' buttons. Below is a table for 'Standard Lookup Type' with one row for 'FREIGHT TERMS'. The 'Meaning' column contains 'Valid Freight Terms', and the 'Description' column contains 'Term specifying which party, buyer or seller pays the freight'. The 'Module' is 'Common Purchasing Entities' and the 'Lookup Configuration Level' is 'Extensible'. Below this is a section for 'FREIGHT TERMS: Lookup Codes' with a table showing three entries: PAID, BUYER, and COD. Each entry has a 'Display Sequence' (1, 2, 3), 'Enabled' checked, and a start date of 9/9/09. The 'Meaning' column includes 'Vendor Pays Freight', 'Buyer pays freight', and 'Cash on Delivery'. The 'Description' column includes 'Vendor Pays Freight', 'Buyer pays freight', and 'Cash on Delivery'. The 'Tag' column is empty.

Click on Save and Close [B]

Setup 11: Define Purchasing Profile Options

- Seeded profile options are applicable in cloud application.
- Setting up the profile values based on requirement.
- 16 seeded purchasing profile options are applicable.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Purchasing Profile Options

Manage Purchasing Profile Options

Name

- PO_ELECTRONIC_COMM_ATTACHMENTS
- PO_COPY_REQ_HDR_DFF_TO_PO
- PO_COPY_REQ_LINE_DFF_TO_PO
- PO_FROM_EMAIL_ADDRESS
- PO_CONTROL_SUPPLIER_COMMUNICATION
- PO_COPY_REQ_DFF_TO_PO
- PO_NOTIFICATION_OVERRIDE_E-MAIL
- PO_AGRMT_LOADER_COMMIT_SIZE
- PO_AGRMT_LOADER_PURGE_DAYS
- PO_DEFAULT_PRC_BU

Manage Purchasing Profile Options

Name

- PO_NOTIFICATION_OVERRIDE_E-MAIL
- PO_AGRMT_LOADER_COMMIT_SIZE
- PO_AGRMT_LOADER_PURGE_DAYS
- PO_DEFAULT_PRC_BU
- PO_DOC_BUILDER_DEFAULT_DOC_TYPE
- PO_LOAD_ITEMS_IN_ALL_LANGUAGES
- PO_PRC_AGENT_CATEGORY_ASSIGNMENT
- PO_ASL_VALIDATION_FOR_BPA
- PO_ELECTRONIC_COMM_DATA_MODEL
- PO_REQUESTED_DELIVERY_DATE_VALIDATION

Setup 12: Create Procurement Document Numbering

- It is used to set purchasing transaction numbers.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Procurement Document Numbering

Manage Procurement Document Numbering

Search

Document Type:

Determinant Value:

Search Results

Document Type	Determinant Type	* Determinant Value	Prefix	* Next Number	Suffix	Minimum Digits	Preview
Purchase Agreement	Procurement BU	TM India BU	PA	20000			PA20000
Purchase Order	Sold-to Legal Entity	Tata Motors India Pvt Ltd	PO	10000			PO10000
Requisition	Requisitioning BU	TM India BU	REQ	1000			REQ1000

Manage Procurement Document Numbering

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

► Search

Search Results

Actions	View	Format	+				
Document Type	Determinant Type	* Determinant Value	Prefix	* Next Number	Suffix	Minimum Digits	Preview
Negotiation	Procurement BU	US1 Business Unit		31781			31781
Purchase Agreement	Procurement BU	US1 Business Unit		52252			52252
Purchase Order	Sold-to Legal Entity	US1 Legal Entity		163524			163524
Requisition	Requisitioning BU	US1 Business Unit		203991			203991

Setup 13: Create Purchasing Line Types

- Seeded line types are applicable. If required, it can be create new values.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Purchasing Line Types

Manage Purchasing Line Types

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

► Search

Search Results

Actions	View	Format	+					Default			
* Line Type	* Description	* Code	Purchase Basis					Additional Information			
				Category Name	UOM	Match Approval Level	Invoice Match Option	Receipt Close Tolerance Percent	End Date	Context Prompt	
Services	Services	Services	Services	Services	Services	2 Way	Order		mid/yy		
Fixed Price Services	Fixed Price Services	Fixed Price Services	Services								
General Hourly Serv...	General Hourly Services	General Hourly Serv...	Goods	Hr		2 Way	Order				
General Monthly Ser...	General Monthly Services	General Monthly Ser...	Goods	Facility - Contract Month		2 Way	Order				
Goods	Goods	Goods	Goods			2 Way	Order	Activate Windows		Go to Settings to activate Windows.	

Click on Save and Close [B]

Setup 14: Create Document Styles

- Seeded document styles are applicable. If required, it can be create new values.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Document Styles

Below is the screenshot to checkout seeded values

Manage Document Styles

[Done](#)

► Search

Search Results

Actions	View	Format	+				
Style	Description	Status					
Configure to Order Style	Document style for procurement of configure to order items	Active					
Consignment Purchases Style	Document style for consignment purchases	Active					
Fixed Price Services	Fixed Price Services (Deliverables)	Active					
Outside Processing Style	Document style for procurement of outside processing items	Active					
Standard Style	Standard document style	Active					

Click + Sign for create a new value

Create Document Style

[Save](#) [Save and Close ▾](#) [Cancel](#)

* Style	TM Standard Purchase Order S
Description	TM Standard Purchase Order Style
Status	Active

Commodities

Purchase Bases	<input checked="" type="checkbox"/> Goods
	<input type="checkbox"/> Services
Consignment Terms Enabled	No
Configuration Ordering Enabled	No
Outside Processing Enabled	No
Line Types	All

Purchase Order

* Display Name	Standard Purchase Order
----------------	-------------------------

Blanket Purchase Agreement

Enabled	No
Display Name	
Price Breaks Allowed	No

Contract Purchase Agreement

Enabled	No
Display Name	

Activate Windows
Go to Settings to activate Windows.

Click on Save and Close [B]

Setup 15: Create Purchasing Categories

- Already it is completed this setup. Please refer to product management module.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Purchasing Categories

Setup 16: Define Receiving Profile Options

- Seeded profile options are applicable in cloud application.
- Setting up the profile values based on requirement.
- 8 seeded receiving profile options are applicable.

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Receiving Profile Options

Manage Receiving Profile Options

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

► Search : Profile Option

Search Results

▲ Search Results : Profile Options

Actions ▾ View ▾ [Detach](#)

Profile Option Code	Profile Display Name	Application	Module	Start Date	End Date	Description
RCV_AGING_PERIOD	Aging Period for Extend...	Receiving	Common	1/1/80		Specify the number of days before an invoice is created out of a r...
RCV_ALLOW_RATE_OVERRIDE_FOR_USER_RATE...	Rate Override for User ...	Receiving	Common	1/1/80		Enable rate override of user rate type.
RCV_ERS_PREFIX	Prefix for Extended Rec...	Receiving	Common	1/1/80		Specify prefixes for extended receipt settlement generated invoices.
RCV_SSP_ALLOW_INV_DEST_RECEIPTS	Inventory Replenishme...	Receiving	Common	1/1/80		Specify whether self-service users can receive inventory destinat...
RCV_SSP_INCLUDE_TO_FOR_CONFIRM_RECEIPT	Transfer Orders Include...	Receiving	Common	11/17/15		Enable notification through self-service receiving for transfer order...
RCV_SSP_NOTIF_INCLUDE_PAST_DUE_ORDERS	Past Due Orders Includ...	Receiving	Common	11/17/15		Enable notification through self-service receiving if need-by date ...
RCV_SSP_REQUIRE_BLIND RECEIVING	Blind Receiving for Self...	Receiving	Common	1/1/80		Enable blind receiving for the self-service procurement application.
RCV_TP_MODE	Receiving Transaction ...	Receiving	Common	1/1/80		Specify transaction processing mode, such as online or backgro...

Setup 17: Define Job Families

N -> Setup and Maintenance -> Procurement -> Workforce Structures -> Manage Job Families

Click on + Sign

Create Job Family

[Printable Page](#) [Submit](#) [Cancel](#)

▲ Job Family Details

* Effective Start Date	1/1/51	Attachment	Attachments None
* Name	TM Purchasing	Action Reason	Action Reason
* Job Family Code	TM_PURCHASING	* Status	Status Active
Context Value	▼		

Click on Submit [B]

Similarly click on + sign

Create Job Family

[Printable Page](#) [Submit](#) [Cancel](#)

▲ Job Family Details

* Effective Start Date	1/1/51	Attachment	Attachments None
* Name	TM Accounting	Action Reason	Action Reason
* Job Family Code	TM_ACCOUNTING	* Status	Status Active
Context Value	▼		

Click on Submit [B]

Setup 18: Define Jobs

Jobs: Clerk, Executive, Manager, GM, CMD

N -> Setup and Maintenance -> Procurement -> Workforce Structures -> Manage Job

Click on + Sign

1
 2
 3
 4
 5

Basic Details Details Evaluation Criteria Profiles Review

Create Job: Basic Details

▲ Basic Details

* Effective Start Date <input type="text" value="1/1/51"/>	* Name <input type="text" value="TM Clerk"/>
* Job Set <input type="text" value="Common Set"/>	* Code <input type="text" value="10"/>
Action Reason <input type="text"/>	

Click on Next [B]

1
 2
 3
 4
 5

Basic Details Details Evaluation Criteria Profiles Review

Create Job: Job Details

Effective Start Date 1/1/51 Name TM Clerk
Job Set Common Set Code 10

▲ Job Description

* Status <input type="text" value="Active"/>	Medical Checkup Required <input type="radio"/> Yes <input checked="" type="radio"/> No
Full Time or Part Time <input type="text"/>	Benchmark <input type="radio"/> Yes <input checked="" type="radio"/> No
Regular or Temporary <input type="text"/>	Benchmark Job <input type="text"/>
Job Family <input type="text"/>	Progression Job <input type="text"/>
Job Function <input type="text"/>	Attachments None
Level <input type="text" value="0"/>	Grade Ladder <input type="text"/>
Management Level <input type="text"/>	

Click on Next [B] on step 2

Click on Next [B] on step 3

Click on Next [B] on step 4

1
 2
 3
 4
 5

Basic Details Details Evaluation Criteria Profiles Review

Create Job: Review

Effective Start Date 1/1/51 Name TM Clerk
Job Set Common Set Code 10
Action Reason

▲ Job Description

Status Active	Medical Checkup Required No
Full Time or Part Time	Benchmark No
Regular or Temporary	Benchmark Job
Job Family	Context Value
Job Function	Progression Job
Level 0	Attachments None
Management Level	

Click on Save and Submit [B]

Similarly create the jobs as per below

Job Name	Job Code	Job Set	Level
TM Executive	20	Common Set	1
TM Manager	30	Common Set	2
TM GM	40	Common Set	3

TM CMD	50	Common Set	4
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Setup 19: Define/Create Positions

Positions

Purchasing Clerk, Production Clerk

Purchasing Executive, Production Executive

Purchasing Manager, Production Manager

Purchasing GM, Production GM

CMD

N -> Setup and Maintenance -> Procurement -> Workforce Development -> Workforce Structures -> Manage Positions

Click on + Sign

Create Position: Basic Details

Basic Details Position Details Evaluation Criteria Profiles Review

Effective Start Date: 1/1/51 Name: TM Purchasing Clerk
 Parent Position: Code: Generated automatically
 Business Unit: US1 Business Unit Action Reason:

Back Next Save Submit Cancel

Click on Next [B] at Step 1

Create Position: Position Details

Basic Details Position Details Evaluation Criteria Profiles Review

Effective Start Date: 1/1/51 Name: TM Purchasing Clerk
 Parent Position: Code: Generated automatically
 Business Unit: US1 Business Unit

Position Description

Status: Active Assignment Category: Full Time or Part Time: Full time
 Department: Procurement US Job: TM Clerk Regular or Temporary: Regular
 Location: Chicago Manager: Attachments: None
 At Risk: Context Value:

Hiring Information

Hiring Status: Approved Union: Bargaining Unit:
 Type: None Collective Agreement:
 FTE: 1 Overlap Allowed: No Yes
 Head Count: 1 Seasonal: No Yes
 Security Clearance: Probation Period:

Click on Next [B] at Step 2

Create Position: Evaluation Criteria

Effective Start Date 1/1/51
 Business Unit US1 Business Unit
 Name TM Purchasing Clerk

Code Generated automatically
 Parent Position

► Evaluation Criteria

Click on Next [B] at Step 3

Create Position: Profiles

Effective Start Date 1/1/51
 Business Unit US1 Business Unit
 Name TM Purchasing Clerk

Code Generated automatically
 Parent Position

► Profiles

Click on Next [B] at Step 4

Create Position: Review

Effective Start Date 1/1/51
 Parent Position
 Business Unit US1 Business Unit
 Action Reason

Name TM Purchasing Clerk
 Code Generated automatically
 Parent Position

▲ Position Description

Status Active	Full Time or Part Time Full time
Department Procurement US	Regular or Temporary Regular
Job TM Clerk	At Risk
Location Chicago	Context Value
Manager	Attachments None
Assignment Category	

Click on Save [B] and Submit [B]

Similarly create the positions as per below

Position Name	Position Code	Job	Hiring Status	Type
TM Purchasing Executive	Generated Automatically	TM Clerk	Approved	None
TM Purchasing Manager	Generated Automatically	TM Executive	Approved	None
TM Purchasing GM	Generated Automatically	TM GM	Approved	None
TM CMD	Generated Automatically	TM CMD	Approved	Single Incumbent

Setup 20: Define Position Hierarchy

Position Hierarchy

```

CMD
  Purchasing GM
    Purchasing Manager
  
```

Purchasing Executive

Purchasing Clerk

N -> Setup and Maintenance -> Procurement -> Workforce Development -> Workforce Structures -> Manage HCM Position Hierarchy

Click on + Sign

Setup 21: Create Person

Employee Name	User Name	Job	Position	Business Unit
TM Sunil	TMSUNIL	TM Clerk	TM Purchasing Clerk	TM India BU
TM Sapthagiri	TMSAPTHAGIRI	TM Clerk	TM Purchasing Clerk	TM India BU
TM Venkatesh	TMVENKATESH	TM Executive	TM Purchasing Executive	TM India BU
TM Arjun	TMARJUN	TM Executive	TM Purchasing Executive	TM India BU
TM Nagarjuna	TMNAGARJUNA	TM Manager	TM Purchasing Manager	TM India BU
TM Mahesh	TMMAHESH	TM Manager	TM Purchasing Manager	TM India BU
TM Balakrishna	TMBALAKRISHNA	TM GM	TM Purchasing GM	TM India BU
TM Pawan	TMPAWAN	TM GM	TM Purchasing GM	TM India BU
TM Chiranjeevi	TMCHIRANJEEVI	TM CMD	TM CMD	TM India BU

N -> Setup and Maintenance -> Procurement -> Users and Security -> Manage Users

Click on + Sign

Create User

Personal Details

<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="TM Sunil"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/>	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="sunil@tm.com"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="11/5/18"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/>
---	--

User Details

<input checked="" type="radio"/> Enter user name <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="TMSUNIL"/>	<input type="radio"/> Link user account No user account selected.
---	--

User Notification Preferences

<input type="checkbox"/> Send user name and password
--

Employment Information

<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="Employee"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="US1 Legal Entity"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="US1 Business Unit"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="TM Clerk"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/>	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="Procurement US"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/>
---	---

Click on Save and Close [B]

Note: Similarly create users as per above table.

Setup 22: Create Procurement Agents

Procurement BU	Name	Requisitioning BU	Status
TM India BU	TM Sunil	TM India BU	Active
TM India BU	TM Sapthagiri	TM India BU	Active
TM India BU	TM Venkatesh	TM India BU	Active
TM India BU	TM Arjun	TM India BU	Active
TM India BU	TM Nagarjuna	TM India BU	Active
TM India BU	TM Mahesh	TM India BU	Active
TM India BU	TM Balakrishna	TM India BU	Active
TM India BU	TM Pawan	TM India BU	Active
TM India BU	TM Chiranjeevi	TM India BU	Active

N -> Setup and Maintenance -> Procurement -> Procurement Foundation -> Manage Procurement Agents

Click on + Sign

Create Procurement Agent

* Procurement BU	US1 Business Unit
* Agent	TM Sunil
Default Requisitioning BU	US1 Business Unit
Default Printer	
Status	Active

Agent Access

Action	Allowed	Access to Other Agents' Documents
Manage Requisitions	<input checked="" type="checkbox"/>	Full
Manage Purchase Orders	<input checked="" type="checkbox"/>	Full
Manage Purchase Agreements	<input checked="" type="checkbox"/>	Modify
Manage Negotiations	<input type="checkbox"/>	None
Manage Sourcing Programs	<input type="checkbox"/>	None
Manage Catalog Content	<input checked="" type="checkbox"/>	Not Applicable
Manage Suppliers	<input checked="" type="checkbox"/>	Not Applicable
Manage Supplier Qualifications	<input checked="" type="checkbox"/>	None
Manage Approved Supplier List Entries	<input checked="" type="checkbox"/>	Not Applicable
Analyze Spend	<input checked="" type="checkbox"/>	Not Applicable

Click on Save and Close [B]

Note: Similarly create procurement agents as per above table.

Setup 23: Create Requisition Approvals

Position Hierarchy

CMD (Limit upto Unlimited)

Purchasing GM (Limit upto 10L)

Purchasing Manager (Limit upto 1L)

Purchasing Executive (Limit upto 50K)

Purchasing Clerk (Limit upto 10K)

N -> Setup and Maintenance -> Procurement -> Approval Management -> Manage Requisition Approvals

Put cursor on specific rule as per requirement

Manage Requisition Approvals				
Actions ▾ View ▾ Format ▾		Freeze	Detach	Wrap
Stage	Participant	Routing	Voting Regime	Enabled
Header Preapproval Stage	Requester FYI	FYI		
Header Preapproval Stage	Preapproval Header Consensus	Parallel	Consensus	
Header Preapproval Stage	Preapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Preapproval Stage	Preapproval Header Hierarchy	Serial		
Header Stage	Header Hierarchy	Serial		
Header Stage	Header First Responder Wins	Parallel	First Responder Wins	
Header Stage	Header Consensus	Parallel	Consensus	
Header Stage	Header Hierarchy 2	Serial		
Header Stage	Header Hierarchy 3	Serial		✓
Header Postapproval Sta...	Postapproval Header Consensus	Parallel	Consensus	
Header Postapproval Sta...	Postapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Postapproval Sta...	Postapproval Header Hierarchy	Serial		
Header Postapproval Sta...	Funds Override Approval	Parallel	Consensus	✓

Click on Edit Rules [B]

Edit Approval Rules: Header Hierarchy				
Approval Task: Requisition Approvals			Routing	Serial
Version	11.13.18.10.0			
Stage	Header Stage			
Participant	Header Hierarchy			
Rules				
Rule	Priority	Conditions	Enabled	
Japan BU Requ...	Medium	Overriding Approver Is blank AND Requisition Approval Amount Greater than or equal to 1000000 AND Requisitioning BU Equals Japan Business Unit		
Healthcare BU ...	Medium	Requester Equals Yao, Chun AND Overriding Approver Is blank AND Requisition Amount Between 50 and 5000		
Healthcare BU ...	Medium	Overriding Approver Is blank AND Requisition Amount Greater than or equal to 5000 AND Requester Equals Yao, Chun		
Healthcare BU ...	Medium	Overriding Approver Is blank AND Requisition Amount Less than or equal to 5000 AND Requester Equals Fredricks, Camille		
Healthcare BU ...	Medium	Overriding Approver Is blank AND Requisition Amount Between 5000 and 50000 AND Requester Equals Fredricks, Camille		

Click on + Sign on Rules Section

Create Rule

* Rule TM Position Hierarchy

* Priority Medium

Description

Rule always applies

OK Cancel

Click on OK [B]

Rules

Actions	View	Format	+	Detach	Disable
Rule	Priority	Conditions	Enabled		
TM Position Hie...	Medium	Requester Equals Yao, Chun AND Overriding Approver Is blank AND Requisition Amount Between 50 and 5000			<input checked="" type="checkbox"/>
Healthcare BU ...	Medium	Overriding Approver Is blank AND Requisition Amount Greater than or equal to 5000 AND Requester Equals Yao, Chun			
Healthcare BU ...	Medium	Overriding Approver Is blank AND Requisition Amount Less than or equal to 5000 AND Requester Equals Fredricks, Camille			
Healthcare BU ...	Medium	Overriding Approver Is blank AND Requisition Amount Between 5000 and 50000 AND Requester Equals Fredricks, Camille			
Columns Hidden	1				

TM Position Hierarchy: Details

Conditions

Actions	View	Format	+	Detach	Add Condition	Wrap
Condition						

No data to display.

Click on Add Condition [B] in Conditions Section

Add Condition

Type Approval task attribute

* Attribute Requisition Amount

Operator Greater than or equal to

Value Type Value

* Value 10,000

Add Another OK Cancel

Click on OK [B]

Click on Add Action [B] in Actions Section

Edit Action 1

Action Type	Approval required
Route Using	Position hierarchy
Position Hierarchy	Position Hierarchy
Position Chain Of	Preparer's Position
Start With	Next Position
* Minimum Job Level	0
* Top Position in Hierarchy	Chief Executive Officer <input type="button" value="Search"/>
Include	All approvers
<input type="button" value="Add Another"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click on OK [B]

Click on Deploy [B] and Enable [B]

Setup 24: Create Purchasing Document Approvals

Position Hierarchy

- CMD (Limit upto Unlimited)
- Purchasing GM (Limit upto 10L)
- Purchasing Manager (Limit upto 1L)
- Purchasing Executive (Limit upto 50K)
- Purchasing Clerk (Limit upto 10K)

N -> Setup and Maintenance -> Procurement -> Approval Management -> Manage Purchasing Document Approvals

Put cursor on specific rule as per requirement

Manage Purchasing Document Approvals

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Edit Rules Disable Deploy Discard Manage User-Defined Attributes Edit Rules in BPM Done

Stage	Participant	Routing	Voting Regime	Enabled
Preapproval	Preapproval FYI	FYI		
Preapproval	Preapproval Serial	Serial		
Preapproval	Preapproval Consensus	Parallel	Consensus	
Preapproval	Preapproval First Responder Wins	Parallel	First Responder Wins	
Terms	Terms Approval FYI	FYI		
Terms	Terms Approval Serial	Serial		<input checked="" type="checkbox"/>
Terms	Terms Approval Serial 2	Serial		
Terms	Terms Approval Serial 3	Serial		
Terms	Terms Approval First Responder Wins	Parallel	First Responder Wins	
Terms	Terms Approval Consensus	Parallel	Consensus	
Postapproval	Postapproval Serial	Serial		
Postapproval	Postapproval Consensus	Parallel	Consensus	
Postapproval	Postapproval First Responder Wins	Parallel	First Responder Wins	
Postapproval	Funds Override Approval	Parallel	Consensus	<input checked="" type="checkbox"/>

Click on Edit Rules [B]

Note: Define this setup same as previous setup.