

**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)

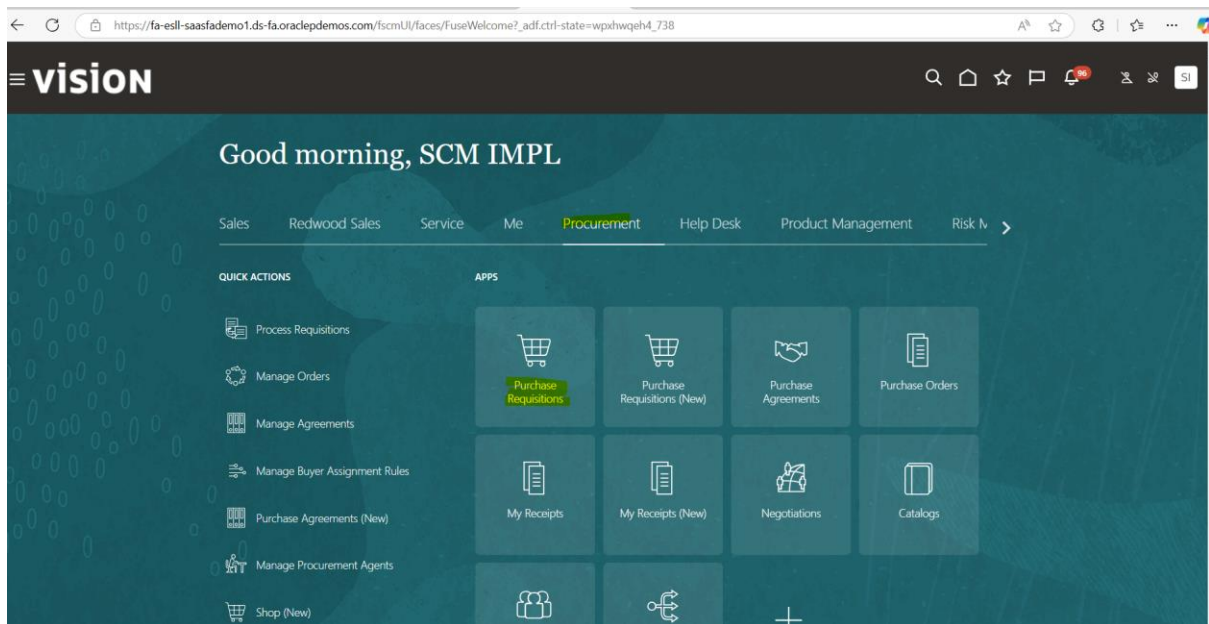
User→ Implementation user/ employee user

**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

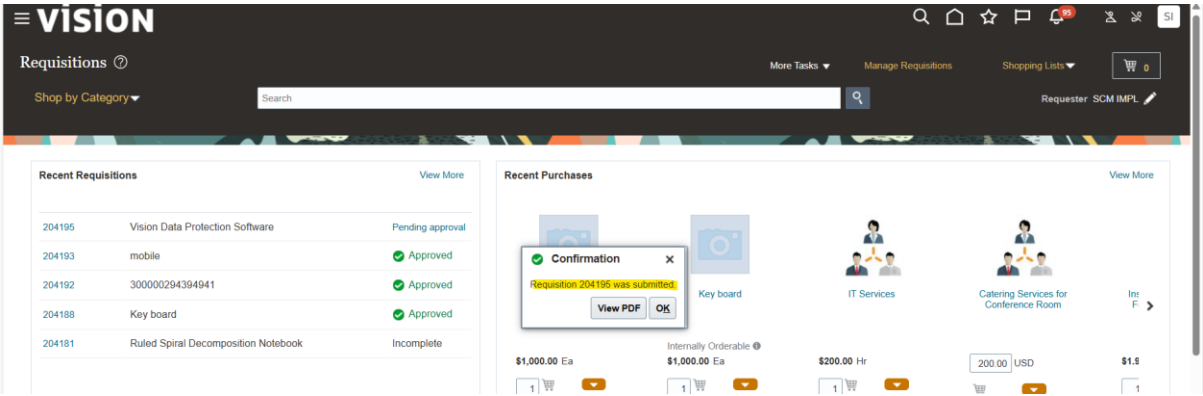


More Tasks> Enter Requisition Lines ( Catalogue items)

Enter the details

Supplier, Supplier site, item, item description, quantity, Price, UOM and Currency

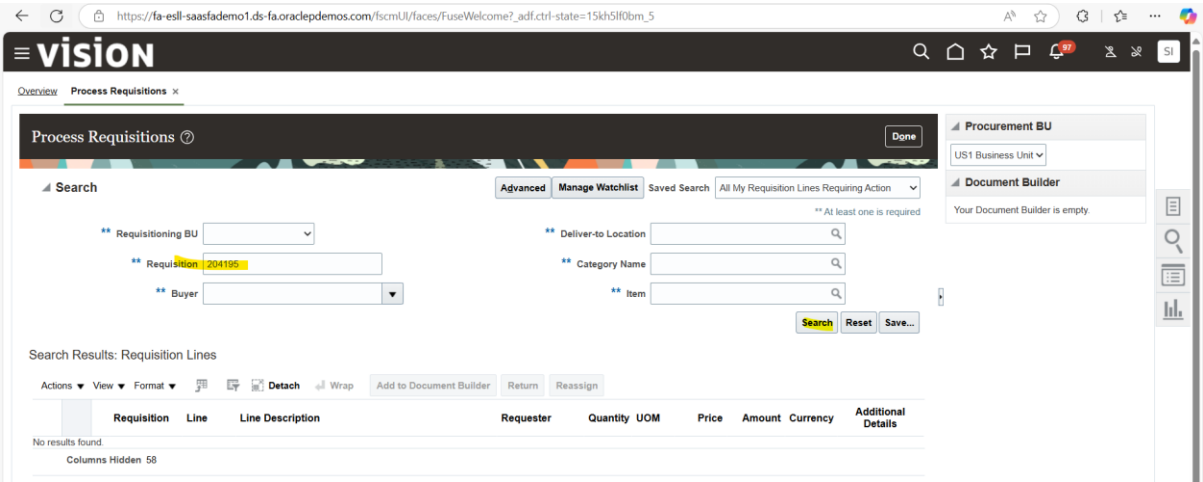
Click on Add to cart, review it, later submit it



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

Step 2: Purchase order:-

Navigation: Process requisition> enter the requisition number



The screenshot shows the Oracle Vision 'Process Requisitions' page. The 'Add to Document Builder' button is highlighted in yellow. The table below shows the requisition details.

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	

Rows Selected: 1, Columns Hidden: 58

Select the lines and click on document builder

The 'Add to Document Builder' dialog box is shown. It displays the selected requisition lines and provides options to add them to the document builder.

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

Columns Hidden: 47

**Add All Selected**

Type: New Order

Source Agreement:

\* Style: Purchase Order

Supplier: Staples

Supplier Site: Staples US1

\* Currency: USD

**OK** **Cancel**

Click on Ok

Process Requisitions

Search Results: Requisition Lines

No results found.

Columns Hidden 58

Document Builder

Requisitioning BU: US1 Business Unit

Sold-to Legal Entity: US1 Legal Entity

Type: New Order

Source Agreement

Style: Purchase Order

Supplier: Staples

Supplier Site: Staples US1

Currency: USD

Your Document Builder contains 1 lines.

Recently Added Lines

Item	Amount
Vision Data Protection ...	800.00 USD
<b>Total</b>	<b>800.00 USD</b>

Edit Create Clear

Click on Create , to create the PO

vision

Overview Process Requisitions Edit Document (Purchase Order): US165059

Edit Document (Purchase Order): US165059

Information

The document (Purchase Order) US165059 was created.

OK

Main Contract Terms

General

Procurement BU: US1 Business Unit

Requisitioning BU: US1 Business Unit

Sold-to Legal Entity: US1 Legal Entity

Supplier: Staples

Supplier Site: Staples US1

Currency: USD

Ordered: 800.00 USD

Po document was created

PO: US165059

Click on submit

vision

Overview Process Requisitions

Process Requisitions

Confirmation

The document (Purchase Order) US165059 was submitted for approval.

OK

Search

Requisitioning BU: US1 Business Unit

Requisition: 204195

Buyer: IMPL SCM

Search Results: Requisition Lines

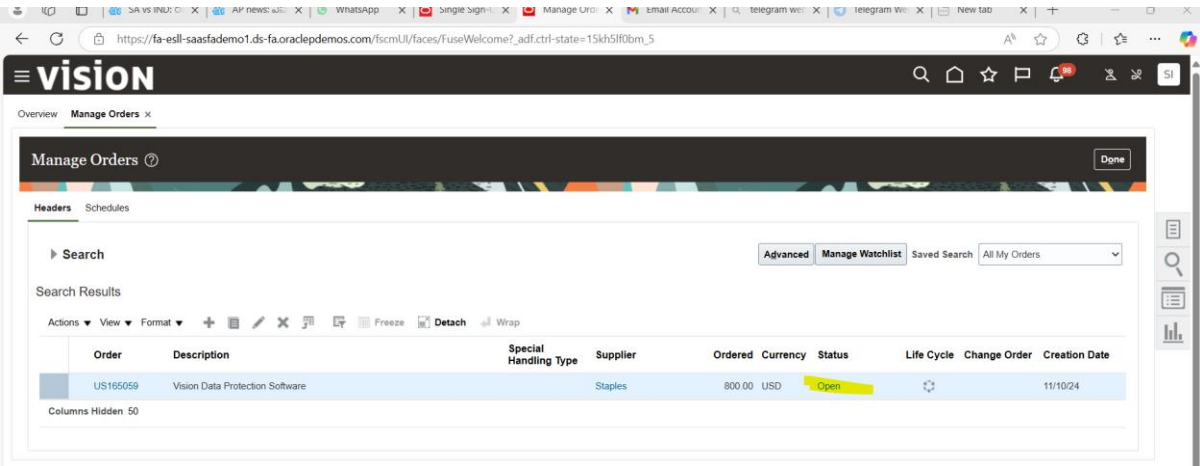
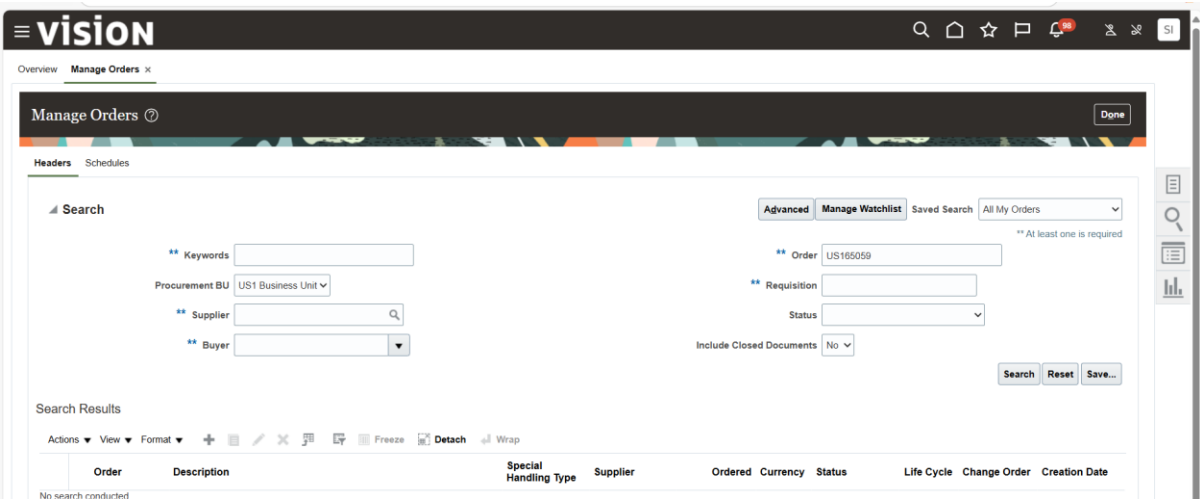
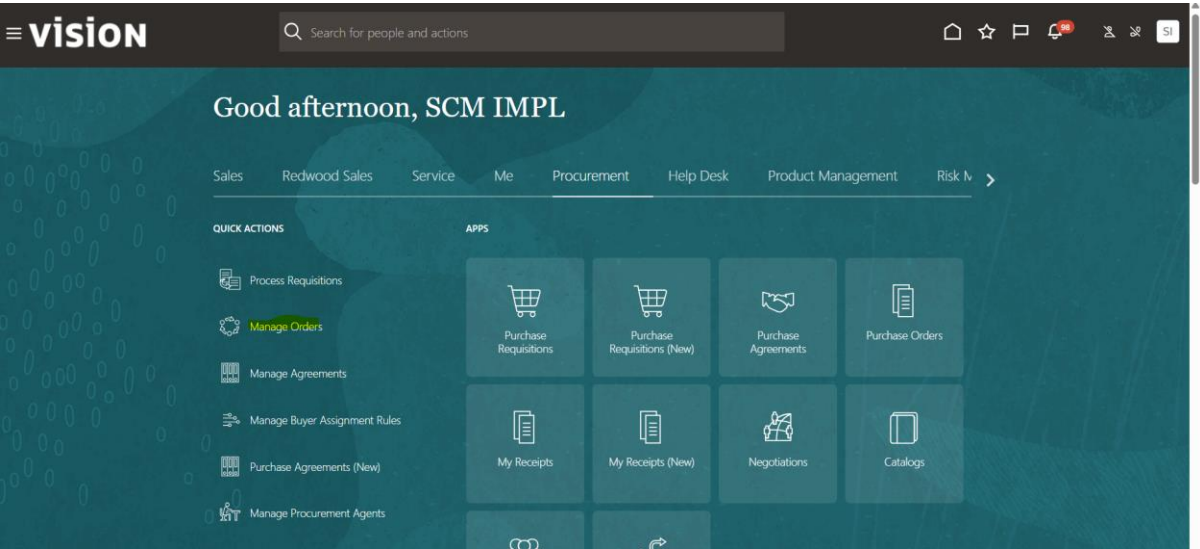
Requisition Line Line Description Requester Quantity UOM Price Amount Currency Additional

PO is submitted for approval.

It will approve automatically as per the approval rules.

PO: US165059

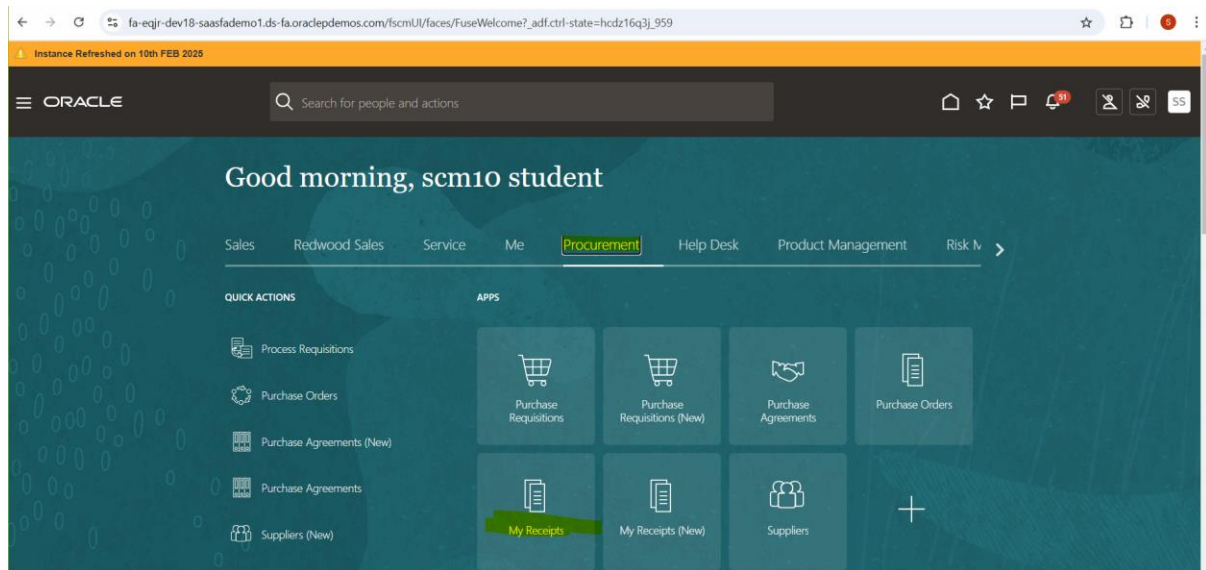
Goto> **Manage orders** to check the status of the PO



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

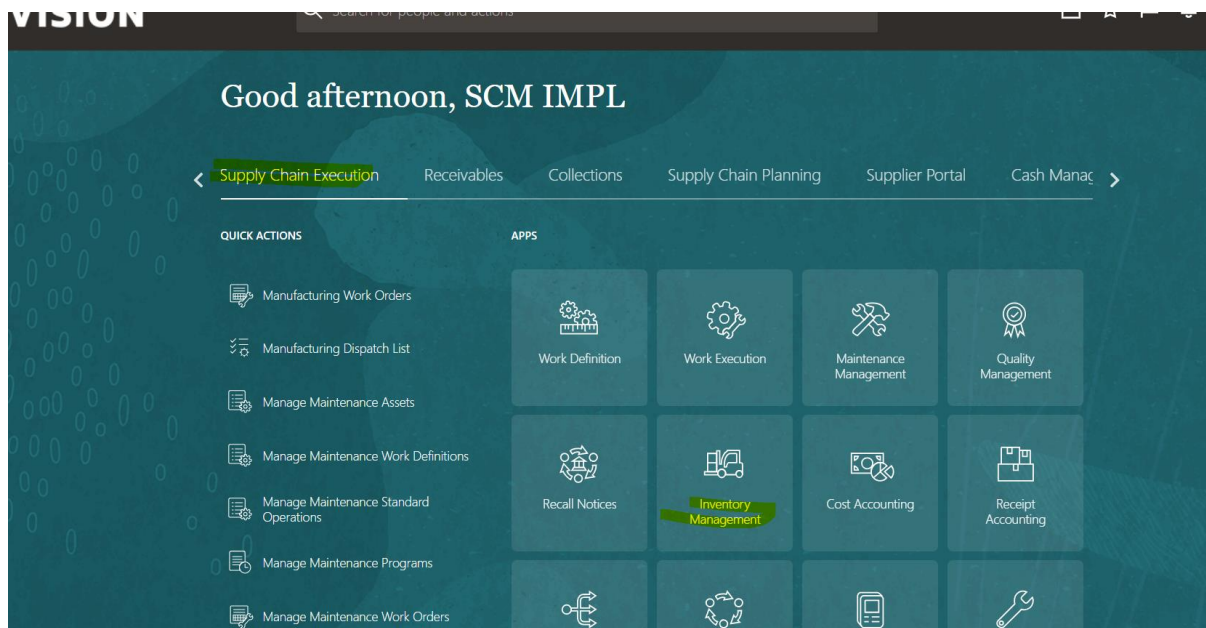
## Receiving/receipts:-

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

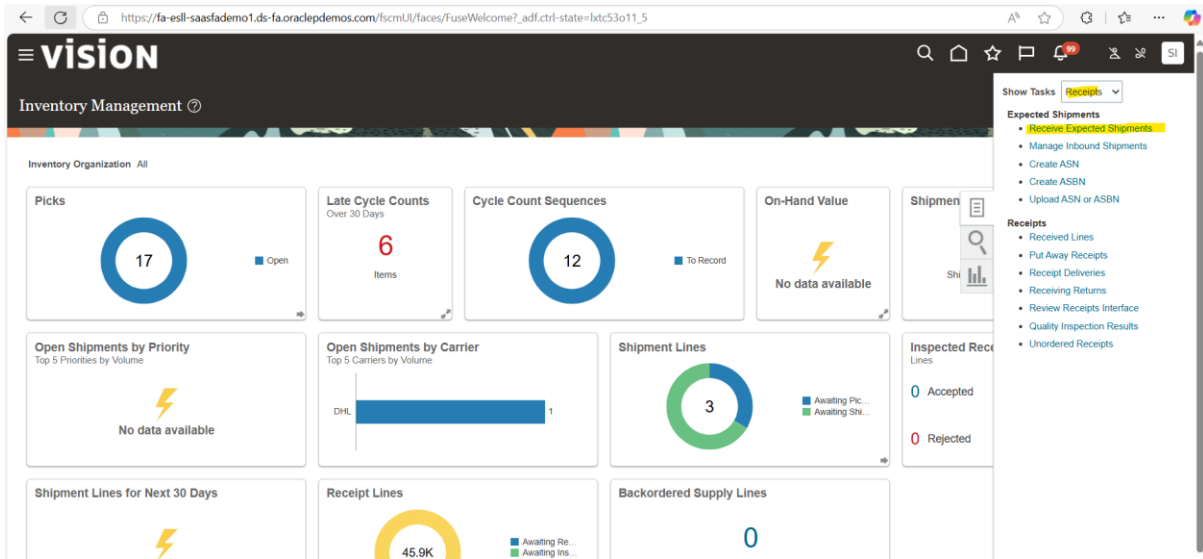


If it is inventory item, receive from inventory management

**Navigation:** Supply Chain Execution> Inventory management







Inventory Organization All Change Organization

Receive Expected Shipments

Advanced Search

Purchase Order: US165059

ASN

Transfer Order

In-Transit Shipment

RMA

Supplier

Item

Due Date

Search Results

View: Receive

Organization: 001

Inventory Organization All Change Organization

Receive Expected Shipments

Advanced Search

Search Results

View: Receive

Organization: 001

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

Inventory Organization All Change Organization

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 ...	US165059		Ea	Inventory			Seattle	11/10/24 1:10	IMPL, SCH



vision

Inventory Organization: AllChange Organization

Add to ReceiptCreate ReceiptCancel

Receive Lines

Organization: 001

ActionsViewRemove LineShow Receipt QuantityView Details

Item	Item Description	Document Number	Quantity	UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	Receipt Date	Received By
AS00116	Vision Data ...	US165059	100	Ea	Inventory			Seattle	11/10/24 1:10	IMPL, SCM

vision

Inventory Organization: AllChange Organization

Add to ReceiptCreate ReceiptCancel

Receive Lines

Organization: 001

ActionsViewRemove LineShow Receipt QuantityView Details

Item	Item Description	Document Number	Quantity	UOM Name	Destination Type	Subinventory	Locator	Deliver-to Location	Receipt Date	Received By
AS00116	Vision Data ...	US165059	100	Ea	Inventory	Stores		Seattle	11/10/24 1:10	IMPL, SCM

vision

Inventory Organization: AllChange Organization

SubmitCancel

Create Receipt

Organization: 001

Receipt

Receipt

Supplier: Staples

Customer

Shipment

Packing Slip

Shipping Method

Number of Supplier Packing Units

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

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

Shipped Date: m/d/y h:mm a

Waybill

Bill of Lading

Received By: IMPL, SCM

Notes

Attachments: None

Additional Information

Receipt Lines

ViewRemove Line

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

**Create Receipt** ⓘ

Organizations: 001

Inventory Organization: AS | [Change Organization](#)

[Submit](#) [Cancel](#)

**Receipt**

Receipt: \_\_\_\_\_  
Supplier: \_\_\_\_\_  
Customer: \_\_\_\_\_  
Shipment: \_\_\_\_\_  
Packing Slip: \_\_\_\_\_  
Shipping Method: \_\_\_\_\_  
Number of Supplier Packing Units: \_\_\_\_\_  
Receipt Date: 11/10/24 12:18 PM

GL Date: 11/10/24 12:18 PM  
Shipped Date: m/d/yyyy h:mm a  
Waybill: \_\_\_\_\_  
Bill of Lading: \_\_\_\_\_  
Received By: IMPL, SCM  
Notes: \_\_\_\_\_  
Attachments: None

**Confirmation**

Receipt 52709 was created. Number of lines: 1

[OK](#)

**Additional Information**

**Receipt Lines**

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** ⓘ

[Done](#)

**Search**

Advanced | Manage Watchlist | Saved Search | All My Orders

\*\* At least one is required

\*\* Keywords: \_\_\_\_\_

Procurement BU: US1 Business Unit

\*\* Supplier: \_\_\_\_\_

\*\* Buyer: IMPL, SCM

\*\* Order: \_\_\_\_\_

\*\* Requisition: \_\_\_\_\_

Status: \_\_\_\_\_

Include Closed Documents: No

[Search](#) [Reset](#) [Save...](#)

**Search Results**

Order	Description	Special	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date

**Manage Orders** ⓘ

[Done](#)

**Search**

Advanced | Manage Watchlist | Saved Search | All My Orders

\*\* At least one is required

\*\* Keywords: \_\_\_\_\_

Procurement BU: US1 Business Unit

\*\* Supplier: \_\_\_\_\_

\*\* Buyer: IMPL, SCM

\*\* Order: US165059

\*\* Requisition: \_\_\_\_\_

Status: \_\_\_\_\_

Include Closed Documents: No

[Search](#) [Reset](#) [Save...](#)

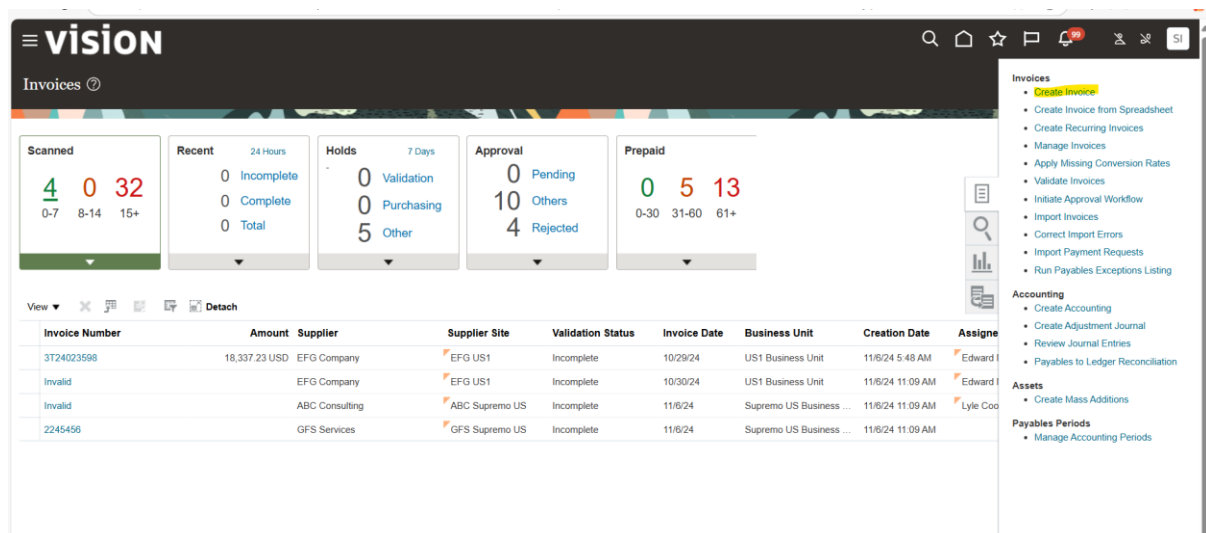
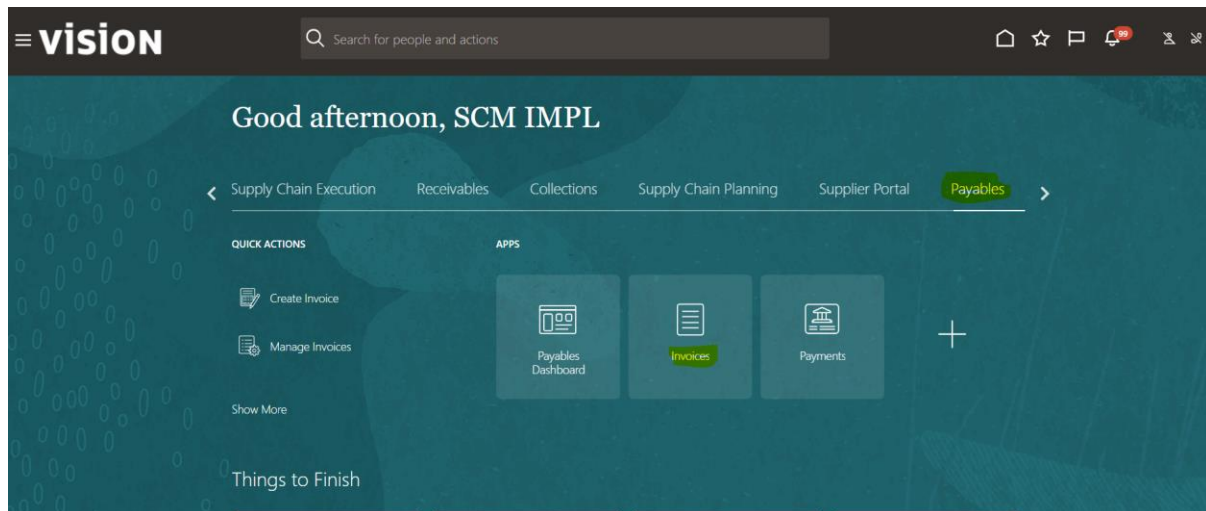
**Search Results**

Order	Description	Special	Supplier	Ordered	Currency	Status	Life Cycle	Change Order	Creation Date

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

**vision**  
Create Invoice: Test\_Inv

Validated Invoice Actions Save and Create Next Save Save and Close Cancel

Last Saved 11/10/24 12:49 PM

**Invoice Header** Show More

Identifying PO US105059  
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

View + Detach Allocate Distributions

Match	Line	Quantity	Unit Price	* Amount	Item Description	Purchase Order			Receipt		Ship-to Location	Need-by Date	Item Number
						Number	Line	Schedule	Number	Line			
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

**vision**  
Create Invoice: Test\_Inv

Validated Invoice Actions Save and Create Next Save Save and Close Cancel

Last Saved 11/10/24 12:49 PM

**Invoice Header** Show More

Identifying PO US105059  
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

**Lines** Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Reference Tax Purchase Order Asset Project

Invoice Actions

- 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

* Number	* Type	* Amount	Distribution				Reference		Tax	
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Loc	
1	Item	876.00			11/10/24		vision Data Distribution Subtotal		Seattle	

**vision**  
Create Invoice: Test\_Inv

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:

**Confirmation**  
The accounting has been completed.  
View Accounting OK

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Loc
1	Item	800.00			11/10/24		Vision Data Protection Software		Seattle

Taxes

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

Invoice: Test\_inv

Goto Manage invoices> verify the invoice status

**vision**  
Manage Invoices

Search Results  
Search: Invoice

Advanced Saved Search All Invoices

Actions View 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
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:-

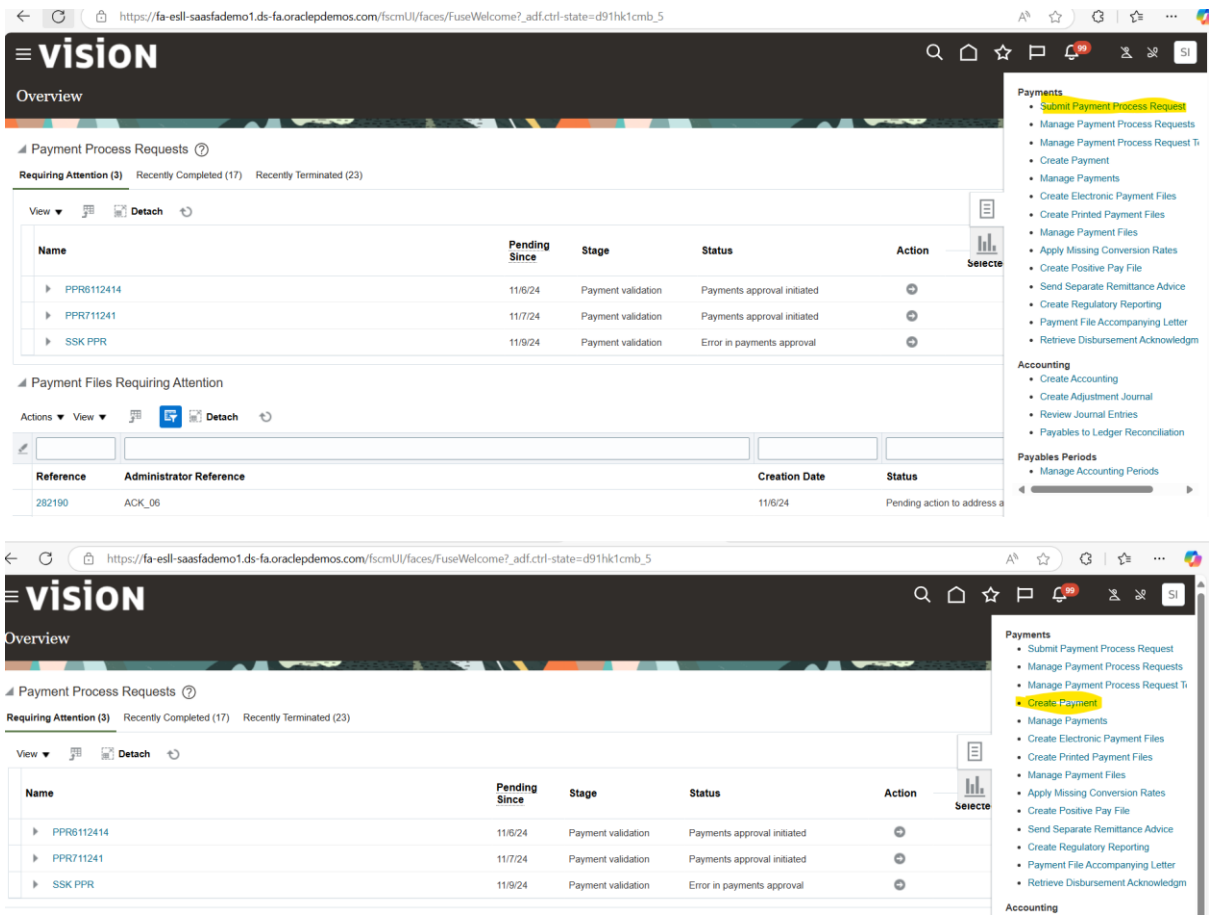
**vision**  
Search for people and actions

Good afternoon, SCM IMPL

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

QUICK ACTIONS  
Create Invoice  
Manage Invoices  
Show More

APPS  
Payables Dashboard  
Invoices  
Payments

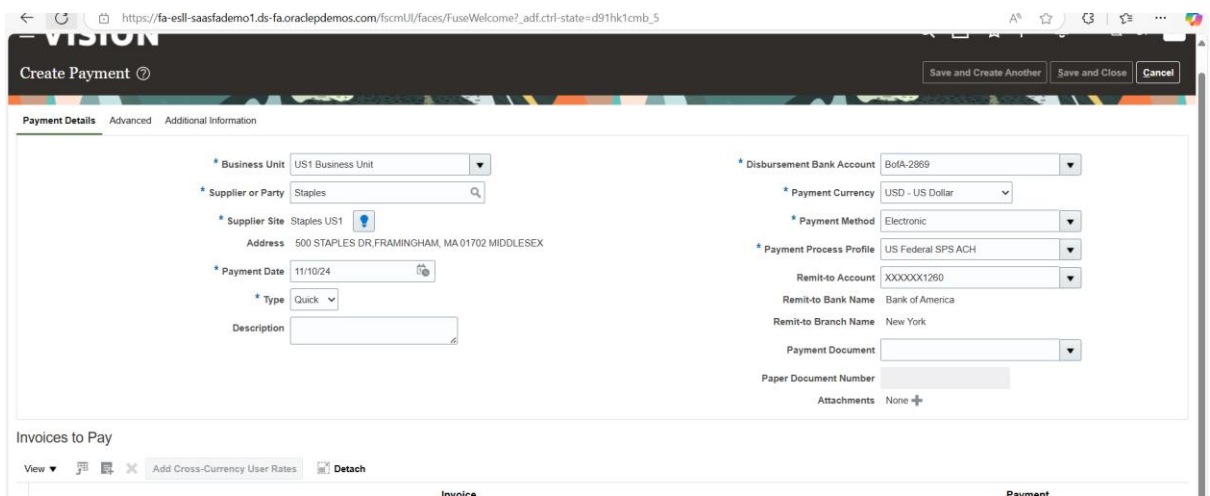


Enter BU Details.

Supplier details.

Disbursement Bank account

Payment method, payment process profile



Click on select and add, add our invoice

Create Payment

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

BoFA-2869

Payment Currency

USD - US Dollar

Payment Method

Electronic

Payment Process Profile

US Federal SPS ACH

Remit-to Account

XXXXXXXX1260

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

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

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

WF-US1 Account

Payment Currency

USD - US Dollar

Payment Method

Electronic

Payment Process Profile

MasterCard Virtual Card

Remit-to Account

XXXXXXXX1260

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

Click on Save and Close.

Confirmation

Payment 8626 for 876.00 USD has been created.

OK

Pending

Since

Stage

Status

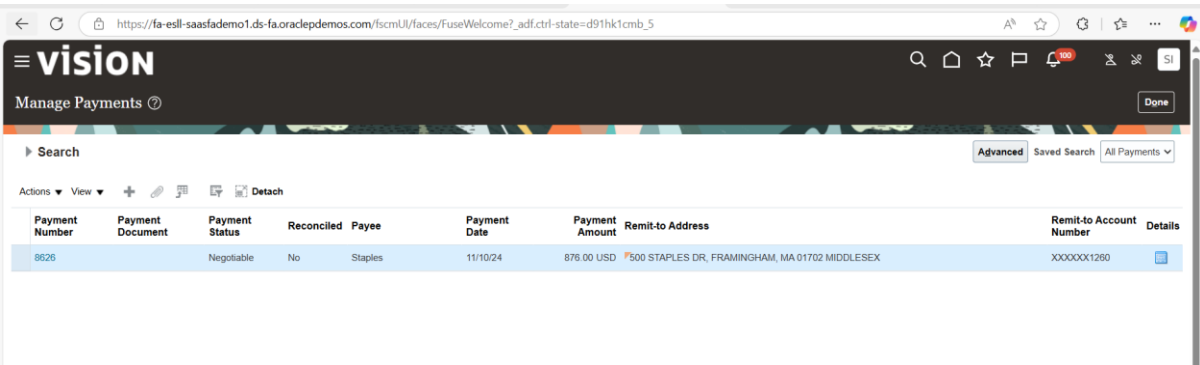
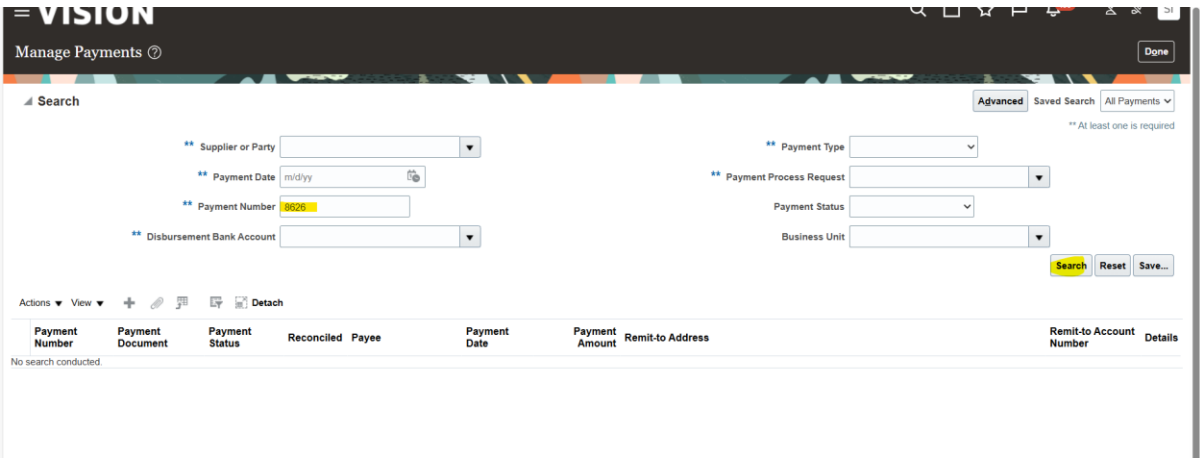
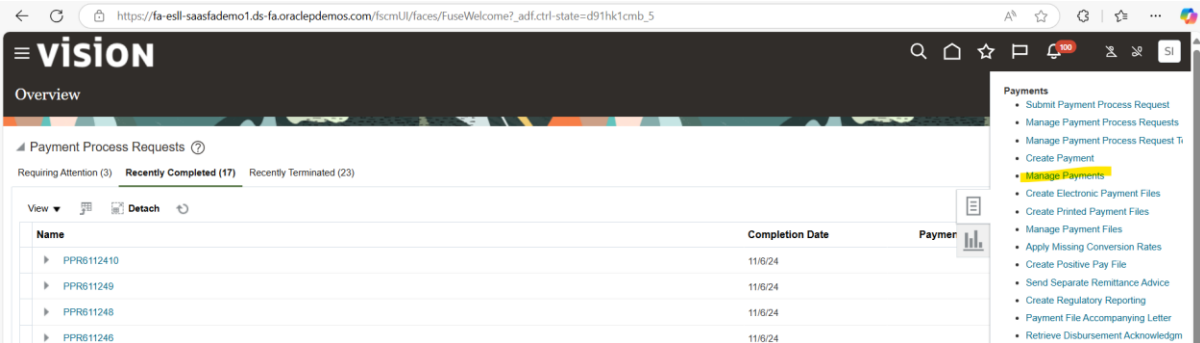
Action



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

Save and Create AnotherSave and CloseCancel

Payment DetailsAdvancedAdditional Information

Business UnitUS1 Business Unit

Supplier or PartyStaples

\* Supplier SiteStaples US1

Address500 STAPLES DR,FRAMINGHAM, MA 01702 MIDDLESEX

Payment Date1/5/25

TypeQuick

Description

Disbursement Bank AccountWF-US1 Account

Payment CurrencyUSD - US Dollar

Payment MethodElectronic

Payment Process ProfilePayPal

Remit-to AccountXXXXXXXX1260

Remit-to Bank NameBank of America

Remit-to Branch NameNew York

Payment Document

Paper Document Number

AttachmentsNone

Invoices to Pay

ViewAdd Cross-Currency User RatesDetach

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

fa-euth-dev12-saasfadem01.ds-fa.oraclepemos.com/fscmUI/faces/FuseWelcome?\_af=43761779921684268&\_afWindow...

### Create Payment

Save and Create Another Save and Close Cancel

Payment Details Advanced Additional Information

\* Business Unit

\* Supplier or Party

\* Supplier Site

Address

\* Payment Date 1/5/25

\* Type Quick

Description

Confirmation

Payment 9634 for 1,095.00 USD has been created

OK

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 [Icons] Detach

Invoice Payment

