

Touchless PO Creation:-

Touchless Buying in Oracle Fusion is an automated process that creates purchase orders from approved requisitions without human intervention. It can streamline the workflow and ensure accuracy and efficiency.

1. Configure procurement Business function, the below check boxes should be enabled.
 - i. Autogenerate orders from requisition lines sourced to agreements
 - ii. Automatically submit for approval
 - iii. Bypass approvals for automatically submitted orders.

The screenshot shows the Oracle Fusion Procurement Business Function configuration page. It includes fields for Payment Terms (Net 30), Shipping Method (DHL-Air-Next day air), Freight Terms (Buyer pays freight), FOB (Origin), Price Break Type (Cumulative), and Buyer (Roth, Calvin). On the right, there are sections for Inventory Organization (Operations), Line Type (Goods), Currency (USD), Conversion Rate Type (Corporate), Preferred Language (American English US), Prospective Supplier Registration URL, and Spend Authorized Supplier Registration URL. A large group of checkboxes on the right are highlighted with yellow boxes, specifically: 'Enable automatic sourcing to contract purchase agreements', 'Punchout requests only', 'Autogenerate orders from requisition lines sourced to agreements' (which is checked), 'Automatically submit for approval' (which is checked), and 'Group requisitions'.

2. Creation of BPA/CPA (Blanket purchase agreement/ contract purchase agreement)
3. I created BPA for one of the supply item and define price breaks also.
4. Under control tab below are the checkboxes need to cross verify while creating agreements.
 - i. Automatically generate orders – enabled
 - ii. Automatically submit for approval – enabled.
5. Creation of PR and append the agreement.
6. choose proper Buyer at the time of reviewing the PR
7. If all the setups are proper once the PR is approved system automatically created the PO.

After PR is approved, system automatically creates the purchase order. This is called touch less buying.

BPA:- we can take the item, category, based on the item category (catalog, non catalog).

CPA:- System cannot allow to add any type item, item category etc. only through terms and conditions we will create the purchase agreement.

Price breaks:- here we will see how price breaks are going to create.

ecqg-dev1.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=j1tgt5jqt_3624&fnd=%3B%3B%3B%3Bfalse%3B25...

The screenshot shows the Oracle Cloud ERP Home Page. Key elements include:

- Overview:** A dashboard with sections like "Requiring Attention" (Rejected: 0, With Upload Errors: 0), "In Process" (No data to display), "Recent Activity" (No data available), "Incomplete" (0 Agreements, 0 Change Orders), and "Amount Consumed" (Consumption at Risk: 0, No Activity).
- Navigation:** A sidebar with links for Requisitions, Orders, Agreements, Deliverables, Supply Base, and more.
- Manage Agreements:** A modal window titled "Create Agreement" showing fields for Style (Blanket Purchase Agreement), Procurement BU (014 US Business Units), Supplier (ABC Ltd), Supplier Site (ABC), Supplier Contact (KARA, KUTBUDDIN), Currency (USD), and Buyer (john, test). Buttons for Create and Cancel are present.
- Edit Document (Blanket Purchase Agreement): oT420004:** A detailed view of the agreement document. It includes tabs for Main, Controls, and Contract Terms. Under Main, it shows General information: Procurement BU (014 US Business Units), Agreement (oT420004), Status (Incomplete), Buyer (john, test), Creation Date (5/8/22), Supplier (ABC Ltd), Supplier Site (ABC), Supplier Contact (KARA, KUTBUDDIN), Communication Method (E-Mail), Email (Kmr@gmail.com), Start Date (5/7/22), End Date (m/d/y), Currency (USD), Agreement Amount (\$900,000.00 USD), Minimum Release Amount (USD), and Description. Buttons for Manage Approvals, View PDF, Actions, Save, Submit, and Cancel are at the top right.

The screenshot shows a purchase order line entry screen. At the top, there are dropdown menus for 'Payment Terms' (2/10 Net 30) and 'FOB' (None). A checkbox for 'Confirming order' is also present. Below this, a section titled 'Additional Information' contains a 'Context Prompt' dropdown. The main area is titled 'Lines' and shows a table with columns: * Line, * Type, Edit Item, * Description, * Category Name, Supplier Item, UOM, * Price, Expiration Date, and Allow Price Override. A row in the table shows item 'OT4FG-9005_Q' with a quantity of 1, UOM EA, price 50.00, and expiration date mid/yy. A note at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows'.

Enter the line details and save it.

Click on edit at line level to add the price breaks

The screenshot shows a 'Price Breaks' configuration screen. It has a table with columns: * Price Break, Ship-to Organization, Location, Quantity, UOM, * Price, Discount Percent, Start Date, End Date, and Attachments. Two rows are visible: one for item 'OT4INV' with a quantity of 10 EA and price 50.00, and another for item 'OT4INV' with a quantity of 20 EA and price 47.50. A note at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows'.

Save and close.

The screenshot shows a document editing screen for a 'Blanket Purchase Agreement'. The title bar says 'Edit Document (Blanket Purchase Agreement): OT420004'. The main form includes sections for 'Main' (General, Controls, Contract Terms), 'Supplier' (Supplier ABC Ltd, Site ABC, Contact KARA, KUTBUDDIN, Method E-Mail, Email Kmr@gmail.com), and financial details (Start Date 5/7/22, End Date mid/yy, Currency USD, Agreement Amount 900,000.00, Minimum Release Amount, Description). A note at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows'.

Click on controls

This screenshot shows the Oracle Edit Document (Blanket Purchase Agreement) interface. The top navigation bar includes 'Overview', 'Manage Agreements', and the current document title 'Edit Document (Blanket Purchase Agreement): OT420004'. The toolbar contains 'Manage Approvals', 'View PDF', 'Actions', 'Save', 'Submit', and 'Cancel' buttons, along with a 'Last Saved' timestamp of '5/8/22 12:06 AM'. The main content area has tabs for 'Main', 'Controls', and 'Contract Terms'. Under 'Business Unit Access', fields include 'Requisitioning BU' (04 US Business Units), 'Order Locally' (checkbox), 'Purchasing Site' (ABC), 'Ship-to Location' (OT14_Loc_0), 'Bill-to BU' (04 US Business Units), 'Bill-to Location' (OT14_Loc_0), and an 'Enabled' checkbox which is checked. Under 'Order Processing', there are sections for 'Order Creation Options' (with checkboxes for 'Automatically generate orders', 'Automatically submit for approval', and 'Group requisitions', all of which are checked), 'Retroactive Pricing' (with checkboxes for 'Enable retroactive pricing', 'Initiate process upon agreement approval', and 'Reprice open orders only', where 'Enable retroactive pricing' is checked), and an 'Activate Windows' message.

These check boxes should be enabled.

This screenshot shows the same Oracle Edit Document interface as the previous one, but with specific checkboxes highlighted in yellow. In the 'Order Creation Options' section, the checkboxes for 'Automatically generate orders', 'Automatically submit for approval', and 'Group requisitions' are highlighted. In the 'Retroactive Pricing' section, the 'Enable retroactive pricing' checkbox is highlighted. This visual cue guides the user to ensure these specific settings are enabled.

Click on manage approvals

This screenshot shows the Oracle Manage Approvals interface. The top navigation bar includes 'Overview', 'Manage Agreements', and the current document title 'Edit Document (Blanket Purchase Agreement): OT420004'. The toolbar contains 'Submit' and 'Cancel' buttons. The main content area shows a 'Manage Approvals' grid with columns for 'Section', 'Stage or Participant', and 'Note to Approver'. A note to approver field contains the placeholder 'Note to Approver'. The approval tree is displayed under the 'Section' column, showing a hierarchy from 'Terms Stage' down to 'Peter Taylor - Serial Terms Approval'. A diagram below the tree shows a flow from 'Terms Stage' to 'Peter Taylor'. An 'Activate Windows' message is visible in the bottom right corner.

We can note down the approver name.

Submit it

The screenshot shows two overlapping windows. The top window is titled 'Manage Agreements' and displays a search interface with fields for 'Keywords', 'Procurement BU', 'Supplier', 'Agreement', 'Status', and 'Catalog Administrator Authoring Enabled'. A confirmation dialog box in front of it says 'The document (Blanket Purchase Agreement) 0T420004 has been submitted for approval.' with 'OK' and 'Done' buttons. The bottom window is a dashboard titled 'Good morning, Peter' with sections for 'Me', 'My Team', and 'My Client Groups'. It features a 'QUICK ACTIONS' sidebar with links to 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', and 'Family and Emergency Contacts'. On the right, a 'Notifications' sidebar lists several pending approvals, each with an 'Approve' or 'Reject' button. One notification is highlighted: 'ACTION REQUIRED Document (Blanket Purchase Agreement) 0T420004 Submitted by test.john (100,000.00 USD) test.john'.

The BPA has to be approved by the approver.

Create the requisition

This screenshot shows a 'Enter Requisition Line' form. The left side contains fields for 'Line Type' (Goods), 'Item' (0T4FG_9005), 'Revision' (0T4FG_9005), 'Item Description' (0T4FG_9005), 'Category Name' (Supplies), 'Quantity' (20), 'UOM Name' (EA), 'Price' (47.50), and 'Currency' (USD). The right side contains fields for 'Source Type' (Supplier), 'Agreement Type' (Blanket Purchase Agreement), 'Agreement' (0T420004), 'Agreement Line' (1), 'Supplier' (ABC Ltd), 'Supplier Site' (ABC), 'Supplier Contact' (KARA, KUTBUDDIN), 'Phone' (+91 (08900)01022), 'Fax', 'Email' (Kmr@gmail.com), and 'Supplier Item' (empty). At the bottom, there's a 'Delivery' section with 'Requester' (john.test), 'Urgent' (No), 'Deliver-to Location Type' (Internal), 'Deliver-to Location' (0T14_Loc_0), and 'Deliver-to Address' (Line 1, New York, NY 10020, New York, United States). A watermark 'Activate Windows Go to Settings to activate Windows' is visible across the bottom right.

Review

Total 950.00

Rows Selected 1

Line 1: Details

Delivery

* Requester: john, test

Urgent: No

* Requested Delivery Date: 5/15/22

Suggested Buyer: john, test

Deliver-to Location Type: Internal

* Deliver-to Location: OT14_Loc_0

Deliver-to Address: Line 1, New York, NY 10020, New York, United States

Destination Type: Expense

Billing

Project Costing Details

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Charge Account Nickname	Charge Account	* Percentage	Quantity	Amount (USD)	Delete
					01-310-2520-01		100	20	950.00	X
							Total	100	20	950.00

Notes and Attachments

Add the suggested buyer

Submit it

ORACLE

Requisitions ②

Shop by Category ▾ Search

Recent Requisitions

0141031US	OT4FG_90015	Pending approval
0141030US	OT4FG_90015	✓ Approved
0141029US	Test	✓ Approved
0141028US	Test	✓ Approved
0141027US	Test item	✓ Approved

Recent Purchases

Confirmation	View PDF	OK
Requisition 0141031US was submitted		
\$45.00 EA	\$4,500.00 EA	\$5,600.00
		\$300.00 EA

Requisition was created successfully.

Goto manage requisitions

Manage Requisitions ②

Search

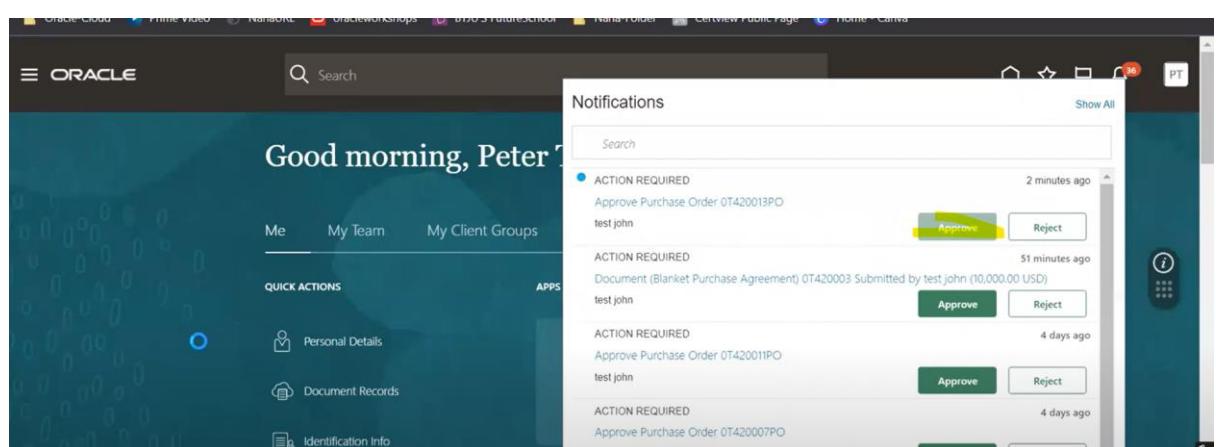
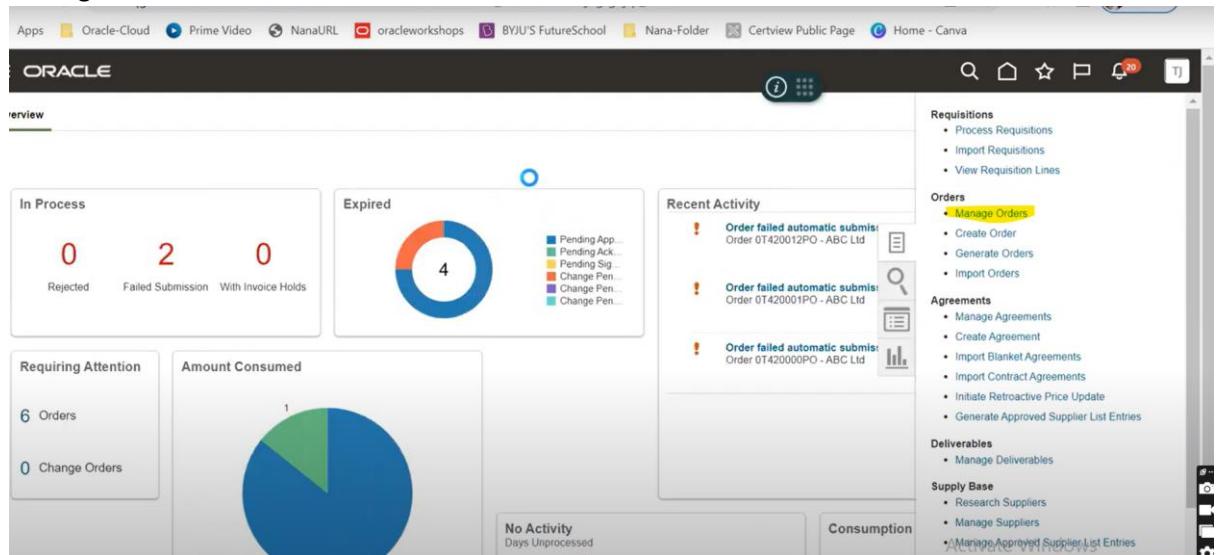
Advanced Manage Watchlist Saved Search Requisitions I Entered

Search Results

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
0141030US	OT4FG_90015	5/7/22	21,375.00 USD	Approved		OT420012PO
0141029US	Test	4/24/22	52,000.00 USD	Approved		OT420003PO
0141028US	Test	4/24/22	52,000.00 USD	Approved		OT420004PO
0141027US	Test item	4/24/22	11,500.00 USD	Approved		OT420002PO
0141026US	test	4/23/22	6,000.00 USD	Approved		
0141025US	test	4/10/22	30,000.00 USD	Incomplete		
0141024US	test	4/10/22	4,500.00 USD	Rejected		
0141023US	test	4/10/22	6,000.00 USD	Incomplete		
0141022US	test	3/13/22	0	Incomplete		
0141021US	test	3/6/22	6,000.00 USD	Approved		
0141017US	OT4FG_9001	3/6/22	600.00 USD	Approved		

Manage orders



Po is created and waiting for approval, approve it

Search Results

Sold-to Legal Entity	Order	Description	Supplier	Ordered	Currency	Status	Funds Status	Change Order Funds Status	Life Cycle	Change Order	Creation
0T4 US Legal En...	0T420013PO		ABC Ltd	950.00	USD	Open					5/8/22