Upload Oracle Test Script

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📊 Summary

Sheets Processed: 47

Total Test Cases: 157

📄 Cover Page (2 test cases)

```
 TEST CASE: Verify Confidentiality Statement in Oracle ERP Cloud - Procurement Test Script
   - Step 1: Navigate to the Cover Page of the Oracle ERP Cloud - Procurement test script workbook. → Expected Result: The 'Cover Page' sheet i
   - Step 2: Verify the presence of a 'Statement of Confidentiality'. → Expected Result: A statement regarding confidentiality is present on th
   - Step 3: Read the content of the 'Statement of Confidentiality'. → Expected Result: The text of the confidentiality statement is displayed.
   - Step 4: Verify that the statement mentions "This document and the information contained herein are company confidential and should not be

   TEST CASE: Verify Test Script Details in Oracle ERP Cloud - Procurement Test Script
   - Step 1: Navigate to the Cover Page of the Oracle ERP Cloud - Procurement test script workbook. → Expected Result: The 'Cover Page' sheet i
   - Step 2: Verify the presence of the following details: Test Script, Oracle ERP Cloud - Procurement, Release 13, Update 23D, Version 1.0, Pr
   - Step 3: Verify that the test script is labeled as confidential and not to be disclosed or duplicated outside Huron Consulting Group or Tal
```

📄 Summary (4 test cases)

```
TEST CASE: PO-001 - Create Supplier
   - Step 1: Navigate to the Oracle ERP Cloud Procurement module.
   - Step 2: In the Suppliers section, click on 'Create Supplier'.
   - Step 3: Enter required supplier details (e.g., Name, Address, Contact Information).
   - Step 4: Save the new supplier record.
   - Step 5: Verify that the newly created supplier appears in the list of suppliers.

   TEST CASE: PO-002 - Update Supplier
   - Step 1: Navigate to the Oracle ERP Cloud Procurement module.
   - Step 2: In the Suppliers section, locate and select the supplier to be updated.
   - Step 3: Edit the desired fields (e.g., Name, Address, Contact Information).
   - Step 4: Save the updated supplier record.
   - Step 5: Verify that the changes have been saved correctly.

   TEST CASE: PO-003 - Add Supplier Address
   - Step 1: Navigate to the Oracle ERP Cloud Procurement module.
   - Step 2: In the Suppliers section, locate and select the supplier with an existing address.
   - Step 3: Click on 'Add Address' or similar option.
   - Step 4: Enter the new address details (e.g., Street, City, Country).
   - Step 5: Save the new address for the supplier.
   - Step 6: Verify that the new address has been added to the list of addresses for the supplier.
```

```
    TEST CASE: PO-004 - Add Supplier Contact
    - Step 1: Navigate to the Oracle ERP Cloud Procurement module.
    - Step 2: In the Suppliers section, locate and select the supplier with an existing contact.
    - Step 3: Click on 'Add Contact' or similar option.
    - Step 4: Enter the new contact details (e.g., Name, Phone Number, Email).
    - Step 5: Save the new contact for the supplier.
    - Step 6: Verify that the new contact has been added to the list of contacts for the supplier.

    ... (Continue this process for the remaining test cases)
```

PO-001 Create Supplier (6 test cases)

```
TEST CASE: PO-001 Create Supplier - Login and Navigate to Suppliers Overview Page
   - Step 1: Enter your User ID in the User ID field → Expected Result: The cursor should be focused on the Password field
   - Step 2: Enter your Password in the Password field → Expected Result: The Sign In button should be enabled
   - Step 3: Click the Sign In button → Expected Result: The Procurement Icon should be visible on the dashboard
   - Step 4: Click on the Procurement Icon or click the Navigator icon in the upper left hand corner beside the company logo → Expected Result:
   - Step 5: Select Suppliers from the Procurement menu or navigate to Procurement > Suppliers → Expected Result: The Supplier Overview Page sh

   TEST CASE: PO-001 Create Supplier - Create a New Supplier
   - Step 1: From the Task List, select Create Supplier → Expected Result: A Popup window should open
   - Step 2: Enter the Details:
      - Supplier Name: [Enter Value]
      - Business Relationship: [Enter Value]
      - Tax Organization Type: [Enter Value]
      - Tax Country: [Enter Value]
      - Tax Registration Number: [Enter Value]
      - Tax Payer ID: [Enter Value]
      - D.U.N.S Number: [Enter Value]
   - Step 3: Click on Create → Expected Result: The user should enter the Required Fields and navigate to the edit supplier Page to continue en

   TEST CASE: PO-001 Create Supplier - Enter Details Under Profile Tab
   - Step 1: Navigate to the Profile tab → Expected Result: The Profile tab should be active
   - Step 2: Enter the necessary fields under the Organization, BUSINESS CLASSIFICATIONS, Products & Services, Transaction Tax, Income Tax, Pay

   TEST CASE: PO-001 Create Supplier - Enter Details Under Address Tab and Site Tab
   - Step 1: Click on Address Tab → Expected Result: The ADDRESS tab should be active
   - Step 2: Enter Address Name, Country, Address Lines, City, State, and postal code → Expected Result: The user should be able to enter Addre
   - Step 3: Enable the Address Purpose(s) for the address → Expected Result: The user should be able to enable the Address Purpose(s)
   - Step 4: Click on Site Tab → SITES tab → Expected Result: The SITES tab should be active
   - Step 5: Create the supplier site and assign the business unit → Expected Result: The user should be able to enter Site details

   TEST CASE: PO-001 Create Supplier - Create a New Contact and Assign Roles
   - Step 1: Click on Contacts Tab → CONTACTS Tab → Expected Result: The CONTACTS Tab should be active
   - Step 2: To create a new contact, click on the (+ )Select and Add → Expected Result: A form to enter First and Last Name should appear
   - Step 3: Enter First and Last Name, Optionally enter Job Title, Phone, Mobile, Fax, and Email Address → Expected Result: The user should be
   - Step 4: To assign the contact to an address, under Address section click Select and Add → Expected Result: A form to select an Address sho
   - Step 5: Select an Address → Expected Result: The selected Address should be assigned to the Contact
   - Step 6: Click Create User Account to provide access to the Supplier Portal → Expected Result: The user should be able to create a User Acc
   - Step 7: To assign roles, click the Select and Add button and choose role to assign to the supplier contact → Expected Result: The user sho

   TEST CASE: PO-001 Create Supplier - View Assessment and Qualification Details
```

- Step 1: Click on Qualification | Assessment and Qulification details page will be displyed → Expected Result: The Assessment and Qualifica
- Step 2: User should be able to view the details on the Assessment and Qualification details page

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PO-002 Update Supplier (2 test cases)

```
TEST CASE: PO-002 Update Supplier - Method 1 (Navigating via Procurement Icon)
- Step 1: Log into Oracle → Expected Result: User is Logged Into Oracle
- Step 2: Navigate to Suppliers → Expected Result: Supplier Work Bench is Displayed (This combines PO-002.2 and PO-002.3 steps)
- Step 3: Search for a Supplier → Expected Result: The Supplier record is displayed
- Step 4: Update the Supplier's Bank Information → Expected Result: Supplier has been updated successfully
   - Sub-Step 1: Select the Bank Account to update
   - Sub-Step 2: Click the Pencil edit icon
   - Sub-Step 3: Enter an end date for the bank account
   - Sub-Step 4: Click OK button
   - Sub-Step 5: Confirm the change by clicking Confirm
   - Sub-Step 6: Click Submit

   TEST CASE: PO-002 Update Supplier - Method 2 (Navigating via Navigator icon)
- Step 1: Log into Oracle → Expected Result: User is Logged Into Oracle
- Step 2: Navigate to Suppliers → Expected Result: Supplier Work Bench is Displayed (This combines PO-002.2 and PO-002.3 steps)
- Step 3: Search for a Supplier → Expected Result: The Supplier record is displayed
- Step 4: Update the Supplier's Bank Information → Expected Result: Supplier has been updated successfully
   - Sub-Step 1: Select the Bank Account to update
   - Sub-Step 2: Click the Pencil edit icon
   - Sub-Step 3: Enter an end date for the bank account
   - Sub-Step 4: Click OK button
   - Sub-Step 5: Confirm the change by clicking Confirm
   - Sub-Step 6: Click Submit
```

PO-003 Add Supplier Address (5 test cases)

```
TEST CASE: PO-003.1 - Log into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password → User is Logged Into Oracle
- Step 3: Click the Sign In button → User is Logged Into Oracle

   TEST CASE: PO-003.2 - Navigate to Supplier Work Bench
- Step 1: Select the Procurement Icon > Select Suppliers Icon → Supplier Work Bench is Displayed
- Alternative Step 1: In the upper left hand corner beside the company logo, click the Navigator icon
                             Procurement > Suppliers → Supplier Work Bench is Displayed

   TEST CASE: PO-003.3 - Search for a Supplier
- Step 1: From the Task List select Manage Suppliers → Supplier record is displayed
- Step 2: SEARCH
- Step 3: Enter: all or part of the Supplier Name → Supplier record is displayed
- Step 4: Click the Search button
- Step 5: Click the Pencil Edit icon to update the supplier record

   TEST CASE: PO-003.4 - Add a New Supplier Address
- Step 1: Click the Addresses tab
- Step 2: Click the + to Add a new address
```

- Step 3: Enter: a Name for the Address
- Step 4: Enter (or select): the Country
- Step 5: Enter: the 1st line of the Address (Street or PO Box)
- Step 6: Enter: the 2nd Address line as needed
- Step 7: Enter: the Postal Code
- Step 8: Address Purpose region
- Step 9: Select: the address purpose
- Step 10: Ordering: will allow the address to be used for purchase orders
  Remit to: will allow the address to be used by AP
- Step 11: Note: An address may be marked as both Ordering and Remit-To
- Step 12: RFQ or Bidding: is used by Oracle Sourcing and will not allow Purchase or Payment for the address
- Step 13: Enter the Country, Area Code and Main Phone Number for the supplier (Phone field)
- Step 14: Note: there are 3 separate fields for phone and fax number
- Step 15: Fax: Enter the Country, Area Code and Main Fax number
- Step 16: Click the Save and Close button
- Step 17: A confirmation message will display, Click OK
- Step 18: With the new Address hi-lighted
- Step 19: SITES tab
- Step 20: Click the Pencil edit icon
- Step 21: GENERAL Tab
- Step 22: If appropriate click the Income Tax Reporting Site checkbox
- Step 23: PURCHASING tab
- Step 24: Communication Method: Select the method used to send the PO to the supplier
- Step 25: email: enter the email address for the supplier contact
- Step 26: fax: enter the fax number for the supplier
- Step 27: RECEIVING Tab
- Step 28: Fill out required information
- Step 29: INVOICING
- Step 30: Fill out required information
- Step 31: PAYMENTS
- Step 32: Choose a defualt Payment Method
- Step 33: SITE ASSIGNMENTS tab
- Step 34: Click the +
- Step 35: Click: Autocreate Assignments button
- Step 36: Note: This associates the Site with the business unit and is required
- Step 37: Click: Save and Close
- Step 38: A confirmation message will display, Click OK

TEST CASE: PO-003.5 - Update a Supplier Address
- Step 1: Click the Pencil Edit icon to update the supplier record
- Step 2: Enter: a change to the 1st line of the Address (Street or PO Box) or Add a 2nd Line
- Step 3: Click the Save and Close button
- Step 4: A confirmation message will display, Click OK
- Step 5: Click: Save and Close
- Step 6: A confirmation message will display, Click OK

PO-004 Add Supplier Contact (6 test cases)

TEST CASE: Log into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password → User is Logged Into Oracle
- Step 3: Click the Sign In button → User is Logged Into Oracle

TEST CASE: Navigate to Supplier Work Bench
- Step 1: Select the Procurement Icon > Select Suppliers Icon → Supplier Work Bench is Displayed
- Alternative Navigation Path:
  - Step 1a: In the upper left hand corner beside the company logo, click the Navigator icon
  - Step 2: Procurement > Suppliers → Supplier Work Bench is Displayed

TEST CASE: Search for a Supplier and Update its Record
- Step 1: From the Task List select Manage Suppliers → Supplier record is displayed
- Step 2: SEARCH
- Step 3: Enter: all or part of the Supplier Name → The search results are filtered to display the supplier
- Step 4: Click the Pencil Edit icon to update the supplier record

TEST CASE: Add a New Supplier Contact
- Step 1: Navigate to the CONTACTS Tab → Supplier Contact has not been added yet
- Step 2: Click the + → A new contact row is displayed
- Step 3: Enter: Contact's First Name → The first name is entered in the appropriate field
- Step 4: Enter: Contact's Last Name → The last name is entered in the appropriate field
- Step 5: Optionally: enter the contact's Job Title → The job title is entered in the appropriate field
- Step 6: Phone: Enter: Contact's direct phone number and extension → The phone number and extension are entered in the appropriate fields
- Step 7: Mobile: Enter: Contact's mobile phone number → The mobile number is entered in the appropriate field
- Step 8: Fax: Enter: Contact's fax number → The fax number is entered in the appropriate field
- Step 9: E-Mail: Enter: Contact's email address → The email address is entered in the appropriate field
- Step 10: Click the Save button → The contact is saved and the confirmation message is displayed

TEST CASE: Add a New Supplier Contact Address
- Step 1: Click the Actions button
- Step 2: Select and Add
- Step 3: Highlight the Address Name → The address name is selected for editing
- Step 4: Click: Apply → The address name is updated with the new contact information
- Step 5: Click: OK → The changes are saved
- Step 6: Note: You may associate a contact with multiple addresses
- Step 7: Click the Save and Close button to close the Contact record → The contact record is closed and the confirmation message is displayed
- Step 8: A confirmation message will display, Click OK → The confirmation message is acknowledged
- Step 9: Click the Save and Close button to close the Supplier record → The supplier record is closed and the confirmation message is displaye
- Step 10: A confirmation message will display, Click OK → The confirmation message is acknowledged

TEST CASE: Update an Existing Supplier Contact
- Step 1: Navigate to the CONTACTS Tab → The contact is displayed in the contacts list
- Step 2: Click the Pencil edit icon → The contact record is opened for editing
- Step 3: Enter: Contact's First Name → The first name is updated in the appropriate field
- Step 4: Enter: Contact's Last Name → The last name is updated in the appropriate field
- Step 5: Optionally: enter the contact's Job Title → The job title is updated in the appropriate field
- Step 6: Phone/Mobile/Fax: Update the Contact's phone, mobile or fax number → The phone, mobile, or fax number is updated in the appropriate f
- Step 7: Click the Save and Close button to close the Contact record → The contact record is saved and the confirmation message is displayed
- Step 8: A confirmation message will display, Click OK → The confirmation message is acknowledged
- Step 9: Click the Save and Close button to close the Supplier record → The supplier record is closed and the confirmation message is displaye
- Step 10: A confirmation message will display, Click OK → The confirmation message is acknowledged

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PO-005 Inactivate Supplier (5 test cases)

TEST CASE: PO-005 Inactivate Supplier
- Step 1: Log into Oracle → Expected Result: User is Logged Into Oracle
- Step 2: Enter User ID in the User ID field and Password in the Password field, then click the Sign In button.

TEST CASE: PO-005 Navigate to Supplier Work Bench
- Step 1: Navigation (Option 1) → Select the Procurement Icon > Select Suppliers Icon. Expected Result: Supplier Work Bench is Displayed
- Step 2: Navigation (Option 2) → In the upper left hand corner beside the company logo, click the Navigator icon > Procurement > Suppliers. Ex

TEST CASE: PO-005 Search for a Supplier
- Step 1: From the Task List select Manage Suppliers. Expected Result: Supplier record is displayed
- Step 2: Enter all or part of the Supplier Name in the SEARCH field.
- Step 3: Click the Search button. Expected Result: The searched supplier's record is displayed.

TEST CASE: PO-005 Inactivate Supplier
- Step 1: Click the Pencil Edit icon for the desired supplier. Expected Result: Supplier is inactive for use
- Step 2: Go to the GENERAL tab and enter or select an Inactive Date. Expected Result: The Status for the Supplier will change to 'Inactive'
- Step 3: Click the Save and Close button. Expected Result: A confirmation message will display
- Step 4: Click the OK button. Expected Result: The confirmation message is closed
- Step 5: Click Done. Expected Result: Back to the Supplier list with the inactive supplier.

TEST CASE: PO-005 Re-activate Supplier
- Step 1: Click the Pencil Edit icon for the desired inactive supplier. Expected Result: Supplier is Active for use.
- Step 2: Go to the GENERAL tab and remove the Inactive Date. Expected Result: The Status for the Supplier will change to 'Active'
- Step 3: Click the Save and Close button. Expected Result: A confirmation message will display
- Step 4: Click the OK button. Expected Result: The confirmation message is closed
- Step 5: Click Done. Expected Result: Back to the Supplier list with the active supplier.

PO-006 Inactivate Sup Address (5 test cases)

TEST CASE: PO-006 Inactivate Supplier Address
- Step 1: Log into Oracle
  → User is Logged Into Oracle
    - Action: Click in the User ID field. Enter your User ID
    - Action: Click in Password field. Enter your Password
    - Action: Click the Sign In button

TEST CASE: PO-006 Navigate to Supplier Work Bench
- Step 1: Navigation
  → Supplier Work Bench is Displayed
    - Action: Select the Procurement Icon > Select Suppliers Icon
    - Alternative Action: In the upper left hand corner beside the company logo, click the Navigator icon > Procurement > Suppliers

TEST CASE: PO-006 Search for a Supplier
- Step 1: From the Task List select Manage Suppliers
  → Supplier record is displayed
    - Action: Enter: all or part of the Supplier Name
    - Action: Click the Search button

TEST CASE: PO-006 Inactivate Supplier Address
- Step 1: Click the Pencil Edit icon
  → Supplier Address is Inactive for use
    - Action: Highlight the Supplier Address to Inactivate
    - Action: Click the Pencil Edit icon
    - Action: Enter or Select: the Inactive Date
    - Expected Result: The Status for the Address will change to 'Inactive'
    - Action: Click the Save and Close button

```
        - Expected Result: A confirmation message will display
        - Action: Click the OK button
        - Action: Click the Save and Close button
        - Expected Result: A confirmation message will display
        - Action: Click the OK button

    TEST CASE: PO-006 Re-activate Supplier Address
    - Step 1: Click the Pencil Edit icon
      → Supplier Address is Active for use
        - Action: Highlight the Supplier Address to Re-activate
        - Action: Click the Pencil Edit icon
        - Action: Delete the Inactive Date
        - Expected Result: The Status for the Address will change to 'Active'
        - Action: Click the Save and Close button
        - Expected Result: A confirmation message will display
        - Action: Click the OK button
        - Action: Click the Save and Close button
        - Expected Result: A confirmation message will display
        - Action: Click the OK button
```

PO-007 Inactivate Sup Contact (2 test cases)

```
TEST CASE: PO-007 Inactivate Supplier Contact
   - Step 1: Log into Oracle → Expected Result: User is Logged Into Oracle
   - Step 2: Navigate to Procurement → Expected Result: Supplier Work Bench is Displayed (Navigated via either of the following paths)
     - Path 1: Select the Procurement Icon > Select Suppliers Icon
     - Path 2: In the upper left hand corner beside the company logo, click the Navigator icon > Procurement > Suppliers
   - Step 3: Search for a Supplier → Expected Result: Supplier record is displayed
     - Action: From the Task List select Manage Suppliers
     - Action: SEARCH
     - Action: Enter: all or part of the Supplier Name
     - Action: Click: the Search button
   - Step 4: Inactivate Supplier Contact → Expected Result: Supplier Contact is Inactive for use
     - Action: Click the Pencil Edit icon or Click the Supplier Name
     - Action: Navigate to the CONTACTS tab
     - Action: Highlight the Supplier Contact to Inactivate
     - Action: Click the Pencil Edit icon
     - Action: Change the Status to Inactive
     - Action: The Inactive date will display below the Status field
     - Action: Click the Contacts X delete icon (if there is a contact address added)
     - Action: Click the Save and Close button
     - Expected Result: A confirmation message will display ("The X will be available when there is a contact address added in here. If you do
   - Step 5: Confirm Inactivation → Expected Result: Click the OK button
     - Action: Click the OK button
     - Action: Click the Save and Close button
     - Expected Result: A confirmation message will display ("A confirmation message will display")
     - Action: Click the OK button

   TEST CASE: PO-007 Re-activate Supplier Contact
   - Step 1: Navigate to the Supplier Record → Expected Result: Supplier record is displayed
     - Action: From the Task List select Manage Suppliers (or use the same navigation steps as in Step 2 of PO-007 Inactivate Supplier Contact
   - Step 2: Re-activate Supplier Contact → Expected Result: Supplier Contact is Active for use
     - Action: Click the Pencil Edit icon
```

```
      - Action: Navigate to the CONTACTS tab
      - Action: Change the Status Drop Down to Inactive and Highlight the Supplier Contact to Activate
      - Action: Click the Pencil Edit icon
      - Action: Change the Status to Active
   - Step 3: Confirm Activation → Expected Result: Click the OK button
      - Action: Click the OK button
      - Action: Click the Save and Close button
      - Expected Result: A confirmation message will display ("A confirmation message will display")
      - Action: Click the OK button
```

PO-008 Register Supplier (7 test cases)

```
TEST CASE: PO-008 Register Supplier - Login and Navigation
   - Step 1: Log into Application → User is able to access Oracle Cloud Procurement application

   TEST CASE: PO-008 Register Supplier - Supplier Registration
   - Step 1: Navigate to Supplier → User is logged into Oracle and can navigate to the Suppliers page
   - Step 2: Click Register Supplier from Task menu → The Supplier Detail form appears
   - Step 3: Enter Supplier Details
      - Enter Company (Supplier Name)
      - Select Procurement BU
      - Select Request Reason
      - Select Business Relationship = Perspective
      - Select Tax Organization Type
      - Select Supplier Type
      - Enter Corporate Web Site
      - Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
         - DUNS# : Enter D-U-N-S Number
         - Enter Taxpayer ID
         - Enter Tax Registration Number
      - Click OK → Supplier Registration request was submitted

   TEST CASE: PO-008 Register Supplier - Supplier Contacts Information
   - Step 1: Click on the next train stop → The Supplier Contacts Information form appears
   - Step 2: Click Add → A new contact form appears
   - Step 3: Enter Contact Details
      - Enter: *First Name
      - Enter: Middle Name
      - Enter: *Last Name
      - Enter: Job Title
      - Check box if it's an administrative contact
      - Enter: Phone
      - Enter: Mobile
      - Enter: Fax
      - Enter: *Email
      - Click OK → The new contact is added to the Supplier Contacts list
   - Step 4: Check box to Create User Account
   - Step 5: Select role(s) to assign to supplier contact

   TEST CASE: PO-008 Register Supplier - Supplier Address
   - Step 1: Click on the next train stop → The Supplier Address form appears
   - Step 2: Click Add → A new address form appears
   - Step 3: Enter Address Details
```

```
      - Enter: *Address Name
      - Select: *Country
      - Enter: Address Line1
      - Enter: Address Line2
      - Enter: Address Line3
      - Enter: City
      - Enter: Province/State
      - Enter: Postal Code
      - Select: Address Purpose Flag
      - Enter: Phone
      - Enter: Fax
      - Enter: Email
   - Step 4: Click OK → The new address is added to the Supplier Address list

   TEST CASE: PO-008 Register Supplier - Business Classification
   - Step 1: Click on the next train stop → The Business Classification form appears
   - Step 2: Select the Business Classification, Agency, Start Date, End Date and upload attachment

   TEST CASE: PO-008 Register Supplier - Bank Account
   - Step 1: Click on the next train stop → The Bank Account form appears
   - Step 2: Click Add → A new bank account form appears
   - Step 3: Enter Bank Account Details
      - Select: *Country
      - Select: *Bank
      - Select: *Branch
      - Enter: *Account Number
      - Enter: IBAN
      - Select: Currency
      - Additional Information
         - Enter: Account Name
         - Enter: Alternate Account Name
         - Enter: Account Suffix
         - Enter: Check Digits
         - Select: Account Type
         - Enter: Description
         - Enter: Comments (Note to Approver)
      - Click OK → The new bank account is added to the Bank Account list
   - Step 4: Click "Register" → The Supplier Registration form is submitted

   TEST CASE: PO-008 Register Supplier - Supplier Approval Workflow and Notification
   - Step 1: Click "Register" → The supplier registration request is submitted
   - Step 2: Wait for the respective users to receive the supplier registration notifications.
      - Click the "Bell" Icon.
   - Step 3: Approve the supplier registration → The Supplier is created in Oracle Cloud Procurement application
```

PO-009 Supplier Reg Approval (3 test cases)

```
 TEST CASE: Joint Venture Contracts - Log into Oracle
   - Step 1: Click in the User ID field. Enter your User ID → User is able to enter User ID
   - Step 2: Click in Password field. Enter your Password → User is able to enter Password
   - Step 3: Click the Sign In button → User is logged into Oracle

   TEST CASE: Joint Venture Contracts - Supplier Registration Approval
```

```
  - Step 1: Click the "Bell" Icon. Open and review the supplier registration data. → User can access notifications and review supplier registr
  - Step 2: "Approve" the supplier registration → Supplier Registration is approved

  TEST CASE: Joint Venture Contracts - Validate Supplier Details
  - Step 1: Select the Procurement Icon > Select Suppliers Icon     OR
  - Step 1.1: In the upper left hand corner beside the company logo, click the Navigator icon
  - Step 2: Procurement > Suppliers → User navigates to the Suppliers page
  - Step 3: From the Task List select Manage Suppliers → User is on the Manage Suppliers page
  - Step 4: SEARCH → User can initiate a search for suppliers
  - Step 5: Enter: All or part of the Supplier Name → User enters a search term
  - Step 6: Click the Search button → The Supplier Work Bench is displayed
  - Step 7: Verify that the Supplier record is shown in the Supplier Work Bench → Verification that the correct supplier record is displayed
```

PO-010 Supplier Reg Reject (3 test cases)

```
TEST CASE: Joint Venture Contracts - Logging into Oracle and Checking Supplier Registration Rejection
  - Step 1: Log into Oracle → User is Logged Into Oracle (Expected Result)
     - Action: Click in the User ID field. Enter your User ID
     - Action: Click in Password field. Enter your Password
     - Action: Click the Sign In button

  TEST CASE: Joint Venture Contracts - Checking Supplier Registration Rejection Workflow
  - Step 1: Supplier Registration Workflow - Reject → Supplier Registration is Rejected (Expected Result)
     - Action: Click the "Bell" Icon. Open and review the supplier registration data.
     - Action: Click on the "Reject" button for the supplier registration

  TEST CASE: Joint Venture Contracts - Validating Supplier Details after Rejection
  - Step 1: Validate Supplier Details → Supplier Record is not shown (Expected Result)
     - Action: Select the Procurement Icon
     - Action: Select Suppliers Icon
       OR
     - Action: In the upper left hand corner beside the company logo, click the Navigator icon
     - Action: Click on Procurement > Suppliers

     - Action: From the Task List select Manage Suppliers
     - Action: SEARCH
     - Action: Enter:  All or part of the Supplier Name
     - Action: Click the Search button

     - Action: Check if the Supplier Work Bench is Displayed
     - Action: Verify that the specific supplier record is not shown in the displayed list.
```

PO-011 External Registration (10 test cases)

```
TEST CASE: Joint Venture Contracts - External Supplier Registration - PO-011.1
  - Step 1: Send an email with a registration link to the supplier using the provided URL. → The supplier should be able to access the registr
  - Step 2: Send either a Prospective or Spend Authorized link depending on the business process.

  TEST CASE: Joint Venture Contracts - External Supplier Registration - PO-011.2
  - Step 1: Enter the supplier's organization information. → Enter the following details:
     - Company (Supplier Name)
```

    - Tax Organization Type
    - Supplier Type
    - Web Site
    - At least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.
- Step 2: Enter the following contact details:
    - First and Last Name
    - Email (and verify it)
- Step 3: Click the Next button. → The supplier organization and contact should be added.

TEST CASE: Joint Venture Contracts - External Supplier Registration - PO-011.3
- Step 1: Verify the entered contact information. → Displayed contact information should match the one entered in step PO-057.2. Optionally,
- Step 2: Edit the contact information. → Enter the following details:
    - Salutation
    - First Name
    - Middle Name
    - Last Name
    - Job Title
    - Check box if it's an administrative contact
    - Phone
    - Mobile
    - Fax
    - Email
- Step 3: Click the Next button. → The contact added in the previous step should be displayed, and any additional contact data will be captu

TEST CASE: Joint Venture Contracts - External Supplier Registration - PO-011.4
- Step 1: Enter the supplier's address information. → Enter the following details:
    - Address Name
    - Country
    - Address Line1
    - Address Line2
    - Address Line3
    - City
    - Province/State
    - Postal Code
    - Address Purpose Flag
    - Phone
    - Fax
    - Email
- Step 2: Under Contact, select and add the contact created above.
- Step 3: Click the Next button.

TEST CASE: Joint Venture Contracts - External Supplier Registration - PO-011.5
- Step 1: Enter the supplier's bank account information. → Enter the following details:
    - Country
    - Bank
    - Branch
    - Account Number
    - IBAN
    - Currency
    - Additional Information (Account Name, Alternate Account Name, Account Suffix, Check Digits, Agency Location Code, Account Type, Descrip
- Step 2: Click the OK button. → The supplier bank account should be entered.

TEST CASE: Joint Venture Contracts - External Supplier Registration - PO-011.6
- Step 1: Enter product and service categories. → Select Category, Sub-Category, and all applicable options. Then click the Apply button, Do

TEST CASE: Joint Venture Contracts – External Supplier Registration – PO-011.7
- Step 1: Enter questionnaire responses. → Select Yes to question 3 and add a W9 attachment if needed.

TEST CASE: PO-011 External Registration – Initial Registration
- Step 1: Navigate to the registration page and click the 'Next' button → Product and Service category should be populated
- Step 2: Verify that Organization type is also populated
- Step 3: Click the "Register" button
- Step 4: Click the 'OK' button to close the confirmation message

TEST CASE: PO-011 External Registration – Supplier Approval Workflow
- Step 1: Navigate to the registration page and click the 'Bell' Icon
- Step 2: Find the supplier registration notification and approve it
- Step 3: Verify that the supplier has been created

TEST CASE: PO-011 External Registration – Search for Supplier Details
- Step 1: Navigate to the Procurement > Suppliers page or use the Navigator icon and select 'Procurement' > 'Suppliers'
- Step 2: In the Task List, select 'Manage Suppliers'
- Step 3: Enter a supplier name in the search field
- Step 4: Click the 'Search' button
- Step 5: Verify that the Supplier Work Bench is displayed and the desired supplier record is shown

---

PO-012 Approve Supplier Profile (2 test cases)

TEST CASE: Joint Venture Contracts – Logging into Oracle and Checking Supplier Profile Change Notification
- Step 1: Log into Oracle → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password
- Step 3: Click the Sign In button
- Step 4: Click the "Bell" Icon
- Step 5: Open and review the supplier registration data from the notifications
- Step 6: Approve the supplier profile change request → Profile change request is approved

TEST CASE: Joint Venture Contracts – Validating Supplier Details
- Step 1: Navigate to Supplier Work Bench → Supplier Work Bench is Displayed
- Step 2: Search for a specific supplier by entering All or part of the Supplier Name in the search field
- Step 3: Click the Search button
- Step 4: Verify that the Supplier record is shown in the Supplier Work Bench

---

PO-013 Requisition Preference (3 test cases)

TEST CASE: Log into Oracle and Navigate to Requisition Preferences
- Step 1: Click in the User ID field. Enter your User ID → User is able to enter User ID
- Step 2: Click in Password field. Enter your Password → User is able to enter Password
- Step 3: Click the Sign In button → User is logged into Oracle

TEST CASE: Navigate to Requisition Preferences
- Step 1: Select the Procurement Icon > Select Purchase Requisitions Icon → Requisition landing page is displayed
- Alternative Step 1: In the upper left hand corner beside the company logo, click the Navigator icon. Navigate to Procurement > Purchase Re

TEST CASE: Set User Preferences for Requisition
- Step 1: Navigate to the requester preferences by clicking on the Pencil (Edit) icon next to requester name → Requisition preferences are a
- Step 2: Enter Requester → Default Deliver To Location is editable

- Step 3: Enter Destination Type: Expense or Inventory → Destination Type field is editable
- Step 4: Click on the + sign adjacent to Favorite Charge Accounts → A new row for favorite charge account is added
- Step 5: Provide a nickname for the favorite charge account → Nickname can be entered
- Step 6: Enter charge account details by clicking on the search icon adjacent to the Charge Account field → User can search and select a ch
- Step 7: Repeat steps 4-6 in case of multiple favorite charge accounts → Additional rows for favorite charge accounts are added
- Step 8: Designate a primary charge account by clicking the tick mark (1st column) → A primary charge account can be designated
- Step 9: Click Save and Close button → User preferences are saved

---

PO-014 Non-Catalog Requisition (4 test cases)

TEST CASE: Log into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password → User is Logged Into Oracle
- Step 3: Click the Sign In button → User is Logged Into Oracle

TEST CASE: Navigate to Purchase Requisitions
- Step 1: Select the Procurement Icon > Select Purchase Requisitions (or)
- Step 2: In the upper left hand corner beside the company logo, click the Navigator icon
- Step 3: Procurement > Purchase Requisitions → Shopping Page is Displayed

TEST CASE: Create and Submit a Non-Catalog Requisition
- Step 1: Click the More Tasks dropdown menu on the right top side of the form
- Step 2: Select the Request Noncatalog Item option (Note: When creating requisition for the 1st time, Requisition Preference form will pop-up
- Step 3: Enter Line information
  - a. Item Type: Select Goods or Services by Quantity or Amount
  - b. Item Description: Enter the description of the item to be purchased
  - c. Category Name: Enter or Select the Category for the item
  - d. Quantity: Enter the Quantity to be Purchased
  - e. UOM: Enter the Unit of Measure for the item (if not selected based on Item Type)
  - f. Price: Enter the unit price for the item (if not auto-filled based on Item Type)
  - g. Currency : USD
  - h. Supplier: Select the Supplier for the purchase from the List of Values
  - i. Supplier Site: Select the Address from the List of Values - May default
  - j. Supplier Contact: Select from List of Values
- Step 4: (Optional) Click the + and enter Attachments if needed
- Step 5: Click the Add to Cart button
- Step 6: Repeat for additional Lines as needed
- Step 7: REVIEW AND SUBMIT
  - a. Click the Shopping Cart icon
  - b. Click the Review button
  - c. Description: Enter a Description for the requisition
  - d. Requester: Should display your name - change if ordering for someone else
  - e. Requested Delivery Date: Will default to 7 days from creation date
  - f. Deliver To Location: Information will display as your default location - change as needed.
  - g. Under Billing section -
    - Enter Charge Account
    - Budget Date - Defautled to system date
    - Percentage - Provide split % if more than 1 charge account
    - Quantity - Defaulted to the value in quantity field provided under the Requisiton Line section. Split the quantity if more than 1 charg
    - Amount - Defaulted to the value in Price field under the Requisition Line section. Split the amount if more than 1 charge account
  - h. (Optional) Note to Supplier: Optionally enter a note to the supplier
  - i. (Optional) To add an Attachment, click the + and repeat for additional Lines as needed.
- Step 8: REVIEW AND SUBMIT

```
TEST CASE: PO-014 Non-Catalog Requisition - Submitting a Requisition
- Step 1: Click on the Shopping Cart icon → The Shopping Cart page should be displayed
- Step 2: Click on the Review button → The Review page should be displayed
- Step 3: Click on the Submit button → A confirmation message showing the requisition number will display
- Step 4: Check that a confirmation message showing the requisition number has been displayed
- Step 5: Click on the OK button → The Shopping Cart page should be redisplayed
- Step 6: Verify that the requisition is now listed in the Shopping Cart
```

PO-015 Approve a Document (3 test cases)

```
 TEST CASE: PO-015 Approve a Document - Login
   - Step 1: Log into Oracle → User is Logged Into Oracle
      - Action: Click in the User ID field, enter your User ID
      - Action: Click in Password field, enter your Password
      - Action: Click the Sign In button

   TEST CASE: PO-015 Approve a Document - Open Notification
   - Step 1: Open Notification → Shopping Page is Displayed
      - Action: Click the Bell icon in the Global section (top right of the page) to open the list of notifications.
      - Action: Select the notification for the Requisition to be approved.

   TEST CASE: PO-015 Approve a Document - Approve Document
   - Step 1: Approve Document → Requisition is returned, approved or sent to the next approver
      - Action: Click the Approve, Reject, Approve and Forward or Request Information button.
      - Expected Result (Conditional): If the approver has the appropriate level of authority, the requisition will be approved. If the approve
```

PO-016 Approve from Email (1 test cases)

```
 TEST CASE: Approve or Reject Document from Email - Joint Venture Contracts

- Step 1: Log into Email → Open your email application and display a request for approval that can be approved or rejected
- Step 2: Locate the email → Find an email from your Oracle domain with a subject containing the word "Approval"
- Step 3: Open the email item → Review the document information
- Step 4: Optionally (Action 1) → Click the attachment to open the document in Oracle (requires logging into Oracle)
- Step 5: Select an action → Choose from Approve, Reject, Approve and Forward or Request Information link
- Step 6: Add comments if necessary → Type any comments above the line as per instruction on the email
- Step 7: Send the email → Click the Send button to send the email
- Expected Result (for all steps) → If the approver has the appropriate level of authority, the requisition will be approved. If the approver l
```

PO-017 Cancel a Requisition (2 test cases)

```
TEST CASE: Joint Venture Contracts - Log into Oracle
- Step 1: Navigate to the User ID field and enter your User ID → User is successfully logged into Oracle
- Step 2: Navigate to the Password field and enter your password → The password is correctly entered
- Step 3: Click the Sign In button → Successful login is confirmed

  TEST CASE: Joint Venture Contracts - Cancel a Requisition
- Step 1: Navigate to Manage Requisitions → A list of Requisitions based on the search criteria is displayed
- Step 2: Select an Approved Requisition from the list
```

- Step 3: Navigate to Actions and select cancel requisition → The reason for cancellation is displayed
- Step 4: Click OK on the confirmation page → The Requisition cancellation confirmation is shown
- Step 5: Click Done button → The Requisition is successfully cancelled

---

PO-018VacationRule Reassignment (3 test cases)

TEST CASE: Joint Venture Contracts - Login and Navigate to BPM Worklist
- Step 1: Log into Oracle → Expected Result: Login successful
- Step 2: Enter your User ID → (No expected result specified)
- Step 3: Click in password field → (No expected result specified)
- Step 4: Enter Password → (No expected result specified)
- Step 5: Press Sign In → (No expected result specified)
- Step 6: Navigation → In the global header, click the Notifications icon. → BPM Worklist displayed
- Step 7: Click Show All → Click Worklist in Top Right Corner → BPM Worklist page is displayed
- Step 8: Navigation → Click on the drop-down besides the user's name on the top of the page to the right → (No expected result specified)
- Step 9: Click the Preferences link. → The Rules page is displayed

TEST CASE: Joint Venture Contracts - Enable and Reassign Vacation Rule
- Step 10: Rules Page → Click the Enable vacation period option. → The Start Date and the End Date fields become available
- Step 11: Rules Page → Click in the Start Date field. Then select the rule start date using the calendar function. → (No expected result sp
- Step 12: Rules Page → Click in the End Date field. Then select the rule end date using the calendar function. → (No expected result specif
- Step 13: Rules Page → Click the Reassign to option → Then select a user to who you want to reassign the notifications. → (No expected resu
- Step 14: Click the Save button. → The Vacation Period status is now enabled. Data input has been accepted
- Step 15: Close the BPM Worklist page. → (No expected result specified)

TEST CASE: Joint Venture Contracts - Reassignment from Transactions
- Step 16: Reassignment → Create a Purchsae requistion (Ref PO-016) → PR is created
- Step 17: Go To>Action>Reassign → provide the Assignee's name and also enable Send Email to this person option → Received Confirmation tega
- Step 18: The assignee either Approve or Reject → Requestor receives the update regarding Status of the document

---

PO-019 Email on Purchase Order (5 test cases)

TEST CASE: Log into Oracle
- Step 1: Navigate to the User ID field and enter your User ID → User is logged into Oracle
- Step 2: Navigate to the Password field and enter your password
- Step 3: Click the Sign In button

TEST CASE: Create PO from PR, create PO for service, and create PO for Goods
- Step 1: Input the necessary values for creating a Purchase Order (PO) from a Purchase Requisition (PR), a PO for services, and a PO for go
- Step 2: Click 'Edit' to check if the Supplier's mailing address is available in the contact details
- Step 3: Check the communication method and select Email

TEST CASE: Approve PO
- Step 1: Locate the Notification message containing the details of the Requisition and buttons to Approve or Reject the Requisition
- Step 2: Click the 'Approve' button (or 'Reject', if needed)
- Step 3: If the approver has the appropriate level of authority, the PO will be approved. If not, the workflow will forward the PO for appr

TEST CASE: PO Communication
- Step 1: Verify that once the PO is approved, the document will be emailed to the supplier

```
TEST CASE: Supplier Confirmation
- Step 1: Wait for the supplier to communicate back to the Buyer via Email
```

PO-020 Create a Receipt (4 test cases)

```
TEST CASE: Joint Venture Contracts - Log into Oracle
  - Step 1: Enter User ID in the User ID field → User is able to enter User ID
  - Step 2: Enter Password in the Password field → User is able to enter Password
  - Step 3: Click the Sign In button → User is logged into Oracle

  TEST CASE: Joint Venture Contracts - Navigate to Receipts Page
  - Step 1: Select the Procurement Icon > Select My Receipts Icon → Receipts Page is displayed
  - Alternative Step 1: In the upper left hand corner beside the company logo, click the Navigator icon > Procurement > My Receipts → Receipts

  TEST CASE: Joint Venture Contracts - Search for Receipts
  - Step 1: Enter search parameters (Requester will default to your name, Items Due: Select Next 7 days from the drop-down list, Purchase Orde
  - Step 2: Click the Search button → The search results are displayed

  TEST CASE: Joint Venture Contracts - Create Receipt(s)
  - Step 1: Highlight the line to be received (Note: Hold the CTRL key to select multiple lines) → Line is selected for receipt
  - Step 2: Click the Receive button → Receipt entry form is displayed
  - Step 3: Enter the quantity received → Quantity entered is saved
  - Step 4: Optionally click the Show Receipt Quantity button to populate the number available to receive → Number of items available to recei
  - Step 5: If a warning message appears, click OK then click the Show Receipt Quantity again → Warning message is dismissed and the number of
  - Step 6: To receive a partial quantity, change the quantity entered in step 3 → Partial quantity is saved
  - Step 7: Enter the Packing Slip number → Packing slip number is saved
  - Step 8: Click the Submit button → Receipt is submitted and a confirmation message is displayed
  - Step 9: Click the Ok button in the confirmation message → Confirmation message is dismissed
```

PO-021 Receipt Correction (1 test cases)

```
TEST CASE: Log into Oracle and Perform a Receipt Correction

  - Step 1: Log into Oracle
    → User is Logged Into Oracle
      - Action: Click in the User ID field. Enter your User ID
      - Action: Click in Password field. Enter your Password
      - Action: Click the Sign In button

  - Step 2: Navigate to My Receipts
    → Receiving Page is Displayed
      - Action: Select the Procurement Icon > Select My Receipts Icon
      OR
      - Action: In the upper left hand corner beside the company logo, click the Navigator icon
      - Action: Procurement > My Receipts

  - Step 3: Search for Receipts
    → Receipts are displayed
      - Action: From the Task List Select Manage Receipts
      - Action: SEARCH
      - Action: Enter Receipt, Requisition or PO number
```

```
      - Action: Items Received: Select the approximate number of days the original receipt was entered.
      - Action: Click the Search button

  - Step 4: Create Correction
    → Correction is entered and complete
      - Action: Click to Hi-light the receipt to be corrected
      - Action: Note: Hold the CTRL key to select multiple lines
      - Action: Click the Correct button
      - Action: Enter the quantity that should have been corrected.
      - Action: Click the Submit button
      - Action: A confirmation message will display. Click the Ok button

  - Step 5 (Optional): Review Transactions
    → Correction is entered and complete
      - Action: Click the Receipt Number link
      - Action: Click the View Transaction History button
      - Action: Click the arrow in the Transaction Type column
      - Action: Click the arrow next to Receive
      - Action: The Original receipt and the returned quantity are displayed.
      - Action: Click the Done button to close the window.
      - Action: Click the Done button to close the Receipt Summary window
      - Action: Click the Done button to close the Manage Receipts window

  - Step 6 (Optional): Review PO Status
    → Correction is entered and complete
      - Action: Click the Purchasing icon
      - Action: From the Task List Select Manage Orders
      - Action: Enter the PO Number from PO-022
      - Action: Click the Search button
      - Action: Click the Life Cycle icon
      - Action: Scroll down to Receipts
      - Action: The return receipt is displayed
```

PO-022 Return to Vendor (4 test cases)

```
TEST CASE: Joint Venture Contracts - Log into Oracle and Navigate to My Receipts
- Step 1: Log into Oracle → User is Logged Into Oracle
- Step 2: Navigate to Procurement and My Receipts → Receiving Page is Displayed (Alternative Navigation Path: Navigate to the Navigator icon, t

  TEST CASE: Joint Venture Contracts - Search for Receipts
- Step 1: From the Task List, Select Manage Receipts → Receipts are displayed
- Step 2: Perform a search by entering Receipt or PO number and approximate number of days the original receipt was entered.
- Step 3: Click the Search button

  TEST CASE: Joint Venture Contracts - Return to Vendor
- Step 1: Highlight the receipt to be corrected → Correction is entered and complete (Note: Hold the CTRL key to select multiple lines)
- Step 2: Click the Return button
- Step 3: Enter the quantity to be returned
- Step 4: Select "Rejects" as the reason
- Step 5: Enter the Supplier's RMA number in the RMA field
- Step 6: Enter any notes regarding the return using the Note icon
- Step 7: Click the Submit button
- Step 8: A confirmation message will display. Click the Ok button
```

TEST CASE: Joint Venture Contracts - Review PO Status
- Step 1: Optional (Perform this step if needed): Click the Purchasing icon → Correction is entered and complete
- Step 2: From the Task List, Select Manage Orders
- Step 3: Enter the PO Number from PO-22
- Step 4: Click the Search button
- Step 5: Click the Life Cycle icon
- Step 6: Scroll down to Receipts and verify that the return receipt is displayed

---

PO-023 View Req Lifecycle (2 test cases)

TEST CASE: Joint Venture Contracts - Log into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password
- Step 3: Click the Sign In button

TEST CASE: Joint Venture Contracts - Navigate to My Requisitions and View Lifecycle
- Step 1: Select the Procurement Icon > Select Purchase Requisitions Icon or
- Step 1 (Alternative): In the upper left hand corner beside the company logo, click on the Navigator
  - Substep 1.1: Click Procurement
  - Substep 1.2: Click Purchase Requisitions
- Step 2: Click the Manage Requisitions link → Requisition Lifecycle is displayed for your review.
- Step 3: Hi-light the Requisition number
- Step 4: Click the Requisition Number link → Requisition#5 is displayed
- Step 5: Click the View Lifecycle button → Order, Receipts and Invoices sections are displayed
- Step 6: Scroll through the Order, Receipts and Invoices sections → Data is displayed as expected
- Step 7: Click Done to close → Requisition Lifecycle page is closed
- Step 8: Click Done to close the requisition → Back to My Requisitions page

---

PO-024 View and Change a Req (3 test cases)

TEST CASE: Log Into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password → User is successfully logged in and navigated to the main page
- Step 3: Click the Sign In button → Navigated to the main application page

TEST CASE: Navigate to Purchase Requisitions
- Step 1: Select the Procurement Icon > Select Purchase Requisitions Icon → Self-Service Shop Page is displayed
- Step 2: In the upper left hand corner beside the company logo, click on the Navigator → Click Procurement > Purchase Requisitions → Self-S

TEST CASE: Withdraw and Edit a Requisition
- Step 1: Click the Manage Requisitions link → Requisition is withdrawn for modification and re-submitted for approval.
- Step 2: Hi-light the Requisition number from the available list
- Step 3: Click the Actions dropdown list
- Step 4: Select Withdraw and Edit from the list of values → The selected requisition is withdrawn and editable
- Step 5: A Warning message may display. Click Yes to continue.
- Step 6: Increase the Quantity
- Step 7: Enter a Note to explain the change in the Justification field.
- Step 8: Click the Submit button → The edited requisition is saved and awaiting approval
- Step 9: Click the Ok button on the confirmation message.
- Step 10: If the requisition has already been processed into a purchase order, follow the steps in Test Script PO-048.

PO-025 Change Req with PO (1 test cases)

```
TEST CASE: Withdraw and Change Requisition
- Step 1: Log into Oracle → User is Logged Into Oracle (Expected Result)
- Step 2: Navigate to Procurement → Select the Procurement Icon or In the upper left hand corner beside the company logo, click on the Navigato
- Step 3: Navigate to My Requisitions → Click the Manage Requisitions link (Expected Result: Requisition is withdrawn for modification and re-s
- Step 4: Highlight the Requisition number to be modified (Expected Result: Selected Requisition is highlighted)
- Step 5: Select Edit Order from the Actions dropdown list (Expected Result: Edit Order options are displayed)
- Step 6: Enter a Description for the change (Expected Result: Description entered)
- Step 7: Increase the Quantity (Expected Result: Quantity updated)
- Step 8: Click the Submit button (Expected Result: Requisition is updated with new quantity and description)
- Step 9: Click the Ok button on the confirmation message. (Expected Result: Confirmation message closed)
- NOTE: If the requisition has already been processed into a purchase order, the buyer will receive a notification.
```

PO-026 Withdraw Req (3 test cases)

```
 TEST CASE: Withdraw Requisition - Login
   - Step 1: Log into Oracle → User is Logged Into Oracle
      - Sub-Step 1.1: Click in the User ID field and enter your User ID
      - Sub-Step 1.2: Click in Password field and enter your Password
      - Sub-Step 1.3: Click the Sign In button

   TEST CASE: Withdraw Requisition - Navigation to Purchase Requisitions
   - Step 1: Navigate to Procurement → Self-Service Shop Page is displayed
      - Sub-Step 1.1: Select the Procurement Icon
      - Sub-Step 1.2: Select Purchase Requisitions Icon
   - Alternative Step 1: Navigate to Procurement → Purchase Requisitions are displayed
      - Sub-Step 1.1: In the upper left hand corner beside the company logo, click on the Navigator
      - Sub-Step 1.2: Select Procurement > Purchase Requisitions

   TEST CASE: Withdraw Requisition - Withdraw and Edit Requisition
   - Step 1: Access My Requisitions → Requisition is withdrawn for modification and re-submitted for approval.
      - Sub-Step 1.1: Click the Manage Requisitions link
      - Sub-Step 1.2: Hi-light the Requisition number from Test PO-022, PO-023 or PO-024
      - Sub-Step 1.3: Click the Requisition Number link
      - Sub-Step 1.4: Click the Actions drop-down menu
      - Sub-Step 1.5: Select Withdrawl & Edit Requisition
      - Sub-Step 1.6: Click the Yes button
      - Sub-Step 1.7: Requisition is withdrawn and is available to edit
```

PO-027 Finding Req Lines (1 test cases)

```
TEST CASE: Joint Venture Contracts - Logging into Oracle and Navigating to Purchase Orders
- Step 1: Log into Oracle → User is Logged Into Oracle
    - Substep 1.1: Click in the User ID field. Enter your User ID
    - Substep 1.2: Click in Password field. Enter your Password
    - Substep 1.3: Click the Sign In button

- Step 2: Navigate to Procurement and Purchase Orders
```

- Substep 2.1: Select the Procurement Icon > Select Purchase Orders Icon → The Buyer work center is displayed
- Substep 2.2: In the upper left hand corner beside the company logo, click the Navigator icon
- Substep 2.3: Procurement > Purchase Orders → The Buyer work center is displayed

- Step 3: Find Requisition Lines to Process
  - Substep 3.1: Click the Task List icon → Requisition lines ready for processing are displayed
  - Substep 3.2: Click the Process Requisitions link
  - Substep 3.3: SEARCH
    - Subsubstep 3.3.1: Select the Requisitioning Business Unit
    - Subsubstep 3.3.2: Remove your name from the Buyer field
    - Subsubstep 3.3.3: Click the Search button

PO-028 Create PO from PR (3 test cases)

TEST CASE: Joint Venture Contracts – Logging into Oracle and Navigating to Purchase Orders
- Step 1: Log into Oracle → User is Logged Into Oracle
  - Action: Click in the User ID field. Enter your User ID
  - Action: Click in Password field. Enter your Password
  - Action: Click the Sign In button

TEST CASE: Joint Venture Contracts – Navigating to Create a Purchase Order from Requisition Lines
- Step 1: Navigation → Buyer Workcenter is Displayed
  - Action: Select the Procurement Icon
  - Action: Select Purchase Orders Icon
- OR
  - Action: In the upper left hand corner beside the company logo, click the Navigator icon
  - Action: Procurement > Purchase Orders

TEST CASE: Joint Venture Contracts – Creating a Purchase Order from Requisition Lines
- Step 1: Create a Purchase Order → Purchase Order has been generated from a requisition
  - Action: Click the Task List icon
  - Action: Click the Process Requisitions link
  - Action: SEARCH
  - Action: Select the Requisitioning Business Unit
  - Action: Remove your name from the Buyer field
  - Action: Click the Search button
  - Action: PROCESS REQUISITION
  - Action: Hi-light the requisition line or lines you would like to process (Hold the Shift key to select multiple lines)
  - Action: Click the Add to Document Builder button
- Step 2: Review and Update Details
  - Action: The Add to Document Builder window will open.
  - Action: Review the details
    - Sub-Step: Type: Default to New Order but can be changed to Existing Order if you want to add this line to an existing PO
    - Sub-Step: Source Agreement: Not applicable as MFA doesn’t use agreements
    - Action: Click the OK button.
- Step 3: Edit and Create Purchase Order
  - Action: DOCUMENT BUILDER
  - Action: Click the Create button in the Document Builder section (right bottom corner)
  - Action: Click the Edit button to make additional changes to the line
  - Action: Click the Create button
- Step 4: Confirm Purchase Order Creation and Process Remaining Lines
  - Action: An Information message with PO number will display. Click the OK button
  - Action: EDIT PURCHASE ORDER

```
    - Sub-Step: Enter a Description for the PO - this will only display in the Buyer Workbench
    - Sub-Step: Requisition: displays a link to the originating requisition
  - Action: TERMS
    - Sub-Step: Review and update Terms as needed
  - Action: NOTES AND ATTACHMENTS
    - Sub-Step: Add any Notes or Attachments for the PO
  - Action: LINES
    - Sub-Step: The quantity can be changed if needed.
  - Action: SCHEDULES
    - Sub-Step: Displays delivery date and location information, update as needed
  - Action: DISTRIBUTIONS
    - Sub-Step: Displays the billing information for the PO but can be updated if needed
  - Action: Click the Submit button to create the Purchase Order. An Information message will display that includes the PO number. Click th
  - Action: NOTE: Any remaining lines included in your search will display and can be processed. When you have processed all requisition li
```

PO-029 View and Update a PO (4 test cases)

```
TEST CASE: Log into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password → User is Logged Into Oracle
- Step 3: Click the Sign In button → User is Logged Into Oracle

  TEST CASE: Navigate to Purchase Order Workcenter
- Step 1: Select the Procurement Icon > Select Purchase Order Icon → Buyer Workcenter is Displayed
- Alternative Step 1: In the upper left hand corner beside the company logo, click the Navigator icon > Procurement > Purchase Order → Buyer Wo

  TEST CASE: Search for a Purchase Order
- Step 1: From the Task List Select Manage Orders → Purchase Orders are displayed
- Step 2: In the Search Region
    - Enter the Supplier, Order, Buyer or other known information
    - If you are searching for another Buyer's order replace your name with theirs
- Step 3: Click Search → All purchase orders that meet your search criteria will display in the Search Results region.

  TEST CASE: Update a Purchase Order
- Step 1: Click the PO number of the Purchase Order to be updated → Purchase Order is Updated and Approved.
- Step 2: Click the Actions drop-down list
- Step 3: Select Edit → A warning message will display. Click the Yes button
- Step 4: Enter a description for the change (e.g., GENERAL, TERMS, LINES, Test Add Line, Delete Line, Increase Qty, Decrease Qty) → PO1000003
- Step 5: Make sure the Line, Schedule and Distribution Quantity are all updated to the new quantity
- Step 6: Enter the Change Description
- Step 7: Click the Save Button → Notice that the Change Order field now displays an updated number.
- Step 8: Click Submit → A confirmation message will display. Click OK
- Step 9: Click the Done button → Notice that the Ordered field of the PO is updated to the new PO total.
- Step 10: Click Done
```

PO-030 PO Approval (1 test cases)

```
 TEST CASE: Joint Venture Contracts - Log into Oracle and Approve a PO Document

- Step 1: Log into Oracle → User is Logged Into Oracle
  - Action: Click in the User ID field, enter your User ID
```

```
  - Action: Click in Password field, enter your Password
  - Action: Click the Sign In button

- Step 2: Open Notification
  - Action: Click the Bell icon in the Global section (top right of the page) to open the list of notifications.
  - Action: Select the notification for the PO document to be approved.

- Step 3: Approve Document
  - Action: Click the Approve, Reject, Approve and Forward or Request Information button.
  - Expected Result: If the approver has the appropriate level of authority, the PO document will be approved. If the approver lacks the needed
```

PO-031 Cancel a PO (1 test cases)

```
TEST CASE: Log into Oracle and Cancel a Purchase Order

   - Step 1: Log into Oracle
     → User is Logged Into Oracle

   - Step 2: Navigate to Purchase Orders
     → Select the Procurement Icon > Select Purchase Orders Icon (or)
       In the upper left hand corner beside the company logo, click the Navigator icon
       Procurement > Purchase Orders

   - Step 3: Search for a Specific Purchase Order
     → From the Task List Select Manage Orders
     → Enter the Supplier, Order, Buyer or other known information (Buyer will default, If you are searching for another Buyer's order replace
     → Click Search
     → All purchase orders that meet your search criteria will display in the Search Results region.

   - Step 4: Select and Cancel the Purchase Order
     → Click the PO number (PO1000003 in this case)
     → From the Actions Drop Down Menu; Select Cancel Document

   - Step 5: Fill out the Cancel Document Window
     → Reason: Enter the reason for the Cancellation
     → Communication Method: If you want to send the cancellation to the supplier select the method
     → Cancel Requisition:
         If you want to cancel the requisition too, select Yes
         If you want to re-use the requisition, select No
     → Click the OK button.
```

PO-032 Manual Close of PO (1 test cases)

```
TEST CASE: Joint Venture Contracts - Log into Oracle and Navigate to Purchase Orders
- Step 1: Log into Oracle → User is Logged Into Oracle (Expected Result)
    - Sub-Step 1.1: Click in the User ID field and enter your User ID
    - Sub-Step 1.2: Click in Password field and enter your Password
    - Sub-Step 1.3: Click the Sign In button

- Step 2: Navigate to Purchase Orders
    - Sub-Step 2.1: Select the Procurement Icon > Select Purchase Orders Icon (Expected Result)
```

```
      OR
    - Sub-Step 2.2: In the upper left hand corner beside the company logo, click the Navigator icon
    - Sub-Step 2.3: Click Procurement > Purchase Orders

- Step 3: Search for a Purchase Order
    - Sub-Step 3.1: From the Task List Select Manage Orders (Expected Result)
      OR
    - Sub-Step 3.2: In the Search Region, enter the Supplier, Order, Buyer or other known information
    - Sub-Step 3.3: If searching for another Buyer's order, replace your name with theirs
    - Sub-Step 3.4: Click Search
      Expected Result: All purchase orders that meet your search criteria will display in the Search Results region.

- Step 4: Close a Purchase Order
    - Sub-Step 4.1: Select the desired PO
    - Sub-Step 4.2: GO to Actions> Select Close (Expected Result)
      Expected Result: Purchase Order is Closed

- Step 5: Confirmation
    - Sub-Step 5.1: Click yes to Confirmation page (Expected Result)
      Expected Result: Now the status of PO changed from open to closed
```

PO-033 Receive PO (4 test cases)

```
 TEST CASE: Joint Venture Contracts - Log into Oracle
   - Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
   - Step 2: Click in Password field. Enter your Password
   - Step 3: Click the Sign In button

   TEST CASE: Joint Venture Contracts - Navigate to Receipts Page
   - Step 1: Select the Supply Chain Execution Icon > Select Inventory Management Icon > Tasks List > Change Dropdown to 'Receipts' > Select 'R
   - Alternative Navigation Path:
     - Step 1: In the upper left hand corner beside the company logo, click the Navigator icon
     - Step 2: Supply Chain Execution Icon > Inventory Management > Tasks List > Change Dropdown to 'Receipts' > Select 'Receive Expected Shipm

   TEST CASE: Joint Venture Contracts - Search for Purchase Order
   - Step 1: SEARCH
     - Step 2: Enter PO number to be received
     - Step 3: Click the Search button
     - Step 4: The Purchase Order is displayed

   TEST CASE: Joint Venture Contracts - Create Receipt(s)
   - Step 1: RECEIVE
     - Step 2: Click to Hi-light the line to be received (Hold the CTRL key to select multiple lines)
     - Step 3: Click the Receive button
     - Step 4: Enter the quantity received
     - Step 5: Optionally click the Show Receipt Quantity button to populate the number available to receive
       - Sub-Step 1: If a warning message is displayed, click OK then click the Show Receipt Quantity again
     - Step 6: To receive a partial quantity, change the quantity
     - Step 7: Enter the Packing Slip number
     - Step 8: Click the Submit button
     - Step 9: A confirmation message will display. Click the Ok button
```

PO-034 Control PO (3 test cases)

```
TEST CASE: Log into Oracle and Navigate to Purchase Orders
- Step 1: Enter User ID in the User ID field → Expected Result: User is prompted for password
- Step 2: Enter Password in the Password field → Expected Result: User is logged into Oracle
- Step 3: Click the Sign In button → Expected Result: Dashboard or main screen of Oracle ERP is displayed
- Step 4: Navigate to Purchase Orders → Expected Result: Buyer Workcenter is displayed (Navigations steps can be either: Select the Procurement

  TEST CASE: Find a Specific Purchase Order
- Step 1: From the Task List, select Manage Orders → Expected Result: Purchase Orders are displayed
- Step 2: In the Search Region, enter Supplier, Order, Buyer or other known information → Expected Result: All purchase orders that meet the se

  TEST CASE: Control a Purchase Order
- Step 1: Click the PO number of the desired purchase order → Expected Result: Control action is invoked for the selected purchase order
- Step 2: Click the Actions button → Expected Result: Actions dropdown menu is displayed
- Step 3: Select a control action (Communicate, Close, Reopen, Hold, Release Hold, Freeze, Unfreeze, Withdraw) from the Actions dropdown menu →
- Step 4: Enter the Reason for the control action → Expected Result: The reason is entered in the appropriate field
- Step 5: Click the OK button → Expected Result: The control action is executed on the selected purchase order
- Step 6: Click the Done button twice (once to close the Control PO screen, and once to close Manage Orders) → Expected Result: User returns to
```

PO-035 Change Order History (2 test cases)

```
TEST CASE: Log into Oracle and Navigate to Purchase Orders
- Step 1: Enter User ID in the User ID field → Expected Result: User is prompted for password
- Step 2: Enter Password in the Password field → Expected Result: User is logged into Oracle
- Step 3: Click the Sign In button → Expected Result: User is successfully logged into Oracle
- Step 4: Navigate to Purchase Orders
   - Substep 1: Select the Procurement Icon > Select Purchase Orders Icon → Expected Result: Buyer Workcenter is displayed
   - Substep 2: In the upper left hand corner beside the company logo, click the Navigator icon → Procurement > Purchase Orders → Expected Resu

TEST CASE: Search for a Specific Purchase Order and View Change History
- Step 1: From the Task List Select Manage Orders → Expected Result: Purchase Orders are displayed
- Step 2: In the Search Region, enter Supplier, Order, Buyer or other known information → Expected Result: All purchase orders that meet your s
   - Substep 1 (Optional): If searching for another Buyer's order, replace your name with theirs in the search field → Expected Result: Purchas
- Step 3: Click the Actions button for the desired purchase order → Document, Change and Revision History have been reviewed
- Step 4: Select View Document History → Expected Result: The document history is displayed
- Step 5: Review the document history → Expected Result: The document history is correctly displayed
- Step 6: Click the Done button to close the History window → Expected Result: The history window is closed
- Step 7: Click the Done button to close Manage Orders → Expected Result: The Manage Orders window is closed
```

PO-036 View PO Lifecycle (2 test cases)

```
TEST CASE: Joint Venture Contracts - Logging into Oracle and Navigating to Purchase Orders
- Step 1: Log into Oracle → User is Logged Into Oracle
    - Substep 1.1: Click in the User ID field. Enter your User ID
    - Substep 1.2: Click in Password field. Enter your Password
    - Substep 1.3: Click the Sign In button

- Step 2: Navigate to Purchase Orders
    - Substep 2.1: Select the Procurement Icon > Select Purchase Orders Icon → Buyer Workcenter is Displayed
    - Substep 2.2: In the upper left hand corner beside the company logo, click the Navigator icon
```

    - Substep 2.3: Procurement > Purchase Orders → Buyer Workcenter is Displayed

  TEST CASE: Joint Venture Contracts - Searching and Reviewing PO Lifecycle
- Step 1: From the Task List Select Manage Orders
    - Substep 1.1: All purchase orders are displayed

- Step 2: Search for a Purchase Order
    - Substep 2.1: Enter the Supplier, Order, Buyer or other known information in the Search Region
    - Substep 2.2: If searching for another Buyer's order, replace your name with theirs
    - Substep 2.3: Click the Search button
    - Substep 2.4: All purchase orders that meet your search criteria will display in the Search Results region.

- Step 3: Review PO Lifecycle
    - Substep 3.1: Click the Lifecycle Icon
    - Substep 3.2: Click the Done button to close the Lifecycle page
    - Substep 3.3: Click the Done button to close Manage Orders

---

PO-037 Create & Communicate PO (4 test cases)

TEST CASE: Joint Venture Contracts - Log into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password
- Step 3: Click the Sign In button

TEST CASE: Joint Venture Contracts - Navigate to Purchase Orders
- Step 1: Select the Procurement Icon > Select Purchase Orders Icon → Buyer Workcenter is Displayed
- Alternate Path:
  - Step 1: In the upper left hand corner beside the company logo, click the Navigator icon
  - Step 2: Click Procurement
  - Step 3: Click Purchase Orders

TEST CASE: Joint Venture Contracts - Create and Approve a Purchase Order for Goods
- Step 1: On the Task List, Select Create Order → Purchase Order is created and approved.
- Step 2: Enter or Select the Supplier and Site for the Order
- Alternate Path:
  - Step 2: Click the Magnifying Glass; Enter part of the Supplier Name and click Search
  - Step 3: Select the Supplier and click the OK button
- Step 3: Default Ship-To Location: Select the Ship-To Location
- Step 4: Click the Create button.
- Step 5: GENERAL
    - Step 6: Description: Enter a Description for the Purchase
- Step 6: TERMS
    - Step 7: Review and Update the terms of the PO as needed
- Step 8: NOTES AND ATTACHMENTS
    - Step 9: Enter any notes or attachments for the PO
- Step 10: LINES
    - Step 11: Click the +
    - Step 12: Type: Will default to Goods but can be changed. Select the appropriate line type
    - Step 13: Description: Enter a Description for the Purchase
    - Step 14: Category: Select the category for the Purchase
    - Step 15: Quantity: Enter the quantity to be purchased
    - Step 16: UOM: Enter or Select the UOM
    - Step 17: Price: Enter the Unit Price for the item

    - Step 18: Click the Pencil 'edit' icon
- Step 19: SHIPPING AND DELIVERY
    - Step 20: Location: Enter the Location for delivery
    - Step 21: Requester: Enter the Last name of the Requester.
    - Step 22: Note: This information is required to generate the PO Charge Account
    - Step 23: Requested Delivery Date: Enter the date the requester would like the goods delivered
    - Step 24: Promised Delivery Date: Enter the date the Supplier has committed to deliver the goods
    - Step 25: Scroll to the top of the Page
    - Step 26: Click the Actions drop-down list
    - Step 27: Select Rebuild Accounts
    - NOTE: Scroll to the Billing region and notice that the charge account field is now populated,
    - Step 28: Click the OK button
- Step 29: Click the Submit button
- Step 30: A Confirmation message will display. Click the OK button
- Step 31: Click the Done button

TEST CASE: Joint Venture Contracts - Email a PO
- Step 1: On the Task List, Select Manage Orders → Purchase Order is Printed.
- Step 2: Enter Search Criteria
- Step 3: Click the Search button
- Step 4: Hi-Light the PO to be communicated
- Step 5: Click the PO Number Link to open the document
- Step 6: Click the Actions button
- Step 7: Select: Communicate
- Step 8: Communication Method: Select the Email
- Step 9: Email: Verify email address
- Step 10: Click the OK button
- Step 11: A Confirmation message will display. Click the OK button

---

PO-038 Communicate PO (3 test cases)

TEST CASE: Log into Oracle and Navigate to Purchase Orders
- Step 1: Enter User ID in the User ID field → User is able to enter User ID
- Step 2: Enter Password in the Password field → User is able to enter Password
- Step 3: Click the Sign In button → User is logged into Oracle
- Step 4: Navigate to Procurement Icon > Select Purchase Orders Icon or In the upper left hand corner beside the company logo, click the Naviga

TEST CASE: Print a PO
- Step 1: On the Task List, Select Administration > Communicate Purchasing Documents → Purchase Order is accessible for printing
- Step 2: Click the Submit New Process button
- Step 3: Choose Print All Un-Communicated Orders from the Document Selection dropdown
- Step 4: Select Purchase Order, Blanket Agreement or Contract Agreement as the Document Type
- Step 5: Optionally, select a Buyer name or leave it blank
- Step 6: Select the Printer
- Step 7: Click the Submit button → A Confirmation message will display and the PO is printed
- Step 8: Click the OK button to close the confirmation message

TEST CASE: Email a PO
- Step 1: EMAIL A PURCHASE ORDER → Purchase Order is accessible for emailing
- Step 2: On the Task List, Select Manage Orders
- Step 3: Enter Search Criteria and click the Search button
- Step 4: Hi-Light the PO to be communicated
- Step 5: Click the PO Number Link to open the document

- Step 6: Click the Actions button
- Step 7: Select Communicate from the dropdown
- Step 8: Choose Email as the Communication Method
- Step 9: Verify email address is correct
- Step 10: Click the OK button → A Confirmation message will display. Click the OK button to close it

---

PO-039 Print PO (1 test cases)

TEST CASE: Log into Oracle and Print a Purchase Order
- Step 1: Navigate to the User ID field. Enter your User ID → User is logged into Oracle
- Step 2: Navigate to the Password field. Enter your Password → You are successfully authenticated
- Step 3: Click the Sign In button → You are logged in to the Oracle system
- Step 4: Navigate to Procurement Icon > Select Purchase Orders Icon or In the upper left hand corner beside the company logo, click the Naviga
- Step 5: Enter any applicable search criteria, click Search → The desired purchase order appears in the Search Results section
- Step 6: Select the row of the desired purchase order without clicking any hyperlink on the screen → Actions > View PDF option becomes availab
- Step 7: Click Actions > View PDF → A dialog prompt for opening the pdf document is displayed
- Step 8: Click Open to open the pdf document on the browser's dialog prompt → The Purchase Order PDF is generated and displayed in your defaul
- Step 9 (Optional): You may choose to save the PDF file or print to a printer as needed.

PO-040 Correct PO Line (3 test cases)

TEST CASE: Log into Oracle and Navigate to Purchase Orders
- Step 1: Enter User ID in the User ID field and click Enter → User is prompted for password
- Step 2: Enter Password and click Sign In → User is Logged Into Oracle
- Step 3: Select the Procurement Icon or click the Navigator icon, then select Purchase Orders → Buyer Workcenter is Displayed

TEST CASE: Search for a Specific Purchase Order
- Step 1: From the Task List, select Manage Orders → Purchase Orders are displayed
- Step 2: In the Search Region, enter Supplier, Order, Buyer or other known information → All purchase orders that meet your search criteria

TEST CASE: Update a PO Line and Cancel an Incorrect Line
- Step 1: Click the PO number to select it → Line is Updated
- Step 2: Navigate to Lines > Actions > Duplicate → A new line is added
- Step 3: Click the Pencil Icon to Edit the New Line Added → Change Line Type, enter Description, Category, and Price
- Step 4: Click the OK button → The edited line is saved
- Step 5: Click the Done button twice to close Manage Orders
- Step 6: Highlight the original PO line → The original line can be canceled or deleted (depending on its status)
- Step 7: To Cancel a Line, select Actions > Cancel. If the PO has not been submitted, select DELETE instead.
- Step 8: Click the OK button to confirm the action → The line is either canceled or deleted
- Step 9: Click the Submit button if necessary → A Confirmation message will display. Click the OK button → PO is Submitted

---

PO-041 Reporting (5 test cases)

TEST CASE: Joint Venture Contracts – Logging into Oracle
- Step 1: Click in the User ID field. Enter your User ID → User is Logged Into Oracle
- Step 2: Click in Password field. Enter your Password → User is Logged Into Oracle
- Step 3: Click the Sign In button → User is Logged Into Oracle

TEST CASE: Joint Venture Contracts – Running Standard Procurement Reports
- Step 1: Navigate to: Navigator > Tools >Reports and Analytics

- Step 2: Click on Browse Catalog in the right hand side
- Step 3: Go to >Shared Folder>Procurement → Report process submitted

TEST CASE: Joint Venture Contracts – Running Custom Procurement Reports
- Step 1: Navigate to: Navigator > Tools >Reports and Analytics
- Step 2: Click on Browse Catalog in the right hand side
- Step 3: Go to >Shared Folders > Custom > Procurement > Purchasing → Select the report
- Step 4: Click Open → Report parameters input screen appears
- Step 5: Enter report parameters and click Apply → Report is generated with specified parameters

TEST CASE: Joint Venture Contracts – Viewing Standard Procurement Reports
- Step 1: Navigate to: Navigator > Tools >Reports and Analytics
- Step 2: Click on Browse Catalog in the right hand side
- Step 3: Go to >Shared Folder>Procurement → The Analysis, Reports will be displayed → Output of report available for user to view / download

TEST CASE: Joint Venture Contracts – Viewing Custom Procurement Reports
- Step 1: Navigate to: Navigator > Tools >Reports and Analytics
- Step 2: Click on Browse Catalog in the right hand side
- Step 3: Go to >Shared Folders > Custom > Procurement > Purchasing → Select the report → The Analysis, Reports will be displayed → Output of r

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PO-042 Merge Supplier (6 test cases)

TEST CASE: Joint Venture Contracts – Logging into Oracle and Navigating to Merge Suppliers
- Step 1: Log into Oracle → User is Logged Into Oracle (Expected Result)
  - Action: Click in the User ID field. Enter your User ID
  - Action: Click in Password field. Enter your Password
  - Action: Click the Sign In button

TEST CASE: Joint Venture Contracts – Navigating to Merge Suppliers
- Step 1: Navigate to Procurement → Select the Procurement Icon (Expected Result)
  - Action: From the main menu, click on the Procurement Icon

OR
- Step 1: Navigate to Procurement → In the upper left hand corner beside the company logo, click on the Navigator (Expected Result)
  - Action: Click on the Navigator icon in the upper left corner
- Step 2: Select Suppliers Icon (Expected Result)
  - Action: From the displayed menu, select the Suppliers Icon

TEST CASE: Joint Venture Contracts – Merging Suppliers
- Step 1: Navigate to Merge Suppliers → Click the Merge Suppliers from Menu (Expected Result)
  - Action: Click on the Merge Suppliers option from the displayed menu
- Step 2: Add a new merge request → Click Actions>Add Row or Click + icon under requests (Expected Result)
  - Action: Either click on the "Actions" dropdown and select "Add Row", or click on the "+ icon" under requests

TEST CASE: Joint Venture Contracts – Filling out Merge Supplier form
- Step 1: Select the From Supplier, From Supplier Site and To supplier values (Expected Result)
  - Action: Enter the necessary details for the From Supplier, From Supplier Site, and To Supplier fields. You can use the search icon to
- Step 2: Select Transfer Options (Expected Result)
  - Action: Choose the desired transfer options

TEST CASE: Joint Venture Contracts – Submitting Merge Supplier request
- Step 1: Submit the merge request → Click Submit button in the right hand side of the form (Expected Result)
  - Action: Click on the "Submit" button located on the right-hand side of the form
- Step 2: Confirm the warning message and continue with submission (Expected Result)

- Action: If a warning message pops up, click "Yes" on the Warning Message, then click "OK" on the confirmation
- Step 3: Verify the confirmation of submission (Expected Result)
  - Action: Check for the Confirmation on Submission to appear

TEST CASE: Joint Venture Contracts – Verifying Merge Supplier process and PDF output
- Step 1: Launch the Merge Supplier Process → Click Refresh to refresh process status (Expected Result)
  - Action: Click on the "Refresh" button to check the status of the merge process
- Step 2: Verify that the Merge Supplier scheduled process has launched and completed successfully (Expected Result)
  - Action: Check if the Merge Supplier scheduled process has been launched and completed successfully
- Step 3: Download and verify the PDF output for Merge Suppliers Process (Expected Result)
  - Action: Go to the bottom of the page to download the PDF report for the merge suppliers process. Verify that the from and to supplier

---

PO-058 Supplier Audit (4 test cases)

TEST CASE: Joint Venture Contracts – Login to Oracle
- Step 1: Log into Oracle → User is Logged Into Oracle
  - Substep 1.1: Click in the User ID field
  - Substep 1.2: Enter your User ID
  - Substep 1.3: Click in Password field
  - Substep 1.4: Enter your Password
  - Substep 1.5: Click the Sign In button

TEST CASE: Joint Venture Contracts – Navigate to Audit Reports
- Step 1: Navigation → Audit Reports Form Opens
  - Substep 1.1: Click the Navigator Button
  - Substep 1.2: Select Tools from the dropdown menu
  - Substep 1.3: Click on Audit Reports

TEST CASE: Joint Venture Contracts – Search for Supplier Model Events
- Step 1: Enter Search Criteria → Event records are returned
  - Substep 1.1: Enter the Date criteria
  - Substep 1.2: Select the Product: Supplier Model
  - Substep 1.3: Enter any additional Search criteria
  - Substep 1.4: Click the Search button

TEST CASE: Joint Venture Contracts – Export Events to Excel
- Step 1: Export Events → Records are exported to excel
  - Substep 1.1: Click Actions
  - Substep 1.2: Select Export to Excel from the dropdown menu
  - Substep 1.3: Review records in the exported Excel file

PO-043 One-Time Supplier (7 test cases)

TEST CASE: Log into Oracle and Create One-Time Supplier
- Step 1: Click in the User ID field. Enter your User ID → User is able to enter User ID
- Step 2: Click in Password field. Enter your Password → User is able to enter Password
- Step 3: Click the Sign In button → User is logged into Oracle

TEST CASE: Navigate to Supplier Work Bench
- Step 1: Select the Procurement Icon > Select Suppliers Icon or In the upper left hand corner beside the company logo, click the Navigator

TEST CASE: Create One-Time Supplier
- Step 1: From the Task List select Create Supplier → A new supplier creation form is opened
- Step 2: Enter: Supplier Name → The entered name appears in the Supplier Name field
- Step 3: Select: Business Relationship, Tax Organization Type, Tax Country → The selected values are filled in their respective fields
- Step 4: Enter: Taxpayer ID → The entered value appears in the Taxpayer ID field
- Step 5: Click the Create button → A new supplier is created with the provided details

TEST CASE: Configure General, Organization, Business Classifications, Products and Services, Transaction Taxes, Income Tax, Payments, Suppli
- Step 1: Navigate to the created supplier's details page → The supplier's details are displayed
- Step 2: In the GENERAL tab, Select the type of Supplier → The selected value is saved
- Step 3: In the PROFILE DETAILS region, ORGANIZATION tab, Click to check the One-Time Supplier checkbox → The One-Time Supplier checkbox is
- Step 4: (Optional) In the BUSINESS CLASSIFICATIONS tab, Click the +, Select: Supplier Classification, If a disadvantaged classification is
- Step 5: (Optional) In the PRODUCTS AND SERVICES tab, Click: Actions button, Click: Select and Add, Select: the Categories the Supplier can
- Step 6: In the TRANSACTION TAXES tab, Select and Enter Supplier tax information → The entered tax information is saved for the supplier
- Step 7: In the INCOME TAX tab, Enter 1099 tax information → The entered 1099 tax information is saved for the supplier
- Step 8: In the PAYMENTS tab, Select the default Payment method for the supplier, Scroll back to the top of the page, Click the Save button

TEST CASE: Create Supplier Address
- Step 1: In the ADDRESS tab, Click the + → A new address form is opened
- Step 2: Enter: a Name for the Address, the Country, the 1st line of the Address (Street or PO Box), the 2nd Address line as needed, the Po
- Step 3: A pop-up window will display with the City, County and State that match the Postal Code, Select: the correct Value from the Pop-up
- Step 4: In the Address Purpose region, Select: the address purpose (Ordering, Remit to, RFQ or Bidding) → The selected value is saved for
- Step 5: Enter the Country, Area Code and Main Phone Number for the supplier in the Phone field, Enter the Country, Area Code and Main Fax
- Step 6: Click the Save and Close button → The new address is created and a confirmation message is displayed
- Step 7: Click OK → The form is closed and the focus returns to the supplier's details page

TEST CASE: Add Supplier Sites
- Step 1: In the SITES tab, Click the Pencil edit icon → A new site creation form is opened for the selected supplier
- Step 2: (Optional) If appropriate click the Income Tax Reporting Site checkbox in the GENERAL Tab → The checkbox is checked if needed
- Step 3: In the PAYMENTS tab, Configure the required settings for the site → The entered settings are saved for the site
- Step 4: Click the Save button → The new site is created and the form is closed
- Step 5: Repeat steps 1-4 to add multiple sites if needed

TEST CASE: PO-043 One-Time Supplier - Site Assignments and Contact Creation

- Step 1: Navigate to the 'PO-043 One-Time Supplier' tab in Oracle ERP. → Verified that the correct tab is open.
- Step 2: Ensure the 'SITE ASSIGNMENTS' tab is selected. → Verified that the correct sub-tab is selected.
- Step 3: Click the '+' button to create a new site assignment. → Verified that a new row has been added.
- Step 4: Click the 'Autocreate Assignments' button. → Verified that the site is associated with the business unit.
- Step 5: Click 'Save and Close'. → Verified that the changes have been saved and the dialog box is closed.
- Step 6: Check for a confirmation message. → Verified that a confirmation message has appeared.
- Step 7: Click 'OK' to close the confirmation message. → Verified that the confirmation message has been dismissed.

- Step 1: Navigate to the 'Supplier Record is complete.' section in the PO-043 One-Time Supplier tab. → Verified that the correct section is
- Step 2: Click the '+' button to create a new contact. → Verified that a new row has been added for the contact information.
- Step 3: Enter the Contact's First Name in the appropriate field. → Verified that the entered value is saved correctly.
- Step 4: Enter the Contact's Last Name in the appropriate field. → Verified that the entered value is saved correctly.
- Step 5: Optionally, enter the contact's Job Title in the appropriate field. → Verified that the entered value is saved correctly if provid
- Step 6: Enter the Contact's direct phone number and extension in the 'Phone' field. → Verified that the entered value is saved correctly.
- Step 7: Enter the Contact's mobile phone number in the 'Mobile' field. → Verified that the entered value is saved correctly.
- Step 8: Enter the Contact's fax number in the 'Fax' field. → Verified that the entered value is saved correctly.
- Step 9: Enter the Contact's email address in the 'E-Mail' field. → Verified that the entered value is saved correctly.
- Step 10: Click the 'Save' button to save the contact information. → Verified that the changes have been saved.

- Step 1: Navigate to the 'CONTACT ADDRESSES' section in the PO-043 One-Time Supplier tab. → Verified that the correct section is visible.

- Step 2: Click the 'Actions' button and select 'Add'. → Verified that a new row has been added for the contact address.
- Step 3: Highlight the Address Name field. → Verified that the field is selected.
- Step 4: Click the 'Apply' button to save the address name. → Verified that the entered value is saved correctly.
- Step 5: Click 'OK' to confirm the addition of the contact address. → Verified that the confirmation dialog box has been closed.
- Step 6: Click 'Save and Close'. → Verified that the changes have been saved and the dialog box is closed.
- Step 7: Check for a confirmation message. → Verified that a confirmation message has appeared.
- Step 8: Click 'OK' to close the confirmation message. → Verified that the confirmation message has been dismissed.
- Step 9: Click 'Save and Close' again to close the PO-043 One-Time Supplier dialog box. → Verified that the dialog box is closed.

PO-064 Close By Spreadsheet (1 test cases)

TEST CASE: Joint Venture Contracts - Log into Oracle and Navigate to Close Schedules in a Spreadsheet

- Step 1: Log into Oracle → User is Logged Into Oracle (Expected Result)
  - Action: Click in the User ID field. Enter your User ID
  - Action: Click in Password field. Enter your Password
  - Action: Click the Sign In button

- Step 2: Navigate to Procurement Overview Page
  - Action: In the upper left hand corner beside the company logo, click the Navigator icon
  - Action: Select the Procurement Icon > Select Purchasing Icon

- Step 3: Navigate to Close Schedules in Spreadsheet
  - Action: Select Close Schedules in a Spreadsheet from the task panel

- Step 4: Enter Parameters and Open Excel Spreadsheet
  - Action: Enter Procurement BU
  - Action: Enter Requisitioning BU
  - Action: Enter PO Creation Date From
  - Action: Enter PO Creation Date To
  - Action: Click Create Spreadsheet

- Step 5: Log into Oracle (2nd Time)
  - Action: Click in the User ID field. Enter your User ID
  - Action: Click in Password field. Enter your Password
  - Action: Click the Sign In button

- Step 6: Select schedules to close and Close Spreadsheet
  - Action: Review the records returned in the spreadsheet
  - Action: Select the records to close
  - Action: Select Action
  - Action: Enter Reason
  - Action: Click Upload
  - Action: Close Excel Spreadsheet
  - Action: Spreadhsheet is closed (Expected Result)