Oracle

Procurement Cloud
Using Procurement

Release 12

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Oracle® Procurement Cloud Using Procurement

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Contents

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Preface

This preface introduces information sources that can help you use the application.

Oracle Applications Help

Use the help icon 🔸 to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon ❓ in the global header. Not all pages have help icons. You can also access Oracle Applications Help at https://fusionhelp.oracle.com.

Using Applications Help

▶ **Watch:** This video tutorial shows you how to find help and use help features.

Additional Resources

- **Community:** Use **Oracle Applications Customer Connect** to get information from experts at Oracle, the partner community, and other users.

- **Guides and Videos:** Go to the **Oracle Help Center** to find guides and videos.

- **Training:** Take courses on Oracle Cloud from **Oracle University** .

Documentation Accessibility

For information about Oracle's commitment to accessibility, see the **Oracle Accessibility Program** .

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send e-mail to: oracle_fusion_applications_help_ww_grp@oracle.com.

1 **Introduction**

Procurement Guides: Overview

Oracle Fusion Procurement guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning.

Guides are designed for specific audiences:

- Application Guides address the tasks in one or more of the Oracle Fusion Procurement business process. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process model activities and tasks.

- Implementation Guides address the tasks required to set up an offering, or selected features of an offering. They are intended for implementers. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.

Procurement Business Process Model: Overview

The business process model (BPM) is one of the foundations in the design of Oracle Fusion Applications, one of the important elements of business process management used by business analysts It enables organizations to either optimize their business processes or adapt them to new organizational needs.

Oracle Fusion analyzes the processes at five levels:

1. Industry: A specific industry organized around raising capital, executing a business model, and reporting the resultant income to shareholders or investors. For example, Automotive, Communications, Education, Healthcare, and Utilities, to name a few of the approximately 30 identified industries
2. Business Process Area: A specific business process area designated for a collection of related business processes that take on the complete processing of the Industry.
3. Business Process: A specific business process to more clearly identify a collection of activities designed to produce a specific business outcome and serves to bridge the hierarchy between Business Process Area and Activity.
4. Activity: A specific activity that is designated for a collection of tasks or units of work that a company or organization performs
5. Task: Specific tasks or units of work involved in an activity

The top four conceptual layers are implementation agnostic and the bottom level is implementation-specific. For example, all business organizations have an industry business area defined as Procurement, and within that a business process area for managing purchase orders. One process of that business process area is a BPM activity, "Create Purchase Order." The specific actions in creating a purchase order are the BPM tasks. These tasks correspond to application tasks and roles in Oracle Fusion Procurement, while the "Business Process Area" through "Activity" levels provide a navigation structure for all areas of Oracle Fusion, including tasks, support, documentation, and online help. Oracle Fusion Applications reflect the business processes with which you are familiar, and our publication of knowledge about the application is designed to be navigated using a BPM approach.

Oracle Fusion Applications comprises 22 business process areas, many impacting Oracle Fusion Procurement. Tools used to model these business process areas include the Oracle Business Process Analysis Suite, and the results are published in the Oracle Business Process Publisher using standard HTML. The BPM content was prepared from industry-wide competitive

analysis, research, and vision. Customer research workshops intensely reviewed the models so customers can adapt the BPMs to suit their circumstances and business processes.

Business Process Modeling carries through to almost every aspect of Oracle Fusion Procurement:
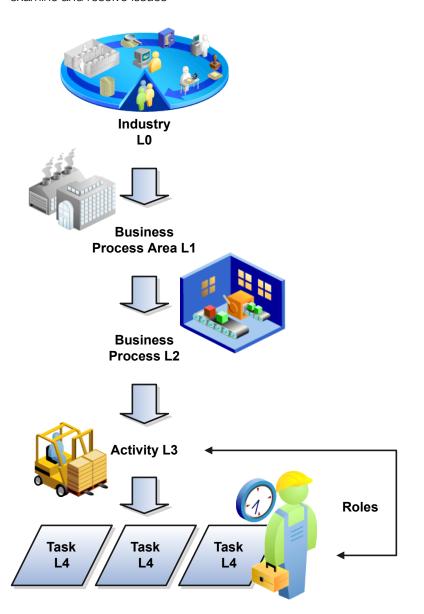
- Manages the deployment, upgrade, integration, and configuration of the product

- Provides outlines for Oracle Fusion documentation

- Structures role-based access security so that tasks and activities are assigned appropriately

- Arranges messaging and online help

- Organizes field support efforts to examine and resolve issues

- Provides guidance for Oracle Fusion Sales and Consulting in the Oracle Unified Method and in presales solutions and setup

Procurement Business Process Models: Explained

Understanding the Oracle Fusion Business Process Models (BPMs) is essential. BPMs inform the deployment, upgrade, integration, and configuration of the product. Oracle Fusion documentation follows the process models very closely. Roles Based Access security is also tied closed to the BPM Model, so that tasks and activities are assigned appropriately.

Messaging and online help are arranged along BPM lines. Field support uses the BPM models to organize their efforts to examine and resolve issues

The Business Process Model has five levels:

- Level zero (L0): A specific industry organized around raising capital, executing a business model, and reporting the resultant income to shareholders.

- Level one (L1): A specific business process area.

- Level two (L2): A specific business process

- Level three (L3): A specific activity.

- Level four (L4): Specific tasks involved in an activity.

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Here are some specific examples of the primary BPM L2s that the Oracle Fusion L1 Procurement employs to track the major functional and setup components and tasks.

L2 Business Process	L3 Activity
Manage Procurement Catalog	• Manage Procurement Content
Manage Purchase Orders	• Amend Purchase Orders • Approve Purchase Order • Create Purchase Order • Define Purchasing Configuration • Dispatch Purchase Order • Manage Purchase Order Lifecycle
Manage Requisitions	• Amend Requisitions • Approve Requisitions • Create Requisitions • Manage Requisitions Lifecycle • Process Requisition Lines
Manage Supplier Agreements	• Amend Supplier Agreements • Approve Supplier Agreements • Create Supplier Agreements • Define Purchasing Configuration • Dispatch Supplier Agreements • Manage Supplier Agreements Lifecycle
Manage Supplier Contracts	• Amend Supplier Contract • Approve Supplier Contracts • Supplier Contracts • Define Purchasing Configuration • Dispatch Supplier Contracts • Manage Supplier Contracts Lifecycle
Manage Supplier Information	• Define Supplier Configuration • Manage Supplier Item Information • Manage Supplier Profiles • Manage Supplier Registrations
Manage Supplier Negotiations	• Amend Negotiation • Award Negotiation • Capture Supplier Response • Create Negotiation • Define Sourcing Configuration • Evaluate Negotiation • Manage Negotiation Lifecycle
Set Up Procurement	• Define Approval Management for Procurement

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Help Types: Explained

Applications Help has many types of help content: examples, FAQs, glossary terms, help topics, PDF guides, and videos.

Example

Examples can provide:

- Real use cases to illustrate how and when to do something
- Scenarios to explain abstract concepts

Worked examples show exactly what you do to achieve a specific result. They emphasize decisions that you make and values that you enter.

FAQ

FAQs, or frequently asked questions, provide brief answers to questions that you might have about a task or page. For example, they can explain:

- What a term means
- Why something happened
- How you can perform an action
- What happens if you perform the action

Glossary Term

Glossary terms provide definitions for words or phrases used in help content. When you read help and see terms underlined with dots, you can hover over the term to see its definition. To see the whole glossary, select **Glossary** from the Navigator menu in Applications Help.

Help Topic

Help topics can:

- Explain key concepts
- Tell you the steps to follow to perform tasks
- Help you make decisions by explaining points to consider or describing the options you have
- Show you how application components work together
- Provide reference, overview, and other information

PDF Guide

PDF guides provide information in a book format. The guides in Applications Help contain content that you usually can't find in other help types.

> **Note:** Most of the examples, FAQs, and help topics in Applications Help are also in guides. To see these guides, select **Documentation Library** from the Navigator menu in Applications Help.

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Video

Videos, or tutorials, show you how to complete a short task or part of a task. Videos can also give you an overview of complex dashboards and work areas.

2 Manage Supplier Information

Manage Supplier Item Information

Approved Supplier List: Explained

Your procurement organization can use an approved supplier list to track suppliers that are authorized to supply critical items and services. The data can be maintained for a particular procurement BU or a specific ship-to organization within a procurement BU.

Set up the approved supplier list based on how your organization approves and tracks authorized supply sources. Create list entries based on:

- an item and a supplier
- an item and a supplier site
- a category and a supplier
- a category and a supplier site

Each entry can have supplier-item or supplier-category ordering attributes specified on the procurement BU or ship-to organization levels.

You can use the Manage Approved Supplier List Entries task, in the Purchasing work area, to do the following:

- Manage a list of suppliers, supplier sites, manufacturers or distributors that are either authorized for, or restricted from, supplying critical items or categories.
- Define a supplier list entry to apply to a single ship-to organization, or across ship-to organizations serviced by a procurement BU.
- Enable automated buying for purchase orders by specifying ordering requirements, such as minimum order amount, on an approved supplier list entry.
- Maintain references to source agreement documents.
- Set dates for periodic reviews of approved supplier list entries to verify supplier qualifications.
- Maintain approved supplier list entries to reflect the current business status with suppliers.

You can use the Manage Agreements task, in the Purchasing work area, to do the following:

- Create approved supplier list entries automatically from blanket agreements, to establish the supplier as an approved supply source.

Create Approved Supplier List Entry: Points to Consider

An approved supplier list (ASL) entry controls what item or set of items can be procured from which suppliers (or restrict from procuring). An ASL entry can be created to match just how granular companies wish to approve and track authorized supply sources. Each entry can have supplier-item or supplier-category ordering attributes specified on the procurement BU or ship-to organization levels.

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Procurement BU

Procurement business units are responsible for procurement business function related activities including supplier management, contract negotiation and administration, order issuance and administration. Approved supplier list entries can be created at a procurement BU level or for a specific ship-to organization within a procurement BU.

Scope

Scope is primarily about what level in the buying organization you are tracking authorized suppliers. A scope of Global allows the ASL entry to be used or enforced by all ship-to organizations that roll up to the requisitioning BU or BUs for which the procurement BU is a service provider.

Scope also has to do with how you define multiple attribute sets for different ship-to organizations. When an approved supplier list entry is defined as **Global**, all ship-to organizations that roll up to the requisitioning BU or BUs for which the procurement BU is a service provider will reference the global attribute set. When an approved supplier list entry is defined as **Ship-to Organization**, you create an attribute set for one specific ship-to organization.

Ship-to Organization

As indicated above, the included ship-to organizations define the scope or domain of your approved supplier list entry. That is, the supplier relationship status maintained on the ASL is only applicable for orders which are for shipment to that specific ship-to organization. For global ASLs different ordering attribute sets can be defined for specific ship-to organizations.

Type

You can associate the supplier or supplier site to an item or a category for an approved supplier list entry by specifying the type. When an approved supplier list entry is defined as **Item**, you are associating the entry to a particular catalog item. When an approved supplier list entry is defined as **Category**, you are associating the entry to a particular procurement category. Using category type allows you to manage the supplier relationship for whole a set of items that roll up to the category.

Status

Status identifies whether the supplier is authorized to supply the item or set of items defined on the ASL. Another key point about status is that it determines whether purchase orders can be sourced and approved. These processing controls can be associated to the status in the Manage Approved Supplier List Statuses page.

Supplier-Item Attributes

You can define the following additional ordering attributes for each supplier-item combination:

- Purchasing UOM
- Country of Origin
- Minimum Order Quantity
- Fixed Lot Multiple

Source Documents

You can specify blanket purchase agreements and contract purchase agreements as source documents for an ASL entry. The application then automatically defaults source document information such as the buyer, supplier contact, and supplier item number, for the item or category during automated creation of requisition lines.

Creating an Approved Supplier List Entry for a Category: Worked Example

This example demonstrates how to create an approved supplier list entry for a category. This entry links a procurement category with a supplier to ensure orders are placed with authorized suppliers.

Your company, InFusion America, has had success ordering its desktop computers from Big Computers. As category manager you have decided to create an approved supplier list entry for this combination for shipments to the Seattle Manufacturing division. Use the following steps to create the entry for this category and supplier.

Creating an Approved Supplier List Entry

1. In the Purchasing work area, use the Create Agreement task to create a contract purchase agreement 1002362 for Big Computers.
2. Use the Manage Approved Supplier List Entries task to open the page of the same name.
3. Click the **Create** icon, or select the **Create** link from the Actions menu.
4. On the Create Approved Supplier List Entry page, enter the information listed in the following table. Verify and accept the application entered values in the other fields as is.

Field	Data
Scope	Ship-to Organization
Ship-to Organization	Seattle Manufacturing
Type	Category
Category	Computers
Supplier	Big Computers
Supplier Site	Big Computers Main
Status	Approved

5. In the Seattle Manufacturing: Source Documents region, click the **Add** icon, or select **Add Row** from the Actions menu, to create a new source document line.
6. For this source document line, select Contract Purchase Agreement for the Type, and enter the contract purchase agreement number 1002362 for Agreement.
7. Click **Save and Close**, then click **OK** on the confirmation message.

Creating an Approved Supplier List Entry for an Item: Worked Example

This example demonstrates how an approved supplier list entry for an item is created. This entry links a procurement catalog item with a supplier to ensure orders are placed with authorized suppliers.

Your company, InFusion America, has had success ordering its ergonomic keyboards from Advanced Network Devices. Your category manager has decided to create an approved supplier list entry for this combination for global use within the procurement BU and uses the following steps to create the entry for this item and supplier.

Creating an Approved Supplier List Entry

1. She navigates to the Manage Approved Supplier List Entries page.
2. She clicks the **Create** icon or selects the **Create** link from the Actions menu.
3. On the Create Approved Supplier List Entry page, she enters the information listed in the following table. The application entered values in the other fields are verified and accepted as is.

Field	Data
Item	KB18761
Supplier	Advanced Network Devices
Supplier Site	FRESNO
Status	Approved

4. In the Supplier-Item Attributes region she selects the Purchasing UOM field of the Global attribute line and enters "Case of 10".
5. She then clicks the **Add** icon or selects **Add Row** from the Actions menu to create a new attribute row..
6. For this attribute line she selects Boston Manufacturing for the Ship-to Organization and enters a Minimum Order Quantity of 5.
7. She clicks **Save and Close**, then clicks **OK** on the confirmation message.

Manage Supplier Registrations

Supplier Registration Process: Explained

The Supplier Registration process is used by companies (and internal users on their behalf) to submit their registration request to become a supplier of the buying organization.

Suppliers can potentially enter into a business relationship with the buying organization through:

- External supplier registrations

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- Internal supplier registrations

    o Internal supplier registration allows employees to request new suppliers through sourcing, suppliers work area, and through Self Service Procurement.

Regardless of how a supplier is introduced, the buying organization reviews the registration request using a collaborative review process and determines if it wants to consider this company as a new source of supply.

Supplier Registration Flow

Here is how the supplier registration process works:

1. The buying organization makes a supplier registration URL available to the potential suppliers either by posting it on their website or sending it to them in an e-mail.

    The registration URL for each business relationship type can be found on the Configure Procurement Business Function page in the Prospective Supplier Registration and Spend Authorized Supplier Registration URL fields.

2. The potential supplier or the internal user enters all required information and submits the registration request. Suppliers can save their in-process registrations if they need to gather requested information and return to submit the registration later.

3. The buying organization receives a registration request, where it goes through a collaborative review process. The Approval Management Service (AMX) facilitates the approval routing of the registration. Registration approval rules are maintained in the following setup tasks:

    o Manage Supplier Registration Approvals

    o Manage Internal Supplier Registration Approvals

    During the review process, the company name, information, and tax identifiers are verified against the existing supplier master to prevent duplicate suppliers from being created.

4. Approvers who have the required privileges can edit the registration during approval.
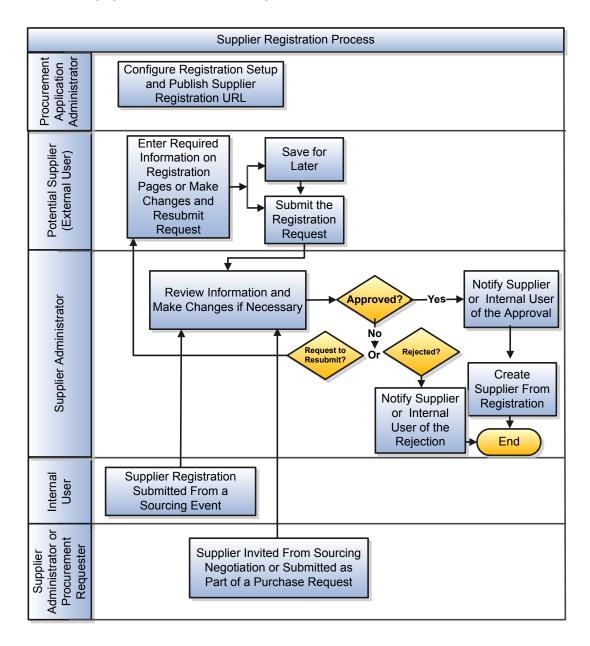
    The default approvers for spend authorized suppliers are defined in the procurement agents table in the Manage Suppliers function for each specific Procurement BU. The approval routing looks for at least one active site within the Procurement BU and is then routed through a notification to users for that BU that can manage suppliers.

    Approval Actions

    o Approvers can approve or reject the approval request.

    o Requests can also be sent back for resubmission if more information is needed. When the request is resubmitted, the request is routed through the same review process.

5. The outcome of the review is either approved or rejected. An e-mail notification with the registration request outcome is sent to the user who submitted the supplier registration request and any contacts marked as administrative contacts on the registration.

    o Approved: Automatically starts a process to create a supplier record from the registration. If user accounts were requested for contacts on the registration, then user provisioning requests are sent to the identity management system for processing. If a prospective supplier is approved, then that supplier is available for transactions on sourcing and qualifications. If a spend authorized supplier is approved, then a spend authorization approval request is raised.

    o Rejected: Rejects the request and sends a notification to the requester.

The following figure shows the supplier registration process flow.

Supplier Registration Process

Procurement Application Administrator

Configure Registration Setup and Publish Supplier Registration URL

Potential Supplier (External User)

Enter Required Information on Registration Pages or Make Changes and Resubmit Request

Save for Later

Submit the Registration Request

Supplier Administrator

Review Information and Make Changes if Necessary

Approved? — Yes → Notify Supplier or Internal User of the Approval

No

Request to Resubmit? Or Rejected?

Notify Supplier or Internal User of the Rejection

Create Supplier From Registration

End

Internal User

Supplier Registration Submitted From a Sourcing Event

Supplier Administrator or Procurement Requester

Supplier Invited From Sourcing Negotiation or Submitted as Part of a Purchase Request

Supplier Registration

Potential suppliers are presented with a set of pages that the user navigates through using the navigation buttons. A navigation train, which shows where the user is in the page flow, can also be used to navigate directly to a specific page since there is no dependency in what order the information must be entered.

The registration document contains the following:

- Organization Details: Captures identifying information about the company as well as the name and e-mail of the person submitting the registration.

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- Contacts: Captures the contact details for those individuals that would be involved in supporting the customer relationship.
- Contact User Account: Captures user account information for the contact.
- Addresses: Captures the supplier addresses and the business functions performed at that address.
- Business Classifications: Captures the certification details of any applicable supplier diversity classifications (for example, minority owned, small business, and so on).
- Bank Accounts: Captures the bank account details where the company would like to receive payments.
- Products and Services: Captures the details of the types of products and services supplied by the company.
- Questionnaire: Captures responses to additional registration questions.

Supplier Registration Approval History

Approval history information is captured in the View Registration Request page for requests that have final approval disposition.

Supplier Model stores the following for supplier registration approval details:

- Approval actions.
- Users who took the approval actions.
- Date the actions were taken.
- Comments entered by approvers.

Related Topics
- Post Approval Supplier Creation: Explained
- Registration Rule Sets: Explained

Supplier Products and Services Categories : Explained

Products and services categories can be captured as part of supplier profile which can be used to identify suppliers to invite to sourcing negotiations. The categories are presented in a tree based hierarchy for easy selection, which is available in all flows where supplier profile information is captured, including; supplier registration, internal supplier registration, supplier registration approval, and the supplier master where profiles are maintained by internal supplier administrators.

The hierarchy is defined and maintained by accessing the Manage Supplier Products and Services Category Hierarchy setup task found under the Define Supplier Configuration setup activity in the Fusion Setup Manager. The buying organization may, at times, decide to reorganize categories exposed to suppliers for selection due to internal reorganization or changes in the business.
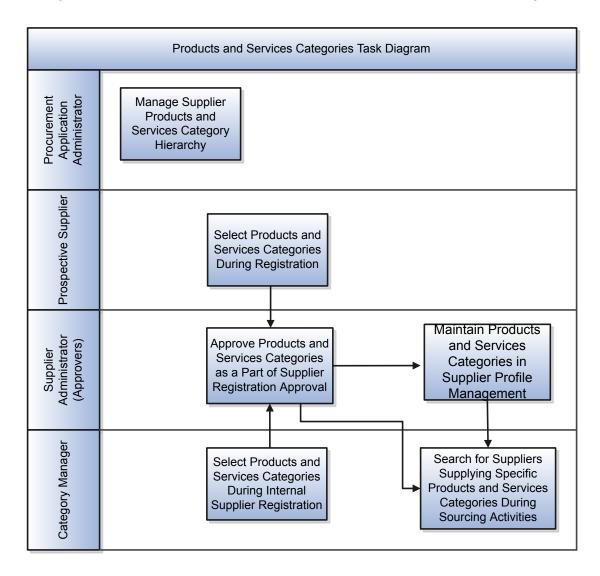
Products and Services Categories

The buying organization can collect information about the products and services categories supplied by the company on the registration flow by enabling Products and Services using the Configure Supplier Registration flow. Prospective suppliers can select the categories they are capable of supplying during the registration flow. If the category manager is registering a company while creating or editing a negotiation, they can also select the applicable categories on the registration.

Once the registration is submitted, it goes through an approval process in the buying organization. If the registration is approved, the Products and Services Categories is maintained by the Supplier Administrators as a part of their supplier profile maintenance task. Supplier users are able to review their Products and Services Categories in Oracle Fusion Supplier Portal as part of their supplier profile information.

The figure below illustrates the tasks which use the Supplier Products and Services Categories.

Products and Services Categories Task Diagram		
Procurement Application Administrator	Manage Supplier Products and Services Category Hierarchy	
Prospective Supplier	Select Products and Services Categories During Registration	
Supplier Administrator (Approvers)	Approve Products and Services Categories as a Part of Supplier Registration Approval	Maintain Products and Services Categories in Supplier Profile Management
Category Manager	Select Products and Services Categories During Internal Supplier Registration	Search for Suppliers Supplying Specific Products and Services Categories During Sourcing Activities

Approve Supplier Registration

Supplier Registration Approval: Explained

To support separate approval routing for external supplier registration and the internal supplier registration flows, there are two distinct approval tasks in AMX:

- Manage Supplier Registration Approvals

- Manage Internal Supplier Registration Approvals

Both the tasks are predefined with 2 Stages:

- First Stage Approvals

- Second Stage Approvals

These stages are modeled as Serial stages. This means that all approvals must be completed for the First Stage Approvals before routing rules of the Second Stage Approvals are executed.

Each Stage is composed of three participants:

- Parallel Approval First Responder Wins

- Parallel Approval

- Serial Approval

First Stage Approvals

Parallel approval first responder wins participant is predefined with two approval rule policies:

- Route registration for prospective supplier to supplier administrator.

- Route registration for spend authorized supplier to supplier manager.

Second Stage Approvals

Second stage allows for additional approval rules to be run as distinct set after first set approvals are completed.

Setting up Supplier Registration Approvals Task: Critical Choices

The following seeded components facilitate the supplier registration approvals setup:

- Registration Approvals task

- Stages

- Participants

- Seeded approval policy
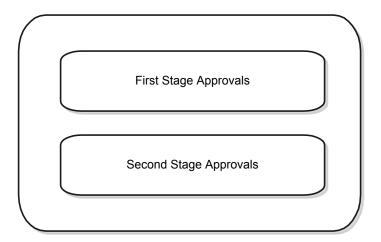
You can access the Manage Supplier Registration Approvals Tasks from the Functional Setup Manager task list, Define Approval Management for Procurement.

There are two registration approval tasks:

- Manage Supplier Registration Approvals: Used to maintain approval routing rules for registrations submitted by external users of companies interested in becoming a supplier.

- Manage Internal Supplier Registration Approvals: Maintains approval routing rules for registrations submitted by internal users on the company's behalf.

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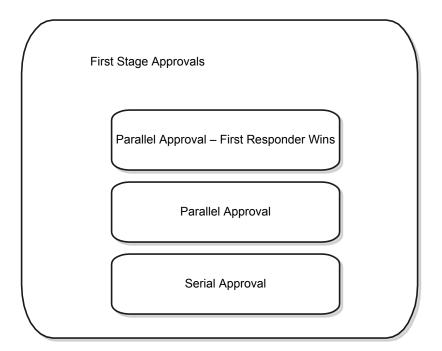
The following figure shows the seeded stages for supplier registration approvals which are executed in Oracle Fusion Supplier Portal.

First Stage Approvals

Second Stage Approvals

Approval rules configured in the seeded stages are executed in the following sequence:
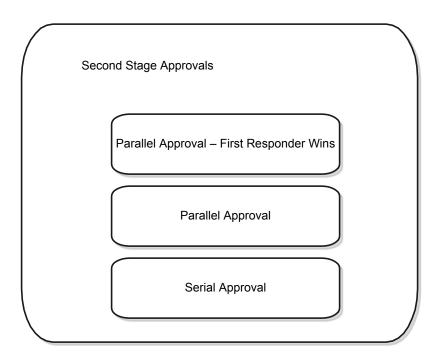
1. First Stage Approvals
2. Second Stage Approvals (Only executed after all first stage approvals are completed.)

The following figure shows the first stage approvals.

First Stage Approvals

Parallel Approval – First Responder Wins

Parallel Approval

Serial Approval

The following figure shows the second stage approvals that are executed after all first stage approvals are completed.

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│                                                               │
│     Second Stage Approvals                                    │
│                                                               │
│        ┌─────────────────────────────────────────┐           │
│        │                                          │           │
│        │   Parallel Approval – First Responder Wins│          │
│        │                                          │           │
│        └─────────────────────────────────────────┘           │
│        ┌─────────────────────────────────────────┐           │
│        │                                          │           │
│        │           Parallel Approval              │           │
│        │                                          │           │
│        └─────────────────────────────────────────┘           │
│        ┌─────────────────────────────────────────┐           │
│        │                                          │           │
│        │            Serial Approval               │           │
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Approval Stages

Approvals are completed in a two-stage concept that gives you flexibility in sequencing the approvers required to review supplier registration requests.

Within each stage, there are three seeded participants. These participants are seeded as rule-based which allow you to pick a routing type (Supervisory, Position, Job Level, Single User, and User-Defined Approval Groups) to decide on the list of approvers entitled to receive the document for approval.

You do not need to use all of the seeded stages and participants. You can disable unused participants using the disable button for the unused participant on the Manage Approvals Task page.

First Stage Approvals

Based on your supplier registration approval requirements, choose which seeded participants should have approval rules configured since each participant has a different approval routing behavior.

The three seeded participants are:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.

- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.

- Serial Approval

  Approvals are routed in serial. The approval is completed sequentially from approver to approver.

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Second Stage Approvals

Seeded participants are similar to those in the first stage with similar routing properties:

- Parallel Approval First Responder Wins

  All identified approvers receive a notification for approval in parallel. The first responder to approve or reject the request defines the outcome of all remaining approvers.

- Parallel Approval

  All identified approvers receive a notification for approval in parallel. Approval is required from all approvers.

- Serial Approval

  Approvals are routed in Serial. The approval is completed sequentially from approver to approver.

Seeded Approval Policy

The following approval rules are seeded.

Approval rules are seeded in the first stage participant: Parallel Approval First Responder Wins. You can modify or delete the seeded rules.

- If supplier registration has business relationship of Prospective, then route to supplier administrator.

- If supplier registration has business relationship of Spend Authorized, then route to supplier managers.

Supplier Managers are derived from the users defined in procurement agents. All procurement agents with Manage Suppliers function for the BU that the registration was created will receive the approval notification.

Even if new rules are not configured, the seeded rule will execute unless it is deleted.

> ✏ **Note:** You can, at any point of time, modify or delete the seeded rule.

Register Supplier

Using Prospective Suppliers: Explained

When you begin a business relationship with a supplier, the supplier usually has a provisional status. For a provisional supplier, the amount of information you need is typically minimal. You need more information for suppliers with whom you conduct financial transaction. The level of review and oversight needed for a potential supplier is also typically less than that required by a contracted supplier.

An efficient way of addressing the need for different levels of supplier information is to provide two statuses for the suppliers. The provisional status allows a restricted level of access to the application capabilities. The full status allows access to a more complete range of capabilities.

Prospective Suppliers

Suppliers can ask to be registered with the application either independently by accessing the buying company's registration web page, or they can be registered internally, for example, a category manager can request to register a new supplier when completing an invitation list for a new negotiation. In either case, the registration requests go to the supplier manager for review. Once the supplier manager approves the registration request, the supplier becomes a prospective supplier in the application. Prospective suppliers have a restricted level of access. They can participate in supplier qualification initiatives, and they can view and respond to negotiations. Prospective suppliers are identified within the application by an icon that indicates their prospective status.

Spend Authorized Suppliers

If the category manager decides to award business to a prospective supplier who responded to a negotiation, that supplier needs to be authorized in the application to conduct spend transactions with the buying organization before a purchase document can be created for that supplier. Spend authorization requires a more complete level of information about the supplier and is subject to approval by the supplier manager. Once the supplier is approved for spend operations, they have access to all the normal capabilities of the application.

Purchase Documents for Prospective Suppliers

Prospective suppliers are provisional suppliers that are newly registered with the application. These suppliers have not been authorized to conduct spend operations with the buying organization. You can award business to prospective suppliers, but before the award can be completed, any prospective suppliers must be spend authorized

When you complete your award decision, if any business has been awarded to prospective suppliers, the negotiation moves to Award Completion in Progress. The application sends a request to the supplier manager to authorize the supplier for spend operations. Once the supplier is spend authorized, an entry appears in the Recent Activity table in your workbench notifying you that the supplier is now spend authorized. Also, a notification is sent to the original requester of the spend authorization (note that if the supplier was already in the process of being authorized when you made your award decision, the application does not consider you the original authorization requester, and you won't receive this notification)

You must monitor your Recent Activity table to know when the spend authorization requests have been processed. Once all the prospective suppliers who have been awarded business for a negotiation are spend authorized, you can create the purchase documents for that negotiation.

If the authorization request is rejected, an entry shows up in your Recent Activity table and you receive a notification (if you are the originating requester). The status for the negotiation reverts back to its previous status, either Award in Progress or Award Approved.

Why can't I edit the registration request?

Only registration requests in pending approval status can be edited.. The user must be the current approver and have Supplier Registration Management Duty (Edit Supplier Registration Request privilege), or Supplier Profile Management Duty (Access Supplier Work Area Overview privilege) to edit the registration.

Manage Supplier Profiles

Supplier Work Area Overview: Explained

The Suppliers Work Area Overview page is the homepage to perform day-to-day supplier maintenance and administration activities.

The overview page provides visibility to supplier information in order to carry out tasks ranging from routine maintenance, to event driven administrative responsibilities. In addition, the overview page contains reports that highlight supplier issues requiring attention and provides easy access to maintain and update supplier records.

The overview page is available to the Supplier Administrator and Supplier Manager.

Supplier Administrator

The supplier administrator role is responsible for:

- Maintaining existing suppliers.

- Reviewing and approving contact change requests.

- Reviewing and setting up supplier profiles to be ready for spend transactions.

- Registering new suppliers needed for purchasing that will be reviewed and approved by the supplier manager.

Supplier Manager

The supplier manager is responsible for:

- Controlling the addition of new suppliers.

- Completing and approving prospective supplier profiles to be ready for spend.

- Creating supplier records for procurement.

Work Area Overview Page

The Suppliers Work Area Overview page contains the following reports:
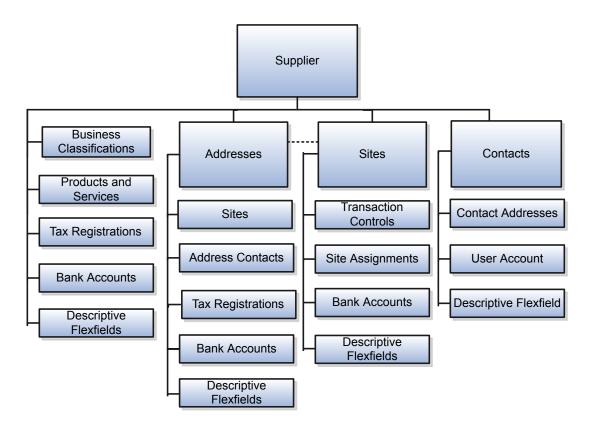
Region	Summary	Supplier Manager View	Supplier Administrator View
Supplier Spend Authorization Requests	Identifies the status of suppliers with a request for spend authorization as pending approval or rejected. Supplier Managers can follow up on pending approvals or review reasons for rejection and decide on a course of action. For example, you can make changes to the rejected supplier and resubmit the request.	Yes	Yes
Expired and Expiring Business Classifications	Identifies suppliers for whom business classification certificates are about to expire or have expired. You can maintain supplier records that are at risk of losing their diversity status which could impact the supplier relationship.	Yes	Yes
Supplier Contact Change Requests Pending Approval	Identifies all contact change requests pending approval. Here you can identify the approval queue for contact change requests that need review by the buying organization. This report is only displayed if Oracle Fusion Supplier Portal is implemented.	Yes	Yes
Suppliers with Incomplete Setup	Identifies suppliers that are missing important profile information. From here, suppliers can be inactivated if it's determined the supplier was created erroneously.	Yes	Yes

Supplier Model: Explained

A supplier is modeled as a global entity, meaning it is not created within a business unit or any other organizational context. A procurement business unit establishes a relationship with a supplier through the creation of a site which maintains internal controls for how procure to pay transactions are executed with the supplier. The other entities of the supplier profile capture mostly external information that is provided by the supplier, such as tax identifiers, addresses, contact information, and so on.

The following diagram shows the main profile entities that are maintained for a supplier and how they are organized.

Tax Registrations and Bank Accounts

Tax registrations and bank accounts, which include additional payment processing controls, can be defined at different levels of the supplier profile providing more flexibility in conducting business with the supplier. These levels are described below including additional relational aspects between entities.

1. Tax registrations can be created and maintained at three levels: supplier, address, and site.
2. Bank accounts can be created and maintained at three levels: supplier, address, and site.
3. A site must be associated with exactly one address. Multiple sites can be created for the same address, which is common when more than one procurement business unit sources from the same supplier. Note: A site can be created while creating an address, to save time from navigating to the Sites tab after creating the address.
4. Address Contacts and Contact Addresses represent two ways an association can be made between a supplier address and supplier contact. This association can be established when performing maintenance in either entity. One address can be associated to one or more contacts, and one contact can be associated to one or more addresses. Additionally, when a contact is associated with an address, it is implicitly associated with all sites using

the address. This establishes the concept of a Site Contact. Some transactions, such as purchasing documents, allow for a Site Contact to be selected on the transaction.

Prospective Suppliers

Buying organizations may engage with suppliers as prospective business partners which prevents them from engaging in any contractual obligation, such as through a purchase order, or agreement. The prospective supplier can only be invited to participate in sourcing negotiations, or a supplier qualification process. If the prospective supplier is awarded business, the business relationship then changes to spend authorized. The buying organization can only commit financially to a spend authorized supplier.

Supplier Business Relationship Status

Suppliers are identified based on two types of business relationship status:

- Prospective: Allows the supplier to participate in sourcing negotiations and supplier qualifications, but will not allow the supplier to be available for ordering and invoicing. The site profile entity as shown in the diagram above is not visible for prospective suppliers.

- Spend Authorized: Indicates that the supplier is ready for ordering and invoicing. A request is initiated for a supplier to become spend authorized in one of the following ways:

  o User requests prospective supplier to be promoted to spend authorized from the supplier record.

  o Prospective supplier is awarded negotiation.

  o Supplier with intention of a spend authorized business relationship is created from an approved registration request.

Related Topics

- Spend Authorization Requests: Explained

Set Up Supplier Roles: Examples

The following simple examples illustrate selecting and managing roles for supplier user provisioning.

Selecting Roles for Supplier User Provisioning:

Vision Corporation decides to expand their Oracle Fusion Supplier Portal (Supplier Portal) deployment and allow supplier customer service representatives to access orders and agreements. The corporation also wants the Supplier Self Service Administrator to provision the supplier customer service representatives.

The IT security manager navigates to the Manage Supplier User Roles page. They locate it in the Setup and Maintenance work area, Procurement offering, Supplier Portal functional area, Manage Supplier User Roles task. They search for the supplier job role Supplier Customer Service Representative, and add the role to the table.

The Procurement Application Administrator navigates to the Manage Supplier User Role Usages page. For the Supplier Customer Service Representative role, they select the two following options: Default for Supplier Portal, and Allow Supplier to Provision.

Managing Default Roles and Defining Roles that the Self Service Administrator can Provision:

Vision Corporation currently grants selected supplier users access to agreements only. The corporation determines that all supplier users should also be granted access to orders, shipments, receipts, invoices and payments information by default.

The Procurement Application Administrator navigates to the Manage Supplier User Roles page. They select the Allow Supplier to Provision option for all supplier roles in the table. This allows the Supplier Self Service Administrator to provision users with these roles in the Supplier Portal.

The corporation also decides the Supplier Sales Representative role should not be marked as a default role. The Procurement Application Administrator ensures the Default for Supplier Portal option is not selected for that role.

Vision Corporation also recently implemented Oracle Fusion Sourcing. They must provision the Supplier Bidder role to specific suppliers invited to sourcing events.

The IT Security Manager must ensure the Supplier Self Service Administrator is not allowed to provision this role as it must be controlled by Vision Corporation. The IT Security Manager adds the Supplier Bidder role to the table. For the newly added role, they leave the Allow Supplier to Provision option not checked, and check the Default Roles for Sourcing option.

Configuring Supplier Registration and Self Service Profile Request: Points to Consider

Use the Configure Registration and Self Service Request page to configure the supplier registration and change request approval flows. The two tabs for supplier registration and supplier profile change request are outlined in this topic.

Supplier Registration

Supplier registration can be configured based on the expected supplier business relationship of a supplier.

Two separate registration flows can be deployed based on the intended business relationship.

- Spend Authorized Supplier requests: Companies already identified for a procurement need are directed by the buying organization to the spend authorized registration flow to capture more rigorous profile information needed before agreements, orders, and invoices can be transacted. For example, a spend authorized company registering can be required to provide bank account information.

- Prospective Supplier requests: Unknown companies are presented with the prospective flow to capture minimal profile information (configurable by the buying organization). These suppliers only need to provide minimal profile information to participate in the sourcing and supplier qualification activities.

Profile components for the registration flow include the following:

- Organization Details: Basic supplier information including the supplier name.

- Contacts: Supplier contact information.

- Contact User Account: User accounts that control account privileges for supplier contacts to access Supplier Portal.

- Addresses: Company addresses including associated contacts.

- Business Classifications: Supplier certifications important to the buying organization such as supplier diversity programs.

- Bank Accounts: Supplier banking information.

- Products and Services: Identifies what categories of products and services are provided by the supplier.

- Qualifications Questionnaire: Additional questions for suppliers.

In configuring supplier registration, you can determine what profile information is included in the registration flow by marking each component in one of the following ways:

- Enabled: Visible to users for entering information.

- Hidden: Users do not see this profile component.

- Required: Information is mandatory.

✎ **Note:** Configuring supplier registration is the same for all registration sources. Configuration does not need to be done separately.

Default Business Relationship for Registration Sources

An internal supplier registration can come from one of the following three flows:

- Sourcing Invitation: Supplier can be invited to register from a sourcing negotiation.

- Internal Supplier Request: Supplier can be invited to register by a supplier administrator.

- Self Service Procurement: Supplier requested by a procurement requester.

In the Default Business Relationship for Registration Sources region, you select which business relationship is defaulted for each registration flow. The default business relationship determines what profile information is included as configured for the registration page.

Registration URL Encryption

When a prospective supplier saves the registration with the intent of completing it later, the application sends an e-mail to the prospective supplier containing the URL to be used to return to the registration. The URL contains an identifier which is encrypted using an encryption key. This is done to prevent someone from altering the URL to gain access to registrations submitted by other companies.

If it is suspected that registrations have been tampered with, the Procurement Application Administrator can regenerate the encryption key. Once the registration key is regenerated, the registrations which were saved for later are no longer accessible to the prospective suppliers.

Supplier Profile Change Request

The configuration of the values on the Supplier Profile Change request tab, determines whether or not changes to supplier profile attributes that are initiated through Supplier Qualification or Sourcing questionnaire responses, are routed through the approval flow.

Values for the setup are:

- No Approval Required: Change request is approved.

- Approval Required: Change request is routed for approval.

The following profile values are available for configuration:

- Organization Details

- Business Classifications

- Payment Methods

- Tax Identifiers

- Site Details

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Site details are not applicable for prospective suppliers and are configured only for spend authorized relationship.

Accessing Supplier Registration

A supplier registration URL for each business relationship type (prospective and spend authorized) must be published. For example on a corporate web site page focused on supplier information. The URL contains a parameter for the business relationship type which navigates the user to the registration.

Access to these registration flows is controlled through two distinct URLs, which the buying organization determines how to expose. For example, companies already targeted for spend are invited to register using the spend authorized registration flow.

The registration URL for each business relationship type can be found on the Configure Procurement Business Function page in the Prospective Supplier Registration and Spend Authorized Supplier Registration URL fields.

Security for Individual Supplier Information: Explained

Use the Personally Identifiable Information (PII) framework to protect tax identifiers for suppliers classified as individuals.

PII refers to the framework in Oracle Fusion Applications for protecting sensitive data for an individual. Additional security privileges are required for users to view and maintain such data.

The predefined job roles Supplier Administrator and Supplier Manager include data security polices to maintain tax identifiers for suppliers classified as individuals. Only users with these roles can maintain the following tax identifiers for individual suppliers:

- Taxpayer ID
- Tax Registration Number
- National Insurance Number

Individual suppliers are defined as suppliers with a Tax Organization Type of Individual or Foreign Individual. Other users without these roles can still search and access individual suppliers. They are restricted from viewing or updating the tax identifiers for these suppliers.

Similar PII data security is also enforced in the Supplier Registration flows. Only users with the Supplier Administrator and Supplier Manager roles can view or maintain the tax identifier information for an individual supplier's registration approval request.

Supplier Audit History: Overview

Supplier Audit History allows tracking and reporting of changes made to supplier profile information to support, internal audit controls and governance as well as external regulatory compliance such as SOX. Detailed change history provides real-time traceability of all recorded supplier profile updates.

Once configured, you can review changes to the supplier profile including, updates made by end users both in the buying organization as well as from the supplier, and system applied changes such as supplier import, approved supplier registration requests, or approved change requests.

Related Topics

- Supplier Profile Audit History Setup and Reporting: Explained

How can I use social collaboration to collect input on a supplier's business performance?

Use the Social link on the Supplier page to invite the managers of marketing and payables to a conversation to provide input on the supplier.

For example, you're a category manager preparing to meet with one of your suppliers to discuss your business relationship and the supplier's overall performance. Because this supplier is a critical marketing services provider, feedback from the marketing manager will be invaluable. In addition, the payables manager can provide payment details for last quarter.

- Click **Social** to open the Oracle Social Network window and share or join the supplier profile.
- Click **New Related Conversation**, add the marketing manager, and ask him to post his thoughts about Marketing's satisfaction with this supplier.
- Click **New Related Conversation**, add the payables manager, and ask him to post his input regarding any late payments or holds for this supplier.

Because you started these conversations from this particular supplier's profile, both threaded discussions are stored and associated with the supplier's profile for future reference.

Related Topics

- What does social networking have to do with my job?

Create Supplier

Create a Supplier and Supplier Site

Creating suppliers and supplier sites is an essential part of the procurement process. A supplier is modeled as a global entity. It is not created within a business unit or any other organizational context. A procurement business unit establishes a relationship with a supplier through the creation of a site which maintains internal controls for how to procure to pay transactions are executed with the supplier.

1. Within the application, navigate to the Create Supplier dialog box by clicking the Create Supplier task.
2. On the Create Supplier dialog box, enter:
   - Name
   - Tax Country
   - Tax Registration Number
3. Click **Create.**
4. On the Edit Supplier page, Profile tab, enter:
   - Supplier Type
5. On the Edit Supplier page, Addresses tabs click the **Create** icon.
6. On the Create Address page, enter:
   - Address Name
   - Country

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- o Address Line 1

- o City

- o County

- o State

- o Postal Code

- o Language

- o Address Purpose

     Select all applicable boxes. At a minimum select Purchasing.

7. Click **Save and Close.**

    Repeat address creation for all addresses you do business with for this supplier.

8. With your supplier selected open the Sites tab and click the **Create** icon.

9. On the Create Site page, enter:

    - o Address Name

         Select the address for this supplier site.

10. Click **Save.**

11. Click the Receiving subtab and enter:

    - o Receipt Routing

12. Click the Site Assignments subtab and click **Autocreate Assignments.** This may only be appropriate for your first site. Other sites may require manual creation.

13. Click **Save and Close.**

14. With your supplier selected open the Contacts tab and click the **Create** icon.

15. On the Create Contact page, enter:

    - o First Name

    - o Last Name

    - o E-mail

    - o Select Administrative contact check box

16. Click the Create icon.

17. In the Contact Addresses region, click the **Select and Add** icon:

    - o Select the contact address.

    - o Click **Apply.**

    - o Click **OK.**

18. In the User Account region, click the Create user account check box. Accept all the applicable roles for this contact.

19. Click **Save and Close.**

20. Click **Save and Close.**

Supplier Numbering: Explained

The Procurement Application Administrator is responsible for supplier numbering setup. Suppliers created through the Create Supplier task flow, through the supplier registration process, or supplier import are automatically numbered using a numeric sequence. The starting supplier number is defined in the Specify Supplier Numbering setup page (the predefined default number is 1). The supplier number then increments automatically as numbers are assigned during supplier creation.

Additionally, the next supplier number can be updated at any time, not just during initial setup, if for example there's ever a need to skip a range of supplier numbers. The application validates that the number is not already used.

Duplicate Supplier Match: Explained

When a supplier is created, and during the supplier registration approval process, the application performs checks to avoid adding duplicate suppliers. The matching engine is supported by the Oracle Fusion Enterprise Data Quality application which can perform matching checks against all external parties.

You can configure the types of parties to consider for matching, such as suppliers and customers to be checked for similar and exact name matches. For example, if a company exists as a customer, the user is informed so they can decide if the party can be used as a supplier. If selected the existing party is used to establish the supplier.

How it Works

When creating a supplier, you are presented with a list of parties including suppliers with similar or matching names. You can view details of any reported matches and if none of them match the supplier to be created, you can proceed with the supplier creation.

If one of the reported matches is the same supplier, you can cancel the supplier creation process.

During the supplier registration approval process, approvers also see probable supplier matches and reject requests that are found to be duplicates.

> ✏️ **Note:** The duplicate supplier match feature is available to Oracle Fusion Cloud customers only, and is not supported for customers deploying Oracle Fusion Supplier Model on premise.

Attachments: Explained

Users can attach any supporting documents to the registration describing company background, certifications, product data sheets, specifications, pricing information, and so on. Attachments can be in the form of files, URLs, or text notes.

Business Classifications: Explained

Business classifications support the tracking of supplier certifications that are important to companies for different reasons, such as for supplier diversity programs. Since classification requirements can vary by country or region the seeded classifications can be changed. The business classifications table can capture multiple certificates belonging to the same business classification that were issued by different certifying agencies. Classification attributes that can be captured include Certifying Agency, Certificate, Start Date, and Expiration Date. In addition, attachments and notes can be captured for each classification record.

Each business classification can have a status of current, future dated, or expired. The application supports filtering the certifying agencies that are associated for a specific classification selected based on the configuration in the Manage Certifying Agencies setup page. The Manage Certifying Agencies setup page helps to maintain certifying agencies that are recognized as authorized organizations for issuing classification certifications.

The following seeded classifications are provided for tracking suppliers.

- Hub Zone
- Minority Owned

  - Subclassification: (African American, American Indian, Asian, Hispanic)

- Service-disabled Veteran Owned
- Small Business
- Veteran Owned

- Woman Owned

The name of the supplier contact that provides classification information and the date in which the classification was verified is recorded when saving the information.

The administrative supplier contact with an active user account is sent a notification about the impending classification expiration. Initial expiring notification and reminder notifications are triggered in regular intervals based on set parameters.

Manage Supplier Products and Services Category Hierarchy: Explained

The Manage Supplier Products and Services Category Hierarchy page enables the buying organization to define a category hierarchy for identifying the products and services categories that suppliers and prospective suppliers can provide.

The category hierarchy can be defined with as many levels as needed to capture granular supplier category classifications. The hierarchy navigation allows supplier users to quickly drill down and select their applicable categories. When a parent category is selected, the buying organization assumes that the supplier can provide all the products and services represented as child categories under that parent category.

The two types of categories that are used in the hierarchy are browsing categories and item categories.

Browsing Categories
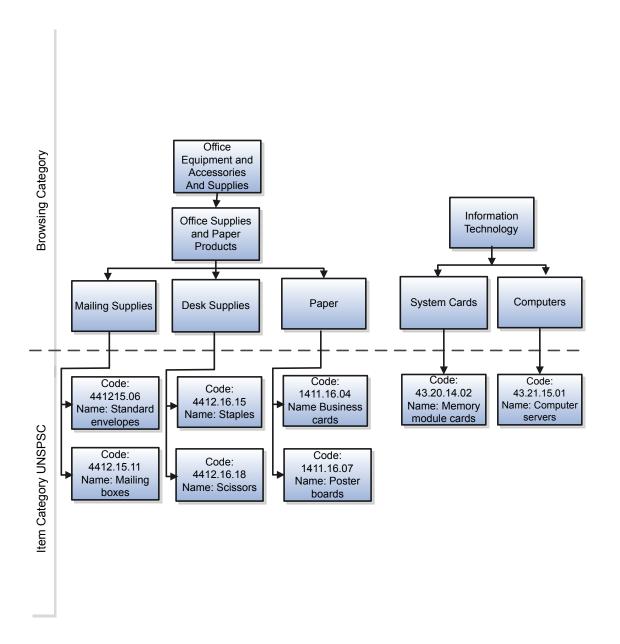
Browsing categories, also known as navigation categories, are created to structure the hierarchy and organize the underlying item categories so that users can navigate and select the most appropriate categories applicable to the supplier organization. A browsing category can either be a parent category, or a child to another browsing category.

Item Categories

Item categories are categories from the Purchasing Catalog used during sourcing activities by the buying organization to find all suppliers that can provide a given item category. Item categories cannot be added as a parent category in the hierarchy, they can only be added as the last level in a branch, also referred to as the leaf level.

The figure below shows a sample category hierarchy. It is not required to have the same number of levels in all branches of the hierarchy.

Browsing Category

Office Equipment and Accessories And Supplies

Office Supplies and Paper Products

Information Technology

Mailing Supplies

Desk Supplies

Paper

System Cards

Computers

Item Category UNSPSC

Code: 441215.06 Name: Standard envelopes

Code: 4412.16.15 Name: Staples

Code: 1411.16.04 Name Business cards

Code: 43.20.14.02 Name: Memory module cards

Code: 43.21.15.01 Name: Computer servers

Code: 4412.15.11 Name: Mailing boxes

Code: 4412.16.18 Name: Scissors

Code: 1411.16.07 Name: Poster boards

Companies can develop their own method of categorizing products and services, or they can use standard coding systems such as UNSPSC.

If the categories seem too granular to display to end users, companies can control whether or not to show the leaf level item categories by using Display in Supplier Profile check box which is available at the category level in the purchasing catalog.

The Display in Supplier Profile check box determines whether the category will be displayed in the category hierarchy presented to the end users (prospective suppliers and supplier administrators). If the check box is unchecked, it means that the category would only be used internally by downstream flows, such as Sourcing, however it would not be displayed in the

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category hierarchy presented to the users. Browsing categories are not controlled by this check box, any browsing category created in the hierarchy is always displayed.

> ✏ **Note:** If any categories are removed from the hierarchy that were selected on a particular supplier's profile that will cause the deleted category to be dropped from the supplier record.

Supplier Sites and Supplier Site Assignments: Explained

The site represents a business relationship between a procurement business unit (BU) and the supplier.

Create Site

Sites are created in a procurement BU. A procurement BU represents a specific purchasing or sourcing organization that is responsible for establishing and maintaining supplier relationships. The site, therefore, allows a specific procurement BU to set terms, controls, and policies which govern how to procure to pay transactions are executed between its client BUs and the supplier. Many of these site attributes are optional, and only need to be set when there is need to deviate from a BU level policy, for example the supplier might require more restrictive receipt and invoice tolerances. Procurement policy terms and controls that are defined for a supplier are maintained at the supplier site level.

The following information defines the site:

- Procurement BU
- Site name
- Site address
- Site purposes: Purchasing, Pay, Procurement Card, Primary Pay, and Sourcing Only.
  - When a new site is created, the site purposes are defaulted based on the address purposes. The address purposes reflect the sales functions which the supplier claims to perform at their location, whereas the site purpose indicates the equivalent procurement functions the buying organization transacts with the location, which can be a subset of the address purposes.

> ✏ **Note:** If address is both RFQ and Ordering, then the site maps to a purpose of Purchasing, because sites with Purchasing purpose are used in both purchasing and sourcing transactions.

Sites also feature an Additional Details region to capture additional information which can be defined by the buying organization, referred to as descriptive flexfield information.

Subtabs capture the controls determining how purchasing, receiving and invoicing transactions are executed with the supplier.

Subtabs on the Sites page include:

- General: User can provide additional identifier information including customer number, which is the internal number the supplier uses to identify the buying organization, alternate site name, and a tax reporting indicator.
- Purchasing: User can define purchasing terms for this site including communication details, self-billing information, freight, and hold controls.
- Receiving: Provide information relating to receiving controls such as overreceipt tolerance, early receipt tolerance, receipt routing and so on
- Invoicing: Define invoicing controls and terms such as invoice currency, payment currency, invoice-related holds, match approval levels, payment terms, pay date basis and so on.
- Payments: Define supplier bank accounts, preferred payment methods, and other payment processing attributes for the site. Bank account information is used for paying supplier invoices by electronic funds transfer (EFT).

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- Site Assignments: Maintain the set of client BUs that can use the site for purchasing and invoicing purposes.

Site Assignments

Site assignments control which client BUs can transact with the site. In addition, the sold-to BU associated with the client BU is defined. Sold-to BU represents the organization that assumes the liability for the purchases made on behalf of the client BU. In most cases, the client BU and the sold-to BU are the same. However, users can set up a different sold-to BU for a specific client if required.

The premise of the site assignment model is to leverage the centralized procurement organization which negotiates terms and sets policy controls. These terms and controls established for a supplier site are used by the client BUs as a result of being assigned to the site. Without the site assignment model each client BU would be forced to establish its own relationship with the supplier. The service provider relationship between the client BU and procurement BU is defined in the business unit setup.

Creating a Site Assignment

There are two ways to create site assignments. Manually create one at a time by selecting the specific client BU, or autocreate.

Every supplier site must have an active assignment to create transactions against the site, such as purchase orders or invoices. In other words, if a site assignment does not exist or is inactive, you cannot create transactions for that supplier site.

To create a site assignment for a client BU, provide the following information: (Only Client BU and Sold-to BU are required.)

- Client BU: Select the appropriate BU from the list of all requisitioning and invoicing BUs that are serviced by the procurement BU.
- Sold-to BU: If the selected BU performs invoicing, then the same BU can be used as the Sold-to BU. However, in certain instances due to tax or legal reasons the client BU may only perform requisitioning with the supplier and another BU assumes the liability for the purchases. In this case a different sold-to BU is selected. The list of sold-to BUs that can be selected for a given client BU is determined by the Intercompany Transaction Flow setup. In addition, when a separate Sold-to BU acts as an agent to the client BU an assignment must be created for the sold-to BU in order for the BU to process invoices.
- Legal Entity: Read-only field based on the sold-to BU selected.
- Ship-to Location: Identifies the default shipping location used on purchasing documents for the client BU.
- Bill-to Location: Identifies the default billing location used on purchasing documents for the sold-to BU.
- Inactive Date: Determines when the assignment record is no longer active.
- Withholding tax information: Indicate whether withholding tax is enabled for the assignment and if yes, identify the tax group in which it is classified.
- Accounting information: Provide accounting information for the sold-to BUs for defaulting during invoice creation.

Setting Up a Supplier's Bank Account: Explained

If any of your suppliers wish to receive payments by EFT to their bank accounts, you can set up a supplier bank account. A supplier bank account can be created at the following levels:

- Supplier level
- Supplier address level
- Supplier site level

Each bank account assignment is comprised of the following entities:

- Supplier
- Bank account

- Bank account assignment

You can set up a bank account by doing the following:

- Find your existing supplier.
- Set up a bank account at the supplier, supplier address, or supplier site level.
- Provide additional information that is relevant to the bank account.
- Optionally, add joint bank account owners.
- Optionally, specify intermediary accounts.
- Optionally, assign a joint bank account to a supplier.

Find Your Existing Supplier

On the Manage Suppliers page, you can search for an existing supplier.

1. On the Manage Suppliers page in the Search region, enter your supplier name or supplier number in the **Supplier** or **Supplier Number** field and click the **Search** button. Supplier details appear in the Search Results region.
2. In the Search Results region, select the supplier name and click the **Edit** icon. The Edit Supplier: <Supplier Name> page appears.

Set Up a Bank Account at the Supplier, Supplier Address, or Supplier Site Level

You can set up a supplier's bank account at the supplier, supplier address, or supplier site level.

1. To set up a bank account at the supplier level, on the Edit Supplier: <Supplier Name> page, select the Profile tab. Select the Payments tab. Select the Bank Accounts subtab. Go to step 8 and continue.
2. To set up a bank account at the supplier address level, on the Edit Supplier: <Supplier Name> page, select the Addresses tab. Click a specific address name link. On the Edit Address: <Location> page, select the Payments tab. Select the Bank Accounts subtab. Go to step 8 and continue.
3. To set up a bank account at the supplier site level, on the Edit Supplier: <Supplier Name> page, go to step 4 and continue.
4. Select the Sites tab. The supplier's various sites display.
5. Click a specific site link. The Edit Site: <Supplier Site Name> page appears.
6. Select the Payments tab.
7. Select the Bank Accounts subtab.
8. On the Bank Accounts subtab, click the **Create** icon. The Create Bank Account page appears. On the Create Bank Account page in the Bank Account region, you set up basic information about the bank account.
9. In the Bank Account region, select an option from the Country choice list.

   ✎ **Note:** Validation of the bank account is based on the country for which the bank account is set up.

10. In the **Account Number** field, enter the bank account number.
11. From the Bank Name choice list, select a bank.

    ✎ **Note:** If the country of the supplier's bank account and the country of the bank account's branch through which the payment is made is the same, then the payment is considered a domestic payment.

12. From the Branch choice list, select the branch where the bank account will reside.

    ✎ **Note:** You can set up a supplier's bank account for making domestic payments by check without specifying a bank or branch. To make electronic international payments, however, you must specify both a bank and a branch.

> ✎ **Note:** If the country of the supplier's bank account and the country of the bank account's branch through which the payment is made is not the same, then the payment is considered an international payment.

13. To make international payments to a supplier's bank account, select the **Allow international payments** check box.

> ✎ **Note:** The **Allow international payments** check box can be selected only when you provide bank and branch details. If you don't select the **Allow international payments** check box, international payments aren't created.

14. If you are setting up a supplier's bank account in a European country, enter the International Bank Account Number (IBAN) in the **IBAN** field.

> ✎ **Note:** Validation of the IBAN is based on the country for which the bank account is set up.

15. From the Currency choice list, select the currency in which payments are made.

> ✎ **Note:** If you select a currency, then the supplier's bank account is used to pay invoices in that currency only. If you don't select a currency, then the supplier's bank account is considered multicurrency and can be used to pay invoices in any currency.

Provide Additional Information That is Relevant to the Bank Account

On the Create Bank Account page in the Additional Information region, you can enter additional information that is relevant to the bank account you are setting up.

1. In the **Account Suffix** field, enter the value that appears at the end of the bank account number, if applicable.

> ✎ **Note:** An account suffix is required in some countries.

2. From the Conversion Rate Agreement Type choice list, select the type of conversion rate agreement you have with the supplier.
3. In the **Conversion Rate** field, enter the conversion rate for which one currency can be exchanged for another at a specific point in time.
4. In the **Conversion Rate Agreement Number** field, enter the number of the conversion rate agreement with the supplier that specifies the currency in which payments are made.
5. In the **Check Digits** field, enter one or multiple digits used to validate a bank account number.
6. In the **Secondary Account Reference** field, you can optionally enter additional account information.
7. In the **Agency Location Code** field, enter the eight-digit value that identifies a Federal agency as the supplier.
8. Select the **Factor account** check box if the purpose of the bank account is to receive funds that are owed to the supplier, but are being collected on behalf of the supplier by the bank or a third party. The supplier receives payments from the funds collected, minus a commission.

> ✎ **Note:** If you select the **Factor account** check box, then you must select the account owner that provides the factoring services. A factor bank account can be assigned to any supplier without first adding that supplier as a joint owner.

Optionally, Add Joint Bank Account Owners

On the Create Bank Account page in the Account Owners region, you can optionally add other suppliers to the supplier's bank account as joint bank account owners.

1. In the **Account Owner** field, select a joint bank account owner from the list.
2. In the **From Date** field, select a starting date for the joint bank account owner.

   > ✏️ **Note:** Every supplier's bank account has one or more owners. If the supplier wants to share the bank account with another supplier, then there will be multiple owners of the bank account. For multiple bank account ownership, you must specify one owner as the primary owner. The primary owner is the supplier for whom you set up the bank account.

3. To specify the primary bank account owner among multiple owners, click the green **check mark** icon and then click the **Primary** field in the applicable bank account row. The **check mark** icon appears in the row you selected.
4. To add a row from which to select another joint bank account owner, click the green **plus** icon.

Optionally, Specify Intermediary Accounts

On the Create Bank Account page in the Intermediary Accounts region, you specify intermediary bank accounts for this supplier. If there are restrictions on the transfer of funds between two countries, you can specify an intermediary bank account. An intermediary account is used to transfer funds between the originator's bank and the beneficiary's bank.

Optionally, Assign a Joint Bank Account to a Supplier

From the Bank Accounts subtab at the supplier, supplier address, or supplier site level, you can optionally assign a joint bank account to a supplier.

1. On the Bank Accounts subtab, select the green **plus** icon. The **Search and Select: Bank Account** dialog box appears.
2. In the **Search and Select: Bank Account** dialog box, select the applicable joint bank account you want to assign to your supplier and click the **OK** button. The bank account you selected now appears in the Bank Accounts subtab.

Supplier B2B Integration and Collaboration Messaging Framework: Explained

Oracle B2B e-Commerce Gateway and Oracle Fusion Collaboration Messaging Framework are applications for electronic business to business (B2B) communication. You can use them to provide inbound and outbound communication of transactions with trading partners such as suppliers or customers.

You can enable a supplier site for electronic communication using either application as the communication channel.

Oracle B2B e-Commerce Gateway

To use Oracle B2B e-Commerce Gateway, you must first configure the application to receive or send XML documents for a supplier site. The B2B administrator can set up Oracle B2B e-Commerce Gateway using the Configure Oracle B2B e-Commerce Gateway Setups task. You can find the task in the Setup and Maintenance work area. The B2B Supplier Site Code must be unique across suppliers, but can be the same across sites within a supplier. Oracle Fusion Purchasing uses the B2B Supplier Site Code to determine if a purchase order must be communicated through B2B communication. You cannot communicate attachments with purchase orders or change orders using Oracle B2B e-Commerce Gateway.

Similarly, you must configure the supplier site to communicate with Oracle B2B e-Commerce Gateway. To configure the supplier site, use the Sites tab from the Manage Suppliers page. When you configure a supplier site for B2B transactions, you define the supplier site as a trading partner in Oracle e-Commerce B2B Gateway.

Oracle B2B e-Commerce Gateway supports messaging in the OAGIS 7.2.1 format.

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Oracle Fusion Collaboration Messaging Framework

Oracle Fusion Collaboration Messaging Framework simplifies setting up business to business communication within the procure-to-pay business flow. The application provides ready-to-use integration with Oracle Supplier Network. Configurations required for a supplier can be achieved within the supplier site setup.

When you use Oracle Collaboration Messaging Framework, no configuration is needed in Oracle B2B e-Commerce Gateway. Instead, you configure the following in the supplier site setup:

- Set up properties for the supplier site.
- Select the messages to be exchanged with the partner, and the service provider (if any) used for each message.
- Enable messaging.

Oracle Collaboration Messaging Framework supports two messaging formats:

- OAGIS 10.1
- OAGIS 7.2.1

Once you complete the configuration, you can enable messages for inbound and outbound communication. With Oracle Fusion Collaboration Messaging Framework, you can communicate attachments with your purchase orders and change orders.

The following transaction messaging formats are supported with Oracle Collaboration Messaging Framework:

Outbound Messages -

- Process Purchase Order
- Change Purchase Order
- Cancel Purchase Order

Inbound Messages -

- Shipment Notification
- Invoice
- Receipt Advice
- Receipt Notification

For details about configuring electronic communications with these applications, see Oracle Procurement Cloud Purchasing Electronic Communication (Document ID 2174649.1), on My Oracle Support.

Related Topics

- B2B XML Invoices: How They're Processed

How can I enter supplier addresses suited to specific country formats ?

Supplier address formats are setup in the Oracle Fusion Trading Community Data Quality application. If your supplier address requires a different country different format than is available, contact the procurement application administrator.

Request Supplier Contact Change

Supplier Contact Change Requests: Explained

Designated administrators at a supplier organization have the authority to manage contact information, for themselves and other employees. They can do this for employees who are existing users, or those who want to become users of Oracle Fusion Supplier Portal (Supplier Portal).

Administrators can perform the following operations in Supplier Portal:

- Creating a new contact.

- Editing existing contact details.

- Requesting new user accounts.

Two predefined job roles provide supplier administrators the ability to maintain contact information:

- Supplier Self Service Administrator

- Supplier Self Service Clerk

Changes made by users with the Supplier Self Service Administrator job role do not undergo review or approval by the buying organization. The changes made by the users with the Supplier Self Service Clerk job role are subject to review and approval by the buying organization.
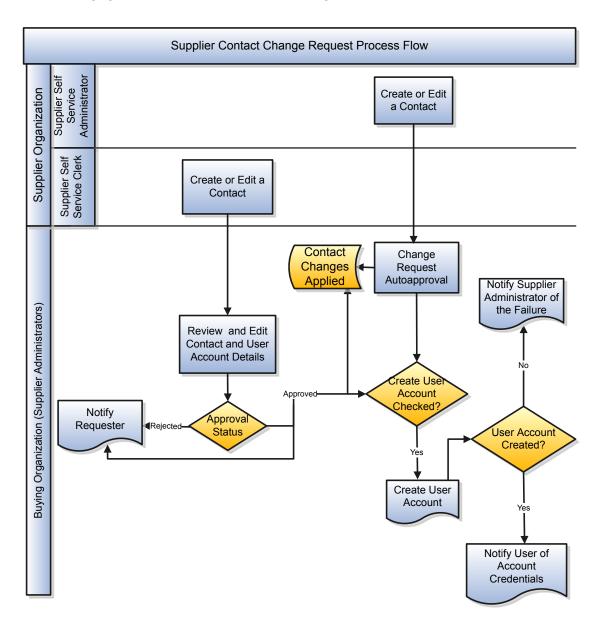
Supplier Contact Change Request

The supplier contact change request process is as follows:

1. The designated administrators make changes to the contact information in the Supplier Portal work area.

   a. The changes made by the supplier users with the Supplier Self Service Administrator job role are automatically approved and updated.
   b. The changes made by the supplier users with the Supplier Self Service Clerk job role are submitted for review and approval by the buying organization.
2. The buying organization receives the contact change request, where it goes through a collaborative review process facilitated by the Approval Management Service. Buying organization approvers who have the required privileges, such as the Supplier Administrator, can edit the contact change request during approval.
3. The outcome of the review is either approved or rejected. E-mail notification with the contact change request outcome is sent to the user who submitted the contact change request.
4. If a user account is requested, the request is submitted to the identity management system for processing.
5. Upon successful creation of a user account, an e-mail notification is sent to the user with the account credentials.

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The following figure shows the supplier contact change request process flow.

Supplier Contact Change Request Process Flow

- Supplier Organization
  - Supplier Self Service Administrator
    - Create or Edit a Contact
  - Supplier Self Service Clerk
    - Create or Edit a Contact
- Buying Organization (Supplier Administrators)
  - Review and Edit Contact and User Account Details
  - Contact Changes Applied
  - Change Request Autoapproval
  - Notify Supplier Administrator of the Failure
  - Notify Requester
  - Approval Status — Rejected → Notify Requester; Approved → Create User Account Checked?
  - Create User Account Checked? — Yes → Create User Account; No → Notify Supplier Administrator of the Failure
  - User Account Created? — Yes → Notify User of Account Credentials
  - Create User Account
  - Notify User of Account Credentials

Approve Supplier Contact Change Request

Supplier Contact Change Request Approval: Explained

The approval task which controls the approval routing for supplier contact change requests is called Supplier Contact Change Request Approval.

The approval task is predefined with the following stage for maintaining approval rules: Supplier Contact Change Request Approval Stage.

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This stage is predefined with an approval routing rule which adds the following approvers:

- All users setup as Procurement Agents with the Supplier Administration function who have access to any Procurement BU for which the Supplier on the contact change request has an active site. If the Supplier does not have any active sites, the approvers are all users setup as Procurement Agents with the Supplier Administration function who have access to any Procurement BU.

The voting regime is parallel and set to first responder wins meaning the first approver to take approval action completes the approval.

Once all approvals are complete for the contact change request a notification is sent to the user and other employees of their company using Oracle Fusion Supplier Portal

Merge Suppliers

Merging Supplier Sites: Points to Consider

The Supplier Merge Process is a utility used to maintain supplier records. A supplier record is not explicitly merged by the user, it is only merged as a result of all its sites being successfully merged. Supplier sites can be merged within the same supplier or between two suppliers. Additionally, the supplier merge process results in updates to transactions when the site is referenced on an order, for example, is merged to another site.

Once a merge is completed, it cannot be undone. The supplier is made inactive (in case of supplier merge) and supplier site is made inactive (in case of supplier site merge).

Reasons for Merging a Supplier or Supplier Site
Suppliers may be merged for any of the following reasons:

- A duplicate supplier was created.
- The supplier was acquired by another company.

Supplier Sites may be merged for any of the following reasons:

- A duplicate supplier site was inadvertently created.
- The supplier moved to a new location.
- A division of a supplier was sold and the appropriate site must be associated to the new supplier that acquired it.

Impacts of Supplier or Supplier Site Merge
The following are impacts of supplier merge:

- All contacts of the supplier are merged.
- All products and services categories are merged.
- All sites are merged (this is a prerequisite for supplier merge).

The following are impacts of supplier site merge:

- All contacts associated with the site are merged.

If the contact has a user account for the Merged-from supplier, the contact will not be able to see any information in Oracle Fusion Supplier Portal about the Merged-to supplier initially. If the contact requires access to the Merged-to supplier, then the user account for the Merged-from supplier contact must be inactivated first before activating the account for the contact in the Merged-to supplier.

When a supplier site is merged, the site information on certain supplier qualification transactions tied to that site is not updated. Instead, the following changes are made to these transactions:

- Qualifications and assessments in Draft, Ready for Evaluation, and Future Dated status are canceled.

- Qualifications and assessments in Active status are expired with the end date as the date and time when the merge process takes place.

- Question responses available in the response repository are copied over to the Merge-To supplier site if active responses don't exist for the same questions.

If a supplier is merged as a result of the supplier site merge, the same changes are made to supplier qualification transactions that are tied to a supplier with no site. Details of these changes are documented in the supplier merge report.

How can I view a merged suppliers report?

You can view supplier merge reports from the Processes region of the Merge Suppliers page.

Import Suppliers

Supplier Import Process: Explained

Supplier Import processes are programs that are used to import new supplier records from external systems and to update and delete existing supplier records in Oracle Suppliers.

The following programs are used to import supplier information:

- Import Suppliers
- Import Supplier Addresses
- Import Supplier Sites
- Import Supplier Site Assignments
- Import Supplier Contacts (includes contact addresses import)
- Import Supplier Business Classifications
- Import Supplier Products and Services Categories
- Import Supplier Attachments
- Purge Supplier Interface Records

How the Import Process Works

The Supplier Import process is run by either the Supplier Administrator or the Supplier Manager.

You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for the Oracle Cloud feature.

To obtain the FBDI template:

1. Go to the Oracle Help Center.
2. Click Cloud.
3. Click Applications.
4. Under Enterprise Resource Planning, click Procurement.
5. Click Integrate.
6. Under Manage Integrations, click Get started with file-based data import.

The process for supplier import is as follows:

1. Data must first be inserted into the existing Open Interface Tables:

   - POZ_SUPPLIERS_INT
   - POZ_SUP_ADDRESSES_INT
   - POZ_SUPPLIER_SITES_INT
   - POZ_SITE_ASSIGNMENTS_INT
   - POZ_SUP_CONTACTS_INT
   - POZ_SUP_CONTACT_ADDRESSES_INT
   - POZ_SUP_BUS_CLASS_INT
   - POZ_SUP_PROD_SERV_INT
   - POZ_SUP_ATTACHMENTS_INT

   Note: For more information about tables, see the Tables and Views for Oracle Procurement Cloud guide. To obtain the templates to use, see File Based Data Import for Oracle Procurement Cloud R11.

2. Once the data is inserted, the following concurrent processes must be run to import the supplier profile data in Oracle Fusion Suppliers.

   - Import Suppliers
   - Import Supplier Addresses
   - Import Supplier Sites
   - Import Supplier Site Assignments
   - Import Supplier Contacts
   - Import Supplier Business Classifications
   - Import Supplier Products and Services Categories
   - Import Supplier Attachments

   These import processes are executed by the Enterprise Scheduler Service (ESS), which manages all concurrent processes. ESS allows you to monitor the status of each process and provides access to output reports.

   Supplier import processes contain the following parameters:

   - Import Options: Options include All, New, and Rejected. Import Options are used to determine if the import process should attempt to import new, rejected, or all rows from the respective open interface tables.
   - Report Exceptions Only: Values are Yes or No and are used to determine if the Import Process Reports will print success and rejected information, or just the rejected information.

3. When the processes are complete, a report in .pdf format is generated detailing the status of the records that were imported. If a record could not be imported, then the Status is set to Rejected with a reason for the rejection.

> ✏️ **Note:**
> - The supplier import processes are used to create new entities, and update or delete existing supplier profile data. Creation can only be done with attachments. Deletion can only be done with contact addresses, business classifications, and products and service categories.
> - Supplier import supports supplier numbering of characters that are not numeric to allow supplier records from legacy systems to retain their unique identifier if desired.
> - Update supports updating the functional key attributes. The columns ending with _NEW are specifically earmarked for updates. Use this only if the underlying functional key attributes need to be updated. If you want to update functional keys, the new value should be provided in the _NEW column.

Consider the following when using supplier import:

Import Suppliers

Both prospective or spend authorized suppliers can be imported. Sites and site assignments cannot be imported for prospective suppliers.

Business relationship of the supplier cannot be updated through import.

Import Supplier Sites

Supplier Sites are imported for a specific procurement BU, which is specified on the site import record. Additionally, an existing supplier address reference must be defined as part of the site import record.

Import Site Assignments

Site assignments are created for client BUs that are serviced by the procurement BU to which the site belongs. Assigning the client BU to the site enables the client BU to use the site for ordering and invoicing.

Import Contact Addresses

You can provide addresses associated to a contact for all sites using that address.

> ✏️ **Note:** Two separate worksheets are available for contacts and contact addresses on the import upload template for supplier contacts.

Import Business Classifications

New certifying agencies can be created and associated with relevant classifications through import.

> ✏️ **Note:**

Legacy data including both inactive and active data can be loaded for all the supplier entities

Import Supplier Attachments

You can import supplier profile attachments for existing suppliers. All types and categories of attachments can be imported. For File type attachments, you must add the file to a .zip file and upload the .zip to the Procurement Suppliers UCM account: /prc/supplier/import. Multiple files can be added to the same .zip file and can organized within folders as needed. The template is designed to accept the path along with the file name that tells the application which folder of the .zip file is the

file located. The Recommendations for Loading Supplier Attachments Data section in the Instructions and CSV Generation tab contains more information on importing attachments.

You can import attachments for:

- Supplier profile
- Supplier sites
- Supplier business classifications

Related Topics

- External Data Integration Services for Oracle Cloud: Overview

- Updating Supplier Profile Entities: Explained

- Purging Supplier Interface Records: Explained

Importing Supplier Bank Accounts: How They Are Processed

The Import Supplier Bank Accounts process imports supplier bank accounts and associated data into Oracle Payments Cloud. Service administrators, on-premise administrators, and on-premise users can run this process in the Scheduled Processes area.

> ✏ **Note:** You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process, which are both part of the External Data Integration Services for Oracle Cloud. For more information about file-based data import, see the File Based Data Import guide for your cloud services.

How Importing Supplier Bank Accounts Are Processed

The process to import supplier bank accounts and associated data from interface tables into the application is as follows:

1. Before you can import supplier bank accounts and associated data, you must create the following:

   - Suppliers
   - Payment methods

   You must also create the following entities if the supplier's bank account is used for international payments:

   - Banks
   - Bank branches

   The necessity for creating banks and bank branches is apparent if you entered the value Y in the Allow International Payments column in the ibysupplierbankaccimport.xlsm spreadsheet. For information about the ibysupplierbankaccimport.xlsm spreadsheet, see step 2.

2. From the File-Based Data Import for Oracle Financials Cloud guide, download the data file template named **SupplierBankAccountImportTemplate.xlsm** in the Supplier Bank Account Import. This spreadsheet file provides instructions in the Instructions and CSV Generation tab, as well as the button that generates the CSV file. The three interface tables in which you must enter data are represented by the following tabs in the spreadsheet:

   - IBY_TEMP_EXT_PAYEES
   - IBY_TEMP_EXT_BANK_ACCTS
   - IBY_TEMP_PMT_INSTR_USES

For details on entering data in the spreadsheet tabs, you can refer to the help text that is provided for each column in each tab. Then, using a SQL loader tool, you can upload data from the three tabs into the three interface tables.

3. To load data into the interface tables, follow the instructions under the section titled Loading the Data in the Instructions and CSV Generation tab of the ibysupplierbankaccimport.xlsm spreadsheet.

4. To import data from the interface tables into Payments tables, follow the instructions under the section entitled Importing the Loaded Data in the Instructions and CSV Generation tab of the ibysupplierbankaccimport.xlsm spreadsheet.

5. The Import Supplier Bank Accounts process first validates the supplier bank accounts and associated data and then imports the data from the three interface tables into the following Payments tables:

    o   IBY_EXT_BANK_ACCOUNTS

    o   IBY_EXTERNAL_PAYEES_ALL

    o   IBY_PMT_INSTR_USES_ALL

6. After you run the Import Supplier Bank Accounts process, the following data is created in Payments:

    o   Supplier bank accounts

    o   Payment preferences, such as payment delivery, payment specifications, and separate remittance advice delivery method

    o   Relationship of supplier with supplier bank account

7. The log output of the Import Supplier Bank Accounts process reports the number of successful and rejected records.

8. You can import supplier bank account data at any one of the following levels if you have their associated identifiers:

    o   Supplier level requires the Supplier Number.

    o   Supplier site level requires the Supplier Site Code.

    If only the Supplier Number is provided, the supplier bank account is created at the supplier level.

    If the Supplier Number and the Supplier Site Code are provided, the supplier bank account is created at the supplier site level.

9. The Primary flag in the SQL loader file must be set for only one bank account per supplier per level.

    If you set the Primary flag for multiple bank accounts, then Payments accepts only the first bank account with the flag set to be the primary account at that level.

    If the flag is not set for any bank account, Payments accepts the first bank account as the primary.

10. The Import Supplier Bank Accounts process does not allow you to import the following data:

    o   Intermediary accounts

    o   Factor accounts

    Intermediary account details and creation of factor accounts can be managed manually through the Manage Suppliers page.

Related Topics

- File Based Data Import for Oracle Financials Cloud

- External Data Integration Services for Oracle Cloud: Overview

Access Supplier Collaboration

Supplier User Provisioning: How It Works

Supplier user provisioning refers to the process of establishing supplier users with access to Oracle Fusion Supplier Portal (Supplier Portal). Your buying organization can create and maintain user accounts, job roles, and data access controls for supplier contacts.

The content supplier users can access, and tasks they can perform, are controlled by your buying organization. You can also allow supplier users to assume the responsibility for user account management on behalf of your buying organization. To do this, allow trusted supplier users to create and maintain user accounts for their fellow employees that require access to the Supplier Portal. Your buying organization can maintain control, and reduce their administrative burden, by granting provisioning access to their trusted suppliers.

User Provisioning Job Roles

You provision supplier users with job roles, giving them the ability to perform business tasks and functions on the Supplier Portal. The predefined job roles that can perform supplier user provisioning are:

- Supplier Administrator: This job role is for the buying organization. Users with this role are responsible for maintaining supplier profile information as well as administering user accounts for supplier contacts.

- Supplier Manager: This job role is for the buying organization. Users with this role are responsible for authorizing a new supplier for spending. They control the addition of new spend authorized suppliers into the supply base. In smaller organizations, you can assign this job role and the Supplier Administrator role to the same individual.

- Supplier Self Service Clerk: This job role is for the supplier organization. Supplier users with this role can maintain contact profiles and request user accounts for their fellow employees. All contact profile updates and user account requests made by the SSC require approval by the buying organization.

- Supplier Self Service Administrator (SSA): This job role is for the supplier organization. Supplier users with this role can maintain contact profiles and provision user accounts to their fellow employees, without requiring buying organization approval.

You can perform user provisioning from the following procurement flows:

- Supplier registration review and approval.

- Supplier profile change request review and approval.

- Suppliers work area, Manage Suppliers task, Edit Supplier flow where supplier contacts are maintained.

- Supplier Portal work area where suppliers can perform user provisioning on behalf of their company using the Manage Profile task.

In each of these flows a user with one of the appropriate job roles can:

- Create or request a user account.

- Assign job roles.

- Set data security access for a supplier contact.

Manage Supplier User Roles Setup Page

The IT Security Manager and the Procurement Application Administrator can use the Manage Supplier User Roles page. They can find the page in the Setup and Maintenance work area, Procurement offering, Supplier Portal functional area. They can open the page from the following respective setup tasks:

- Manage Supplier User Roles

- Manage Supplier User Roles Usages

Your buying organization uses the Manage Supplier User Roles page to perform the two following setup actions. These two actions are performed by two different job roles: IT Security Manager, and Procurement Application Administrator.

1. Define the list of roles that can be granted to supplier users in Supplier Portal provisioning flows. Only the IT Security Manager job role can add and remove roles. This helps your organization avoid the risk of adding an internal application job role inadvertently. It prevents suppliers from gaining unauthorized access to internal data. The supplier roles are added from the central Oracle LDAP roles repository which stores all Oracle Fusion application job roles. Once they add a role to the table, the role is immediately available for provisioning to supplier contacts by the Supplier Administrator.
2. Define the supplier role usages. The Procurement Application Administrator is responsible for this setup task. They manage settings for how the supplier job roles are exposed in provisioning flows. The first column controls whether a supplier job role can be provisioned in Supplier Portal, by supplier users with the SSA role.

The IT Security Manager can also set supplier role usages, as they can access all functions on the setup page. However, this task is typically performed by the Procurement Application Administrator. The Procurement Application Administrator cannot add or remove roles from the table.

Your buying organization can establish default roles which expedite supplier user account requests. To do this, identify the minimum set of job roles that a supplier contact can be granted. This prevents approvers from having to explicitly review and assign job roles for each user account request.

When the role default setup is done correctly, the Supplier Administrator (or approver) can review supplier contact user account requests. This allows them to:

- Review requests with job roles selected based on the source of the request.

- Approve user account requests with appropriate role assignments.
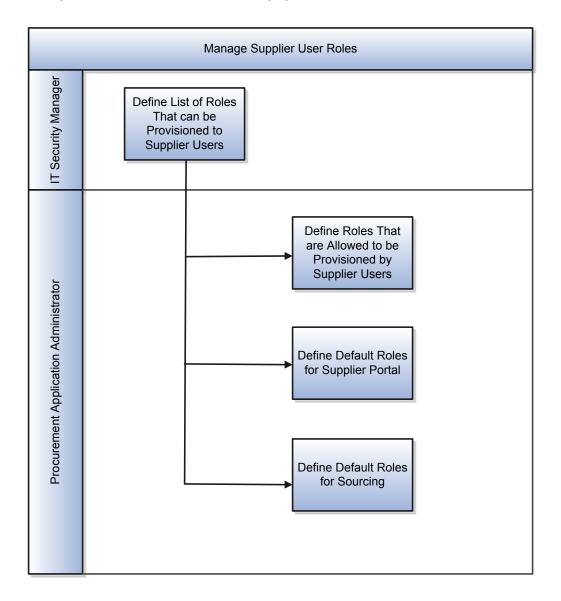
The three role usages relevant to supplier user provisioning include:

- Allow Supplier to Provision: If selected, the role can be provisioned by the SSA, assuming the role is also assigned to the SSA user.

- Default for Oracle Fusion Supplier Portal: If selected, the role is automatically added to supplier user requests in the core user provisioning flows, such as supplier profile maintenance.

- Default for Oracle Fusion Sourcing: If selected, the role is automatically added to supplier user requests generated in sourcing flows such as Create Negotiation.

A role in the table can be marked for one or more of the three usages.

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The figure below shows the flow for managing supplier user roles.
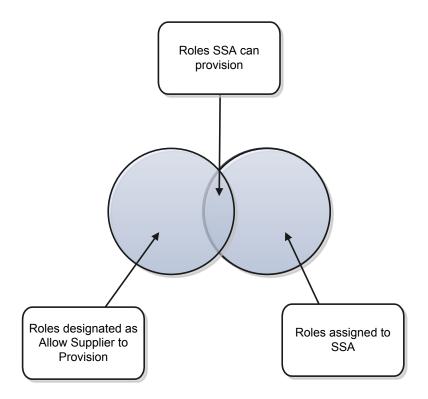
Users with the SSA job role are able to provision roles for other users. They can do this based on the following:

- Those roles checked in the Allow Supplier to Provision column.

- The set of roles the SSA has already been assigned.

This intersection, as depicted in the figure below, determines what roles the SSA can grant to their fellow employees. This ensures the SSA provisions proper roles to the supplier users in their organization.

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Note: SSA users should be careful when removing roles from their account because they are not able to add additional roles to their own user account.

Request Supplier User Account: Explained

A prospective supplier can submit their registration request to become a supplier of the buying organization. The request is subject to review and approval by the buying organization. Once approved, user accounts for Supplier Portal are created for those contacts on the registration request where the Request User Account check box is selected.

The registrant sees the Request User Account check box on the Create Contact or Edit Contact page. They open the page from the Register Supplier: Contacts page, User Account section, when they select either the Create or Edit action. The registrant must enter their electronic mail address, and one for any contact they want to have a user account.

An e-mail notification with the registration request outcome is sent to:

- The user who submitted the supplier registration request.

- Any contacts marked as administrative contacts on the registration.

When a user account is created, the contact's User Account section displays the user account information for the contact. The Supplier Self Service Administrator can make changes to the user account information from the Supplier Portal. The supplier user can see the account information from the Supplier Portal, but they cannot make any changes.

Supplier User Account Administration: Explained

The buying organization's supplier administrator provisions user accounts to provide supplier contacts access to Oracle Fusion Supplier Portal (Supplier Portal). The administrator performs user account maintenance for a specific supplier contact in the Suppliers work area, on the Edit Supplier page, Contacts tab. The administrator assigns a user account with roles that determine what functions the supplier contact can perform in the Supplier Portal.

The following are Oracle Procurement Cloud flows where a supplier administrator can request and manage a user account for a supplier contact:

- Create Supplier Contact: When creating a supplier contact, the administrator can also request to create a user account for the contact, request roles and grant data access. A supplier user can also request for a supplier contact and user account to be created.

- Edit Supplier Contact: The supplier administrator can make changes to supplier contact information as well as create or maintain the user account for the contact. A supplier user can also request a user account to be created for an existing contact.

- Approve supplier registration request: When approving a supplier registration, an approver can create and edit supplier contacts. A user account is part of a supplier contact. The approver has the ability to create a user account and assign roles within this flow.

✏ **Note:** Creating a user account for a supplier contact cannot be reversed. Once a user account is created it cannot be deleted, but it can be inactivated.

The Supplier Administrator is responsible for:

- Creating and inactivating supplier user accounts.

- Assigning job roles.

- Assigning data access.

Create and Inactivate Supplier User Accounts

Select the Create User Account option for a contact to send a request to the identity management system to provision the account. Status is displayed to communicate provisioning status during this process. When the process is complete, the identity management system sends notification to the supplier contact with the user name and temporary password for Supplier Portal. If the process fails, a notification is sent to the Supplier Administrator that a user account was not successfully provisioned.

Assign Job Roles

Use the Roles subtab to control function security. This determines the business objects and task flows the supplier user can access. Supplier job roles should be assigned based on the job that the contact performs within the supplier organization. For example, Customer Service Representative or Accounts Receivable Specialist.

Assign Data Access

Use the Data Access tab to control data security. This determines which transactions the user can access for the specific business objects their job role is associated with. The two levels of data security are: Supplier and Supplier Site. By default, all supplier user accounts start with Supplier level, meaning they can access all transactions belonging to their supplier company only. For more restrictive access, the Supplier Site level limits user access to transactions for specific supplier sites only.

Supplier Portal Overview: Explained

The Supplier Portal Overview provides suppliers a quick glance across transaction flows and highlights urgent tasks which are relevant to a user's job role.

The transactional tabs offer consolidated reporting views across different business objects which provide quick visibility to recent business activity. The Watchlist on the summary tab provides users with a one-stop shop for all the key tasks that need to be performed and important inquiries that need monitoring.

Summary Tab

The overview page serves as the home page in Oracle Fusion Supplier Portal. The page is in a tabbed structure and by default the Summary tab is selected.

The Summary Tab contains the following regions designed to alert suppliers on the latest transaction information as well as communicate general news and provide access to supplier performance reports:

- Supplier News: A place where relevant news is posted for supplier users. For example, server down time, upgrade notices, and so on.

- Worklist: A list of all notifications sent to the current supplier user. Critical transaction events generate notifications, such as communication of a new purchase order issued by the buying organization. The worklist serves as a convenient place where supplier users can view these notifications.

  ✏ **Note:** An e-mail version of most notifications are also sent to the supplier.

- Watchlist: Contains a set of saved searches which display counts of urgent or recent transactions, possibly requiring action, such as Orders Pending Acknowledgment. Clicking a watchlist entry navigates the user to begin working on the transactions immediately.

- Supplier Performance Reports: Contains a list of transaction reports relevant to the user role. Report criteria can be specified for example Supplier Site, Category, or Item. Reports include:

Report Name	Description
PO Purchases Amount	Provides summary of PO purchase amount for the given set of parameters, which also includes supplemental information such as growth rate and percent of total.
Receipt Date Exceptions	Set of reports providing detailed information on Receipt Date Exceptions (comparing receipt date against the PO schedule for each receipt line to determine being early or late) for the given set of parameters. Early is defined as receiving before the promise date or need-by date if no promise date is available. Late is defined as receiving after the promise date or need-by date if no promise date is available. The Receipt Date Exception Rate provides the exceptions rate for a given time period. The lower the exception rate, the better the delivery performance. This is calculated as: Exception Amount divided by Receipt Amount, multiplied by 100.
Returns	Set of reports providing detailed information on returns for the given set of parameters. The report also includes growth rate, percent of total and its change for all the values.

Report Name	Description
Invoice Amount	Provides a summary of invoice amount for invoices with or without a matching PO for the given set of parameters. The report also includes growth rate, percent of total and its change for all the values.
Invoice Price Variance Amount	Shows the variance between the invoice price and the purchase price. Payables records invoice price variances when the invoices are matched, approved, and posted. The invoice price variance is the quantity invoiced multiplied by the difference between the invoice unit price and the purchase order unit price. The report also includes growth rate, percent of total and its change for all the values.

Orders Tab

Content within this tab is primarily tailored to the role of Supplier Customer Service Representative. The tab contains the following regions:

- Orders with Recent Activity: A list of orders that are Opened, Changed, or Canceled since the specified date.
- Pending Change Orders: A list of change orders initiated by the supplier company that are either requiring supplier action or are pending review by the buying organization.

Agreements Tab

Content within this tab is primarily tailored to the role of Supplier Sales Representative whose main function is to manage agreements. The tab contains the following regions:

- Agreements with Recent Activity: A list of agreements that are Opened, Changed, or Canceled since the specified date.
- Pending Change Orders: A list of agreement change orders initiated by the supplier company that are either requiring supplier action or are pending review by the buying organization.
- Pending Authoring: A list of draft agreements that are transferred to the supplier for catalog authoring. Catalog authoring is the process by which suppliers enter or upload their catalog items to the agreement for review and approval by the buying organization.

Schedules Tab

Content within this tab is primarily tailored to the role of Supplier Customer Service Representative. The tab contains the following regions:

- Open Schedules: A list of open purchase order schedules that are not received by the buying organization. Any overdue schedules are highlighted with an alert. Open schedules can fall into three categories:
    - Order schedules not shipped.
    - Orders schedules shipped and in transit, but no shipment notice was communicated.
    - Orders schedules shipped and in transit, which have an associated shipment notice.
- Recent Receipts: A list of purchase order schedules recently received.

Negotiations Tab

This transaction tab is tailored to the role of Supplier Bidder. Users are presented with negotiation transactions that the supplier is involved in or is invited to by the buying organization. It provides a quick summary view to easily monitor the status of supplier negotiation responses.

✏️ **Note:** This tab is only visible when Oracle Fusion Sourcing is implemented.

Manage Supplier Qualifications

Create Questions, Areas, Models, and Initiatives

Using Questions: Explained

Questions are the building blocks of your supplier qualifications tools. As you create a repository of individual questions, they are stored in the Question Library. You can later use questions in the Question Library to create the initiatives you use for qualifying your suppliers. The questions in your repository are reusable and available to other supplier qualification managers. Additionally, category managers can access and use questions in the Question Library as requirements in Sourcing negotiations. By using predefined questions, you can quickly build your initiatives without having to redefine commonly used questions.

Creating Questions

When you create your question, you must specify the question text, how the question is used and the type of response that is expected.

When creating your question, you must specify the following information

Question Attribute	Explanation
Question	The name you use when searching for this question to add to an initiative.
Status	Statuses include • Draft - the question is still being developed. • Active - the question is available for use. • Inactive - the question cannot be used. • Archived - there is a newer version of the question.
Revision	The current version of this question. The question version is maintained automatically by the application.
Owner	The person responsible or point of contact for the question.
Question Level	The level at which the question applies: supplier or supplier site
Critical question	Checked if this is a critical question

Question Attribute	Explanation
Responder type	Whether the expected responder is a supplier or an internal employee. Supplier questions are used to build the questionnaire sent to the supplier for responses. Internal questions are used to build the questionnaire sent to the internal responder.
Required Response	Checked if a response is required to the question
Mapped to supplier attribute	When suppliers register with the application, they provide information that is stored in a profile for that supplier. You can link your question to an attribute of the supplier profile. This allows the information the supplier provides in the response to be added to the supplier profile. If the question level is supplier site, then you link to site level attributes. Also, depending on which attribute you map to, values for Question Type and Response Type are defaulted and cannot be changed. You specify the attribute in the Supplier Profile Attribute field. This field appears when you select Mapped to supplier attribute field.
Question Type	The type of response for this question: • A simple text string • A single selection from a defined list of allowable values • Multiple selections from a defined list of allowable values
Response Type (for Question Type = text)	The format for the response • Single line of text • Multiple lines of text. • Number • Date • Date and Time • URL
Allow comments from responder	Allows the responder to enter comments along with the response
Response Attachments (for Question Type = text)	Whether the supplier can include attachments in the response
Preferred Response (for Question Type = text)	Your preferred response to the question and whether it should be visible to the supplier.
Attachments	Click to add attachments to the question. If you use Setup Migrator to migrate Supplier Qualification objects to a new environment, attachments are not carried over.
Question Text	The text of the question. The text the supplier sees on the questionnaire. You can use rich text formatting as needed.

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Identifying Acceptable Response Values

You can create a question that restricts the supplier to selecting from a list of acceptable values. When you create the question, you also specify the values you accept for the question. You can specify a preferred value and optionally display the preferred value to the responder. When the supplier answers the question, she must select a value from the list you provide. You can allow the supplier to select only a single value, or select multiple values from the list. If you use a supplier profile attribute that has a set of possible values defined in the supplier profile, those values become the allowable response values for your question. You cannot change these values, For each allowed response, you can also indicate whether the supplier can include attachments in the response.

Using Supplier Profile Attributes in Questions

The Supplier Profile is a standardized collection of attributes that is used by the application to define a supplier. Some examples include information such as corporate or tax information about the supplier. You can reference these attributes as question fields. When a supplier provides information for the field, and the qualification manager accepts the response, the value is used to update the supplier's profile.

Categories of business classifications are also used to describe the supplier, and a hierarchy of products and services that identify a supplier's products or services. Depending on which attribute you map to, values for Question Type and Response Type are defaulted and cannot be changed. If there are multiple possible values defined for the attribute in the supplier profile, those values comprise the acceptable values for the question. You cannot add or delete values to this list.

For example, one of the supplier profile attributes is Payment Terms, and there may be several different types of payment terms available. If you use Payment Terms in a question, your responder must select an answer from the list of values.

Using Question Branching

In addition to providing the supplier with a choice of allowable values for a single question, you can also use the supplier's response to an initial question to determine whether additional questions should be asked. This is called question branching. In essence, if you select a particular value for a question, you may be prompted to answer an additional question.

Modifying Questions

Modifying certain fields such as question text, acceptable responses, question type creates a revision of that question (there are other fields, such as attachments that do not create a new revision of the question). If you modify an existing question, the application assigns a new version number. Any existing responses continue to be associated with the previous version. To synchronize your qualifications and assessments with the new initiative version, you must create a new initiative and include the new revision of the question using a revised qualification area.

Using Questions in Fusion Sourcing Negotiations

Category Managers use Oracle Fusion Sourcing to conduct negotiations with suppliers to determine the best provider for goods and services. These negotiations include information on the negotiated items, but may also solicit company, licensing, performance history and other information from the suppliers participating in the negotiation. Category Managers identify such information by adding questions (called requirements) to the negotiations they then conduct with suppliers. Since this can be the same information you can obtain by using Supplier Qualification questions, Category Managers can copy existing questions from the question library as requirements.

Creating a Question: Worked Example

You create and save questions to use later in initiatives. By creating the questions separately, you can build a repository of frequently used questions for reuse. Therefore, you don't have to recreate the questions every time you want to create a new initiative.

In this scenario, Clare Furey, the supplier qualification manager, is creating questions for later use in an initiative

Creating a Simple Text Question

1. Clare begins by navigating to the Manage Questions page.
2. She clicks the **Add** icon.
3. She enters her information on the Create Question page. (If no information is specified below, she accepts the defaults.)

Attribute	Value
Question name	Annual Revenue
Owner	She checks the default Clare Furey
Question Level	Supplier
Responder Type	Supplier
Question Type	Text entry box
Question Text	Enter your expected revenue for the current fiscal year.

4. Once Clare enters all the information in the table above, she is finished defining the question. She clicks **Activate** and then **Save and Close**. She returns to the Manage Questions page.

Creating a Question with a List of Acceptable Responses

1. She clicks the **Add** icon.
2. She enters her information on the Create Question page. (If no information is specified below, she accepts the defaults.)

Attribute	Value
Question name	Corporate Functional Currency
Owner	She checks the default is Clare Furey
Question Level	Supplier site
Responder Type	Supplier
Mapped to supplier attribute	Clare checks the check box.
The Supplier Profile Attribute field displays.	Clare clicks the search icon.
The Search and Select: Supplier Profile Attribute dialog box displays.	She selects Corporate Profile from the Category menu and clicks Search.
The attributes for the Corporate Profile category appear.	She highlights the Preferred Functional Currency attribute and clicks OK.

Attribute	Value
Question Text	Select your preferred currency.

3. She enters all the information in the table above and finishes defining the question. She clicks **Activate** and then **Save and Close**. She returns to the Manage Questions page

Creating a Question with Question Branching.

1. She clicks the **Add** icon.
2. She enters her information on the Create Question page. (If no information is specified below, she accepts the defaults.)

Attribute	Value
Question name	Company Age
Question Level	Supplier
Responder Type	Supplier
Question Type	Multiple choice with single selection
Question Text	Enter your company's age.

3. This question's final answer will vary depending on whether the company is less than one year old. If the company is older than one year, the resulting question will prompt for an age value. If the company is not yet a year old, the resulting question will prompt for a list of key investors. To define this question branching, Clare must define the test question first, so she clicks the **Add** icon for Acceptable Values. She must add an entry for each of the possible values.
4. For the first allowable value, she enters "Less than one year." She then clicks the icon to edit the question branching.
5. On the Edit Question Branching dialog box, she clicks the **Search and Add** icon.
6. Searches for a question called Identify Investors. This question has been previously defined and is regularly used in many initiatives. When she sees the question in the search results, she highlights the question in the table and clicks **Apply**. Then she clicks **OK** to close the Search and Add dialog box. She clicks **OK** again to close the Edit Question Branching dialog box.
7. Now that the first test condition has been taken care of, Clare defines the remaining condition.
8. She adds another allowable value called "More than a year old." She edits the question branching for this value and identifies an existing question called More Than One Year. This question is a simple text box that prompts the supplier to enter a number.
9. Now that she has finished defining the parent question, she clicks **Activate** and then **Save and Close**.
10. She has completed defining her questions at this point, so she exits the Manage Question page.

Question Branching: Explained

Question branching is a tool you can use to expand your qualification possibilities when soliciting information from responders. Branching allows you to selectively pose additional questions depending on a supplier's answer to a prior question. For example, your initial question could ask a supplier to identify any industry trade organizations to which the supplier belongs. Then depending on which organization the supplier selects, you might follow up with questions about the length of membership, level or participation, and if they have received any awards, and if so, attach documentation.

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When creating a branching question, you create the lower level questions first. Once your lower level questions are created, you can then create your initial question. As you are creating your initial question, and you are specifying its allowable answers, for the appropriate answers, you can search and select the follow-up question you defined previously.

For example, using the scenario above, you would define questions in the following order

1. First you would create your follow-up questions. You could define these in any order.

    a. "Have you received any awards from this organization? If so attach documentation."
    b. "How long have you been a member of this organization?"
    c. "Has a representative of your company been on the governing board of this organization within the last five years?"

2. Once you have defined your follow-up questions, you can define your primary question, for example: "To which of the following organizations does your company belong?"
3. As you specify the list of allowable answers to your primary question (in this case, the names of organizations), for the appropriate organizations, you would link the follow-up questions to that answer.

Note that:

*   A single answer may branch to one or more questions.
*   Questions exist independently of which initiatives they are used in. A question can be a primary question in one initiative but a follow-up question in a different initiative.

Question Branching: Examples

These two scenarios show how to use question branching in simple questions. In each example, the supplier qualification manager creates a primary question and then one or more follow-up questions which are displayed depending on the answer to the primary question.

Scenario

Tim Jones is creating a question for use in later qualification initiatives. This question asks the supplier to identify whether the company is public or private. It allows a single answer. If the answer to the question is "public," the supplier must answer an additional question which asks the supplier to specify the date the company went public. If the answer to the question is "private," the supplier does not need to supply any additional information.

Scenario

Carmen SantAngelo is creating a question to use when soliciting certification information for suppliers. The primary question includes a list of several possible certifications for the type of supplier. The supplier selects all the certifications from the list that apply to the supplier company. Depending on which certification the supplier selects, an additional question is displayed which prompts the supplier for the latest certification date.

Using Products and Services and Business Classifications in Questions: Explained

The Supplier Profile is a standardized collection of attributes that is used by the application to define a supplier. Some example attributes include information such as corporate, tax information, addresses values, and site usages about the supplier. You can reference these attributes as question fields. When a supplier provides information for the field, and the qualification manager accepts the response, the value is used to update the supplier's profile.

Depending on which supplier attribute you map to, values for Question Type and Response Type are defaulted and cannot be changed. If there are multiple possible values defined for the attribute in the supplier profile, those values comprise the acceptable values for the question. You can delete values from the list, but you cannot add values. Any changes you make only affect the values used in the question, not in the underlying values in the supplier profile.

There are also attributes that are categories of values such as business classifications used to describe the supplier, and a hierarchy of products and services used to identify a supplier's products or services offerings. These attributes are frequently used in qualification questions. Questions using Products and Services attributes are typically used as branch questions. Questions using Business Classification attributes cannot have any branch questions.

Using Products and Services and Business Classifications in Questions: Worked Example

Large and Associates is opening several new offices to handle customers in its western region. Lydia Fernandez, the supplier qualification manager, is creating a new initiative to qualify suppliers for future office furniture purchases.

Among other questions, she creates one question using the Products and Services hierarchy and a second question using the Small Business attribute of the Business Classifications category.

Using Products and Services in a Question

1. Lydia begins creating her question by entering the question name. She accepts the defaults for the rest of the header attributes.
2. She selects Mapped to supplier attribute. The Supplier Profile Attribute search field is displayed, and Lydia clicks the search icon.
3. When the Search and Select dialog box appears, Lydia opens the Categories menu, selects the entry for Products and Services, and clicks Search. When the dialog box refreshes, she highlights the entry in the search results area for Products and Services and clicks **OK**.
4. When the Create Question page displays, Products and Services is identified as the profile attribute. The supplier products and services hierarchy is displayed in the allowable values section.
5. Since the question is concerned with office furniture, Lydia highlights the category for Technology and the category for Telecommunications and deletes them since they are not applicable to the question. She sets the remaining values to optionally allow attachments.
6. She selects a value called Modular Furniture, marks it as the preferred response, and chooses to display the preferred response to suppliers.
7. The products and services display itself accepts no input from a supplier. It only provides a structure to which the qualification manager can add follow up questions, so for each of the products and services shown, Lydia defines one or more branching questions to which the supplier responds.
8. At this point, Lydia is finished with this question, so she clicks **Activate** and **Save and Close**.

Using Business Classifications in a Question

1. Lydia begins creating her question by entering the name. She accepts the defaults for the rest of the header attributes.
2. She selects Mapped to supplier attribute. The Supplier Profile Attribute search field is displayed, and Lydia clicks the search icon.
3. When the Search and Select dialog box appears, Lydia opens the Categories menu, selects the entry for Business Classifications, and clicks Search. When the dialog box refreshes, she highlights the entry for Small Business in the search results area for Business Classifications and clicks **OK**.
4. When the Create Question page is refreshed, Small Business is identified as the profile attribute, and the certifying agencies associated with Small Business classification are displayed in the acceptable responses section.
5. Since the question is concerns a new office in the western region, Lydia highlights any certifications that are not in effect for Washington, Oregon, or California and deletes them.
6. Since business qualifications cannot have branching questions, at this point, Lydia is finished with this question, so she clicks **Activate** and **Save and Close**.

Qualification Areas: Explained

Qualification areas are containers for your questions. You use a qualification area and its questions to evaluate a particular aspect of a supplier. You add one or more qualification areas to an initiative and use the questions in the qualification areas to create a questionnaire. You then send the questionnaire to the supplier and any internal responders for a response. Once

all the responders have submitted replies, you and any other evaluators review the answers. If all evaluators approve the responses, a qualification for the supplier is created for that qualification area.

If you try to use a qualification area whose questions have been updated, the questions are displayed with an alert icon, and you are prompted to revise the qualification area definition by clicking the **Uptake Latest Revision**. If you do not update the qualification area definition, it uses the previous version of the question.

Use the chart below to complete your qualification area definitions.

Name	Explanation
Qualification Area	The name of the qualification area you are creating. This name is used as the name of the qualification.
Revision	The number of the current version of this qualification area definition. As changes are made to the qualification area definition, the Revision number is incremented.
Procurement BU	The procurement business unit that owns this definition.
Status	Qualification area definitions can be in one of four statuses: • Draft - the initial definition hasn't been activated for use. • Active - the definition is available for use in initiatives and qualification models. • Inactive - the definition is disabled and cannot be used. It can be reactivated for use when necessary. • Archived - this definition has been superseded by a more recent revision.
Global check box and Procurement BU Access menu	These values control who can use this qualification area. The default is the procurement business unit of the creator. If you check Global, the qualification area can be used by all procurement business units in the application. Otherwise, you select the procurement business unit which can use this qualification area. Note that you can select multiple values from the menu.
Qualification Area Level	Whether qualifications generated using this model apply only at the supplier site level or at both the supplier and the supplier site level.
Expiration Reminder	Sets a future point in time before the qualification expires when the application starts sending alerts to the qualification manager who owns the assessment or qualification. The value you set here is the default that is used for any qualification created using this qualification area. The owner of the qualification can override the value.
Owner	The owner of the qualification area definition
Information only	An information-only area does not have any outcome.
Add icon (Question section)	Clicking the add icon opens up a dialog window where you can select the questions and add them to your qualification area.
Question/ Question text (Search and Add dialog box)	Enter the name of a question or the beginning text of the question by which you wish to locate. You select the appropriate questions from the search results. When you are returned to the Create Qualification Area, the questions you selected are displayed.
Add icon (Qualification Outcomes section)	Click the icon to define a possible evaluation outcome for this area.

Name	Explanation
Outcome	The name of a possible qualification outcome. For example, you might define three possible outcomes, Best, Acceptable, and Unacceptable. You will assign one of these outcomes later when you are evaluating a supplier's response.

The process for creating a qualification area includes the following steps.

1. Define the qualification area header values, such as name, business unit access, and expiration notification values.
2. Search for and add all the questions that are appropriate for the aspect of the supplier that you wish to qualify.
3. Define all the possible outcomes to use later when you are evaluating a supplier's response.
4. Define any additional classification values as appropriate.
5. Once you have completed defining the qualification area, click Activate to make the qualification area available for use.

If any changes are made to the questions contained in a qualification area, you can synchronize the latest question version with the qualification area by selecting Uptake Latest Revision. Existing qualification areas remain linked to the version of the question used when the area was created.

If you are planning changes to a qualification area, and you want to see which qualification models use the area, you can view the area definition and then select the View Qualification Area Usage option from the Actions menu at the top of the page.

Using Qualification Areas in Oracle Fusion Sourcing

Category Managers use Oracle Fusion Sourcing to conduct negotiations with suppliers to determine the best provider for goods and services. These negotiations include information on the negotiated items, but may also solicit company, licensing, performance history and other information from the suppliers participating in the negotiation. Category Managers identify such information by adding questions (called requirements) to the negotiations they then conduct with suppliers. Since this can be the same information you can obtain by using qualification areas in initiatives, Fusion Supplier Qualification Management allows Category Managers to copy existing qualification areas as requirement sections in their negotiations. Any qualification areas used in the negotiations must also be defined for the same procurement BU or defined as global.

Creating a Qualification Area: Worked Example

You use qualification areas to contain and organize your qualification questions. Once you have your questions added to your qualification area, you can then use your qualification areas in qualification models for use with assessment initiatives, or you can add one or more qualification areas directly to qualification initiatives.

Newton Consulting is branching into a new area of services. Clare Furey, the supplier qualification manager, is creating a new qualification area to use with future initiatives to qualify prospective suppliers.

Creating a Qualification Area

1. Clare navigates to the Create Qualification Area page.
2. She enters Financial Viability as the qualification area name.
3. She accepts the default, Vision Operations, as the Procurement BU which owns this qualification area, and notes that she is assigned as the qualification manager who owns the area.
4. She enters a description of "Area containing questions relating to various financial details."
5. Since she later selects which Procurement BUs can use this area, she leaves the **Global** box unchecked.
6. Since Clare did not check the **Global** check box, she must specify which procurement BUs can use this qualification area, so she clicks the **Procurement BU** add icon. When the **Procurement BU** dialog box displays, she scrolls through the list adding the names of the BUs that can use this area for qualifying suppliers. When she is finished listing the BUs, she clicks **OK**.

7. She sets the default expiration reminder value to 30 days. Therefore, for any qualification created using this area, (unless the qualification owner changes the value), expiration reminders start going out 30 days before the qualification expires.

8. Now Clare must add her questions, so she clicks the **Add** icon in the Questions region. When the Search and Add dialog box appears, she finds and adds a question called Annual Revenue. This question has been defined earlier and is typically used by all her basic supplier qualification initiatives.

9. When she has selected the question, she clicks **Apply** to add it to the area, and then clicks **OK** to close the dialog box. The attributes for the question such as revision number, responder type, and whether a response is required appear in the question table, once the question is added.

10. Clare continues adding questions. She could create a new question at this point by clicking **Create and Add** , but all the questions she needs for this area have already been defined.

11. She defines three possible outcomes that can result from qualifications performed using the area: Good, Satisfactory, and Unsatisfactory.

12. Once Clare is finished creating her new qualification area, she clicks **Save** and then **Activate**.

Qualification Models: Explained

Qualification models are containers for qualification areas. You use a qualification model and its qualification areas to perform a comprehensive evaluation of a supplier known as an assessment. When creating an assessment initiative, you specify a single qualification model containing one or more qualification areas. The questions contained in the model's qualification areas are used to create the questionnaire that is sent to your suppliers and any internal responders. The application creates draft qualifications and assessments when you launch the initiative.

If you try to use a qualification model whose qualification areas have been updated (for example, with new or updated questions), the qualification area definition displays with an alert icon, and you are prompted to revise the qualification model definition, by clicking **Uptake Latest Revision**. If you do not update the qualification model definition, it uses the previous version of the qualification area definition.

Once all the responders have submitted replies, you review each of the responses and either accept it or return it back to responders. The responders can update their responses and resubmit. Once you view and accept a supplier's questionnaire responses as well as any internal questionnaires responses associated with the supplier, all qualifications for that supplier are in Ready for Evaluation status. During the evaluation step, the designated reviewers view the supplier responses and assign an outcome value. When all qualifications are evaluated and finalized, corresponding assessment becomes active.

Note: the possible outcome values that are available are defined to the application using the Setup and Management application.

Use the information in the chart below to complete your qualification model.

Name	Explanation
Question Model	The name of the qualification model you are creating. This name is used as the name of the assessment.
Revision	The number of the current version of this qualification model definition. As changes are made to the qualification model definition, the Revision number is incremented.
Procurement BU	The procurement business that owns this definition
Status	Qualification model definitions can be in one of four statuses: • Draft - the initial definition hasn't yet been activated for use. • Active - the definition is available for use in initiatives.

Name	Explanation
	• Inactive - the definition is disabled and cannot be used. It can be reactivated for use when necessary. • Archived - this definition has been superseded by a more recent revision.
Global check box and Procurement BU Access menu	These values control who can use this qualification model. The default is for the model to be available to the procurement business unit of the creator. If you check **Global**, the qualification model can be used by all procurement business units in the application. Otherwise, you select the procurement business unit which can use this qualification model. Note that you can select multiple values from the menu.
Qualification Model Level	Whether assessments generated using this model apply only at the supplier site level or at both the supplier and the supplier site level.
Expiration Reminder	Sets a future point in time before the qualification expires when the application starts sending alerts to the qualification manager who owns the assessment or qualification. The value you set here is the default that is used for any assessment created using this qualification model. The owner of the assessment can override the value.
Owner	The owner of the qualification model definition
Add icon (Qualification Area section)	Clicking the add icon opens up a window where you can select the qualification areas and add them to your qualification model.
Procurement BU/ Qualification Area (Search and Add dialog box)	Enter the name of a qualification model for which you want to search. You select the appropriate questions from the search results. When you are returned to the Create Qualification Model, the qualification areas you selected are displayed. Note that you can update the question branching for questions in this area if necessary.

The process for creating a qualification model includes the following steps.

- Define the qualification model header values, such as name, business unit access, and expiration notification values

- Search for and add the qualification areas that are appropriate for the supplier that you want to qualify.

- Specify any additional classification values appropriate for this qualification model.

- Once you have completed defining the qualification model, click Activate to make the qualification model available for use.

Creating a Qualification Model: Worked Example

Qualification models contain and organize qualification areas. You use qualification models when performing a supplier assessment. An assessment initiative contains a single qualification model which itself contains one or more qualification areas. After you accept the response, and you and any other evaluator's review and approve the supplier's response, an assessment is created for that supplier as well as a qualification for the supplier for each qualification area.

Newton Consulting is branching into a new area of services. Clare Furey, the supplier qualification manager, is creating a qualification model for future assessment initiatives she uses to assess suppliers for the new service area.

Creating a Qualification Model

1. Clare navigates to the Create Qualification Model page.
2. She enters Corporate Assessment as the qualification model name. This is also the name of the resulting assessment.
3. She accepts the default, Vision Operations, as the Procurement BU which owns this qualification model, and notes that she is assigned as the qualification manager who owns the model.

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4. She enters a description of "Model containing qualification areas relating to various details of the corporation."

5. Since she will later select which Procurement BUs can use this area, she leaves the **Global**box unchecked. Also, since there are no qualification areas as yet associated with the model, she notes that the Qualification Model Level value indicates the model is available for both supplier and supplier site level areas.

6. Since Clare did not check the Global check box, she must specify which procurement BUs can use this qualification model, so she clicks the **Procurement BU** add icon. When the Procurement BU dialog box displays, she scrolls through the list adding the names of the BUs that can use this model for qualifying suppliers. When she is finished listing the BUs, she clicks **OK**.

7. She sets the default expiration reminder value to 30 days. Therefore, for any assessment created using this model (unless the assessment owner changes the value), expiration reminders start going out 30 days before the assessment expires.

8. Now Clare must add her qualification areas to her model, so she clicks the **Add** icon in the Areas region. When the **Search and Add** dialog box appears, she finds and adds an area called Financial Viability. This area has been defined earlier and is typically used by all supplier qualification initiatives.

9. When she has selected the area, she clicks **Apply** to add it to the model, and then clicks **OK** to close the dialog box.

10. Clare continues adding areas. She could create and add a new area at this point by clicking the **Create and Add** button, but all the areas she needs for this model have already been defined so she does not create any new ones.

11. Once Clare is finished creating her new qualification model, she clicks **Save** and then **Activate**.

Initiatives: Explained

An initiative is the main tool you use to create, manage, and track your qualifications and assessments of your suppliers. When you launch your initiative, its questionnaires are sent to its suppliers and internal responders for their responses. As soon as responders have submitted their responses, you can review the responses and either approve or reject them. You can use the supplier's qualification and assessment outcome in many ways when performing procurement activities.

You can have two kinds of initiatives - qualification initiatives and assessment initiatives. Qualification initiatives are used to evaluate a particular function, capability or aspect of a supplier. For example, you might want to view all certifications a supplier has. Or you might want to examine the quality control procedures or environmental protection history for a supplier. Once you create a qualification initiative, a qualification for that particular aspect of the supplier is created.

Assessment initiatives provide a more thorough and comprehensive evaluation of the supplier. Assessment initiatives evaluate the supplier in both discrete areas, but also at the supplier level. After you launch the initiative, you create one or more qualifications for particular aspects of the supplier (as mentioned above), but you also create an overall, general assessment for the supplier.

You build you Initiative using setup objects that are already predefined in the system:

- Questions
- Qualification areas
- Qualification models (assessment initiatives only)

Questions

Questions are the fundamental building blocks for your supplier qualifications process. You create a repository of questions from which you can draw to create qualification areas. Then you use the qualification areas to build the initiatives you use for qualifying your suppliers. The questions in your repository are reusable and available to other supplier qualification managers. By using predefined questions, you can quickly build your initiatives without having to redefine commonly used questions. Questions can apply at the supplier level or at the supplier site level.

Qualification Areas

Qualification areas are containers for your questions. When you create a qualification area, you specify the questions it includes. You use a qualification area and its questions to evaluate a particular aspect of a supplier. When you create a qualification area, you specify which questions it contains and the possible outcomes that can result from a supplier's

response to those questions, for example, exceptional/satisfactory/unsatisfactory, or high/low. You add one or more qualification areas at the latest revision to create a qualification initiative. Then you send the initiative's questionnaire to the supplier (any internal responders receive a different internal questionnaire) for a response. Once the responders for a specific supplier or supplier site have submitted replies and those have been accepted, you and any other evaluator can view the answers.

Qualification Models

Qualification models are containers for qualification areas. When you create a qualification model, you specify the qualification areas it includes. You use a qualification model and its qualification areas to perform a comprehensive evaluation of a supplier called an assessment. You create an assessment initiative by identifying the qualification model to be used. Once responders begin submitting replies, you can view and accept them. Once you have accepted the responses, you and any other reviewers can evaluate the answers.

Questionnaires

A questionnaire is a vehicle used for collecting data from the supplier and any internal responders. You can customize your questionnaire by removing any nonrequired questions. You can also change the order of the questions, or move them between sections. There is a supplier version that contains the questions for the supplier responders and an internal version that contains questions for internal responders (if any).

Creating Initiatives

Your first task when creating an initiative is to plan the structure of the initiative. If it is a qualification initiative, you should identify the qualification areas that you include. If it is an assessment initiative, you identify the appropriate qualification model.

On the Create Initiative dialog box, select whether you are creating a qualification or an assessment initiative. Specify the title for your initiative. Also select the procurement BU that owns the initiative. Once you select a procurement BU, you can only see qualification areas and models that are accessible by this procurement BU as well as any global models and areas.

On the Edit Initiative page, you identify the qualification model and qualification areas, the evaluators of the initiative, and the date by which the evaluation must be completed. You also specify the responders (both supplier and internal) you are targeting for the initiative. Also, you can assign an owner for the initiative (by default, you are the owner).

For an assessment initiative, you select the qualification model, set a date by which the evaluation must be completed, and an owner for the assessment.

For a qualification initiative, you select the qualification areas to be included. For each area, you specify an owner of the resulting qualification and an evaluation due date. If the qualification area contains branching questions, you can view the branches by clicking the icon in the Questions column.

In the Suppliers section, you can click the add icon or **Search and Add**, to select the suppliers you want to evaluate using this initiative. If you want the initiative to apply to a particular supplier site, you can specify the site. Finally, you specify a contact at the supplier or supplier site to receive notifications (if you specified a supplier site, you only see contacts for that site). If you included internal questions in the initiative, you must define an internal responder.

To create a qualification initiative:

1. Create and specify the initiative level attributes.
2. Identify and add the necessary qualification areas.
3. Identify and add the suppliers.
4. Configure the recipients of the questionnaires.
5. Modify the questionnaire if necessary.
6. Launch the initiative.

To create an assessment initiative:

1. Create and specify the initiative level attributes.

2. Identify and add the appropriate qualification model.
3. Add the suppliers.
4. Configure the recipients of the questionnaires.
5. Specify whether you will reuse active qualifications.
6. Modify the questionnaire if necessary.
7. Launch the initiative.

Configuring Initiatives

On the Configuration page, you specify the recipients of the questionnaires. If you have all required questions previously answered, the previous answers are carried over and the application does not send the questionnaire (although you can choose to send the questionnaire again if you want). You can optionally choose to send questionnaires that have optional questions. When required questions were not answered previously, the questionnaires are automatically sent once the initiative is launched.

On the configuration page, you can also change the owner or evaluation due dates for specific qualifications or assessments from the ones specified in the Overview page (if the Qualification Owner and Evaluation Due Date fields are not visible, You can display them by selecting the Show All option from Columns option of the View menu).

For assessment initiatives, you have the option to reuse all reusable qualifications. Only active qualifications for the same Procurement BU and that are in the same revision as the one specified in the initiative can be reused.

Modifying the Questionnaire

The Questionnaire page enables you to customize the questionnaire that was built using the questions in the qualification areas that were defined for the initiative. The questionnaire consists of one or more sections where initially each section corresponds to a qualification area.

On the Questionnaires page, you can

- Change section titles and enter instructions to the responders.

- Move question sections.

- Move questions within a section and move questions between sections.

- Add a new section and move existing questions to it.

- Delete a question (if the question is not required)

- Specify the response due date. Note that if there are both supplier and internal questionnaires, each can have a different due date.

Searching for Suppliers: Examples

For many procurement activities, you must identify the suppliers with whom you want to deal. The Supplier Search page provides you with a flexible tool for conducting detailed searches using supplier attributes. On the Supplier Search page, you select the supplier attributes you want to search on and then provide the attribute values for your search. The more attributes you select, the more restrictive the search. You must specify values for at least one of the fields identified by the double asterisks. Use the information in the table to decide which attributes to include in your search.

Attribute	Search Usage
Procurement BU	The procurement BU with which the supplier conducts procurement transactions
Supplier	The supplier name
Supplier Number	The supplier number

Attribute	Search Usage
Business Relationship	Suppliers with this business relation status. Suppliers that are spend authorized are approved for financial transactions with the buying organization. Prospective suppliers have not yet been approved for spend transactions, but can participate in procurement transactions to a limited extent.
Business Classification	Suppliers having this classification
Category Name	Suppliers who sell items in this category
Item Validation Organization	The inventory organization that contains the item.
Item	Suppliers who sell this item.
Line Description	Suppliers who sell items having these words in item description
Qualification Name	Suppliers qualified using this qualification
Qualification Outcome	Suppliers with this qualification outcome value
Assessment Name	Suppliers qualified using this assessment
Assessment Outcome	Suppliers with this assessment outcome value
Transactions Since	Restrict the search to suppliers with whom you have conducted procurement activities before this date.
Search in ASL	Restrict the search to suppliers who are in the Approved Supplier List
Search in purchase orders	Restrict the search to suppliers to whom you have sent purchase orders.
Search in agreements	Restrict the search to suppliers with whom you have purchase agreements.
Search in negotiations	Restrict the search to suppliers who have participated in sourcing negotiations.

Scenario

Lucy Noh, the supplier quality manager for her company, wants to identify all suppliers with an assessment of Excellent for the assessment New Suppliers - Fiscal Year 2014. She enters the assessment name and selects the outcome status of Excellent and clicks **Search.**

Scenario

Max Gordon, a procurement agent, wants to know which suppliers in the ASL sell item ER-56388. He enters the item number in the Item field and checks the **Search in ASL** check box. He exports the results to a spreadsheet he'll use later in a presentation.

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Scenario

Mike Yamagato, a category manager, is creating a negotiation to purchase new hardware for a new office his company is opening. He wants to identify all the suppliers that sell computer hardware. Also, there is a short time frame for this purchase, so he wants to restrict the search to only suppliers that already have a business relationship of spend authorize. He selects the category value Miscellaneous Hardware and selects the business relationship of Spend Authorize. He selects all of the suppliers resulting from the search and adds them to the negotiation document.

Adding Suppliers to an Initiative: Explained

You specify which suppliers you want to qualify and their supplier contacts when you create an initiative. For each supplier, you can specify an internal responder as well. On the Configuration page, you specify which suppliers will be sent a questionnaire. When the initiative is launched, notifications are sent to the all responders who receive questionnaires.

To add a supplier to an initiative:

1. **Navigate to the Edit Initiative: Overview page.**
2. On the Edit Initiative: Overview page, there are two ways you can search for suppliers

    a. If you know the supplier name or number, click the **plus** sign in the Suppliers section and then click the **search icon**. .

        i. On the Search and Select: Supplier dialog box, you can search by supplier name, number, alternate name, or business relationship.
        ii. Enter a value and click **Search.**
        iii. When the search results appear, highlight the supplier you want, and click **OK.** Click **Cancel** to close the dialog box.

    b. If you wish to perform a more detailed search, click **Search** and **Add** in the Suppliers section

        i. On the Overview: Add Suppliers page there are many search fields you can use to limit your search to only the suppliers that are appropriate to the initiative.
        ii. Enter values in as many search fields as are necessary to restrict the search to appropriate suppliers. Note that you can also search by qualification and assessment status. This is especially useful if you are looking for suppliers whose qualifications are close to expiration. Click **Search**.
        iii. When the search results appear, highlight the entry for the supplier you want to add to the initiative. Note, that you can select multiple suppliers by highlighting the first supplier, and then pressing and holding the <ctrl> key to continue highlighting additional suppliers.
        iv. Once you have your suppliers highlighted, click **Add to Selection**. Your suppliers appear in the Supplier Selection on the right hand side of the page. You can also select a supplier site . Click Continue.
3. When you are returned to the Edit Initiative: Overview page, use the Supplier Site and Supplier Contact menus in the Suppliers section to define a site (if necessary) and a supplier contact for each supplier. If the qualification areas or qualification model you choose are only applicable at the site level, enter supplier sites for each supplier. Supplier contacts are always required. You can also use the Internal Responder menu to associate an internal reviewer with the supplier. When you have added all the suppliers and any internal responders, click the Questionnaires train stop at the top of the page. Then continue defining your initiative.

Creating an Initiative: Worked Example

Rana Patel is the supplier qualification manager at her company Black Manufacturing. Black Manufacturing has recently opened new sites in Canada and Mexico and several new suppliers have registered with her company. Rana's manager, Emily Tao has asked her to qualify them for possible procurement activities in the future so Rana creates an initiative to do so.

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Creating the Initiative Overview

1. Rana clicks **Create Initiative** in the Supplier Qualification section on her task bar.
2. On the **Create Initiative** dialog box, she enters the following information:

Attribute	Value
Type	Qualification
Procurement BU	The field defaults to her procurement business unit Vision Operations
Title	Initiative for Suppliers
Owner	The field defaults to her name.

3. She clicks **Create** and is taken to the Edit Initiative page.
4. She checks the information displayed. She enters "Qualification initiative to identify new North American suppliers" as the title of the initiative. She enters an internal note "Targeted suppliers added as per Emily's e-mail."
5. On the Qualifications tab, Rana searches for and add three qualification areas: Corporate Profile, Existing Customer Base, and Supply Chain Information. These qualification areas solicit from the supplier basic information about the company, its current set of customers, and its main shipping and distribution setup. Internal responders provide information about the existing supplier base for this line of business.
6. Rana is familiar with these qualification areas since she uses them frequently to classify suppliers, so there is no need to check the questions in the areas.
7. She sets the evaluation due date for the Corporate Profile and Supply Chain Information area to a date two months in the future. She knows from past experience that suppliers usually need more time to complete the Existing Customer Base questions, so she sets its evaluation date to three months away.
8. As noted in her internal comment, her manager Emily has given her a list of the supplier companies to be qualified, so Rana pulls the supplier information from the application. For each supplier she specifies a supplier contact. The internal responder for all new qualifications for this procurement BU is Loraine Norden, so Rana identifies Loraine as the responder for each supplier.
9. Rana clicks the **Evaluation Team** tab and enters the name of five procurement agents who are responsible for evaluating supplier information for the Vision Operations procurement business unit.
10. Since she has completed the Overview information, Rana clicks the **Configuration** train stop at the top of the page.

Configuring the Initiative and Modifying the Questionnaire

1. On the Edit Initiative: Configure page, Rana notes that questionnaires are sent to both the supplier contacts and internal responder. Rana's manager has notified her that a new employee, Jim March is going to be the qualification manager for suppliers in the Northwest region. Since one of the suppliers for this initiative is located in Tacoma Washington, she changes the qualification owner for that supplier to Jim. Rana continue to own the remaining qualifications. She clicks the Questionnaire train stop.
2. On the Edit Initiative: Questionnaire page she reviews the questionnaire that is sent to the supplier contacts for response.
3. She enters a supplier questionnaire due date that is two weeks before the qualification evaluation due date that she entered on the Overview page. She also enters an instruction: " Please respond to this questionnaire by the indicated due date." Setting the date shown to the supplier prior to her actual intended evaluation date ensures that most of the responses arrive in time for a thorough evaluation.
4. She notices that there is a nonrequired question in the Supply Chain Information section of the questionnaire asking "In what countries do you have distribution centers?" This question is not appropriate for her initiative since she already knows the countries in which the companies operate, so she deletes it from the questionnaire

5. When she is satisfied with the supplier questionnaire, she selects the Internal option for the **Show Questionnaire** radio button.

6. When the page refreshed, the questionnaire version for the internal responders is displayed. Rana checks the questions and is satisfied they are complete and correct.

Launching the Initiative

1. Rana clicks the **Review** train stop.

2. On the Review Initiative page, she checks all the information she has entered for her qualification initiative. She uses the **Configuration** and **Questionnaire** tabs to confirm the questionnaire recipients and questionnaires appearances.

3. When she is sure the initiative is ready, she clicks **Validate**. If an error message is returned, she can access the appropriate application page and make any necessary changes.

4. When her initiative is ready, she clicks **Launch**. The application sends notifications to all the responders identified in the initiative.

Modify an Initiative

1. There is a new employee in Yungie's department who helps Yungie maintain the assessments and qualifications. Yungie's manager has given her a list of initiatives and asked her to update them to transfer them over to the new employee. Yungie views the Manage Initiatives page and enters the number for the first initiative that must be updated. She locates and displays the initiative definition.

2. On the Edit Initiative: Overview page, she changes the Initiative Owner from herself to Cecelia Munoz, the new employee. She enters a note documenting the date of the transfer in the Internal Note field.

Review and Accept Questionnaire Responses

Creating a Qualification and an Assessment: Explained

When conducting an initiative, your goal is to obtain information from your suppliers , for example their available goods and services, current certifications, or past transaction history. Once you have this information, you can evaluate the supplier and document their suitability by completing qualifications or an assessment.

When you launch an initiative, the application creates draft qualification objects (assessments and qualifications) based on the qualification areas and model that are included in your initiative. As responses to your initiative are submitted by the responders, entries appear in your Recent Activities table prompting you to accept the response.

Accepting a Response

Your first action is to view the supplier's response. You do this by clicking the **Accept Response** link in the Recommended Action column in the Recent Activities section of your Overview page. Clicking this link takes you to the Review Response page.

As you review the supplier's response on the page, you can

- Add any notes about your acceptance decision. You can enter notes at the response level or for a particular question.

- View the definition of the question by clicking the question name link.

Once you have reviewed the response, you can

- Accept the response by clicking **Accept**.

- Return the response to the responder for more information by clicking the **Return to Responder** option of the **Actions** menu. Typically you might return a response if it was not complete, for example, the supplier did not

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include some required documentation. You must enter a message, and you can use the message to explain to the
responder the reason the response was returned.

Once you have accepted the response, it cannot be updated and is ready for evaluation. If you click **Refresh**, the Overview
page reappears, and **Recommended Action** link now prompts you to evaluate the response.

Evaluating a Qualification

After all responses from a supplier or supplier site have been accepted, the next step it to evaluate them. Evaluators
see entries in their watchlists and their Recent Activities and Ready for Evaluation tables on their Overview page. The
entries identify the qualification and suggest Evaluate as the next action (the qualification will also appear in the Ready for
Evaluation tab of the Assessments and Qualifications section of the Overview page). If this is an assessment initiative (and
therefore includes both qualifications and an assessment), you must evaluate all the qualifications first before evaluating the
assessment. To begin evaluating the response, click **Evaluate the Qualification**.

On the Evaluate page, you can

- Update the supplier contact.

- Update the qualification owner.

- Specify the qualification start date.

- Specify the qualification end date.

- Override the default expiration reminder setting.

- Assign the qualification outcome.

Note that you cannot specify start or end dates that overlap with any existing qualifications for this supplier based on the
same qualification area and for the same procurement Business Unit.

When you have finished evaluating the supplier's and internal responder's response to the qualification questions,
click**Finalize**. If this is a qualification initiative, once you evaluate and finalize all the qualifications, you have completed the
evaluation process.

Evaluating an Assessment

If your initiative is an assessment initiative, you must also evaluate the assessment. Once you have evaluated and finalized
all the qualifications, you can evaluate the assessment. You can begin evaluating the assessment, by highlighting the
assessment on the Ready for Evaluation tab in the Qualifications and Assessments section of the Overview page, and then
clicking Evaluate. On the Evaluate Assessment page, you have the same options as on the Evaluate Qualification page.
Note that when you are entering the start and end dates for the assessment, you must ensure that the time span for the
assessment encompasses the time spans for all its qualifications. Also it cannot overlap any other assessment for the supplier
or site in the same Procurement Business Unit.

Provide External Questionnaire Responses

Responding to a Questionnaire: Explained

The buying company with which you want to enter into procurement transactions may ask to perform some assessments or
qualifications on your company first. If you are an existing supplier for the buying company, the buyer may also ask you to
respond to regularly occurring reviews. As an example, an annual review of your certifications. If so, you receive a notification
in your Worklist area that a questionnaire exists to which you should respond. Once you answer the questions and attach any
documentation requested, you can submit your answer to the buying company. If the supplier qualification manager at the
buying company accepts your answers, your response is saved in the buying company's procurement application.

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To respond to a qualification questionnaire:

1. View the questionnaire notification in your Worklist. You can also navigate to the Manage Questionnaires page. This page lists any questionnaires awaiting a response.
2. View the questionnaire. If this questionnaire has existing responses for any of the questions, the existing response values are shown in the questionnaire.
3. Enter responses to the questionnaire. Some questions are required and some can be optional. You respond by entering values directly into the questionnaire or choosing values from the questionnaire menus.

    o   Note that there may be multiple sections to the questionnaire. If there are, you can use the **Section** dialog menu on the right side of the page to move between sections. Any responses you enter for a section are saved when you move to a new section.

    o   The indicator bar above the question sections displays the number of root (not branching) questions of the questionnaire you have completed. The bar is updated whenever you save your response. If there are any questions with existing responses, the existing values are displayed, and the questions are considered answered when the progress indicator shows completion.

    o   Also notice that you may be required to attach documents to your response.

    o   You can save your response as a draft and update it later before finally submitting it for review with the buying company. Drafts are helpful if multiple people must collaborate on the response.

    o   If you are updating an existing response, you can quickly return to the initial response values by clicking **Reset Response**. You might want to reset your response values if new information becomes available while you are responding. .

4. When your response is complete, you submit it to the buying company for review and evaluation, and a notification is sent to the initiative owner.

Responding to Questions Using Products and Services or Business Qualifications

When your company registered with the buying company, the registration process collected information about your company and stored it in a supplier profile. Part of this information includes a breakdown of the products and services your company provides. Also appearing may be several types of business classification information such as small business certifications. The supplier qualification manager may have included questions on the questionnaire that use this information.

If a question uses your supplier products and services values, the question shows a hierarchical display of the products and services your company provides. You can use this information to answer subsequent questions on your company's products and services.

If a question uses business classifications, a bulleted list shows all the agencies from which the buyer company has supplier certifications. At the bottom of the display, there is a link shows any existing agencies from which a supplier may have obtained certificates. You can either click the link, or an icon next to it, to update existing certifications or add new ones. You must make sure to update your certifications from agencies included in a bulleted list.

Resubmitting Responses

Once you submit your response, the qualification manager reviews your response. If there is a question about your response, the qualification manager contacts you. When you view the questionnaire again, you can see the details for the rejection and then update your response and resubmit it.

Surrogate Responses

If you are not able to submit a response to an initiative, you can request that the category manager submit a surrogate response for you. You do this by contacting the category manager at the buying company, for example, by phone or fax. You provide all the response information, and the category manager enters it for you. The category manager is your point of contact during the life of the initiative. The category manager contacts you for additional information if necessary (for example if your response must be modified and resubmitted.

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Monitor Supplier Qualification

Requalification: Examples

There may be many situations where you must modify existing qualifications or assessments. You may also want to create initiatives and use them to obtain current information that you can use to requalify your suppliers. The scenarios below present some situations where you may want to update your qualifications, assessments, or create qualifications, assessments, or initiatives.

Scenario

Extending the End Date For an Existing Qualification

James Nance, the supplier qualification manager, notices that the Security Control qualification for PennyPack Systems is close to expiration. He views the qualification and edits the end date so that it extends for another six months. He can successfully extend the qualification date because there are no PennyPack Systems qualifications in the future with which the extension would overlap.

Scenario

Predate the Start Date for a Future Qualification

Diane Cho sees that the Environmental Certification qualification for Allied Plastics expire in 30 days. However, when she checks on this, she notices that there is a subsequent Environmental Certification for Allied Plastics does not begin until 60 days from today. So that the qualifications will not lapse between the expiration of the current qualification and the beginning of the subsequent qualification, she accesses the future qualification and moves the start date back 30 days so the current qualification will end 30 days from today and the subsequent qualification will begin the next day.

Scenario

Extend the End Date of an Existing Assessment

Carlos Diaz has just arrived to work and is viewing his Watchlist to see if there are any issues he must address. He sees that there is an expiration reminder for the General assessment for Blue Semiconductors. When he views the assessment information, he notices in addition to the current assessment's upcoming expiration date, that the next assessment doesn't begin until 60 days after this assessment's end date. Carlos decided to modify the assessment end date so that its expiration is right before the beginning of the future assessment.

Scenario

Revise Qualification - Uptake New Responses

Francois Mierot receives an entry in the Recent Activities table on his work area that there are new supplier responses to the Financial Visibility qualification for Spruce Street Foods. He views the qualification details page, and chooses to revise the qualification. He views the new responses. He chooses to uptake the new responses. Also, because the new responses are more favorable, he chooses to update the Outcome value for the qualification. Finally, since there is now a more current qualification, he chooses to end date the existing qualification and set the start date for the new qualification to today's date.

Scenario

Revise Assessment - Uptake New Qualifications

The supplier qualification manager at US Electronics, Jenna Markum, has created a General assessment for supplier Seven Corporation. which has recently expired. The assessment includes the Financial Viability qualification which is also expired.

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However, Jenna knows that a new active qualification is now available for Financial Viability for Seven Corporation. The new qualification uses the same revision of the qualification area as the expired qualification. She wants to update the assessment with the new qualification.

She views the assessment and selects the revise option. She views the new qualification and chooses to replace the existing qualification with the new qualification. She updates the assessment outcome to a more favorable value based on the outcome of the new qualification. Finally, she end dates the existing assessment and sets the new assessment's Start Date to today. She saves the new assessment.

Scenario

Requalifying using a new Initiative

While looking through his Worklist, Green Corporation's qualification manager, Michael Anderson, sees that the Quality Control qualification for one of Green's suppliers is nearing expiration, and he must requalify the supplier. He views the Manage Qualifications page and selects the option to requalify using a new initiative.

The application creates a new initiative and copies the existing supplier and qualification area information. If there is a new version of the qualification area, the application uses it. The existing qualification owner and supplier contact are used. The qualification owner is added to the evaluation team. The most currently available question responses are copied. A new questionnaire is sent to the supplier.

When the supplier responds with new answers, Michael reviews and accepts the responses. Once all the qualification evaluators have approved the qualification, Michael end dates the current qualification and sets the start and end dates for the new qualification.

3 **Manage Procurement Catalog**

Manage Procurement Content

Catalogs: Overview

Oracle Fusion Self Service Procurement offers a flexible solution to catalog and content management, enabling catalog administrators to select from several approaches based on the company business model.

You can use any or all of the following approaches to create catalog content:

Local Catalog
Administrators can define partitions of the local catalog using inclusion and exclusion rules for agreements and categories. Administrators or suppliers on behalf of the buying organization can upload local catalog content either online or in batch. While batch upload is optimized for large data upload, the online authoring is optimized for making small and quick updates to catalog content. The catalog batch upload supports catalogs formatted in XML, standard text, catalog. interchange format (CIF), or cXML. Through batch upload or online authoring, administrators can load new catalogs, update existing catalogs, and delete catalog content. Oracle Fusion Self Service Procurement also supports catalogs created in multiple languages and currencies to support requester communities worldwide. Optionally, administrators can organize local catalog content in a hierarchical view for users to navigate to the products they want to buy.

Punchout Catalog
Administrators can setup a punchout to an Oracle Exchange marketplace, such as exchange.oracle.com, or a supplier web store to access their catalogs. The punchout catalog can be a direct link to the store, where the requester searches, shops, and returns items to Oracle Fusion Self Service Procurement.

Informational Catalog
Administrators can define informational catalogs, which contain instructions or links for ordering other items or services at your company. The informational catalog enables Oracle Fusion Self Service Procurement to be your company portal for all order requests.

Related Topics

- What's an informational catalog?

- What's a local catalog?

- What's a punchout catalog?

Public Shopping List: Explained

Public Shopping lists are created in procurement business units and are available to requisitioning business units serviced by that procurement business unit.

The catalog administrator can add item master items and agreement lines to a public shopping list.

The availability of a public shopping list and its items to a preparer is determined by the following:

1. The public shopping list is available to the user based on the content zone assignments.
2. The item master item or agreement lines are available to the user based on the content zone assignments.
3. The item master item or agreement lines are available to the requisitioning business unit of the user.
4. The public shopping list is valid based on its start and end dates.

The catalog administrator can indicate a suggested quantity on a public shopping list item, which will be defaulted when the preparer views the public shopping list or adds the line to a requisition.

The sequence value for the public shopping list items determines the order of display for the public shopping list lines when viewed in Oracle Fusion Self Service Procurement.

Informational Catalog: Explained

Informational catalogs can be used to provide instructions to employees on how to order products. Administrators use the informational catalog page to provide a URL to the page which contains company instructions, policies, guidelines, or other links. Like punchout catalogs, informational catalogs can optionally be associated to categories, so that it will be available when browsing through catalog content.

Once an informational catalog is created, administrators must associate it to content zones to make the catalog available to users with the privilege to search catalog items.
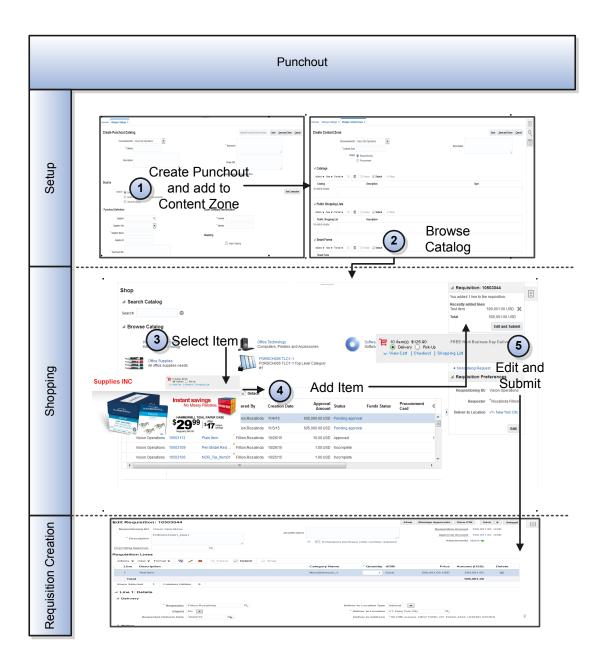
Punchout Catalogs: Points to Consider

Punchout enables requesters to click on a link that goes to a supplier catalog, search for items on the supplier site, and return those items directly to the requisition. Requesters can then edit and submit the requisition. Using a punchout allows suppliers to maintain and host their own catalog information. This ensures the latest content and pricing is available to requesters.

Punchout supports both cXML and Oracle native XML standards, depending on the model used.

If a contract agreement exists with a punchout supplier, the shopping cart returned by the supplier can include the contract agreement number. This contract agreement number, if valid, will be stored on the requisition line and will allow the automatic creation of a purchase order when the requisition is approved.

When To Use Punchout
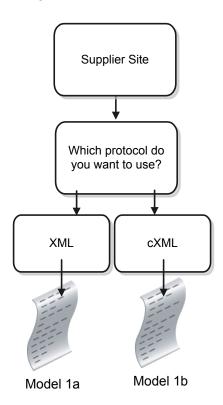
Punchout is particularly useful for products that are configurable or include highly variable or dynamic items and pricing. These products are difficult and costly to maintain in a buyer hosted catalog.

There are a variety of punchout models to provide you with the flexibility to pick the model that best works for you.

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Selecting a Punchout Model

The figure below shows the process for deciding which model to use.

XML (eXtensible Markup Language) is a standard for passing data between applications, and provides a common language for sites to communicate across the internet. cXML (commerce eXtensible Markup Language) is an extension of XML, with standards published by cXML.org.
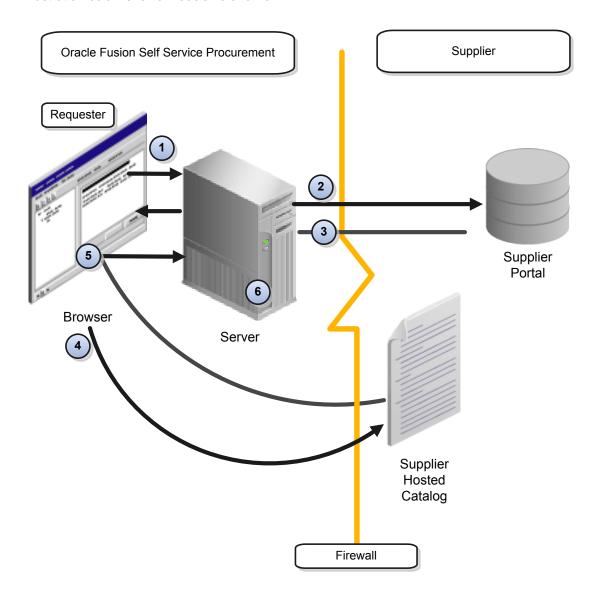
Model 1a and 1b: Punchout From Oracle Fusion Self Service Procurement to Supplier Hosted Catalog (XML & cXML)

In models 1a and 1b, the supplier hosts the catalog at their own site or web store. The catalog administrator sets up a punchout catalog to use the supplier as a punchout site.

When the requester clicks on a punchout link to the supplier site, the supplier authenticates the requester and returns a response. If the authentication is successful, Oracle Fusion Self Service Procurement redirects the requester to the supplier site to search for and add items. When the requester completes adding items to the supplier shopping cart, the supplier site

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returns the shopping cart items to Oracle Fusion Self Service Procurement. The requester then submits the requisition. The illustration below shows Models 1a and 1b.

This model provides a unique point to point solution between the buyer and the supplier. The supplier can closely manage the content, and can control access by allowing only certain buyers to access the site. Suppliers who already maintain cXML catalogs can continue to do so, without needing to support XML as well.

Repeat Punchout (cXML)

Oracle Fusion Self Service Procurement provides the capability for requesters and approvers to inspect cXML punchout items through repeat punchout, if the supplier site supports the inspect or edit operation. This is controlled through the operationAllowed tag in the cXML files. Since Oracle Fusion Self Service Procurement only supports the inspect operations, any changes made on the supplier site during repeat punchout are not returned to the requisition. If repeat punchout is enabled, the item will be linked on the Edit requisition page.

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Shopping Lists: Explained

Shopping List is the collective term for Public and Personal Shopping Lists

Public Shopping List

Public Shopping Lists are created by the procurement catalog administrator, and are collections of items available to preparers or requesters for requisitioning. A Public Shopping List is also utilized to support kit requisitions. For example, office supplies, or a new hire kit. The availability of a Public Shopping List is based on the procurement BU in which the list is created, and whether the preparer was granted access to the list. The availability of public shopping lists is driven by the content zone that the list was added to.

Public Shopping Lists are created in procurement business units, and can be shared across the requisitioning business units that the procurement BU services. In the case where the procurement business unit is the same as the requisitioning business unit, only one requisitioning business unit will have access to the Public Shopping List. In the case where a procurement business unit services multiple requisitioning business units, the public shopping lists can be shared across the requisitioning business units that it services.

The procurement catalog administrator can add the following contents to a Public Shopping List through the supplier item catalog:

- Agreement Lines (Both description-only and master item lines)
- Master Items

My Shopping List

My shopping list, also known as a personal shopping list, is a collection of frequently ordered items created by preparers or requesters. The Personal Shopping List allows the preparer or requester to quickly order items for which they often create requisitions.

Embedded Analytics: Explained

Embedded Analytics enables actionable insight for application users by providing access to information or data which will help them to complete a transaction. With respect to Oracle Fusion Self Service Procurement, Embedded Analytics are metrics which help users select items either based on what is popular among other users, or the average time it takes for an item to be received.

Embedded Analytics is dependent on the availability of Oracle Business Intelligence and Analytics Application. In addition, the profile POR_DISPLAY_EMBEDDED_ANALYTICS needs to have been set to Yes before the metrics are visible to end users.

Item Popularity Rank

Item Popularity Rank helps users determine what items they should add to their requisition based on popularity. The analytic shows how often an item has been requested by other users compared to other items in the same item category in the last 90 days. It is displayed as X out of Y where X is the rank and Y is the total number of items in an item category. For example, an item with a rank of 1 out of 10 is more popular than an item with a rank of 3 out of 10.

Manage Content Zone

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Content Zone: Overview

A content zone defines what subset of content (local, punchout, informational, public shopping lists, smart forms) should be available to what users.

Related Topics

- What's a content zone?

Content Zones: Explained

Managing a large number of items and services requires a mechanism for controlling what content should be available to users. The Content Security model provides the ability to control access to catalog content across users. The local catalog provides flexible controls against attributes such as agreements, and categories to determine whether certain items should be included or excluded in the catalog. The content zone will determine which segments of content (local, punchout, informational, and smart forms) should be accessible to what users.

The following features are supported through the content security model using content zones:

- Defining catalogs for local content, punchout, and informational content. Administrators first define the catalogs and then secure the catalogs using content zones. This gives administrators the ability to apply the same catalog definitions to multiple users without having to create multiple content zones.

- Securing catalogs, smart forms and public shopping lists through content zones.

- Searching and browsing for all catalog content. Users are able to search for all content (local content, punchout, smart forms, informational content) regardless how the content is grouped. In addition, administrators are able to group punchout, informational catalogs, and smart forms by category and the browsing feature also retrieves punchout, informational catalogs, and smart forms together with local content.

- Securing content zones by business units or users

- Supporting restrictions by multiple dimensions for local content. The restrictions are by purchasing category and agreements.

- Supporting inclusion and exclusion rules within a dimension for local content.

Creating Content Zones: Points to Consider

Administrators first create smart forms, shopping lists, and catalog definitions for a procurement BU. To make any content available to users, catalog administrators need to associate the catalogs, smart forms, and shopping lists to content zones.

Content Security Considerations

The catalog administrator is responsible for setting up the content security. The administrator determines what subset of the content will be accessible to which users in the procurement application.

Requesters and preparers access the procurement catalog when shopping. The Catalog Administrator accesses the procurement catalog when creating public shopping lists. Buyers access the procurement catalog when creating or updating purchase order, agreement, and requisitions. The content security model restricts what each user can access from the catalog in each flow.

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Content Browsing Considerations

Catalog users are able to search for items within the content made available to them through content security. In addition, there is a unified model for browsing and for searching all content (local, punchout, informational, and smart forms) that can be optionally grouped by commodity. Administrators can define as many levels as they want for their category hierarchy. Local content is associated to the purchasing categories. Punchout catalogs, informational catalogs, and smart forms can be associated to any level of the hierarchy structure (browsing or purchasing category).

Create Content Zones

Each content zone is created for a procurement BU and is designated whether the content zone is to be used for procurement, or for requisitioning. This determines the flow to which the content zone applies, and provides administrators with control over who can see what content.
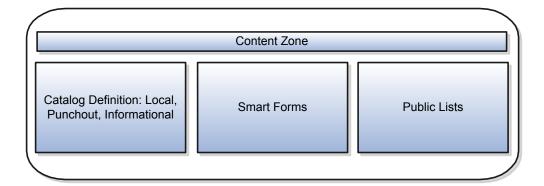
Procurement

A content zone for procurement can be accessible to all users working in the procurement business unit or to specific workers. The content zone applies to users searching the catalog when creating purchase order, agreement or public shopping list.

Requisitioning

A content zone for requisitioning can be accessible to all users working in specific requisitioning business units or to specific users. The content zone applies to buyers updating requisition lines in process requisition, or to self service requesters in Oracle Fusion Self Service Procurement

The following graphic shows catalogs, smart forms and public lists associated with a content zone.
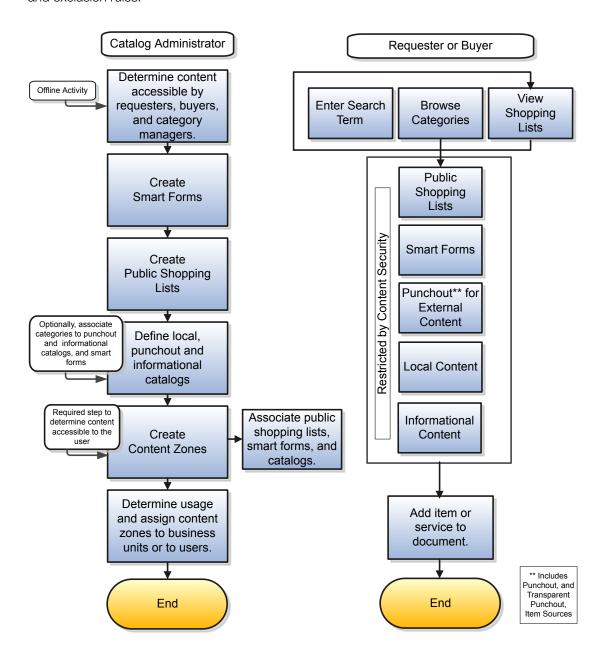
Define Content Availability

Determine the content availability by defining which items are included or excluded from the catalog search results, and then apply security to the content definition based on who will have access to the content.

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Define which items should be included or excluded from the local catalog based on blanket agreement and category inclusion and exclusion rules.

Catalog Administrator / Requester or Buyer flowchart

Catalog Administrator

- Offline Activity →
- Determine content accessible by requesters, buyers, and category managers.
- Create Smart Forms
- Create Public Shopping Lists
- Optionally, associate categories to punchout and informational catalogs, and smart forms →
- Define local, punchout and informational catalogs
- Required step to determine content accessible to the user →
- Create Content Zones → Associate public shopping lists, smart forms, and catalogs.
- Determine usage and assign content zones to business units or to users.
- End

Requester or Buyer

- Enter Search Term
- Browse Categories
- View Shopping Lists

Restricted by Content Security:
- Public Shopping Lists
- Smart Forms
- Punchout** for External Content
- Local Content
- Informational Content

- Add item or service to document.
- End

** Includes Punchout, and Transparent Punchout, Item Sources

Content Zones: How They Work with Catalogs, Smart Forms, and Public Shopping Lists

Content zones provide a mechanism for controlling what segments of catalog content should be available to users. Administrators define catalogs, public shopping lists, and smart forms and then secure access to them using content zones.

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Content zones enable administrators to apply the same catalog, smart forms, and public shopping lists definitions to multiple users or business units.

```
┌─────────────────────────────────────────────────────────────┐
│  ┌─────────────────────────────────────────────────────────┐ │
│  │                    Content Zone                          │ │
│  └─────────────────────────────────────────────────────────┘ │
│  ┌──────────────────┐  ┌──────────────────┐  ┌─────────────┐ │
│  │                  │  │                  │  │             │ │
│  │  Local, Punchout │  │                  │  │             │ │
│  │  and             │  │   Smart Forms    │  │ Public Lists│ │
│  │  Informational   │  │                  │  │             │ │
│  │  Catalogs        │  │                  │  │             │ │
│  └──────────────────┘  └──────────────────┘  └─────────────┘ │
└─────────────────────────────────────────────────────────────┘
```

Catalogs

Administrators can maintain local, punchout, and informational catalogs in the procurement business units where they have access. Catalogs are associated to content zones to enable one place to secure content.

Smart Forms

Smart forms are configurable templates that enable users to order goods or services that are not available in the catalog. Smart forms are created in a procurement business unit and can be secured using content zones. A smart form is available to a user in Oracle Fusion Self Service Procurement if the user has access to the content zone containing the smart form.

Public Shopping Lists

Associating public shopping lists to content zones enables administrators to control what public shopping lists users can see. Note that even though a user may have access to a public shopping list, the user might not see certain items on the list due to content security restrictions by agreement and category.

Content Zone Security Options: Points to Consider

When content zones are created for procurement business units, administrators indicate whether the content zones are to be used for procurement or for requisitioning. Designating the use of the content zone determines to which flow the content zone is applied.

A content zone for requisitioning can be accessible to all users working in specific requisitioning business units or to specific users. The content zone applies to buyers updating requisition lines in process requisition, or to self service requesters in Oracle Fusion Self Service Procurement.

The following security options will be available depending on the content zone usage:

- Secured by requisitioning BU: This option is available when the content zone is used for requisitioning, which means that it applies to buyers updating requisitions in process requisition, and to requesters or preparers creating requisitions in Oracle Fusion Self Service Procurement. It is accessible to those requesters who have access to any of the requisitioning BUs assigned to the content zone.

- Secured by worker: This option is always available for procurement or for requisitioning. The content zone is accessible only to those workers assigned to the content zone.

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- Available to all procurement users: This option is available when the content zone is used for procurement, which means that it applies to users maintaining purchase orders, agreements, and public shopping lists. It is accessible to all users who have access to the procurement business unit of the content zone.

Requisitioning

When a content zone is used for requisitioning, the catalog administrator needs to specify the requisitioning business units to which the content zone is applicable. When the content zone is assigned to a requisitioning business unit, all users who have access to that requisitioning business unit can access the content zone. To further restrict access to the content zone, the catalog administrator can assign the content zone to individual users (employees or contingent workers).

Procurement

When the content zone is used for procurement, by default, all users who have access to the owning procurement business unit can access the content secured by that content zone. Optionally, the catalog administrator can restrict access to the content secured by the content zone to individual users (employees or contingent workers).

Including a Public Shopping List in a Content Zone: Points to Consider

Associating public shopping lists to content zones enables administrators to control what public shopping lists users can see. Note that even though a user may have access to a public shopping list, the user might not see certain items on the list due to content security restrictions by agreement and category.

Considerations

On the Shopping List page in Oracle Fusion Self Service Procurement, public shopping lists will be available to user if the following are true:

- There are public shopping lists associated with the content zones accessible to the user

- The procurement business unit on the public shopping list is a procurement business function provider for the requisitioning business unit selected for shopping in the user's preference.

- The public shopping list is effective. A public shopping list is effective if the start date is equal to or earlier than today's date, and the end date is equal to or later than today's date.

Then each item is checked to see if the items are available in the requisitioning business unit that the preparer is currently shopping in.

For agreement items, the requisitioning business unit assignment on the agreement will determine if an agreement item will be displayed, that is, an item will be displayed in a requisitioning BU if the agreement has been assigned to the requisitioning BU. The agreement and the agreement lines must be open.

Master Items are checked to see if the item is enabled for the deliver-to organization derived from the deliver-to location specified in the requisition preferences.

Content zones will also be applied on the public shopping list items. Preparers can only see items from the aggregated content zones they have access to.

If the public shopping list header is available in a requisitioning BU, but no items are applicable, then the public shopping list will be displayed without any items.

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Smart Form: Overview

Smart Form is a tool used by catalog administrators to define noncatalog request forms. Catalog administrators can define forms for multiple purposes: goods based or fixed price services based request types. A smart form can contain defaulting information and can be extended to use information templates to collect additional information.

Related Topics

- What's a smart form?

Smart Forms: Explained

A smart form is used to define noncatalog request forms. Catalog administrators create smart forms for goods based, or fixed price services based request types. A smart form can contain defaulting information and can be extended to use information templates to collect additional information. The Catalog Administrators can also define a smart form description or instruction text providing detailed information about the smart form.

Smart forms:

- can be associated with contract purchase agreements.
- can be associated with information templates.
- are created in procurement business units and assigned to requisitioning business units through content zones.
- can contain attachments.

Contract Purchase Agreements

By associating a contract purchase agreement with a smart form, all approved requisition lines created with this smart form will be automatically processed onto purchase orders without buyer intervention.

Information Templates

Information templates are used to collect additional information from the preparer before the requisition is submitted. During the definition of the smart form, the procurement catalog administrator can add an information template to the smart form, such that the information template will be displayed when a preparer navigates to the smart form request page. The administrators can define an information template section with description or instruction text. This text provides preparers with specific instructions on how to fill out the form.

Procurement Business Units

Smart forms are created in a procurement business unit, and can be secured using content zones. Smart forms created in procurement business units can be shared across the requisitioning business units that the procurement BU services.

Attachments

Attachments can be added to individual smart forms. Attachments can provide preparers with more information, such as detailed steps to complete the request.

Supplier attachments can also be added during the creation of a smart form. This is to provide a streamlined process for the organization to send additional information to the supplier. The attachments will be carried forth in the downstream process.

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> ✏️ **Note:** Preparers cannot modify or delete attachments in a smart form that are added by a catalog administrator.

Specifying Values on Smart Forms: Points to Consider

Values are dependent on the Procurement BU in which a smart form is created.

Dependent Values

The following is a list of the dependent values:

- Agreement
- Currency
- Supplier Item
- Manufacturer
- Manufacturer Part Number
- Information Templates
- Supplier Site

These values are reset if the catalog administrator updates the procurement BU before saving the smart form. Once a smart form is saved, the procurement BU field cannot be edited.

The catalog administrator can specify, using the User Editable check boxes next to each field, to designate whether or not users can override the defaulted values.

Restricting Browsing Categories in Smart Form: Explained

By specifying a browsing category in the Restricted to Browsing Category field, you can restrict the list of item categories that the preparer can use when completing the smart form request in Oracle Fusion Self Service Procurement. The list of categories will be restricted to the item categories belonging to the specified browsing category.

If no value is specified in the Restricted Browsing Category field, the preparer can pick any item category.

Information Templates: Overview

Information templates are used in the creation of a Smart Form. They provide flexibility for your organization to add additional attributes in a smart form in order to gather the required information from a preparer. Information templates are also used to collect more information for specific items or items from a specific category during requisition creation.

Related Topics

- What's a smart form?

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Information Template: Explained

An information template is used to gather additional information from a preparer. It can be assigned to an item, a category, or a smart form. Information templates are used in the creation of a Smart Form to provide the flexibility to add additional attributes in a smart form in order to gather required information from a preparer. Information templates are also applicable to item master items and purchasing categories.

The data entered for an information template, which is associated with a smart form, item or category, is available as attachments in downstream products (such as Purchasing) after the requisition is approved. When creating an information template, the catalog administrator selects the attachment category that determines if the attachment will be available to the supplier or buyer.

Using Information Templates

Information Templates are created in a Procurement Business Unit and are available to Requisitioning Business Units serviced by that Procurement BU. In the event where a Requisitioning BU is serviced by multiple Procurement BUs, and more than one service provider had assigned an information template to an item or category, applicable information templates from all service provider Procurement BUs will be returned.

Information templates are available to the preparer if the items or smart forms that the information templates are associated with are available to the preparer.

Procurement catalog administrators can define a unique information template name so they are easily identifiable in a smart form. Information template header information provides users the ability to specify a non-unique Display Name, while creating information templates with unique information template names. For example, more than one procurement BU can maintain information templates to collect business card information. The same Display Name, Business card information, can be used on these information templates to indicate the purpose of these templates when displayed in Oracle Fusion Self Service Procurement. Procurement Catalog Administrators can also define an information template section description or instruction text providing preparers with specific instructions on how to fill out the form.

Information templates can only be deleted if they are not referenced. An information template is considered referenced if it is applied on any requisition lines, whether in completed or incomplete state. This is to prevent deletion of an information template that is currently in use.

Once an information template is deleted, it is no longer returned on the Manage Information Templates page.

Adding Attributes

Information template attributes are maintained as Descriptive Flex Fields (descriptive flexfields).

Attributes first need to be set up in the Descriptive Flexfields application, and the catalog administrator specifies the descriptive flexfield context on the Create and Edit Information Template page to apply the list of attributes.

For example, the catalog administrator set up a context Business Cards Marketing, with the following context sensitive fields:

- Job Title
- Organization
- Office Location

When creating an information template, the catalog administrator can then specify in the Attribute List field the context Business Cards Marketing, which will associate the attributes to the information template.

> ✎ **Note:** The maximum number of attributes that can be created for an information template is fifty.

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Existing information attributes are maintained as attachments downstream, such as in Purchasing.

Supported Attributes

The following attribute types are supported by descriptive flexfields:

- Text: Text attributes can be setup using descriptive flexfield to be added to an information template. For example, the procurement catalog administrator can create an information template called Business Card Information USA to be used for collecting related information when ordering business cards. Examples of text typed fields are Name, Title, Address and so on.

- Number: Procurement catalog administrators can create number typed attributes using descriptive flexfields, to be used in an information template. For example, Zip Code, Telephone, and Area Code.

- Standard Date, Standard DateTime and Time: Procurement catalog administrators are able to define date format attributes in descriptive flexfields, to be used in an information template. This allows for automatic date formatting according to globalization requirements, since 09/01/2007 may mean September 1, 2007 in the US, but January 9, 2007 in others.

- List of Values: Value sets can be added to Information Templates through descriptive flexfields as List of Values. Implementing attributes as List of Values allows enforcement of values that can be populated in these fields. For example, as part of an address, the Country field can be implemented as list of values (LOV) containing only countries that are applicable.

- Choice Lists: Choice lists make use of value sets as well, similar to List of Values.

End Dates

Procurement Catalog Administrators can specify an End Date on an information template. An information template is inactive if the system date is more than or equal to the End Date.

When an information template is inactive, it will no longer be applied when items (to which this information template is assigned) are added to the requisition. Requisitions created with lines that are associated to this information template will continue to display the information template information.

For incomplete requisitions, the inactive information templates are no longer available at the time the requisition is retrieved.

For copied and withdrawn requisitions, information templates are also no longer available if the information template is inactive at the time the requisition is copied or resubmitted.

Information Templates and Smart Forms : How They Work Together

An information template can be assigned to an item, a category and a smart form.

Adding Information Template to a Smart Form

During the definition of smart form, the procurement catalog administrator adds an information template to a smart form, so that the information template will be available for the preparer to provide additional information when requesting the item specified in the smart form.

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Information Templates, Items and Categories : How They Work Together

An information template can be assigned to an item, a category and a smart form.

Items and Categories

The catalog administrator can specify the items and category associations when creating an information template. If the preparer adds an item to the requisition, information templates associated with the item or the category of the item will be available for the preparer to provide additional information before the requisition is submitted.

Define Procurement Content

Configure Requisitioning Business Function: Explained

The Procurement Application Administrator has access to the Configure Requisitioning Business Function page for setting up a business unit that has a requisitioning business function associated with it. The attributes specified here are used to default values and behavior of the application when users are creating requisitions and purchase orders for the requisitioning BU.

Requisitioning Section

Default Deliver-To Organization

The default organization is used as the deliver-to organization for a requisition line if it is a global location. This organization is used to derive the list of item master items that are accessible to the user when creating a requisition for the requisitioning BU.

Line Type

The Line Type is the value specified to be defaulted on requisition lines created for the requisitioning BU. Line Type can be modified.

One-Time Location

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

Reapproval required for changes made during an active approval process

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it is routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

Group Requisition Import By

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. On import, requisition lines are grouped first by requisition header number, then by the provided Group Code, then by the value set in the Group-by input parameter (None, Buyer, Category, Item, Location, or Supplier). The specified attribute is used as the

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default value for Group-by. All remaining requisition lines that have not yet been assigned a requisition number will be grouped together under the same requisition.

Allow One-Time Address

The One-Time Address is the location to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

One-Time Location

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

Reapproval required for changes made during an active approval process

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it is routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

Create Orders Immediately after Requisition Import

Create orders immediately after requisition import controls whether the Generate Orders program will run immediately after the requisition import process is complete.

Enable Approval Override

Enable approval requirement for lines that are modified by the buyer.

Context Values for Requisition Descriptive Flexfields

You can extend the attributes of a requisition at the header, line, and distribution level using Descriptive Flexfields. Specifying the context value pulls in the associated descriptive flexfields when the user enters the requisition.

Purchasing Section

Default Procurement BU

A requisitioning BU can be served by multiple procurement business units. If a procurement BU cannot be determined based on information on the requisition line, the Default Procurement BU is used to process all requisition lines.

Price Change Tolerance

The Price Change Tolerance is applicable when there is a price change on the purchase order line associated with a requisition line. If the value is null, no checks will be performed. If the value is a valid numeric value, then any changes made to the price on the purchase order line must be within the tolerance percentage value, or the purchase order cannot be submitted. The tolerance can be specified using the tolerance percentage or tolerance amount. The more restricting of the two tolerances will take precedence if both are specified.

Ship-to Location

When the purchase order cannot derive a ship-to location, the specified Ship-To on the Requisitioning BU is defaulted.

Cancel Backing Requisitions

Cancel Backing Requisitions controls whether a backing requisition should be canceled when there is purchase order cancellation.

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Options are:

- Always: When canceling the purchase order, Oracle Fusion Purchasing also cancels the requisition.

- Never: When canceling the purchase order, Oracle Fusion Purchasing does not cancel the requisition, therefore it is available for inclusion on another purchase order.

- Optional: When canceling the purchase order, the buyer is given the option to cancel the requisition.

Multiple Legal Entities on Order

Control if a purchase order can contain ship-to organizations belonging to different legal entities.

Allow Requisition-To-Agreement UOM Conversion

If a requisition does not have an agreement specified, Allow requester-to-agreement UOM conversion is used to specify whether Requisition UOMs can be converted to Agreement UOMs during agreement sourcing. Checking this box indicates that agreements that meet the sourcing criteria, but have Agreement Line UOMs different from Requisition Line UOMs, can be considered during agreement sourcing. If the box is left unchecked, such agreements will not be considered.

Related Topics

- Descriptive Flexfields: Explained

Adding Price Breaks Using Loader: Explained

A price break is a discount when a certain number of items are purchased. Price breaks can be added to a BPA line through the upload process using either the TXT or XML file format. Multiple price breaks can also be added to a BPA line through Loader.

Loading Multiple Price Breaks with an XML File

Under each line (ITEM tag) which requires multiple price breaks, create multiple PRICE BREAK tags with the relevant details.

For example:

```
<ITEM lineNum="10" lineType="Goods" action="SYNC"
 <CATEGORY_NAME>Computers</CATEGORY_NAME>
 <DESCRIPTION>Fantastic Laptop</DESCRIPTION>
 <PRICE negotiated="Y">
 <UNIT_PRICE>2500</UNIT_PRICE>
 <UOM>Each</UOM>
 <AMOUNT />
 <PRICE_BREAK>
 <QUANTITY>10</QUANTITY>
 <BREAKPRICE>2490</BREAKPRICE>
 </PRICE_BREAK>
 <PRICE_BREAK>
 <QUANTITY>40</QUANTITY>
 <BREAKPRICE>2480</BREAKPRICE>
 </PRICE_BREAK>
 </PRICE>
</ITEM>
```

In this example, the line is meant to have two price breaks, so the PRICE BREAK tag occurs twice within the PRICE tag for the item Fantastic Laptop.

Loading Multiple Price Breaks with a TXT File

To upload multiple price breaks for a line using a TXT file, first include a line which has both the item details and the price break. Then include another line immediately after, and remove all other attributes except for the price break. For example:

Line Number	Description	Category Name	Internal Item Number	Manufacturer	Price	Quantity	Price Break
10	Fantastic Laptop	Computers		Fantastic	2500	10	2490
						40	2480
20	Dell	Computers		Dell	2400		

In this example, the item Fantastic Laptop has two price breaks. The first line in the table contains the item details and the first price break. The second line in the table is another price break for the first line that is the Fantastic Laptop. Note that on the second line the item details fields are all blank. Only the price break fields (Quantity and Break Price) contain data.

Tips

The following are tips for working with price breaks through Loader:

1. To prevent multiple occurrence of the same price break for a line, if you wish to modify a line with an existing price break, you can do any of the following:

    o Remove the price break component from the upload file before running the upload.

    o First, expire the line before reloading the line with the updated attributes. Note that if this approach is used on a BPA with an Open status, this effectively creates a new line in the BPA. If the old BPA line exists on an incomplete requisition, the line will be sourced again when the requisition is submitted for approvals. If the requisition was already approved, or is pending approval, nothing happens to the line.

2. If you wish to update the value for a price break attribute:

    o Delete the price break using the user interface (UI), then reload the line with the updated values of the price break elements.

    o Expire the line, update the price break attribute in the upload file, and then reload the line. Note that if this approach is used on a BPA with an Open status, this effectively creates a new line in the BPA. If the old BPA line exists on an incomplete requisition, the line will be sourced again when the requisition is submitted for approvals. If the requisition was already approved or is pending approval, nothing happens to the line.

> ✏ **Note:** To expire a line, set the expiration date for the line to: (system date minus 1).

Agreement Upload File Format

Agreement line attributes can be updated either using the Edit Agreement UI page or through a background process using agreement loader. Loader supports four file formats (TXT, XML, CIF, and cXML). These file formats have columns or tags which correspond to different agreement line attributes. The table below lists the supported agreement line attributes and the corresponding column name/tag in the different file formats.

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Agreement Line Catalog Attributes

Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
Line Type	LINE_TYPE	Specified as an attribute of the ITEM tag. For example: <ITEM lineType="Goods">	Line Type	Extrinsic. For example: <Extrinsic name="LINE_TYPE">Goods </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {LINE_TYPE = Goods;}
Category Name	CATEGORY	CATEGORY_NAME	Category Name	Classification	Classification Codes, SPSC Code
Item	ITEM	INTERNAL_ITEM_NUM	Internal Item Number	Extrinsic. For example: <Extrinsic name= "ITEM"> CM96715</Extrensic>	Internal Item Number
Revision	ITEM REVISION	Specified as an attribute of the INTERNAL_ITEM_NUM tag. For example: <INTERNAL_ITEM_NUM revision="1">	Revision	Extrinsic for example: <Extrinsic name="ITEM_REVISION"> 1</Extrinsic>	Item Revision
Supplier Item	VENDOR_PRODUCT_NUM	SUPPLIER_ITEM	Supplier Item	SupplierPartID	Supplier Part ID
Description	DESCRIPTION	DESCRIPTION	Description	ShortName	Short Name
Supplier Item Auxiliary Identifier	SUPPLIER_PART_AUXID	SUPPLIER_ITEM_AUXILIARY_IDENTIFIER	Supplier Item Auxiliary Identifier	SupplierPartAuxiliaryID	Supplier Part Auxiliary ID
Manufacturer Part Number	MANUFACTURER_PART_NUM	NAMEVALUE For example: <NAMEVALUE name= "MANUFACTURERPART NUM"> ORACLE-101 </NAMEVALUE>	Manufacturer Part Number	ManufacturerPartID	Manufacturer Part ID
Supplier URL	SUPPLIER_URL	NAMEVALUE For example: <NAMEVALUE name= "SUPPLIERURL"> http: // wwworacle.com </NAMEVALUE>	Supplier URL	URL	Supplier URL

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Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
Manufacturer URL	MANUFACTURER_URL	NAMEVALUE For example: <NAMEVALUE name= "MANUFACTURERURL" http: // wwworacle.com </ NAMEVALUE>	Manufacturer URL	Extrinsic. For example: <Extrinsic name= "MANUFACTURERURL" http: // wwworacle.com </ Extrinsic>	Manufacturer URL
Attachment URL	ATTACHMENT_URL	NAMEVALUE For example: <NAMEVALUE name= "ATTACHMENTURL"> http: // wwwattachmentURL. com </ NAMEVALUE>	Attachment URL	Extrinsic. For example: <Extrinsic name= "ATTACHMENTURL"> http: // wwwattachmentURL. com </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {ATTACHMENT_ URL= http://www. attachmentURL. com;}
Thumbnail Image	THUMBNAIL_IMAGE	NAMEVALUE For example: <NAMEVALUE name= "THUMBNAILIMAGE"> http: //wwworacle. com/thumbimage. jpg </NAMEVALUE>	Thumbnail Image	Extrinsic. For example: <Extrinsic name= "THUMBNAILIMAGE"> http: //wwworacle. com/thumbimage. jpg </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {THUMBNAIL_ IMAGE= http:// www. oracle. com/ thumbimage jpg;}
Manufacturer	MANUFACTURER	NAMEVALUE For example: <NAMEVALUE name= "MANUFACTURER"> Oracle </ NAMEVALUE>	Manufacturer	ManufacturerName	Manufacturer Name
Image	PICTURE	NAMEVALUE For example: <NAMEVALUE name= "PICTURE"> http: //wwworacle. com/image.jpg </ NAMEVALUE>	Image	Extrinsic. For example: <Extrinsic name= "PICTURE"> http: //wwworacle. com/image.jpg </ Extrinsic>	Image
Availability	AVAILABILITY	NAMEVALUE For example: <NAMEVALUE name= "AVAILABILITY"> In Stock </ NAMEVALUE>	Availability	Extrinsic. For example: <Extrinsic name= "AVAILABLITY"> In Stock </Extrinsic>	Availability
Lead Time	LEAD_TIME	NAMEVALUE For example: <NAMEVALUE name="LEAD_	Lead Time	LeadTime	Lead Time

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Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
		TIME"> 6 </NAMEVALUE>			
Long Description	LONG_DESCRIPTION	NAMEVALUE For example: <NAMEVALUE name="LONG_DESCRIPTION"> Sun Blade Servers </NAMEVALUE>	Long Description	Description	Item Description
UOM	UOM_CODE	UOM	UOM	UnitOfMeasure	Unit of Measure
Price	UNIT_PRICE	UNIT_PRICE	Price	Money	Unit Price
Alias	ALIAS	NAMEVALUE For example: <NAMEVALUE name= "ALIAS"> Blades </NAMEVALUE>	Alias	Extrinsic. For example: <Extrinsic name= "ALIAS"> Blades </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {ALIAS= Blades;}
Comments	COMMENTS	NAMEVALUE For example: <NAMEVALUE name= "COMMENTS"> Cooling Required </NAMEVALUE>	Comments	Extrinsic. For example: <Extrinsic name= "COMMENTS"> Cooling Required </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {COMMENTS = Cooling Required;}
UNSPSC	UNSPSC	NAMEVALUE For example: <NAMEVALUE name= "UNSPSC"> 14111506 </NAMEVALUE>	UNSPSC	Extrinsic. For example: <Extrinsic name= "UNSPSC"> 14111506 </Extrinsic>	Parametric Data ({Name:Value pair}) for example: {UNSPSC = 14111506;}
Expiration	EXPIRATION_DATE	EXPIRATION_DATE	Expiration Date	ExpirationDate	Expiration Date
Negotiated by Preparer Flag	NEGOTIATED_BY_PREPARER_FLAG	Specified as an attribute of the PRICE tag. For example: <PRICE negotiated= "Y">	Negotiated		
Amount	AMOUNT	AMOUNT	Amount		
Quantity	QUANTITY	QUANTITY	Quantity		
Start Date	START_DATE	START_DATE	Start Date		
End Date	END_DATE	END_DATE	End Date		

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Agreement Line Attribute	Attribute Key	XML Tag	TXT Column	cXML Tag	CIF Column
Ship to Organization Code	SHIP_ TO_ ORGANIZATION_ CODE	SHIP_TO_ORG	Ship-To Organization		
Deliver To	SHIP_ TO_ LOCATION_ID	SHIP_ TO_LOCATION	Ship-To Location		
Break Price	PRICE_OVERRIDE	BREAKPRICE	Break Price		
Discount Percent	PRICE_DISCOUNT	DISCOUNT	Discount		

The upload files also contains columns or tags which are used by the loader process for internal processing. These attributes and the corresponding column name or tag in the different file formats are listed below:

Attribute	XML Tag	TXT Column	cXML Tag	CIF Column
Action	Specified as an attribute of the ITEM tag. For example: <ITEM action="ADD">	Action	<IndexITemAdd> <IndexItemDelete>	DELETE
Catalog Name	name	Title	File Name	File Name
Line Number	lineNum	Line Number		
Language	Specified as an attribute of the CATALOG tag. For example: <CATALOG xml:lang= "en-US">	Language Section	Specified as an attribute of the DESCRIPTION tag. For example: <DESCRIPTION xml:lang= "en-US">	LANGUAGE

Translating Agreement Lines Through Agreement Loader : Critical Choices

Items on a Blanket Purchase Agreement (BPA) can be broadly classified into two types:

- Master items: Items that are defined in item master
- Description-based items: Items that are not defined in item master but rather are created as part of a BPA line creation. They do not have an item number but have a description.

✎ **Note:** Translation of BPA lines is discussed from the point of view of the aforementioned types.

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Using Loader, a user can load translations for some of the attributes of the item on an agreement line. For all items, the following are the translatable item attributes

- Item Description
- Long Description
- Manufacturer
- Alias
- Comments

✏️ **Note:** All other catalog attributes are nontranslatable.

During the upload process, if loader encounters a line in the upload file which already exists in the agreement, and whose language is different from the language of the already existing line, loader will interpret this line to be a translation.

In an upload file, language can be specified at the line level (CIF and cXML file formats), or at the file level (XML and TXT file formats). A language at the line level applies only to that line, whereas a language at the file level applies to all the lines in the file.

Language is specified as a two-letter language code defined in the ISO 639 standard, followed by a dash, then a two letter country code defined in the ISO 3166 standard. For example, en-US, ko-KR.

Before loading translations for items, the line must first exist in the created language of the BPA. If this condition does not hold true, an error will be returned.

When a master item is first created in item master, a record of the item is automatically created for each installed language in the Application (record replication). These automatically created records are populated with data from the original record (the one created by the user).

Example:

- Installed Languages: English (EN), French (FR), Korean (KR), Arabic (AR)
- User creates a new master item in English with the following data:

Item	Description	Comments	Manufacturer	Alias	Language
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	EN

Item	Description	Comments	Manufacturer	Alias	Language
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	EN
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	FR
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	KR
1000	Laptop Case	For 13" Laptop	Computer America, Inc.	CAI	AR

Item	Description	Comments	Manufacturer	Alias	Language

A user can then manually log in to the Application in a different language and update the translatable attributes to use the correct language-specific term. For example, a user can log in to the Application in Arabic and enter the Arabic term for Laptop Case for the item description. This is known as a translated record.

When a master item is added to a BPA, the item details, for the BPA language are copied over from the item master record to the BPA. For example, if the BPA was created in English, then when a master item is added to the BPA, the English record of the item is copied over to the BPA. Whether the records for the other languages are copied over to the BPA, is dependent on the Profile: Load items in all languages (PO_LOAD_ITEMS_IN_ALL_LANGUAGES). There are four possible values for this profile. Before discussing the values and behavior of the profile options, let's discuss Agreement Loader and translation.

Agreement Loader and Translation

When a user runs an agreement loader job to create new lines on a BPA, the agreement loader will do one of the following depending on the value of the Profile: Load items in all languages.

- Example A: Profile Value is Set to None

    o Description-based items: When a description-based item is first uploaded to a BPA in the BPA creation language, the translatable attributes will not be loaded in all the installed languages in the application. The line will only exist in the language in which the BPA was created.
    o Master Items: When a master item is first uploaded to a BPA in the BPA creation language, translated records of the master item will be copied over from the item master. Non-translated item master records will be ignored.

- Example B: Profile Value is Set to Description-Based Items Only

    o Description-based items: When a description-based item is first uploaded to a BPA in the BPA creation language, the translatable attributes will be loaded (i.e. replicated) in all the installed languages in the application.
    o Master Items: When a master item is first uploaded to a BPA in the BPA creation language, translated records of the master item will be copied over from the item master. Non-translated item master records will be ignored.

- Example C: Profile Value is Set to Master Items Only

    o Description-based items: When a description-based item is first uploaded to a BPA in the BPA creation language, the translatable attributes will not be loaded in all the installed languages in the application. The line will only exist in the language in which the BPA was created.
    o Master Items: When a master item is first uploaded to a BPA in the BPA creation language, both the translated and non-translated records will be copied over to the BPA.

- Example D: Profile value is Set to Description-Based and Master Items

    o Description-based items: When a description-based item is first uploaded to a BPA in the BPA creation language, the translatable attributes will be loaded in all the installed languages in the application.
    o Master Items: When a master item is first uploaded to a BPA in the BPA creation language, both the translated and non-translated records will be copied over to the BPA.

✎ **Note:** When a BPA is viewed online, only the lines in the same language as the BPA creation language will be visible on screen. Translated and Non-translated records will not be visible online but they exist in the Database.

Example

Scenario:

- Installed Languages: English, French, Korean, Arabic
- Master item is created in English.
- User specifically creates a French translation for the master item.
- BPA Language is English.
- Upload file contains two lines: One master item, and a description-based item.

1. Profile is set to None:
   - Description-based item: There will be only one record of this item in English.
   - Master Item: There will be two records of this item. One in English, and the other in French.
2. Profile is set to Description-Based Only:
   - Description-based item: There will be four records of this item. The French, Korean, and Arabic versions will carry the values loaded for the English line.
   - Master Item: There will be two records of this item. One in English, and the other in French.
3. Profile is set to Master Items Only:
   - Description-based item: There will be only one record of this item in English
   - Master Item: There will be four records of this item. The Korean and Arabic versions will carry the values loaded for the English line. The French version will have the French translation (created in Item master).
4. Profile is set to Description-Based and Master Items:
   - Description-based item: There will be four records of this item. The French, Korean, and Arabic versions will carry the values loaded for the English line.
   - Master Item: There will be four records of this item. The Korean and Arabic versions will carry the values loaded for the English line. The French version will have the French translation (created in Item master).
5. User first loads the lines in French.
   - The upload will be successful for the Master Item because a French translation for the line exists.
   - The upload will fail for the Description-based item because there is no existing version of the line in the creation language of the BPA (English).
6. User first loads the lines in Korean.
   - The upload will be successful for the Master Item because an English translation for the line exists (the item was created in English).
   - The upload will fail for the Description-based item because there is no existing version of the line in the creation language of the BPA (English).
7. Master Item is created in French; a Korean translation is also created.
   - User first loads the lines in French.
   - The upload will fail for the Master Item because the BPA creation language is English and there is no English translation for the item (Item was created in French and a Korean translation created).
   - The upload will fail for the Description-based item because there is no existing version of the line in the creation language of the BPA (English).

If a user attempts to load item master items to a BPA whose created language is not one of the languages in which the item has been translated (or created) in item master, an error is returned to the user.

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Oracle Procurement Cloud
Using Procurement

Chapter 3
Manage Procurement Catalog

Points to Consider

Some points to consider and tips are listed below:

- Since CIF and cXML files support line level languages, a user can upload Description-based items in the agreement creation language and other languages in the same upload job. For example, , using a CIF/cXML file, user can create a line whose line language is the same as the BPA creation language and a second line with a different line language containing the translated value for the previous line.

- While loading translations, if the user changes the values for a non-translatable attribute (in the upload file), this new value overwrites the existing value in the application. For example if a Manufacturer URL already exists for a line in English and while loading a French translation the user specifies a different Manufacturer URL, this new URL will overwrite the existing Manufacturer URL for the English version of the line.

- Line uniqueness criteria are used to determine which line is being translated. As such, the user should not change the values for any attributes used in line uniqueness identification during a translation upload. For example, in the absence of an Item ID, the supplier Item Number is used for line uniqueness identification. If a line with supplier ID, ABC-01 already exists in English and while loading a French translation for the same line the user changes the supplier ID to ABC-02, Loader will not be able to match this to the existing line with supplier ID ABC-01.

Download Punchout: Explained

Download punchout is a mechanism for administrators to automatically download a supplier punchout definition from Oracle Exchange. The supplier definition is stored as a punchout catalog allowing requesters to easily access a supplier site through Oracle Exchange, from the Shop and Search pages.

Suppliers must define their punchout on Oracle Exchange before the punchout can be downloaded. Once the punchout is defined, the download punchout feature from the Manage Catalogs page can optionally be used to download one or more supplier punchout definitions.

Using Download Punchout

The existing punchout catalog is used to connect to Oracle Exchange and download the supplier punchout definitions. From the Supplier Web Store page in Oracle Exchange, you can select the supplier punchout definitions you want to download. When the download operation is successfully completed, a punchout catalog for each downloaded supplier will exist. Optionally, you can edit the punchout catalog to update the punchout name, description, keywords, mapping, and category assignment for browsing. Like any catalog, the downloaded punchout definition must be associated to a content zone to be available to requesters.

Note that for the translatable attributes such as catalog name and keyword, the supplier definition is downloaded for the languages available in Oracle Exchange.

Upload Lines Process: How It Works

The Agreement Loader is used to upload agreement lines in bulk using a data file. The catalog administrator, the buyer, or the supplier of the agreement can use the Agreement Loader. Loader parses the file based on the file format, performs basic validations on the data provided, and raises errors for failed validations. If no errors are found, the uploaded content is processed and the agreement is updated.

Settings That Affect Uploading Agreement Lines

If the number of lines with errors exceeds the error threshold, loader stops processing the remaining lines in the upload file. If the error threshold is not reached, loader continues processing the lines till it gets to the end of the file. In both cases, any of the lines processed successfully will be submitted for update against the agreement.

Examples of some Upload Error scenarios:

- Language is invalid.

- Line Number is not a valid number.

- Either short description or long description is not provided for a line.

How The Agreement Loader Processes Lines
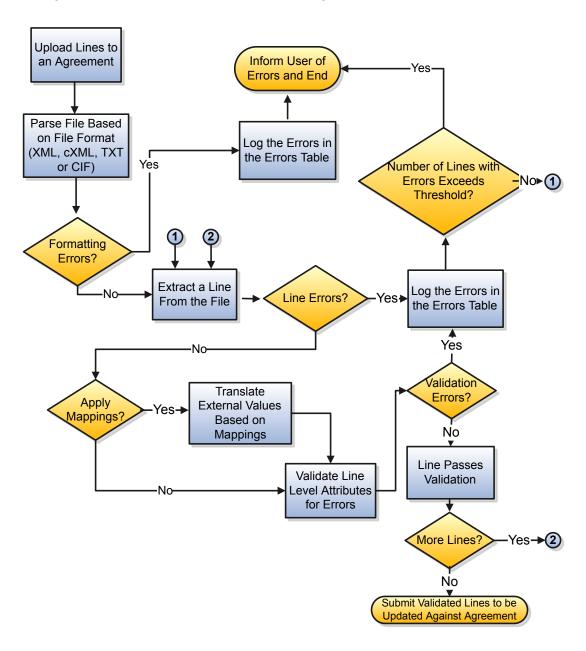
The agreement loader parses the input file in an accepted file format, and transfers the validated information to be updated against the agreement. The File formats that are supported by the Agreement Loader are CIF, cXML, TXT and XML.

If there are any parsing errors or other formatting issues, the agreement loader issues error messages. Loader performs some preliminary validations, like checking the validity of catalog attribute names, external mapping translations, data checks and so on. If there are any errors in these validations, an error is raised to the user.

If a line passes all the syntax and business validations, then it is submitted for update against the agreement.

The figure below illustrates a flowchart for how the agreement loader processes lines.

```
┌──────────────┐
│ Upload Lines to │
│ an Agreement │
└──────────────┘
        │
        ▼
┌──────────────┐
│ Parse File Based │
│ on File Format │ ──── Yes ────► ┌──────────────┐         ┌──────────────┐
│ (XML, cXML, TXT │                │ Log the Errors in │ ──►  │ Inform User of │
│ or CIF) │       Yes              │ the Errors Table │      │ Errors and End │
└──────────────┘                   └──────────────┘         └──────────────┘
        │                                                          ▲
        ▼                                                          Yes
   ◆ Formatting                                                     │
     Errors? ◆                                            ◆ Number of Lines with
        │                                                   Errors Exceeds ──── No ──► (1)
        No                                                  Threshold? ◆
        │        (1)   (2)                                        ▲
        ▼         │     │                                         Yes
   ┌──────────┐   ▼     ▼                                          │
   │ Extract a Line │ ◄── ◆ Line Errors? ◆ ── Yes ──► ┌──────────────┐
   │ From the File │                                   │ Log the Errors in │
   └──────────┘                                        │ the Errors Table │
        │                No                            └──────────────┘
        ▼                │                                    ▲
   ◆ Apply            ───┘                                    Yes
     Mappings? ◆ ── Yes ──► ┌──────────────┐             ◆ Validation
        │                    │ Translate │                 Errors? ◆
        No                   │ External Values │              │
        │                    │ Based on │                     No
        │                    │ Mappings │                     │
        │                    └──────────────┘                 ▼
        │                          │                    ┌──────────────┐
        └──── No ──────────► ┌──────────────┐           │ Line Passes │
                             │ Validate Line │           │ Validation │
                             │ Level Attributes │         └──────────────┘
                             │ for Errors │                    │
                             └──────────────┘                  ▼
                                                          ◆ More Lines? ◆ ── Yes ──► (2)
                                                               │
                                                               No
                                                               ▼
                                                        ┌──────────────┐
                                                        │ Submit Validated Lines to be │
                                                        │ Updated Against Agreement │
                                                        └──────────────┘
```

During any stage, if the number of lines with errors exceeds the threshold set by the user, the loading process is ended. Any lines which were successfully processed are submitted for updating against the agreement.

FAQs for the Upload Process

What happens if the upload has errors?

The Upload Errors page displays the errors for a given agreement or change order where the latest upload job completed with errors. Access the Upload Errors page by clicking the Error link in the upload status column. The Upload Errors page displays file level errors, parsing errors from XML parser, or agreement line level data validation errors. You can export the list of errors in a spreadsheet format. The errors displayed on this page are purged based on the value specified in the Error Retention Period (Days) field. This value is controlled through the profile PO_AGRMT_LOADER_PURGE_DAYS.

What's CIF or cXML?

A Catalog Interchange Format (CIF) file is a comma-separated text file. A commerce eXtensible Markup Language (cXML) .xml file is based on the XML language. The loader can process CIF or cXML files to load catalog items. Typically, the supplier provides a CIF or cXML file they have prepared.

Index CIF files contain item definitions and their corresponding pricing. Contract CIF files contain pricing only and are not supported by the loader.

CIF files also support two loading modes, full and incremental. The full loading mode replaces one catalog file with another, that is, all existing lines in the BPA are marked as having expired and then replaced with the lines from the upload. Also, the delete column in the upload file is ignored. If the delete flag has been set for a line in the upload file, the line will be loaded (after all existing lines in the BPA have been marked expired) and the line will not be marked for deletion.

The incremental loading mode uploads only the lines which are affected. If a line being uploaded already exists on the BPA, the line is updated (or marked for delete if the delete flag for the line was set in the upload file).

If a loading mode is not specified, the loader assumes an incremental loading mode. Valid loading mode values for CIF are Full, Incremental, F, I. These values are case insensitive. Valid loading mode values for cXML are FULL and INCREMENTAL. The values F, and I are not supported.

What's XML?

An eXtensible Markup Language (XML) file is a general purpose markup language file with a set of rules for encoding documents in machine-readable form. XML is a subset of Standard Generalized Markup Language (SGML). The primary purpose of XML is to facilitate the sharing of data across different systems. The upload process will parse and process the XML file to load agreement lines and its associated attributes provided that the XML file conform to the XML DTD.

Local Catalogs and Inclusion and Exclusion Rules : Explained

Catalog Administrators can control local catalog content visibility by agreements or category. For example, Administrators can restrict certain requesters to requesting items from a small set of approved agreements. Administrators can define items that should be included or excluded from the local catalog based on blanket agreement and category inclusion and exclusion rules.

Local Catalogs

A Local Catalog consists of items (item master items and agreement lines) and item attributes defined in Oracle Fusion Inventory and Oracle Fusion Purchasing such as categories, descriptions, UOM, and so on.

When defining a local catalog, content must be first separated into logical and manageable partitions. These partitions can be created based on purchasing categories, browsing categories, and blanket agreements. Each of the different options that can be used to define a local catalog is referred to as a dimension.

Once a local catalog is defined, it can be associated to content zones which are made accessible to the users assigned to see that catalog content.

Using Intersection for Restrictions Across Agreements and Categories

In a local catalog, items can be included or excluded based on the agreement and category inclusion or exclusion rules.

In order to determine the available local content, the application will resolve the inclusion or exclusion rules within a local catalog as illustrated in the table below:

- Inclusion rules will always result in the intersection across dimensions as in example D below.

- If there is an exclusion rule in one dimension, it will be treated as the inclusion of the inverse set, and then there will be intersection across dimensions as in examples A and C below.

- If both agreements and categories are specified by exclusion, then the rules are first intersected with all content. The union of the resulting intersections is excluded as in example B below.

Example	Local Catalog Setup (Inclusion versus Exclusion)	Available Content
A	Exclude Agreements {123, 456}, Include Category {Pens, Pencils}	Anything that is in the Pens category or in the Pencils category as long as they are not in Agreements 123 or 456.
B	Exclude Agreement {123}, Exclude Category {Pens}	All content as long as it is not in Pens or Agreement 123. For example, no content from Pens, and no content from Agreement 123.
C	Include Agreement {123}, Exclude Category {Pens, Pencils}	All items from Agreement 123, except those items that belong to Pens category or Pencils category
D	Include Agreement {123}, Include Category {Pens}	Only Pens from Agreement 123

Using Union for Restrictions in Separate Catalogs

Restrictions can also be separated. For example, excluding agreement 123, but including all office supplies content even if it is in agreement 123. In this case, separate catalogs are needed to define restrictions as union.

Example	Local Catalog Setup (Intersection versus Union)	Available Content
A	Catalog 1: Agreement {123} and Category {Pens}	Only Pens from Agreement 123.
B	Catalog 1: Agreement {123} Catalog 2: Category {Pens}	Anything that is in agreement 123 or in the Pens category.

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Example	Local Catalog Setup (Intersection versus Union)	Available Content
C	Catalog 1: Agreement {123, 456} and Category {Pens}	Pens from agreements 123 or 456. Items must be pens, and they have to be in either Agreement 123 or 456.
D	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456}	Pens from Agreement 123 or anything from Agreement 456.
E	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456} and Category {Chairs}	Pens from agreement 123 or Chairs from Agreement 456.
F	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456} Catalog 3: Category {Chairs}	Pens from Agreement 123 or anything from Agreement 456 or anything in the Chairs category.
G	Catalog 1: Exclude Agreement {123} Catalog 2: Category {Pens}	Anything in the Pens category or anything else not in Agreement 123.

Map Sets: Overview

Manage Supplier Content Map Sets allows the catalog administrator to create, duplicate, edit, and manage mappings between external and internal values for categories, UOMs, supplier names, and supplier sites. These mappings will be used for conversion in business flows such as shopping through Punchout or uploading lines through the Agreement Loader.

Related Topics

- What's a supplier content map set?

Using Supplier Content Map Set With Agreement Loader: Explained

A map set can be used when uploading agreement lines. The applicable attributes that can be mapped are category and unit of measure. The values as stated in the upload file are considered external values in this mapping process. When uploading agreement lines, the user can indicate if mapping should be applied to map the external value to a corresponding internal value for the attribute.

If the user chooses to apply mapping, a map set must be specified.

1. If a default map set is setup for the procurement BU, the value is defaulted. The user can override the value.
2. If no default map set is set up for the procurement BU, the user must then select a map set.

The following steps are used to determine a mapped internal value for the attribute:

1. If a map set is specified, the map set will be searched during the mapping process to identify a matching external value to the attribute being mapped. If a match is found, the mapped internal value is used for further processing.
2. If the external value is not found in the specified map set, the default map set for the Procurement BU of the agreement line will be searched for a matching external value. If a match is found, the mapped internal value is used for further processing.

3. If the external value is still not found in the default map set, then the external value is not mapped, and is used as is for further processing.

Using Supplier Content Map Set With Punchout: Explained

A map set can be associated with a punchout catalog for the requested item's attributes when the shopping cart from a supplier punchout site is returned to Oracle Fusion Self Service Procurement.

When the punchout is to a supplier web store that only sells products from that supplier, mapping of the Category and Unit of Measure attributes are applicable. When the punchout is to an aggregator site, such as Oracle Exchange, mapping of the Category, Unit of Measure, Supplier, and Supplier Site attributes are applicable.

The values returned from the supplier punchout site are considered external values in this mapping process. When defining a punchout catalog, the catalog administrator indicates if mapping should be applied to map external values to corresponding internal values.

If mapping for the punchout catalog should be applied, a map set must be specified.

1. If a default map set is setup for the procurement BU, the value is defaulted. The user can override the value.
2. If no default map set is set up for the procurement BU, the user must then select a map set.

The following steps are used to determine an internal value mapping for the attribute:

1. If a map set is specified, the map set will be searched during the mapping process to identify an internal value for the attribute being mapped. If a match is found, the mapped internal value is used for further processing.
2. If the external value is not found in the specified map set, the default map set for the procurement BU of the punchout catalog will be searched for matching an external value. If a match is found, the mapped internal value is used for further processing.
3. If the external value is still not found in the default map set, then the external value is used as is for further processing.

Manage Catalog Category Hierarchy

Category Hierarchy: Overview

Category hierarchy presents a hierarchical view of the catalog to users. Category hierarchies allow administrators to create a parent category that includes other categories, which are known as child categories. When users navigate through the parent category, the child categories appear, helping users to navigate quickly to the category which contains the products they need.

There are three different types of category hierarchy in Procurement.

- Procurement Category Hierarchy: Used by Purchasing, Self Service Procurement, and Suppliers.

- Browsing Category Hierarchy: Used in Self Service Procurement.

- Products and Services Hierarchy: Used in Suppliers.

Related Topics

- What's a category?

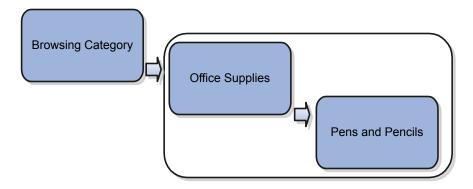- What's the difference between an item category and a browsing category?

Category Browsing: Explained

There are multiple ways to search for items in the catalog. One way is to browse for items by category.

Browsing by Category

When you enter simple search criteria from the Shop page, the search results appear in a list from which you can sort, compare, add to your shopping list, or add to your requisition. For example if you search for pens your search will yield a list of pens that are available in the catalog.

Alternatively, you can search for pens using a category search. For example, in the Browse Category region on the Shop Page, you can click on the link for the category Office Supplies. The search results will yield a list of all office supplies in the catalog. You can then drill down the category hierarchy from the top level category Office Supplies selected on the Shop page. For example, the figure below shows if you were shopping for pens, you click on the category Office Supplies and then drill down using the category Pens and Pencils.

Related Topics

- Search Options: Explained

Category Hierarchy with Catalog Association: Explained

Users can search for all content (local content, punchout, smart forms, informational content) regardless of how the content is grouped. Administrators can group punchout, informational catalogs, and smart forms by category and the browsing feature will also retrieve punchout, informational catalogs, and smart forms together with local content.

Local content (item master items and agreement lines) is associated with purchasing categories. Smart forms, punchout, and informational catalogs can optionally be associated with any level of the category hierarchy (browsing or purchasing category).

Hierarchy With Associated Catalog Content

When the user associates the punchout, informational, local, and smart form to a category, the system travels up and down the tree to associate the punchout, informational, local and smart form with all the browsing and purchasing categories of the same branch. Item master items, and agreement items are indexed with their corresponding purchasing categories. For example, in the illustration below, when the user navigates down the branch from Information Technology browsing category to the Computer Servers purchasing category, the search results will always include the Dell USA punchout which is
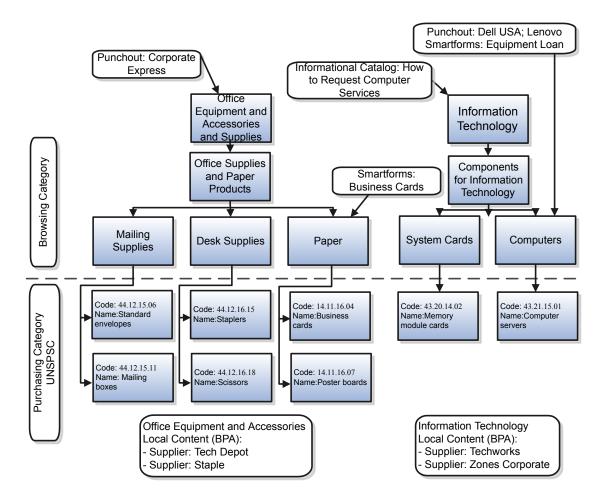
associated with Computers. The system associates the punchout catalog Dell USA with the categories of the same branch as Computers which are Information Technology, Components for Information Technology, Computers, and Computer Servers.

The informational catalog How to Request Computer Services is associated with the browsing category Information Technology. As the user navigates the branch of Information Technology, the Informational Catalog is seen at the level of Information Technology, Components for Information Technology, System Cards, Computers, Memory Module Cards, and Computer Servers.

Local catalog items also show up during browsing. Using the example in the figure below, items in BPAs with suppliers Techworks or Zones Corporate that are tied to the purchasing categories Memory Module Cards or Computer Servers will show up as the user navigates down the Information Technology branch, based on the content available to the user via content zone.

The procurement catalog index is automatically updated after any changes to the hierarchy are saved.

The figure below shows catalog category hierarchy structure.
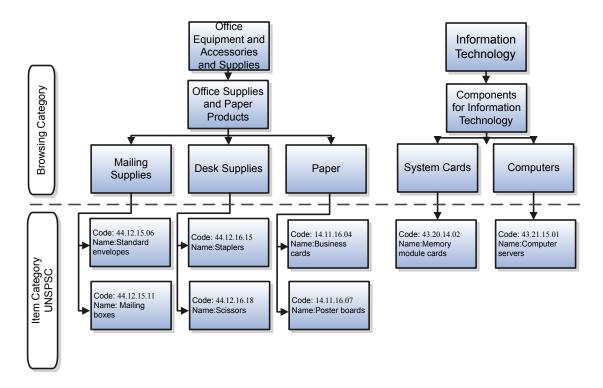
Category Hierarchy: How Browsing Categories and Item Categories Fit Together

If you manage a large number of products and services you may need a mechanism to organize the products in the catalog to make it easier for users to navigate to the products they want to buy. The category hierarchy presents a hierarchical view of the catalog to users.

Category hierarchies allow you to create a parent category that includes other categories, which are known as child categories. When users navigate through the parent category, the child categories appear, helping users to navigate quickly to the category which contains the products they need. Categories are used to classify items.

You can develop your own method of categorizing products or you can use standard coding systems such as UNSPSC. Some of the benefits of adopting a standard coding system are visibility of spend analysis throughout the corporation, cost control optimization, and ability to explore all the e-commerce capabilities.

The figure below shows the category hierarchy for a catalog. There are two types of categories in the catalog that define a catalog hierarchy: Browsing categories and item categories. It is not required to have the same number of levels in all branches of the hierarchy.

Browsing Categories

Browsing categories are also known as navigation categories. They define the category hierarchy for category browsing. The category hierarchy helps users browse for catalog items. Browsing categories can be either a parent or child to another category, but cannot contain any items. Browsing categories are optional and companies can decide what categories should be enabled for browsing.

You can associate catalogs (local, punchout, informational) and smart forms to the browsing categories. When user navigates to the category, the associated content type will be displayed. An alternative to setting up browsing categories is to tag punchout, informational, and smart forms with keywords, so that users can find them when performing basic search.

Item Categories

Item categories are used to group items for various reports and programs. A category is a logical classification of items that have similar characteristics. For Procurement, every item must belong to an item category. Item categories allow you to:

- Place item categories under browsing categories.
- Search the catalog and sort by item category name. The item category name is displayed in the search pages.
- Bulk load by item category code.

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4 **Manage Requisitions**

Create Requisition

Requisition Preferences: Explained

Requisition Preferences is used for specifying default information for creating requisitions.

When you search, browse, create noncatlog request, or perform any action that initiates the creation of a requisition, your user preference is validated. In case of error, the preferences window is opened and you can click on the View Errors link to see the errors. You need to fix your preferences before you can proceed with creating a requisition.

On the Requisition Preferences page you select:

- Your default requisitioning BU.

- Your shopping and delivery preferences.

- Your favorite charge accounts for billing purposes.

Requisitioning BU

You are required to select the Requisitioning Business Unit to which your preference settings apply.

Shopping and Delivery

The Shopping and Delivery section includes the following parameters:

- Requester: Select the default requester for requisition creation.

- Destination Type: You can specify whether an item should default as type Expense or Inventory. If you select Inventory, you can also select a default subinventory. If the destination is expense, then you can enter project information

- Deliver-to Location: Select a default deliver-to location for requisition lines.

- Subinventory: You can select a default subinventory if the Destination Type is set to Inventory.

Favorite Charge Accounts

Favorite Charge Accounts are used for requisition billing purposes.

Your Favorite Charge Accounts include the following:

- Nickname. Specify a nickname for each charge account number.

- Charge Account. Specify account number.

You can add a new charge account to the list of previously saved accounts using the Add Row button or from the Action list of values menu. You can delete a charge account from the list using the Remove button or from the Action list of values menu. You can select and set a charge account as the default primary account using the Set as Primary button or from the Action list of values menu.

The billing region also has projects in addition to favorite charge accounts. The fields in the region are from projects and apply only when the destination type is expense.

Search Options: Explained

When you search for items to add to your requisition it is important to know how the search works, and what options you have while searching.

There are three different search capabilities:

- Wildcards
- AND Searches
- Hyphens or Special Characters

Searching with Wildcards

You can use a wildcard character (either the % or the *) in the middle of or after your search character value. For example, a search on o% returns Oracle and Open Markets Inc., and a search on op% returns Open Markets Inc.

Performing AND Searches

When you enter keywords in the Search field, it automatically performs an AND search. For example, entering red pen returns items containing the words red and pen.

Using Hyphens or Special Characters in Searches

You can enter the following special characters while searching:

- wildcard characters (% or *)
- hyphens (-)

Keywords with hyphens or underscores are treated as whole words. For example, you can search for post-it or AB_22ZL. A search on post or AB does not find post-it or AB_22ZL. To search part of a word, use wildcard characters.

Special characters such as a slash (/) and ampersand (&) are ignored. For example, a search on red, white & green looks for items containing red and white and green.

If you are searching in a catalog language that uses language-specific characters, the search supports them.

Stemming

Stemming matches words with their plural form and with their other tenses.

Fuzzy

Fuzzy matches words with similar spelling and pronunciations.

Begins With

Begins With matches words that begin with the word specified.

Expanded Search

Clicking the expand search link performs Stemming, Fuzzy, and Begins With searches on any words on the search string.

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FAQs for Creating Requisitions

What's the difference between amount and quantity?

Some items are services, which can display an amount instead of a quantity and price.

The quantity of items is needed for ordering goods. You can change the quantity of goods before you submit the requisition.

What's the difference between an emergency requisition and a requisition flagged as urgent?

An emergency requisition reserves a purchase order number at submission. This purchase order number can be provided to the supplier to expedite the process.

An urgent requisition needs urgent processing, but does not have a purchase order number reserved at submission. You can mark an emergency requisition as urgent.

What's the difference between an emergency requisition and a standard requisition?

An emergency requisition reserves a purchase order number at submission. This purchase order number can be provided to the supplier to expedite the purchase process.

A standard requisition is not assigned a purchase order until after it is approved.

Why would I check the New Supplier box?

Select the new supplier check box if the supplier you want to order from is not an approved supplier. This allows you to enter information for suppliers that are not yet approved for use by your organization.

How can I access a saved requisition?

Access your saved requisition from the Manage Requisitions link in the regional area. You can search for all your requisitions, including the incomplete requisitions, on the Manage Requisitions page. You can also access your saved requisition in the My Requisitions table on the Shop Home page.

How can I shop at a supplier's site?

When you search for an item, you may have an option to shop at a predefined external site. Your company and the supplier set up the site to automatically return you to Self Service Procurement when you finish shopping. The goods from the supplier's site appear as lines in your requisition.

How can I sort my search results?

There are a number of ways items can be sorted. On the Search Results page use the Sort By list for a complete list of sorting choices. Once you select a sort option from the list, you can use the ascending and descending icons to sort.

How can I use social collaboration to get more information about an item on a requisition?

Use the Social link on the Requisition Details page to invite the requester to a conversation to address your concerns regarding an item.

For example, you are a project administrator who has created a requisition for a non-catalog item on behalf of the requester, but you need some more information before completing the requisition.

- Click **Social** to open the Oracle Social Network window and share the requisition.

- Click **New Related Conversation** and add the requester.

- Post your question and optionally set a follow-up flag to call attention to it.

The requester answers your question and you can complete the requisition and submit it for approval. The conversation remains with the requisition as a historical record.

Related Topics

- What does social networking have to do with my job?

Submit Draft Requisition

Expand Search: Explained

When you enter simple search criteria from the Shop page, the search results appear in a list from which you can sort, compare, add to your shopping list, or add to your requisition. You can expand your search results by clicking Expand Search on the Search Results page.

Expand Search

If you search for ink pen, the simple search performs a Match All Search Terms search. A matching item must contain all the search terms. In this example it must contain the terms Ink and Pen. Click Expand Search to expand the search using Stemming, Fuzzy and Begins With criteria on any of the words in the search string.

- Stemming: Matches words with their plural form and with their other tenses.

- Fuzzy: Matches words with similar spelling and pronunciations.

- Begins With: Matches words that begin with the word specified.

Creating Accounting Splits: Example

The following scenario shows how you might allocate costs to multiple charge accounts.

Scenario

The cost of the items is automatically charged to the charge account that your administrator has set up for you or your organization. Normally, you would use this charge account. However you can create additional distributions of the charges. Here is an example of how you might do that:

1. On the Edit Requisition page, select the line to split costs.
2. In the billing area for the line click the add row icon.
3. Update the row with the additional charge account and adjust the percentage splits for all rows.
4. Click Submit to finalize your requisition.

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FAQs for Submitting Draft Requisitions

Why are some items not found?

There are a few possibilities:

- You are searching on a partial phrase. The search engine returns items that exactly match each keyword. For example, searching for AB does not return item number AB22ZL. Use wildcard characters (such as AB%) to perform a partial match, or click on the expand search which adds the wild card and also does the stemming and fuzzy search.

- The item is not in the catalog you are searching.

- The item is not available to your organization, or you are not authorized to purchase certain items.

- The catalog administrator must provide search keywords for punchout catalogs, informational catalogs and smart forms. Your search may not have matched a defined keyword.

- The item appears only in a different language version of the catalog.

Why can't I edit the quantity?

You cannot edit the quantity for fixed price services lines which are goods or services billed by amount. Quantity is not applicable to these type of lines and therefore cannot be edited.

Why is the price on the Search Results page different from the price on the Edit Requisition page?

The application may have automatically applied price breaks or discounts, based on quantity, your location, or other factors.

What happens if I add an approver?

Your company policies determine the approver for your requisition. You cannot change the default approver list, but if you have been given access you can add approvers. You cannot delete system generated approvers.

You can add approvers anywhere within your existing approval list. For example, your existing approval list is Manager A, Manager B, and then Manager C. You add Manager X. The approval now routes through Managers A, B, C, and then X, stopping at X.

How can I bill to a project?

You can bill to a project if you have an existing project number defined. You can set up the default project values in your requisition preferences, in which case project details automatically appear for billing. You can bill to one project or to multiple projects by editing the information in the billing region on the requisition line. The destination type in the requisition line must be Expense in order for you to enter project information.

How can I change an incomplete requisition?

From the My Requisitions region of the Shop Home page, find the incomplete requisition and drill down to the Requisition Details page by clicking on the requisition link and then choose Edit. You can also search for incomplete requisitions from the Manage Requisitions task.

How can I distribute the requisition line across different charge accounts or projects?

You can charge to different charge accounts or projects by splitting the distributions.

How can I enter a one-time delivery address?

On the edit requisition page select One Time from the Deliver-to Location Type field and then enter the address in the Deliver-to Address field.

How can I find out if my requisition was approved?

The preparer can access requisition details to check the approval status. The preparer also receives a notification of the outcome of approvals (Approved or Rejected) after approval is complete.

How can I make sure that the tax attributes are correct?

On the Add Requisition Line page, there will not be any tax attributes defaulted. After you populate the item information, click Generate Tax Attributes to generate attributes based on the item information

How can I modify configured items ordered from a supplier's site?

You cannot edit the configuration details once you return from the supplier site to Oracle Fusion Self Service Procurement. In order to modify configured items, you need to remove the item from the requisition and punch out to the supplier site again to add the item with the new configuration.

How can I quickly reorder an item?

Items you order frequently can be added to a personal shopping list so you can quickly add those items to a requisition each time you need to place an order. After you search for an item from the search results, select Add to My Shopping List and you can then pick any list you created. You can also create a personal shopping list and add an item simultaneously. Access and manage your shopping list from Quick Links in the contextual area.

How can I request an item I cannot find in the catalog?

If the item does not exist in the catalog, place a noncatalog request by clicking the Noncatalog Request link under Quick Links in the contextual area.

How can I view the list of approvers for a requisition?

From the Edit Requisitions page, click the Manage Approvals button.

When do I need to edit requisition lines?

Edit lines if you want to do any of the following:

- Edit the default account information. This information is already entered for you, based on your preferences and system setup, but you can change it unless one of the following scenarios exist:

    o If the line has an inventory destination type.

    o If project information is specified, and charge account update is not allowed.

- Vary information (such as delivery information) by line.

- Add line-level attachments.

- Add notes to the buyer.

- Specify project information.

FAQs for Create Noncatalog Requests

What's a Noncatalog Request?

Noncatalog requests allow you to purchase goods and services not available in the catalog. You can use noncatalog requests to order goods billed by quantity, services billed by quantity, or goods or services billed by amount.

What's the difference between a catalog request and a noncatalog request?

A catalog request is a request for any item, you can search for and select in the catalog.

A noncatalog request is a request for an item not found in the catalog. For noncatalog requests, information is manually entered for the item.

FAQs for Create Requisition from Catalogs

What's a punchout catalog?

A punchout catalog consists of items that the supplier maintains. The user clicks a link to the external supplier site from Shop Home or the Search Results page, and adds items from the external site to the user's requisition.

Where do I check out goods purchased from a supplier's site?

After shopping at a supplier's site, you will be returned to Self Service Procurement where you will see the lines added to your requisition. Follow the normal process to edit and submit the requisition.

What happens if I get an error while accessing a supplier's site?

If you receive a message that the supplier's site is not responding or cannot be reached, then something is wrong with the connection between Oracle Fusion Self Service Procurement and the site. If you receive a message that the user name or password is incorrect, then your administrator needs to verify the setup for the site. Your administrator is notified when a connection error occurs. Try again later.

What's a local catalog?

A Local Catalog consists of items (item master items and agreement lines) and item attributes defined in Oracle Fusion Inventory and Oracle Fusion Purchasing such as categories, descriptions, UOM, and so on.

What's an informational catalog?

An informational catalog is a special type of catalog that captures instructions, procurement policies, and links for how to order items and services that may not be supported by the other catalog types. For example, informational content can contain a link to an existing procurement policy or instructions page in your company.

What's a public shopping list?

Catalog administrators create public shopping lists to make lists of items available to preparers for requisitioning. For example, office supplies or a new hire kit. The availability of a public shopping list is based on the Procurement BU in which the list is created in, and whether the preparer has been granted access to the list.

What's the difference between a Public Shopping List and My Shopping List?

Public shopping lists are created by procurement catalog administrators. The lists are a collection of items available to preparers in Self Service Procurement. For example, office supplies, or new hire kits. The availability of a public shopping list is based on what procurement BU the list is created in, and whether the preparer is granted access to that list.

With My Shopping List you can create your own list to quickly request items you order frequently.

What's a smart form?

A smart form is used by catalog administrators to define noncatalog request forms.

Catalog administrators can define forms for multiple purposes: goods based or fixed price services based request types.

A smart form can contain defaulting information and can be extended to use information templates to collect additional information.

What's an information template?

Information templates are used in creating smart forms. Information templates provide flexibility to add additional attributes in a smart form in order to gather the required information from the preparer of a requisition.

Information templates can also be associated with items and categories.

Import Requisition

Import Requisitions: Explained

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. Requisition information and interface tables are required. During the import process, the requisition levels are validated in succession: header, line, and distribution. Any records that fail validation are reported and not included in further processing. The requisition lines are then grouped into individual requisitions and given unique numbers. It is possible that one record in a requisition header interface table may correspond to multiple requisitions being created because of the grouping of lines. The requisitions that are valid, grouped, and numbered, are inserted into the main requisition tables. Finally, depending on the status of the requisition, the value of the input parameter Initiate Approval after Requisition Import, and the value of the requisitioning business function configuration option Create Order Immediately After Requisition Import, one of the following processes is initiated: the Generate Orders program, or Requisition Approval.

> ✎ **Note:** You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process, which are both part of the External Data Integration Services for Oracle Cloud feature. For other implementations, optionally use this feature only if you have SFTP configured for it.

The following is a list of parameters:

- Import Source (optional): Used to match against the records in the interface table to retrieve the right set of records for processing.

- Import Batch ID (optional): Used to match against the records in the interface tables to retrieve the right set of records for processing.

- Maximum Batch Size (optional): a number field with a default value of 2500. If this parameter is provided, when a requisition number is not specified in the interface table, the requisition lines will be processed in batches with size not greater than the maximum batch size. If this parameter is not specified, 2500 will be used as the maximum batch size.

- Requisitioning BU (required): Only the records with the specified requisitioning BU are processed.

- Group By (required): a choice list with the following choices: Item, Buyer, Category, Location, Supplier, and None (where None means group all requisition lines together). This field is dependent on the Requisitioning BU field: When the user selects a requisitioning BU, the Group Requisition Import By value from the BUs Requisition Options will be defaulted here.

- Next Requisition Number (optional): If a value is specified, it will be used for numbering the requisitions when no requisition numbers are specified in the requisition header interface table.

- Initiate Approval after Requisition Import (required): If the value is Yes, requisitions that are imported as draft requisitions will be submitted for approval right after the process completes.

Related Topics

- External Data Integration Services for Oracle Cloud: Overview

Upload Lines Parameters: Explained

The following are parameters for Upload Lines.

Parameters:

1. Document style of the agreement (In this case Blanket Purchase Agreement): This field is read only and is populated by the application. It shows the document style of the agreement to which data is being uploaded.

2. File Type: This specifies the format of the file that the user is going to upload. Possible values are CIF (which is the default), cXML, Tab-delimited text (TXT) and XML files.

3. File: The file to be uploaded. It must be of the type selected in the File Type field above.

4. Primary Classification Domain: This is a product classification system such as SPSC or UNSPSC and is used for classifying products or services, that is to group similar items or services into categories. This field is only shown if the file type is CIF or cXML.

   a. For CIF files, if the primary classification domain field is left blank on the upload lines page, then the upload file should contain, at the most, one classification domain (under the classification code column) per line. If no classification domain is specified for a line, then the user should specify an SPSC code for the line.

      If the user specifies multiple classification codes for a line in the upload file, then the primary classification domain field cannot be left blank, and its value must match at least one of the multiple classification domains the user specified for a line or the file level classification code format.

   b. For cXML files, if the primary classification domain field is left blank on the upload lines page, then the upload file should only contain, at the most, one classification domain per line. If the user specifies multiple classification domains for a line in the upload file, then the primary classification domain field cannot be left blank and its value must match at least one of the multiple classification domains that user has specified.

5. Apply Mapping: This indicates if the user wants to use a map set for converting external values from the supplier, which do not exist in the application to internal values used in the application.

6. Supplier Content Map Set: This field is hidden by default and only appears if the Apply Mapping check box is checked. This field contains the map set the user wants to use for external to internal values conversion.

7. Continue editing after successful upload: This field has two possible values, Yes or No. It functions differently depending on who is carrying out the upload and whether the agreement is being created or changed.

   Agreement Authoring: If the buyer is performing the upload, then setting the value of this field to No automatically submits the BPA for approval once loading is successfully completed.

   If the catalog administrator or the supplier is performing the upload, setting the value to No automatically transfers the BPA back to the buyer for review once loading is successfully completed. The buyer then initiates the approval process.

   For all the three roles, setting the value to Yes, means the user retains control of the document at the end of a successful upload process.

   Agreement Change Order: For all the three roles, setting the value to No, automatically submits the document for approval. Note that there is no transfer to the buyer for review even if the role is a catalog administrator or supplier.

   For all the three roles, setting the value to Yes, means the user retains control of the document at the end of a successful upload process.

8. Error Threshold: This is an integer number that specifies the maximum number of errors after which the loader abandons processing of the remaining lines in the upload file. For example, if the error threshold is two, loader does not abandon processing of the remaining lines in the upload file when its error count reaches two. Loader will only abandon processing when its error count reaches three which is above the threshold value of two. Also note that if there are some successfully processed lines, loader will pass those lines to PDOI which will attempt to update the agreement with those lines.

Update Draft Requisition

Oracle Procurement Cloud
Using Procurement

Chapter 4
Manage Requisitions

When can I change a requisition?

Many factors determine whether your requisition is eligible for change. If the requisition is on a purchase order, then you cannot change the requisition. You must submit a purchase order change order. Through a change order, you can change the purchase order and modify the requested delivery date, adjust the quantity, cancel one or more lines, or cancel the entire order. You can reduce the quantity as long as it is greater than or equal to the quantity received.

For requisitions that are approved and not placed on a purchase order, you can edit the requisition (which will withdraw the requisition from approval), make changes and resubmit it for approval. Cancellations of approved requisition or requisition lines not placed on POs do not require approval.

Approve Requisition

Reject Requisition Request

How can I reject individual items on a multi-item requisition?

You cannot selectively approve or reject individual items. You can edit the requisition to add or delete items, modify requisition quantity, and then approve the requisition. If the approver needs to reject specific lines on the requisition, the approver should reject the entire requisition. The approver can include comments on the worklist task to highlight the rejection reason. The preparer then needs to update the requisition and resubmit it for approval.

FAQs for Request Requisition Information

What happens if I need more information about the requisition before I approve it?

On the worklist task you can view requisition details and view document history to get more information.

FAQs for Review Requisition Request

How can I edit a requisition pending my approval?

If you are an approver and have the privilege to edit a requisition, click the Edit Requisition Link from the worklist task.

What happens if I begin modifying the requisition as an approver?

If you begin modifying the requisition, no other approvers can take action. The requisition will resume or restart approvals after you submit the changes. You must submit the requisition before you can start working on other requisitions.

What happens to the approval routing of the requisition after I submit changes as an approver?

Depending on the application setup for the requisitioning BU, the approvals will either be restarted from the beginning, or continue on the current approval path.

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FAQs for Approve Requisition Request

When do I need to approve a requisition after I submit changes as the approver?

A requisition is automatically approved by an approver who makes modifications and submits the requisition, but the requisition will continue to be routed for approvals if there are additional approvers.

Reassign Requisition

FAQs for Reassign Requisition Request

Update Preparer and Requester: Explained

Reassign procurement transactions if an individual leaves your company, changes business units, changes job roles, or is on a leave of absence. Reassigning procurement transactions ensures that transaction flow is maintained.

Use the Update Preparer and Requester page to perform reassignments. You can update the Entered by person for the requisition, the requester attributes on requisitions, and requester attributes on purchase orders.

Update Preparer and Requester

From the Update Preparer and Requester page, you can:

- Replace a preparer if the requisition contains at least one line that is pending approval.

- Replace a requester if the following conditions are met:

    o Requisition line is pending approval.

    o Approved requisition line that is not associated with a purchase or transfer order.

    o Approved requisition line that is associated with a Purchase Order line schedule with status not finally closed, or canceled.

    o Purchase Order Distribution line with schedule status not finally closed, or canceled.

    o Purchase Order Distribution line that is a part of a change order with status not canceled or processed.

- Replace a change initiator on Purchase Orders with status not canceled or processed, and that were initiated by a preparer.

Restart Approvals for Pending Requisitions

To automatically restart approvals when requisitions with status Pending approval are updated, set **Restart Approval After Submission** to Yes on the Update Preparer and Requester page.

How can I reassign requisitions?

From the Manage Requisitions page, you can reassign one or more requisitions to a new owner. Select the requisitions and then select **Reassign** from the Actions menu. In the Reassign Requisition dialog box, specify the new owner.

Select **Send notification to this person** to send a notification to the new owner about the reassignment.

The assignee becomes the Entered By person and can view and modify the requisitions as though they were the original preparer.

You can reassign requisitions in any status (Canceled, Incomplete, In process, Approved, Rejected, and Returned).

By default, you can reassign only requisitions that you created. If you have the permission to reassign requisitions created by others, you can reassign any requisition you are allowed access to on the Manage Requisitions page.

How can I setup vacation handling?

You can setup vacation handling for approvals in the worklist application.

Amend Requisition

Cancel Requisition

How can I track or change my change or cancellation request?

For requisitions on approved purchase orders, your changes are made to the purchase order through change requests. From the Requisition Details page, you have access to pending change requests until they are approved. You can also have access to the latest version of the purchase order. From the Document History page you have a view of all submitted change requests to the purchase orders associated with the requisition.

Cancellation of lines on purchase orders are also handled through change requests.

Changes to purchase orders are not reflected on the requisition. The purchase order contains the most up-to-date information.

FAQs for Update Requisition

Why can't I view all my orders?

A purchase order that is not open cannot be viewed. Also, you might not have the permission to view order details.

How can I update multiple lines at one time?

Select multiple lines on the edit requisition page. Click Edit on the table. Changes made to the line will overwrite information on selected lines.

Submit Requisition

What happens to a submitted requisition?

After you complete and submit a requisition, your approvers receive it. Your requisition will either be rejected, or approved. Approved requisitions then become orders with the appropriate supplier.

Manage Requisition Lifecycle

Requisition Life Cycle: Explained

Requisition Life Cycle refers to the complete business flow starting from requesting goods or services, to receiving the goods or services, and suppliers being paid.

By viewing the life cycle of a requisition you can find out the latest status of requested items. You can also see if there are issues with a requisition, or simply get an overview of all processing information associated with a requisition or requisition line.

When the requisition life cycle for a requisition is viewed, the information is grouped by negotiation or purchase order, if one exists. For example, if all lines on the requisition are placed on one purchase order, all the related downstream documents are visible on one page. If the lines on the requisition are placed on two purchase orders, the life cycle information can be viewed separately for the two groups of requisition lines.

Life Cycle Information

Depending on how the application is set up, on the Requisition Life Cycle page summary information can be seen about the following:

- Requisition Lines
- Negotiations
- Orders
- Shipments
- Receipts
- Invoices

If permission is granted to view the details of these documents, it is possible to drill down further to:

- Negotiation Details
- Order Details
- Shipment Details
- Receipt Details
- Invoice and Payment Details

Track Requisition Lifecycle

Document History: Explained

Document History is a view of a sequential list of all actions that were performed on a given requisition.

Document History can include:

- Approvals (For example Submitted, Approved, Rejected)
- Approvals and change information for purchase orders to which requisition lines are sourced.
- Changes (For example Change Submitted, and Change Approved)

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- Other Actions (For example Canceled, Returned, or Reassigned)

Document History Table

View document history from the Manage Requisitions page or from the Action menu on the table, after selecting a requisition.

The Document History Table will capture the following items:

- Action Performed
- Performed By
- Action Date
- Reference Document
- Additional Information

Actions

Links within the Document History Table provide further drill down.

The following table lists possible links and where that link leads:

Link	Takes user to:
PO Number (in Reference Document column)	View Order page in Oracle Fusion Purchasing
PO Change Order Number (in Reference Document column)	Review Changes page in Oracle Fusion Purchasing
Submit (as displayed in the Action Performed column)	Shows the approval path for the requisition, including any approval actions already taken.
Submit purchase order (as displayed in the Action Performed column)	Shows the approval path for the purchase order, including any approval actions already taken.
Submit purchase order change (as displayed in the Action Performed column)	Shows the approval path for the change order, including any approval actions already taken.

Requisition Statuses: Explained

You can view the status of requisitions in the My Requisitions table and on the Manage Requisitions page.

Status Description

The following table lists all requisition statuses and provides a brief description for each of the statuses.

Requisition Status	Description
Approved	A requisition is approved if this was the first time the requisition was submitted for approval and it was approved.

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Requisition Status	Description
	The requisition retains the status of approved unless all the active lines on the requisition have a different status at which point the new status is rolled up to the requisition header.
	Note: An approved requisition can contain lines with other statuses such as returned, withdrawn, rejected, and so on. For example, a requisition with multiple lines is approved, so both the header and the lines are approved. If a buyer returned a line, the header and line remains approved with the exception of the returned line which will have the status of returned. If a line from the approved requisition is withdrawn, the status remains the same for the other lines and header, but that line will be withdrawn.
Canceled	A requisition is canceled if all the lines on the requisition except for those with a status of split or replaced have a status of canceled.
Pending Approval	A requisition is pending approval if all the active lines on the requisition are pending approval. For example, all the active lines on the requisition are in the middle of the approval process.
Incomplete	A requisition is incomplete when it not submitted for approval or when all the active lines have a status of incomplete.
Rejected	A requisition is rejected if all the active lines on the requisition have a status of rejected i.e. all the active lines were rejected during the approval process.
Returned	A requisition is returned if all the active lines on the requisition have a status of returned i.e. all the active lines on the requisition have been returned by the buyer.
Withdrawn	A requisition is withdrawn when it needs further modifications after it was submitted for approval.

What happens if the order associated with my requisition is canceled or on hold?

Canceled may mean that the buyer has decided to place your items on a different order. On Hold may also be temporary. Contact your purchasing department for information. If the buyer made an error and canceled your request, you need to create another requisition.

Process Requisition Lines

Evaluate Approved Requisition Lines

Document Creation from Requisitions: Explained
The Process Requisitions page allows you to access and aggregate existing requisition demand to create new procurement documents.

Using entered or saved search parameters, you can quickly select all requisition lines that meet the unique set of criteria of your procurement needs. Once you have identified the appropriate requisition lines it is a simple task to add them to the document builder and create your order or negotiation.

- Search for requisition lines

- Add selected lines to the document builder

- Define the document builder outcome using document type, document style, and line grouping

Related Topics
- What's a document style?

Reassign Requisition Lines to Buyer

What's the difference between return and reassign?
If the requisition line should not be used in a document, you can return it to the requester. For example, the buyer requires additional information in order to process the order.

If the requisition line should be assigned to a different buyer, you can reassign it.

Analyze Requisition Lines

Process Requisition Saved Searches Explained
Some of the most common search use cases are predefined for you to use. You can personalize these saved searches further to meet your unique requirements, or you can create your own.

Requisition Line Searches
Although the Procurement BU that you specify narrows down the available requisition lines you can process, search is your primary tool to consolidate random requisition lines into a collection of just those you are interested in.

Basic search is accomplished by simply filling in a few of the provided fields. With advanced search, you can perform queries that require entries to find matches using a relationship other than just an equal to match as is done in a basic search. Optionally you can choose from the Saved Searches list that lets you save and reuse any frequently used set of search criteria.

On the Purchasing Overview page, these saved searches appear as tabs in the Requisitions section.

Predefined Saved Searches
This type of saved search has already been created for you.

Some examples are:

- My requisition lines that failed automation

  Requisition lines assigned to you that require some analysis to determine further action after failing automatic document creation. For example, a requisition line that is still in the requisition pool despite having one of the following:

  - The line references a procurement card.

  - The line references an emergency purchase order number.

     ◦ The line references a source agreement that is configured for automatic ordering.

- My requisition lines requiring negotiation

  Requisition lines assigned to you for which you need to create a negotiation.

- All my requisition lines requiring action

  This saved search shows all requisition lines in your processing queue.

Personalized Saved Searches

You can change some attributes of a predefined saved search by selecting **Personalize**. For example, you could set the "My requisition lines that failed automation" search to be the default search when you open the page.

Custom Saved Searches

If you often have the need to look up the same combination of requisition lines, you can save your basic or advanced search as a custom search. Simply enter your criteria in either basic or advanced search and click **Save**.

Related Topics

- Purchase Order Automated Order Creation: Explained

Update Requisition Lines

Splitting a Requisition Line: Worked Example

Use the Split window to split an existing requisition line into multiple requisition lines. For example, if the requisition line quantity is so large that a single supplier cannot fill the entire order by the requested delivery date, then you need to fill this order from more than one supplier. Any new requisition lines can then be split as well.

In this scenario you have decided to split the requisition between two suppliers. To do that, you must split the original line, and then include each line in a separate purchase order for the supplier. The table below shows the split lines. The original requisition line quantity was 50.

Requisition	Line	Item	Line Description	Quantity	UOM
1050555	2	ZL455-S505	Green Satellite Laptop	30	Each
1050555	3	ZL455-S505	Green Satellite Laptop	20	Each

You decide to purchase 30 units from Atlantic Tech and 20 units from Acme Office Supplies. Once you select the line and apply the **Split** action, you can enter the new quantities for the split requisition lines:

Splitting a Requisition Line

1. Select the requisition line to be split.
2. Select **Split** from the Actions menu.
3. The Split window opens with the original line and a duplicate of it with zero quantity.
4. Change the original line quantity and the new line quantity.
5. Click **Save** and **Close** to return to the Process Requisition work area.

5 Manage Purchase Orders

Create Purchase Order

What's the difference between a purchase order, a purchase agreement, and a contract agreement?

Oracle Fusion Purchasing provides the following purchase order types: purchase order, blanket purchase agreement, and contract purchase agreement.

Note that your organization can change the names of these documents to suit your business needs, but in their basic form the following describes their function:

- Purchase Order

  You generally create a purchase order for a one-time purchase of various items. You create a purchase order when you know the details of the goods or services that you require, estimated costs, quantities, delivery schedules, and accounting distributions.

- Blanket Purchase Agreement

  You create blanket purchase agreements when you know the details of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules. You can use blanket purchase agreements to specify negotiated prices for your items before actually purchasing them. Prices for items can be negotiated on a blanket purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.

- Contract Purchase Agreement

  You create a contract purchase agreement with your supplier to agree on specific terms and conditions without indicating the goods and services that you will be purchasing. You can later issue purchase orders referencing your contracts using terms negotiated on a contract purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.

Defaults: How They Work in Purchasing Document Headers

To minimize document creation time and reduce errors, a comprehensive defaulting mechanism is used to provide most required purchasing document header information.

Purchasing Document Header Defaulting Rules

The header or general information portion of a purchasing document contains the details that apply to the entire order.

- "Default" in this context means that the application provides this information for you. It does not mean that you can always change the defaulted information.

- The table lists the header information label that appears on the page and then the following columns indicate where the default comes from for that document type.

- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.

- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Automatically Generate Orders		Check box is selected.	
Automatically Submit for Approval		Check box is selected.	
Bill-to Location	1. Supplier Site Assignment record of the supplier site in the Sold-to BU 2. Common Payables and Procurement Configuration setting for the Sold-to BU		
Buyer	Current logged in user who launches the create document window	Current logged in user who launches the create document window	Current logged in user who launches the create document window
Carrier	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Communication Method	1. Supplier Site 2. 'None'	Same as purchase order	Same as purchase order
Confirming order	Unchecked	Unchecked	Unchecked
Conversion Date	1. The current date in the legal entity's time zone, if available. 2. Otherwise, the current date in the system server's time zone.		
Conversion Rate Type	1. If currency is fixed rate as defined in GL then set to EMU Fixed 2. Common Payables and Procurement Configuration setting for the Sold-to BU		
Currency	1. Invoice Currency of the Supplier Site 2. Primary ledger currency (functional currency) of the Sold-to BU	1. Invoice Currency of the Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as blanket purchase agreement
Default Ship-to Location	1. Supplier Site Assignment record in the Requisitioning BU		

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
(If only Services, the attribute name is Default Work Location)	2. Requisitioning Business Function Configuration of the Requisitioning BU		
E-Mail (If Communication Method is E-mail)	1. Supplier Contact 2. Supplier Site	Same as purchase order	Same as purchase order
FOB	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Fax (If Communication Method is Fax)	1. Supplier Contact 2. Supplier Site	Same as purchase order	Same as purchase order
Freight Terms	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Group Requisitions		Procurement Business Function Configuration of the Procurement BU	
Group Requisition Lines		Procurement Business Function Configuration of the Procurement BU	
Pay on Receipt	1. Supplier Site 2. Unchecked	Same as purchase order	Same as purchase order
Payment Terms	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Purchase Order Style	Style Display Name for the Purchase Order document type as specified in the Style "Standard Style"	Style Display Name for the Blanket Purchase Agreement document type as specified in the Style "Standard Style"	Style Display Name for the Contract Purchase Agreement document type as specified in the Style "Standard Style"
Procurement BU	1. Assigned Procurement BU of the worker, if there's one and only one active assignment. 2. Profile option "Default Procurement Business Unit" If there are more than one active assignment for the worker	Same as purchase order	Same as purchase order

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Retroactive Pricing Terms		Procurement Business Function Configuration of the Procurement BU	
Required Acknowledgment	"None"	"None"	"None"
Requisitioning BU	1. Client of the Procurement BU if there's only active client. 2. Buyer's Procurement BU Assignment details, if there are multiple clients of the Procurement BU	Same as purchase order	Same as purchase order
Supplier Site	Supplier, if there's only one active purchasing site for the Procurement BU with an active site assignment for the Requisitioning BU	Supplier, if there's only one active purchasing site for the Procurement BU	Supplier, if there's only one active purchasing site for the Procurement BU
Supplier Contact	Supplier Site, if there's only one active contact for the site	Same as purchase order	Same as purchase order
Taxation Country	Country of the Legal Entity of the Sold-to BU		
Use Requested Delivery Date		Procurement Business Function Configuration of the Procurement BU	
Use Ship-to Organization and Location		Procurement Business Function Configuration of the Procurement BU	

Defaults: How They Work in Purchasing Document Lines

To minimize document creation time and reduce errors a comprehensive defaulting mechanism is used to provide most required purchasing document line information.

Purchasing Document Line Defaulting Rules

The line portion of a document contains the details that apply to the lines.

- "Default" in this context means that the application provides this information for you when you create a new line. It does not mean that you can always change the defaulted information.

- The table lists the line information label that appears on the page and then the following columns indicate where the default comes from for that document type.

- These rules do not apply to the case when a line is brought over from the catalog or requisition line.

- When information labels are listed as 1-2-3, the application looks first to the option specified as 1. If information is not available in this source, it uses the next numbered source.

Line Information	Purchase Order	Blanket Purchase Agreement
Allow Price Override		Unchecked for goods lines and checked for services lines
Category	1. Item as defined in the Ship-to Organization 2. Line Type	Same as purchase order
Deliver-to Location	1. Requester's location if its ship-to location matches the ship-to location of the line 2. Ship-to location of the line	
Description	Item as defined in the Ship-to Organization	
Destination Type	1. "Inventory" if item is stockable in Ship-to Organization 2. "Expense"	
Hazard Class	1. Source Agreement Line 2. UN Number 3. Item as defined in the Ship-to Organization	1. UN Number 2. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
Invoice Close Tolerance Percent	1. 100 if procurement card on the header 2. Item as defined in the Ship-to Organization 3. Configure Procurement Business Function 4. Set it to "0"	
Invoice Match Option	1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site 4. "Order"	
Location	1. Header 2. BU assignment record of the source agreement corresponding to the Requisitioning BU 3. Supplier Site Assignment record of the supplier site in the Requisitioning BU 4. Requisitioning Business Function Configuration of the Requisitioning BU	
Match Approval Level	1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site	

Line Information	Purchase Order	Blanket Purchase Agreement
	4. Procurement Business Function Configuration of the Procurement BU 5. "2-Way" Note that if the default value is "4-Way" and the purchase basis is services then set to "3-Way."	
Negotiated	1. Source Agreement 2. Unchecked	Checked
Organization	1. Inventory Organization associated with the line Ship-to Location 2. Inventory Organization associated with the header Ship-to Location 3. Deliver-to Organization from the Requisitioning Business Function Configuration of the Requisitioning BU	
Price	1. Source agreement 2. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU	Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
Price Break Type		Procurement Business Function Configuration of the Procurement BU
Secondary Quantity	Based on the conversion of the primary UOM and secondary UOM if the Defaulting definition of the UOM for the item is "Fixed" or "Default"	
Supplier Item	Source agreement	
Type	1. Procurement Business Function Configuration of the Procurement BU 2. Document Style 3. "Goods."	Same as purchase order
UN Number	1. Source agreement line 2. Item as defined in the Ship-to Organization	Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
UOM	1. Item as defined in the Ship-to Organization 2. Line Type	1. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU 2. Line Type

Defaults: How They Work in Purchase Order Schedules

To minimize document creation time and reduce errors, a comprehensive default mechanism provides most required purchasing document schedule information.

Purchase Order Schedule Default Rules

The shipment portion of an order contains the details that apply to the schedule default rules.

- Default, in this context, means that the application provides this information for you when you create a new schedule. It does not mean you can always change the defaulted information.

- These rules do not apply to purchase order lines brought over from a catalog or requisition lines.

- In the following table, when options for a purchase order default rule are listed as 1-2-3, this means the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source, and so on.

Schedule Fields	Purchase Order Default Rules
Accrue on Receipt check box	If the schedule's **Destination Type** field is set to **Inventory**, then the **Accrue on Receipt** check box is selected by default. If the schedule's Destination Type is set to **Expense**, the **Accrue on Receipt** check box is selected or deselected by default, as follows: 1. If the **Accrue Expense Items** option of the Manage Common Options for Payables and Procurement task is set to **Period End**, then the **Accrue on Receipt** check box is deselected. 2. If the **Accrue Expense Items** option of the Manage Common Options for Payables and Procurement task is set to **At Receipt**, and the schedule's **Match Approval Level** field is set to **3-Way** or **4-Way**, then the **Accrue on Receipt** check box is selected. 3. If the **Accrue Expense Items** option of the Manage Common Options for Payables and Procurement task is set to **At Receipt**, the schedule's **Match Approval Level** field is set to **2-Way**, and the value for the **Receipt Close Tolerance** field is not **100** percent, then the **Accrue on Receipt** check box is selected. 4. If the **Accrue Expense Items** option of the Manage Common Options for Payables and Procurement task is set to **At Receipt**, the schedule's **Match Approval Level** field is set to **2-Way**, and the value for the **Receipt Close Tolerance** field is **100** percent, then the **Accrue on Receipt** check box is deselected.
Allow Substitute Receipts check box	The **Allow Substitute Receipts** check box is selected or deselected by default, based on its settings in the following: 1. The item definition in the ship-to organization. 2. The supplier site. 3. The receiving options for the ship-to organization. 4. Otherwise, the **Allow Substitute Receipts** check box is deselected by default.
Country of Origin	The **Country of Origin** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The supplier site.

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Schedule Fields	Purchase Order Default Rules
Destination Type	The **Destination Type** field's default value is derived from the following: 1. The schedule's associated purchase order line. 2. If the item definition in the ship-to organization is **Stockable**, then the destination type's default value is **Inventory**. 3. Otherwise, the default value is **Expense**.
Deliver-to Location	The **Deliver-to Location** field's default value is derived from the corresponding value in the following: 1. The requester's location, if the requester is specified, and if the ship-to location matches that of the related purchase order line. 2. Otherwise, the default value is the schedule's ship-to location.
Early Receipt Tolerance in Days	The **Early Receipt Tolerance in Days** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The supplier site. 3. The receiving options of the ship-to organization. 4. Otherwise, the default value is **0** days.
Invoice Close Tolerance Percent	The **Invoice Close Tolerance Percent** field's default value is derived from the following: 1. If the **Procurement Card** field displays on the purchase order header, then the default value is **100** percent. 2. The item definition in the ship-to organization. 3. The Configure Procurement Business Function task for the procurement business unit. 4. Otherwise, the default value is **0** percent.
Invoice Match Option	The **Invoice Match Option** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The line type. 3. The supplier site. 4. Otherwise, the default value is **Order**.
Late Receipt Tolerance in Days	The **Late Receipt Tolerance in Days** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The supplier site. 3. The receiving options of the ship-to organization. 4. Otherwise, the default value is **0** days.
Location	The **Location** field's default value is derived from the corresponding value in the following: 1. The ship-to organization from the associated purchase order line. 2. The business unit assignment record of the source agreement, corresponding to the requisitioning business unit. 3. The supplier site assignment of the requisitioning business unit. 4. The Configure Requisition Business Function task for the requisitioning business unit.

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Schedule Fields	Purchase Order Default Rules
Match Approval Level	The **Match Approval Level** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The line type 3. The supplier site. 4. The Configure Procurement Business Function task for the procurement business unit. 5. If the result of rules 1 through 4 is a default value of **4-Way** match, and the associated purchase order line's type is **Services**, then the default value is set to **3-Way** match. 6. Otherwise, the default value is **2-Way** match.
Organization	The **Organization** field's default value is derived from the corresponding value in the following: 1. The inventory organization associated with the schedule's location. 2. The inventory organization associated with the location of the purchase order line. 3. The deliver-to organization from the Requisitioning Business Function Configuration task for the requisitioning business unit.
Over-receipt Action	The **Over-receipt Action** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The supplier site. 3. The receiving options for the ship-to organization. 4. Otherwise, the default value is **None**.
Over-receipt Tolerance Percent	The **Over-receipt Tolerance Percent** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The supplier site. 3. The receiving options for the ship-to organization. 4. Otherwise, the default value is set to **0** percent.
Receipt Close Tolerance Percent	The **Receipt Close Tolerance Percent** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The line type. 3. The Configure Procurement Business Function task for the procurement business unit. 4. Otherwise, the default value is set to **0** percent.
Receipt Date Exception Action	The **Receipt Date Exception Action** field's default value is derived from the corresponding value in the following: 1. The item definition in the ship-to organization. 2. The supplier site. 3. The receiving options for the ship-to organization. 4. Otherwise, the default value is set to **None**.
Receipt Routing	If line type is set to have a purchase basis of **Goods**, the **Receipt Routing** field's default value is derived from the following: 1. The item definition in the ship-to organization.

Schedule Fields	Purchase Order Default Rules
	2. The supplier site.
	3. The receiving options for the ship-to organization.
	If the line type has a purchase basis of **Services**, then the receipt routing default is **Direct Delivery**.
Secondary Quantity	If the default definition of the **Unit of Measure** (UOM) field for the item is **Fixed** or **Default**, then the default value for the **Secondary Quantity** field is derived from the primary quantity, based on the conversion of the primary UOM and secondary UOM.
Ship-to Exception Action	The **Ship-to Exception Action** field's default value is derived from the corresponding value in the following:
	1. The item definition in the ship-to organization.
	2. The supplier site.
	3. The receiving options for the ship-to organization.
	4. Otherwise, the default value is **None**.

Defaults: How They Work in Purchase Order Distributions

To minimize document creation time and reduce errors a comprehensive defaulting mechanism is used to provide most required purchasing order line distribution information.

Purchase Order Distribution Defaulting Rules

The distribution portion of an order contains the details that apply to the distributions:

- "Default" in this context means that the application provides this information for you when you create a new schedule. It does not mean that you can always change the defaulted information.

- The table lists the distribution information label that appears on the page and then the following columns indicate where the default comes from for that document type.

- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.

- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Distribution Information	Purchase Order
Conversion Date	Header
Conversion Rate	Header
Deliver-to Location	1. Schedule
	2. Requester's location, if the ship-to location matches that of the schedule
	3. Ship-to Location of the associated schedule

Purchasing Document Validation Checks: How They Work

The application validates the document against a set of rules to insure that this is a valid procurement document. If it is not, an error or warning is provided.

Document Validation Checks

You can validate your document or change order using the **Validate** action. If there is an error or warning, the application displays a dialog listing all errors and warnings for you to review. Submitting a document or a change order for approval executes the same validation checks. Some of these validations are performed prior to a change order creating a new version of the document. This ensures that the changes are still relevant in the context of the current state of the document life cycle. For example, any reduction in ordered quantity takes into account any recent receipts and does not reduce the quantity beyond what has already been received.

Listed below are some of these validation checks:

Validation	Level	Purchase Order	Blanket Purchase Agreement	Contract Purchase Agreement
The agreement must be assigned for usage to at least one requisitioning BU.	Header		X	X
The amount limit must be greater than or equal to the minimum release amount.	Header		X	X
Amount limit of an agreement cannot be reduced below the amount that has already been released.	Header		X	X
The document must have a supplier site	Header	X	X	X
The document must have a supplier.	Header	X	X	X
The document must have at least one line.	Header	X	X	
Total amount released cannot exceed the amount limit on the agreement.	Header	X		
The amount released against an agreement on the order must be greater than or equal	Header	X		

Validation	Level	Purchase Order	Blanket Purchase Agreement	Contract Purchase Agreement
to the minimum release amount specified on the agreement.				
The amount released against an agreement line on the order must be greater than or equal to the minimum release amount on the agreement line.	Header	X		
If supplier hold enforcement is in place, supplier site on the document must not be on purchasing hold.	Header	X	X	X
If retroactive pricing is enabled for open orders only and any accounting has happened on the line then price cannot be changed.	Line	X		
The line ordered amount must be equal to the sum of the ordered amount of all schedules of the line.	Line	X		
The line price change exceeds the price update tolerance specified on the blanket purchase agreement.	Line		X	
The price limit must be greater than or equal to the price if price override is allowed.	Line		X	
The purchase order line price must be less than or equal to the source agreement price limit.	Line	X		
The purchase order line quantity must equal the sum of its schedule quantities.	Line	X		
The ordered amount cannot exceed the approved amount of the requisition line by	Schedule	X		

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Validation	Level	Purchase Order	Blanket Purchase Agreement	Contract Purchase Agreement
more than the price change tolerance amount specified for the requisitioning BU.				
The ordered amount must be greater than or equal to the received amount for service lines.	Schedule	X		
The ordered quantity must be greater than or equal to the received quantity for goods lines.	Schedule	X		
The price on the order cannot exceed the price on the requisition line by more than the price change tolerance percentage specified for the requisitioning business unit.	Schedule	X		
The purchase order schedule quantity must equal the sum of its distribution quantities.	Schedule	X		
The schedule order amount must be equal to the sum of its distribution ordered amounts.	Schedule	X		
The secondary quantity is required for a dual UOM controlled item.	Schedule	X		
The supplier must be an approved supplier for items requiring an approved supplier.	Schedule	X	X	
The supplier must not be a debarred supplier.	Schedule	X	X	X
The ordered amount must be greater than or equal to the billed amount.	Distribution	X		
The ordered amount must be greater than or	Distribution	X		

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Validation	Level	Purchase Order	Blanket Purchase Agreement	Contract Purchase Agreement
equal to the delivered amount.				
The ordered quantity must be greater than or equal to the billed quantity.	Distribution	X		
The ordered quantity must be greater than or equal to the delivered quantity.	Distribution	X		

Purchase Order Pricing: Explained

If your order line is sourced to a blanket purchase agreement, the order line price is determined based on either a matching price break from the agreement line or in the absence of any matching price breaks, the price from the agreement line itself.

Purchase Order Pricing

In order to identify a matching price break, the application performs the following checks:

1. For noncumulative price breaks, if the price break quantity is not less than the ordered quantity from the current order.
2. For cumulative price breaks, if the price break quantity is not less than the ordered quantity from the current order plus any quantity that has already been ordered.
3. If the pricing date is within the effective period of the price break.

   The pricing date by default is the requested delivery date from the order line or the current calendar date if the order line does not have a requested delivery date specified. Your administrator may alter the default pricing date determined by the application through customization.
4. If the price break ship-to organization or the location when specified matches those from the current order line.

If more than one price break satisfies the conditions listed above, then the application picks the lowest price from these price breaks. Your administrator may have custom logic to alter the default price determined by the application through customization.

Project Information in Requisitions and Purchase Orders: Explained

You can create and manage requisitions and purchase orders for sponsored project expenditures. For purchase orders, use the **Project Details** section of the order's line distribution to enter project information.

Aspects of using project information in requisitions and purchase orders that are covered in this topic are:

- Project attributes in requisitions and purchase orders.
- Project costing integration.
- Additional areas where project attributes are used.

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- Setup considerations.

Project Attributes in Requisitions and Purchase Orders

You can track sponsored project information in requisitions and purchase orders using these fields:

- Project Number
- Task Number
- Expenditure Item Date
- Expenditure Type
- Expenditure Organization
- Contract Number
- Funding Source

Project Costing Integration

You can use the following fields to support integration with Oracle Fusion Project Costing, but only for requisitions and orders with an expense destination type. These project costing fields are not enabled for lines with an inventory destination type:

- Expenditure Item Date
- Expenditure Type
- Expenditure Organization

Additional Areas Where Project Attributes Are Used

Sponsored project information can also be used when:

- Importing requisitions or purchase orders through the Cloud Import Template, Open Interface, or from external applications through a web service.
- Setting up account generation defaults.
- Setting up approval routing and rules.

Setup Considerations

Your organization must implement the Project Costing functional area of the Project Financial Management offering, using the Setup and Maintenance work area. This enables the display of the Project Costing Details and Project Details sections in requisitions and purchase orders, respectively.

Cancel Purchase Order

What happens if a purchasing document is canceled?

As a procurement agent, you can terminate an existing contract to buy from a supplier by canceling document headers, lines, or schedules. Canceled documents can be communicated to the supplier. The communicated documents are marked with a cancellation notice to highlight this action to the supplier.

When you cancel a purchase order entity, you are still able to receive or pay for canceled items and services as well as pay for all previously received orders up to the over-receipt tolerance based on the new ordered after cancellation.

As a supplier, you can also terminate an existing contract to supply items by canceling document headers, lines, or schedules. Such cancellation request requires review and approval by the buying organization.

You cannot modify a canceled entity or its components. For example, if you cancel a line you cannot modify the associated schedules and distributions.

Use the Actions menu to cancel a document.

Create Purchase Order from Requisition

Document Creation from Requisitions: Explained

The Process Requisitions page allows you to access and aggregate existing requisition demand to create new procurement documents.

Using entered or saved search parameters, you can quickly select all requisition lines that meet the unique set of criteria of your procurement needs. Once you have identified the appropriate requisition lines it is a simple task to add them to the document builder and create your order or negotiation.

- Search for requisition lines

- Add selected lines to the document builder

- Define the document builder outcome using document type, document style, and line grouping

Related Topics

- What's a document style?

Create Purchase Order from Requisition Automatically

Purchase Order Automated Order Creation: Explained

The application uses an automated order buying process to automatically convert an approved requisition into a purchase order and communicates it to the supplier with no manual intervention from a procurement agent.

The automated order buying process mimics the manual process by:

- Finding a supplier to source the items from.

- Finding an agreement with the supplier to derive terms and conditions, including the price.

You can configure automated order buying for requisitions created in the following ways:

- Requisitions for catalog items which includes:

  o Items from agreements

  o Punch-out catalog items

  o Master items not on agreements

  o Items on smart forms.

- Requisitions imported through the requisitions open interface

Related Topics

- Supplier Agreement Order Automation Controls: Explained

Automating Order Creation for Requisitions Without Previously Negotiated Agreements: Procedure

You can configure automated purchase order creation from purchase requisitions, without using previously negotiated purchase agreements.

Use this feature to automatically generate purchase orders from approved requisitions having requisition lines with the following characteristics:

- There is no associated purchase agreement.

- Valid supplier information is provided.

- Purchasing terms (prices, terms, conditions, quantity, and so on) are already negotiated with the supplier.

To configure automated order creation from requisitions, without using previously negotiated agreements, perform these tasks:

1. In the procurement business function setup for each impacted business unit, select the following check box: **Autogenerate orders from requester-negotiated requisition lines**.

   a. Use the Configure Procurement Business Function task. Find the task in the Setup and Maintenance work area, Procurement offering, Procurement Foundation functional area.

      When you select the option, requisition lines marked as **Negotiated** are automatically processed to purchase orders, even without any purchase agreement reference.

2. Use Page Composer to modify relevant pages to display the **Negotiated** check box. The check box is hidden by default.

   Pages you may choose to modify include the Smart Form, Noncatalog Request, Requisition Line Entry, and Edit Requisition.

3. Assign the following security privilege to affected requesters: **Create Requisition with Changes to Negotiated Indicator**.

   When assigned this privilege, requesters can set requisition lines as **Negotiated** when creating requisitions.

4. Optionally, set up Smart Forms for associated requisitioning transactions.

You can also use the **Negotiated** option when importing requisitions using the Purchase Request Web Service or file-based data import. The **Negotiated** option is also referred to as **Negotiated By Preparer**.

Related Topics

- Customizing Simplified Pages Using Page Composer: Procedure

- Smart Forms: Explained

How can I automatically generate an order from a requisition, without a previously negotiated agreement?

When entering a requisition, select the **Negotiated** check box on the requisition line.

Your ability to mark a requisition line as negotiated is subject to your organization's configuration of the application, and your security privileges. You must provide valid supplier information for the requisition. Purchasing terms (prices, terms, conditions, quantity, and so on) must already be negotiated with the supplier.

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What's the difference between negotiated and negotiation required?

Negotiated means the purchasing terms (prices, terms, conditions, quantity, and so on) for a requisition line are already negotiated with the supplier. You select the option on a requisition line to support automated purchase order creation from the requisition, without the need for a pre-negotiated purchase agreement.

Negotiation required means that further negotiation with the supplier is required to determine the purchasing terms. You should complete the negotiation process before you create the purchase order. From the Process Requisition page, you can create the negotiation document with the requisition line information. Alternatively, you can negotiate purchasing terms offline, and process the requisition line into a purchase order without having a formal negotiation. The application provides a warning that you are bypassing the formal negotiation process, but you can continue.
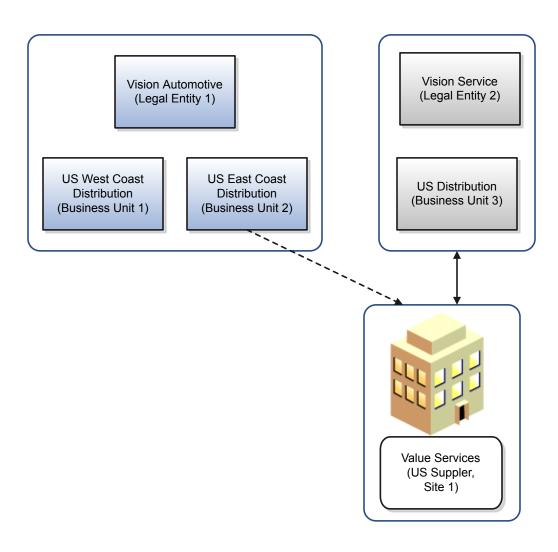
Creating a Purchase Order for Another Legal Entity: Example

You can increase operational efficiency by allowing a legal entity to procure goods and services for another legal entity without having to produce formal intercompany buy and sell documentation. In this case there is no integration with Fusion Supply Chain Financial Orchestration.

Scenario

Vision Service orders service from a favored supplier and has them delivered to the East Coast Distribution center of Vision Automotive.

Need for Multiple Legal Entities

Enterprises often have multiple legal entities across countries and at times multiple legal entities are registered even within a country. In order to be cost effective, members of closely related legal entities devise ways to reap scale efficiencies. A few ways they achieve this are; by enabling one legal entity to procure goods on behalf of several other related legal entities

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and thus benefiting from volume purchases or by channeling purchases for resale via legal entities located in favorable tax jurisdictions, resulting in lower effective tax rates on corporate financial statements.

Analysis

The following prerequisite is required:

- Allow Multiple Legal Entities on Order is set to **Allow** on the **Configure Requisitioning Business Process** page.

Create the Purchase Order

The buyer creates a purchase order in legal entity A (header sold-to legal entity) but there are schedules that have ship-to organizations pointing to legal entity A and B. The balancing segment on the account will correspond to legal entity A. Intercompany Payables and Receivables invoices are not be created in this case. However, intercompany journal entries are created in the general ledger once the transaction is accrued.

Intercompany Purchase Order With Formal Documentation: Example

Using a financial orchestration flow, you can increase tax efficiencies in your supply chain by automatically routing your purchases from a supplier in a given country through one or more legal entities registered in favorable tax jurisdictions.

This can be formalized using Fusion Supply Chain Financial Orchestration to:
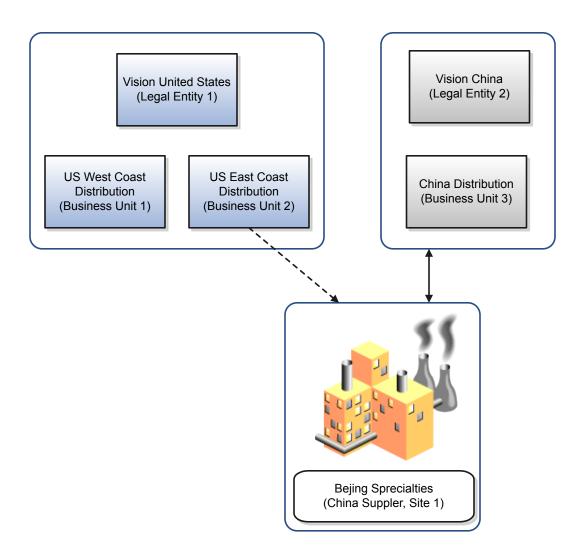
- Enforce the sold-to legal entity on a purchase order using an eligible financial orchestration flow.

- Control the usage of a financial orchestration flow based on rules authored using attributes such as supplier country and item category.

Scenario

In this scenario, business units 1 and 2, US West Coast Distribution and US East Coast Distribution, roll up to legal entity 1, Vision United States. Purchase orders issued by either of these business units to a Chinese supplier site, China Supplier Site1 should have the sold-to legal entity set as Vision China. However, the immediate liability for the purchase is not assumed by the requesting organization, rather it is assumed by the Chinese subsidiary. In such cases, the requesting organization

typically does not have direct relationship with the supplier site fulfilling the order, instead it is the subsidiary that enters into a contract with the supplier site to buy the ordered goods.

In summary, this scenario briefly describes a financial orchestration flow (essentially a trade agreement) created in Fusion Supply Chain Financial Orchestration between two legal entities. When a purchase order is created using attributes that the application can use to identify an orchestration flow then the associated sold-to legal entity is placed on the order. On each schedule the financial orchestration flow and the purchasing trade organization is captured. Based on receiving transactions, intercompany Payables and Receivables invoices are created.

Related Topics

- Global Procurement Trade Accounting: Overview

Create Purchase Order Online

Purchase Order Creation: Points to Consider

A purchase order is a commercial document that is used to request a seller to supply a product or service in return for payment. In Oracle Fusion Purchasing a purchase order can be created through an automated process or entered manually. Consider the following overall key attributes when creating a purchase order.

- Document Style
- Business Units (BU): Procurement BU, Requisitioning BU, Sold-to Legal Entity and Bill-to BU.
- Supplier, Supplier Site, and Supplier Contact
- Communication Method
- Bill-to Location
- Currency

Document Style

When you create a purchase order you select an appropriate document style. The document style helps to:

- Reduce the complexity of creating a purchase order by exposing only the needed functionality on the order.
- Control the look and feel of the user interface to match the usage of the purchase order and your business needs.

Business Units

It is important you understand the use of these business units in a purchase order.

Procurement BU

The procurement BU is responsible for procurement business functions including: supplier management, contract negotiation and administration, and purchase order issuance and administration. As a buyer, you can only create purchase orders for those business units who are identified as clients of your procurement BU. Depending on business requirements, a procurement BU can either:

- Perform these functions in response to its own requirements for purchased goods and services.
- Serve as a shared procurement service center that can process requisitions from multiple "client" business units.

Your procurement BU affiliation also gives you access to process those requisitions originating from these clients, and identified for processing in your procurement BU.

Requisitioning BU

The requisitioning BU, the business unit where the items are needed, is also typically the business unit that bears financial responsibility for the purchase.

Sold-to Legal Entity

In certain scenarios, businesses find it beneficial to channel purchases through international subsidiaries instead of directly dealing with suppliers. Examples include scenarios dealing with global trade or supply chain. The reasons range from country-

specific legal requirements to favorable tax treatment. The sold-to legal entity on the purchase order identifies the party the purchase order goods or services are sold to. The sold-to legal entity is a legal entity with a tax registration number, and is liable for the purchase. Purchase order document numbers are sequenced uniquely for a sold-to business unit.

Bill-to BU

The bill-to BU identifies the business unit responsible for processing invoices for the purchase order. The supplier site assignment record identifies the bill-to business unit for a client business unit. In the local procurement scenario, the client is the requisitioning business unit. You can centrally process invoices for orders from multiple requisitioning business units in a single bill-to business unit on the purchase order.

Supplier, Supplier Site, and Supplier Contact

Enter or select the name of the Supplier for this purchase order. To submit a purchase order for approval, you must provide a supplier.

> ✎ **Note:** You cannot change the supplier after the purchase order is open. The purchase order becomes a legal document when you and the supplier approve it (acknowledgment optionally may be required). To change the supplier after you approve a purchase order, you must cancel the existing purchase order. Then create a new one for the other supplier.

Enter or select the Supplier Site for this purchase order. If the supplier you choose has only one site, the value populates this field. Before you can submit a purchase order for approval, you must provide a supplier site.

You can optionally enter the name of the contact at the supplier site. If the supplier you choose has only one contact name, the value populates this field.

Communication Method

You can communicate your purchase orders and agreements, along with any attachments to suppliers using print, fax, or email. Attachments might include amendments, contract terms and contractual deliverables.

You can also communicate purchase orders and their change orders using the following electronic business to business applications:

- Oracle B2B e-Commerce Gateway
- Oracle Fusion Collaboration Messaging Framework

For electronic business to business communication, you can only communicate attachments with purchase orders and change orders when using Oracle Collaboration Messaging Framework.

The default communication method on the document is from the specified supplier site's preferred communication method.

The application automatically initiates the communication process upon approval of the document, if:

- A communication method other than None is specified on the document.
- Or the supplier site is set up for communication by means of business to business electronic communication.

Alternatively, you can communicate documents to your supplier in batch by scheduling the Communicate Purchasing Documents process. The process sends the communication using the method specified on the purchasing document.

To resend your document, use the Communicate action. With this action you can use a communication method different from the supplier's preferred communication method.

Bill-to Location

Enter the Bill-to Location for the purchase order. If you entered a supplier and supplier site, the default location is the location you assigned to the supplier or supplier site. You can accept this value or change it to another location.

Currency

Enter or select the Currency for the purchase order. You can change currency information until the purchase order is approved.

Related Topics

- What's a document style?

Purchase Order Terms: Points to Consider

Use the Terms region to enter terms and shipping information for a purchase order. Key attributes to consider here are:

- Acknowledgment

- Payment Terms

- Freight Terms

- FOB

- Pay on receipt

- Confirming order

Acknowledgment

Select an acknowledgment method if you require the supplier to accept your document before it becomes legally binding and can be executed. If you select a method, you can enter the Acknowledgment Within Days, which indicates when you require the supplier to return an acknowledgment for your order.

Choices for Acknowledgment method are:

- Document: This method applies to all purchasing documents. The supplier must accept or reject the document in its entirety, no exceptions allowed.

- Document and Schedule: This method applies only to purchase orders. This option allows suppliers to provide order acknowledgment response (accept or reject) on a schedule by schedule basis. Using this option allows suppliers to fulfill the accepted items on the order while renegotiating the other items using a change order.

- Document and Line: This method applies only to blanket purchase agreements. This option allows suppliers to provide an acknowledgment response (accept or reject) on a line by line basis. Using this option allows suppliers to accept a subset of agreement lines and renegotiate the other lines.

- None: Acknowledgment is not required to execute against the document.

Pay on Receipt

Pay on receipt means that the application will automatically generate an invoice for this purchase order when it is received. Pay on receipt automates the settlement process eliminating the need for suppliers to send a separate invoice, especially paper invoices. This reduces the load on your Accounts Payable department..

Confirming Order

Select Confirming order to indicate that the purchase order is a confirming order. A confirming order is an order that you are submitting formally to confirm a verbal order already placed with the supplier. For confirming orders, the following is printed on the purchase order header: "This is a confirming order. Do not duplicate."

Purchase Order Lines: Points to Consider

Use the Lines region to enter the details of the goods or services being ordered on a purchase order. Key attributes to consider here are:

- Line type

- Item

- Category

- Shipping and Delivery

- Source Document

Line Type

The line type feature allows you to differentiate purchases for various commodities such as goods and services. Goods are ordered by quantity and price, whereas services are ordered by price.

Implications of your selection of line type:

- The style of the document you are creating can limit the line types that you can choose from. For example, if the style only allows for purchases of fixed price services then only fixed price services line types are available to choose from.

- The line type is not editable once the line is saved. If you need to change your line type after saving it, you must delete the line and add another.

- When you enter a line type, the application automatically defaults attributes for the line being created.

Item

Enter the Item you want to purchase. Typically the item is an identifier of goods already defined in your procurement catalog. If you enter a defined item, the application displays the purchasing category, item description, unit of measure, and unit price associated with the item. To create a purchase order line for a one-time item, simply skip the item number field and enter a purchasing category and an item description.

Category

When entering a line, enter or select the purchasing category of the item you want to purchase. If you choose an item, the application displays the purchasing category for the item. You cannot change the purchasing category if you choose an item.

Shipping and Delivery

The shipping and delivery location, as well as organization should default from the purchase order header information you provided. Enter or select the requested delivery date when the requester needs the item. If the supplier provided a promised delivery date of the items, enter that.

Source Document

When you are creating an order for a predefined item, the application automatically tries to detect an available source agreement that can be leveraged for this purchase.

Based on several transaction attributes like the supplier, supplier site, item, ship-to organization and location, the application looks for the appropriate approved supplier list entry. From the approved supplier list entry it deduces the source blanket or contract agreement. If there is no approved supplier list entry, then it tries to directly look for the appropriate blanket agreement based on the transaction attributes. If there is no blanket, then it tries to find a contract agreement.

Purchase Order Line Types: Examples

These examples demonstrate why the line type feature is an important part of the purchase order. It enables you to clearly differentiate orders for goods from those for services.

Quantity-Based Purchasing

Use quantity-based line types when you want to specify the quantity, unit of measure, and unit price for the items you are ordering. Oracle Fusion Purchasing provides Goods as an initial quantity-based line type. You can modify this line type or create new quantity-based line types to satisfy your business needs.

Type	Item	Quantity	UOM	Price
Goods	AS54888	8	Each	$1,107

Fixed Price Services Purchasing

You can use fixed price-based line types when you want to order general business services by a fixed amount. Oracle Fusion Purchasing provides Fixed Price Services as an initial fixed price-based line type. You create an order for fixed price service by selecting a fixed price services line type, category, item description, and total amount of the service. You can receive and match fixed price services by amount.

Type	Description	Category	Price
Fixed Price Services	Office Cleaning	Office Miscellaneous	$1,350

Purchase Order Schedules: Points to Consider

A purchase order schedule specifies the quantity, ship-to location, date you want your supplier to deliver the items on a purchase order line, and country of origin for the items. Use the Schedules region or page to enter multiple shipment schedules for standard purchase order lines and to edit schedules that were automatically created for you. When you save your work, purchase order distributions are created if sufficient valid default information is available and if there are no existing distributions. Key areas to consider for schedules are:

- Shipping and delivery
- Billing

Shipping and Delivery

Each purchase order line has one or more due dates and external delivery locations carried on a schedule. Create a schedule for each unique delivery address and due date. The critical information for a single schedule defaults from the line. For additional schedules the key delivery attributes are ship-to location, quantity, and required date.

Billing

Like the delivery information, if a further breakdown of the billing information is required additional schedules may have to be created for a purchase order line. For additional schedules the key billing attributes are approval matching and invoice matching,

Related Topics

- Match Approval Level: Critical Choices

Purchase Order Schedules: Examples

A purchase order schedule specifies the shipment details about the item on a purchase order line. The following scenarios illustrate both the required single schedule per line and when you might have multiples. These examples only highlight common fields.

Scenario

A purchase order line requires at least one schedule per line.

Scenario

Here is an example of distributions for a schedule that required multiple delivery locations and corresponding charge accounts. This was achieved by means of splitting the distribution and modifying the quantity and deliver-to location on the distribution lines

Distribution	Destination Type	Deliver-to Location	Quantity	PO Charge Account
1	Expense	New York HQ	2	01-510-7530-0000-000
2	Expense	New York Finance	2	01-550-7530-0000-000

Dynamic Determination of the Sold-To Legal Entity: How It Is Determined

A purchase order has many parties specified on it; such as a requisitioning business unit (BU), the business unit requesting goods or services, and a supplier. The sold-to party on a purchase order is the party that is liable for the purchase order, and has relationship with the location of the supplier that is going to fulfill the purchase order.

Settings That Affect Determination of the Sold-To Legal Entity

The following attributes are used by the application to determine the sold-to legal entity on a purchase order.

- Supplier
- Supplier Site
- Country of the supplier site
- Deliver-to location
- Receiving Organization
- Item Category
- Item Asset Indicator

How the Sold-To Legal Entity Is Determined

The following steps are performed in and by the application to determine the sold-to legal entity on a purchase order.

1. Information for an order such as requisition BU, supplier, and supplier site is entered. For requisition to purchase order automation the application knows this and other information from the requisition.
2. The application checks to see if Fusion Supply Chain Financial Orchestration (SFO) is implemented. If so, it calls the SFO process and passes all the necessary information.
3. 3. SFO gathers some additional information such as profit center BU and asset flag and identifies a financial orchestration flow based on available attributes. The sold-to legal entity (LE) is associated with the financial orchestration flow.
4. 4. SFO returns financial orchestration flow, sold-to LE. purchasing trade organization, and Purchasing stores them.
5. 5. If SFO is not implemented or SFO returns no agreement and hence no LE is found then the application finds the inventory organization using following logic:
    a. If a backing requisition exists for a purchase order then the inventory organization associated with the deliver-to location is used. If none exists then the deliver-to organization specified on the Configure Requisitioning Business Function page of the requisition BU of the requisition is used.
    b. If a backing requisition does not exist then the inventory organization associated with the default ship-to location is user. If none is found then the deliver-to organization specified on the Configure Requisitioning Business Function page of the requisition BU is used.

6. Once an inventory organization is found, the application finds the legal entity specified in the inventory organization configuration. That legal entity becomes the sold-to LE

Here is a simplified example of how that might work:

1. A requisition is selected on the Process Requisitions page and added to the document builder.
2. The application identifies the country of the supplier site from the supplier master for the purchase order.
3. The application determines the inventory organization associated with the deliver-to location
4. The application identifies the profit center BU of the inventory organization.
5. The application checks if Fusion Financial Orchestration is enabled.
6. If enabled, it determines the financial orchestration flow by matching the profit center BU to the receiving BU and supplier country.
7. The sold-to legal entity specified on this flow is returned back which is included in the document builder.
8. The sold-to legal entity is carried over to the purchase order.

Buyer Managed Transportation in Procurement: Explained

Buyer managed transportation functionality provides a structured way to communicate your buying organization's intent to manage the transportation for a purchasing transaction.

When buyer managed transportation is enabled in the Procurement offering, you can:

- Indicate in a negotiation, agreement or purchase order (PO) your buying organization's preference to arrange transportation for a purchasing transaction.

- Identify the shipping method.

- Specify the requested ship date for goods.

- Communicate these details to the supplier.

Negotiations

When authoring a negotiation, you can select or update the buyer managed transportation option as part of the terms. You can also include the requested ship date. The supplier promises shipment against the requested ship date, with a promised ship date, so there is no ambiguity. The supplier can also respond with a different promised ship date if they are unable to meet the requested ship date.

Agreements

You can use a blanket purchase agreement to communicate your buyer managed transportation term. When you create an agreement, the buyer managed transportation value can be populated by default. The default action is based on the existing buyer managed transportation values set up in these tasks, in the following order of precedence:

1. The value for the supplier site, set in the Supplier work area, Manage Supplier task.
2. The value for the business unit, set in the Setup and Maintenance work area, Procurement offering, Procurement Foundation functional area, Procurement Business Function Configuration task.

If an agreement is created from a negotiation award, the corresponding value for the buyer managed transportation setting is copied over to the agreement.

Requisitions

You cannot create or view requisitions using buyer managed transportation attributes from the Purchase Requisitions work area. The Buyer Managed Transportation, Requested Ship Date, and Shipping Method fields are not available for you to create or view a requisition.

Oracle Procurement Cloud can accept externally managed, planning system requests specifying ship dates and shipping methods. Procurement can create requisitions from these requests, and purchase orders can be generated either

automatically or manually. For requisitions requiring manual processing, you can see the following buyer managed transportation information in the Process Requisitions page:

- Shipping method.
- Requested ship or delivery date.

Ship and delivery dates are defined as follows:

Ship or Delivery Date Term	Description
Requested ship date	For buyer managed transportation, the date the supplier is expected to have the goods ready for pickup from their site.
Promised ship date	For buyer managed transportation, the date the supplier promises to have the goods ready for pickup from their site.
Requested delivery date	For supplier managed transportation, the date by which the supplier is expected to have the goods delivered to the buyer's site.
Promised delivery date.	For supplier managed transportation, the date by which the supplier promises to deliver the goods to the buyer's site.

Purchase Orders

When you search for existing PO schedules, you can see the requested and promised ship dates in the results.

When you create a PO, the buyer managed transportation setting can be populated by default. The value is populated based on the existing values for the setting from the following tasks, in this order of precedence:

1. The value from the source blanket purchase agreement specified on the PO, set in the Purchasing work area, Manage Agreements task.
2. The value for the supplier site, set in the Supplier work area, Manage Supplier task.
3. The value for the business unit, set in the Setup and Maintenance work area, Procurement Business Function Configuration task.

If a PO is created from a negotiation award, the value for the buyer managed transportation setting is copied over to the PO.

You can see the following buyer managed transportation information in the purchase order Terms tab:

- Buyer Managed Transportation setting
- Shipping Method

You can see the following buyer managed transportation attributes in purchase order schedules:

- Shipping Method
- Requested Ship Date
- Promised Ship Date
- Requested Delivery Date
- Promised Delivery Date
- Rejection Reason
- Anticipated Arrival Date

For documents that specify ship dates, an anticipated arrival date can be calculated and displayed. The anticipated date for the goods to arrive at the buying organization's site is calculated using the following information, if available:

- Requested or promised ship date.

- Specified shipping method.

- Transit time between the two locations.

Supplier Portal

The supplier can see the buyer managed transportation information in negotiations, agreements and orders. They see it in communications such as PDF and business to business messages, and on the supplier portal. The supplier can use the supplier portal to:

- Receive and review an order that indicates whether or not transportation arrangements are buyer managed.

- Review the requested ship or delivery date, depending on the transportation arrangement specified.

- Acknowledge the order and respond.

- Provide a promised ship date if the transportation is buyer managed, or a promised delivery date if not.

Related Topics
- Buyer Managed Transportation Setup in Procurement: Explained

Contract Manufacturing Integration in Procurement: Explained

When contract manufacturing is enabled, you can process procurement transactions for contract manufacturing service items.

Important aspects of contract manufacturing integration in procurement transactions include the following:

- How procurement fits into the contract manufacturing flow.

- How the request to purchasing is transmitted.

- What contract manufacturing details are provided in requisitions.

- What contract manufacturing details are provided in purchase orders.

Procurement Role in Contract Manufacturing

Procurement of contract manufacturing service items is supported in plan-to-produce, and back-to-back order fulfillment flows. The general flow is summarized as follows:

1. Oracle Fusion Supply Chain Orchestration calls the Purchase Request Web Service to send a request to Oracle Procurement Cloud for a contract manufacturing service item.
2. The Purchase Request Web Service accepts the request to create an externally managed requisition for the item.
3. A purchase order (PO) is generated from the requisition, either automatically or manually.
4. The PO, along with the work definition as an attachment, is communicated to the contract manufacturer (CM).

Contract Manufacturing Details in Requisitions

You cannot see the externally managed, contract manufacturing requisition in Oracle Fusion Self Service Procurement. You can see the requisition information in Oracle Fusion Purchasing, if the requisition is not automatically converted into a PO. You can search for contract manufacturing requisitions requiring manual processing on the Process Requisitions page. Product and Work Order are available for use as a search criteria. When you review contract manufacturing requisitions, in addition to the usual requisition information you can also see these details:

- Line Type is Goods.

- Destination Type is Inventory.

- Organization is the contract manufacturing organization.

- Item is the contract manufacturing service item.

- Item Description on the requisition line includes an information icon with display-text stating, "This is a contract manufacturing transaction."

- Information icon opens a dialog that displays the Product and Work Order information.

You can also use the View Requisition Lines page to view contract manufacturing requisition details.

Contract Manufacturing Details in Purchase Orders

In the PO general header information, you can see the following contract manufacturing details:

- Supplier is the contract manufacturer.

- Supplier Site is the contract manufacturer's location.

In the PO line information, you can see the following contract manufacturing details:

- Line Type is Goods.

- Destination Type is Inventory.

- Item is the contract manufacturing service item.

- Description includes an information icon with display-text stating, "This is a contract manufacturing transaction."

- Information icon opens a dialog displaying the Product and Work Order number.

- Organization is the contract manufacturer's production facility.

- The work definition document is an attachment to the line.

In the PO schedule information you can see the following contract manufacturing-related details:

- Destination Type is Inventory.

- Work Order number.

When you communicate the PO to the supplier, it includes the contract manufacturing, product and work order information. This applies to PDF, e-mail, fax or print communication methods.

You can search for contract manufacturing-related PO's using the product and work order numbers.

For more information about contract manufacturing, see the Oracle SCM Cloud Implementing Manufacturing and Supply Chain Materials Management guide.

Related Topics

- Contract Manufacturing Setup in Procurement: Explained

Back-to-Back Order Fulfillment Integration in Procurement: Explained

When back-to-back order fulfillment is enabled, you can process procurement transactions for back-to-back items.

In back-to-back orders the supplier ships goods back to your company, for consolidation before shipping out to the customer.

Important aspects of back-to-back integration in procurement transactions include the following:

- How procurement fits into the back-to-back order fulfillment flow.

- How the back-to-back request to purchasing is transmitted.

- What back-to-back order details are provided in a purchase requisition (requisition).

- What back-to-back order details are provided in a purchase order (PO).

Procurement Role in Back-to-Back

The general flow for the procurement role in back-to-back order fulfillment is summarized as follows:

1. The supply recommendation to meet a back-to-back sales order demand is to buy the item from a supplier.
2. Oracle Fusion Supply Chain Orchestration calls the Purchase Request Web Service to send a request to Oracle Procurement Cloud for a back-to-back item.
3. The Purchase Request Web Service accepts the request to create an externally managed requisition for the item.
4. A PO is generated from the requisition, either automatically or manually.
5. The PO is communicated to the supplier using the communication method set up for the supplier site.

Back-to-Back Details in Requisitions

You cannot see the externally managed, back-to-back requisition in Oracle Fusion Self Service Procurement. You can see the requisition information in Oracle Fusion Purchasing, if the requisition is not automatically converted into a PO. You can search for back-to-back requisitions requiring manual processing on the Process Requisitions page. Customer Sales Order and Ship-to Customer are available for use as search criteria. When you review back-to-back requisitions, in addition to the usual requisition information you can also see these details:

- Back-to-Back Order indicator is selected.

- Ship-to Customer.

- Customer Sales Order.

- Deliver-to Location, which is the internal location the goods are shipped to.

- For back-to-back order lines, an information icon with display text stating, "Requested goods are to fulfill a customer sales order."

You can also use the View Requisition Lines page to view back-to-back requisition details.

Back-to-Back Details in Purchase Orders

The back-to-back requisition can be converted to a PO, either automatically or manually. You can see the following back-to-back information in the PO:

- Back-to-Back Order indicator is selected.

- Ship-to Customer.

- Ship-to Location

- Customer Sales Order.

- Deliver-to Location.

- Information icon with display text stating, "Scheduled goods are to fulfill a customer sales order."

The Ship-to Customer and Customer Sales Order information is not displayed to the supplier user.

Related Topics
- Back-to-Back Order Fulfillment Setup in Procurement: Explained

Drop Shipment Order Fulfillment Integration in Procurement: Explained

When drop shipment order fulfillment (drop ship) is enabled, you can process procurement transactions for drop ship items.

In drop ship orders, the supplier ships goods directly to your company's customer.

Important aspects of drop ship integration in procurement transactions include the following:

- How procurement fits into the drop ship order fulfillment flow.

- How the drop ship request to purchasing is transmitted.

- What drop ship order details are provided in a purchase requisition (requisition).

- What drop ship order details are provided in a purchase order (PO).

Procurement Role in Drop Ship

The general flow for the procurement role in drop ship order fulfillment is summarized as follows:

1. The supply recommendation to meet a drop ship sales order is to purchase the item from a supplier.
2. Oracle Fusion Distributed Order Orchestration calls the Purchase Request Web Service to send a request to Oracle Procurement Cloud for a drop ship customer item.
3. The Purchase Request Web Service accepts the request to create an externally managed requisition for the item.
4. A PO is generated from the requisition, either automatically or manually.
5. The PO is communicated to the supplier using the communication method set up for the supplier site.

Drop Ship Details in Requisitions

You cannot see the externally managed, drop ship requisition information in Oracle Fusion Self Service Procurement. You can see the information in Oracle Fusion Purchasing, if the requisition is not automatically converted into a PO. You can search for drop ship requisitions requiring manual processing on the Process Requisitions page. Customer Sales Order and Ship-to Customer are available for use as search criteria on the Process Requisitions and View Requisition Lines pages. Use the Advanced Search function to add the fields to the search. When you review drop ship requisitions, in addition to the usual requisition information you can also see these details:

- Information icon for the requisition line, with display text stating, "Requested goods are to be shipped to a third party." The display text is a link, click it to open the Customer Sales Order dialog.

- Item.

- Ship-to Customer.

- Ship-to Location, which displays the customer location from the sales order.

- Deliver-to Location, which displays the customer location or other external delivery location from the sales order.

- Information icon for the locations, with display text indicating the location is a third-party location.

- Customer Sales Order number is displayed as a link. Click it to open a dialog displaying these customer sales order and customer purchase order details:
    - Customer Sales Order Line.
    - Customer Sales Order Schedule.
    - Customer Purchase Order.
    - Customer Purchase Order Line.
    - Customer Purchase Order Schedule.
    - Customer Item.
    - Customer Item Description.
    - Ship-to Customer name, Address and Contact.
    - Deliver-to Customer name, Address, and Contact if different from the ship-to customer.

- Destination type is Drop Ship, to distinguish the request from an inventory replenishment request.

Drop Ship Details in Purchase Orders

The drop ship requisition can be converted to a PO, either automatically or manually. You can search for the PO by Customer Sales Order number and Ship-to Customer. On the Manage Orders page, Schedules tab, use the Advanced Search function to add the fields to the search. Similar to the requisition, you can see the following drop ship information in the PO:

- Information icon for the PO schedule, with display text stating, "Scheduled goods are to be shipped to a third party." The display text is a link. Click it to open the Customer Sales Order dialog.

- Item is the customer item.

- Ship-to Customer.

- Ship-to Location, which displays the customer location from the sales order.

- Deliver-to Location, which displays the customer location or other external location from the sales order.

- Location names are displayed as a link. Click it to open a dialog displaying the Ship-to Customer name, Address and Contact information. The Deliver-to Customer name, Address and Contact information is also displayed, if different from the ship-to customer.

- Information icons for the locations, displaying text indicating the location is a third-party location.

- Customer Sales Order number is displayed as a link. Click it to open the Customer Sales Order dialog. Information displayed in the dialog is the same information as for the requisition.

- Destination type is Drop Ship, to distinguish the order from an inventory replenishment order.

Related Topics
- Drop Shipment Order Fulfillment Setup in Procurement: Explained

Configured Item Order Fulfillment Integration in Procurement: Explained

When configured item order fulfillment is enabled, you can process procurement transactions for configured items.

Important aspects of configured item integration in procurement transactions include the following:

- How procurement fits into the configured item order fulfillment flow.

- How the configured item request to purchasing is transmitted.

- What configured item order details are provided in a purchase requisition (requisition).

- What configured item order details are provided in a purchase order (PO).

Procurement Role in Configured Item Orders

Configured products may be procured or made to order, and may result in back-to-back or drop ship purchase orders. The key difference is in the processing of a configured product. The general flow for the procurement role in configured item order fulfillment (CTO) is summarized as follows:

1. The supply chain or order orchestration recommendation to meet a supply or sales order is to purchase the item from a supplier.
2. The supply chain or order orchestration application calls the Purchase Request Web Service (PRWS) to send a request to Oracle Procurement Cloud.
3. The Purchase Request Web Service accepts the request to create an externally managed requisition for the item.
4. A PO is generated from the requisition, either automatically or manually.
5. The PO is communicated to the supplier using the communication method set up for the supplier site.

Configured Item Order Details in Requisitions

Create a blanket purchase agreement (BPA) for orders of a configured item using a CTO-specific document style. You can use the BPA to manage and maintain price lists for the base model and options for the configured item. The pricing

information for base model and options can also come from the PRWS request. When a requisition is created for a configured item, the price of the configuration is determined from the pricing for the base model and options.

You cannot see the externally managed, configured item requisition in Oracle Fusion Self Service Procurement. You can see the requisition information in Oracle Fusion Purchasing, if the requisition is not automatically converted to a PO. Search for configured item requisitions requiring manual processing on the Process Requisitions page. When you review configured item requisitions, in addition to the usual requisition information you can also see these details:

- Customer Sales Order, which is the supply or sales order number.

- Configured Item name and description.

- Base Model and Option item name and description.

- Base Model, Option and Configuration item pricing.

You can also use the View Requisition Lines page to view configured item requisition details.

Configured Item Order Details in Purchase Orders

A configured item requisition can be converted to a PO, either automatically or manually. A purchase order for a configured item order must be created from a requisition.

You can search for an existing PO by the Base Model number. Use the Advanced Search on the Manage Orders page, Schedules tab. From the Search Results, use the View Configuration icon next to the Line Description to open the Configuration page. From there you can view the configuration details, such as:

- Configuration Item, Description and Configuration Price.

- Base Model and Base Model Price.

- Selected Options Price.

- For selected options, the Option Item, Description including options and option classes, and Price.

You can see the following configured item information in the PO line:

- Configured Item and Description.

- View Configuration icon, next to the Description, which you can use to view the Configuration page.

- Selected option Item, Description including option class, and Price.

You can see the following configured item-related information in the PO schedule:

- Customer Sales Order, which is the supply or sales order number.

Related Topics

- Configured Item Order Fulfillment Setup in Procurement: Explained

FAQs for Create Purchase Order Online

Where do the purchase order defaults come from?

Some document fields are filled in automatically when you first create a purchase order. A comprehensive defaulting mechanism provides most required purchase order information and minimizes document creation time. In most cases, but not all, you can change the defaulted information

What's a document layout?

The document layout determines the appearance of the document when viewed or communicated to the supplier. For purchasing documents other than requisitions, you can select the appropriate layout for a document type. These layout templates determine what information is displayed along with providing the headers, footers, text style, and pagination of the printed document. You would also select a contract terms layout if procurement contracts is being deployed.

Standard layouts are provided with the application but you can create custom layouts. These are usually defined during application implementation.

Related Topics

- What's a document style?

- Create Document Style: Critical Choices

How can I add line items from existing blanket purchase agreements to my order?

You can add lines to an order from existing blanket purchase agreements using the **Add from Catalog** action.

What's a consignment order?

A consignment order is created when you use the terms and conditions of a consignment agreement and specify the delivery details, quantities, locations and dates for the consigned goods to be delivered.

How can I create a purchase order for consignment inventory items?

You begin by creating a purchase order with a document style for a consignment order.

- Choose your consignment supplier and add the consignment items for this order.

- Verify that the items were sourced by a consignment agreement and that Consignment Line is checked on the line.

- Submit the order for approval.

What's a financial route?

The route in which financial transactions belonging to a financial orchestration flow are settled. This can be different from the physical route and involve one or more intermediary nodes forming part of the route. The intermediary nodes are internal organizations that are not part of the physical supply chain transaction but are part of the financial route.

What's a legal entity's role in global procurement?

You model your legal entities in Oracle Fusion Applications. If you make purchases from or sell to other legal entities, you must define these other legal entities. You then use legal entity relationships to determine which transactions are intercompany and require intercompany accounting.

Related Topics

- Legal Entity in Oracle Fusion: Points to Consider

Import Purchase Orders

Importing Purchase Documents: Procedure

You can import purchasing documents from external applications into Oracle Fusion Purchasing.

How to Import Purchasing Documents

You can run the purchasing document import tasks from the Purchasing work area. Use the following purchasing tasks to import purchasing documents:

- Import Orders
- Import Blanket Agreements
- Import Contract Agreements

Run the import process to import purchase orders, blanket agreements, or contract agreements into the application for further processing.

You can query, modify and validate successfully imported documents. During import, records that have insufficient or invalid data are rejected. You can use an automatically produced report to review the documents that could not be imported. You can resubmit the import task after making corrections to rejected documents.

Prerequisite

Before you can run the import process, you must first have loaded the relevant information into the appropriate interface tables.

> ✎ **Note:** You can load data to interface tables using predefined templates and the Load Interface File for Import scheduled process. Both are part of the External Data Integration Services for Oracle Cloud. For other implementations, optionally use this feature only if you have SFTP configured for it.

For more information refer to the File-Based Data Import for Oracle Procurement Cloud guide on the Oracle Help Center.

Import Process

To run the process to import purchase orders, blanket agreements, or contract agreements into the application, follow these steps:

1. From the Purchasing work area, open the appropriate task you want to use:
   - Import Orders
   - Import Blanket Agreements
   - Import Contract Agreements

2. Depending on the purchase document import task you are using, you can set one or more selection parameters before running the process. The following table lists some of the possible selection parameters and their descriptions.

Parameter	Description
Procurement BU	Specify the name of the Procurement business unit that these documents should be imported into.

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Parameter	Description
Default Buyer	Specify the name of the buyer to be used when one is not included in the import data.
Create or Update Item	Select "Yes" to create an item that does not exist or update an existing item.
Approval Action	Select one of the following actions: ○ Do Not Approve: Imports the document in Incomplete status requiring manual interaction. ○ Submit for Approval: Imports the document and submits it to the approval process after the document is imported. ○ Bypass Approval: Imports the document in Open (approved) status without going through the approval process.
Batch ID	Enter the value for your import data from the file-based data import template, to select the interface table data to be processed in the current run. For example: Batch ID = 123. Use it in conjunction with Import Source to identify the documents to be loaded to the application tables.
Import Source	Enter the value for your import data from the file-based data import template, to select the interface table data to be processed in the current run. For example: Import Source = External Contracts. Use it in conjunction with Batch ID to identify the documents to be loaded to the application tables.
Default Requisitioning BU	Specify the name of the Requisitioning business unit to be used when one is not included in the import data.
Communicate Orders, or Communicate Agreements	Select Yes to have imported purchasing documents communicated to the supplier. Select No to not have imported purchasing documents communicated to the supplier.

3. When the processes are complete, view the output report in PDF format. The report details the status of the records that were imported. If a record could not be imported, then the Status is set to Rejected with a reason for the rejection.
4. Fix the problems that are identified in the report and then resubmit the import task.

Viewing the Import Process Results

The results for each import process are compiled in a PDF output report which you can view online or print. The validation error details are accessible from the Purchasing Document Import Errors report. To see the report click the Output icon in the Scheduled Processes region of the import page.

Automated Order Buying For Items From The Open Interface : How It Works

For the application to automatically create orders for items imported through the open interface some prerequisites are required.

Settings for Automated Ordering of Items Imported Through the Open Interface

The setup to enable automated order buying for items imported through the open interface depends on the procurement strategy of the organization. This falls into two scenarios:

1. Item has a primary source for all inventory organizations within a requisitioning BU.

   The item has a primary supplier across all inventory organizations within a requisitioning BU being serviced by the procurement BU. For this scenario it is sufficient to have an agreement in place with the requisitioning BU added to

the list of business units in the **Business Unit Access** table of the agreement and enable the order creation controls on this agreement to automatically process requisitions sourced to this agreement into purchase orders.

When requisitions are created for this item from any inventory organization of these requisitioning BUs, the system will find the agreement and determine the supplier, terms and conditions, and pricing information needed to create the purchase order.

2. Item has a primary source specific to an inventory organization.

This scenario addresses a more complex procurement strategy wherein the item has a local supplier when purchased from an inventory organization. For this scenario, the following setups need to be performed:

- o Create an agreement with the supplier and enable the order creation controls on the agreement.

- o Create a local approved supplier list (ASL) entry for this item when it is purchased from the inventory organization. The **Generate Approved Supplier List Entries** process is available to quickly create ASL entries for the items on the agreement.

When requisitions are created for this item from this inventory organization, the system will find the local ASL entry for this item-supplier combination, and then find the agreement listed on the ASL entry, and determine the supplier, terms and conditions, and pricing information need to create the purchase order.

For both the above scenarios, in case multiple agreements are found, the system prioritizes agreements in the following order:

- Blanket purchase agreements over contract purchase agreements

- Agreements that are owned locally by the requisitioning BU

- Agreements which have the **Automatically generate orders flag** checked

From this list it picks the agreement with the most recent agreement date.

Automated Order Buying For Catalog Items : How It Works

For the application to automatically create orders for catalog items some prerequisites are required.

Settings for Automated Order Buying

To enable automated order buying for catalog items which are to be associated with agreements (items on agreements, punch-out catalog items, items on smart forms), the following setup is required:

- Create an agreement with the supplier with the terms, conditions and pricing.

- Enable purchase order creation controls on the agreement to drive the automation process.

The procurement agent can configure the degree of intervention in the automated process using the agreement order creation controls:

- To automatically generate purchase orders for all requisition lines sourced to this agreement, enable the **Automatically generate orders** flag.

- To submit these automatically generated purchase orders for approval, enable the **Automatically submit for approval flag**.

The agreement also provides grouping controls for requisition lines which are sourced to this agreement:

- If you want to group requisition lines across different requisitions into the same purchase order, enable the **Group requisitions** flag.

- In order to group requisition lines into the same purchase order line, enable the **Group requisition lines** flag. The requested delivery date and ship-to organization and location can optionally be used to group requisition lines.

Approve Purchase Order

Purchasing Document Approval: Explained

Document approval electronically routes the purchasing document to all identified approvers and records their approval actions.

Oracle Fusion Purchasing leverages the Oracle Approval Management Service (AMX) for purchasing document approvals. Approval Management Service is a robust engine that enables administrators to organize and author approval routing rules based on numerous seeded document attributes such as ordered amount, price, category, and contract terms exist. Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in a sequence. Approvals can be sought using supervisory chain, position or job level hierarchy, or using a list of approvers.

Approval routing rules examples:

Condition	Action
Purchase order amount exceeds a certain threshold	Route to procurement agent's manager
Purchase order amount is greater than backing requisition amount	Route to requester's manager
Line price change percent on a blanket agreement exceeds the Price Update Tolerance Percent	Route for category manager approval
Non-standard contract terms	Route for legal approval
Line category name is "Travel"	Route for travel approval

FAQs for Approve Purchase Order

How can I insert additional approvers and viewers?

As a procurement agent or a requester, you can view the application generated list of approvers using the Manage Approvals page. You can add approvers and viewers on this page based on approval configuration.

How can I view the approval actions performed on a document?

Select your purchasing document in the application and use the **View Document History** action to view all approval actions performed on the document.

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How can I route a purchase order for approval to a project manager's reporting hierarchy?

As a procurement application administrator, you can set up an approval rule for a purchase order based on a project manager or their reporting hierarchy. This way, when procuring goods or services for projects, you can enforce approval policy and effectively manage project orders.

Use the project manager attribute to set up an approval rule action to route the approval notification. You can set up the rule to route using a single approver, job level, or supervisory hierarchy. To do this, use the Manage Purchasing Document Approvals task. Find the task in the Setup and Maintenance work area, Procurement offering, Approval Management functional area. For more details refer to the following white paper on My Oracle Support: Setting Up Document Approvals in Oracle Fusion Procurement (Document ID 2120227.1).

How can I route a purchasing document for approval based on the requester's supervisory hierarchy?

As a procurement application administrator, you can set up an approval rule condition for a purchasing document based on the requester's supervisory hierarchy. This way, when procuring goods or services, you can enforce different approval policies for different organizations.

You can use the name or user name of the top ten supervisors on the requester's supervisory hierarchy. Use this attribute to set up an approval rule condition, where the top-level supervisor's name identifies the organization. To do this, use the Manage Purchasing Document Approvals task. Find the task in the Setup and Maintenance work area, Procurement offering, Approval Management functional area. For more details refer to the following white paper on My Oracle Support: Setting Up Document Approvals in Oracle Fusion Procurement (Document ID 2120227.1).
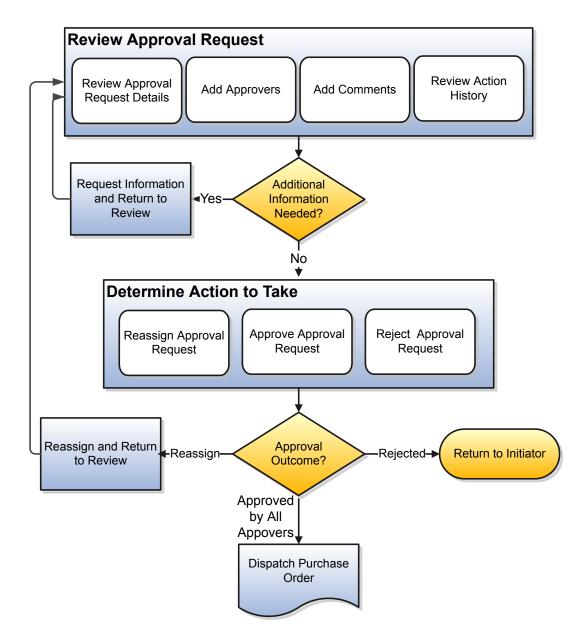
Evaluate Purchase Order Approval Status

Purchase Order Approval: How It Is Processed

Document approval electronically routes the purchase order to all identified approvers and records their approval actions. It determines the routing using a rules engine which is configured to accommodate your organization's unique business requirements. Approvers can then review the document details, add comments, and add attachments before approving, rejecting, or routing the document to additional approvers.

Simplified Document Approval Flow

Settings That Affect Purchase Order Approval

You perform setup for purchase order approval in the Setup and Maintenance work area, Procurement offering, Approval Management functional area.

Key setup tasks:

- Define the approval rules for purchasing approval

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How Purchase Order Approval Is Processed

Using the rules engine, the original purchase order or change order is routed to appropriate approvers for their approval.

Routing rules can be based on multiple document attributes including:

- Header: Document Type, Creation Method, Contract Attributes, Amount
- Line: Category, Amount
- Schedule: Requested Delivery Date, Ship-to Organization, Destination Type, Amount
- Distribution: Requester, Project, Cost Center, Amount
- Backing Requisition: Requester, Difference from Requisition Amount

The rules engine enables you freedom of choice over how approval takes place:

- Multiple Stages: Category, Terms, Requisitions, Accounts and Projects

  Approval stages are used to create rules based on different sets of document attributes (see above). In addition, stages help you organize the approval rules. For example, all rules pertaining to commercial or legal terms can be authored in the terms stage.

- Voting Regimes

  If approvals are sought in parallel these are used to determine if all, only a specified percentage, or only the first of the approvers need to approve. However, only First Responder Wins is currently supported.

- Approval Groups

  Set of approvers to whom the approval request needs to be sent. For example, a group of category managers approving all or specific category purchases.

- Participant Types

  There are four participant types: Serial, Parallel, Single, and FYI.

Approval routing rules examples:

Condition	Action
Purchase order amount exceeds a certain threshold	Route to procurement agent's manager
Purchase order amount is greater than backing requisition amount	Route to requester's manager
Non-standard contract terms	Route for legal approval
Line's category name is "Travel"	Route for travel approval

How can I find the approver with whom the document or an active change order is pending for approval?

Select your purchasing document in the application and use the **Status** link to open the Action Details page. This page displays all approvers who performed an action, current approvers, and future approvers.

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Dispatch Purchase Order

Dispatch Purchase Order

Purchasing Document Report

Use the purchasing document report to communicate to the supplier the details of a purchase order or purchase agreement. The report provides information about goods or services that you require, costs, quantities, payment terms, and delivery schedules.

The purchasing document report is a PDF file. The report is typically created electronically following document approval. You can also run it manually.

Run the purchasing document report using the **Communicate Purchasing Documents** task, in the Purchasing work area. On the Communicate Purchasing Documents page, click the **Submit New Process** button.

Standard Parameters

Procurement BU

Select the procurement business unit.

Document Selection

Select documents to be processed. You can process a specific document or a group according to actions performed on the documents.

- Changed
- New
- New and Changed
- Specified

✎ **Note:** Some of the parameters listed below may not be available based on your choice for Document Selection.

Document Type

Select the document type: **Blanket Purchase Agreement**, **Contract Purchase Agreement**, or **Purchase Order**.

Buyer

Select the buyer name.

Supplier

Select the supplier name.

Supplier Site

Select the supplier site to restrict the documents to a specific supplier site.

Sold-to Legal Entity

Select the sold-to legal entity.

Document Number

Enter the document number to communicate a specific document.

Change Order

Enter the change order to communicate a specific document.

Printer

Select your output device.

Purchasing Document Report Overview

Below are some highlights of the report contents. The fields that display vary based on the document type. For more information about predefined analytics and reports, see the Analyze and Report page for Oracle Procurement Cloud in the Oracle Help Center.

The following table includes important purchase order report contents for the document header.

Field	Description
Order	The purchase order number.
Ordered	The total amount for all lines in the order.
Agreement	The purchase agreement number.
Agreement Amount	The total estimated amount for the purchase agreement.
Procurement BU	The name of the procurement business unit prints on line 1 followed by up to 3 lines of address. On line 5, the city, state (or province), and ZIP Code are printed. The country prints on line 6.
Page	The page number.
Sold To	The sold to information contains up to 3 lines of address. After the address, the city, state (or province), and ZIP Code is printed on line 4. On line 5, the country is printed.
Supplier	The supplier name prints on line 1 followed by up to 3 lines of address. On line 5, the city, state (or province), and ZIP Code are printed. The country prints on line 6.
Ship To	The ship to information contains up to 3 lines of address. After the address, the city, state (or province), and ZIP Code is printed on line 4. On line 5, the country is printed. The ship to location is printed even if the same as the bill to location.
Bill To	The bill to information contains up to 3 lines of address. After the address, the city, state (or province), and ZIP Code is printed on line 4. On line 5, the country is printed. The bill to location is printed even if the same as the ship to location.

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Field	Description
Payment Terms	The payment terms are specified as a payment due date and, optionally, a discount percent and discount due date.
Freight Terms	The Freight Terms are negotiated with the supplier. The terms specify whether you or the supplier pays for freight charges on goods you order from the supplier.
FOB (Freight on Board)	The FOB specifies the point or location where ownership title of goods is transferred from the supplier to you. For example, Origin or Destination.
Shipping Method	The specific shipping method to be used. For example: Ground or Airborne.

The following table includes important purchase order report contents for the document lines.

Field	Description
Line	The purchase order line number.
Item	The description of the goods or services.
UOM	The unit of measure for the item.
Price	The item price.
Quantity	The quantity of the item you are ordering, if the line type is quantity-based.

Related Topics

- What's a purchasing document report template?

- Customizing Purchasing Document Reports: Procedure

Setting the Purchasing Document E-mail Sender: Critical Choices

Use the Purchase Order E-mail Sender profile option to set up the e-mail sender for purchasing documents sent to suppliers.

As an administrator you can set up the profile option using the Manage Administrator Profile Values page. To configure the profile option:

1. In the Navigator select Setup and Maintenance.
2. Search for and open the Manage Administrator Profile Values task.
3. On the Manage Administrator Profile Values page, in the Application drop-down list, select Purchasing. Then click Search.
4. In the Search Results, open the PO_FROM_EMAIL_ADDRESS profile option code.
5. You can configure the profile option at the site level only. In the Profile Values section select one of the values: Buyer or Automatic.

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Buyer

Buyer is the default value. The buyer's electronic mail address is used to send purchasing documents to the supplier. The supplier can reply to the buyer's electronic mail address, rather than a system-generated one which does not accept any reply.

Automatic

If you select this value, the system-generated electronic mail address is used to send purchasing documents to the supplier. The system-generated electronic mail address does not accept any reply. You might choose this value if, for example, your supplier's e-mail system filters out the buyer e-mails.

Modifying a Delivered Email Template to Communicate Purchasing Documents: Procedure

As an implementor or procurement application administrator, you can modify templates for outgoing supplier email communications of purchasing documents. To do this, use Oracle Business Intelligence Publisher to make a copy of the delivered Purchase Document Email Report that contains the templates. You can modify the templates to tailor the email subject line or body text for a purchasing document type.

You can find the **Purchase Document Email Data Model** in the Reports and Analytics catalog, in the Purchasing folder. The data model contains delivered attributes, and you can extend it to meet your organization's requirements. You can also find the **Purchase Document Email Report** in the catalog's Purchasing folder. The report references the data model. The report includes these email document templates:

- Purchase Order Email Subject
- Purchase Order Email Body
- Purchase Agreement Email Subject
- Purchase Agreement Email Body

Modifying a Default Email Template

To modify a delivered email template follow these steps:

1. In the Navigator, click Reports and Analytics.
2. On the Reports and Analytics page, click the Browse Catalog icon.
3. On the Catalog page, in the Folders pane, open the Purchasing folder. (Under the **Shared Folders folder - Procurement folder**.)
4. In the Purchasing folder, locate the Purchase Document Email Report, click the More link, and click Customize.

   a. The application creates a copy of the report in your Custom folder. (Under the **Shared Folders folder**.)
5. Locate the copy of the Purchase Document Email Report. (Under the **Shared Folders folder - Custom folder - Procurement folder - Purchasing folder**.)
6. Click the copy of the Purchase Document Email Report to select it, and click Edit.
7. On the Purchase Document Email Report page, select the template that you want to modify. Select the template that corresponds to the document type (agreement or order) and section (subject or body). For example, Purchase Order Email Subject Template.
8. Click Edit to download the template file. For example, the template file might have a file name such as Purchase Order Subject Layout.rtf.
9. Use Oracle Business Publisher desktop tools to edit the template.
10. Upload the modified template back to Oracle Business Intelligence Publisher. Select the appropriate folder for your implementation.

How can I suppress supplier communication when importing purchasing documents?

Use the import parameters **Communicate Orders** and **Communicate Agreements** to control whether or not to disable supplier communications when importing purchasing documents. When you set either parameter to **No**, an imported order, change order, or agreement is not communicated to the supplier. You can find the Import Orders, Import Blanket Agreements, and Import Contract Agreements tasks in the Purchasing work area.

Controlling Supplier Communications: Procedure

As procurement application administrator, you can control supplier communications using profile options. You can turn on or off supplier communications, or override the supplier recipient email.

For example, you can disable outbound supplier email communication in test environments. This allows you to simulate procurement flows using data migrated from a production environment, without communicating purchasing documents to your suppliers. Use these two purchasing profile options to control supplier communications.

- Control Supplier Communication
- Override Email Address

To configure the profile options, follow these steps:

1. In the Setup and Maintenance work area, on the Setup page, click the Tasks tab and select Search.
2. On the Search page, search for and open the Manage Administrator Profile Values task.
3. On the Manage Administrator Profile Values page, in the Application drop-down list, select Purchasing. Then click Search.
4. In the Search Results, locate and click the profile option: Control Supplier Communication.

    a. Use the profile option to control outbound supplier communication. The profile option may only be configured at the site level.

5. In the PO_CONTROL_SUPPLIER_COMMUNICATION: Profile Values section, select a value. This table lists the values and their descriptions.

Value	Description
Enable	Select this value to enable all outbound supplier communication.
Disable	Select this value to disable all outbound supplier communication.
Override Email Recipient	Select this value to simulate communication. All supplier communication, including electronic communication, is directed to the email specified in the profile option: Override Email. An email is sent for all types of communication, without respect to the method specified on a purchasing document.

6. Click Save.
7. If you selected the Override Email Recipient value for the Control Supplier Communication profile option, continue to follow these additional steps.

    In the Search Results, locate and click to select the profile option: Override Email Address.

    a. Use the profile option to specify a fixed address to which all supplier email communications are sent. Configure this option when the profile option Control Supplier Communication is set to the value Override Email Recipient. The profile option may only be configured at the site level.

8. Click Save.

How can I enable delivery of purchase order attachments using electronic messaging?

You can enable the delivery of attachments with purchase orders and change orders when using Oracle Fusion Collaboration Messaging Framework. To do this, sign in as procurement application administrator. Use the following profile option: Include Attachments in Electronic Communication. Find the profile option in the Setup and Maintenance work area, Manage Administrator Profile Values task.

When the profile option is enabled, you can include an attachment in communications using Oracle Fusion Collaboration Messaging Framework when the attachment is:

- Attached at the purchase order or change order document header, line or schedule level.

- Classified as: To Supplier.

Acknowledge Purchase Order

How can I record a supplier acknowledgment?

In certain circumstances, such as for a document with legal terms and conditions and contractual deliverables, formal acknowledgment may be required before the document becomes legally binding and can be executed against.

As a supplier using Oracle Fusion Supplier Portal, you can view purchasing documents and change orders awaiting acknowledgment and record your response over the portal. New acknowledgment requests also show up as worklist items on the portal and as e-mail notification.

As a buyer, you can monitor purchasing documents and change orders awaiting acknowledgment on the Purchasing Overview page. Acknowledgment requests past their due date also show up as watchlist items and appear in the Orders Attention Required tab of the Overview page. To record an acknowledgment on your supplier's behalf, use the **Acknowledge** action on the document.

Amend Purchase Order

Change Order Life Cycle: Explained

Change orders enable the procurement agent, requester, supplier, or catalog administrator to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.

Create

As a procurement agent, a requester, a catalog administrator or a supplier you can initiate a change on a purchasing document by accessing the document from your own work area. You can search for the document, create a change order

and start proposing changes. The scope of change that you can propose is determined by the work area that you are using to access the document. For example, if you are accessing the document as a buyer from the purchasing work area then you can propose changes to contract terms and conditions or, if you are accessing the document as a supplier from the supplier work area then you cannot propose changes on purchase order distributions, or if you are accessing an agreement as a catalog administrator from catalog administrator work area then you are allowed to upload lines on an agreement. You can review the details of the changes proposed by selecting the Review Changes action. The Review Changes page shows each and every attribute being changed; it's original and changed values. When you submit a change order for approval, the application validates the change order for accuracy, completeness and policy deviations.

Approve

The application uses the same approval workflow to route a change order for approval as a purchasing document. Attributes relevant for a change order are available in the approval management service, based on which routing rules can be authored, such as PO Ordered Amount Changed, Price Change Percent, or Non Standard Clause Modified. As an internal user, you can view the approvers that the application included on your change order, based on the routing rules, using the Manage Approval page. The page allows you to insert additional approvers and viewers, if required.

As an approver you will receive an approval request highlighting critical information needed to make an approval decision such as party initiating the change, amount changed, contract deviations etc. The task detail provides easy navigation to view the purchasing document in its entirety. If needed, you may request more information.

Dispatch

An external change order is communicated to the supplier using supplier preferred means such as B2B, Print, Fax, or E-Mail. Oracle Fusion Supplier Portal users may choose to view changes online. You can manually communicate a change order to the supplier using the Communicate action, or changes can be communicated in batch using Communicate Purchasing Documents program.

As a procurement agent, you may optionally require supplier acknowledgment on an external change order. Using the Acknowledgment page, an Oracle Fusion Supplier Portal user can perform acknowledgment online or a procurement agent can record offline acknowledgments in the application.

Implement

During the implementation phase of a change order the application validates that the change order information is still valid and if it is, changes are propagated to the active purchasing document else the change order is canceled and the change order initiator is notified. The purchasing document is revised when an external change order is implemented. All change orders, external or internal, are archived and can be accessed using the Change History page. Suppliers can view all external change orders using the Revision History page. The application notifies relevant parties of successful implementation of a change order.

How can I use social collaboration to communicate a supplier schedule change to a requester?

Use the **Social** link on the Edit Change Order page to invite the requester to a conversation regarding the changes related to delivery dates.

For example, a supplier requests a change to a purchase order promised delivery date moving it out by 3 days. You need to communicate with the requester to determine if this is acceptable, but you'd like to associate your exchange with a particular purchase order so you have a permanent record of what transpired.

- Click **Social** to open the Oracle Social Network window and share or join the change order.

- Click **New Conversation** and add the requester as a member.

- Post your concerns and ask for a preference.

The requester can see certain attributes of the change order, such as Supplier and Purchase Order number, and your proposed action. The requester responds, you complete changes to the order and move on.

Related Topics

- What does social networking have to do with my job?

Create Purchase Order Change Order

Change Order: Explained

During the course of an order being issued and fulfilled the procurement agent, requester, or supplier may propose changes to the currently approved version of the document.

Evolving business conditions necessitate changes to active purchasing documents. Changes may originate from the requester whose requisition is being processed in the order, or the buyer who's responsible for administering the document or the supplier who's tasked with fulfilling the order. Requesters may want to postpone or cancel what they had requested. Buyers may want to change commercial terms on the order. Suppliers may want to stagger delivery schedule or revise pricing. Catalog administrators may want to upload revised catalog pricing.

Change orders enable all of the parties mentioned above to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.

It is worth noting that the current version is preserved and used as the source of truth for all downstream activities like receipts, invoices, and sourcing against an agreement until the change order processing is complete. It is only after approval, acceptance, and validation of the change order that it gets applied to create a new version of the purchasing document.

Internal and External Change Orders: Explained

Change orders enable all of the affected parties to propose changes to an active purchasing document by indicating their desired changes to the current version of the document. The change order is consider internal or external depending on the document attributes being changed.

A purchasing document is a contractually binding document between a buying organization and a selling organization, and hence it captures contractual terms like products or services to be delivered, delivery schedule and payment terms. Any change proposed to any of these kind of attributes must be communicated to and accepted by both parties before the changes become binding. These attributes are called supplier facing attributes.

In addition to supplier facing attributes, a purchasing document also contains attributes that are required for administrative purposes within the buying organization, such as cost centers or projects that would be funding the purchase, internal delivery instructions, various tolerances and controls to ensure satisfactory order execution. These attributes are called internal control attributes.

A change order that proposes changes to only internal control attributes is an internal change order, all other change orders are external. Change order type on a change order indicates whether the change order is an internal change order or an external change order. Unlike an external change order, an internal change order does not get communicated to the supplier and does not cause a new revision of the document. Although internal changes do not cause a new revision of the document, history of such changes is maintained in the same manner as external changes and can be accessed from the View Change History page.

FAQs for Create Purchase Order Change Order

How can I create a change order?

A change order is created by selecting the document and using the **Edit** or **Cancel** action. If an active change order does not exist, the application will create a change order for you.

How can I view the change history of a document?

You can view the document change history from the Search, View Purchase Order, or View Purchase Agreement page using the **View Change History** or the **View Revision History** action to view archived change orders relevant to you. Select a change order and take the **Review Changes** action to view the details of the changes that were proposed on the change order.

How can I process multiple change orders on the same document concurrently?

There can be only one active change order on a purchasing document at any point in time. If you have a change to propose and there is an active change order on the same document, you will need to wait for that change order to get processed. As the buyer on a purchasing document, the application allows you to prioritize your changes by allowing canceling the current change order even if it's not initiated by you and creating a new change order for you to propose your changes.

How can I set up an approval rule to route a requester-initiated change order to the requisition's overriding approver?

Create an approval rule with a condition to check if the backing requisition has an overriding approver. Also configure the condition to check if the change order is requester-initiated. In the rule action, you can route the change order approval through the override approver's job levels, supervisor hierarchy, or position hierarchy.

Create the approval rule using the Manage Purchasing Document Approvals task. Find the task in the Setup and Maintenance work area, Procurement offering, Approvals Management functional area.

How can I route a requester-initiated change order for approval to the requisition's overriding approver?

When you use the Purchase Requisitions work area to create a requisition, you can specify an override approver to replace the first approver. Your organization can also set up an approval rule to route any subsequent requester-initiated change orders to the same override approver. This ensures your override approver is also able to approve any changes you initiate after the requisition is processed into a purchase order.

Cancel Purchase Order Change Order

What happens if the change order I submitted is no longer needed?

You can withdraw a change order that is pending approval or pending supplier acknowledgment using the **Withdraw** action, make further edits, and resubmit it for approval. You can also cancel the change order if the change is not required at all.

Update Purchase Order Change Order Details

How can I view the changes proposed on a change order?

You can view all changes proposed for a change order on the Review Changes page. This page shows all changed attributes, their original, and their new values. Changes made to contract terms are also shown. The page hides internal control attributes, as defined in the change order template, from suppliers.

Price Purchase Orders Retroactively

How can I apply my agreement pricing changes to existing open orders?

You can run the **Launch Retroactive Price Update** process to apply price changes from a blanket purchase agreement to purchase order lines created referencing the agreement line. Note that you can set up your agreement to launch this program automatically upon implementation of change orders with changes to pricing.

Retroactive Price Updates: How They Are Processed

Run the Initiate Retroactive Price Update scheduled process to apply price changes from a blanket purchase agreement (BPA) to purchase order (PO) lines sourced from the agreement. To run the process, on the **Purchasing Overview** page, click the **Initiate Retroactive Pricing Update** task.

Settings That Affect Retroactive Price Updates

This table describes the parameters you set for the Initiate Retroactive Price Update process. They affect how the process selects PO lines to update with pricing changes.

Parameter	Description
Procurement Business Unit	The BU that is responsible for and manages the purchasing transactions for the purchasing document.
Agreement Number	The specific BPA number for which you want the pricing updated. PO lines that reference the BPA are selected, subject to other settings.
Item	An item for which you want the pricing updated.
Category	A category for which you want the pricing updated.
Date From	A date to identify the purchase orders to be updated.
Communicate Updates	The communication method is determined by the supplier notification method for the supplier site. Select this check box if you want the updated releases or purchase orders communicated to the supplier.

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How Retroactive Price Updates are Processed

The process runs based on the parameters you set. It uses the following additional criteria to select eligible PO lines for a price update:

- If the **Allow Retroactive Pricing of Purchase Orders** option for the procurement BU is set to **Open Orders Only**, PO lines having schedules that are received (accrued on receipt) or billed are not updated.

- The source BPA lines must have a Price Break Type of **Noncumulative**.

- Draft purchase orders with the following statuses are selected: Incomplete, Rejected, and Withdrawn.

- Open purchase orders, including orders which are approved and do not have a pending change order, with the following statuses are selected: Open, On Hold, Closed, Closed for Receiving, and Closed for Invoicing.

- Purchase orders must not be frozen, and PO headers or lines not finally closed or canceled.

- PO lines must have a Line Type of **Goods**.

- A PO line's BPA revision number must be either blank, or less than the latest BPA revision number in which the referenced BPA line or its associated price breaks were last updated.

- A PO schedule with the minimum schedule number must have a schedule need-by date later than the process parameter **Date From**. If the schedule need-by date is not available, the process checks against the purchase order schedule creation date.

- PO lines that have the Consignment Line option set to **Yes** are not updated.

Manage Purchase Order Life Cycle

Purchase Order Life Cycle: Explained

Managing the purchase order life cycle enables all key stakeholders of the purchase order; the procurement agent, the requester, and the supplier to track and monitor the execution cycle of the order and initiate and manage changes to the order including cancellations.

Life Cycle Tasks
Key Life Cycle Tasks:
- Track fulfillment status

- Reassign order ownership from one agent to another

- Control fulfillment activities

    o Place order on hold

    o Close order for receiving and/or invoicing

- Control amendment activities

    o Initiate order amendments including cancellations

    o Freeze document

- Finally close the document

Life Cycle Features

Key Life Cycle Features:

- Work areas for buyers and suppliers

  - Deliver access to active orders in the queue
  - Highlight life cycle events requiring attention

- Comprehensive life cycle management actions
- Real time order fulfillment status
- Embedded analytics

  - Provide trend statistics on buyer workload and activities
  - Provide supplier key performance indicators

- Center driven procurement

  - Manage orders for multiple requisitioning business units

Related Topics

- Purchase Order Cancellation: Points to Consider

Purchasing Document Control Actions : How They Work Together

The following matrices describe the effect of control statuses on various actions on purchasing documents.

Purchase Orders

Effect of purchase order control actions.

Control Details	Close	Close for Invoicing	Close for Receiving	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	Yes	Yes	Yes	No	No	No	Yes
Action causes revision change?	No	No	No	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Receive against controlled entity?	Yes	Yes	Yes	Yes, up to overreceipt tolerance	No	Yes	No

Control Details	Close	Close for Invoicing	Close for Receiving	Cancel	Finally Close	Freeze	Hold
Return to supplier against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	Yes
Invoice against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	No
Effect on supply or available to promise	Closed quantity no longer available as supply; supply is recreated when reopened	No effect	Closed quantity no longer available as supply; supply is recreated when reopened	Canceled quantity no longer available as supply	Finally Closed quantity no longer available as supply	No effect	No effect
Associated Requisitions	No effect	No effect	No effect	Determined by Purchasing Options: Never, Always, Optional	No effect	No effect	No effect

Purchase Agreements

Effect of purchase agreement control actions.

Control Details	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	No	No	No	Yes
Action causes revision change?	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes
Can release against the document?	No	No	Yes	No

Reassign Purchasing Documents: How It's Processed

You can run a process to reassign purchasing documents from one buyer to another, including purchase agreements, contract agreements and purchase orders.

To run the process use the Reassign Purchasing Documents task, from the Purchasing work area.

> ✎ **Note:** To use the Reassign Purchasing Documents task you must have a role with the Reassign Purchasing Document privilege. For example, Procurement Manager, Category Manager or Buyer.

Settings That Affect the Reassign Purchasing Documents Process

This table lists selection parameters and their descriptions for the Reassign Purchasing Documents process.

Parameter	Description
Document Type	Required. Reassigns documents based on document type. Values include: Purchase Agreements, Purchase Orders, and Purchase Orders and Agreements.
Procurement BU	Required. Reassigns documents for the specified procurement business unit.
Requisitioning BU	Optional. Reassigns documents for a specified requisitioning business unit within the procurement business unit.
Supplier	Optional. Reassigns documents for a specified supplier, within the specified procurement business unit.
Old Buyer	Required. Reassigns documents from the specified buyer to another specified new buyer.
New Buyer	Required. Reassigns documents from the specified old buyer to this specified new buyer.

How Reassign Purchasing Documents Is Processed

Based solely on the required parameters, you can reassign purchasing documents from one buyer to another, for a specified document type and procurement business unit.

You can also use the optional parameters to perform a more granular reassignment of a subset of those purchasing documents between buyers.

- Reassign documents of a specified type for a requisitioning business unit within the procurement business unit.
- Reassign documents of a specified type within the procurement business unit, for a specified supplier.

Centralized Procurement Billing: Explained

Procurement billing services can be centralized without requiring financial orchestration flows which simplifies both the process and the accounting.

Key components of centralized billing are:

- Bill-to business unit (BU) as invoice processing party
- Sold-to legal entity (LE) as the liable party
- No inter-company invoices required

Bill-to Business Unit

This is the business unit which vouchers supplier invoices for a received purchase order. A single bill-to BU can serve as a centralized invoice processing party for multiple requisitioning business units. The bill-to BU on the purchase order is derived from the bill-to BU specified on the supplier site assignment for the requisitioning BU on the purchase order.

Sold-to Legal Entity

This is the legal entity that is financially responsible for the purchases on a purchase order and is specified on that purchase order. So even though the invoicing is handled by another party the liability for the purchase remains with this legal entity.

Inter-company Invoices

Using this method of centralized billing means that no inter-company invoices are required. Accounting for the purchases are managed through standard general ledger journal entries.

How can I use social collaboration to communicate a supplier schedule change to a requester?

Use the **Social** link on the Edit Change Order page to invite the requester to a conversation regarding the changes related to delivery dates.

For example, a supplier requests a change to a purchase order promised delivery date moving it out by 3 days. You need to communicate with the requester to determine if this is acceptable, but you'd like to associate your exchange with a particular purchase order so you have a permanent record of what transpired.

- Click **Social** to open the Oracle Social Network window and share or join the change order.
- Click **New Conversation** and add the requester as a member.
- Post your concerns and ask for a preference.

The requester can see certain attributes of the change order, such as Supplier and Purchase Order number, and your proposed action. The requester responds, you complete changes to the order and move on.

Related Topics
- What does social networking have to do with my job?

FAQs for Track Purchase Order Life Cycle

How can I check the current order fulfillment status?

You can check order fulfillment status using the Order Life Cycle page which summarizes all downstream fulfillment and settlement activities including in transit shipments, receipts and invoices and highlights any remaining balances pending such activities. This page also provides links to further examine specific transaction details.

How can I find the history of an order or agreement?

You can view the Document History page using the document's **Status** link. The Document History page provides a comprehensive audit trail of all actions taken, changes proposed, and changes implemented on the document since its creation. This page also provides you with the means to look at and compare previous versions of the document.

How can I view tracking or life cycle information on a consignment order?

You can view summary information regarding the consignment life cycle on the contextual area of the view purchase order page and the view purchase order schedule details page. You can also drill down to the Schedule Life Cycle page for more complete details.

The Schedule Life Cycle page allows you to track amount and quantity details such as agreed, ordered, shipped, consigned, delivered, and invoiced.

Close Purchase Order

What happens if a purchase order is closed?

You can close and reopen purchase orders and their components using the Actions menu. You would close the order if you don't expect any further transactions and want it not to appear on any open document queries. You can reopen either through a manual action or a return of material. In rare occasions, an increase in ordered quantity or the addition of new ordered items results in a reopen.

The application has the ability to automatically set the status to closed for schedules, lines, and entire orders based on controls that are defined by your organization. Once all schedules for a given line are closed, the line is closed. When all lines for a given header are closed, the document is closed.

The closing controls include:

- Receipt Close Tolerance Percent

- Receipt Close Point

- Invoice Close Tolerance Percent

A schedule has a status of Closed for Receiving when it satisfies the two receipt close controls. This does not prevent further receipts but begins the steps necessary to automatically close the document. A schedule has a status of Closed for Invoicing when it satisfies the invoice close control. This status will not prevent you from matching an invoice to the purchase order or to the receipt but begins the steps needed to automatically close the document. Both of these statuses can apply to the header, line, and schedule levels.

Related Topics

- What's a receipt close tolerance percent?

- What's an invoice close tolerance percent?

Closing Purchase Order Schedules Using a Spreadsheet: Procedure

As a user with the Buyer role you can close or finally close approved purchase order schedules in batches using a spreadsheet. For example, you can review open transactions that have been inactive for a long period of time. If they are overdue for closure you can update their status.

Follow these steps to close schedules using a spreadsheet:

- Select and download purchase order schedules to a spreadsheet.

- Review the schedules in the spreadsheet and update their status to closed or finally closed.

- Upload the spreadsheet to update the application.

Prerequisite

Before you can close schedules using a spreadsheet, you must install the Oracle ADF Desktop Integration client software on your computer. The add-in enables desktop integration with Microsoft Excel workbooks. Download the installation files from **Navigator - Tools - Download Desktop Integrator Installer**.

Select and Download Purchase Order Schedules

Follow these steps to select and download purchase order schedules to a spreadsheet:

1. **Navigator - Purchasing work area - Purchase Orders page**.
2. **Task pane - Close Schedules in Spreadsheet task**.

> 🖉 **Note:** To see the task you must have the Close Purchase Order, or Final Close Purchase Order privilege.

3. In the Close Schedules in Spreadsheet dialog, enter criteria to select the schedules you want to review for closure. This table lists the available selection criteria, whether or not the selection criteria is required, and additional comments.

Selection Criteria	Required?	Comments
Procurement BU	Yes	You must enter the procurement business unit for the purchase order schedules. The default value is derived from the following: a. The procurement business unit from your setup in the Manage Procurement Agents task, if you have only one business unit defined. b. Otherwise, the procurement business unit from the profile option Default Procurement Business Unit. c. Otherwise, no default value is displayed.
Requisitioning BU	Yes	You must enter the requisitioning business unit for the purchase order schedules. The default value is derived from the following. a. The requisitioning business unit specified as a client of the procurement business unit, if there is only one requisitioning business unit specified. b. Otherwise, the requisitioning business unit from your setup in the Manage Procurement Agents task. c. Otherwise, no default value is displayed.
From and To PO Creation Date	No	You can enter a date or date range during which the purchase orders were created.

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Selection Criteria	Required?	Comments
Days of Inactivity	No	You can enter the number of days since a purchasing document had receiving or invoice activity.
Requester	No	You can select schedules containing distributions associated with a particular requester.
From and To Budget Date	No	You can enter a range of budget dates for the distributions associated with the purchase order schedules.
Exclude Project Related	No	You can opt to exclude purchase order schedules that have project-related distributions.

4. Click Create in Spreadsheet. All schedules matching the selection criteria are downloaded to an ADFdi spreadsheet. In addition, the schedules downloaded include only those in the following statuses:

   - open
   - closed
   - closed for invoicing
   - closed for receiving
   - canceled
   - on hold

5. In the Opening CloseSchedules.xlsx dialog, select Open with Microsoft Office Excel, then click OK.
6. In the Connect dialog, click Yes.
7. In the Oracle Fusion Applications Sign In dialog, enter your User ID and Password, and click Sign In.

Review the Schedules and Update Their Status

Follow these steps to use the Close Schedules spreadsheet to review the downloaded schedules and update their status:

1. In the Close Schedules spreadsheet, there are two tabs: Instructions and Close Schedules.
2. In the Close Schedules tab, the list of selection criteria used to download the rows of schedules displays at the top.

   a. Review the schedules in the spreadsheet to determine which to close, finally close, or to not act on.
   b. For each schedule in the spreadsheet, in the Action column, select one from the list of values: Close, Finally Close, or blank for those you choose not to act on.
   c. Optionally, you can enter a Reason for closing a schedule.

Upload the Spreadsheet to Update the Application

Follow these steps to upload the edited spreadsheet and update the application.

1. In the Close Schedules tab on the spreadsheet ribbon, click the Upload icon.
2. The Status column for each row displays the processing status for the uploaded purchase order schedule.

   a. Processed rows show the status: Row Updated Successfully. Click the Status Viewer icon on the spreadsheet ribbon. In the Status Viewer pane you can see the message: No Error.

    b. Rows with an upload error show the status: Update Failed. Click the Status Viewer icon on the spreadsheet ribbon. In the Status Viewer pane you can examine the error details.

You can work in small batches. Take action on a few rows and upload them. After successful processing, you can click the Download icon in the spreadsheet ribbon to download the updated schedules. The same combination of selection criteria used to create the original spreadsheet are used to retrieve the schedules. Any schedules that were updated to Finally Closed status are removed from the results.

    ✎ **Note:** The maximum number of schedules that can be processed at one time using the spreadsheet is 5000. You can use the selection criteria on the Close Schedules in Spreadsheet dialog to process batches smaller than the maximum.

Related Topics

- Using Desktop Integrated Excel Workbooks: Points to Consider

Freeze Purchase Order

What happens if I freeze a purchasing document?

Freeze your purchase orders to prevent changes or additions while maintaining the ability to receive and match invoices against received schedules. Freezing a purchase order cancels any pending change order that might exist on the purchase order.

Use the Actions menu to freeze or unfreeze a document.

Hold Purchase Order

What happens if a purchasing document is put on hold?

Place documents on hold to prevent receiving and invoicing until you remove the hold.

Use the Actions menu to hold or remove a hold on a document.

Retire Purchase Order

What happens if a purchasing document status is finally closed?

You can prevent modifications to or actions against completed documents, lines, and schedules by final closing them. You should only final close documents or their components if you are absolutely certain that all desired activities have been completed as you cannot undo a Final Close action.

You cannot perform the following actions against final-closed entities: receive, transfer, inspect, deliver, correct receipt quantities, invoice, return to supplier, or return to receiving. You can approve documents that include final-closed entities, but you cannot approve documents that are final closed at the header level. You can print final-closed documents; this is an internal control action that has no bearing on your contractual relationship with the supplier.

A schedule is finally closed when an accounts payable clerk indicates a final match while matching an invoice.

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6 Manage Supplier Agreements

Create Supplier Agreement

What's the difference between a purchase order, a purchase agreement, and a contract agreement?

Oracle Fusion Purchasing provides the following purchase order types: purchase order, blanket purchase agreement, and contract purchase agreement.

Note that your organization can change the names of these documents to suit your business needs, but in their basic form the following describes their function:

- Purchase Order

  You generally create a purchase order for a one-time purchase of various items. You create a purchase order when you know the details of the goods or services that you require, estimated costs, quantities, delivery schedules, and accounting distributions.

- Blanket Purchase Agreement

  You create blanket purchase agreements when you know the details of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules. You can use blanket purchase agreements to specify negotiated prices for your items before actually purchasing them. Prices for items can be negotiated on a blanket purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.

- Contract Purchase Agreement

  You create a contract purchase agreement with your supplier to agree on specific terms and conditions without indicating the goods and services that you will be purchasing. You can later issue purchase orders referencing your contracts using terms negotiated on a contract purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.

Defaults: How They Work in Purchasing Document Headers

To minimize document creation time and reduce errors, a comprehensive defaulting mechanism is used to provide most required purchasing document header information.

Purchasing Document Header Defaulting Rules

The header or general information portion of a purchasing document contains the details that apply to the entire order.

- "Default" in this context means that the application provides this information for you. It does not mean that you can always change the defaulted information.

- The table lists the header information label that appears on the page and then the following columns indicate where the default comes from for that document type.

- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.

- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Automatically Generate Orders		Check box is selected.	
Automatically Submit for Approval		Check box is selected.	
Bill-to Location	1. Supplier Site Assignment record of the supplier site in the Sold-to BU 2. Common Payables and Procurement Configuration setting for the Sold-to BU		
Buyer	Current logged in user who launches the create document window	Current logged in user who launches the create document window	Current logged in user who launches the create document window
Carrier	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Communication Method	1. Supplier Site 2. 'None'	Same as purchase order	Same as purchase order
Confirming order	Unchecked	Unchecked	Unchecked
Conversion Date	1. The current date in the legal entity's time zone, if available. 2. Otherwise, the current date in the system server's time zone.		
Conversion Rate Type	1. If currency is fixed rate as defined in GL then set to EMU Fixed 2. Common Payables and Procurement Configuration setting for the Sold-to BU		
Currency	1. Invoice Currency of the Supplier Site 2. Primary ledger currency (functional currency) of the Sold-to BU	1. Invoice Currency of the Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as blanket purchase agreement
Default Ship-to Location	1. Supplier Site Assignment record in the Requisitioning BU		

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
(If only Services, the attribute name is Default Work Location)	2. Requisitioning Business Function Configuration of the Requisitioning BU		
E-Mail (If Communication Method is E-mail)	1. Supplier Contact 2. Supplier Site	Same as purchase order	Same as purchase order
FOB	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Fax (If Communication Method is Fax)	1. Supplier Contact 2. Supplier Site	Same as purchase order	Same as purchase order
Freight Terms	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Group Requisitions		Procurement Business Function Configuration of the Procurement BU	
Group Requisition Lines		Procurement Business Function Configuration of the Procurement BU	
Pay on Receipt	1. Supplier Site 2. Unchecked	Same as purchase order	Same as purchase order
Payment Terms	1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU	Same as purchase order	Same as purchase order
Purchase Order Style	Style Display Name for the Purchase Order document type as specified in the Style "Standard Style"	Style Display Name for the Blanket Purchase Agreement document type as specified in the Style "Standard Style"	Style Display Name for the Contract Purchase Agreement document type as specified in the Style "Standard Style"
Procurement BU	1. Assigned Procurement BU of the worker, if there's one and only one active assignment. 2. Profile option "Default Procurement Business Unit" If there are more than one active assignment for the worker	Same as purchase order	Same as purchase order

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Retroactive Pricing Terms		Procurement Business Function Configuration of the Procurement BU	
Required Acknowledgment	"None"	"None"	"None"
Requisitioning BU	1. Client of the Procurement BU if there's only active client. 2. Buyer's Procurement BU Assignment details, if there are multiple clients of the Procurement BU	Same as purchase order	Same as purchase order
Supplier Site	Supplier, if there's only one active purchasing site for the Procurement BU with an active site assignment for the Requisitioning BU	Supplier, if there's only one active purchasing site for the Procurement BU	Supplier, if there's only one active purchasing site for the Procurement BU
Supplier Contact	Supplier Site, if there's only one active contact for the site	Same as purchase order	Same as purchase order
Taxation Country	Country of the Legal Entity of the Sold-to BU		
Use Requested Delivery Date		Procurement Business Function Configuration of the Procurement BU	
Use Ship-to Organization and Location		Procurement Business Function Configuration of the Procurement BU	

Related Topics

- Where do the purchase order defaults come from?

Defaults: How They Work in Purchasing Document Lines

To minimize document creation time and reduce errors a comprehensive defaulting mechanism is used to provide most required purchasing document line information.

Purchasing Document Line Defaulting Rules

The line portion of a document contains the details that apply to the lines.

- "Default" in this context means that the application provides this information for you when you create a new line. It does not mean that you can always change the defaulted information.

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- The table lists the line information label that appears on the page and then the following columns indicate where the default comes from for that document type.

- These rules do not apply to the case when a line is brought over from the catalog or requisition line.

- When information labels are listed as 1-2-3, the application looks first to the option specified as 1. If information is not available in this source, it uses the next numbered source.

Line Information	Purchase Order	Blanket Purchase Agreement
Allow Price Override		Unchecked for goods lines and checked for services lines
Category	1. Item as defined in the Ship-to Organization 2. Line Type	Same as purchase order
Deliver-to Location	1. Requester's location if its ship-to location matches the ship-to location of the line 2. Ship-to location of the line	
Description	Item as defined in the Ship-to Organization	
Destination Type	1. "Inventory" if item is stockable in Ship-to Organization 2. "Expense"	
Hazard Class	1. Source Agreement Line 2. UN Number 3. Item as defined in the Ship-to Organization	1. UN Number 2. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
Invoice Close Tolerance Percent	1. 100 if procurement card on the header 2. Item as defined in the Ship-to Organization 3. Configure Procurement Business Function 4. Set it to "0"	
Invoice Match Option	1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site 4. "Order"	
Location	1. Header 2. BU assignment record of the source agreement corresponding to the Requisitioning BU 3. Supplier Site Assignment record of the supplier site in the Requisitioning BU 4. Requisitioning Business Function Configuration of the Requisitioning BU	
Match Approval Level	1. Item as defined in the Ship-to Organization	

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Line Information	Purchase Order	Blanket Purchase Agreement
	2. Line Type 3. Supplier Site 4. Procurement Business Function Configuration of the Procurement BU 5. "2-Way" Note that if the default value is "4-Way" and the purchase basis is services then set to "3-Way."	
Negotiated	1. Source Agreement 2. Unchecked	Checked
Organization	1. Inventory Organization associated with the line Ship-to Location 2. Inventory Organization associated with the header Ship-to Location 3. Deliver-to Organization from the Requisitioning Business Function Configuration of the Requisitioning BU	
Price	1. Source agreement 2. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU	Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
Price Break Type		Procurement Business Function Configuration of the Procurement BU
Secondary Quantity	Based on the conversion of the primary UOM and secondary UOM if the Defaulting definition of the UOM for the item is "Fixed" or "Default"	
Supplier Item	Source agreement	
Type	1. Procurement Business Function Configuration of the Procurement BU 2. Document Style 3. "Goods."	Same as purchase order
UN Number	1. Source agreement line 2. Item as defined in the Ship-to Organization	Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
UOM	1. Item as defined in the Ship-to Organization 2. Line Type	1. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU 2. Line Type

Related Topics

- Where do the purchase order defaults come from?

Create Supplier Agreement Online

Supplier Agreement Creation: Points to Consider

A supplier agreement is a long term agreement for the purchase of goods and services from a supplier. The two types of supplier agreements are blanket purchase agreements and contract purchase agreements.

Procurement agents can create a draft supplier agreement by any of the following methods:

- Create a supplier agreement in the user interface

- Duplicate an existing agreement

- Import a supplier agreement from external systems

- Process a negotiation award into a supplier agreement

- Process a supplier contract deliverable into a supplier agreement

Consider the following main attributes when entering a supplier agreement.

- Document Style

- Business Unit: Procurement BU

- Supplier, Supplier Site, and Supplier Contact

- Currency

- Communication Method

- Agreement Amount and Amount Limit

- Price Update Tolerance Percent

Document Style

Choosing an appropriate document style allows you to reduce the complexity of creating a supplier agreement by exposing only that functionality which needs to be used, on the agreement. For example, you may want to create a blanket purchase agreement with your supplier only for services. You can choose a document style that allows only services lines on the agreement.

Procurement BU

Procurement business units are responsible for procurement business function related activities including supplier management, contract negotiation and administration, order issuance and administration.

Depending on business requirements, a procurement business unit can either perform these functions in response to its own requirements for purchased goods and services or can be set up as a shared procurement service center that can process requisitions from multiple "client" business units.

As a buyer, you can choose the procurement business unit that will own and manage the supplier agreement through its lifecycle. You can then provide the client business units access to the agreement so they can purchase using the agreement.

Supplier, Supplier Site, and Supplier Contact

Enter or select the name of the Supplier for this supplier agreement. To submit a supplier agreement for approval, you must provide a supplier.

Enter or select the Supplier Site for this supplier agreement. If the supplier you choose has only one site, it is defaulted into this field. Before you can submit a supplier agreement for approval, you must provide a supplier site.

You can optionally enter the name of the contact at the supplier site. If the supplier you choose has only one contact name, it is defaulted into this field.

Currency

Enter or select the Currency for the supplier agreement. You can change currency information until the supplier agreement is approved. Note that changing the supplier site to one that uses a different currency overrides any information you have entered.

Communication Method

You can communicate your purchase orders and agreements along with any amendments, attachments, contract terms, and contractual deliverables to suppliers using print, fax, or e-mail. Purchase orders can also be communicated using B2B messaging if the supplier site is configured to receive the document electronically through the Oracle Fusion B2B Gateway.

Communication Method is defaulted on the document based on the specified supplier site's preferred communication method.

If a communication method other than None is specified on the document or the supplier site is setup for communication by means of B2B messaging, the application automatically initiates the communication process upon approval of the document.

Alternatively, you can communicate documents to your supplier in batch by scheduling the Communicate Purchasing Documents process. The process sends the communication using the method specified on the purchasing document.

If the automatic communication fails for any reason, or if you simply need to resend your document, you can do so by choosing the Communicate action. This action also allows you to use a communication method that is different from the supplier's preferred communication method to facilitate communication when the preferred channel is out of service for some reason.

Agreement and Limit Amount

You can specify the agreement amount, which represents the amount you expect to buy from the supplier over the lifetime of the agreement.

You can specify the limit or maximum amount you intend to buy from the supplier over the lifetime of the agreement. The application will prevent you from issuing purchase orders against the agreement, once the amount limit has been reached.

Price Update Tolerance Percent

The application alerts you if the price change percent on any change order for the agreement exceeds the Price Update Tolerance Percent on any line. Such lines are clearly highlighted in the approval request task detail to enable an approver to make an informed decision.

Related Topics

- What's a document style?

- Standard Purchasing Terms and Conditions: Explained

- What's the difference between a purchase order, a purchase agreement, and a contract agreement?

- Allow Retroactive Pricing: Critical Choices

Supplier Agreement Business Unit Access: Worked Example

In the business unit access region, the procurement agent can specify the client requisitioning business units that will be able to purchase using the agreement.

Agents can allow either all clients of the procurement business unit to purchase using the agreement, or a specific client, or some subset. In addition, the procurement agent can specify the supplier site, the default ship-to location, and bill-to location to be used for purchase orders created for these client business units.

Each client requisitioning business unit can either retain the responsibility of creating and administering their own purchase orders for the goods and services they are buying against the agreement, or can outsource the responsibility to the service provider. The procurement agent can configure the level of business process outsourcing using the Order Locally flag:

1. Order Locally flag is checked: The client requisitioning business unit will create and administer its own purchase orders.
2. Order Locally flag is unchecked: The client requisitioning business unit will outsource the purchase order administration to the service provider.

Let's see how this works in the following scenario:

- Vision Corporation has two business units, Vision Operations and Vision Services, both of which have the requisitioning business function.

- Vision Operations has the procurement business function and provides the procurement service for all requisitions created by its client, Vision Services.

- A blanket purchase agreement with supplier Advanced Network Devices is hosted by Vision Operations, and is made available to Vision Services.

- Vision Operations will handle all purchase order administration for Vision Services.

The setup for this scenario is as follows:

Business Unit Access

1. Add a business unit access record for Vision Services. This business unit will now be able to access the agreement content.
2. Ensure that the Order Locally flag is not checked. The purchase orders created for Vision Services will be administered by the procurement business unit Vision Operations.
3. Specify the supplier site that will fulfill the purchase orders created for Vision Services, along with other information like the ship-to and bill-to locations that need to be used on the purchase order.

Supplier Agreement Order Automation Controls: Explained

You can set up supplier agreements so that approved requisitions automatically create purchase orders that are sent to suppliers. You can configure the degree of automation required for each agreement.

Enabling Order Automation

To enable the automated order process, complete these steps:

1. Set up an agreement for frequently purchased items.
2. Enable the agreement in the appropriate business units.
3. Indicate on the agreement that requisitions for these items must automatically create purchase orders.

Configuring the Level of Automation

You can configure the level of automation for an agreement as follows:

- Select the Automatically generate orders check box to create orders automatically.

- Select the Automatically submit for approval check box to also submit the orders automatically for approval.

Selecting both options provides complete automation and is useful for repeat orders of goods and services. However, for high-value items you may prefer to select the first option only so the generated orders can be manually reviewed and submitted for approval.

When the Automatically generate orders option is selected, the automatic conversion of purchase requisitions into purchase orders is subject to eligibility checks. For example, the agreement must be valid, the agreement must not be expired, and so on.

Grouping Requisitions

You can also control how requisitions and requisition lines are combined on order lines in the purchase order.

Related Topics

- Group Requisitions: Critical Choices

Blanket Purchase Agreement Lines: Points to Consider

Blanket purchase agreement lines include details of the goods or services to be purchased from the supplier. The line does not contain delivery dates or individual delivery quantities or amounts.

A blanket purchase agreement line can be created in the following ways:

- Add a line manually
- Duplicate an existing line
- Add a line from the procurement catalog
- Add lines using the upload process

Consider the following attributes when entering a blanket purchase agreement line.

- Line Type
- Item
- Category
- Price Break Type
- Item Attributes

Line Type

The line type feature allows you to differentiate purchases for various commodities such as goods and services. Goods are ordered by quantity and price, whereas services are ordered by price.

Implications of your selection of line type:

- The style of the document you are creating can limit the line types that you can choose from. For example, if the style only allows for purchases of fixed price services then only fixed price services line types are available to choose from.
- The line type is not editable once the line is saved. If you need to change your line type after saving it, you must delete the line and add another.
- When you enter a line type, the application automatically defaults attributes for the line being created.

Item

Enter the Item you want to purchase. Typically the item is an identifier of goods already defined in your procurement catalog. If you enter a defined item, the application displays the purchasing category, item description, unit of measure, and unit price associated with the item.

Category

When entering a line, enter or select the purchasing category of the item you want to purchase. If you choose an item, the application displays the purchasing category for the item. You cannot change the purchasing category if you choose an item.

Price Break Type

This attribute is applicable only to blanket purchase agreements. The price break type control allows you to leverage cumulative pricing functionality on your blanket purchase agreements and drive pricing discounts based on cumulative purchases across all the client business units buying off the agreement. Select Cumulative if you want the application to choose the price break by considering previous purchase order released quantities for the blanket line. Select Noncumulative if you want the application to choose the price break by using the individual purchase order line quantity.

The following example illustrates how this works.

Blanket Purchase Agreement Line Price = $10

Price Breaks:

Quantity	Price Break
< 100	10
101-200	9
> 201	8

Example Price Breaks Based on Line Quantity:

Purchase Order	Line	Quantity	Cumulative Pricing	Noncumulative Pricing
ABC-US-1001	1	120	9	9
ABC-US-1002	1	90	8	10
ABC-US-1003	1	410	8	8
Total Released Amount			$5080	$5260

Item Attributes

This feature is applicable only to blanket purchase agreements. You can provide more information about the item or the service using the item attributes on the agreement line. This information is then displayed to requesters when they view the agreement content on the catalog.

Some of these item attributes are also translatable into the other languages installed in your application. You can use the agreement loader process to add translations of the item attributes.

Blanket Purchase Agreement Price Breaks: Worked Example

Price breaks are reductions in the price of an item depending on certain conditions such as purchasing in bulk or from a certain location. The Price Break region of the Lines page enables you to enter price break information for blanket purchase agreement lines.

Suppliers often offer a reduction in per-unit price if your order exceeds a specified quantity. Price breaks are entered as basic price lists based on quantity ordered combined with either the price or the discount. You can also specify start and end dates.

> **Note:** Price breaks can be specified to be cumulative or noncumulative. Cumulative indicates that you want to choose the price break by adding the current order schedule quantity to the total quantity already ordered against the blanket purchase agreement line. Otherwise, the price break is chosen by using the individual order line quantity.

In this scenario the procurement agent, Mathew Mancia, enters the following price breaks for some paper supplies for the New York office while creating the blanket purchase agreement line.

Ship-to Organization	Location	Quantity	Price	Discount Percent	Start Date	EndDate
V1	V1 - New York City	100	294	2.0		
V1	V1 - New York City	200	291	3.0		

Entering Price Breaks

1. He enters the V1 ship-to organization. If an item was entered, only organizations in which the item is defined can be selected.
2. He enters the New York shipping location for the price break. You can select only locations for this organization or locations for which no organization is defined.
3. He enters the minimum quantity, 100, that must to ordered to obtain this price break.
4. He enters the price of $294 for this quantity. The application calculates the discount percent. Optionally he could enter a Discount Percent to have the price calculated.
5. Optionally he could enter a start date that this price break becomes effective.
6. Optionally he could enter an end date that this price is no longer effective after.
7. He adds an additional line and repeats 1 to 6 for one additional price break.

FAQs for Create Supplier Agreement Online

How can I use social collaboration to solicit feedback regarding contract terms from the legal department?

Use the Social link on the Purchase Agreement page to invite the legal team to a conversation to address your concerns regarding a requested item.

For example, as a procurement contracts administrator, you need to deviate from the pre-approved legal language for a purchase agreement. You want your legal team to review the revised terms and conditions before you send the agreement to the supplier.

- Click **Social** to open the Oracle Social Network window and share or join the purchase agreement.

- Click **New Related Conversation** and add the legal team.

- Post your questions about the terms and conditions and ask for their opinion on the changes.

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When a member of the legal team goes to the purchase agreement's wall, she can see certain attributes, such as Description and Supplier. The legal representative responds to your questions, providing a permanent record, and you update the agreement based on her response.

Related Topics

- What does social networking have to do with my job?

What's a consignment agreement?

A consignment agreement is a long term agreement you create for the purchase of goods under a consignment arrangement with your supplier.

The consignment agreement carries the terms and conditions, details of the goods to be purchased on consignment from the supplier, and negotiated amounts. It does not indicate the delivery details, quantities, locations or dates for the consigned goods to be delivered. These details are specified on the consignment order issued against the consigned agreement.

How can I create a purchase agreement for consignment inventory items?

You begin by creating a blanket purchase agreement with a document style for a consignment agreement.

- Enter or verify the consignment terms for the agreement such as Billing Cycle Closing Date.

- Next you add the consignment items for this agreement.

- You would complete the agreement by submitting the agreement for approval. Optionally, you could require acknowledgment from the supplier

Cancel Supplier Agreement

What happens if a purchasing document is canceled?

As a procurement agent, you can terminate an existing contract to buy from a supplier by canceling document headers, lines, or schedules. Canceled documents can be communicated to the supplier. The communicated documents are marked with a cancellation notice to highlight this action to the supplier.

When you cancel a purchase order entity, you are still able to receive or pay for canceled items and services as well as pay for all previously received orders up to the over-receipt tolerance based on the new ordered after cancellation.

As a supplier, you can also terminate an existing contract to supply items by canceling document headers, lines, or schedules. Such cancellation request requires review and approval by the buying organization.

You cannot modify a canceled entity or its components. For example, if you cancel a line you cannot modify the associated schedules and distributions.

Use the Actions menu to cancel a document.

Related Topics

- Purchasing Document Control Actions : How They Work Together
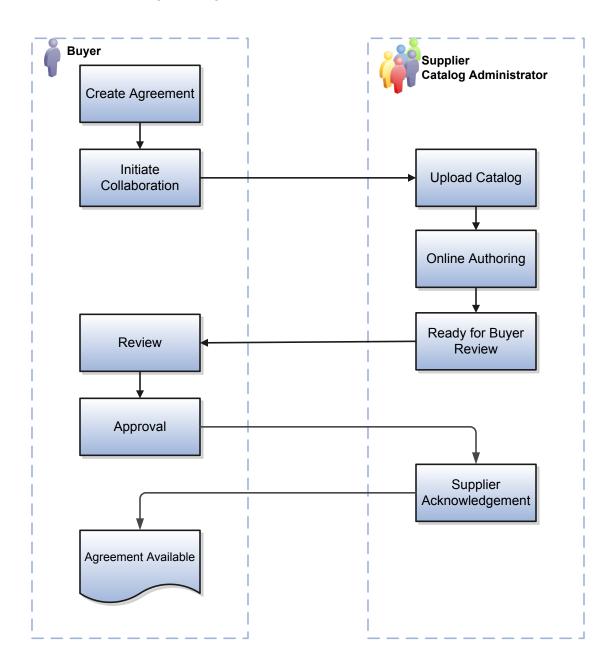
Author Supplier Agreement Catalog Content

Collaborative Catalog Authoring: Explained

Collaborative Catalog Authoring allows procurement agents to establish the terms, and suppliers or catalog administrators to provide the catalog content. This allows agents to transfer the catalog content management workload to the supplier, and refocus their efforts on more strategic tasks.

The collaborative catalog authoring process is shown below:

```
Buyer                                          Supplier
                                               Catalog Administrator

[Create Agreement]

      │
      ▼
[Initiate                ────────────────►    [Upload Catalog]
 Collaboration]
                                                    │
                                                    ▼
                                              [Online Authoring]
                                                    │
                                                    ▼
[Review]           ◄────────────────────     [Ready for Buyer
                                               Review]
      │
      ▼
[Approval]         ────────────────┐
                                   ▼
                                              [Supplier
                              ┌──────────────  Acknowledgement]
                              │
                              ▼
[Agreement Available]
```

The agent can create the skeleton blanket purchase agreement and transfer the document either to the supplier or the catalog administrator to provide the catalog content.

The supplier or catalog administrator can add content to the agreement either by uploading in XML, cXML, CIF, and tab delimited formats or by using online authoring and then transfer the document back to the agent after authoring is complete.

The agent can then review the content added, make necessary changes, and submit the document for any required approval or supplier acceptance.

Approve Supplier Agreement

Purchasing Document Approval: Explained

Document approval electronically routes the purchasing document to all identified approvers and records their approval actions.

Oracle Fusion Purchasing leverages the Oracle Approval Management Service (AMX) for purchasing document approvals. Approval Management Service is a robust engine that enables administrators to organize and author approval routing rules based on numerous seeded document attributes such as ordered amount, price, category, and contract terms exist. Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in a sequence. Approvals can be sought using supervisory chain, position or job level hierarchy, or using a list of approvers.

Approval routing rules examples:

Condition	Action
Purchase order amount exceeds a certain threshold	Route to procurement agent's manager
Purchase order amount is greater than backing requisition amount	Route to requester's manager
Line price change percent on a blanket agreement exceeds the Price Update Tolerance Percent	Route for category manager approval
Non-standard contract terms	Route for legal approval
Line category name is "Travel"	Route for travel approval

FAQs for Approve Supplier Agreement

How can I insert additional approvers and viewers?

As a procurement agent or a requester, you can view the application generated list of approvers using the Manage Approvals page. You can add approvers and viewers on this page based on approval configuration.

How can I view the approval actions performed on a document?

Select your purchasing document in the application and use the **View Document History** action to view all approval actions performed on the document.

Evaluate Supplier Agreement Approval Status

How can I find the approver with whom the document or an active change order is pending for approval?

Select your purchasing document in the application and use the **Status** link to open the Action Details page. This page displays all approvers who performed an action, current approvers, and future approvers.

Dispatch Supplier Agreement

Acknowledge Supplier Agreement

How can I record a supplier acknowledgment?

In certain circumstances, such as for a document with legal terms and conditions and contractual deliverables, formal acknowledgment may be required before the document becomes legally binding and can be executed against.

As a supplier using Oracle Fusion Supplier Portal, you can view purchasing documents and change orders awaiting acknowledgment and record your response over the portal. New acknowledgment requests also show up as worklist items on the portal and as e-mail notification.

As a buyer, you can monitor purchasing documents and change orders awaiting acknowledgment on the Purchasing Overview page. Acknowledgment requests past their due date also show up as watchlist items and appear in the Orders Attention Required tab of the Overview page. To record an acknowledgment on your supplier's behalf, use the **Acknowledge** action on the document.

Related Topics
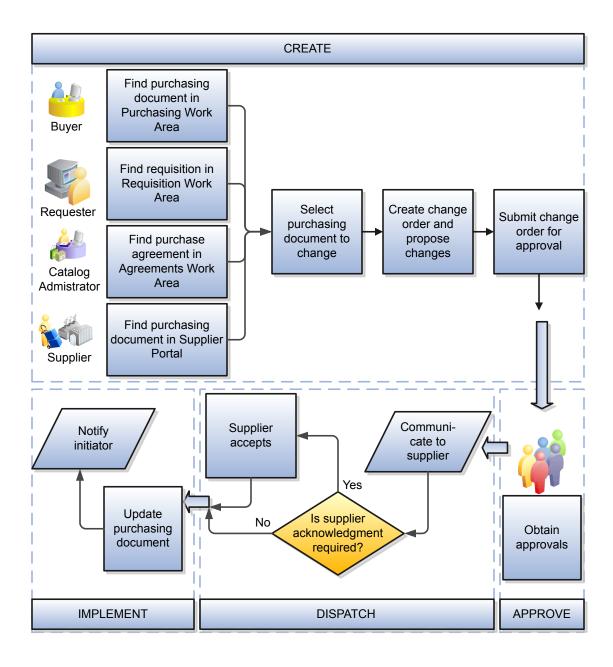
- Purchase Order Terms: Points to Consider

Amend Supplier Agreement

Change Order Life Cycle: Explained

Change orders enable the procurement agent, requester, supplier, or catalog administrator to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.

Create

As a procurement agent, a requester, a catalog administrator or a supplier you can initiate a change on a purchasing document by accessing the document from your own work area. You can search for the document, create a change order

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and start proposing changes. The scope of change that you can propose is determined by the work area that you are using to access the document. For example, if you are accessing the document as a buyer from the purchasing work area then you can propose changes to contract terms and conditions or, if you are accessing the document as a supplier from the supplier work area then you cannot propose changes on purchase order distributions, or if you are accessing an agreement as a catalog administrator from catalog administrator work area then you are allowed to upload lines on an agreement. You can review the details of the changes proposed by selecting the Review Changes action. The Review Changes page shows each and every attribute being changed; it's original and changed values. When you submit a change order for approval, the application validates the change order for accuracy, completeness and policy deviations.

Approve

The application uses the same approval workflow to route a change order for approval as a purchasing document. Attributes relevant for a change order are available in the approval management service, based on which routing rules can be authored, such as PO Ordered Amount Changed, Price Change Percent, or Non Standard Clause Modified. As an internal user, you can view the approvers that the application included on your change order, based on the routing rules, using the Manage Approval page. The page allows you to insert additional approvers and viewers, if required.

As an approver you will receive an approval request highlighting critical information needed to make an approval decision such as party initiating the change, amount changed, contract deviations etc. The task detail provides easy navigation to view the purchasing document in its entirety. If needed, you may request more information.

Dispatch

An external change order is communicated to the supplier using supplier preferred means such as B2B, Print, Fax, or E-Mail. Oracle Fusion Supplier Portal users may choose to view changes online. You can manually communicate a change order to the supplier using the Communicate action, or changes can be communicated in batch using Communicate Purchasing Documents program.

As a procurement agent, you may optionally require supplier acknowledgment on an external change order. Using the Acknowledgment page, an Oracle Fusion Supplier Portal user can perform acknowledgment online or a procurement agent can record offline acknowledgments in the application.

Implement

During the implementation phase of a change order the application validates that the change order information is still valid and if it is, changes are propagated to the active purchasing document else the change order is canceled and the change order initiator is notified. The purchasing document is revised when an external change order is implemented. All change orders, external or internal, are archived and can be accessed using the Change History page. Suppliers can view all external change orders using the Revision History page. The application notifies relevant parties of successful implementation of a change order.

Create Supplier Agreement Change Order

Change Order: Explained

During the course of an order being issued and fulfilled the procurement agent, requester, or supplier may propose changes to the currently approved version of the document.

Evolving business conditions necessitate changes to active purchasing documents. Changes may originate from the requester whose requisition is being processed in the order, or the buyer who's responsible for administering the document or the supplier who's tasked with fulfilling the order. Requesters may want to postpone or cancel what they had requested.

Buyers may want to change commercial terms on the order. Suppliers may want to stagger delivery schedule or revise pricing. Catalog administrators may want to upload revised catalog pricing.

Change orders enable all of the parties mentioned above to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.

It is worth noting that the current version is preserved and used as the source of truth for all downstream activities like receipts, invoices, and sourcing against an agreement until the change order processing is complete. It is only after approval, acceptance, and validation of the change order that it gets applied to create a new version of the purchasing document.

Internal and External Change Orders: Explained

Change orders enable all of the affected parties to propose changes to an active purchasing document by indicating their desired changes to the current version of the document. The change order is consider internal or external depending on the document attributes being changed.

A purchasing document is a contractually binding document between a buying organization and a selling organization, and hence it captures contractual terms like products or services to be delivered, delivery schedule and payment terms. Any change proposed to any of these kind of attributes must be communicated to and accepted by both parties before the changes become binding. These attributes are called supplier facing attributes.

In addition to supplier facing attributes, a purchasing document also contains attributes that are required for administrative purposes within the buying organization, such as cost centers or projects that would be funding the purchase, internal delivery instructions, various tolerances and controls to ensure satisfactory order execution. These attributes are called internal control attributes.

A change order that proposes changes to only internal control attributes is an internal change order, all other change orders are external. Change order type on a change order indicates whether the change order is an internal change order or an external change order. Unlike an external change order, an internal change order does not get communicated to the supplier and does not cause a new revision of the document. Although internal changes do not cause a new revision of the document, history of such changes is maintained in the same manner as external changes and can be accessed from the View Change History page.

FAQs for Create Supplier Agreement Change Order

How can I create a change order?

A change order is created by selecting the document and using the **Edit** or **Cancel** action. If an active change order does not exist, the application will create a change order for you.

How can I view the change history of a document?

You can view the document change history from the Search, View Purchase Order, or View Purchase Agreement page using the **View Change History** or the **View Revision History** action to view archived change orders relevant to you. Select a change order and take the **Review Changes** action to view the details of the changes that were proposed on the change order.

How can I process multiple change orders on the same document concurrently?

There can be only one active change order on a purchasing document at any point in time. If you have a change to propose and there is an active change order on the same document, you will need to wait for that change order to get processed. As the buyer on a purchasing document, the application allows you to prioritize your changes by allowing canceling the current change order even if it's not initiated by you and creating a new change order for you to propose your changes.

Cancel Supplier Agreement Change Order

What happens if the change order I submitted is no longer needed?

You can withdraw a change order that is pending approval or pending supplier acknowledgment using the **Withdraw** action, make further edits, and resubmit it for approval. You can also cancel the change order if the change is not required at all.

Manage Supplier Agreement Life Cycle

Supplier Agreement Life Cycle: Explained

Managing the supplier agreement life cycle enables all key stakeholders of the supplier agreement; the procurement agent, the catalog administrator, and the supplier to track and monitor the execution cycle of the agreement and initiate and manage changes to the agreement including cancellations.

Life Cycle Tasks

Key Life Cycle Tasks:

- Open agreement for release once approved and accepted
- Track agreement execution status
- Reassign agreement ownership from one agent to another
- Control downstream activities
- Control amendment activities
- Notify agent when agreement nears expiration
- Finally close the document

Life Cycle Features

Key Life Cycle Features:

- Streamlined work centers for agents and suppliers
    - ○ Quick access to active agreements
    - ○ Highlight lifecycle events requiring attention
- Comprehensive life cycle management actions
- Renegotiate agreements
    - ○ Initiate sourcing events for expiring agreements
- Monitor agreement execution status
    - ○ Quick access to release documents
    - ○ Simplified drill down to document history, revision history, and change history

Related Topics

- What happens if a purchasing document is put on hold?

- What happens if I freeze a purchasing document?

- What happens if a purchase order is closed?

Purchasing Document Control Actions : How They Work Together

The following matrices describe the effect of control statuses on various actions on purchasing documents.

Purchase Orders

Effect of purchase order control actions.

Control Details	Close	Close for Invoicing	Close for Receiving	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	Yes	Yes	Yes	No	No	No	Yes
Action causes revision change?	No	No	No	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Receive against controlled entity?	Yes	Yes	Yes	Yes, up to overreceipt tolerance	No	Yes	No
Return to supplier against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	Yes
Invoice against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	No
Effect on supply or available to promise	Closed quantity no longer available as supply; supply is recreated when reopened	No effect	Closed quantity no longer available as supply; supply is recreated when reopened	Canceled quantity no longer available as supply	Finally Closed quantity no longer available as supply	No effect	No effect

Control Details	Close	Close for Invoicing	Close for Receiving	Cancel	Finally Close	Freeze	Hold
Associated Requisitions	No effect	No effect	No effect	Determined by Purchasing Options: Never, Always, Optional	No effect	No effect	No effect

Purchase Agreements

Effect of purchase agreement control actions.

Control Details	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	No	No	No	Yes
Action causes revision change?	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes
Can release against the document?	No	No	Yes	No

Centralized Procurement Billing: Explained

Procurement billing services can be centralized without requiring financial orchestration flows which simplifies both the process and the accounting.

Key components of centralized billing are:

- Bill-to business unit (BU) as invoice processing party
- Sold-to legal entity (LE) as the liable party
- No inter-company invoices required

Bill-to Business Unit

This is the business unit which vouchers supplier invoices for a received purchase order. A single bill-to BU can serve as a centralized invoice processing party for multiple requisitioning business units. The bill-to BU on the purchase order is derived from the bill-to BU specified on the supplier site assignment for the requisitioning BU on the purchase order.

Sold-to Legal Entity

This is the legal entity that is financially responsible for the purchases on a purchase order and is specified on that purchase order. So even though the invoicing is handled by another party the liability for the purchase remains with this legal entity.

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Inter-company Invoices

Using this method of centralized billing means that no inter-company invoices are required. Accounting for the purchases are managed through standard general ledger journal entries.

Related Topics

- What's a legal entity's role in global procurement?

Freeze Supplier Agreement

What happens if I freeze a purchasing document?

Freeze your purchase orders to prevent changes or additions while maintaining the ability to receive and match invoices against received schedules. Freezing a purchase order cancels any pending change order that might exist on the purchase order.

Use the Actions menu to freeze or unfreeze a document.

Related Topics

- Purchasing Document Control Actions : How They Work Together

FAQs for Track Supplier Agreement Life Cycle

How can I check the current order fulfillment status?

You can check order fulfillment status using the Order Life Cycle page which summarizes all downstream fulfillment and settlement activities including in transit shipments, receipts and invoices and highlights any remaining balances pending such activities. This page also provides links to further examine specific transaction details.

How can I find the history of an order or agreement?

You can view the Document History page using the document's **Status** link. The Document History page provides a comprehensive audit trail of all actions taken, changes proposed, and changes implemented on the document since its creation. This page also provides you with the means to look at and compare previous versions of the document.

How can I view tracking or life cycle information on a consignment agreement?

You can click the Agreement Amount **Life Cycle** icon to view more information in order to manage the consignment process. An information window allows you to track the agreed, ordered, received, delivered, and invoiced amounts for the agreement.

Hold Supplier Agreement

What happens if a purchasing document is put on hold?

Place documents on hold to prevent receiving and invoicing until you remove the hold.

Use the Actions menu to hold or remove a hold on a document.

Related Topics

- Purchasing Document Control Actions : How They Work Together

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7 Manage Supplier Negotiations

Create Negotiation

Creating a Negotiation: Explained

Your negotiation document specifies the details of the negotiation for potential suppliers. While being developed, your document can be stored as a draft until you are ready to publish it.

There are several way you can create the negotiation document. There are also tools to help simplify the creation process.

- You can use a negotiation style to control the look of the document and the features available. A style is a good way to create a streamlined negotiation.

- You can use a negotiation template to create a base negotiation document containing much of the line and supplier-related information. Once you have a template defined, you can reuse it without having to reenter negotiation information. You must have access to the Procurement Business Unit for this the template was defined to access it.

- You can use requisitions in Purchasing to create a negotiation document. When you use this method, the requisition information is used to create the negotiation lines.

If you create your negotiation from scratch, as you create your negotiation, a series of train stops appear at the top of every page. These identify major sections of the negotiation document for which you may need to enter information, depending on the goal of the negotiation. The following descriptions describe the purpose for each negotiation section. Note that depending on which negotiation style you are using, one or more of the sections may not be available for use and so may not appear among the train stops.

Writing a Cover Page and Specifying Overview Information

You can create a cover page to associate with your negotiation document. Overview information specifies negotiation level controls.

Your cover page can include standard company text as well as document specific details. You can use variables to represent values that are used throughout the document and which may be updated often. An example could be important dates for deadlines in the document timeline. Using variables ensures that values are always synchronized. A cover page is optional.

On the Overview page, you specify many negotiation controls such as preview, open and close dates. For multilingual negotiation, you can define allowable currencies and exchange rates. You can specify many ranking and response controls.

- Header information, including

    The negotiation title, number, description, and Procurement BU

- Schedule controls, including

    Preview date, open date, close date, and award date

- Negotiation controls, including

    Response visibility, display and print formats

- Requirements controls, including

> weighting and scoring information.

- Line controls, including

    Price tier/break information, ranking method and display, alternate response/line flags

- Response controls, including

    rules about using multiple responses

Adding Requirements

Requirements solicit company level information. You can use a supplier's answers to requirement questions in addition to the other response information to help evaluate the supplier's response. You can have the application score responses automatically, or you can score them yourself. Requirement scores can also be weighted to more accurately reflect their importance within the negotiation. You can use questions and qualification areas that have been defined in Oracle Fusion Supplier Qualification as requirements and requirement sections.

Defining Negotiation Lines

Your lines are the heart of your negotiation. They identify the items and services which you are sourcing. You can add individual lines or lots or line groups. You can specify quantity details such as price breaks and line details such as line attributes for use in response ranking. You can use cost factors to identify additional line costs such as shipping or insurance.

Adding Contract Terms

If Oracle Fusion Procurement Contracts is installed and configured, you can access contract information created and stored in Procurement Contracts and associate it with your negotiation document. Such information could identify important deliverables or contract clauses suppliers must provide along with the timeline governing the deliverable management. See help information on Procurement Contracts for details on contract terms and clauses.

Inviting Supplier Contacts

The Suppliers train stop gives you access to the Supplier-related pages. Using these pages, you can specify the suppliers, their sites and contacts whom you wish to notify about the negotiation. You can use the search capabilities of the Supplier pages to find and identify incumbent suppliers, suppliers who are approved sources for a particular item or service, and suppliers to whom the negotiation is of particular interest. Supplier contacts you identify are sent notifications with information about the negotiation and are invited to participate. If the response control: "Restrict to invited suppliers" is enabled, only suppliers on the invitation list can participate. If you select a supplier site, then for that supplier, only contacts registered for that site can view and participate in the negotiation.

Reviewing and Publishing the Negotiation Document

The application validates your work as you create the negotiation document. As you move from one page to another, the application checks your work and displays any error messages applicable to the work you have completed so far. Additionally, you can use the Validate option from the Actions menu at any time. You can also use the Review train stop to review your work at a higher and more complete level. The review display presents a column of links you can use to access a particular section of the document. If you wish to update a section, you can click the train stop at the top of the page.

Once you are finished creating the negotiation document, you publish it to make it visible and accessible within the application. Suppliers can view the negotiation during the preview period (if any) and can create draft responses, but they cannot submit the response to the negotiation until its open date is reached. You can always modify the negotiation internally, for example, by inviting additional suppliers or updating the collaboration team, however, once you publish a document, you must create an amendment to make any changes the suppliers see.

If document approval rules are defined for your environment, your document may be automatically approved and published, or it may be submitted to approvers for review. Then once all approvals have been obtained, the negotiation document is automatically published.

Using Variables In Negotiation Documents: Explained

When creating a negotiation document, you can use placeholders called variables to represent textual entries in the document. The variables refer to pieces of information defined elsewhere in the document. After the value of the referenced information is entered, users can see the variable substituted with that value in the Preview window as well as on the Review page. Using variables allows you to ensure that the document is current and that any necessary updates are made consistently throughout the entire document.

Using Variables

For example, on a negotiation document cover page, the title and open and close dates could be specified as variables. Then at a later point during document creation, when the title and open/close dates are actually specified, the variable values on the cover page would be assigned. Also, if at a later date, the title, open or close dates are modified, the variable values are automatically updated.

Negotiation Controls: Examples

Negotiation controls determine which features are available to a negotiation and how they are used. The availability and default values for these controls are specified by which negotiation style you select when you begin defining your negotiation, however, you can override the values here.

Schedule Controls

You have several settings that control the negotiation time line.

- Preview Dates

   You can choose to set a preview date for your negotiation. During the preview stage, suppliers can view the negotiation but not enter any responses.

- Open Dates

   You can choose to open the negotiation immediately, as soon as you publish it, or you can choose a future date on which the negotiation opens for responding. If approvals are enabled for your environment, you can select a specific date, or a set number of days after the open date.

- Close Date

   You must specify a close date. Once the close date is reached, no more responses are accepted. If the negotiation is an auction, you can optionally choose to enable the autoextend or staggered closing feature.

- Award Date

   You can specify an award date for the information of the suppliers. Award dates are not enforced by the application. You can award the negotiation at any time after closing it.

Negotiation Controls

You have three controls that control the visibility of supplier responses and the general appearance of the negotiation document.

- Response visibility

  Response visibility controls when suppliers can see information from competing responses.

  - ₒ Open - in an open negotiation, suppliers can see competing response information while the negotiation is active.
  - ₒ Blind - in a blind negotiation, suppliers can only see the best bid value (if allowed).
  - ₒ Sealed - in a sealed negotiation, buyers cannot see any responses until they are unlocked, and suppliers cannot see any competing response information until the responses are unsealed.

- Negotiation layout, response layout, contract terms layout - you can select from predefined document layouts for printing.

Requirements Controls

Requirements are questions presented to participating suppliers to elicit high-level information. Supplier responses to requirements can be assigned scores for use when evaluating among competing responses.

- Enable weights

  If you enable this control, you can weight the negotiation requirements to reflect their relative importance.

- Display scoring criteria to suppliers

  If you enable this control, the scoring criteria specified by the negotiation author is displayed to the suppliers.

- Default maximum score

  The default maximum score sets a default value for the highest value you can enter when scoring supplier responses. You can override this value when creating the actual requirement. However, if many of the requirements you create share the same maximum value, you can simply specify it here as the default to automatically appear.

Line Controls

You use the line control section to specify whether price tiering is available for the negotiation lines. You also specify how line rank is calculated and indicated.

- Price tiers

  The kind of price tiers you have available depends on the negotiation outcome. If the outcome is a standard purchase order, you can only use quantity-based price tiers. If the outcome is a blanket purchase agreement, you can use either price breaks or quantity-based price tiers. If you select none, you cannot create any price tier information. cannot

- Rank indicator

  You can select whether the top responses are ranked using a numeric ranking (1-3), or whether only the best response is indicated. You can also choose to have no ranking shown.

- Ranking method

You can select whether a supplier response is ranked using the price alone, or whether responses to any line attributes are also used when evaluating response rank. If you do not select Multiattribute scoring, you can define line attributes, but you cannot score them.

Response Controls

You have several settings that control which application features are available to the supplier, and how supplier responses are handled.

- You can restrict the participants only to suppliers which were included in the invitation list you specify for the negotiation. If you do not restrict the participants, suppliers could find the negotiation by searching the open negotiations visible in their system. They could access the negotiation and place a response.

- You can allow suppliers to see the notes, attachments, or contract terms of other suppliers' responses. This control is only available with blind negotiations.

- You can allow suppliers to choose which lines to respond to. With this setting enables, suppliers can choose to not respond to certain lines. If you do not enable this setting, suppliers must respond to every line in the negotiation.

- You can allow suppliers to place multiple responses to a line. If you do not enable this setting, a supplier can only place a single response per round of responding.

- You can choose to display the current best price to suppliers in a blind negotiation. This allows the suppliers to see what price they should beat if they submit a subsequent response. This setting is only available with blind negotiations.

- In you allow multiple responses, you can choose to force the supplier to submit a response that is

- Lower than the supplier's last response

- Lower than the current best price

Negotiation Response Rules: Examples

There are several settings you can specify to control how suppliers must respond to your negotiation. Many of the default values are inherited from the negotiation style which you select when you begin creating the negotiation, but you can override them here as necessary.

Restricting Supplier Participation

Unless otherwise restricted, a supplier can search and see any negotiation in preview or active status that is associated with a business unit to which the supplier has access. The supplier can participate in any visible negotiation unless you specify that the participants are limited to those suppliers explicitly invited. For example, you might wish to limit participation in a negotiation to only incumbent suppliers. In this case, you select the "Restrict to invited suppliers" response rule.

The default for RFQs is to restrict to invited suppliers.

Allowing Line Selection

You can require a supplier to respond to all lines in the negotiation, or allow the supplier contact to select which lines she replies to. For example, if you have a large negotiation with many lines covering many different product types, you may wish to allow suppliers to only respond to the items or services they provide.

Displaying the Best Price

In open negotiations, suppliers can see information from competing responses. In blind negotiations however, suppliers cannot see any other suppliers' responses. In a negotiation that allows multiple responses within the same round, you may

wish to display the best price value so the supplier knows how much to reduce the response price to become competitive again. You can do this by enabling the "Display best price to suppliers" response control.

Allowing Multiple Responses Per Round

Typically, a single response is allowed per supplier contact per round. However, you can allow supplier contacts to submit multiple responses within the same round. For example, you might wish to allow multiple responses to foster competition among several suppliers.

Staggered Closing: Explained

You can use staggered closing to cause the closing of a negotiation's lines to cascade through the negotiation once the negotiation's initial close time is reached.

You specify the close time and date for the first negotiation line and then specify a staggered closing period. The first negotiation line closes at the negotiation time originally defined in the negotiation document. The second (and remaining) negotiation line remains open. After the specified staggered closing period, the next line closes. The remaining lines close in a similar fashion, each line closing after its preceding line. Lines in lots or groups have the same close time. When using staggered closing, the lines close in the order they are defined in the document, the sequence in which the lines appear on the negotiation document is important.

Negotiation Styles: Explained

Negotiation styles control the definition of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style. For example, you can define a simple negotiation style and then use it to create very straightforward, streamlined negotiations. Alternately, you can create a negotiation style that takes advantage of many processing features. You can then use this style to create a complex negotiation.

Using negotiation styles, you can define default textual content for use in a negotiation document. Also, you can select which negotiation capabilities are available when using this negotiation style.

Header Information

You enter header information to describe your negotiation style.

Field	Meaning
Negotiation Style	Name of the negotiation style you are creating
Description	Optional text description of the style and how it is used
Code	A unique alphanumeric code to identify the style.
Status	Availability of the style for use

Identifying Document Types

You can specify which document types category managers can create using this style. You can also change the terminology used to refer to different document types and related terms. For example, you might want to change the term **quote** to **offer** .

Field	Meaning
Enable	If a enable is checked, you can use this style when creating negotiations of that type.
Document Type	Type of negotiation
Negotiation Display Name	Current display name used for this type of negotiation
Response Document Type	Name of the response for this negotiation type
Response Display Name	The current display name for responses to this negotiation type
Edit Content	Icon that allows you to modify the negotiation display name and the response display name

Setting Negotiation Controls

You can use a negotiation style to identify the negotiation features that are available using the style. You can enable or disable some controls, such as proxy bidding. Other controls are required, such as the negotiation close date. The negotiation controls that you can enable or disable are grouped according to the page they appear on. To enable a particular product feature for this negotiation style, click its check box.

Note that:

- If you want to conduct two-stage RFQs, click the **Two stage RFQ** check box.
- If you want to enable integration with Oracle Fusion Project Management project plans, click the **Project tasks** check box.

Using Autoextensions: Critical Choices

You can select to have the close time of your auction be automatically extended if a new winning bid is received during the final minutes of your auction. These extensions are called autoextensions and are only available with auctions.

Settings that Affect Autoextensions

The following parameters work together to control how autoextensions are performed by the applications.

Allow autoextend - allows autoextensions to be defined for this negotiation. Checking Allow autoextend displays the following autoextend controls.

Lowest Triggering Response Rank - You can choose to have an autoextension triggered for any number of the top ranked bids. For example, you could choose to have autoextension triggered whenever you receive a better bid for not only the current winning bid, but also for the current second or third best bids as well. If you know you award this line to multiple suppliers, the feature enables you to encourage competition on not just the top bid, but competing bids as well. Enable this

feature by specifying the bid rank for which the receipt of a bid ranked in this position or higher triggers autoextend. If this field is left blank, any bid triggers autoextensions.

Lines to Autoextend - Identifies individual lines to autoextend. You can choose to autoextend all lines or only the lines that triggered the autoextend.

Start Time of Autoextensions - You can start autoextensions from the scheduled close time of the auction or the time that a triggering bid is received during the triggering period prior to the close time. For example, if you select "Close date" and you enable an autoextend start time of 30 minutes, if triggering bid is received within the final 30 minutes of the auction, your auction automatically extends for 30 minutes past the scheduled close time. However, if you select "Receipt time of triggering response," your extension begins as soon as a triggering bid is received within the triggering period.

Triggering Period - the period prior to the close date during which responses can trigger autoextend.

Length of Extensions - the duration of each autoextension

Number of Extensions - the number of times a negotiation autoextend. Leaving this field blank allows an unlimited number of autoextensions.

For example, you could specify a triggering period of 30 minutes, an extension length of 20 minutes, and a start time of close date. With these settings, if a triggering bid is received at any time within the last 30 minutes of the auction, the close date is moved to 20 minutes past the original close date and time.

Negotiation Styles: Examples

You can create multiple negotiation styles that control the creation of your negotiation documents. Negotiation styles can specify the terminology used within the document and control which processing capabilities can be performed using the style. You can also create default content for certain sections of a negotiation document.

For example, you might create a slimmed down style that doesn't include Instructions

- Instructions
- Autoextend settings
- Staggered closing
- Cost factors
- Contract terms

For some Sourcing capabilities, you must create a negotiation style that supports the capability. For example, to use the following capabilities:

- Two stage RFQ
- Project tasks
- Alternate responses

Specifying Document Terminology

For each negotiation there is a pair of documents: negotiation document created by the category manager and a response document created by the supplier contact. Each of these documents has a label. Within the application, there are three types of negotiations: auction, RFI, or RFQ. Each type has its own default document labels; however, you can change the labels used in the negotiation style. :

Negotiation Document	Supplier-side Response Document
Auction	Bid
RFI	Response
RFQ	Quote

When creating a negotiation style, you can create alternate labels for the category manager-side or supplier-side documents. Then any negotiation document created using that style replaces the default labels with the labels you created in the style. These replacements appear both in the online application and any printed versions of the document.

For example, you could use Tender or Offer for the supplier-side document, and you could use Solicitation for the buyer-side document.

Selecting Processing Capabilities and Defaults

In addition to specifying alternate document labels, you can select which processing capabilities are available using a negotiation style. By default, all capabilities are available. To create a style without that capability, simply deselect the capability when creating the style. The controls used with a negotiation style are the same controls used when creating a normal negotiation.

Note the following controls:

- If you want to create two stage RFQs using this style, you must click the Two state RFQ check box.

- If you want to use this style to associate a negotiation to Oracle Projects project plan information, click the Project tasks check box.

- If you want to allow the supplier to respond with different line information, click the Alternate response lines check box.

Collaboration Teams: Explained

When creating a negotiation, category managers can nominate collaboration team members to participate in the creation and administration of the sourcing document. This can include actions over the entire life of the sourcing document from the initial creation through the award process.

You must be a category manager to manage the collaboration team.

Team Members

The negotiation creator and the creator's manager are included as team members by default. Other persons can be added to the team. The negotiation creator can send new members notifications when they are added to the team. Team members can be added throughout the life of the negotiation. The person adding the member can specify whether the new member has full access or read only access to the document.

Member Tasks

Each member can be assigned specific tasks. Such tasks could include defining the item attributes, monitoring participating and inviting additional suppliers, awarding business to supplier, and generating purchasing documents. The negotiation creator can assign a date by which all the tasks must be completed.

Adding Project Resources as Collaboration Team Members

You can associate Sourcing negotiations with tasks in Oracle Fusion Project Management project plans. Human Capital Management (HCM) labor resources assigned to project tasks will typically be part of the collaboration team for that negotiation. After you create project tasks to track key negotiation events, you assign labor resources the tasks, normally as members of the collaboration team for that negotiation. On the negotiation, you can quickly search and add project resources as collaboration team members. You must ensure that the project enterprise labor resources assigned to the tasks are also Human Capital Management (HCM) people. You must be a project manager on the project to manage the project plan

Creating Collaboration Teams: Worked Example

Category managers can nominate collaboration team members to participate in the creation and administration of the sourcing document.

Julianna, the category manager for Vision Corporation, is defining a new RFQ. There are several other members in her department who are assigned tasks to perform. Julianna will add these members to a collaboration team for her RFQ.

Defining a Collaboration Team

1. On the Edit Negotiation: Overview page, she clicks the **Collaboration Team** tab. She sees that she and her manager are already defined as team members. She needs to add two more members to handle the participants and monitor the responses.
2. She clicks the green plus sign icon to add a new row to the Members table. In the resulting row, she clicks in the **Team Member** cell and uses the **Search and Select: Team Member** query to select John Finn, a coworker or hers, and add him to the collaboration team. She accepts the default of Full access, and in the Task text box, she enters **Monitor supplier participation and add additional suppliers as necessary**. She sets the Target Date to the date when the negotiation ends
3. She adds a new row to the table. Her manager has asked her to add a new employee to the team so he can gain experience in monitoring negotiations. She gives him view access and does not assign him any task.
4. Julianna continues adding team members, specifying their tasks, and granting them appropriate access levels.

Using Sourcing Negotiations with Project Management Project Plans

A strategic sourcing initiative can contain multiple stages from spend analysis to contract award to contract creation. Many organizations manage these stages as a project with numerous project members, tasks and deliverables. Project management is often necessary to coordinate and execute on sourcing initiatives including managing tasks, allocating resources, and reporting on actual savings. Managing sourcing initiatives often requires coordination among various stakeholders, including category managers, project managers, and suppliers.

You can associate a negotiation created in Sourcing with the project plan created in project management. You can also associate a project task progress to a specific event in the negotiation life cycle, so when the negotiation event occurs the project task progress is updated automatically. This association or linking happens at the individual project task level. Associating a negotiation at the project task level gives you the flexibility to link a single project plan to multiple negotiations or a single negotiation to multiple project plans, but it also associates the progress of a project task to a specific sourcing event that can occur in the negotiation life cycle.

Associating Negotiations with Oracle Fusion Project Management Project Plans

You can create the association between a negotiation and a project plan in two ways. You can create and associate the negotiation while you are defining the project plan. Otherwise, you can create and associate the project plan while you are defining your negotiation. You must be a project manager to create a project plan.

Managing Project Task Progress

Project plan tasks can be tied to negotiation events that occur throughout life cycle of a negotiation, and you can view a task's status while in Sourcing (you can only see the tasks that are associated with a negotiation event). When you associate a project task to a negotiation, you can optionally select a Task Completion Event for that association. This enables you to associate a project task's progress to negotiation events that occur in the life cycle of a negotiation. When the event occurs the project task progress is updated automatically. These task completion negotiation events are predefined and they are of 2 types - Manual and Automatic. When a task is tied to an automatic event, the task progress is automatically updated when the negotiation event occurs. When a task is tied to a manual event, then you need to manually perform the complete task action in Sourcing to mark the event as complete.

Note the following points:

- You can remove existing tasks tied to task completion events only if they are not completed, that is, percent complete is not 100%. But you can always remove existing project tasks that are not tied to any task completion events.

- If you amend a negotiation, then all the project tasks that are not yet completed and pointing to the old negotiation automatically point to the new amendment. If a project task is completed, then it is not updated, and it still points to the old negotiation.

  Any changes to project plan tasks in an amendment are not displayed on the Review Changes page.

- No project plan information is carried over if a negotiation is duplicated or used to create a template.

Associating a Negotiation with an Oracle Fusion Project Management Project Plan: Worked Example

You can associate different negotiation events to tasks in an Oracle Fusion Project Management project plan. You might want to do this if at various points in the project life cycle, you need to conduct a negotiation to identify suppliers. You can have multiple project plan tasks associated with a single negotiation, or you can have multiple negotiations associated with tasks from a single project plan. You can view the details about the project tasks and the associated negotiation from either Project Management or Sourcing.

In this example, Sean Pollard, a project manager is going to associate a bridge construction project with a negotiation that he is creating. Over the course of this negotiation definition, Sean will:

- Create a negotiation to source for materials needed by the construction project

- Identify requirements for the negotiation

- Associate the requirements definition stage with tasks in the Bridge Construction project.

- Create a new project to develop the procurement contract

- Assign resources to the new project

- Add the new project resources to the negotiation collaboration team

Associating a New Negotiation with Existing Project Tasks

In this first scenario, Sean begins creating a new negotiation. For the section that defines the negotiation requirements, he identifies resources from the project plan who should be added as members of the collaboration team. This scenario assumes that:

- Sean has both the category manager and the project manager roles.

- There is a project plan called **Bridge Construction Project** with a task called **Specify negotiation requirements** that is already defined in Oracle Fusion Project Management.

- There is a negotiation style defined that allows a negotiation to include project information.

1. Sean begins on the Sourcing work area. **Navigator** > **Procurement** > **Negotiations**
2. He clicks **Create Negotiation** from the Tasks menu.
3. On the **Create Negotiation** dialog box he accepts the default values for Procurement BU, Negotiation Type, Outcome, and Negotiation Currency. He also makes sure to select a negotiation style that supports projects, so he selects the Standard Negotiation style.
4. He clicks **Create**.
5. On the Edit Negotiation: Overview page, he enters **Bridge Construction Project** as the negotiation title, and selects a date three months in the future as the end date.
6. He clicks **Project Tasks**.
7. He clicks **Associate Project Task**.
8. On the dialog box, he partially enters the project name, **Bridge**. From the autosuggest list, he selects the project name **Bridge Construction Project**.
9. When the dialog box redisplays with the full project name, he uses the down arrow beside the Task field to display the list of tasks for this project.
10. From the list, Sean selects **Specify negotiation requirements**, to associate this task with a negotiation event.
11. When the dialog box redisplays with the task name, Sean uses the down arrow to display a list of Task Completion Events. He selects **Requirements defined** as the task completion event for this task.
12. He clicks **OK**.
13. Now Sean needs to add the project resources to collaboration team, so he clicks the **Collaboration Team** link.
14. He clicks **Add Project Resources**.
15. On the dialog box, he searches for his project.
16. He clicks **Search**.
17. When the dialog box reappears, it shows the resources defined to this project.
18. Sean selects and highlights all the people defined as resources for this project.
19. He clicks **Apply** and then **OK**.
20. Finally, Sean returns to the Edit Negotiation: Overview page, he clicks **Save** to save the information associated to a negotiation.

Associating a New Project Plan with an Existing Negotiation

While associating project tasks and resources with his negotiation, Sean notices that there is no project plan that concerns creating the procurement contract information. He decides to create a new project plan that deals with the contract terms. He will create this new project plan and associate it with the contract-related events in his negotiation. This scenario assumes that:

- There is a negotiation style defined that allows a negotiation to include project information.

- Sean has the category manager and the project manager roles.

1. Sean returns to the Project Tasks tab on the Edit Negotiation: Overview page, he clicks **Create Project Plan**. This opens a new window where he can define his project plan.

2. On the Create dialog box, he enters **Bridge Construction - Create Contract Information** as the name, sets finish date to six months away, and clicks **Save and Close**.

3. On the Manage Project Plan page, he clicks on the plus sign and adds a task he calls Define Basic Contract. He clicks **Save** and then selects the **Manage Project Resources** option from the menu.

4. When the Manage Project Resources page appears, he clicks **Add Resource**.

5. On the Add Project Resource pop up he clicks the down arrow next to Resource. He selects and adds the following resources to his project plan.

Name	Role
George White	Project team member
Eric Schweizer	Project team member
Lisa Phillips	Project team member

6. Once he has defined all the resources for his project, he clicks **Save and Close** to return to the Manage Project Plan page.

7. He clicks **Save** .

8. To continue defining his negotiation, Sean clicks the Edit Negotiation: Overview tab.

Negotiation Lines: Explained

Your negotiation lines are the heart of your negotiation. Here you describe the items and services you wish to purchase. On the Edit Negotiations: Lines page, you can easily define all your negotiation information, pricing information as well as other aspects of the line you wish to negotiate with the prospective supplier.

As you create your negotiation lines, use the information in the following tables to complete your line fields

- Required and Basic Fields
- Price Calculations and Controls
- Additional Line Information
- Spreadsheet Import
- Alternate Lines

Required and Basic Fields

As you create your negotiation lines, you enter values into fields. In the following tables, these fields are marked with asterisks. You must enter a value for this field, although in many cases a default value is present already and is displayed. Which fields are required varies depending on the negotiation outcome. Some fields only appear if the negotiation outcome is a purchase order, while other fields only appear if the negotiation outcome is a purchase agreement. The table below displays the required and basic fields and which negotiation outcome uses them

Field	Used in Which Negotiation Outcomes	Meaning
Line	All	The number of the line in the negotiation
Requisitioning BU	Standard Purchase Order (auction)	The business unit requesting the item or service.

Field	Used in Which Negotiation Outcomes	Meaning
Line Type	All	The type of line, for example goods or services
Item	All	Item identifier
Revision	All	The latest revision number of the item
*Description	All	Text description of the line
*Category Name	All	Category containing the item
*Quantity	Standard Purchase Order	Number of units being negotiated for
Estimated Quantity	Blanked Purchase Agreement	The expected number of units to be purchased over the life of the agreement.
*UOM	All	Unit of measure
Estimated Total Amount	Blanket Purchase Agreement	The estimated amount of business (in the negotiation currency) that you expect to pay for this line
Minimum Release Amount	Blanket Purchase Agreement	The minimum amount which can be released against an agreement.
Location	Standard Purchase Order	The name of the address where you want the item or service to be delivered. Not entering a location results in the default location being used.
Requested Delivery Date	RFI	The date the buyer would like to accept delivery of the line
Requested Ship Date	Standard Purchase Order	The date the buyer would like the supplier to ship the line item units
Current Price	All	The price currently being paid for one unit of the item
Start Price	All	The item price at which responses to the negotiation should begin
Target Price	All	The price the buying organization wishes to pay for one unit of the item
Display Target Price	All	Whether to display the target price to responders

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Field	Used in Which Negotiation Outcomes	Meaning
Note to Suppliers	All	Any text notes or comments for the suppliers
Allow Alternate Lines	All	Allows the supplier to respond with a line different from the defined negotiation line
Edit	All	The edit icon.

Pricing Calculations and Controls

There are two optional fields you can use to control and report on price competition. The Start Price value controls responding and requires that the supplier enter the initial response at a price lower that the Start Price value. The Current Price value specifies how much you are currently spending for one unit of the item or service. If you enter a current price value, Oracle Sourcing can calculate and display the savings. The savings values are useful later when analyzing competing responses.

Additional Line Information

In addition to price, there is other information you can add to your lines and negotiate with your potential supplier.

Cost factors identify additional costs which may be associated with the item or service. Such additional costs could include custom duties, storage, or transportation. You can identify these costs with your negotiation line and include supplier responses into the total cost of the line when analyzing responses.

You can use price breaks and price tiers to negotiate pricing structures. You can create price breaks for negotiations with a purchase agreement outcome based on location, quantity, and start/end dates. You can define price tiers for all negotiation outcomes based on quantity alone.

You can use line attributes to obtain detailed information about the supplier's response to the negotiation line. Line attributes target information other than price which could be important when evaluating supplier responses. You can allow suppliers to enter free form text, or require them to select from a predefined list of acceptable values. If the negotiation is a multiattribute negotiation, you can enter response score values, and the Sourcing calculates the score for a particular response. A line can have multiple attributes and each attribute can be weighted to reflect the relative importance of that attribute for the line.

There are two methods for adding attributes to a line. You can create and add multiple single attributes to a line, or you can add one or more predefined lists of attributes called an attribute list. If predefined grouping labels (called Attribute Groups) are defined in your application, you can use these labels to structure your attributes and attribute lists.

Lots and Groups

Category managers can define lots that contain a collection of lines, giving a hierarchical structure to the sourcing document. A lot may be an assembled product or lines may be organized into lots to obtain the most competitive response. Suppliers are required to evaluate the entire lot and place a response at the lot level. Suppliers may optionally provide line-level responses as well. Category managers analyze the responses and make award decisions at the lot level. When the category manager creates a purchasing document from the award, awarded lots are transferred to purchasing document lines.

Negotiation lines can also be organized into groups for ease of analysis and award. Groups are collections of related lines that allow category managers to model market baskets. Suppliers respond to individual lines within the group, and pricing information is automatically rolled up to the group level for enhanced analysis. Category managers can analyze and make award decisions for the entire group, or they can choose to select the best supplier responses for individual lines within the group. Awarded lines are transferred to the purchasing document, if the category manager created one from the award.

A lot is a complete negotiation line on its own. As such, it can have line attributes, cost factors, and any other characteristics a negotiation line. A group is simply a named collection of negotiation lines. Groups have no attributes other than price (which is the sum of all its line price values). Lots and groups must have at least one subordinate line defined. You cannot imbed lots within groups or groups within lots. You can add independent lines into lots and groups (although you cannot move a line with a backing requisition into a lot), and you can move lot lines and group lines into other lots and/or groups.

Spreadsheet Import

You can use the spreadsheet import feature to streamline the creation of large numbers of lines. You simply export and save the spreadsheet template. Using the reference information, you complete the spreadsheet with your line information. Once the spreadsheet is completed, you import it back into the application. During the import process, each line is verified. If any error is found, all line information is reversed, and error messages alert you to the problems the application found. You can correct the spreadsheet and reimport to correct the problems.

Alternate Lines

If you wish, you can allow your supplier to respond with an alternate line. This alternate response line is in addition to the supplier's response to the line you originally defined to the negotiation. The supplier might want to add a new line to suggest alternate response information such as a different set of price breaks, cost factors, line attributes, or UOM specifications. To allow alternate lines, on the Create Negotiation: Overview train stop, you must set the Allow Alternate Lines option to yes. Then when defining your separate negotiation lines, set Allow Alternate Lines to Yes.

Importing Lines to Negotiations by Spreadsheet

Importing negotiation lines by spreadsheet enables you to effectively reduce negotiation creation time by completing a spreadsheet file offline and then using that file to import your line information. This feature is especially useful for negotiations with a large number of lines or complex lines with multiple attributes. This topic contains instructions on how to complete the spreadsheet file and import it to your new negotiation.

The .zip file you export contains a template for you to fill out. You have other reference files containing any cost factors, UOM values, and attribute groups that exist in the application in case you need to use them.

Once you have exported the appropriate spreadsheet files, fill in the template file with your negotiation line information. The table below describes each spreadsheet field in detail and indicates which fields are required and which are optional. Required fields are marked with an asterisk (*). You must enter a value for a required. You do not have to enter a value for an optional field.

The table also explains each field's length restrictions. If a field's maximum data length is 4000 characters, the length for a multi-byte language such as Japanese the limit is smaller. If the field length is less than 4000 characters, the maximum length is the same for both single-byte and multi-byte languages.

The following table shows the fields as they appear in the exported spreadsheet. Some columns always appear while other columns appear depending on which negotiation outcome is selected, standard purchase order or blanket or contract purchase agreement. Generally, you can rearrange the column sequence but should not change the column titles. The attribute and cost factor columns are an exception to this rule. They should not be rearranged. The cost factor columns must immediately precede the attribute columns and the attribute columns need to immediately precede the End of Line Delimiter column. Be sure that the End of Line Delimiter column is the last column of your spreadsheet. You may also delete optional columns; see the Note below the table for more details.

Notes: All date, time and price format settings should be the same as your user preference settings in the application; for example, 1212,40 vs. 1,212.40. When entering numeric values into the specified fields, set the cell format as Text; other

formats might result in error upon importing. If the format is Text and the length is longer than 255 characters, set the cell format as General.

Note that the application treats the values you enter as case sensitive. For example, Lot line is correct, Lot Line is not and causes an error.

Add Negotiation Lines Spreadsheet Column Explanations

Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
Line with Price and Quantity (applicable to RFIs only)	Enter Yes to create a line requiring price and quantity values.		
* Type	Select the type of line you are defining. Valid entries include Line, Lot, Lot line, or Group, Group line. To create a lot, first define a row for the lot, and then define a row for each of the lot lines. Lots and lot lines are defined the same way as regular lines. That is, they can have line attributes, cost factors and other line-related characteristics. Make sure you define your lot lines immediately after the lot row. To create a group, first define a row for the group, and then define a row for each of the group lines. Group level rows are defined differently from regular lines. They cannot have line attributes, cost factors or other line-related characteristics. When defining a group level entry, enter values only for the Type, Description and End of Line Delimiter columns. Make sure you define your group lines immediately after your group row. Group lines rows are defined the same way as regular lines and can have attributes, cost factors, and other line-related characteristics.		
Description	Enter a description of each line you want to purchase. This column has a maximum length of 2500 characters.		

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Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
Requisitioning BU	The business unit requesting the item or service. This column does not appear if you are using standalone Sourcing.		
Line Type	Distinguishes between quantity-based and services-based lines. Select one of the predefined values set up in the application.		
Item	Enter the item number based on the value in the Item Master in the application.		
Revision	Enter the item revision number.		
Category Name	The category name describes the broad family or category to which the line belongs. The application has predefined categories for all items.		
Quantity		Enter the number of units (in terms of the unit of measure you defined above) you want to purchase.	
Estimated Quantity			The estimated number of units of the item required, in the buyer's specified unit.
UOM	Enter the unit of measure in which you want to negotiate for the line. Not entering a line in the spreadsheet results in the use of the default unit of measure value associated to that line type. See the AddLinesUOM. txt file in the .zip for available UOM values.		
Location		Enter the name of the address where you want the item or service to be delivered. Not entering a location results in the default location being used. If this is a new location, you must first enter the location online before you can use it in this template.	
Requested Delivery Date		To request delivery to your location address on a specific	

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Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
		date, enter that delivery date in this column. Make sure you use the same format in the spreadsheet as the date format in your user preferences for the application.	
Estimated Total Amount			Estimated amount of business in dollars that you expect to pay for this line.
Minimum Release Amount			Enter the minimum amount which can be released against an agreement.
Current Price	Enter the price at which you currently buy one unit of the item or service. If you plan to add cost factors to a line, this value represents the Total Current Price for one unit of the item or service. The price should be entered in numeric format (for example, 5.75).Five seventy-five is invalid. Omit currency signs. Current price is used by the application when calculating savings.		
Start Price	Enter the starting response price for one unit of the item or service you want to purchase. If you plan to add cost factors to a line, this value represents the Start Price Total for one unit of the item or service. Use the unit of measure and currency you have specified for this negotiation. The price should be entered in numeric format (for example, 5.75). Five seventy-five is invalid. Omit currency signs.		
Target Price	Enter the price at which you want to purchase one unit of the item or service. If you plan to add cost factors to a line, this value represents the Target Total Price for one unit of the item or service. State the price in terms of the unit of measure and currency that you have specified for this negotiation. The price should be entered in numeric format (for example, 5.75). Five seventy-five is invalid. Omit currency signs.		

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Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
Display Target Price	Enter Yes or No to indicate whether you want to display the target price to the suppliers. The application defaults to No if you do not enter a value.		
Allow Alternate Lines	Designate whether the supplier can enter an alternate line in response to this negotiation.		
Note to Suppliers	Enter a text note to the suppliers who submit responses on the item or service you want to purchase. This column has a maximum data length of 4000 characters.		
Line Target Price	Enter the total target price of your line excluding any cost factors. This column only appears if cost factors are enabled for this negotiation.		
Display Line Target Price	Enter Yes or No to indicate whether you want the line target price to be displayed to suppliers. This column only appears if cost factors are enabled for this negotiation.		
Cost Factor	Enter the name of any cost factor to which you want the suppliers to respond. This column only appears if cost factors are enabled for the negotiation. A text file AddLinesCostFactors. txt is included in the exported .zip. The Cost Factor column and the following three columns comprise the group of columns used to define a single cost factor for this line. Insert and complete a new group of the four columns for each additional cost factor associated with this line.		
Pricing Basis	Enter per unit, fixed amount or percentage of line price, to specify how the particular cost factor value is calculated. This column only appears if		

Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
	cost factors are enabled for the negotiation		
Cost Factor Target Value	Enter the target value of the cost factor. This column only appears if cost factors are enabled for the negotiation		
Display Cost Factor Target	Enter Yes or No to indicate whether you want the cost factor's target value to be displayed to suppliers. This column only appears if cost factors are enabled for the negotiation		
Attribute	Enter the name of the line attribute you want to define (Example: PPM rate, grade). The Attribute column and the five following columns comprise the group of columns used to define a single attribute for this line. Insert and complete a new group of the six columns for each additional attribute associated with this line.		Maximum character length 4000 characters
Attribute Group	Used to categorize attributes. If a value for Attribute Group is not defined, the default Attribute Group value is used. See the AddLineAttributeGroups. txt spreadsheet included in the ..zip for the group values available to this negotiation.		Maximum length 240 characters
Attribute Response	Enter Required, Optional or Display only to indicate how you want the suppliers to respond, and whether or not entering a response value is required or optional. If this is a multiattribute scoring negotiation and you want to score the attribute, then it must be Required.		
Attribute Value Type	The format of the attribute value you want to specify and need suppliers to enter. Enter Text for text, Number for number, Date for date or URL for URLs. Text can display all types.		

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Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
Attribute Target	The target value for the attribute. Your entry must match the Attribute Value Type you specify.		Maximum length 4000 characters
Display Attribute Target	Enter Yes or No to indicate whether you want the attribute target to be displayed to suppliers.		
* End of Line Delimiter	Enter EOL.		

The spreadsheet template contains the six columns (Line Target Price , Display Line Target Price, Cost Factor, Pricing Basis, Cost Factor Target Value, Display Cost Factor Target) that are required to define one cost factor. If you wish to enter more cost factors, for each additional cost factor, copy the last four columns (Cost Factor, Pricing Basis, Cost Factor Target Value, Display Cost Factor Target) and insert them after the existing six columns. You can enter as many cost factors as you want. Cost factor columns can be blank. For example, you may want to have the first cost factor for every line to be Tooling. However, if Tooling does not apply to a particular line, simply leave the columns referring to Tooling blank for that line.

The spreadsheet template contains the six columns (Attribute, Attribute Group, Attribute Response, Attribute Value Type, Attribute Target, Display Attribute Target) that are required to define one attribute. If you want to enter more attributes, simply copy the attribute columns and insert them at the end of the spreadsheet immediately preceding the End of Line Delimiter column. You can enter as many attributes as you want. Attribute columns can be blank. For example, you may want to have the first attribute for every line to be Grade. If Grade does not apply to a particular line, simply leave the columns referring to Grade blank for that line.

You can customize the spreadsheet files by deleting any of the optional columns although you cannot delete the following columns: Action (when creating amendments or new rounds of responding), Type, Internal Line ID (when creating amendments or new rounds of responding), End of Line Delimiter. Also, the six attribute columns and the six cost factor columns must be treated as a group: either all columns are deleted or none is deleted.

If you are creating a multiattribute scoring negotiation, you must enter the scores and weights details online after the lines are imported.

Lookup Files

Three lookup files are included in the .zip file you export from the application. These files contain the values defined in the application for

- Attribute groups
- Cost Factors
- UOM values

For cost factors and UOM values, you can use values contained in these files to complete the template as appropriate. If you try to use a value that does not exist, your import process returns an error. If you need additional or different cost factors, or UOM values, you must define them in the application first.

For attribute groups, you can use the predefined ones, or you can create ones in the spreadsheet.

Name	Description
Attribute Group	The name of the attribute group

Name	Description
Description	Description of the attribute group.

Name	Description
Cost Factor	Name of the cost factor.
Description	Description of the cost factor.
Pricing Basis	Method used to calculate the cost factor.

Name	Description
UOM	Name of the UOM.
Description	Description of the UOM value.

Importing Your Line Information

1. Once you have completed your spreadsheet, save it to the location of your choice. Your spreadsheet must be saved as a tab delimited file.
2. Return to the application. Follow the directions to import your completed spreadsheet.
3. When the application receives your spreadsheet for import, the spreadsheet validation process occurs and your imported lines appear on the screen.
4. If the application discovers errors on your spreadsheet, the spreadsheet lines on which those errors occurred are identified, and the application notes the specific error that occurred. Errors are diagnosed in 3 phases:

    o Phase one checks file errors.

    o Phase two checks column errors.

    o Phase three checks field errors.

    Errors are listed in a table, which identifies the Spreadsheet Row Number, Column Title, Value, and Error that occurred. Common errors include:

    o File errors occur when your spreadsheet file type or file format does not match the import format type supported by the application. For example, if you import a word-processing file which the application does not recognize, a file error occurs.

    o Format errors occur when information that you entered in your spreadsheet cannot be understood by the application. For example, if you enter alphabetic characters into fields where only numeric characters are expected, a format error appears. Also check that the column names and column sequence in the file you are importing matches the names and sequence in the file you exported.

    o Validation errors occur when information that you entered on your spreadsheet does not match corresponding information already held within the application. For example, if you enter values for UOM or, Category Name that the application does not recognize, a validation error occurs.

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5. If any of your spreadsheet lines contain errors, the application indicates the necessary corrections. Open the spreadsheet file you tried to import, make changes where necessary, save the file, browse to locate the updated file, and run the import process again. Note: If any error occurs during the import, none of the lines are loaded. Note also that since the errors are checked in phases, you may need to try importing more than once to fix all the errors and obtain a clean import.

6. If the application detects no error on your spreadsheet, all of your negotiation lines import successfully. You can then edit any of your lines.

7. Once your negotiation lines import successfully, continue the negotiation creation process.

Importing Lines into a Negotiation: Example

In this example the category manager uses spreadsheet export and import to add lines to an agreement negotiation for janitorial supplies that she is creating. Specifically, she adds

- 10 lots of cleaning supplies. Each lot has

  - One line for 100 dozen cleaning brushes,
  - One line for 90 dozen cleaning rags,
  - One line for 50 dozen cleaning brooms,

- A group of cleaning solutions consisting of

  - 20 gallons of cleaning solvent.
  - 15 gallons for cleaning disinfectant.

Following the instructions, she exports the spreadsheet .zip, opens it, and completes the template according to the details in the tables described earlier. Notice that possible cost factors and line attributes are not shown in this example, but could also be included if appropriate. Once the template is finished, it looks like the following:

Type	Description	Line Type	Item	Revision	Category Name	Estimated Quantity	UOM	Other Columns...	End of Line Delimiter
Lot	Cleaning Supplies	Goods			Miscellaneous maintenance supplies	10	EA		EOL
Lot line	Cleaning brushes	Goods			Miscellaneous maintenance supplies	100	Dozen		EOL
Lot line	Cleaning rags	Goods			Miscellaneous maintenance supplies	90	Dozen		EOL
Lot line	Cleaning brooms	Goods			Miscellaneous maintenance supplies	50	Dozen		EOL
Group	Cleaning Solutions								EOL

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Type	Description	Line Type	Item	Revision	Category Name	Estimated Quantity	UOM	Other Columns...	End of Line Delimiter
Group line	Solvent	Goods			Miscellaneous maintenance supplies	20	Gallon		EOL
Group line	Disinfectants	Goods			Miscellaneous maintenance supplies	15	Gallon		EOL

She returns to the application and imports the completed spreadsheet. If there are any errors, they are displayed. She corrects the errors and imports again. Note that since errors are checked in phases, it may require more than one import to correct all errors.

Additional Instructions for Multiple Rounds of Responding or Amendments

You can use the line import spreadsheet to amend the list of lines in a subsequent round of responding. When you start a new round of responding you can add, delete, and update lines from a spreadsheet. This gives you the flexibility to quickly launch the new round. To adjust the list of lines using a spreadsheet you typically follow these steps:

1. Export the spreadsheet template. It includes the lines already available from the previous round.
2. Make the appropriate changes to the line.
3. Import the modified spreadsheet.
4. Confirm the modifications.

The spreadsheet template you import between rounds of responding is slightly different than the one used to create the original negotiation lines. The main differences are:

- The exported spreadsheet is populated with the lines available from the previous round.

- The template includes five additional columns as shown.

Column Name	Description
From Requisition	The Yes or No value indicates whether the line was created from a requisition in the previous round. If the value is Yes, then you should not modify the following values for the next round: Requisitioning BU, Line Type, Item, Revision, Description (if Item is specified), Category Name, UOM, and Location.
From Agreement	The Yes or No value indicates whether the line was created from an agreement in the previous round. If the value is Yes, then you should not modify the following values for the next round: Line Type, Item, Description (if Item is specified), and Category Name.
Line	The current line number as displayed in the negotiation. This column is for reference only and helps you identify the lines that you want to update or delete. Do not modify the values in this column. Leave this column empty if you are adding a new line. Note that existing line numbers do not change.
Action	Specify to add, update, or delete the line. You can enter one of the following values: - + to add a new line. - - to delete an existing line.

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Column Name	Description
	• # to update an existing line.
	If you leave the Action column blank, the application ignores the row, leaving the line unchanged.
	Note: If you are using Excel, use the Tab key to exit the Action column.
Internal Line ID	Application generated ID that is populated when you export the spreadsheet template. Do not change the values in this column.
	If you are adding a new line, leave the Internal Line ID column blank.
	Internal Line ID must be the last column before the End of Line Delimiter column.

For example, assume your initial spreadsheet looks like this:

Line Number	Action	Type	Description	Estimated Quantity	UOM	Other Columns...	Internal Line ID	End of Line Delimiter
1		Lot	Cleaning Supplies	10	EA		123.221	EOL
1.1		Lot line	Cleaning Brushes	100	Dozen		123.321	EOL
1.2		Lot line	Cleaning Rags	90	Dozen		234.432	EOL
1.3		Lot line	Brooms	50	Dozen		345.654	EOL
2		Group	Cleaning Solutions				345.745	EOL
2.1		Group line	Solvent	20	Gal		346.234	EOL
2.2		Group line	Disinfectants	15	Gal		3467.121	EOL

Amend the line list and import the spreadsheet.

- To modify a line, enter a '#' in the Action column. You can change any attribute between rounds of negotiating. Scores and weights are automatically copied over to the next round if matching attributes are found.

- To delete a line, enter a '-' in the Action column.

- To add a line, enter a '+' in the Action column and follow the steps indicated in the previous section to complete the remaining columns. Lines are defined the same way that you entered them when you created the previous round of negotiation. Do not enter a value for the internal line ID for the line that you are adding.

Continuing the example, you can modify the spreadsheet to delete line 1.2, change the Quantity of line 1.3, and add a new line:

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Line Number	Action	Type	Description	Estimated Quantity	UOM	Other Columns	Internal Line ID	End of Line Delimiter
1		Lot	Cleaning Supplies	10	EA		123.221	EOL
1.1		Lot line	Cleaning Brushes	100	Dozen		123.321	EOL
1.2	-	Lot line	Cleaning Rags	90	Dozen		234.432	EOL
1.3	#	Lot line	Brooms	75	Dozen		345.645	EOL
	+	Lot line	Mops	5	Dozen			EOL
2		Group	Cleaning Solutions				345.745	EOL
2.1		Group line	Solvent	20	Gal		346.234	EOL
2.2		Group line	Disinfectants	15	Gal		3467.121	EOL

Line Number	Action	Type	Description	Estimated Quantity	UOM	Other Columns	Internal Line ID	End of Line Delimiter
1		Lot	Cleaning Supplies	10	EA		123.221	EOL
1.1		Lot line	Cleaning Brushes	100	Dozen		123.321	EOL
1.3		Lot line	Brooms	75	Dozen		345.645	EOL
1.4		Lot line	Mops	5	Dozen		568.245	EOL
2		Group	Cleaning Solutions				345.745	EOL
2.1		Group line	Solvent	20	Gal		346.234	EOL
2.2		Group line	Disinfectants	15	Gal		3467.121	EOL

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Price Breaks and Price Tiers: Explained

Quantity-based price tiers and price breaks allow you to negotiate line prices with your supplier based on characteristics of your order. For example, with both price tiers and price breaks, you may expect to receive a discount from your supplier if you buy a large quantity of units, and you may specify several quantity levels and the prices you are willing to pay at each. Or by negotiating using price breaks, you may additionally choose to pay more per unit if your supplier can ship the order to a special location or by a certain deadline.

You can define two types of price adjustments for a negotiation document: quantity-based price tiers and price breaks. If tiers or breaks are defined, suppliers must reply by entering prices, or modifying the tiers or breaks (if the negotiation creator allows price break modifications). If there are no tiers or breaks defined, the supplier can add tiers or breaks. You can only use quantity-based price tiers or price breaks if the negotiation style you are using allows them..

Quantity Based Price Tiers

Quantity-based price tiers apply only to the quantity of units for your negotiation line. You can add quantity-based price tiers to all negotiations regardless of negotiation outcome. Suppliers can respond to the defined price tiers, modify or delete the defined price tiers, or add their own. For quantity-based price tiers, only the price tier in effect for the awarded line is passed to the purchasing application.

Price Breaks

You can specify price breaks for a location, a date range, and quantity. You can allow suppliers to modify and offer different price breaks. Price breaks can only be used with purchase agreements. For price breaks, the information about the entire price break structure applicable to the awarded line is passed to the purchasing application.

Line Attribute Properties and Their Acceptable Values: Explained

Line attributes identify additional information about an item or service requested by the category manager. Use the following properties to describe your line attribute when defining it.

You use a line attribute's properties to control its behavior and how the supplier should respond.

Response

You can control the supplier's interaction with the attribute by specifying the response type. Optional responses do not require a supplier to offer a response. Suppliers must however provide a value for a required response. Suppliers can view attributes which are display only, but they cannot respond to them.

Value Type

Value type specifies the data type for the attribute value. There are four value types available. A text value accepts characters and numbers. A number value accepts only numbers and the decimal point. Date values accept dates that you select using the calendar picker. A URL value type accepts a URL in the format http://url.name.here. URLs also accept https:

Target

For each attribute, you can define a target value. This is the value which is most desirable for this attribute. You can also display the value to the supplier or keep it hidden.

Acceptable Values

For text values, you can specify a list of values from which the supplier can select. Any value not defined to the list is not accepted. For number and date values, you can define value ranges in terms of From Value and To Value. If you omit a From Value, that range includes everything up to the To value. Likewise, if you omit a To value, the range includes all values starting at the From value and above. Ranges cannot overlap. You can specify a single number by defining it as both the From and To values. Dates are defined similar to numbers.

Line Attributes and Multi-Attribute Scoring Negotiations

In a multi-attribute scored negotiation, you can have the application include the response values from the supplier along with the price offered when calculating the rank of that supplier's response. To perform this calculation, you give each possible response value a numeric score and then weight the attribute among the other attributes for the line. Note that while each value's score can be between 0 and 100, the weights for all the attributes defined for a line must add up to 100.

Line Attributes: Examples

Line attributes make your negotiation line more descriptive and can also be used to ensure that all responses submitted for the line include specific additional details. The response values suppliers provide can also be used together with price offered when ranking responses in multi-attribute ranked negotiations. When you create your negotiation lines, you can add line attributes and require suppliers to respond by selecting a value from a group of values you can specify. Then when you evaluate the supplier responses, you can weighted and score the attribute responses and use this additional information used to make your award decision.

Scenario

For example, a category manager can create an auction to buy vehicles for a delivery service. When she adds the line (for example, called vehicle) to the auction, she can then set up ranges of mileage from which the supplier could select a value. Furthermore, if the category manager marks this attribute as required, then suppliers must specify the mileage of any response.

Scenario

Line attributes can call attention to common or industry-specific characteristics. For example, retail industry negotiation items can include such attributes as "color," "style," and "SKUnumber." Metal industry negotiation items can include "grade of metal" as an attribute. Adding these as required item attributes that are displayed to suppliers can customize your negotiation items to your specific industry.

Related Topics

- Creating Line Attributes: Worked Example

Creating Attribute Lists: Worked Example

Attribute lists are collections of line attributes that are commonly used together. Procurement application administrators can create public attribute lists for use when creating negotiations. When a negotiation author associates an attribute list with a negotiation line, all the attributes on the list are associated with the line. Any attributes on the list that are not needed can be deleted, and additional line attributes can be created if necessary. Attribute lists are an efficient way to streamline the negotiation creation process. They can also be used to encourage standardization and best practices.

In this example, the procurement application administrator is going to create an attribute list.

Creating an Attribute List

1. From the Tasks panel, she clicks the Manage Attribute Lists link.
2. On the **Manage Attribute Lists** page, she clicks the Add icon.
3. On the **Create Attribute List** page, she enters name in the Attribute List field, optionally a description, and sets the Status to Active.
4. She clicks **Add Attribute Group** to define a new group, or she can click **Add Predefined Group** to add an existing group to the list.
5. Once the group has been added, she clicks **Add Attribute** and uses the **Add Attribute** page to define an attribute to the list.
6. She repeats the last step until she has added all the necessary attributes to the list.

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6. She repeats the last step until she has added all the necessary attributes to the list.

Controlling Supplier Access: Worked Example

For suppliers you invite to a negotiation, you can control access at the line level. If you do not grant a supplier access to a line, the supplier contact cannot see the line and therefore cannot respond to that line. You must grant a supplier access to at least one line.

Defining Supplier Access

In this example, the category manager is defining an RFQ to negotiate with Vision's suppliers. Among the lines defined to the negotiation are the two shown below. Due to past performance, the category manager wants to keep BWP Distributors, Inc. from quoting on line one and Office Supplier, Inc. from quoting on line two. The resulting access authorizations are shown in the table below.

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Line Number	Office Supplies, Inc.	BWP Distributors, Inc.	M and H International
office credenza 50 EA	yes	no	yes
printer paper 500 BOX	no	yes	yes

1. After adding the three suppliers to the invitation list for the negotiation, the category manager highlights the row for Office Supplies, Inc. and then selects the **Control Line Access** option from the **Actions** menu.
2. On the Suppliers: Control Line Access page, she deselects the check box for negotiation line two and then clicks **Save and Close**.
3. When the Suppliers: Control Line Access page appears again, she uses the same procedure to restrict BWP Distributors Inc. from accessing negotiation line one. Note that the default is to allow M and H International to access both negotiation lines, so the category manager does not need to alter those access specifications.

Inviting Suppliers to Negotiations: Explained

You can select one or more suppliers (and their contacts) and invite them to participate in the negotiation. For those suppliers you identify, notifications are sent containing information on the negotiation. If you select a supplier site, then for that supplier, only contacts registered with that site receive invitations. If you enable the response control: "Restrict to invited suppliers," only suppliers in the invitation list can participate. Otherwise, any supplier who is registered with the application can view the negotiation and participate. You can only invite a supplier once, but you can invite multiple sites for that supplier. There are several methods you can use when inviting suppliers.

If you know all the supplier contact information, you can enter it directly into the negotiation. This is the quickest way to invite suppliers.

You can use the supplier search capabilities to identify and invite suppliers based on multiple search criteria such as the supplier's business classification, Approved Supplier List status, transaction history, or qualification and assessment status.

You can register a new supplier while creating the negotiation. Selecting the Register and Add option from the Actions menu on the Edit Negotiation: Suppliers page takes you to the Register and Add Supplier page where you can enter information about the new company, its sites, and create a company contact.

You can choose to register the new supplier as a prospective supplier or a spend authorized. If you register the company as a prospective supplier, the supplier can participate as soon as its registration is approved. A prospective supplier can receive invitations, view a negotiation and respond. You can award the supplier business, but you cannot issue a purchase document for the supplier until it is approved for conducting financial transactions with your buying organization.

If you choose to register the company as spend authorized, supplier cannot participate until its registration request is approved and it is also approved to conduct financial transactions with the buying organization.

Using Prospective Suppliers: Explained

When you begin a business relationship with a supplier, the supplier usually has a provisional status. For a provisional supplier, the amount of information you need is typically minimal. You need more information for suppliers with whom you conduct financial transaction. The level of review and oversight needed for a potential supplier is also typically less than that required by a contracted supplier.

An efficient way of addressing the need for different levels of supplier information is to provide two statuses for the suppliers. The provisional status allows a restricted level of access to the application capabilities. The full status allows access to a more complete range of capabilities.

Prospective Suppliers

Suppliers can ask to be registered with the application either independently by accessing the buying company's registration web page, or they can be registered internally, for example, a category manager can request to register a new supplier when completing an invitation list for a new negotiation. In either case, the registration requests go to the supplier manager for review. Once the supplier manager approves the registration request, the supplier becomes a prospective supplier in the application. Prospective suppliers have a restricted level of access. They can participate in supplier qualification initiatives, and they can view and respond to negotiations. Prospective suppliers are identified within the application by an icon that indicates their prospective status.

Spend Authorized Suppliers

If the category manager decides to award business to a prospective supplier who responded to a negotiation, that supplier needs to be authorized in the application to conduct spend transactions with the buying organization before a purchase document can be created for that supplier. Spend authorization requires a more complete level of information about the supplier and is subject to approval by the supplier manager. Once the supplier is approved for spend operations, they have access to all the normal capabilities of the application.

Purchase Documents for Prospective Suppliers

Prospective suppliers are provisional suppliers that are newly registered with the application. These suppliers have not been authorized to conduct spend operations with the buying organization. You can award business to prospective suppliers, but before the award can be completed, any prospective suppliers must be spend authorized

When you complete your award decision, if any business has been awarded to prospective suppliers, the negotiation moves to Award Completion in Progress. The application sends a request to the supplier manager to authorize the supplier for spend operations. Once the supplier is spend authorized, an entry appears in the Recent Activity table in your workbench notifying you that the supplier is now spend authorized. Also, a notification is sent to the original requester of the spend authorization (note that if the supplier was already in the process of being authorized when you made your award decision, the application does not consider you the original authorization requester, and you won't receive this notification)

You must monitor your Recent Activity table to know when the spend authorization requests have been processed. Once all the prospective suppliers who have been awarded business for a negotiation are spend authorized, you can create the purchase documents for that negotiation.

If the authorization request is rejected, an entry shows up in your Recent Activity table and you receive a notification (if you are the originating requester). The status for the negotiation reverts back to its previous status, either Award in Progress or Award Approved.

Reviewing a Negotiation: Explained

At any point while you are creating your negotiation, you can review your work. The application validates your work as you create the negotiation document, checking your work and displaying any error messages as you move from one page to another. At any point, you can use the Validate option from the Actions menu to check your work so far.

Once you complete your negotiation document, you can use the Review train stop to review your work at a higher and more complete level. The review display presents a column of links you can use to access a particular section of the document. If

you wish to update a section, you can click the train stop at the top of the page to navigate to the initial page of that section of the document in edit mode. You can also print a .pdf copy of the negotiation document for offline reviewing.

Negotiation Requirements: Explained

You can request that participants in your negotiation provide high-level information. This information is in addition to that applying to the negotiation lines such as price or quantity. It often solicits details about the supplier company itself. Note that participants supplying this information can be both external, such as the suppliers themselves, or internal, such as collaboration team members. You solicit this information by adding one or more questions for the supplier to answer. These questions are called requirements.

Examples of requirements might be:

- The number of years the supplier has been in business.

- The supplier's business structure (public or private).

- The supplier's certification status (minority or woman owned).

- The supplier's environmental practices.

Using requirements allows you to obtain important information on aspects of a supplier such as past performance, personnel qualification, and financial visibility. Knowing such information provides you with a better understanding of the supplier and allows you to make a more informed award decision.

If you have defined questions in Oracle Fusion Supplier Qualification, you can copy and use them as requirements. Also, if there are qualification areas defined in Supplier Qualification, you can copy and use them as requirement sections. If any questions defined in the Supplier Qualification question library reference an attribute in the supplier profile, any supplier response to that question will be used to update that attribute value in the supplier profile.

If you wish to conduct a two stage RFQ, you create two or more requirement sections. For each section, you identify whether it contains technical or commercial requirements. You can have multiple technical sections and multiple commercial sections, but you need at least one of each. In a two stage RFQ, the technical requirement are evaluated before the commercial requirements.

Requirement Properties: Explained

Negotiation requirements request additional information about a supplier company. For example, such information could include company history, structure, personnel or industry certifications. Supplier answers to requirements are used in combination with prices offered when evaluating competing responses. Requirements can also be used internally by other evaluators, for example members of a collaboration team.

You can define new requirements for the negotiation or search for and add predefined questions.

Requirement Properties

When defining requirements for a negotiation, you use the requirement's properties to control its behavior.

Property	Explanation
Section	The section containing the requirement.
Acceptable Value	The acceptable value for the parent which caused this requirement to be displayed.

Property	Explanation
Requirement	Name of this requirement.
Evaluation Stage	For two stage RFQs, requirements can be defined to a technical requirement section or a commercial requirement section. Requirements in the technical section are unlocked, unsealed, viewed and scored during the technical evaluation stage. Requirements in the commercial section are unlocked, unsealed, viewed, and scored during the commercial stage. The requirements in the commercial section cannot be unlocked until the technical evaluation stage is completed.
Revision	Indicates the current version of the requirement. Revisions are tracked for questions contained in the question library.
Requirement Text	The text for this requirement.
Level	Whether this requirement applies at the company level or at the site level.
Response	You can control the supplier's interaction with the requirement by specifying the response type. • Suppliers do not have to respond to optional requirements. • Suppliers must reply to required requirements. • Suppliers can view but do not have to respond to display only requirements. • Internal evaluators can view and score internal requirements.
Requirement Type	Specifies the format of the requirement question. You can define a: • Simple text entry. • List of values with a single possible selection (displayed as radio buttons). • List of values with a multiple possible selections (displayed as check boxes). If you select either of the list options, you must also define the acceptable values for the list.
Value Type	The value type controls the data type that can be entered. There are six value types available: • A text value accepts characters and numbers: • A single line of text. • Multiple lines of text in a text box. • A numbers value accepts only numbers and the decimal point. • Date values accept dates you select using the calendar picker. • Date and time values use a date picker and time designations. • A URL value type accepts a URL in the format http://url.name.here. URLs also accept https
Target	The optimum response value. This attribute is only displayed it the requirement type is a text entry box.
Display Target	Indicates whether to display the target to the supplier. This attribute is only displayed it the requirement type is a text entry box..

Property	Explanation
Hint	Optional text prompting the supplier toward a response value.
Attachments from Supplies	Whether the supplier can submit attachments, and if so, whether they are optional or required. This attribute is only displayed if the requirement type is a text entry box..
Allow comments from suppliers	Whether suppliers can add comments to a response.
Scoring	Scoring indicates the method used to assign such scores: manually, automatically, or none. • If you choose None, scores cannot be entered for responses, and no scoring calculations can be made. • If you choose Automatic, the application scores responses when they are submitted by the supplier. The scores are based on the acceptable response values you must define. • If you choose to manually score a response, you (or others) must enter scores once the negotiation is closed.
Weight	The importance of this requirement relative to all other requirements. Any requirement being scored must have a weight assigned. Weights are used in conjunction with scores to calculate the requirement's (and requirement section's) weighted score. The sum of all requirement weights cannot exceed 100. You enable weights on the General tab of the Overview page. If weights are not allowed, the application uses the maximum score field to limit the max score allowed for each requirement.
Maximum Score	The maximum score indicates the maximum numeric score value which can be entered for a response to this requirement.
Knockout Score	A minimum score value that all responses must meet or surpass for that response to be shortlisted for awarding. When you begin awarding the negotiation, you apply the knockout score. All responses having a requirement response value that doesn't meet the knock out value are marked as not shortlisted for awarding.
Attachments	You can attach a file, a URL, or a text string. You can specify that the attachment is visible internally by collaboration team members, and/or by suppliers. When you upload an attachment, you marked its category: • Internal to Sourcing. • Miscellaneous. • To Supplier.

Acceptable Requirement Values: Explained

You can specify what values are acceptable to suppliers who respond to requirement questions.

For text entry box requirements, you can only define acceptable values if the value type is number, date, or date and time, and you define the acceptable values as one or more ranges of values. However, suppliers can enter any values (number, date, or date and time) that are not within the defined ranges. If they do, they receive a score of 0.

Specifying acceptable values is required if you are using a multiple choice requirement type. In this case, you must specify both the acceptable values and their scores. If you define the acceptable values, any value a respondent enters must be included in your acceptable value specification.

You can define three types of requirements. These control the response options available to you supplier when responding to the requirement.

- Text entry box - the supplier enters one or more lines of text into the input field.
- Multiple choice/Single selection - the supplier selects a single response from the list of possible choices.
- Multiple choice/Multiple selection - the supplier selects one or more responses from the list of possible choices.

Acceptable Values Matrix

This table shows how the interaction of requirement type, value type, and scoring method interact to control whether and what kind of acceptable values you can define:

Requirement Type	Value Type	Scoring Method	Acceptable Value Allowed
Text entry box	Number	Automatic	Yes Acceptable Value From/ Acceptable Value To
Text entry box	Date	Automatic	Acceptable Value From/ Acceptable Value To
Text entry box	Data and time	Automatic`	Acceptable Value From/ Acceptable Value To
Multiple choice/Single selection	Single line text	All methods	Acceptable Value
Multiple choice/ Multiple selection	Single line text	All methods	Acceptable Value

Note the following about the table:

- For a requirement type of text entry box, the only value types that allow acceptable values are Number, Date, and Date and time. They must also have a scoring method of Automatic. For these requirements, you define the acceptable values in terms of a range of values using a pair of attributes - Acceptable Values From and Acceptable Values To. Your supplier will respond by entering a value from a range.

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- For both multiple choice requirement types, the initial value type is single line text and cannot be changed. For those requirement types, you can define acceptable values for any scoring method. You define the acceptable values as a list of entries from which the supplier will select.

- Also for multiple choice requirements types, you can use the Attachments from Suppliers field to allow the supplier to include an attachment for each different acceptable value.

Specifying Target Values

You can optionally identify one of your acceptable values as the target value for that requirement, and you can choose to display the target to your suppliers. To designate a target value:

1. Highlight the value in the **Acceptable Values** table.
2. From the Actions menu, select the **Set as Target** option.

Requirement Scores: Explained

Requirements are high-level questions that solicit information from suppliers who respond to a negotiations. This can include such information as history, corporate structure, and applicable certifications, among other things.

Supplier responses to these requirements can be evaluated and rated by giving the responses scores. Scores can be weighted to indicate the relative importance among other requirements and can also be aggregated to obtain a total response score.

Types of Requirement Scores

Requirements are used to solicit information from suppliers. How this information is used is up to the buyer who defines the requirement. Requirements can have a score method of None, in which case the response from the supplier is for information only and is not used to determine awards. Requirements can be scored automatically, in which case scoring criteria defined by the buyer is used by the application to obtain a score for the supplier response. Finally, scores can be manually viewed by an evaluator who determines a score value and entered it into the document. Score values entered either automatically or manually can be used to help determine award decisions.

How Score Values are Calculated

When the buyer defines the requirements, a maximum score value is set for all requirements which will be scored. Requirements with a scoring method of None are not scored and therefore have no maximum score value. At award time, the score value (either entered manually or generated automatically) is divided by the value for Maximum Score and the result multiplied by the weight of the Requirement. The weighted scores are rolled up to the response level, that is, a weighted score is calculated for each requirement, each requirement section, and the response as a whole.

Using the Question Library: Explained

The Question Library is a collection of existing questions. You can use the entries in the question library when you are defining qualification areas in Oracle Supplier Qualification Management. You can also use the existing questions as the basis for requirements in Oracle Sourcing negotiations.

Question Library

You can create questions in the question library which can be reused in sourcing negotiations. The questions are version controlled and support similar attributes as requirements. When category managers build the requirements during negotiation creation, they have the ability to search and add questions directly to negotiations. When they add the predefined questions,

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all the relevant attributes of the questions will be copied over to requirements as read only. You can use questions from the Question Library without implementing Oracle Supplier Qualification Management. You can run a task, Manage Supplier Questions, in Setup and Maintenance to implement the Question Library.

In addition to questions, if Oracle Supplier Qualification Management is implemented, you can add qualification areas during negotiation creation. Qualification areas are collections of related questions that are used to qualify a specific aspect of suppliers. When you add predefined qualification areas, the qualification area names are copied as requirement section names, and all the questions within the qualification areas are copied as requirements within the requirement sections. If necessary, you can change the scoring information.

Using the Response Repository: Explained

You can use the Response Repository contains previous supplier responses to questions that were used in a Supplier Qualification Management initiative as well as questions that were used as requirements in Sourcing negotiations.

Response Repository

The Response Repository stores responses from suppliers who have responded to requirements. The repository contains the supplier responses to initiative questions, supplier responses to sourcing negotiation requirements that were created using questions from the question library, and supplier responses that have been accepted by the qualification manager or approved during the supplier registration process.

If you use a question from the question library as a requirement in a negotiation, then when the responding supplier responds to the requirements, any response values from any previous responses are displayed. Also, if the question is mapped to an attribute in the supplier's profile, the current value for that attribute is displayed. The supplier can then either accept the values as still valid or can update them. Any updated response values are added to the response repository, and used to update the supplier profile attribute.

After the negotiation is closed, from the Actions menu, you can use the Update Supplier Repository option to manually transfer all the requirement responses to the repository. Alternatively, if you decide not to do this manually, the application will automatically transfer all the requirement responses to the repository when you complete the award (for auctions/RFQs) or complete the RFI.

Adding Requirements by Spreadsheet

Spreadsheets facilitate easy and efficient offline development of negotiation requirements. Spreadsheet import is very useful when dealing with negotiations that have many requirements or requirements having complex criteria. You can view and complete the spreadsheet online, or you can download the spreadsheet and complete it offline. This facilitates easy entry and review by multiple participants as well as the ability to complete the spreadsheet over a period of time.

For fields which have specific possible values (for example, Yes or No), you can click in the field, and a down arrow appears at the end of the fields. You can click the arrow to display the values for the field. From the dialog window, you can select the appropriate value.

The requirements spreadsheet is not tied to a particular negotiation. You can download and save a spreadsheet containing your values, and then upload it later to a different negotiation.

The table below describes each spreadsheet field and indicates which fields are required and which are optional. Required fields are yellow, and you must enter a value for them. Optional fields are in green.

Using the Add Requirements Spreadsheet

You can open the spreadsheet online by selecting the Open with option on the Opening Add Requirements dialog window. The spreadsheet opens, and you can enter your values. Once you are finished defining your requirement information, you can save it locally.

The Add Requirements spreadsheet uses Excel 2007 and later. Excel macros generate fields needed to define all your requirements, so you must enable macros to take advantage of all the spreadsheet capabilities. Consult the help for your version of Excel to enable macros.

Once you enable macros and open the spreadsheet file, you will see a new tab Oracle Sourcing at the top of the spreadsheet. By using the operations available from this tab, you can easily create new requirements and requirement sections. Specifically, you can:

- Add a section.

  You can define a new section name, select and add an existing section name, or use an existing qualification area defined in Oracle Supplier Qualification to create a section including its requirements. When you use a qualification area, its questions are added as requirements.

- Add a requirement.

  You can define a completely new requirement, or use existing questions in Oracle Supplier Qualification to create your requirement.

- Add acceptable values.

  You can define acceptable values for multiple choice requirements or number/date/date and time requirements that are automatically scored.

- Use the groups displayed in the left margin to collapse or expand sections of the spreadsheet to more easily navigate among your requirement sections and requirements.

Manipulating the Spreadsheet

Once you open the spreadsheet, you see an additional tab called Oracle Sourcing. If you click that tab, you see three sections.

- Add section

  You can use the options available from the Add section to add new requirement sections, requirements, or acceptable values for a requirement.

- Edit section

  You can use the options available from the Edit section to perform standard editing tasks.

- Import section

  You use the Generate Upload File option to create a .zip file using the information in your spreadsheet.

To add a new requirement section, highlight the row for an existing section. This enables the options in the Add section. Click the **Add Section** option. A new set of entry fields are generated in the spreadsheet, and you can use them to define your new section.

To add a new requirement, highlight any row within the section that will contain the new requirement. Click the **Add Requirement**option. A new set of entry fields is generated where you can define your new requirement.

To add new acceptable values for a requirement, highlight any of the rows for the requirement. Click the **Add Acceptable Value** option. A new row is added to the acceptable values area for the requirement. Note that depending on which

requirement type and scoring method you select, the spreadsheet will automatically generate a set of five rows where you can enter acceptable values.

Once you complete your spreadsheet, save it locally. When you are ready to upload your new requirement information, click the **Generate Upload File** option. This creates a .zip file in the same folder where you saved your spreadsheet after you completed it. To upload the requirements to your negotiation, navigate to the Edit Negotiations: Requirements page. From the Actions menu, select the **Add by Spreadsheet** > **Import Requirements** option. Browse to the location where you saved your spreadsheet and where the generated .zip file is stored. Select the .zip file and click **OK**.

Note that on the Import Requirements window, you have the option to either append your new requirements to any existing requirements, or to overwrite any existing requirements with your new requirements.

Requirement Section Columns

Column Name	Explanation	Comments/Values
Number	This column appears if you are exporting existing requirements using this spreadsheet. The number value identifies the requirement section.	
Section (Required)	The name of the section containing the following requirements. The Section column has a length limit of 240 characters.	If you clicked **Add Section**, this is a free form text field. If you clicked **Add Predefined Section**, this field displays a list of predefined sections to choose from. If you click **Add Predefined Qualification Area**, the Qualification Area column is displayed instead of the Section column.
Evaluation Stage (Required)	The stage (Technical or Commercial) in a two-stage RFQ during which this requirement is evaluated.	Two stage RFQs group requirements into either technical or commercial requirement sections. All the technical requirements are evaluated and scored before any of the commercial requirements can be unlocked and accessed.
Weight	The weight value reflects the importance of this requirement section to other requirement sections.	The sum of the weights of all the scored requirements across all sections must add up to 100. (Note that you can upload this spreadsheet without the weights equaling 100, assuming you add additional weighted requirements online. But the weights must equal 100 before you can validate or publish the negotiation.) If weights are not enabled for the negotiation, the Weight column is not displayed in the spreadsheet. Instead, the Maximum Score column is displayed and the total maximum score of all the requirements within the section is shown.

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Requirement Columns

Column Name	Explanation	Comments/Values
Number	This column appears if you are exporting existing requirements using this spreadsheet. The number value identifies the requirement.	
Requirement (Required) Question	Name of the requirement.	Requirements have a limit of 80 characters If you click **Add Predefined Question**, this column is named Question. If you are exporting existing requirements that are based on questions that have revisions, the revision number is displayed in parenthesis. For example: Applicable certifications (Revision 2).
Requirement Text (Required)	Text of the requirement.	
Level (Required)	The level at which this requirement applies.	Supplier/ Supplier site
Response (Required)	Requirement behavior.	Possible values are: • Required (a supplier response is mandatory) • Optional (a supplier response is not mandatory) • Display only (informational) • Internal (available for internal viewing and scoring)
Requirement Type (Required)	Controls what type of response the supplier can enter.	Possible values are: • Text entry box. • Multiple choice with a single selection. • Multiple choice with multiple selections. If you use either of the multiple choice-based options, you must also define acceptable values for the requirement. (See below).

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Column Name	Explanation	Comments/Values

Value Type
 	
(Required)
	Data type allowable for the requirement's response.	The value types available depend on the requirement type.
		
		• For multiple choice requirement types, the value is single line text. This value cannot be changed.
		• For a text entry box requirement, the values can be
		  o Single line text
		  o Multiple line text
		  o Number
		  o Date
		  o Date and time
		  o For Number, Date, and Date and time types for which the scoring method is automatic (see below), you must also define acceptable values.
		    • From Acceptable Value
		    • To Acceptable Value
		    • Score
		  o URL

Attachments from Suppliers (Required)	Whether a supplier can add attachments to this requirement in a response,	Possible values are: • Not allowed • Required • Optional
Allow Comments from Suppliers (Optional)	Whether to allow suppliers to add comments to their response.	Yes/No
Attachments Exist (only if exporting existing requirements)	Yes/No	If you have exported existing requirements, the Attachments Exist column displays and indicates if there are attachments for the requirement.
Hint (Optional)	Additional guidance about the expected response.	The Hint column has a character limit of 1000.
Target	The target response.	Maximum of 4000 characters long (for non-multibyte languages). Lengths for multibyte languages are smaller.
Display Target (Optional)	Indicates whether the target value is shown to suppliers.	Yes/No

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Column Name	Explanation	Comments/Values

Scoring
 	
(Required)
	How the requirement response will be scored.	Possible values are:
		
		• None
		• Manual
		For manual scoring, you must also specify a maximum score (if there is no default) and a weight (if weights are enabled).
		• Automatic
		For automatic scoring, you must also specify:
		
		   o Acceptable response values.
		
		   o Scores for the response values.
		
		   o The weight for the requirement (if weights are enabled for the negotiation).

Weight (if weights are enabled) (Optional)	Indicates the importance of this requirement relative to the other requirements defined. The value must be a number between 0 and 100.	The total of all scored requirements across all scored sections must be equal to 100.
Maximum Score (Required)	Numeric value indicating the maximum possible score for this requirement.	Must be a positive whole number. If the maximum score is not specified in the spreadsheet, the application will use the default maximum specified for the negotiation (if any) and default that value for the requirement during import.
Knockout Score (Optional)	Minimum score a supplier must attain to be shortlisted for award.	Once the negotiation closes and the requirements are scored (either automatically or manually), applying the knockout scores automatically removes from the shortlist all suppliers having a score less than the knockout score for this requirement. Knockout score must be a positive whole number.

Acceptable Value Columns

Column Name	Explanation	Comments/Values
Number	This column appears if you are exporting existing requirements using this spreadsheet. The number value identifies acceptable value.	
Acceptable Value (Required)	An acceptable value for the supplier to select. The value has a character limit of 1000.	You can define multiple acceptable values for the same requirement.

Column Name	Explanation	Comments/Values
Acceptable Value From/ Acceptable Value To	A numeric range that encompasses the allowable values.	Acceptable value ranges are used with number, date, date and time value types.
Target (Optional)	Indicated that this value is the target value.	Yes/No
Attachments from Suppliers (Required)	Indicates whether suppliers can add attachments to the value.	Possible values are: • Not allowed • Required • Optional
Score (Required)	The score for this acceptable value.	

Using a Two-Stage RFQ: Explained

Government organizations and departments as well as other public sector enterprises such as banks often follow a two-stage RFQ process. This process involves the submission of quotes in two separate sealed envelopes. One contains what is called the technical quote, and the other contains what is called the commercial quote. The technical quote includes all responses by a supplier to questions and parameters pertaining to the technical aspects that are used by the sourcing organization to evaluate the technical feasibility of the quotes and the capacity of the suppliers. The commercial quote addresses the issues of price and other factors associated with the execution of the sourced items.

This two stage process is prevalent among some public sector and many government organizations where it's sometimes mandated by law that the buying organization offer the tender or sourcing contract to the lowest price bid from the qualified bidders. The buying organization initially assesses the suppliers to be technically qualified before their price quotes are unsealed and evaluated. This ensures no bias in awarding the contract.

The two-stage RFQ process involves the submission by the suppliers of a technical quote and a commercial quote. The technical quotes are opened and evaluated first to determine a list of qualified suppliers, and only then are the commercial quotes of the qualified suppliers opened and evaluated.

The procedure for conducting and awarding a two-stage RFQ in Oracle Fusion Sourcing includes:

1. Create the RFQ document and enable two stage evaluation. Document the technical specifications in one or more requirement sections and identify them as technical requirement sections. Similarly, document the nontechnical specifications in one or more sections and identify them as commercial requirement sections.
2. Publish the RFQ.
3. Suppliers submit quotes, including responses to the Technical and Commercial requirement sections.
4. Close the RFQ to responding.
5. Unlock the technical responses. The buyer and evaluators can now see technical responses.
6. Optionally unseal the technical responses. Suppliers can now see technical response of other suppliers.
7. Technical evaluators review the technical quotes and shortlist the qualified suppliers.
8. Unlock the commercial responses of the qualified suppliers. The buyer and evaluators can now see both the technical and commercial responses.
9. Optionally unseal commercial responses. Suppliers can now see commercial responses of other suppliers.
10. Commercial evaluators review the commercial quotes and can shortlist the qualified suppliers.

    11. Make award decisions.

If a buyer or supplier prints a copy of the negotiation, the print indicates that it's a two-part RFQ, and labels Requirements sections appropriately.

The following quote information is visible to the technical reviewers only during the technical stage evaluation. After the commercial responses are unlocked, the entire quote is visible by all evaluators (subject to regular RFQ security).

Quote Information	Technical Evaluators Can See
Technical Requirements responses	Yes
Commercial Requirements responses	No
Price	No
Quantity	Yes
Promise date	Yes
Need-by Date	Yes
Line attributes (including Quantity and Promised Date for Multi-Attribute Scored negotiations	Yes
Cost factors, price tiers and price breaks	No
"From Supplier: Technical" attachments	Yes
"From Supplier: Commercial" attachments	No
Contract terms, deliverables, and clause variables	Yes
General header attributes (Note to Buyer, Reference Number, Response Currency, Response Valid until)	Yes

If a buyer or supplier prints a copy of the negotiation, the print indicates that it's a two-part RFQ, and labels Requirements sections appropriately.

Creating Requirements for a Two-stage RFQ: Explained

To conduct a two-stage RFQ you must first create the RFQ document. This document contains two or more special requirement sections. For each section, you indicate if it's a technical requirement section or a commercial requirement section. Technical requirement sections contain all the technical specifications necessary for the suppliers to successfully

complete the RFQ. Commercial requirements section contain all financial information the buying organization needs from the supplier.

Creating Two-Stage RFQs is similar to creating regular RFQs. The main difference is that for each requirement section, you indicate if it's a technical section or a commercial section.

Creating Requirements for a Two-Stage RFQ

When creating your requirements, you can use predefined section names or create new section names. In either case however, you must identify each section as either technical or commercial.

Begin by defining your technical requirements:

1. Create the RFQ. On the Create Negotiation dialog box, be sure to select a negotiation style that supports two-stage RFQ and when the dialog box refreshes, check the Two stage evaluation check box.
2. Enter the General, Terms, and Collaboration Team values as appropriate for your RFQ. Click **Requirements**.
3. On the Edit Negotiation: Requirements page, you can use a predefined section by clicking **Add Predefined Section** or create a new section by clicking the **Add Section** button or selecting the **Add Section** option from the **Actions** menu for the Requirements section.
4. When the page refreshes, select a value from the Requirements List of Values if you chose to use a predefined section, or enter the name for the new section if you chose to create a new section.
5. For the section, select either **Technical** or **Commercial** from the Evaluation Stage menu.
6. Create all the necessary requirements to completely describe your technical specifications. Be sure to identify whether each section is a technical or commercial section. If you want to have other evaluators view and score the responses to the requirement, be sure to define the Score value as Manual. Also accept the default maximum score or enter a new value.
7. After you have created your technical and commercial requirements, continue creating the remainder of the negotiation document.

Cost Factors: How They're Calculated

Cost factors allow a buyer to identify and control for additional costs associated with a negotiation line. Cost factors can be added to lines in a negotiation document, to line defaults in a negotiation template, or to cost factor lists.

How Cost Factors Are Calculated

Cost factors can be defined as either a per-unit cost, a percentage of the line price, or a fixed amount for the line. A single line can have one or more cost factors (of any type) defined for it. All cost factors are added to the line price (the price being offered by the supplier per unit) to obtain the response price. The response price is the actual price per unit when all applicable cost factors are applied.

Response price is calculated as follows: line price + ((line price * any percentage of line cost factor) + any per-unit cost factor + (any fixed amount cost factor / response quantity))

Example calculation: The following example shows how a supplier's response is adjusted to take into account all the cost factors defined by the buyer. The numbers represent the values entered by the supplier for the line price and all the cost factors.

- Line price = 30
- Percentage of line cost factor = 35
- Per-unit cost factor = 5
- Fixed amount cost factor = 15

- Response quantity = 100

Calculation: 30 + ((30 * 0.35) + 5 + (15/100)) = $45.65 (response price)

Cost Factors and Cost Factor Lists: Explained

Cost factors allow you to identify and negotiate on additional costs related to a line. They're

You can use cost factors to obtain a more realistic idea of the total cost of an item or service by factoring in any additional costs beyond just price. Such costs could include additional costs such as consulting or training. Cost factors can be added to a negotiation line, to lines in negotiation templates, or to collections of cost factors (called cost factor lists). A negotiation line can have more than one cost factor (of any type) defined to it. You can create three types of cost factors.

Fixed Amount Cost Factors

A fixed amount cost factor is a set value for the line, regardless of the quantity of units being asked for by the line.

Per-Unit Cost Factors

Per-unit cost factors are specified as a set value that is multiplied by the quantity of units being asked for by the line.

Percentage of Line Price Cost Factors

Percentage of line price cost factors are specified as a percentage. The percentage of line price is calculated by multiplying the unit price by the percentage of line price cost factor value.

Cost Factor Lists

Once you create cost factors for your additional costs, you can create lists of cost factors. Buyers can then apply these cost factor lists to negotiation lines to quickly identify the commonly occurring secondary costs that also must be negotiated. Buyers can create their own personal cost factor lists using cost factors that have been defined in the application.

Related Topics
- Creating Cost Factors: Worked Example

Creating Cost Factor Lists: Worked Example

A cost factor list is a set of cost factors which are commonly used together. Once cost factors are placed on a list, you can apply the list to a negotiation line, and all the cost factors on the list are carried over to the line. Once applied to the line, you can delete unneeded cost factors or add additional cost factors as appropriate. Applying cost factor lists enables you to quickly associate a large number of cost factors with a negotiation line. Once the procurement application administrator has added the cost factors to the application, you can create a new cost factor list.

Vision Corporation is expanding into a new branch of items and services. Negotiations dealing with this new area need to negotiate new transportation-related costs with suppliers. The procurement application administrator has previously defined several cost factors and is now going to define a new cost factor list that contains them.

Defining a Cost Factor List

1. From the Task panel on the Negotiations home page, the category manager clicks the Manage Cost Factor Lists link.

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2. On the **Manage Cost Factor Lists** page, the category manager clicks the icon to add a new list.
3. On the **Cost Factor List** page, she enters **Shipping List** as the cost factor list name and **Common shipping charges** as a description
4. The she clicks the plus sign icon, or selects **Add** from the Actions menu.
5. When the new line appears, she clicks in the **Cost Factor** field for the line. From the drop-down menu, she searches for and selects the cost factor appropriate for the new list. The pricing-basis and description for the cost factor is set and cannot be changed. She adds the cost factor named **Shipping** to the list and then uses the plus icon to add **Hazardous materials charge** and **Import tax** to the list.
6. When finished adding cost factors, she saves the list.

How can I renegotiate an existing agreement?

The Expiring Agreements section of your Overview page displays agreements for which you are either the owner or a collaboration team member that expire within the next sixty days, or agreements which are up to ninety days past their expiration date. To negotiate an existing blanket agreement, highlight the agreement and click the Renegotiate button. You can access the negotiation document, modify it as needed, and publish the new negotiation for responding.

What's an attribute list?

A line attribute list is a collection of line attributes that you can apply to a negotiation line. When you apply an attribute list, all the line attributes on the list are associated with that line. Once applied to the line, you can modify the line attributes if necessary. You can also delete any attributes that are not appropriate to the line.

What's the difference between a price break and a price tier?

Both price breaks and price tiers are used to identify price reductions being asked for by the buyer or being offered by the supplier. The main difference is that price tiers are available with all negotiation outcomes, but price breaks are only available with documents having a purchase agreement negotiation outcome. Also, price breaks can be cumulative across the life of the agreement.

Additionally, price breaks can base price reductions on Ship-to Organization, Location, Quantity, and Start and End dates. Price tier reductions are based only on Quantity.

For quantity based price tiers, only the price tier in effect for the awarded line is passed to the purchasing application. For price breaks, the information on the entire price break structure applicable to the awarded line is passed to the purchasing application.

How can I invite suppliers to my negotiation?

You use the Search and Add feature to identify suppliers and add them to your negotiation invitation list. For each supplier you invite, you must also specify a contact. For those supplier contacts you identify in the invitation list, notifications are sent containing information on the negotiation (if you select a supplier site, then for that supplier, only contacts registered for that site are sent invitations). You can also invite prospective suppliers. Prospective suppliers are registered with the application but not yet approved for conducting spend transactions.

What's the difference between a negotiation style and a negotiation template?

You can use both negotiation styles and negotiation templates when creating negotiation documents. The purpose for each is different, however, they both help shorten the creation process. A negotiation style uses only the creation features necessary to create the target type of negotiation. Any features not required are not accessible using that negotiation style. For example, if line attributes are not appropriate to a particular type of negotiation, the procurement application administrator can create a negotiation style that omits line attributes. When that negotiation style is used to create a negotiation document, the application pages used to create line attributes do not appear. By focusing only on the features required by the type of negotiation, the creation process is shortened.

A negotiation template is a skeleton you apply to a new negotiation you are creating. Negotiation templates can provide default data for many of the negotiation document attributes, for example addresses or invited suppliers. You can modify some of these attributes when creating your new negotiation document.

Negotiation templates also let companies standardize practices on negotiation creation. For example, different templates can be used with different item categories. You must have access to the Procurement Business Unit under which the template was created to access and use it.

What happens if I invite suppliers to my negotiation?

You can select one or more suppliers (and their contacts) and invite them to participate in the negotiation. For those suppliers you identify, notifications are sent containing information on the negotiation. If you enable the response control: Restrict to invited suppliers, only suppliers in the invitation list can participate. Otherwise, any supplier who can view the negotiation can participate.

What are automatic extensions?

You have several possible ways to modify the close time of a negotiation. You can always manually close the negotiation early or extend the negotiation past its original close date and time. Automatic extensions are also a method you can use to control when a negotiation closes. You define the automatic extension criteria, consisting of the triggering period (a time period prior to the close date/time), the extension length, and the extension scope. Then if a qualifying response is received during the triggering period, the closing time for any negotiation line that falls within the scope of the autoextension is extended by the extension length to become the new close time.

What's a cost factor list?

A cost factor list is a collection of cost factors that you can apply to a negotiation line. When you apply a cost factor list, all the cost factors on the list are associated with that line. You can delete any cost factors you don't need. Cost factor lists allow you to quickly associate a group of related or commonly used cost factors with a negotiation line. This speeds up the creation process.

Create New Negotiation Round

Initiating a New Round of Responding: Worked Example

If you reach the end of a negotiation with no clear winners, you may choose to close the round and initiate a new round of responding. Once a new round has been started, all participants can enter responses again. This is useful when there are participants you have restricted to a single response per round.

To start a new round of responding, you close the active negotiation, and then create a new round, giving it a new close date. Note that there is a response control you can enable to require that a supplier's new response price must be lower than that supplier's last response price in the previous round. The new round has a number suffixed to the original negotiation number. For example, if the original negotiation was number 500, the new round is 500-2.

Initiating a New Round of Responding

InFusion Corporation is conducting an auction for high end electronics. The auction is close to its close date but the responses have not been acceptable. The category manager decides to take the negotiation to a subsequent round of responding.

1. From the Negotiation Workarea Overview page, the category manager accesses the negotiation.
2. From the negotiation summary page, the category manager selects the Close suboption from the Manage option of the Actions menu. She chooses to close the negotiation immediately and submits the close request.
3. After the negotiation is closed, she selects the Create New Round suboption from the Manage option of the Actions menu.
4. She accepts the defaults on the Create New Round popup.
5. On the Edit Negotiation page, she enters a new close date. She makes any other changes to the negotiation and publishes it, opening it to a new round of responding. All suppliers on the invitation list are sent notifications apprising them of the new round.

Approve Negotiation

Approve Negotiation Request

Document and Award Approvals: Explained

Your application may use the approval management system to track and manage approvals of both your negotiation document and your award decisions. You can approve the negotiation document, the negotiation award, or both. When approvals are used, internal reviewers view and OK the details of the negotiation document and the final award decision.

How Approvals Work

If approvals are enabled, you can have both the negotiation document and the award decision subject to approval before they can be further processed. The Approvals Management Extension is an automated process in which approval checks are passed from a user, a group of users, or the application to another user or group of users for consideration or action. Similarly, after you make an award decision, you can submit it for approval.

When the negotiation document requires approval, you submit the document for approval once you have completed it. When the document has been approved, the application automatically publishes it. The new status for the document depends on the open and preview dates.

- If the open date is Upon Approval, the status is Active.

- If the preview, open, and close dates are in the future, the status is Submitted.

- If the preview is past but open and close are in the future, the status is Active.

- If the previous and open are in the past but the close is in the future, the status is Active.

For award approval, once the award has been approved, the status changes to Approved, and you can complete the award and generate the purchase documents.

Whether a document or award needs approval depends on the approval rules that are defined for the task. For example, a negotiation could be subject to approval because it includes items from a particular category, or an award decision could need approval because the award amount is over a certain limit.

While a negotiation document is being approved, the status of the negotiation is Approval in Progress. While the award is being approved, the status is Award Approval in Process. If there is an issue and an approver rejects the document or award, you receive a notification with information about the rejection. You can edit and update the document or award and resubmit it for approval. Once the document or award is approved, the status changes to Approved, and you receive a notification that the approval is successful. Then you can continue processing the negotiation:

- When the document is approved, it is automatically published.

- You can complete the award and generate the purchase documents after the award decision has been approved.

Note that approvals tasks are different from collaboration team task assignments (although collaboration team members can also be designated as approvers). Tasks that are assigned to collaboration team members are tracked manually and have no effect on the processing of the negotiation by the application.

During both the document approval process and the award approval process, you can monitor the progress of the approvals by viewing the Negotiation Approval Process and the Award Approval Process pages.

Managing the Negotiation Approval Process: Explained

When negotiation approvals are enabled, the negotiation document requires approval before being automatically published by the application. If award approvals are enabled then negotiation award will need approvals before award can be completed. A negotiation document or award's status changes as it proceeds through the approval process. The tables below explain the different statuses for a negotiation or award and the actions which the category manager can perform various statuses.

The table below explains the possible statuses for negotiation document approvals.

Negotiation Status	Explanation
Draft	The initial status of the negotiation. Also the status of the negotiation after it is rejected. In this case, the category manager can edit and resubmit the negotiation document.
Approval in process	The negotiation document is in the process of being approved.
Submitted	The negotiation document has been approved, but the preview or open date is in the future.
Withdrawn	The negotiation document has been withdrawn from the approval process by the category manager.

Negotiation Status	Explanation
Approved (not published)	The negotiation document has been approved but cannot be published because the open or close dates have expired, or there was an error in publishing the negotiation. The category manager can use the Modify Schedule dialog box to enter new dates and publish the negotiation.
Active	The negotiation document has been approved is accepting responses.
Rejected	The negotiation document was rejected by one or more of the approvers. The category manager can edit the document and resubmit it.

The scenario below shows a possible sequence of actions a category manager could take as a negotiation document undergoes the approval process.

1. The category manager creates the negotiation document. At this point, the document is in Draft status.
2. Once the document is complete, the category manager submits it for approval. The document status changes to Approval in Process. The category manager receives a notification that the negotiation has been submitted for approval. All the approvers receive notifications that the negotiation document is ready for their approval.
3. The category manager notices there was an omission to the document and so removes it from the approval process to correct the error. The status changes to Withdrawn.
4. The category manager edits the document to correct the error. The document status changes to Draft.
5. The category manager resubmits the document for approval. The status is Approval in Process.
6. All approvers approve the document. The status changes to Active. The category manager receives a notification that the document is approved.

The table below explains the possible statuses for negotiation award approvals.

Negotiation Status	Explanation
Award Approval in Process	The award is in the process of being approved.
Withdrawn	The award has been withdrawn from the approval process by the category manager.
Award Approved	All approval actions have completed and the outcome is "approved."
Award Rejected	The award was rejected by one of the approvers. The category manager can access, edit the award and resubmit it for approval.

The scenario below shows a possible sequence of actions a category manager could take as a negotiation award undergoes the approval process.

1. The category manager completes the award and submits it for approval. The document status changes to Award Approval in Process. The category manager receives a notification that the award has been submitted for approval. All the approvers receive notifications that the award is ready for their approval.
2. One of the approvers rejects the award decision. The category manager receives a notification that the award has been rejected. The award status is Award Rejected.
3. The category manager edits the award decision and resubmits the award for approval. The document status changes to Award Approval in Process.
4. All approvers approve the award. The status changes to Award Approved. The category manager receives a notification that the award is approved.
5. The category manager completes the award and begins creating the purchasing documents.

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As the category manager, you can view the approval chain and add any additional approvers to it. You can also monitor the progress of the approval process by viewing the approval history pages.

Modifying the Approval Chain

Before submitting the document or award for approval , you can modify the approval chain by adding new users or approval groups. You cannot remove any of the approvers that are part of the application generated approval chain. Selecting Manage Negotiation Approvals (for negotiation documents) or the Manage Award Approvals (for award approvals) from the Actions menu. In either case, on the Manage Approvals page, you can see the existing approval chain. In the top portion of the page, there is a tabular display of the approval steps and their approvers. In the lower portion of the page, you can see a graphical display.

To add an a new approver to the chain, highlight the stage entry within the stage that you want to update. You can add additional approvers by clicking the add icon and then searching and selecting a new approver or approval group.

Viewing Approval Histories

You can view the progression of both document and award approvals. From Negotiation summary page, select the View Approval History option from the Actions menu. The page lists the steps in the approval chain and their status at the time you accessed the page. You can refresh the page to view the current status of the negotiation's approval. The page displays each stage of the approvals, identifies the participants, and the result of the participant's action. The most current approval event appears at the top of the page. To drill into the details of the approval stage, click the Submit link.

You can view the document approval process, after you have published the document. You can view the progress of the award approval after you submit the award decision for approval. .

Capture Supplier Response

Acknowledge Participation

What happens if I acknowledge my intent to participate in a negotiation?

Acknowledging your intent to participate in a negotiation only notifies the buyer company that you are interested in responding to the negotiation. Acknowledgement does not obligate future participation, nor is it required to participate.

Create Response

Responding to Negotiations: Explained

After you have viewed the details of the negotiation document, you can determine the best response to create. The response document generated will help you provide a complete response by providing all necessary information. Additionally, you can also assign a reference number to your response document and use it for your internal tracking.

When completing the response document, consider the following points as well as the topics below:

- You can enter notes into the response document at the header and line levels, and provide attachments for your response.

- You can print a .pdf version of your response for offline review before submitting the response, or after submitting your response for your records.

- The information you are required to provide can vary between negotiations. If you have not provided all the required response information, you will receive an error message when you try to submit your response and be prompted to supply the missing information.

- If the negotiation creator has allowed alternate lines, you can create a new response line in addition to responding to the originally defined line. You might want to create an alternate line if you wish to offer different price breaks or other line information. Your additional response line and your response to the original line are both considered when the category manager analyzes and awards the negotiation.

- If the negotiation creator has allowed it, you can create multiple responses within a round of negotiations. When you create multiple responses, you can offer not only different line information (as you can in alternate line responding), but you can also offer different responses to other negotiation attributes such as requirements, negotiation terms, or contract terms.

Response Controls

The category manager may have defined any of several parameters to control how you can respond to the negotiations:

- You may be required to offer the entire quantity asked for, or you may be able to offer partial quantities. For example, the negotiation line may ask for 1000 units. You may be required to offer to sell the entire 1000 units, or you may be able to offer to sell fewer.

- You may not be required to respond to all the negotiation lines. In this case, you can choose which lines you respond to.

- You may be able to see other suppliers' contract terms, notes, and attachments.

- If the category manager has allowed multiple responses, you can create additional alternate responses to the negotiation as well as a primary response.

- You may be able to revise your current response

- If the negotiation goes into multiple rounds of responding, you may be required to submit your second round response price at a level lower than the price from the first round of responding.

Requirements

The negotiation may include questions soliciting information about your company or your practices. Such questions are called requirements. The Category Manager may have defined such requirements. If they are defined, a box labeled Requirements appears in the chain of train stops at the top of the page. If responses are required, you must provide an answer. Your responses to requirements may be used along with all other response information when evaluating your response

Line Price and Other Information

The line price information you are required to provide depends on the negotiation type (auction, RFQ, RFI) and the type of outcome (purchase order, blanket purchase agreement, contract purchase agreement). Line price information can include price or quantity offered.

Additional Line Information

There may also be information you are required to supply at the negotiation line level. An icon will appear in the Required Details column of the Lines table for any line which requires additional response information:

If the Category Manager entered price breaks/price tiers, you must respond to them. Additionally, if allowed, you may be able to modify or offer your own price breaks.

Cost factors are additional costs beyond price on which the Category Manager wishes to negotiate. Typical cost factors might include storage, transportation, or tooling.

Line attributes typically ask for additional details about the product or service you are offering. Your responses to line attributes are used along with line and line price information when evaluating your response.

> ✏️ **Note:** If allowed by the negotiation, you can create alternate response lines in addition to your response to the line defined to the negotiation. You may wish to do this if you want to suggest alternate line information such as different price breaks..All of your response lines are considered competing responses, and the category manager can award business to any of them. To add an alternate line, while on the Create Response: Lines page, click the plus sign in the Create Alternate column for any line for which you wish to create an alternate. If there is no plus sign for that line, you cannot create an alternate line and can enter only a single response.

Spreadsheet Responding

As an alternative to responding online, or if the negotiation contains many requirements or lines to which to respond, you may choose to use the spreadsheet method of responding. With this method, you export a spreadsheet from the application, completing it offline by entering your response information into the spreadsheet. When completed, you import the spreadsheet back to the application. If there are any errors, you are notified immediately so you can correct them import again.

Additional Bidding Features

Proxy bidding and mass price reduction are additional features available to you when responding to auctions.

Proxy bidding enables the application to automatically rebid for you when a competitor submits a lower winning bid. The application automatically rebids with a lower price when a competitor submits a winning bid. When you submit your initial bid, you specify a value (percentage of the initial price offered or a flat amount) and the minimum price you are willing to offer. On any subsequent rebids, the offer price is reduced by a value that you can specify. This happens automatically until you reach your minimum price.

Mass price reduction allows you to reduce the prices being offered on all or a subset of negotiation lines by a set amount. This frees you from having to update each line's price individually.

Online Messaging

Throughout the responding process, you can communicate with the buying organization by using online messaging. You can participate in multiple online conversations within the context of a negotiation. All messages you initiate are addressed to the buying organization and can be viewed by all members of the buying organization who are also participating in the negotiation. You can reply to message you are sent by an individual participant of the buying organization.

Responding to a Negotiation by Spreadsheet

After you export the spreadsheet data, you can open it in Microsoft Excel (version 2003 or later). Excel automatically formats the display based on the style format that you selected. The spreadsheet consists of multiple worksheets. The sections below describe the information contained in each worksheet, and the tables in the sections describe each spreadsheet for that worksheet. As you use the spreadsheets, note the following:

- Entries in yellow are required.
- Entries in green are optional

Your spreadsheet can have multiple worksheets, depending on the content of the negotiation. Use the instructions in the table below to complete the spreadsheet. After you have completed the spreadsheet, you can import the data back to the application.

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Response Worksheet Section	Contents
Common Section	This section provides general information about the negotiation. You don't enter any information into this section.
General Section	In this section, you can enter your response to negotiation requirements and other general information such as a note to the category manager.
Lines Worksheet	Use this worksheet to enter your response information as required by the category manager.
Requirements Scoring Worksheet	This worksheet shows any requirements scoring information if provided by the category manager. You don' have to enter any response in this worksheet.
Attributes Scoring Worksheet	This worksheet displays any attributes scoring information for line items if provided by the category manager. You don't have to enter any response in this worksheet.

Using Spreadsheet Processing

This file contains the instructions for creating and importing responses in negotiation using an XML spreadsheet. Spreadsheets enable suppliers to easily respond to negotiations offline. Spreadsheet import is very useful when dealing with large negotiations having many requirements or lines, or having complex lines with many attributes or price tiers. Spreadsheet processing effectively speeds up the response process by enabling you to enter data into your spreadsheet offline and then import the data in a single operation

Common Section

The common information section appears at the top of each worksheet and contains overview information about the negotiation.

Field Title	Meaning
Negotiation Title	Title of the negotiation as defined by the category manager, This appears over the common area table.
Negotiation	Type of negotiation, such as auction, RFQ, or RFI, and the number assigned by the application
Close Date	Date and time when the negotiation closes and responses are no longer accepted. Note that the category manager can optionally extend the negotiation or close it early.
Negotiation Currency	Currency defined for the negotiation by the category manager
Response Currency	In a multicurrency negotiation, the currency you selected when you began your response
Price Precision	Price precision applied to the response currency
Conversion Rate	In a multicurrency negotiation, the conversion rate
Company	Name of the buying company
Buyer	Name of the buyer

Field Title	Meaning
Phone	Phone number of the category manager
E-mail	Address of the category manager
Supplier	Your company name, as registered with the application
Supplier Site	Your company site

At the bottom of each worksheet, the spreadsheet download time appears.

Requirements Section

The requirements section contains questions the category manager wants you to answer. Your responses are used by the category manager when evaluating your response. If there are requirement sections, they are grouped together under the section name. For two stage RFQ, at least one section is labeled technical and one or more sections are labeled commercial. If requirements are scored and the category manager decided to display the scoring information, then you can see it by clicking the View Scoring Criteria link.

If your negotiation contains many requirements, you can control the display by clicking the down arrow at the top left of the requirements table. You have several options including sorting the requirements by number or using the Custom option to display specific requirements.

Field Title	Meaning
View Scoring Criteria	Link to the Requirements Scoring Worksheet. This link only appears if the category manager decided to score requirements and provide scoring related information.

Gray bar	• The name of the requirement section is displayed in the gray row. Below the section name, there is a row for each requirement. If there is a branched requirement, it's indented under its parent requirement. The hierarchy of the branched requirement is indicated by the numbering value:
	
	  a. Number: the number of the parent requirement
	  b. Letter: the indicator of which response to the parent requirement triggered the branch question
	  c. If the category manager defined a branching question for this requirement, then the text of the branch question and its response field appear indented to the right under the primary requirement question.
	
	• If this is a two stage RFQ, one or more sections are labeled Technical and one or more sections are labeled Commercial.

Response value fields	Enter your responses here. • If the requirement type is multiple choice with either single or multiple selections, and if the category manager defined a branching question for this requirement, the text of the branch question and its response field appear indented to the right under the primary requirement question. • If the requirement is multiple choice with a single selection and if the category manager defined acceptable values for this requirement, you can display them by clicking the field and then clicking the down arrow.

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Field Title	Meaning
	• If the category manager defined a branching question for this requirement, the text of the branch question and its response field appear indented under the primary requirement question.
	Depending on which value you select for the primary question, the branching question becomes unprotected, and you can respond to it.
	• If the requirement allows multiple selections, the options are listed underneath the question.
	To select a value, click the field for the response and select Yes from the dialog box menu. (You can also optionally select No for values you don't need.)
Comments	You can enter comments in the green text box.

Lines Worksheet

The Lines worksheet displays the line information defined for this negotiation. Some fields appear depending on whether the negotiation outcome is purchase order or purchase agreement. The table below contains descriptions of all possible columns regardless of negotiation outcome.

If your negotiation contains many lines, you can control the display by using the choice list at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Name	Meaning
Proxy Decrement Amount or Proxy Decrement Percentage	Enter the amount or percentage by which the application should reduce your response price before submitting a subsequent bid in a proxy negotiation. Proxy bidding is available for the auction outcome only.
Response Amount	Automatically calculated as you enter your responses into the spreadsheet.
Line	Line number and description as entered by the category manager
Item	Unique numeric indicator of the item that the category manager wants to purchase
Revision	Version of the item that the category manager wants to purchase
Rank	Rank of this response among competing responses
Start Price	Starting response price for one unit of the item or service being negotiated. Your response price can't be higher than the response start price.
UOM	Unit of measure in which the category manager plans to buy the item.
Negotiation Quantity	Number of units the buyer wants to purchase
Estimated Quantity	Expected quantity to be bought over the life of the agreement
Estimated Total Amount	Expected total amount that the buyer pays for a fixed price line item over the period of the agreement.

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Field Name	Meaning
Target Minimum Release Amount	Minimum amount the category manager wants to release against this blanket agreement line.
Response Price	The price you are offering for one unit of the item or service. Use numbers only. Omit currency signs.
	Required for any lines on which you want to bid. For lines that you don't want to bid on, you can leave all the bid-related columns blank. This only applies to auctions that don't require you to bid on all lines.
	If this line has cost factors, you don' have to enter a value for this field. Instead enter the line price in the Cost Factors table (see below). The application automatically calculates the response price based on your line price and cost factor responses.
Proxy Minimum	Enter the minimum price that you are willing to proxy bid for this line. See the online help for a discussion of how proxy bidding works.
Response Quantity	The number of units of the item that you plan to buy.
	Required for all lines that you want to bid on. If this negotiation allows only full quantities, this field displays the Quantity value and is protected against update.
	If you are bidding only on selected lines, you can leave all the bid-related columns blank for lines with no bids. This applies only to RFQs that allow you to quote on selected lines.
	If the line doesn't allow partial quantity bids, this field displays the Response Quantity value and is protected against update.
Promised Delivery Date	Date by which you can promise to deliver the item or service to the category manager's location
Response Minimum Release Amount	The minimum release amount you offer for this agreement line
Note to buyer	Any additional information for the buyer about this negotiation line
Requested Delivery Date	Date by which the item or service the category manager wants to purchase is needed at his location.
Target Price	Target bid price for one unit of the item or service to be purchased
Category Name	Name of the broad family or category to which this line belongs
Location	The address where the item or service must be delivered
Note to Suppliers	Any information the category manager wants to communicate to you

Cost Factors Table

The Cost Factor section displays cost factor information defined by the category manager for this line. The first row of this table is named Line Price. When using cost factors, you enter your per-unit price here instead of in the Response Price field.

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Field Name	Meaning
Cost Factor	Name of the cost factor defined by the category manager
Pricing Basis	Method for calculating his particular cost factor Use a fixed amount, a per-unit amount, or a percentage of line price amount.
Target Value	Amount the category manager expects for this cost factor.
Response Value	Your response to the cost factor.
Response Price	Your response value converted to a per-unit price.

Price Breaks and Tiers Tables

Price breaks are only available for purchase agreement outcome negotiations. If there are empty rows in the table, the category manager has defined the price breaks as optional. In this case, you can enter your own price breaks in the empty rows or modify the existing ones.

Field Name	Meaning
Type	Cumulative or Non-cumulative. With non-cumulative price breaks, only the quantity for this negotiation is eligible for a price break. With cumulative price breaks, a running total of the item quantity is kept over the life of the agreement, and subsequent negotiations can take advantage of the previously accumulated quantity values.
Location	Category manager's site address for which this break applies
Quantity	Quantity bought
Start Date	Date that this break begins
End Date	Date that this break ends
Target Price	Price that the category manager is expecting. This price is shown only if the price break is optional.
Price Basis	Whether the response value you enter is an actual price or discount percentage of the line price
Response Price	Price or discount percentage of the line price that you are offering

You can use quantity-based price tiers in negotiations with any outcome. They function similarly to price breaks in purchase agreements. You enter your own price tiers in the empty rows or modify the category manager-defined price tiers.

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Field Name	Meaning
Minimum Quantity	Minimum number of units available for this price
Maximum Quantity	Maximum number of units available for this price
Price	Price per unit offered for this quantity range

Attributes Table

The Attributes table displays Information about the line's attributes. You enter your response in the response value field. Yellow fields require a response. Responses to green fields are optional.

Field Name	Meaning
View Scoring Criteria	Link that opens the Attribute Scoring worksheet. For Multiattribute Weighted Scoring auctions, you should consult the scoring information that the category manager defined. This link only appears if the category manager defined scoring information for at least one attribute and made the information viewable by suppliers.
Attribute	Gray rows display the name of the attribute group. White rows display the text of the attribute.
Target Value	The target value entered by the category manager for the attribute
Response Value	Your response to the attribute. If the category manager defined acceptable values for this field includes a choice list.
Weighted Score	This field is calculated by the application when you enter a value in the Response Value field. This field only appears if the category manager defined scoring criteria and made the information viewable by suppliers.
Total Weighted Score	Automatically calculated by the application as you enter values in the response Value fields. Total Weighted Score is the sum of all the Weighted Score fields. It only appears if the category manager defined scoring criteria and made the information viewable by suppliers.

Requirements Scoring Worksheet

The Requirements Scoring worksheet only appears if the category manager defined scoring criteria and made it viewable by the supplier. View the Requirements Scoring worksheet to determine how the category manager evaluates your responses to the negotiation's requirements.

Field Name	Meaning

Requirement	• The name of the requirement section is displayed in the gray row. Below the section name, there is a row for each requirement. If there are any branching requirements, the hierarchy of the branched requirements is indicated by the numbering value:
	  a. Number: the number of the parent requirement
	  b. Letter: the indicator of which response to the parent requirement triggered the branch question
	  c. Number: the number of the answer selected for the branch question

Field Name	Meaning
	• If this is a two stage RFQ, one or more sections are labeled Technical and one or more sections are labeled Commercial. You must respond to the requirements in both sections.
Acceptable Values	Acceptable response values for the requirement as defined by the category manage For text requirements, this is a list of values. For numeric, date, and date and time requirements, it can be a set of numbers, dates, or one or more ranges of numbers (ranges can't overlap).
Score	If using automatic scoring, the numeric score assigned to that value by the category manager.
Weight or Maximum Score	If weights are enabled, this field displays the numeric value that the category manager defined to reflect that requirement's importance, relative to other requirements. If weights aren't enabled, this field displays the Maximum Score for the requirements as defined by the category manager.

Attributes Scoring Worksheet

The Attribute Scoring worksheet only appears if at least one line attribute has scoring information defined and the category manager decided to display scoring information to the supplier. Each line that has an attribute for which the category manager has entered score information has a table. Additionally, if there is a table for a line, entries for all attributes for that line appear. These attributes appear even if no scoring information was defined for a particular attribute. You can view the Attribute Scoring worksheet to determine how the category manager evaluates your responses to line attributes.

Field Name	Meaning
Attribute	Name of the attribute.
Acceptable Response Values	Acceptable bid values for the attribute as defined by the category manager. A text attribute displays a choice list. Numeric and date type attributes, display a set of numbers, or one or more ranges of numbers (ranges can't overlap).
Score	For each acceptable bid value, the numeric score assigned to that value by the category manager
Weight	For each attribute of the line, the numeric value assigned to it by the category manager to reflect that attribute's importance, relative to any other attributes for the line.

Responding to Negotiation Requirements: Explained

Requirements are questions the category manager added to the negotiation document to solicit extra information. Many times, these questions concern your company, its history and structure. Requirements might ask about certifications your company has achieved. Your answers to requirements can be used by evaluators when considering your response to the negotiation.

If there are requirements for you to answer, a Requirements train stop will appear at the top of the Create Response page. Clicking the train stop opens the Create Response: Requirements page, where you enter your answers into the requirements questionnaire shown.

Responding to Requirements

Requirements are grouped into sections. When you first access the Create Response: Requirements page, you will see the requirements for the first section displayed. If there are additional sections, you can access them from the pull down menu on the right side of the page.

The requirements are displayed in a questionnaire form. If this requirement maps to a question which you have answered in the past, your last response is defaulted into the response field. If a requirement response is required, it's identified by an asterisk. Also, in some cases, if you select a particular value for a requirement, additional questions are displayed for you to answer. The category manager may have defined a target value for a requirement. You can provide attachments and comments with your response if the category manager has allowed comments and attachments.

There are several different types of entries you can use to answer to requirement questions, depending on how the Category Manager defined the requirements.

- You can enter free form text in the text boxes provided.
    - You can enter a single line of text or multiple lines in a text box.
    - For Number fields, you enter a numeric value. The acceptable format for the number depends on your user preference.
    - For Date fields, you can use the date picker to select a value.
    - For Date and time fields, you can use the date picker to select the date, the time picker (the bottom row of the date picker table) in the format: hours + minutes + seconds, and then the applicable AM or PM radio button.
    - For URL fields, you enter a regular internet address.
- You can select a single entry from a drop down list or menu or values. The values appear as radio buttons.
- You can select multiple values from a defined list of values. The values appear as check boxes.

Once you have completed your questionnaire, you continue with the rest of your response. If you have not answered a required question, a message appears when you attempt to submit your response.

Responding to Requirements: Worked Example

In this example, Jo Brown is a supplier contact who is responding to a negotiation for her procurement department. The negotiation contains requirements that solicit information about the company's certification history and corporate structure.

Jo signs on and sees in her worklist that there is an invitation to a new negotiations. She clicks on the invitation link and then the Create New Response link in the Related Links section at the bottom of the invitation page. On the Create Response: Overview page, she views the information about the negotiations and then clicks the link for the Requirements train stop.

Entering Responses to Requirements

1. On the Create Response: Requirements page, she views the questionnaire containing the requirement questions, any target values the category manager defined and marked as viewable. She checks to see if there are multiple requirement sections.
2. Jo returns to the first requirement section named General and answers the questions over the corporate structure. She answers the question "Is your company public or private?" by selecting the radio button option for Public.
3. For the question "Where is your corporate headquarters located?" she enters "Toronto" into the text box.
4. For the question "Do you have a corporate location in any of the following cities?" by selecting the checkbox entries for Vancouver, Chicago, and Philadelphia from the list of cities.
5. To the question "Select your primary business classification?" she selects the value Small Business. Note that since business classification is an attribute of Jo's company's supplier profile, the value she selects will be used to update the company's profile once the profile change request is approved by the buyer company.. She also provides some certification information the category manager asked for, and adds an attachment.
6. For the questions "When is the start of your fiscal year?" she uses the date picker to select September 1.

7. To the question "Do you have any subsidiaries?" she selects the Yes radio button. This displays an additional question "Select any countries where your subsidiaries are located." For this additional question, she selects checkboxes for US, UK, Germany, Mexico, and Brazil.

8. After responding to all the requirements for section General, she clicks the down arrow to view the next requirement section. Once she has answered all the requirements, she clicks Save and then clicks the link for the Lines train stop to continue creating her response. .

Mass Price Reduction: Explained

Mass Price Reduction is a method of rebidding by which you can update the response price on multiple lines with a single rebid action. Mass Price Reduction is useful when you have bids on many similar lines.

When submitting a second or subsequent bid in an auction, the Reduce Price button appears on the Create Response: Lines page. Clicking the Reduce Price button displays the Reduce Price dialog box, which allows you to specify how you wish your bids to be updated.

Reduction Price %

You enter a reduction as a percentage. After you enter your percentage reduction amount, clicking the Recalculate button displays the new bid values. Since the reduction amount is calculated from your current bids (not the current best bids), your new bid prices may still not become the new best bids, so you may need to reduce and recalculate until you are satisfied with your new bids. When finished, click Submit.

Apply to

You can select which lines to reduce. You can reduce prices for all negotiation lines you currently have bids on or apply the reduction only to your losing lines. Or you can select which of your lines to update.

Proxy Bidding: Explained

Proxy bidding allows you to have the application automatically rebid on your behalf by a set amount whenever a bid that improves on your bid is received. Proxy bidding frees you from having to constantly monitor and react to competing bids.

When creating a bid for a negotiation in which you wish to use proxy bidding, you must specify two bid controls: proxy decrement and proxy minimum. These two values control how the applications proxy bids on your behalf.

Proxy Decrement

The proxy decrement is the value by which the application will underbid any competing bid which beats your bid. The negotiation author specifies whether the proxy decrement value you enter is considered a flat amount or a percentage of the current best bid. If the value is being used as a percentage, a percent sign appears at the end of the entry field.

Proxy Minimum

The proxy minimum is the amount at which the application ceases proxy bidding on your behalf. The application will not proxy bid for you if the resulting bid would be less than the proxy minimum you specify.

Proxy Bids: How They Are Calculated

The proxy bidding process uses the two proxy bid controls you defined (Proxy Decrement and Proxy Minimum) and the current best bid to determine which new bid value to submit on your behalf.

How Proxy Bids Are Calculated

When you submit your initial bid amount, you can enter a number as your proxy decrement. The application considers this as either a fixed amount or as a percentage of the current best bid. Either way, this is the amount used by the application when

calculating your next bid price. You also declare the proxy minimum amount, which functions as the floor below which you do not bid.

Proxy Bidding Scenario

In the following example, your initial bid is $1000 with a proxy decrement value of 10% and a proxy minimum amount of $500.

Competing Bid	Your Proxy Bid
$995	$895.5 ($995 reduced by 10%)
$763	$686.7 ($763 reduced by 10%)
$660	$594 ($660 reduced by 10%)
$540	Proxy bids no longer submitted because they would drop below your proxy minimum of $500.

Responding to Price Breaks:Worked Example

Price breaks are reductions in the price of an item depending on certain conditions such as purchasing in bulk or from a certain location. For example, a seller might ask a certain price for a purchase of a up to nine cases of widgets but offer a lower price for a purchase of more ten or more cases. Price breaks can be cumulative or noncumulative. Noncumulative price breaks apply only to quantity bought on a single release against the agreement. Cumulative price break amounts accumulate over the life of the agreement. The category manager can choose to allow the supplier to modify the existing price breaks, including even offering new price breaks.

In this scenario, the category manager for InFusion corporation has defined a negotiation to renegotiate an existing catalog with Office Supplier's Inc., one of the company's suppliers. Since this is a purchasing agreement outcome, the negotiation contains price breaks on many of the lines. The category manager has chosen to allow the supplier to modify and/or offer different price breaks. The price breaks are cumulative over the life of the agreement.

James Ng, Office Supplies Inc.'s customer service representative for the InFusion account, responds to the negotiation, including responding to the price breaks.

Responding to Price Breaks

1. After viewing the Overview and Requirements pages (if present) and accepting the terms and conditions, he accesses the negotiation line by clicking the Lines train stop at the top of the Overview page.
2. He enters all the appropriate negotiation line information and then notices the icon under the Required Details for one of the negotiation lines. He clicks the icon to access the Lines: Edit Line page.
3. He sees that the line has additional requested information to which he should respond. This information could include price breaks/tiers, cost factors, and line attributes. For this line, there are price breaks. He views the price breaks suggested by the buyer and replies with the price his company will offer.
4. When finished, he clicks Save and Close to continue responding to the negotiation.

Responding to Price Tiers: Worked Example

Price tiers are reductions in the price of an item in return for purchasing it in bulk. For example, a supplier might ask a certain price for a purchase of up to nine cases of widgets but offer a lower price for a purchase of ten or more cases. Price tiers are used by the buyer and seller to minimize the amount paid per unit and to maximize the number of units sold.

In this scenario, the Category Manager for Vision corporation has defined a negotiation to renegotiate an existing agreement with Office Supplies, Inc., one of the company's major suppliers, and has specified price tiers on many of the lines. John Angelo, the customer representative for Office Supplies Inc account, and so responds to the negotiation.

Responding to Price Tiers

1. After completing the Overview and Requirements page, John accesses the negotiation line by clicking the Lines train stop at the top of the page.
2. He enters all the appropriate negotiation line information and then notices the icon under the Required Details for one of the negotiation lines. He clicks the icon to access the Lines: Edit Line page.
3. He views the existing price tier values that were entered by the negotiation creator. He can enter a different price level structure if he wants. For example, the original price tiers suggested by the Category Manager might be:

Minimum Amount	Maximum Amount	Price
1	500	16
501	1000	14

4. However, Tom wants to propose a different structure and so enters the following table:

Minimum Amount	Maximum Amount	Price
1	300	16
301	600	14
601	1000	12

5. He also enters a response price. Note that, depending on the quantity he is offering to sell, the price must match the price reflected in the price tiers he is suggesting.
6. Once Tom has finished entering his line information, he clicks Save and proceeds creating his response.

Responding to Cost Factors:Worked Example

When creating a new negotiation, a category manager can add cost factors to any line in the negotiation. Cost factors identify additional costs associated with a line which need to be negotiated in addition to the line price. When you respond to a negotiation that includes cost factors, you can view these specific line details (if allowed by the buyer) and enter the additional information requested.

There are three types of cost factors:

- Fixed amount: A fixed amount can be specified for the entire negotiation quantity.

- Per unit: Charges are applicable per unit of the line item. .

- Percentage of line price: Charges are applicable as a percentage of entered line price for the line item.

Your final response price for the line will be calculated by adding all the cost factors for the line per unit.

When you review the cost factors for the negotiation line, consider how each is calculated as you prepare your response. The negotiation creator may have also displayed target values for some of the cost factors.

The following scenario shows how Vijay Singh responds to the cost factors on a negotiation line. Vijay works for an import company with business in Asia and South America.

Responding to Cost Factors

1. Vijay accesses the negotiation and navigates to the Lines tab. He sees an icon in the Required Details column for the line he is responding to. He clicks the icon and accesses the Lines: Edit Line page.
2. On the Lines: Edit Line page, he sees that there are three cost factors associated with the line. He also notices that there is a target of $100 for the shipping charge.

Cost Factor	Pricing Basis
Shipping	Fixed amount per line
Hazardous material charge	Amount per unit
Insurance	Percentage of line price

3. Vijay enters $200 as the unit price offered, $125 for the Shipping cost factor, $50 for hazardous materials charge, and 20 for Insurance. Since Vijay is offering to sell 100 units, this results in a response price of $6251.65 for the line: (200*100 + 125 + 50*100 + 200*20/100)100
4. Once he has entered the values for the cost factors, Vijay continues responding to the negotiation.

Responding to Line Attributes: Explained

The negotiation document author may have asked you to respond to certain important attributes of a particular negotiation line. Such attributes do not deal with price or additional costs of a line, but instead they are concerned with characteristics of the line.

Line attributes may be required or optional. If a line attribute is optional, you do not have to respond to it. You must respond to all required attributes.

Line attributes can be used when evaluating responses to a negotiation. Such negotiations are called multiattribute scored negotiations. In multiattribute scored negotiations, all required attributes of type text, number, or date, have a list of acceptable values defined by the negotiation author. When you reply to a required attribute in a multiattribute scored negotiation, you must select your response from the predefined values. You can enter a value for a required attribute of the type URL. If the negotiation is not a multiattribute scored negotiation, there are no lists of acceptable values, and you can enter any value appropriate for the attribute data type.

The negotiation document author may have defined some additional information you can use when deciding on your response to the line attribute. If the author specifies a target value for a line attribute, she may choose to display the target value. Additionally, in a multiattribute scored negotiation where there are required attributes, the allowable values are assigned a numeric score that indicates that value's desirability. The author may choose to display this information as well. You should check any targets and scores that are displayed when planning your response to the attribute.

When ready to reply to the attribute, you select an acceptable value from the lists supplied if required or enter the value directly if allowed.

Manage Negotiation Deliverables

Managing Contract Deliverables: How It Works for Suppliers

Use the Manage Contract Deliverables task to communicate the status of deliverables to the purchasing department and to submit any required documents.

Contract deliverables are created by the buyer as part of the contract negotiations and are listed in the contract terms. Each deliverable includes information about the due date and can automatically notify you before it is due.
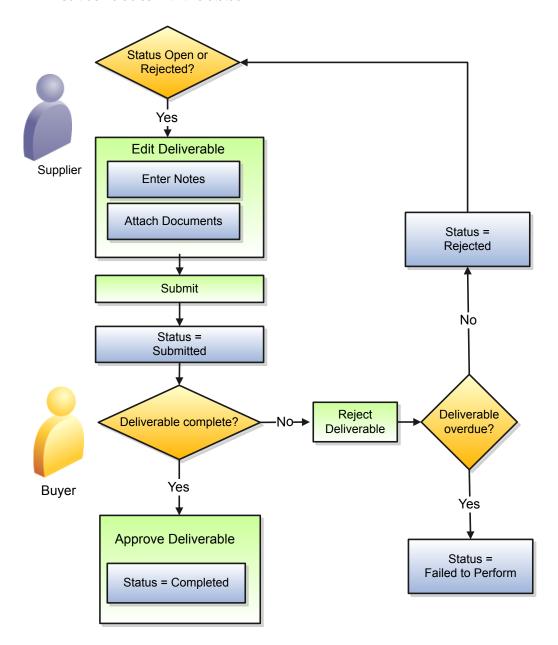
If a particular deliverable is due periodically, then the application creates separate instances for each of the due dates. Such repeating deliverables share the same name but have different due dates. For example, a safety report that is due every month after the contract is signed, results in multiple instances of the same deliverable each with the appropriate due date.

The following diagram outlines how you use contract deliverables to communicate with the buyer:

1. Before the due date or when you receive a notification, you log onto the supplier portal. You can edit any deliverable in the Open or Rejected status.
2. You can add a comment to the deliverable and attach any required files and submit the deliverable for buyer review.
3. They buyer reviews your submission and indicates if the deliverable is accepted.
4. If the buyer rejected the deliverable and it is in the Rejected status, then you can edit it and submit it for approval again.

5. If the buyer rejects the deliverable and it is past due, the buyer changes the status to Failed to Perform. You cannot edit deliverables with this status.

Supplier

Buyer

```
Status Open or
Rejected?
        │
       Yes
        ▼
   Edit Deliverable
   ┌─────────────┐
   │ Enter Notes │
   └─────────────┘
   ┌──────────────────┐
   │ Attach Documents │
   └──────────────────┘
        │
        ▼
      Submit
        │
        ▼
    Status =
    Submitted
        │
        ▼
Deliverable complete? ──No──> Reject      ──> Deliverable
        │                     Deliverable      overdue?
       Yes                                         │
        ▼                                         Yes
 Approve Deliverable                               ▼
 ┌──────────────────┐                          Status =
 │ Status = Completed │                        Failed to Perform
 └──────────────────┘

Status = Rejected  <── No ── (from Deliverable overdue?)
```

Buyer Role in Deliverable Management

The buyer reviews the submission:

- If the buyer accepts your submission, the application sets the deliverable to the Completed status.

- If the buyer rejects the deliverable and it is not yet overdue, the application sets it to the Rejected status. If the rejected deliverable is overdue, then the buyer sets it to the Failed to Perform status. The buyer can also cancel the deliverable or modify the due dates on the deliverable by amending the contract.

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Automatic Notifications

If you, the supplier, are the responsible party for the deliverable, then the buyer can set up notifications that inform you automatically:

- Prior to the deliverable due date

- When one of the parties changes the status of the deliverable

- When a deliverable is overdue

Manage Negotiation Amendment

Acknowledging an Amendment: Worked Example

Acknowledging a negotiation amendment.

Helen Morgan has already submitted one quote and is monitoring the negotiation using View Active Negotiations. The negotiation is an open RFQ, and she notices that her response is now trailing a lower response. She decides to submit a new response and clicks the Create Response button. She is presented with a warning message saying the negotiation has been changed, and she must first acknowledge the amendments before she can continue placing a new quote.

Acknowledging an Amendment

1. She clicks **Yes** to continue.
2. The **Acknowledge Amendments** page displays summary information about the changes (amendments) to the existing negotiation document. She views this information about the negotiation document change (in this case, a new negotiation line has been added) and decides whether the change affects her new quote. In this case, she decides that not only will she update her existing quote amount, but that she will also submit a quote on the newly added negotiation line.
3. After viewing the details about all the amendments, she selects the check box stating that she has reviewed and acknowledged the amendments. She clicks Submit.
4. A confirmation appears from which she continues placing her new and updated quotes.

Monitor Negotiation

Monitoring an Active Negotiation: Examples

There are several displays and graphs available for monitoring active negotiations. Displays are divided between Overview and Line level displays. Also, you can select two displays to view at the same time.

Note that the monitoring displays are based on price offered only. They do not include additional response details such as cost factor, price break, or line attribute responses. Savings display's require that the Current Price was specified when the negotiation was defined. Blanket and contract purchase agreements negotiations must have an estimated quantity defined to generate certain graphs.

Overview Displays

- Negotiation Summary

  Summary information based on combined supplier responses

- Responses by Supplier

  Information displayed by supplier response.

- Savings by Supplier

  The savings on the negotiation obtained by accepting that supplier's response for the entire negotiation.

- Responses by Time

  Displays the negotiation responses as they are received over the course of the negotiation

Line Displays

- Unit Prices by Time

  Displays the unit prices as they are received over the course of the negotiation.

- Responses by Time

  Displays the line responses as they are received over the course of the negotiation.

- Savings by Supplier

  The savings on the line obtained by accepting that supplier's price.

- Unit Price Savings by Supplier

  The same as the Savings by Supplier display, but on a per unit basis.

Extending a Negotiation

Sofia Hernandez, a Category Manager, is monitoring a negotiation that is approaching it's close time. She checks the line level Responses by Time display and sees that there is an increasing number of responses for a particular negotiation line. She decided to extend that line to allow more responses to be accepted.

Adding Participants

Mario Tesca is a collaboration team member for an active negotiation. His collaboration team task is to monitor the behavior of the participating suppliers. He notices that for one of the negotiations he is watching, all of the invited suppliers have responded, but the offers are not as low expected. He decides to invite additional suppliers to the negotiation, hoping the new suppliers will offer lower prices for the negotiation.

Comparing Responses

Jane Nakamura, a negotiation author, notices that a particular supplier is offering much lower prices for several negotiation line groups. she checks the line Savings by Supplier display for that line and verifies that the supplier is offering a significantly lower price for the line. However, when she checks the negotiations Savings by Supplier display, she sees that the overall savings available from this supplier is similar to other suppliers participating in the negotiation.

Manage Negotiation Lifecycle

Changing a Negotiation Owner: Explained

You can change the owner of the negotiation. This includes negotiations of all types and statuses. The new owner must be authorized as a Procurement Agent in the Business Unit that owns the existing negotiation.

The new owner of the negotiation can perform all of the management activities of the previous negotiation owner.

Collaboration Team Updates

The new owner and the owner's manager are added to the collaboration team. The previous owner and manager are kept as regular members of the team.

Notifications and PDF Documents

The new owner receives any notifications generated after the ownership is changed. Also, the new owner appears on any printed copies of the negotiation document.

Monitor Negotiation

Monitoring Active Negotiations: Explained

The Live Monitor feature enables you to graphically view and compare responses to a negotiation in real time. It gives you a single location from which you can generate many detailed graphic and text displays. You can use these graphs to assist in analyzing your negotiation responses both while a negotiation is active and after it closes.

Live Monitor displays summary information for the negotiation. This includes information about participation levels, potential savings, and participating suppliers. Additionally Live Monitor can generate the several displays at the negotiation and line levels. These displays are updated in real time to provide the most current displays. Based on the real-time information displayed on the monitor page, user can take suitable action on the negotiation directly from the Live Monitor.

Overview and lines level information is displayed in different tabs. Users gets all the information to monitor the negotiation effectively without leaving the page. Highly advanced graph components support zooming and scrolling. User can drill down to a response from the graph. Alerts are visible directly on the elements.

The Live Monitor page automatically refreshes. You have the choice between manually refreshing the page or using the automatic refresh option. Change indicator icons highlight the changes between consecutive page refreshes.

Bars representing a response are labeled either by the response number or the supplier name. If there are ties among responses, they are distinguished by time submitted. Suppliers are identified on XY charts by shaped icon. Moving your mouse over a graph point or a chart bad displays the time, amount, supplier and supplier site for that response.

If a negotiation is amended or taken to a new round of responding, response information from the previous version is discarded. Pausing a negotiation does not affect Live Monitor information. For charts that track responses over time, the time the first response is received becomes the leftmost entry in the graph. The right side of the graph is the close date. The time indicators are adjusted and displayed accordingly.

Live Monitor displays are not available for:

- RFIs

- Contract purchase agreements which have no lines

- Sealed negotiations. The responses must first be unlocked to be visible in Live Monitor.

- Additionally, to generate savings displays, a Current Price value must be provided in the negotiation document.

Responses by Supplier (Negotiation Level)

The graph shows all responses to the negotiation sorted by response amount (the lowest response value appears first). If the supplier has multiple responses, all responses for that supplier are shown.

Savings by Supplier (Negotiation Level)

The graph displays the cumulative savings available from each supplier participating.

Savings by Time (Negotiation Level)

The chart shows savings from each response plotted against time of response submission. No chart is displayed if current prices were not specified for the negotiation lines.

Unit Prices by Time (Line Level)

This graph shows all the responses to the negotiation. If the supplier has multiple responses, all responses for that supplier are shown, both active and archived. The chart shows the responses for the line, lot, or group line. This is a scatter graph which plots the responses from multiple suppliers in both active and archived status for the selected negotiation line. The data points (responses) pertaining to a single supplier or supplier site combination are connected by line. The Y axis shows the response price offered for that line unit. The X axis shows the time range over which the responses have been submitted. Vertical lines indicate the close date, the current price (if a current price was defined when the negotiation was created), and the target price (if a target price was defined when the negotiation was created).

Responses by Time (Line Level)

This chart shows all responses for the line, lot, or group line. The Y axis shows the response line amount offered for the line. This is calculated as price * quantity. The X axis shows the time range over which the responses have been submitted. Vertical lines indicate the close date, the current price (if a current price was defined when the negotiation was created), and the target price (if a target price was defined when the negotiation was created).

Savings by Supplier (Line Level)

The chart shows all responses to the negotiation. If the supplier has multiple responses, all responses for that supplier are shown. The Y axis shows the savings percentage offered for the line. The X axis shows the time range over which the responses have been submitted. Values can be positive or negative. If no current price was entered when the buyer created the negotiation, an empty graph is displayed with a message that savings could not be calculated.

Unit Price Savings by Supplier (Line Level)

The chart shows the savings for the line, lot, or group line. If the supplier has multiple responses, all responses for that supplier are shown. The Y axis shows the savings percentage offered for the line. The X axis shows the time range over which the bids have been submitted. Values can be positive or negative. If no current price was entered when the buyer created the negotiation, an empty graph is displayed with a message that savings could not be calculated.

Extending Auctions: Examples

When you create a negotiation document, you set a close date/time. This is the time when the application stops accepting responses to the negotiation. However, if the negotiation is an auction, and you find that the volume of bids has increased close to the end time, you can extend the auction to allow for more bids be accepted. You can extend the auction manually or tell the application to automatically extend the auction by enabling the autoextend feature. You enable autoextend by specifying extension values when you define the negotiation document.

Extending Auctions: Examples

To manually extend an auction, select Extend from the Manage submenu of the Actions menu on the negotiation summary page. In the Extend Negotiation section, you supply a new close date and time and submit your change. All participants are notified of the new close date.

To set up the Autoextend feature, you specify parameter values when defining the negotiation document. These parameters control when the autoextension gets triggered, how many autoextensions are allowed, and the length of each extension.

To update the autoextend parameters for an ongoing auction, select Extend from the Manage submenu of the Actions menu on the negotiation summary page. In the Autoextend section enter the new parameter values and click submit.

Monitoring Supplier Activities: Examples

The Monitor Supplier Activities page displays information on the activities of the suppliers who are participating in the negotiation. This includes the time the last activity was completed. The page also allows you to control a supplier's access to the negotiation..

Monitoring Supplier Activities

InFusion Corporation is currently conducting an auction for supplies and services it will use to set up a new West Coast office. Currently there are responses from three suppliers in the auction, two who were originally invited and a third who found the auction during a search. The Category Manager performs the following actions using the Monitor Activities page:

- She wishes to see detailed information on the second supplier's activity, so she highlights the row in the Supplier Activities table. The Activities table in the lower half of the page refreshes with the information on the supplier site(s), supplier contacts(s), and any activity they have performed on the negotiation. .

- The Category Manager notices that the uninvited participant has not entered a response. She recognizes the supplier name and remembers that this supplier has accessed several negotiations in the recent past without ever responding. She suspects the supplier has no intention on responding and is only monitoring the progress of the negotiation to obtain competitive information, so she locks the supplier, preventing any further access.

Maintain Negotiation

Managing Negotiations: Examples

There are many operations you can perform to manage a negotiation while it is active. You perform these tasks by selecting the appropriate suboption from the Manage options of the Actions menu.

Managing a Negotiation's Close Time

There are many actions you can take while a negotiation is active and receiving responses.

- The Category Manager may receive inquiries from a supplier asking for clarification about a negotiation requirement or line attribute. The Category Manger pauses the negotiation while she is conducting a discussion with the supplier.

- A negotiation may unexpectedly start receiving a large number of responses in the last few minutes before the close time. The Category Manager may decide to manually extend the negotiation to allow all responses to be submitted. Note that you can also define the application to automatically extend negotiations.

- The Category Manager may have decided to begin a new round or responding. She may have decided that enough valid responses have been received that she can begin awarding the negotiation. For either action, the negotiation must be closed before it can be processed further.

- If the negotiation is not receiving any responses or the responses are unsatisfactory, you can cancel the negotiation ahead of its close time. A negotiation that has been canceled can no longer be processed.

Managing Negotiation Owners

You can change the owner of the negotiation. The new owner receives any new notifications. The previous owner and the owner's manager are retained as collaboration team members.

Managing Supplier Contact

You can change the supplier contact after a negotiation is published but before it is closed. The new contact receives any new notifications. The old contact is removed from the negotiation's list of invited suppliers and no longer receives any notifications.

Managing Collaboration Teams

There is a new employee in the procurement department. The Category Manager adds the new employee to the collaboration teams for several ongoing negotiations. She can also manage the access level of the new employee between view-only and full access.

Managing Requirements

You can manage requirements for a negotiation while the negotiation is active. You can add new internal requirements and can change the weighting of external requirements.

Inviting Additional Suppliers

You can invite additional suppliers to an active negotiation. The suppliers are notified and can begin responding just like the suppliers who were included on the original invitation list.

Creating Negotiation Amendments

You can update details of the negotiation while it is active. For example you could add additional negotiation lines or change the award date. Such changes are used to create an amendment to the negotiation. When you create an amendment, participating suppliers are notified. They must access the negotiation, view the amendment, acknowledge the changes, and resubmit their responses.

Inviting Additional Suppliers to an Active Negotiation: Examples

Suppliers can access your negotiation in different ways: suppliers can find your negotiation by searching online; or you can explicitly invite a supplier to participate. For example, you can research suppliers from the supplier search page and then specifically invite them by adding them to the supplier invitation list while creating the negotiation document. Then when the negotiation is published, invitation notifications are sent to the suppliers you indicated.

Also, you can invite additional suppliers after the negotiation has been published or even if the negotiation has been opened for responding. You might want to invite additional suppliers if the response prices you are receiving are not to your liking, if the responses are not meeting negotiation targets, or if new suppliers contact you and ask to be allowed to participate. When you invite a supplier, you specify a main contact to receive notifications. You can change the main supplier contact at a later time if needed, and you can specify an additional contact if necessary.

If the supplier has multiple sites registered, you can optionally identify a single supplier site to participate in the negotiation. If you specify a supplier site as well as a supplier on the invitation, only contacts registered with that supplier site can view and participate in the negotiation.

Some suppliers can be registered in the application but have not yet applied for approval to conduct spend transactions with your buying organization. Such suppliers are called prospective suppliers. You can add these suppliers to your invitation list. They will receive invitations and can view and respond to the negotiation. They cannot be included on purchase documents until they are approved for spend transactions, however allowing prospective suppliers to participate in the negotiation allows their spend authorization requests to be evaluated at the same time that the negotiation is proceeding.

Adding an Additional Supplier

Consider you have a public sector RFQ that is soliciting quotes for the construction of a new public library. When you publish the negotiation, invitations are sent to all construction companies with which you have worked in the past, After reading

information on the RFQ, a plumbing company contacts you and asks to participate in the bidding, so you add the company to the negotiation.

Changing a Supplier Contact

You are renegotiating a contract with a company you have dealt with in the past. You update the new negotiation and publish it, but the company contacts you and informs you that the previous negotiation contact has left the company. Using information from the supplier, you update the negotiation to reflect a new contact at the supplier. Note that the original contact is removed from the invitation list and no longer receives any notifications about this negotiation. The new contact receives notifications going forward.

Limiting Participation to a Specific Supplier Site

There may be situations where because of certain tax regulations or supplier organization, a negotiation is only appropriate for a supplier site located in a particular country, or a site that performs a particular type of processing. In these cases, you may want to select a supplier site. Then for that supplier, only contacts registered for that site can participate in the negotiation.

Managing a Collaboration Team: Examples

Collaboration team members have the ability to view and manage a negotiation throughout its life cycle. They can participate in the creation of the draft, the evaluation of the supplier responses, and the awarding of the negotiation. They can also be assigned tasks for completion along the way. You can add new collaboration team members or change the capabilities of existing members as needed during the negotiation.

Updating a Collaboration Team

Consider a collaboration associated with a long-running RFQ. Since this RFQ is associated with a project plan in Oracle Fusion Project Management, it may be active for a considerable length of time, there are numerous changes that could be appropriate as the negotiation moves from one status to another and as the different tasks are completed in the project plan. Such changes could include:

- One of the team members leaves the company or is transferred to another department. That member should be removed from the team.

- Alternatively, two new employees are hired. For training purposes, you could add them with View Only access and allow them to watch as the negotiation progresses.

- As one member's tasks are completed, she could be assigned new tasks that are appropriate for the new stage of the negotiation.

- In the construction project plan, some of the resources assigned to the tasks associated to this negotiation will be collaborating on the negotiation as well. You can directly search the resources in the associated project plans and add them as collaboration team members to this negotiation.

Managing Requirements: Examples

You can update and manage a negotiation's requirements even after it has been published. This includes updating existing requirements and adding new internal requirements.

Updating an External Requirement

Suppliers can respond to external requirements, so change the weight. Additionally, if the responses have not been as low as anticipated, you may wish to change the knockout score to make more responses eligible for further processing.

Updating Internal Requirements

You can add internal requirements while the negotiation is still active. For example, based on the suppliers who have responded, you may decide to additionally solicit information on supplier history from internal participants and use this extra

information when evaluating the supplier responses. Also, if the negotiation is a long-running RFQ with many requirements, the importance of some of the requirements my change in relation to other requirements. You could update the weighting factors for these requirements to reflect their changed importance.

Using Surrogate Responses: Explained

A surrogate response is a negotiation response that you enter on behalf of a supplier company. This feature gives the buying organization the ability to capture responses from suppliers who are not able to directly enter their responses online.

Supplier companies may submit their responses using different communication methods such as faxing or mailing paper documents, emailing PDF documents or spreadsheets. Once you receive the supplier response, you can enter this response in the application as a surrogate response. Surrogate responses are handled by the application the same as responses entered by suppliers with online access. You use surrogate responses to act on behalf of the supplier to:

- Create and manage draft responses.

- Acknowledge the supplier's intent to participate in the negotiation.

- Enter the values that comprise the supplier's response, including values for requirements, negotiation lines, line attributes, cost factors or price breaks.

- Acknowledge an amendment to the negotiation.

- Update a response for a new round of responding or as required by a negotiation amendment.

You can enter surrogate responses online or using a spreadsheet. All response rules applicable to a regular response entered by the supplier will also be applicable to a surrogate response. All features and bidding tools (like proxy bidding, mass price reduction) that are available to suppliers entering an online response can also be used when creating a surrogate response. Since the supplier has no online access to the application and therefore cannot receive notifications, you must stay in communication with the supplier about any changes to the negotiation.

Creating a Surrogate Response: Worked Example

Surrogate responses are created by the category manager on behalf of a supplier who does not have internet access to the negotiation. The supplier contact conveys the response information to the category manager by fax, e-mail, telephone, or some other communication method. Once the response is entered, the category manager monitors and updates the response as necessary. For example, if the negotiation goes into a new round, the category manager alerts the supplier contact, requests any new response update information, and updates the response accordingly.

Acknowledging a Supplier's Participation

Clare Furey, the category manager for Novella Inc. has been contacted by Jan Dekker, a supplier contact at Acme Office Supplies. Jan has received information about an RFQ that Clare's company is conducting for furniture for a new branch office. Jan's company would like to participate in the RFQ. Jan does not have the complete response information yet, but she contacts Clare and asks her to indicate that Acme Office Supplies will participate in the upcoming negotiation.

1. Clare accesses the negotiation.
2. On the Negotiation summary page, Clare clicks **Suppliers** under Table of Contents to view the table of suppliers invited to the RFQ.
3. She highlights the row for Acme Office Supplier.
4. She clicks **Acknowledge Supplier Participation**.

Creating a Surrogate Response

1. Clare Furey, the category manager for Novella Inc. has received a quote by phone from Jan Dekker, a supplier contact at Acme Office Supplies. Jan has received information about an RFQ that Clare's company is conducting for furniture for a new branch office. Jan's company would like to participate in the RFQ, so she contacts Clare by phone with her company's quotes on the RFQ lines.

2. Clare needs to enter the response information on behalf of Jan, so she accesses the Negotiation summary page.

3. From the **Actions** menu, she selects **Manage** and then **Create Surrogate Response**. (Alternatively, she could use the **Create Surrogate Response** icon for that supplier in the Suppliers table.)

4. On the Create Surrogate Response popup, Clare searches for Acme Office Supplies as the supplier and Jan Dekker as the supplier contact. Once the search dialog box is complete with the supplier and contact names, Clare clicks **Create**.

5. On the Create Response Overview page, Clare checks that her name appears in the Response Entered By field and that Jan Dekker appears in the Supplier Contact field. She enters today's date as the Response Received On date value and notes that she received the response by e-mail.

6. There are no requirements for this negotiation, so Clare accesses the Lines page. On the Create Response: Lines page, she enters the response values that Jan communicated to her.

7. Once she has entered all the response information, Clare clicks **Review** to check the response information is correct.

8. When she is sure she has entered all the response information correctly, she submits the response.

Acknowledging Amendments on Behalf of a Supplier

The category manager has decided to place an additional line on the furniture RFQ. Clare notifies Jan of the amendment, and Jan passes her company's response information for the new line. Now Clare must submit an amended quote that includes the new line.

1. She accesses the RFQ.

2. From the Actions menu, she selects the Manage option and then the Acknowledge Amendments for Supplier

3. She selects the Acme Office Supplies as the supplier and Jan Dekker as the supplier contact for whom she originally created the surrogate response.

4. On the Acknowledge Amendments page, Clare selects the check box for The supplier contact has reviewed the changes and acknowledged amendment.

5. She selects the acknowledge date.

6. She then submits the acknowledgment.

7. The application responds with a message asking if Clare wants to create a new response for the amended negotiation. She replies Yes.

8. When the application navigates her to the Create Response page, Clare enters the response values Jan gave her, completes the response, and submits it.

Creating Online Messages: Explained

You conduct online discussions within the context of a negotiation. An online discussion can include one or more conversation threads, which any of the participants can initiate. You can start communications with other internal users as soon as a draft negotiation is created and then throughout the award cycle. After a negotiation is published, you and other internal users can exchange messages with supplier users who are participating in the negotiation.

You create messages on the Online Messages page. Once you access the negotiation, you can navigate to the Online Messages page from any page by selecting the Messages button.

Creating a Message or Reply

The Online Messages page shows you your message information for this negotiation. The top region displays a breakdown of the conversations that exist for this negotiation. Each conversation appears as a folder. You can expand the folder to show all its messages and replies. If you select a message, its text appears in the details region in the lower half of the page.

To create a new message:

1. Select the **Create** option from the **Actions** menu or click the create icon.

2. On the Create Message dialog box, specify the scope of the message using the two list of values menus

To include the supplier in the message, select **Supplier** from the first menu, otherwise select **Internal**.

To send the message to a single participant, select that participant from the second menu. Note that if you select a single participant, you set the conversation status to private. If you select **All Participants**, you set the conversation status to public.

3. Enter the name of the subject of the message. This becomes the name of this conversation thread and appears as a new folder in the message hierarchy.
4. Enter your message in the text box. You can use rich text formatting and you can include attachments.
5. When you are finished, click the **Send Instant Message** button.

To create a reply:

1. Highlight the message you want to reply to.
2. Select **Reply** from the **Actions** menu. Since you are replying to an existing message, when the Reply to Message dialog box appears, note that the subject for the reply has already been entered.
3. Enter your message in the text box and send the message when you are finished.

Using Online Messaging: Explained

Throughout a negotiation, there may be times when you need to communicate with the buying organization or other suppliers (if allowed by the type of negotiation) to provide additional information or request clarification. You can use online messaging for these communications.

You can participate in multiple online conversations within the context of a negotiation. All messages you initiate are addressed to the buying organization and can be viewed by all members of the buying organization who are also participating in the negotiation. You can reply to message you are sent by an individual participant of the buying organization.

You can create and view your messages using the Online Messages page. When you access a negotiation, you will see a button in the top right corner of the page. If you have outstanding messages, the button is labeled Messages, followed by the number of unread messages you have. If you have no messages, the button is labeled Create Messages. Either way, if you click the button you access the Online Messages page.

The Online Messages page shows you your message information for this negotiation. The top region displays a breakdown of the conversations that exist for this negotiation. Each conversation appears as a folder. You can expand the folder to see all its messages/replies. If you select a message, its text appears in the details region in the lower half of the page.

Creating a Message

To create a new message:

1. Select the Create option from the Actions menu or click the create icon.
2. On the Create Message dialog box, specify the scope of the message using the two list of values menus
3. Enter the name of the subject of the message. This will become the name of this conversation thread and will appear as a new folder in the message hierarchy.
4. Enter your message in the text box. You can use rich text formatting and you can include attachments.
5. When you are finished, click the Send Instant Message button.

Replying to a Message

To reply to a message:

1. Highlight the message you wish to reply to.
2. Select Reply from the Actions menu. Since you are replying to an existing message, when the Reply to Message dialog box appears, note that the subject for the reply has already been entered.
3. Enter your message in the text box and send the message when you are finished.

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Using Online Messages: Explained

Throughout a negotiation, there may be times when you must communicate with other internal users (such as members of your negotiation collaboration team) or suppliers to provide additional information or clarification. Also, collaboration team members may want to communicate with each other. You can use online messages to communicate online with other participants in your negotiation.

Participants using online messages can be:

- The category manager who created the negotiation.

- All members of the collaboration team.

- Procurement agents with access to the negotiation.

- Suppliers participating in the negotiation.

You use online messages within the context of a negotiation. An online conversation is organized into one or more message threads, which any of the participants can initiate. You can start communications with other internal users as soon as a draft negotiation is created. After a negotiation is published, you and other internal users can exchange messages with supplier users who are participating in the negotiation.

- Internal users can send a message to all other internal and external users or a select group of internal and external users.

- If an internal member is added, the new member can see all messages from the beginning of the negotiation.

- A message sent to a collaboration team is visible by all the team members.

- If there is an amendment to the negotiation, all messages, including messages to the previous version, are visible on the same page.

- Supplier can reply to an internal individual, but they can only send a message to the buying organization as a whole. All the internal participants can see the message, but only internal members with full access can reply.

The following tables summarize the messaging and viewing possibilities for open, blind, and sealed negotiations.

View/Reply Options for Messages in Open Negotiations

Participant	Can Send To	Accessible By
Category Manager	All/Any collaboration team member	The user on the To list
Collaboration Team Members (Full Access)	All/Any internal member	All internal users
	All/Any suppliers	Suppliers
Collaboration Team Members (Without Full Access)	All/Any collaboration team member	The user on the To list
Procurement Agent with View Only Access to Other Agents' Documents	All/Any internal member	
Procurement agent with Full Access to other agents' documents	All/Any collaboration team member	The user on the To list
	All/Any internal member	Suppliers
	All/Any supplier	All internal users
Suppliers	Buyer company	All internal users

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View/Reply Options for Messages in Sealed Negotiations

Participant	Can Send To	Accessible By
Category manager	All/Any collaboration team	The user on the To list
Collaboration team members (Full Access)	All/Any internal member	Suppliers
	Any supplier	All internal users
Collaboration team members (without full access)	All/Any collaboration team All/Any internal member	The user on the To list
Procurement agent with View Only access to other agents' documents		
Procurement agent with Full Access too other agents' documents	All/Any collaboration team member	The user on the To list
	All/Any internal member	Suppliers
	All/Any supplier	All internal users
Suppliers	Buyer company	All internal users

View/Reply Options for Messages in Blind Negotiations

Participant	Can Sent To	Accessible By
Category manager	All/Any collaboration team member	The user on the To list
Collaboration team members (Full Access)	All/Any internal member	suppliers
	All/Any suppliers	All internal users
Collaboration team members (without full access)	All/Any Collaboration Team member	The user on the To list
Procurement agent with View Only access to other agents' documents	All/Any internal member	
Procurement agent with Full Access too other agents' documents	All/Any collaboration team member	The user on the To list
	All/Any internal member	Suppliers
	All/Any supplier	All internal users
Suppliers	Buyer company	Internal users

Message Security

Messages sent to all participants are public and can be viewed by all users - collaboration members, procurement agents, and all suppliers. Messages sent to individual users are private and can only be viewed and replied to by those users. You

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can change a message thread from public to private by replying to a subset of its participants. Similarly, you can change a private thread to a public thread by replying to all participants to the negotiation.

Message Alerts and Notifications

If you have any unread messages, you receive an alert in your Online Messages field. This field appears at the top right of the page. Clicking the button in this field opens your Online Messages table. From there you can view your messages and reply. You can also subscribe to alert notifications so you are notified whenever a new message or reply exists.

Printing Messages

All messages can be printed. You can print an individual message or all messages for a particular negotiation. The messages appear in the same order as online. You can also archive messages.

View Negotiation Work Area

Negotiation Calendar: Explained

Different types of negotiations, auctions, RFQs, and RFIs are displayed in different colors. These are the negotiations for which you are either the owner or a collaboration member, and published negotiations which you can access. Draft negotiations are not shown. Amended and Round Complete negotiations are displayed as separate negotiation.

- If the preview date and award date are specified, then duration shown is from preview date to award date. If the preview date is not specified, then the preview date is the same as the open date. If award date is not specified, then the award date is the same as the close date. For negotiations in amended or round completed status, only close date is used even if award date is specified.

- If the award date is not specified and staggered closing is used, then the close date is the close date of the last staggered line.

- If a negotiation is paused, then the event duration does not change until the negotiation is resumed. Then the event duration is adjusted according to new close and/or award date.

The beginning and ending times displayed depend on the negotiation definition.

Additionally, the calendar shows Task events. Task events are displayed in violet regardless of which type of negotiation they relate to. There are two different kinds of task events.

- Tasks assigned to the user as a collaboration team member. These events will be displayed as all-day tasks on the target date of the task specified in the negotiation. Even if the negotiation is still a draft, this event will appear in the calendar. Tasks without a target date will not be displayed on the Negotiation calendar.

- Tasks assigned to other users in negotiations for which the user is the owner. These events will be displayed as all-days tasks on the target date. Even if the negotiation is still a draft, this event will appear in the calendar. Tasks without a target date will not be displayed on the Negotiation calendar.

Detail Information Available

You can obtain detailed information from the calendar display. You can view detailed information about the negotiation by clicking and drilling down from the negotiation entry in the calendar. You can view detailed information for an event by hovering over the event.

Views Available

There are two views available when viewing calendar information. My View shows you the negotiations and negotiation tasks for which you are either the owner or a collaboration member. Company views shows you everything that is in My View as well as the negotiations in the same Procurement BU to which you have either full or view access.

Using the Ongoing Negotiations Section: Explained

The Ongoing Negotiations section of the Negotiation work area Overview page provides a quick and efficient way, to access and to work on all ongoing negotiations for which the user is either the owner or a collaboration team member.

Using the Ongoing Negotiations section, users can:

- Analyze the negotiation
- Award the negotiation
- Generate and view a .pdf version of the buyer facing information
- Monitor the negotiation

Negotiations in the following statuses are considered as ongoing.

- Preview
- Active
- Paused
- Closed
- Award in progress
- Award completed
- Allocation in progress
- Allocation failed
- Completed, purchasing document creation process initiated
- Completed, purchasing document creation process failed
- Completed, purchasing document creation process reinitiated

Sealed Negotiations

For negotiations with a sealed response style, additional statuses are included in the above list relating to locked or sealed context.

Using the Recent Activity Table: Explained

The Recent Activity section of the Negotiation Work Area Overview page gives you the status of your current negotiations and also lists any recent activity the negotiations have undergone. It reminds you of any pending tasks and recommends any appropriate action based on the type of activity. If there is a task recommended, clicking the link takes you to the page where you can perform the task. If you do not have authorization to perform the task, the link is disabled. Pending tasks are removed once the task is completed.

Controlling Activity Display

Only negotiation activities for which you are either the owner or a collaboration team member are displayed. For activities which have not yet been performed, no activity date or performer is displayed. You can control the display of the Recent Activity information by entering a date in the Activity Since field. When you generate the display, only activity since the date you entered is displayed (pending tasks are always displayed).

Evaluate Negotiation

Score Supplier Responses

Scoring Negotiation Requirement Responses: Explained

You can score a supplier's response to a negotiation requirement if the requirement was created with a scoring method of manual. Requirements can also be scored automatically by the application (or not require any scoring). If the requirement is scored, supplier responses are assigned numeric values (either manually or automatically). The score values interact with the weights assigned to the requirement. You can use the weighted scores to compare responses when making award decisions. You must first close the negotiation before you can score requirements.

To obtain the weighted score, the response score is divided by the value for Maximum Score, and the result is multiplied by the weight of the requirement.

For example, for a single selection requirement with a maximum score of 20, a weight of 10, and three possible acceptable responses of

- Red (20)
- Blue (15)
- Gray (10)

If the supplier picks Blue, the calculation to determine the weighted score is: 7.5

(15 / 20) * 10

If the requirement allows the supplier to select multiple response choices, the method to calculate the score is different.

- The response score is the sum of the scores for the values the supplier chose.
- The maximum score is the sum of the scores for all possible choices.

For a requirement that allows multiple choices, with a maximum score of 30, a weight of 10, and three possible acceptable responses of

- USD (5)
- EUR (15)
- CAD (10)

If the supplier selects EUR and CAD, the weighted score is 8.33 (rounded)

((15 + 10) / (5 + 15 + 10)) * 10

Scoring Requirements: Worked Example

Using scoring requirements in the negotiation.

June Tsai is awarding business in a negotiation. One goal of the negotiation is to identify possible new suppliers for several items. There are several requirements in the negotiation to solicit information about new companies who responded. The negotiation has ended, and June has closed it for responding. She continues evaluating the responses to make her award decisions. The first two requirements deal with company information.

Requirement	Type	Maximum Score	Weight
Mission Statement	Text	10	40
Years in business	Number	20	60

Scoring Requirements

1. After closing the negotiation, June selects the View Response History suboption of the Award option from the Actions menu.
2. On the View Response History, she clicks the link in the Response column for the first response.
3. On the Response page, she selects the Enter Scores option from the Actions menu.
4. She views the supplier's response to the requirements. She clicks in the first requirement's cell in the Score column. This opens the cell for entry.
5. She enters her score for the first requirement response, and then continues to the second requirement. In this scenario, she entered 9 for the first requirement and 16 for the second. Once she has entered her scores for the requirements, the values for the two requirements are:

Requirement	Type	Maximum Score	Weight	Score Entered	Weighted Score
Mission statement	Text	10	40	9	36
Years in business	Number	20	60	16	48

Scoring Requirements in a Two-Stage RFQ: Worked Example

Tim Chao works for his state's transportation department. The state has decided to open a new branch office. Tim is in charge of determining the best supplier for contract IT services for the new office. He created a two-stage RFQ for a contract database administrator as well as several other management and administrative positions. Now that the time period for responding has ended, Tim and his team of evaluators begin the process of awarding the contract by scoring the supplier responses to the RFQ requirements

As the catalog manager and the negotiation creator, Tim controls the scoring process among the evaluators.

Scoring Requirements for a Two-Stage RFQ

1. Tim closes the RFQ.
2. He unlocks the technical requirement section. This makes the supplier responses to the technical requirements visible to the collaboration team members. Tim notifies the technical evaluators that they now have access to the supplier responses, and he asks them to complete their evaluation in a week. At the same time, Tim conducts his own evaluation of the technical requirements.
3. Once all technical evaluators have completed their scoring, Tim applies the knockout scores for the technical requirements. The suppliers who remain after the knockout scores are applied proceed to the next evaluation stage.
4. Tim unseals the technical requirements responses. This allows suppliers to view their own and other suppliers' responses to the technical requirements
5. Tim marks the technical evaluation stage as complete.
6. He unlocks the commercial requirement section. As before, he notifies the commercial evaluators that the responses are available for scoring and assigns them a deadline. Since Tim is not a commercial evaluator, he does not conduct an evaluation of the supplier responses or score them.
7. Once all the commercial evaluators have completed their scoring, Tim unseals the commercial responses so suppliers can view them. He marks the commercial stage complete.

8. Since all the requirement scoring is complete, Tim applies the knock out criteria to eliminate any responses that have not met the minimum score for the commercial requirements for the RFQ.

Analyze Negotiation Response

Analyzing Supplier Responses: Examples

There are several ways you can analyze supplier responses to your negotiation. You can view and analyze responses both while the negotiation is open and receiving responses, and after the negotiation ends. You can also view the Automatic Award Recommendation generated by the application.

The Monitor Negotiation page provides you with a centralized location to obtain information about all the responding suppliers and their responses while the negotiation is still open. You can obtain information at the response level, or drill down to the line level. Using the displays available, you can easily view competing responses and spot any trends over time. Also, the Response History page lets you view the responses in the order they were received. If appropriate, you can disqualify any responses from the Response History page. Once you have closed the negotiation, there are many tools and displays available to you to support the analysis of responses.

- Scores

  If requirements were defined for the negotiation, automatically scored requirements have already been assigned scores by the application. If there are manually scored requirements, you or an authorized member of the collaboration team can enter scores.

  If the negotiation is a two stage RFQ, you must evaluate the technical requirement responses first. Then for the suppliers who pass the technical evaluation, you can evaluate the commercial responses.

- Using knockout criteria and shortlisting

  Once you have scored your requirements, you can apply a knockout criteria (if one was defined for the negotiation) to eliminate any responses which do not meet the minimum score value.

  By default, all responding suppliers are placed on the short list. However, you can remove any suppliers from further award consideration by changing their shortlist status.

  If you have a large number of supplier responses, using knockout criteria and shortlisting is a good way to reduce the number of responses for analysis.

- Analytic charts and graphs

  There are several graphs available to you when making your award decisions. Some are at the response level, some at the line level. These displays are updated in real time, allowing you to enter provisional award decisions and then change the values and view the new graph results until you obtain the exact decision you need. For charts that deal with requirement scores, you should enter values for any manually scored requirements before generating the charts. For charts that display savings amounts, you should enter provisional award values first.

- Spreadsheet analysis

  You can download the responses into a spreadsheet and view and analyze the responses offline. You can enter your award decisions into the spreadsheet and upload it back to the applications. Offline analysis is useful when there are many negotiation lines to be considered or there are many supplier responses.

Scenario

Office Supplies, Inc. is conducting an RFQ on several new items they wish to add to their inventory. Mary Wang, the buyer responsible for awarding the negotiation has been checking the responses coming in and is now ready to enter her award decisions

Mary closes the negotiation. For one of the negotiation lines, she sees there are many responses, some including alternate lines, so she and other collaboration team members view and score any manually scored requirements.

She applies the knockout criteria. This removes most of the supplier responses for this line. She views the list of remaining suppliers and decides that no more suppliers need to be removed, so she does not change any of the remaining suppliers' shortlist status.

For the remaining suppliers, she generates the supplier level displays by selecting the suppliers and clicking **Award**. She sees that there is a group of responses that offer substantial savings, but that they are very close in price. She decides to split the award among the suppliers, so she generates the line level displays to decide the best amount to award to each supplier.

Scenario

Brown county operations publishes a two-stage RFQ to contract for IT services for a new mass transit department. The category manager, James Sanchez, creates the two-stage RFQ document. He uses the specifications imparted by the new department head to document the technical specifications in two requirement sections that are identified as technical. He also identifies the financial information required for the legally mandated quote process in a requirement section labeled Commercial. After completing the RFQ document, he publishes the negotiation.

Once the specified time period to receive supplier quotes ends, Mr. Sanchez closes the negotiation. He then unlocks and unseals the technical requirements. The designated evaluators for the technical requirements view and score the responses to the technical requirement sections. Mr. Sanchez shortlists the supplier quotes with the best responses to the technical requirements.

Mr. Sanchez then unlocks the commercial requirements. The designated financial evaluators view and score the responses to the financial requirement sections for the shortlisted quotes.

After the technical, commercial, any additional requirements, quote prices and all other negotiation response information have been evaluated. Mr. Sanchez makes the award decisions.

Using the Response Repository: Explained

The Response Repository stores previous answers to questions that have been used in Supplier Qualification Management initiatives, and as requirements in Sourcing negotiations.

The Response Repository

The Response Repository stores responses from both suppliers and internal responders. For suppliers, the repository contains:

- Supplier responses to initiative questions that have been accepted by the supplier qualification manager.
- Supplier responses to sourcing negotiation requirements created using questions from the question library
- Supplier responses that have been approved during the supplier registration process.

If a Sourcing category manager uses a question from the question library as a requirement in a negotiation, when the responding supplier views the requirements, values from any previous responses are displayed. The supplier can then either accept the values as still valid or can update them. Any updated response values are added to the response repository.

A Sourcing category manager awarding a negotiation can also see the history of responses to questions used as requirements. This information can help in making award decisions.

Shortlist Suppliers

Shortlisting Responses: Explained

After you have closed the negotiation and scored any manually scored requirements, you can evaluate the supplier responses based on their scores. If you defined a knock out values for the requirements, you can use this value to eliminate any unacceptable responses and place the acceptable responses on a shortlist. Only responses on the shortlist are available for later awarding. Using the knock out value to eliminate unacceptable responses is a quick way to evaluate a large number of supplier responses.

To shortlist responses:

1. Access the negotiation.
2. Select the Apply Knock Out Criteria option from the Award options of the Actions menu.
3. The Apply Knock Out Criteria dialog box display. Note that all responses are initially included on the shortlist. The upper table of the display shows which responses are removed from the short list if you apply the knock out criteria. The lower table shows which responses remain on the shortlist.
4. To apply the knock out criteria, click OK. Any responses which do not meet the knock out criteria are removed from the shortlist.

You can change a response's shortlist status. You might do this if no responses meet all the knock out criteria, but you still want to award the business to some of the responses. To change the shortlist status:

1. Access the negotiation.
2. Select Award Negotiation from the Award option of the Activities menu.
3. On the Award Negotiation page, select the Suppliers tab.
4. Highlight the supplier whose status you want to change. Highlighting a supplier enables the Change Shortlist Status button.
5. Click Change Shortlist Status.

Amend Negotiation

Create Negotiation Amendment

Negotiation Amendments: Explained

After publishing a negotiation, you may need to update information defined in the document. This update is called an amendment. Once you create and publish an amendment, respondents are notified that the sourcing document has been amended. They are required to review and acknowledge the amended information and resubmit their response in accordance with the amendment. Amendments can be created anytime after the negotiation has been published and before you close it.

The amended negotiations are indicated by suffixing a comma followed by a number to the end of the original negotiation number. The table below shows an example of an original negotiation, the original negotiation number, and the amended negotiation number.

Original Negotiation	Original Negotiation Number	Amended Negotiation Number
New Denver Office Furniture	4562231	4562231,1

The application ensures that the amended information has been acknowledged by the supplier before a new response is accepted.

Amending the Document

Once you choose to amend a document, you are returned to the initial page of the create negotiation flow, and you proceed through the flow as if you were defining a new negotiation. Some details of the existing document cannot be changed, and those details are visible only. At review time, the application displays all the updates you have made to the document that are visible by suppliers.

Supplier Responses to an Amendment

Once you have published it, the suppliers who you invited and any other responding suppliers are notified about the amendment. The suppliers receive the new negotiation PDF as an attachment. If they attempt to submit a response, they receive a warning message that they must view the amendment and acknowledge it before they can continue. If they have already submitted a response, it's marked as 'resubmission required,' and they have to view the amendment and submit another response to be considered for award. The new draft response pages contains the updated amendment information.

Amending a Negotiation: Worked Example

You can make changes to a negotiation while it is active and receiving responses by creating an amendment. Once you have issued an amendment, notifications of the amendment are sent to all suppliers who were invited and all suppliers who have responded. The suppliers can then view the amendments. Once suppliers view and acknowledge the amendment, they can create a new response to the negotiation.

The original negotiation number is augmented with a suffix to indicate the amended version. For example, if the original negotiation number was 500, the first amended version is numbered 500,1.

If a supplier is restricted to a single response and had already responded prior to the amendment, a notification is sent to the supplier. The supplier may view the amendment, acknowledge the changes and submit a new response, in which case it becomes the supplier's new single best response.

You can view the changes by selecting View Amendments from the Manage option of the Actions menu.

In the following example, the category manager decides that, based on responses to an existing line, she will add a new line to the negotiation.

Amending a Negotiation

1. From the Overview page, the category manager accesses the negotiation.
2. From the Actions menu on the Manage Negotiations page, she selects the **Create Amendment** suboption from the **Manage** option.
3. On the Edit Negotiation page, she enters a description for the amendment, and a new close date. She saves her changes.
4. She clicks the **Lines** train stop and uses the Edit Negotiation: Lines page to add a new line.
5. After she has finished entering the new line information, she clicks **Publish**. Any suppliers attempting to create a response will now be required to view and acknowledge the amendment before they can respond.
6. Once the amendment is published, she can view all the amendments and their changes by selecting the **Amendments** suboption of the **View** option of the Actions menu on the negotiation summary page.

Approve Award

Approve Award Recommendation

Document and Award Approvals: Explained

Your application may use the approval management system to track and manage approvals of both your negotiation document and your award decisions. You can approve the negotiation document, the negotiation award, or both. When approvals are used, internal reviewers view and OK the details of the negotiation document and the final award decision.

How Approvals Work

If approvals are enabled, you can have both the negotiation document and the award decision subject to approval before they can be further processed. The Approvals Management Extension is an automated process in which approval checks are passed from a user, a group of users, or the application to another user or group of users for consideration or action. Similarly, after you make an award decision, you can submit it for approval.

When the negotiation document requires approval, you submit the document for approval once you have completed it. When the document has been approved, the application automatically publishes it. The new status for the document depends on the open and preview dates.

- If the open date is Upon Approval, the status is Active.

- If the preview, open, and close dates are in the future, the status is Submitted.

- If the preview is past but open and close are in the future, the status is Active.

- If the previous and open are in the past but the close is in the future, the status is Active.

For award approval, once the award has been approved, the status changes to Approved, and you can complete the award and generate the purchase documents.

Whether a document or award needs approval depends on the approval rules that are defined for the task. For example, a negotiation could be subject to approval because it includes items from a particular category, or an award decision could need approval because the award amount is over a certain limit.

While a negotiation document is being approved, the status of the negotiation is Approval in Progress. While the award is being approved, the status is Award Approval in Process. If there is an issue and an approver rejects the document or award, you receive a notification with information about the rejection. You can edit and update the document or award and resubmit it for approval. Once the document or award is approved, the status changes to Approved, and you receive a notification that the approval is successful. Then you can continue processing the negotiation:

- When the document is approved, it is automatically published.

- You can complete the award and generate the purchase documents after the award decision has been approved.

Note that approvals tasks are different from collaboration team task assignments (although collaboration team members can also be designated as approvers). Tasks that are assigned to collaboration team members are tracked manually and have no effect on the processing of the negotiation by the application.

During both the document approval process and the award approval process, you can monitor the progress of the approvals by viewing the Negotiation Approval Process and the Award Approval Process pages.

Managing the Negotiation Approval Process: Explained

When negotiation approvals are enabled, the negotiation document requires approval before being automatically published by the application. If award approvals are enabled then negotiation award will need approvals before award can be completed. A negotiation document or award's status changes as it proceeds through the approval process. The tables below explain the different statuses for a negotiation or award and the actions which the category manager can perform various statuses.

The table below explains the possible statuses for negotiation document approvals.

Negotiation Status	Explanation
Draft	The initial status of the negotiation. Also the status of the negotiation after it is rejected. In this case, the category manager can edit and resubmit the negotiation document.
Approval in process	The negotiation document is in the process of being approved.
Submitted	The negotiation document has been approved, but the preview or open date is in the future.
Withdrawn	The negotiation document has been withdrawn from the approval process by the category manager.
Approved (not published)	The negotiation document has been approved but cannot be published because the open or close dates have expired, or there was an error in publishing the negotiation. The category manager can use the Modify Schedule dialog box to enter new dates and publish the negotiation.
Active	The negotiation document has been approved is accepting responses.
Rejected	The negotiation document was rejected by one or more of the approvers. The category manager can edit the document and resubmit it.

The scenario below shows a possible sequence of actions a category manager could take as a negotiation document undergoes the approval process.

1. The category manager creates the negotiation document. At this point, the document is in Draft status.
2. Once the document is complete, the category manager submits it for approval. The document status changes to Approval in Process. The category manager receives a notification that the negotiation has been submitted for approval. All the approvers receive notifications that the negotiation document is ready for their approval.
3. The category manager notices there was an omission to the document and so removes it from the approval process to correct the error. The status changes to Withdrawn.
4. The category manager edits the document to correct the error. The document status changes to Draft.
5. The category manager resubmits the document for approval. The status is Approval in Process.
6. All approvers approve the document. The status changes to Active. The category manager receives a notification that the document is approved.

The table below explains the possible statuses for negotiation award approvals.

Negotiation Status	Explanation
Award Approval in Process	The award is in the process of being approved.
Withdrawn	The award has been withdrawn from the approval process by the category manager.
Award Approved	All approval actions have completed and the outcome is "approved."
Award Rejected	The award was rejected by one of the approvers. The category manager can access, edit the award and resubmit it for approval.

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The scenario below shows a possible sequence of actions a category manager could take as a negotiation award undergoes the approval process.

1. The category manager completes the award and submits it for approval. The document status changes to Award Approval in Process. The category manager receives a notification that the award has been submitted for approval. All the approvers receive notifications that the award is ready for their approval.
2. One of the approvers rejects the award decision. The category manager receives a notification that the award has been rejected. The award status is Award Rejected.
3. The category manager edits the award decision and resubmits the award for approval. The document status changes to Award Approval in Process.
4. All approvers approve the award. The status changes to Award Approved. The category manager receives a notification that the award is approved.
5. The category manager completes the award and begins creating the purchasing documents.

As the category manager, you can view the approval chain and add any additional approvers to it. You can also monitor the progress of the approval process by viewing the approval history pages.

Modifying the Approval Chain

Before submitting the document or award for approval , you can modify the approval chain by adding new users or approval groups. You cannot remove any of the approvers that are part of the application generated approval chain. Selecting Manage Negotiation Approvals (for negotiation documents) or the Manage Award Approvals (for award approvals) from the Actions menu. In either case, on the Manage Approvals page, you can see the existing approval chain. In the top portion of the page, there is a tabular display of the approval steps and their approvers. In the lower portion of the page, you can see a graphical display.

To add an a new approver to the chain, highlight the stage entry within the stage that you want to update. You can add additional approvers by clicking the add icon and then searching and selecting a new approver or approval group.

Viewing Approval Histories

You can view the progression of both document and award approvals. From Negotiation summary page, select the View Approval History option from the Actions menu. The page lists the steps in the approval chain and their status at the time you accessed the page. You can refresh the page to view the current status of the negotiation's approval. The page displays each stage of the approvals, identifies the participants, and the result of the participant's action. The most current approval event appears at the top of the page. To drill into the details of the approval stage, click the Submit link.

You can view the document approval process, after you have published the document. You can view the progress of the award approval after you submit the award decision for approval. .

Award Negotiation

Allocate Award to Requisition Lines

Default Requisition Allocation: How It's Calculated

If your negotiation line has backing requisitions, the application generates a default allocation to consume any backing requisitions as efficiently as possible. You can accept this default allocation or modify it as you see fit.

How the Default Requisition Allocation Is Calculated

The requisitions with the earliest Need-by Date are allocated first, followed by requisitions with increasingly later Need-by Dates until the required number of units for the line is allocated. If there are requisitions with the same Need-by Date, the requisition with the earlier creation date is allocated first.

For example, assuming a negotiation with a standard purchase order outcome for 2000 widgets, given the requisition information shown below, the three requisitions would be allocated in the order shown in the table.

Requisition Number	Need By Date	Creation Date	Quantity
3257894	11/1/2010	6/15/2010	1200
2357198	11/1/2010	6/30/2010	300
3487230	11/30/2010	6/14/2010	500

Suppliers are awarded based first on promised date (standard purchase order negotiations only), then quantity, then price, then response number. For fixed-price services, the first awarded supplier response is allocated. For example, given the response information shown below, the four supplier responses would be allocated as shown (note that the last response is not awarded or allocated its full offer quantity because the negotiation is only for 2000 units).

Supplier Name	Response Number	Promised Date	Quantity	Price
Acme Distributors	57784	8/1/2010	500	$25
Office Supplies Inc.	46798	8/1/2010	500	$75
Midwest Supplies	34189	8/1/2010	250	$20
Premier Supply Company	88346	10/3/2010	1000 (750 awarded/ allocated)	$15

You can modify the default allocation as needed. Any unconsumed requisition demand is returned to the requisition pool and becomes available for other negotiations.

Modifying the Default Requisition Allocation: Worked Example

Once you generate the purchase order document, any backing requisitions will be allocated by default. You can accept this allocation or modify it as necessary.

To modify the default allocation, you should first view the default allocation. If the default allocation does not reflect your award decision, you can easily modify it.

Viewing the Allocation

1. On the Create Purchasing Documents page, click View Allocations.
2. On the Line Allocations page, the Lines with Requisitions tab shows the default allocations for each line.

Modify the Allocation

1. On the Line Allocations page, highlight the line whose allocations you wish to modify, and click the Edit icon.
2. The Edit Allocation page displays the current allocations. The Requisition Lines table shows the requisition lines that are currently allocated to the negotiation line. The Supplier Allocation Details table displays information on the suppliers who have been awarded units from the negotiation line and how many requisition units they have been allocated.
3. To modify the allocation, enter the appropriate numbers in the Allocation Quantity column in the Requisition Lines table.
4. When finished, click Save.

Record Award Decision

Awarding Negotiations: Explained

You can break down your award decisions several ways, depending on the responses you receive and the needs of your negotiation. You can award the negotiation and choose to not create a purchase order; however, any backing requisitions not allocated to purchase order lines are returned to the requisition pool.

Awarding a Negotiation to a Single Supplier

You can easily award all the lines of a negotiation to a single supplier. Awarding at the negotiation level enables you to quickly enter your award specifications since you do not have to enter an explicit award decision for each negotiation line. All the lines on which the supplier quoted or bid are awarded to that supplier. Any lines the supplier did not quote or bid on are not awarded.

Award an Individual Line to a Single Supplier

You can award all the business for a single negotiation line to single supplier. If the supplier offered only a partial response, the supplier is awarded as many units as were quoted or bid on. The remaining units remain not awarded. If there were backing requisitions for the units, they are returned to the requisition pool. If a supplier has submitted alternate lines, you can award business to the alternate lines just like you would to a regular line.

Dividing a Negotiation Line Among Multiple Suppliers

If necessary, you can split a line between multiple suppliers. This happens often when none of the responses to a particular line offers to sell the entire quote or bid quantity asked for. For example, if you are looking to buy 100 monitors, and supplier A offers to sell 75 monitors for $300 each, but supplier B offers to sell 60 monitors for $250 each, you might want to award supplier B the first 60 monitors and award the remaining 40 to supplier A. Note that if you have alternate line responses from the same supplier, you can award the alternate lines just like regular lines. You can therefore split a negotiation line between two different line responses from the same supplier.

Analyzing an RFI by Spreadsheet

Once you have exported the spreadsheet, you can open it in Microsoft Excel (version 2003 or later). Excel automatically formats the display based on the style format that you selected. The spreadsheet consists of multiple worksheets. The sections below describe the information contained in each worksheet, and the tables in the sections describe each spreadsheet field for that worksheet. As you use the spreadsheets, note that some fields are automatically calculated and updated as you enter values into the spreadsheet. These fields are enclosed by a thick cell border. There are also fields in green which allow you to enter provisional values for requirements and observe the results.

Excel also automatically formats date fields according to your user preferences into the spreadsheet.

Your spreadsheet can have multiple worksheets, depending on how the negotiation was defined (for example, if no attributes were defined, the Attributes Scoring Worksheet does not appear).

Using Spreadsheet Processing

This topic contains the instructions for analyzing responses in RFIs using an XML spreadsheet. Spreadsheet processing speeds up the analysis process by allowing you to analyze your response data offline. The spreadsheet does not include all the negotiation details that can be found either online or in the PDF file.

Line Summary Worksheet

The Line Summary Worksheet displays the information defined for the negotiation lines as well as information for any responses on those lines. The worksheet name specifies the range of lines it contains. The Line Summary has entries for each regular line, lot, group, and group line. It does not contain entries for lot lines. In Line Summary table, for each negotiation line, multiple rows are displayed, one for each response received for the negotiation, even though that response may not have responded to that particular line.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Name	Meaning
Line	Line number and description as entered by the category manager.
Item	The item number of the item that the category manager wants to purchase.
Item Revision	The item revision of the item that the category manager wants to purchase.
Supplier	The name of the supplier who responded to this line.
Business Relationship	The level of participation for this supplier. Suppliers with a business relationship of Prospective can participate, but you cannot award business to them until their status is upgraded to Spend Approved.
UOM	The unit of measure in which the category manager plans to buy the item.
Quantity	The number of units the category manager wishes to buy.
Response Quantity	The number of units offered by the supplier
Response Price	The price the supplier is offering for one unit of the item or service.
Promised Delivery Date	The date by which the supplier promises to deliver the item or service.
Supplier Site	The supplier site which submitted the response.
Response	The number the application assigned this response.
Category Name	The category name describing the broad family or category to which this line belongs.

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Field Name	Meaning
Location	The address where the item or service should be delivered.
Line Type	The type of line being negotiated, for example, goods or amount-based.

Overview Worksheet

The Overview Worksheet shows header information for the negotiation. The Overview Worksheet is the default worksheet that appears when you open the spreadsheet. Supplier responses are displayed in different columns to provide for easy side-by-side comparison.

Field Title	Meaning
Business Relationship	The level of participation for this supplier. Suppliers with a business relationship of Prospective can participate, but you cannot award business to them until their status is upgraded to Spend Approved.
Supplier Site	The supplier site from which this response was submitted.
Supplier Contact	Contact who submitted the response.
Response Status	The status of the response.
Shortlist Status	Whether the response is included on the shortlist.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Conversion Rate	The conversion rate defined between the RFI currency and the response currency (if multiple currency responses are allowed).
Response Total (Response Currency)	The amount of the supplier's response (response price * quantity) in the supplier's currency (if multiple currency responses are allowed).
Response Amount (RFI Currency)	The amount of the supplier's response (response price * quantity) in response currency.
Time of Response	The time the response was received by the application.
Response Valid Until	The time the response was received by the application.
Reference Number	Number assigned by the application for this response
Note to Buyer	A text note entered by the supplier.
Attachments Flag	Flag that indicates the presence of an attachment that can be downloaded online.

If requirements were defined for this negotiation, information about the supplier responses is displayed in the Requirements section. For each Requirement, supplier responses are displayed in side-by-side columns for easy comparison. If scoring criteria is defined, you can click the View Scoring Criteria link to access the Requirements Scoring Worksheet to see the scoring criteria. If the Requirement is internal, there is no supplier response.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Title	Meaning
View Scoring Criteria	Link to the Requirements Scoring Worksheet. This link only appears if the category manager defined scoring information for at least one requirement and made the information viewable to suppliers

Requirement	• The name of the requirement section is displayed in the gray row. Below the section name in the gray row, there is a row for each requirement. If there is a branched requirement, it's listed under its parent requirement. The hierarchy of the branched requirement is indicated by the numbering value:
	   a. Number: the number of the parent requirement
	   b. Letter: the indicator of which response to the parent requirement triggered the branch question
	• If this is a two stage RFQ, there is one or more sections labeled Technical and one or more sections labeled Commercial. In two stage RFQs, you must unlock and score the supplier's technical requirements before you can unlock and score any commercial requirements.

Weight	The weight assigned to this requirement (a section's weight is the sum of its Requirements' weights). If manual or automatic scoring is defined for this Requirement, you can change its weight by entering new numbers into the spreadsheet. Weights only appear if the category manager has enabled weights for this negotiation.
Target Value	The target value defined by the category manager.
Score and Weighted Score (Requirement)	The score and weighted score for this Requirement, based on the supplier response. If the Requirement is manually scored, you can enter scores and the weighted score is calculated automatically. Weight values only appear if weights were enabled by the category manager
Score and Weighted Score (Section)	The score or weighted score (if weight is enabled) for this Requirement section, based on the supplier response. Weight values only appear if weights were enabled by the category manager
Total Score or Total Weighted Score	The total score or total weighted score for this supplier's response. Weight values only appear if weights were enabled by the category manager.l
Supplier's Response	The response value entered by a supplier. There is one column for every response.
Attachments	Whether the supplier has provided an attachment
Note to buyer	Any text note the supplier entered

Lines Worksheet

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

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Field Name	Meaning
Line	Line number and description as entered by the category manager
Line Type	The type of line (for example, goods or amount-based)
Item	The Item Number of the item that the category manager wants to purchase.
Item Revision	Item revision of the item that the category manager wants to purchase.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.
UOM	The unit of measure for this line.
Target Price	The target response price entered by the category manager.
Current Price	The current price the category manager is paying for this item or service. The Current Price value is used by the application to calculate savings amounts.
Alternate Lines Provided	Indicates if the supplier added any alternate lines in response to a negotiation line.

The response section of the Lines Worksheet displays information about the responses received for this line. The Target Value column displays any target values the category manager has defined. Following the Target Value column, responses for individual suppliers are displayed in side-by-side columns to allow easy comparison.

Field Name	Meaning
Line	The number designation for this line
Description	Text description of the item or service for this line.
Business Relationship	The level of participation for this supplier. Suppliers with a business relationship of Prospective can participate, but you cannot award business to them until their status is upgraded to Spend Approved.
Supplier Site	The supplier site that submitted the response.
Response Status	Status of the response.
Requirement Score	The score for this requirement.
Shortlist Status	Whether the response is included on the shortlist.
UOM	The unit of measure for this line.

Field Name	Meaning
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Response Price (Response Currency)	The price offered by the supplier. In a multi-currency negotiation, this value is in the supplier's selected currency.
Response Price (RFI Currency)	The price offered by the supplier. In a multi-currency negotiation, this value is in the negotiation currency.
Response Quantity	The quantity offered by the supplier's response.
Line Amount	
Unit Price Savings	The difference between the current price being paid for the line as defined by the category manager and the price being offered in the supplier's response.
Unit Price Savings Percent	The Unit Price Savings amount converted to a percentage.
Minimum Release Amount	The minimum amount that can be released against the agreement.
Promised Ship Date	The date the supplier commits to delivering the item or service (purchase order only).
Note to Buyer	A text note entered by the supplier.
Attachments Flag	A flag that indicates whether the supplier also submitted an attachment with the response.

Requirements Scoring Worksheet

The Requirements Scoring Worksheet only appears if scoring criteria was defined by the category manager.

Field Name	Meaning

Requirement	• The name of the requirement section is displayed in the gray row. Below the section name in the gray row, there is a row for each requirement. The hierarchy of the branched requirement is indicated by the numbering value:
	  a. Number: the number of the parent requirement
	  b. Letter: the indicator of which response to the parent requirement triggered the branch question
	• If this is a two stage RFQ, there is one or more sections labeled Technical and one or more sections labeled Commercial. In two stage RFQs, you must unlock and score the supplier's technical requirements before you can unlock and score any commercial requirements.

Acceptable Values	The acceptable response values for the requirement as defined by the category manager. For a text requirement, this is a list of values. For numeric, date, and date time type requirements, it can be a set of numbers, dates or one or more ranges of numbers (ranges cannot overlap).
Score	For automatically scored values, the numeric score assigned to that value by the category manager.

Field Name	Meaning
Weight or Maximum Score	If weights are enabled, for each requirement, the numeric value assigned to it by the category manager to reflect that requirement's importance, relative to any other requirements; otherwise, the Maximum Score for the requirements is displayed as defined by the category manager.

Analyzing and Awarding an Auction or RFQ by Spreadsheet

Once you have exported the spreadsheet, you can open it in Microsoft Excel (version 2003 or later). Excel automatically formats the display based on the style format that you selected. The spreadsheet will consist of multiple worksheets. The sections below describe the information contained in each worksheet, and the tables in the sections describe each spreadsheet field for that worksheet. As you use the spreadsheets, note the following:

- Entries in yellow are required.
- Entries in green are optional
- Some fields are automatically calculated and updated as you enter values into the spreadsheet. These fields are enclosed by a thick cell border.

Excel will also automatically format date fields according to your user preferences into the spreadsheet.

Your spreadsheet can have multiple tabs, depending on the negotiation content. Use the instructions in the table below to complete the spreadsheet. Once you have completed the spreadsheet, import it back to the application.

Worksheet Tabs	Contents
Line Summary Tab	Use this tab to view a summary of all responses to each line in the negotiation including any award decisions made. The Line Summary worksheet displays all groups, group lines, lots, and regular lines. It does not display lot lines
Overview Tab	Use this tab to view the responses' header and requirement information side by side for easy comparison. You can optionally enter or change the scores given to the requirement responses and see how it impacts the Total Weighted Score for the supplier.
Lines Tab	Use this tab to view all the responses' line detail information (for example, cost factors, price breaks, and attributes.) side by side for easy comparison. You can award the lines to the responses and can specify other details like award/ agreement quantity and award reason in this worksheet. All the lines defined in the negotiation are displayed except for lot lines.
Requirements Scoring Tab	Use this section to view any Requirements scoring information.
Attributes Scoring Tab	Use this section to view any line attribute scoring information.

Using Spreadsheet Import

This file contains the instructions for analyzing and awarding responses in negotiations using an XML spreadsheet. Spreadsheet import is very useful when dealing with large negotiations (for example, many requirements or many lines) or complex lines (many attributes) and effectively speeds up the response process by allowing you to enter data into your spreadsheet offline and import the entire spreadsheet in a single operation. You can enter award values in the spreadsheet and import to the system using the Import option. The spreadsheet displays only the necessary information for analyzing and awarding responses. You can easily experiment with different award decisions and see how it impacts the overall savings or other award criteria. The spreadsheet does not include all the negotiation details that can be found either online or in the PDF file.

At the top of each worksheet, there are fields displaying negotiation information such as negotiation type, open date, negotiation currency, as well as supplier information and response details.

Using the Lines Worksheet and the Line Summary Worksheet

The application imports the information entered into the Line Summary Worksheet into the application when processing your award decisions. For straightforward negotiations, for example a simple negotiation, you may wish to enter your award values directly into the Line Summary Worksheet.

For more complex negotiations however, for example large negotiations with many additional aspects (cost factors, line attributes, price breaks), you may wish to use the Lines Worksheet. You can use the Lines Worksheet to perform in-depth analysis using the additional supplier response values. For example, you can perform what-if analysis, side-by-side comparison, and additional award and savings calculations that are only available on the Lines Worksheet. You can enter and adjust award quantities to see the effect on the award total.

As you enter award quantities into the Lines Worksheet, the values are automatically copied up into the Line Summary Worksheet, so once you determine your award quantity amounts using the Lines Worksheet, you do not have to reenter the values in the Line Summary Worksheet for uploading into the application.

Note that if you enter values directly into a field in the Line Summary Worksheet, the formula to copy that field's values from the Lines Worksheet is erased.

Line Summary Worksheet

The Line Summary worksheet displays the information defined for the negotiation lines as well as information for any responses on those lines. The worksheet name will specify the range of lines it contains. The Line Summary has entries for each regular line, lot, group, and group line. It does not contain entries for lot lines. In Line Summary table, for each negotiation line, multiple rows are displayed, one for each response received for the negotiation, even though that response may not have responded to that particular line.

Any award information you enter into the Lines worksheet (see below) is displayed in summary form on the Line Summary worksheet. Alternatively, you can enter award decisions into the Line Summary worksheet, but be aware that if you enter award information in the Line Summary worksheet directly, any award information on the Lines worksheet will not be copied automatically to the Line Summary worksheet for upload.

Field Name	Meaning
Requisitioning BU	The business unit that originated this line. If you are using standalone Sourcing, this column does not appear.
Line	Line number and description as entered by the category manager.
Alternate line	If this is an alternate line offered by the supplier, this field displays the alternate line name.
Item	The Item Number of the item that the category manager wants to purchase.
Item Revision	The item revision of the item that the category manager wants to purchase.
Supplier	The name of the supplier who responded to this line.

Field Name	Meaning
Business Relationship	The level of participation for this supplier. Suppliers with a business relationship of Prospective can participate, but you cannot award business to them until their status is upgraded to Spend Approved.
UOM	The unit of measure in which the category manager plans to buy the desired item.
Quantity	The number of units the category manager wishes to buy.
Response Quantity	The number of units offered by the supplier.
Estimated Quantity	The number of units the category manager wishes to buy over the life of the agreement.
Estimated Total Amount	Estimated amount of business you expect to pay for this line over the life of this agreement. Values only appear if this line is a service line type.
Award	Valid selections are Yes or No. For amount-based and fixed price services line types for a purchase order, select Yes or No to indicate an award to this supplier. For purchase agreements, you can enter a value regardless of line type.
Award Quantity	For goods-based line types, enter number of units awarded to this supplier.
Agreement Quantity	Enter the number of units awarded to this supplier (for goods and rate-based temp labor lines only.
Award Reason	Optional text note to the supplier.
Rank	The rank of this supplier's response among the other responses.
Response Price	The price offered by the supplier for one unit of the item.
Score	If the ranking method for this negotiation is Multiattribute Weighted Scoring, displays the overall line attribute score received by the response.
Promised Delivery Date	The date by which the supplier promises to deliver the item or service.
Response Minimum Release Amount	The minimum release amount offered by this supplier.
Supplier Site	The supplier site which submitted the response.
Response	The number the application assigned this response.
Response Type	Primary or secondary If you submit alternate responses, you can designate one of the responses as your primary.

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Field Name	Meaning
Requested Delivery Date	The date by which the item or service the category manager wants to purchase will be needed at the location.
Target Minimum Release Amount	The minimum release amount asked for by the category manager.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.
Line Type	The type of line being negotiated, for example, goods or amount-based.

Overview Worksheet

This worksheet displays the responses' header and requirement information side by side for easy comparison. You can optionally enter or change the scores given to the requirement responses and see how it impacts the Total Weighted Score for the supplier.

Field Title	Meaning
Supplier company name and Response number	The name of the supplier who submitted a response on this negotiation and the number assigned to the response by the application. There is a separate column in the Overview table for each response. This title identifies the supplier who submitted the response.
Business Relationship	The level of participation for this supplier. Suppliers with a business relationship of Prospective can participate, but you cannot award business to them until their status is upgraded to Spend Approved.
Supplier Site	The supplier site from which this response was submitted.
Supplier Contact	Contact who submitted the response.
Response Status	The status of the response.
Shortlist Status	Whether the response is included on the shortlist.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Conversion Rate	The exchange rate defined between the negotiation currency and the response currency (if multiple currency responses are allowed).
Response Total (Negotiation Currency)	The amount of the supplier's response (response price * quantity) in the negotiation currency (if multiple currency responses are allowed).
Response Amount (Response Currency)	The amount of the supplier's response (response price * quantity) in response currency.

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Field Title	Meaning
Total Award Amount	The total amount awarded to this supplier (award price * award/ agreement quantity) in the response currency. This field automatically updates as you enter award decision information into the Lines worksheet.
Time of response	The time the response was received by the application.
Response Valid Until	The date after which the response is no longer valid.
Reference Number	A number entered by the supplier for internal tracking.
Note to Buyer	A text note entered by the supplier.
Attachments Flag	Flag that indicates the presence of an attachment that can be downloaded online.

If requirements were defined for this negotiation, information on the supplier responses is displayed in the Requirements section. For each Requirement, supplier responses are displayed in side-by-side columns for easy comparison. If scoring criteria is defined, you can click the View Scoring Criteria link to access the Requirements Scoring Worksheet to see the scoring criteria. If the Requirement is internal, there will be no supplier response.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines. The information in the following table is displayed for each line of the negotiation.

You can use this section of the Overview worksheet to manipulate scores for manually scored requirements. You can enter different values in the Score and Weighted Score fields for supplier responses, and the Weighted Score field recalculates automatically.

Field Title	Meaning
View Scoring Criteria	Link to the Requirements Scoring Worksheet. This link only appears if the category manager defined scoring information for at least one requirement.
Requirement	- The name of the requirement section is displayed in the gray row. Below the section name in the gray row, there is a row for each requirement. If there is a branched requirement, it is listed under its parent requirement. The hierarchy of the branched requirement is indicated by the numbering value: a. Number :the number of the parent requirement b. Letter :the indicator of which response to the parent requirement triggered the branch question - If this is a two stage RFQ, there is one or more section labeled Technical and one or more sections labeled Commercial. In two stage RFQs, you must unlock and score the supplier's technical requirements before you can unlock and score any commercial requirements.
Weight	The weight assigned to this requirement (a section's weight is the sum of its requirements' weights). If manual or automatic scoring is defined for this requirement, you can change its weight by entering new numbers into the spreadsheet. You can use weighting only if the category manager enabled weights for this negotiation.
Target Value	The target value defined by the category manager.

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Field Title	Meaning
Score and Weighted Score (Requirement)	The score and weighted score for this requirement, based on the supplier response. If the requirement is manually scored, you can enter scores and the weighted score is calculated automatically. Weight values only appear if weights were enabled by the category manager.
Score or Weighted Score (Section)	The score or weighted score for this requirement section, based on the supplier response. Weight values only appear if weights were enabled by the category manager
Total Score or Total Weighted Score	The total score or total weighted score for this supplier's response. Weight values only appear if weights were enabled by the category manager
Supplier's Response Value (per Requirement)	The response value entered by the supplier. There is a separate column for each supplier response.
Attachments	Whether the supplier provided any attachments with the response
Comments	Any comments entered by the supplier

Lines Worksheet

These fields are automatically updated as you process the spreadsheet.

Field Name	Meaning
Number of Awarded Lines	The current number of lines you have awarded.
Number of Awarded Suppliers	The current number of suppliers who have been awarded business.
Total Current Value	The sum of all current amounts. The value of this negotiation based on the price currently being paid for this item by the category manager (total current amount = number of units being awarded * current price).
Total Award Amount	The value currently awarded for this negotiation. This is the sum of all current award totals. This field is automatically updated as you enter award decision information into the spreadsheet.
Total Savings Amount	The current amount you have saved.
Total Savings Percent	The current Total Savings Amount converted into a percentage.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines. The information in the following table is displayed for each line of the negotiation.

Field Name	Meaning
Line	Line number and description as entered by the category manager
Line Type	The type of line (for example, goods or amount-based

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Field Name	Meaning
Item	The Item Number of the item that the category manager wants to purchase.
Item Revision	Item revision number of the item that the category manager wants to purchase.
Category Name	The category name describing the broad family or category to which this line belongs.
UOM	The unit of measure for this line.
Start Price	The starting response price for one unit of the item or service being negotiated. Your response price cannot be higher than the response start price.
Location	The address where the item or service should be delivered.
Current Price	The current price the category manager is paying for this item or service. The Current Price value is used by the application to calculate savings amounts.
Alternate Lines Provided	A flag indicating the presence of supplier-provided alternate response lines.
Award Quantity	For purchase order outcomes, the number of units currently awarded to all suppliers for this line. This field is automatically updated as you enter award decision information into the spreadsheet.
Agreement Quantity	For purchase agreement outcomes, the number of units currently awarded to all suppliers for this line. This field is automatically updated as you enter award decision information into the spreadsheet.
Award Amount	The total amount awarded for this line. This amount is calculated automatically as you enter award decisions into the spreadsheet.
Unit Price Savings	The savings amount per unit gained based on the award quantity.
Unit Price Savings Percent	The savings amount per unit converted into a percentage. This percent is calculated automatically as you enter award decisions into the spreadsheet.

The response section of the Lines Worksheet displays information on the responses received for this line. The Target Value column displays any target values the category manager has defined. Following the Target column, responses for individual suppliers are displayed in side-by-side columns to allow easy comparison.

Field Name	Meaning
Business Relationship	The level of participation for this supplier. Suppliers with a business relationship of Prospective can participate, but you cannot award business to them until their status is upgraded to Spend Approved.
Supplier Site	The supplier site that submitted the response.
Response Status	Status of the response.

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Field Name	Meaning
Shortlist Status	Whether the response is included on the shortlist.
Rank	The rank of this response among other suppliers' responses.
UOM	The unit of measure for this line.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Response Price (Response Currency)	The price offered by the supplier, including any cost factors (assuming the entire response quantity is awarded). In a multi-currency negotiation, this value is in the supplier's chosen currency.
Response Price (Negotiation Currency)	The price offered by the supplier, including any cost factors (assuming the entire response quantity is awarded). In a multi-currency negotiation, this value is in the negotiation currency.
Response Quantity	The quantity offered by the supplier's response.
Unit Price Savings	The difference between the current price being paid for the line as defined by the category manager and the price being offered in the supplier's response.
Unit Price Savings Percent	The Unit Price Savings amount converted to a percentage.
Minimum Release Amount	The minimum monetary amount for a release against this agreement (purchase agreements only) offered by the supplier's response.
Award	For a purchase agreement outcome, select Yes or No to enter an award to this supplier. You can optionally also enter a Agreement Quantity value. This field is enabled when the outcome is a purchase agreement or when the outcome is a purchase order and line type is fixed price services. Select Yes or No to enter an award for this supplier
Award Quantity	If this is a purchase order negotiation for a Goods-Based line type, enter the quantity of units you are awarding this supplier.
Agreement Quantity	Enter the number of units you are awarding this supplier (for purchase agreements only).
Award Price	The response price adjusted based on the number of units awarded to this supplier. This is only displayed if the line has any quantity-based price tiers and/or fixed-amount cost factors where award price will be dependent on the quantity awarded to the suppliers.
UOM	The unit of measure for this line.
Award Amount	The amount of this supplier's award and is calculated as Award Price * Award Quantity or Agreement Quantity.
Note to Buyer	A text note entered by the supplier.

Field Name	Meaning
Attachments Flag	A flag that indicates whether the supplier also submitted an attachment for this line with the response.

The cost factors section displays any cost factors the category manager applied to the line. There will always be at least two rows. The first, Line Price (Per Unit), represents the response price offered by the supplier for one unit of the item or service. This row is followed by one or more rows representing the additional cost factors for this line. The values in the Target Value column display the category manager's target value. The values under the supplier columns display the cost factor amounts applied to that supplier.

Field Name	Meaning
Cost Factor Name (Pricing Basis)	The name and pricing basis of cost factor. The first row will always be called Line Price (Per Unit) and represents the price for one unit of the item or service.
Target Value	The target value defined by the category manager. `
Supplier Response(s)	The value offered by the supplier for this cost factor.

If the category manager defined price breaks for this negotiation, the Price Breaks section displays the information defined by the category manager and any supplier responses. The Target Value column displays the price break information specified by the category manager. Following the Target column, there are columns displaying the suppliers' responses side by side for easy comparison. If the category manager allows the price breaks to be modified and suppliers defined any of their own price breaks, there will be rows showing the breaks offered by that supplier.

Field Name	Meaning
Ship-to Organization	The organization to which the location is defined.
Location	The location to which this price break applies.
Quantity	The unit quantity to which the price break applies.
Start Date	The date when the price break begins.
End Date	The date the price break expires.
Price	The price offered.
Price Discount Percentage	The discount offered.

The category manager can specify price variations based on quantity. These function similarly to price breaks, but are based on quantity only. In the Quantity-Based Price Tiers section, there is one row for each price tier.

Field Name	Meaning
Minimum Quantity	The minimum quantity for this price tier.
Maximum Quantity	The maximum quantity for this price tier.
Response Price	The supplier's price offered for this price tier.

Requirements Scoring Tab

The Requirements Scoring Worksheet only appears if scoring criteria was defined by the category manager. All requirements that are scored are displayed, including ones that do not have scoring criteria.

Field Name	Meaning
Requirements	• The name of the requirement section is displayed in the gray row. Below the section name in the gray row, there is a row for each requirement. If there is a branched requirement, it is listed under its parent requirement. The hierarchy of the branched requirement is indicated by the numbering value: a. Number :the number of the parent requirement b. Letter :the indicator of which response to the parent requirement triggered the branch question • If this is a two stage RFQ, there is one or more section labeled Technical and one or more sections labeled Commercial. In two stage RFQs, you must unlock and score the supplier's technical requirements before you can unlock and score any commercial requirements.
Acceptable Values	The acceptable response values for the requirement as defined by the category manager. For a text requirement, this will be a list of values. For numeric, date, and date/time type requirements, it can be a set of numbers, dates, or one or more ranges of numbers (ranges cannot overlap).
Score	For automatically scored requirements, the numeric score assigned to that value by the category manager.
Weight or Maximum Score	If weights are enabled, for each requirement, the numeric value assigned to it by the category manager to reflect that requirement's importance, relative to any other requirements; otherwise, the Maximum Score for the requirements is displayed as defined by the category manager.

Attributes Scoring Tab

The Attributes Scoring tab shows the attribute scoring criteria for all attributes under all lines.

Field Name	Meaning
Attribute	Name of the attribute.
Acceptable Response Values	The acceptable response values for the attribute as defined by the category manager. For a text attribute, this will be a list of values. For numeric and date type attributes, it can be a set of numbers or one or more ranges of numbers (ranges cannot overlap).
Score	For each acceptable attribute value, the numeric score assigned to that value by the category manager.

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Field Name	Meaning
Weight	If weights are enabled, for each attribute the value assigned to it by the category manager to reflect that attribute's importance, relative to any other attributes for the line.

Award Strategies: Explained

You can break down your award decisions several ways, depending on the responses you receive and the needs of your negotiation. You can award the negotiation and choose to not create a purchase order; however, any backing requisitions not allocated to purchase order lines are returned to the requisition pool.

Awarding a Negotiation to a Single Supplier

You can easily award all the lines of a negotiation to a single supplier. Awarding at the negotiation level enables you to quickly enter your award specifications since you do not have to enter an explicit award decision for each negotiation line. All the lines on which the supplier quoted or bid are awarded to that supplier. Any lines the supplier did not quote or bid on are not awarded.

Awarding an Individual Line to a Single Supplier

You can award all the business for a single negotiation line to single supplier. If the supplier offered only a partial response, the supplier is awarded as many units as were quoted or bid. The remaining units remain not awarded. If there were backing requisitions for the units, the requisition units that were not awarded are returned to the requisition pool.

Dividing a Negotiation Line Among Multiple Suppliers

If necessary, you can split a line between multiple suppliers. This happens often when none of the responses to a particular line offers to sell the entire quantity asked for. For example, if you are looking to buy 100 monitors, and supplier A offers to sell 75 monitors for $300 each, but supplier B offers to sell 60 monitors for $250 each, you might want to award supplier B the first 60 monitors and award the remaining 40 to supplier A.

Using the Automatic Award Recommendation

You can use the application to generate an award recommendation. This recommendation is based solely on the price offered by suppliers.

Awarding a Negotiation by Line: Worked Example

When you have a negotiation with many supplier responses, you may need to break up the award and give different lines to different suppliers. This is typical when the response rules of the negotiation allow suppliers to select lines on which they respond.

In this example, the catalog manager's company is expanding into a new region of the country and is looking to acquire new suppliers. They have opened the negotiation to allow responses from as many new suppliers as possible. Additionally, the negotiation allows the suppliers to select which lines they respond to. The catalog manager decides to award the negotiation by line.

Awarding by Line

1. She accesses the negotiation from the home page.
2. On the negotiation summary page for the negotiation, from the Actions Menu, she selects **Award** > **Award Negotiation**.
3. On the Award Negotiation page, she clicks the **Lines** tab. The Award table has an entry for the negotiation's lines, lots and groups.
4. She highlights the first line she wants to award and clicks **Award**.

5. On the Award Line page, she enters the award decision for the line. This includes identifying which suppliers are receiving awards and their awarded quantity. She can award an entire line to a single supplier or split a line between multiple suppliers by selecting the suppliers for award and entering the awarded quantity for each (groups awarded at the group level cannot be split although the individual group lines can). Note that the entire line quantity does not have to be awarded.

6. Once all the award decisions have been entered, she clicks **Save** and returns to Award Negotiation page.

Awarding a Negotiation by Response: Worked Example

Vision Enterprise has just finished conducting a negotiation on computer supplies it needs to open a new office in Denver. It has received responses from several suppliers. Some of the suppliers are new but several are incumbent suppliers who have worked with Vision Enterprises for many years.

In this scenario, you must decide whether it makes sense to award at the line level, or does it make sense to award the entire negotiation to a single supplier.

Supplier	Status	Address	Total Response Amount
Acme Office Supplies	Incumbent	4532 Pine Rd., Schaumberg, IL	$1,350,00
Your Office Supplies	New	8776 Rolling Branch Dr., Kansas KS	$1, 250,00
Rocky Mountain Tech Suppliers	New	4135 Nugget Rd., Denver CO	$1,124,00
Atlantic Tech	Incumbent	235 Silver Maple Rd., Baltimore, MD	$1,325,00

To award this negotiation, you must perform the following tasks:

View Responses and Make Award Decision

1. Close the negotiation.
2. Unlock the responses (if the negotiation is Blind). If the negotiation is also sealed, you can also unseal the responses to let the suppliers view the responses.
3. Select Analyze Negotiation to view and analyze the responses.

Enter Award Decision

1. Access the negotiation.
2. From the Suppliers tab, you can Score requirements that require manual scoring.
3. Click Award.
4. On the Award Responses page, you can view the responses from each supplier and compare then side by side. When you are ready, you select the target supplier and award the negotiation.

Awarding a Negotiation by Splitting Negotiation Lines: Worked Example

Vision Enterprise has just finished conducting a negotiation on computer supplies it needs to open a new office in Denver. It has received responses from several suppliers. Some of the suppliers are new but several are incumbent suppliers who have worked with Vision Enterprises for many years. The range of prices offered in the responses varies widely in some cases, and additionally, since the negotiation did not require total unit amount to be offered, several suppliers offered to sell only partial line amounts.

In this scenario, since the offers for the lines have varied so widely, you have decided to award the negotiation to multiple suppliers. To do that, you must award each line individually, and must decide how to award each line among the suppliers who have responded. The table below shows the prices offered for an office deck. The negotiation document asked for the supplier to sell 10 desks at $250 each.

Desks	Negotiation Document	Acme Office Supplies	Rocky Mountain Tech Suppliers	Atlantic Tech
Target Price (per unit)	$250	$300	$325	$200
Target Quantity	10	7	8	5

Use the Award by Line option to split this line.

Splitting a Line Among Multiple Suppliers

1. Access the negotiation.
2. Close the negotiation.
3. On the negotiation summary page, select the **Award** from the **Actions** menu.
4. On the Award Negotiation page, select the **Lines** tab.
5. Select the line, group, group line, lot, or lot line, and click **Award**. (Note that group lines cannot be award individually.)
6. On the Award Line page, the negotiation line targets are shown and all of the responses to that line are displayed horizontally for ease of comparison. When evaluating responses, also note that some responses may have notes or attachments.
7. When you have made your award decisions, enter the number of awarded units in the Award Quantity for each response. In this example, you would award five units (desks) to Atlantic Tech for $200 each, and the remaining five units to Acme Office Supplies.

Awarding a Negotiation to Multiple Suppliers: Worked Example

Vision Enterprise has just finished conducting a negotiation on computer supplies it needs to open a new office in Denver. It has received responses from several suppliers. Some of the suppliers are new but several are incumbent suppliers who have worked with Vision Enterprises for many years. The range of prices offered in the responses varies widely in some cases, and additionally, since the negotiation did not require total unit amount to be offered, several suppliers offered to sell only partial line amounts.

In this scenario, since the offers for the lines have varied so widely, you have decided to award the negotiation to multiple suppliers. To do that, you must award each line individually, and must decide how to award each line among the suppliers who have responded. The table below shows the prices offered for an office deck. The negotiation document asked for the supplier to sell 10 desks at $250 each.

Negotiation Line	Negotiation Document Target Line Total	Acme Office Supplies	Rocky Mountain Tech Suppliers	Atlantic Tech
Line One Chairs	$3000	$2700	$3250	$23100
Line Two Filing Cabinets	$750	$800	$750	$1000

Negotiation Line	Negotiation Document Target Line Total	Acme Office Supplies	Rocky Mountain Tech Suppliers	Atlantic Tech
Line Three (Group) Reception Area Furniture	$2000	$3000	$2100	$1900

Use the Award by Line option to award a specific line to a specific supplier.

Awarding Different Lines to Different Suppliers

1. Access the negotiation.
2. Close the negotiation.
3. Select the **Award** from the **Activities** menu.
4. On the Award Negotiation page, select the **Lines** tab.
5. Select the first line, group, lot, or lot line, and click **Award**. (Note that group lines cannot be award individually.)
6. On the Award Line page, the negotiation line targets are shown and all of the responses to that line are displayed horizontally for ease of comparison. When evaluating responses, also note that some responses may have notes or attachments.
7. Enter the award quantity in the Award Quantity for the selected supplier. Leave Award Quantity empty for the remaining suppliers' responses.
8. Save your award decision. Return to the Award Line page and continue with the remaining lines.

Automatic Award Recommendation: How It Is Calculated

You can have the system generate a default award recommendation that you can accept and use as the basis of your award decision. The automatic award recommendation is a recommendation only. To use it, you must accept it and complete the award process.

How the Automatic Award Recommendation Is Calculated

The automatic award recommendation is based on price offered in the supplier responses (if Multiattribute Scoring is in effect, the recommendation is based on price/score). No additional response adjustments such as cost factors, manually scored header requirements, or price breaks are considered.

For each line, the system awards the full quantity from the best supplier response to that line. If the line quantity being asked in the negotiation is still not full, the system awards the quantity from the next best supplier responses and so on until the line quantity is satisfied.

Using the Automatic Award Recommendation: Worked Example

While suppliers are responding to the negotiation, the application maintains a suggested award recommendation. You can view this recommendation while the negotiation is open and suppliers are still responding. After you have closed the negotiation to responding, you can have the application generate the automatic award recommendation. This recommendation considers response price and responses to any weighted or automatically scored requirements or line attributes. It does not consider the effects of any supplier responses to any cost factors, or any price breaks or tiers.

Once the automatic award recommendation is generated, you can close the negotiation and accept it to use for your award decisions.

Using the Automatic Award Recommendation

1. Access the negotiation. From the Actions menu on the negotiations summary page, select the Award option.
2. On the Award Negotiation page, select View Automatic Award Recommendation from the Actions menu.
3. Review the details of the recommended award decision. The Automatic Award Recommendation page shows which suppliers were selected by the application, how many units were awarded to each, and the savings obtained.

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4. If you are satisfied with the application's recommended award decisions, click Accept Recommendation.
5. When you are returned to the Award Negotiation page, you can click Complete Award to continue and generate purchasing documents.

Cost Factors in Awards: How They're Calculated

When comparing competing supplier responses, any fixed-amount cost factors must be adjusted according to the quantity the supplier response is offering. This results in a per-unit price that reflects both the offer price and the effects of all cost factors, allowing you to more effectively evaluate competing responses.

How Cost Factors in Awards are Calculated

Any fixed amount cost factor(s) are added together and the total is divided by the number of units being offered by the supplier. That value is then added to the price being offered by the supplier together with other percentage of line and per-unit cost factors.

Equation: (line price + (line price * % of line price cost factor(s)) + per-unit cost factor) + (fixed amount cost factor / quantity offered by supplier)

What happens if I don't award all the negotiation business?

After you have awarded the negotiation, any outstanding requisition demand not allocated to a purchase order line is returned to the requisition pool for future processing.

Complete Award

Completing Your Award: Explained

Once you have entered and saved your award decisions, you can complete the award. Completing the award process finalizes the award decisions. Once you complete the award process, you cannot change your award decisions.

When you choose to complete your award, a dialog box menu appears. Depending on the options you select, you can

- Continue to the purchase order creation process immediately. If you are using an external purchasing application, you can use the Award Web Service to generate an .xml file containing the purchase document information and pass the file to the external application.
- Return to your negotiation at a later time to create the purchase order.
- Finalize the award without creating any purchase order.
- For agreements that have backing requisitions, immediately create purchase orders once the agreement is created.

Additionally, you can optionally choose to send notifications to awarded suppliers immediately.

Generating Purchasing Documents: Points to Consider

When you generate purchasing documents, there are several parameters to consider. These parameters control how the application processes the purchasing document:

- Required Acknowledgment
- Acknowledge Within Days
- Initiate Approval

Additionally, if this is a purchase agreement, there are other parameters available by editing the agreement header.

- Agreement Start and End Dates
- Requisitioning BUs

- Automatic Processes

Required Acknowledgment

This column specifies whether and what type of supplier acknowledgment the buying organization requires. The options are:

- None

- Document (standard purchase order, blanket purchase agreement, contract purchase agreement)

- Document and Schedule (standard purchase order only)

- Document and Line (blanket purchase agreement)

Acknowledgment Within

This column allows you to specify the number of days within which the supplier must acknowledge receipt of the purchasing document. A value is required here unless Required Acknowledgment is None.

Initiate Approval

If you have an approval procedure enabled in the purchasing application, checking this box initiates the document approval action. Notifications are sent to all suppliers who have been awarded any business.

Agreement Start and End Dates

For purchasing agreements only, the beginning and end dates of the agreement.

Requisitioning BUs

For purchase agreements only, the requisitioning BUs which can create releases against this purchase agreement.

Automatic Processes

For purchase agreements only, the procurement automatic processes consist of the settings to be enabled and the processes to be run while generating this purchase agreement or processing releases against the agreement. Also, automatic processes control retroactive pricing options.

Exporting Purchasing Documents

If you are using a legacy purchasing application other than Oracle Fusion Purchasing to create purchasing documents, then when you click submit on the Create Purchase Documents page, the Negotiation Award Web Service is invoked and generates the OAGIS award XML file and passes this to the external purchasing service. The external service processes the XML file and creates the purchase documents in the legacy purchasing application. The URL for this external service is configured in Configure Negotiation Award Outbound Service page in the Setup and Maintenance application.

Grouping Negotiation Lines into Purchase Orders: Explained

After you have made your award decision (and it is approved if necessary), you can complete the award by creating the necessary purchasing documents such as purchase orders or purchase agreements. When creating purchasing documents, the application groups any backing requisitions according to the logic discussed in this topic.

For purchase orders, the application can combine multiple negotiation lines into a single purchase order whenever the following parameters have the same value:

- Response number

- Requisitioning BU

- Sold-to Legal Entity

Additionally, the awarded lines allocated to requisition lines that have same taxation attributes are combined into a single purchase order.

- Taxation Country

- Document Fiscal Classification

> ✏ **Note:** If a negotiation line has no backing requisition, there are no values available for Taxation Country and Document Fiscal Classification.

How Lines are Grouped

When creating purchase order lines, the application combines all awarded negotiation lines with and without backing requisitions into the same PO based on the following:

- The lines have same values for Requisitioning BU, Sold-to Legal Entity, and Response number.

- The lines with backing requisition have same values for the header tax attributes (Taxation Country and Document Fiscal Classification).

If there are lines with backing requisitions which differ in header tax attributes, then the application creates a separate purchase order for lines without backing requisitions and a separate purchase order for each unique combination of header tax attributes.

If there are different Sold-to Legal Entities, then the value for the Multiple Legal Entities on Order controls how purchase order lines are created. The value for Multiple Legal Entities on Order is defined on the Configure Requisition Business Function page in Setup and Maintenance.

Examples

The following tables provide examples that demonstrate the grouping logic.

Example 1

Negotiation Line	Response	Requisitioning BU	Sold-to Legal Entity	Taxation Country	Fiscal Classification	Purchase Order
1	52345	Vision Operations	Vision Operations	United States	Accounting	PO1
2	52345	Vision Operations	Vision Operations	United States	Accounting	PO1
3	52345	Vision Operations	Vision Operations	none	none	PO1

Outcome Example 1: The negotiation line 3 is not backed with a requisition and it does not contain values for Taxation Country and Document Fiscal Classification. Since all the three negotiation lines contain same values for Response number, Requisition BU, and Sold-to Legal Entity, a single purchase order is created.

Example 2

Negotiation Line	Response	Requisitioning BU	Sold-to Legal Entity	Taxation Country	Fiscal Classification	Purchase Order
1	52345	Vision Operations	Vision Operations	United States	Accounting	PO1
2	52345	Vision City Operations	Vision Operations	United States	Accounting	PO2
3	52345	Vision Operations	Vision Operations	none	none	PO1

Outcome Example 2: The negotiation line 2 contains a different value for Requisition BU. The negotiation line 3 is not backed with a requisition and it does not contain values for Taxation Country and Document Fiscal Classification. Due to these conditions, two purchase orders are created, where the first purchase order contains the negotiation lines 1 and 3, and the second purchase order contains the negotiation line 2.

Example 3

Negotiation Line	Response	Requisitioning BU	Sold-to Legal Entity	Taxation Country	Fiscal Classification	Purchase Order
1	52345	Vision Operations	Vision Operations	United States	Accounting	PO1
2	52345	Vision Operations	Vision Operations	United Kingdom	Accounting	PO2
3	52345	Vision Operations	Vision Operations	none	none	PO3

Outcome Example 3: The negotiation line 1 and 2 contain different values for Taxation Country. The negotiation line 3 is not backed with a requisition and it does not contain values for Taxation Country and Document Fiscal Classification. Due to these conditions, three purchase orders are created with each purchase order corresponding to a negotiation line.

Example 4

Negotiation Line	Response	Requisitioning BU	Sold-to Legal Entity	Taxation Country	Fiscal Classification	Purchase Order
1	52345	Vision Operations	Vision Operations	United States	Accounting	PO1
2	52345	Vision Operations	Vision Operations	United States	Deduction Tax Rule	PO2
3	52345	Vision Operations	Vision Operations	none	none	PO3

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Outcome Example 4: The negotiation line 1 and 2 contain different values for Document Fiscal Classification. The negotiation line 3 is not backed with a requisition and it does not contain values for Taxation Country and Document Fiscal Classification. Due to these conditions, three purchase orders are created with each purchase order corresponding to a negotiation line.

Example 5

Negotiation Line	Response	Requisitioning BU	Sold-to Legal Entity	Taxation Country	Fiscal Classification	Purchase Order
1	52345	Vision Operations	Vision Operations	United States	Accounting	PO1
2	52345	Vision Operations	Vision Operations	United Kingdom	Deduction Tax Rule	PO2
3	52345	Vision Operations	Vision Operations	none	none	PO3

Outcome Example 5: The negotiation line 1 and 2 contain different values for Taxation Country and Document Fiscal Classification. The negotiation line 3 is not backed with a requisition and it does not contain values for Taxation Country and Document Fiscal Classification. Due to these conditions, three purchase orders are created with each purchase order corresponding to a negotiation line.

Example 6

Negotiation Line	Response	Requisitioning BU	Sold-to Legal Entity	Taxation Country	Fiscal Classification
1	52345	Vision Operations	Vision Operations	United States	Accounting
2	52345	Vision Operations	Vision City Operations	United States	Accounting
3	52345	Vision Operations	Vision Operations	none	none

Outcome Example 6:

The negotiation line 2 contains a different value for Sold-to Legal Entity. The negotiation line 3 is not backed with a requisition and it does not contain values for Taxation Country and Document Fiscal Classification. With these conditions, purchase orders are created based on the setting for Multiple Legal Entities on Order:

- If set to Error, then two purchase orders are created where the first purchase order PO1 includes negotiation lines 1 and 3, and the second purchase order PO2 includes negotiation line 2.

- If set to Allow, then a single purchase order is created with all the negotiation lines.

- If set to Warning, you can determine the grouping of negotiation lines into a single purchase order or multiple purchase orders.

Example 7

Negotiation Line	Requisition BU	Sold-to Legal Entity	Tax Country	Fiscal Classification	Requested Quantity	Award Quantity - Response 1	Award Quantity - Response 2	Allocated Quantity - Response 1	Allocated Quantity - Response 2	Expected Result - Response 1	Expected Result - Response 2	Requisition Status
1	Vision Operations	Vision Operations	United States	Accounting	10	10	10	5	5	PO1 with line 1 (10)	PO2 with line 1 (10)	Line 1 is split and processed
2	Vision Operations	Vision Operations	United States	Deduction Tax Rule	10	10	10	0	0	PO1 with line 2 (10)	PO2 with line 2 (10)	Line 2 is returned to the requisition pool.
3	Vision Operations	Vision Operations	none	none	10	10	0	none	none	PO1 with line 3 (10)	none	none
4	Vision Operations	Vision Operations	none	none	10	0	10	none	none	none	PO2 with line 4 (10)	none

Outcome Example 7:

The negotiation lines 1 and 2 contain different values for Document Fiscal Classification. The negotiation lines 3 and 4 are not backed with requisitions and do not contain values for Taxation. If a negotiation line backed with a requisition does not participate in allocation, it is treated as a sourcing line and is combined with existing purchase order where other sourcing lines are present. If sourcing lines are not present in this negotiation, then that negotiation line is combined with the existing order only if there is a single purchase for a Requisition BU, Sold-to Legal Entity, and Response number. If there are multiple purchase orders for this combination because of the difference in tax attributes, then this requisition line will form a different purchase order.

The awarded quantity for line 1 is 10 but allocated quantity is 5 for both Response 1 and Response 2. The additional allocated quantity of 5 is treated as sourcing line. The allocated quantity for negotiation line 2 is 0 and therefore it is treated as a sourcing line similar to lines 3 and 4. Since only the negotiation line 1 is considered requisition based line having taxation attributes, for Response 1, lines 2 and 3 are combined with line 1 into PO1 and for Response 2, lines 2 and 4 are combined with line 1 into PO2.

Supply Chain Financial Orchestration and Purchase Document Line Grouping: How It Is Determined

When you award negotiation lines to suppliers, the awarded lines are grouped together to create one or more purchasing documents. How these lines are grouped depends on whether a supply chain financial orchestration agreement is in effect for the line (and if so, the values for the supply chain financial orchestration agreement attributes) as well as the values for typical grouping attributes.

Global procurement is a procurement strategy wherein a central buying organization buys goods from suppliers on behalf of one more internal organization. The supplier liability is borne by the purchasing organization. The purchasing and requesting organizations settle the financial transaction among themselves. The financial route is the route in which these financial transactions are settled. This can be different from the physical route and involve one or more intermediary nodes forming

part of the route. The intermediary nodes are internal organizations that are not part of the physical supply chain transaction but are part of the financial route. How these transactions are routed among the internal nodes is specified and controlled by supply chain financial organization agreements.

Settings That Affect How Awarded Lines Are Grouped

The following attributes of an awarded line are used by the application to group lines onto purchase orders:

- Requisitioning BU

- Sold-to LE

- Bill-to Location

- Bill-to BU

- Supplier

- Supplier Site

- Taxation Country

- Document Fiscal Classification

Additionally, the set parameter Multiple Legal Entities on Order also affects line grouping. Multiple Legal Entities on Order applies at the Requisitioning BU level.

Distinguishing between Global and Local Lines.

Any line for which an SFO agreement is in effect, or any line for which the Sold-to LE's primary ledger is different from the Requisitioning BU's primary ledger is considered a global procurement line. All other lines are considered local lines. (The actual line attribute which triggers an agreement is defined in the agreement API.)

Global procurement lines, the application creates a separate purchase document for each unique combination of Requisitioning BU + Sold-to LE + Bill-to Location + Bill-to BU + Supplier + Supplier Site + Taxation Country + Document Fiscal Classification.

For local procurement lines, the lines are first grouped by Requisitioning BU. Then within each Requisitioning BU, the value for the Multiple Legal Entities on Order parameter determines how the lines are grouped:

- If the value is None, the supplier financial orchestration-related line attributes (Sold-to LE, Bill-to Location, Bill-to BU) are ignored, and the awarded lines are grouped together on the same purchase document based on the values for supplier + supplier site + taxation country + document fiscal classification.

- If the value is Error, awarded lines are grouped together on the same purchase document based on each unique combination of Supplier + Supplier Site + Taxation Country + Document Fiscal Classification + Sold-to LE + Bbill-to BU + Bill-to Location.

- If the value is Warning, a warning message appears, and you are prompted to select a grouping option. You can choose:

    o Option Yes. Create purchase documents having different Sold-to LEs. With this option, Sold-to LE, Bill-to BU, and Bill-to Location are ignored for grouping purposes.

    o Option No. Create purchase documents for each combination of Supplier + Supplier Site + Taxation Country + Document Fiscal Classification + Sold-to LE + Bill-to Bu + Bill-to Location.

Glossary

category

Catalog component that is associated to a catalog to classify items.

client business unit

A business unit that can requisition and process invoices for a supplier site. One or more procurement business units can service a client business unit.

Cost Factor

Cost factors allow a buyer to identify and control for additional costs associated with a negotiation line. Cost factors can be calculated as either a per-unit cost, a percentage of the line price, or a fixed amount for the line.

dashboard

A page that provides quick access to key tasks and summary information for various objects within a functional area of interest.

freight on board

(FOB) The point or location where the ownership title of goods is transferred from the seller to the buyer.

freight terms

Terms, negotiated with a supplier, to determine whether you or the supplier pays for freight charges on goods you order from that supplier.

legal entity

An entity identified and given rights and responsibilities under commercial law through the registration with country's appropriate authority.

Line Attribute

A unique specification for a negotiation line and the details that a supplier should provide when responding to that negotiation line. Line attributes can be used to ensure that all responses submitted for the line include important details beyond just the price offered for the line.

negotiation requirement

Questions to solicit high-level information about the suppliers responding to your negotiation. This information can come from the suppliers themselves or internal evaluators.

payment terms

The due date and discount date for payment of an invoice. For example, the payment term "2% 10, Net 30" lets a customer take a two percent discount if payment is received within 10 days, with the balance due within 30 days of the invoice date.

procurement business unit (BU)

The business unit that manages, owns, and is responsible for the purchasing transactions generated from the purchasing document.

purchasing category

Code used to group purchased items with similar characteristics such as plastics, paints, hard drives, or bolts. For procurement, every item must belong to a purchasing item category.

purchasing document open interface (PDOI)

An Oracle Fusion Purchasing open interface that lets you import catalog information and procurement documents from your suppliers. It receives the data electronically, verifies and processes the data, and imports the data directly into the application as blanket purchase agreements, agreement lines in bulk into a purchase agreement, or as standard purchase orders.

requisitioning business unit (BU)

The business unit that manages and owns the requisitioning transaction.

sold-to business unit (BU)

The business unit responsible for the payment transactions for a purchasing transaction.

unit of measure

A division of quantity that is adopted as a standard of measurement.

work area

A set of pages containing the tasks, searches, and other content you need to accomplish a business goal.