Oracle EBS Implementation
IACS Procurement

USER MANUAL

<Purchase Order>

v1.0

DOCUMENT RELEASE NOTICE	
USER MANUAL DOCUMENT **DRAFT RELEASE V1.0** **DATE OF RELEASE:**	
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Table of Contents

1 Introduction

1.1 Document Structure

This document describes step by step procedure to be followed for Purchase Order process of IACS in Oracle Applications. The document is organized in the following manner:

Section 1 covers the document structure along with key business processes of Purchase Order

Section 2 covers the details of key business process flows in Oracle.

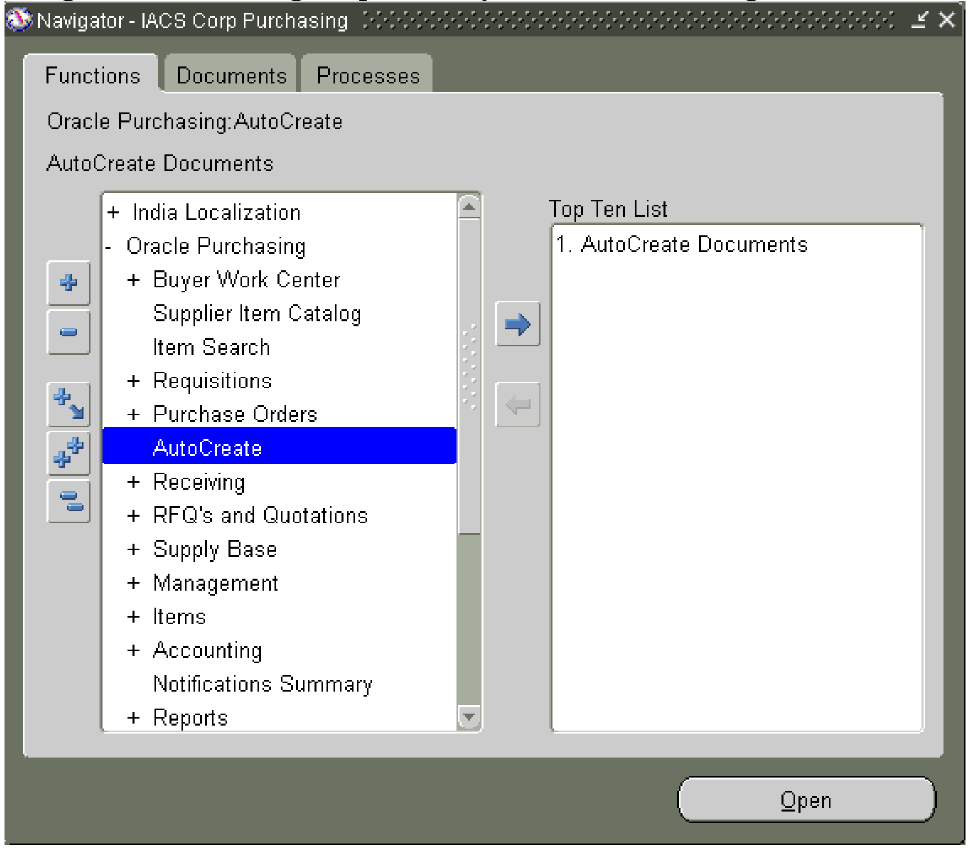
1.2 Key Business Processes

SL.	BUSINESS SCENARIOS	DESCRIPTION
1.	Purchase Order	
1.1	Auto-creation of Purchase Order	Automatically create Purchase Order from an approved Purchase requisition.
1.2	India Localization Taxes	Add India Localization taxes in Purchase Order
1.3	Approve Purchase Order (with attachment)	Approval of Purchase Order
1.3	Cancel Purchase Order	Process of cancelling a purchase order.
1.4	Reassign, Reject and request information Purchase Order	Process of delegating the approval authority and rejection of purchase order. Request for extra information.

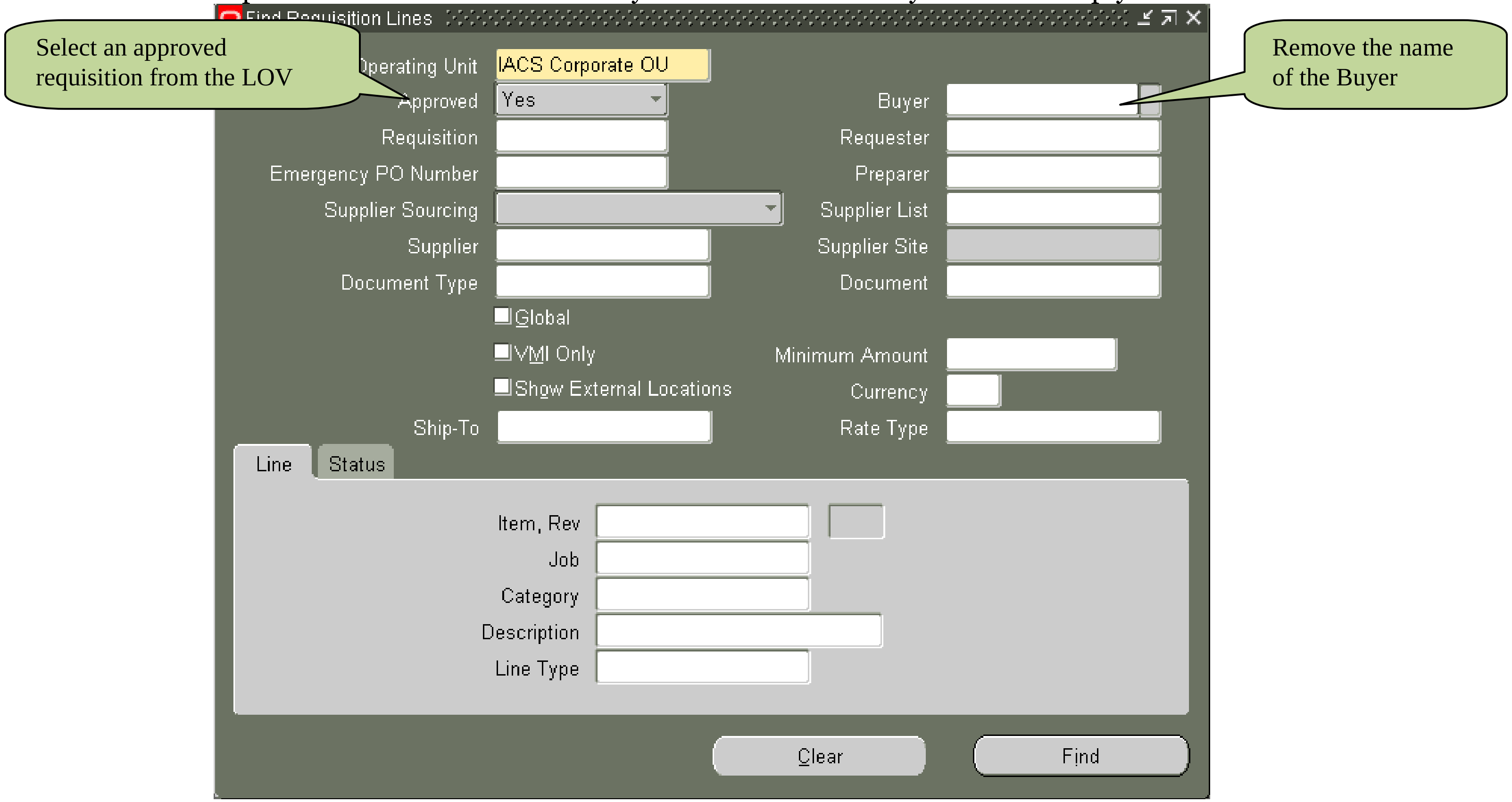
2 Purchase Order

2.1 Auto-creation of Purchase Order

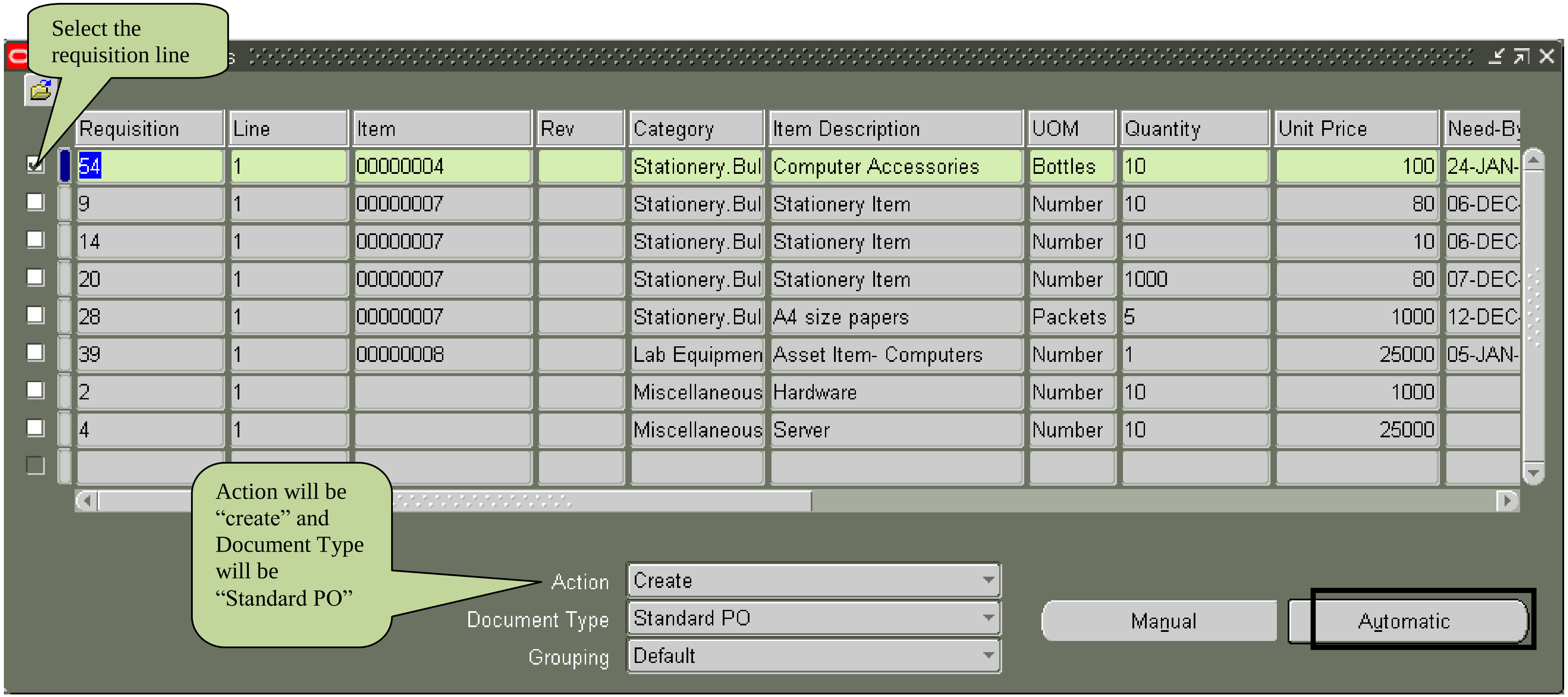
Screen: Auto-create Screen
Purpose: To create a new Purchase Order from an approved purchase requisition.
Navigation: Purchasing Responsibility> Oracle Purchasing>Auto-create



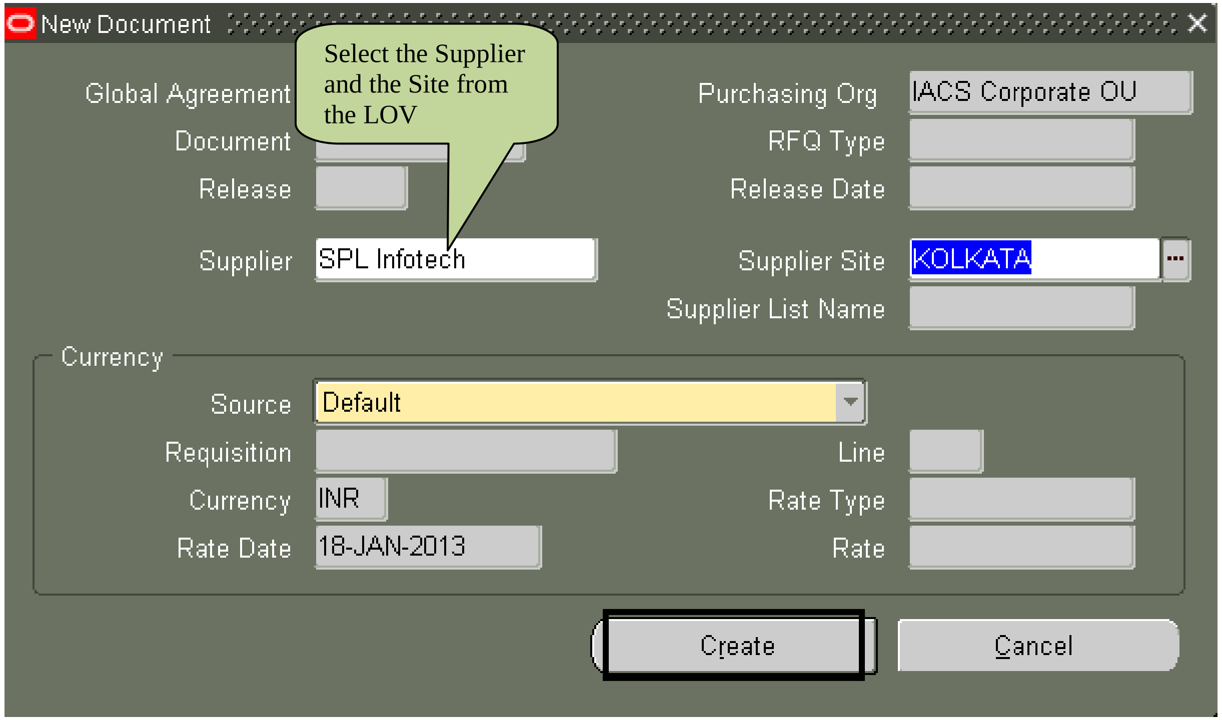
Step1: Select the approved requisition number from the LOV which will be converted to a Purchase Order.
Step 2: Remove the name of the Buyer and ensure the "Buyer" field is empty. Click on "Find"



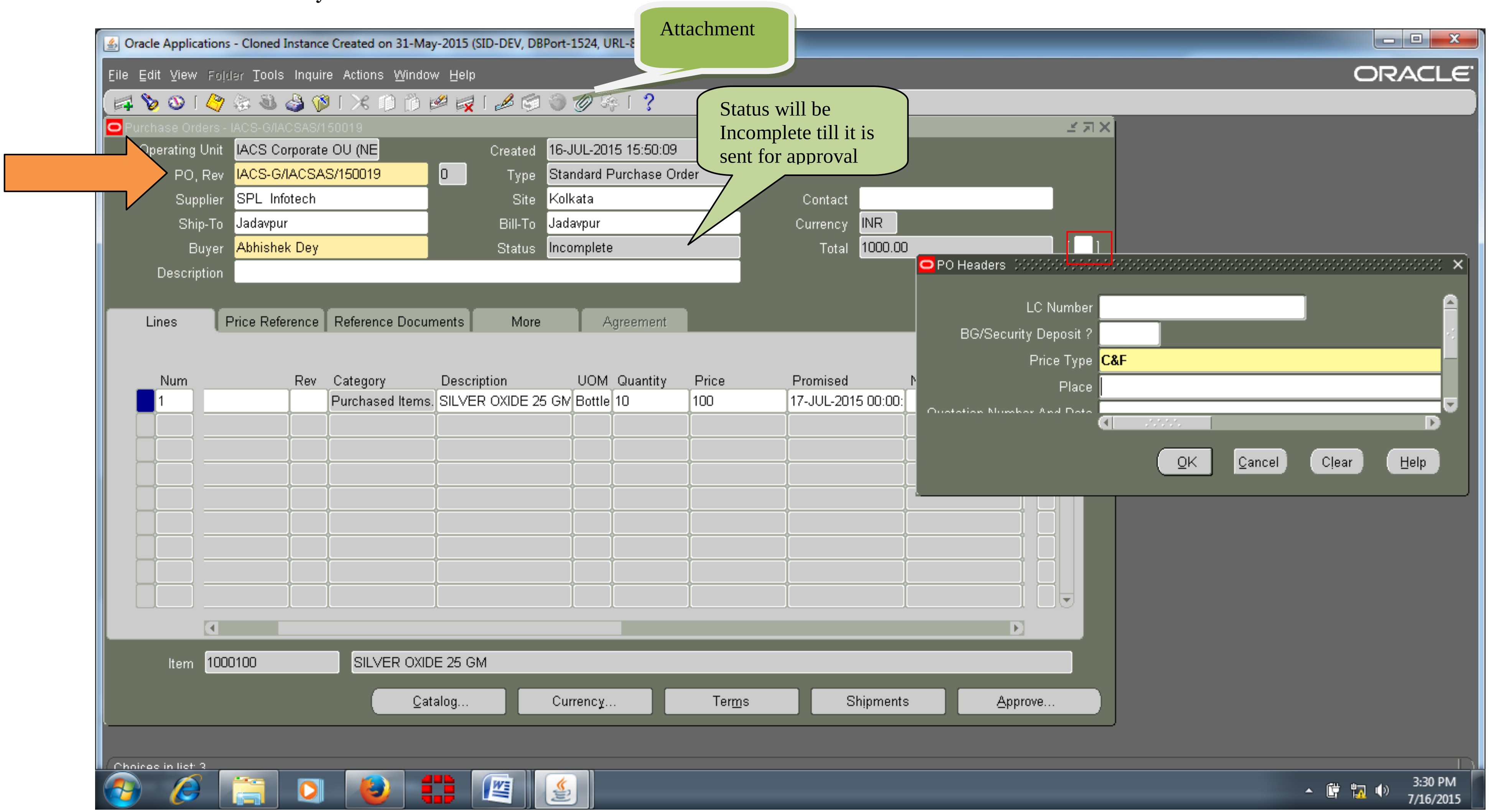
Step 3: Select the Requisition line by clicking on the corresponding checkbox and Click on “Automatic”.

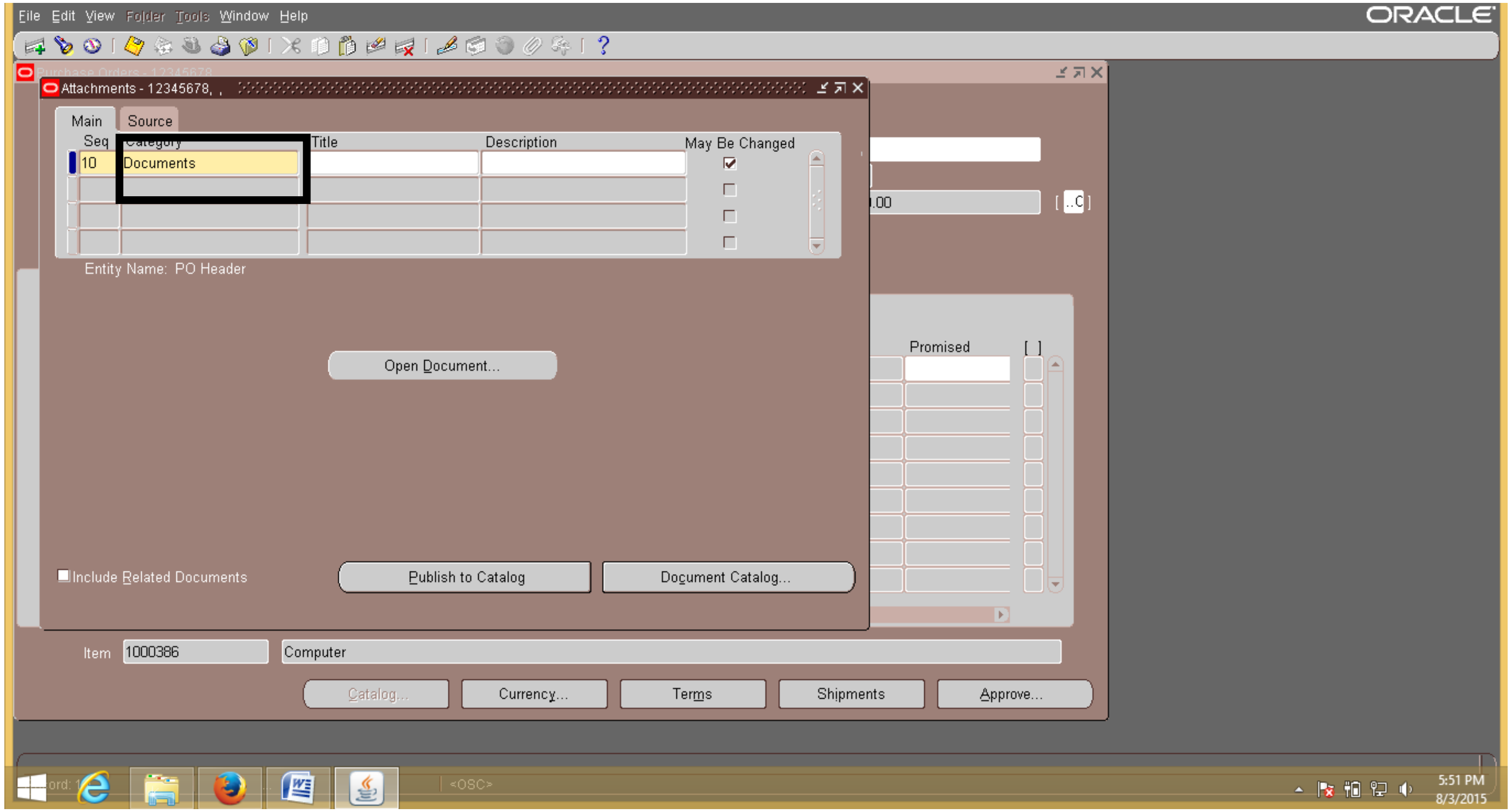


Step 4: Select the "Supplier" and the "Site" to whom the order will be placed. Click on "Create"

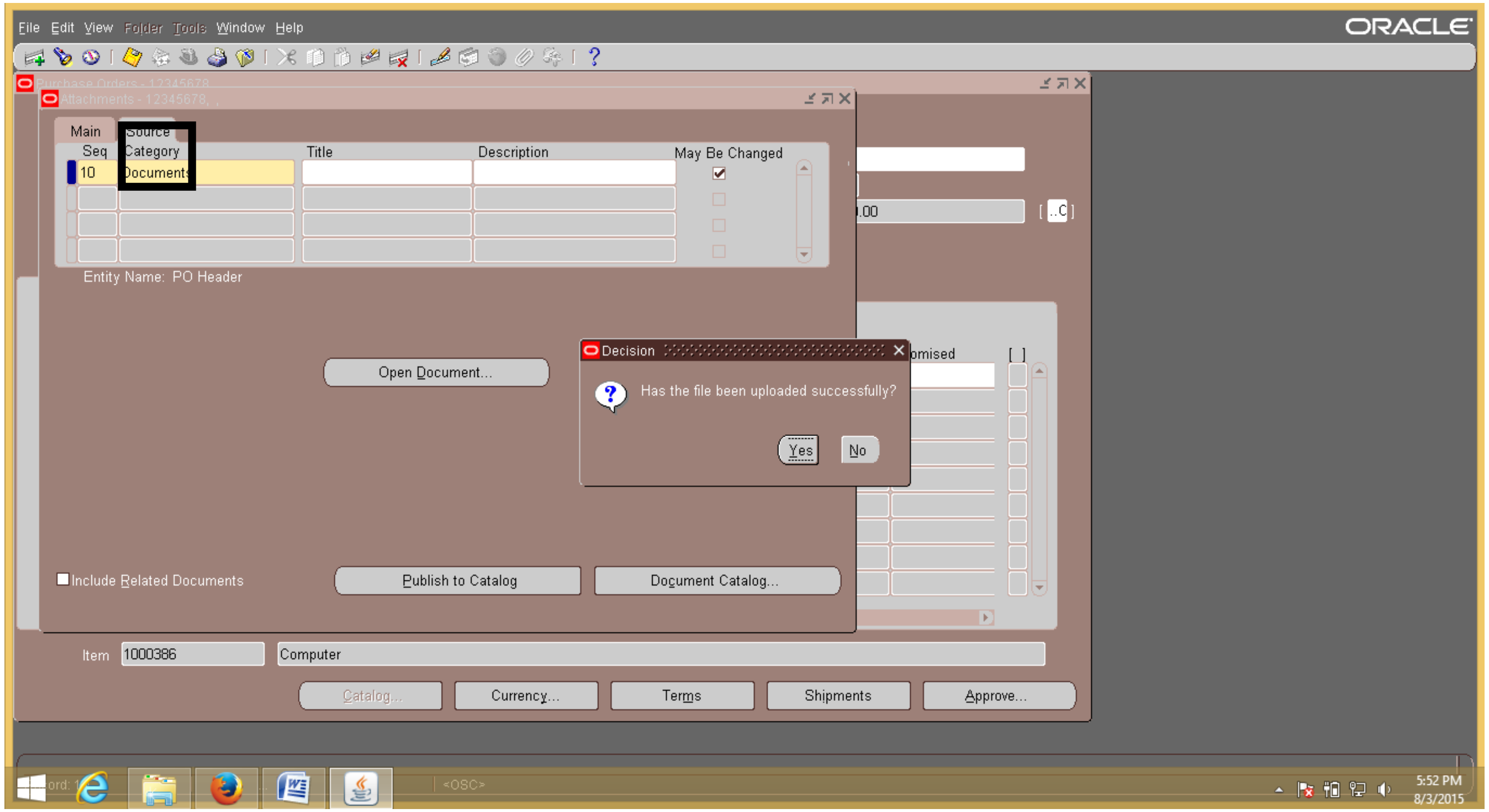


Step 5: Purchase Order will be auto created generated a Purchase Order Number with the Status as "Incomplete"
Put the value – Price type, Preparer name and PI name.(Yellow field mandatory field).
Click on attachment if you have attached some file.



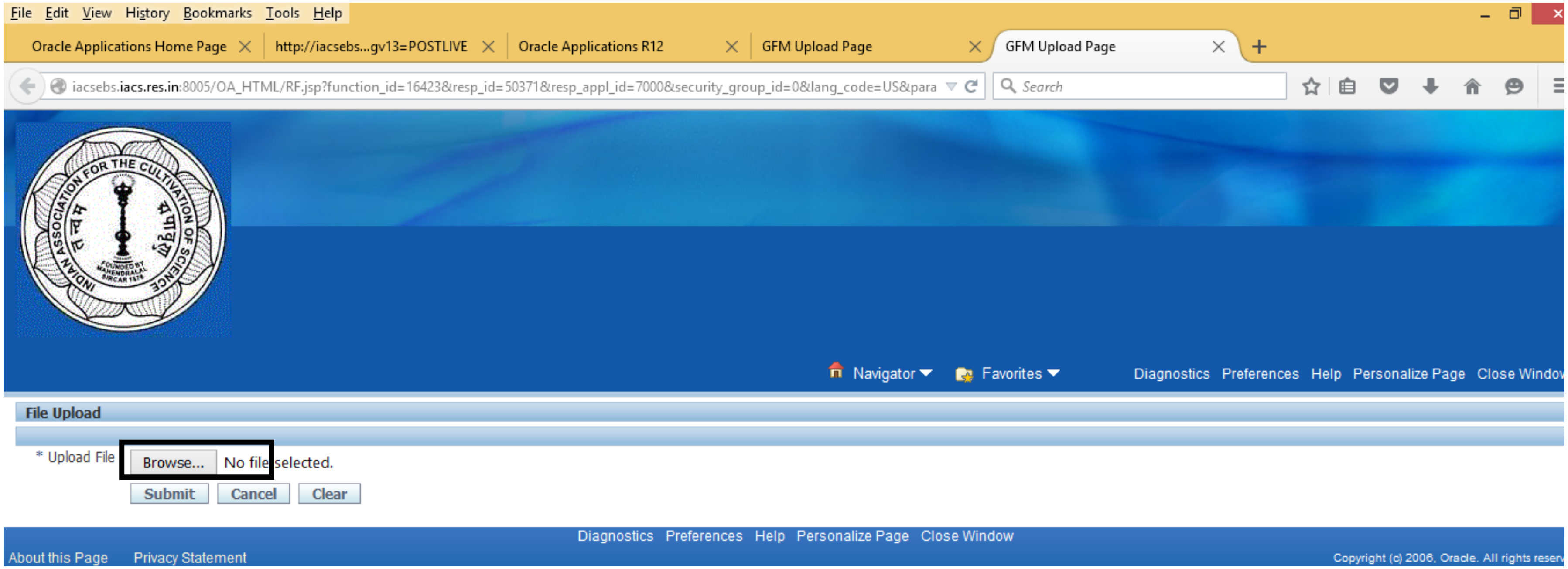


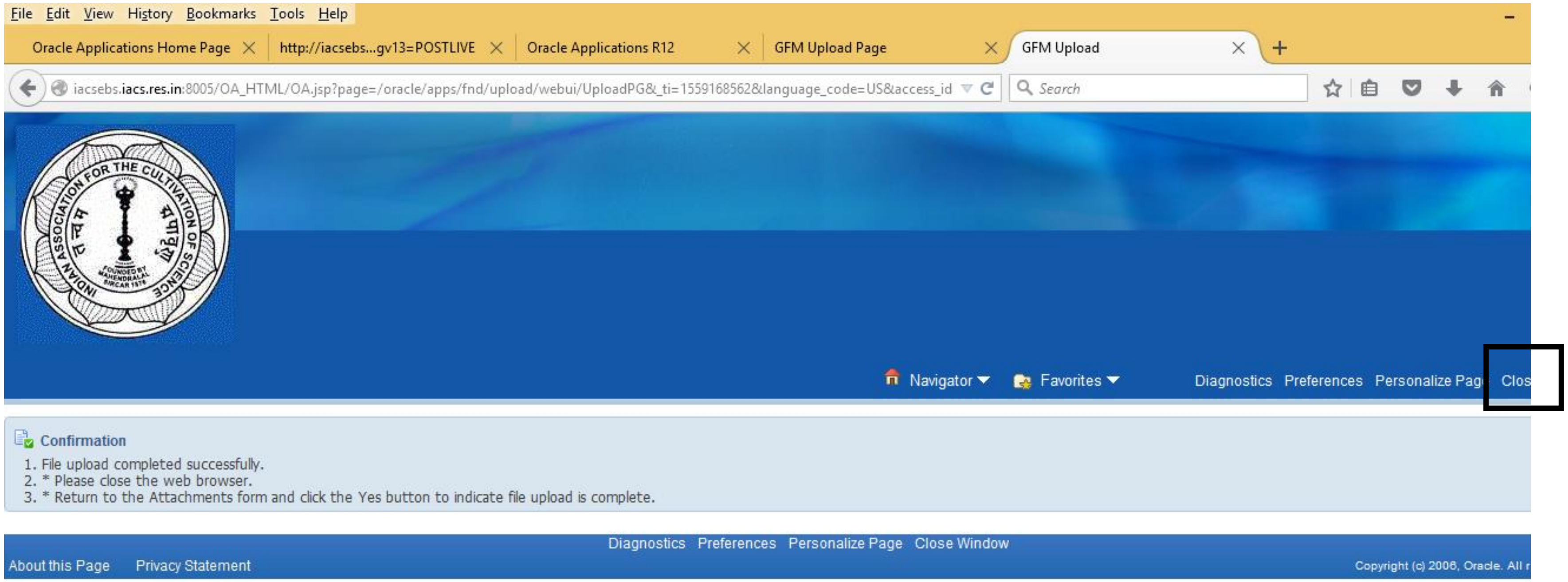
Click on attachment then select category "Documents"
Now click on source button.



Click on source button, then automatically browse page open.

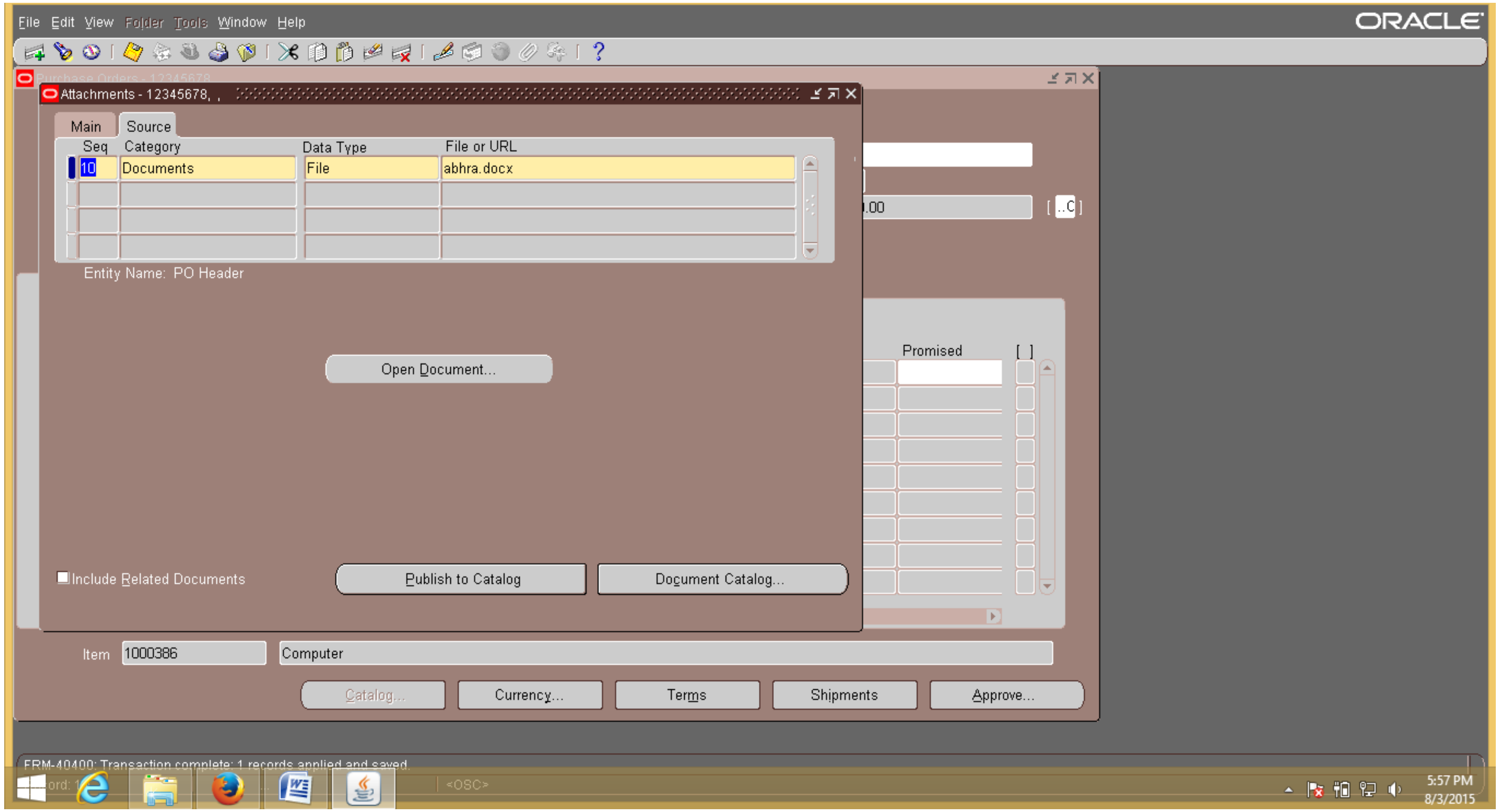
Click on browse and select the text file from your desktop.





Then click on submit button and closed the window.

Now click on yes button and save the attachment.
Here you see the file URL.

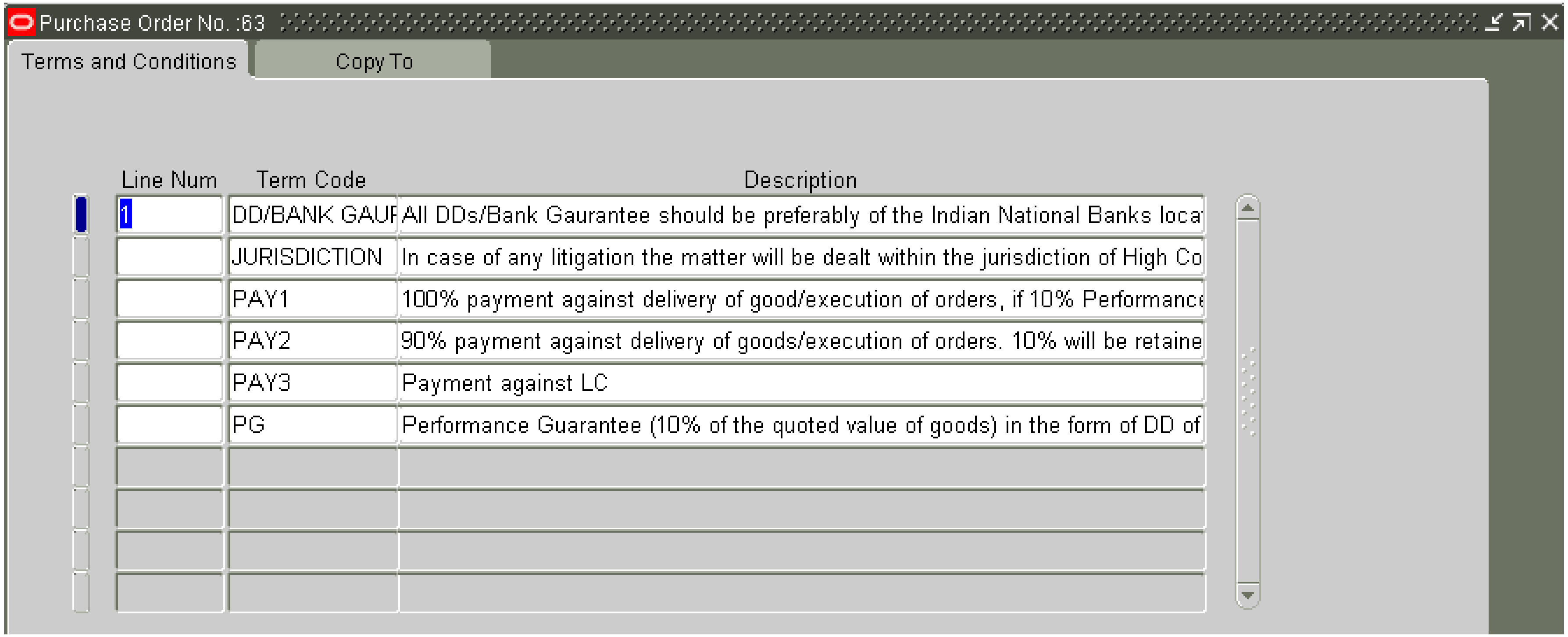


2.1.1 Terms and Conditions

Screen: Purchase Order Screen
Purpose: To specify terms and conditions
Navigation: Purchase Order Screen-> Tools Dropdown -> Choose Terms and Conditions

2.1.2 Copy To

Screen: Purchase Order Screen
Purpose: To specify whom to forward a copy of the particular purchase order
Navigation: Purchase Order Screen->Tools Dropdown-> Choose Terms and Conditions ->Choose the tab named Copy To

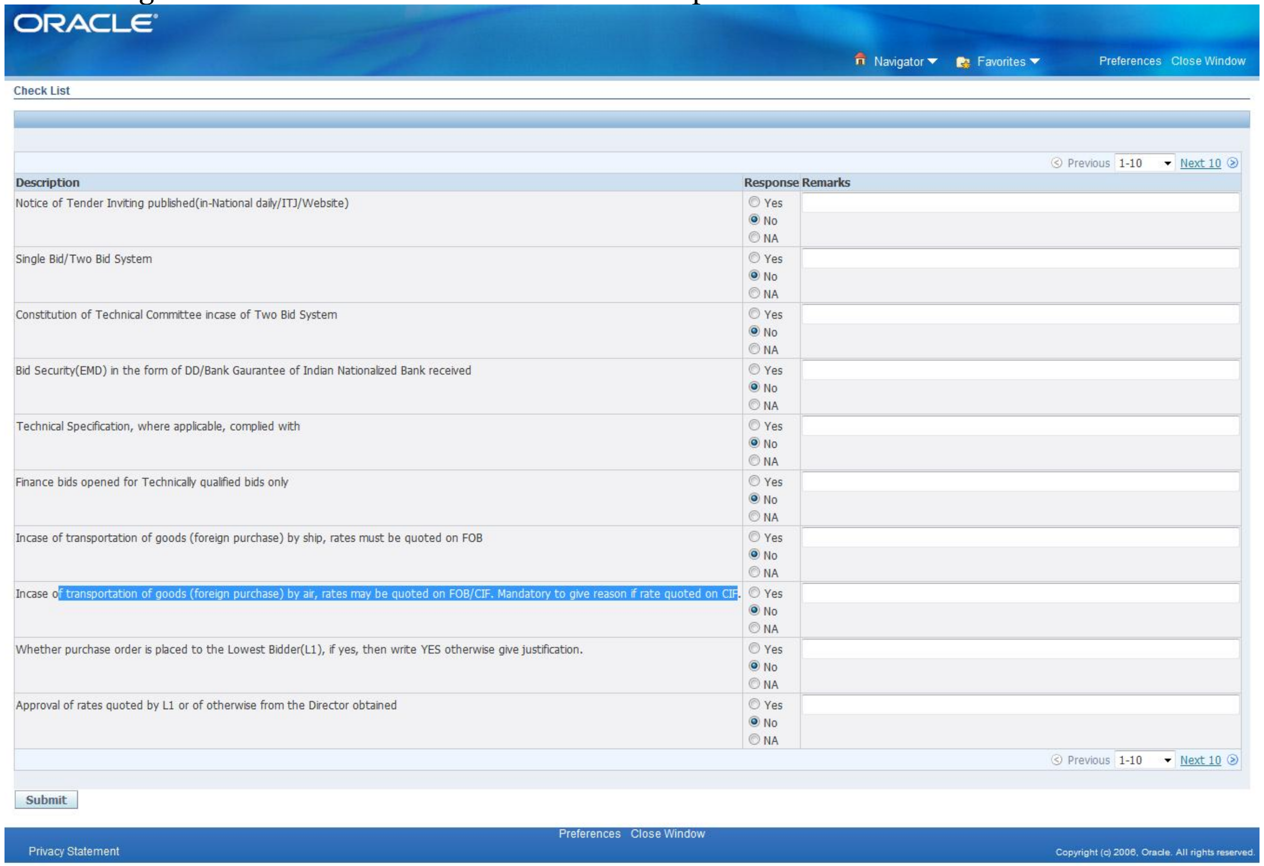


2.1.3 Checklist

Screen: Purchase Order Screen

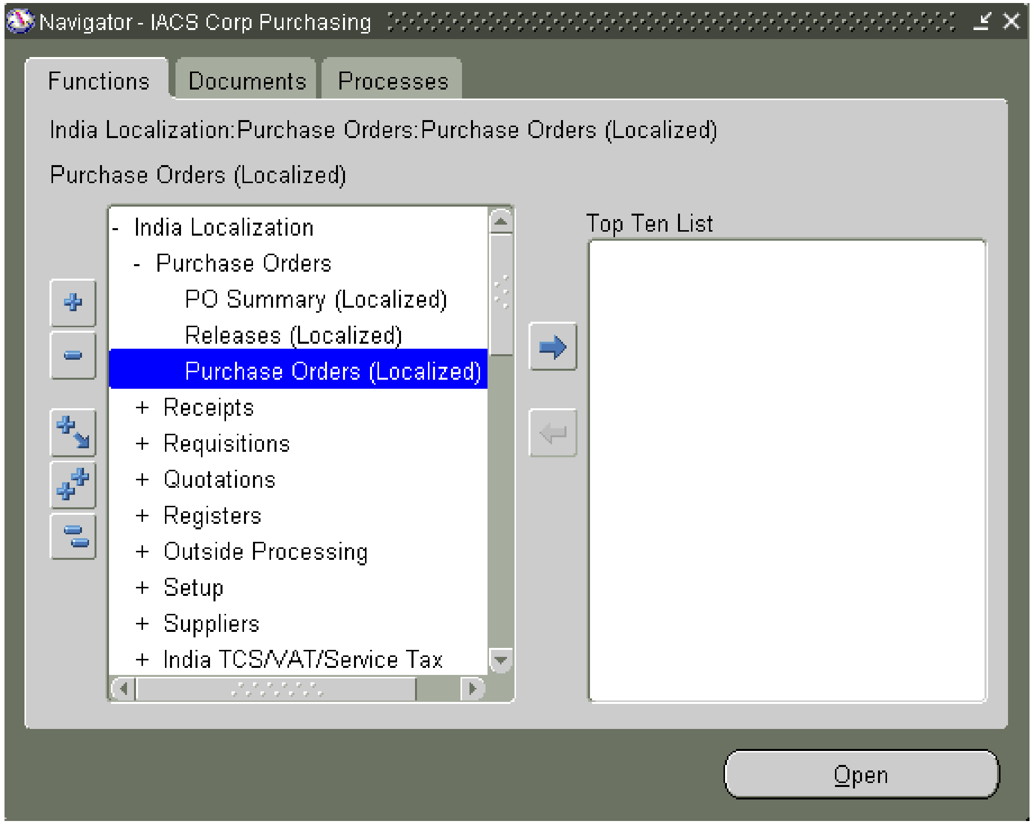
Purpose: Until and unless all the remarks buttons are marked YES/NA the ‘Approve’ button on the PO will not be activated. Also in case of transportation of goods (foreign purchase) by air, rates may be quoted on FOB/CIF and it is mandatory to give reason if rate quoted on CIF

Navigation: Purchase Order Screen->Tools Dropdown->Choose Checklist

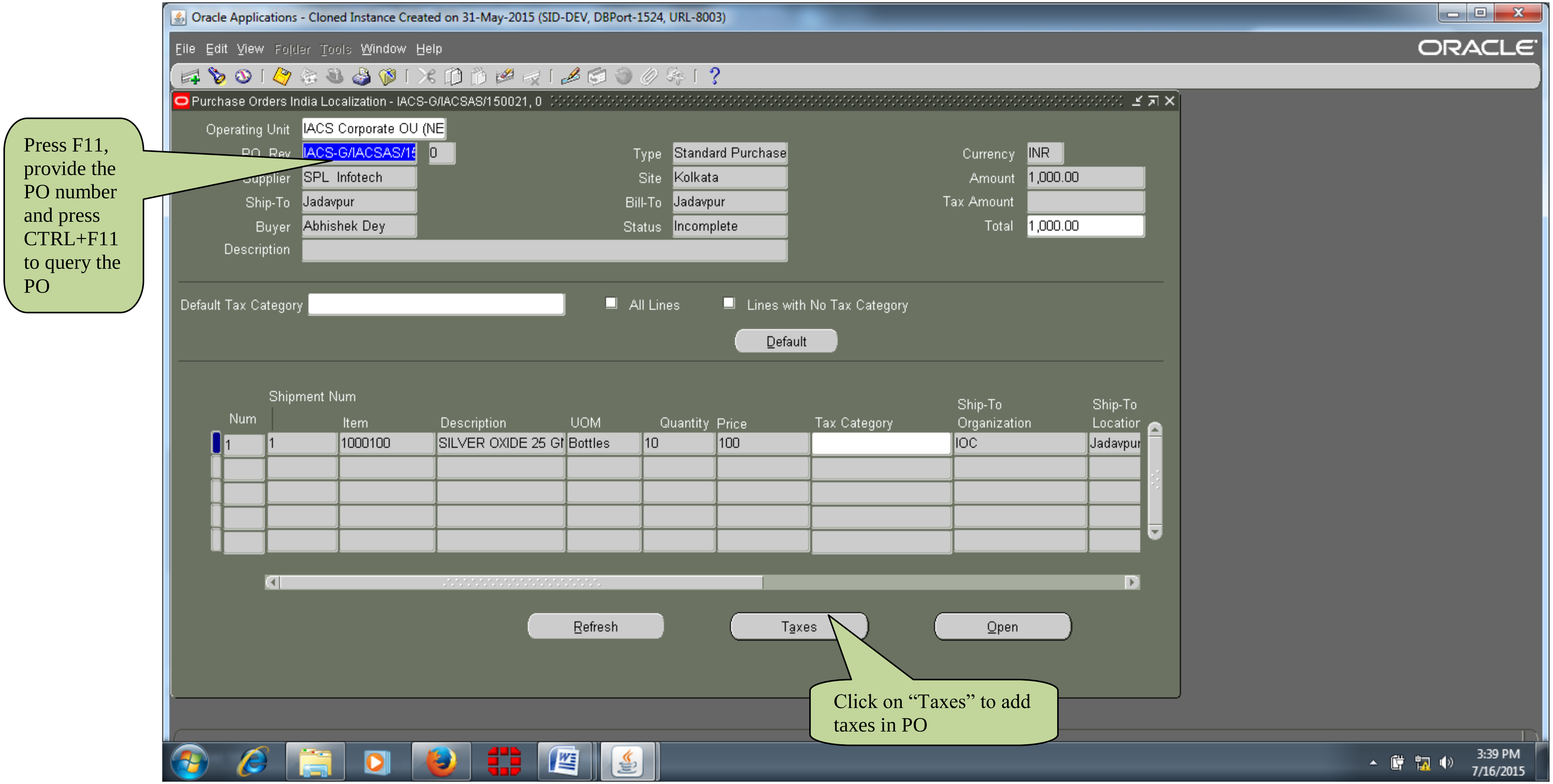


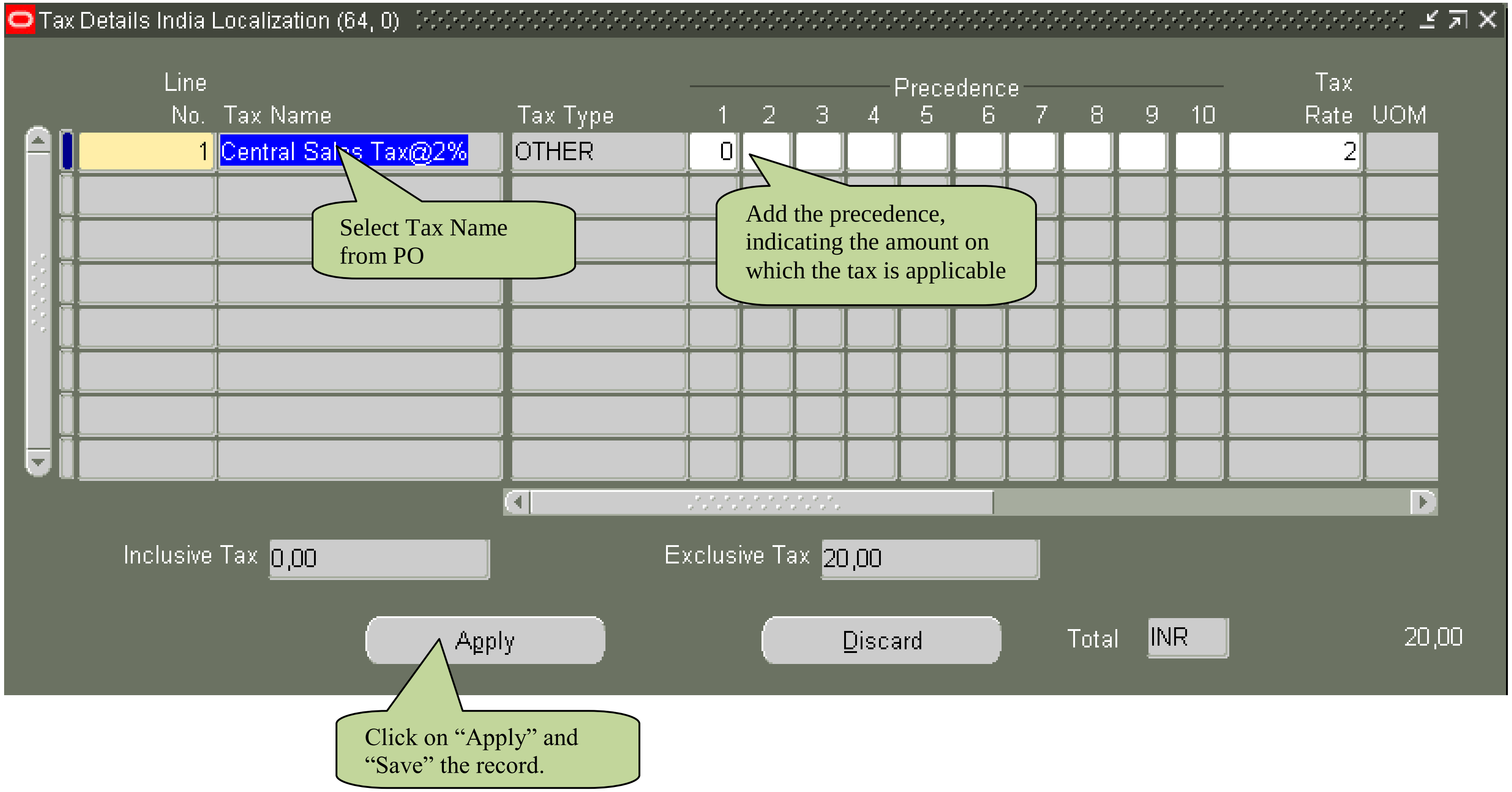
2.2 India Localization Taxes

Screen: Purchase Order Localized Screen
Purpose: To attach taxes applicable in the purchase order for India.
Navigation: Purchasing Responsibility> India Localization>Purchase Orders> Purchase Orders (Localized)

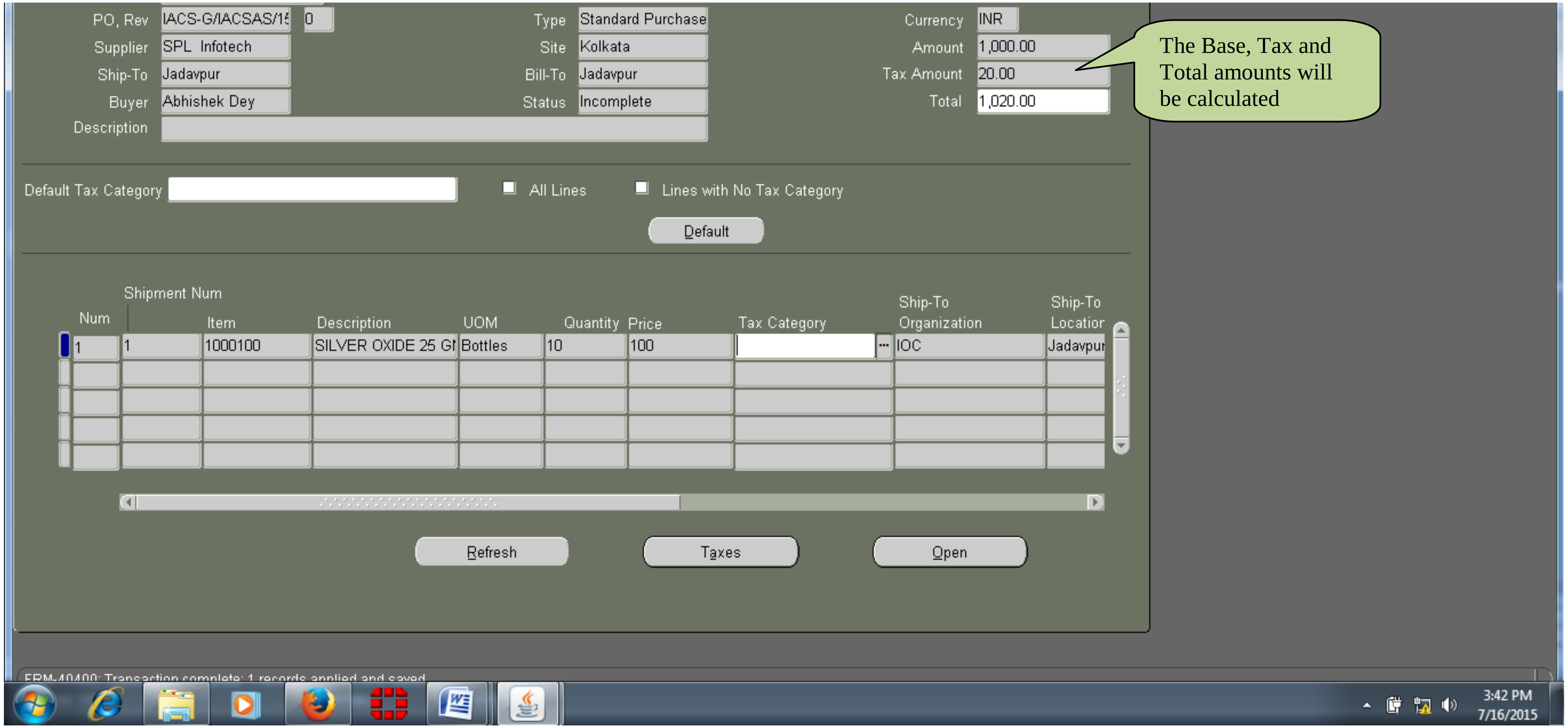


Step1: Query the Purchase Order in the “PO” field. Click on “Taxes”
Step 2: Select the Tax name from the LOV and provide the Precedence. The Tax Rate will be defaulted. Click on “Apply”. Save the record.



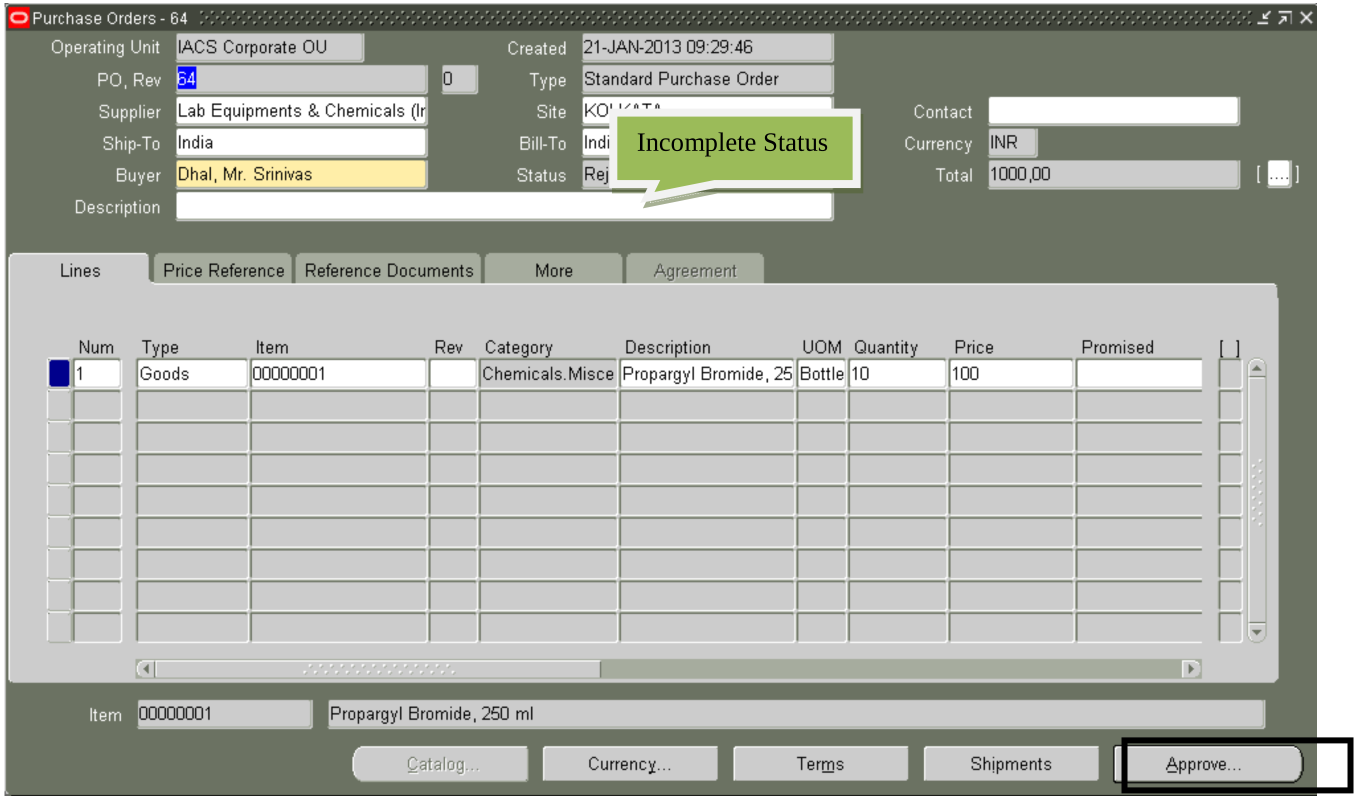

Tax Details India Localization (64, 0)
Line No.
Tax Name
Tax Type
Precedence
1 2 3 4 5 6 7 8 9 10
Tax Rate
UOM
1
Central Sales Tax@2%
OTHER
0
2
Select Tax Name from PO
Add the precedence, indicating the amount on which the tax is applicable
Inclusive Tax
0,00
Exclusive Tax
20,00
Apply
Discard
Total
INR
20,00
Click on "Apply" and "Save" the record.

Step 3: The Base Amount, Tax Amount and Total Amount of the Purchase Order will be generated. Save the form and Open the purchase order.

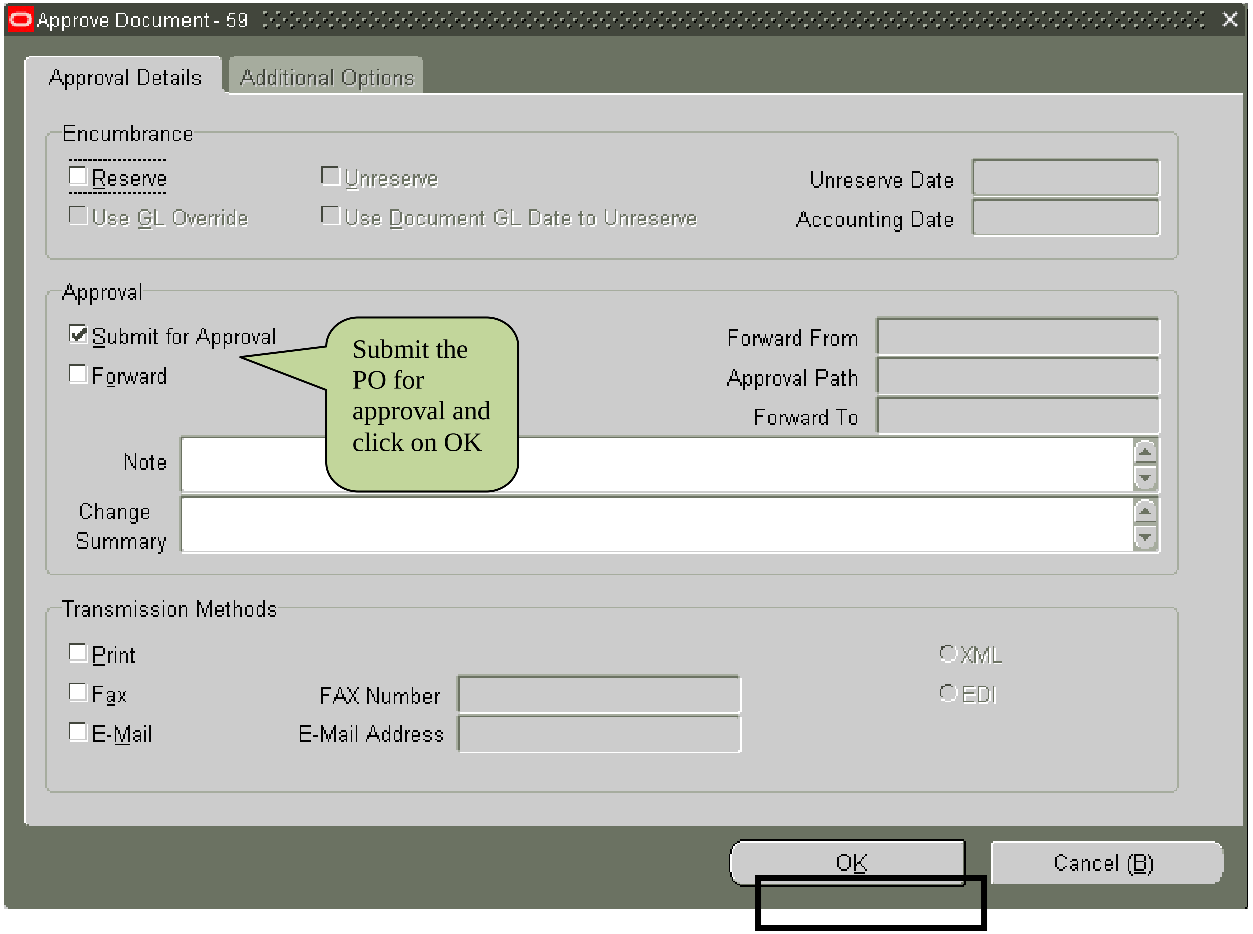


2.3 Approve Purchase Order

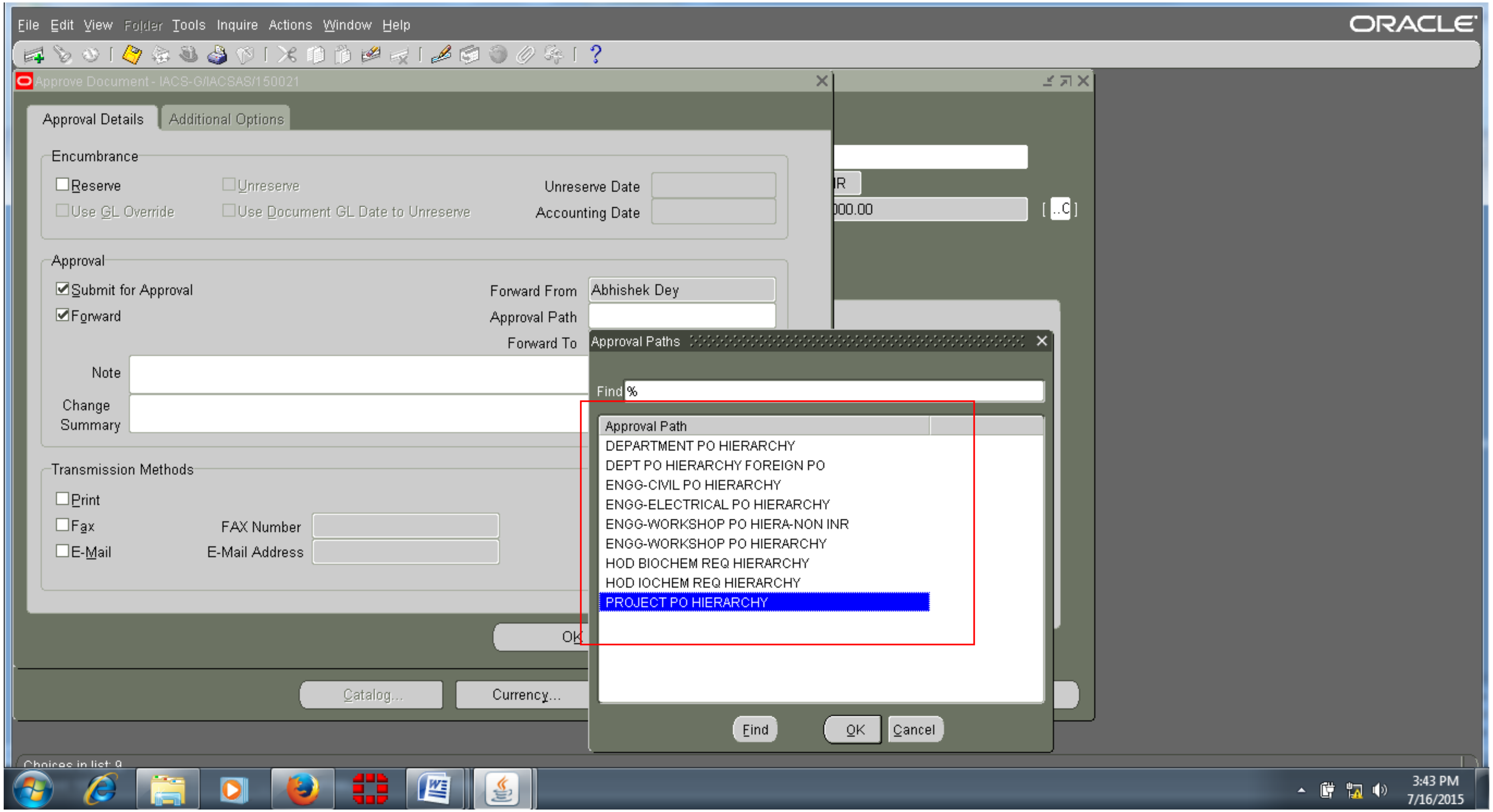
Step 1: Query the Purchase Order from the Purchase Order Summary and Click on “Approve”
Before approve the purchase order tax, checklist and dff value is mandatory.



Step 2: Submit the PO for Approval. Click on "OK"

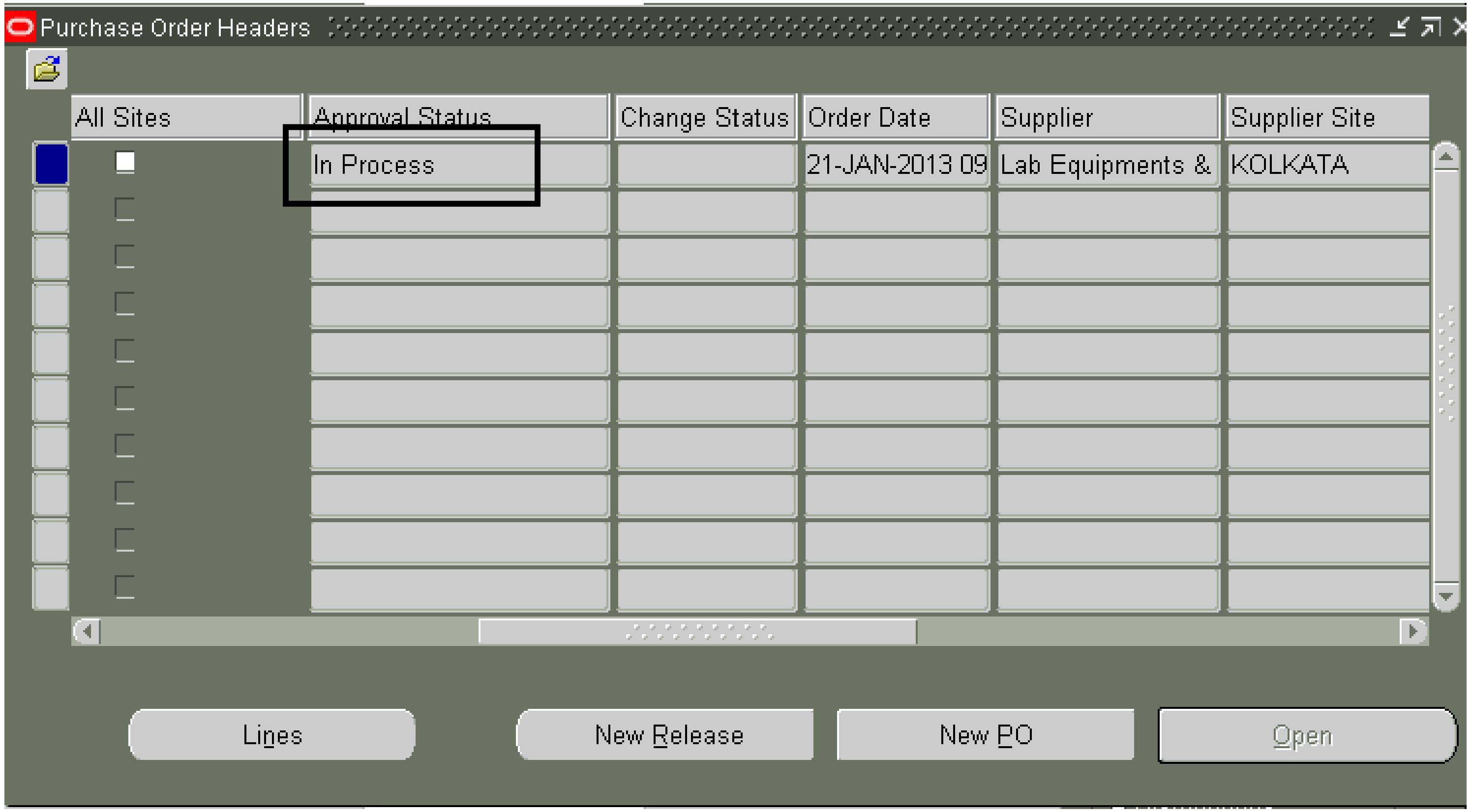


Click on forward and choose the approval path.
After select the approval path press on OK button.

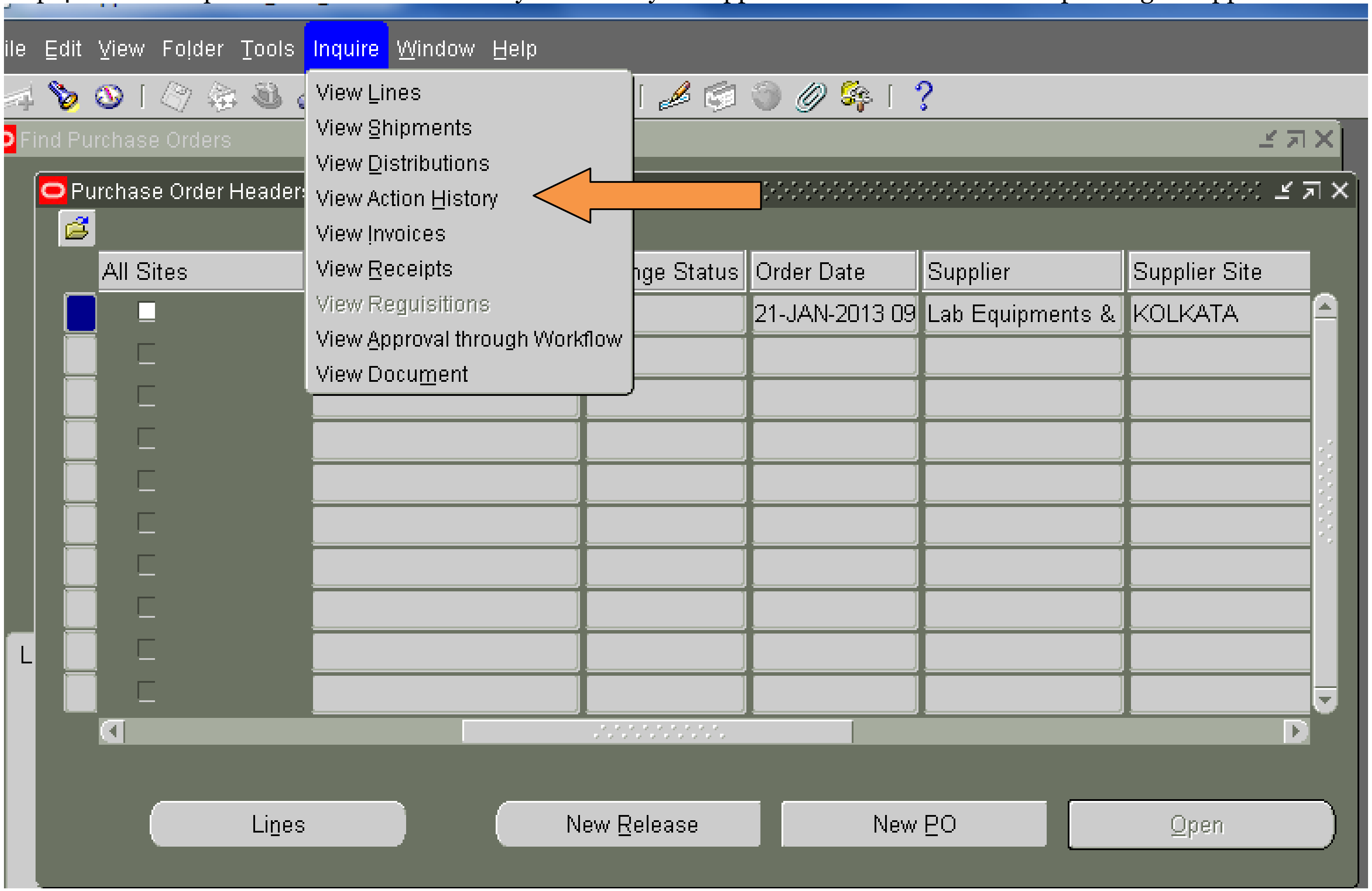


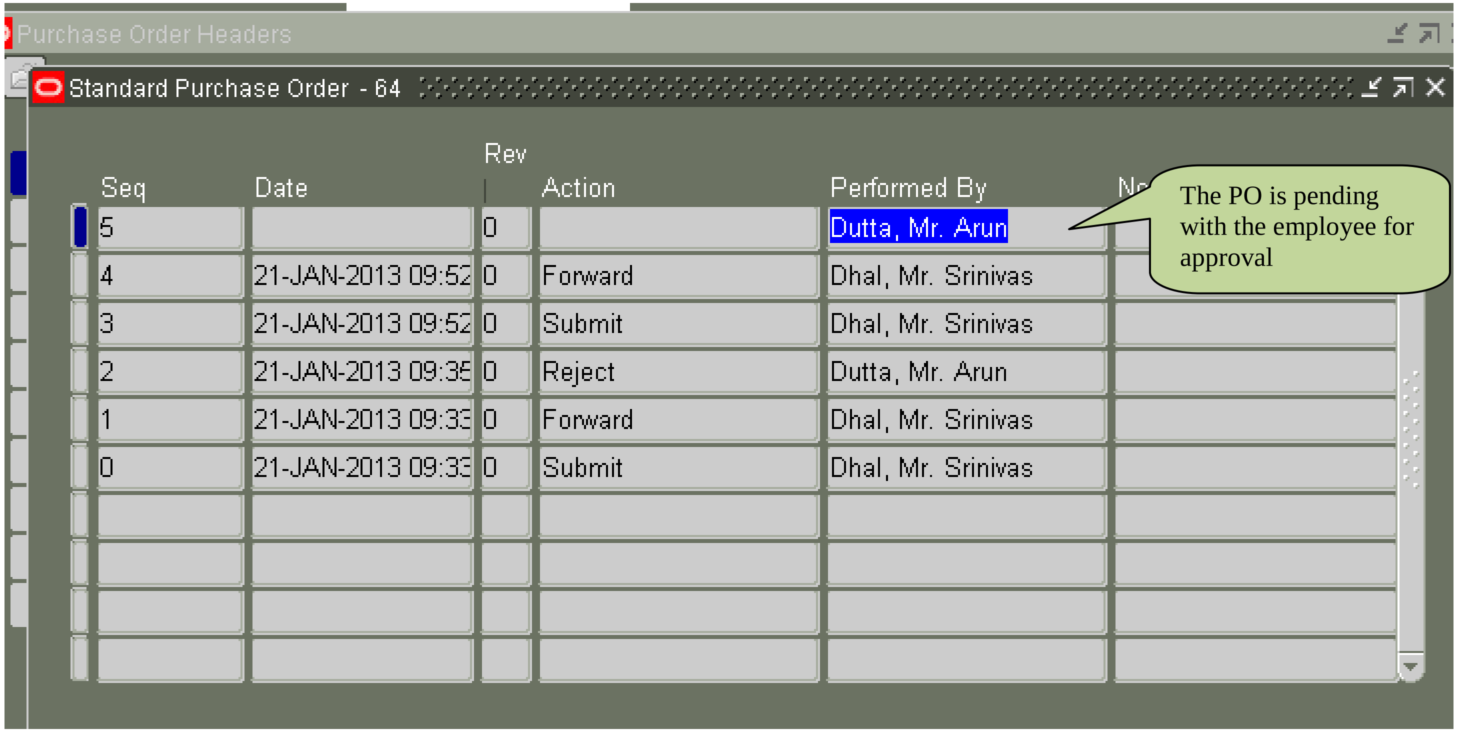
Click on List of value and choose approval path.
Choose forward to option.

Step 3: The Approval Status of the Purchase Order is changed to “In Process”

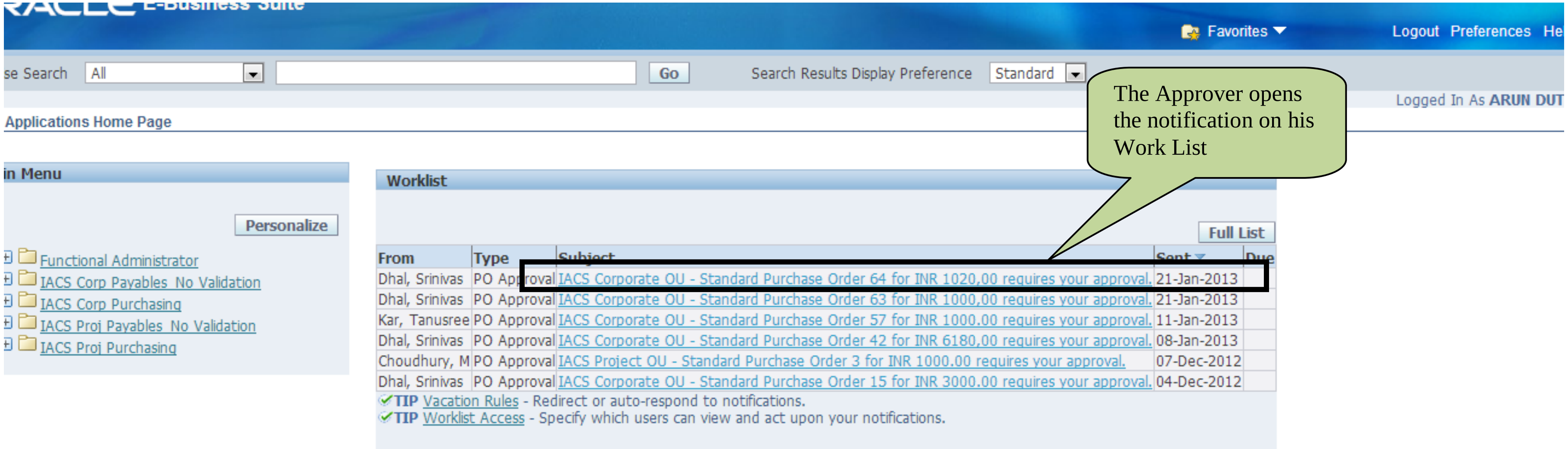


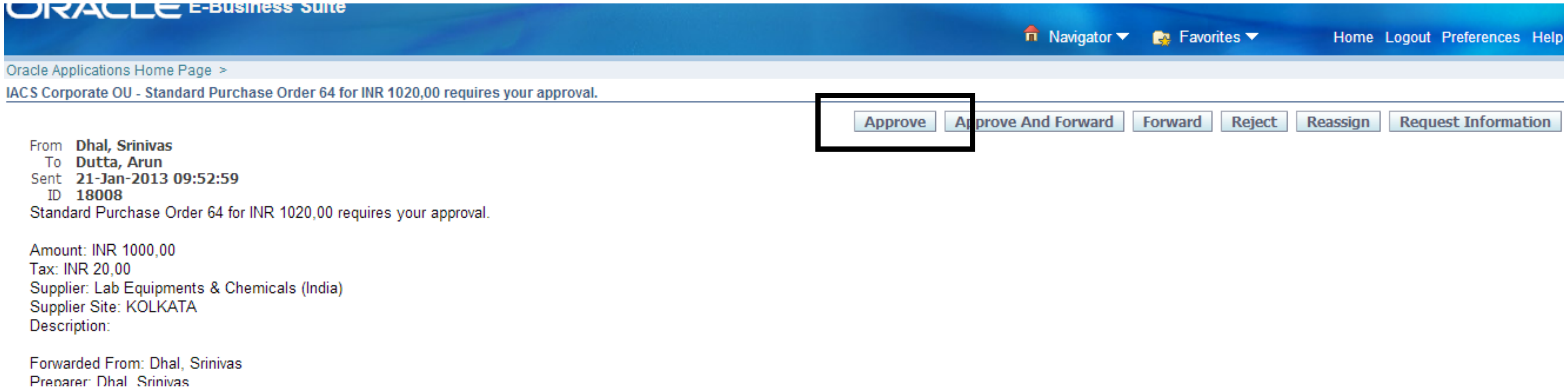
Step 4 : Go to “Inquire”> “View Action History” to identify the approver with whom the PO is pending for approval.



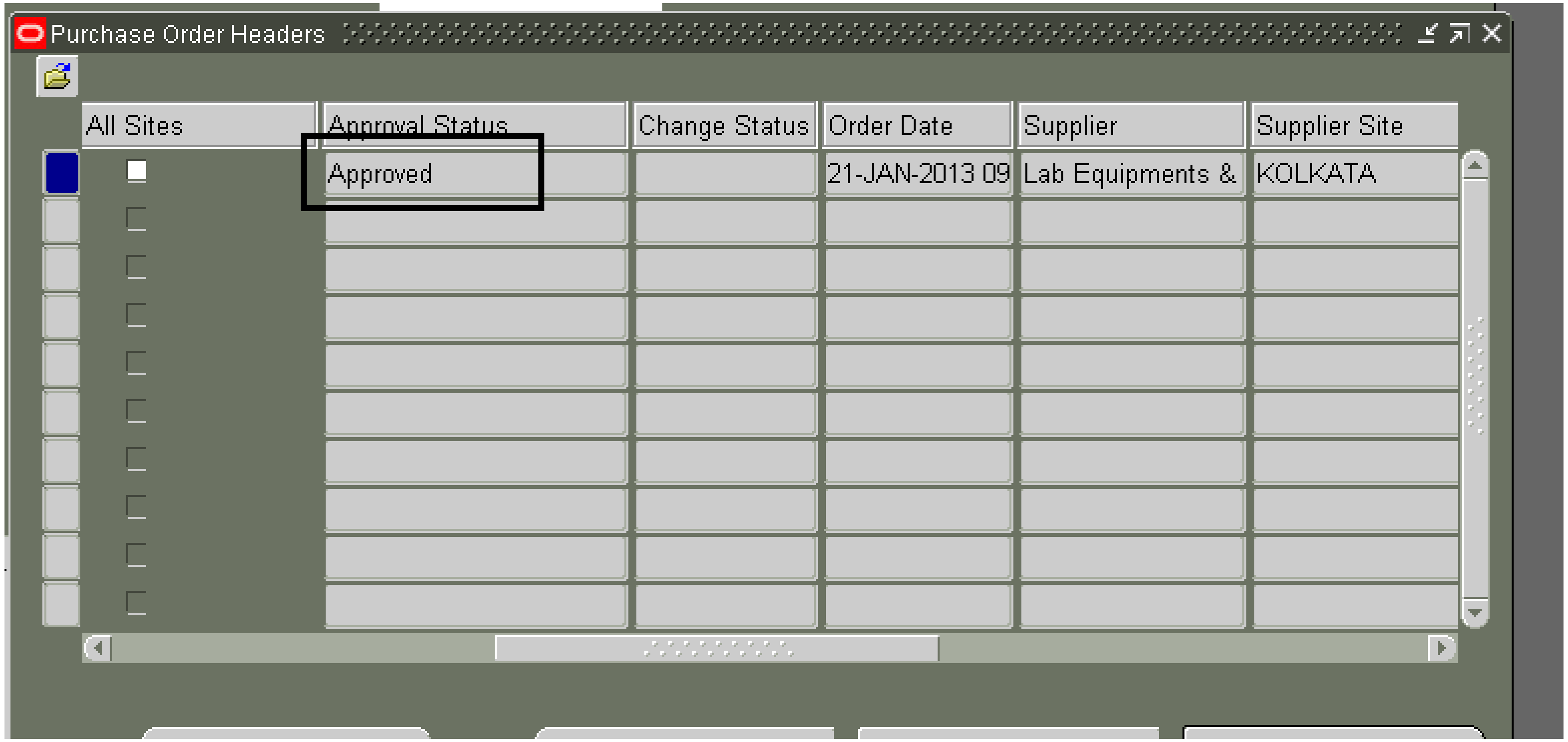

Purchase Order Headers
Standard Purchase Order - 64
Seq
Date
Rev
Action
Performed By
5 0 Dutta, Mr. Arun
4 21-JAN-2013 09:52 0 Forward Dhal, Mr. Srinivas
3 21-JAN-2013 09:52 0 Submit Dhal, Mr. Srinivas
2 21-JAN-2013 09:35 0 Reject Dutta, Mr. Arun
1 21-JAN-2013 09:33 0 Forward Dhal, Mr. Srinivas
0 21-JAN-2013 09:33 0 Submit Dhal, Mr. Srinivas
The PO is pending with the employee for approval

Step 5: The approver logs in to approve the Purchase Order. He opens the notification on his Work List and clicks on the “Approve” tab.



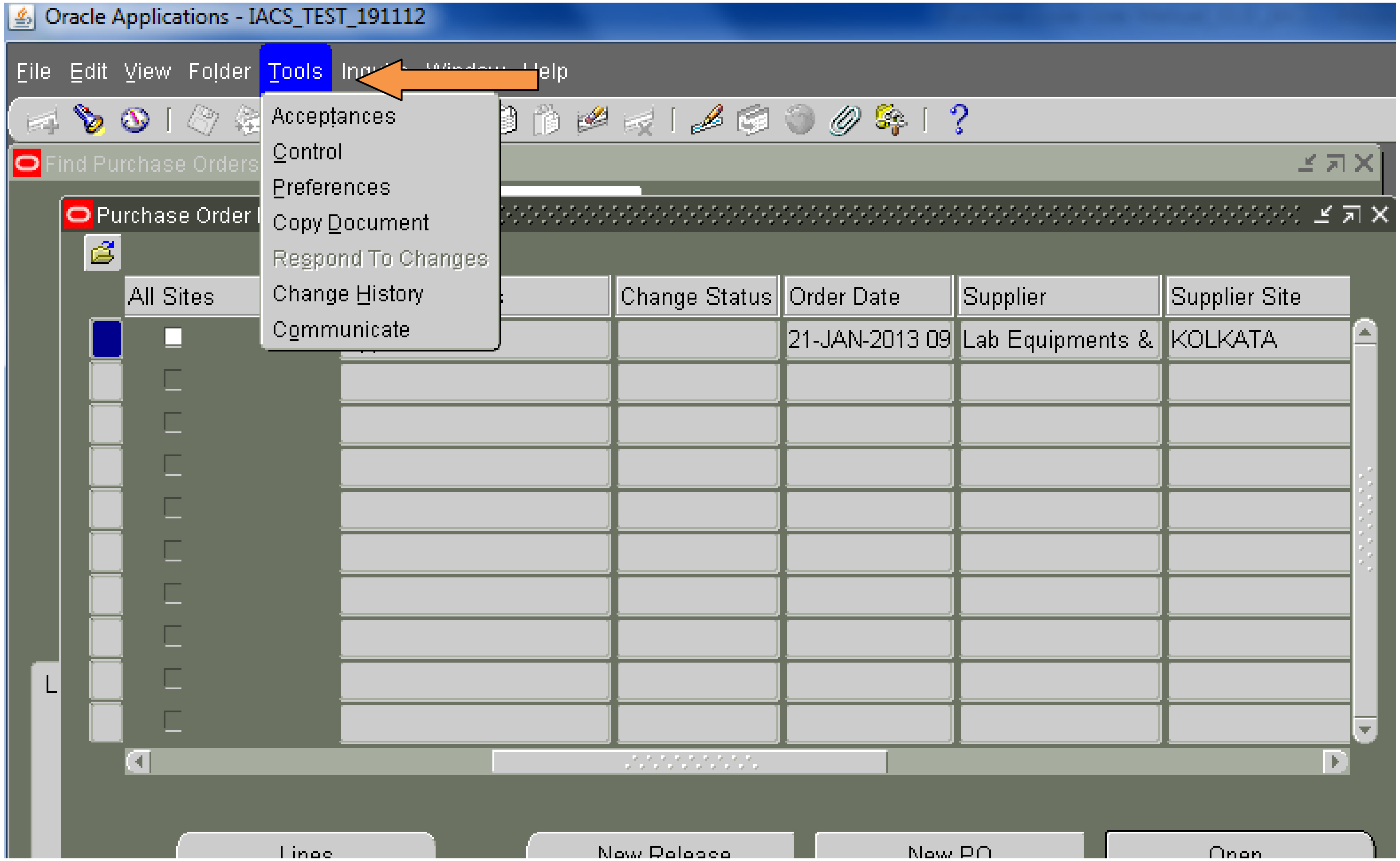


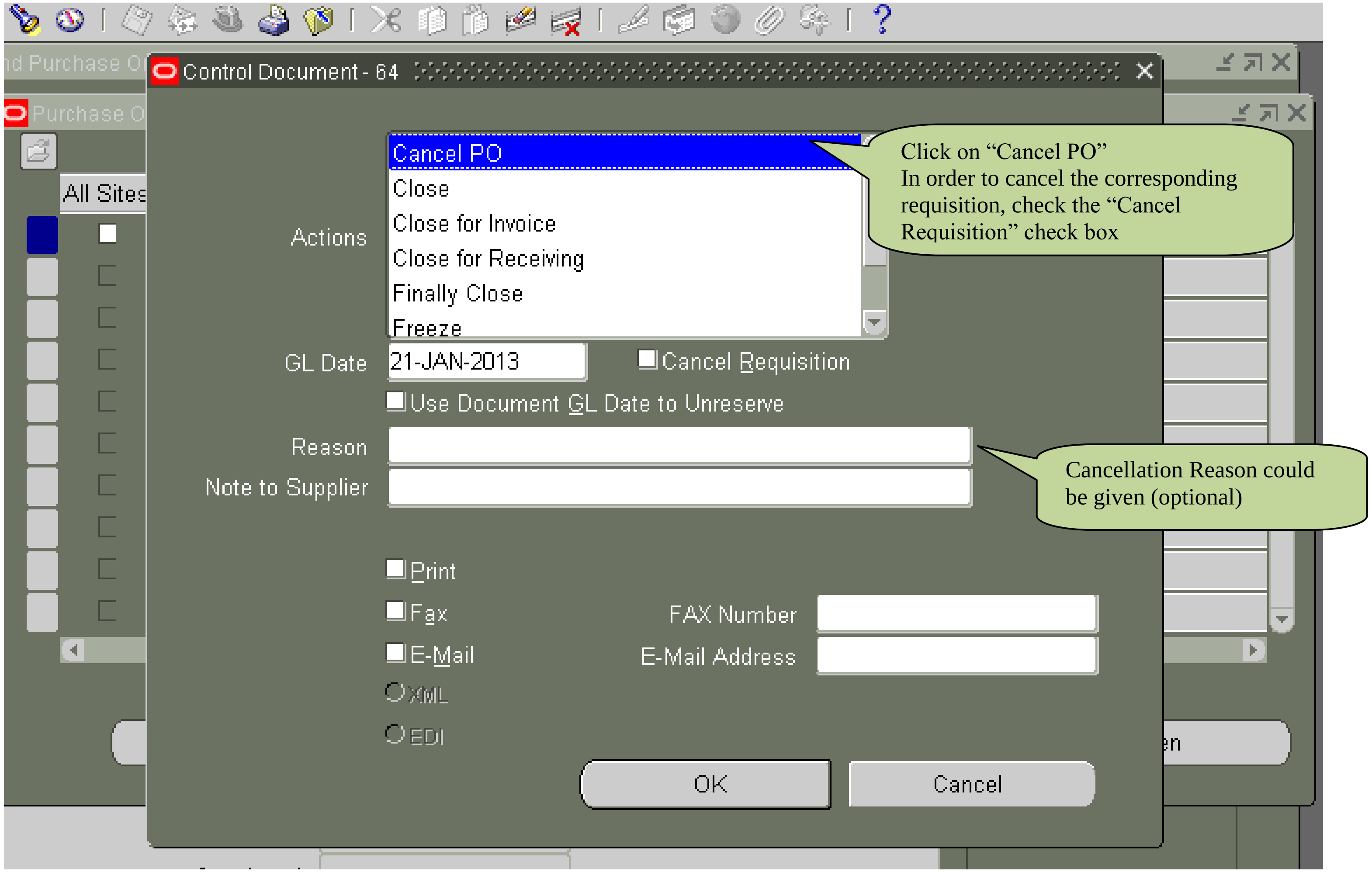
Step 6: The PO Approval Status changes to “Approved”

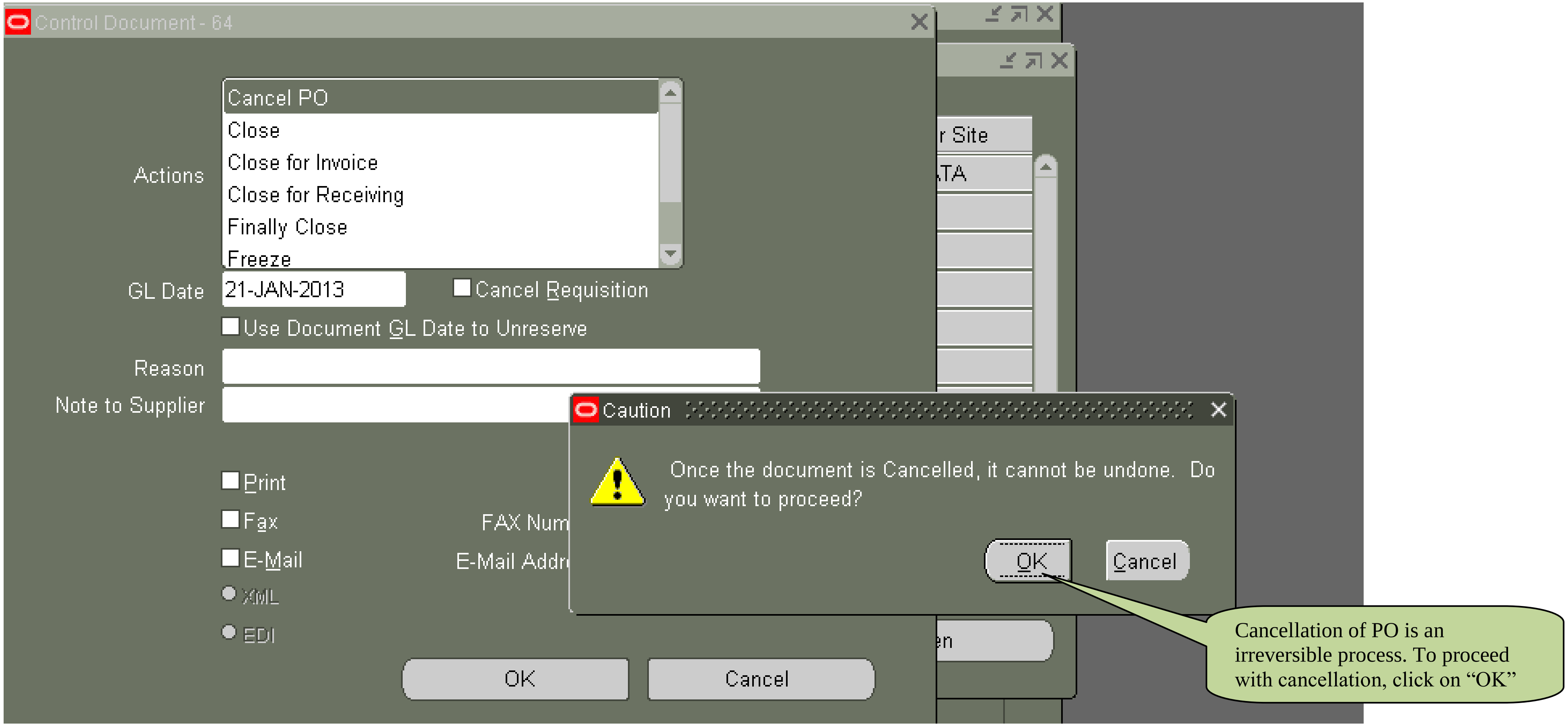


2.4 Cancel Purchase Order

Step 1: Query the Purchase Order to be cancelled from Purchase Order Summary Screen. Go to Tools> Control.
Step 2: Select "Cancel PO" and provide a Reason for cancellation (Optional). Click on OK. This is an irreversible process. So in order to proceed with cancellation click on "OK" in the Caution message.



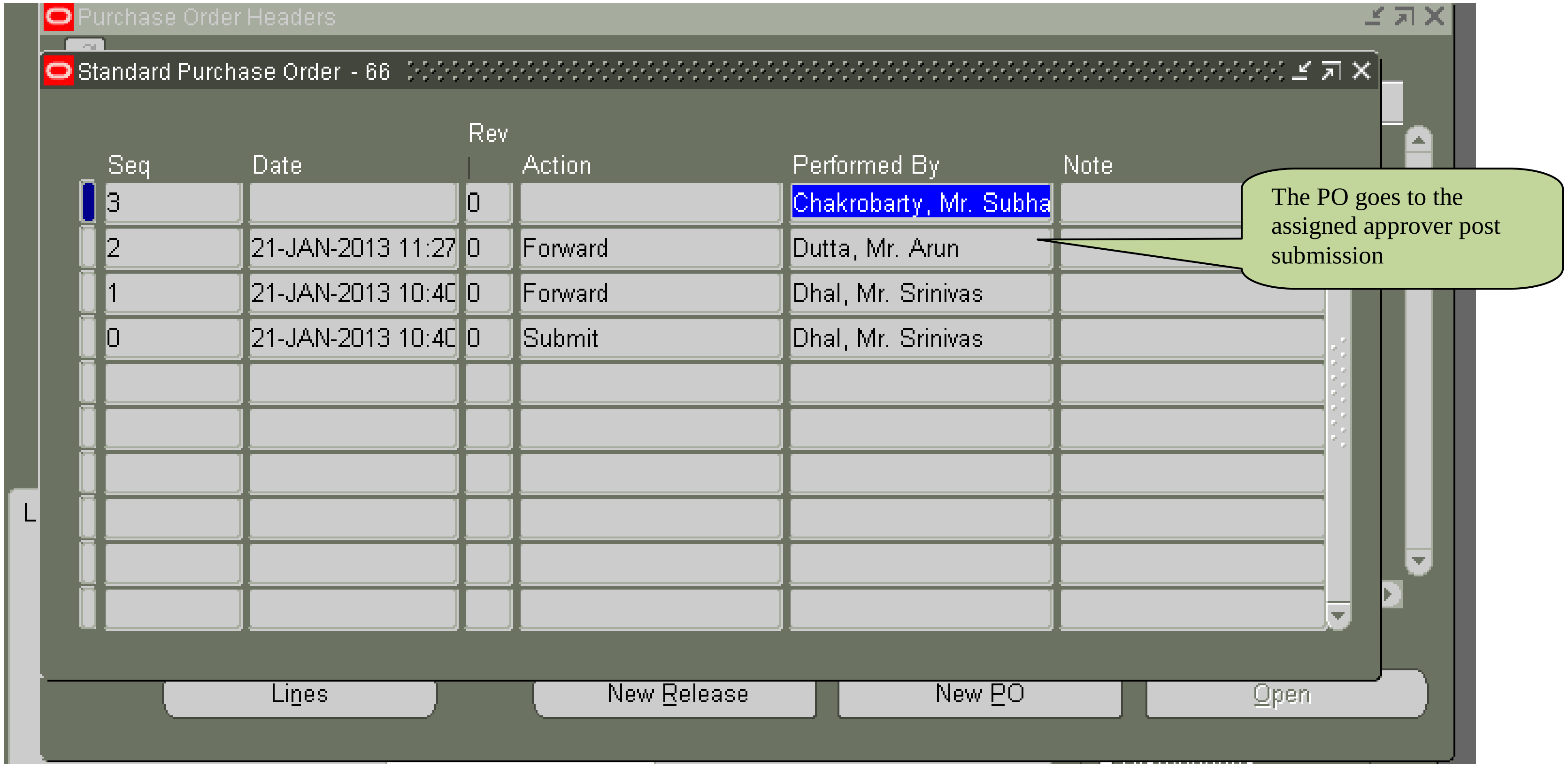

Control Document - 64
Actions
Cancel PO
Close
Close for Invoice
Close for Receiving
Finally Close
Freeze
GL Date
21-JAN-2013
Cancel Requisition
Use Document GL Date to Unreserve
Reason
Note to Supplier
Print
Fax
E-Mail
XML
EDI
FAX Number
E-Mail Address
OK
Cancel
Click on “Cancel PO”
In order to cancel the corresponding requisition, check the “Cancel Requisition” check box
Cancellation Reason could be given (optional)

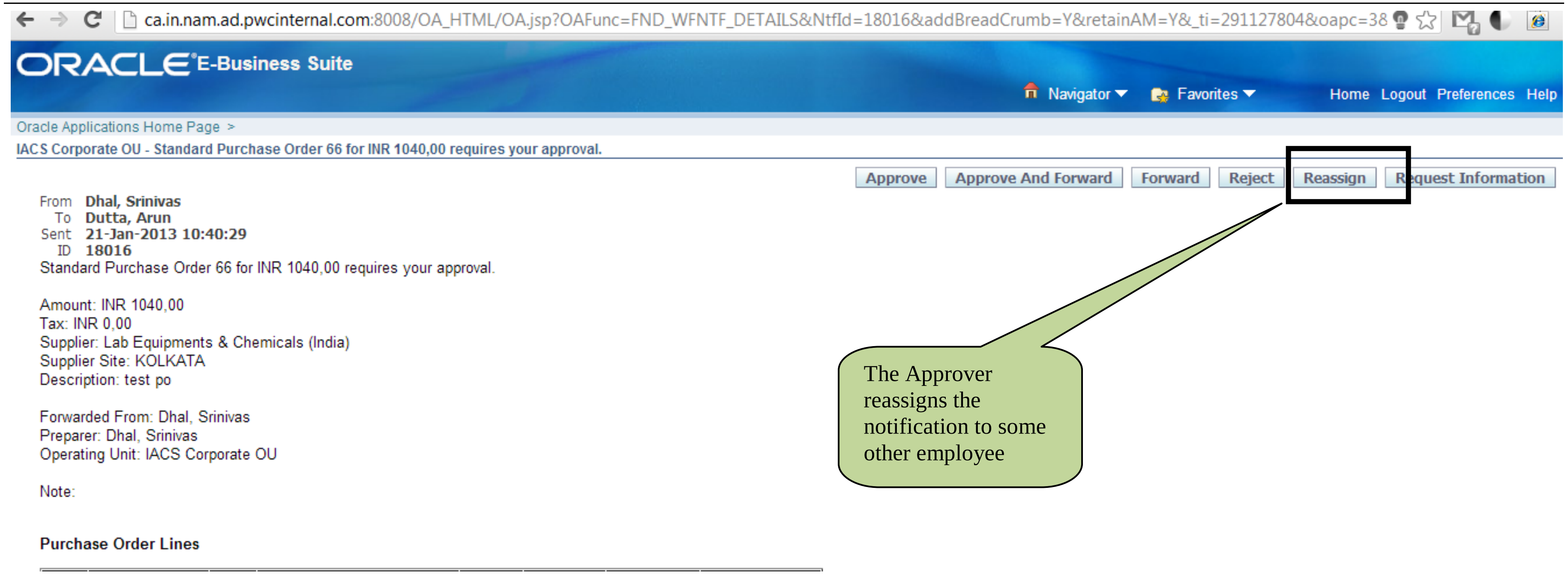

Control Document - 64
Actions
Cancel PO
Close
Close for Invoice
Close for Receiving
Finally Close
Freeze
GL Date
21-JAN-2013
Cancel Requisition
Use Document GL Date to Unreserve
Reason
Note to Supplier
Print
Fax
E-Mail
XML
EDI
OK
Cancel
Caution
Once the document is Cancelled, it cannot be undone. Do you want to proceed?
OK
Cancel
Cancellation of PO is an irreversible process. To proceed with cancellation, click on "OK"

Step 3: The PO "Closure Status" changes to "Closed" and the "Cancelled" checkbox will appear checked.

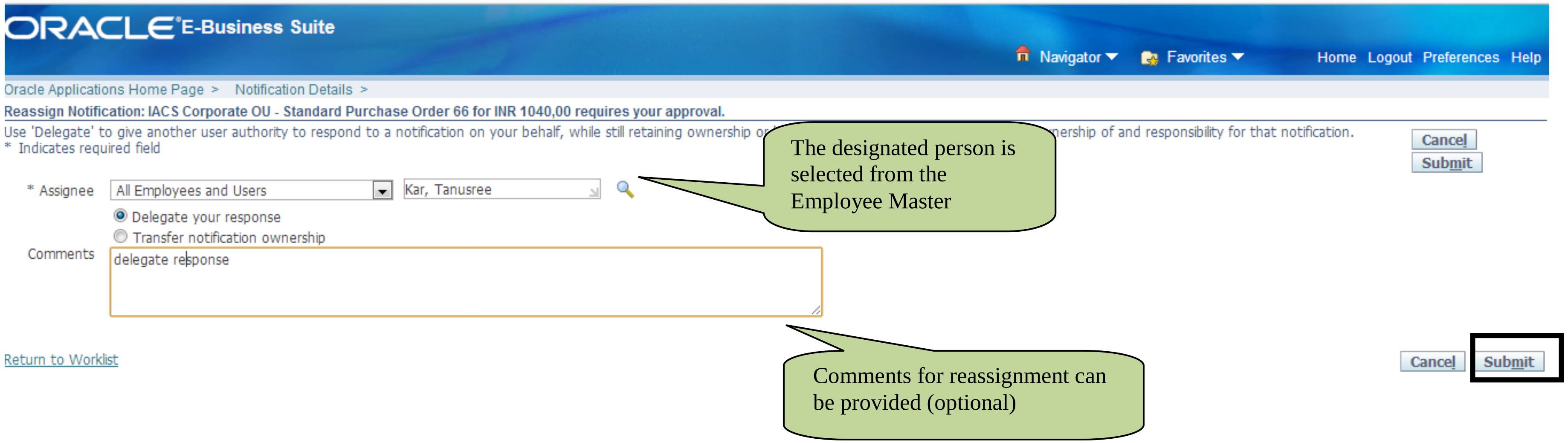
2.5 Reassign, Reject and Request information Purchase Order

Step 1: The Approver, to whom the Purchase Order is sent to take action, might reassign the notification to someone else by clicking on "Reassign"

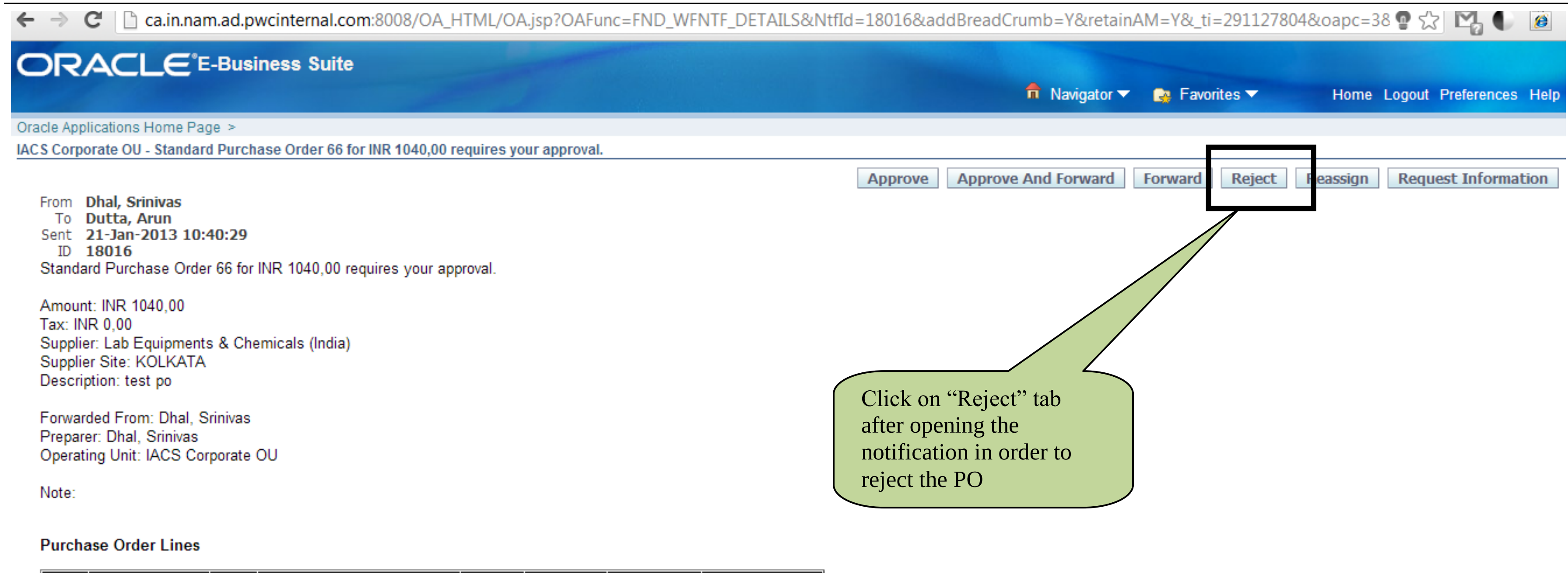


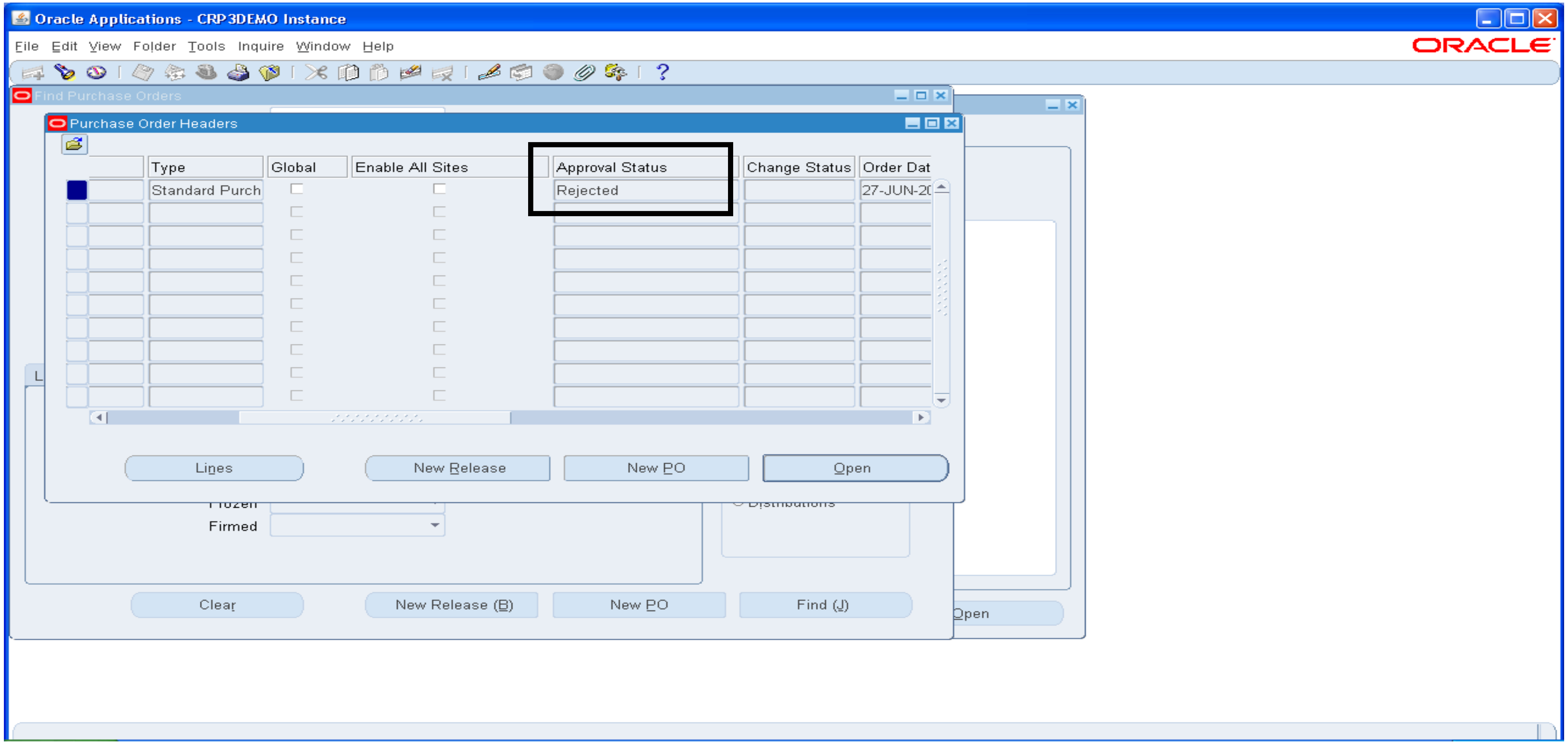


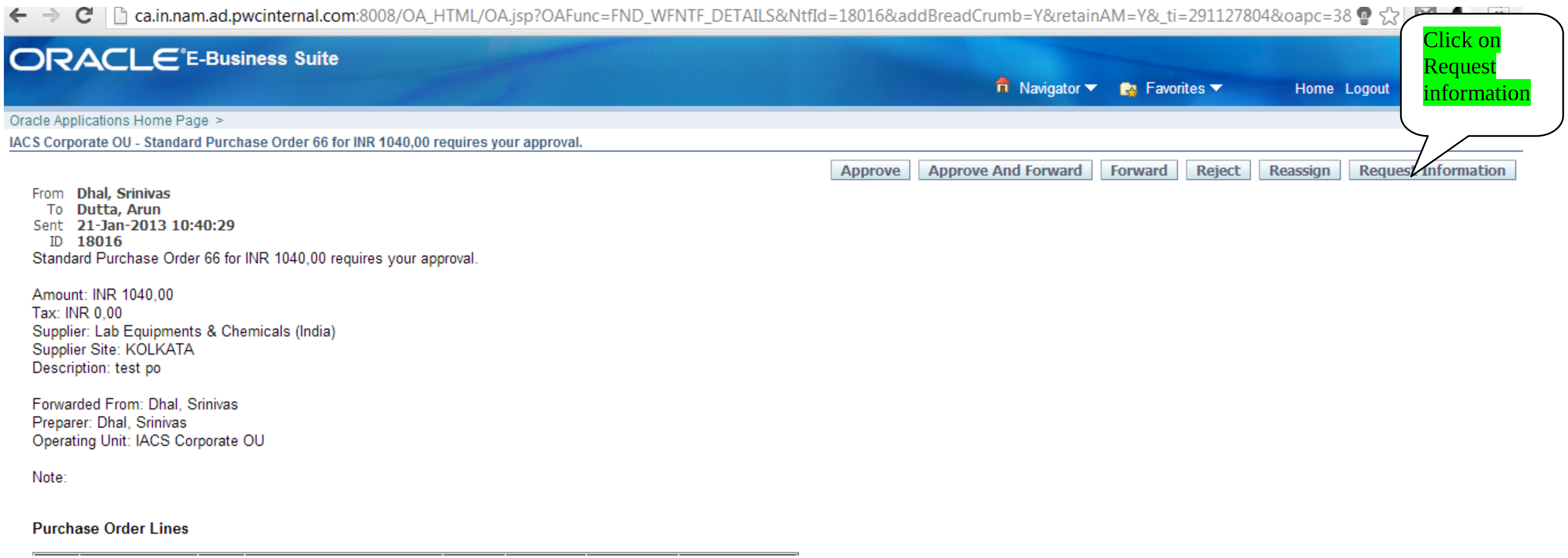
Step 2: Select the Assignee name from the LOV and Click on “Submit”



Step 3: The Approver of a PO can also reject the Purchase Order by clicking on the “Reject” tab. The Approval Status of the PO changes to “Rejected”


ca.in.nam.ad.pwcinternal.com:8008/OA_HTML/OA.jsp?OAFunc=FND_WFNTF_DETAILS&NtfId=18016&addBreadCrumb=Y&retainAM=Y&_ti=291127804&oapc=38
ORACLE E-Business Suite
Navigator Favorites Home Logout Preferences Help
Oracle Applications Home Page >
IACS Corporate OU - Standard Purchase Order 66 for INR 1040,00 requires your approval.
Approve | Approve And Forward | Forward | Reject | Reassign | Request Information
From Dhal, Srinivas
To Dutta, Arun
Sent 21-Jan-2013 10:40:29
ID 18016
Standard Purchase Order 66 for INR 1040,00 requires your approval.
Amount: INR 1040,00
Tax: INR 0,00
Supplier: Lab Equipments & Chemicals (India)
Supplier Site: KOLKATA
Description: test po
Forwarded From: Dhal, Srinivas
Preparer: Dhal, Srinivas
Operating Unit: IACS Corporate OU
Note:
Purchase Order Lines
Click on “Reject” tab after opening the notification in order to reject the PO


Oracle Applications - CRP3DEMO Instance
File Edit View Folder Tools Inquire Window Help
ORACLE
Find Purchase Orders
Purchase Order Headers
Type
Global
Enable All Sites
Approval Status
Change Status
Order Dat
Standard Purch
Rejected
27-JUN-2(
Lines
New Release
New PO
Open
Firmed
Clear
New Release (B)
New PO
Find (J)
Open



Click on request information, which information need write down in “request information” tab then select the person and submit.