

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	5
1.1	DOCUMENT STRUCTURE.....	5
1.2	KEY BUSINESS PROCESSES	5
2	PURCHASE ORDER.....	6
2.1	AUTO-CREATION OF PURCHASE ORDER.....	6
2.2	INDIA LOCALIZATION TAXES	18
2.3	APPROVE PURCHASE ORDER WITH ATTACHMENT	22
2.4	CANCEL PURCHASE ORDER	30
2.5	REASSIGN, REJECT AND REQUEST INFORMATION PURCHASE ORDER.....	34

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.

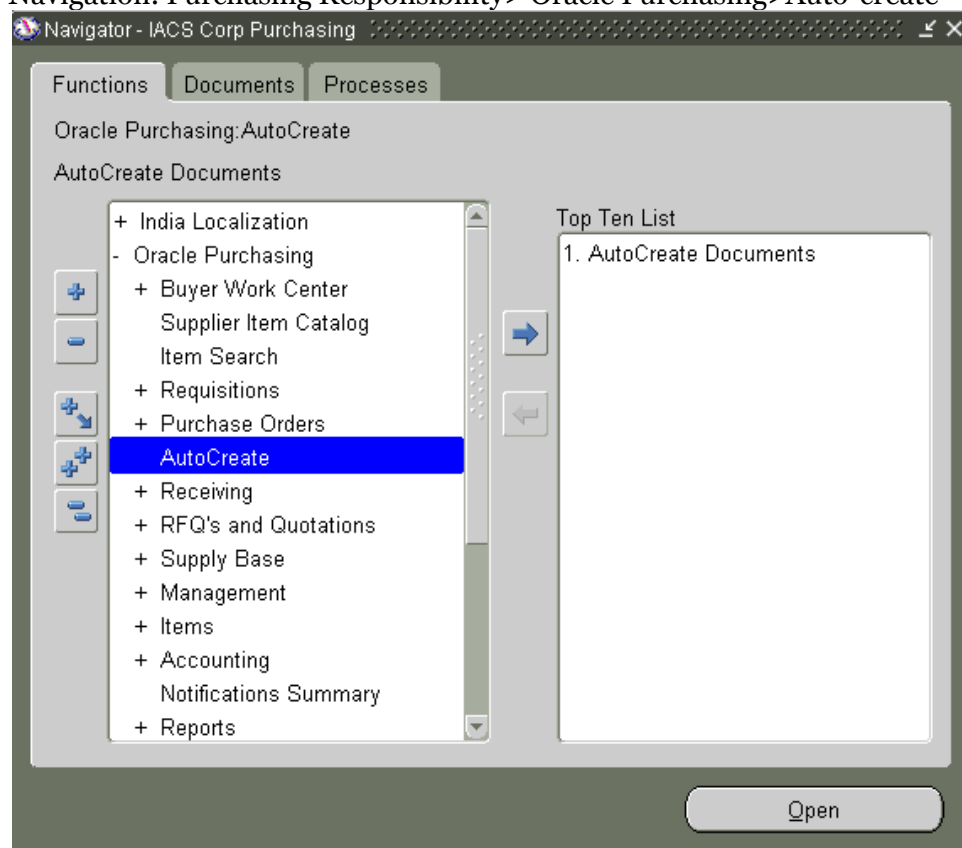
2 Purchase Order

2.1 Auto-creation of Purchase Order

Screen: Auto-create Screen

Purpose: To create a new Purchase Order from an approved purchase requisition.

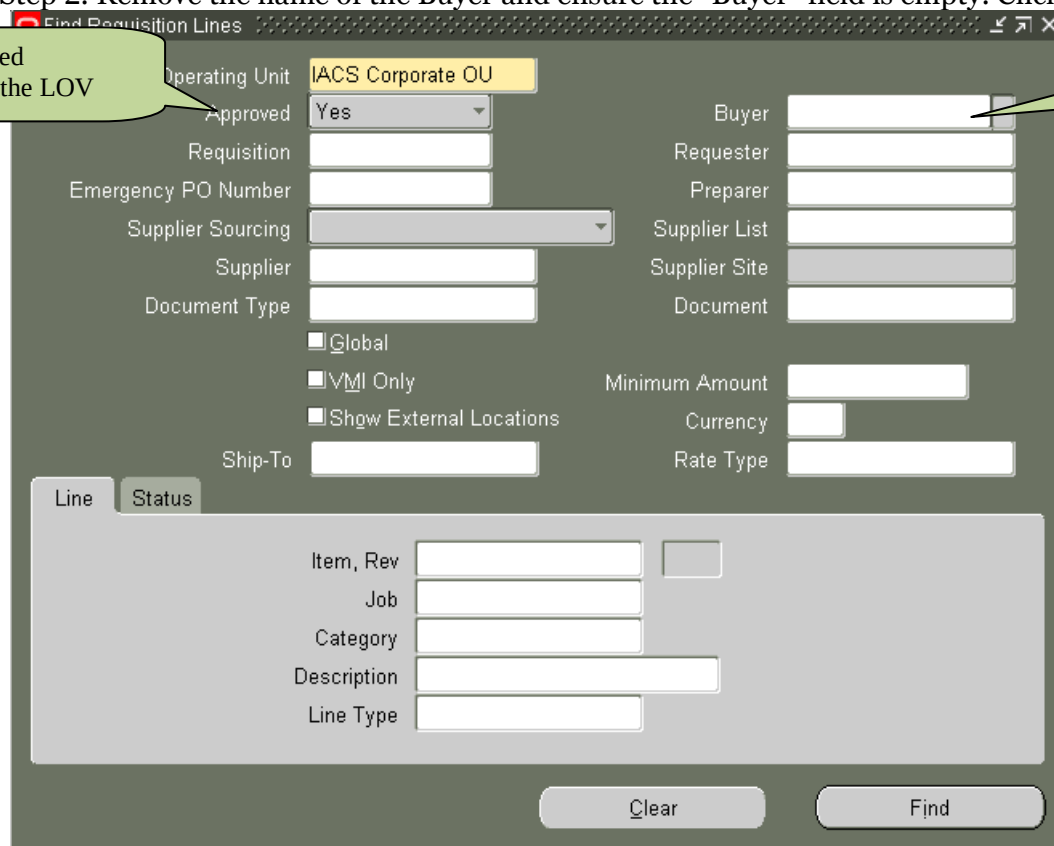
Navigation: Purchasing Responsibility> Oracle Purchasing>Auto-create



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”

Select an approved requisition from the LOV



Find Requisition Lines

Operating Unit: IACS Corporate OU

Approved: Yes

Requisition:

Emergency PO Number:

Supplier Sourcing: Global

Supplier:

Document Type:

Global

VMI Only

Show External Locations

Ship-To:

Buyer:

Requester:

Preparer:

Supplier List:

Supplier Site:

Document:

Minimum Amount:

Currency:

Rate Type:

Line Status

Item, Rev:

Job:

Category:

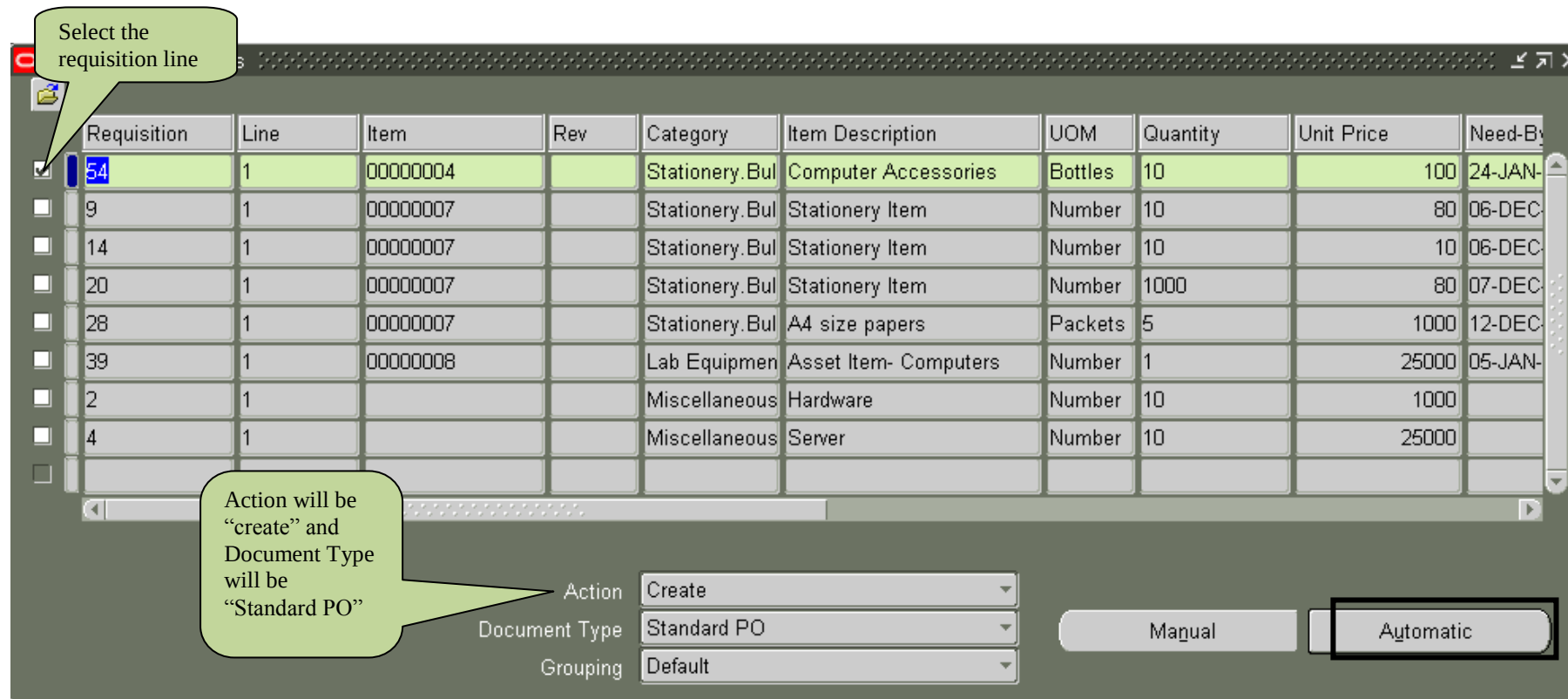
Description:

Line Type:

Clear Find

Remove the name of the Buyer

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



Select the requisition line

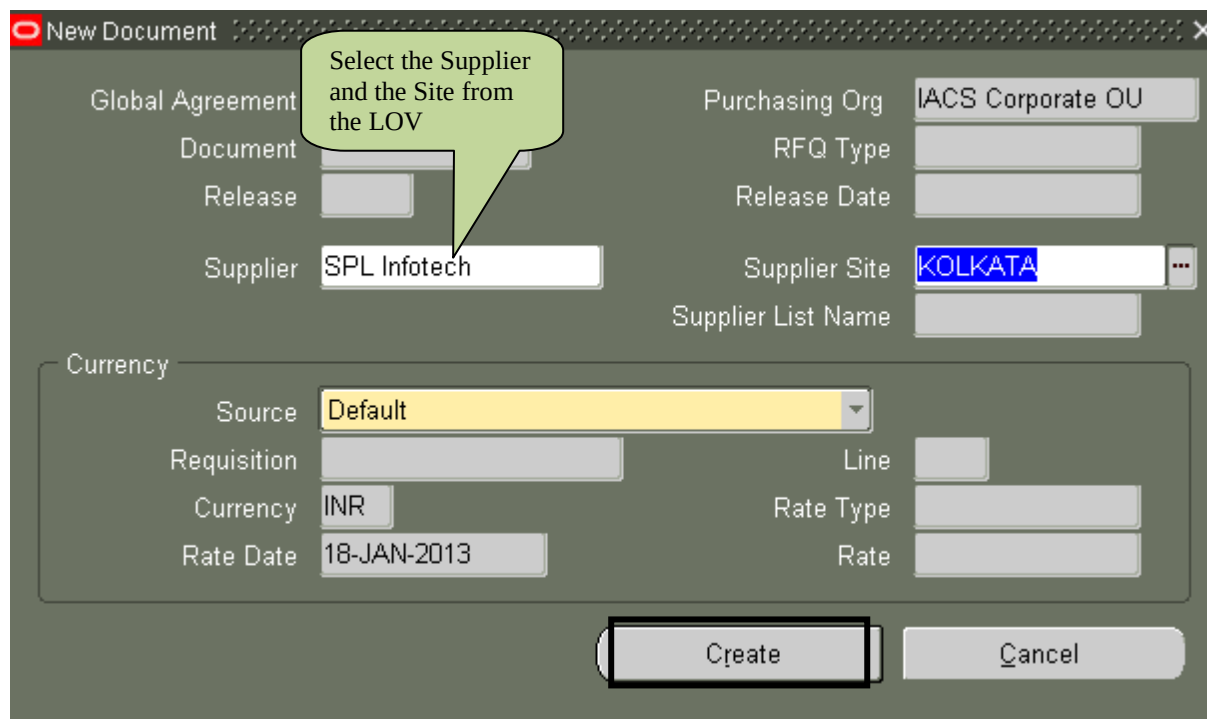
Requisition	Line	Item	Rev	Category	Item Description	UOM	Quantity	Unit Price	Need-By
☒ 54	1	00000004		Stationery.Bul	Computer Accessories	Bottles	10	100	24-JAN-
☐ 9	1	00000007		Stationery.Bul	Stationery Item	Number	10	80	06-DEC-
☐ 14	1	00000007		Stationery.Bul	Stationery Item	Number	10	10	06-DEC-
☐ 20	1	00000007		Stationery.Bul	Stationery Item	Number	1000	80	07-DEC-
☐ 28	1	00000007		Stationery.Bul	A4 size papers	Packets	5	1000	12-DEC-
☐ 39	1	00000008		Lab Equipmen	Asset Item- Computers	Number	1	25000	05-JAN-
☐ 2	1			Miscellaneous	Hardware	Number	10	1000	
☐ 4	1			Miscellaneous	Server	Number	10	25000	

Action will be “create” and Document Type will be “Standard PO”

Action: Create
 Document Type: Standard PO
 Grouping: Default

Manual Automatic

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

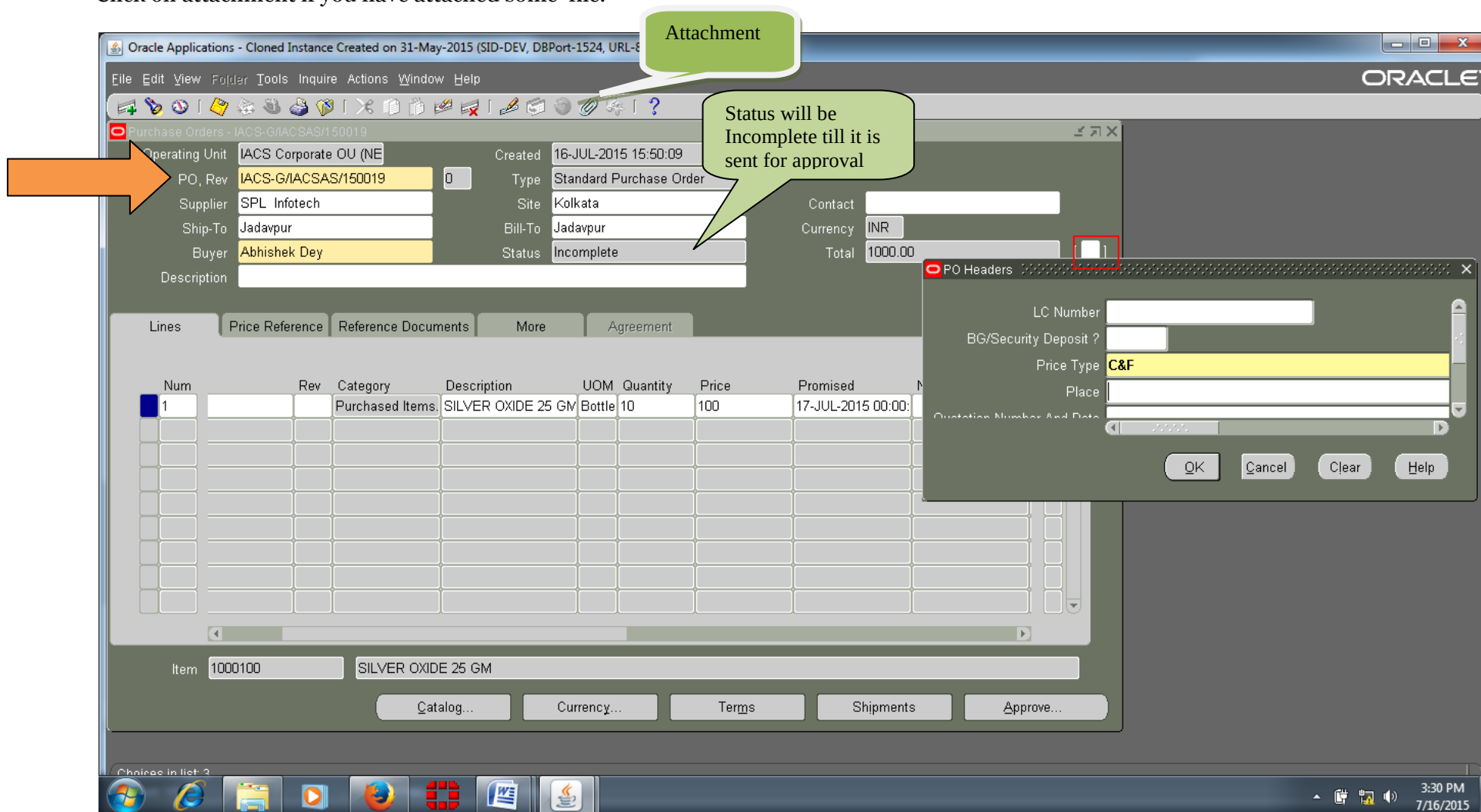


The screenshot shows a 'New Document' window with the following fields and values:

Field	Value
Global Agreement	
Document	
Release	
Supplier	SPL Infotech
Purchasing Org	IACS Corporate OU
RFQ Type	
Release Date	
Supplier Site	KOLKATA
Supplier List Name	
Source	Default
Requisition	
Line	
Currency	INR
Rate Type	
Rate Date	18-JAN-2013
Rate	

A green callout bubble points to the 'Supplier' and 'Supplier Site' fields with the text: "Select the Supplier and the Site from the LOV". The 'Create' button is highlighted with a black border.

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.



Attachment

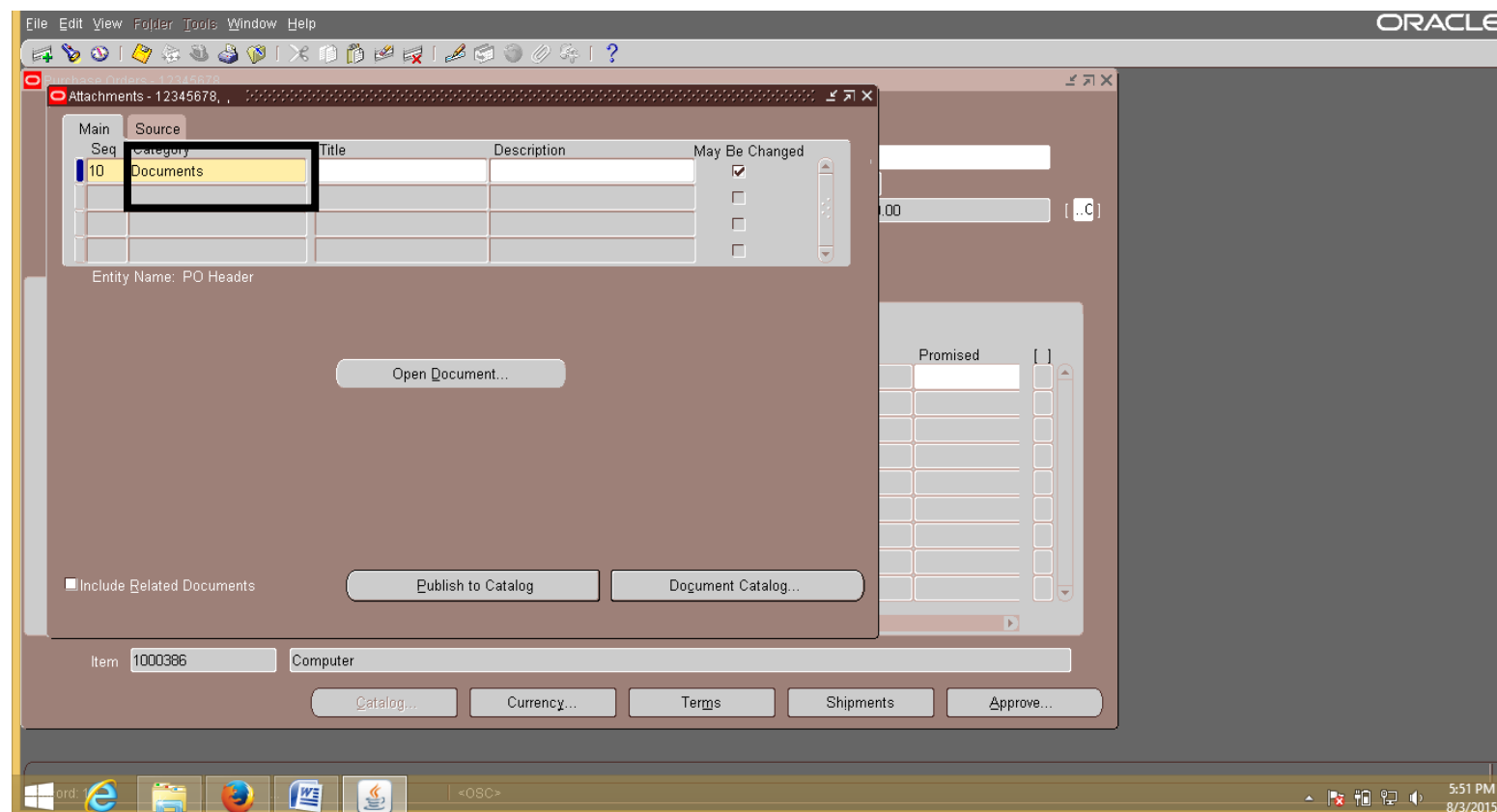
Status will be Incomplete till it is sent for approval

PO Headers

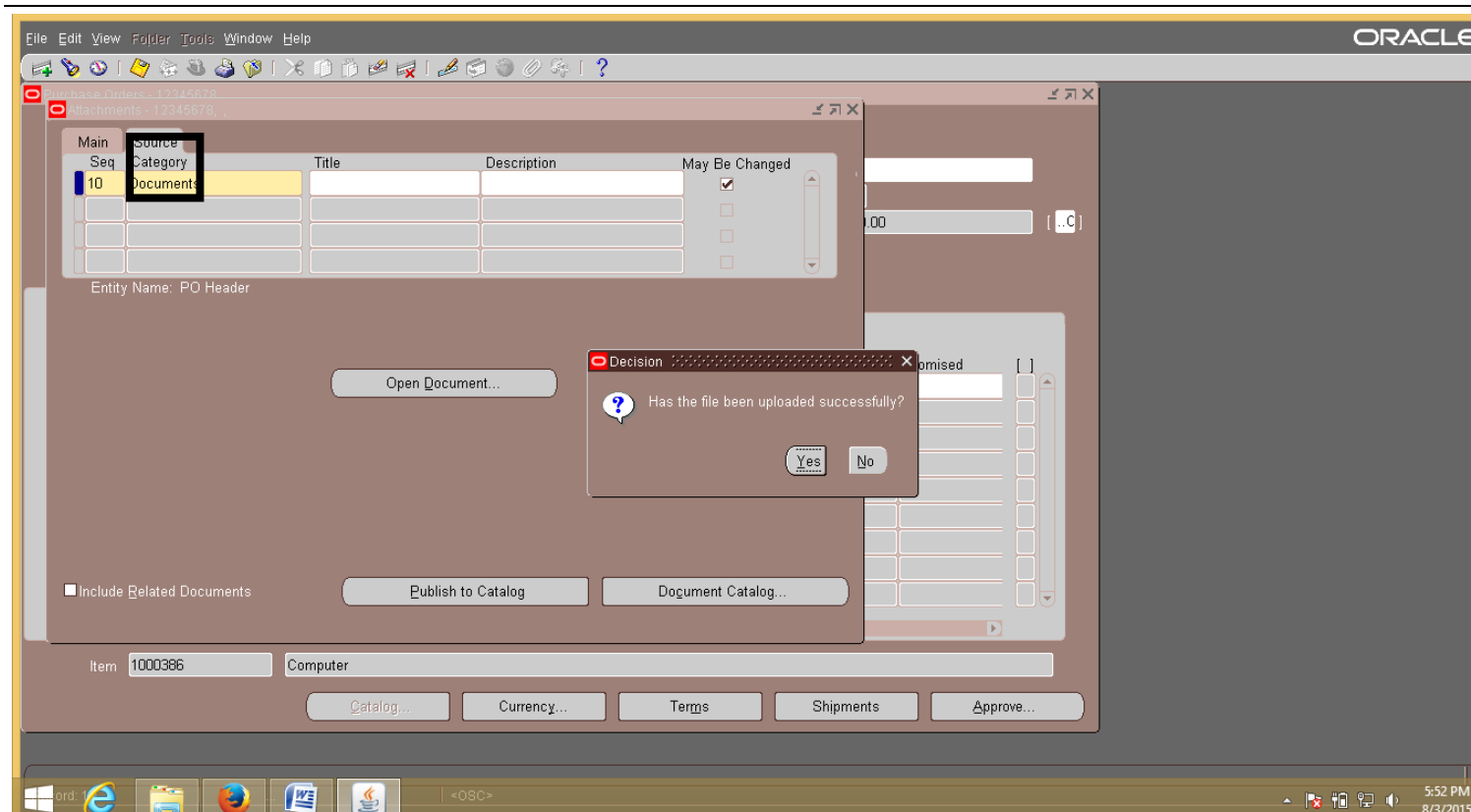
Num	Rev	Category	Description	UOM	Quantity	Price	Promised
1		Purchased Items	SILVER OXIDE 25 GM	Bottle	10	100	17-JUL-2015 00:00:

Item 1000100 SILVER OXIDE 25 GM

Catalog... Currency... Terms Shipments Approve...

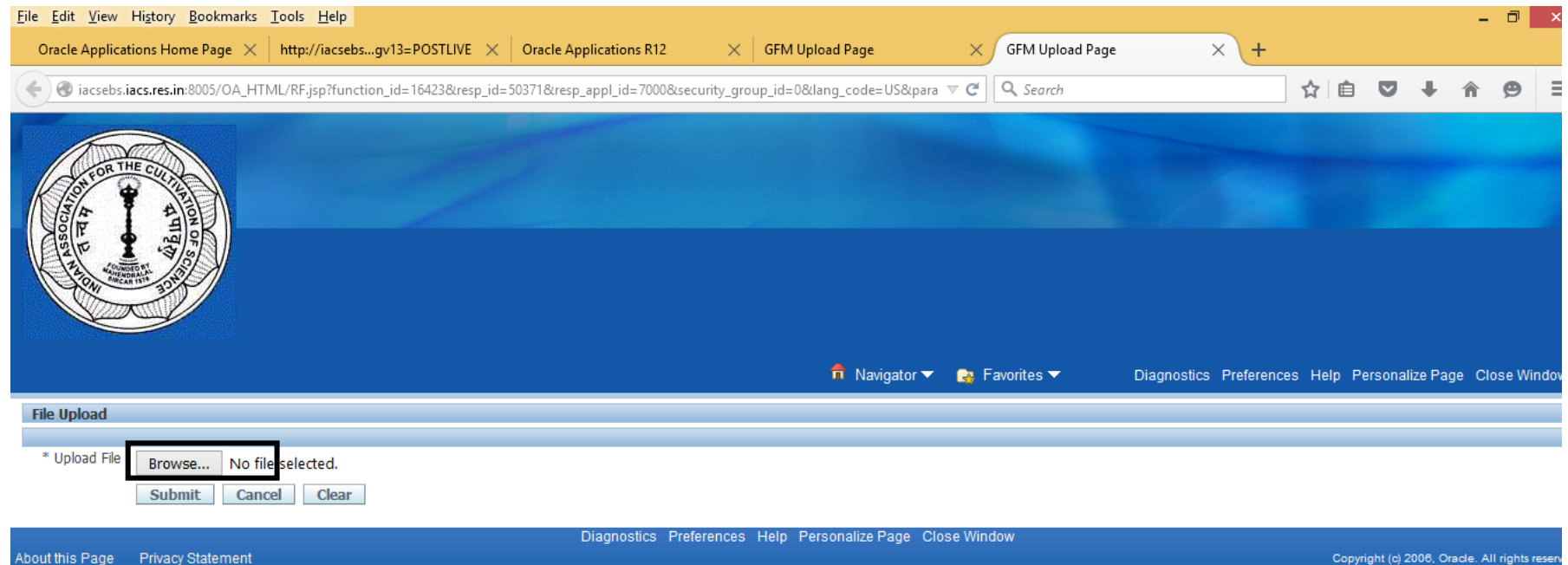


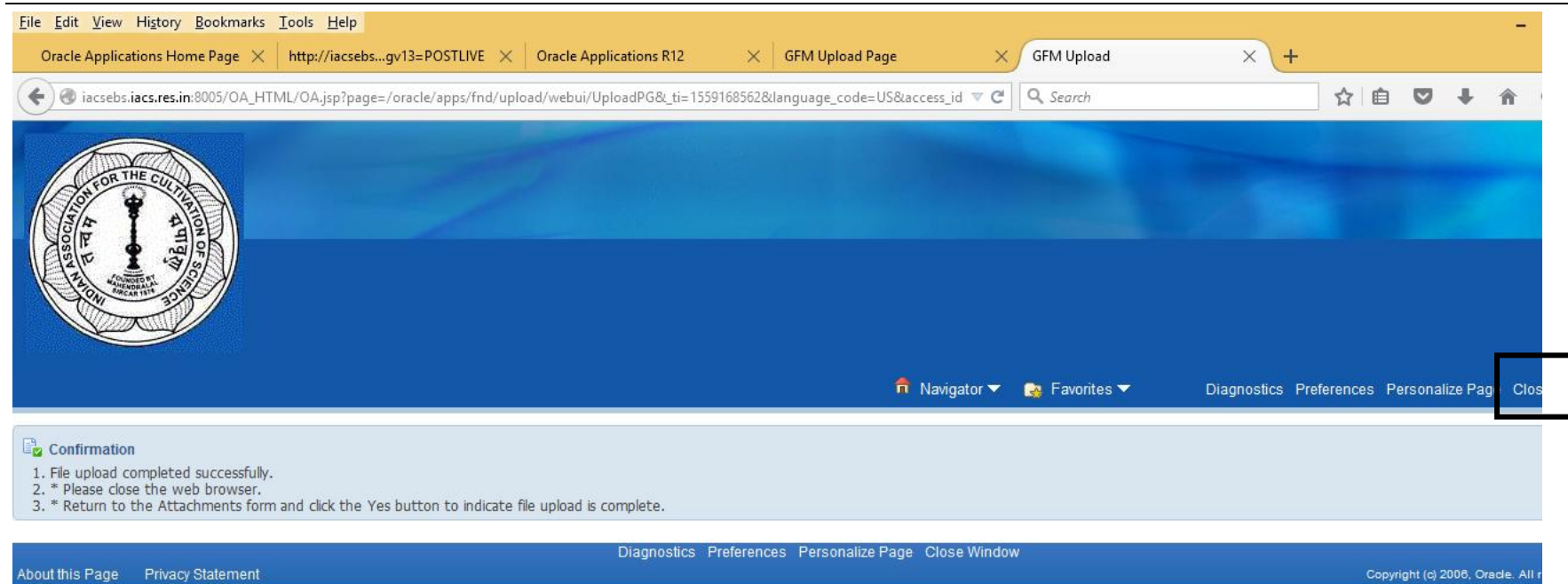
Click on attachment then select category “Documents”
Now click on source button.



Click on source button, then automatically browse page open.

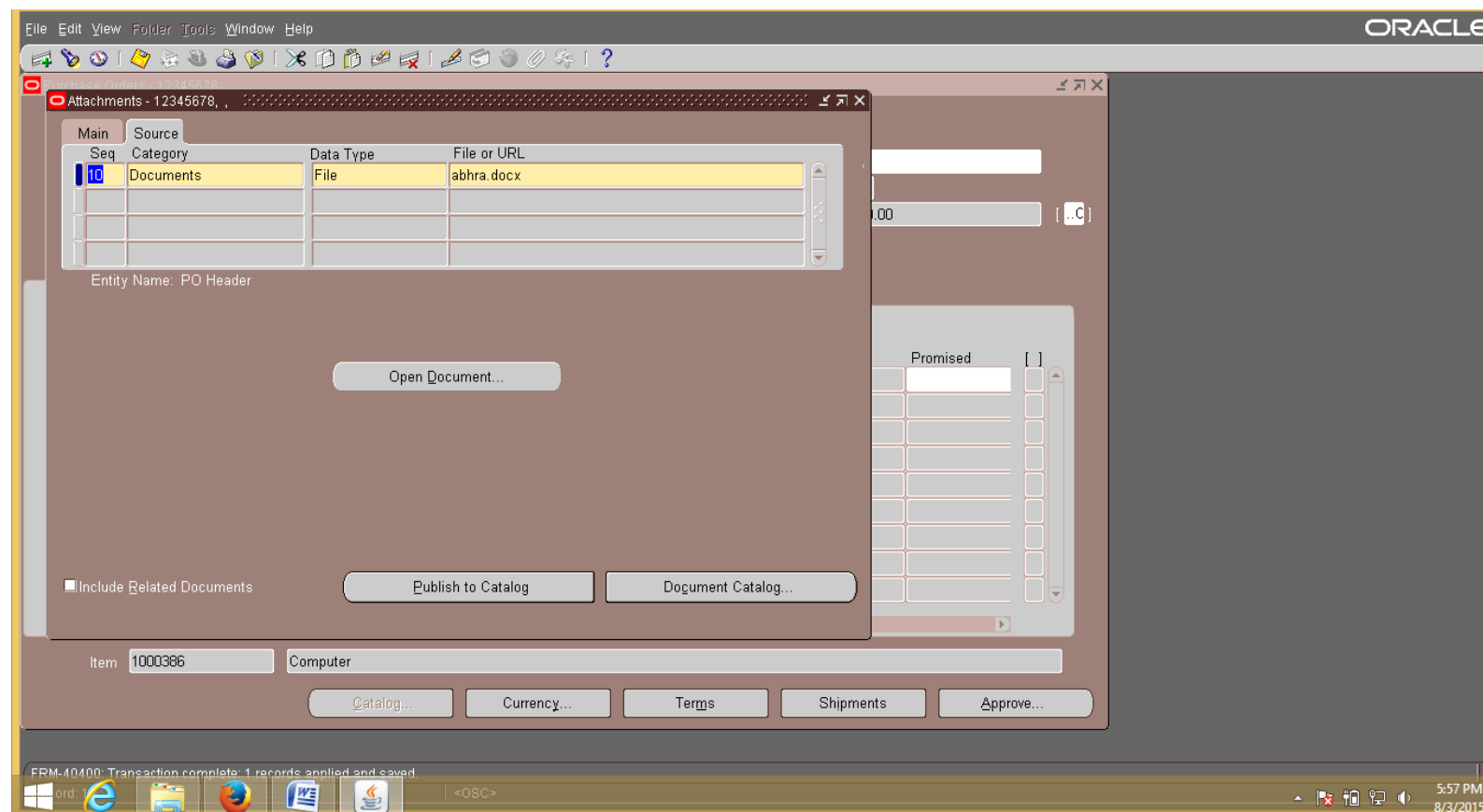
Click on browse and select the text file from your desktop.





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

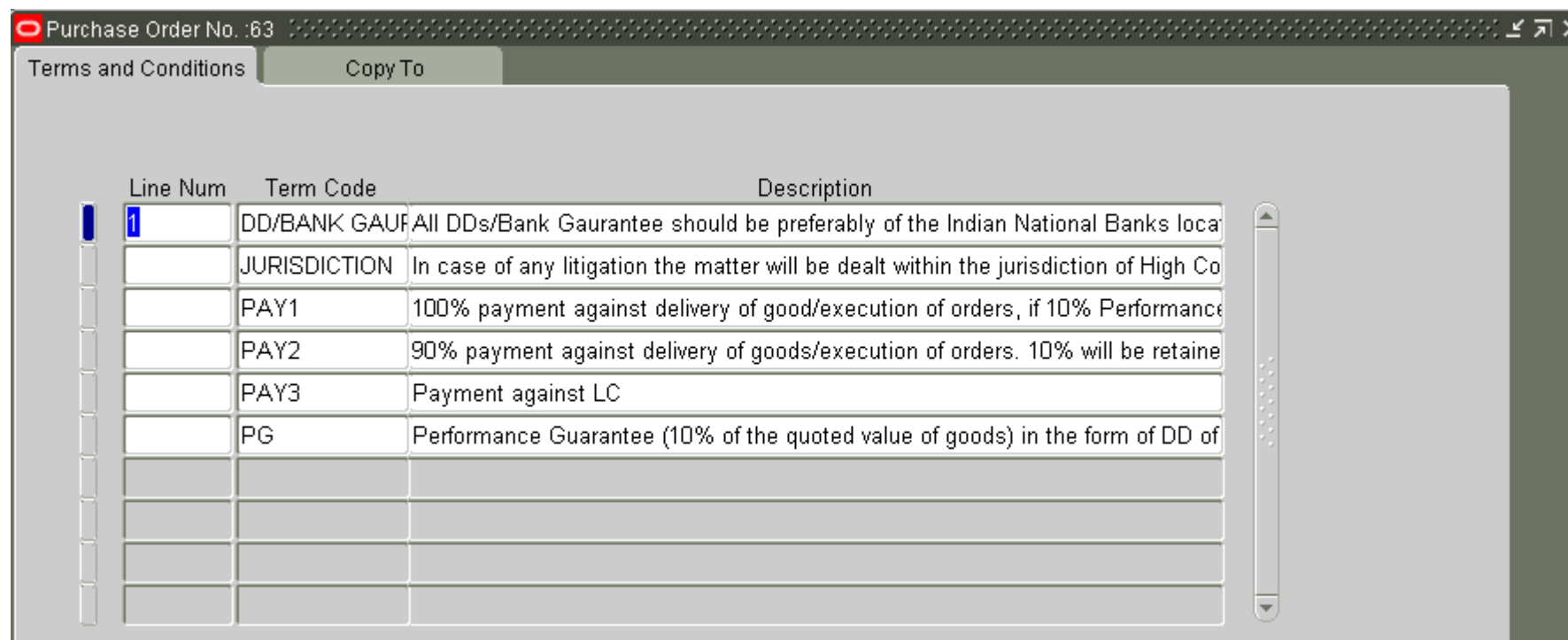
Navigation: Purchase Order Screen-> Tools Dropdown -> Choose Terms and Conditions

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



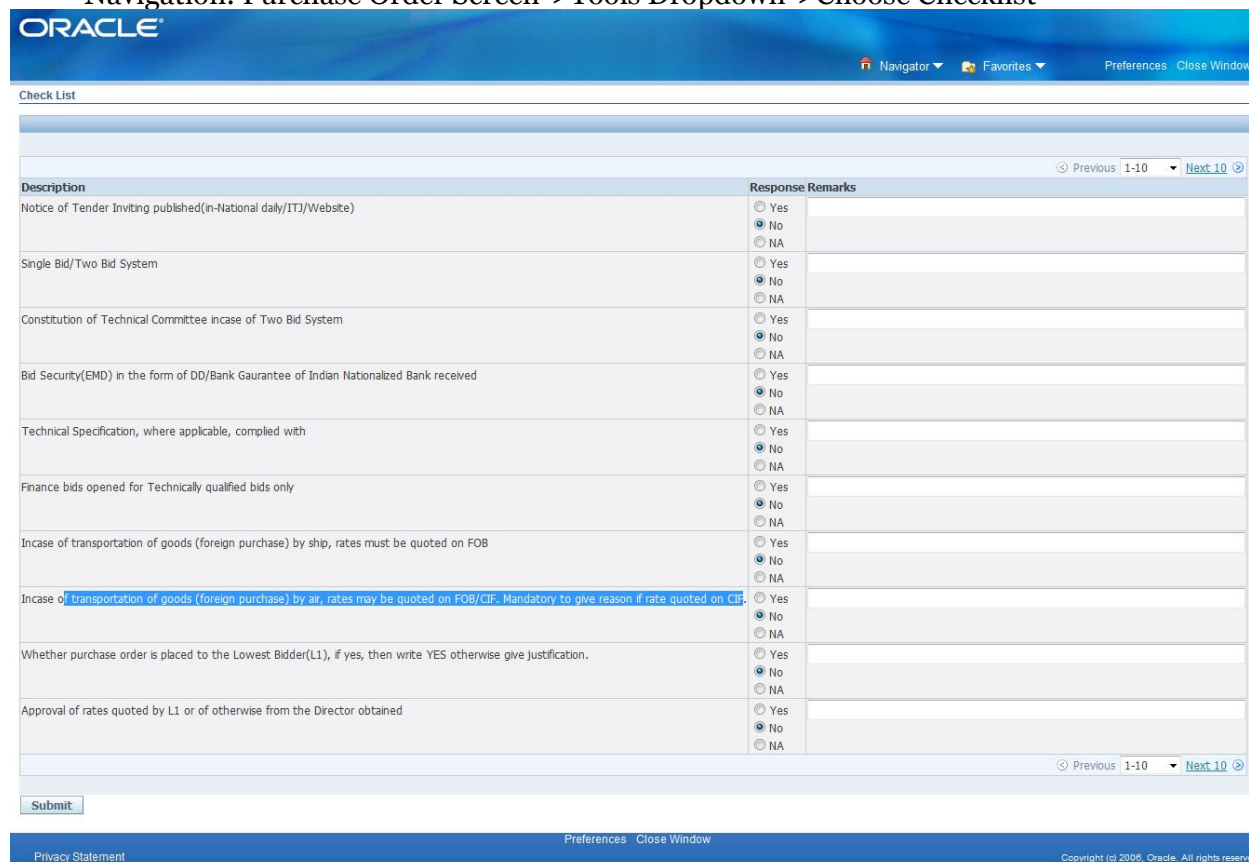
Line Num	Term Code	Description
1	DD/BANK GAUF	All DDs/Bank Gaurantee should be preferably of the Indian National Banks local
	JURISDICTION	In case of any litigation the matter will be dealt within the jurisdiction of High Co
	PAY1	100% payment against delivery of good/execution of orders, if 10% Performance
	PAY2	90% payment against delivery of goods/execution of orders. 10% will be retain
	PAY3	Payment against LC
	PG	Performance Guarantee (10% of the quoted value of goods) in the form of DD of

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



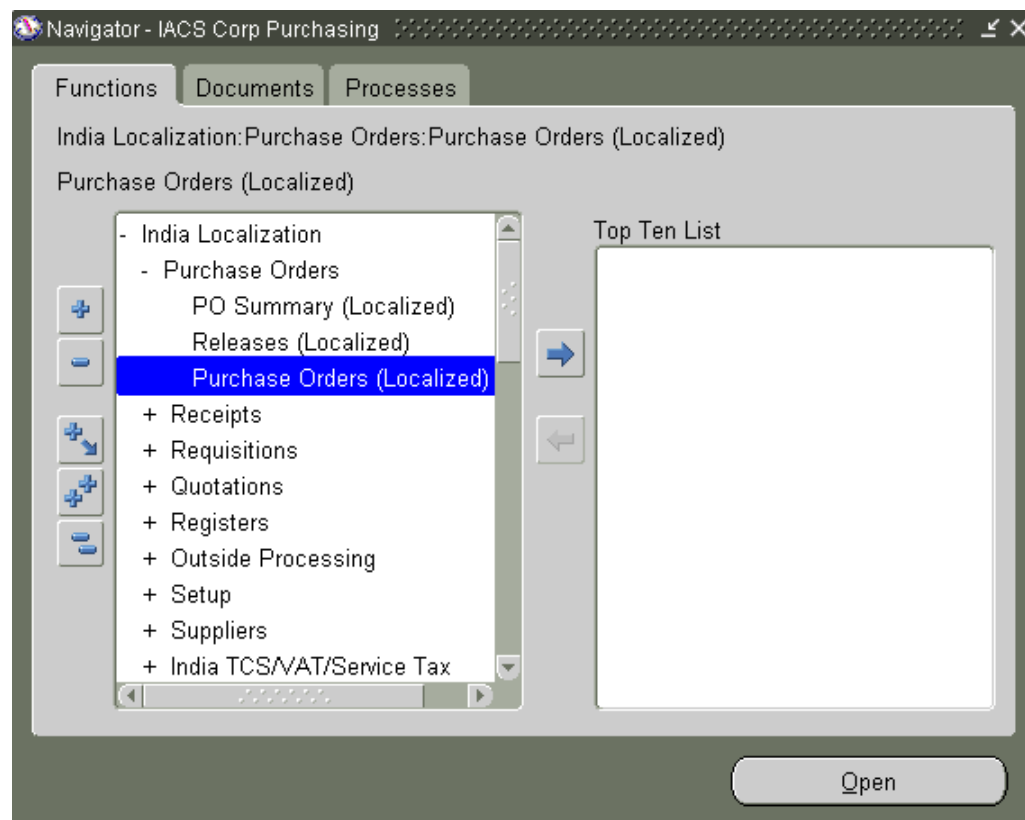
Description	Response Remarks
Notice of Tender Inviting published(In-National daily/ITJ/Website)	☐ Yes ☒ No ☐ NA
Single Bid/Two Bid System	☐ Yes ☒ No ☐ NA
Constitution of Technical Committee incase of Two Bid System	☐ Yes ☒ No ☐ NA
Bid Security(EMD) in the form of DD/Bank Gaurantee of Indian Nationalized Bank received	☐ Yes ☒ No ☐ NA
Technical Specification, where applicable, complied with	☐ Yes ☒ No ☐ NA
Finance bids opened for Technically qualified bids only	☐ Yes ☒ No ☐ NA
Incase of transportation of goods (foreign purchase) by ship, rates must be quoted on FOB	☐ Yes ☒ No ☐ NA
Incase of transportation of goods (foreign purchase) by air, rates may be quoted on FOB/CIF. Mandatory to give reason if rate quoted on CIF.	☐ Yes ☒ No ☐ NA
Whether purchase order is placed to the Lowest Bidder(L1), if yes, then write YES otherwise give justification.	☐ Yes ☒ No ☐ NA
Approval of rates quoted by L1 or of otherwise from the Director obtained	☐ Yes ☒ No ☐ NA

2.2 India Localization Taxes

Screen: Purchase Order Localized Screen

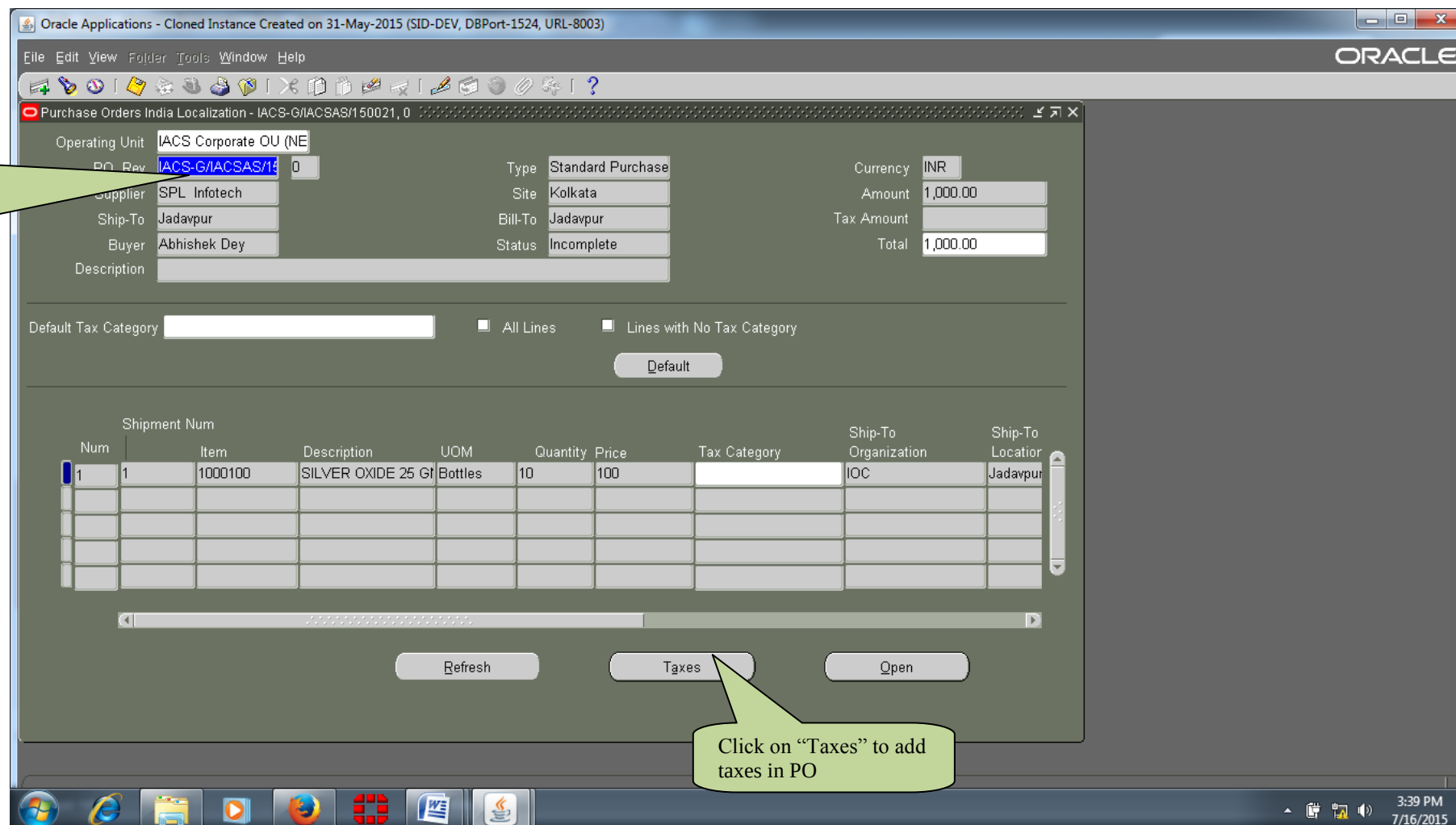
Purpose: To attach taxes applicable in the purchase order for India.

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.



Oracle Applications - Cloned Instance Created on 31-May-2015 (SID-DEV, DBPort-1524, URL-8003)

Purchase Orders India Localization - IACS-G/IACSAS/150021, 0

Operating Unit: IACS Corporate OU (NE)
 PO Rev: IACS-G/IACSAS/150021, 0
 Supplier: SPL Infotech
 Ship-To: Jadavpur
 Buyer: Abhishek Dey
 Description:

Type: Standard Purchase
 Site: Kolkata
 Bill-To: Jadavpur
 Status: Incomplete

Currency: INR
 Amount: 1,000.00
 Tax Amount:
 Total: 1,000.00

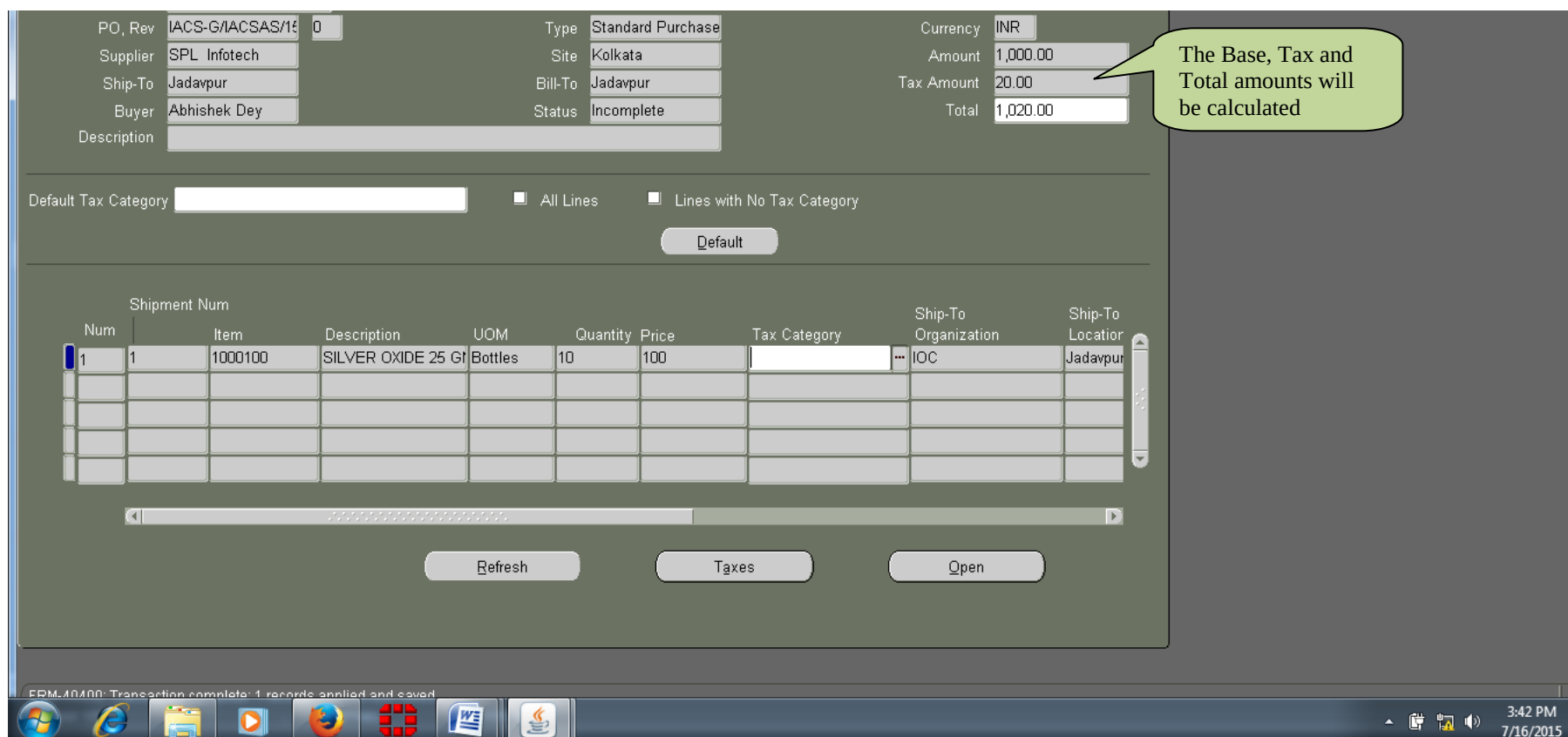
Default Tax Category: ☐ All Lines ☐ Lines with No Tax Category

Shipment Num	Num	Item	Description	UOM	Quantity	Price	Tax Category	Ship-To Organization	Ship-To Location
1	1	1000100	SILVER OXIDE 25 G	Bottles	10	100		IOC	Jadavpur

Click on “Taxes” to add taxes in PO

[illegible]

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.



PO, Rev: IACS-G/IACSAS/15 0 Type: Standard Purchase Currency: INR

Supplier: SPL Infotech Site: Kolkata Amount: 1,000.00

Ship-To: Jadavpur Bill-To: Jadavpur Tax Amount: 20.00

Buyer: Abhishek Dey Status: Incomplete Total: 1,020.00

Description:

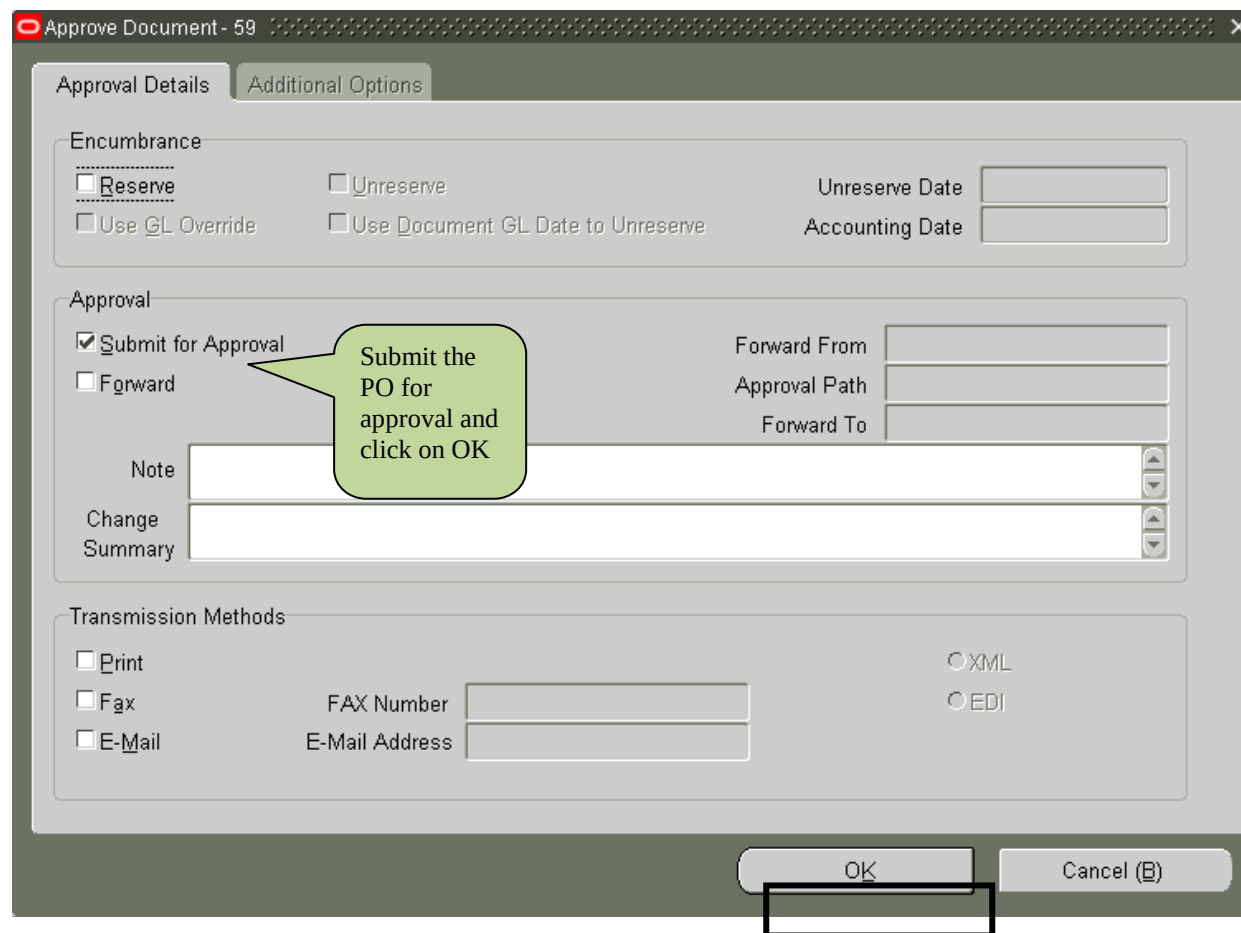
Default Tax Category: ☐ All Lines ☐ Lines with No Tax Category

Num	Shipment Num	Item	Description	UOM	Quantity	Price	Tax Category	Ship-To Organization	Ship-To Location
1	1	1000100	SILVER OXIDE 25 G	Bottles	10	100		IOC	Jadavpur

FRM-101400: Transaction complete: 1 records applied and saved.

3:42 PM 7/16/2015

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



Approve Document - 59

Approval Details | Additional Options

Encumbrance

☐ Reserve ☐ Unreserve Unreserve Date

☐ Use GL Override ☐ Use Document GL Date to Unreserve Accounting Date

Approval

☒ Submit for Approval ☐ Forward

Forward From

Approval Path

Forward To

Note

Change

Summary

Transmission Methods

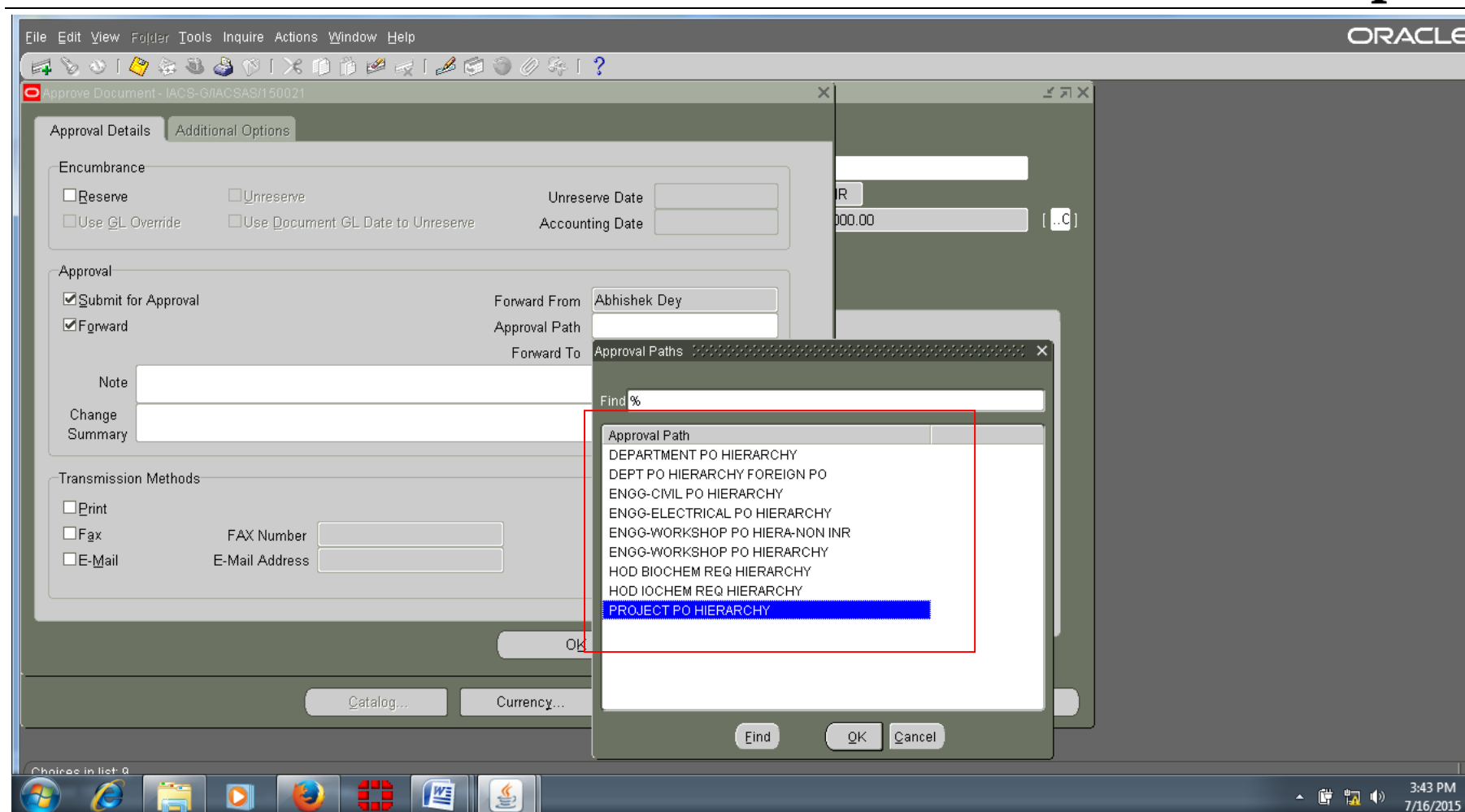
☐ Print ☐ XML

☐ Fax FAX Number ☐ EDI

☐ E-Mail E-Mail Address

OK Cancel (B)

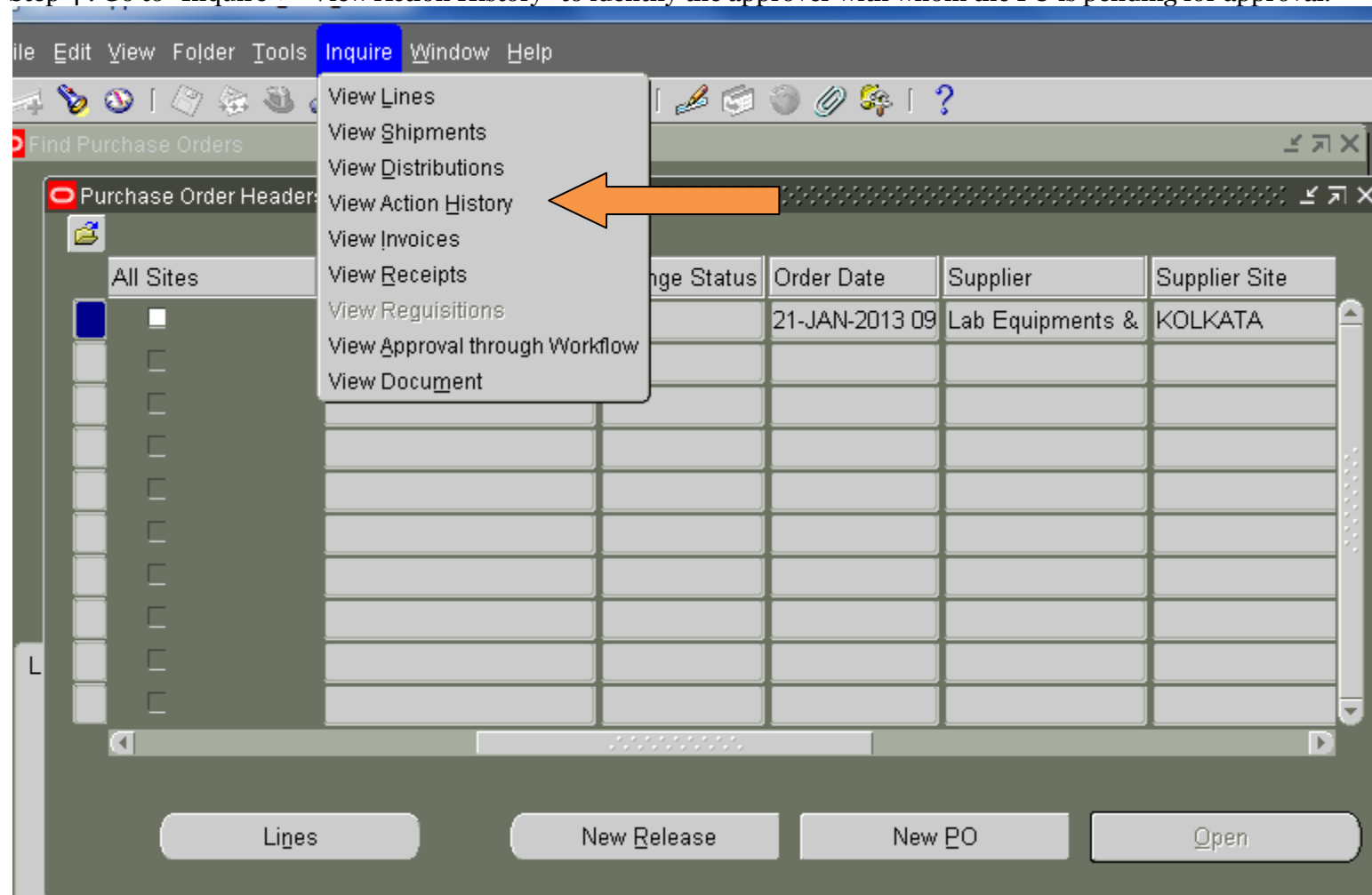
Click on forward and choose the approval path.
After select the approval path press on OK button.



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

User Manual

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



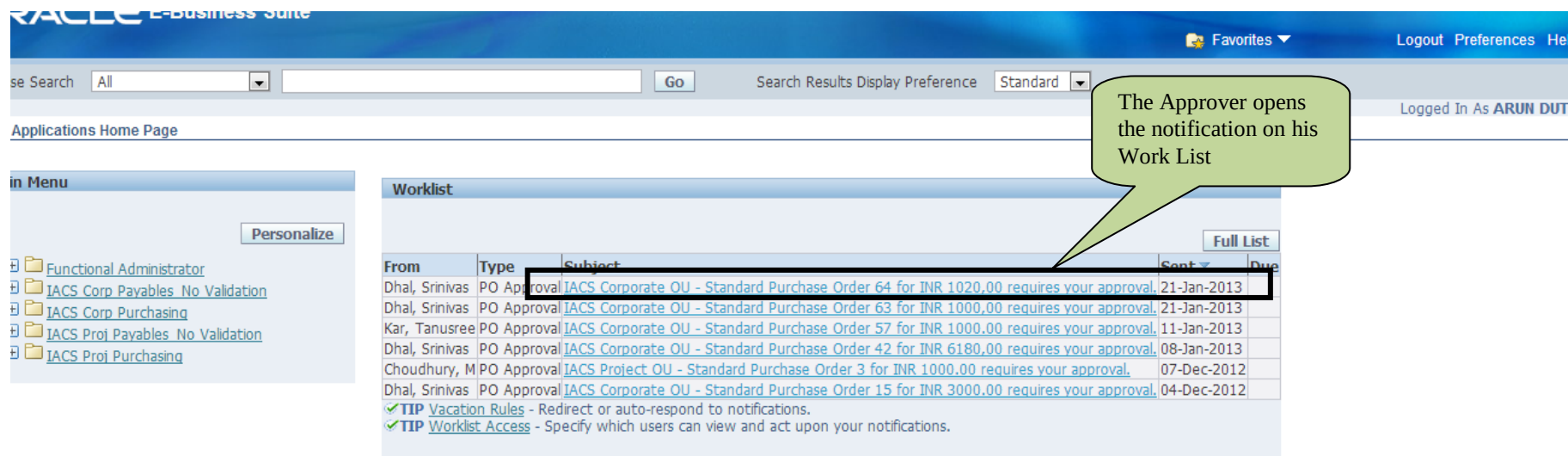
Purchase Order Headers

Standard Purchase Order - 64

Seq	Date	Rev	Action	Performed By	No
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.



Oracle E-Business Suite

Search: All [Go] Search Results Display Preference: Standard

Applications Home Page

in Menu

- Functional Administrator
- IACS Corp Payables No Validation
- IACS Corp Purchasing
- IACS Proj Payables No Validation
- IACS Proj Purchasing

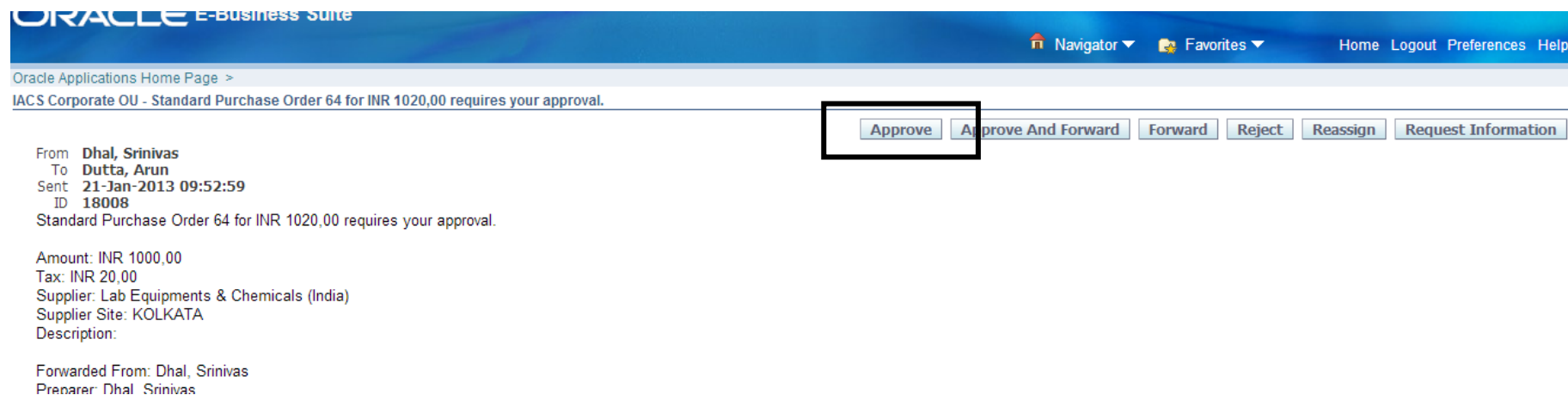
Personalize

Worklist

From	Type	Subject	Sent	Due
Dhal, Srinivas	PO Approval	IACS Corporate OU - Standard Purchase Order 64 for INR 1020.00 requires your approval.	21-Jan-2013	
Dhal, Srinivas	PO Approval	IACS Corporate OU - Standard Purchase Order 63 for INR 1000.00 requires your approval.	21-Jan-2013	
Kar, Tanusree	PO Approval	IACS Corporate OU - Standard Purchase Order 57 for INR 1000.00 requires your approval.	11-Jan-2013	
Dhal, Srinivas	PO Approval	IACS Corporate OU - Standard Purchase Order 42 for INR 6180.00 requires your approval.	08-Jan-2013	
Choudhury, M	PO Approval	IACS Project OU - Standard Purchase Order 3 for INR 1000.00 requires your approval.	07-Dec-2012	
Dhal, Srinivas	PO Approval	IACS Corporate OU - Standard Purchase Order 15 for INR 3000.00 requires your approval.	04-Dec-2012	

Full List

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.



Oracle E-Business Suite

Navigator Favorites Home Logout Preferences Help

Oracle Applications Home Page >

IACS Corporate OU - Standard Purchase Order 64 for INR 1020.00 requires your approval.

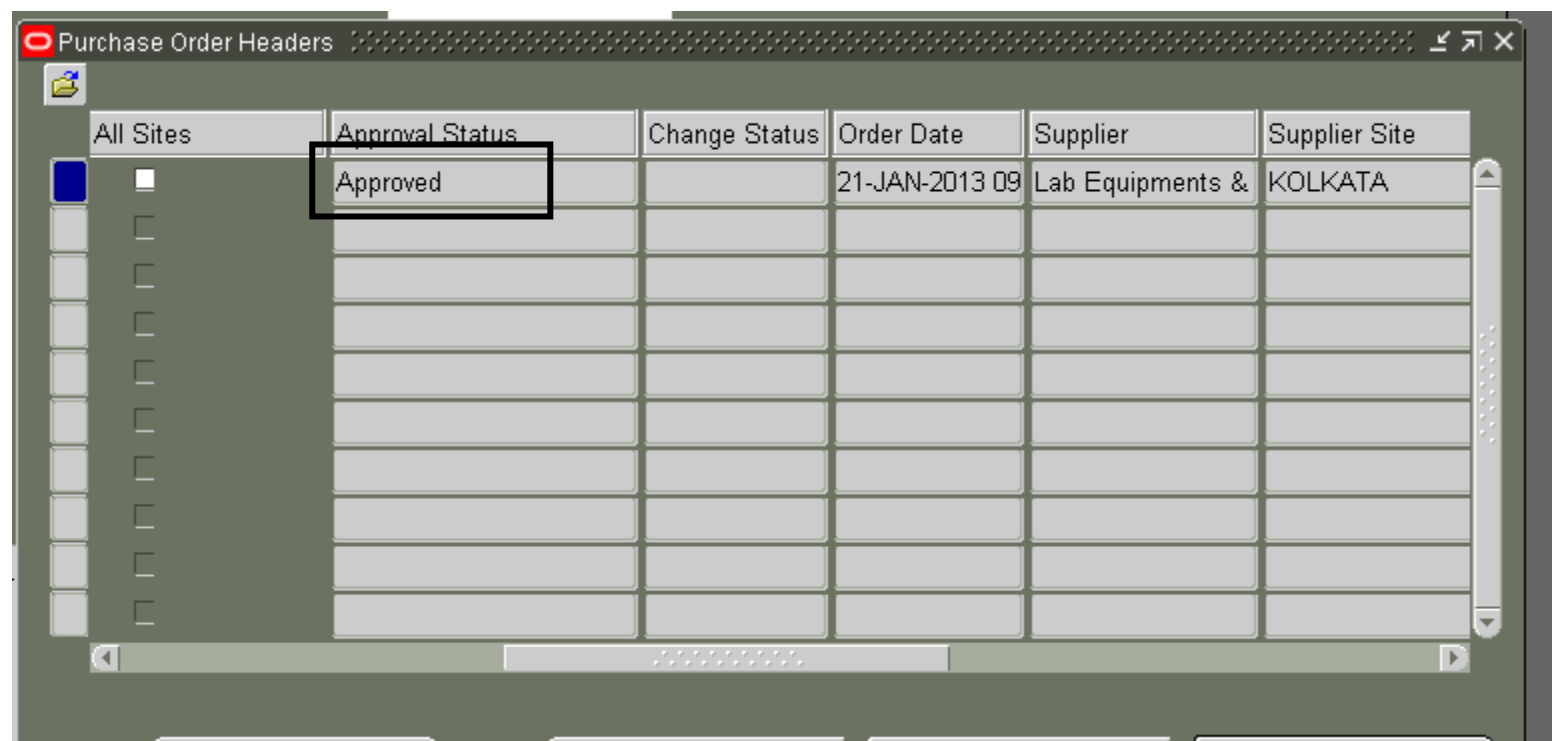
From: Dhal, Srinivas
To: Dutta, Arun
Sent: 21-Jan-2013 09:52:59
ID: 18008
Standard Purchase Order 64 for INR 1020.00 requires your approval.

Amount: INR 1000.00
Tax: INR 20.00
Supplier: Lab Equipments & Chemicals (India)
Supplier Site: KOLKATA
Description:

Forwarded From: Dhal, Srinivas
Preparer: Dhal Srinivas

Approve Approve And Forward Forward Reject Reassign Request Information

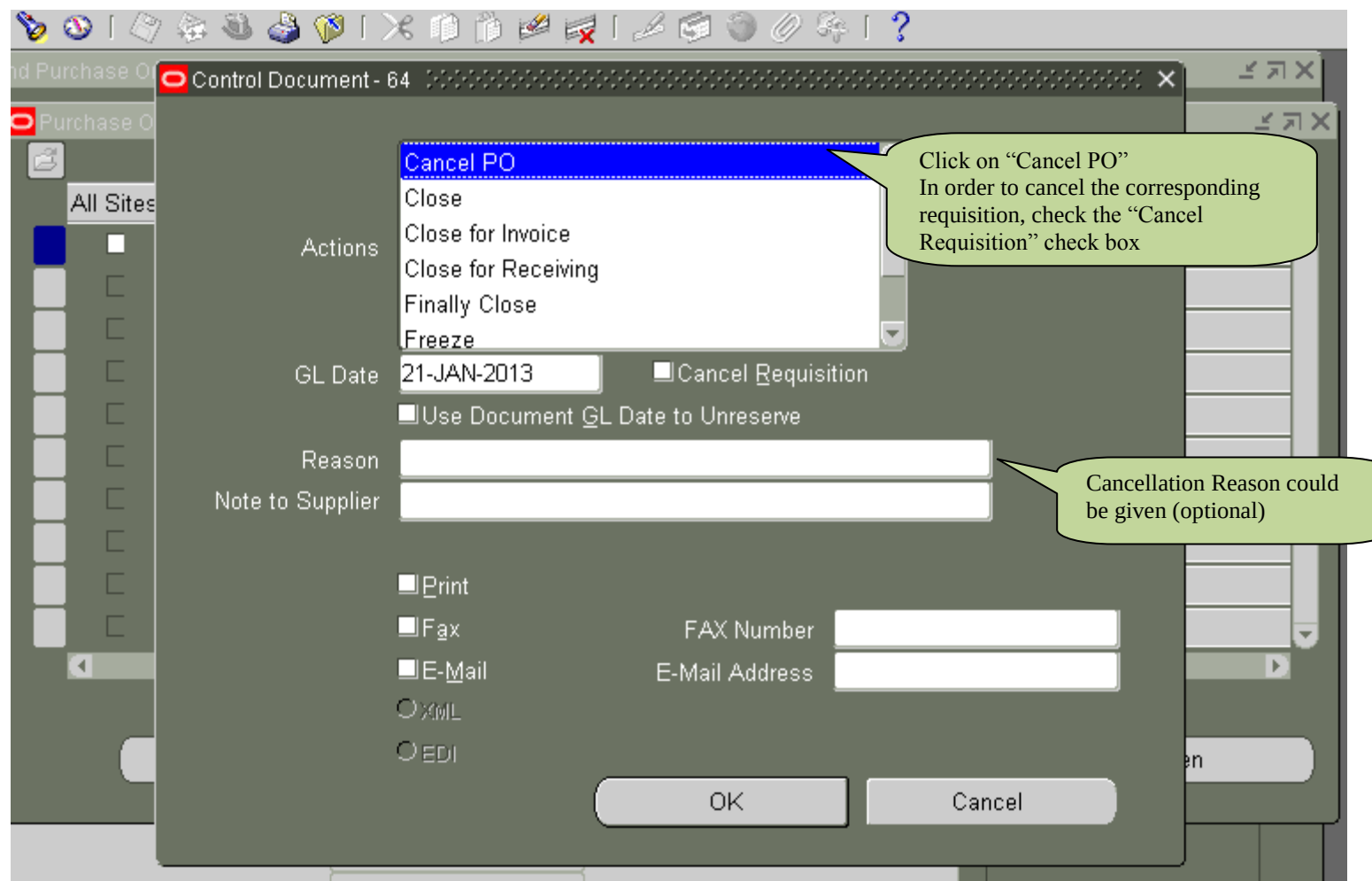
Step 6: The PO Approval Status changes to “Approved”



All Sites	Approval Status	Change Status	Order Date	Supplier	Supplier Site
☒	Approved		21-JAN-2013 09	Lab Equipments &	KOLKATA
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

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

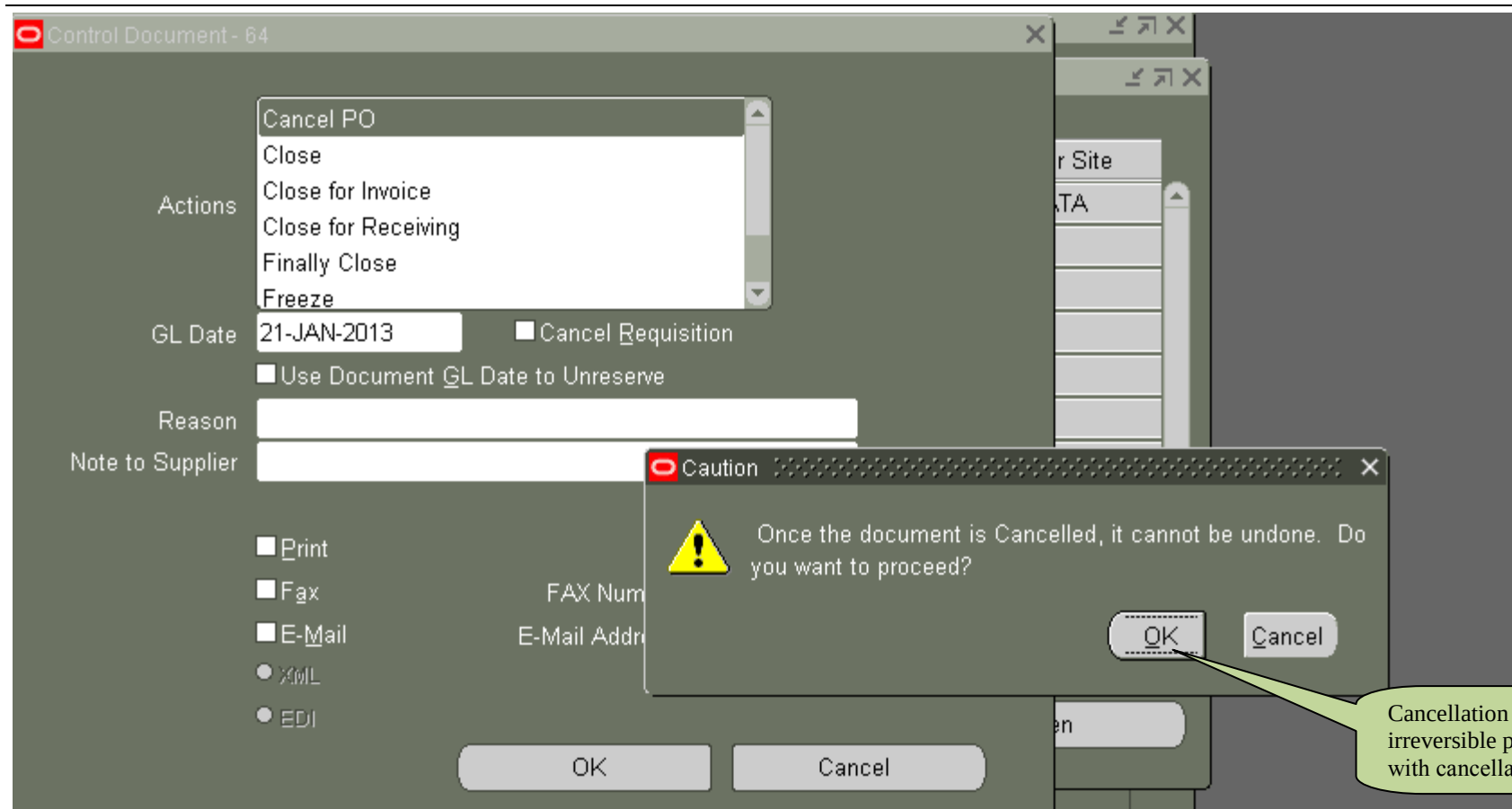
FAX Number:

E-Mail Address:

OK Cancel

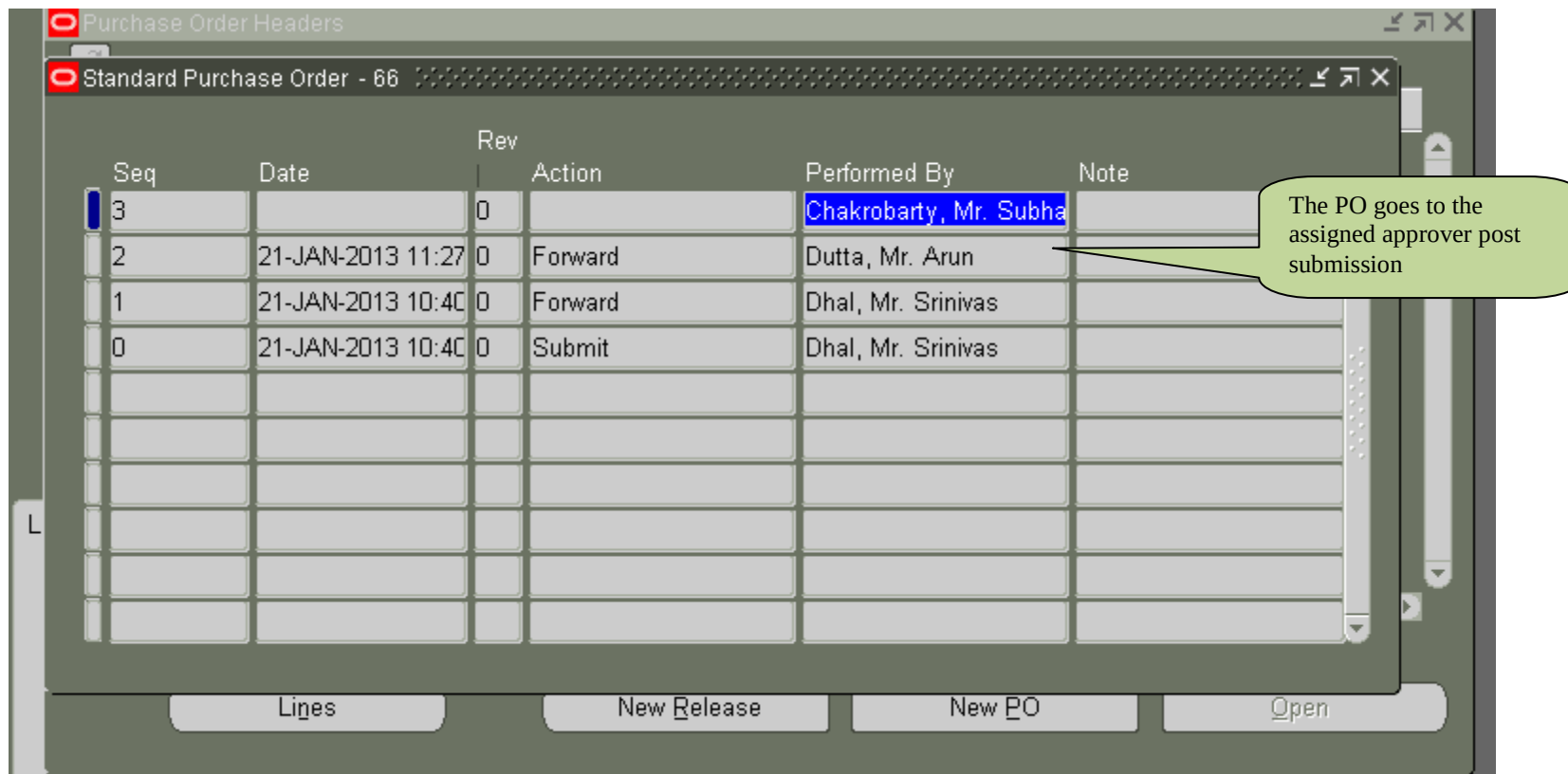
Click on "Cancel PO"
In order to cancel the corresponding requisition, check the "Cancel Requisition" check box

Cancellation Reason could be given (optional)



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"



Purchase Order Headers

Standard Purchase Order - 66

Seq	Date	Rev	Action	Performed By	Note
3		0		Chakrobarty, Mr. Subha	
2	21-JAN-2013 11:27	0	Forward	Dutta, Mr. Arun	
1	21-JAN-2013 10:40	0	Forward	Dhal, Mr. Srinivas	
0	21-JAN-2013 10:40	0	Submit	Dhal, Mr. Srinivas	

The PO goes to the assigned approver post submission

Buttons: Lines, New Release, New PO, Open

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.

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

The Approver reassigns the notification to some other employee

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

ORACLE® E-Business Suite

Oracle Applications Home Page > Notification Details >

Reassign Notification: IACS Corporate OU - Standard Purchase Order 66 for INR 1040,00 requires your approval.

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership of the notification. Ownership of and responsibility for that notification.

* Indicates required field

* Assignee: All Employees and Users (dropdown) | Kar, Tanusree (text) [magnifying glass icon]

☒ Delegate your response
☐ Transfer notification ownership

Comments:

[Return to Worklist](#)

Buttons: Cancel, Submit

Annotations:

- The designated person is selected from the Employee Master
- Comments for reassignment can be provided (optional)

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”

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

Page 38 of 39

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

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

Line	Description	Amount	Tax	Supplier	Supplier Site	Description
1	test po	1040.00	0.00	Lab Equipments & Chemicals (India)	KOLKATA	test po

Click on
Request
information

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