Oracle® iProcurement

Implementation Guide

Release 11*i*, Procurement Family Pack G

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Oracle iProcurement Oracle iProcurement Implementation Guide

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Preface

Intended Audience

Welcome to the Oracle iProcurement 11*i* Implementation Guide. This manual includes information you need to effectively implement Oracle iProcurement 11*i*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Implementing ERP Applications.
- Oracle® iProcurement

  If you have never used Oracle iProcurement, we suggest you attend one or more of the Oracle iProcurement training classes available through Oracle University.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at `http://www.oracle.com/accessibility/`.

Accessibility of Code Examples in Documentation JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

Structure

This guide contains the information you need to understand and use Oracle iProcurement 11*i*.

This preface explains how this implementation manual is organized and introduces other sources of information that can help you. This guide contains the following chapters:

Chapter 1 Provides a brief overview of the features in Oracle iProcurement 11*i*. See: "Overview" on page 1-1.

Chapter 2 Describes the implementation steps specific to Oracle iProcurement 11*i*. See: "Oracle Application Setup" on page 2-1.

Chapter 3 Presents the various methods available for extracting and loading catalog data such as the Define Catalog Server Loader Values window of Oracle Purchasing and the catalog data extraction concurrent programs. See: "Catalog Management" on page 3-1.

Chapter 4 Describes the implementation of requisition related features used by Oracle iProcurement 11*i*. See: "Requisitions" on page 4-1.

Chapter 5 Presents the various features used for receiving ordered goods in Oracle iProcurement 11*i* and discusses setup implications. See: "Receipts" on page 5-1.

Appendix A Describes scripts necessary for upgrading from Self-Service Purchasing 4 to Oracle iProcurement 11*i*

Related Documents

The following documents provide necessary information to ensure a successful implementation of iProcurement 11*i*:

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle Purchasing implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Applications User's Guide

This guide explains how to navigate the ERP applications system, enter data, and query information, and introduces other basic features.

Oracle Exchange Punchout Guide

This document contains necessary information for customers implementing Oracle Exchange as a third party catalog service and customers implementing remote catalog content from a supplier.

Oracle e-Commerce Gateway User's Guide, Release 11*i*

This guide describes how Oracle e-Commerce Gateway provides a means to conduct business with trading partners via Electronic Data Interchange (EDI). Data files are exchanged in a standard format to minimize manual effort, speed data processing and ensure accuracy.

Oracle Internet Procurement Installation Guide

Presents information necessary for installation.

Oracle Payables User's Guide, Release 11*i*

This guide describes how accounts payable transactions are created and entered in Oracle Payables. This guide also contains detailed setup information for Oracle Payables.

Oracle Purchasing User's Guide, Release 11*i*

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Self-Service Web Applications Implementation Manual, Release 11*i*

This manual contains essential information if you are implementing iProcurement 11*i* on Oracle Applications Release 11*i*.

Note: The Web Applications Dictionary is documented within the *Oracle Self-Service Web Applications Implementation Manual.*

Oracle Workflow Guide, Release 11*i*

Oracle Workflow enables you to automate and continuously improve business processes. Information of any type can be routed according to business rules.

Online Documentation

Online help is available for Oracle iProcurement 11i and Catalog Authoring. No paper user guides are available.

Documentation Updates

For Oracle Applications products, documentation updates and patch documents are available on MetaLink. Check the following areas on MetaLink for documentation updates and / or patch documents relevant to iProcurement 11*i*:

- Oracle ERP - iProcurement
- Oracle ERP - Exchange
- Oracle ERP - Purchasing
- Oracle Financials - Payables

Additional updates may be added to MetaLink at any time. Updates for products other than those listed here may also be relevant. The MetaLink web site is:

`http://www.oracle.com/support`

Conventions

The following conventions are used in this manual:

Convention	Meaning
. . .	Vertical ellipsis points in an example mean that information not directly related to the example has been omitted.
. . .	Horizontal ellipsis points in statements or commands mean that parts of the statement or command not directly related to the example have been omitted
boldface text	Boldface type in text indicates a term defined in the text, the glossary, or in both locations.
< >	Angle brackets enclose user-supplied names.
[ ]	Brackets enclose optional clauses from which you can choose one or none.

1 Overview

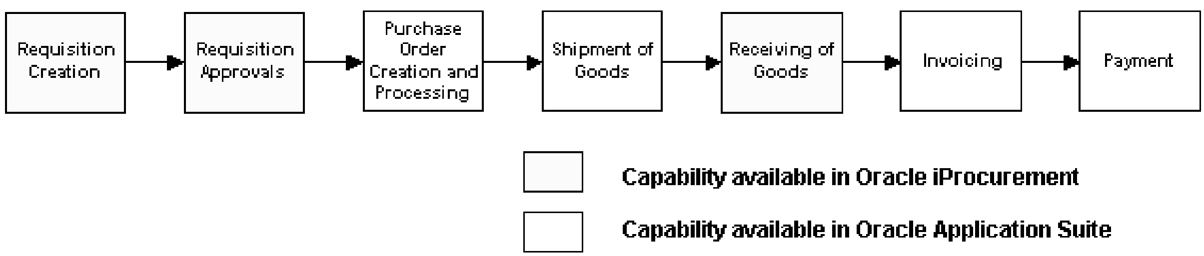
Oracle iProcurement 11*i* enables internal corporate users to independently order items from both local (internal) and remote (external) catalogs. Oracle iProcurement 11*i* is fully integrated with Oracle Applications Release 11*i*. This guide includes five chapters:

- iProcurement Overview - An overview of Oracle iProcurement 11*i*.
- Oracle Application Setup - Setup steps in Oracle Applications for iProcurement.
- iProcurement Catalog Management - Catalog setup steps.
- iProcurement Requisitions - Setup steps for requisitioning.
- iProcurement Receipts - Setup steps for receiving.

1.1 Oracle iProcurement in Procure-to-Pay Flow

Oracle iProcurement is part of Oracle Applications, an integrated suite of E-Business solutions designed to transform your business into an E-Business. Along with the rest of the Oracle E-Business suite, iProcurement helps an enterprise streamline the procurement process with end-to-end business automation. It is the starting point for the ordering process and provides powerful self-service requisitioning capability with an intuitive, web shopping interface. It constitutes a key component of the complete procure-to-pay business flow and helps an enterprise to process and manage requisitions and receipt of the requested goods/services in an efficient and automated manner.

Figure 1–1 Procure-to-Pay Flow



1.2 Catalog and Content Management

Oracle iProcurement 11*i* offers a flexible solution to catalog and content management, enabling you to select from three approaches based on your business model:

1. Load catalogs directly into the iProcurement catalog using the catalog bulk loader, which supports catalogs formatted in either XML or standard text. Using the catalog bulk loader, you can load new catalogs, update existing catalogs, and delete content. Oracle iProcurement 11*i* also supports catalogs created in multiple languages and currencies to support user communities worldwide, respecting their cultural backgrounds.
2. Use the catalog extractor to load items and services from Oracle Purchasing into the iProcurement catalog.
3. Punchout to an Exchange marketplace, such as Exchange.Oracle.com, or a supplier's webstore to access their catalogs.

1.3 Shopping

Oracle iProcurement 11*i* leverages the well accepted model for web shopping incorporated into top consumer websites. This proven approach allows first time, untrained requesters to find desired items or services (shop) and create requisitions (checkout), while also catering to experienced users by providing increased control and flexibility when creating requisitions.

1.3.1 Powerful Search Capabilities

The powerful search capabilities of Oracle iProcurement 11*i* provide support to all levels of users - from the casual user browsing for items to the focused user searching for specific products. iProcurement requesters search the catalog by entering natural language text descriptions to quickly and easily find the desired items or services. Requesters are not required to know the details of a classification format or catalog hierarchy - they simply enter search criteria ranging from partial item descriptions to part numbers, supplier name and/or specific product attributes (such as color or size). Using Oracle interMedia's state of the art technology, the search returns a list of matching items. Advanced search capabilities such as compare, sorting, and filtering enable requesters to further refine their search.

Quick Search

Quick Search searches across all the searchable attributes to look for records that match the entered search keywords. If multiple keywords are entered, Quick Search will return items that match all the entered search keywords, therefore using more search keywords will yield fewer results.

Expanded Search

If no results are returned from performing a Quick Search, requesters can find more approximate matches by using Expanded Search. Expanded Search looks for items that match any of the search keywords, items that begin with any of the search keywords, or items that closely resemble the search criteria but are spelled differently.

As an alternative to performing searches, requesters can browse through the hierarchy of categories within the catalog to locate items and services. This is particularly effective when the requester is familiar with the classification of the items.

1.3.2 Shopping Lists

Requesters can access frequently ordered items through the use of shopping lists. Users can create their own personal favorites list for the items they most frequently order. In contrast, professional buyers in Oracle Purchasing can use requisition templates to create public lists that can be accessed by multiple users.

1.3.3 Saved Carts

Requesters can save an unlimited number of shopping carts in progress. This enables you to save selected items and return later to add more items and checkout.

1.3.4 Copy Orders

For frequently ordered items, you can simply copy an existing order. The system automatically generates a new shopping cart by copying information from the original order.

1.3.5 Non-Catalog Requests

You can also request items and services not found in the catalog or shopping lists by creating non-catalog requests.

1.3.6 Service Requests

Services can be included in the catalog or can be entered as non-catalog requests. When creating a non-catalog request, you can enter rate-based services, such as temporary services based on hourly rates, or fixed-amount based services for contracted events.

1.3.7 Enhanced Automatic Document Creation

Oracle iProcurement 11*i* supports supplier level contracts to enable the automated document creation process to generate standard purchase orders without requiring buyer intervention.

1.4 Checkout

1.4.1 Checkout Types

Once items have been added to the cart, users have three options to complete the requisition process. Regardless of the checkout option selected, at the end of each checkout a requisition is submitted.

Standard Checkout: This step-by-step checkout flow is designed for new users and includes all of the following steps: Shopping, Delivery, Billing, Notes, Approvers, and Review / Submit.

Power Checkout: Designed for frequent users that often make changes, power checkout provides the ultimate item-level control and flexibility.

Express Checkout: Designed for repeat users, express checkout abbreviates the required screens by using delivery and billing information derived from a user's defaults defined in their profile.

1.4.2 Delivery

Multiple Destination Types: You can use Oracle iProcurement 11*i* to create requisitions from the catalog or the shopping lists for user-initiated inventory replenishment requests, such as stocking a shop floor crib. Alternatively, requested items can be delivered to an expense destination.

1.4.3 Billing

Procurement Card Purchases: Oracle iProcurement 11*i* automatically flags shopping cart lines for procurement card (P-card) payment and defaults the P-card number depending on the requester and supplier profiles. After a requisition has been created and approved, a purchase order containing the P-card number is created and communicated to the supplier. The supplier then transmits the P-card information to the card issuer who, in turn, sends a consolidated statement comprised of the transaction data to Accounts Payable.

Oracle Projects Integration: Integration with Oracle Projects and Oracle Project Manufacturing enables requesters to optionally reference project and task related information on shopping cart order lines.

Tax Integration: Oracle iProcurement 11*i* enables you to specify tax information including taxable status and tax code, if applicable. This tax information is carried forward to the purchasing document.

Multiple Account Distributions and Account Generation Workflow Integration: Charge accounts for requisition lines are generated using Account Generator Workflow rules. You can split charges for requested items across multiple accounting codes, allowing multiple departments or account to bear the cost of items on a single requisition line. This eliminates the need to create multiple requisition lines when the same item is being requested for multiple departments.

1.4.4 Notes and Attachments

Notes: During checkout users can include notes to buyers and approvers. These notes can be viewed by their intended recipients later in the procurement process.

Upload and View Attachments: You can provide additional information to approvers, buyers, suppliers and receivers by attaching text, URLs, and other file types to the requisition. These attachments can be transferred through the system to purchase orders, blanket releases and receipts.

1.4.5 Approvers

Approval Routing Configuration: Oracle iProcurement 11*i* enables the configuration of the list of approvers for a specific requisition at the time of submission. You can also add approvers and re-sequence the list to meet specific needs. The general approval list is built based on approval rules defined in the application setup.

Vacation Scheduling: The vacation scheduling feature provides additional flexibility in streamlining the approval process. Approvers can indicate dates of planned absence and specify proxy approvers for their notifications, eliminating potential bottlenecks in the approval process.

1.5 Requisition Tracking

After the requester has created and submitted a requisition, the requester can quickly and easily track further processing of the requisition using the Oracle iProcurement application. Using the Requisition Status page, the requester can monitor and check the statuses for all the requisitions. The requester also receives real-time notifications to keep the requester up-to-date with actions taken against the requisition. Requesters can optionally launch enhanced queries to gain additional intelligence and insight into the progress of their requisitions. If there are changes to be made to an existing requisition, the requester has the capability to withdraw the requisition, make the necessary changes and resubmit it, or if the original request for the goods/services is no longer valid, the requester can simply cancel the original requisition.

1.6 Desktop Receiving

In Oracle iProcurement all receiving activities are centralized on the Receiving home page. From here users can receive items, return items, correct items that have been previously received, and view their receiving transaction history. The Receiving home page also displays a list of the user's most recent pending receipts and of most recently processed receipts.

Receive: Requesters can receive items with a single click by using the Express Receive feature. Requesters can optionally enter additional information like packing slip number, waybill/airbill number, and comments using regular receiving.

Correct: Oracle iProcurement allows the user to make corrections to the quantity received on receipts that have already been processed.

Return: Oracle iProcurement allows the requesters to return items to suppliers. Requesters can enter optional information such as the reason for return, a return material authorization number, and comments for the item that is being returned.

Oracle iProcurement also provides a simple, workflow-driven, receipt confirmation mechanism that proactively sends a notification to requesters to confirm receipt on the due date. Requesters can use any Web browser or their email system to review the order details and confirm receipt of the requested goods or services.

2

Oracle Application Setup

This chapter describes the implementation steps specific to Oracle iProcurement 11*i* within the Oracle Application framework and includes the following topics:

2.1 Prerequisites

The following table lists the prerequisite setups necessary to implement Oracle iProcurement 11*i*. These steps may have been completed if you have already implemented Oracle Purchasing 11*i*. See Setting Up in the *Oracle Purchasing User's Guide* for more information.

Table 2–1 Setup Steps

No.	Step	If Oracle Purchasing is setup	If Oracle Purchasing is not setup	Information Source
1	Set Up System Administrator	Not Required	Required	Oracle Applications System Administrator's Guide
2	Define Accounting Key Flexfields	Not Required	Required	Oracle Applications Flexfields Guide
3	Set Up Calendars, Currencies, and Set of Books	Not Required	Required	Oracle General Ledger User's Guide
4	Define Human Resources Key Flexfields	Not Required	Required	Oracle Applications Flexfields Guide
5	Define Locations	Not Required	Required	Oracle Human Resources User's Guide
6	Define Organizations and Organization Relationships	Not Required	Required	Oracle Human Resources User's Guide
7	Convert to a Multi-Org Architecture	Not Required	Optional	Multiple Organizations in Oracle Applications
8	Define Inventory Key Flexfields	Not Required	Required	Oracle Applications Flexfields Guide
9	Define Units of Measure	Not Required	Required	Oracle Inventory User's Guide
10	Define Freight Carriers	Not Required	Optional	Oracle Inventory User's Guide
11	Define Item Attributes, Codes and Templates	Not Required	Required	Oracle Inventory User's Guide

Table 2–1 Setup Steps

No.	Step	If Oracle Purchasing is setup	If Oracle Purchasing is not setup	Information Source
12	Define Categories	Not Required	Required	Oracle Inventory User's Guide
13	Enable Categories for Oracle iProcurement	Required	Required	Catalog Management section in this guide
14	Set Up Personnel	Not Required	Required	Oracle Human Resource Management Systems User's Guide
15	Set Up Oracle Workflow	Not Required	Required	Oracle Workflow Guide
16	Decide How to Use the Account Generator	Not Required	Required	Oracle Workflow Guide
17	Open Inventory and Purchasing Accounting Periods	Not Required	Required	Oracle Inventory User's Guide Oracle Purchasing User's Guide
18	Define Subinventory Locations	Not Required	Optional	Oracle Inventory User's Guide
19	Define Cross-Reference Types	Not Required	Optional	Oracle Inventory User's Guide
20	Define Tax Codes	Not Required	Optional	Oracle Payables User's Guide
21	Define Payment Terms	Not Required	Optional	Oracle Payables User's Guide
22	Set Up Approval Information	Not Required	Required	Oracle Purchasing User's Guide
23	Define Lookups and Classes	Not Required	Required	Oracle Inventory User's Guide
24	Define Standard Attachments	Not Required	Optional	Oracle Applications Guide

Table 2–1 Setup Steps

No.	Step	If Oracle Purchasing is setup	If Oracle Purchasing is not setup	Information Source
25	Define Purchasing Options	Not Required	Required	Oracle Purchasing User's Guide
26	Define Buyers	Not Required	Required	Oracle Purchasing User's Guide
27	Define Items	Not Required	Optional	Oracle Inventory User's Guide
28	Define Line Types	Not Required	Required	Oracle Purchasing User's Guide
29	Start the Purchasing Database Administrator	Not Required	Required	Oracle Purchasing User's Guide
30	Define Financial Options	Not Required	Required	Oracle Payables User's Guide
31	Define Transaction Reasons	Not Required	Optional	Oracle Purchasing User's Guide
32	Define Receiving Options	Not Required	Required	Oracle Purchasing User's Guide
33	Set Up Transaction Managers and Resubmission Intervals	Not Required	Required	Oracle System Administrator’s Guide
34	Define Suppliers	Not Required	Required	Oracle Payables User's Guide
35	Set Up Workflow Options	Not Required	Required	Oracle Workflow
36	Submit Workflow-related Processes	Not Required	Required	Oracle Payables User's Guide
37	Define Descriptive Flexfields	Not Required	Optional	Oracle Applications Flexfields Guide

Table 2–1 Setup Steps

No.	Step	If Oracle Purchasing is setup	If Oracle Purchasing is not setup	Information Source
38	Set Up Automatic Sourcing	Not Required	Optional	Oracle Purchasing User's Guide
39	Perform Additional System Administrator Setup	Not Required	Required	Oracle System Administrator's Guide
40	Define Manufacturing System and User Profiles	Not Required	Required	Oracle System Administrator's Guide

2.2 Administration

This section discusses the implementation of features associated with administering or managing the iProcurement functionality. Important utilities have been included in iProcurement which can enhance the user’s experience with the iProcurement product. The features included in this section to enhance the general usability of the application are:

- Retrieve Forgotten Passwords
- Multi-Operating Unit Purchasing News
- Direct Sign-On
- Multi-Byte Language Support
- Online Help
- Customizable Operatind Unit Specific Purchasing Policies
- Express Setup Tool
- Configuration of Account Regions

2.2.1 Reset Forgotten Passwords

This feature enables the system administrator to be notified when users have lost or forgotten their password and need assistance. When a user has forgotten their password, the user may click on a link that will send an e-mail notification to the system administrator. The administrator can then respond and reset the user's password. The e-mail address of the system administrator can be specified using the system property SYSADMIN in the ssp_init.txt file.

Setup Steps:

1. Open ssp_init.txt.

   [iAS ORACLE_HOME]/Apache/Jserv/etc/ssp_init.txt

2. Add the following line to the file:

   SYSADMIN=<email address>

3. Save the file.
4. Restart iAS.

Profile Options

Not applicable

AK Regions/Attributes

Not applicable

Function Security

Access to this function can be restricted by excluding the menu function Reset Password. See Section 2.4.1 on page 2-21 for detailed instructions.

2.2.2 Multi-Operating Unit Purchasing News

You can create operating unit specific purchasing news. Users will be able to view information that is pertinent only to their operating unit when accessing this area from the iProcurement home page

Setup Steps:

1. Create a directory under OA_HTML/<language code>/.

   For example: OA_HTML/US/operating_unit_1 where operating_unit_1 is your help path.

2. Copy PORPNEWS.htm to the directory that was created in step 1. Modify this file to include content specific to the operating unit.

3. Set the value for the responsibility level profile option POR: Help Path to the location of the operating unit specific files as specified in Step 1. See Section 2.3.1 on page 2-14 for detailed instructions.

   For the example from Step 1 you would enter /operating_unit_1/ for the profile option.

   Note: The POR: Help Path profile option includes a "/" at the beginning and at the end of the string. OA_HTML is the path of all the iProcurement HTML files and is part of iAS setup.

2.2.3 Direct Sign-On

Users can gain access to the Home Page in a more direct manner. There is an alternate method for signing on to the Home Page directly. If you have only one iProcurement responsibility, using Direct Sign-On will bring you directly to the

Home page after you have entered your username and password. If however, you have multiple responsibilities, the Purchasing Roles page will display. In this case, you must select a purchasing role and click OK to sign on. To switch responsibilities, you must sign off, then sign on again.

To access the direct sign-on page:

Type in the following URL:

```
http://<iAS host.domain>:<iAS listener port> \
/OA_HTML/jsp/por/services/login.jsp
```

By default this is in US language.

To specify another language:

```
http://<iAShost.domain>:<iAS listener port> \
/OA_HTML/jsp/por/services/services/login.jsp? \
displayLanguage=<language code>
```

where <language code> is any of the installed Oracle Applications language codes.

Attention: The use of white space and continuation characters (\) in the above example is for ease of legibility. The URL is typically specified on a single line without white space.

2.2.4 Multi-Byte Language

You can enable your system to handle Multi-Byte Language. These are languages where the character representation requires more than one byte.

Setup Steps:

1. Set the translate_params to true in [iAS ORACLE_HOME]/Apache/Jserv/etc/zone.properties:

   ```
   servlet.oracle.jsp.JspServlet.initArgs=translate_params=true
   ```

2. In [iAS ORACLE_HOME]/Apache/Jserv/etc/ssp_init.txt, set the system property, CHARSET to the character set used to view that particular language. This must be identical to the character set used in the browser.

   For example: CHARSET=EUC-JP

2.2.5 Online Help

The online help is available as Oracle Applications Help. All the help documents and graphic files are stored in the database. The help documents are in HTML format. You may modify the help content by using a commercial HTML editor.

Refer to the *Oracle Applications System Administrator's Guide* for detailed instructions on modifying and updating these help files.

2.2.6 Customizing Operating Unit Specific Purchasing Policies

Localization of help is a feature that enables customers to use help documents that cover the same topic, but in terms appropriate to specific countries, regions, or operating units. This can be accomplished by adding an optional localization code at the end of the anchor_name in the help HTML files.

Setup Steps:

1. Create the localization code to use. For example, **ou1** for operating unit 1.
2. Copy the original PORPOLCY.htm file to a new file with the same name. This file is under $ICX_TOP/help/<language code>.
3. Open the new file with an HTML editor.
4. Find the HTML anchor with the anchor_name ppolicy (i.e. < A NAME = "ppolicy"></A>) for this help document. Append the localization code for the appropriate responsibility (see step 1) to this anchor name (i.e. < A NAME="ppolicy@**ou1**"></A>).
5. Change the PORPOLCY.htm file to include the localized information to be displayed for the given operating unit.
6. Save your changes.
7. Upload the localized help to the database using the Oracle Applications Help System Utility. Please refer to the *Oracle Applications System Administrator's Guide* for detailed instructions on using the Help System Utility.
8. Set the profile option Help Localization Code for the appropriate responsibility to the value defined with the anchor name in the HTML code.

    a. Login to Oracle Applications and choose the System Administrator responsibility.

b. Navigate to the System Profiles form and search for the profile Help Localization Code and the appropriate responsibility (i.e. Internet Procurement).

c. Set the profile value to the localization code appended to the anchor name (like vs above) for the appropriate responsibility.

2.2.7 Configure Account Regions (Required)

The accounting regions must be configured for iProcurement so that they match the accounting structure of your organization in general. This must be done prior to using the iProcurement application. The following regions must be configured to match the accounting structure of your organization:

- POR_BILLING_MULT_CHARGE_AC_R
- POR_BILLING_CHARGE_ACCOUNT_R

These two regions represent the different pages in iProcurement where the charge account information can be modified. As such, the region items must be configured so that only the applicable accounting segments are displayed. By default, the first five segments are set to display (and are updatable).

Setup Steps:

1. Determine your accounting structure: Ascertain which accounting segments are being used.
2. Modify the above two regions so that the appropriate region items (i.e. the accounting segments) display and are updatable. The details to each segment to be used must be modified to reflect the business' accounting structure.
3. Restart iAS.

2.2.8 Multiple Chart of Accounts

If your organization has multiple Chart of Accounts, you must configure the following two profile options:

- POR: Edit Accounts Region
- POR: Multiple Accounts Region

Setup Steps:

1. Copy the Account regions POR_BILLING_MULT_CHARGE_AC_R and POR_BILLING_CHARGE_ACCOUNT_R.
2. Rename the new regions created in step 1.
3. Modify the region so that the prompt names and field lengths of the accounting segments match the accounting structure for the Chart of Accounts.
4. Assign the name of the new regions to the following profile options:

   POR: Edit Accounts Region:

      This profile option should be set to the new region name corresponding to POR_BILLING_CHARGE_AC_R created in step 2.

   POR: Multiple Accounts Region:

      This profile option should be set to the new region name corresponding to POR_BILLING_MULT_CHARGE_ACCOUNT_R created in step 2.

   See Section 2.3.1 on page 2-14 for detailed instructions.

For more information, see: Web Applications Dictionary, *Oracle Self-Service Web Applications Implementation Manual, Release 11i*.

2.2.9 Express Setup Tool

The Express Setup Tool allows for the fast definition and population of locations, employees, and user information using a web-based interface. It is also possible to update certain location and employee related fields by using this tool.

Setup Steps:

1. Login to Oracle Applications and choose the Procure-to-Pay Administrator responsibility.
2. Navigate to the Express Setup Tools window.
3. Links exist within the Express Setup Tools window where both a Location and Employee template can be downloaded. This template contains instructions specifying how to create either type of flat (text) file.
4. Once the flat file has been created it can be loaded through the Express Setup Tools window.

a. Login as in step 1 and 2 above.

b. Enter or browse for your flat file name from either the Locations or Employees File Name field.

c. Click Start Load Now.

5. Following a data load, a log will appear that will list both the number of records loaded successfully and the number not loaded successfully. A detailed description will be given as to why a certain record was not loaded successfully. The browser cache should be cleared before viewing the most recent log file.

The Express Setup tool is targeted towards rapid implementation for small to mid-size companies and supports uploading of up to 500 records at one time.

Note: The profile Apps Servlet Agent must be set before using the Express Setup Tool.

Considerations when express loading employees or users:

- The Employee Number can only be loaded when it has been set to Manual. When set to Automatic the system will reject the records containing employee numbers.
- The Employee Number should be unique for every user.
- The name of the employee will be stored exactly as it is entered. Case conversion will not be performed. This means that an employee entered as tOM SmiTH in Express Setup will appear exactly in this manner.
- Once a start date has been entered it cannot be predated.
- Specifying the End-Date for an employee is not supported. A user would have to log into core applications to do this.
- The location specified on the Express Setup table for the employee must have already been created in the ERP application prior to its being loaded through the table.
- Building on the previous note, the location loader should always be run before the employee loader.
- The supervisor of an employee should already be defined in the system before entering the employee.
- The user password cannot be updated using the loader.

- The loader only supports the American English language.

Considerations when express loading locations:

- The loader only supports the address style of **United States**.
- Locations cannot be defined as **Global** using the loader.
- The loader only supports the American English language.

Function Security

Through function security users can be prohibited from loading locations, employees, and users through the Express Loader Tool by excluding the function Express Setup Tools. See Section 2.4.1 on page 2-21 for detailed instructions.

2.3 Profile Options

A number of profile options govern the behavior of Oracle iProcurement 11*i*. During implementation, you must set a value for each profile option to specify how Oracle iProcurement 11*i* controls access to and processes data.

The tables that follow display the profile options applicable to Oracle iProcurement 11*i* and are separated into two groups:

- Profile Options Set by System Administrator
- Profile Options Set by User

2.3.1 Profile Options Set by System Administrator

The following table lists the profile options specific to iProcurement that should be set by the system administrator.

Note: Some of the profile options listed below are shared by several applications, such as Oracle Purchasing and other Self Service Web Applications. For more information on these applications, refer to the *Oracle Purchasing User's Guide* and the *Oracle Self Service Web Applications User's Guide*

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
Apps Servlet Agent	The URL, including the hostname and port number, from where the iProcurement server is running.
Attachment File Directory	Specifies the directory where attachments are stored.
ECX: Log File Path	Directory where the Oracle XML Gateway engine writes its log files. The directory must be one of the valid directories specified in the UTL_FILE_DIR parameter in the init<SID>.ora file in your Oracle Applications 11*i* instance. This must be an absolute path and cannot contain a symbolic link or other operating system specific parameters.
Help Localization Code	Indicates the localization code for localized help files.
HR: Cross Business Groups	This profile impacts the suggested buyer functionality. When set to YES, buyers from different business groups can be assigned (or defaulted) to a given requisition line. Also, building approval lists with employees from multiple business groups is controlled through this profile. When set to YES, both the buyer and approver list of values (LOV) can cross business group boundaries.

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
ICX: Numeric characters	Enter the preferred decimal and group separators you want to display for numbers. For example, if you enter ., as the value for this profile option, you indicate that the decimal separator is a period and the group separator is a comma. In this example, if you enter this value at the site level, all requesters in iProcurement for the specified site will see the number three thousand as 3,000.00. If the value were ,. for this profile option, three thousand would display as 3.000,00. This profile option can be set at the site and user level. If this profile option is blank, the decimal and group separators are obtained from the nls_numeric_parameters setting in the database.
ICX: Date Format Mask	Determines the date format mask to use. The American English default is DD-MON-RRRR, for example, 12-NOV-2002. For year 2000 compliance, all year formats are converted to RRRR, which accepts four-digit century and year entries verbatim (1950 is stored as 1950) and converts two-digit year entries as follows: Entries of 00 to 49 are converted to 2000 to 2049, respectively. Entries of 50 to 99 are converted to 1950 to 1999, respectively. For example, if a user enters 50 for the year, the year is converted and stored as 1950. If a user enters 49, the year is converted and stored as 2049.
ICX: Days Needed By	Determines the number of days until the user needs the order. This value is used to calculate the need by date.
ICX: Language	Determines the default session language.
ICX: Limit connect	Determines the maximum number of page hits per session.
ICX: Limit time	Determines the maximum number of hours a user can be logged on per session. The default is 4 hours.
ICX: Override Location Flag	Determines whether the default location to deliver orders can be overridden.
ICX: Override Requestor	Determines whether a user can override the default requestor code and create a requisition for everyone, the entire organization, or for just the user.
ICX: Requisition Sever	The hostname and port for the Internet Application Server (iAS) where Oracle iProcurement is installed and running.

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
PO: Workflow Processing Mode	Affects the performance of the Purchasing approval workflow processes. Online completes an entire approval workflow process before letting you proceed to the next activity, but provides you with an updated Status (for purchase orders) when as it finishes. Background allows you to proceed to the next activity while the approval process completes in the background. Whichever option you choose, you can always view the current status of a requisition or purchase order through the Requisitions Summary or Purchase Orders Summary windows. When this profile option is set to Background, you must start the Workflow Background Process, which you access through the System Administration responsibility. It is recommended that you set this process to run frequently, if you are using it for Background mode approvals.
POR : Amount Based Services Line Type	Determines the line type for amount-based non-catalog requests. An amount-based request is expressed in monetary terms, for example, 500 USD worth of service. The value set here should be distinct from the values set for POR: Goods Line Type and POR: Rate Based Services Line Type.
POR : Approved Pricing Only	Restricts user access to only those items associated with blanket purchase agreements, catalog quotations, and requisition templates.
POR : CA Certificate File Name	This profile option is used for punchout and specifies the filename that includes the certificates your company's server is willing to accept. This file should be readable and should be accessible from the middle tier. If you have multiple JVMs, then this directory should be accessible from all the different JVMs. By default you can use the file '$APACHE_TOP/Apache/conf/ssl.crt/ca-bundle.crt' which includes certificates from various signing authorities. For more information on punchout, refer to the *Oracle Exchange Punchout Guide.*
POR : Cleanup Thread Interval	Specify a number to indicate how often, in milliseconds, unused requisition objects are removed from the object cache in the middle tier. Entering a value of 0 or null means no cleanup.
POR : Default Currency Conversion Rate Type	Use this profile option to specify the default exchange rate type. This rate is used when creating non-catalog requests and when converting a bulk loaded item's transactional price into a user's functional price.
POR : Edit Accounts Region	Provides support for multiple charts of accounts. Using the Web Application Dictionary, create a region with the relevant chart of accounts structure, and associate this region at the responsibility level. This region will be used to display the Edit Accounts Page. Leave this profile blank to use the default region shipped with the product.

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
POR : Enable Requisition Line Customization	Set this profile option to yes if you want to use the POR_CUSTOM_PKG.CUSTOM_DEFAULT_REQ_LINE and POR_CUSTOM_PKG.CUSTOM_VALIDATE_REQ_LINE APIs to tailor your requisition lines based on your business practices. **Note:** You must customize these APIs prior to setting this profile option to Yes.
POR : Goods Line Type	Indicates the line type that should be used for all bulk loaded items and quantity based non-catalog requests. The value set here should be distinct from the values set for POR: Amount Based Services Line Type and POR: Rate Based Services Line Type.
POR : Proxy Server Name	This profile option is used for punchout and specifies the proxy server (Web Server) that is being used within the company. This would most probably be the same as the proxy server that is set up on the browser. For more information on punchout, refer to the *Oracle Exchange Punchout Guide*.
POR : Proxy Server Port	This profile option is used for punchout and specifies the port on which the proxy server listens. This should be similar to the browser settings. For more information on punchout, refer to the *Oracle Exchange Punchout Guide*.
POR : Rate Based Services Line Type	Specifies the line type for rate-based non-catalog requests. A rate-based request is expressed as a monetary charge per time period. The value set here should be distinct from the values set for POR: Goods Line Type and POR: Amount Based Services Line Type.
POR : System Approvers are Mandatory	Determines whether or not the default approvers on the approver list are mandatory.
POR : Use Sequence for Requisition Numbering	Use this profile option to indicate whether requisitions created in iProcurement should follow the same numbering schema as Oracle Purchasing, or if requisition numbers should be generated using the database sequence, which may provide an increase in performance. Note that if this profile option is set to Yes, requisition numbers will be shared across operating units.
POR: Help Path	For multi-org environments, this is the directory where operating unit-specific purchasing news is stored. Normally, this value is /<OU>/ where OU refers to the name of the operating unit, for example, /Vision Operations/.
POR: ITEM PIC FILE PATH	Specifies the directory where image files are stored. If you want to associate an item with a picture, the image file must be copied to this directory to appear in iProcurement. This path usually corresponds to the MEDIA_DIRECTORY defined in the ssp_init.txt file.

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
POR: Load Auto Category	Controls whether or not the bulk loader should automatically create any new categories encountered in either an XML or text catalog file. Valid values for this profile option include 'Yes' and 'No.' The default value is 'No.'
POR: Multiple Accounts region	Provides support for multiple charts of accounts. Using the Web Application Dictionary, create a region with the relevant chart of accounts structure, and associate this region at the responsibility level. This region will be used to display the Multiple Accounts Page. Leave this profile blank to use the default region shipped with the product.
POR: One Time Location	Enter the location to be used as the one-time address. The application uses the location code entered here as the one time location. The actual one-time address details are entered during checkout. This profile can be set at the site, responsibility, or user level.
POR: Select Inventory Replenishment Lines	For Confirm Receipts set this profile option to ’Yes’ if you want the Confirm Receipts Workflow process to select PO shipments with destination type ’Inventory’ in addition to PO shipments with destination type Expense.
POR: Servlet Virtual Path	The virtual path to the Oracle Applications servlet zone. For 11*i*, this should be set to 'oa_servlets.’
POR: SSP VERSION	Indicates the version of iProcurement that is installed. This value should always be set to 5.
POR: SSP4 Installed	This profile option should always be set to Yes.
POR:Load Auto Attrib	Controls whether or not the bulk loader should automatically create any new category attributes encountered in either an XML or text catalog file. Category attributes, or local descriptors, are used to describe items in a specific category. 'Ink Color' is an example of a category attribute for the item category 'Ball Point Pens.' Valid values for this profile option include 'Yes' and 'No.' The default value is 'No.'
POR:Load Auto Root	Controls whether or not the bulk loader should automatically create any new base descriptors defined in an XML catalog file. Base descriptors are attributes that apply to all items and services in the catalog, such as 'Supplier.' Valid values for this profile option include 'Yes' and 'No.' The default value is 'No.'

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
POR_TEMP_CATALOG_FILES	Specifies the directory path used to store catalog files that are submitted for loading into iProcurement. When a user submits a catalog to load into iProcurement, the catalog file is uploaded to the path specified in this profile option. The bulk loader then processes the file from this location. Ensure that both the bulk loader and middle tier have read-write access to this directory.
TAX: Allow Override of Tax Code	This profile controls the ability to modify the tax code that can be defaulted during the requisitioning process. When set to No, the tax code field cannot be overridden, nor can the LOV be accessed. This profile can be set at the site, responsibility, or user level.
TAX: Allow Override of Tax Recovery Rate	This profile controls the ability to modify the tax recovery rate that can be defaulted during the requisitioning process. This profile can be set at the site, responsibility, or user level.

2.3.2 Profile Options Set by User

The following table lists profile options specific to the user. The System Administrator should not set these profile options. These values are set when users define their preferences in Oracle iProcurement 11*i* using the My Profile page.

Table 2–3 Profile Options Set From User's Profile

Profile Option	Description
POR : Preference - Display Transaction Currency	When set to Yes, each user will have the ability to enable or disable the foreign currency display within iProcurement.
POR : Preferences - Deliver to Location	Enables users to set their preferred deliver to location.
POR : Preferences - Expenditure Item Date	Enables users to set their expenditure item date for project-related requisitions.
POR : Preferences - Expenditure Org	Enables users to set their expenditure organization for project-related requisitions.
POR : Preferences - Expenditure Type	Enables users to set their expenditure type for project-related requisitions.
POR : Preferences - Project	Enables users to set their project number for project related requisitions.
POR : Preferences - Requester	Enables users to set a default requester.

Table 2–3 Profile Options Set From User's Profile

Profile Option	Description
POR : Preferences - Selected Items Default to Inventory	Enables user to indicate whether ordered items are to replenish inventory.
POR : Preferences - SubInventory	If items are to replenish inventory, users can select a default subinventory for those items. This is only valid if the POR: Preferences - Inventory Replenishment profile is set to Yes.
POR : Preferences - Task	Users can set their task number for project related requisitions.
POR: Result Set Size	Users can indicate how many records per page they wish to see when viewing search results on the Shopping, View Orders, and Receiving pages. The value specified in this profile must be a divisor of 100, for example, 5, 10, 20, etc.

2.3.3 Profile Options No Longer Supported

The following profile options were used in earlier releases of iProcurement and are no longer in use or supported:

– POR : Debugging
– POR : Distribution Lines Region
– POR : Emergency Requisitions
– POR: ITEMS DISPLAY NUM
– POR: Java Virtual Path
– POR: ROWS DISPLAY NUM
– POR: My Profile-Charge Acct Seg 1..10

2.4 Security

User access to various aspects of iProcurement can be controlled through function and menu security as well as data security. The following sections discuss the setup of these security features.

2.4.1 Setting Up Function Security and Menu Security

Function security can be used to restrict user access to certain functions and actions in various pages throughout iProcurement. Areas that can be excluded through function security include Approvals, Order Status, and Receiving among others. An administrator also has the option of setting menu security. This is a security setting that is used to prevent user access to entire menus/submenus within iProcurement. Both function and menu security attributes are defined at the Responsibility level.

Setup Steps

1. Log into Oracle Applications and select the System Administrator responsibility.
2. Choose Security > Responsibility > Define.
3. Create a new responsibility related to iProcurement. This responsibility will be used to enforce function security.
4. Be sure to enter a Responsibility Name, Application, Responsibility Key, and Effective From Date.
5. Available From should be set to Oracle Self Service Web Application.
6. Data Group fields for Name and Application should be entered as well.
7. The Menu field should be set to Internet Procurement Home.

Exclude Responsibility Functions/Menus using the following steps:

1. In the Menu Exclusions folder select either the Function or Menu selection to set up either function or menu security.
2. Tab to the Name field and select the appropriate function or menu to exclude.
3. Save the responsibility.

Assign the iProcurement Responsibility to a User

1. Choose System Administrator > Security > Users > Define.

2. Search for the User to assign to the Responsibility.
3. Insert the new responsibility.
4. Save the user record.

See the *Oracle Applications System Administrator's Guide* for more information.

2.4.2 iProcurement Functions

The following tables list functions that can be used to establish function security in iProcurement 11*i*:

Table 2–4 Functions — Requisition Status Page: My Groups Requisitions

System Name	Name	Description
POR_VIEW_GROUP_REQS_CANCEL	View My Group's Reqs Cancel	Cancel a requisition that has been submitted for approval
POR_VIEW_GROUP_REQS_COPY	View My Group's Reqs Copy	Create a requisition by copying an existing requisition
POR_VIEW_GROUP_REQS_RESUBMIT	View My Group's Reqs ReSubmit	Resubmit requisitions that have been rejected or returned
POR_VIEW_GROUP_REQS_RECEIVE	View My Group's Reqs	Receive register requested item(s) as received
POR_VIEW_GROUP_REQS	View My Group's Requisitions	View requisitions created by employees in the user's organization. This definition of group is based on the Security Level option selected during the Docutment Type setup.

Table 2–5 Functions — Requisition Status Page: My Requisitions

System Name	Name	Description
POR_VIEW_MY_REQS_CANCEL	View My Reqs Cancel	Function security for the Cancel button
POR_VIEW_MY_REQS_COPY	View My Reqs Copy	Function security for the Copy button
POR_VIEW_MY_REQS_RECEIVE	View My Reqs Receive	Function security for the Receive button

Table 2–5 Functions — Requisition Status Page: My Requisitions

System Name	Name	Description
POR_VIEW_MY_REQS_RESUBMIT	View My Reqs Resubmit	Function security for the Resubmit button
POR_VIEW_MY_REQS	View my Requisitions	Viewing Requisitions owned by a user
POR_VIEW_MY_REQS_WITHDRAW	View My Reqs Withdraw	Function security for Withdraw button

Table 2–6 Functions — Requisition Status Page: All Requisitions

System Name	Name	Description
POR_VIEW_ALL_REQS_CANCEL	View All Reqs Cancel	Cancel a requisition that has been submitted for approval
POR_VIEW_ALL_REQS_COPY	View All Reqs Copy	Create a requisition by copying an existing requisition
POR_VIEW_ALL_REQS_RESUBMIT	View All Reqs ReSubmit	Resubmit requisitions that have been rejected or returned
POR_VIEW_ALL_REQS_RECEIVE	View All Reqs Receive	Register requested item(s) as received
POR_VIEW_ALL_REQS	View All Requisitions	View all requisitions under user's organization

Table 2–7 Functions — Approvals Status Page: Requisitions I Approved

System Name	Name	Description
POR_VIEW_APPR_REQS	View Requisitions I approved	View Requisitions approved by a user
POR_VIEW_APPR_REQS_CANCEL	View Reqs I approved Cancel	Cancel a requisition that has been submitted for approval
POR_VIEW_APPR_REQS_COPY	View Reqs I approved Copy	Create a new requisition by copying an existing one
POR_VIEW_APPR_REQS_RECEIVE	View Reqs I approved Receive	Register requested item(s) as received

Table 2–8 Functions — Approvals Status Page: Orders to Approve

System Name	Name	Description
POR_VIEW_TO_APPR_REQS	View orders to approve	Ability to view orders to be approved
POR_VIEW_TO_APPR_COPY	View orders to approve copy	Ability to copy orders I have to approve
POR_VIEW_TO_APPR_CANCEL	View orders to approve cancel	Ability to cancel requisitions I have to approve

Table 2–9 Functions — Approvers/Add Approvers Page

System Name	Name	Description
POR_CHANGE_FIRST_APPROVER	Change first approver	Change first approver
POR_ADD_APPROVER	Add approver	Change the requisition approval route based on the user's choice of first approver
POR_DELETE_APPROVER	Delete approver	Delete non-mandatory approvers from a requisition's document approval routing list
POR_USER_DEFAULT_APPROVERS	User Default approver list	Ignore changes and revert to the original document approval routing list

Table 2–10 Functions — Receive Orders Page

System Name	Name	Description
POR_RECEIVE_ORDERS	POR: Receive Orders	Allow a user to receive orders
POR_ALL_ITEMS_TO_RECEIVE	All Items to Receive	Restrict a user from receiving all items

Table 2–11 Functions - Receive Orders Page

System Name	Name	Description
POR_SHOW_RCV_HOME	Receiving Home Page	Function to grant/deny access to Receiving home page
POR_RECEIVE_ITEM	POR: Receive Items	Function security for receive button on receive items page
POR_EXPRESS_RECEIVE	Express Receive	Create an Express Receipt
POR_SHOW_ALL_RCV_ CORRECTIONS	Correct All Receipts	Function to grant/deny access to correct all receipts
POR_SHOW_RCV_CORRECTIONS	Correct Receipts	Function to grant/deny access to correct receipts
POR_SHOW_RCV_RETURNS	Return Items	Function to grant/deny access to return items
POR_SHOW_ALL_RCV_RETURNS	Return All Items	Function to grant/deny access to return all items
POR_SHOW_VIEW_RECEIPTS	View Receipts	Function to grant/deny access to view receipts
POR_SHOW_ALL_RECEIPTS	View All Receipts	Function to grant/deny access to view all receipts

Table 2–12 Functions - Approver/Add Approvers Page

System Name	Name	Description
POR_APPROVE_SHOW_REJECT_BTN	Approve or Reject a Requisition	Approve or Reject a Requisition
POR_VIEW_APPROVERS	View Approvers	View a requisition's likely document approval route before submission/approval
POR_SORT_APPROVERS	Sort Approvers	Sort Approvers and display list based on sequence numbers

Table 2–13 Functions - Other Functions

System Name	Name	Description
POR_COMP_SEARCH_RESULTS	Compare Search Results	Compare two or more items in search results
POR_FAV_CHG_ACCT	Favorite Charge Accounts	List of Favorite Charge Accounts
POR_CHANGE_MULTI_LINES	Change Multiple Lines	Update Multiple Requisition Lines while creating a requisition
POR_SSP_ECMANAGER	POR SSP ECManager	Internet Procurement eContent Manager
POR_SSP_HOME	POR SSP Home	Internet Procurement Home Page
POR_RESET_PWD_FUNC	Reset Password	Reset password in Profile Page
POR_NOTIFY_REASSIGN	SSP Notification Reassignment	

Table 2–14 Functions - Requisition Checkout

System Name	Name	Description
POR_STANDARD_CHECKOUT	POR Standard Checkout	Performs Standard Checkout
POR_POWER_CHECKOUT	POR Power Checkout	Power checkout option
POR_EXPRESS_CHECKOUT	Express Checkout	Performs Express Checkout
POR_ONE_TIME_LOCATION	One Time Location	Function security for entering a one time address during checkout

Table 2–15 Functions - Workflow

System Name	Name	Description
POR_RCV_ORDERS_WF	Self-Service Purchasing Receive Orders	Receive orders from Workflow
POR_RESUBMIT_URL	Self-Service Purchasing Resubmit Requisition	Resubmit requisition. Called from Workflow
POR_UPDATE_REQ	Self-Service Purchasing Update/Cancel Requisition	Update or cancel requisition lines. Called from Workflow notifications
POR_OPEN_REQ	Self-Service Purchasing View Requisition	View requisition. Called from WF

2.4.3 iProcurement Menus

The following table lists the settings for menu security:

Table 2–16 iProcurement Menus

Menu	System Name	Name	Description
eContent Manager	POR_SSP_ECMANAGER	iProcurement eContent Manager	Allow a user to access the iProcurement eContent Manager
Emergency Requisition	POR_CREATE_EMERG_REQ	Create Emergency Requisition	Menu security for access to the emergency requisition submenu
Internet Procurement Home	ICX_POR_SSP_HOME	Internet Procurement Home	Allow a user access to the iProcurement home page
Power Checkout	POR_POWER_CHECKOUT	Self Service Purchasing Power Checkout	Allows access to iProcurement power checkout
Receiving	ICX_POR_ALL_ITEMS_TO_RECEIVE	SSP5 - All Items to Receive	Submenu to include a function to determine if a user can view all items to receive
Receiving	ICX_POR_RECEIVE_ORDERS	SSP5 - Receiving	Submenu to include function to determine if a user given access to receiving
Requisition Creation	ICX_POR_CREATE_REQ	Create Requisition	Allow access to iProcurement requisition creation
Requisition Creation	ICX_POR_EMERG_CREATE_REQ	SSP5 - Create Requisitions	Create requisitions function security submenu
View Requisitions	ICX_POR_SSP5_VIEW_ALL_REQS	SSP5 - View All Requisitions	iProcurement view all requisitions submenu
View Requisitions	ICX_POR_SSP5_VIEW_GROUP_REQ	SSP5 - View My Group's Requisitions	View my group's query submenu defined for function security
View Requisitions	ICX_POR_SSP5_VIEW_MY_REQ	SSP5 - View My Requisitions	iProcurement view my requisitions submenu

Table 2–16 iProcurement Menus

Menu	System Name	Name	Description
View Requisitions	ICX_POR_VIEW_TO_APPR_ REQ	SSP5 - View Orders to Approve	iProcurement submenu for order to approve
View Requisitions	ICX_POR_SSP5_VIEW_ APPR_REQ	SSP5 - View Requisitions I Approved	iProcurement submenu for orders I have approved page
Workflow Link	ICX_POR_WORKFLOW	Self Service Purchasing Workflow link	Allow a user access to iProcurement workflow link

2.4.4 Data Security

Data security is achieved by using securing attributes to allow rows (records) of data to be visible to specified users based on the specific data contained in the row. In iProcurement, securing attributes, called realms, are used to restrict user access to the catalog - either by item categories, or by punchout supplier sites.

For more information on restricting the catalog using realms, refer to the Catalog Management section of this manual.

The following table lists securing attributes can be used to establish data security in iProcurement:

Table 2–17 iProcurement Securing Attributes

Attribute	Application	Description
ICX_POR_ITEM_SOURCE_ID	Oracle Self Service Web Applications	Assigned at the responsibility level to indicate that realms will be used to control which suppliers, users can punchout to request goods and services.
RT_CATEGORY_ID	Oracle Self Service Web Applications	Assigned at the responsibility level to indicate that realms will be used to control which items users have visibility to based on the categories where the items belong.
ICX_POR_REALM_ID	Oracle Self Service Web Applications	Once the responsibility is secured by item source and/or category, the realms containing these values are assigned at the user level.

2.5 AK Regions

The appearance of the iProcurement pages are managed through different AK Regions. AK regions can be modified through the appropriate AK Developer responsibility. By modifying AK regions and attributes, the display of the associated pages in iProcurement will be affected. After changes are made to any AK region, the iAS must be restarted (stop, then start). The different AK Regions are listed in the tables that follow, along with each of their associated region descriptions.

Table 2–18 Shopping Cart

Page	AK Regions	Region Description
Non-Catalog Request	POR_SPORD_GOODS_R	Goods Billed By Quantity
Non-Catalog Request	POR_SPORD_RATE_R	Service Billed By Quantity
Non-Catalog Request	POR_SPORD_AMOUNT_R	Goods or Services Billed By Amount
Cart Contents Page - Full	POR_SHOPPING_CART_R	Shopping Cart Items
Approver Shopping Cart	POR_SHOPPING_CART_R	Shopping Cart Items

Table 2–19 Checkout - Delivery Information

Page	AK Regions	Region Description
Enter Delivery Information	POR_DELIVERY_SINGLE_ROW_R	Delivery Information For All Items
Line Items	POR_DELIVERY_MULTI_ROW_R	Edit Line Item Delivery Values - Multiple Row Display
Selected Line Item	POR_SELECTED_LINE_ITEM_R	Selected Line Item Information Table
Selected Line Item	POR_DELV_INFO_SELECTED_ LINE_R	Edit Delivery Information For Selected Line Item
Saved Carts, Copied Requisitions, Approver Checkout	POR_CHECKOUT_DELIVERY_R	Checkout Delivery Information
Saved Carts, Copied Requisitions, Approver Checkout	POR_DELIVERY_MULTI_ROW_R	Checkout - Multiple Line Items
Enter One-Time Location	POR_ONE_TIME_LOCATION_R	Enter one-time location information

Table 2–20 Checkout - Billing Information

Page	AK Regions	Region Description
Enter Billing Information	POR_BILLING_SINGLE_ROW_R	Billing Information For All Items
Selected Line Item	POR_SELECTED_LINE_ITEM_R	Selected Line Item Information Table
Selected Line Item	POR_BILLING_LINE_DETAILS_R	Enter Billing Information For Selected Line Item
Individual Line Items	POR_BILLING_MULTI_ROW_R	Edit Line Item Billing Values - Multiple Row Display
Saved Carts, Copied Requisitions, Approver Checkout	POR_BILLING_ALTERNATIVE_R	Checkout Billing Information
Saved Carts, Copied Requisitions, Approver Checkout	POR_BILLING_MULTI_ROW_R	Multiple Line Billing Information
Edit Accounts	POR_SELECTED_LINE_ITEM_R	Selected Line Item Information Table
Edit Accounts	POR_BILLING_EDIT_ACCOUNTS_R	Edit Accounts For The Selected Line Item
Allocate Costs to Multiple Accounts	POR_SELECTED_LINE_ITEM_R	Selected Line Item Information Table
Allocate Costs to Multiple Accounts	POR_BILLING_MULT_ACCOUNTS_R	Enter Multiple Accounts For the Selected Line Item
Review Accounts	POR_BILLING_REV_ACCOUNT_R	Item Information Table With Associated Charge Account

Table 2–21 Checkout - Other

Page	AK Regions	Region Description
Attachments	POR_ADD_ATTACHMENTS_R	Add Attachments
Notes and Attachments	POR_NOTES_ATTACHMENTS_R	Enter Notes and Attachments
Notes and Attachments	POR_ATTACHMENTS_LIST_R	Attachments List
Review Approver List	POR_REVIEW_APPROVERS_R	Container Region
Review Approver List	POR_APPRV_LIST_R	List of Approvers
Review Approver List	POR_ATTACHMENTS_LIST_R	Justification Attachments List
Change First Approver	POR_CHG_FIRST_APPRV_R	Enter New First Approver

Table 2–21 Checkout - Other

Page	AK Regions	Region Description
Add New Approver - Approver List Existing	POR_CUR_APPRV_LIST_R	Current Approval List
Add New Approver - Approver List Existing	POR_ADD_NEW_APPRV_R	Add New Approver Fields
Add New Approver - No Approvers Exist	POR_ADD_FIRST_APPRV_R	Add First Approver Fields
Review and Submit Requisition - Collapsed	POR_FINAL_REV_CLPSED_R	Review Requisition Header
Review and Submit Requisition - Collapsed	POR_FINAL_REV_LINES_R	View Line Items
Review and Submit Requisition - Collapsed	POR_ATTACHMENTS_LIST_R	View Attachments List
Review and Submit Requisition - Expanded	POR_FINAL_REV_EXPND_R	Review Requisition Header
Review and Submit Requisition - Expanded	POR_ATTACHMENTS_LIST_R	View Attachments List
Review and Submit Requisition - Expanded	POR_REV_LINE_SUMMARY_R	View Summary of All Lines
Review and Submit Requisition - Expanded	POR_REV_LINE_DETAIL_R	View Line Details
Review and Submit Requisition - Expanded	POR_DIST_SUMMARY_R	View Account Information
Review and Submit Requisition - Printer Friendly	POR_PRNTR_FR_HEADER_R	Review Header Region
Review and Submit Requisition - Printer Friendly	POR_PRNTR_FR_LINES_R	Review Lines Region
Review and Submit Requisition - Printer Friendly	POR_ATTACHMENTS_LIST_R	Review Attachments List

Table 2–22 Power Checkout

Page	AK Regions Region	Description
Main Page	POR_POWER_ORDER_INFO_R	Requisition Information
Main Page	POR_ATTACHMENTS_LIST_R	Attachments List Table
Main Page	POR_POWER_LINE_ITEMS_R	Line Items
Edit Single Row	POR_POWER_SINGLE_ROW_R	Enter Checkout Information
Edit Single Row	POR_ATTACHMENTS_LIST_R	Attachments List Table
Edit Multiple Rows	POR_POWER_MULTIPLE_ROW_R	Enter Checkout Information
Edit Multiple Rows	POR_ATTACHMENTS_LIST_R	Attachments List Table

Table 2–23 Express Checkout

Page	AK Regions	Region Description
Express Checkout	POR_EXPRESS_CHECKOUT_R	Enter Checkout Information

Table 2–24 Saved Cart

Page	AK Regions	Region Description
Saved Carts	POR_SAVED_ORDERS_R	Saved Carts Table
View Saved Cart	POR_VIEW_CART_R	Cart Information
View Saved Cart	POR_SAVED_CART_R	Cart Items
Enter Cart Description	POR_CART_HEADER_R	Cart Description

Table 2–25 Information Template

Page	AK Regions	Region Description
Special Item Information	POR_ITEM_DESC_R	Special Item Information

Table 2–26 Requisition/Order Status

Page	AK Regions	Region Description
Status - View Requisitions	POR_VIEW_ORDERS_R	View Requisitions
Status - Approvals	POR_VIEW_APPR_R	Requisitions to Approve Approve Requisitions
Status - Expanded Search (No Results)	POR_REQ_EXP_SRCH_R	Expanded Search Criteria
Status - Expanded Search (With Results)	POR_REQ_EXP_SRCH_R	Expanded Search Criteria
Status - Expanded Search (With Results	POR_VIEW_ORDERS_R	View Requisition Information
Details - Collapsed Page	POR_OD_HEADER_R	View Requisition Information
Details - Collapsed Page	POR_OD_LINES_R	View Requisition Line Items Information
Details - Collapsed Page	POR_ATTACHMENTS_LIST_R	View Attachments List
Details - Expanded Page	POR_OD_EXPND_HEADER_R	View Requisition Information
Details - Expanded Page	POR_ATTACHMENTS_LIST_R	View Attachments LIst
Details - Expanded Page	POR_OD_LINE_SUMMARY1_R	View Requisition Line Item Summary
Details - Expanded Page	POR_OD_LINE_DETAIL_R	View Selected Requisition Line Item Details
Details - Expanded Page	POR_OD_LINE_SUMMARY2_R	View Requisition Line Item Summary
Details - Expanded Page	POR_DIST_SUMMARY_R	View Account Information
Status - Approval History Page	POR_APPROVAL_HIST_R	View Approval History

Table 2–27 My Profile

Page	AK Regions	Region Description
My Profile	POR_MY_PROFILE_R	Edit Profile Information

Table 2–28 Receiving

Page	AK Regions	Region Description
Receiving Home		
Items To Receive	POR_RCV_ORD_LINES_R	View Line Items to Receive (first page in receiving process)
Receipt Information	POR_RCV_ORD_HEADER_R	Enter Receipt Information (second page in receiving process)
Receipt Information By Item	POR_RCPT_EDIT_LINES_R	Enter Receipt Information by Line Item
Receiving - Expanded Search (No Results)	POR_RCPT_EXP_SRCH_R	Expanded Search Criteria
Receiving - Expanded Search (With Results)	POR_RCPT_EXP_SRCH_R	Expanded Search Criteria
Receiving - Expanded Search (With Results)	POR_RCV_ORD_LINES_R	View Search Result Lines
Review and Submit Receipts	POR_RVW_RCPT_HEADER_R	Review receipt header
Review and Submit Receipts	POR_RVW_RCPT_LINES_R	Review receipt lines
Returns - Enter Information for Multiple Lines	POR_RTV_EDIT_LINES_R	Enter Return Information for multiple lines
Returns - Enter Information	POR_RTV_TXN_INFO_R	Return Items
Returns - Return Items	POR_RTV_RECEIPTS_R	Display Items Which can be Returned
Returns - Return Items	POR_RTV_RECEIPTS_THIS_WEEK_R	Display Items For This Week
Returns - Expanded Search (No Results)	POR_CRR_RCPT_EXP_SRCH_R	Enter Search Criteria
Returns - Expanded Search (With Results)	POR_CRR_RCPT_EXP_SRCH_R	Enter Search Criteria
Returns - Expanded Search (With Results)	POR_RTV_RECEIPTS_R	Search Results
Returns - Review and Submit Returns	POR_RTV_REVIEWS_R	Review the Return
Returns - Correct Receipts	POR_RCV_CRR_RCPT_R	Receipts that can be Corrected

Table 2–28 Receiving

Page	AK Regions	Region Description
Returns - Correct Receipts	POR_RCV_CRR_RCPT_THIS_WEEK_R	Receipts from this Week
Corrections - Expanded Search (No Results)	POR_CRR_RCPT_EXP_SRCH_R	Enter Search Criteria
Corrections - Expanded Search (With Results)	POR_CRR_RCPT_EXP_SRCH_R	Enter Search Criteria
Corrections - Expanded Search (With Results)	POR_RCV_CRR_RCPT_R	Search Results
Corrections - Review and Submit	POR_RVW_RCPT_CORRECTIONS_R	Review and Submit the Correction
Receiving History - View Receipts (from Req Status)	POR_VW_HEADER_RCPT_R	Receipt Header Information
Receiving History - View Receipt Details	POR_RVW_RCPT_HEADER_DETAIL_R	Receipt Header Details
Receiving History - View Receipt Details	POR_RVW_TXN_HSTRY_R	Transaction Details
Receiving History - View Receipt Details	POR_RVW_TXN_QTY_R	Quantity Details
Receiving History - Expanded Search (No Results)	POR_VW_RCPT_EXP_SRCH_R	Enter Search Criteria
Receiving History - Expanded Search (With Results)	POR_VW_RCPT_EXP_SRCH_R	Enter Search Criteria
Receiving History - Expanded Search (With Results)	POR_VW_MY_RCPT_R	Search Results
Receiving History - View Receipts	POR_VW_MY_RCPT_R	Receipts Display
Receiving History - View Receipts - Lines (from Req Status)	POR_VW_LINE_RCPT_R	Receipt Line Information

Table 2–29 Reassign Notifications

Page	AK Regions	Region Description
Create Rule	POR_NOTIFY_CREATE_R	Create Notification Rule
Notification Reassignment	POR_NOTIFY_REASSIGN_R	Reassignment of Notification

2.6 Workflow

Oracle Workflow enables you to automate business processes by routing information according to customizable business rules. Workflows automate several procedures in Oracle Purchasing 11*i* and Oracle iProcurement 11*i* and are shared by these products.

This section presents a brief description of each pre-defined workflow used by Oracle iProcurement 11*i*. These workflows are:

- PO Requisition Approval
- PO Create Documents
- PO Account Generator
- PO Send Notifications for Purchasing Documents
- PO Confirm Receipts

Each of these approval workflows consists of processes that are viewable in the Oracle Workflow Builder. Each workflow process, in turn, consists of individual function activities that can be tailored to support your business practices.

For detailed information on these workflows see the *Oracle Purchasing User's Guide*. For information on the procedures for setting them up see the *Oracle Workflow Guide*.

2.6.1 PO Requisition Approval

This workflow manages all requisition approvals and is initiated when you create a requisition in Oracle iProcurement 11*i*. Approvers, upon receipt of the approval notification (via web or e-mail), may either approve, reject, forward, or reassign the requisition. If approved, the notification passes to the next approver until all approvers have acted on the requisition. Finally, when all approvers have approved the requisition, the workflow process submits the requisition to the buyer or purchasing department. If you have the appropriate security access, you can view the approvers list and override the default approver list.

2.6.2 PO Create Documents

This workflow manages the automatic creation of purchasing documents. PO Create Documents workflow is initiated in iProcurment when you define blanket purchase orders, contract purchase agreements, or catalog quotes and create a requisition associated to these documents.

Customize the attributes in this workflow to fit your business needs. This is accomplished using the following parameters in the PO Create Documents workflow (poxwfatc.wft). The attributes you must consider are listed in the following table:

Table 2–30 Automatic Document Creation Attributes

Attributes: Display name	Attributes: Internal name
Is Automatic Creation Allowed?	AUTOCREATE_DOC
Is Automatic Approval Allowed?	AUTO_APPROVE_DOC
Should Workflow Create The Release?	CONT_WF_FOR_AC_REL_GEN
Should Contract be used to autocreate Doc?	USE_CONTRACT_FLAG
Is Contract Required on Requisition Line?	CONTRACT_REQUIRED_FLAG
Should non-catalog requests be autosourced from contract?	INCLUDE_NON_CATALOG_REQ_FLAG

See the Workflow section of the *Oracle Purchasing User's Guide* for details.

2.6.3 Account Generator

During checkout, the Oracle Purchasing Account generator builds a charge, budget, accrual, and variance account for each purchase order, release, and requisition distribution based on the distribution's destination type. Once an account has been determined for a requisition distribution, the Account Generator populates all segments of the account. See the Account Generator Workflow section of the *Oracle Purchasing User's Guide* for details.

2.6.4 PO Send Notifications for Purchasing Documents

The PO Send Notifications for Purchasing Documents workflow looks for documents that are incomplete, rejected, or in need of re-approval and sends notifications of the document's status to the appropriate people. You can view and respond to these notifications through the e-mail, your worklist, or the Notifications Summary in Oracle iProcurement 11*i*.

2.6.5 Confirm Receipts

The Confirm Receipts workflow sends notifications through the Web, e–mail, or Notifications Summary window to requesters or buyers who create requisitions through Oracle iProcurement 11*i*.

The Confirm Receipts workflow sends notifications for PO shipments that meet the following criteria:

- Destination or Deliver–To Type is Expense.
- Destination type is Inventory, if the profile option POR: Select Inventory Replenishment Lines for Confirm Receipts is set to Y.
- Receipt routing is Direct Delivery.
- Matching is 3-way or 4-way.
- Need–By Date / Promised Date is prior to the current date.

2.7 Custom Packages

Oracle iProcurement 11*i* enables you to incorporate your proprietary business logic into the application using a PL/SQL package that is bundled in the PORCUSTB.pls file. There are two types of customizations that can be achieved through this package:

- Customization of the defaulting and validation logic when creating requisitions both at the header and line level.
- Customization of the defaulting and validation logic for accounts that are used on the requisition lines.

2.7.1 Requisition Header/Line Customizations

The POR_CUSTOM_PKG provides customization hooks to perform the defaulting logic and validation of the requisition header and line data. These procedures are invoked from the class ReqCustom and by default do not impact the existing logic and validation. To invoke the custom procedures for line data, the profile POR: Is Line Customization Enabled should be set to true.

The following table describes the different procedures provided in the POR_CUSTOM_PKG for requisition header and line customizations and how they are triggered.

Table 2–31 Requisition Header/Line Procedures

Procedure Name	Purpose	Invocation Details
CUSTOM_DEFAULT_REQ_HEADER	This procedure can be customized to include logic to default the header information for a given requisition.	This procedure is called from defaultHeader in ReqCustom. This is called when a new line is added to the shopping cart.
CUSTOM_VALIDATE_REQ_HEADER	This procedure can be customized to include logic to validate the header information for a given requisition.	This procedure is called from validateHeader in ReqCustom. This is called on every page in the checkout flow.
CUSTOM_DEFAULT_REQ_LINE	This procedure can be used to include logic to default the information onto a requisition line.	This procedure is called from defaultLine in ReqLine. This is called when a new line is added to the shopping cart.
CUSTOM_VALIDATE_REQ_LINE	This procedure can be used to include logic to validate the information on the requisition line.	This is called from customValidateLine in ReqCustom. This is called on every page in the checkout flow.

2.7.2 Account Generator Customizations

In addition to tailoring the Account Generator workflow to your business practices, you can use the POR_CUSTOM_PKG to provide additional customizations to the default account generation and account validation procedures.

The following table describes the different procedures provided in the POR_CUSTOM_PKG for account generator customizations and how they are triggered.

Table 2–32 Account Generator Procedures

Procedure Name	Purpose	Invocation Details
CUSTOM_BUILD_REQ_CHARGE_ACCT	This procedure can be used to generate the default charge account to be used on a given requisition line.	This procedure is called from defaultChargeAccount in ReqCustom. This is called when a new line is added to the shopping cart.
CUSTOM_BUILD_REQ_ABV_ACCT	This procedure can be used to generate the default accrual, variance, and budget account to be used on a given requisition line.	This procedure is called from defaultABVAccount in ReqCustom. This is called when a new line is added to the shopping cart. **Note:** This procedure is not used in Oracle iProcurement 11*i*. Instead, use the Account Generator workflow to provide information regarding accrual, variance, and budget accounts.
CUSTOM_VALIDATE_GL_ACCOUNT	This procedure can be customized to include logic to validate the charge account that is specified for the given requisition line.	This procedure is called from validateGLAccount in ReqCustom. This is called both when the account is built using the account generator as well as when entered by the user.

Using Descriptive Flexfields to Trigger the Account Generator Workflow

You can use a descriptive flexfield (DFF) to invoke the account generator workflow when there are changes to the value captured in the flexfield. This is achieved by enabling a DFF at the requisition line level and using the SET_REBUILD_DIST_VALUE in the POR_CUSTOM_PKG as described in the following table:

Table 2–33 Account Generator from DFFs

Procedure Name	Purpose	Invocation Details
SET_REBUILD_DIST_VALUE	This procedure can be used when the you wish to specify certain DFFs as triggering points to the accounting workflow. As a result, when the value of this DFF changes, the account gets rebuilt.	This is called from setRebuildDistValue in ReqCustom. This is called on every page in the checkout flow.

This procedure checks the old and new values for the DFF that triggers the account generator workflow and returns a Y value if the value of the DFF has changed.

For example, assume that there is a DFF, POR_ATTRIBUTE_1, at the requisition line level which is one of the input arguments to the account generator workflow. The business requirement is that the account generator workflow is triggered whenever the value for this DFF changes. The customization that needs to be done in SET_REBUILD_DIST_VALUE is as follows:

```
PROCEDURE SET_REBUILD_DIST_VALUE (
    line_att1                   IN     VARCHAR2, -- 1
    line_att2                   IN     VARCHAR2, -- 2
    line_att3                   IN     VARCHAR2, -- 3
    line_att4                   IN     VARCHAR2, -- 4
    line_att5                   IN     VARCHAR2, -- 5
    line_att6                   IN     VARCHAR2, -- 6
    line_att7                   IN     VARCHAR2, -- 7
    line_att8                   IN     VARCHAR2, -- 8
    line_att9                   IN     VARCHAR2, -- 9
    line_att10                  IN     VARCHAR2, -- 10
    line_att11                  IN     VARCHAR2, -- 11
    line_att12                  IN     VARCHAR2, -- 12
    line_att13                  IN     VARCHAR2, -- 13
    line_att14                  IN     VARCHAR2, -- 14
    line_att15                  IN     VARCHAR2, -- 15
    attribute1                  IN     VARCHAR2, -- 16
    attribute2                  IN     VARCHAR2, -- 17
    attribute3                  IN     VARCHAR2, -- 18
    attribute4                  IN     VARCHAR2, -- 19
    attribute5                  IN     VARCHAR2, -- 20
    attribute6                  IN     VARCHAR2, -- 21
    attribute7                  IN     VARCHAR2, -- 22
    attribute8                  IN     VARCHAR2, -- 23
    attribute9                  IN     VARCHAR2, -- 24
    attribute10                 IN     VARCHAR2, -- 25
```

```
      attribute11                IN     VARCHAR2, -- 26
      attribute12                IN     VARCHAR2, -- 27
      attribute13                IN     VARCHAR2, -- 28
      attribute14                IN     VARCHAR2, -- 29
      attribute15                IN     VARCHAR2, -- 30
      returnvalue                OUT    VARCHAR2, -- 31
      x_return_code              OUT    NUMBER, --   0 no error
      x_error_msg                OUT    VARCHAR2  -- 33
    )
    IS
  BEGIN
     X_RETURN_CODE:=0;
     X_ERROR_MSG:=' ';

     if ((line_att1 is NULL and attribute1 <> NULL)
              OR (attribute1 is NULL and line_attr1 <> NULL)
                  OR (line_att1 <> attribute1)) THEN
        returnvalue := "Y";

  END;
```

The parameter line_att1 is the old value for the attribute POR_ATTRIBUTE_1 while attribute1 is the new value of the same attribute. The above code checks for any change in the attribute POR_ATTRIBUTE_1 and populates returnvalue accordingly.

3

Catalog Management

This section discusses the implementation steps specific to catalogs in iProcurement. The following topics are included:

3.1 Types of Catalogs

Oracle iProcurement 11*i* supports the following types of catalogs:

- Local catalogs
- Remote catalogs hosted by suppliers and marketplaces

3.1.1 Local Catalogs

There are two sources for data residing in the local catalog. One of these sources is your internal procurement system. Using the catalog extractor, data from purchasing documents such as blanket purchase agreements and requisition templates can be made available to requisitioners in iProcurement. The other source for local content is data loaded directly into iProcurement through the catalog bulk loader. This data may have originated from a supplier, a third party content management service, downloaded from Exchange.Oracle.com, or created internally.

3.1.2 Remote Catalogs Hosted by Suppliers/Marketplaces

While creating a requisition, you can punchout directly to a marketplace, such as Exchange.Oracle.com, or to a supplier's web store (to access supplier-hosted catalogs). After selecting your items for purchase, return to iProcurement to add additional items to your cart, make changes, or complete your order. For more information on using punchout to access remote catalogs, please refer to the *Oracle Exchange Punchout Guide.*

3.2 Creating and Maintaining Local Content

3.2.1 Extracting Catalog Data from Oracle Applications

The following purchasing data from Oracle Purchasing can be reflected in the iProcurement catalog:

- Purchasing Categories
- Blanket Purchase Agreements
- Catalog Quotations
- Requisition Templates
- Approved Supplier Lists
- Items from the Master Item File

3.2.1.1 Extractor Setup Steps

The catalog extractor in Oracle Purchasing is used to populate the iProcurement catalog with your Oracle Purchasing data. To extract this purchasing data, the following setup steps must be performed:

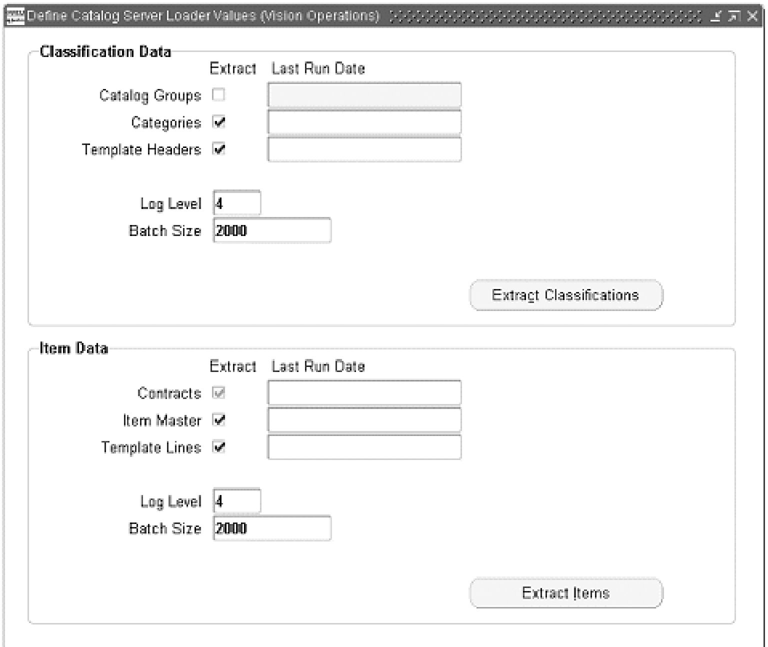
1. Select Extractor Options

   Before running the catalog extractor, you must specify which data elements you wish to make available in iProcurement. For example, if your organization does not utilize requisition templates, there is no need to extract them. To specify your extractor options, follow the instructions below:

   a. Open the Define Catalog Server Loader Values window using the following navigation path after logging into Oracle Purchasing:

      Setup > E-Catalog Admin > Loader Values

Figure 3–1 Catalog Loader Values Window



b. For the Extract Classifications program, indicate whether or not to extract your purchasing categories and / or requisition template headers to iProcurement by selecting / deselecting the corresponding check box.

Notes:

- Catalog Groups are not extracted. Any values entered for these fields are ignored.
- Categories must be selected to extract any data in the Extract Items program.
- Template Headers must be selected to extract Template Lines in the Extract Items program.

---

c. The Last Run Dates for both categories and template headers are automatically populated at the conclusion of each Extract Classifications program. This value is used by the catalog extractor to determine the data that has changed between the date and time stamp captured on this form (the last time the program ran) and the date and time of the current extractor run. Normally, there is no need to alter these values. Clearing out the date and time stamp is equivalent to running the catalog extractor for the very first time.

d. Enter a Log Level to determine the level of detail that should be stored in the log file. Supported values are -1 and 1-4 as follows:

Table 3–1 Log Level Settings

Value	Data Captured in Log File
-1	No log file created
1	Fatal errors
2	Fatal errors and data errors
3	Fatal errors, data errors, and item level details
4	Fatal errors, data errors, item level details, and sub-table level information

The recommended value is 2.

e. Enter a Batch Size to determine the number of records that are processed before committing the data. This number is usually greater than 100 and should depend upon your volume and database configuration.

f. For the Extract Items program, indicate whether or not to extract your master item file and/or requisition template lines to iProcurement by selecting/deselecting the corresponding check box.

Note: The options for the Extract Items program are dependent upon the options in the Extract Classifications program:

- Both Template Headers and Template Lines must be selected to extract requisition templates.
- Categories must be selected to extract any data in the Extract Items program.·

By default, both Blanket Purchase Agreements and Quotations are extracted. These are grouped together under the heading Contracts.

Selecting the Item Master check box will extract both items in the master item file as well as item-level ASLs.

---

g. The Last Run Dates for Contracts, Item Master, and Template Lines behave in the same manner as described in step c.

h. Populate values for the Log Level and Batch Size as described in steps d and e above.

2. Define Rollback Segment (Optional)

Use the Concurrent Programs Window to define Rollback Segments for each of the extractor programs:

- Catalog Data Extract - Classifications
- Catalog Data Extract - Items
- Catalog Data Extract - Purge

For more information on managing concurrent programs, please refer to the *Oracle Application System Administrator's Guide for Release 11i.*

3.2.1.2 Managing the Catalog Extractor

To transfer your purchasing data into the iProcurement catalog, the catalog extractor must be launched. The catalog extractor consists of four concurrent programs:

1. Catalog Data Extract - Classifications

Based on your selections on the Loader Values form, this program transfers eligible Oracle Purchasing categories and requisition template headers to the iProcurement catalog. This program also synchronizes category name changes made in Oracle Purchasing with catalog data in iProcurement. Finally, this program concludes with a rebuild of the interMedia index that ensures the data in the iProcurement catalog correctly reflects the data in your Oracle Purchasing system.

Note: Detailed information on the eligibility requirements of categories and template headers can be found on page 3-11.

---

2. Catalog Data Extract - Items

   This program makes your eligible Oracle Purchasing data available to iProcurement users. The specific purchasing data that is extracted is dependent upon your selections in the Loader Values form and can include blanket purchase agreements, catalog quotations, master items, approved supplier lists, and requisition templates. This program also rebuilds the interMedia index to ensure the data in the iProcurement catalog correctly reflects the data in Oracle Purchasing

   ---

   Note: Detailed information on the eligibility requirements of Oracle Purchasing data can be found on page 3-11.

   ---

3. Catalog Data Extract - Purge

   The purge program deletes inactive or expired data from the iProcurement catalog. Examples include blanket purchase agreements that have expired or items that are no longer purchasable.

4. Rebuild Catalog Item interMedia Index

   Rebuilding the index ensures that data in the iProcurement catalog is consistent with data in Oracle Purchasing. This program is included in both the extract classifications and extract items programs, but is offered as a separate program for use on an exception basis.

The catalog extractor can be launched from either the Loader Values form or the Requests form. However, since only two of the four programs can run from the Loader Values form, it is suggested that you run the catalog extractor from the Requests Form. The recommended order for running the catalog extractor is:

1. Catalog Data Extract - Classifications
2. Catalog Data Extract - Items
3. Catalog Data Extract - Purge
4. Rebuild the Catalog Item interMedia Index (Optional)

For more information on creating a report set to run these programs in the recommended order or to schedule the extractor to run at a specified time, please refer to the *Oracle Application System Administrator's Guide for Release 11i.*

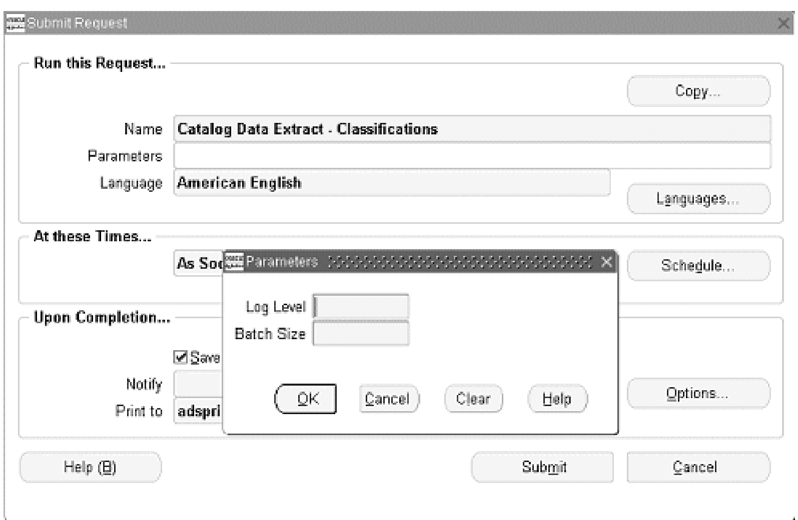
Launching the Catalog Extractor from the Requests Form

1. Open the Submit Request window using the following navigation path after logging into Oracle Purchasing:

   Requests > Submit a New Request > Single Request

2. Select Catalog Data Extract - Classifications as the Report Name.

Figure 3–2 Submit Request Window



3. Enter values for the following parameters:

a. Enter a Log Level to determine the level of detail that should be stored in the log file. The recommended value is 2. See Table 3–1 on page 3-5 for all possible values.

b. Enter a Batch Size to determine the number of records that are processed before committing the data. This number, which is usually greater than 100, should be dependent upon your volume and database configuration.

4. Choose OK to return to the Submit Request window.
5. Choose Submit to execute the program.
6. Once the request has completed processing, choose:

   Submit a New Request > Single Request
7. From the Submit Request window select Catalog Extract Data - Items as the Report Name.
8. Enter values for the Log Level and Batch Size using the guidelines specified in steps 3a and 3b.
9. Click OK to return to the Submit Request window.
10. Choose Submit Request to execute the program.
11. Once the request has completed processing, choose Submit a New Request > Single Request to return to the Submit Request window.
12. Select Catalog Extract Data - Purge as the Report Name.
13. Enter values for the Log Level and Batch Size using the guidelines specified in steps 3a and 3b.
14. Click OK to return to the Submit Request window.
15. Choose Submit Request to execute the program.

Optional Steps:

16. Once the request has completed processing choose:

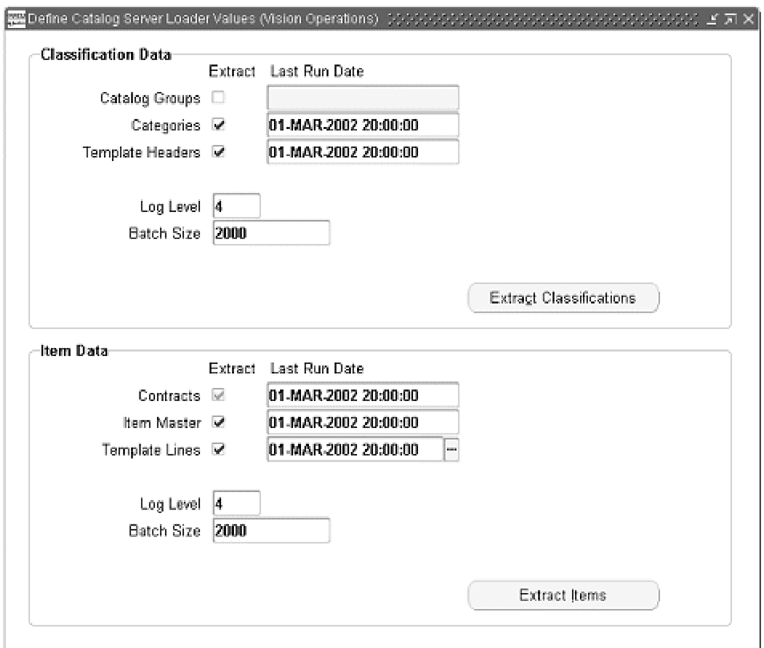
    Submit a New Request > Single Request
17. From Submit Request window select Rebuild Catalog Item interMedia Index as the Report Name.
18. Choose OK to return to the Submit Request window.
19. Choose Submit Request to execute the program.

Launching the Catalog Extractor from the Loader Values Form

1. Open the Define Catalog Server Loader Values window using the following navigation path after logging into Oracle Purchasing:

   Setup > E-Catalog Admin > Loader Values

Figure 3–3 Catalog Loader Values Window



2. Most of the information will already be present as part of the setup steps for the extractor. See Section 3.2 on page 3-3 for further details.

   Modify the values for the following parameters if necessary:

   a. Enter a Log Level to determine the level of detail that should be stored in the log file. The recommended value is 2. See Table 3–1 on page 3-5 for all possible values.

   b. Enter a Batch Size to determine the number of records that are processed before committing the data. This number, which is usually greater than 100, should be dependent upon your volume and database configuration.

3. Click Extract Classifications to extract classification data.
4. After the request is complete, proceed with the extraction of item data by clicking Extract Items.
5. After you have extracted classification and item data, run the purge and rebuild interMedia index programs from the Requests form. For details on running these programs, see the section Launching the Extractor from the Requests form.

Viewing the Log File

Use the Requests form to access the log files for each program of the catalog extractor. Select the corresponding Request ID of the program whose log file you want to review and click View Log to open the file.

3.2.1.3 Major Catalog Features

Extracting Purchasing Data

The iProcurement catalog supports the following purchasing data from Oracle Applications:

- Purchasing Categories
- Blanket Purchase Agreements (BPA)
- Catalog Quotations
- Requisition Templates
- Approved Supplier Lists (ASL)
- Items from the Item Master File

The extraction criteria for each of these data elements is explained in further detail below:

Purchasing Categories In order for categories to be extracted into the iProcurement catalog, the following requirements must be satisfied:

- The category belongs to the Purchasing Category set.
- The category has Attribute 10 set to Y. This attribute is a descriptive flexfield that appears on the Define Categories form. See the *Oracle Applications Flexfields Guide* for further information on defining flexfields.
- The category is active.

Blanket Purchase Agreements (BPA) Items on blanket purchase agreements will appear in the iProcurement catalog if the following conditions are met:

- The BPA is approved and valid (not frozen or closed).
- The BPA header and line are active.
- The item belongs to a purchasing category that satisfies the requirements stated in the Purchasing Categories section.

Catalog Quotations Items on quotations will appear in the iProcurement catalog if the following conditions are met:

- The quotation is of type Catalog - no bid quotations are extracted.
- The quotation is active.
- The item belongs to a purchasing category that satisfies the requirements stated in the Purchasing Categories section.

Requisition Templates Items on requisition templates will appear in the iProcurement catalog if the following conditions are met:

- The template is active.
- The item is sourced from an external supplier.
- The item belongs to a purchasing category that satisfies the requirements stated in the Purchasing Categories section.
- The item does not already exist on an extracted BPA or quotation.

Approved Supplier Lists (ASL) Items associated with ASLs will appear in the iProcurement catalog if the following conditions are met:

- The ASL is item based, not commodity based.
- The supplier is enabled and allowed to source the item.
- The item belongs to a purchasing category that satisfies the requirements stated in the Purchasing Categories section.
- The item does not already exist on an extracted requisition template, BPA, or quotation.

Master Item File Items from the master item file will appear in the iProcurement catalog if the following conditions are met:

- The item is a purchasable item.

- The item is not a configurable item.
- The list price for the item is not null.
- The item belongs to a purchasing category that satisfies the requirements stated in the Purchasing Categories section.
- The item does not already exist on an extracted ASL, requisition template, BPA, or quotation.

Image Management

You can associate the items on blanket purchase agreements and catalog quotations with images to enhance the shopping experience. These images can either be files stored internally or URLs that point to an image stored remotely. When a user searches for these items and views the item details, the corresponding image will display, assisting the user in selecting the correct item for purchase.

To associate an image file with a BPA/quotation line item, perform the following steps:

1. Populate the profile option, POR: ITEM PIC FILE PATH, with the directory path used to store image files. This path usually corresponds to the MEDIA_DIRECTORY defined in the ssp_init.txt file.
2. Copy your images to this directory.
3. Define Attribute 13 as a descriptive flexfield on the PO_LINES table. Use this flexfield to store the image name, for example mech_pencil.gif.
4. Populate this flexfield for each BPA and/or catalog quotation line item that has an associated image.
5. Run the catalog extractor.
6. The image will appear in the item details and compare screens in iProcurement.

To associate an image URL with a BPA/Quotation line item, perform the following steps:

1. Define Attribute 14 as a descriptive flexfield on the PO_LINES table. Use this flexfield to store the image URL, i.e. http://www.oracle.com/homepageimages/logo.gif
2. Populate this flexfield for each BPA and/or Catalog Quotation line item that has an associated image URL.
3. Run the catalog extractor.

4. The image will appear in the item details and compare screens in iProcurement.

Note: If you specify both an image and an image URL, only the image will display in iProcurement.

Translating Purchasing Data

Translations provided for both categories and items in the master item file are reflected in the iProcurement catalog. When creating categories and master items in Oracle Purchasing, use the translation icon to provide descriptions for the languages installed in your environment. When searching the iProcurement catalog, users can see the translated values based on their search language preference.

For more information on translating data in Oracle Applications, please refer to the *Oracle Applications User's Guide for Release 11i.*

3.2.2 Bulk Loading Catalog Data

The iProcurement catalog supports the bulk loading of catalog data. Catalog data consists of the items and services available for purchase as well as the associated prices for these goods.

Catalog data may have originated from any of the following sources:

- Downloaded from a hub, such as Exchange.Oracle.com.
- Obtained directly from a supplier.
- Obtained from a third party catalog provider.
- Created internally.

The bulk loader supports catalogs created in both XML and tab-delimited text file (spreadsheet) formats.

The catalog bulk loader also supports the creation of catalog schema using XML files. The catalog schema is comprised of a combination of categories, local descriptors (also known as category attributes) used to describe items in a specific category, and base descriptors (also known as base attributes) used to describe any item or service in the catalog.

For more information on creating catalog data and schema through the bulk loader, access the Online Help and Bulk Load Resources from the eContent Manager.

Note : The Document Type Definitions (DTDs) for the item and schema XML files are automatically copied to the $OA_HTML directory. To successfully load XML catalogs, the catalogs must adhere to the formats specified in these DTDs. In previous releases of iProcurement, these DTDs were obtained from the Bulk Load Resources in eContent Manager and manually copied to the appropriate directory.

3.2.2.1 Bulk Loader Setup Steps

To use the catalog bulk loader to populate the iProcurement catalog, the following setup steps must be performed:

1. Verify Parameters in ssp_init.txt File:

   Ensure the following line is present in the [iAS ORACLE_HOME]/Apache/Jserv/etc/ssp_init.txt file and is set accordingly:

   ```
   icxCatalogTemplateRoot=<OA_HTML>/US/
   ```

2. Verify Contents of CatalogLoader.xml File

   The CatalogLoader.xml file is the configuration file for the iProcurement bulk loader. Database access information, including the Oracle SID, database account username, and password is contained in this file. You must modify this file to provide the correct database information particular to your environment. In particular, specify the following:

   DBNAME: This is the Oracle SID

   DBURL: This is the JDBC URL in the following format:

   ```
   jdbc:oracle:thin:@<DB hostname.domain>:<TCP/IP Port for DB
   Listener>:<DB SID>
   ```

   USER: Database APPS account username

   PASSWORD: Database APPS account password

   The CatalogLoader.xml file is located in the $OA_HTML directory (or corresponding directory based on your platform).

3. Set the following profile options:

- POR: Approved Pricing Only
- POR: Default Currency Conversion Rate Type
- POR: ITEM PIC FILE PATH
- POR: Load Auto Attrib
- POR: Load Auto Category
- POR: Load Auto Root
- POR_TEMP_CATALOG_FILES

See Section 2.3.1 on page 2-14 for details on iProcurement profile options.

3.2.2.2 Managing the Bulk Loader

To assist you with managing and monitoring the bulk loader, a sample shell script, BulkLoader.sh, is automatically copied to the $ICX_TOP/bin directory (or corresponding directory based on your platform).

Starting the Bulk Loader

The bulk loader must be started from the $ICX_TOP/bin directory (or corresponding directory based on your platform) for every middle tier. Before starting the loader, ensure that there are no jobs currently in process.

UNIX: For UNIX users, run the following command to start the bulk loader:

```
BulkLoader.sh start
```

Other Platforms: Use a UNIX emulator, such as MKS Toolkit, to execute the following command:

```
BulkLoader.sh start
```

Monitoring the Status of the Bulk Loader

UNIX: Check to see whether the bulk loader is running or not by executing the following command from the $ICX_TOP/bin directory:

```
BulkLoader.sh status
```

Other Platforms: Use a UNIX emulator to run the following command from the directory corresponding to the $ICX_TOP/bin directory:

```
BulkLoader.sh status
```

Stopping the Bulk Loader

UNIX: Stop the bulk loader by executing the following command from the $ICX_TOP/bin directory:

```
BulkLoader.sh stop
```

Other Platforms: Use a UNIX emulator to run the following command from the directory corresponding to the $ICX_TOP/bin directory:

```
BulkLoader.sh stop
```

Viewing the Log File

The log file is stored in the same directory from where the bulk loader was started, i.e. $ICX_TOP/bin. Check this file, CatalogLoader.log, for any errors resulting from improper configurations or wrong CLASSPATH settings.

3.2.2.3 Major Bulkloader Features

Contract Autosourcing

Through the catalog bulk loader, you can associate an item or group of items with a specific contract purchase agreement defined in Oracle Purchasing. This enables the automatic creation of standard purchase orders through the use of the PO Create Documents Workflow. The standard purchase order that is created stores the contract number in the Reference Documents panel of the Purchase Orders form.

Please refer to Section 4.8 on page 4-15 for more information on contract autosourcing.

3.2.3 Defining Category Realms

Realms are securing attributes used to control access to the catalog as an additional layer for application security. A category realm is a set of access privileges to categories contained within your catalog. Once a realm is created, it is assigned to a user which means the user has visibility to all the items belonging to the categories in the realm.

For example, assume the following item categories exist in your iProcurement catalog:

- Medical/Surgical Equipment
- Medical/Surgical Supplies
- Notepads

- Writing Instruments

Two users, Terry Green and Alex Johnson, use iProcurement to requisition goods. Due to the nature of the items contained in the Medical/Surgical categories, only Terry is allowed to create requisitions for these items. To limit visibility to these items, two realms are created. One realm grants access to all of the categories mentioned above and is assigned to Terry Green. The other realm grants access only to the Notepads and Writing Instruments categories and is assigned to Alex Johnson.

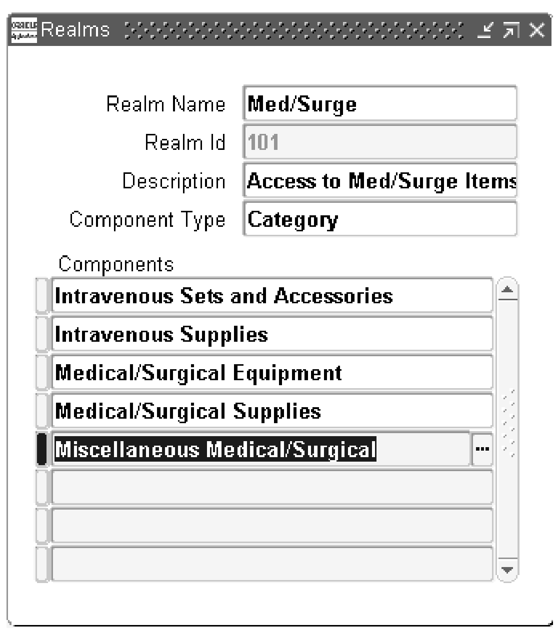
The following section lists step by step instructions to define a realm and then assign the realm to a user.

3.2.3.1 Define a Realm

1. Open the Realms window using the following navigation path after logging into Oracle Purchasing:

   Setup > E-Catalog Admin > Realms

Figure 3–4 Define Realms Window



2. Enter a Realm Name and Description.
3. Select Category as the Component Type.
4. In the components section, use the LOV to select all of the categories to which a user of this realm has access.
5. Save the form. Record the Realm ID assigned by the system to use later.

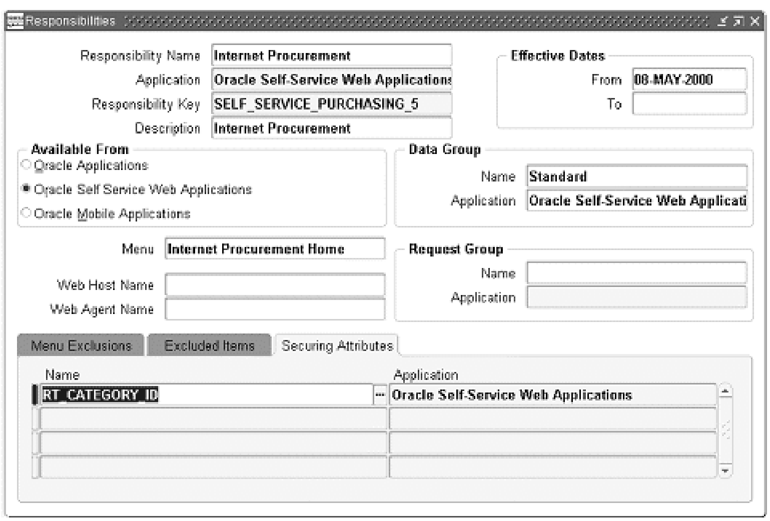
3.2.3.2 Assign a Realm

1. Open the Responsibilities window using the following navigation path after logging into Oracle Applications with the System Administrator responsibility:

   Security > Responsibility > Define

2. Query the responsibility that will utilize realms.

Figure 3–5 Define Responsibilities Window

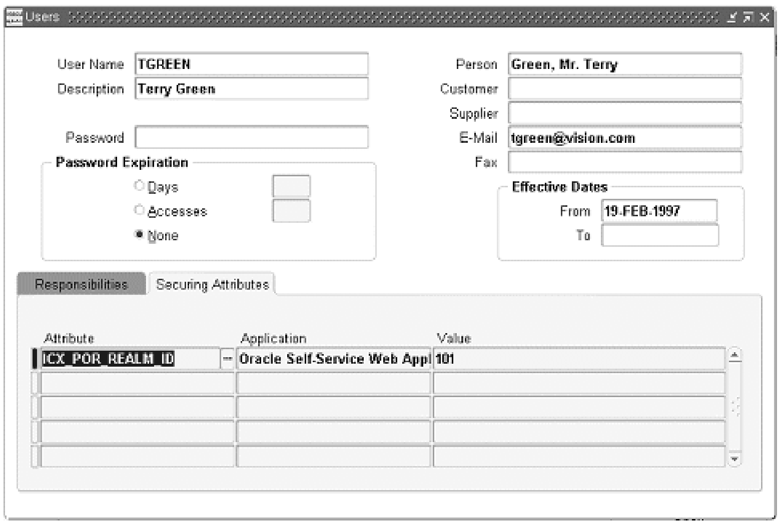


3. In the Securing Attributes panel, select RT_CATEGORY_ID to indicate that you are restricting access to the catalog based on the item category.
4. Save the form.
5. Open the Users window using the following navigation path:

Security > User > Define

6. Query the user who logs into iProcurement using the responsibility modified above.

Figure 3–6 Define Users Window



7. In the Securing Attributes panel, select ICX_POR_REALM_ID as the attribute and select the system-assigned Realm ID as the value. You may assign many realms to a user.

8. Save the form.

When a user accesses iProcurement with a corresponding responsibility, a security check is performed to identify the securing attributes tied to the responsibility. If categories are being restricted, only those items belonging to the categories in the realm are visible to the user. In the previous example, if Terry Green logs into iProcurement using the Internet Procurement responsibility, Terry will only be able to access items in one of the following categories: Intravenous Sets and Accessories, Intravenous Supplies, Medical/Surgical Equipment, Medical/Surgical Supplies, and Miscellaneous Medical/Surgical.

Profile Options

Not Applicable

AK Regions/Attributes

Not Applicable

Data Security

The following securing attributes apply to this feature:

- RT_CATEGORY_ID assigned at the responsibility level
- ICX_POR_REALM_ID assigned at the user level

Workflow

Not Applicable

3.3 Securing Remote Content

3.3.0.3 Defining Item Source Realms

Realms are securing attributes used to control access to the catalog as an additional layer for application security. An item source realm is a set of access privileges to punchout supplier sites defined in iProcurement. Once a realm is created, it is assigned to a user which means the user can punchout to only those sites contained in the realm.

For example, assume the following punchout sites are defined in iProcurement:

- Exchange.Oracle.com
- Office Supplies Unlimited
- Advanced Network Devices
- Computer Components Corporation

Company policy limits the purchasing of computer hardware to the IT department. To adhere to this policy and restrict certain users from ordering these types of items, two realms are created. One realm grants access to all of the punchout sites mentioned above and is assigned to members of the IT department. The other realm grants access only to Exchange.Oracle.com and Office Supplies Unlimited. This realm is assigned to all other employees.

To define item source realms you first define your item source, then define a realm for that item source, and then assign the realm to a user. The following step by step instructions will guide you through the setup process.

3.3.0.4 Create Item Source(s)

1. Navigate to eContent Manager after logging into iProcurement with a catalog administration responsibility.
2. Define your item sources, that can be any combination of supplier hubs and direct punchout suppliers. Refer to the *Oracle Exchange Punchout Guide* for further details on creating item sources in iProcurement.

3.3.0.5 Define a Realm

1. Open the Realms window using the following navigation path after logging into Oracle Purchasing:

   Setup > E-Catalog Admin > Realms

See Figure 3–4 on page 3-18 for a sample of this window.

2. Enter a Realm Name and Description.
3. Select Item Source as the Component Type.
4. In the components section, use the LOV to select all of the punchout sites to which a user of this realm has access.
5. Save the form. Record the Realm ID.

3.3.0.6 Assign a Realm

1. Open the Responsibilities window using the following navigation path after logging into Oracle Applications with the System Administrator responsibility:

   Security > Responsibility > Define

   See Figure 3–5 on page 3-19 for a sample of this window.
2. Query the responsibility that will utilize realms.
3. In the Securing Attributes panel, select ICX_POR_ITEM_SOURCE_ID to indicate that you are restricting punchout access based on the item sources defined in eContent Manager.
4. Save the form.
5. Open the Users window using the following navigation path:

   Security > User > Define

   See Figure 3–6 on page 3-20 for a sample of this window.
6. Query the user who logs into iProcurement using the responsibility modified above.
7. In the Securing Attributes panel, select ICX_POR_REALM_ID as the attribute and select the system-assigned Realm ID as the value. You may assign many realms to a user.
8. Save your work.

When a user accesses iProcurement with a corresponding responsibility, a security check is performed to identify the securing attributes tied to the responsibility. If item sources are being restricted, only those punchout supplier sites belonging in the realm are visible to the user.

Profile Options

Not Applicable

AK Regions/Attributes

Not Applicable

Data Security

The following securing attributes apply to this feature:

- ICX_POR_ITEM_SOURCE_ID assigned at the responsibility level
- ICX_POR_REALM_ID assigned at the user level

Workflow

Not Applicable

4

Requisitions

This section describes the implementation steps specific to requisitioning (ordering) in Oracle iProcurement. The following topics are included:

- Information Templates
- Public Lists
- One-Time Address
- Suggested Buyer
- Hazard Information
- Foreign Currency Support
- Global Approver
- Contract Autosourcing
- Estimated Tax Functionality
- Non-Catalog Requests
- Expense Charge Account Rules
- Favorite Charge Accounts
- Grants Accounting Integration
- P-Cards
- Attachments
- Requisition Withdrawal

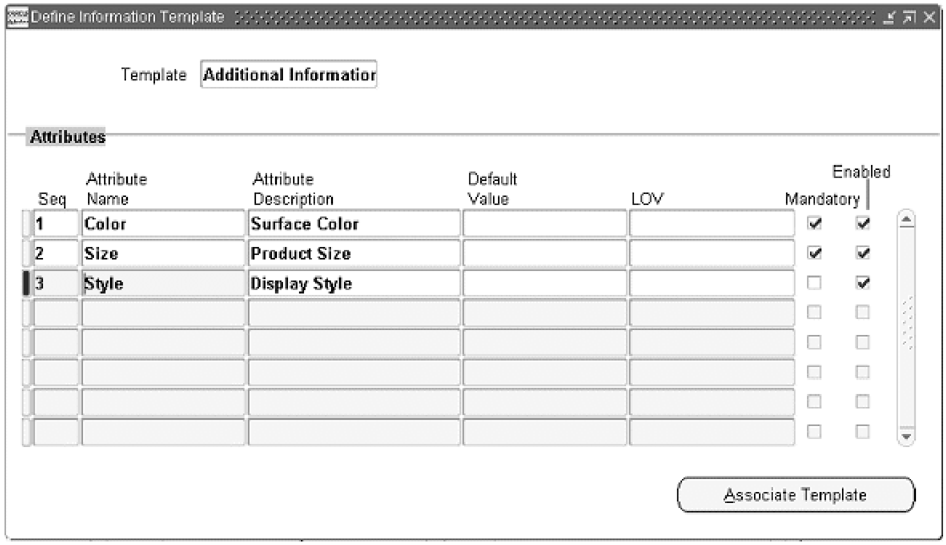
4.1 Information Templates

You may set up information templates to gather additional information in Oracle iProcurement 11*i* to pass necessary order processing information to suppliers. When an information template is assigned to a category or item, the application prompts users to provide the information specified in the template when the item is added to the shopping cart. For example, you can implement information templates for items like business cards that require additional information (name, address, e-mail, phone) from the requester. iProcurement will then prompt for name, address, e-mail, and phone number when you order business cards. Each information template must be associated with an item or item category. If an information template is associated with an item category, all items belonging to that category are also associated with the template.

Setup Steps:

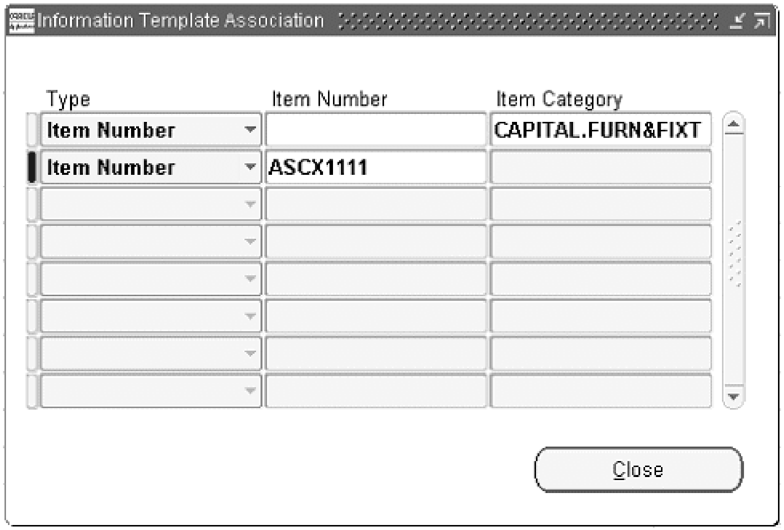
1. Navigate to the Define Information Template window. From the Oracle Purchasing menu, select Setup > Information Templates.
2. Enter an Attribute Name and Description. The Attribute Name is the actual field prompt that is displayed in iProcurement. The form is displayed below:

Figure 4–1 Define Information Template Window



3. Optionally, enter a default value to automatically appear in the field.
4. Indicate whether the field is mandatory for iProcurement requisitioners. If the field is mandatory, requisitioners will be prompted to enter a value in the field before proceeding to complete the requisition.
5. Indicate whether to activate the attribute to actually display on iProcurement pages. In certain circumstances, you may want to define an attribute, but delay enabling it for display to iProcurement requisitioners.
6. Choose Associate Template to associate the template with an item or an item category. The Information Template Association window appears. This form is displayed below:

Figure 4–2 Information Template Asscoiation Window



7. Select the type of association (item number or item category) to associate with the template.
8. If you selected Item Number in the previous step, enter the number. If you selected Item Category, enter the category.
9. Save your work.

Profile Options

Not applicable

AK Regions/Attributes

The applicable region and associated attributes are:

POR_ITEM_DESC_R

Note: If changes are made to any AK Regions or information templates, then iAS must be restarted for the changes to be reflected in iProcurement.

Function Security

Not applicable

4.2 Public Lists

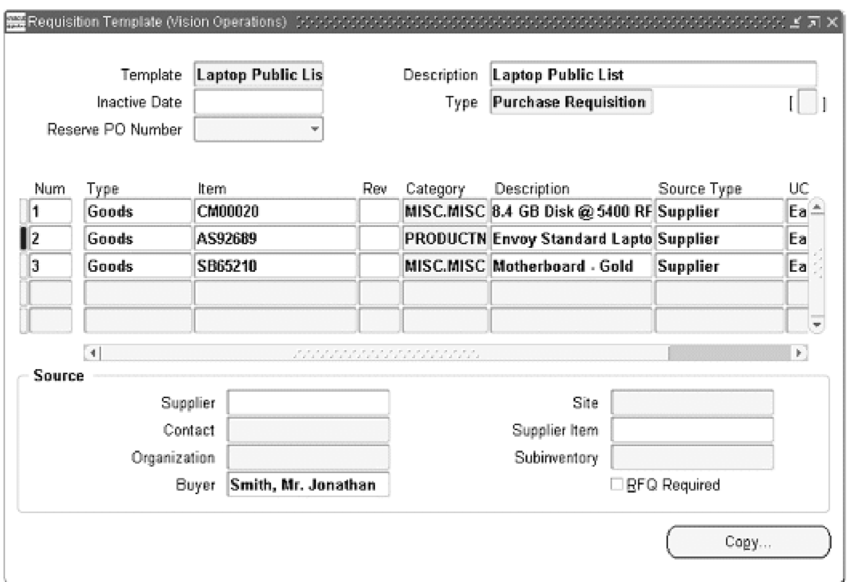
Public Lists can be set up to group items that are frequently ordered by all iProcurement requisitioners.

Note : A Public List in Oracle iProcurement is the same as a requisition template in Oracle Purchasing.

Setup Steps:

1. Navigate to the Define Requisition Template window. From the Oracle Purchasing menu, select Setup > Purchasing > Requisition Templates.

Figure 4–3 Requisition Template Window



2. Enter a template name and description for the Requisition Template.
3. In the Type field, select Purchase Requisition.

4. Enter items from the Item Master that have to be included in the Requisition Template. Information for the selected items such as Description, UOM, or Price defaults from the Item Master, but can be changed to new values. Even non-catalog items (used for one-time purchases) can be included in the definition of the Requisition Template.
5. Optionally for each item, enter information such as Supplier, Supplier Item, Buyer, etc.
6. Save your work.
7. Run the Catalog Extractor. Refer to Section 3.2.1 on page 3-3 for more details.

Profile Options

Not applicable

AK Regions/Attributes

Not Applicable

Function Security

Not Applicable

4.3 One-Time Address

There are occasions where users want items delivered to a location that is not an office location or other pre-defined location established in the database. This is considered a one time address and can be defined as a deliver to location. This feature enables users to specify a one time address on a requisition line during the checkout process. The one time address can be associated to individual requisition lines or to all requisition lines for a given requisition. One time locations associated with requisition lines will then be displayed as a line-level attachment on the resulting purchase order.

Setup Steps:

1. Setup a dummy HR location that would be used as the deliver to location on the requisition line, whenever the user specifies a one time location for that line. When defining this location, it may or may not be associated with an organization. If associated with an organization then a distinct location must be defined for every organization. This location can be set up using

the HR location form accessible from the Purchasing menu (Setup -> Organizations -> Locations).

2. Set the value of the profile POR: One Time Location to be equal to the name of the location created in step 1. This profile value can be set at the site, responsibility or user level.
3. By default a single text entry box is provided to enter the address details. Optionally the AK region, POR_ONE_TIME_LOCATION_R can be configured so that individual address fields can be presented and displayed accordingly.

Profile Options

The profile POR: One Time Location must be set to a location that has been previously defined in the HR Location form.

AK Regions/Attributes

The attribute, POR_PRMPT_ONE_TIME_LOC represents a prompt that enables the user to enter a one-time location. By default this attribute is set to display. When accessed, the user is brought to a new page which is represented by the new region POR_ONE_TIME_LOCATION_R. This new region contains a free form text box that allows users to manually enter one-time address information.

Note : If changes are made to any AK Regions, then iAS must be restarted for the changes to be reflected in iProcurement.

Function Security

Access to this function can be restricted using menu function security. Under Menu Exclusions, exclude the function One Time Location. See Section 2.4 on page 2-21 for complete details.

Workflow

Not applicable.

4.4 Suggested Buyer

As requisitions are created in iProcurement it is possible to indicate the suggested buyer for each requisition and requisition line. A buyer can be defined on any of the following:

- Blanket Purchase Agreement
- Quotation
- Requisition Template
- Item
- Category

If a buyer is found on any of the above, then it will be defaulted onto the corresponding purchase requisition. This buyer information is then passed to the resulting purchasing document.

Setup Steps:

None

Profile Options

The profile HR: Cross Business Groups set to Yes allows a buyer belonging to a different business group to be defaulted and/or assigned to a requisition. When this profile is set to Yes and more than one buyer exists for a particular category across all business groups, then no buyer is defaulted.

AK Regions/Attributes

The applicable regions and associated attributes are:

Table 4–1 Suggested Buyer AK Structure

Region Name	Attribute Name
POR_DELIVERY_SINGLE_ROW_R	POR_BUYER POR_BUYER_ID
POR_DELIVERY_MULTI_ROW_R	POR_BUYER POR_BUYER_ID
POR_DELV_INFO_SELECTED_LINE_R	POR_BUYER POR_BUYER_ID
POR_POWER_SINGLE_ROW_R	POR_BUYER POR_BUYER_ID
POR_POWER_MULTIPLE_ROW_R	POR_BUYER POR_BUYER_ID

Table 4–1 Suggested Buyer AK Structure

Region Name	Attribute Name
POR_REV_LINE_DETAIL_R	POR_BUYER POR_BUYER_ID
POR_OD_LINE_DETAIL_R	POR_BUYER POR_BUYER_ID

By default these attributes are disabled. To enable these attributes modify the above regions and check the Node Display check box for the new attributes.

Note: If changes are made to any AK Regions, then iAS must be restarted for the changes to be reflected in iProcurement.

Function Security

Not applicable

Workflow

The Get Buyer process of the PO Create Documents workflow retrieves buyer information for the purchase order when it is being created. For standard purchase orders, this process will retrieve the buyer from the requisition line (through the Get Buyer From Req Line function). If no buyer is defined at the requisition level, then the item master and category are subsequently checked. When a blanket release is created, the buyer will be retrieved from the blanket agreement, regardless of the buyer defined on the associated requisition.

4.5 Hazard Information

Hazard information can be indicated for each line item of a requisition. As requisitions are created in iProcurement both a hazard identification number and a hazard class can be associated to a requisition line. Further, if an item already has a hazard identification number and/or a hazard class linked to it, this default information will be passed on to the resulting requisition line. The hazard information consists of a hazard id number and a hazard class. This information can be entered/modified on the line level delivery pages. To display these new fields, new AK attributes must be enabled.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

The applicable regions and associated attributes are:

Table 4–2 Hazard Information AK Structure

Region Name	Attribute Name
POR_DELIVERY_MULTI_ROW_R	POR_UN_NUMBER POR_UN_NUMBER_ID POR_HAZARD_CLASS_NAME POR_HAZARD_CLASS_ID POR_HAZARD_CLASS_2
POR_DELV_INFO_SELECTED_LINE_R	POR_UN_NUMBER POR_UN_NUMBER_ID POR_HAZARD CLASS_NAME POR_HAZARD_CLASS_ID POR_HAZARD_CLASS_2
POR_POWER_SINGLE_ROW_R	POR_UN_NUMBER POR_UN_NUMBER_ID POR_HAZARD_CLASS_NAME POR_HAZARD_CLASS_ID POR_HAZARD_CLASS_2
POR_REV_LINE_DETAIL_R	POR_UN_NUMBER POR_UN_NUMBER_ID POR_HAZARD_CLASS_NAME POR_HAZARD_CLASS_ID
POR_OD_LINE_DETAIL_R	POR_UN_NUMBER POR_UN_NUMBER_ID POR_HAZARD_CLASS_NAME POR_HAZARD_CLASS_ID

By default these attributes are disabled. To enable these attributes, modify the above regions and check the Node Display check box for the new attributes.

Note: If changes are made to any AK Regions, then iAS must be restarted for the changes to be reflected in iProcurement.

Function Security

Not applicable

Workflow

Not applicable

4.6 Foreign Currency Support

Each time a user searches for an item in a catalog, the search can display the currency associated with that item. This currency can be any valid currency defined in the application, including the functional currency. Similarly, a non catalog request can be made in any valid currency. Once these items are added to the shopping cart, the application converts the price for that item into the functional currency using the relevant exchange rate and then displays the functional currency throughout the application.

The foreign currency feature provides the ability to display the foreign currency price along with the functional currency price on key screens in the application.

The foreign currency can be displayed on the following pages:

- Shopping Cart Page
- Approver Shopping Cart Page
- Edit Single Account Page (Standard Checkout, Power Checkout and Approver Checkout)
- Edit Multiple Account Page (Standard Checkout, Power Checkout and Approver Checkout)
- Review Charge Accounts (Standard Checkout, Power Checkout and Approver Checkout)
- Enter Delivery Information - Single Line (Standard Checkout)
- Enter Billing Information - Single Line (Standard Checkout)

- Review and Submit Page - Line Details Expanded (All Checkouts)
- Printer-friendly page (All Checkouts)
- Power Checkout Page - All Lines
- Approval Notification
- Approval Notification Reminders
- Requisition Status: View Requisition Details - Line Details Expanded

Setup Steps:

Set the profile option.

Profile Options

When the profile POR: Preference - Display Transaction Currency is set to Yes each user will have the ability to enable or disable this functionality using the check box labeled Display Foreign Currency Price on the My Profile page.

AK Regions/Attributes

The applicable regions and the associated attributes are:

Table 4–3 Forreign Currency AK Structure

Region Name	Attribute Name
POR_SHOPPING_CART_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE
POR_POWER_LINE_ITEMS_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE
POR_BILLING_REV_ACCOUNT_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE

Table 4–3 Forreign Currency AK Structure

Region Name	Attribute Name
POR_SELECTED_LINE_ITEM_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE
POR_REV_LINE_DETAIL_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE
POR_OD_LINE_DETAIL_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE
POR_PRNTR_FR_LINES_R	POR_CURRENCY_UNIT_PRICE POR_CURRENCY_CODE POR_UNIT_PRICE POR_FUNC_CURRENCY_CODE

In each corresponding AK region, the attributes should be enabled for display by checking the Node Display check box. The display of the check box for Display Foreign Currency Price on the My Profile page is controlled by checking Node Display for the attribute POR_DISP_TRANS_ CURRENCY_FLAG of the POR_MY_ PROFILE_R region. This is the master switch for the display of the foreign currency price. If this attribute is on, only then will the user see the check box for the profile on My Profile page and the foreign currency price in the application.

Note: If changes are made to any AK Regions, then iAS must be restarted for the changes to be reflected in iProcurement.

Function Security

Not applicable

Workflow

Not applicable

4.7 Global Approver

As requisitions are created in iProcurement and approval paths are generated, the list of approvers can be set up to include employees belonging to different business groups. For example, it is possible for requester A from business group 1 to have his or her requisition routed to approver B from business group 2. In addition, approvers from different business groups can be manually inserted into the approval list. As such, the LOV for approvers can include a column containing the business group of each potential approver.

Approvers can view the requisition details from the notifications pages, even if the requisition was created in a different operating unit. Requisitions that were created in a different operating unit will not be available through the general requisition status pages nor will they be available for modification. The approval action history display includes business group information for each approver.

Setup Steps:

Set the profile option.

Profile Options

Building an approval list with employees from multiple business groups is controlled through the profile HR: Cross Business Groups.

AK Regions/Attributes

Certain AK regions include the AK attributes which are necessary for global approver support and can be configured using AK Developer:

Table 4–4 Global Approver AK Structure

Region Name	Attribute Name
POR_APPROVER_LOV_R	POR_ BUSINESS_GROUP

This attribute must have the Node Display checked in order for the business group column to be displayed. By default this attribute will be set to display. To display the business group name of each approver the following region has been modified to include the associated attribute:

Table 4–5 Global Approver - Display Business Group

Region Name	Attribute Name
POR_APPROVAL_HIST_R	POR_BUSINESS_ GROUP

By default, this attribute will be set to display, however, it will only be displayed if the profile HR: Cross Business Groups is also set to Yes.

To disable these attributes, modify the above regions and uncheck the Node Display check box for the new attributes.

Note: If changes are made to any AK Regions, then iAS must be restarted in order for the changes to be reflected in iProcurement.

Function Security

Not applicable

Workflow

Not applicable

4.8 Contract Autosourcing

iProcurement supports the association of a requisition line with a contract purchase agreement defined in Oracle Purchasing. This allows the automatic creation of standard purchase orders through the use of the PO Create Documents workflow. The standard purchase order that is created stores the contract number in the Reference Documents panel of the Purchase Orders form.

The contract autosourcing feature can be used for the following types of items:

- Bulk loaded items that have an explicit reference to a specific contract purchase agreement defined in Oracle Purchasing.
- Bulk loaded items where there exists a valid contract purchase agreement for the same supplier and supplier site associated with the item.
- Non catalog requests where there exists a valid contract purchase agreement for the same supplier and supplier site associated with the item.

- Extracted ASLs that are not linked to a source document and where there exists a valid contract purchase agreement for the supplier and supplier site specified on the ASL.

Additional workflow parameters help to further control the amount of automation that occurs with the contract autosourcing feature.

Using the Bulk Loader to Associate Items with Contract Purchase Agreements

When loading either an XML or tab-delimited text catalog file, specify the operating unit(s) and contract purchase agreement(s) at the header level of the file. When the file is loaded, all data will be associated with the referenced contract purchase agreement. Alternately, you can select the operating unit and contract purchase agreement from the eContent Manager user interface when you submit the catalog file for loading. Again, all of the data in the catalog file will be associated with the operating unit and contract purchase agreement selected from the UI.

> **Note:** It may be necessary to split the data file into multiple files if some of the items should be associated with differing contracts.

The following summarizes the business rules that are enforced when submitting a catalog file that references a contract purchase agreement:

- **Supplier Validation**

  A catalog file that contains contract purchase agreement references can only refer to one supplier.

- **Contract Purchase Agreement Validation**

  Only valid contract agreements may be referenced in a catalog file. Valid contracts include:

  - Approved agreements
  - Agreements that have not expired
  - Agreements that have not been canceled
  - Agreements that are not on-hold
  - Agreements that have not been finally closed

- **Currency Validation**

All prices in the catalog file and all contract purchase agreement references must be in the same currency.

- **Operating Unit Validation**

  An item can reference only one contract per operating unit. Therefore, only one contract per operating unit may be specified in the bulk load file.

For more information on the use of the bulk loader including sample XML and text files, access eContent Manager and download the bulk load resources.

Configuring Workflow to Control Purchase Order Creation

The PO Create Documents workflow provides three levels of support for contract automation using the following attributes in the poxwfatc.wft workflow file. Use workflow builder to set these flags in accordance with your business practices and load the updated workflow file to the database.

Table 4–6 PO Create Documents Attributes

Attribute Name	Supported Values	Default Value	Behavior
Should Contract be used to autocreate the Document?	Yes/No	No	Indicates whether the workflow should autocreate standard POs with contract purchase agreement references.
Is Contract Required on the Requisition Line?	Yes/No	No	Indicates whether a contract purchase agreement must exist on the requisition line for autocreation to generate a standard PO. (Accomplished by using the bulk loader to associate a catalog with a contract purchase agreement). If this option is set to No, the workflow will search for a valid contract purchase agreement with which to associate the requisition lines.
Should non-catalog requests be autosourced from the contract?	Yes/No	No	If the above option is set to No, use this attribute to indicate whether the workflow should search for a contract purchase agreement with which to associate non-catalog requests.

Profile Options

Not Applicable

AK Regions/Attributes

Not Applicable

Function Security

Not Applicable

Workflow

Use the workflow builder to set the following flags in the poxwfatc.wft workflow file:

- Should Contract be used to autocreate the Doc?
- Is Contract Required on the Req Line?
- Should a Non-Catalog Request AutoSource From the Contract?

4.9 Estimated Tax Functionality

Estimated purchase tax can be calculated for each requisition line created in iProcurement. The estimated tax code and rate can be generated for every requisition line based on a pre-defined setup in Oracle Purchasing.

This setup is based on a hierarchy and the tax can be derived from the item, location, supplier, supplier site, or financial options. This tax hierarchy is found in the Purchasing Options that are defined within Oracle Purchasing. The tax codes/names used in iProcurement are also defined in Oracle Purchasing. Recovery rates are also supported and the generated tax information can optionally be overridden by the requisitioner. Recovery rates are associated with tax codes/names or through recovery rules. Once again, this is defined in Oracle Purchasing.

Setup Steps:

1. Define the tax hierarchy in Purchasing Options. This is accomplished in Oracle Purchasing.

   Purchasing > Setup > Organization > Purchasing Options
2. Create Tax Codes/Names and associate appropriate tax rates. Refer to the *Oracle Payables User's Guide*.
3. Define Tax Recovery rates/rules (optional).
4. Associate the above tax codes/names to:

– Supplier
– Supplier Site
– Ship-to Location
– Item
– Financial Options Default

Note: Tax codes cannot be associated with suppliers in a multi-organization implementation. In this case, tax codes can still be associated with supplier sites.

Tax summary information is available at the requisition header level. Tax detail information is available at the requisition line level.

Profile Options

Two profile options will impact the usage of the estimated tax functionality within iProcurement.

1. Modifying the tax name that is defaulted during the checkout process is controlled through the profile Tax: Allow Override of Tax Code.
2. Modifying the generated recovery rate is controlled through the profile Tax: Allow Override of Tax Recovery Rate.

AK Regions/Attributes

The applicable regions and the associated attributes are:

Table 4–7 Estimated Tax AK Structure

Region Name	Attribute Name
POR_BILLING_SINGLE_ROW_R	POR_TAX_CODE POR_TAX_CODE_ID
POR_BILLING_MULTI_ROW_R	POR_TAX_CODE POR_TAX_CODE_ID
POR_BILLING_LINE_DETAILS_R	POR_TAX_CODE POR_TAX_CODE_ID

Table 4–7 Estimated Tax AK Structure

Region Name	Attribute Name
POR_POWER_SINGLE_ROW_R	POR_TAX_CODE POR_TAX_CODE_ID
POR_POWER_MULTIPLE_ROW_R	POR_TAX_CODE POR_TAX_CODE_ID

To display the tax code in the above regions, verify that the attribute POR_TAX_CODE is set to display (Node Display is checked).

For the recovery rate functionality, the following region and associated attribute can be modified:

Table 4–8 Recovery Rate AK Structure

Region Name	Attribute Name
POR_BILLING_CHARGE_ACCOUNT_R	POR_TAX_RECOVERY_RATE

To display the recovery rate information in the above regions, verify that the above attribute is set to display (Node Display is checked).

When viewing requisition details or reviewing the requisition prior to submission, the following AK regions have been modified:

Table 4–9 Review Tax Information

Region Name	Attribute Name
POR_FINAL_REV_CLPSED_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT
POR_FINAL_REV_EXPND_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT
POR_PRNTR_FR_HEADER_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT
POR_OD_HEADER_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT
POR_OD_EXPND_HEADER_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT

Table 4–9 Review Tax Information

Region Name	Attribute Name
POR_OD_LINES_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT POR_ RECOVERABLE_TAX POR_TAX_CODE
POR_OD_LINE_DETAIL_R	POR_ESTIMATED_TAX POR_TAXABLE_STATUS POR_ RECOVERABLE_TAX
POR_REV_LINE_DETAIL_R	POR_ESTIMATED_TAX POR_TAXABLE_STATUS POR_ RECOVERABLE_TAX POR_TAX_CODE
POR_PRNTR_FR_HEADER_R	POR_NONRECOVERABLE_TAX POR_APPROVAL_AMOUNT
POR_PRNTR_FR_LINES_R	POR_ESTIMATED_TAX POR_TAXABLE_STATUS POR_ RECOVERABLE_TAX POR_TAX_CODE

The attributes POR_ESTIMATED_TAX, POR_TAXABLE_STATUS and POR_ RECOVERABLE_TAX are displayed at the line level by default. The attributes POR_NONRECOVERABLE_TAX, and POR_APPROVAL_AMOUNT do not display at the line level or at the header level by default.

Note: If changes are made to the tax hierarchy, applications tax settings, or any AK Regions, then iAS must be restarted in order for the changes to be reflected in iProcurement.

Note: When processing through standard and power checkout, tax code is defaulted for all lines but the tax code from the first requisition line is displayed on the billing page and edit line page respectively. This tax information will not be passed to the other lines of the requisition unless the user specifically makes a change to the tax code. If changes to the tax information are made at the header level, then the new tax information will be passed to each line.

Function Security

Not Applicable

Workflow

Not Applicable

4.10 Non-Catalog Requests

Requisitioners may want to procure an item / service that is not found in the catalog. In such a case, it is possible for the requisitioner to create a non-catalog request. When users cannot find their desired item in the catalog, the non-catalog request page offers the user the ability to add an item / service to their shopping cart based on a description of the item or service required. From the non-catalog request page, users can enter goods billed by quantity, service billed by quantity, or goods or services billed as an amount.

Setup Steps:

Set profiles as described below.

Profile Options

To use each of the possible item types, three profile options must be set:

POR: Goods Line Type

> This profile determines the line type for goods billed by quantity non-catalog orders. The value set here must be distinct from the values set for the other line types (see 2 and 3).

POR: Rate Based Services Line Type

This profile determines the line type for services billed by quantity non-catalog orders. The value set here must be distinct from the values set for the other line types (see 1 and 3).

POR: Amount Based Services Line Type

This profile determines the line type for amount-based non-catalog orders. The value set here must be distinct from the values set for the other line types (see 1 and 2).

Note: It is possible to have unit values defaulted onto the non-catalog request page based on the line type. In order to do this, in Oracle Applications, associate a unit of measure to each respective line type.

AK Regions/Attributes

Through AK Developer, two fields on the Non-Catalog Request page can be configured to be displayed as either drop-down lists or LOVs.

1. Category: The category field can be configured to be displayed as either a drop-down list or an LOV. In order to do this the following AK regions must be accessed:

   – POR_SPORD_GOODS_R

   – POR_SPORD_RATE_R

   – POR_SPORT_AMOUNT_R

   For each of these regions the item style should be set to Poplist for the attribute POR_CATEGORY if the category is to be displayed as a drop-down list. The item style should be set to Text for the attribute POR_CATEGORY if the category is to be displayed as an LOV. By default the category is displayed as an LOV.

2. Unit of Measure: The unit of measure (UOM) field can be configured to be displayed as either a drop-down list or an LOV. This can be accomplished for quantity-based non-catalog requests. These non-catalog requests are associated with the following regions:

   – POR_SPORD_GOODS_R

   – POR_SPORD_RATE_R

For each of these regions the item style should be set to Poplist for the attribute POR_UNIT_OF_MEASURE if the unit is to be displayed as a drop-down list. The item style should be set to Text for the attribute POR_UNIT_OF_MEASURE if the unit is to be displayed as an LOV. By default the unit of measure is displayed as an LOV.

Note: If changes are made to any AK Regions, then the iAS (Apache) server must be bounced in order for the changes to be reflected in iProcurement.

Function Security

Not Applicable

Workflow

The PO Create Documents workflow can be configured to automatically source non-catalog requests from a contract. The attribute name that controls this option is Should non-catalog requests be autosourced from contract? If set to Yes, then if a valid contract purchase agreement exists for the given supplier and supplier site then a purchase order referencing that contract will be automatically created. The default value for this attribute is No. See Section 4.8 on page 4-15 for details.

4.11 Expense Charge Account Rules

When determining the default charge account, the account generator may reference the charge account defined on the employee record. Expense Charge Account Rules enable you to override one or multiple segments of that default account based on the item category.

Setup Steps:

1. Log into Oracle Applications and choose the Procure to Pay Administrator responsibility.
2. Navigate to Purchasing Setup > Financials > Accounting > Expense Account Rules.
3. Define the rules (per item category) in the window displayed. Duplicate rules for the same category or account segment are not permitted.
4. Save your work.

Profile Options

Not Applicable

AK Regions/Attributes

Not Applicable

Function Security

Not Applicable

4.12 Favorite Charge Accounts

The favorite charge accounts functionality provides the user the capability to maintain a list of up to 10 frequently used charge accounts in the personal profile. During the checkout process, the user can access the favorite charge accounts list and then use it to auto-fill the charge account information for the item(s), rather than having to manually enter the charge account information.

Setup Steps:

1. Log in to Oracle iProcurement Application.
2. Navigate to My Profile page using the icons.
3. Enter Favorite Charge Accounts and a nickname for each account. To add another row, choose Add Another Row.
4. Select a default favorite charge account.
5. Save the Changes.

Profile Options

Not applicable

AK Regions/Attributes

The applicable regions and the associated attributes are:

Table 4–10 Favorite Charge Account AK Structure

Region Name	Attribute Name
POR_MY_PROFILE_R	POR_PRMPT_FAV_CHG_ACCT POR_PRMPT_FAV_CHG_ACCT_DEFLT POR_M_CHARGE_AC_REG

Table 4–10 Favorite Charge Account AK Structure

Region Name	Attribute Name
POR_BILLING_EDIT_ACCOUNTS_R	POR_PRMPT_ENTER_FAV_ACIN
POR_BILLING_MULT_CHARGE_AC_R	POR_NICKNAME POR_SELECT_RADIO POR_LINE_NUM POR_DELETE_LINE
POR_BILLING_CHARGE_ACCOUNT_R	POR_NICKNAME
POR_BILLING_MULT_ACCOUNTS_R	POR_PRMPT_ENTER_FAV_ACIN

Note: If changes are made to any AK Regions, then the iAS (Apache) server must be bounced in order for the changes to be reflected in iProcurement.

Function Security

Function Security exists to disable the Favorite Charge Account List functionality. The function is called Favorite Charge Accounts. See Section 2.4.1 on page 2-21 for more information on function security.

Things to consider when using this functionality:

- The favorite charge account list is the last resort to generate the charge account information for the item. If the Account Generator workflow engine has already been set-up, the functionality will not affect it (which includes Employee Default Charge Account and the Commodity-based Accounting Rules).
- The user can store a maximum of 10 charge accounts in the user profile. The user can add, delete, or modify accounts in the list. A nickname for an account is mandatory, and it has to be unique per list. At least one of the accounts in the list has to be selected as the default.
- The user can have one favorite charge account list per responsibility. If the user has multiple responsibilities, the user can choose a favorite charge account list per responsibility and they will be independent of each other i.e. the accounts maintained in one responsibility will not be available in the other responsibility and vice-versa. If the user has responsibilities that roll up to multiple Sets of Books with different accounting structures, the favorite charge accounts list will conform to the respective accounting structures.
- The favorite charge account functionality will not affect the system profile for Dynamic Insertion of Charge Accounts. If the profile has been turned on, users

still can create new charge accounts on the fly in the my profile page as well as the item checkout pages.

- A user can store only valid charge accounts in the favorite charge account list. If a charge account is deactivated in the General Ledger application after the user has already stored it in the favorite charge accounts list, an error flag will be automatically raised against that account in the favorite charge account list. The user then has the opportunity to edit or delete the charge account in the favorite charge account list. Until this error condition has been rectified, the favorite charge account will not appear and therefore cannot be selected in the checkout flows.

4.13 Grants Accounting Integration

Oracle Grants Accounting is integrated with Oracle iProcurement to support the charging of requisitions and resulting purchase orders to projects funded by Grants (Awards). The integration introduces the concept of an award number which represents additional information about the source of funding associated with projects and tasks. So, in addition to the standard project and task information, the Award dimension from the Oracle Grants Accounting application can be used to specify the source of funding associated with projects and tasks. This helps organizations manage all aspects of the grant funding they receive.

The award number field will be enabled if Grants Accounting has been implemented for the associated operating unit. The Award Number field is only required for Projects that are funded by awards in Grants Accounting.

Setup Steps:

For detailed information refer to *Oracle Grants Accounting User's Guide.*

Profile Options

Not Applicable

AK Regions/Attributes

The applicable regions and the associated attributes are:

Table 4–11 Grants Accounting AK Structure

Region Name	Attribute Name
POR_AWARD_LOV_V	POR_AWARD_NUMBER POR_AWARD_SHORT_NAME POR_AWARD_START_DATE POR_AWARD_END_DATE POR_AWARD_ID
POR_BILLING_LINE_DETAILS_R	POR_AWARD_NUMBER POR_AWARD_ID
POR_BILLING_MULTI_ROW_R	POR_AWARD_NUMBER POR_AWARD_ID
POR_BILLING_SINGLE_ROW_R	POR_AWARD_NUMBER POR_AWARD_ID
POR_MY_PROFILE_R	POR_AWARD_NUMBER POR_AWARD_ID
POR_OD_LINE_DETAIL_R	POR_AWARD_NUMBER
POR_POWER_MULTIPLE_ROW_R	POR_AWARD_NUMBER POR_AWARD_ID
POR_POWER_SINGLE_ROW_R	POR_AWARD_NUMBER POR_AWARD_ID
POR_PRNTR_FR_LINES_R	POR_AWARD_NUMBER
POR_REV_LINE_DETAIL_R	POR_AWARD_NUMBER

Note: If changes are made to any AK Regions, then iAS must be restarted for the changes to be reflected in iProcurement.

Function Security

Not Applicable

4.14 P-cards

Procurement Cards (P-cards) can be set-up and assigned to individual employees in the organization. This gives the employees the capability to charge the requested goods and / or services to procurement cards using iProcurement 11*i*.

Setup Steps:

For detailed information on setting up procurement cards, see the sections on Setting Up Credit Card Programs and Procurement Card Integration in the *Oracle Payables User's Guide.*

In addition to the setup steps provided in the *Oracle Payables Users' Guide,* you will need to enable supplier sites to accept procurement cards.

1. Log into Oracle Applications. From the Oracle Purchasing menu, select Supply Base > Suppliers.
2. Query the supplier associated with the supplier site you want to setup.
3. Choose Sites. Query the supplier site for which you want to enable procurement cards.
4. Enable the Procurement Card Site check box to indicate that the supplier site is P-card enabled.
5. Save the changes.

Profile Options

Not Applicable

AK Regions/Attributes

The applicable regions and the associated attributes are:

Table 4–12 Procurement Card AK Structure

Region Name	Attribute Name
POR_BILLING_SINGLE_ROW_R	POR_PRMPT_PCARD_USE FOR_PCARD_ID POR_PCARD_CUSTOMER_CODE POR_PCARD_TYPE
POR_FINAL_REV_CLPSED_R	POR_PCARD_NUM
POR_REV_LINE_DETAIL_R	POR_PCARD_FLAG

Table 4–12 Procurement Card AK Structure

Region Name	Attribute Name
POR_VIEW_ORDERS_R	POR_PCARD_NUM
POR_OD_HEADER_R	POR_PCARD_NUM
POR_OD_EXPND_HEADER_R	POR_PCARD_NUM
POR_OD_LINE_DETAIL_R	POR_PCARD_FLAG
POR_POWER_ORDER_INFO_R	POR_PCARD_CUSTOMER_CODE POR_PCARD_ID POR_PCARD_TYPE
POR_POWER_LINE_ITEMS_R	POR_PCARD_FLAG
POR_POWER_SELECTED_LINE_ITEM_R	POR_PCARD_FLAG
POR_SAVED_ORDERS_R	POR_PCARD_NUM

Note: If changes are made to any AK Regions, then the iAS (Apache) server must be bounced for the changes to be reflected in iProcurement.

Function Security

Not Applicable

4.15 Attachments

In iProcurement, users can add attachments to a requisition during checkout. Attachments can be:

- Internal to Requisition - the attachment can be viewed only from the requisition.
- To Buyer - the attachment information is passed on to the purchase order created from the requisition.
- To Approver - the attachment information can be viewed by the appropriate approvers.
- To Receiver - the attachment information can be viewed by the receiver, if the Receiver is not the requester.

- To Supplier - text and non-image file attachments can be transmitted by EDI to the supplier when the Purchase Order autocreated from the requisition is transmitted.
- Miscellaneous.

Setup Steps:

1. Set up the Attachment File Directory profile option to point to the directory where the files for attachments will be stored.
2. Make sure that the directory path specified for this profile option is accessible from the machine where the Web Server is running.

Profile Options

The Attachment File Directory profile must be set. See Section 2.3.1 on page 2-14 for complete profile setup instructions.

AK Regions/Attributes

Not Applicable

Function Security

Not Applicable

4.16 Requisition Withdrawal

A requisitioner in iProcurement can withdraw a requisition after it has been submitted. The requisition can be withdrawn at any time prior to its conversion to a purchase order, even though it currently is in an approver's To Do Notifications list. When the requisition is withdrawn, it will be removed from the current approvers notification list.

Setup Steps:

None

Profile Options

Not Applicable

AK Regions/Attributes

Not applicable

Function Security

Function security exists to disable the Requisition Withdrawal functionality. The function is called View My Reqs Withdraw. See Section 2.4.1 on page 2-21 for details on function security setup.

Note: When choosing Withdraw, the user will be taken to a new page that will ask if they want to withdraw the requisition from the approval process and add it to their shopping cart so that changes can be made. Alternatively, the user may decide that the goods on the requisition are not needed, and will withdraw the requisition and cancel it.

5

Receipts

This section discusses the implementation of features associated with the receiving area of iProcurement 11*i*. The following receiving features are covered:

- Receipt Creation
- Express Receiving
- All Items Due This Week
- Receiving History
- Returns
- Corrections

5.1 Receiving

It is possible to receive items in Oracle iProcurement if they have a receipt routing destination of direct delivery. Receipt creation against items with an inspection or standard receiving receipt routing destination is not supported.

The central repository for receiving in iProcurement is the Receiving home page. From this page the user can view recently created receipts as well as items to be received, in both cases in chronological order. The user is also able to select either a receive, return, correction, or view link found on the left hand side of the page.

When a user logs into the receiving page in iProcurement, they have the option of viewing either the items they are to receive (they created the requisitions) or all items that are due to be received that week. From this point the user can search for a purchase order to receive and then process a receipt. The user has the option of creating a standard receipt or an express receipt. With a standard receipt they can enter information such as packing slip, waybill, and comments for the receipt and then review the receipt before submitting it. With an express receipt the user is unable to enter information in these three fields and creates the receipt directly without reviewing it.

In iProcurement the user has the option of creating a standard receipt or an express receipt. It is possible to prevent the user from creating standard receipts by excluding the Receive button.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

Not applicable

Function Security

Access to the receiving feature can be excluded through the function:

POR: Receive Items

See Section 2.4.1 on page 2-21 for details on security.

Workflow

Not applicable

5.2 Express Receiving

Express receiving reduces the number of receipt screens from three to one. After entering a receipt quantity the user has the option of selecting Express Receive and directly obtaining a receipt number. It is important to note that by using the Express Receive feature, the user will not have the ability to enter a Packing Slip, Waybill, or Receipt Comments. The system date will default as the receipt date.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

Not applicable

Function Security

Access to this function can be restricted through excluding the function Express Receive. See Section 2.4.1 on page 2-21.

Workflow

Not applicable

5.3 All Items Due This Week

It is possible to receive items that you have requested as well as receive items that someone else requested. When attempting to receive items that someone else requested, you must choose the All Items Due This Week view from the available choices on the receiving page. It is possible to disable this view.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

The AK region that applies to viewing All Items Due This Week is POR_CRR_RCPT_EXP_SRCH_R

Function Security

Access to this function can be restricted by excluding the function All Items to Receive. See Section 2.4.1 on page 2-21.

Workflow

Not applicable

5.4 Receiving History

This feature enables you to view all the relevant receiving transactions for your requisitions as well as receipts processed by someone else. From the Receiving home page you must select the View Receipts link. The ability to view the receiving transaction history can be disabled.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

Not applicable

Function Security

Access to the Receiving History functionality can be restricted by excluding the function View Receipts. Access to the viewing receipts created by others can be disabled by excluding the function View All Receipts. See Section 2.4.1 on page 2-21.

Workflow

Not applicable

5.5 Returns

This feature enables you to return items to the supplier after you have received them. Returning items can be accomplished by clicking the appropriate link from the Receiving home page. Received Items are displayed and you can enter a quantity in the Return Quantity field. In addition, a reason for a return, a return material authorization number, and comments can be added to any item that is being returned. This additional information is optional. Returning items will add a transaction to the receiving history for that requisition. The new adjusted value will be visible when the user queries the order in the view receipts section of iProcurement.

It is also possible to return items that someone else received. The process is the same as returning items that you received with the exception that you must select the view All Receipts This Week link.

If function security has been set up to disable the Receiving home page you will not be able to return items and therefore, additional function security need not be set.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

The AK regions for returns are:

POR_RTV_RECEIPTS_R

POR_RTV_RECEIPTS_THIS WEEK_R

POR_RTV_REVIEWS_R

POR_RTV_EDIT_LINES_R

POR_RTV_TXN_INFO_R

Function Security

Access to Return functionality can be restricted by excluding the function Return Items. To disable the ability to return others' receipts exclude the function Return All Items. See Section 2.4.1 on page 2-21.

Workflow

Not applicable

5.6 Corrections

There are occasions when users want to make modification to an existing receipt quantity. Normally this is the result of human error when the receipt was originally entered. From the Receiving home page users can select the Correct Items link and proceed to correct an existing receipt.

It is also possible to correct the quantity of items that someone else has received. The process is the same as correcting items that you received except that you must select the All Receipts This Week link or perform an extended search to find someone else's original receipt.

If function security has been set up to disable the Receiving home page you will not be able to return to return items and therefore this additional function security does not need to be set.

Setup Steps:

None

Profile Options

Not applicable

AK Regions/Attributes

Not applicable

Function Security

Access to Return functionality can be restricted by excluding the function Correct Receipts. To disable the ability to correction others' receipts exclude the function Correct All Receipts. See Section 2.4.1 on page 2-21.

Workflow

Not applicable.

A

Appendix - Upgrade Scripts

This appendix describes scripts necessary for upgrading from Self-Service Purchasing 4 to Oracle iProcurement 11*i*.

icxupdbg.sql

Creates the ICX_UPGRADE_DEBUG_TMP table to store the errors reported during the upgrade process. You will need to look at this table if the upgrade scripts terminate with an error.

icxcatup.sql

Multi-lingualizes Self-Service Purchasing 4 installation. It creates records in ICX_POR_CATEGORIES_TL from ICX_POR_CATEGORIES.

icxctsup.sql

Populates the who columns in the existing ICX_POR_CATEGORY_DATA_SOURCES table.

icxcomup.sql

Upgrades the who columns in the existing category order map table, ICX_POR_CATEGORY_ORDER_MAP.

icxdesup.sql

Populates ICX_POR_DESCRIPTORS_TL from ICX_POR_DESCRIPTORS.

icxoxdes.sql

Inserts base descriptors into the ICX_POR_DESCRIPTORS_TL table. It also inserts root category into the ICX_POR_CATEGORIES_TL table and sets PICTURE, PICTURE_URL and ATTACHMENT_URL to non-searchable.

icxiteup.sql

Upgrades the ICX_POR_ITEMS table by populating the SUPPLIER_ID column from PO_VENDORS. It also populates the who columns and removes the A13 descriptor if it exists.

icxittup.sql

Upgrades the ICX_POR_ITEMS table for language, source language and who columns. It also removes A23 long descriptor.

icxiscup.sql

Populates language columns in ICX_POR_ITEM_SOURCES_TL.

icxistup.sql

Upgrades the who columns in ICX_POR_ORACLE_ITEM_SUBTABLE.

icxreaup.sql

Populates language columns in ICX_POR_REALMS_TL.

icxtocup.sql

Populates ICX_POR_TABLE_OF_CONTENTS_TL from ICX_POR_TABLE_OF_CONTENTS.

icxttaup.sql

Adds and populates the TITLE_ID column in ICX_POR_TITLE_ADMIN from ICX_POR_TITLE_ADMIN_S sequence.

icxtttup.sql

Populates ICX_POR_TITLE_ADMIN_TL by copying records from ICX_POR_TITLE_ADMIN.

icxdwnld.sql

Seeds template information into ICX_POR_TEMPLATE_FILES.

icxclnup.sql

Deletes all records from ICX_POR_UNSPSC_CODES and ICX_UNSPSC_CODES.

icx_por_unspsc_codes.ctl

Loads current set of UNSPSC codes into ICX_POR_UNSPSC_CODES.

icxuncup.sql

Populates ICX_UNSPSC_CODES from ICX_POR_UNSPSC_CODES.

icxpliup.sql

Deletes the pricelists from ICX_POR_PRICE_LISTS and rebuilds the table by reading information from IPO_VENDORS and GL_SET_OF_BOOKS. See the Oracle Internet Procurement 11*i* Installation Guide to prerequisites to be completed for this script to work properly. It sets the buyer_id to –2 while creating list prices.

icxpltup.sql

Recreates price list lines from scratch in ICX_POR_PRICE_LIST_LINES table. It does not support SUPPLIER_SITE since it cannot be defaulted. Instead it places a null in the SUPPLIER_SITE. This script derives its pricelist line values from ICX_POR_ITEMS and ICX_POR_PRICE_LISTS.

icxtabup.sql

Creates the dynamic category _TL (ICX_POR_C<category_id>_TL) tables from existing dynamic category tables, ICX_POR_C<category_id>. It sets LANG to null and adds LANGUAGE and SOURCE_LANG as not null.

This script also creates additional scripts and log files, including createDynamicTables.sql, createDynamicTables.log, alterDynamicTables.sql, alterDynamicTables.log, addLangDynTables.sql and addLangDynTables.log. These files are created and executed as a means of performing dynamic sql.

icxotaup.sql

Creates the dynamic category _TL (ICX_POR_C<category_id>_TL) tables whenever local descriptors for a category do not have corresponding dynamic category tables (ICX_POR_C<category_id>).

This script generates additional scripts and log files, including createODynTables.sql, createODynTables.log. These files are created and executed as a means of performing dynamic sql.

icxgraup.sql

Grants all the dynamic category _TL (ICX_POR_C<category_id>_TL) tables created by *icxtabup.sql* and *icxotaup.sql* to the apps schema.

This script generates other scripts and log files, including grantDynamicTables.sql and grantDynamicTables.log. These files are created and executed as a means of performing dynamic sql.

icxsynup.sql

Creates synonyms for all the dynamic category _TL tables, ICX_POR_C<category_id>_TL, created by *icxtabup.sql* and *icxotaup.sql* for the apps schema.

This script generates additional scripts and log files, including synonymDynamicTables.sql and synonymDynamicTables.log. These files are created and executed as a means of performing dynamic sql.

icxddcup.sql

Adds local descriptors to dynamic category _TL tables, ICX_POR_C<category_id>_TL, if they are not already included.

This script generates other scripts and log files, including createDynDescColumns.sql and createDynDescColumns.log. These files are created and executed as a means of performing dynamic sql.

icxiidup.sql

Inserts a record into ICX_POR_C<category_id>_TL table for each item that does not have a record in the table.

icxctxup.sql

Rebuilds the Oracle ConText (Oracle 8.0.x) or interMedia (Oracle 8*i*) index. It also creates a primary key for ICX_POR_ITEMS_TL in Oracle 8*i*.