Oracle® Internet Procurement

Implementation Manual

Release 11*i*

May 25, 2000

Part No. A85361-01

ORACLE®

Oracle® Internet Procurement 11*i* Implementation Manual.

Part No. A85361-01

Copyright © 2000, Oracle Corporation. All rights reserved.

Primary Author: Chacko Pulivelil

Contributing Authors: Padmini Ranganathan, Anand Lakhotia, Michel Bazinet, Vineet Gupta, Sanjay Bhasin, Andrew Yeung, Eddy So, Vesa Peltola, Fred Wong, Shawna Liu, Rahgav Keshav, Brian Gause

Contributors: Shilpa Kotwal

The programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be licensee's responsibility to take all appropriate fail-safe, back up, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and Oracle disclaims liability for any damages caused by such use of the Programs.

This Program contains proprietary information of Oracle Corporation; it is provided under a license agreement containing restrictions on use and disclosure and is also protected by copyright, patent and other intellectual property law. Reverse engineering of the software is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. Oracle Corporation does not warrant that this document is error free. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Oracle Corporation

If this Program is delivered to a U.S. Government Agency of the Department of Defense, then it is delivered with Restricted Rights and the following legend is applicable:

This product includes software developed by the Apache Group for use in the Apache HTTP server project (http://www.apache.org).

Restricted Rights Legend Programs delivered subject to the DOD FAR Supplement are “commercial computer software” and use, duplication and disclosure of the Programs shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement. Otherwise, Programs delivered subject to the Federal Acquisition Regulations are “restricted computer software” and use, duplication and disclosure of the Programs shall be subject to the restrictions in FAR 52.227-14, Rights in Data -- General, including Alternate III (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

Oracle is a registered trademark, and Oracle Applications, Oracle Inventory, Oracle EDI Gateway, Oracle Order Entry/Shipping, Oracle Payables, Oracle Purchasing, Oracle Self-Service Purchasing, Oracle Self-Service Web Applications, and Oracle Internet Procurement are trademarks or registered trademarks of Oracle Corporation. Windows NT is a registered trademark of Microsoft Corporation. All other company or product names mentioned are used for identification purposes only and may be trademarks of their respective owners.

Apache License Agreement

Copyright (c) 1995-1999 The Apache Group. All rights reserved.
Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.
2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.
3. All advertising materials mentioning features or use of this software must display the following acknowledgment:

   "This product includes software developed by the Apache Group for use in the Apache HTTP server project (http://www.apache.org/)."
4. The names "Apache Server" and "Apache Group" must not be used to endorse or promote products derived from this software without prior written permission. For written permission, please contact apache@apache.org.
5. Products derived from this software may not be called "Apache" nor may "Apache" appear in their names without prior written permission of the Apache Group.
6. Redistributions of any form whatsoever must retain the following acknowledgment:

   "This product includes software developed by the Apache Group for use in the Apache HTTP server project (http://www.apache.org/)."

THIS SOFTWARE IS PROVIDED BY THE APACHE GROUP ''AS IS'' AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE GROUP OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

==========

This software consists of voluntary contributions made by many individuals on behalf of the Apache Group and was originally based on public domain software written at the National Center for Supercomputing Applications, University of Illinois, Urbana-Champaign. For more information on the Apache Group and the Apache HTTP server project, please see <http://www.apache.org/>.

Contents

B Upgrade Scripts

Send Us Your Comments

Oracle Internet Procurement Implementation Manual, Release 11*i*

Part No. A85361-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available). You can send comments to us in the following ways:

- E-mail - appsdoc@us.oracle.com
- Postal service:

  Oracle Corporation
  Oracle Internet Procurement 11*i* Documentation
  500 Oracle Parkway, 3op6
  Redwood Shores, CA 94065
  USA

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact your local Oracle Support Services.

Preface

Audience for This Guide

Welcome to the Oracle Internet Procurement 11*i* Implementation Manual. This manual includes information you need to effectively implement Oracle Internet Procurement 11*i*.

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

- The principles and customary practices of your business area.
- Oracle® Internet Procurement

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

How To Use This Guide

This guide contains the information you need to understand and use Oracle Internet Procurement 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 Internet Procurement 11*i*. See: Management Overview on page 1-1.

Chapter 2 Describes the implementation steps specific to Oracle Internet Procurement 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: Catalogs and Oracle Internet Procurement 11i on page 3-1.

Chapter 4 Describes the Workflows used by Oracle Internet Procurement 11*i*. It also explains the Custom Packages that help you add your own default values and validations to Oracle Internet Procurement 11*i*. See: Workflows and Custom Packages on page 4-1.

Appendix A Provides a list of sample file formats for use during implementation.

Appendix B Describes scripts necessary for upgrading from Self-Service Purchasing 4 to Oracle Internet Procurement 11*i*.

Other Sources of Information

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

Oracle Internet Procurement Installation Guide

Presents additional information necessary for installation.

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

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

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

Online Documentation

For the Requisitions feature of Oracle Web Employees, Version 2.0 and Release 11*i*, use the online (HTML) documentation available as help from the application. No paper documentation was published. For Oracle Internet Procurement 11*i*, online help is available for Internet Procurement 11*i* and the Catalog Authoring.

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.

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 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 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 Connect for TPN Register Integration Guide

This document contains necessary information for customers implementing TPN Register as a third party catalog service. This includes the implementation of Oracle EDI Gateway.

Oracle Internet Procurement and Oracle Exchange Integration Guide

This document contains necessary information for customers implementing Oracle Exchange as a third party catalog service. This includes the implementation of Oracle EDI Gateway.

Documentation Updates

For several 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 Internet Procurement 11*i*:

- Oracle EDI Gateway (if implementing a third party buyer service)
- Oracle Purchasing
- Oracle 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`

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle® Internet Procurement 11*i* working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

1

Management Overview

Oracle Internet Procurement 11*i* enables internal corporate users to independently order items from both internal and external catalogs. Oracle Internet Procurement 11*i* is fully integrated with Oracle Applications Release 11*i*. This chapter includes an overview of features in Oracle Internet Procurement 11*i*.

Overview of Features

Oracle Internet Procurement 11*i* provides an intuitive, web shopping interface. With a web browser, you can quickly find goods and services, add them to the shopping cart, and simply checkout. You can also track and access order status on a real-time basis. Oracle Internet Procurement 11*i* includes a powerful search engine and multi-supplier self-guiding catalog capabilities, so you can quickly find the right items.

Oracle Internet Procurement 11*i*, provides the next generation of self-service requisitioning capability, significantly expanding the functionality provided in previous versions. This document highlights the new capabilities available in:

- the web shopping experience,
- the next generation catalog engine,
- the complete catalog and content management, and
- the streamlined order placement processes.

The Web Shopping Experience

Oracle Internet Procurement 11*i* now leverages the well-accepted model for web shopping incorporated into top consumer websites. This proven approach allows first time, untrained requesters to easily find desired items or services and quickly complete shopping cart orders. This model is self-explanatory and easy to deploy to large numbers of users.

Internet Procurement 11*i* also caters to experienced users. Express Checkout enables repeat users to handle checkouts in one step by referencing user delivery and billing preferences. Power Checkout enables the ultimate item level control and flexibility, so frequent users can quickly edit or copy multiple lines.

The new user interface enhances the employee experience, providing rich functionality and high performance. A single home page offers one click access to everything you need to do in Internet Procurement 11*i*. The Notifications page now provides an integrated look and feel between shopping, approval, and notification functions. In addition, all shopping pages can be configured by an organization's professional purchasing organization to avoid burdening users with unnecessary fields or information, thereby presenting only the most relevant information to users.

Next Generation Catalog Engine

Oracle Internet Procurement 11*i* provides new, industry-leading search capabilities optimized for self-service deployment. Combining the advantages of text search, parametric search, and categorization, the new search capabilities perform as people think. You simply enter your information in a single location—ranging from just a partial description, to more detailed searches that could include supplier information, part numbers, and/or specific product attributes, such as color or size. Using advanced search algorithms that leverage Oracle InterMedia technology, the search results in both a ranked list of matching items, and the major categories that help guide you to the right place in the catalog. Advanced parametric searching capabilities allow you to further refine your search.

> **Note:** Oracle Internet Procurement 11*i* initially supports multi-lingual prompts, boilerplate only, purchasing seed data, etc. Supplier catalog data is supported in the base language only. Oracle will provide a release update to supplier multi-lingual catalog data.

Complete Catalog and Content Management

Accurate, robust, easy-to-find information is a key challenge to any company-wide deployment of an internet procurement application. Oracle offers a flexible solution to the catalog and content management issues, enabling you to select from four approaches based on your business model.

First, Oracle Internet Procurement 11*i* offers simplified XML catalog and spreadsheet data loads with a new user interface and an easy-to-use, self-service HTML front end, so you can load supplier catalogs directly into the system. Spreadsheet catalog loads have been enhanced so that buyers can add multiple categories and items at the same time. The Price/Sales Catalog API is also available to load catalog information. These loaders support entering new catalogs, catalog replacements, and catalog or price changes.

Using the enhanced XML file formats, catalogs tailored to the specific purchasing needs of a company can be created using operating unit specific pricing. The enhanced formats also allows you to view items in various currencies.

Second, Oracle Internet Procurement 11*i* allows you to search for products and services in a single unified catalog. The content in this catalog, including Approved Supplier list, item, requisition templates and contract information, is loaded directly from Oracle Applications.

Third, Oracle Internet Procurement 11*i* includes seamless integration with supplier sites and market places such as TPN Register's electronic Buyer Services. TPN Register creates, customizes and hosts secure, private electronic catalogs that contain accurate, searchable and comprehensive product data.

Streamlined Order Placement

Oracle Internet Procurement 11*i* addresses the needs of first time, repeat, and power users with a simple approach that doesn't compromise functional richness. There are three options for ordering items as part of the "Go Shopping" function: Step-by-Step Checkout, Express Checkout for repeat users, and Power Checkout for frequent users. Step-by-step checkout includes the following steps: Shopping, Delivery, Billing, Notes, Approvers, and Review / Submit. Express Checkout abbreviates the required screens, by using default delivery and billing information, and streamlines the approval and submission steps. Power Checkout provides the ultimate item-level control and flexibility, so frequent users can quickly edit or copy multiple lines.

Shopping

Shopping Lists: The requester can save frequently ordered items in a personal favorites list. The user can view the personal favorites list while searching for items and can add items from these lists into the shopping cart. Professional Buyers can create Public Shopping Lists to group items that are ordered frequently by users across the organization. These Public Shopping Lists can be accessed by all users of Oracle Internet Procurement 11*i*. When accessing these list, users can add multiple items to a shopping cart with one click.

Multiple Shopping Carts: You can save an unlimited number of shopping carts in progress. This allows you to save selected items and return later to add more items and checkout.

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.

Service Requests: You can easily create requests for goods and services. Services can be included in the catalog or can be entered as special orders. For special orders, the user easily enters rate-based services, such as temporary services based on hourly rates, or fixed-amount based services for contracted events. A catalog of services can also be created.

Non-Catalog Requests: You can also request items and services not found in the Catalog or Shopping Lists by creating Non-Catalog Requests.

Enhanced Automatic Document Creation: With the emergence of XML catalogs in Internet Procurement 11*i*, it is typical for customers to import an XML catalog which may have hundreds or thousands of line items. Previously, each of these catalog items needed to reference a specific Purchasing Agreement line or Catalog Quotation line in order for automatic purchase document creation to take place. New in Oracle Internet Procurement 11*i*, the automated document creation process can be optionally based on a Supplier level Contract Purchase Agreement. Item specific Blanket Agreements or Catalog Quotations are not required. This enables zero buyer intervention sourcing.

Delivery

Inventory Replenishment Requests: To ensure prompt delivery, many inventory replenishment requests can be automatically driven based on inventory planning and automation. You can also use Oracle Internet Procurement 11*i* to create orders from the catalog or frequently ordered lists for user-initiated inventory replenishment requests, such as stocking a shop floor tool crib.

Billing

Procurement Card Purchases for Catalog Orders: Oracle Internet Procurement 11*i* automatically flags shopping cart lines for Procurement Card (p-card) payment and defaults with the p-card number depending on requester and supplier profiles. After an internal order has been created and approved, a p-card order is generated and transmitted to the supplier. The supplier then transmits p-card information to the card issuer who, in turn, sends a consolidated statement comprised of transaction data to Accounts Payable.

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

Tax Exempt Purchases: Oracle Internet Procurement 11*i* allows you to optionally specify a status of Taxable or Tax Exempt for the requested item to override the system determined default value. The status indicated on your order line is carried forward to the purchasing document created from your order.

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

Multi-Currency Enhancements: With Oracle Internet Procurement 11*i*, you can specify currency when placing a Non-Catalog Request for items not included in the catalog. Also, the XML catalog files have been modified to allow for currency specification. When you view a shopping cart order, lines will be displayed in the functional currency.

Notes

Additional Item Information: Using additional item information forms, you can define the additional information required for any item or category. For example, additional information forms can be created for items such as business cards that require a title, address, phone number, fax, pager, etc., or temporary services, which require specification of the job function. Administrators can create multiple information templates by defining the content of each template. Oracle Internet Procurement 11*i* automatically invokes the appropriate template at the time of order creation.

Upload and View Attachments: You can provide additional information to approvers, buyers, and suppliers by attaching text, URLs, and files to the shopping cart order. These attachments can be transferred through the system to purchase orders and other documents.

Approvers

Approval Routing Configuration: Oracle Internet Procurement 11*i* provides the flexibility to configure the list of approvers for a specific shopping cart order 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.

Review/Submit

Cancellations: Oracle Internet Procurement 11*i* now allows you to cancel requested orders. You can withdraw the order from the approval process if it is still pending approvals, but you can also cancel approved orders, as long as none of the lines are on a purchasing document with open shipments.

Enhanced Sorting

The View Order Status and Receive Orders Status screens now allow you to sort on requested order numbers, dates, and requestors. This functionality allows the user additional flexibility when performing daily tasks.

Improved Desktop Receiving

Requesters can view and receive orders in a simple, workflow-driven self-service interface. The Receipt Confirmation Workflow proactively sends a notification to requesters to confirm receipt on the due date. Requesters can use any web browser to review the order details and confirm receipt of requested goods and services. Self-Service Purchasing automatically records the receipt transaction. Requesters can optionally enter additional information like packing slip number, waybill/airbill number, etc.

2

Oracle Application Setup

This chapter describes the implementation steps specific to Oracle Internet Procurement 11*i*. This chapter covers the following topics:

Prerequisites

The following table lists the setup steps necessary to implement Oracle Purchasing. These steps have already been completed if you are using Oracle Applications. See the Oracle Purchasing User's Guide for more information.

Table 2–1 Setup Checklist

Step 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 step with Defaults	Oracle Inventory User's Guide
12	Define Categories	Not Required	Required	Oracle Inventory User's Guide
13	Define Catalog Groups	Not Required	Optional	Oracle Inventory User's 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

Table 2–1 Setup Checklist

Step No.	Step	If Oracle Purchasing is setup	If Oracle Purchasing is not setup	Information Source
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 Step with Defaults	Oracle Inventory User's Guide
24	Define Standard Attachments	Not Required	Optional	Oracle Applications Guide
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 Step with Defaults	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 Step with Defaults	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
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

Table 2–1 Setup Checklist

Step No.	Step	If Oracle Purchasing is setup	If Oracle Purchasing is not setup	Information Source
40	Define Manufacturing System and User Profiles	Not Required	Required	Oracle System Administrator's Guide

Setup Steps Specific to Oracle Internet Procurement 11*i*

You must complete the following setup steps to use the full range of features available in Oracle Internet Procurement 11*i*.

Step	Description	Required or Optional
1	Configure Account Regions	Required
2	Define Information Templates	Optional
3	Define Realms	Optional
4	Set Up Procurement Cards	Optional
5	Set Up Attachments	Required
6	Set Up Profile Options	Required
7	Enable Function Security	Optional

Step 1: Configure Account Regions (Required)

Configure the following regions to match the accounting structure of your organization:

- POR_BILLING_MULT_CHARGE_AC_R
- POR_BILLING_CHARGE_ACCOUNT_R

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

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

◗◗ To configure accounting regions for multiple Chart of Accounts:

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.

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

Step 2: Define Information Templates (Optional)

Oracle Internet Procurement 11*i* uses information templates to pass necessary order processing information to suppliers. You may set up information templates to gather additional information. When an information template is assigned to a category or item, Internet Procurement 11*i* prompts users to provide the information specified in the template.

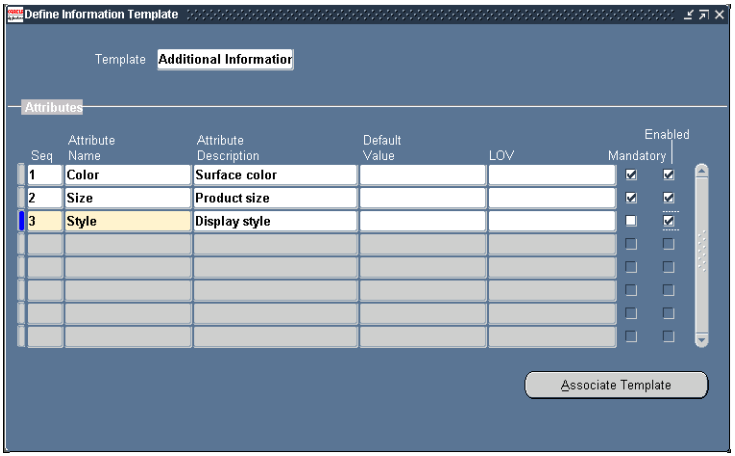
For example, you can implement information templates for items like business cards that require additional information (name, address, email, phone) from the requester. Internet Procurement 11*i* will then prompt for name, address, email, and phone number when you order business cards.

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.

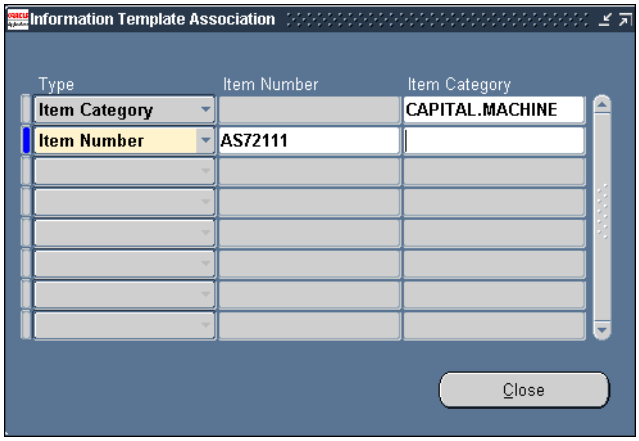
Note: Do not confuse information templates with requisition templates in Oracle Purchasing. They are not the same.

To define an information template:

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 Internet Procurement 11*i*.
3. Optionally, enter a default value to automatically appear in the field.
4. Indicate whether the field is mandatory for Internet Procurement 11*i* users. If the field is mandatory, users 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 Self Service Purchasing pages. In certain circumstances, you may want to define an attribute, but delay enabling it for display to Internet Procurement 11*i* users.
6. Choose Associate Template to associate the template with an item or an item category. The Information Template Association window appears.



7. Select the type of association (item number or item category) you want 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.

Step 3: Define Realms (Optional)

Application security in Oracle Applications is maintained and managed by assigning responsibilities, excluding attributes, and securing attributes to users. Internet Procurement 11*i* uses a security realm as an additional layer for application security.

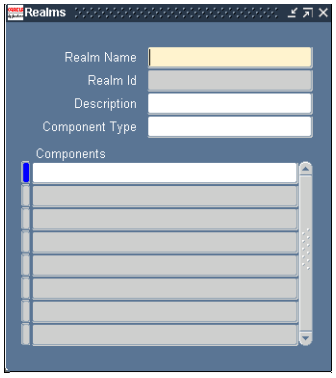
A realm is a set of access privileges to internal catalogs, external catalogs, or categories within internal catalogs. Realms appear as securing attributes in the System Administrator User window; they are assigned to users in exactly the same manner as securing attributes are assigned.

A security realm is a list of objects (item source or a category) to which a user is granted access. Examples of item sources include a company's internal catalog or an external supplier's catalog or marketplace. A category, unlike an item source, represents a grouping of items within the internal catalog. You cannot use security realms to enforce content policies for external suppliers.

You cannot enforce access restrictions within a realm; access to a realm automatically means access to all the categories or sources within that realm. Restricting access to categories may require substantial maintenance. For example when you add a new category you must add that category as a value in each user's securing attribute. If you want to exclude the use of one category (for example, MISC.MISC) out of a total of 100 categories, you must define a realm that lists the 99 categories you wish to allow access to.

◗◗ To define a realm:

1. Navigate to the Realms window. From the Oracle Purchasing menu, select Setup>E-Catalog Admin>Realms.



2. Enter a name and description for the new realm.
3. Select either Item Source or Category as the component type.
4. If you selected Item Source in the previous step, select internal or external catalogs from the list of components. If you selected Category as the component type, select a category from the list of values.
5. Save your work.

Defining an External Supplier

While External Suppliers are defined in Oracle Purchasing, they apply only to Internet Procurement 11*i*.

Defining an external supplier, or third party catalog service, requires two URLs to enable authentication and secure communication. Once communication is verified and secured, data can flow back and forth between the third party catalog service

outside the firewall and Internet Procurement 11*i* inside the firewall. See the Oracle Purchasing Connect for TPN Register Integration Guide for instructions on defining external suppliers.

Applying Realms to Users and Responsibilities

Security is applied at the responsibility level using the values obtained from individual users.

Security realms consist of either item sources or categories, but never both in the same realm. At the responsibility level, select whether to restrict access to categories, item sources, or both by selecting from the following securing attributes:

- RT_CATEGORY_ID (for categories).
- ICX_POR_ITEM_SOURCE_ID (for external item sources such as TPN Register).
- ICX_POR_REALM_ID
- RT_CATEGORY_ID
- ICX_POR_ITEM_SOURCE_ID

At the user level you must choose the securing attribute ICX_POR_REALM_ID and supply the list of Realm IDs to which you are granting access to users. This list can contain both item source restricted realms and category restricted realms.

When a Internet Procurement 11*i* user chooses a function tied to a responsibility, a security check is performed to identify the securing attributes tied to the responsibility. If item sources are being restricted, only the item sources in the realms assigned to the user are displayed to the user.

If the user has access to the internal catalog and searches for items, only those categories and relavent included items listed in the realms assigned to the user will be displayed. For example, assume that the user has access only to the “pens” category. If the user searches for “office supplies,” pens, pencils, rulers, and so on from multiple categories are returned. But the user will see only the items belonging to the “pens” category.

Note that you can select only one component at a time for inclusion in the components list for the realm. You cannot exclude components.

Step 4: Set Up Procurement Cards (Optional)

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.

◗◗ To enable supplier sites to accept procurement cards:

1. Navigate to the Supplier Sites window. From the Payables menu, choose Suppliers>Entry.
2. Query for the supplier for which you want to enable procurement cards and open the Sites region.
3. Enable the Procurement Card Site check box to indicate that the supplier is set up to accept the card brands you use.
4. Save your work.

Step 5: Set Up Attachments (Required)

In Oracle Internet Procurement 11*i*, users can add attachments to an order at the time of checking out their shopping cart. 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 via EDI to the supplier when the Purchase Order autocreated from the requisition is transmitted.
- **Miscellaneous**

  Oracle Internet Procurement 11*i* users can also add the following type of Attachments:

  - **File** - any file type supported by the browser
  - **URL** Any URL accessible by the system
  - **Text** Free form text messages

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

Setting up Profile Options

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

The following table displays profile options necessary for Oracle Internet Procurement 11*i*.

Profile Options Set by System Administrator

The following table explains profile options set by the system administrator.

Note: For an exhaustive list of ICX: profile options, please refer the Oracle Self Service Web Applications User's Guide. The most commonly used ICX profile options are discussed here.

Table 2–2 Profile Options Defined by System Administrator

Profile Option	Description
Attachment File Directory	Specifies the directory path on your local system where the attachment files will be maintained.
ICX: Allow Funds Override	Indicates whether a requestor can override their allowed funds, if encumbrance is enabled.
ICX: Date Format Mask	Determines the date format.
ICX: Days Needed By	Sets the number of days until the user needs to receive an order.
ICX: Language	Determines the language.
ICX: Limit Connect	Sets the maximum number of page hits per session. Set the value to 1000.
ICX: Limit Time	Determines the maximum time limit a user can be logged into the system. Default is 4 hours.
ICX: LOV Type	Should always be set to "HTML".

Table 2–2 Profile Options Defined by System Administrator

ICX: Override Location Flag	Determines whether users can override the default location to deliver orders.
ICX: Override Requestor	Determines whether users can override the default requestor. This setting can be limited to user only, users within the same personnel organization, or users within the same business group.
ICX: Requisition Sever	The host name of the Oracle Application Server that provides basic Self Service Purchasing functionality.
POR: Amount Based Services Line Type	Determines the line type for amount-based services. An amount-based service 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 contracts or templates.
POR: Cleanup Thread Interval	A number in milliseconds. Self-Service Purchasing cleans up unused requisition objects on the middle tier every *x* milliseconds, where *x* is the value you enter.
POR: Debugging	Sets debugging On or Off.
POR: Enable Requisition Line Customization	If set to Yes, Self-Service Purchasing calls a customization API for requisition lines where custom business logic can be introduced. Performance is better when set to No
POR: Goods Line Type	Determines line type for goods type non-catalog order. 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: Rate Based Services Line Type	Determines line type for rate-based Service type non-catalog orders. A rate-based Service is a monetary charge per four, day, and month. The value set here should be distinct from the values set for POR: Goods Line Type and POR: Amount Based Services Line Type.
POR: Help Path	The location of the help files for multi-org environments. For example, /<OU Name>/, where OU Name is the name of the operating unit.
POR: System Approvers are Mandatory	Determines whether the default approvers on the approver list are mandatory and may not be deleted.

Table 2–2 Profile Options Defined by System Administrator

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) as soon 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
ECE: Output file path	The data extraction process for Self-Service Purchasing uses the same directory to store the data files as does the EDI Gateway. However, this feature of Self-Service Purchasing in no way requires EDI Gateway.
POR: Default Currency Conversion Rate	Enables users to set the default exchange rate type. Currency conversion rate must be table based.
POR: Edit Accounts Region	Enables the user to support multiple chart of accounts. Using Web Application Dictionary, you could create a region with a certain chart of accounts structure, and associate this region at the responsibility level. The region defined takes precedence to display the Edit Accounts Page. If this profile is left blank, the default page is displayed.
POR: Multiple Accounts Region	Enables the user to support multiple chart of accounts. Using Web Application Dictionary, you could create a region with a certain chart of accounts structure, and associate this region at the responsibility level. The region defined takes precedence to display the Edit Multiple Accounts Page. If this profile is left blank, the default page is displayed. See: POR: Edit Accounts Region.
POR: ITEM PIC FILE PATH	Enables the user to specify the directory path on the local system where the picture files are stored for the items in Oracle Internet Procurement 11*i* catalog.
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”.

Table 2–2 Profile Options Defined by System Administrator

POR: Servlet Virtual Path	The virtual path name on the apache configuration.
POR: Use sequence for requisition numbering	For improved performance, you can set this profile option to 'Yes'. This will generate requisition numbers using the database sequence. Note: The requisition numbers sequence will be shared across operating units.

Profile Options Set from User's Profile

The following table presents profile options set from the user's profile. The System Administrator should not set these profile options. These values are set when users defines their profiles in Oracle Internet Procurement 11*i* using My Profile.

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

Profile Option	Description
POR: Preferences - Deliver to Location	Enables users to set their deliver to location user preference.
POR: Preferences - Expenditure Item Date	Enables users to set their expenditure item date user preference for project-related requisitions.
POR: Preferences - Expenditure Org	Enables users to set their expenditure organization user preference for project-related requisitions.
POR: Preferences - Expenditure Type	Enables users to set their expenditure type user preference for project-related requisitions.
POR: Preferences - Project	Users can set their project number user preference for project related requisitions.
POR: Preferences - Requester	Users can set their requester user preference.
POR: Preferences - Selected Items Default to Inventory	Enables user to indicate their user preference of whether ordered items are to replenish inventory.
POR: Preferences - Subinventory	Users can set their Subinventory user preference. This is only valid if the POR: Preferences - Inventory Replenishment profile is set to Yes.
POR: Preferences - Task	Users can set their task number user preference for project related requisitions.
POR: Result Set Size	The number of records returned from a search in Search Results, View Orders and Receiving pages.

Function Security

To enable further security and usage restrictions for groups of users, Oracle Internet Procurement 11*i* has implemented function security against certain functions and actions in various pages, including the Order Status page, Approvals page, Add Approvers page, Receive Orders page and power checkout.

You can restrict user access to the functions available on these pages by enabling function security on the functions available in these pages. For example, you can allow users to query up orders, but not receive items against them by enabling function security using the Receive button on the Order Status page.

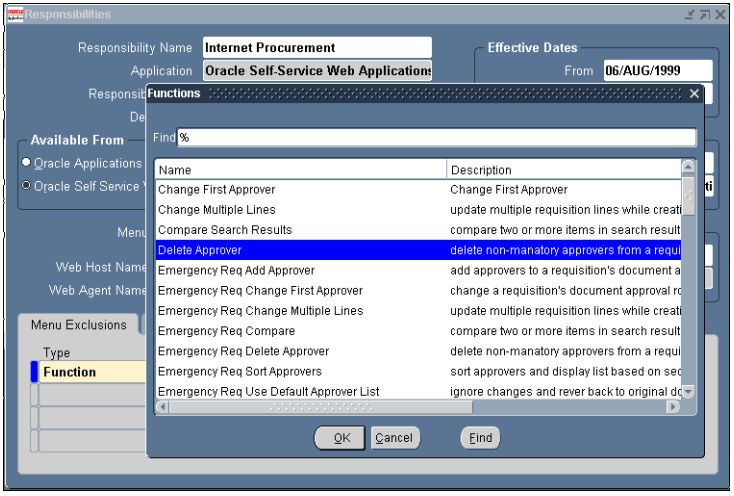
Function security attributes are defined at the Responsibility level.

◗◗ To enable function security:

1. Navigate to the Responsibilities window use the following navigation path:

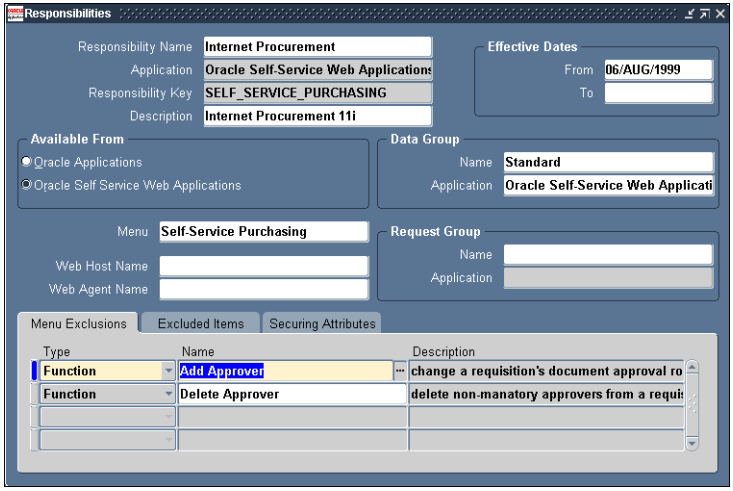
   Security>Responsibility>Define

2. Create a new responsibility for Self-Service Purchasing. This responsibility will be used to enforce function security.



3. From the list of values available in the Function and Menu exclusions region, select the appropriate securing attribute.

4. Save the responsibility.



5. Navigate to the Users window, and assign the responsibility to the appropriate user. Use the following navigation path to open the Users window.
6. Assign the responsibility to Oracle Internet Procurement 11*i* users.

Functions

The following functions can be used to establish function security:

Table 2–4 Functions — Order 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 user's organization

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

System Name	Name	Description
POR_VIEW_MY_REQS_CANCEL	View My Reqs Cancel	Function security for Cancel button
POR_VIEW_MY_REQS_COPY	View My Reqs Copy	Function security for Duplicate button
POR_VIEW_MY_REQS_RECEIVE	View My Reqs Receive	Function security for Resubmit button
POR_VIEW_MY_REQS_RESUBMIT	View My Reqs Resubmit	Function security for Receive button
POR_VIEW_MY_REQS	View my Requisitions	Viewing Requisitions owned by user

Table 2–6 Functions — Order 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 org_id

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 user
POR_VIEW_APPR_REQS_CANCEL	View Reqs I approved Cancel	Cancel a requisition that has been submitted

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

System Name	Name	Description
POR_VIEW_APPR_REQS_COPY	View Reqs I approved Copy	Create a new requisition by copying an existing requisition
POR_VIEW_APPR_REQS_RECEIVE	View Reqs I approved Receive	Register requested item(s) as received
POR_VIEW_APPR_REQS_RESUBMIT	View Reqs I approved Resubmit	Resubmit requisitions that have been rejected

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

System Name	Name	Description
POR_VIEW_TO_APPR_REQS	View Orders to Approve	Oracle Internet Procurement 11*i* orders to approve query function security
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 document approval route of a requisition based on 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 original document approval routing list

Table 2–10 Functions — Receive Orders Page

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

Table 2–11 Other Functions

System Name	Name	Description
POR_POWER_CHECKOUT	@POR Power Checkout	Power checkout option

3

Catalogs and Oracle Internet Procurement 11*i*

There are various methods for extracting and loading catalog data for use with Oracle Internet Procurement 11*i*. These include the Define Catalog Server Loader Values window of Oracle Purchasing and the catalog data extraction concurrent programs. The Catalog Authoring of Oracle Internet Procurement 11*i* provides several options to manage the structure, classification, usability, and richness of catalogs data. This chapter covers the following topics:

Catalog Types

Oracle Internet Procurement 11*i* supports multiple sources for item selection. Items may be selected from catalogs:

- from internal sources
- from external sources
- hosted by suppliers and marketplaces

Catalogs From Internal Sources

Oracle Internet Procurement 11*i* allows you to extract data from data sources in your internal procurement system. For example, blanket agreements, quotations, and templates defined in Oracle Purchasing can be made available in Oracle Internet Procurement 11*i* unified catalog.

Catalogs From External Sources

Oracle Internet Procurement 11*i* allows you to load catalog information via XML files and spreadsheets. These files may be provided by a supplier or by companies that offer third part content management services. You can create these files yourself using the file creation guidelines available online. Catalog data from these external sources complements the catalog data from internal sources described in the preceding section.

Catalogs Hosted by Suppliers/Marketplaces

While creating a requisition, you can navigate to and select items from external third party catalogs, which may be hosted by a supplier or catalog provider. In this case, you can select the link for the desired catalog, select item(s) from it and then return to Oracle Internet Procurement 11*i* to request additional items, make changes or complete your order.

Loading Catalog Data From Internal Sources

Items and categories in Oracle Applications can be loaded into Oracle Internet Procurement 11*i* catalogs. You may use the Define Catalog Server Loader Values window or concurrent programs for this purpose. The extracted purchasing data includes:

- item from the Item Master
- requisition templates
- blanket purchase orders
- catalog quotation information
- Approved Supplier Lists

Extracting Categories and Item Data

Prerequisites

If you are an Oracle EDI Gateway user, you may have already performed the following prerequisites. The data extraction process and the EDI Gateway use the same directory to store the data files. The data extraction feature of Oracle Internet Procurement 11*i* doesn't require you to use the EDI Gateway.

◗◗ To extract category and item data:

1. Create a directory on your computer for the extracted files.
2. If the utl_file_directory parameter is not specified, add the following line to your INIT.ORA file as follows,:

   ```
   utl_file_dir=<directory>
   ```

   where directory is the properly formatted path name of the directory you just created. Your entry in the UNIX INIT.ORA file may look something like this:

   ```
   utl_file_dir=/home/oracle/outbound
   ```

   If utl_file_dir is already set in the INIT.ORA file, append the properly formatted path name of the directory to it. Use a comma (,) to separate the entries.

Attention: You must bounce (stop and then start) the database for the change you have made to the INIT.ORA file to take effect.

3. Set the **ECE: Output File Path** profile option to match the physical directory specified in the INIT.ORA file. All three path name specifications (the physical directory, the directory specification in the INIT.ORA file, and the profile option) must be identical.

Initial Load

You must use the Define Catalog Server Loader Values window for the initial loading of category and item data into Oracle Internet Procurement 11*i* catalogs. For subsequent loads, you may use the concurrent programs.

You have full control over the data elements that can be extracted for loading into Oracle Internet Procurement 11*i*. The following sections describe how to set up the criteria to control the extraction of data elements.

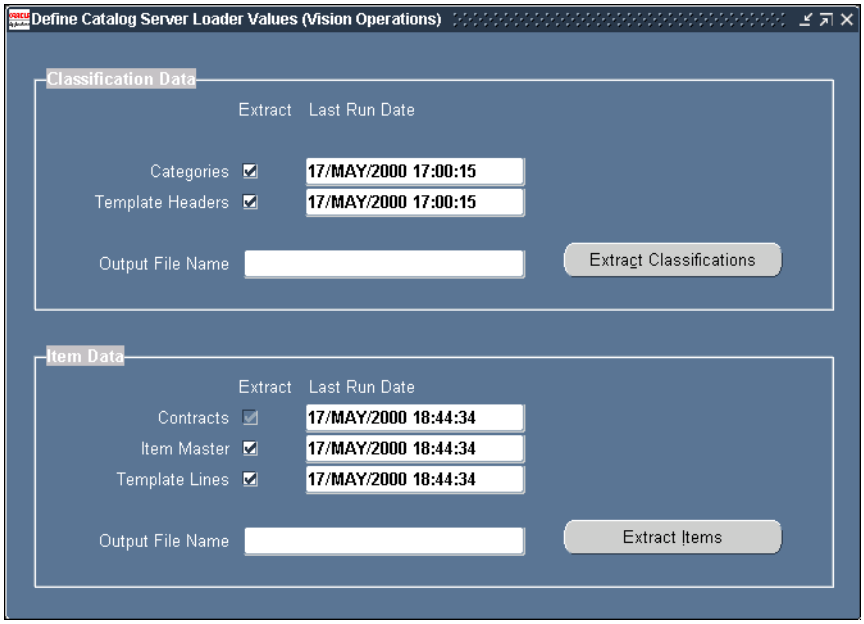
Catalog Data Extraction Parameters

You can define the data sources for extraction in the Define Catalog Server Loader Values window of Oracle Applications.

◗◗ To define Catalog Server loader values:

1. Open the Define Catalog Server Loader Values window using the Internet Procurement 11*i* responsibility. To open this window, use the following navigation path after logging into Oracle Purchasing:

   Setup>E-Catalog Admin>Loader Values



2. Enter information as indicated in the following table:

Table 3–1 Loader Values Options

Field	Description
Classification Data	
Extract Categories	Indicates that categories will be extracted.
Categories Last Run Date	The date and time categories were last extracted.
Extract Template Headers	Indicates the template headers will be extracted
Template Headers Last Run Date	The date and time template headers were last extracted.
Perform Load	Indicates whether or not to automatically load data into the data repository the search engine uses.This check box should always be selected.
Record Level Commit	Indicates whether or not each individual record is extracted, loaded, and committed to the database separately. If disabled, you gain performance advantages. Technical note: enabling this is useful if you are low on Oracle8 Server table space size.

Table 3–1 Loader Values Options

Field	Description
Write Record	If enabled, records are written to the output file. If disabled, records are written to memory (for automatically performing the load) while errors are written to the output file.
Debug Level	Controls the amount of detail returned for debugging purposes. Measured from 0 to 4. 0 is no detail, high performance; 4 is full details, slower performance.
Output File Name	The name for the debug message file.
Item Data	
Extract Contracts	Extracts blanket purchase orders and quotations.
Contracts Last Run Date	The date and time contracts were last extracted.
Extract Item Master	Extracts items from the item master.
Item Master Last Run Date	The date and time item master item information was last extracted.
Extract Template Lines	Extracts template lines.
Template Lines Last Run Date	The date and time template lines were last extracted.
Perform Load	Indicates whether or not to automatically load data into the data repository the search engine uses. This check box should always be selected.
Record Level Commit	Indicates whether or not each individual record is extracted, loaded, and committed to the database separately. If disabled, you gain performance advantages. Technical note: enabling this is useful if you are low on Oracle8 Server table space size.
Write Record	If enabled, records are written to the output file. If disabled, records are written to memory (for automatically performing the load) while errors are written to the output file.
Debug Level	Controls the amount of detail returned for debugging purposes. Measured from 0 to 4. 0 is no detail, high performance; 4 is full details, slower performance.
Output File Name	The name for the debug file.

3. For the first run, click Extract Classifications to extract classification data.

This will submit a concurrent request to extract and load classification data. After the request is complete, proceed with the extraction of item data.

Note: You must extract classification information before item information.

4. Click Extract Items to extract item data. This will submit a concurrent request to extract and load item data into the catalog.
5. After you have extracted classification and item data and loaded it into the data repository, rebuild InterMedia.

   For details on running the concurrent programs for rebuilding InterMedia, see Rebuild Catalog Item InterMedia Index on page 3-11.

Subsequent Loads

After the initial loading of classification and item data into Oracle Internet Procurement 11*i* catalogs, you may use the Define Catalog Server Loader Values window as described in the previous section or run concurrent programs for loading data from internal sources into the catalog. You need to run the extract and load process if you want changes that have taken place since the last load to be reflected in Oracle Internet Procurement 11*i* catalogs. During such data extractions, only the catalog changes since the last run will be extracted.

Keep in mind the following important guidelines while extracting data after the initial load:

- The last run dates for the concurrent programs that extract and load classification item data defaults to the date the processes were last run. The next run picks up the delta changes in the source data between the last run date and current date. You can enter your own date parameter in these fields in the Define Catalog Server Loader Values window. For example, enter 01/01/1900 to extract all classifications or items.
- The file specified in the Output File Name field is stored in the EDI Gateway directory specified by the **ECE: Output File Path** profile option. You will need to look at this file to check the outcome of the load.
- When extracting data for the first time, use the Define Catalog Data Loader Values window. Subsequent loads can be done using this window or the Catalog Data Extract concurrent programs.

Concurrent Programs

The concurrent programs that help extract category and item data from Oracle Applications into the Oracle Internet Procurement 11*i* catalog are discussed in this section. Further, the concurrent programs for purging data and rebuilding InterMedia and Oracle Context are also discussed here.

Notes:

- The extracted output files may be 200 MB or larger in size. Be sure you have sufficient disk storage space.
- The concurrent programs for extracting classifications and item data must be run in sequence.

Catalog Extract Data — Classifications

This concurrent program extracts the categories included in the Purchasing Default Category Set having "Y" as the value in Segment 10 of the Categories. This is defined as a descriptive flexfield on the Define Categories window. This concurrent program also extracts Requisition Template names defined in Oracle Purchasing.

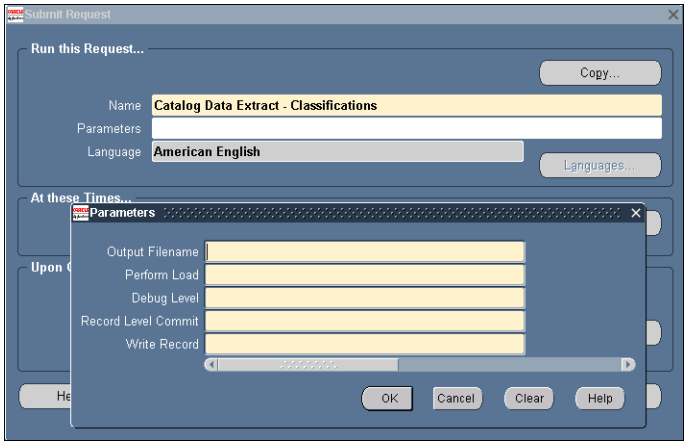
◗◗ To submit the Catalog Extract Data—Classifications concurrent program:

1. Open the Submit Request window using the following navigation path:

   Requests>[Submit a New Request]>[Single Request]

2. Select the Catalog Extract Data — Classifications as the Request Name.

   Parameters window opens.



3. Enter the criteria based on which classifications data is to be extracted.

   a. Enter a file name to store the data. You will need to remember the file name when you load the data into the catalog. This file will be written into the directory you specified for the ECE: Output File Path profile option.

   b. Select “Yes” to automatically perform the load into the catalog.

   c. Select a debug level from 0 to 4. Set a higher level for more detailed error reporting and a lower level for better performance.

   d. Set Record Level Commit to “Yes” if you want each record to be extracted, loaded, and committed to the database separately (useful if you are low on Oracle8 Server table space). For better performance, set this value to “No”.

4. Choose OK to return to the Submit Request window.

5. Choose Submit Request to execute the concurrent program.

Catalog Extract Data — Items

This concurrent program extracts Oracle Inventory Master Items, Oracle Purchasing Blanket Purchase Orders and Catalog Quotation lines, Requisition Template lines and ASLs.

The data elements extracted by this concurrent program is controlled by the values set in the Define Catalog Server Loader Values window.

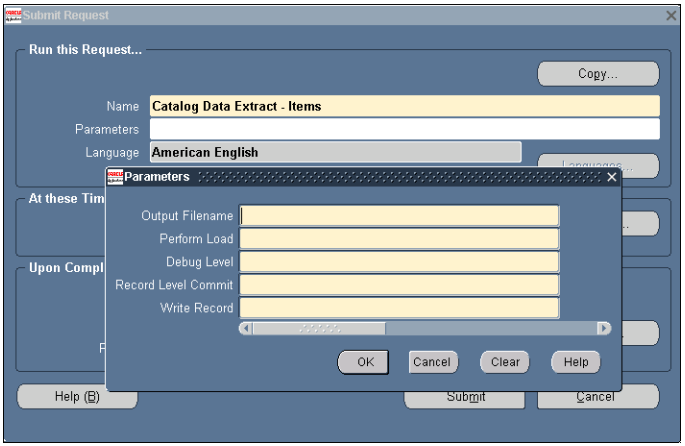
◗◗ To submit the Extract Data—Items concurrent program:

1. Open the Submit Request window using the following navigation path:

Requests>[Submit a New Request]>[Single Request]

2. Select Catalog Extract Data — Items as the Request Name in the Submit Request window.

   Parameters window opens.



3. Enter the criteria based on which item data is to be extracted.

   a. Enter a file name to store the data. You will need to remember the file name when you load the data into the catalog. This file will be written into the directory you specified for the ECE: Output File Path profile option.

   b. Select “Yes” to automatically perform the load into the catalog.

   c. Select a debug level from 0 to 4. Set a higher level for more detailed error reporting and a lower level for better performance.

   d. Set Record Level Commit to “Yes” if you want each record to be extracted, loaded, and committed to the database separately. This can be useful if you are low on Oracle8 Server table space. For better performance, set this value to “No”.

4. Choose OK to return to the Submit Request window.

5. Choose Submit Request to execute the concurrent program.

Catalog Data Purge

The Catalog Data Purge concurrent program helps delete catalog item records that correspond to inactive blanket agreements, quotations, items and requisition templates that have been detected since the last load.

◗◗ To purge expired catalog data:

1. Open the Submit Request window using the following navigation path:

   Requests>[Submit a New Request]>[Single Request]

2. Select Catalog Data Purge as the Request Name in the Submit Request window.
3. Choose Submit Request to execute the concurrent program.
4. In the Parameters window, enter “Yes” as the value in the Rebuild Policy Views field if you are rebuilding Catalog Item Context after adding a new language. Enter “No” if you don’t want to rebuild policy views.
5. Choose OK to return to the Submit Request window.
6. Choose Submit Request to execute the concurrent program.

Rebuild Catalog Item InterMedia Index

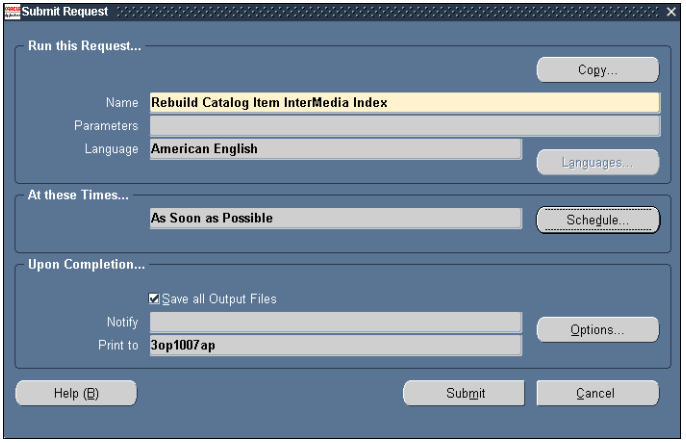
The search engine in Oracle Internet Procurement 11*i* uses Intermedia if you are using Oracle 8*i* database. InterMedia is a powerful search tool that relies on an up-to-date search index for retrieving accurate information during search operations. If the index does not include the new data you have just loaded, InterMedia cannot search on it. You must rebuild the InterMedia index through a data load to reflect the latest changes you have made to the catalog.

◗◗ To rebuild InterMedia index:

1. Open the Submit Request window using the following navigation path:

   Requests>[Submit a New Request]>[Single Request]

2. Select Rebuild Catalog Item InterMedia Index as the Request Name in the Submit Request window.



3. Click Submit Request to execute the concurrent program.

Loading Catalog Data From External Sources

Oracle Internet Procurement 11*i* supports catalog download via XML, EDI, flat file, etc. It also supports catalogs obtained from third party content management services.

The bulk loader helps load catalog data from external sources into Oracle Internet Procurement 11*i* from XML files and spreadsheets.

Prerequisites

The bulk loader loads catalog data from external sources. To run bulk loader jobs, the *startCatalogLoader* script must be running in the background on a separate JVM. This script ensures that the catalog loading activity occurs on a separate JVM and does not affect requisitioning activities. For sample loader script, see: Appendix A, "Sample File Formats".

The *startCatalogLoader* script uses parameters entered into an ini file. An ini file, which you can modify and use, is available. A sample ini file is also presented in Appendix A, "Sample File Formats".

You must specify the correct value for the following parameters:

- dbname
- dbuser

- dbpassword

You must also modify the *startCatalogLoader* script to include .ini file name, error log level, error log file name and the path where the .ini file is stored.

Loading Catalog

Templates and instructions that help create these catalog files can be downloaded from the eContent Manager of Oracle Internet Procurement 11*i*. For information on how to download and use these templates, please refer to the Online Help System of eContent Manager. For a sample XML file that can be loaded using the Bulk Loader, see Appendix A, "Sample File Formats".

Catalogs Hosted by Suppliers/Marketplace

You can use Oracle's XML interface (which encompasses secure user authentication and item selection) to link to any externally hosted catalog to Oracle Internet Procurement 11*i*. TPN Register uses this XML interface to provide access to a secure, electronic marketplace that aggregates high-quality content from multiple suppliers. For detailed information, see: Oracle Purchasing Connect for TPN Register Integration Guide and the white papers published by Oracle Corporation.

4

Workflows and Custom Packages

Oracle Workflow enables you to automate business processes and routing information according to customizable business rules. Workflows automate several procedures in Oracle Purchasing and Oracle Internet Procurement 11*i*. This section presents a brief description of each pre-defined workflow used by Oracle Internet Procurement 11*i*. This chapter covers the following topics:

Internet Procurement 11*i* Workflows

The following workflows, embedded in Oracle Applications, are used by Oracle Internet Procurement 11*i*.

- PO Requisition Approval workflow
- PO Approval workflow
- PO Document Creation workflow
- Change Order workflow (Sub-process)
- PO Send Notifications for Purchasing Documents workflow
- PO Account Generator
- PO Confirm Receipts
- PO Catalog Price Tolerance Exceeded

Each of these approval workflows consists of processes, viewable in the Oracle Workflow Builder as a diagram, some of whose objects and properties you can modify. Each workflow process, in turn, consists of individual function activities. For detailed information on these workflows and the procedures for setting them up, see: Oracle Workflow Guide.

PO Requisition Approval Workflow

This workflow manages all requisition (not purchase order) approvals. You can define the list of approvers (employees), along with their approval sequence and other information. All submitted requisitions are then processed by the workflow, notifying each approver in turn. To use this workflow, you must set up approvers and workflow notification functions.

The PO Requisition Approval workflow is initiated when you create a requisition in Oracle Internet Procurement 11*i*. Approvers, upon receipt of the approval notification (via web or email), either approve or reject 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.

PO Approval Workflow

The PO Approval workflow submits purchase orders for approval by routing them to a list of approvers you have set up. This is initiated when you submit a requisition for approval.

PO Document Creation Workflow

This workflow manages the autocreation of purchasing documents. PO Document Creation Workflow is initiated when you define automatic sourcing rules using an ASL, blanket purchase orders or catalog quotes and the Create Release concurrent process.

Oracle Internet Procurement 11*i* references contract purchase agreements with a supplier site as a part of sourcing. An automatic workflow process creates a standard purchase order referencing the contract purchase agreement. This workflow automates the creation of standard purchase orders even if quotations with specific item information do not exist. Based on the supplier and supplier site on the requisition line, the workflow looks for a valid contract purchase agreement in Oracle Purchasing. If a valid contract purchase agreement is found, the requisition line is automatically placed on a standard purchase order with a reference to the contract purchase agreement on the purchase order line. This functionality can be enabled by setting the workflow attribute CONTRACT_ID. If this attribute is set to "Y", Contract Purchasing Agreements can be used to create standard POs.

Account Generator

The default Account Generator processes in Oracle Purchasing build a charge, budget, accrual, and variance account for each purchase order, release, and requisition distribution based on the distribution's Expense, Inventory, or Shop Floor destination type. Oracle Purchasing always builds these accounts using the Account Generator; you cannot disable this feature.

When the Account Generator locates a source account based on the distribution destination type, it copies complete code combinations (full accounting flexfields) from designated fields to destination accounting flexfields. The default Oracle Purchasing processes do not build individual flexfield segments.

PO Send Notifications for Purchasing Documents Workflow

The PO Send Notifications for Purchasing Documents workflow looks for documents that are incomplete, rejected, or in need of reapproval and sends

notifications of the document's status to the appropriate people. You can view and respond to these notifications through the notification window in Oracle Internet Procurement 11*i*.

Confirm Receipts Workflow

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

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

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

Catalog Price Tolerance Exceeded

When importing catalog updates using EDI, this workflow verifies that the catalog item prices do not exceed the tolerance values. When necessary, it sends a notification to the buyer and to the supplier advising them of rejected items.

Custom Packages

Oracle Internet Procurement 11*i* is seeded with a custom package bundled in the *PORCUSTB.pls* file. This PL / SQL package provides the following procedures to add your own default values and validations to Oracle Internet Procurement 11*i*.

CUSTOM_BUILD_REQ_CHARGE_ACCT

You can customize this procedure to add logic for creating charge account id (code_combination_id) for requisition distribution. When created, it is called by ReqDistribution class.

If the resulting x_code_combination_id is null, ReqDistribution assumes that this procedure was not customized. ReqDistribution then uses the pre-defined Oracle logic to create the charge account.

If the resulting x_code_combination id is invalid, ReqDistribution class raises an exception to the user.

The default output charge account id is null.

CUSTOM_BUILD_REQ_ABV_ACCT

You can customize this procedure to add logic for creating accrual, budget, and variance account ids for requisition distribution. This procedure is called by ReqDistribution class during validation.

If any one of the resulting account ids is null, ReqDistribution assumes that this procedure was not customized. It then uses the pre-defined Oracle logic to create the account.

If any one of the resulting ids is invalid, ReqDistribution class raises an exception to the user.

The default value of accrual, budget and variance account ids is null.

CUSTOM_VALIDATE_GL_ACCOUNT

You can customize this procedure to add logic for validating the concatenated charge account segments entered by the user in Edit Charge Account or Allocate Charge Account page. This procedure is called by the ReqDistribution class when the existing account distribution is updated.

The CUSTOM_VALIDATE_GL_ACCOUNT procedure can return concatenated account segments different than those you entered. These segments, however, must pass subsequent Oracle validation.

In addition, this procedure can return X_RETURN_CODE and X_ERROR_MSG. If the X_RETURN_CODE is greater than 0, the string in X_ERROR_MSG will be displayed by the application. The default for X_RETURN_CODE is 0.

CUSTOM_DEFAULT_REQ_HEADER

You can customize this procedure to add logic for defaulting the requisition header attributes. This procedure is called when a requisition object is created in the middle tier, e.g., when adding item(s) to a new requisition for the first time.

The CUSTOM_DEFAULT_REQ_HEADER procedure is called after the system defaults using pre-defined Oracle logic. It can default and return requisition header attributes other than req_header_id, req_num and preparer_id. In addition, this procedure can return X_RETURN_CODE and X_ERROR_MSG. If the X_RETURN_CODE is greater than 0, the string in X_ERROR_MSG will be displayed by the application. The default for X_RETURN_CODE is 0.

CUSTOM_VALIDATE_REQ_HEADER

You can customize this procedure to add logic for validating the requisition header attributes. The CUSTOM_VALIDATE_REQ_HEADER procedure is called when the requisition is saved to the database, before the system validation pre-defined by Oracle.

This procedure can return X_RETURN_CODE and X_ERROR_MSG. If the X_RETURN_CODE is greater than 0, the string in X_ERROR_MSG will be displayed by the application. The default for X_RETURN_CODE is 0.

CUSTOM_DEFAULT_REQ_LINE

You can customize this procedure to add logic for defaulting the requisition line attributes. The CUSTOM_DEFAULT_REQ_LINE procedure is called when a requisition line object is created in the middle tier, e.g., when adding item(s) to a new requisition for the first time. It is called after the system defaults using pre-defined Oracle logic.

This procedure can default and return requisition line attributes other than req_line_id, and line_num. In addition, this procedure can return X_RETURN_CODE and X_ERROR_MSG. If the X_RETURN_CODE is greater than 0, the string in X_ERROR_MSG will be displayed by the application. The default for X_RETURN_CODE is 0.

CUSTOM_VALIDATE_REQ_LINE

You can customize this procedure to add logic for validating requisition line attributes. The CUSTOM_VALIDATE_REQ_LINE procedure is called when the requisition is saved to the database, but before the system validation pre-defined by Oracle.

This procedure can return X_RETURN_CODE and X_ERROR_MSG. If the X_RETURN_CODE is greater than 0, the string in X_ERROR_MSG will be displayed by the application. The default for X_RETURN_CODE is 0.

A

Sample File Formats

Sample .ini File for XML/TXT Catalog Loader

```
#########################################################################
Example ini file for XML/TXT Catalog loader


# All lines starting with the # sign are comments
# All parameters must have a value, for the loader to function
#########################################################################
The fully qualified class name for the JDBC driver you are using
dbDriver=oracle.jdbc.driver.OracleDriver

# The URL used by the JDBC driver to open a connection to the database
# dbUrl=jdbc:oracle:thin:@host_name:port_num:db_name
dbUrl=jdbc:oracle:thin:@apXXXsun:1521:sspdb
# The username for logging into the database
dbUser=apps
# The password for logging into the database
dbPassword=apps
# The name of the file to log errors to
errorLogFile=error.log
# The name of the file to log trace information to
traceLogFile=trace.log
#########################################################################
OTHER PARAMETERS
# DO NOT EDIT!!!
#########################################################################
Fully qualified class name for the CatalogCreator to use
catalogCreatorClass=oracle.apps.icx.bugsildr.loader.OracleCatalogCreator
# Fully qualified class name for the SAX compliant XML parser to use
saxParserClass=oracle.xml.parser.v2.SAXParser
```

```
# Specify whether the loader should ignore the schema tag
schemaTagIgnored=false

# Specify whether the loader should use batch loading of price lines
# Set it to true for better performance
batchModeForPriceLines=true

# Enable SQL trace??
sqlTrace=false
```

Sample Start Loader Script

A sample of the loader script used to start the Bulk loader is presented below:

```
java -ms64000000 -mx64000000 oracle.apps.icx.bugsildr.loader.LoadCatalog -db
-inifile Loader.ini -loglevel 4 &
```

B

Upgrade Scripts

This appendix describes scripts necessary for upgrading from Self-Service Purchasing 4 to Oracle Internet Procurement 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*.