

Oracle® iSupplier Portal
Implementation Guide
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Oracle iSupplier Portal Implementation Guide, Release 12.2

Part No. E48971-01

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle iSupplier Portal Implementation Guide*.

See Related Information Sources on page x for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at
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Structure

- 1 Overview of Oracle iSupplier Portal**
- 2 Oracle iSupplier Portal Setup**
- 3 Implementing Supplier User Management**
- 4 Implementing Prospective Vendor Registration and Profile Management**
- 5 Application Technology and Customizations**
- 6 Oracle iSupplier Portal Workflows**

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Related Information Sources

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Overview of Oracle iSupplier Portal

This chapter covers the following topics:

- Product Overview
- Core Features of Oracle iSupplier Portal
- Purchase Order Collaboration
- Shipment Notices
- Invoices and Payments
- Inventory Management
- Supplier Management
- Buying Company View
- Key Business Flows
- Purchase Order Acknowledgement
- Create Advanced Shipment Notice or Advanced Shipment Billing Notice
- Create Invoice

Product Overview

Oracle iSupplier Portal enables secure, self-service business transactions between companies and their suppliers. It provides suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information.

Oracle iSupplier Portal provides a collaborative platform for a buyer to manage relationships with their global supply base. With Oracle iSupplier Portal, suppliers can receive immediate notifications and respond to events in the purchasing and planning process. Oracle iSupplier Portal provides the framework that enables buyers and suppliers to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

Core Features of Oracle iSupplier Portal

Purchase Order Collaboration

View and Acknowledge Purchase Orders

Oracle iSupplier Portal enables suppliers to view purchase order detail, such as terms and conditions, lines, shipments, and attachments. When a suppliers navigate to the **Purchase Orders** page, they can view all of their purchase orders.

Buying companies may request acknowledgement of a purchase order in order to ensure the supplier has received, reviewed the details of, and accepted or rejected a purchase order. If a buying company requests acknowledgement of a purchase order, suppliers receive a notification requiring their response. Suppliers may then acknowledge purchase orders online, or accept or reject the order using notifications. When suppliers respond to a purchase order acknowledgement, the system automatically updates the purchase order and sends notification to the buyer.

Submit Purchase Order Change Requests and Split Shipments

Oracle iSupplier Portal enables suppliers to request changes to purchase orders when modifications are needed to fulfill an order. Suppliers can request changes during or after purchase order acknowledgement.

In some cases, a supplier can only partially ship the quantity of goods ordered for a given date. In this case, suppliers may submit a split shipment change request. This request informs the buyer the number of items that the supplier can deliver and their delivery date. Suppliers may also submit cancellation requests if for any reason they cannot fulfill the order.

Manage Deliverables

When buying companies implement Oracle Procurement Contracts, they may assign deliverables to purchase orders. Deliverables are tasks to complete to achieve a certain outcome or business objective. The supplier can use the deliverables information to track projects for compliance reasons and to reduce risk. Suppliers can view deliverables as well as update their status.

View agreements and purchase order revision history

Supplier agreements are purchase agreements suppliers have made with the buying company. On the **Supplier Agreements** page, suppliers can review details of agreements and the corresponding releases (orders) that have been created for a particular agreement.

Suppliers may also view purchase order revision histories. The **Purchase Order Revision History** page enables you to search for details on the revision history of a

purchase order. Using search criteria, suppliers can get a summarized list of revised purchase orders.

Shipment Notices

Submit Advance Shipment and Advance Shipment Billing Notices

Oracle iSupplier Portal enables suppliers to create both advance shipment notices and advance shipment billing notices that alert the buying company of upcoming shipments. Oracle iSupplier portal also allows the supplier to expedite receipts and payments for the buying company. Suppliers can create shipment notices online or use a spreadsheet to upload shipment notices.

Inbound Logistics

If buying companies are responsible for arranging the packaging and shipping of material, they may ask their suppliers to submit a routing request. A routing request notifies buyers when goods are ready for shipment. Suppliers may upload a routing request using spreadsheets.

On the **Routing Response** page, suppliers may search for and view details of routing responses (after a buyer has responded to them). When buying companies receive routing requests from suppliers, buying companies review and plan the optimum route. The system sends a response with shipping instructions and carrier details to the supplier, so that the supplier can view the response details on the **Routing Response** page.

View Delivery Schedules and Overdue Receipts

On the **Delivery Schedules Results** page, suppliers can determine deliveries that require scheduling or are past due.

On the **Overdue Receipts Results** page, suppliers can view the details of past-due purchase order shipments as well as receipts and returns. On the **Receipts Transactions** page, suppliers may also review a historical view of all receipts that have been recorded for their shipped goods.

Invoices and Payments

Invoice Information

If buying companies have implemented Oracle Payables, suppliers may submit invoices online based on purchase order lines that they have fulfilled. Suppliers can create invoices against open, approved, standard purchase orders, or blanket releases that are not fully billed. They can also enter a credit memo against a fully billed purchase order as well as invoice against multiple purchase orders.

On the **Invoice Summary** page, suppliers can view the history and status of all invoices from their buying company.

Manage Payment Information

Payment inquiry in Oracle iSupplier Portal enables suppliers to view the history of all the payments to the invoices that buying companies have completed.

Inventory Management

Manage Product Information

On the Product tab in Oracle iSupplier Portal, suppliers may easily access and view information about products the buying company provides. Using item numbers, suppliers may also view demand forecasts and various transactions. Suppliers can also maintain certain item information, such as manufacturing and order modifiers.

On-Hand Inventory

On the **On-Hand Items** page, suppliers can view their item inventory information. By viewing invoice items, suppliers can view on-hand item inventories, item locations, lots, and serials.

Vendor Managed Inventory

Vendor Managed inventory enables suppliers to manage the inventory at their customers' location. Customers can set up the minimum and maximum stock levels required for an item enabled for maintenance by a supplier. Using Oracle iSupplier Portal, suppliers can view these minimum and maximum levels and also view the current on-hand quantities for that item at the customer location.

Consigned inventory

Oracle Procurement, along with Discrete Manufacturing supports maintaining consigned inventory for an item. Buying companies can enable items to have consigned inventory. Having consigned inventory enables the supplier to maintain the stock at the buying company location. Oracle iSupplier Portal enables suppliers to view on-hand stock for consigned items as well as associated procure-to-pay transactions.

Supplier Management

Vendor and Supplier User Registration

Suppliers register their companies as a prospective vendor in Oracle iSupplier Portal to let their buying companies know that they are interested in establishing a business relationship. After supplier companies are registered, additional supplier users within that company can be registered to access and use Oracle iSupplier Portal.

Supplier Profile Management

Supplier Profile Management enables suppliers to manage key profile details that establish or maintain a business relationship with their buying company. This profile information includes address information, names of main contacts, business classifications, banking details, and category information about the goods and services suppliers provide to their buyers.

Buying Company View

View Information as Internal (Buying Company) User

The buying company user view in Oracle iSupplier Portal provides the same view of procure-to-pay transactions as the supplier view. Using the Internal User View responsibility in Oracle iSupplier Portal, a buying company user can view order, shipment, receipt, invoice, and payment information. Buying Companies may also search for information across all suppliers as well as respond to supplier change requests.

Key Business Flows

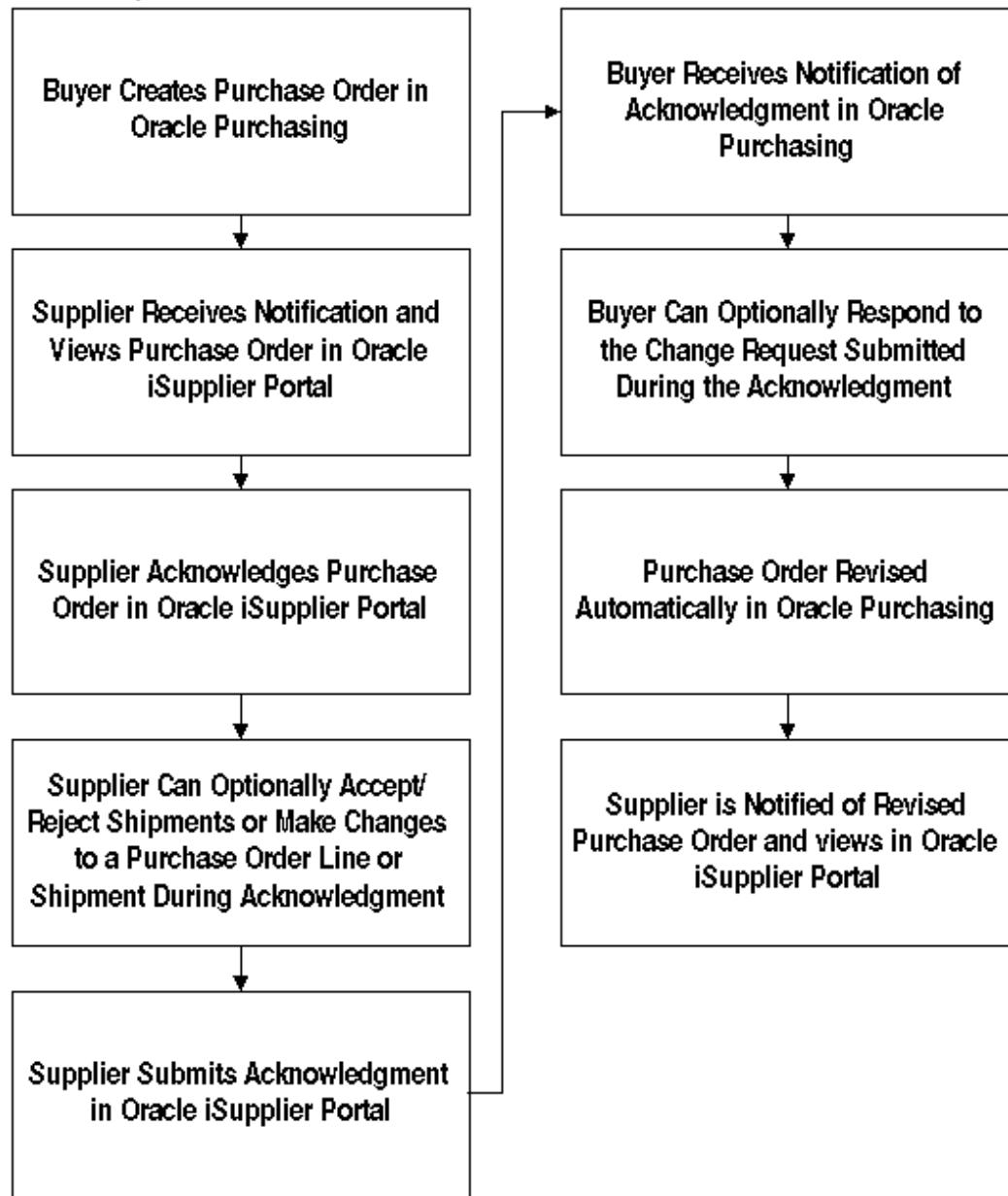
Key business flows for Oracle iSupplier Portal include:

- Purchase Order Acknowledgement
- Create Advance Shipment Notice and Advanced Shipment Billing Notice
- Create Invoice

Purchase Order Acknowledgement

Figure 1-1 shows the complete Purchase Order Acknowledgement flow, from creation in Oracle Purchasing to possible actions in Oracle iSupplier Portal.

Acknowledge Purchase Order Flow

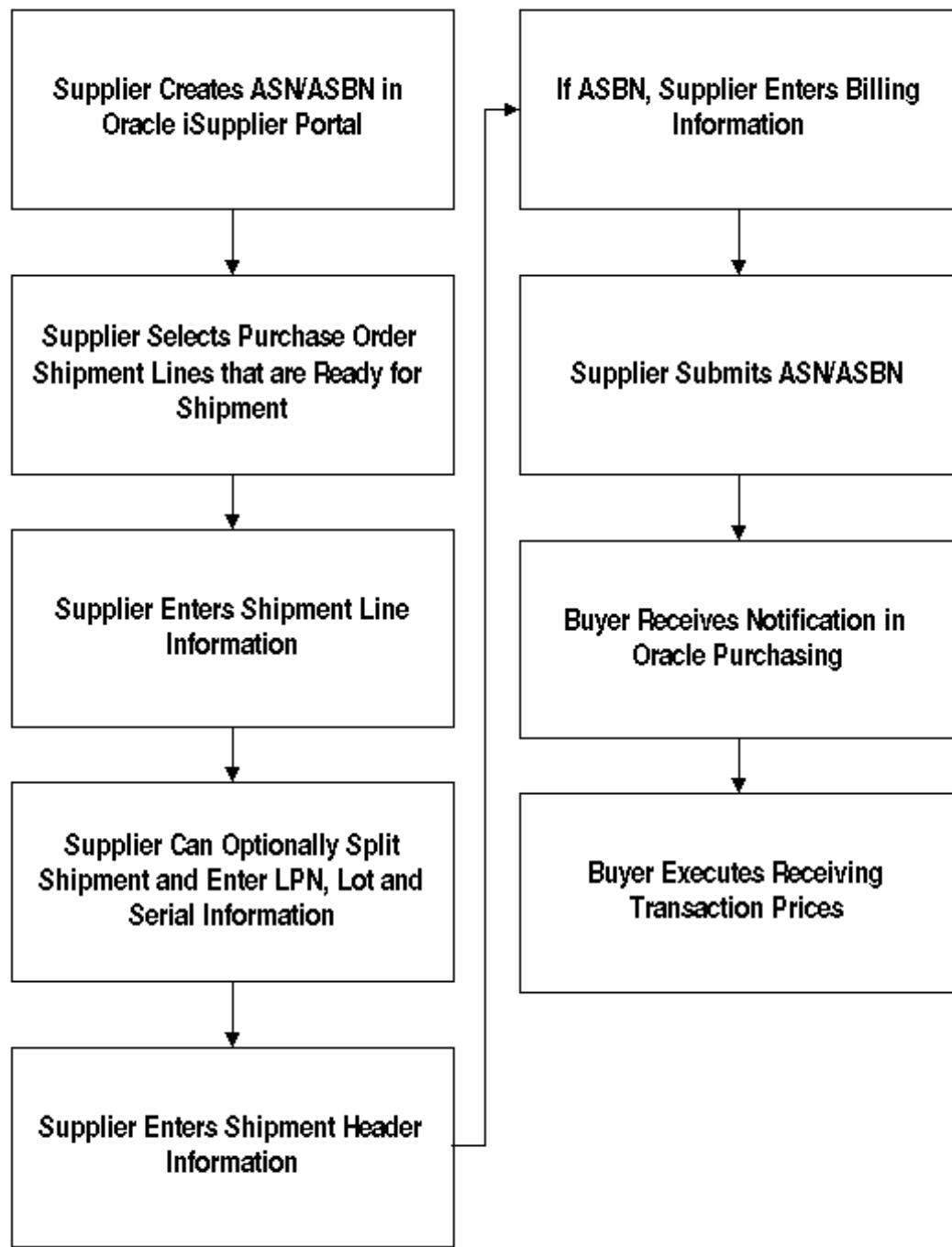


In Oracle Purchasing, the buyer creates the purchase order, and the process sends notification to the supplier. The supplier then acknowledges the purchase order, and optionally can reject shipments and make changes to a purchase order line or shipment. After making any optional changes, the supplier submits the acknowledgement. The buyer receives notification in Oracle Purchasing, and responds to the change request submitted during acknowledgement. The purchase order is revised automatically in Oracle Purchasing. The supplier receives notification of the revised purchase order and can view the revised purchase order in Oracle iSupplier Portal.

Create Advanced Shipment Notice or Advanced Shipment Billing Notice

Figure 1-2 shows the flow of ASN and ASBN creation and delivery.

Create ASN/ASBN Flow

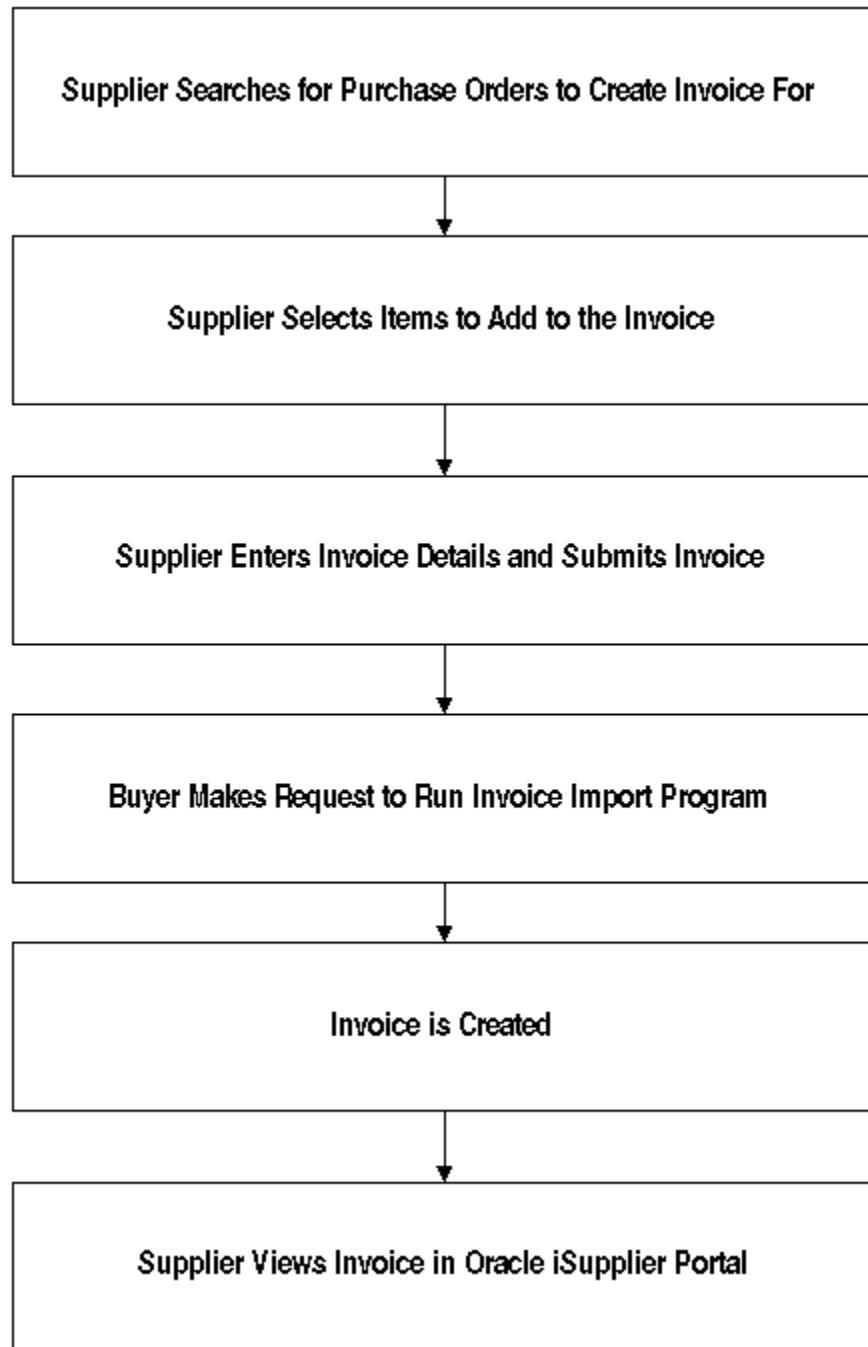


Suppliers can use Oracle iSupplier Portal to create advanced shipment notices and advanced shipment billing notices (ASN/ASBNs) when a shipment is ready. The supplier enters line-level information (quantities, packing, number of containers, country of origin, etc.). If the item is lot or serial controlled, the supplier can choose to provide the lot and serial information for the shipment line. License Plate Numbers

(LPN) and LPN configuration details can also be provided. The supplier then enters the shipment notice header details (shipment number or shipment date). If the supplier is creating an ASN, the supplier should enter billing details (invoice number, amount). Upon submission of ASN/ASBN, a notification is sent to the buyer. The buyer has to run the receiving transaction processor to import the ASN/ASBN to Oracle Purchasing.

Create Invoice

Figure 1-3 shows the flow of invoice creation and delivery.



To create an invoice, the supplier searches for and selects the purchase orders to invoice and clicks Add Items to Invoice List. The supplier then enters the quantity shipped, taxable status, and any additional changes. The supplier then enters the invoice number, date, and description. If supplier would like to save the invoice and return to it later, the supplier clicks Save For Later. If supplier would like to submit the invoice, the supplier clicks Submit Invoice.

Integration with E-Business Suite Applications

Integrated Applications

Application	Required?	Description	Reference
Oracle Purchasing	Yes	Required to support the purchase order collaboration features in Oracle iSupplier Portal.	Oracle Purchasing User's Guide
Oracle Sourcing	No	Provides Supplier and Buyer collaboration data for POs, RFQs, and Contracts	Oracle Sourcing User's Guide
Oracle Procurement Contracts	No	Allows suppliers to utilize contract authoring functionality, including: submitting electronic signatures on documents, managing deliverables, viewing and printing articles, and submitting change requests to contract terms.	Oracle Procurement Contracts Implementation Guide
Oracle Services Procurement	No	Allows a streamlined process for sourcing, procuring and managing services including viewing details of service -related purchase orders, and viewing time cards.	N/A
Oracle Accounts Payable	No	Supports online submission of invoices in iSupplier Portal	Oracle Payables User's Guide

Application	Required?	Description	Reference
Oracle Quality	No	Allows suppliers to view and enter quality information	Oracle Quality User's Guide
Oracle WIP	No	Enables Work Order Functionality	Oracle Work in Process User's Guide
Oracle Manufacturing	No	Enables Work Order functionality	Oracle Enterprise Asset Management User's Guide
Oracle Supplier Scheduling	No	Enables forecast and shipment functionality	Oracle Supplier Scheduling User's Guide

Oracle iSupplier Portal Setup

This chapter covers the following topics:

- Chapter Overview
- Implementation Prerequisites
- Responsibilities
- Setup Steps
- Assign Responsibilities to Internal Users
- Apply Securing Attributes to Custom Responsibilities
- Enable Function Security
- Enable Profile Options
- Enable E-Signature Functionality
- Enable Manage Deliverables Functionality

Chapter Overview

This chapter describes the implementation steps specific to Oracle iSupplier Portal and includes the following topics:

- Implementation Prerequisites on page 2-1
- Responsibilities on page 2-1
- Setup Steps on page 2-2

Implementation Prerequisites

The only implementation prerequisite for Oracle iSupplier Portal is that Oracle Purchasing has been licensed and fully implemented.

For detailed information on implementing Oracle Purchasing, see the Oracle Purchasing User's Guide.

Responsibilities

Oracle iSupplier Portal is shipped with the following seeded responsibilities:

Responsibility Name	Description
iSupplier Portal Full Access	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing
Procure to Pay Supplier View	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing
Plan to Pay Supplier View	Used to access supplier facing functionality for the business flows pertaining to Oracle Purchasing and Oracle Supply Chain Planning.
Source to Pay Supplier View	Used to access Supplier facing functionality for the business flows pertaining to Oracle Purchasing and Oracle Sourcing.
Supplier User Administrator	Used by buyer administrators to set up and maintain supplier user accounts
Supplier Profile Administrator	Used by buyer administrators to review prospective vendor registration requests and to administer supplier profiles.
Supplier Profile Manager	Used to give supplier users access to only their profile details
Source, Plan, Pay Supplier View	Used to access Supplier facing functionality for the business flows pertaining to Oracle Purchasing, Oracle Supply Chain Planning and Oracle Sourcing.
iSupplier Portal Internal View	Used by internal users of the buying company (including buyers) to access the functionality exposed by Oracle iSupplier Portal.

Internal (buying company) users must have the iSupplier Portal Internal View responsibility assigned to them.

For more information on assigning responsibilities to users, see Chapter 3.

Setup Steps

You must complete the following setup steps to use the full range of features available in Oracle iSupplier Portal:

Step	Required or Optional
Assign Responsibilities to Internal Users	Optional
Apply Securing Attributes to Custom Responsibilities	Optional
Enable Function Security	Optional
Enable Profile Options	Optional
Enable E-Signature Functionality	Optional
Enable Manage Deliverables Functionality	Optional
Flag External Responsibilities	Required
Set Default Application Responsibilities	Required for Invitation
Set Up Web Server URLs	Required for Invitations
Create Customized Responsibilities for Supplier User Administrators	Optional
Assign Responsibilities for Buyer Administrators of Supplier Users	Required
Plan Supplier Management Groups	Required
Create Supplier Management Groups	Required
Create and Assign Customized Responsibilities for Buyer Approvers	Required

Step	Required or Optional
Install FPI Patchset	Required
Flag Default Application Responsibilities	Required
Create Striped Registration Pages	Required
Define Business Classifications List of Values	Optional
Set Up Products and Services Classifications	Optional
Create Address Books for Existing Suppliers	Required
Create Contact Directory for Existing Suppliers	Required
Migrate Account Assignments for Existing Supplier Bank Accounts	Required
Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users	Required

Note: Securing attributes are applied during supplier registration. For more information on supplier registration, see Chapter 3.

Assign Responsibilities to Internal Users

If you would like to utilize the internal user functionality of Oracle iSupplier Portal, you must assign the iSupplier Portal Internal View responsibility to users.

To assign the iSupplier Portal Internal View responsibility to users:

1. From the Oracle System Administrator menu, select Security > User > Define.
2. Enter the name of the user to whom you wish to grant the responsibility.
3. In the Direct Responsibilities section, enter iSupplier Portal Internal View in the Responsibility text box.
4. Click Save.

Apply Securing Attributes to Custom Responsibilities

If you have created custom responsibilities that will be assigned to supplier users, securing attributes must be included in your custom responsibility definition.

There are three securing attributes that can be used to control access. These attributes are all seeded with the pre-defined Oracle iSupplier Portal responsibilities that are released with the product:

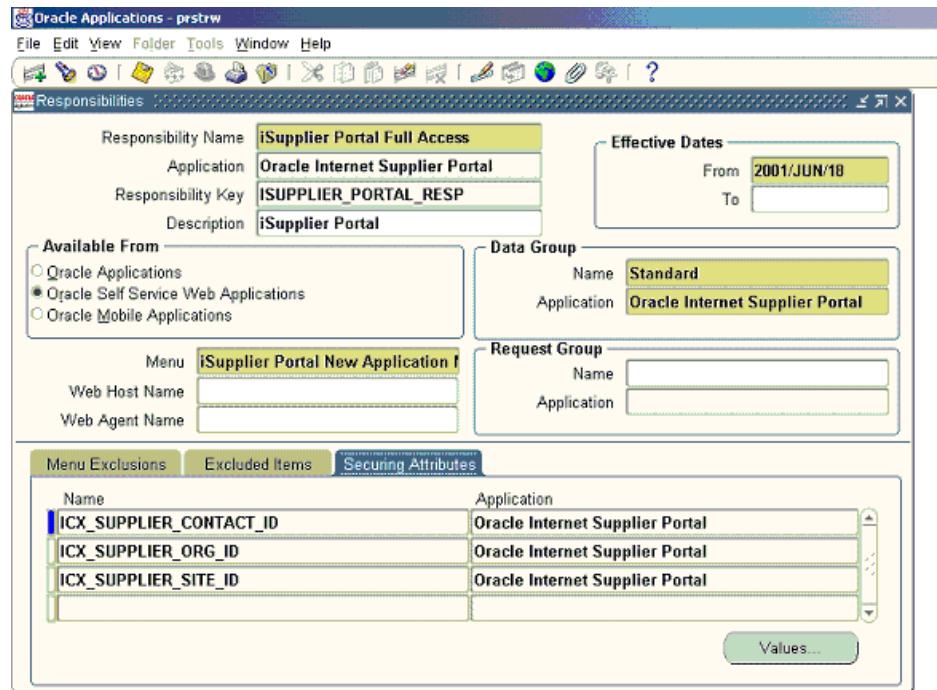
- ICX_SUPPLIER_ORG_ID - Identifier for the supplier.
- ICX_SUPPLIER_SITE_ID - Identifier for the supplier site.
- ICX_SUPPLIER_CONTACT_ID - Identifier for the supplier contact.

Note: The securing attributes discussed in this section apply only to the supplier facing custom responsibilities. The Internal User View responsibility uses the document security setup done as part of Oracle Purchasing setup.

Note: No securing attribute setup is required for the iSupplier Portal Internal View responsibility.

To add the securing attributes to a custom responsibility:

1. From the Oracle System Administrator menu, select Security > Responsibility > Define.
2. In the responsibility form, search for the name of the custom responsibility you would like to modify.
3. In Securing Attributes region, search for the three securing attributes that have to be applied to this responsibility.
4. When you have identified all the attributes to apply to this responsibility, click Save.



The various securing attributes enable the supplier user access to be restricted as follows:

Desired Access Restriction	ICX_SUPPLIER_ID	ICX_SUPPLIER_SITE_ID	ICX_SUPPLIER_CONTACT_ID	Comments
Limit user access to supplier specific information.	Responsibility defined with securing attribute.	N/A	N/A	Users who sign into the defined responsibility will only have access to the supplier information defined in the user definition.

Desired Access Restriction	ICX_SUPPLIER_ID	ICX_SUPPLIER_SITE_ID	ICX_SUPPLIER_CONTACT_ID	Comments
Limit user access to information for specific supplier sites.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_id value.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_site_id value.	N/A	Users who sign into the defined responsibility will only have access to the supplier and site information defined in the user definition.
Limit user access to information from purchasing documents with a specific supplier contact defined..	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_id value.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_site_id value.	Responsibility defined with securing attribute. The securing attribute on User definition is assigned the supplier_contact_id value.	Users who sign into the defined responsibility will only have access to purchasing documents that have the specific supplier contact defined.

Enable Function Security

When a responsibility is first created, by default, access to all functions and standard pages is granted. Therefore, function security is assigned to exclude or restrict users from certain menus (tabs) or functions (sub-tabs).

In addition to limiting access to sets of pages whose associated functions or menus have been excluded, function security will also cause exclusion of associated regions and links for these functions on the **Oracle iSupplier Portal Home** page

There are two types of function security exclusions:

- Menu Exclusions - used to prevent access to the main tabs (therefore the appropriate sub-tabs).
- Function Exclusions - used to prevent access to sub-tabs and other functionality.

Menu and Function Exclusions

Below is a list of menus, sub-menus and the available menu/function exclusion.

Note: The menus and functions listed in the tables below pertain to the iSupplier Portal Full Access (Procure to Pay Supplier View) and iSupplier Portal Internal View responsibilities.

iSupplier Portal Full Access Exclusions (Procure to Pay Supplier View Exclusions)

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Orders	N/A	N/A	Orders
Orders	Purchase Orders	N/A	Maintain Purchase Orders
Orders	Work Orders	N/A	Maintain Work Orders
Orders	Agreements	N/A	View Agreements
Orders	Purchase History	N/A	Purchase History
Orders	RFQ	N/A	RFQ
Orders	Deliverables	N/A	Manage Deliverables
Orders	Timecards	N/A	Timecards Search Page
Orders	N/A	Change Purchase Order	Change Purchase ORder
Orders	N/A	Cancel Purchase Order	Cancel Purchase Order
Orders	N/A	Sign Purchase Order	Sign Purchase Order
Shipments	N/A	N/A	Shipments
Shipments	Delivery Schedules	N/A	Delivery Schedules
Shipments	Shipment Notices	N/A	View/Create ASN

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Shipments	Shipment Schedules	N/A	Shipment Schedules
Shipments	Receipts	N/A	@@View Receipts
Shipments	Returns	N/A	Shipment Returns
Shipments	Overdue Receipts	N/A	Overdue Receipts
Shipments	On-Time Performance	N/A	Delivery Performance
Shipments	Quality	N/A	Quality
Shipments	N/A	Cancel ASN	Cancel ASN
Shipments	N/A	Create Routing Request	Create Routing Request
Shipments	N/A	View Routing Request	View Routing Request
Planning	N/A	N/A	ISP Planning
Planning	VMI	N/A	SCE Inbound Consigned Inventory Status
Planning	Forecast	N/A	Planning Schedules
Account	N/A	N/A	Account
Account	Create Invoices	N/A	Review Page
Account	View Invoices	N/A	Invoice Details
Account	View Payments	N/A	Payment Details
Product	N/A	N/A	Product Information

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Product	Supplier Items	N/A	Supplier Item Summary
Product	Order Modifiers	N/A	Order Modifiers
Product	Maintain Capacity	N/A	Update Capacity
Product	Quality	N/A	Quality
Product	Consigned Inventory (menu)	N/A	Consigned Inventory (menu)

iSupplier Portal Internal View Exclusions

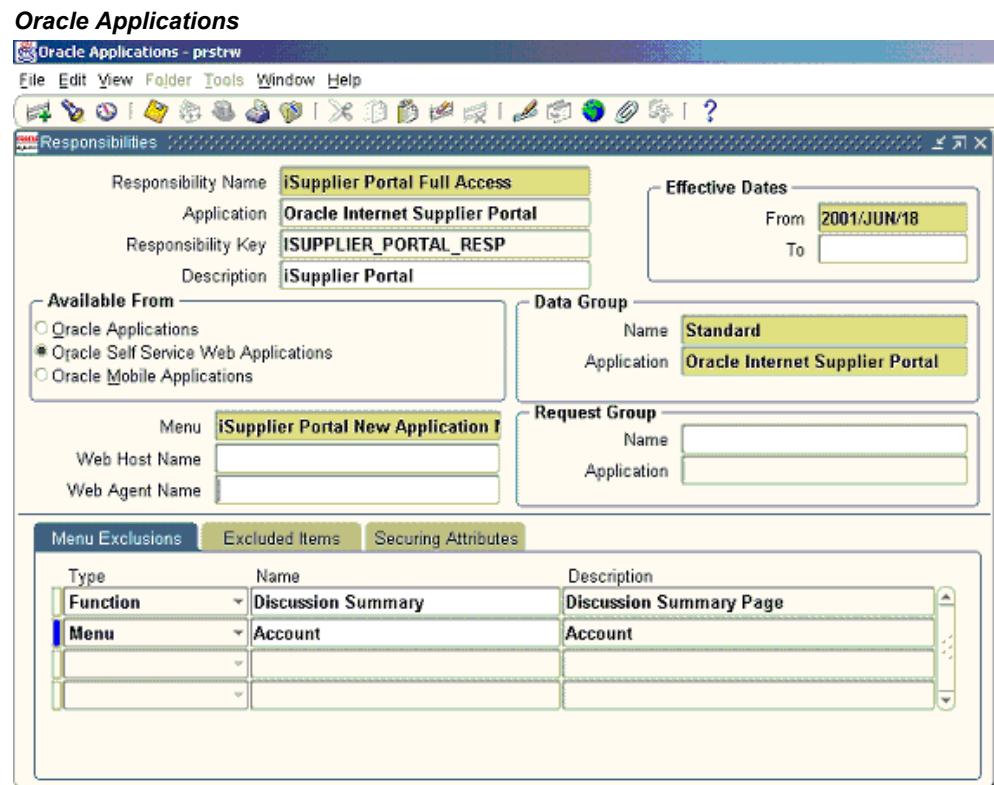
Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Orders	N/A	N/A	Orders Internal Information
Orders	Purchase Orders	N/A	Maintain Purchase Orders
Orders	Agreements	N/A	View Agreements
Orders	Purchase History	N/A	Purchase History
Orders	Pending Changes	N/A	Pending Change Requests
Orders	Work Confirmations	N/A	Supplier: Buyer View: Allow Work Confirmation Correction
Shipments	N/A	N/A	Shipments Internal Information

Tab	Sub Tab	Other Functionality	Function/Menu Exclusion
Shipments	Shipment Notices	N/A	View ASN
Shipments	Receipts	N/A	@@View Receipts
Account	N/A	N/A	Account
Account	View Invoices	N/A	Invoice Details
Account	View Payments	N/A	Payment Details
Product	N/A	N/A	Product Internal Information
Product	Consigned Inventory	N/A	Consigned Inventory

When a particular sub-tab is excluded, access to that function is also restricted on the **Oracle iSupplier Portal Home** page. For example, applying the View-Create ASN function security exclusion will not only restrict users to the **Shipment Notices** page under the Shipment tab, it will also restrict users to the Shipments at a Glance view, ASN search capability, and the Shipment Notices hypertext from the process flow.

To add function security for a given menu or function:

1. From the Oracle System Administrator menu, select Security > Responsibility > Define.
2. Query the responsibility you would like to restrict.
3. In the Function and Menu exclusions region, for the Type column, select Menu or Functionalistic depending on what you are excluding).
4. From the list of values available in the Function and Menu exclusions region, select the appropriate function or menu.
5. Click Save.



Enable Profile Options

The following table explains profile options set by the system administrator that impact Oracle iSupplier Portal:

Profile Option	Value	Description
RCV: Fail All ASN Lines if One Line Fails	No/Yes Default: No	Indicates whether the creation of ASN/ASBNs in Oracle Internet Supplier Portal will fail all ASN lines if one line fails.
POS: Limit invoice to single PO	No/Yes Default: No	Indicates whether an Invoice created in Internet Supplier Portal will be limited to the shipments belonging to a single Purchase Order

Profile Option	Value	Description
EDR: E-Records and E-Signatures	No/Yes	Indicates whether E-Signature functionality has been enabled
POS: ASL planning attribute updates from supplier approved by	-Buyer's Approval Required Planner's Approval Required No Approval Required	Indicates the person whose approval is required when supplier submits changes via Order Modifiers and Maintain Capacity functionality
POS:External Responsibility Flag	No / Yes	Indicates that a particular responsibility is available for granting to newly registered supplier users
POS: Default Responsibility for Newly Registered Supplier Users	Responsibility name	Responsibility that will be assigned to new users that are created when a supplier company registers using the Prospective Vendor Registration feature
POS:External URL	valid http/https address	URL of the external web server used to enable supplier user access to iSP
POS:Internal URL	valid http/https address	URL of the internal web server used to enable internal user access to iSP
HR: Security Profile	Security profile name	Indicates the default operating unit group that will be associated to any buyer administrator responsibility that does not have a Security Profile assigned to it

Profile Option	Value	Description
Personalize Self-Service Defn	No/ Yes Default: No	<p>Displays the dispute resolution attributes in the View Invoice Details page via iSupplier Portal.</p> <p>If this profile option is controlled by personalization, you need to set the following profile options:</p> <ul style="list-style-type: none"> • Disable Self-Service Personal profile as No. • FND: Personalization Region Link Enabled profile as Yes. <p>For more information on setting personalization profile options, refer to <i>Oracle Application Framework Personalization Guide</i>.</p>
POS: Display AP AR Netting Information	No/ Yes Default: No	Displays the netting information attributes in the View Invoice Details page via iSupplier Portal.
Business Classification Re-Certification Period	User defined (No. of Days) Default Value = 0	Determines periodicity of the re-certification.
	You can enter a value ranging from 1 to 366.	
Business Classification Re-Certification Notification Reminder Days	User defined (No. of Days) Default Value = 0	Determines days before due date when supplier will be reminded to re-certify the business classification.
	You can enter a value ranging from 1 to 30.	

Enable E-Signature Functionality

The following setup is required to enable use of the E-Signature functionality in Oracle iSupplier Portal:

1. Set the value of profile EDR: E-Records and E-Signatures to Yes.
2. Ensure that the function Sign Purchase Order is not excluded from the responsibility.

Enable Manage Deliverables Functionality

The following setup is required to enable use of manage deliverables functionality in Oracle iSupplier Portal

1. Ensure that the function "Manage Deliverables" is not excluded from the responsibility.

Implementing Supplier User Management

This chapter covers the following topics:

- Overview of Supplier User Management
- Implementing Supplier User Management
- Step 1: Flag External Responsibilities (Required)
- Step 2: Set Default Application Responsibilities (Required for Invitation)
- Step 3: Set the Web Server URLs (Required for Invitation)
- Step 4: Assign Supplier User Administrator Responsibility (Required)

Overview of Supplier User Management

Supplier User Registration

Before supplier users can access any of the collaboration network applications, a user account needs to be provided to them. Typically, user account creation is a function that system administrators perform, but the Supplier User Management feature allows designated users within the buying organization to create and manage external user accounts. These designated users can register new supplier user accounts and update user details to alter the supplier users profile and access rights.

Supplier User Management allows the buying teams to respond directly to the suppliers whom they are dealing with on a daily basis rather than having to process account requests through their IT department. Supplier User Management is only used to create and manage external accounts; it is not used to access and manage internal employee accounts.

The registration process within Supplier User Management is the only way supplier user accounts are created. This ensures that the supplier user's account is designated as external and is directly linked to the supplier with whom the user is associated. Supplier users can no longer be created from the User form in the regular Oracle eBusiness Suite

Supplier user accounts are only created for suppliers that are defined in the purchasing system

The supplier user registration process is flexible and gives buyers control over the registration process. Ways buyers can register supplier users include:

- A Supplier User Administrator can invite the supplier user to register. The supplier user uses the URL included in the invitation notification to access the registration page and complete the registration form. The Supplier User Administrator who initially sent the registration invitation receives a notification that the supplier user has completed the registration form. The Supplier User Administrator then either approve or reject the registration request. If approved, the supplier user can start accessing the collaboration network applications.
- If Sourcing Buyers know the supplier users e-mail address, buyers can invite suppliers while creating negotiations. When a negotiations are published, the invited supplier users receive notifications containing a URL with details about the negotiation and a URL pointing to the registration page. When the supplier users have completed and submitted the registration request, the Sourcing Buyer receives a notification. The Sourcing Buyer can then approve or reject the registration requests.
- If Supplier User Administrators know all the required information, they can register supplier users directly. A notification is sent to the new supplier user containing the URL for the buying company's home page, the supplier users login, and system generated password (the user will be prompted to change the password upon first access).
- After their registration requests are approved by the buying organization, supplier users have access to whichever applications that the buying organization has granted them access.

Supplier User Registration Flow

Buyer Actions	Supplier User Actions	Comments
1. Supplier User Administrator sends registration invitation to supplier user. or Sourcing Buyer sends registration invitation to supplier user. or Sourcing Buyer invites supplier user to register during sourcing event. or Supplier User Administrator fully registers supplier user.	N/A	E-mail notification is sent to supplier user containing the URL for the registration page, an initial userID and system generated password. or E-mail notification is sent containing the URL for the registration page as well as details on the sourcing event.
N/A	2. Supplier user accesses the URL included in the notification, completes the registration page, and then submits the registration request.	If Supplier User Administrator registers (as opposed to merely inviting) supplier user, no further action is required. E-mail notification is sent to Supplier User Administrator or Sourcing Buyer indicating the registration request needs approving.
3. Supplier User Administrator or Sourcing Buyer approves or rejects the registration request.	N/A	Notification is sent to supplier user indicating registration status.
N/A	4. Supplier user begins accessing collaboration network applications.	N/A

Supplier User Profiles

When supplier users register with the system, they provide information to create their own profiles. Buyers having the Supplier User Administrator responsibility can both update supplier user profiles and make changes to the users access rights. A supplier profile includes both the responsibilities the supplier users can access and any securing attributes associated with those responsibilities.

Implementing Supplier User Management

To implement supplier user registration:

1. Flag External Responsibilities (Required).
2. Set Default Application Responsibilities (Required for Invitations).
3. Set Up Web Server URLs (Required for Invitations).
4. Create Customized Responsibilities for Supplier User Administrators (Optional).
5. Assign Responsibilities to Buyer Administrators of Supplier Users (Required).

Step 1: Flag External Responsibilities (Required)

When you create your supplier user accounts, you must select the responsibilities to which that user is granted access. For a responsibility to be available for granting through Supplier User Management, it must be flagged as an external responsibility. External Responsibilities appear on the **Approve/Reject Supplier User** page. From this list, the buyer administrator selects the applications to grant to the new supplier user.

To flag external responsibilities:

1. Access the System Administrator responsibility.
2. Select Profile, then System.
3. On the Find System Profile Values form, deselect the Site check box, select the Responsibility check box, and enter the name of the responsibility that you want to flag as external (clicking the ellipses at the end of the field places you in a search window where you can search for the responsibility name). The following example shows the Supply Chain Collaboration Manager responsibility.

Find System Profile Values Form

Find System Profile Values

Display

Site

Application

Responsibility

User

Server (B)

Organization

Profiles with No Values

Profile

Find Clear

4. In the Profile field, enter POS: External Responsibility Flag.
5. Click Find.

Profile Field

6. When the System Profile Values form opens, you see an open field at the intersection of the row for the profile optionPOS: External Responsibility Flag and the column for the responsibility that you chose.

System Profile Values Form

Profile	Site	Application	Responsibility	User
POS: External Responsibility Fl			Supply Chain Colla	
			Yes	

7. At the intersection of the appropriate Profile row and the Responsibility column, click the field and select Yes to flag this responsibility to be externally grantable, or No to keep this responsibility internal only.
8. Save your work.
9. Continue flagging any additional responsibilities by querying up the responsibility definition and setting the POS:External Responsibility Flag to Yes.

See *Oracle E-Business Suite Setup Guide* for instructions on setting system profile options.

Step 2: Set Default Application Responsibilities (Required for Invitation)

To simplify the registration process, you can set a default responsibility for each collaboration suite application. Then, when Sourcing Buyers or Supplier User Administrators invite supplier users to register, administrators can specify in advance the applications to be granted to each user.

At approval time (after the supplier user has completed and submitted the registration request), the default responsibilities associated with the applications that were previously selected appear on the approval page. The approver can accept these default responsibility selections or modify them as needed. The defaults are deselected and/or additional external responsibilities are granted. Note that default responsibilities must be flagged as external responsibilities.

To define default responsibilities:

1. Access the System Administrator responsibility.
2. Select Profile, then System.
3. On the Find System Profile Values form, enter one of the following in the Profile search field:
 - Sourcing Default Responsibility.
 - iSP Default Responsibility for External User.
 - Collaborative Planning Responsibility.
4. For each profile, define a default responsibility. Typical defaults include:
 - Sourcing Supplier for Sourcing Default Responsibility.
 - Supplier Portal Full Access for iSP Default Responsibility for External User.
 - Supply Chain Collaboration Planner for Collaborative Planning Responsibility.

See *Oracle E-Business Suite Setup Guide* for instructions on setting system profile options.

Step 3: Set the Web Server URLs (Required for Invitation)

To ensure that supplier users can register, log into the system, and receive notifications, you must set up the necessary server URL addresses.

1. Access the System Administrator responsibility.
2. Select Profile, then System. On the Find System Profile Values form, enter POS% in the Profile field, and click Find (POS is the product shortcode for Oracle iSupplier Portal).
3. The System Profile Values form shows all profiles beginning with POS.
 - Set the POS: External URL to http or https://<external web server machine>:<port> For example: http://external.oracle.com:10333 or https://external.oracle.com:23423 If the customer still wishes to use PHP related login pages and navigation then the "POS: External URL" should be of the format: http or https://<ServerName>:<PortNo>/pls/<DADName> Example: http://external.oracle.com:2222/pls/simpledad
 - Set the POS: Internal URL to http or https://<internal web server machine>:<port>
4. Return to the Find System Profile Values form. Deselect the Site check box and select the Responsibility check box.

Note: Steps 5 through 9 do not apply if you have changed the hierarchy type of the Application Framework Agent profile option to Server. The steps are only applicable if you have changed the hierarchy type of the Application Framework Agent profile option to Security.

 5. In the Responsibility search field, enter POS: Supplier Guest User.
 6. In the Profile field, enter Application Framework Agent.
 7. Click Find.
 8. When the System Profile Values form displays, set the POS: Supplier Guest User responsibility level to the external web server value: http or https://<external web server machine>:<web port>

See *Oracle E-Business Suite Setup Guide* for instructions on setting system profile options.

Step 4: Assign Supplier User Administrator Responsibility (Required)

All buyers in charge of managing supplier users are assigned the Supplier User Administration responsibility. Your purchasing organization can identify the users who are involved with your company's supply base management.

See *Oracle E-Business Suite Security Guide* for instructions on assigning responsibilities.

Implementing Prospective Vendor Registration and Profile Management

This chapter covers the following topics:

- Prospective Vendor Registration, Profiles, and Management Groups
- Implementing Prospective Vendor Registration and Profile Management
- Implementing Supplier Management Groups
- Step 1: Plan Your Supplier Management Groups (Required)
- Step 2: Create Your Supplier Management Groups (Required)
- Step 3: Create Customized Responsibilities for Buyer Approvers (Required)
- Step 4: Assign Customized Responsibilities to Users (Required)
- Implementing Prospective Vendor Registration (Optional)
- Step 1: Install FPI Patchset (Required)
- Step 2: Set Default Application Responsibilities (Required)
- Step 3: Create Striped Registration Page Links (Required)
- Implementing Supplier Profile Management (Optional)
- Step 1: Install FPI Patchset (Required)
- Step 2: Define Business Classifications List of Values (Required)
- Step 3: Set Up the Products and Services Classifications (Required)
- Step 4: Create Address Books for Existing Suppliers (Required)
- Step 5: Create the Contact Directory for Existing Suppliers (Required)
- Step 6: Migrate Account Assignments for Supplier Bank Accounts
- Step 7: Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users (Required)
- Running the Business Classification Re-certification Notification concurrent

program

Prospective Vendor Registration, Profiles, and Management Groups

Prospective Vendor Registration and Supplier Profile Management ease the administrative burden faced by trading partners conducting business.

New suppliers can register with the buying organization to indicate their interest in establishing a business relationship. Suppliers are also able to access and update a profile of key company details online. This information is used by buyers to directly modify supply base information in their purchasing and payables system. Modifying supply base information results in a significant reduction in the volume of forms and direct contact between the two organizations.

Prospective Vendor Registration

The Prospective Vendor Registration feature allows buyer organizations to accept unsolicited registration requests through their own Web page from suppliers with whom the company has not previously conducted business. This self-service registration process provides prospective suppliers with a Web page where suppliers can complete a simple registration form and then submit it for approval by administrators at the buying company. After a buyer administrator approves the supplier's registration request and information on the supplier is added to the buying company's purchasing and payables system, supplier user accounts for that supplier can be created and the supplier users can begin accessing and using the applications.

Prospective Vendor Registration Flow

Buyer Actions	Supplier Actions	Comments
N/A	1. Supplier user clicks registration link on buyer's web site.	N/A
N/A	2. Supplier fills out and submits registration page.	E-mail notification is sent to administrator requesting registration approval.
3. Buyer Administrator approves or rejects the supplier registration request.	N/A	E-mail notification is sent to supplier user who submitted the supplier registration request with request status.

Buyer Actions	Supplier Actions	Comments
4. If approved, prospective supplier is created, and a user account is set up for user who registered the company.	N/A	User is assigned external user default responsibility.

Supplier Profiles

After a supplier company's registration request is approved by a buyer administrator, a company profile is created for that supplier. Supplier profiles contain company information such as tax IDs, Dun and Broadcaster numbers, supplier addresses and contact names, descriptions of goods and services provided by the supplier, classification details such as ownership status (for example, minority-owned) and bank account details. Suppliers maintain the information and update it as needed. Suppliers have the responsibility for ensuring the information about their company is current and correct.

Buyer administrators can access and, if necessary, maintain the information contained in a supplier's company profile. As appropriate, buyer administrators use this information to update the purchasing and payables system with any new details that a supplier provides. For example, a supplier may add new addresses or contact information. Buyer administrators can view this new information and use it to update any corresponding site or site contact information in the purchasing and payables system that is no longer current. Through the use of Supplier Management Groups, you can divide the responsibility for maintaining supplier information among several buyer administrators. See *Implementing Supplier Profile Management (Optional)* later in this chapter for more details on Supplier Management Groups.

New suppliers typically create their own profiles after they are registered. However, if you are implementing supplier profile management, and you have suppliers that already exist in your purchasing and payables system, you can use their existing details to create their profile rather than have the supplier re-enter all the information.

Supplier Profile Creation Flow - New Supplier

Buyer Actions	Supplier Actions	Comments
N/A	1. Supplier accesses self-service registration website, completes and submits registration form.	Notification of registration request is sent to buyer administrator(s). Registration request also appears as "Pending Approval" on the Pending Supplier Registration pages.

Buyer Actions	Supplier Actions	Comments
2. Buyer administrator views registration request and approves or rejects the request.	N/A	If approved, a supplier record and user account is created for the requester from the supplier. The requestor is then assigned the default responsibility for newly registered user. Notification is sent to supplier with request status.
3. Buyer administrator assigns new user Supplier Profile Manager responsibility	N/A	N/A
N/A	4. Supplier user can begin creating supplier profile.	Supplier specifies company summary information, defines an address book and a contact directory, adds bank account details, and declares any appropriate business classifications or certifications (for example, minority-owned status). The supplier also identifies the goods and services the company can provide.

Supplier Profile Creation Flow - Existing Supplier

Buyer Actions	Supplier Action	Comments
1. Buyer administrator accesses the information for the existing supplier.	N/A	Supplier information must already exist in the purchasing and payables system. A supplier profile should be created by buyer administrators before any suppliers are granted the Supplier Profile Manager responsibility (Step 4).

Buyer Actions	Supplier Action	Comments
2. Buyer administrator uses existing supplier site information to create entries in the supplier's Address Book.	N/A	Supplier site information from purchasing and payables system is used to create address name and address detail entries in the Address Book.
3. Buyer administrator uses existing site contact information to create entries in the supplier Contact Directory.	N/A	Information is obtained from supplier contacts defined in purchasing and payables system.
4. Buyer administrator (that has been granted Supplier User Administrator responsibility) uses bank account site assignment information to create bank account address assignments.		Approved bank accounts automatically appear in the bank accounts window. A concurrent program must be run to migrate the account site assignments details.
5. Buyer administrator grants authorized supplier users the Supplier Profile Manager responsibility.	7. Supplier users update company profile information when needed.	
8. Buyer administrator(s) view updated information and decide whether to update the information in their purchasing and payables system.		Any new address information provided by a supplier is used to update supplier site records in the purchasing and payables system.
		New contact information is used to update supplier contact records.

Supplier Management Groups

Supplier Management Groups allow you to combine one or more operating units into a

single management group for the purpose of administering supplier accounts. Multiple buyer administrators can be assigned to each Supplier Management Group, enabling the supplier administration workload to be balanced among several different buyer administrators, with each administrator being responsible for maintaining only a subset of the buying organization's operating unit information.

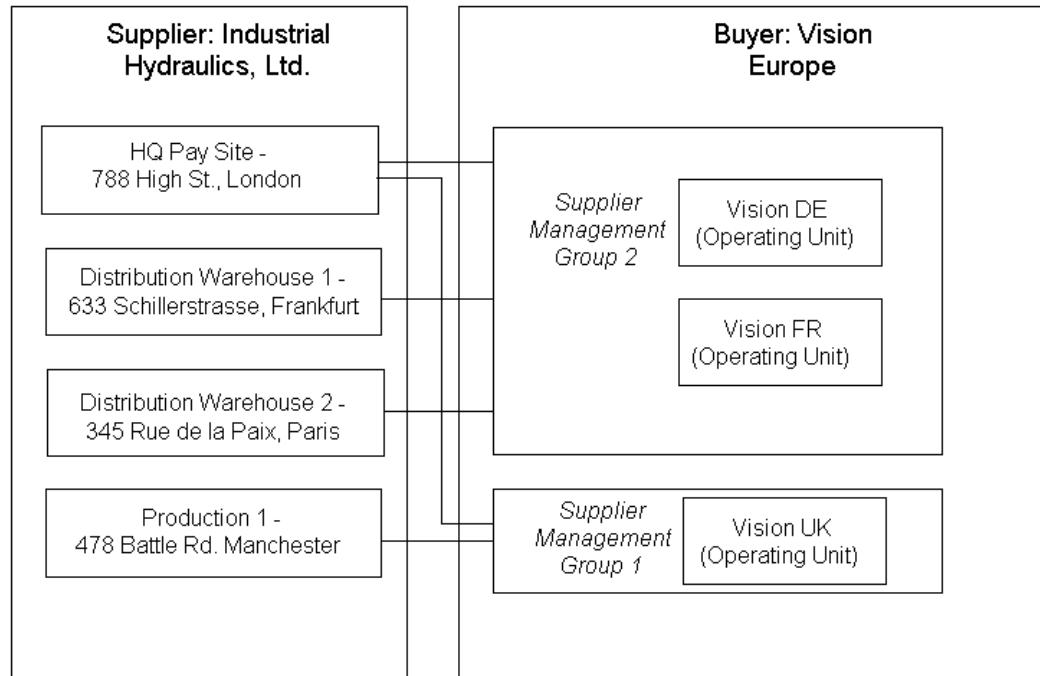
Companies frequently segregate their business operations to ensure effective management. These segregations are done by geography or line of business, or be established for administrative or legal reasons. For example, a manufacturer might have several production departments, only one of which deals with distributors in Europe. Or, a financial services company might have a separate division for each type of consulting service that it offers. These operational organizations are called operating units. While business may be divided into multiple operating units, the management and administration of the supply base may be organized into groups of operating units.

Operating units are typically distinguished from one another by, among other things, the supplier sites and the supplier contacts with which the buying personnel for that operating unit interact.

Suppliers can add or update their company information (for example, they open a new office and therefore add a new address). When suppliers do this, buyer administrators decide whether to use the new information to update the existing purchasing and payables system information for the operating units they administer. This way, buyer administrators can use supplier information to keep their operating unit information up to date. Buyer administrators can view all supplier information, but they can only update operating units that belong to their supplier management group.

When creating supplier management groups, you select which operating units comprise the group, so the make up of the different supplier management groups should be carefully planned. It is possible that more than one team of administrators could be maintaining the supplier details for the same operating unit, and therefore this operating unit could potentially be included in more than one supplier management group. However, use of such overlapping supplier management groups are not recommended.

The following example shows a typical buying organization divided into a number operating units. Different operating unit deal with particular parts the pan-European supplier Industrial Hydraulics, Ltd. Thus, two supplier management groups have been defined so that the relevant details about Industrial Hydraulics can be updated into the appropriate operating units. One contains the headquarters site and the other contains both the London, Frankfurt, and Paris sites.



Implementing Prospective Vendor Registration and Profile Management

This section provides the following topics:

- Implementing Supplier Management Groups
- Implementing Prospective Vendor Registration (Optional)
- Implementing Supplier Profile Management (Optional)

Implementing Supplier Management Groups

Supplier management groups are defined in terms of a buying organization's operating units. Each supplier management group is maintained by one or more buyer administrators. Supplier management groups allow buyer administrators to use supplier profile information for mass updates to all the operating units that they administer. Using supplier management groups allows you to control which operating units a particular buyer administrator can maintain.

To implement supplier management groups:

1. Plan Your Supplier Management Groups.
2. Create Your Supplier Management Groups.

3. Create and Assign Customized Responsibilities for Buyer Approvers.
4. Assign Customized Responsibilities to Users.

Step 1: Plan Your Supplier Management Groups (Required)

The purpose of supplier management groups is to allow buyer administrators to view supplier information and, where appropriate, use that information to update the operating units they administer.

Each supplier management group consists of one or more operating units. How you allocate your company's operating units among your supplier management groups is a design decision that you would base on the business practices that your company uses to maintain its supply base.

For example, company A has a centralized control center for all its suppliers and has a single supplier management group that contains all operating units for the company. Company B, however, distributes control over suppliers regionally and so has multiple supplier management groups, each containing only the operating units appropriate for that region.

In some cases, the same operating unit may be contained in multiple supplier management groups. This is not recommended, however, since it can lead to confusion between the overlapping groups. The confusion being whether an update to a supplier's profile has been applied to each of the supplier management groups' operating units within the purchasing and payables system.

Before defining your supplier management groups you should:

- Identify all the operating units that are within your enterprise and decide which ones will participate in a supplier management group.
- Determine how to divide up your operating units and compile lists of units for each group.
- Determine a unique name for each management group that you create.
- Determine the unique name for each customized responsibility that you create to access each supplier management group.
- Identify the buyer administrators for each supplier management group.

Use the information that you gather to implement your supplier management groups as detailed in the instructions in the subsequent steps.

Step 2: Create Your Supplier Management Groups (Required)

Supplier management groups are collections of operating units that are grouped

together to provide easy administration of supplier information. Each Supplier Management Group is defined using the HR Security Profile.

To create Supplier Management Groups defined by Operating Unit:

1. Access the Super HRMS Manager responsibility.
2. Select Security and then Global Profile.

Global Profile Page

Oracle Applications - prst11i

File Edit View Folder Tools Window Help

Global Security Profile

Name **Supplier Admin - Western Region**

View Employees **None**

View Contingent Workers **None**

View Applicants **None**

View Contacts **Restricted**

View All Records
 Allow Granted Users
 Restrict on Individual Assignments

Organization Security Supervisor Security Miscellaneous Security Custom Security Static Lists

Security Type **Secure organizations by organization hierarchy and/or organization list**

Organization Hierarchy

Specify Top Organization:

Use the Organization on the User's Assignment(s) as the Top Organization

Include Top Organization Exclude Business Groups

Classification	Organization Name	Include	Exclude
Operating Unit	Vision Operations	<input checked="" type="radio"/>	<input type="radio"/>
Operating Unit	Central Operations	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>

3. On the Global Security Profile form, enter a name. This is the unique name for your supplier management group that you identified during your planning phase.
4. Verify the Employee, View Contingent Workers, and View Applicants fields are set to None, and the View Contacts field is set to Restricted.
5. On the Organization Security tab, select **Secure organizations by organization hierarchy and/or organization list** as Security Type.
6. Use the multi-row table to specify all the operating units that comprise this supplier management group. These can be from multiple business groups.
 - Enter Operating Unit as the Classification.

- Select the operating unit from the Organizations menu.

7. Continue until you have defined all the operating units for this group.
8. Save your work.
9. After all of the required security profiles are defined, run the Security List Maintenance concurrent program with the appropriate Request Parameters. Where there are no other security profiles in the system, the Generate Lists parameter should be set to All Global Profiles.

To create Supplier Management Groups defined by Business Group:

If your supplier profile management assignments mirror your business group structure, you can create security profiles associated with business groups and then assign the security profile to the appropriate responsibility.

1. Access the Human Resources responsibility.
2. Select Security, then Define Security Profile, then Security Profile
3. Select a business group and continue creating your security profile.
4. Save your work.
5. After all of the required security profiles are defined, run the Security List Maintenance concurrent program with the appropriate Request Parameters. Where there are no other security profiles in the system, the Generate Lists parameter should be set to All Global Profiles.

See the *Implementing Oracle HRMS* manual for information on security profiles.

Within each supplier management group, only those operating units that have financials, payables, purchasing, and receivables setup are utilized. The system ignores any operating units in the group that do not have these options setup, and will not promote any of the supplier's profile details to these operating units.

Step 3: Create Customized Responsibilities for Buyer Approvers (Required)

There can only be a single supplier management group associated with a specific responsibility. Thus, if you need to assign multiple administrators the same responsibility so that they can manage different groups of operating units, you must create a customized responsibility for each separate supplier management group.

Use the Supplier Profile Administration responsibility as the model for each of these customized responsibilities. After you have created your responsibilities, you assign

them to the appropriate buyers. These buyers can then approve registration requests as well as maintain supplier profiles.

You can assign the same supplier management group to multiple responsibilities.

To create a customized responsibility:

1. Access the System Administrator responsibility.
2. Select Security, then Responsibility, then Define.
3. On the Responsibilities form:
 - Enter a name for your new responsibility (for example, Supplier Profile Administrator - Western Region).
 - Enter a unique ID for your new responsibility.
 - Enter Oracle Internet Supplier Portal as the Application.
 - Enter Standard as the Data Group.
 - Enter Oracle Internet Supplier Portal as the Data Group application.
 - Enter Supplier Management as the Menu value.
 - In the Available From section, ensure Oracle SSWA is selected.
 - When you finish entering your responsibility definition, your form should look similar to Figure 4-2.

Responsibility Definition Form

Responsibilities

Responsibility Name	Supplier Profile Administrator - West	Effective Dates
Application	Oracle Internet Supplier Portal	From 24-SEP-2004
Responsibility Key	ORACLE SSWA	To
Description		

Available From

<input checked="" type="radio"/> Oracle Applications	<input type="radio"/> Oracle Self Service Web Applications	<input type="radio"/> Oracle Mobile Applications
------------------------------------------------------	------------------------------------------------------------	--------------------------------------------------

Data Group

Name	Standard
Application	Oracle Internet Supplier Portal

Request Group

Name	
Application	

Menu Supplier Management

Web Host Name	755
Web Agent Name	

Menu Exclusions Excluded Items Securing Attributes

Type	Name	Description

4. Save your work.
5. Return to the Responsibility navigator.
6. Select Profile, then System.

Find System Profile Values Page

Find System Profile Values

Display

Site

Application

Responsibility

User

Server (B)

Organization

Profiles with No Values

Profile

Find

Clear

7. On the Find System Profile Values form, enter **HR: Security Profile** (or just **HR: Sec%**) in the Profile search field. Click Find.

System Profile Values Page

8. The System Profile Values form shows the default site value for **HR:Security Profile**. If there is no value, search for and select a Security Profile for the site default.

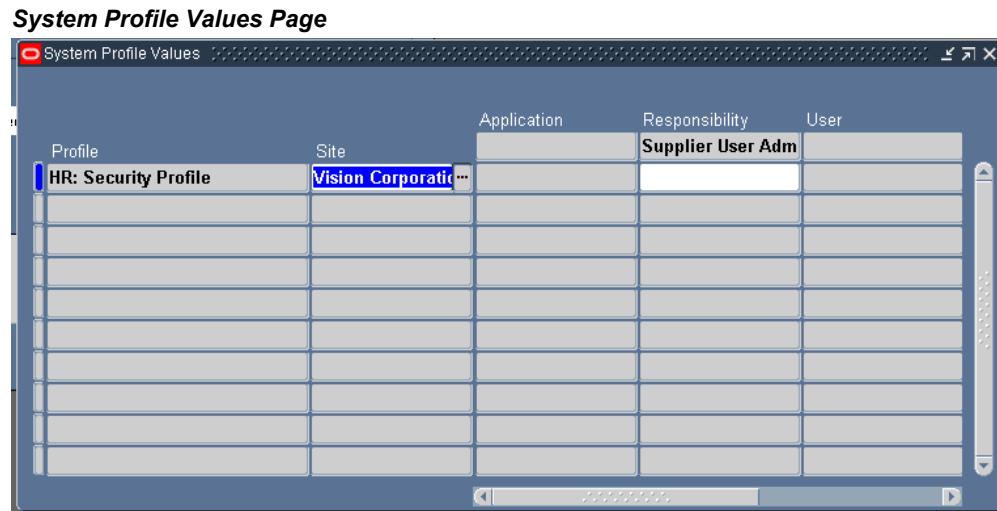
Note: If you do not set a default site level for **HR: Security Profile** and a user is given a responsibility that is not associated with a security profile, the user has administrative access to all operating units in the company.

- To assign a security profile to a particular responsibility, return to the Find System Profile Values form. Keep **HR: Security Profile** in the Profile search field.

Find System Profiles Page



10. Select the Responsibility checkbox. In the Responsibility search field query up the responsibility to which you want to assign a security profile. Click Find.



11. When the System Profile Values form displays, an unprotected field at the intersection of the Profile row and the Responsibility column appears. Click that field and search for the supplier management group that you want to assign to the responsibility.
12. When you have assigned the correct supplier management group to this responsibility, save your work.

See the *Oracle E-Business Suite Setup Guide* for instructions on setting system profile options.

Step 4: Assign Customized Responsibilities to Users (Required)

After you have created the required responsibilities and assigned them their appropriate security profiles, you must assign the appropriate responsibilities to your buyer administrators or approvers. A buyer administrator can assign multiple responsibilities (and can therefore administer multiple supplier management groups) and multiple administrators can share the same responsibility (and therefore manage the same supplier management group).

See the *Oracle E-Business Suite Security Guide* for instructions on assigning responsibilities to user.

Implementing Prospective Vendor Registration (Optional)

The Prospective Vendor Registration feature allows a buying organization to establish links from its own websites to a registration page where suppliers can register their primary company details. The Prospective Vendor Registration feature provides the flexibility to allow multiple business groups within the buying organization to accept

and process separate registration requests.

Prospective Vendor Registration Flow

Buyer Actions	Supplier Actions	Comment
N/A	1. Supplier user clicks registration link on buyer's web site.	Registration link contains encrypted ID and associates the user with a particular operating unit.
N/A	2. Supplier fills out and submits registration page.	E-mail notification is sent requesting registration approval.
		The request is viewable in the system in pending status.
		Any buyer administrator whose supplier management group includes the operating unit encrypted in the link to the registration page used by the supplier receives a notification of the request. There is no hierarchy of approvers.
3. Buyer Administrator whose supplier management group includes the operating unit approves or rejects the supplier registration request.	N/A	E-mail notification is sent to supplier user who submitted the supplier registration request with request status.
4. If approved, prospective supplier is created, and a user account is set up for user who registered the company.	N/A	User is assigned external user default responsibility.

The registration process automatically:

- Uses the address name provided in the registration request information to create a supplier site.
- Uses the address details to create the site details.
- Validates the information supplied against existing supplier information to prevent duplication of information. If duplicate information is found, a rejection notification

is sent to the user who submitted the registration request.

- Creates a user account for the person submitting the registration request. An approval notification including a temporary password is sent to the supplier user who submitted the registration request.
- Uses the customized registration link to associate the supplier company with one of the buyer's operating units (and by extension with each supplier management group that includes the operating unit).

To implement the Self-Service Registration feature you must:

1. Install the FPI Patchset.
2. Set the default application responsibilities to be automatically assigned to new supplier users.
3. Create Striped Registration Page Links.

Step 1: Install FPI Patchset (Required)

To implement the Prospective Vendor Registration feature, you must first apply the TCA and HR patches for FPI.

Step 2: Set Default Application Responsibilities (Required)

To simplify the registration process, you can set a default responsibility for each collaboration suite application. Then when Sourcing Buyers or Supplier User Administrators invite supplier users to register, they can pre-select the applications to be granted to each user.

At approval time (once the supplier user has completed and submitted the registration request) the default responsibilities associated with the applications that were previously selected appear on the approval page. The approver can accept these default responsibility selections or modify them as needed. The defaults can be deselected and/or additional external responsibilities can be granted. Note that default responsibilities must be flagged as external responsibilities using the instructions in the previous step.

To define default responsibilities:

1. Access the System Administrator responsibility.
2. Select Profile, then System.
3. On the Find System Profile Values form, enter one of the following in the Profile

search field:

- Sourcing Default Responsibility.
- iSP Default Responsibility for External User.
- Collaborative Planning Responsibility.

4. For each profile, define a default responsibility. Typical defaults include:

- **Sourcing Supplier** for Sourcing Default Responsibility.
- **Supplier Portal Full Access** for iSP Default Responsibility for External User.
- **Supply Chain Collaboration Planner** for Collaborative Planning Responsibility.

See *Oracle E-Business Suite Setup Guide* for instructions on setting system profile options.

Step 3: Create Striped Registration Page Links (Required)

The buying organization may want to associate its registered suppliers with different organizations that are within the company. Typically, this occurs because different parts of the business attract distinct types of suppliers (for example, metal processing for the manufacturing division versus contract services for the consulting division). Such divisions are achieved by creating multiple registration page links from the buying organization's website. Each link contains a reference to a particular operating unit, and the supplier who uses that link when registering is associated with that operating unit. By using striped registration page links, the buying organization, through the registration process itself, can control the association of an operating unit with a supplier.

To create registration page links striped by operating unit:

1. Access the Purchasing Super User Responsibility.
2. Select Setup, then Profile Management Configuration, then Organization Encryption.
3. Select the operating units to be encrypted.
4. Click Encrypt.
5. The encryption string for that operating unit is displayed.
6. Create customized hyperlinks from the home page to the registration page. There should be one hyperlink for each encrypted operating unit ID. The hyperlink format is: <A HREF= "http or https:

//host:port/OA_HTML/jsp/pos/supreg/SupplierRegister.jsp?oid=<encrypted
operating unit ID>>*registration link text*

Implementing Supplier Profile Management (Optional)

By using Supplier Profile Management, buying organizations can allow suppliers to enter and maintain information on their company. This enables the supplier to be responsible for adding new information and ensuring that existing information is up to date. Through profile management, suppliers can provide the buying organization with key details about their company, such as location and contact information, major business classifications, banking details, and category information about the goods and services that they provide. Allowing suppliers to enter and update this information eases the administrative burden of maintaining the business relationship information between the buyer and supplier companies.

Supplier profiles consist of:

- Supplier Summary Information
- Supplier Address Book
- Supplier Contact Directory
- Business Classification/Certification Information
- Product and Services Listing
- Supplier Bank Account Details

As suppliers enter new information or change existing information, buyer administrators are notified of the changes, and the status of the profile information is updated. Buyer administrators can review the changes and use the changes to the Address Book, the Contact Directory, and the Bank Account details to update the corresponding information in the purchasing and payables systems. When using details of the supplier's profile to update the purchasing and payables system, updates are only applied to the operating units in the supplier management group administered by the buyer administrator. Supplier address book details are used to create and update site records in the purchasing and payables system. Contact Directory entries are used to create or update site contact records. Bank Account details are used to update the payables system as well as site assignment information.

For addresses and contacts, the update process creates links between the supplier's profile and the details stored in particular operating units in the purchasing and payables system. These links are used to ensure that when a change is made to an address book or contact delivery entry in the supplier's profile, the system knows which operating unit to update when the buyer administrator promotes the changes to the purchasing and payables system. If the supplier's details are used in multiple operating units that are covered by multiple supplier management groups, any update by a buyer

administrator only uses the subset of links applicable to their supplier management group.

Establishing these links is particularly important for existing suppliers who have details in different operating units in the purchasing and payables system but do not yet have a supplier profile. Tools are provided that allow buyer administrators to use the details from the purchasing and payables system to create Address Book and Contact Directories entries, automatically establishing the links between the appropriate records. This ensures that when suppliers subsequently change any of their profile details, the relevant records in the purchasing and payables system can be updated using the links established. If instead, existing suppliers are allowed to create their own address book and contact directory records, these will not be linked to any of the corresponding records that already exist in the purchasing and payables system. It will be up to the buyer administrators to manually link these records to the corresponding details in the purchasing and payables systems.

To implement the Supplier Profile Maintenance feature, you must:

1. Install FPI Patchset (Required).
2. Define Business Classifications List of Values (Optional).
3. Set Up Products and Services Classifications (Optional).
4. Create Address Books for Existing Suppliers (Required).
5. Create Contact Directory for Existing Suppliers (Required).
6. Migrate Account Assignments for Existing Supplier Bank Accounts.
7. Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users (Required).

Steps 1-3 are only performed once. Steps 4-6 are performed once for each existing supplier.

Step 1: Install FPI Patchset (Required)

To implement the Supplier Profile Maintenance feature you must first install the TCA and HR patches for patchset FPI. Note that if you previously implemented the Supplier Self-Service Registration feature, you have already installed these patches and do not need to install them again.

Step 2: Define Business Classifications List of Values (Required)

You can define a list of business classifications that you would like new and existing suppliers to use to classify themselves. For example, you may have legal requirements to which you must adhere that differentiate between types of suppliers or for which a

particular supplier must be certified. The business type and certification status can be tracked in the Supplier Profile.

The system comes pre-seeded with the following values:

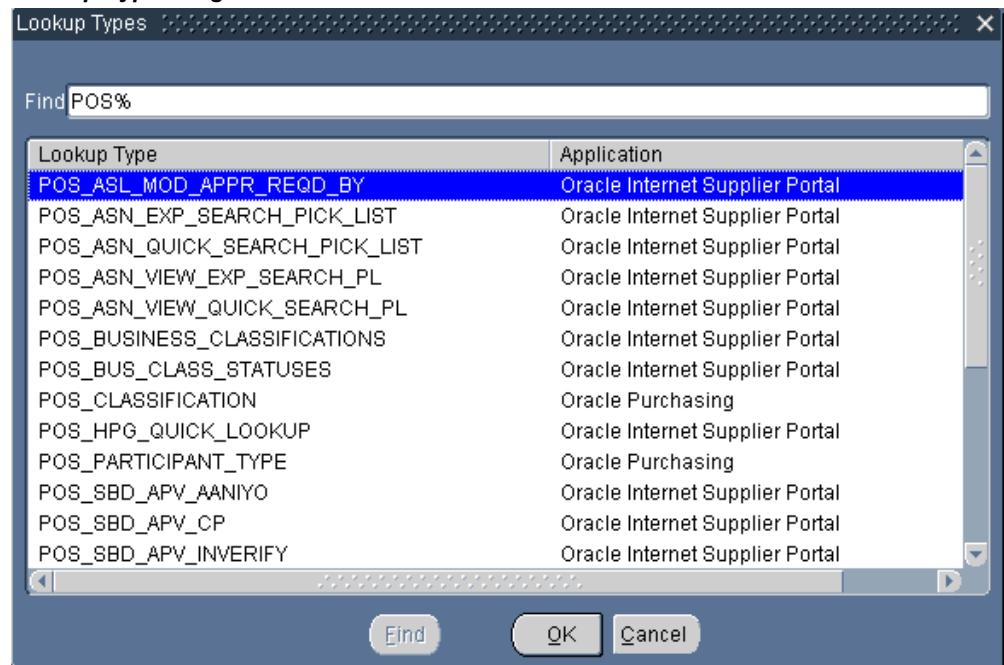
- Minority Owned
- Woman Owned
- Small Business
- Hubzone
- Veteran Owned
- Service Disabled Veteran Owned

You cannot delete or update Minority Owned, Woman Owned, and Small Business values, but you can remove or update the other values, and you can add additional values as needed.

To define the classifications available to your suppliers:

1. Access the Application Developer responsibility.
2. Select Application, then Lookups.
3. Select Application Object Library.
4. Search the Type field for POS_BUSINESS_CLASSIFICATIONS.

Lookup Types Page



Lookup Type	Application
POS_ASL_MOD_APPR_REQD_BY	Oracle Internet Supplier Portal
POS ASN EXP SEARCH PICK LIST	Oracle Internet Supplier Portal
POS ASN QUICK SEARCH PICK LIST	Oracle Internet Supplier Portal
POS ASN VIEW EXP SEARCH PL	Oracle Internet Supplier Portal
POS ASN VIEW QUICK SEARCH PL	Oracle Internet Supplier Portal
POS BUSINESS CLASSIFICATIONS	Oracle Internet Supplier Portal
POS BUS CLASS STATUSES	Oracle Internet Supplier Portal
POS CLASSIFICATION	Oracle Purchasing
POS HPG QUICK LOOKUP	Oracle Internet Supplier Portal
POS PARTICIPANT TYPE	Oracle Purchasing
POS SBD APV AANIYO	Oracle Internet Supplier Portal
POS SBD APV CP	Oracle Internet Supplier Portal
POS SBD APV INVERIFY	Oracle Internet Supplier Portal

5. Click OK to display the existing business classifications.

Application Object Library Lookups Page

The screenshot shows the Oracle Internet Supplier Portal's Application Object Library Lookups Page. The table displays the following data:

Type	POS_BUSINESS_CLASSIFICATIONS		Access Level	
Meaning	Supplier Business Classifications		<input type="radio"/> User <input checked="" type="radio"/> Extensible <input type="radio"/> System	
Application	Oracle Internet Supplier Portal			
Description	Supplier Business Classifications			
Code	Meaning	Description	Tag	From
DISABLED_V	Service-disabled Vete	Service-disabled Vete		25-SEP-2002
EU_REGION4	EU Region 4 Businesses	EU Region 4 Business		16-JUN-2004
EU_WASTE	Approved EU Toxic W	Approved EU Toxic W		16-JUN-2004
HUB_ZONE	Hub Zone	Hub Zone		25-SEP-2002
MINORITY_O	Minority Owned	Minority owned business		25-SEP-2002
QA_TEST_CL	777QA Test Classification	QA Test Classification		19-JUN-2003
QA_TEST_CL	123999QA Test Class	QA Test Classification		03-JUN-2004
SING_PORT	Port of Singapore Doc	Port of Singapore Doc		16-JUN-2004
SMALL_BUSI	Small Business	Small Business		25-SEP-2002
VETERAN_OV	Veteran Owned	Veteran owned business		25-SEP-2002

6. Edit the list to include your new classifications. Deselect the Enabled checkbox to remove any existing classifications. Add a new row to the table to include any new classification.
7. Save your work.

Step 3: Set Up the Products and Services Classifications (Required)

You can use the values available from the Purchasing Item Categories flexfield to set up a list or hierarchy of products and service categories by which you would like your suppliers to classify themselves. This affords the buying organization the opportunity to gather much more detailed information than can be determined only from the supplier's SIC code or similar information. Once you have identified the appropriate categories, suppliers can classify themselves in their profiles.

The Products and Services Classification setup should only be done once. Any subsequent change to the configuration would cause suppliers to lose any existing category data entered.

To set up products and services categories:

1. Access the Purchasing Super User Responsibility.
2. Select Setup, then Profile Management Configuration, then Products and Services Setup.

3. On the **Products and Services Category Setup** page, ensure the appropriate segments are in the Selected Segments section. The **Products and Services Category Setup** page will display a list of available category segments. The segments to be used for the definition need to be selected. Where it is intended for a hierarchy to be established, the segments should be ordered to match the levels required in the hierarchy.

Note: The POS: Product and Service Segment Definition option can only reference segments with a validation type of Independent, Dependent, Translatable Independent, Translatable Dependent, and/or Table. Segments with any other validation type cannot be used. Also, segments with a validation type of Table cannot have blank variables in any of the table columns or the WHERE/ORDER BY fields.

Note: If you wish to use segments whose validation types do not follow the rules above, you must either change the validation type or define a new segment with a proper validation type.

4. Click Apply.

To filter out unnecessary product/service values:

Not all the category values used by the Item Categories flexfield may be appropriate for selection by your suppliers. You can filter category values so they are not visible to suppliers and thus cannot be selected for categorization.

1. Access the Purchasing Super User or the Purchasing Manager associated with the operating unit you wish to update.
2. Select Setup, then Items, then Categories, then Default Category Sets.
3. Find and note the category set used for the Purchasing Functional Area.
4. Select Category Sets.
5. Find the Operating Unit for which you wish to filter the item display. (Note the search field searches on Operating Unit code not name.)
6. On the Category Sets form, search for the category set identified above.
7. Note the Flex Structure value.
8. Close the form and select Category Codes.
9. On the Find Structures form, enter the flex structure name identified above. Click

Find.

10. On the Categories form, deselect the Viewable by Supplier checkbox for any categories you wish to hide from your suppliers.
11. Save your work.

Step 4: Create Address Books for Existing Suppliers (Required)

For each supplier's profile, there is one address book. This book contains the address names and address details for all that supplier's locations.

If the supplier already exists in your purchasing and payables system, they already have site name and detail information for particular operating units. When you implement the supplier profile feature, you use this existing supplier information to create entries in the supplier's address book. You should create address book entries using existing information before you allow existing supplier users access to their profiles. This way, you can ensure that the links between the existing supplier site information and the new supplier address book records are created correctly. Creating links between existing site records and the supplier address book ensures that future updates to addresses will be processed correctly, and the appropriate site information in the purchasing and payables system will be updated when new information is added or existing information is changed in the supplier profile. If you allow suppliers to create entries in their address book before you have created the links between the address book and the existing site information, you (or a buyer administrator) will have to manually link any new address information to the existing site information.

Creating Address Book Entries Using Existing Site Record Information

Your existing suppliers will most likely have sites divided among several of your buying organization's operating units and there may be discrepancies between the data stored in the different operating units. When you create the supplier's address book, you want to consolidate as much of this location information as possible. The Supplier Profile Management feature provides tools that simplify the creation of address book entries using existing site information. These tools allow you to select common site records in multiple operating units and use their details to create a single address record. You can also identify potentially conflicting or inconsistent site information across operating units and modify the information as needed to allow for the correct creation of an address.

For example, there may be site records in different operating units that share a common name but have inconsistent details, or sites that have the same details but different names. Once you have begun using site records to create address entries, there may be sites that cannot be used because they would conflict with the newly created address name or details.

Rules for Handling Site and Address Inconsistencies

When creating addresses, buyer administrators can only view and use existing details

for sites in the operating units within their supplier management group. They can review site information and then select multiple site records to use to create address entries. Any inconsistencies or conflicts in the site records they have selected will be highlighted to the buyer administrator so that they can take the appropriate remedial action.

For example, assume that a supplier has a site record called HQ defined in two operating units and that one has site details of 507 5th Ave., New York, and the other has site detail of 567 Market St., San Francisco. You can select both sites and try to create an HQ address, but a warning will be generated since the system will not be able to determine which is the correct HQ entry to use.

When the system detects conflicting site name or details information between sites you have selected for address creation, you receive a message and can choose from the following options:

- If you have selected sites that have duplicate site names but different site details, you receive an error message and should do one of the following:
 - Deselect one of the conflicting entries and continue generating addresses, so that the correct record is used to generate the address.
 - Cancel and modify the site details of one of the entries to mirror the details of the other before attempting to create addresses again. This modification must be made in the purchasing and payables system.
- If there are duplicate site details but different site names, you receive a warning message asking you whether you wish to create separate addresses that share the same details. In this case you should:
 - Deselect one of the conflicting entries and continue generating the addresses.
 - Cancel and modify the site details of one of the entries to mirror the details of the other. This modification must be made in the purchasing and payables system.
 - Continue with both site/address combinations to create multiple address entries.

Address Book Creation Example

The following example shows how existing supplier site information can be used by buyer administrators to create address book entries for an existing supplier.

Assume that a supplier exists in your purchasing and payables system with six site records. These sites are setup across four operating units as shown in the table below. Also, assume that there are two supplier management groups (Group 1 and Group 2) that each contain two of the operating units.

Example Site Information for Existing Supplier

Management Group	Operating Unit	Site Name	Site Details
Management Group 1	Vision Europe (G1)	HQ	4558 High St., London
		South	674 Via DeVinci, Milan
	Vision France	HQ	324 Rue de la Paix, Paris
Management Group 2	Vision Consulting (G2)	HQ	4558 High St., London
		Central	4558 High St., London
		Southeast	345 Via Verdi, Rome
	Vision Services	Central	324 Rue de la Paix, Paris
		North	455 Sveagatan, Stockholm
		South	345 Via Verdi, Rome
	HQ		567 Banhofstrasse, Zurich
		East	345 Via Verdi, Rome

The buyer administrator for management group G1 accesses the **Create Address from Site Details** page and sees the following addresses listed as available for address creation. At this point, no addresses actually exist in the address book, so all the site entries (site name/site details combinations) defined for his operating units are available for address creation.

Step 1: Buyer Administrator for Group One Creates Address Book Entries

Creation Step 1: Buyer Administrator (Group 1) Creates Address Book Entries: Before

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
N/A	HQ 4558 High St., London	N/A
N/A	South 674 Via DeVinci, Milan	N/A
N/A	HQ 324 Rue de la Paix, Paris	N/A

The buyer administrator knows that the London site represents the supplier's HQ and that the Paris site needs to be renamed to something more appropriate, so the buyer selects only the London and the Milan sites for address creation. The addresses for London and Milan are created in the address book, and the Paris HQ site becomes unavailable for address creation since its site details conflict with those for an existing HQ address.

At this point, the buyer administrator for supplier management group G1 has created all the addresses possible.

Creation Step 2: Buyer Administrator (Group 2) Creates Address Book Entries: After

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
HQ	N/A	HQ
4558 High St. London		324 Rue de la Paix, Paris
South	N/A	N/A
674 Via DeVinci, Milan		

Step 2: Buyer Administrator for Group Two Creates Address Book Entries

Now the buyer administrator for management group G2 starts creating entries for the address book.

When he or she initially accesses the Create Addresses from Site Details page, he or she sees six out of eight sites that are available for address creation. There are eight possible

sites defined in the operating units that he administers. Two of the possible sites (HQ and South) are unavailable since their site names conflict with the two existing addresses previously created by the buyer administrator for management G1.

He also notices that the site entry, HQ/4558 High St., London shows up as available for address creation. This is because its details exactly match the HQ address record previously created by the administrator for supplier management group G1. If it is selected for address creation, it is simply linked to the existing address.

Creation Step 2: Buyer Administrator (Group 2) Creates Address Book Entries: Before

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
HQ	HQ	South
4558 High St. London	4558 High St., London	345 Via Verdi, Rome
South	Central	HQ
674 Via DeVinci, Milan	4558 High St., London	567 Banhofstrasse, Zurich
N/A	Central	N/A
	324 Rue de la Paix, Paris	
N/A	North	N/A
	455 Sveagatan, Stockholm	
N/A	Southeast	N/A
	345 Via Verdi, Rome	
N/A	East	N/A
	345 Via Verdi, Rome	

If the buyer administrator for supplier management group G2 selects all the available sites shown in the table above and tries to create addresses, the system will return an error message because two of the entries share the same site name (Central) but different details. (Note this error always precedes the similar warning message that is raised if a site selected for address creation shares the same details as an existing address but has a different name. The Central site in the Vision Consulting operating unit shares the same details as the new HQ address).

The buyer administrator can choose to modify the details for one site to make it match the other or deselect one of the conflicting sites. In this example, the administrator selects the Central/324 Rue de la Paix, Paris site to be known as Central.

The administrator also receives the warning message that the warning message that two of the site entries share the same details but have different names. This is only a warning. Two addresses can have the same address details as long as they have differing names. In the example, the buyer administrator deselects the Southeast site entry and continues creating addresses.

Once the buyer administrator for management group G2 has resolved all conflicting site information, the final address book for the supplier contains the addresses shown below.

Creation Step 2: Buyer Administrator (Group 2) Creates Address Book Entries: After

Address Book Entries	Sites Available to Create Addresses	Sites Not Available to Create Addresses
HQ	N/A	HQ
4558 High St. London		324 Rue de la Paix, Paris
South	N/A	Central
674 Via DeVinci, Milan		4558 High St., London
Central	N/A	Southeast
324 Rue de la Paix, Paris		345 Via Verdi
North	N/A	N/A
455 Sveagatan, Stockholm		
East	N/A	N/A
345 Via Verdi, Rome		

To Create Addresses Using Existing Supplier Site Information:

1. Access the Supplier Profile Administrator responsibility.
2. On the **Supplier Manage Profile** page, search for the supplier whose site address information you wish to use to create entries in the Address Directory.
3. When the search results appear, select the supplier and click the View Details icon.
4. On the **Supplier Details** page, click Address Book.
5. On the **Address Book** page, click Create from Sites.

6. The **Create Address from Site Details** page, by default, displays all sites within the operating units you administer that are available for address creation. If necessary, you can enter values in the Site Name and/or Operating Unit and query again to reduce the number of search results.

Only those sites from operating units that have setups for financials, payables, purchasing and receivables options will be displayed in the **Create from Sites** page.

To see any site entries unavailable to you (because the site name conflicts with existing address names), select **Sites not available to create an Address**.

7. Select the site(s) for which you wish to create an address, and click **Create Address**. If there are conflicts between the addresses you are trying to create, you must correct them.
8. The **Confirmation** page notifies you the address was created successfully.

Managing Site Details

After all the addresses have been created for a supplier, the **Manage Site Details** page can be used by administrators to maintain the sites that are linked to an address.

Existing sites can be unlinked from the address (so that any changes to the address will not be reflected in that particular site), eligible sites can be linked with the address and the administrator can check to see if there are any sites that are similar to the address but that would need to be modified before they can be linked to the address.

To find out which sites exist but need to be updated before they can be used to create an address or linked to an existing address:

1. Access the address book and click the **Manage Site Details** icon for the existing address.
2. On the **Manage Site Details** page, select **Supplier sites similar to the Address that cannot be linked**, and then click **Go**.
3. The **Site Details** page for that supplier address shows any sites which conflict with this address. It also shows the operating unit containing that site. Use this information to access the purchasing and payables system and modify the site to remove the conflict.

Address Creation for New Suppliers

When a new supplier registers with the system, an address is automatically created in the address book using the address name provided by the supplier during registration. Also, supplier profile administrators (on the buying side) and supplier profile managers (on the supplier side) can create new addresses at any time. These addresses can be updated by the supplier and managed by the buyer. The buyer can incorporate the new supplier address information into the purchasing and payables system by navigating to the **Address Book** page, selecting the address, and clicking **Update to Sites**.

Step 5: Create the Contact Directory for Existing Suppliers (Required)

Each supplier's profile also contains a Contact Directory. This directory contains the names and communication details for all of the contacts at the supplier that are appropriate for conducting business with the buying organization. Management of the Contact Directory is similar to that for the Address Book.

If the supplier already exists in your purchasing and payables system, it will already have contact details in one or more of your operating units. When you create the supplier profile, you must use this existing site contact information to create the entries in the supplier's Contact Directory. These should be created before you allow existing supplier profile managers access to their profiles. This ensures that the links between the existing supplier site contact information and the new supplier profile are created correctly. Creating links between existing site contact records and the supplier contact directory ensures that future updates to contacts will be processed correctly and the appropriate site contact information in the purchasing and payables system will be updated when new information is added or existing information is changes in the supplier profile. If you allow suppliers to create entries in their contact directory before you create the links between the contacts and the existing site contact information, you will have to manually link any new contact information to the existing site contact records.

Creating Contact Directory Entries Using Existing Site Contact Record Information

As with addresses, existing suppliers will most likely have site contacts defined for multiple sites across several buying organization's operating units. There may be discrepancies between the data stored in the different sites and/or operating units. When you create the supplier's contact directory, you want to consolidate as much of this contact information as possible.

Each site contact will create a new Contact Directory record unless there is an exact match between the first name, last name and phone number for the contacts. There is no check for similar site contact records.

Since site contacts are defined for specific sites, a corresponding address entry for that site must exist in the Address Book before the site contact can be used to create an entry in the Contact Directory. Until the address exists, the site contact will not be available on the **Create Site Contacts** page.

Creating the Contract Directories Using Existing Information

An address must exist for each site whose site contacts you wish to setup into the Contact Directory.

To use existing site contact information to create a Contact Directory for the supplier:

1. Access the Supplier Profile Administrator responsibility.
2. On the **Supplier Manage Profile** page, search for the supplier whose site information you wish to use to create entries in the Contact Directory.

3. When the search results display, select the supplier and click the View Details icon.
4. On the **Supplier Details** page, click Contact Directory.
5. On the **Contact Directory** page, click "Create from Site Contacts."
6. On the **Create Contact Directory Entries from Site Contacts** page, select the contacts you wish to create and click Create Contact Directory Entry. This will create an entry for every site contact/site details defined for the supplier in the purchasing and payables system.

Associating Additional Addresses with a Site Contact

When you use the existing supplier information to create entries in your Contact Directory, an entry is created for each site/contact combination you select. However, in addition to the contact/address combination created by the system, you may wish to associate a particular contact with additional addresses in the Address book.

To associate a contact with an additional address:

1. Access the **Contact Directory** page to display all the contacts you have defined for this supplier.
2. Click the Manage Address Details icon to display the **Manage Address Details** page for that contact.
3. Select the **Addresses available to be linked to the contact** radio button, and click Go. The **Manage Address Details** page redisplays with any additional supplier addresses to which the contact can be linked.
4. Select the address(es) and click Add Link to Contact. This creates a new link between the contact and the address.

Creating Additional Contacts

After the system has been implemented, suppliers can create new contacts and associate them with addresses. Buyer administrators can choose to accept these new contacts and, additionally, choose to incorporate the new information back into their core system by selecting the new entries and clicking the Update to Site Contacts button.

Step 6: Migrate Account Assignments for Supplier Bank Accounts

Each supplier can maintain their bank account and account assignment information in their profile. This allows suppliers to specify the bank accounts they have and the locations where the accounts are used.

For existing suppliers, bank account details will be automatically visible in their profile. However, account assignment information will not be available until the details have been migrated from the payables system into their profile. This is done using a

concurrent request script.

The script will migrate the supplier and site assignment details for each account into the supplier's profile. If there are inconsistencies between the site assignment settings in different operating units (such as the account site assignment is primary in one operating unit but not in another), then the details will not be migrated to the profile.

To migrate account Assignments for Supplier Bank Accounts:

1. Access the Purchasing Super User responsibility.
2. From the File menu, select Switch Responsibility.
3. In the Responsibilities window, choose Supplier Profile Administrator.
4. From the View menu, select Requests.
5. In the Find Requests window, click Submit New Request.
6. In the Submit a New Request window, select Single Request, and then select OK.
7. In the Submit Request window, select Migrate Account Assignment for Supplier Bank Accounts
8. Click within the Parameters section. In the Parameters window, select the appropriate supplier name, and then select OK.
9. Click Submit.
10. Note the Request ID for the request you submitted.
11. If you would like to submit another request, click Yes. If you are finished, click No.

Step 7: Assign Supplier Profile Manager Responsibility to Appropriate Supplier Users (Required)

Once you have the supplier profile successfully implemented, you should assign the appropriate supplier users the Supplier Profile Manager responsibility. This enables them to access and update their supplier profiles.

See the *Oracle E-Business Suite Security Guide* for instructions on assigning responsibilities.

Any update performed by a Supplier Profile Manager triggers a notification to the Supplier Profile Administrator(s). The administrators can access the changed profile and accept the update or reverse it. Accepting the update will promote the addition/changes into the purchasing and payables systems as appropriate.

Running the Business Classification Re-certification Notification concurrent program

Buyers need to schedule the Business Classification Re-Certification Notification concurrent program to run on a daily basis for sending reminder notifications to the designated supplier users.

To run the business classification re-certification notification program:

1. Navigate to Purchasing>Reports> Run. The Submit a New Request page displays.
2. Select a Single Request option.
3. Click OK. The Submit Request page displays.
4. Search and select the Business Classification Recertification Notification item from the Name LOV.
5. Click Schedule. The Schedule page displays.
6. In the Run the Job region, select Periodically.
7. Enter the value as 1 in the Re-Run field.
8. Select the Days item from the list.
9. Click OK.
10. Click Submit.

Application Technology and Customizations

This chapter covers the following topics:

- Chapter Overview
- Customizing the Oracle iSupplier Portal User Interface

Chapter Overview

This chapter discusses the Oracle Applications Framework (OAF) technology on which Oracle iSupplier Portal is built and includes how to customize the Oracle iSupplier Portal user interface.

Customizing the Oracle iSupplier Portal User Interface

Oracle iSupplier Portal is built upon the OAF technology. There are many aspects of OAF applications that system administrators, developers, and end-users can personalize.

- Menus and Responsibilities - You can use the Menu and Responsibility forms to personalize and maintain security for Oracle Self-Service Web Applications. You can use the forms to assign specific responsibilities to your users and designate the menus that are available to the users of a given responsibility.
- FND Messages and Lookups - You can similarly use the Messages and Lookups forms to modify existing messages and lookups or define new messages and lookups. For example, you may have a need to create additional messages for display within an application that pertains to your users, or you may want to add new lookup values to a lookup type that are applicable to your site.
- Cascading Style Sheet (CSS) - You can also modify the visual presentation styles, such as fonts and colors, that appear in Oracle Self-Service Web Applications. The styles are controlled by cascading style sheets (CSS) to reinforce a standard look and feel throughout the applications. You can personalize the custom.xss style sheet

document to modify the existing styles to your needs.

- User Interface (UI) Definition Overlays and Saved Views Through the OA Personalization Framework - You can use the functionality of OA Personalization Framework to personalize the UI of an application page. Administrators can create personalizations that overlay the existing UI and are targeted to specific audiences. End-users can create personalizations and save them as personalized views from which they can choose to display as the need arises.

OA Framework includes the OA Personalization Framework which allows you to personalize your UI look-and-feel, layout, or visibility of page content appropriate or your business needs without modifying any underlying code.

Following are some common types of personalizations you can accomplish with OA Personalization Framework:

- Change the prompt for a field or other text on a page.
- Hide or show a field on a page.
- Reorder fields or items on a page.
- Restrict data that a user can access.
- Add new buttons, links, text items, images, etc.
- Restrict query results in a table.

Note: With OA Personalization Framework, your personalizations are reflected immediately on the page

For example, you may change the color scheme of your user interface, change the order in which table columns are displayed, or save personalized views of a query result and retrieve them at a later time.

To enable personalization for Oracle iSupplier Portal, you need to set the Personalize Self-Service Defn (FND_CUSTOM_OA_DEFINTION) system profile option to Yes. This profile can be set at the site, application, responsibility or user level.

When you set this profile option to Yes, a global Personalize button appears on the the top right corner of all Oracle iSupplier Portal application pages.

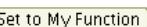
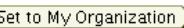
Oracle iSupplier Portal Personalization Link



This link takes the user to the corresponding OAF personalization page, where all personalization tasks can be done.

Choose Personalization Context

Choose the personalization context below by selecting a personalization value for each level.

Scope	<input type="text" value="Page: Home Page"/> 
Personalizations to Shared Regions will be applied to all pages where the region exists	
Function	<input type="text"/>
Location	<input type="text"/>  
Site	<input checked="" type="checkbox"/> Include
Organization	<input type="text" value="Vision Operations"/>  
Responsibility	<input type="text" value="iSupplier Portal Full Access"/>  

The **Personalize** page is where you choose your personalizations. You can select your personalization context of shared regions from the Scope drop-down box.

You may search for and select your preferred function level. A function in Oracle Applications is a piece of application logic or functionality that is registered under a unique name for the purpose of assigning it to, or excluding it from, a responsibility. For example, a single region can be assigned to multiple functions, such that you can display the region from different menus on the responsibility menu tree. You can create personalizations for a region at the function level, such that the personalizations are visible only when you display the region by selecting a specific function. For example, suppose you have an updatable region and you want that region to be updatable when accessed from Function A in the menu, but to be read-only when accessed from Function B in the menu. To accomplish this, you create a function level personalization that makes all the fields read-only for Function B. You can have only one set of personalizations per region per function.

You may search for and select your preferred location.

Suppose you need to:

- Distribute to a particular location.
- Hide certain fields or buttons.
- Change labels to accommodate that location.

You can make those changes by creating location-level personalizations in the relevant regions. All end-users for the specific location will see the applied location personalizations.

A site refers to an installation of Oracle Self-Service Web Applications. Personalizations that you make at the site level affect all users of the current installation. For example, as a system administrator, you might want to make a site- level personalization where you change the table column labels to match your corporate standards. You can only save one set of personalizations per region per site.

Personalizations that you make at the organization level affect all users of that organization. For example, you might make a personalization at the organization level for a specific organization to hide certain fields because they are not pertinent to the context of that organization. You can only save one set of personalizations per region per organization.

A responsibility represents a specific level of authority within an application. Each responsibility lets you access specific functions or a set of product windows, menus, reports, and data to fulfill your role in an application. When you make personalizations at the responsibility level for a specific responsibility, the changes are effective only for the users of that responsibility. You can only save one set of personalizations per region per responsibility.

Remember to click **Apply** when you finalize your personalizations. After searching for and selecting the appropriate context, you can individually set personalization context by clicking **Set to My Function**.

For a detailed list of current functionality available through OAF personalization framework, and personalization features, see the Personalization section of the *Oracle Applications Framework Personalization Guide*, available on My Oracle Support.

Defining Supplier Specific Default Views with Date Cut-offs for Orders and Shipments Regions

Oracle iSupplier Portal enables system administrators to fine-tune the responsiveness of the iSupplier Portal's Home Page by specifying a date cut-off to limit the number of orders or shipments fetched.

Using personalization, system administrators can define supplier-specific default views with date cut-offs for both the Orders and Shipments region. The system uses these views to retrieve orders and shipments on the home-page, thus improving the performance of the page for both high-volume and low-volume suppliers.

For example, Supplier A may have only 100 purchase orders in the 180 days and Supplier B may have 10000 purchase orders in the last 180 days. System administrators can configure the date range restriction over the data that is fetched.

Complete the following steps to define supplier specific default with date cut-offs for Orders and Shipments regions:

1. Navigate to the Functional Administrator Responsibility.

2. Click the Personalization tab.
3. Enter the Document Path as /oracle/apps/pos/home/webui/PosHomeMainPG.
4. Click the 'Go' Button and then 'Personalize Page' Icon.
5. Click Apply. The Personalize Page: /oracle/apps/pos/home/webui/PosHomeMainPG page appears. Seeded users views are available at the following levels:

Header: Orders At A Glance > Advanced Table: My Orders Summary

Header: Shipments At A Glance > Advanced Table
6. Click on 'Seeded User Views' Icon at the Table Level ('My Orders Summary' Table for Orders Region). It displays all the seeded views shipped by Oracle.
 - Purchase Orders in Last 180 Days: This is an Oracle Seeded Default View for 'Orders At a Glance' region in Home Page Of iSupplier Portal which will retrieve Purchase Orders Approved in Last 180 Days.
 - Purchase Orders in Last 15 Days: This View will retrieve Purchase Orders Approved in Last 15 Days.
 - Purchase Orders in Last 30 Days: This View will retrieve Purchase Orders Approved in Last 30 Days.
 - Purchase Orders in Last 60 Days: This View will retrieve Purchase Orders Approved in Last 60 Days.
7. Select the appropriate View.
8. Click the 'Duplicate' Button. The Duplicate View page appears.
9. Select the 'Default' check box to have this view as default view in the Home Page.
10. Click Apply.
11. Repeat the steps to select the default view in the 'My Shipments Summary' Table for Shipments Region. Complete the personalization steps at this level: Header: Shipments At A Glance > Advanced Table.

When such a personalization of view is performed, the application displays the following message when suppliers search for orders or shipments:

'This view displays all the purchase orders approved in last &VALUE days (Since & DATE)'.

For information on how to configure lookup values in the Order Date and Shipment Date fields for Advanced Search and configure a new view only for few suppliers users,

refer to the document: *Slow Performance On iSupplier Portal Page Navigation on My Oracle Support, note ID 1484399.1*

Oracle iSupplier Portal Workflows

Chapter Overview

Oracle iSupplier Portal uses Oracle Workflow technology to provide a guided walk-through of business processes and to generate notifications. Oracle Workflow Builder is a graphical tool for creating, viewing, and modifying workflow process definitions. It contains a Navigator window that you use to define the activities in a process window to process a diagram.

For more information on Oracle Workflow, see Overview of Oracle Workflow in the *Oracle Workflow Guide*.

Oracle iSupplier Portal uses the following workflows:

- Supplier Change Order Workflow
- Update Capacity Workflow
- Order Modifiers Workflow
- Advance Shipment Notice (ASN) Workflow
- Purchase Order Acknowledgement (handled by PO Approval Workflow)

Customizing Oracle iSupplier Portal Workflows

The Oracle Workflow Builder is used to customize workflows. When workflows are customized, only those business flows that are submitted after the customization are affected.

The Oracle Workflow Builder is also used to create unique approval workflows for each document type in your organization. Particular workflows are associated with certain document types in the Document Type window.

Notifications

All notifications can be modified to meet your individual business needs. However, if the notification has a reply code, you should verify that the Result Type of your customized notification matches the transitions in the workflow diagram.

For more information on creating notifications, see the *Oracle Workflow Guide*.

Function Activities

You cannot modify any function activity in the Oracle iSupplier Portal workflow. However, you can replace some function activities with function activities of your own. When you replace a function activity, you are modifying the process where it is contained. If you substitute default action activities in a process with function activities that you create, you must remember the following:

- The result type of your new function activity must match the result type of the default activity. For example, a Result Type of Yes or No needs to match the result type that you specify in that function activity's corresponding PL/SQL procedure.
- If you have two results (such as Yes and No) in your function activity and corresponding PL/SQL procedure, you need to verify that there are two corresponding transitions in the workflow diagram (one for Yes and one for No). If you alter the result types and transitions in a process, be careful that you are not deleting or bypassing any special transitions or checks.

Messages

You can modify all of the messages to meet your individual business needs.

Lookup Types

You can modify all the lookup types to meet your individual business needs.

Note: If you change a lookup type, verify that all activities that use the lookup type allow the change. For example, if you change the lookup type from Yes/No to something else, the activities that use that lookup type should also change their Result Type from Yes/No to whatever new lookup type you created.

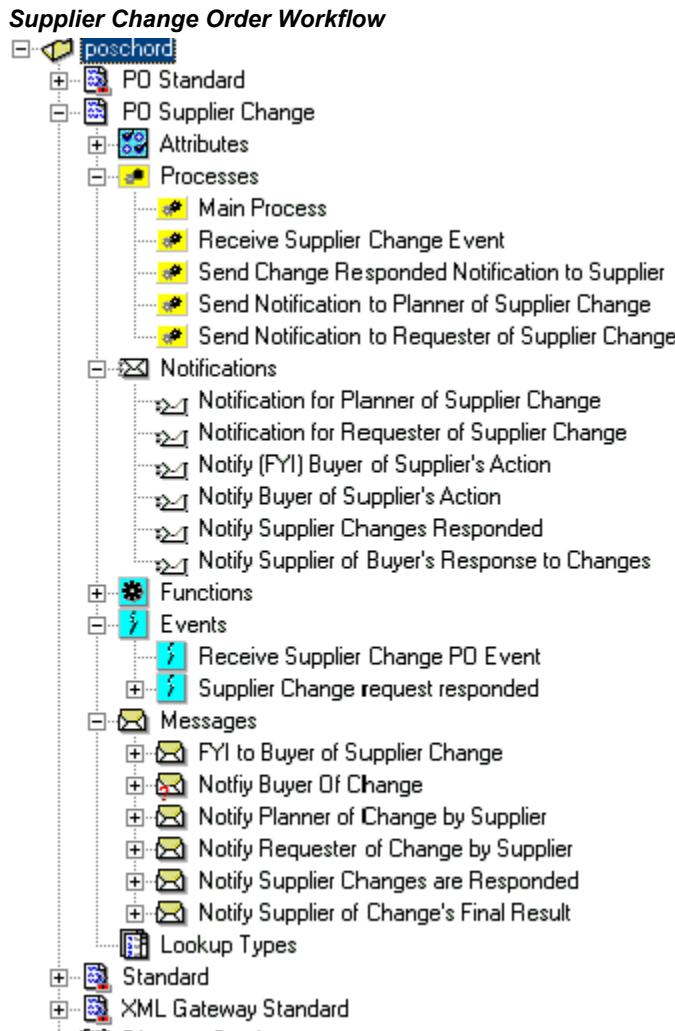
For more information on Lookup Types see the *Oracle Workflow Guide*.

Supplier Change Order Workflow

The supplier change order workflow handles change requests made by the supplier and the buyer's response to those change requests, as well as implements the business rules pertaining to the supplier's change request and the buyer's response. A supplier can login to Oracle iSupplier Portal and can request for a change or do so through XML.

The supplier change order workflow supports changes on fields such as promised date, quantity ordered, unit price, supplier item, additional changes, split shipments, and acknowledgement of shipments. All change requests made by the supplier need to be approved or rejected by the buyer.

The supplier change order workflow processes the change request and sends a notification to the buyer about the supplier's intention to change the purchase order. Once the buyer responds to the purchase order, the response is processed. As part of processing the response, the workflow calls the appropriate procedures to update the existing purchase order and sends out the response notification to the supplier. All the notifications are generated dynamically according to the receiver's language preference.

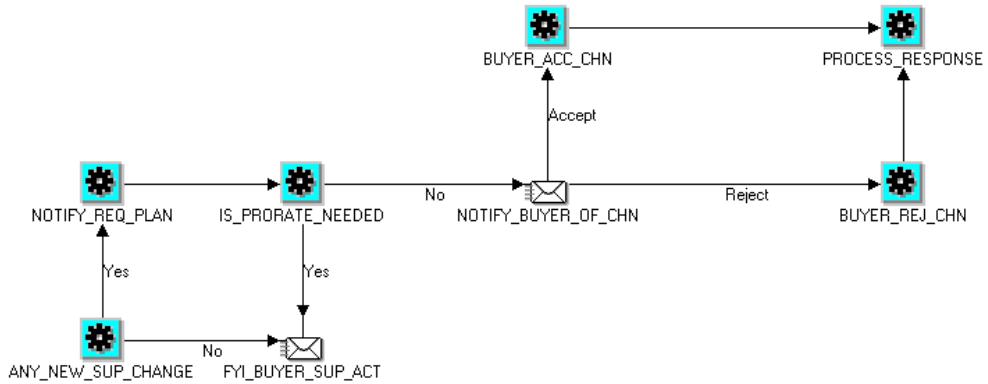


Supplier Change Order Workflow Main Process

In this process, the workflow receives a change request and sends a notification to the buyer.

Depending on the type of change requests, workflow decides if the change requires an approval or not. If the change is to the promised date, quantity, price, or shipment amount, the change request needs an approval. If the change request is for some additional information (FT Terms), it does not need any approval. In such cases, the workflow sends a notification. The buyer can respond through e-mail, through the notification, or through Oracle iSupplier Portal. Once the buyer response is received, the change PO API is called to update the purchase order, then the PO Approval workflow is initiated.

Supplier Change Order Workflow Main Process



Supplier Change Order Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	ANY_NEW_SUP_CHANGE	PO_SUP_CHG_REQ UEST_WF_GRP.ANY_NEW_SUP_CHN	Checks to see if there is a change request and whether it needs approval.
2	NOTIFY_REQ_PLAN	PO_SUP_CHG_REQ UEST_WF_GRP.NOTIFY_REQ_PLAN	Notify the planner and requester about the change request.
3	IS_PRORATE_NEEDED	PO_SUP_CHG_REQ UEST_WF_GRP.IS_PRORATE_NEEDED	Checks to see if the change request has an effect on other POs releases, and decides whether it needs approval or not.
4	FYI_BUYSUPACT	FYI to Buyer of Supplier Change (Message)	Notification to buyer which does not need any approval.
5	NOTIFY_BUYER_OF_CHN	Notify Buyer Of Change (Message)	Notification to the buyer which needs approval.

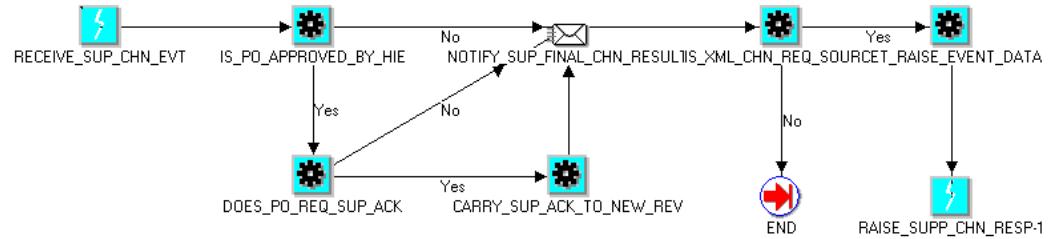
Number	Function/Notification Name	Package Procedure	Comments
6	BUYER_ACC_CHN	PO_SUP_CHG_REQ UEST_WF_GRP.BUY ER_ACCEPT_CHAN GE	Buyer has accepted the change. Record the event.
7	PROCESS_RESPONSE	PO_SUP_CHG_REQ UEST_WF_GRP.PROCESS_RESPONSE	Handover the change request to PO Approval workflow for further processing.
8	BUYER_REJ_CHN	PO_SUP_CHG_REQ UEST_WF_GRP.BUY ER_REJECT_CHANGE	Buyer has rejected the change request.

Receive Supplier Change Event Workflow

This workflow receives and processes the response to a change request. This process is triggered from PO Approval workflow once the change is approved (accepted or rejected).

This process checks if there is any acknowledgement required by the supplier and updates the PO Acceptances accordingly. It then sends a notification to the supplier about the buyer's response. The process also checks to see if the change request came through inbound XML, and if so, triggers another event to send the response in XML format.

Receive Supplier Change Event Workflow



Receive Supplier Change Event Workflow: Processes and Notifications

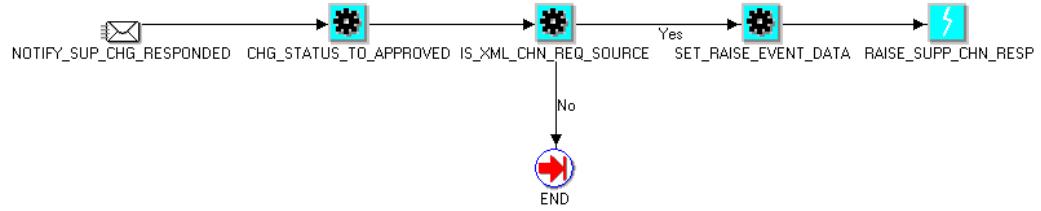
Number	Function/Notification Name	Package Procedure	Comments
1	RECEIVE_SUP_CHN_EVT	Receive Supplier Change PO Event eventoracle.apps.po.event.supplier_change	Receive the response.
2	IS_PO_APPROVED_BY_HIE	PO_SUP_CHG_REQ_UEST_WF_GRP.is_po_approved_by_hie	Check to see if the change request was approved by the approval hierarchy.
3	DOES_PO_REQ_SUP_ACK	PO_SUP_CHG_REQ_UEST_WF_GRP.DOE_S_PO_REQ_SUP_ACK	If the change requested by the approval hierarchy, check to see if there further changes made and if supplier needs to acknowledge.
4	NOTIFY_SUP_FINAL_CHN_RESULTS	Notify Supplier of Change's Final Result (Message)	Notification to the buyer which needs approval.

Number	Function/Notification Name	Package Procedure	Comments
5	CARRY_SUP_ACK_TO_NEW_REV	PO_SUP_CHG_REQ UEST_WF_GRP.CAR RY_SUP_ACK_TO_NEW_REV	See if the change request was made as part of acknowledgement and if so let it reflect on the new version of the PO.
6	IS_XML_CHNG_REQ_SOURCE	PO_SUP_CHG_REQ UEST_WF_GRP.IS_XML_CHN_REQ_SOURCE	Check to see if the change request came through XML
7	SET_RAISE_EVENT_DATA	PO_SUP_CHG_REQ UEST_WF_GRP.set_data_chn_resp_evt	If the change request came through XML, set all the necessary information required for the XML generation.
8	RAISE_SUPP_CHN_RESP-1	Supplier Change request responded (Event oracle.apps.po.event.suppchnresp).	Raise an event to indicate the change request has been responded

Send Change Responded Notification to the Supplier Workflow

This process handles the case when a change request is not processed through PO Approval workflow, for example, cancellations or rejections. This process is triggered by the Process_Response activity in the Main Process.

Send Change Responded Notification to the Supplier Workflow



Send Change Responded Notification to the Supplier Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFY_SUP_CHG_RESPONDEDN	Notify Supplier Changes are Responded (Message)	Send a notification to the supplier about the response.
2	CHG_STATUS_TO_APPROVED	PO_SUP_CHG_REQ.UEST_WF_GRP.CHG_STATUS_TO_APPROVED	Update the change request's status.
3	IS_XML_CHN_REQ_SOURCE	PO_SUP_CHG_REQ.UEST_WF_GRP.IS_XML_CHN_REQ_SOURCE	Check to see if the change request came through XML.
4	SET_RAISE_EVENT_DATA	PO_SUP_CHG_REQ.UEST_WF_GRP.set_data_chn_resp_evt	Set some information required for the receivers of change responded event.
5	RAISE_SUPP_CHN_RESP	Supplier Change request responded (eventoracle.apps.po.event.suppchnresp)	Event to indicate that the change request has been responded.

Send Notification to Planner About Supplier's Change Request Workflow

This process is triggered by the NOTIFY_REQ_PLAN activity in the Main Process. This process sends a notification to the planner about the change request.

Send Notification to the Planner About Supplier's Change Request Workflow



Send Notification to the Planner About Supplier's Change Request Flow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFICATION_PLAN_SUP_CHN	Notification for Planner of Supplier Change	Notification to planners about the supplier's change request.

Send Notification to Requester About Supplier's Change Request Workflow

This process is triggered in the NOTIFY_REQ_PLAN activity in the Main Process.

Send Notification to Requester About Supplier's Change Request Workflow



Send Notification to the Requester About Supplier's Change Request Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	NOTIFICATION_REQUEST_SUP_CHNr	Notify Requester of Change by Supplier	Notify the requester about the change request by the supplier.

Update Capacity Workflow

A supplier can accurately maintain your delivery capacity online. Buying companies can allocate planned orders taking into account your changes to the capacity constraints. This provides more accuracy and flexibility in making sourcing allocations during the organization's planning, scheduling, and procurement processes.

If a supplier is an approved supplier, they can update capacity abilities for various items. Suppliers can also define tolerance fences by Days in Advance and Tolerance Percent on the **Maintain Capacity** page. Once the updates are submitted, the buying company's buyer is notified and their approved supplier list is updated with this information. The buying company can then allocate planned orders taking allocation and current capacities into account.

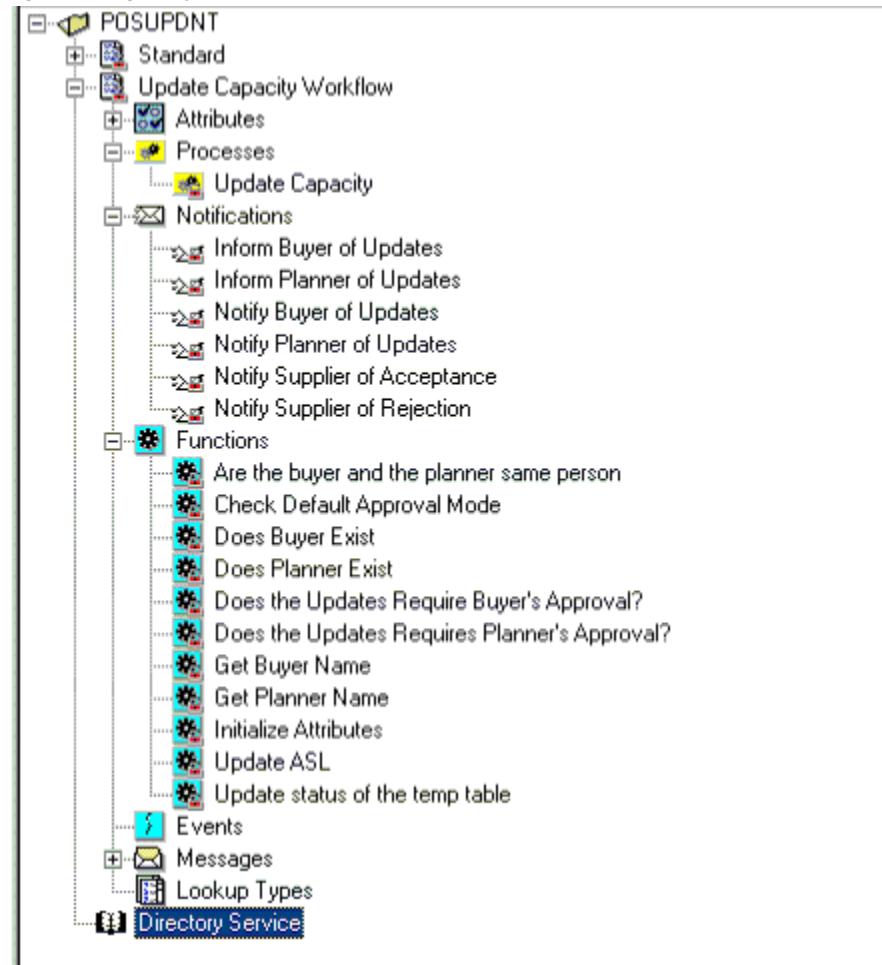
Suppliers can update the following capacity constraints for each item sourced to you:

- Processing lead time
- Order modifiers: minimum order quantity and fixed lot multiple
- Capacity per day for a range of effective date
- Tolerance fences: tolerance percentage and days in advance

The purpose of this workflow is to allow the planner and buyer to have approval control over the updates and to inform all pertinent user throughout the process.

The Update Capacity workflow is contained in the file POSUPDNT.wft under \$pos/patch/115/import/US.

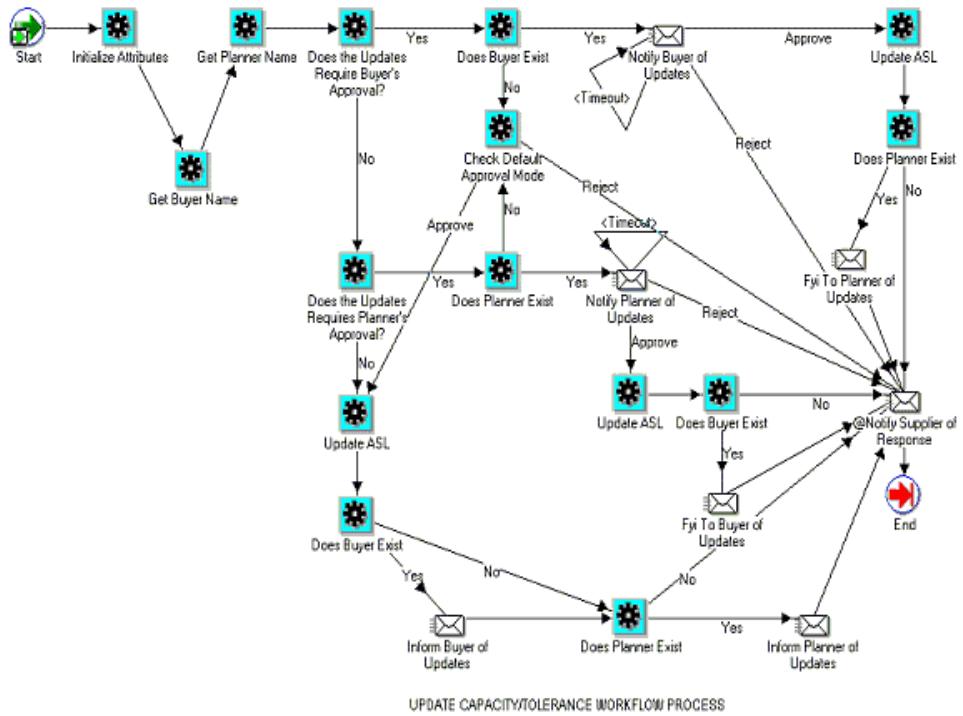
Update Capacity Workflow



The following profile defined at the SYSTEM Level is used to control who (if any) is the approver for the order modifier and update capacity changes being made by the supplier:

- POS: ASL planning attribute updates from supplier approved by (POS_ASL_MOD_APPR_REQD_BY)
- NONE
- BUYER
- PLANNER

Main Process for Update Capacity Workflow



Update Capacity Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	INIT_ATTRIBUTES	POS_UPDATE_CAP ACITY_PKG. INIT_ATTRIBUTES	Initialize Attributes.
2	GET_BUYER_NAME	POS_UPDATE_CAP ACITY_PKG. GET_BUYER_NAME	Get Buyer Name.
3	GET_PLANNER_NAME	POS_UPDATE_CAP ACITY_PKG. GET_PLANNER_NAME	Get Planner Name.

Number	Function/Notification Name	Package Procedure	Comments
4	BUYER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. BUYER_APPROVAL_REQUIRED	Does the Updates Require Buyer's Approval?
5	PLANNER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. PLANNER_APPROVAL_REQUIRED	Does the Updates Requires Planner's Approval?
6	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_ASL	Update ASL.
7	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
8	INFORM_BUYER_OF_UPDATE_FYI	Inform Buyer/Planner of Capacity Updates	Inform Buyer of Updates.
9	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
10	BUYER_PLANNER_SAME_PERSON	POS_UPDATE_CAPACITY_PKG. BUYER_SAME_AS_PLANNER	Are the buyer and the planner same person?
11	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
12	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
13	NOTIFY_PLANNER_OF_UPDATES	Notify Approver of Updates	Notify Planner of Updates.

Number	Function/Notification Name	Package Procedure	Comments
14	CHECK_DEFAULT_MODE	POS_UPDATE_CAPACITY_PKG. DEFAULT_APPROVAL_MODE	Check Default Approval Mode.
15	UPDATE_TEMP_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_STATUS	Update status of the temp table.
16	NOTIFY_SUPPLIER_OF_REJECTION	Notify Supplier of Rejection	Notify Supplier of Rejection.
17	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
18	NOTIFY_BUYER_OF_UPDATES	Notify Approver of Updates	Notify Buyer of Updates.
19	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_ASL	Update ASL.
20	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
21	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
22	NOTIFY_SUPPLIER_OF_ACCEPTANCE	Notify Supplier of Acceptance	Notify Supplier of Acceptance.

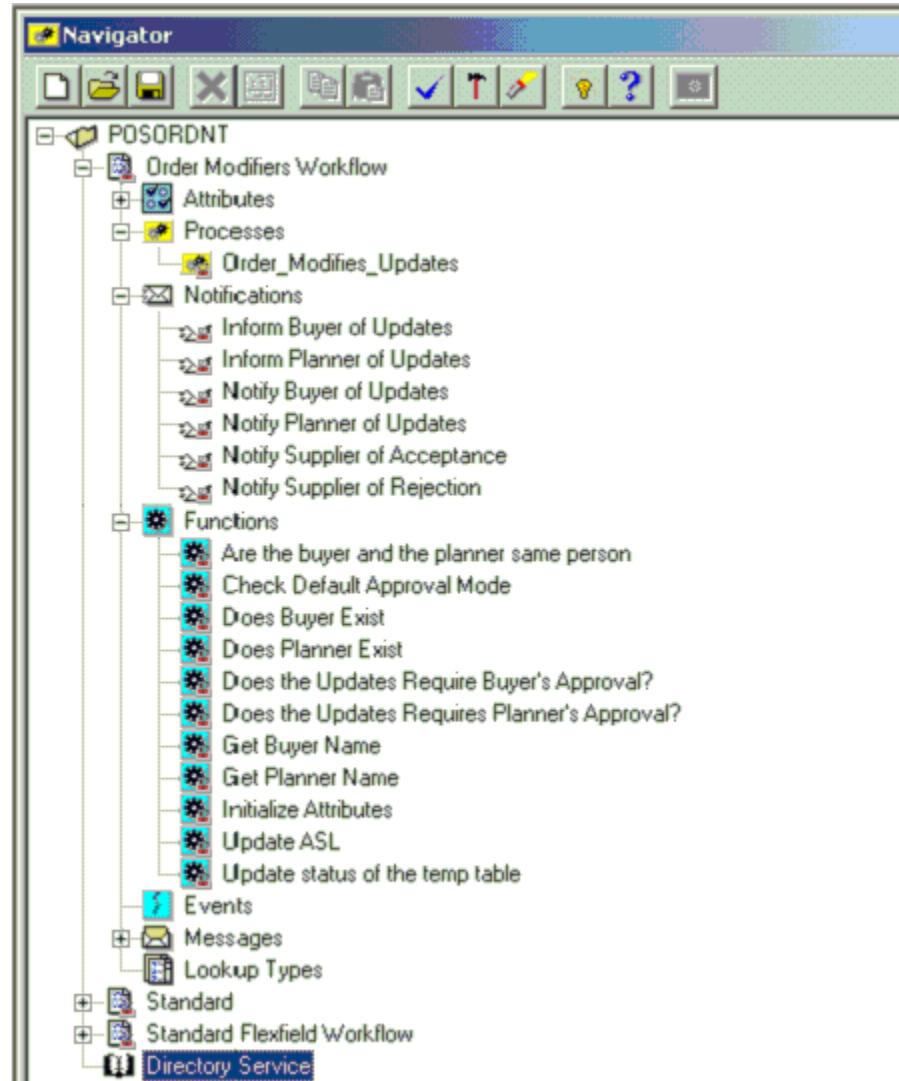
Order Modifiers Workflow

Maintaining order modifiers enables you to view and make changes to the details of a purchase orders scheduled for delivery. You can view shipment processing lead times, minimum order quantities, and fixed lot multiples, all which can be adjusted to fit a supplier's delivery ability. You can make updates or modifications to manufacturing capacity, over capacity tolerance, and order modifier data such as Processing Lead Time, Minimum Order Quantity and Fixed Lot Multiple.

The purpose of this workflow is to allow the planner and buyer to have approval control over the updates and to inform all pertinent user throughout the process.

The Order Modifiers workflow is contained in the file POSORDNT.wft under \$pos/patch/115/import/US.

Order Modifiers Workflow

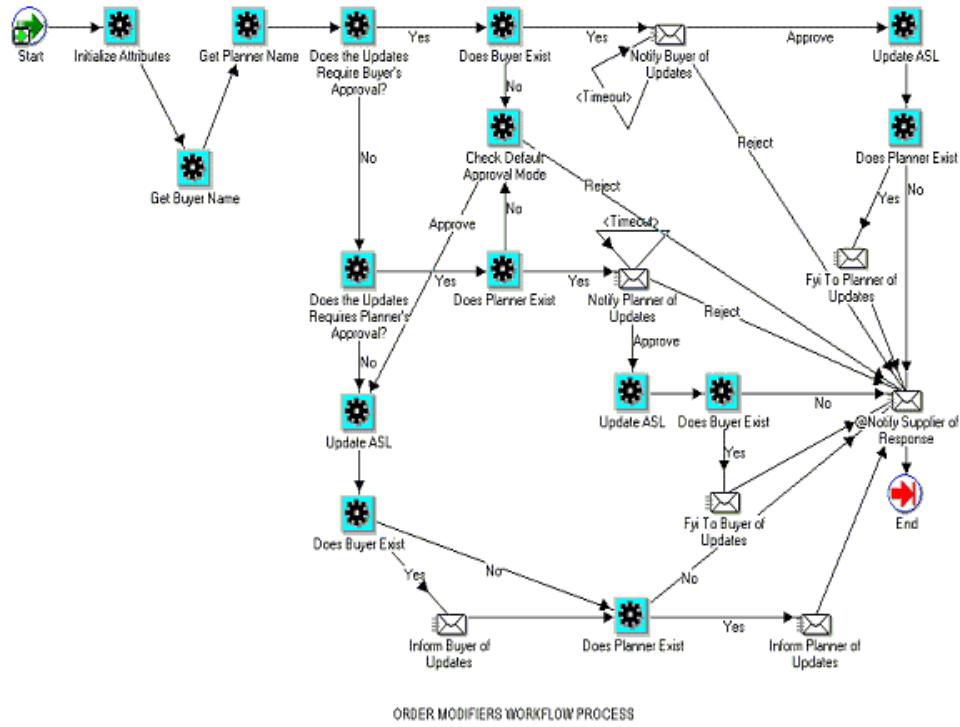


The following profile defined at the SYSTEM Level is used to control who (if any) is the approver for the order modifier and update capacity changes being made by the supplier:

- POS: ASL planning attribute updates from supplier approved by (POS_ASL_MOD_APPR_REQD_BY)

- NONE
- BUYER
- PLANNER

Main Process for Order Modifiers Workflow



Order Modifiers Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	INIT_ATTRIBUTES	POS_UPDATE_CAP ACITY_PKG. INIT_ATTRIBUTES	Initialize Attributes.
2	GET_BUYER_NAME	POS_UPDATE_CAP ACITY_PKG. GET_BUYER_NAME	Get Buyer Name.

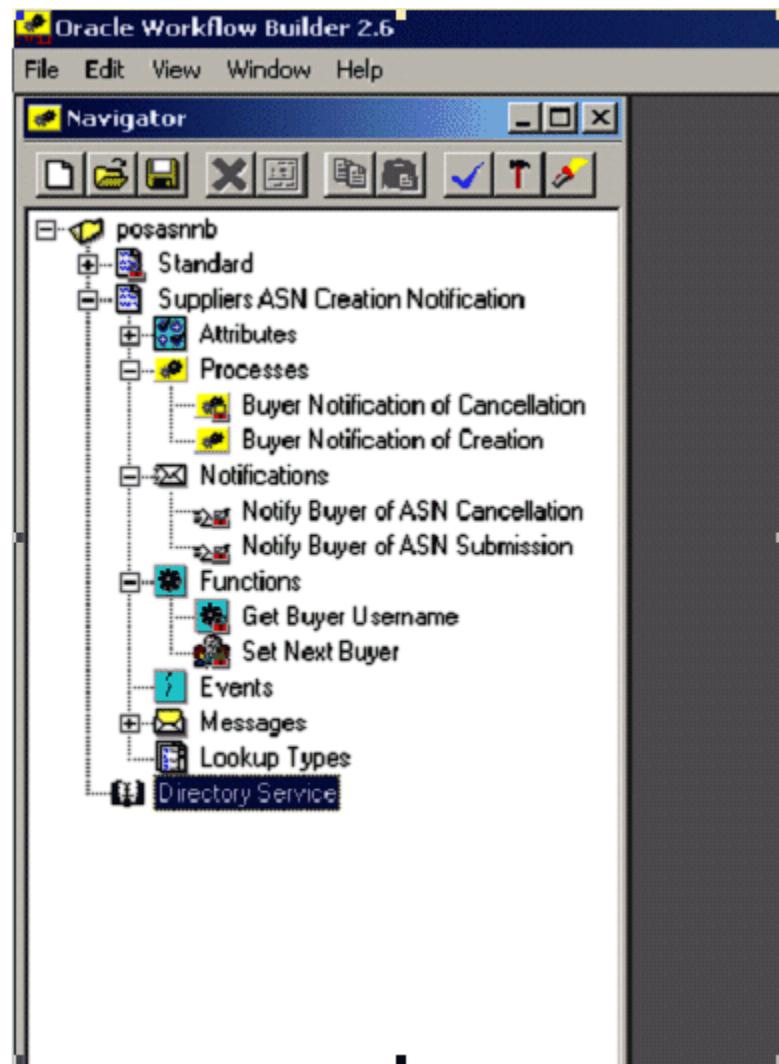
Number	Function/Notification Name	Package Procedure	Comments
3	GET_PLANNER_NAME	POS_UPDATE_CAPACITY_PKG. GET_PLANNER_NAME	Get Planner Name.
4	BUYER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. BUYER_APPROVAL_REQUIRED	Does the Updates Require Buyer's Approval?
5	PLANNER_APPROVAL_REQUIRED	POS_UPDATE_CAPACITY_PKG. PLANNER_APPROVAL_REQUIRED	Does the Updates Requires Planner's Approval?
6	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_ASL	Update ASL.
7	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
8	INFORM_BUYER_OF_UPDATE_FYI	Inform Buyer/Planner of Capacity Updates	Inform Buyer of Updates.
9	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
10	BUYER_PLANNER_SAME_PERSON	POS_UPDATE_CAPACITY_PKG. BUYER_SAME_AS_PLANNER	Are the buyer and the planner same person?
11	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
12	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?

Number	Function/Notification Name	Package Procedure	Comments
13	NOTIFY_PLANNER_OF_UPDATES	Notify Approver of Updates	Notify Planner of Updates.
14	CHECK_DEFAULT_MODE	POS_UPDATE_CAPACITY_PKG. DEFAULT_APPROVAL_MODE	Check Default Approval Mode.
15	UPDATE_TEMP_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_STATUS	Update status of the temp table.
16	NOTIFY_SUPPLIER_OF_REJECTION	Notify Supplier of Rejection	Notify Supplier of Rejection.
17	GET_BUYER	POS_UPDATE_CAPACITY_PKG. BUYER_EXIST	Does Buyer Exist?
18	NOTIFY_BUYER_OF_UPDATES	Notify Approver of Updates	Notify Buyer of Updates.
19	UPDATE_MAIN_TABLE	POS_UPDATE_CAPACITY_PKG. UPDATE_ASL	Update ASL.
20	GET_PLANNER	POS_UPDATE_CAPACITY_PKG. PLANNER_EXIST	Does Planner Exist?
21	INFORM_PLANNER_OF_UPDATES_FYI	Inform Buyer/Planner of Capacity Updates	Inform Planner of Updates.
22	NOTIFY_SUPPLIER_OF_ACCEPTANCE	Notify Supplier of Acceptance	Notify Supplier of Acceptance.

Create ASN Workflow

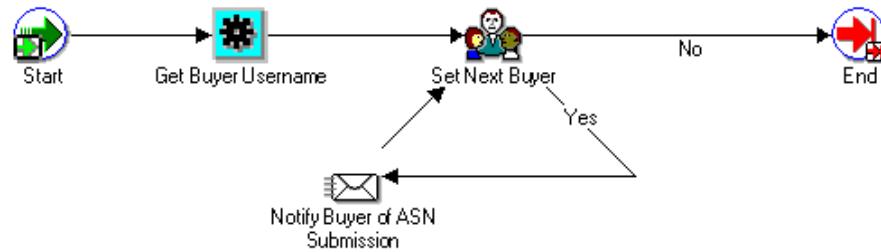
The workflow related components in Create ASN flow are sending the notifications for ASN Creation and ASN Cancellation. This workflow has been defined in the file \$pos/patch/115/import/US/posasnbn.wft

Create ASN Workflow



Notification to Buyer of ASN Creation

Notification to Buyer of ASN Creation

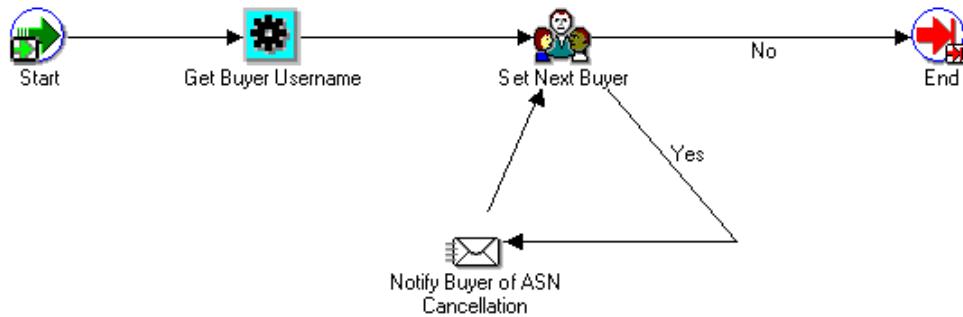


Notification to Buyer of ASN Creation Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	SET_BUYER_USERNAME	POS ASN NOTIF:GAT ASN BUYERS	Get Buyer Username
2	DUMMY	POS ASN NOTIF:SET_NEXT_BUYER	Set Next Buyer
3	NOTIFY_BUYER	Notify Buyer of ASN Submission	Notify Buyer of ASN Submission

Notification to Buyer of ASN Cancellation

Notification to Buyer of ASN Cancellation



Notify Buyer of ASN Cancellation Workflow: Processes and Notifications

Number	Function/Notification Name	Package Procedure	Comments
1	SET_BUYER_USERNAME	POS ASN NOTIF:GET ASN BUYERS	Get Buyer Username
2	DUMMY	POS ASN NOTIF:SET_NEXT_BUYER	Set Next Buyer
3	NOTIFY_BUYER	Notify Buyer of ASN Cancellation	Notify Buyer of ASN Cancellation

Purchase Order Acknowledgement Workflow

The notifications sent to the supplier and buyer for Purchase Order Acknowledgement are handled as part of PO Approval Workflow.

For detailed description of PO Approval Workflow, see the *Oracle Purchasing Implementation Guide*.

Glossary

accept

An action to indicate that you accept the previous approver's authorization.

acceptance

Supplier acknowledgement of a purchase order that indicates that the supplier agreed to and accepted the terms of the purchase order.

account

See: **accounting flexfield**

account alias

An easily recognized name or label representing an account charged on miscellaneous transactions. You may view, report, and reserve against an account alias.

Account Generator

A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application.

See also: **activity (Workflow)**, **function**, **item type**, **lookup type**, **node**, **process**, **protection level**, **result type**, **transition**, **Workflow Engine**

accounting flexfield

A feature used to define your account coding for accounting distributions. For example, this structure can correspond to your company, budget account, and project account numbers. For simplicity, Inventory and Oracle Manufacturing use the term account to refer to the accounting flexfield.

accounting flexfield limit

The maximum amount you authorize an employee to approve for a particular range of accounting flexfields.

accounting period

The fiscal period a company uses to report financial results, such as a calendar month or fiscal period.

accounts payable accrual account

The account used to accrue payable liabilities when you receive your items. Always used for inventory and outside processing purchases. You can also accrue expenses at the time of receipt. Used by Purchasing and Inventory, the accounts payable account represents your non-invoiced receipts, and is included in your month end accounts payable liability balance. This account balance is cleared when the invoice is matched in Payables.

accrual accounting

Recognition of revenue when you sell goods and recognition of expenses when a supplier provides services or goods. Accrual based accounting matches expenses with associated revenues when you receive the benefit of the good and services rather than when cash is paid or received.

acquisition cost

The cost necessary to obtain inventory and prepare it for its intended use. It includes material costs and various costs associated with procurement and shipping of items, such as duty, freight, drayage, customs charges, storage charges, other supplier's charges, and so on.

activity (Workflow)

An Oracle Workflow unit of work performed during a business process.

See also: **activity attribute**, **function activity**

activity attribute

A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

alert

A specific condition defined in Oracle Alert that checks your database and performs actions based on the information it finds there.

alert action

In Oracle Quality, an electronic mail message, operating system script, SQL script, or concurrent program request that is invoked when specified action rule conditions are met.

alphanumeric number type

An option for numbering documents, employees, and suppliers where assigned numbers can contain letters as well as numbers.

amount based order

An order you place, receive, and pay based solely on the amount of service you purchase.

approve

An action you take to indicate that you consider the contents of the purchasing document to be correct. If the document passes the submission tests and you have sufficient authority, Purchasing approves the document.

approved

A purchase order or requisition status that indicates a user with appropriate authorization approved the purchase or requisition. Purchasing verifies that the purchase order or requisition is complete during the approval process.

archiving

The process of recording all historical versions of approved purchase orders. Purchasing automatically archives a purchase order when you approve it for the first time. Purchasing subsequently archives your purchase orders during the approval process if you have increased the revision number since the last time you approved the purchase order.

ASC X12

Accredited Standards Committee X12 group. This group is accredited by ANSI and maintains and develops the EDI standards for the United States and Canada.

ASCII

American Standard Code for Information Interchange. A standard file format used for transmission and storage. ASCII is a seven-bit code with an eighth bit used for parity.

ASL

Approved Suppliers List. A list where you can set up your Approved Suppliers, Sites, and Items.

ASN

(Advanced Shipping Notice)

asset item

Anything you make, purchase, or sell including components, subassemblies, finished

products, or supplies which carries a cost and is valued in your asset subinventories.

asset subinventory

Subdivision of an organization, representing either a physical area or a logical grouping of items, such as a storeroom where quantity balances are maintained for all items and values are maintained for asset items.

assigned units

The number of resource units assigned to work at an operation in a routing. For example, if you have 10 units of machine resource available at a department, you can assign up to 10 of these units to an operation in a routing. The more units you assign, the less elapsed time Work in Process schedules for the operation.

assignment set

A group of sourcing rules and/or bills of distribution and a description of the items and/or organizations whose replenishment they control.

attribute

See: **activity attribute**, **item type attribute**

authorization check

A set of tests on a purchasing document to determine if the document approver has sufficient authority to perform the approval action.

automatic numbering

A numbering option Purchasing uses to assign numbers to your documents, employees, or suppliers automatically.

automatic sourcing

A Purchasing feature which allows you to specify for predefined items a list of approved suppliers and to associate source documents for these suppliers. When you create a requisition or purchase order line for the item, Purchasing automatically provides appropriate pricing for the specified quantity based on the top-ranked open source document for the supplier with the highest percentage allocation.

balancing entity

An organization for which you prepare a balance sheet, represented as a balancing segment value in your accounting flexfield. This is the equivalent of a fund in government organizations. Examples include companies, strategic business units, and divisions.

balancing segment

An Accounting Flexfield segment you define so that Oracle General Ledger

automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that within every journal entry, the total debits to company 01 equal the total credits to company 01.

base unit

The unit of measure to which you convert all units of measure within one class. The base unit is the smallest or most commonly used unit of measure in the class. For example, millimeter is the base unit in the Length class. You define your base unit of measure when you create your unit class.

bill-to address

The customer's billing address. It is also known as invoice-to address.

blanket purchase agreement

A type of purchase order you issue before you request actual delivery of goods or services. You normally create a blanket purchase agreement to document a long-term supplier agreement. A blanket purchase agreement may contain an effective date and an expiration date, a committed amount, or quantity. You use a blanket purchase agreement as a tool for specifying agreed prices and delivery dates for goods and services before ordering them.

blanket purchase order

See: [blanket purchase agreement](#)

blanket release

An actual order of goods and services against a blanket purchase agreement. The blanket purchase agreement determines the characteristics and prices of the items. The blanket release specifies actual quantities and dates ordered for the items. You identify a blanket release by the combination of the blanket purchase agreement number and the release number.

blind receiving

A site option that requires your receiving staff to count all items on a receipt line. Blind receiving prevents display of expected receipt quantities in receiving windows.

budget organization

An entity, such as a department, division, or activity responsible for entering and maintaining budget data. You define budget organizations for your agency, then assign appropriate accounting flexfields to each budget organization.

bucket patterns

Bucket patterns can be defined to include daily, weekly, monthly, or quarterly buckets. Bucket patterns are used to bucket quantity requirements on Planning or Shipping

Schedules.

budgetary account

An account segment value (such as 6110) that is assigned one of the two budgetary account types. You use budgetary accounts to record the movement of funds through the budget process from appropriation to expended appropriation.

business document

A document used for conducting business between two trading partners - a purchase order or invoice, for example.

business group

An organization which represents the consolidated enterprise, a major division, or an operation company. This entity partitions Human Resources information.

buyer

Person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.

cancel

You can cancel a purchase order after approving it. When you cancel a purchase order, you prevent anyone from adding new lines to the purchase order or receiving additional goods. Purchasing still allows billing for goods you received before cancelling the purchase order. Purchasing releases any unfilled requisition lines for reassignment to another purchase order.

candidate

A record Purchasing selects to purge based on the last activity date you specify. Purchasing selects only records that you have not updated since the last activity date. Purchasing does not purge a candidate until you confirm it.

carrier

See: **freight carrier**

category

Code used to group items with similar characteristics, such as plastics, metals, or glass items.

category set

A feature in Inventory where users may define their own group of categories. Typical category sets include purchasing, materials, costing, and planning.

check funds

To certify whether you have funds available to complete your requisition or purchase order. The difference between the amount you are authorized to spend and the amount of your expenditures plus encumbrances equals your funds available. You can certify funds available at any time when you enter a requisition or a purchase order. You can track funds availability at different authority levels on-line.

close

A purchase order is automatically closed once it is received (if you require a receipt) and is billed for all purchase order shipments. Since you do not require or expect any further activity, Purchasing closes the purchase order. You can also manually close the purchase order early if you do not expect further activity. Adding lines to it or receiving against it, reopens the purchase order. Purchasing does not consider closed purchase orders for accruals.

close for invoicing

A purchase order control that you can assign manually or that Purchasing can assign automatically when the amount invoiced reaches a defined percentage of the order quantity.

close for receiving

A purchase order control you can assign manually or that Purchasing can assign automatically when the amount received reaches a defined percentage of the order quantity.

column headings

Descriptions of the contents of each column in the report.

combination of segment values

A combination of segment values uniquely describes the information stored in a field made up of segments. A different combination of segment values results when you change the value of one or more segments. When you alter the combination of segment values, you alter the description of the information stored in the field.

commitment

A contractual guarantee with a customer for future purchases, usually with deposits or prepayments. You can then create invoices against the commitment to absorb the deposit or prepayment. Receivables automatically records all necessary accounting entries for your commitments. Oracle Order Entry allows you to enter order lines against commitments.

A journal entry you make to record an anticipated expenditure as indicated by approval of a requisition. Also known as **pre-commitment**, **pre-encumbrance** or **pre-lien**.

committed amount

The amount you agree to spend with a supplier.

concurrent manager

Components of your applications concurrent processing facility that monitor and run time-consuming tasks for you without tying up your terminal. Whenever you submit a request, such as running a report, a concurrent manager does the work for you, letting you perform many tasks simultaneously.

concurrent process

A task in the process of completing. Each time you submit a task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other activities on your computer) to help you complete multiple tasks at once with no interruptions to your terminal.

concurrent queue

A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting in line. If your system administrator sets up simultaneous queuing, your request can wait to run in more than one queue.

concurrent request

A request to complete a task for you. You issue a request whenever you submit a task, such as running a report. Once you submit a task, the concurrent manager automatically takes over for you, completing your request without further involvement from you, or interruption to your work. Concurrent managers process your request according to when you submit the request and the priority you assign to your request. If you do not assign a priority to your request, your application prioritizes the request for you.

configuration

A product a customer orders by choosing a base model and a list of options. It can be shipped as individual pieces as a set (kit) or as an assembly (configuration item).

consigned location

The physical location of inventories which resides on the property of buyers and sellers through a consigned agreement with the manufacturer.

context element

A collection element associated with a quality collection transaction. Values for context elements are automatically transferred to Oracle Quality as their parent collection transaction are entered.

context field prompt

A question or prompt to which a user enters a response, called a context field value. When Oracle Applications displays a descriptive flexfield pop-up window, it displays your context field prompt after it displays any global segments you have defined. Each descriptive flexfield can have up to one context prompt.

context field value

A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

context segment value

A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment, such as Redwood Shores, Oracle Headquarters, or Minneapolis, Merrill Aviation's Hub.

context-sensitive segment

A descriptive flexfield segment that appears in a second pop-up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop-up window. Each context-sensitive segment typically prompts you for one item of information related to your context response.

contract

An agreement between you and a supplier for unspecified goods or services. This agreement may include terms and conditions, committed amount, and an effective and expiration date. You reference contract purchase agreements directly on standard purchase order lines. Purchasing monitors the amount you have spent against contract purchase agreements.

conversion

Converts foreign currency transactions to your functional currency.

See also: **foreign currency conversion**

conversion formula

The number that, when multiplied by the quantity of one unit of the source base unit, gives you the quantity of one unit of the destination base units in the interclass conversion. The number is also the conversion between units for standard unit conversion or item-specific conversion.

copy

An AutoCreate option that lets a buyer designate a specific requisition line as the source of information that Purchasing copies to the purchase order or RFQ line.

corporate exchange rate

An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization.

cost element

A classification for the cost of an item. Oracle Manufacturing supports five cost elements: material, material overhead, resource, outside processing, and overhead.

cost variance

The difference between the actual and expected cost. Oracle Manufacturing and Payables supports the following cost variances: invoice price, resource rate, and standard cost variances.

credit memo

A document that partially or fully reverses an original invoice.

current on-hand quantity

Total quantity of the item on-hand before a transaction is processed.

default value

Information Oracle Applications automatically enters depending on other information you enter. Also referred to as defaults or a defaulted value.

deliver-to location

A location where you deliver goods previously received from a supplier to individual requestors.

delivery

Internal delivery of items to requestors within your organization.

demand

Projected inventory issue transactions against an item. For Order Management, it is an action you take to communicate current or future product needs to manufacturing.

depot repair

A process used to track items returned by a customer for repair or replacement.

descriptive flexfield

An Oracle Applications feature used to collect information unique to your business. You determine the additional information you need and descriptive flexfield lets you customize your application to your needs without additional programming.

destination base unit

The unit of measure to which you are converting when you define interclass conversions. Your destination base unit is the base unit of a unit class.

destination organization

An inventory organization that receives item shipments from a given organization.

detailed message action

A message representing one exception. Oracle Alert inserts the exception values into the text of the message.

direct receipt

The receipt of an item directly to its final destination (either directly to the person who requested the item or directly to the final inventory location). It differs from a standard receipt in that it is received into a receiving location and delivered in one transaction, rather than received and delivered in two separate transactions.

discrete manufacturing

A manufacturing environment where you build assemblies in discrete jobs or batches. Different from a repetitive production environment where you build assemblies on production or assembly lines at a daily rate.

distribution account

An account where you record material, material overhead, resource, outside processing, and overhead charges incurred by a discrete job or repetitive assembly. In a standard costing system, this is where you record your standard costs.

distribution list

A predefined list of electronic mail IDs that you can use rather than entering individual mail IDs (To, Cc, and Bcc) when defining mail message alert actions in Oracle Quality.

document reference

A message that precisely identifies the document or part of document you want to describe using standard or one-time notes.

drop shipment

A method of fulfilling sales orders by selling products without handling, stocking, or

delivering them. The selling company buys a product from a supplier and has the supplier ship the product directly to customers.

due date

The date when scheduled receipts are currently expected to be received into inventory and become available for use.

duplicate

An exception Oracle Alert located for the same action set during a previous alert check. Oracle Alert does not consider a detail action to contain a duplicate exception until Oracle Alert sends the final action level to a specific action set, and then locates the same exception for the same action set again. For example, if on Monday Oracle Alert notifies a buyer that a supplier shipment is overdue, then on Tuesday Oracle Alert finds the shipment is still overdue, you can choose whether Oracle Alert should re-notify the buyer or suppress the message.

dynamic distribution

You can use output variables to represent electronic mail IDs. When you define mail message alert actions in Oracle Quality, the message is sent to all defined mail IDs.

dynamic insertion

Automatically creates new accounting flexfield combinations as you enter them. If you do not use dynamic insertion, you create new accounting flexfield combinations with a separate window.

EDI

See: **Electronic Data Interchange (EDI)**

EDIFACT

Electronic Data Interchange for Administration, Commerce, and Trade is the current acronym for standards developed within Working Party 4. *See also WP4*

electronic commerce

Conducting business via an electronic medium. This includes methods of exchanging business information electronically, such as Electronic Data Interchange (EDI), FAX, email, and eforms.

Electronic Data Interchange (EDI)

Exchanging business documents electronically between trading partners. EDI subscribes to standard formats for conducting these electronic transactions as stated by various standards.

electronic funds transfer

A method of payment in which your bank transfers funds electronically from your bank account into another bank account. In Oracle Payables, funds are transferred from your account into that of a supplier. This information is sent to the bank in a file.

employee supervisor hierarchy

An approval routing structure based on employee/supervisor relationships. *See position hierarchy*

encumbrance

See: **purchase order encumbrance**.

encumbrance type

An encumbrance category that allows you to track your expenditures according to your purchase approval process and better control your planned expenditures. You can set up separate encumbrance types for each stage in your purchasing cycle to track your spending at each level. Examples of encumbrance types are commitments (requisition encumbrances) and obligations (purchase order encumbrances).

event alert

An alert that runs when a specific event occurs that you define. For example, you can define an event alert to immediately send a message to the buyer if an item is rejected on inspection.

exception

An occurrence of the specified condition found during an alert check. For example, an alert testing for invoices on hold may find five invoices on hold, or none. Each invoice on hold is an exception.

exception message

A message received indicating a situation that meets your predefined exception set for an item, such as *Items that are overcommitted*, *Items with excess inventory*, and *Orders to be rescheduled out*.

exception reporting

An integrated system of alerts and action sets that focuses attention on time-sensitive or critical information, shortens your reaction time, and provides faster exception distribution. Exception reporting communicates information by either electronic mail messages or paper reports.

expected receipts report

A printed report of all expected receipts for a time period and location you specify.

expense item

Anything you make, purchase, or sell including components, subassemblies, finished products, or supplies and that does not carry a cost. Also known as a non-asset item.

expense subinventory

Subdivision of an organization, representing either a physical area or a logical grouping of items, such as a storeroom where no value exists but the quantities may be tracked.

exchange rate

A rate that represents the amount of one currency you can exchange for another at some point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, re-evaluation, and translation.

You can enter and maintain daily exchange rates for Oracle Purchasing to use to perform foreign currency conversion. Oracle Purchasing multiplies the exchange rate times the foreign currency to calculate **functional currency**.

exchange rate type

A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate.

See also: **corporate exchange rate, spot exchange rate**

explode

An AutoCreate option that lets a buyer split a single requisition line for an item into one or more requisition lines for different items. Use this option to expand a requisition line for an item that your company purchases in component parts.

express delivery

An option that lets you deliver the entire quantity of a receipt without entering quantities for each shipment or distribution.

express receipt

A site option that lets you receive an entire purchase order or blanket purchase agreement release with one keystroke.

express requisitions

To create requisitions quickly from predefined requisition templates. You only need to provide an accounting flexfield and quantities to create a requisition for commonly purchased items.

FIFO (first-in-first-out) costing method

A cost flow method used for inventory valuation. Inventory balances and values are

updated perpetually after each transaction is sequentially costed. It assumes that the earliest inventory units received or produced are the first units used or shipped. The ending inventory therefore consists of the most recently acquired goods. FIFO cost flow does not have to match the physical flow of inventory.

final close

A purchase order control you can assign to prevent modifications to or actions against completed documents, lines, and shipments by final closing them. Final-closed documents are not accessible in the corresponding entry windows, and you cannot perform the following actions against final-closed entities: receive, transfer, inspect, deliver, correct receipt quantities, invoice, return to supplier, or return to receiving.

firm

A purchase order control. When you firm an order, Master Scheduling/MRP uses the firm date to create a time fence within which it does not suggest new planned purchase orders, cancellations, or reschedule-in actions. It continues to suggest reschedule-out actions for orders within the time fence. If several shipments with different promised or need-by dates reference the same item, Master Scheduling/MRP sets the time fence at the latest of all scheduled dates.

flexfield

A field made up of segments. Each segment has a name you assign and a set of valid values.

See also: **descriptive flexfield, key flexfield**

flexfield segment

One of the parts of your key flexfield, separated from the other parts by a symbol you choose (such as -, /, or \). Each segment typically represents a cost center, company, item family, or color code.

FOB

See: **freight on board**.

foreign currency

A currency you define for your ledger for recording and conducting accounting transactions in a currency other than your functional currency. When you enter and pay an invoice in a foreign currency, Oracle Payables automatically converts the foreign currency into your functional currency based on the exchange rate you define.

See also: **exchange rate, functional currency**

forward

An action you take to send a document to another employee without attempting to approve it yourself.

four-way matching

Purchasing performs four-way matching to verify that purchase order, receipt, inspection and invoice quantities match within tolerance.

freight on board

(FOB) The point or location where the ownership title of goods is transferred from the seller to the buyer.

freeze

You can freeze a purchase order after printing. By freezing a purchase order, you prevent anyone from adding new lines or changing the purchase order. You can continue to receive goods and be billed on already existing purchase order lines. The ability to continue receiving against the purchase order is the difference between freezing and cancelling.

freight carrier

A commercial company used to send item shipments from one address to another.

function

A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. *See also*

function activity

An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure.

See also: **function**

functional currency

Currency you use to record transactions and maintain your accounting information. The functional currency is generally the currency used to perform most of your company's business transactions. You determine the functional currency for the ledger you use in your organization. Also called **base currency**.

funds available

The difference between your budget, less encumbrances of all types and actual expenditures.

funds checking

The process of certifying funds available. When you check funds, the transaction amount is compared with your funds available, and you are notified whether funds are

available for your transaction. Checking funds does not reserve funds for your transaction.

You can check funds when you enter a requisition, purchase order, or invoice.

funds reservation

The creation of requisition, purchase order, or invoice encumbrance journal entries. Purchasing immediately updates your funds available balances and creates an encumbrance journal entry in which you can post in your general ledger.

This is also the process of reserving funds available. You can reserve funds when you enter actual, budget, or encumbrance journals. When you reserve funds, the amount of your transaction is compared with your funds available and you are notified on-line whether funds are available.

general ledger transfer

The process of creating a postable batch for the general ledger from summarized activity for a given period. Using Journal Import in General Ledger, you can create a postable batch in your general ledger. After running Journal Import, you can post your journal using the General Ledger posting process.

inspection

A procedure you perform to ensure that items received conform to your quality standards. You can use inspections to prevent payment for goods and services that fail to meet your quality standards.

inter-organization transfer

Transfer of items from one inventory organization to another. You can have freight charges and transfer credits associated with inter-organization transfer. You can choose to ship items directly or have them go through intransit inventory.

interclass conversion

The conversion formula you define between base units from the different unit classes.

intercompany invoice

An automatically generated statement that eliminates intercompany profit. This transaction may occur between organizations in the same or different legal entities.

internal requisition

See: **internal sales order, purchase requisition.**

internal sales order

A request within your company for goods or services. An internal sales order originates from an employee or from another process as a requisition, such as inventory or

manufacturing, and becomes an internal sales order when the information is transferred from Purchasing to Order Management. Also known as **internal requisition** or **purchase requisition**.

intransit inventory

Items being shipped from one inventory organization to another. While items are intransit you can view and update arrival date, freight charges, and so on.

inventory item

Items you stock in inventory. You control inventory for inventory items by quantity and value. Typically, the inventory item remains an asset until you consume it. You recognize the cost of an inventory item as an expense when you consume it or sell it. You generally value the inventory for an item by multiplying the item standard cost by the quantity on hand.

inventory organization

An organization that tracks inventory transactions and balances, and/or that manufactures or distributes products.

inventory transaction

A record of material movement. The basic information for a transaction includes the item number, the quantity moved, the transaction amount, the accounting flexfields, and the date. *See material transaction*

invoice

A summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer by a supplier for payment.

invoice price variance

The difference between the purchase order price for an item and the actual invoice price multiplied by the quantity invoiced. Payables records this variance after matching the invoice to the purchase order. Typically, the price variance is small since the price the supplier charges you for an item should be the one you negotiated on your purchase order.

item

Anything you make, purchase, or sell, including components, subassemblies, finished products, or supplies. Oracle Manufacturing also uses items to represent planning items that you can forecast, standard lines that you can include on invoices, and option classes you can use to group options in model and option class bills.

item attributes

Specific characteristics of an item, such as order cost, item status, revision control,

COGS account, etc.

item category

See: **category**.

item-specific conversion

The conversion formula you define between the primary unit of measure for an item and another unit of measure from the same unit class. If you define a conversion rate for a specific item, Purchasing uses the item-specific conversion rate instead of the standard conversion rate for converting between units for that item.

item type

A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. *See also item type attribute.*

item type attribute

A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

Item Validation Organization

The inventory organization that contains your master list of items. You define it in the Financials Options window. *See also organization.*

job

A category of personnel in your organization. Examples of a typical job include Vice President, Buyer, and Manager. *See also position.*

key flexfield

A set of segments. You choose the number of segments you want, the length of each segment, the order of your segments and more. You can then define the list of acceptable values for each segment.

key flexfield segment

One of up to 30 different sections of your key flexfield. You separate segments from each other by a symbol you choose (such as -, / or \.). Each segment can be up to 25 characters long. Each key flexfield segment typically captures one element of your business or operations structure, such as company, division, region, or product for the accounting flexfield and item, version number, or color code for the item flexfield.

key flexfield segment value

A series of characters and a description that provide a unique value for this element, such as 0100, Eastern region, V20, or Version 2.0.

LIFO (last-in-first-out) costing method

A cost flow method used for inventory valuation. Inventory balances and values are updated perpetually after each transaction is sequentially costed. It assumes that the most recent inventory units received or produced are the first units used or shipped. The ending inventory consists of old goods acquired in the earliest purchases or completions.

legal entity

An organization that represents a legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other relevant information to this entity.

license plate number (LPN)

LPNs are unique identifiers used to store and transact inventory throughout the supply chain. They store a container's contents, including item, revision, lot and serial numbers, and quantity.

line type

Determines whether a purchasing document line is for goods, services, or any other type that you define. The line type also determines whether the document line is based on price and quantity or on amount.

location

A shorthand name for an address. Location appears in address lists of values to let you select the correct address based on an intuitive name. For example, you may want to give the location name of 'Receiving Dock' to the Ship To business purpose of 100 Main Street.

locator

Physical area within a subinventory where you store material, such as a row, aisle, bin, or shelf.

lockbox

A service commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. Lockbox processors set up special postal codes to receive payments, deposit funds and provide electronic account receivable input to corporate customers. A lockbox operation can process millions of transactions a month.

logical organization

A business unit that tracks items for accounting purposes but does not physically exist. *See organization.*

lookup code

The internal name of a value defined in an Oracle Workflow lookup type. *See also lookup type.*

lookup type

An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. *See also lookup code.*

long notes

A Purchasing feature that lets you provide up to 64K characters per note. You can add long notes to your headers and lines. Purchasing automatically wraps the note while you are typing. You can also format the note by providing extra lines or indenting parts of your message. You can provide as many long notes as you want wherever the long notes capability is available.

lot

A specific batch of an item identified by a number.

manual numbering

A numbering option to let someone assign numbers manually to documents, employees, and suppliers.

message

The text or data Oracle Alert sends when it finds an exception while checking an alert.

min-max planning

An inventory planning method used to determine when and how much to order based on a fixed user-entered minimum and maximum inventory levels.

modal window

Certain actions that you perform may cause a modal window to display. A modal window requires you to act on its contents before you can continue, usually by choosing OK or Cancel.

move transaction

A transaction to move assemblies from operation to operation or within an operation on a discrete job or repetitive schedule.

multi-source

An AutoCreate option that lets a buyer distribute the quantity of a single requisition line to several suppliers whenever the buyer wants to purchase the requisition line item from more than one supplier.

multiple sets of books

A General Ledger concept for having separate entities for which chart of accounts, calendar, or functional currency differs.

node

An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. *See also* **process**.

note name

A name that uniquely identifies a standard or one-time note. You use note names to locate a note you want to use or copy on a document.

numeric number type

An option for numbering documents, employees, and suppliers where assigned numbers contain only numbers.

offsetting account

The source or opposite side of an accounting entry.

omit

An AutoCreate option that lets a buyer prevent Purchasing from including certain displayed requisition lines when creating a purchase order or RFQ. If you omit a requisition line, Purchasing returns it to the available pool of requisition lines.

on-hand quantity

The physical quantity of an item existing in inventory.

one-time item

An item you want to order but do not want to maintain in the Items window. You define a one-time item when you create a requisition or purchase order. You can report or query on a one-time item by specifying the corresponding item class.

one-time note

A unique message you can attach to an order, return, order line, or return line to convey important information.

open

An open purchase order exists if the purchase order has any lines that have not been fully invoiced and are not cancelled. If you require receipt for items you order, an open purchase order exists if any lines have not been fully received and fully invoiced and are not cancelled.

open interface

A Manufacturing function that lets you import or export data from other systems through an open interface. An example is a bar code reader device accumulating data you later import into your manufacturing system for further processing.

operating unit

An organization that partitions data for subledger products (AP, AR, PO, OE). It is roughly equivalent to a single pre-Multi-Org installation.

order cycle

A sequence of actions you or Oracle Management perform on an order to complete the order. An order cycle lets you define the activity an order follows from initial entry through closing. Order cycles are assigned to order types.

organization

A business unit such as a plant, warehouse, division, department, and so on.

outside operation

An operation that contains outside resources and possibly internal resources as well.

outside processing

Performing work on a discrete job or repetitive schedule using resources provided by a supplier.

outside processing operation

Any operation that has an outside processing resource. *See outside resource*

outside processing item

An item you include on a purchase order line to purchase supplier services as part of your assembly build process. This item can be the assembly itself or a non-stocked item which represents the service performed on the assembly.

outside resource

A resource provided by a supplier that you include in your routings, such as supplier sourced labor or services. This includes both **PO move and PO receipt resources**.

parameter

A variable used to restrict information in a report, or determine the form of a report. For example, you may want to limit your report to the current month, or display information by supplier number instead of supplier name.

payment batch

A group of invoices selected for automatic payment processing via Oracle Payables AutoSelect function.

payment terms

The due date and discount date for payment of an invoice. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days, with the balance due within 30 days of the invoice date.

pending

A status where a process or transaction is waiting to be completed.

period

See: **accounting period**.

period expense

An expense you record in the period it occurs. An expense is typically a debit.

periodic alert

An alert that checks your database for the presence of a specific condition according to a schedule you define.

planned purchase order

A type of purchase order you issue before you order actual delivery of goods and services for specific dates and locations. You normally enter a planned purchase order to specify items you want to order and when you want delivery of the items. You later enter a shipment release against the planned purchase order when you actually want to order the items.

PO

See: **purchase order**

PO move resource

An outside resource that is automatically charged upon receipt of a purchase order. PO move resources also automatically initiate shop floor move transactions upon receipt.

PO receipt resource

An outside resource that is automatically charged upon receipt of a purchase order.

position

A specific function within a job category. Examples of typical positions associated with the Vice President job include: Vice President of Manufacturing, Vice President of Engineering, and Vice President of Sales. *See job.*

position hierarchy

A structure of **positions** used to define management line reporting and control access to employee information.

pre-approved

A document that has been approved by someone with final approval authority, but then forwarded to yet another approver for additional approval; or a document that has been authorized for approval but for which funds have not yet been reserved (if your organization uses encumbrance). A document with a status of Pre-Approved does not show up as supply until its status changes to Approved.

price break line

Supplier pricing information for an item or purchasing category on a quotation. The price you enter on a price break line depends on the quantity you order from your supplier. Usually, suppliers provide you with price break line structures to indicate the price you would pay for an item depending on the quantity you order. Generally, the more you order, the less expensive your unit price. Also, depending on the quantity you order, a supplier may provide you with different purchase conditions, such as advantageous payment or freight terms when you buy in large quantities.

process

A set of Oracle Workflow activities that need to be performed to accomplish a business goal. *See also Account Generator, process activity, process definition.*

process activity

An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. *See also .*

processing status

The processing state of a row (record) in an open interface table. Common statuses include, but are not restricted to, Pending, Running, and Error.

profile option

A set of changeable options that affect the way your applications run. In general, profile

options can be set at one or more of the following levels: site, application, responsibility, and user.

project

A unit of work broken down into one or more tasks, for which you specify revenue and billing methods, invoice formats, a managing organization, and project manager and bill rates schedules. You can charge costs to a project, as well as generate and maintain revenue, invoice, unbilled receivable and unearned revenue information for a project.

Project Manufacturing

A type of manufacturing environment where production requirements are driven by large projects. You can plan, schedule, process, and cost against a specific project or a group of projects. If Oracle Project Manufacturing is installed and the Project References Enabled and Project Control Level parameters are set in the Organization Parameters window in Oracle Inventory, you can assign project and, if required, task references to sales orders, planned orders, jobs, requisitions, purchase orders, and other entities within Oracle Manufacturing. If the Project Cost Collection Enabled parameter is also set, you can collect and transfer manufacturing cost to Oracle Projects.

project purchase order

A purchase order with a project and task reference.

project requisition

A requisition with a project and task reference.

promise date

The date on which your supplier agrees to ship the products to you, or the date that you will receive the products.

proprietary account

An account segment value (such as 3500) that is assigned one of the five proprietary account types.

protection level

In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. *See also Account Generator.*

purchase order

A type of purchase order you issue when you request delivery of goods or services for

specific dates and locations. You can order multiple items for each planned or standard purchase order. Each purchase order line can have multiple shipments and you can distribute each shipment across multiple accounts. *See **standard purchase order** and **planned purchase order**.*

purchase order encumbrance

A transaction representing a legally binding purchase. Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, Purchasing creates appropriate reversing entries in your general ledger. Purchase order encumbrance is also known as obligation, encumbrance, or lien.

purchase order receipt

See: **receipt**.

purchase order revision

A number that distinguishes printed purchase order versions. Purchasing automatically sets the revision to 0 when you initially create a purchase order. Each purchase order you print displays the current revision number.

purchase order shipment

A schedule for each purchase order line composed of the quantity you want to ship to each location. You can also provide delivery dates for each shipment line. You can create an unlimited number of shipments for each purchase order line. You receive goods and services against each shipment line.

purchase price variance

The variance that you record at the time you receive an item in inventory or supplier services into work in process. This variance is the difference between the standard unit cost for the item or service and the purchase unit price multiplied by the quantity received. You record purchase price variances in a purchase price variance account for your organization. Since standard cost is a planned cost, you may incur variances between the standard cost and the purchase order price.

purchase requisition

An internal request for goods or services. A requisition can originate from an employee or from another process, such as inventory or manufacturing. Each requisition can include many lines, generally with a distinct item on each requisition line. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item, and the Accounting Flexfield you are charging for the item. *See also **internal sales order**.*

purchased item

An item that you buy and receive. If an item is also an inventory item, you may also be

able to stock it. *See also* **inventory item**.

purchasing documents

Any document you use in the purchasing life cycle, including requisitions, RFQs, quotations, purchase orders, and purchase agreements.

purchasing open interface

A Purchasing function that lets you import price/sales catalog information from your suppliers. It receives the catalog data electronically, verifies and processes the data, and imports the data directly into Purchasing as blanket purchase agreements or quotations.

purge

A technique for deleting data in Oracle Manufacturing that you no longer need to run your business.

purge category

A Purchasing feature you use to purge a particular group of records from the database. Purchasing lets you choose from the following separate categories: *Simple Requisitions*, *Simple Purchase Orders*, *Suppliers*, *Simple Invoices* (only if you installed Payables), and *Matched Invoices and POs* (only if you installed Payables). The last category is the most comprehensive category you can choose. You should purge all appropriate documents before purging your supplier information, because Purchasing does not purge suppliers that you referenced on existing documents.

purge status

A Purchasing method of reporting the progress of a purge you initiate. The Status field lets you take an action on your purge process (Initiate, Confirm, Abort), or reports on the current status of the purge (Printed, Deleting, Completed-Aborted, Completed-Purged).

quantity accepted

The number of items you accept after inspection.

quantity-based order

An order you place, receive, and pay based on the quantity, unit of measure, and price of the goods or services that you purchase.

quantity received tolerance

The percentage by which you allow quantity received to exceed quantity ordered.

quantity rejected

The number of items you reject after inspection.

quotation

A statement of the price, terms, and conditions of sale a supplier offers you for an item or items. A quotation usually includes a detailed description (specifications) of goods or services the supplier offers. Suppliers consider quotations as an offer to sell when given in response to an inquiry. A quotation may be verbal or written. You often get verbal quotations for minor purchases by telephone. You usually send a request for quotation if you want a written quotation from a supplier. Written quotations often have an effective date and an expiration date.

quotation type

A QuickCode you define to categorize your quotation information. Purchasing provides you with the following set of predefined quotation types: Catalog, Verbal, Telephone, or From RFQ. You can define other quotation types that better fit your business.

receipt

A shipment from one supplier that can include many items ordered on many purchase orders.

receipt line

An individual receipt transaction that identifies receipt of an item against a purchase order shipment.

receipt routing

A method of simplifying transaction entry by specifying routing steps for receipts.

receipt traveler

An internal routing ticket you place on received goods to show their final destination.

receiving open interface

A set of interface tables in Purchasing that lets you import information from outside of Purchasing, from Oracle or non-Oracle applications. Some examples of information imported into the receiving open interface are Advance Shipment Notices (ASNs). The receiving open interface validates the information before importing it into the Purchasing application.

receiving organization

For drop-ship orders, the purchasing organization that records receipt of a drop-shipped item.

reject

For Oracle Automotive, Oracle Service and Oracle Work in Process, reject is an intraoperation step in an operation where you can record assemblies that require

rework or need to be scrapped. For Oracle Purchasing and Oracle Quality, reject is an option you use to indicate that you do not want to approve a document. Purchasing returns the document to its owner for modification and resubmission if appropriate.

reject over quantity tolerance

An option you use to disallow receipts that exceed the tolerance level.

release

An actual order of goods and services you issue against a blanket purchase agreement. The blanket purchase agreement determines the characteristics and the prices of the items. The release specifies the actual quantities and dates ordered for the items. You identify a release by the combination of blanket purchase agreement number and release number.

reorder point planning

An inventory planning method used to determine when and how much to order based on customer service level, safety stock, carrying cost, order setup cost, lead time and average demand.

report

An organized display of Oracle Applications information. A report can be viewed on-line or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

report headings

General information about the contents of the report.

report options

Options for sorting, formatting, selecting, and summarizing the information in the report. This section describes the options available for each report.

requisition template

A feature that lets you define a list of commonly purchased items from which a requestor can create a requisition. You can define the list of items by referencing an existing purchase order. Requestors use the requisition template to create simple, pre-sourced requisitions.

request for quotation (RFQ)

A document you use to solicit supplier quotations for goods or services you need. You usually send a request for quotation to many suppliers to ensure that you get the best price and terms possible. Depending on the way you do business, you can use two general types of RFQs: specific and generic.

requisition

See: **purchase requisition and internal sales order**.

requisition approval

The act of approving the purchases of the items on a requisition. A requisition must receive the required approvals before a buyer can create purchase orders from this requisition. The approvals can come from any employee, but a requisition is fully approved only when an employee who has enough authority approves it. If you require encumbrance or budgetary control for requisitions, a requisition is fully approved only when an employee with sufficient approval authority approves and reserves funds for the requisition.

requisition encumbrance

A transaction representing an intent to purchase goods and services as indicated by the reservation of funds for a requisition. Purchasing subtracts requisition encumbrances from funds available when you reserve funds for a requisition. If you cancel a requisition, Purchasing creates appropriate reversing entries in your general ledger.

requisition pool

Requisition lines that are approved, not cancelled, and not yet on a purchase order.

reserve

An action you take in Purchasing to reserve funds for a purchasing document or an action in Order Entry to allocate products for a sales order. If the document passes the submission tests and if you have sufficient authority, Purchasing reserves funds for the document.

Reserve for Encumbrance account

The account you use to record your encumbrance liability. You define a Reserve for Encumbrance account when you define your ledger. When you create encumbrances automatically in Purchasing or Payables, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account when you post your encumbrance journal entries. And General Ledger overwrites the balancing segment for your Reserve for Encumbrance account, so you automatically create the reserve for encumbrance journal entry to the correct company.

responsibility

Determines the data, forms, menus, reports, and concurrent programs you can access in Oracle Applications. It is linked directly to a data group. Several users can share the same responsibility, and a single user can have multiple responsibilities.

result code

In Oracle Workflow, the internal name of a result value, as defined by the result type.

See also: **result type**, **result value**.

result type

In Oracle Workflow, the name of the lookup type that contains an activity's possible result values.

result value

In Oracle Workflow, the value returned by a completed activity, such as *Approved*.

See also: **result code**, **result type**.

return

In Purchasing, an AutoCreate option that lets a buyer return a requisition line and all other unpurchased requisition lines on the same requisition to the requisition preparer. In Order Entry, it is the opposite of a sales order. It involves receipt of goods previously sold to a customer, credit to a customer, and possibly replacement with an identical or similar product.

return material authorization (RMA)

Permission for a customer to return items.

return to supplier

A transaction that allows you to return to the supplier items from a fully or partially received purchase order and receive credit for them.

revision

A particular version of an item, bill of material, or routing.

revision quantity control

A condition placed on an item that ensures that you always identify an item by its number and its revision. Certain items require tighter controls than others. For instance, you may want to control the quantities you have in inventory for an item by revision. For another item, you may just want to know the quantities you have on hand across all revisions. You keep track of inventory quantities by revision when an item is under revision quantity control. You keep track of inventory quantities by item when an item is not under revision quantity control.

RFQ

See also: **request for quotation**.

RMA

See also: **Return Material Authorization**.

serial number

A number assigned to each unit of an item and used to track the item.

ledger

A financial reporting entity that partitions General Ledger information and uses a particular chart of accounts, functional currency, and accounting calendar. This concept is the same whether or not the Multi-organization support feature is implemented.

ship-to address

A location where items are to be shipped.

ship via

See: **freight carrier**

shipment release

An actual order of goods and services against a planned purchase order. The planned purchase order determines the characteristics of the items on the order. The planned purchase order also has the expected quantities, prices, and ship-to locations, and delivery dates for the items on the order. You identify a shipment release by the combination of the planned purchase order number and the release number. Each planned purchase order line can have multiple shipments and you can distribute the quantity of each shipment across multiple accounts.

shipment relief

The process of relieving the master demand schedule when a sales order ships. This decrements the demand schedule to represent an actual statement of demand.

short notes

A Purchasing feature that lets you provide up to 240 characters on your documents. Typically, these notes are for your supplier, approver, buyer, or receiver.

source base unit

The unit of measure from which you are converting when you define your interclass conversions. You define the destination base unit in terms of the source base unit. Your source base unit is the base unit of a unit class.

sourcing

The action of identifying a purchasing source or supplier for goods or services. To identify the best sources for your purchases, you can create RFQs that you send to your suppliers, enter quotations from your supplier, and evaluate these quotations for each item you purchase.

sourcing rule

Specifies how to replenish items in an organization, such as purchased items in plants. You can also use sourcing rules to override sourcing that is specified in the bill of distribution assigned to an item.

sourcing rule assignment

See: **assignment hierarchy**

SQL validation statement

A statement written in SQL to customize action details.

standard note

A long note you define and can later reference on as many documents as you want.

standard purchase order

A type of purchase order you issue when you order delivery of goods or services for specific dates and locations for your company. Each standard purchase order line can have multiple shipments and you can distribute the quantity of each shipment across multiple accounts. *See **purchase order**.*

standard receipt

A receipt routing in which shipments are received into a receiving location and then delivered in a separate transaction. Standard receipts can be inspected or transferred before delivery.

standard unit conversion

The conversion formula you define between different units from the same unit class. You define your own standard conversion.

status check

A set of tests Purchasing performs on a purchasing document to ensure it is in a valid state before performing an approval action.

submission check

A set of tests on a purchasing document to ensure it is ready to be submitted for approval processing.

submit

To send a document to another employee without attempting to approve or reserve funds for it yourself.

substitute receipt

An option that lets you receive predefined acceptable substitutes for any item.

supply chain planning

The development and maintenance of multi-organizational distribution and manufacturing plans across a global supply chain.

summary message action

A message representing one or more exceptions. The message may include introductory and closing paragraphs separated by the exceptions listed in a columnar report format.

supplier

Provider of goods or services.

supplier product number

The number your supplier assigns to an item. You and your supplier can have different item naming conventions. You can identify the item with one number (Item) while your supplier identifies this item using another number (Supplier Product Number). Using and referencing supplier product numbers helps you speed up your purchasing cycle. By referencing a number your supplier knows, you can help your suppliers understand your purchase orders and RFQs better.

supplier purchasing hold

A hold condition you place on a supplier to prevent new purchasing activity on the supplier. You cannot approve purchase orders for suppliers you placed on hold.

supplier quotation list

A list of suppliers who can provide goods or services you need. You often define a supplier quotation list for an item or class of items. You can use a supplier quotation list to generate multiple copies of a RFQ automatically and to manage supplier responses.

supplier sourced component

A component item on a bill of material supplied to work in process directly by a supplier.

supply

A quantity of materials available for use. Supply is replenished in response to demand or anticipated demand.

supply agreement blanket purchase order

A type of purchase order you issue before you request actual delivery of goods or services. You normally create a blanket purchase agreement to document a long-term

supplier agreement. A blanket purchase agreement may contain an effective date and an expiration date, a committed amount, or quantity. You use a blanket purchase agreement as a tool for specifying agreed prices and delivery dates for goods and services before actually ordering them. Blanket agreement in Oracle Purchasing with the Supply Agreement flag set on the Blanket Agreement header. Only Supply Agreement Releases are picked up by Supplier Scheduling.

task

A subdivision of project work. Each project can have a set of top level tasks and a hierarchy of subtasks below each top level task.

See also: **work breakdown structure**.

tax codes

Codes to which you assign sales tax or value-added tax rates.

three-way matching

Purchasing performs three-way matching to verify the purchase order, receipt, and invoice information match within tolerance.

total quantity accepted

The total number of accepted items for the receipt line.

total requisition limit

The maximum amount you authorize an employee to approve for a specific requisition.

trading partner

Any company that sends and receives documents via EDI.

transaction interface

An open interface table through which you can import transactions. *See **open interface**.*

transition

In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition.

See also: **activity**, **Workflow Engine**.

two-level master scheduling

A technique that facilitates the forecast explosion of product groupings into related master production schedules. The top-level MPS is usually defined for a product line, family or end product while the second-level is defined for key options and components.

two-way matching

Purchasing performs two-way matching to verify that purchase order and invoice information match within tolerance.

UN number

An identifier for a hazardous material. Each Identification number has a description. Identification numbers are not unique. For instance, the same UN Number may correspond to 2 closely related but different types of materials.

unit of measure

The unit that the quantity of an item is expressed.

unit of measure class

A group of units of measure and their corresponding base unit of measure. The standard unit classes are Length, Weight, Volume, Area, Time, and Pack.

unit of measure conversions

Numerical factors that enable you to perform transactions in units other than the primary unit of the item being transacted.

unordered receipt

A site option that lets you receive an unordered item. You can later batch an unordered item to an existing purchase order, or add it to a new purchase order.

UOM

See: **unit of measure**.

value added

See: **outside processing**.

value basis

An attribute you associate with a line type to indicate whether you order items for this line type by quantity or amount.

variance

An accounting term used to express the difference between an expected cost and an actual cost. A variance can be favorable or unfavorable. Variances are usually written directly to the income statement as a period expense.

vendor

See: **supplier**.

waybill

A document containing a list of goods and shipping instructions relative to a shipment.

Workflow Engine

The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made.

See also: **Account Generator, activity, function, item type.**

X12

ANSI standard for inter-industry electronic interchange of business transactions.

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