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# PeopleSoft FSCM 9.2: eProcurement

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# Preface

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## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the [Oracle Help Center](#). The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see [Configuring Context-Sensitive Help Using the Hosted Online Help Website](#).

### Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See [Configuring Context-Sensitive Help Using a Locally Installed Online Help Website](#).

### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the [Oracle Help Center](#). The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

### Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

| <b><i>Typographical Convention</i></b> | <b><i>Description</i></b>                                                                                                                                                                                                          |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key+Key                                | Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.              |
| . . . (ellipses)                       | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.                                                                                                                               |
| { } (curly braces)                     | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).                                                                                                                                   |
| [ ] (square brackets)                  | Indicate optional items in PeopleCode syntax.                                                                                                                                                                                      |
| & (ampersand)                          | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.<br><br>Ampersands also precede all PeopleCode variables.                                         |
| ⇒                                      | This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character. |

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation

does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

## Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

---

## Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help
- Managing Hosted online help
- Managing locally installed PeopleSoft Online Help

---

## PeopleSoft FSCM Related Links

[Oracle Help Center](#)

[Hosted Online Help](#)

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components " (PeopleSoft FSCM 9.2: Application Fundamentals) topic.

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

[PeopleSoft Spotlight Series](#)

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## Contact Us

Send your suggestions to [pssoft-infodev\\_us@oracle.com](mailto:pssoft-infodev_us@oracle.com). Please include the applications update image or PeopleTools release that you're using.

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## Chapter 1

# Getting Started with PeopleSoft eProcurement

---

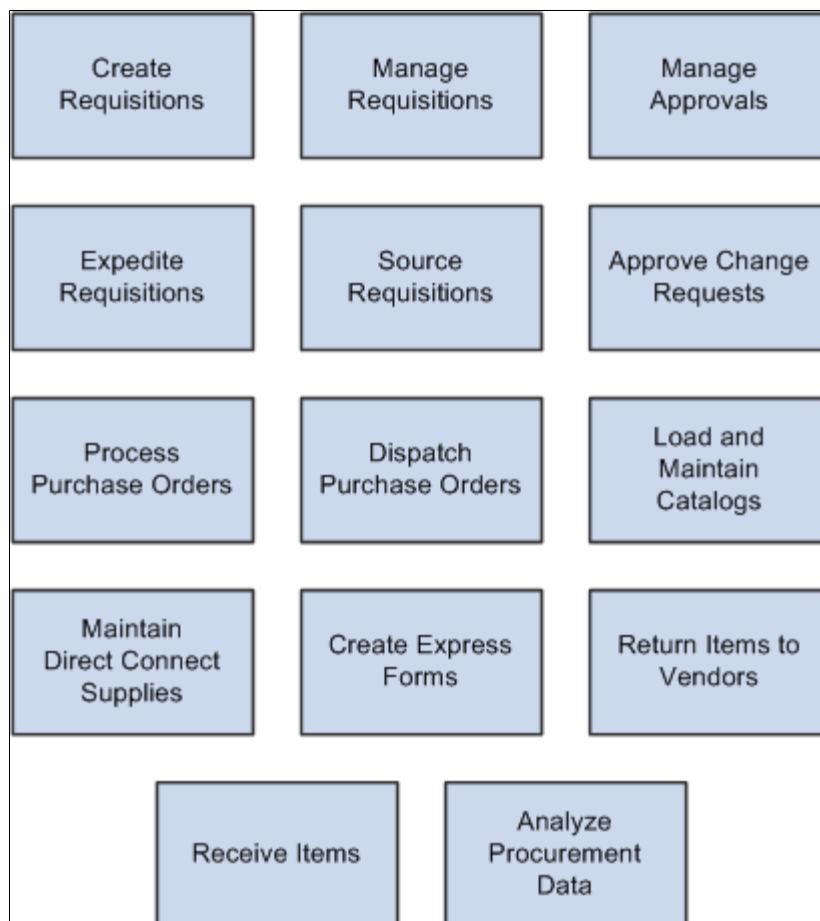
## Oracle's PeopleSoft eProcurement Business Processes

PeopleSoft eProcurement is designed to help you requisition items. This method helps reduce out-of-system purchasing, also known as maverick purchasing. PeopleSoft eProcurement helps enforce contract purchasing as well as capture spending information for future analysis. By improving requisition creation and usage, employee training is simplified, which reduces the total cost of ownership.

The diagram shows the PeopleSoft eProcurement business processes including the actions involving requisitions, change requests, approvals, purchase orders, catalogs, and receipts:

### Image: PeopleSoft eProcurement business processes

The diagram shows the PeopleSoft eProcurement business processes.



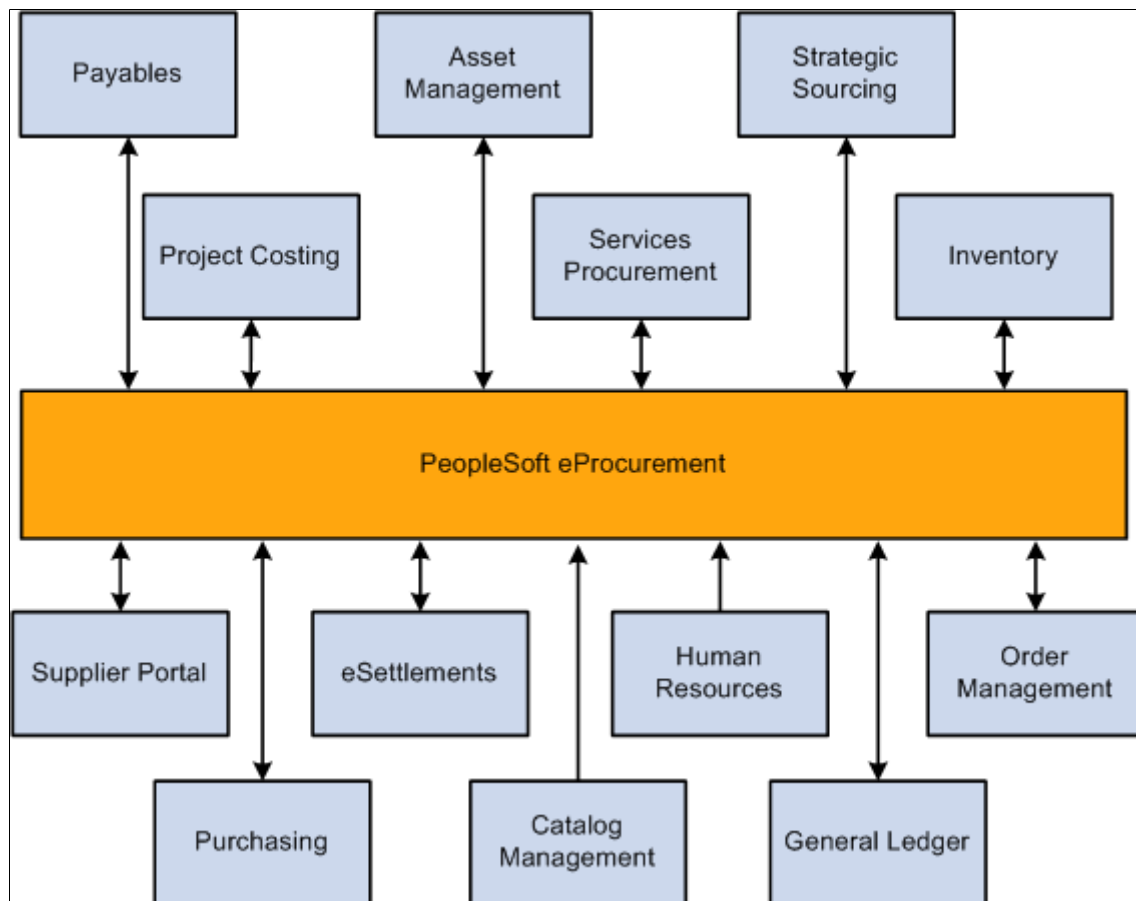
The business process topics in this documentation discuss these business processes.

## eProcurement Integrations

This diagram shows how PeopleSoft eProcurement integrates with other PeopleSoft applications within PeopleSoft Financials and Supply Chain Management and PeopleSoft HRMS:

**Image: PeopleSoft eProcurement integration with other PeopleSoft applications**

This diagram shows how PeopleSoft eProcurement integrates with other PeopleSoft applications.



As a standalone product, PeopleSoft eProcurement facilitates the process of procuring and managing resources. As an integrated solution, it enhances the existing PeopleSoft Services Procurement, Catalog System, and PeopleSoft HRMS functionality.

PeopleSoft applications interact with one another, sharing the same relational data structures and many of the same core tables. If you are not ready to implement other PeopleSoft applications, you can use PeopleSoft eProcurement as a standalone product, interfacing it with your existing accounting and distribution applications. Because PeopleSoft eProcurement is part of an enterprise solution, it is designed for transparent integration with PeopleSoft Supply Chain Management, PeopleSoft Financials, and PeopleSoft Human Capital Management.

### PeopleSoft Payables

The interaction of PeopleSoft eProcurement and PeopleSoft Payables data and processing enables you to match vouchers with all purchase order and receiver details. You can automatically generate debit memos for goods that are returned to a supplier.

## **PeopleSoft Asset Management**

A direct link with PeopleSoft Asset Management streamlines the entry of asset information. Seamless interaction between PeopleSoft eProcurement, PeopleSoft Asset Management, and PeopleSoft Payables enables you to pass asset information, capitalize assets at point of receipt, process modifications to existing assets, and create work orders for maintenance of the asset. Requisitions and purchase orders can be created to acquire parts and services for specific work orders that are associated with the asset.

## **PeopleSoft Strategic Sourcing**

PeopleSoft eProcurement integrates with PeopleSoft Strategic Sourcing to generate contracts and purchase orders. You create requisitions using PeopleSoft eProcurement to send out for bids. This facilitates the collaboration between buyers and suppliers of goods and services, and reduces costs by accepting competitive bidding for goods and services.

## **PeopleSoft Project Costing**

PeopleSoft eProcurement creates requisitions based on project activity requests in PeopleSoft Project Costing and returns ordered material transactions to PeopleSoft Project Costing as committed costs.

## **PeopleSoft Services Procurement**

Integration between PeopleSoft eProcurement and PeopleSoft Services Procurement enables users to have a single common interface to requisition both goods and services. A hiring manager can order a configured workstation and standard office supplies, along with the skills-based request, all from the same requisition.

## **PeopleSoft Inventory**

Close integration between PeopleSoft eProcurement and PeopleSoft Inventory enables you to share common item definitions and set up items from one menu for both PeopleSoft eProcurement and PeopleSoft Inventory. Using the Quick Sourcer feature, you can create material stock requests to fill requisitions from inventory stock.

## **PeopleSoft Supplier Portal**

PeopleSoft eProcurement integrates with the Supplier Portal through the dispatch process. Using the Supplier Portal, buyers can collaborate more efficiently with their suppliers.

## **PeopleSoft eSettlements**

PeopleSoft eProcurement integrates with PeopleSoft eSettlements to enable suppliers to enter invoices against POs that have been generated from PeopleSoft eProcurement.

## **PeopleSoft Human Resources**

PeopleSoft eProcurement incorporates an application message that enables automatic updates to the system from a PeopleSoft HRMS database. Relevant changes to employee data in the JOB record can result in the creation of new requesters in eProcurement. Changes to roles, departments, business units, and database access can also be updated.

## PeopleSoft Order Management

When PeopleSoft Order Management requires that incoming or purchased items be reserved for a specific customer sales order, PeopleSoft eProcurement uses pegging functionality to directly ship the items to the customer, or to ship to an inventory location as reserved for the customer order.

## PeopleSoft Purchasing

Close integration between PeopleSoft eProcurement and PeopleSoft Purchasing enables you to share common control data, such as item definitions for both PeopleSoft eProcurement and PeopleSoft Purchasing. It enables you to create requisitions, purchase orders, receipts, and other transactions that will be stored in shared tables. The combination offers a complete solution for direct, indirect, service, and project purchases in an integrated environment.

## PeopleSoft Catalog Management

PeopleSoft eProcurement delivers a comprehensive integration to PeopleSoft Catalog Management. Catalog content may be aggregated from multiple suppliers and then loaded into the PeopleSoft Item Master table. This provides a uniform mechanism for ordering goods from multiple suppliers that would otherwise be represented in disparate formats.

## PeopleSoft General Ledger

PeopleSoft eProcurement interacts with PeopleSoft General Ledger for budget checking and commitment control. With this integration, you can ensure that funds are available for requisitions before they are submitted.

## Other Sources of Integration Information

The integration considerations are discussed in the implementation sections in this documentation.

Supplemental information about third-party application integrations is located on Oracle's My Oracle Support website.

---

# eProcurement Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for the organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding documentation.

## Other Sources of Information

In the planning phase of the implementation, take advantage of all Oracle sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appear in the *PeopleSoft Application Fundamentals* documentation about where to find the most current version of each.

## Related Product Documentation

This section discusses:

- Where to find additional information for PeopleSoft eProcurement.
- Delivered ChartFields.

## Where to Find Additional Information for PeopleSoft eProcurement

The *PeopleSoft eProcurement* provides implementation and processing information for the PeopleSoft eProcurement system. However, additional, essential information describing the setup and design of the system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these documentations.

These companion documentations contain information that applies specifically to PeopleSoft eProcurement:

- *PeopleSoft Application Fundamentals*
- *PeopleSoft Setting Up Global Options and Reports.*
- *PeopleSoft Setting Up and Using Commitment Control.*
- *PeopleSoft Purchasing.*
- *PeopleSoft Managing Procurement.*
- *PeopleSoft Managing Items.*
- *PeopleSoft Working with Third-Party Applications.*

## Delivered ChartFields

This table describes the ChartFields delivered for this PeopleSoft application:

| <b>Grid Order</b> | <b>Label Long Name</b> | <b>Label Short Name</b> | <b>ChartField Name</b> | <b>Field Length</b> | <b>Active or Inactive</b> | <b>Definition</b>                                                                              |
|-------------------|------------------------|-------------------------|------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------------|
| 1                 | Account                | Account                 | ACCOUNT                | 10                  | Active                    | Classifies the nature of a transaction. This field is required. Use it for corporate accounts. |

| <b>Grid Order</b> | <b>Label Long Name</b> | <b>Label Short Name</b> | <b>ChartField Name</b> | <b>Field Length</b> | <b>Active or Inactive</b> | <b>Definition</b>                                                                                                                                                                                                               |
|-------------------|------------------------|-------------------------|------------------------|---------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2                 | Alternate Account      | Alt Acct                | ALTACCT                | 10                  | Active                    | Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.                                                                                                                             |
| 3                 | Operating Unit         | Oper Unit               | OPERATING_UNIT         | 8                   | Active                    | Can be used to indicate a location, such as a distribution warehouse or a sales center.                                                                                                                                         |
| 4                 | Fund Code              | Fund                    | FUND_CODE              | 5                   | Active                    | The primary structural units of Education and Government accounting.                                                                                                                                                            |
| 5                 | Department             | Dept                    | DEPTID                 | 10                  | Active                    | Tracks information according to a divisional breakdown of the organization. This value can be used to indicate who is responsible for or affected by a transaction.                                                             |
| 6                 | Program Code           | Program                 | PROGRAM_CODE           | 5                   | Active                    | Tracks revenue and expenditures for programs within or across the organizations. This value can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. |

| <b>Grid Order</b> | <b>Label Long Name</b> | <b>Label Short Name</b> | <b>ChartField Name</b> | <b>Field Length</b> | <b>Active or Inactive</b> | <b>Definition</b>                                                                                                                                                                              |
|-------------------|------------------------|-------------------------|------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7                 | Class Field            | Class                   | CLASS_FLD              | 5                   | Active                    | When combined with a Fund, Organization, Program Code, and Budget Reference, identifies the activity for an appropriation.                                                                     |
| 8                 | Budget Reference       | Bud Ref                 | BUDGET_REF             | 8                   | Active                    | Use to identify unique budgets when individual budgets share budget keys and overlapping budget periods.                                                                                       |
| 9                 | Product                | Product                 | PRODUCT                | 6                   | Active                    | Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.                                                                               |
| 10                | Project ID/Grant       | Project                 | PROJECT_ID             | 15                  | Active                    | <ul style="list-style-type: none"> <li>• Captures additional information useful for grant and project accounting.</li> <li>• The Project ChartField does not have effective dating.</li> </ul> |
| 99                | ChartField 3           | <i>Variable</i>         | CHARTFIELD3            | 10                  | Inactive                  | Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.                                                                                          |

| <b>Grid Order</b> | <b>Label Long Name</b>   | <b>Label Short Name</b> | <b>ChartField Name</b> | <b>Field Length</b> | <b>Active or Inactive</b> | <b>Definition</b>                                                                                            |
|-------------------|--------------------------|-------------------------|------------------------|---------------------|---------------------------|--------------------------------------------------------------------------------------------------------------|
| 99                | ChartField 2             | <i>Variable</i>         | CHARTFIELD2            | 10                  | Inactive                  | Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.        |
| 99                | ChartField 1             | <i>Variable</i>         | CHARTFIELD1            | 10                  | Inactive                  | Generic expansion ChartField is delivered Inactive. It can be configured for use, hidden, or deleted.        |
| 11                | Affiliate                | Affiliate               | AFFILIATE              | 5                   | Active                    | Used to map transactions between business units when using a single interunit account.                       |
| 12                | Fund Affiliate           | Fund Affil              | AFFILIATE_INTRA1       | 10                  | Active                    | Use to correlate transactions between funds when using a single intraunit account.                           |
| 13                | Operating Unit Affiliate | Oper Unit Affil         | AFFILIATE_INTRA2       | 10                  | Inactive                  | Use to correlate transactions between operating units when using a single intraunit account.                 |
| 14                | Statistics Code          | Statistics Code         | STATISTICS_CODE        | 3                   | Active                    | Identifies non-monetary statistical amounts. Statistic codes are associated with a specific unit of measure. |
| 15                | Scenario                 | Scenario                | BD_SCENARIO            | 10                  | Active                    | Identifies different budget iterations that use different assumptions.                                       |



| <b>Grid Order</b> | <b>Label Long Name</b> | <b>Label Short Name</b> | <b>ChartField Name</b> | <b>Field Length</b> | <b>Active or Inactive</b> | <b>Definition</b>                                                                                                                                                                              |
|-------------------|------------------------|-------------------------|------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16                | Currency Code          | Currency Code           | CURRENCY_CD            | 3                   | Active                    | Identifies currencies; for example, FRF for French francs.                                                                                                                                     |
| 17                | Book Code              | Book Code               | BOOK_CODE              | 4                   | Active                    | Identifies subsets of ledger rows to segregate and maintain in the same ledger various accounting, recording and reporting requirements for transactions in different accounting environments. |
| 18                | Adjustment Type        | Adjustment              | GL_ADJUST_TYPE         | 4                   | Active                    | Use to define adjustment types associated with varying accounting treatments of prior period adjustments.                                                                                      |

---

## Common Elements Used in eProcurement

|                       |                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount</b>         | Displays the total item price and the transaction currency from the requisition.                                                                                                                |
| <b>Account</b>        | Change this value only to change the standard accounting structure.                                                                                                                             |
| <b>Business Unit</b>  | An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.    |
| <b>Description</b>    | Free-flow text up to 30 characters.                                                                                                                                                             |
| <b>Due Date</b>       | The date on which the items are scheduled to arrive at the Ship To location.                                                                                                                    |
| <b>Effective Date</b> | Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July |



(Embedded Help)

1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

Click the Embedded Help icon to open up a secondary window with information about this page or section. Embedded help can provide information about specific fields and point the user to additional help.

See *PeopleTools: Applications User's Guide* for more information on creating and modifying embedded help.

**GL Unit** (general ledger unit)

Displays the PeopleSoft General Ledger business unit that is defined on the Purchasing Definition - Business Unit Definition page.

**Item Description**

The item description as defined on the Purchasing Attributes page.

**Language or Language Code**

The language in which you want the field labels and report headings of reports to print. The field values appear as you enter them.

Language also refers to the language spoken by an employee, applicant, or non-employee.

**Percent**

Enter a percentage of the quantity or the amount to distribute. The system updates either the Amount or Quantity field value, depending on the selection in the Distribute by field.

**Price**

Displays the supplier's unit price and currency for the item, which are assigned on the Supplier's UOM & Pricing Info (supplier's unit of measure and pricing information) page.

**Product**

Identifies a product. If you use PeopleSoft Project Costing, a Project ID link replaces this field.

**Project ID**

Click to access the Projects Information page, where you can enter any information that is relevant to the project. This field appears only if you are using PeopleSoft Project Costing.

**Process Frequency** (group box)

Designates the appropriate frequency in the Process Frequency group box:

*Once* executes the request-one time only-the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.

*Always* executes the request every time the batch process runs.

*Don't Run* ignores the request when the batch process runs.

**Process Monitor**

This link takes you to the Process List page, where you can view the status of submitted process requests.

|                          |                                                                                                                                                                                                                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report ID</b>         | The report identifier.                                                                                                                                                                                                                                                                   |
| <b>Report Manager</b>    | This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).                                                                    |
| <b>Request ID</b>        | A request identification that represents a set of selection criteria for a report or process.                                                                                                                                                                                            |
| <b>Requisition</b>       | The means for ordering goods and services.                                                                                                                                                                                                                                               |
| <b>Run</b>               | Click this button to take you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.                                                                                                                       |
| <b>SetID</b>             | An identification code that represents a set of control table information or TableSet. A TableSet is a group of tables (records) necessary to define the organizational structure and processing options.                                                                                |
| <b>Ship To</b>           | The location code that indicates the location where the supplier should deliver the items.                                                                                                                                                                                               |
| <b>Shopping Cart</b>     | A tool used to create requisitions. The cart displays requisition line items, their quantities, and cost.                                                                                                                                                                                |
| <b>Short Description</b> | Free-flow text up to 15 characters.                                                                                                                                                                                                                                                      |
| <b>Status</b>            | The options in this field are <i>Active</i> or <i>Inactive</i> . By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, Oracle encourages inactivating data that is no longer in use instead of deleting it. |
| <b>User ID</b>           | The system identifier for the individual who generates a transaction.                                                                                                                                                                                                                    |

See the product documentation for

*PeopleTools: Applications User's Guide*

*PeopleTools: Process Scheduler*



## Chapter 2

# Navigating in PeopleSoft eProcurement

## Navigating in PeopleSoft eProcurement

PeopleSoft eProcurement provides a custom navigation center page that contains a grouping of folders that support the activities of an organizational buyer, specific to business processes and tasks.

**Note:** In addition to the custom navigation center page, PeopleSoft eProcurement provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

*PeopleTools: Applications User's Guide*

## Pages Used to Navigate in PeopleSoft eProcurement

This table lists the custom navigation pages that you use to navigate in the PeopleSoft eProcurement Procurement Card Center.

The Procurement Card Center custom navigation pages are intended for the person in the organization who is responsible for all aspects of the Procurement Card, including setup and maintenance.

| <b>Page Name</b>                                | <b>Navigation</b>                                                            | <b>Usage</b>                                                                                                                                                                                                           |
|-------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement Card Center                         | eProcurement > Procurement Card Center                                       | Access the primary Procurement Card Center menu and activities.                                                                                                                                                        |
| Inquire Procurement Card Request                | Click the Request Procurement Card link on the Procurement Card Center page. | Add new or inquire existing procurement card requests.                                                                                                                                                                 |
| Statement Summary                               | Click the Review Bank Statement link on the Procurement Card Center page.    | View statement summaries by credit card supplier, billing date, or status.                                                                                                                                             |
| Reconcile                                       | Click the Reconcile link on the Procurement Card Center page.                | Access the Reconcile Statement and Review Disputes menu options on the Reconcile page.                                                                                                                                 |
| Process Statements                              | Click the Process Statements on the Procurement Card Center page.            | Access the Load ProCard Stage, Load Statement, Correct Errors, Load Voucher Stage, Budget ChartField Validation, Bank Statement Has Arrived, and Grace Period Has Expired menu options on the Process Statements page. |
| List of Merchants                               | Click the Preferred Suppliers link on the Procurement Card Center page.      | Define preferred suppliers by associating a merchant with a specific supplier.                                                                                                                                         |
| Review Disputes - Procurement Card Transactions | Click the Review Disputes link on the Procurement Card Center page.          | Review and enter comments for disputed transactions.                                                                                                                                                                   |

| <b>Page Name</b> | <b>Navigation</b>                                                  | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                |
|------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Correct Errors   | Click the Correct Errors link on the Procurement Card Center page. | Review and correct errors for statements loaded to the staging tables.                                                                                                                                                                                                                                                                      |
| Reports          | Click the Reports link on the Procurement Card Center page.        | Generate reports for procurement card summary and exception reporting. Reports include: Account Summary, Cardholder Information, Expected Credits, Purchase Details, Purchase Exceptions, Credit Detail By MCG, Non-Preferred Supplier, Top Supplier Chains, Top Merchant Category, and MCC Exceptions (merchant category code exceptions). |
| Security         | Click the Security link on the Procurement Card Center page.       | Define roles, access rights, proxies and SpeedCharts for procurement cards. Menu options include: Register Roles, Assign Access Rights, Assign Proxies, and Assign SpeedCharts.                                                                                                                                                             |
| Definitions      | Click the Definitions link on the Procurement Card Center page.    | Define procurement card setup data such as card profiles and card-issuing banks. Menu options include: Cardholder Profile, Preferred Suppliers, and UOM Mappings.                                                                                                                                                                           |

**Note:** In this release of eProcurement the left hand menu navigation will not appear by default. To make the left hand menu navigation appear navigate to PeopleTools >Portal >General Settings. On General Settings page select Navigation Type as Left and click the Save button. Now the left hand menu navigation will appear constantly till you change the Navigation Type setting.

See the product documentation for

*PeopleTools: Portal Technology*

## Navigating in PeopleSoft eProcurement Implementation

PeopleSoft eProcurement provides navigation pages that you can use to find implementation tasks.

**Note:** In addition to the custom navigation center pages, PeopleSoft eProcurement provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

## Pages Used to Navigate in PeopleSoft eProcurement Implementation

| <b>Page Name</b>                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                             |
|------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Administer Procurement Page</u> | PV_ADM_MAIN            | This page provides links to all functional and technical setup pages that you need to complete the PeopleSoft eProcurement installation. |

| <b>Page Name</b>                              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                             |
|-----------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Procurement Setup Guide - Default Page</u> | PV_ADM_SETUP_GUIDE     | PeopleSoft eProcurement delivers the setup guide to provide sequential steps to enable users to implement PeopleSoft eProcurement and link to the pages that define organizational structure in PeopleSoft applications. |

*PeopleTools: Applications User's Guide*





# Determining Technical Implementation Options

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## Understanding PeopleSoft eProcurement System Administration

Specific implementation and maintenance tasks are targeted to system administrators. The system contains links to technical setup pages for the overall PeopleSoft implementation.

Many of these links are to the PeopleSoft general installation, PeopleTools, PeopleSoft Workflow approvals pages, and PeopleSoft eProcurement specific implementation pages.

---

## Working with the Administer Procurement Component

To define eProcurement technical setup, use the Administer Procurement component (PV\_ADM\_PNL\_GRP).

This section discusses how to access the technical setup pages for implementation, set up an eProcurement setup guide ID and description, work with the setup guide, and view results for key word searches.

## Pages Used to Work with the Administer Procurement Component

| <b>Page Name</b>                                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                              |
|----------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Administer Procurement Page</u>                 | PV_ADM_MAIN2           | Access the pages that are needed to implement and maintain PeopleSoft eProcurement.                                                                                                                       |
| <u>Maintain Procurement Setup Guide ID Page</u>    | PV_ADM_PROJECT         | Establish setup guide IDs to use a separate checklist for implementation in each department in the PeopleSoft Procurement and Workflow setup guides.                                                      |
| <u>Procurement Setup Guide - Default Page</u>      | PV_ADM_SETUP_GUIDE     | Provide a procedural step-by-step listing of pages that you can review for the initial functional setup of business units, codes, accounting structure, procurement options, suppliers, items, and users. |
| <u>Administer Procurement - Search Result Page</u> | PV_ADM_SRCH_RESULT     | View the results of the search for key words in the title, menu name, or description of an implementation or maintenance page that is linked to the Administer Procurement Main page.                     |

## Administer Procurement Page

Use the Administer Procurement page (PV\_ADM\_MAIN) to provide links to all functional and technical setup pages that you need to complete the PeopleSoft eProcurement installation.

### Navigation

eProcurement > Administer Procurement

### Image: Administer Procurement page (1 of 2)

This example illustrates the fields and controls on the Administer Procurement page (1 of 2).

**Administer Procurement**

Description Search

[Procurement Setup Guide](#)

**System Administration**

**Maintain Overall System Options**  
Installation Options, File Attachment Servers, Admin Procurement Menu Items and Admin Page Links

**Maintain Backbone Interlinks**  
Jobcodes and Role Definition; Create Operators

**Maintain System Users and Roles**  
Permission Lists, Roles, User Types, User Profile, eProcurement Role Action Assignment

**Maintain Workflow**  
Requisition and Change Request Approval, Approval Escalation, Receipt Notification, Workflow Roles and Approval Users

**Maintain Supplier Integration**  
Marketplace Buyers and Suppliers, Validate and Process CUP (Catalog Upload Process) Data, Direct Connect Suppliers, Define and Build Search Indices

**Run eProcurement Processes**  
Run all eProcurement processes in Requisitions, Purchase Orders, Receiving, Marketplace, Workflow, Pcard, etc.

**Image: Administer Procurement page (2 of 2)**

This example illustrates the fields and controls on the Administer Procurement page (2 of 2).



This is the main page for implementation and maintenance of PeopleSoft eProcurement. You can redesign this page to fit the organizational structure. To access the System Administration region of this page, the user profile (PeopleTools > Security > User Profiles > User Profiles > Roles) must be linked to the role name, *ePro Admin*.

**Maintain Procurement Setup Guide ID Page**

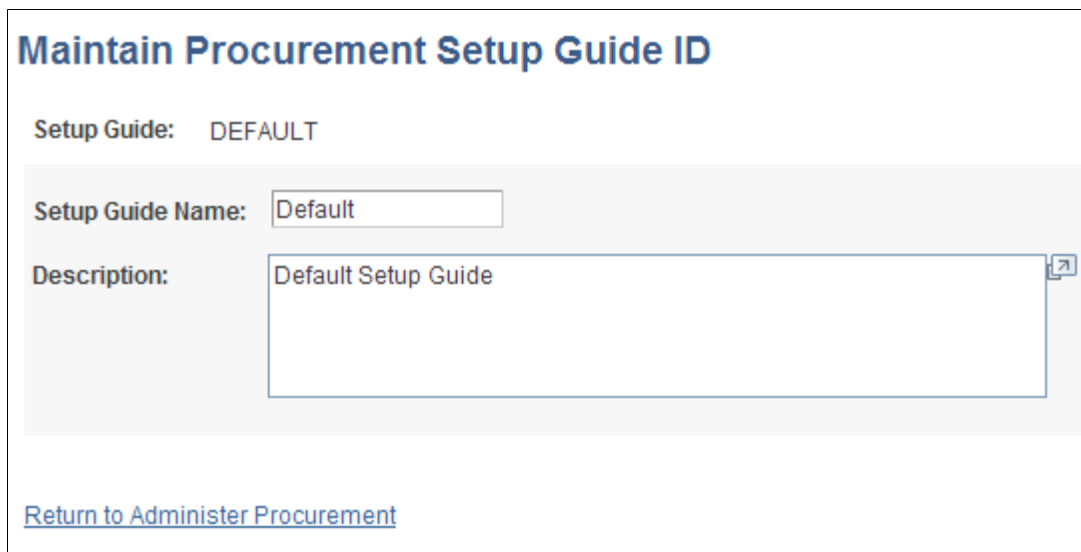
Use the Maintain Procurement Setup Guide ID page (PV\_ADM\_PROJECT) to establish setup guide IDs to use a separate checklist for implementation in each department in the PeopleSoft Procurement and Workflow setup guides.

**Navigation**

eProcurement > Administer Procurement > Maintain Overall System Options > Setup Guide

**Image: Maintain Procurement Setup Guide ID page**

This example illustrates the fields and controls on the Maintain Procurement Setup Guide ID page.



**Maintain Procurement Setup Guide ID**

Setup Guide: DEFAULT

Setup Guide Name:

Description:

[Return to Administer Procurement](#)

Use this page to establish setup guide IDs to use a separate checklist for implementation in each department in the PeopleSoft procurement and workflow setup guides. Enter the setup guide name and a description in the appropriate fields. Click Save when you are finished.

**Procurement Setup Guide - Default Page**

Use the Procurement Setup Guide - Default page (PV\_ADM\_SETUP\_GUIDE) to deliver the setup guide to provide sequential steps to enable users to implement PeopleSoft eProcurement and link to the pages that define organizational structure in PeopleSoft applications.

**Navigation**

eProcurement > Administer Procurement

Click the Procurement Setup Guide link.

Click the Default link.

### Image: Procurement Setup Guide page (partial page shot)

This example illustrates the fields and controls on the Procurement Setup Guide page (partial page shot).

**Procurement Setup Guide - Default**

This page provides a procedural step-by-step listing of pages you may go through for the initial setup activities for PeopleSoft eProcurement. As you click on the hyperlink to go to a particular page, the check box next to it will be automatically checked. This indicates that you have accessed the page via this setup guide. You could also uncheck the box if you are not done with the step.

1  
 Business Units

2  
 Codes

3  
 Accounting Structure

4  
 Procurement Options

5  
 Suppliers

6  
 Items

7  
 Users

Reset check boxes to start over with the procurement setup process.

---

**Part 1-A: Setup Business Unit (Create)** Personalize | Find | First 1-3 of 3 Last

|                          |         |                                      |                                                                            |
|--------------------------|---------|--------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> | Step 1: | <a href="#">Create Business Unit</a> | Create a new purchasing business unit.                                     |
| <input type="checkbox"/> | Step 2: | <a href="#">TableSet ID</a>          | Setup TableSet ID                                                          |
| <input type="checkbox"/> | Step 3: | <a href="#">TableSet Control</a>     | Define relationship between Business Units, TableSet IDs and Record Groups |

---

**Part 2: Setup Codes** Personalize | Find | First 1-16 of 16 Last

|                          |         |                                  |                             |
|--------------------------|---------|----------------------------------|-----------------------------|
| <input type="checkbox"/> | Step 1: | <a href="#">Units of Measure</a> | Setup Units of Measure      |
| <input type="checkbox"/> | Step 2: | <a href="#">Countries</a>        | Setup Country Codes         |
| <input type="checkbox"/> | Step 3: | <a href="#">States</a>           | Setup State Codes           |
| <input type="checkbox"/> | Step 4: | <a href="#">Tax Authorities</a>  | Setup Sales Tax Authorities |
| <input type="checkbox"/> | Step 5: | <a href="#">Tax Codes</a>        | Setup Sales Tax Codes       |
| <input type="checkbox"/> | Step 6: | <a href="#">Location Codes</a>   | Setup Location Codes        |

PeopleSoft eProcurement delivers a setup guide that provides sequential steps that enable users to implement PeopleSoft eProcurement and link to the pages that define organizational structure in PeopleSoft applications. Access the setup guide by entering a setup guide ID. Define separate IDs for different implementation teams, departments, or individuals based on their work tasks. The system is delivered with a default setup guide ID.

### Related Links

"PeopleSoft Purchasing Implementation" (PeopleSoft FSCM 9.2: Purchasing)

## Administer Procurement - Search Result Page

Use the Administer Procurement - Search Result page (PV\_ADM\_SRCH\_RESULT) to view the results of the search for key words in the title, menu name, or description of an implementation or maintenance page that is linked to the Administer Procurement Main page.

## Navigation

eProcurement > Administer Procurement

Click the Search button.

### Image: Administer Procurement - Search Result page (partial page shot)

This example illustrates the fields and controls on the Administer Procurement - Search Result page (partial page shot).

| Administer Procurement - Search Result                                                              |                      |                                                                                                          |
|-----------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------|
| Description Search <input type="text"/> <input type="button" value="Search"/>                       |                      |                                                                                                          |
| <input type="radio"/> Portal Registry <input checked="" type="radio"/> Only Procurement Admin Items |                      |                                                                                                          |
| Search Results                                                                                      |                      |                                                                                                          |
| Main Item                                                                                           | Sub Menu             | Description                                                                                              |
| Maintain Overall System Option                                                                      | Installation Options | Define overall system, Purchasing, Inventory , and other Financial and Distribution installation options |
| Maintain Business Units                                                                             | TableSet ID          | Setup TableSet ID                                                                                        |
| Maintain Business Units                                                                             | TableSet Control     | Define relationship between Business Units, TableSet IDs and Record Groups                               |

Select the Portal Registry option to expand the search for key words to the entire PeopleSoft implementation.

## Configuring the Administration and Maintenance Pages

This section provides an overview of how you can modify the administration and maintenance pages to reflect the implementation approach and discusses how to configure the Administer Procurement Main page and change the setup guide and second-level links for the Administer Procurement Main page.

### Pages Used to Configure the Administration and Maintenance Pages

| Page Name                                           | Definition Name | Usage                                                                                                                     |
|-----------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>Maintain the Administration Page</u>             | PV_ADM_PAGE_TBL | Configure the Administer Procurement Main page: change titles, change descriptions, and reorder steps.                    |
| <u>Administer Procurement Menu Items Table Page</u> | PV_ADM_ITEM_TBL | Change the second level of links (or steps) for the System Administration region on the Administer Procurement Main page. |

## Understanding How You Can Modify the Administration and Maintenance Pages to Reflect the Implementation Approach

You can change the administration and maintenance pages to reflect the organization's approach to implementation. To do this, PeopleSoft enables you to:

- Reorder the administrative steps.
- Remove some administrative steps.
- Display different page links.
- Rename the titles and links.

### Maintain the Administration Page

Use the Maintain the Administration page (PV\_ADM\_PAGE\_TBL) to configure the Administer Procurement Main page: change titles, change descriptions, and reorder steps.

Access is limited to users with the SYSTEM\_ADMIN eProcurement role action.

#### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > Maintain the Administration Page

#### Image: Maintain the Administration Page

This example illustrates the fields and controls on the Maintain the Administration Page. You can find definitions for the fields and controls later on this page.

**Maintain the Administration Page**

Admin Group System

| Main Item                        | SeqNum | Msg Set | Msg # | Menu        | Component  | Market |
|----------------------------------|--------|---------|-------|-------------|------------|--------|
| Maintain Overall System          | 1      | 1803    | 2565  | PV_MAIN_MEI | PV_ADM_ADM | GBL    |
| Maintain Backbone Interlinks     | 2      | 1803    | 2537  | PV_MAIN_MEI | PV_ADM_BAC | GBL    |
| Maintain Users and Roles         | 3      | 1803    | 2548  | PV_MAIN_MEI | PV_ADM_ROL | GBL    |
| Maintain Workflow                | 4      | 1803    | 2536  | PV_MAIN_MEI | PV_ADM_WOF | GBL    |
| Maintain Merchandise Integration | 6      | 1803    | 2566  | PV_MAIN_MEI | PV_ADM_MAR | GBL    |
| Run All Processes                | 7      | 1803    | 2573  | PV_MAIN_MEI | PV_ADM_ALL | GBL    |

[Return to Administer Procurement](#)

Use the administration group values, *System* and *Procurement*, to configure the System Administration and Maintain Procurement regions on the Administer Procurement Main page.

|                                    |                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Main Item</b>                   | Displays the title for each option (group of steps) on the Administer Procurement Main page.                                                    |
| <b>SeqNum</b> (sequence number)    | Displays the order in which the steps appear on the Administer Procurement Main page.                                                           |
| <b>Msg Set</b> (message set)       | Displays the message catalog that was delivered with PeopleSoft eProcurement.                                                                   |
| <b>Msg #</b> (message number)      | Displays the message that contains the title and description for each step. You can change the message numbers to use messages that you create. |
| <b>Menu, Component, and Market</b> | Select the component to which you want the user to transfer.                                                                                    |

### Related Links

[Understanding PeopleSoft eProcurement System Administration](#)

## Administer Procurement Menu Items Table Page

Use the Administer Procurement Menu Items Table page (PV\_ADM\_ITEM\_TBL) to change the second level of links (or steps) for the System Administration region on the Administer Procurement Main page.

Access is limited to users with the SYSTEM\_ADMIN action role.

### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > Maintain Administration Menu Items



### Image: Administer Procurement Menu Items Table page

This example illustrates the fields and controls on the Administer Procurement Menu Items Table page. You can find definitions for the fields and controls later on this page.

**Administer Procurement Menu Items Table**

Admin Item Code: ADM-02      Description: eProcurement Processes

Administer Procurement Menu Items Table      Personalize | Find |      First 1-7 of 7 Last

Admin Item Description      Menu Navigation Setup     

| Step # | Sub Item         | Sub-item Group | Msg Set | Msg # | Menu Item    |  |  |
|--------|------------------|----------------|---------|-------|--------------|--|--|
| 2      | Buyer Station Pr | NONE           | 18036   | 2497  | PV_MAIN_MENU |  |  |
| 3      | MarketSite Proc  | NONE           | 18036   | 2496  | PV_MAIN_MENU |  |  |
| 4      | Pcard Processe   | NONE           | 18036   | 2499  | PV_MAIN_MENU |  |  |
| 5      | Receiving and R  | NONE           | 18036   | 2498  | PV_MAIN_MENU |  |  |
| 6      | Requisition Proc | NONE           | 18036   | 1103  | PV_MAIN_MENU |  |  |
| 7      | Workflow Proces  | NONE           | 18036   | 2471  | PV_MAIN_MENU |  |  |
| 8      | Education and G  | EG             | 18036   | 3651  | PV_MAIN_MENU |  |  |

Message catalog entries are required with the same Sub Item name for the links to be displayed in Administer eProcurement. Education and Government related processes are grouped under the "EG" Sub-item Group.

[Return to Administer Procurement](#)

After you configure the Administer Procurement Main page, you can define the links that appear on the page.

**Admin Item Code** (administration item code)

Define a section for the Administer Procurement Main page. Values are:

*ADM-01:* Accounting.

*ADM-02:* eProcurement processes.

*ADM-03:* Backbone Interlink

*ADM-04:* Business units.

*ADM-05:* Codes.

*ADM-06:* Items.

*ADM-07:* Merchants integration.

*ADM-08:* Overall system options.

*ADM-09:* Procurement options.

*ADM-10:* Publishing rules.

*ADM-11:* System users and roles.

*ADM-12:* Suppliers.

*ADM-13:* Workflow.

*ADM-14: Procurement users.*

*ADM-15: Maintain catalogs.*

## Admin Item Description Tab

Select the Admin Item Description (administration item description) tab.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step #</b> (step number)   | Designates the order in which the steps appear on the Procurement Setup Guide page, which contains this information: business unit, codes, accounting, procurement options, suppliers, items, and procurement users.                                                                                                                                                                                       |
| <b>Sub Item</b>               | Assigns a reference name to the steps for this administration item code. For example, <i>ADM-05</i> lists sub-item 1 names, such as units of measure, tax codes, and location codes.                                                                                                                                                                                                                       |
| <b>Sub-item Group</b>         | Lists predefined groups (or subheadings) on the established page. For example, the Maintain Business Units page has two groups (subheadings): General Setup and Setup Purchasing Business Units. The sub-item groups are SetID and BU (business unit). You can restrict a sub item by using the Maintain group, which removes it from the admin setup guide but not from the Maintain Business Units page. |
| <b>Msg Set</b> (message set)  | Displays the message catalog that was delivered with PeopleSoft eProcurement.                                                                                                                                                                                                                                                                                                                              |
| <b>Msg #</b> (message number) | Displays the message that contains the title and description for each step. You can change the message numbers to use messages that you write.                                                                                                                                                                                                                                                             |
| <b>Menu Items</b>             | Defines the location for the step item.                                                                                                                                                                                                                                                                                                                                                                    |

## Menu Navigation Setup Tab

Select the Menu Navigation Setup tab.

The fields on this tab link the step to a PeopleSoft table. The bar name establishes a connection to the step table location.

*PeopleTools: Applications User's Guide*

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## Understanding Search Framework Search Engine

The Oracle PeopleSoft Search Framework provides a standard method to use search indexes for all PeopleSoft applications. The Search Framework depends on the Search Framework search engine.

This section discusses:

- Search Category

- Search Definition
- Connected Queries and Regular Queries
- Terminology

## Search Category

The Search Category is the highest level object in the Search framework. It is comprised of one or more Search Definitions. All the searches in the application are performed against Search Categories. In the search criteria if one particular search category is not specified then Search Framework searches across all categories defined in the Search Framework instance. For global search it is necessary to set up search categories as Search Groups.

The search category used in eProcurement for all searches is EP\_PV\_MASTERITEMVENDOR\_CAT.

### Image: Search Category page

This example illustrates the fields and controls on the Search Category page.

The screenshot shows the 'General Settings' tab for a Search Category. The 'Search Category Name' is 'EP\_PV\_MASTERITEMVENDOR\_CAT'. The '\*Description' is 'Catalog Items'. The 'Duplicates' dropdown is set to 'Use API'. The 'Object Owner ID' dropdown is set to 'eProcurement'. There is an unchecked checkbox for 'Search Group'. Below these fields is a table of Search Definitions.

| *Search Definition | Description                          |   |   |
|--------------------|--------------------------------------|---|---|
| EP_PV_EXPRESSITEM  | eProcurement Express Items           | + | - |
| EP_PV_MASTERITEMV  | eProcurement Items with Suppliers    | + | - |
| EP_PV_MASTERITEM   | eProcurement Items without Suppliers | + | - |

At the bottom of the form is a 'Save' button.

The eProcurement search category is exposed to global searches. All available items in the Search Framework repository is displayed in the search result for global search. However, related action and item detail are only available to the items that the requester has access to based on the catalog security setup.

**Note:** A new search category called EP\_CATALOG\_ITEMS was created for global searches. This search category has the same search definitions as EP\_PV\_MASTERITEMVENDOR\_CAT.

## Search Definitions

Search Definitions are a critical component of the Search Framework. The main objective of the search definition is data extraction. A search definition must be linked to either a PeopleSoft query or a PeopleSoft connected query.

Three search definitions are linked to the eProcurement search category EP\_PV\_MASTERITEMVENDOR\_CAT. They are:

- EP\_PV\_MASTERITEMVENDOR\_SD (Items attached to Suppliers)
- EP\_PV\_MASTERITEM\_SD (Items not attached to Suppliers)
- EP\_PV\_EXPRESSITEMS\_SD (Express Catalog Items)

## Connected Queries and Regular Queries

In eProcurement every search definition is attached to a Connected Query. A connected query is a hierarchical ordering of the existing queries. For example:

- Search Definition - EP\_PV\_MASTERITEMVENDOR\_SD, Connected Query - PV\_SRCH\_MST\_ITM\_CQRY
- Search Definition - EP\_PV\_MASTERITEM\_SD, Connected Query - PV\_SRCH\_MST\_ITEM\_N\_CQRY
- Search Definition - EP\_PV\_EXPRESSITEMS\_SD, Connected Query - PV\_SRCH\_EXPRITEM\_CQRY

The level 0 query is the most important as it is the driver query for data extraction. Every row found at level 0 becomes a document in the Search Framework repository. All other queries provide additional data that could be present or missing in the repository. Multiple rows at lower level, results in repeating attributes that will be indexed. There is no concept of parent/child data in the Search Framework repository for a document.

## Facets

Facets are fields that are used to filter search results such as business unit, a field date, a system assigned transaction number, and so on.

Below is a list of facets delivered for eProcurement:

- PV\_PREF\_VNDR (Preferred Supplier)
- NAME1\_VENDOR (Supplier Name)
- CATDESCR\_SES\_LABEL (Category Description)
- DESCR60\_SES-MFG-DESCR (Manufacturer Name)
- PV\_CATEGORYPATH (Category Path)

Facet PV\_CATEGORYPATH is required and should not be removed from the facet list in the search category. It is necessary to define at least one facet in addition to PV\_CATEGORYPATH.

## Terminology

This table lists terminology related to the PeopleSoft Search feature:

### Search Group

A flag on Search Category that makes the category available in the Application Search bar in the portal header. Search Groups help manage search definitions deployed in Search Framework

and provide a way to combine them into functional groups that the user will understand. Selecting these functional groupings enables the user to narrow the scope of their search and thereby reduce the number of search results that they need to review.

### Search Pages

A keyword search that is specific to an application component.

### Search Attribute

Search attributes are the basic building blocks of Search Framework data. A search attribute is mapped from a query field. Search Framework identifies three types of attributes - string, numeric, and date/time. An Search Framework document can have multiple data indexed with the same attribute name.

For information on Search Framework settings see [Setting Up Installation Options](#).

For information on how item search works in eProcurement see [Creating Requisitions](#).

See the product documentation for

*PeopleTools: Search Technology*

"Understanding Financials and Supply Chain Search" (PeopleSoft FSCM 9.2: Application Fundamentals)



Click to view a short video about [PeopleSoft Global Search](#).

## Setting Up Installation Options

To set up installation options, use the eProcurement Installation component (PV\_INSTALLATION\_PV).

This section discusses how to set up PeopleSoft eProcurement installation options.

### Pages Used to Set Up Installation Options

| Page Name                              | Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Installation Options - Purchasing Page | INST_LINKS      | <p>Access the pages that are used to set overall system-installation options for PeopleSoft Purchasing, PeopleSoft Inventory, and other applications.</p> <p>Access is limited to users with the SYSTEM_ADMIN action role.</p> <p>For information on Installation Options - Purchasing page, see "Installation Options - Purchasing Page" (PeopleSoft FSCM 9.2: Application Fundamentals).</p> |

| <b><i>Page Name</i></b>                       | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                                                                                       |
|-----------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>eProcurement Installation Options Page</u> | PV_INSTALLATION_PV            | Set up PeopleSoft eProcurement installation options.<br><br>Access is limited to users with the SYSTEM_ADMIN action role. |
| <u>Search Settings Page</u>                   | PV_SRCH_SET_TBL               | Determine search settings.                                                                                                |
| <u>Customize Search Results Display Page</u>  | PV_SRCH_DISP_SEC              | Determine the fields to display in search results.                                                                        |

## eProcurement Installation Options Page

Use the eProcurement Installation Options page (PV\_INSTALLATION\_PV) to set up PeopleSoft eProcurement installation options.

Access is limited to users with the SYSTEM\_ADMIN action role.

### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options

## Image: eProcurement Installation Options Page

This example illustrates the fields and controls on the eProcurement Installation Options page. You can find definitions for fields and controls later on this page.

**eProcurement Installation Options**

\*sProcurement Installation Option:  [Fluid Installation Settings](#)

☐ eProcurement Connect ☐ Multi Image

**Item Catalog Options**

\*Item Source Option:  ☐ Catalog Management as eProcurement Item Source

**Requisition Catalog Search**

\*Catalog Search Type:  [Search Settings](#)

☐ Non Dynamic Range  
☐ Override Existing Categories with Item Ranges  
☐ Allow Transparent Punchout Items  
☐ Consolidate Marketplace Items in Search Results and Facets  
[Customize Search Results](#)

**Requisition Display Options**

☒ Suppress trailing zeros for Quantity field  
☒ Suppress trailing zeros up to the currency decimal position for Price field

**Allow Saving Items in Favorites, Templates and Recently Ordered From**

☒ Direct Connect ☐ Transparent Punchout

**Max Rows To Retrieve For**

Search Results:  Approval Monitor:  Transparent Punchout:   
 Requisition:

☐ Display Approval Chunking

[Return to Maintain Overall System Options](#) [Return to Administer Procurement](#)

### sProcurement Installation Option

Select the type of PeopleSoft Services Procurement options that you want to use. You can integrate PeopleSoft eProcurement with PeopleSoft Services Procurement, use PeopleSoft Services Procurement as a standalone application, or elect not to use the PeopleSoft Services Procurement application.

### eProcurement Connect

Select the check box to enable eProcurement Connect feature that will integrate with the FSCM 9.1 instance and use the advanced capabilities of eProcurement 9.2 without upgrading the entire FSCM suite. Integration setup is required for this.

### Fluid Installation Settings

Click to access the [Fluid Installation Settings Page](#).

### Multi Image

Select to enable the multi image functionality. On selecting this check box user can set and view the item images from different angles. Multi images can be defined at purchasing and supplier level.

## Item Catalog Options

### Item Source Option

Select the source for items to be placed on the PeopleSoft eProcurement transactions. Items can come from the item master tables, the express catalog, or both.

### Catalog Management as eProcurement Item Source

Select to indicate that items from PeopleSoft Catalog Management are to be used as the source.

## Requisition Catalog Search

The fields within the Requisition Catalog Search group box are used to configure the item search and catalog browse abilities within the Create Requisition component.

### Catalog Search Type

Select the type of catalog and item search to use on the Catalog page in the Create Requisition component.

Options are:

- *Search Engine*: Select for quick and effective search.

---

**Note:** Select this option once specific eProcurement search definitions and search categories have been deployed and indexing has been run for the search definitions.

---

- *Structured Query Language*: Used for limited search and is not recommended to be used in production environments.

### Search Settings

Click this link to access the [Search Settings Page](#), where you can narrow the search to a few fields or select all of them.

### BU Catalog control (business unit catalog control)business unit catalog control catalog control, business unit

To limit the access of item catalogs within certain business units, enter *Y*, and access the Assign Catalog to Business Unit page to set up the item catalogs to use in each business unit. Enter *N* to enable every business unit to access all catalogs. If you are using the rule-based item catalog security feature, use this field and the Assign Catalogs to Business Unit page in coordination with the Catalog Security page.

This field is available only when rule based catalog security is activated for the business unit.

### Non Dynamic Range

Select this check box to use non-dynamic range categories for the item search and catalog browse feature within the Create Requisition component. If an item category is marked as a non-dynamic range in PeopleTool Tree Manager then the item search returns only those items that belong to the catalogs that the user has access to and are within the item ranges specified in the item categories and sub-categories of the accessible catalogs. In addition, selecting this check box enables the item load processes for CUP file sources and Catalog Management sources to load non-dynamic item ranges defined for a category.



Deselect this check box to treat all item categories as dynamic ranges within the item search and catalog browse feature of the Create Requisition component. Search results include all items belonging to the specified category and is not limited to any item ranges defined for the category. In addition, deselecting this check box prevents the item load processes for CUP file sources and Catalog Management sources from loading non-dynamic item ranges.

### **Override Existing Categories with Item Ranges**

Select this check box to enable the item load processes for CUP file sources and Catalog Management sources to change categories from dynamic to non-dynamic when loading items into an existing category. In other words, if items loaded belong to existing categories, these categories will all have non-dynamic item ranges loaded regardless of its original type; a category that was originally a dynamic category, is now changed to non-dynamic with item ranges. Any new categories are created as non-dynamic ranges.

Deselect this check box to enable the item load processes for CUP file sources and Catalog Management sources to retain the category type (dynamic or non-dynamic) when loading items into an existing category. In other words, if the existing categories have item ranges, then new item ranges are loaded; however, if the existing categories are dynamic, then no new item ranges are loaded. Any new categories are created as non-dynamic ranges.

### **Allow Transparent Punchout Items**

Select to enable the Transparent Punchout feature and display the Transparent Punchout Node field on the Linked Supplier page.

---

**Note:** Only if this field is selected, the Transparent Punchout field in Allow Saving Items in Favorites and Templates From and Max Rows To Retrieve For section is enabled for editing.

---

### **Consolidate Marketplace Items in Search Results and Facets**

Select to display internal and external marketplace items in a single search result tab. Also facets will combine both external and internal items while filtering.

---

**Note:** This check box is available only when the field Catalog Search Type is set to Secure Enterprise Search option and Allow Transparent Punchout Items check box is selected.

---

### **Customize Search Results**

Click this link to access the [Setting Up Installation Options](#) view and select the required fields to be displayed in the search result.

You can select the Auto expand accounting lines when expanding requisition lines check box to automatically expand the Accounting Lines section when you expand the Requisition Lines section. This check box is role controlled.

You can even control if item images should be displayed or not. This customization can also be performed at the user level. However, user level options will override installation level options.

## Requisition Display Options

**Suppress Trailing Zeros for Quantity Field** Select to suppress any extra zeros. This setting is applicable to line, schedule and distribution.

**Suppress Trailing Zeros up to the currency decimal position for Price field** Select to suppress extra zeros till currency decimal position. Decimal Positions setup for the currency will be used to determine the number of decimal positions that will be displayed for price. This is no rounding off done for Price.

## Allow Saving Items in Favorites and Templates From

The fields within this group box are used to determine the type of direct connect items that can be saved as a favorite item or on a template list.

**Direct Connect** Select this check box to allow Punchout and Roundtrip direct connect items to be saved as favorites or as items on a template. This method saves the requester time when creating additional requisitions for the same item.

Deselect this check box to prevent Punchout and Roundtrip items from being added as favorites or template items. Each time the direct connect item is ordered, the requester must use the Web page of the Create Requisition component to access the supplier's online catalog, select the item, and then return to the eProcurement requisition.

**Transparent Punchout** Click this check box to allow Transparent Punchout items to be added as a favorite or included in a template.

For more information on Transparent Punchout see [Understanding Transparent Punchout](#)

---

**Note:** This check box is enabled for editing only if Allow Transparent Punchout Items check box is selected.

---

## Max Rows To Retrieve For

The fields within this group box are used to determine the maximum number of items that can be displayed.

**Search Results** Enter the maximum number of values that the system retrieves on page searches. This field only applies to the following pages:

*Search Catalog*

*Advanced Search*

*Item History*

*Manage Requisitions*

*Manage Purchase Orders*

*Receipts for a Power User*

*Receipts for a Casual User*

*My Requisition*

---

**Note:** If a search returns more rows than you specify, a message appears.

---

## **Approval Monitor**

Enter a value to control the display of requisition lines for approval on the Requisition Confirmation page and Requisition Approval page.

Chunking displays the requisition lines in groups to make large requisitions more manageable. The size of the group is determined by the value entered for this field.

If Display Approval Chunking check box is selected and Approval Monitor value is set to for example 5, then the requisition with line level approval will trigger approval chunking on eProcurement Confirmation and Manage Requisition Approval pages when the requisition lines for approval exceed five.

## **Transparent Punchout**

Enter the maximum number of items per transparent punchout suppliers to be displayed at one time on the search results section of the requisition.

---

**Note:** This field is enabled for editing only if Allow Transparent Punchout Items check box is selected.

---

## **Requisition**

Enter a value that determines the number of requisition lines to be displayed in chunks on the Edit Requisition - Review and Submit page. The system automatically defaults to value 9999. You can override this value. However, this value does not impact the number of requisitions retrieved while searching for requisitions.

## **Display Approval Chunking**

Select to enable chunking in the Review/Edit Approvers section of the workflow approval components (Requisition Approval page) and on the Confirmation page of the Create Requisition component. This only impacts the line level approvals.

Once Search Engine searching is enabled and has been selected, you can perform Search Engine search from the catalog browse page and the main search page. In the Catalog browse page when you browse a selected catalog or category, the search results are displayed along with facets and breadcrumbs for each search. You can select facet values and perform further search on the catalog.

For information on how item search works in eProcurement see [Creating Requisitions](#)

See the product documentation for *PeopleTools: Search Technology*

### **Related Links**

"Understanding Financials and Supply Chain Search" (PeopleSoft FSCM 9.2: Application Fundamentals)

## **Search Settings Page**

Use the Search Settings page (PV\_SRCH\_SET\_TBL) to determine search settings.

### **Navigation**

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement  
Installation Options > Search Settings link

**Image: Search Settings Page (1 of 2)**

This example illustrates the fields and controls on the Search Settings Page (1 of 2). You can find definitions for fields and controls later on this page.

## Search Settings

### Basic Search Options

☒ Search All Fields

☐ Narrow Search to these Fields

☐ Item Description

☐ Category Description

☐ Category ID

☐ Item ID

☐ Manufacturer

☐ Manufacturer's Item ID

☐ Supplier

☐ Supplier Item ID

### Optional Search Fields

Purchasing Attributes to display on the Advanced Search Page:

☒ Price Range

☒ Model

### Sort Options

Visible

☒ Description

☒ Manufacturer Name

☒ Price

☒ Supplier Name

☐ Relevance Ranking

Default 

Description

### Indexing Options

Common Currency Code

USD

☒ Current Active Items Only

☐ Update Tree Changes

### Image: Search Settings Page (2 of 2)

This example illustrates the fields and controls on the Search Settings Page (2 of 2). You can find definitions for fields and controls later on this page.

The screenshot shows a web form titled "Search Settings Page (2 of 2)". It contains two main sections:

- Search Options:** This section has a warning message: "Warning. Do not change these settings unless instructed by the development team." Below the warning, there is a checkbox labeled "Display Search Filters" and a text input field labeled "Search Category Name".
- Special Request Search Options:** This section contains a list of checkboxes:
  - ☒ Item Description
  - ☐ Category ID
  - ☐ Supplier ID
  - ☐ Supplier Item ID
  - ☐ Manufacturer ID
  - ☐ Manufacturer's Item ID

At the bottom of the form, there is a blue link that says "Return to eProcurement Installation Options".

#### Optional Search Fields

Select from the given two Purchasing Attributes to be displayed on the Advanced Search page. Attributes are Price Range and Model.

These are optional search fields, which you can select to appear on the Advanced Search page.

#### Common Currency Code

Select a common currency code to be used when indexing item prices to facilitate sorting and comparison with indexed prices.

If the default value of USD is changed after indexing then a full index is required as all item pricing that is stored in the search framework repository would be in this default currency code.

#### Update Tree Changes

Select this check box for running the Tree update during incremental run.

#### Search Options

Select required search framework options.

## Customize Search Results Display Page

Use the Customize Search Results Display page (PV\_SRCH\_DISP\_SEC) to determine the fields to display in search results.

## Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options >Customize Search Results link

### Image: Customize Search Results Display page

This example illustrates the fields and controls on the Customize Search Results Display page.

## Setting Up eProcurement Requisition Navigation

This section provides an overview of setting up eProcurement requisition left navigation order and labels, which can be configured.

### Page Used to Set Up eProcurement Requisition Navigation

| Page Name                                                          | Definition Name | Usage                                                                                            |
|--------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------|
| <u>eProcurement Requisition Navigation:</u><br><u>Classic Page</u> | PV_LEFTNAV      | Set up eProcurement requisition left navigation order and labels for the Classic User Interface. |

| <b>Page Name</b>                                        | <b>Definition Name</b> | <b>Usage</b>                                                                                   |
|---------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------|
| <u>eProcurement Requisition Navigation: Fluid</u>       | PV_LEFTNAV             | Set up eProcurement requisition left navigation order and labels for the Fluid user Interface. |
| <u>eProcurement Navigation Setup: Assign Roles Page</u> | PV_LEFTNAV_XTRA        | Assign Role Names to a specific Navigation ID.                                                 |

## eProcurement Requisition Navigation: Classic Page

Use the eProcurement Requisition Navigation: Classic page (PV\_LEFTNAV) to set up eProcurement requisition left navigation order and labels for the Classic User Interface.

This setting will be the default, system level setting for the left navigation.

### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Requisition Navigation

### Image: eProcurement Requisition Navigation: Classic Page

This example illustrates the fields and controls on the eProcurement Requisition Navigation: Classic page. You can find definitions for fields and controls later on this page.

eProcurement Requisition Navigation

**Navigation Type**  
☒ Classic    ☐ Fluid

**Requisition Left Navigation** ?
Personalize | Find | First 1-18 of 18 Last

| Default Navigation Label | Level | Visible                             | Initial Page                        | Display Order | Message Set Number | Message Number | Override Navigation Label |
|--------------------------|-------|-------------------------------------|-------------------------------------|---------------|--------------------|----------------|---------------------------|
| ALL REQUEST OPTIONS      | 1     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 5             | 18036              | 1521           | All Request Options       |
| CATALOG                  | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 10            | 18036              | 1500           | Browse Catalogs           |
| WEB                      | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 20            | 18036              | 1504           | Web Suppliers             |
| EXPRESS ITEM ENTRY       | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 30            | 18036              | 1501           | Express Item Entry        |
| SPECIAL REQUEST          | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 40            | 18036              | 1502           | Special Requests          |
| SERVICE REQUEST          | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 50            | 18036              | 1507           | Services Procurement      |
| Resource                 | 2     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               | 18036              | 1522           | Resource                  |
| Deliverable              | 2     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               | 18036              | 1523           | Deliverable               |
| Multi Resource           | 2     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               | 18036              | 1524           | Multi Resource            |
| FORMS                    | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 60            | 18036              | 1505           | Forms                     |
| FAVORITES                | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 70            | 18036              | 1503           | Favorites                 |
| TEMPLATES                | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 80            | 18036              | 1519           | Templates                 |
| ePro SERVICES            | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 90            | 18036              | 1506           | ePro Services             |
| Fixed Cost Service       | 2     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               | 18036              | 1513           | Fixed Cost Service        |
| Variable Cost Service    | 2     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |               | 18036              | 1514           | Variable Cost Service     |

[Return to Maintain Overall System Options](#)
[Role Navigation Templates](#)

Select the number of sub-categories to be displayed in the left navigation.

Sub-Categories Displayed



**Default Navigation Label**

Displays all the labels for the left navigation that has been defined through message catalog.

The items appear in the following order:

- All Request Options
- Catalog
- Web
- Express Item Entry
- Special Requests
- Services Procurement
  - Resource
  - Deliverable
  - Multi Resource
- Forms
- Favorites
- Templates
- eProcurement Services
  - Fixed Cost
  - Variable Cost
  - Time and Materials
- Recently Ordered
- External Catalogs

**Level**

Displays the level for the label. Level 1 labels will be at the top followed by level 2 labels.

**Visible**

Select to show level 1 labels. Level 2 labels cannot be hidden, hence the check box cannot be edited.

**Initial Page**

Select to set a page as initial page to be displayed when accessing the create requisition component for the first time.

Initial page can also be set at the role action level.

---

**Note:** Only level 1 page can be selected as initial page also you can select only one level 1 page as initial page.

---

**Display Order**

Enter the order in which you want the level 1 labels to be displayed. Level 2 labels cannot be re-ordered.

**Message Set Number, Message Number**

Enter appropriate number to modify the left navigation label. The message number is associated with the message text in the message catalog. Hence if you enter invalid label which does not correspond with the message text associated with the message number then the user will get an error message.

**Override Navigation Label**

Enter required label name.

The label name you enter here will override the navigation label.

**Sub-categories Displayed**

Enter the number of sub-categories to be displayed in the left navigation. Default value is 5.

## eProcurement Requisition Navigation: Fluid

Use the eProcurement Requisition Navigation: Fluid page (PV\_LEFTNAV) to set up eProcurement requisition left navigation order and labels for the Fluid User Interface.

**Navigation**

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Requisition Navigation. Select the Fluid option as the Navigation Type.

**Image: eProcurement Requisition Navigation: Fluid Page**

This example illustrates the fields and controls on the eProcurement Requisition Navigation: Fluid page.

**eProcurement Requisition Navigation**

**Navigation Type**

☐ Classic ☒ Fluid

**Requisition Left Navigation** ? [Personalize](#) | [Find](#) | [Print](#) | [Refresh](#) | First | 1-6 of 6 | Last

| Default Navigation Label | Level | Visible                             | Initial Page                        | Display Order | Message Set Number | Message Number | Override Navigation Label |
|--------------------------|-------|-------------------------------------|-------------------------------------|---------------|--------------------|----------------|---------------------------|
| My Orders                | 1     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 190           | 18036              | 1526           | My Orders                 |
| CATALOG                  | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 191           | 18040              | 212            | Browse Catalogs           |
| RECENTLY ORDERED         | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 192           | 18040              | 214            | Recently Ordered Items    |
| FAVORITES                | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 193           | 18036              | 1503           | Favorites                 |
| WEB                      | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 194           | 18040              | 213            | Web Suppliers             |
| Special Requests         | 1     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 195           | 18036              | 1502           | Special Requests          |

[Return to Maintain Overall System Options](#) [Role Navigation Templates](#)

Select the number of sub-categories to be displayed in the left navigation.

Sub-Categories Displayed

## eProcurement Navigation Setup: Assign Roles Page

Use the eProcurement Navigation Setup: Assign Roles page (PV\_LEFTNAV\_XTRA) to assign Role Names to a specific Navigation ID.

## Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Requisition Navigation. Click the Role Navigation Templates link.

### Image: eProcurement Navigation Setup: Assign Roles Page

This example illustrates the fields and controls on the eProcurement Navigation Setup: Assign Roles page. You can find definitions for fields and controls later on this page.

The screenshot shows the 'eProcurement Navigation Setup' window. The 'Assign Roles' section includes a 'Navigation List' with search and navigation controls. Below this are input fields for '\*Navigation ID' and '\*Priority', and radio buttons for 'Navigation Type' (Classic, Fluid). There is a 'Roles' section with a search bar and a table with columns for '\*Role Name', a search icon, and '+' and '-' buttons. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

## Role Navigation Templates

Settings on this page takes precedence over the system level settings.

### Navigation ID

Enter required navigation ID. You can define multiple navigation IDs.

### Priority

Enter priority for the navigation ID. The priority decides what navigation IDs will be used for a role if there are multiple navigation IDs associated with it.

### Role Name

Select required role name to be assigned. Each navigation ID can be associated with multiple role names.

## Setting Up Attachments for Transactions

To set up attachments for transactions, use the File Attachments Administration component (PV\_ATTACH\_ADMIN).

This section provides an overview of transaction attachments and discusses how to identify servers, component names, and paths for stored attachments, define supplier email addresses for sending attachments, and set up locations for storing attachments.

## Pages Used to Set Up Attachments for Transactions

| <i><b>Page Name</b></i>          | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                         |
|----------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administer File Attachments Page | SAC_ATT_ADMIN                 | Identify servers on which to store attachments.<br><br>See "Administer File Attachments Page" (PeopleSoft FSCM 9.2: Application Fundamentals)                               |
| <u>Supplier Address Page</u>     | VNDR_ADDRESS                  | Define supplier email addresses for sending attachments.                                                                                                                    |
| URL Maintenance Page             | URL_TABLE                     | Requires end users to manually enter the file location for attachments (not the recommended method).<br><br>See "URL Maintenance Page" (PeopleSoft 9.2: Approval Framework) |

## Understanding Transaction Attachments

A transaction attachment is a file that you can attach to a transaction, such as a PeopleSoft eProcurement requisition. The file can be a Microsoft Word file, a Microsoft Excel spreadsheet, a Microsoft PowerPoint presentation, a Microsoft Visio diagram, or any other type of document. Requesters and buyers can view these attachments. The system adds the attachment automatically to the purchase order that is created from the requisition. You can then send these attachments to a supplier.

---

**Note:** Other PeopleSoft applications use transaction attachments. This section uses PeopleSoft eProcurement transaction examples, but these examples can apply to any PeopleSoft transaction.

---

PeopleSoft applications enable you to store attachments to and retrieve attachments from a server. After you set up attachments for the system:

- Requesters can add attachments to their requisitions using header, line, or ship to comments from the Review and Submit page.
- Requesters can add attachments to the receipt header and receipt line using the comment pages from the Receive page.
- Requesters or buyers can view attachments to requisitions using the Requisition Details page and the Requisition Schedule and Distribution page within the Manage Requisitions component.
- Buyers can view attachments to requisitions using the Expedite Requisitions page.
- Buyers can view attachments to purchase orders using the Manage Purchase Orders page.
- Buyers can notify the supplier of an attachment to be sent with the purchase order by running the Notify Suppliers of Attachment process (PV\_EMAIL\_AE).

This process sends the supplier an email with the purchase order, line number, and attachment.

To add attachments to transactions, you can:

- Use the attachment utility that is provided by PeopleSoft PeopleTools.

This utility enables the system administrators to control where attachments are stored. Administrators can configure more than one server and change the server settings when needed. This utility standardizes the use of attachments. Users do not need to remember or enter the network path for attachments. This is the recommended method.

- Set up a server location for storing attachments.

Users manually place their attachments on a file share on the network and add the path to the attachment file into the transaction that they want it associated with. This method uses the "URL Maintenance Page" (PeopleSoft 9.2: Approval Framework) to set up a location for storing attachments. This is usually an FTP server. In the root directory, add a subfolder named PV and then give read and write privileges to anonymous users, or any users who are specified in the FTP string. For PeopleSoft eProcurement attachments, create a URL identifier that is named PV for the FTP location and then specify the FTP server address. The FTP root location must contain a subdirectory that is named PV.

## Using the Attachments Utility for Other PeopleSoft Applications

This attachments utility enables you to set up and administer file attachment servers in one component. You no longer need to add code to hold explicit references to URLs or identify the type of database. All of this is accomplished using the Administer Attachment Servers component. You can change the active server, without changing code.

Records that you need to store attachments to and retrieve attachments from a PeopleSoft eProcurement requisition have already been defined by PeopleSoft. However, you can design attachments to be used in PeopleSoft Purchasing, PeopleSoft Services Procurement, and PeopleSoft Strategic Sourcing.

Use the completed attachment feature in PeopleSoft eProcurement as an example. Using the PeopleSoft eProcurement example, the basic expectation is that the application has a record in which it stores attached file references. This record is a child of the parent records for the application and appears in a scroll.

To store references to attached files, every application must define a record that is associated with an underlying table. For example, the PeopleSoft eProcurement requisition component has the record PV\_REQ\_ATTCH in which it stores references to all attached files. Following the usual pattern, this record uses the key fields of its parent records and adds a unique key of its own. This utility expects the applications to have such a record (the attachment reference record for the application).

The attachment reference records must include these two fields: SCM\_ATTACH\_ID and ATT\_VERSION. These two fields are the key fields of the PV\_ATTACHMENTS record, which is the central repository of all attachment information.

The PV\_ATTACH\_NUM field is no longer necessary, although it does not need to be deleted. Include any other field from PV\_ATTACHMENTS in the attachment reference record for the application.

When you are designing the user interface, only the user file and description fields should be made visible to the users. For PeopleSoft eProcurement, the work record PV\_ATTACH\_WRK includes these two

fields. Also, if you use the application development framework class, Application Interface, then this work record and the class resolve all persistence issues.

In general, you should enable users to attach more than one file. Use the Line Comments page (PV\_REQ\_COMMENTS) in PeopleSoft eProcurement as an example of the proper scrolls, buttons, and grids to use. The Line Comments page enables you to add and view attachments using buttons.

The View button is inside the scroll and associated with SCM\_ATTACH\_WRK.SCM\_DOWNLOAD. For the Add button, copy the PeopleSoft eProcurement ATTACHADD field in the work record PV\_REQ\_WRK, and then change the one piece of the code that refers to PeopleSoft eProcurement:

```
Local Rowset &rs = GetLevel0 () (1). GetRowset (Scroll.REQ_LINE) (&Level1Row).
GetRowset (Scroll.PV_REQ_ATTACH);
```

If you decide that you want to include the Add button inside the grid, the SCM\_ATTACH\_WRK record provides the SCM\_UPLOAD field, which can be bound to an Add button within a grid. In this case, you do not need to add any code. Verify that the attachment reference record for the application is included in the same grid. As long as the system can find an attachment reference record for the application, which includes the fields PV\_ATTACH\_ID and ATT\_VERSION, the utility manages every event, including row insertion, attachment upload, download, and save.

When attachment files are to be stored in a server, PeopleSoft PeopleTools requires the database to have a record structured in a specific way. These delivered records meet these requirements: FILE\_ATTDDET\_SBR for database servers and FILE\_ATTACH\_SBR for File Transfer Protocol (FTP) servers.

## Supplier Address Page

Use the Supplier Address page (VNDR\_ADDRESS) to define supplier email addresses for sending attachments.

### Navigation

eProcurement > Administer Procurement > Maintain Suppliers > Supplier Information > Address

Image: Supplier Address page

This example illustrates the fields and controls on the Supplier Address page.

To send an attachment to the supplier, for the 001 address ID, enter the supplier's email ID address in the Email ID field. When you run the Notify Suppliers of Attachments (PV\_EMAIL\_AE) process, attachments are sent to the supplier email address, along with the purchase order ID and line number. The attachment is sent only after the purchase order is dispatched and published. Header level attachments will not be sent by this process.

Related Links

"Maintaining Supplier Name History" (PeopleSoft 9.2: Source to Settle Common Information)

Setting Up Event Notifications and Escalations

This section provides an overview of notifications and discusses how to define notification event types, set up notification events, and review notification event statuses.

Pages Used to Set Up Event Notifications and Escalations

| Page Name        | Definition Name | Usage                                                                                                                                                                                         |
|------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event Type Page  | PTAF_NEM_EVENTS | Use this page to create a notification event, specify the conditions for which it should check, and specify the actions that the system should take when the notification conditions are met. |
| Setup Event Page | PTAF_NEM_SETUP  | Set up events.                                                                                                                                                                                |

| <b>Page Name</b>   | <b>Definition Name</b> | <b>Usage</b>                                                                                                    |
|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------|
| <u>Status Page</u> | PTAF_NEM_STATUS        | Use this page to determine whether the system successfully ran the notification event and to delete event logs. |

## Understanding Notifications

Notifications enable you to create and send a notification to someone. The notifications can be either a worklist item or an email message. Notifications are associated with an overall process, such as a workflow.

Use the Event Notification and Escalation feature to create a process that you can schedule to run at any time, independent of other applications. This feature is an Application Engine program that is called from the PeopleSoft Process Scheduler. You define rules for sending notifications, such as when a workflow approval has gone beyond the time defined for responses. You configure the requesters and approvers who receive the notification using the approval pages of the PeopleSoft application.

The system notifies a specific user using email or invokes an action that is defined in the subscriber system. This system makes the call to an application program interface (API) that is registered by PeopleSoft eProcurement and uses the Event Notification and Escalation feature to:

- Define a notification based on a process and its event type.

The notification definitions are grouped based on the event type for each process.

- Evaluate whether the condition has been met.

The system uses polling notifications that it implements through the PeopleSoft Process Scheduler. For each active, configured, and defined notification event, the system takes an action based on the outcome of the evaluation. The system makes an evaluation by:

- Running a SQL view.
  - Running a query object.
  - Calling a user-defined PeopleCode application class from within an application package.
  - Trigger the action that is defined for the user event.
- The action that is taken will be either an email notification that was set up using the PeopleSoft notification template or a user-defined PeopleCode application class. If the action invokes PeopleCode, then the rowset that is returned from the evaluation step is passed into the action step.
- Log errors and exceptions and report notification statuses.

## Event Type Page

Use the Event Type page (PTAF\_NEM\_EVENTS) to use this page to create a notification event, specify the conditions for which it should check, and specify the actions that the system should take when the notification conditions are met.



## Navigation

eProcurement > Administer Procurement > Maintain Workflow > Event Types

### Image: Event Type page

This example illustrates the fields and controls on the Event Type page. You can find definitions for the fields and controls later on this page.

|                                 |                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------|
| <b>Event Type:</b>              | APPROVAL ACTIVITY EMAIL                                                                |
| <b>Server Name:</b>             | PSNT  |
| <b>Event Types Description:</b> | Offline email processing for notification events triggered by the event handler        |

#### Event Type

Enter an identifier for the event type. The system uses this value as a prompt value when you set up notification events for applications such as PeopleSoft eProcurement.

#### Server Name

Select a server on which the notification event should run. You can use an existing PeopleSoft Process Scheduler server or an existing application server. By defining an event to run on a specific sever, you can manage the server's workload. You can also set up an event type to run the same notification event on different servers.

## Setup Event Page

Use the Setup Event page (PTAF\_NEM\_SETUP) to set up events.

## Navigation

eProcurement > Administer Procurement > Maintain Workflow > Event Definitions

**Image: Setup Event page**

This example illustrates the fields and controls on the Setup Event page. You can find definitions for the fields and controls later on this page.

|                          |                                                                                                           |                                                                                                        |                                   |
|--------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------|
| Event ID:                | APPROVALACTIVITYEMAIL                                                                                     |                                                                                                        |                                   |
| *Event Type:             | APPROVAL ACTIVITY EMAIL  | <input checked="" type="checkbox"/> Active                                                             | Recurrence: 15 Min                |
| Event Types Description: | Offline email processing for notification events triggered by the event handler                           |                                                                                                        | Repeat Time: <input type="text"/> |
| *Evaluation Type:        | SQL View                 | Name: SAC_NTF_PRNT  |                                   |
| *Action Type:            | Email                    |                                                                                                        |                                   |
| Email Address:           | <input type="text"/>                                                                                      |                                                                                                        |                                   |
| Template Name:           | <input type="text"/>     |                                                                                                        |                                   |

**Event ID** Displays the unique name that the system uses to identify the current notification event. You enter this value if you are adding an ID.

**Event Type** Select the event type. Event types determine which server is going to process the event.

**Active** Select to indicate that the current notification is active. If the notification is not active, the system does not run the evaluation condition.

**Event Types Description** Displays the user-defined description for this event type.

**Recurrence** Displays the interval or frequency that the system uses to poll a notification condition. When a condition is met, the system triggers the action that is defined for the notification.

The system polls for active notifications to be triggered based on the query object, SQL view, or PeopleCode application class that is defined in the notification condition. The polling interval is part of scheduling and works with the repeat interval that is defined for a specific event type.

**Repeat Time** Enter a value for the amount of time that lapses between an evaluation time to the next time that the system polls or evaluates the notification condition. For each configured notification, you can enter a repeat interval. This interval must be a multiple of the scheduled polling frequency.

**Evaluation Type** Select how you want the system to evaluate the condition for a notification event. Values are:

*PeopleCode:* With this evaluation type, you write code to return the row set that you want. If PeopleCode is chosen as the action

step, then the evaluation rowset is passed into the action step for custom processing.

*Query Obj* (query object): This a predefined query that you set up using the Query Manager that returns a rowset.

*SQL View*: You create SQL views using PeopleSoft Application Designer.

|                    |                                                                                                                                                                                                                                   |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>        | Displays the name of the query object or SQL view, depending on which is selected as the evaluation type.                                                                                                                         |
| <b>Action Type</b> | Select the type of action that you want the system to take when a notification condition has been met. Values are:<br><br><i>PeopleCode</i> : Select an application package and class to perform a custom notification or action. |

---

**Note:** If you select *PeopleCode*, the Package and Class fields appear.

---

*Email*: Select to use an email for the notification. When you select this action type, the Email Address and Template Name fields appear.

|                      |                                                                                                                                                                                                                                |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Package</b>       | Select the application package that contains the application class for performing a custom PeopleCode evaluation.                                                                                                              |
| <b>Class</b>         | Select an application class that is associated with the application package.                                                                                                                                                   |
| <b>Email Address</b> | Enter an email address for the user that you want to receive this notification. To add multiple email addresses, use commas as delimiters. This field is available only when you select <i>Email</i> in the Action Type field. |
| <b>Template Name</b> | Select an email template that you want to use with this notification event. The template contains instructional text, message, sender, and message priority.                                                                   |

You define email templates for use with notification by using the Generic Template Definition page. To access the page, select Set Up Financials/Supply Chain > Approvals > Generic Templates > Generic Template Definition.

## Status Page

Use the Status page (PTAF\_NEM\_STATUS) to use this page to determine whether the system successfully ran the notification event and to delete event logs.

### Navigation

eProcurement > Administer Procurement > Maintain Workflow > Event Status

**Image: Status page**

This example illustrates the fields and controls on the Status page. You can find definitions for the fields and controls later on this page.

The screenshot shows a web interface for the Status page. At the top, there are two input fields: 'Event ID' with the value 'ESCALATIONS' and 'Event Type' with the value 'ESCALATION\_EVENT'. To the right of these fields is a 'Log Delete Options' section containing two buttons: 'This Event' and 'All Events'. Below these fields is a 'Notification Manager' section. It includes a 'View All' link with a calendar icon, and navigation controls: 'First', '1 of 1', and 'Last'. Below the navigation controls is a table with the following structure:

|   | DateTime Stamp | Matches | Detail |
|---|----------------|---------|--------|
| 1 |                | 0       |        |

**This Event**

Click to delete all notification event logs for the event ID that you selected.

**All Events**

Click to delete all notification event logs for all events.

**Date Time Stamp**

Used in the Status record to track the results of each instance run.

**Matches**

Displays the number of rows that are returned from a row set.

**Detail**

Displays detailed status messages for each notification event.

---

## Maintaining System Users and Roles

User security in PeopleSoft eProcurement is similar to that in other PeopleSoft applications. You can associate permission lists with roles to which user profiles (user IDs) are attached. However, PeopleSoft eProcurement comes with several predefined role actions that restrict or grant user access to certain actions.

The following elements are used to create user access:

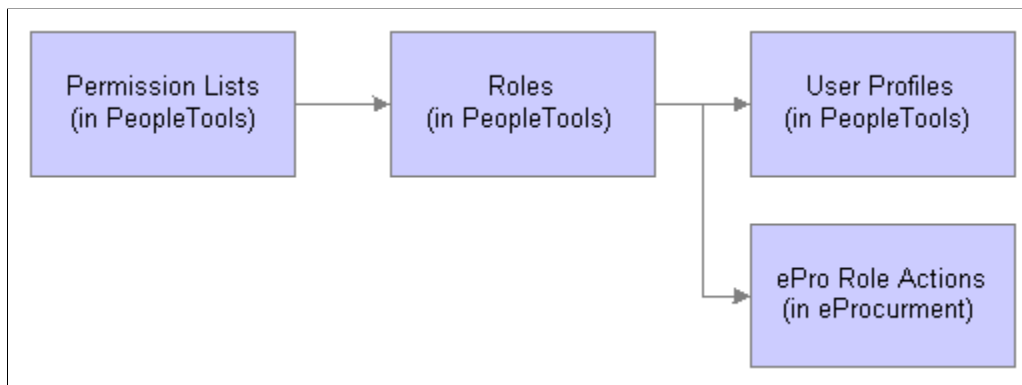
- *Permission Lists:* (PeopleTools) Permission lists are the building blocks of user security authorization. A permission list grants a degree of access to a particular combination of PeopleSoft elements, specifying pages, development environments, time periods, administrative tools, personalizations, and so on. This level of access should be appropriate to a narrowly defined and limited set of tasks, which can apply to a variety of users with a variety of different roles. These users might have overlapping, but not identical, access requirements.
- *Roles:* (PeopleTools) A role is a collection of permission lists. You can assign one or more permission lists to a role. The resulting combination of permissions can apply to all users who share those access requirements. However, the same group of users might also have other access requirements that they do not share with each other. You can assign a given permission list to multiple roles.
- *User Profiles:* (PeopleTools) A user profile is a definition that represents one PeopleSoft user. Each user is unique; the user profile specifies a number of user attributes, including one or more assigned roles. Each role that is assigned to a given user profile adds its permission lists to the total that apply to that user.

- *eProcurement Role Actions:* (eProcurement) eProcurement role actions are predefined role actions that restrict or grant user access to certain actions.

The following flow chart illustrates the setup of eProcurement security from permission lists, roles, and user profiles to the eProcurement role actions:

**Image: User security setup within PeopleTools and PeopleSoft eProcurement**

This example illustrates the fields and controls on the User security setup within PeopleTools and PeopleSoft eProcurement.



Users are granted access to certain actions and pages based on their roles. For example, assume setting up the user ID VP1 to be an administrator of the eProcurement system. The system has a predefined user role named ePro Admin, and this role contains permission lists to allow access to suppliers, items, business units, and Purchasing and eProcurement pages. Using the User Profile-Roles page, attach this user role to the user ID VP1. Next, within eProcurement, VP1 needs to have access to the System Administration region of the Administer Procurement Main page; therefore, attach the user role ePro Admin to the eProcurement Role Actions page for the SYSTEM\_ADMIN action name.

For more information about PeopleTools user security, see *PeopleTools: Security Administration*.

## Understanding Role Names, Role Actions, and Role Action Categories

Role actions are pre-grouped into role action categories. Role action categories are pre-associated with transactions, which can be viewed on the Administer Role Action Categories page.

The relationship between role actions, role action categories, and transactions can be viewed on the eProcurement Role Actions page.

The administrator selects a transaction to work with for a particular role. Administrators will have to select the Role Action Categories and Role Actions they want to assign manually. The Assign Role Actions to Roles page determines which role name can perform which particular actions and enables you to modify the action controls accordingly.

All role actions are categorized into functional categories. Administrators assign the role actions. The assignment will be by role and within a particular role the actions will be listed under designated Role Action Categories.

## Pages Used to Maintain System Users and Roles

| <b>Page Name</b>                            | <b>Definition Name</b> | <b>Usage</b>                                                                                                            |
|---------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <u>Administer Role Action Category Page</u> | PV_ACT_CATEGORY        | View the predefined role action categories.                                                                             |
| <u>eProcurement Role Actions Page</u>       | PV_ACTIONS_MAINT       | View all the predefined role actions delivered, as well as their default action controls.                               |
| Role Assigned Page                          | PV_ACT_ROLES           | View roles assigned to a specific role action and related role action controls.                                         |
| <u>Assign Role Actions To Roles Page</u>    | PV_ACTIONS             | Use this page to manage role actions and role action categories for each role that is associated with each transaction. |

*PeopleTools: Security Administration*

### Administer Role Action Category Page

Use the Role Action Category page (PV\_ACT\_CATEGORY ) to view the predefined role action categories.

#### Navigation

eProcurement > Administer Procurement > Maintain System Users and Roles > Role Action Category

#### Image: Administer Role Action Category page

This example illustrates the fields and controls on the Administer Role Action Category page.

Administer Role Action Category

Transaction Requisition

Administer Role Action Category Personalize Find 1-6 of 6 Last

| Role Action Category | Description                    | Long Description               |
|----------------------|--------------------------------|--------------------------------|
| 1 BU                 | Business Unit                  | Business Unit                  |
| 2 REQACS             | Requisition Access             | Requisition Access             |
| 3 REQDTL             | Requisition Line Detail Access | Requisition Line Detail Access |
| 4 REQHDR             | Requisition Header             | Requisition Header             |
| 5 REQMAN             | Manage Requisitions            | Manage Requisitions            |
| 6 REQSRH             | Requisition Item Search        | Requisition Item Search        |

Return to Maintain System Users and Roles Return to Administer Procurement

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History

| <b>Transaction</b> | <b>Role Action Category and Description</b>                                                                                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requisition        | <ul style="list-style-type: none"> <li>• REQACS – Requisition Access</li> <li>• REQDTL – Requisition Line Detail Access</li> <li>• REQHDR – Requisition Header</li> <li>• REQMAN – Manage Requisitions</li> <li>• REQSRH – Requisition Item Search</li> </ul> |
| Workflow           | REQWKL – Requisition Workflow                                                                                                                                                                                                                                 |
| Receiving          | RECVIN – Receiving User Functionality                                                                                                                                                                                                                         |
| Buyer Center       | BYRCNT – Buyer Center                                                                                                                                                                                                                                         |

## eProcurement Role Actions Page

Use the eProcurement Role Actions page (PV\_ACTIONS\_MAINT ) to view all of the predefined role actions delivered, as well as their default action controls.

### Navigation

eProcurement > Administer Procurement > Maintain System Users and Roles > Role Action Name

### Image: Role Actions page

This example illustrates the fields and controls on the eProcurement Role Actions page. You can find definitions for the fields and controls later on this page.

| eProcurement Role Actions |                                                                                                                                                                                                                                                          |              |                      |                                 |                    |                 |             |                |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|---------------------------------|--------------------|-----------------|-------------|----------------|
| eProcurement Role Actions |                                                                                                                                                                                                                                                          |              |                      |                                 |                    |                 |             |                |
| Action Name               | Description                                                                                                                                                                                                                                              | Transaction  | Role Action Category | Description                     | Object Type        | Action Controls | Action Type | Roles Assigned |
| ACCOUNTING_DISPLAY        | Controls the display of accounting information on a requisition. The assignment of this role action will take precedence over the assignment of the workflow Change all, and Change Distribution actions contained in the Requisition Workflow category. | Requisition  | REQACS               | Requisition Access              | Sections           | Editable        | ePro&Pro    | 60             |
| ADD_MULTI_ITEMS           | Controls whether the user can add multiple items to their cart, favorites and templates from the item search page. Users with this control can still add items one at a time if they choose too.                                                         | Requisition  | REQSRH               | Requisition Item Search Buttons |                    | Enabled         | ePro Only   | 60             |
| ADD_SPECIAL_REQUEST       | Controls whether the user can access the special request page to create special request item.                                                                                                                                                            | Requisition  | REQACS               | Requisition Access              | Icon and Hyperlink | Enabled         | ePro Only   | 60             |
| ALLOW_ADHOC_ONPREVW       | Allow add/remove adhoc approvers on requisition preview.                                                                                                                                                                                                 | Workflow     | REQWKL               | Requisition Workflow            | Buttons            | Disabled        | ePro&Pro    | 60             |
| ALLOW_ADHOC_ONSUBMIT      | Allow submit on requisition preview                                                                                                                                                                                                                      | Workflow     | REQWKL               | Requisition Workflow            | Buttons            | Disabled        | ePro&Pro    | 60             |
| ALLOW_CHANGE_REQUEST      | Users are allowed to edit requisition and/or create change requests to a line that has been sourced to Purchase Order.                                                                                                                                   | Requisition  | REQMAN               | Manage Requisitions             | Fields             | Disabled        | ePro&Pro    | 60             |
| ALLOW_DEFAULT_OPTION      | Enable the defaulting options on the Define Requisitions page.                                                                                                                                                                                           | Requisition  | REQHDR               | Requisition Header              | Page               | Disabled        | ePro&Pro    | 60             |
| ALLOW_HOLD                | Users are allowed to put a requisition on hold.                                                                                                                                                                                                          | Workflow     | REQWKL               | Requisition Workflow            | Buttons            | Disabled        | ePro&Pro    | 60             |
| ALLOW_PURGE               | Users are allowed to perform the Purge Staging Table and Purge Change Order Requests in Buyers Center.                                                                                                                                                   | Buyer Center | BYRCNT               | Buyer Center                    | Hyperlinks         | Disabled        | ePro Only   | 60             |
| CANCHANGEALL              | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition, including quantity and price, without restarting the approval process                                                  | Workflow     | REQWKL               | Requisition Workflow            | Fields             | Disabled        | ePro&Pro    | 60             |

This page lists all of the predefined role actions delivered, as well as their default action controls. You cannot modify the data. A user can be assigned multiple roles for a single role action. The system will display the actions within each category in ascending order.

**Note:** This page can be accessed from the eProcurement Administer Procurement menu, Service Procurement menu, and the Setup Financials/Supply Chain menu. If both eProcurement and Service Procurement are installed, then both product transaction lists will be available for selection. If only one of them is installed, then only the respective transaction lists will be available for selection.

|                        |                                                                                                                                                                                                                                                                                                   |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action Name</b>     | Displays the action names specific to the category selected in the Role Action Category page.                                                                                                                                                                                                     |
| <b>Description</b>     | Displays the definition of each action.                                                                                                                                                                                                                                                           |
| <b>Object Type</b>     | Displays the object type, such as <i>Page</i> , <i>Button</i> , and <i>Fields</i> that the particular role action controls.                                                                                                                                                                       |
| <b>Action Controls</b> | <p>Determines how the action will behave for the assigned role. Each action control will have a default value assigned to it.</p> <p>If multiple roles are assigned the same role action but with a different action control, then the least restrictive of the action controls will be used.</p> |
| <b>Roles Assigned</b>  | Click the icon to view other roles to which the role action is assigned.                                                                                                                                                                                                                          |

This table lists Action Controls and describes the online behavior of each:

| <b>Action Name</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACCOUNTING_DISPLAY     | <p>Controls the display of accounting information in a requisition. The assignment of this role action will take precedence over the assignment of the workflow Change all and Change Distribution actions contained in the Requisition Workflow category.</p> <p>For more information on how this role action and SCHEDULE_DISPLAY role action work together to control the online requisition behavior, refer to the table that follows this one.</p> |
| ADD_MULTI_ITEMS        | Controls the display of the multi-add buttons on the catalog search results tab. When assigned, users can add multiple items to their cart, favorites, and templates. Users with this control can still add items one at a time if they choose.                                                                                                                                                                                                         |
| ADD_SPECIAL_REQUEST    | Controls whether the user is shown a link to create a special request when no search results are found.                                                                                                                                                                                                                                                                                                                                                 |
| SPECIAL_REQUEST_SEARCH | <p>Controls if Special Request will display Catalog Items search results after clicking the Add button. The Search feature will use the Item Description to find related catalog items. Users will have the option to continue to add special request or use only catalog items.</p> <p>Users need to enable the Search Framework on the eProcurement Installation page to use this option.</p>                                                         |
| CHECKOUT_AFTER_ADD     | User will be taken to the Checkout/Review and Submit page each time an item is added to the cart.                                                                                                                                                                                                                                                                                                                                                       |



| <b>Action Name</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CUST_SRCH_RESULT_DISPLAY   | This action will control the display of the Customize Search Results section on the My Preferences page. When assigned, users will be able to choose what fields they want displayed for their search results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MULTI_SCHEDULE             | Controls whether the user can add multiple schedules to a requisition line item. When enabled, the requisition schedule line will display the add and delete buttons.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| REQ_BUYER_SOURCING_CONTROL | Controls the display of the item buyer information section on the line details page for a requester. The buyer information contained in this section is: Buyer Name, Buyer Information link, Consolidate with other Reqs flag, Calculate Price flag, Override Suggested Supplier flag, Inventory Source flag, and the Auto Item Substitute flag. The assignment of this role action will take precedence over the assignment of any of the workflow Change all and Change Line actions contained in the Requisition Workflow category.                                                                                                                                                                                             |
| REQ_CNTRCT_INFO            | Controls the display of the item contract information section on the line details page for a requester. The information that is contained in this section is: Contract ID, Contract Search icon, Version number, Contract Line, Category Line, Contract details link, and Use Contract if Available check box. The assignment of this role action will take precedence over the assignment of any of the workflow Change all and Change Line actions contained in the Requisition Workflow category.                                                                                                                                                                                                                               |
| REQ_ITEM_DETAILS           | Controls the display of the item details section on the line details page for a requester. The item information that is contained in this section is: Merchandise amount, Item ID, Item Substitute search icon, Category, Original Substituted Item ID, Original Substituted Item Description, Inspection Required field, Physical Nature field, Buyer field, Buyer Information link, Item Type, Configurable Info link, RFQ Required flag, Device Tracking flag, Zero Price Indicator flag, Stockless item flag, and Amount Only flag. The assignment of Display only or Hide actions will take precedence over any assignment of the workflow Change all and Change Line actions contained in the Requisition Workflow category. |
| REQ_ITEM_MANUFACTURER      | Controls the display of the item manufacturer information section on the line details page for a requester. The Manufacturer information that is contained in this section is: Manufacturer Name, ID, Item ID, and UPN ID. The assignment of Display only or Hide actions will take precedence over the assignment of any of the workflow Change all and Change Line actions contained in the Requisition Workflow category.                                                                                                                                                                                                                                                                                                       |
| REQ_ITEM_SUBSTITUTE        | Controls the display of the item substitute icon on the item search page. When selected, an informational list of substitute items will appear. This role action works in conjunction with the Purchasing Business Unit flags: Enable Item Substitutions and Allow Item Search. Both of these flags need to be enabled along with this role action for the icon to appear. If the role action is not enabled, then the icon will not appear on the search results page.                                                                                                                                                                                                                                                            |

| <b>Action Name</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REQ_ITEM_SUPPLIER           | Controls the display of the supplier information section on the line details page for a requester. The supplier information that is contained in this section is: Supplier Name, ID, Supplier Location, Supplier Item ID, and Catalog. The assignment of Display only or Hide actions will take precedence over the assignment of any of the workflow Change all and Change Line actions contained in the Requisition Workflow category.                                                                                                                       |
| REQ_PROCUREMENT_GROUP       | Controls the display of the item procurement group information section on the line details page for a requester. The information that is contained in this section is: Procurement Group ID, Primary Unit check box, Unit Allocation Quantity, and Unit Allocation Amount. The assignment of Display only or Hide actions will take precedence over the assignment of any of the workflow Change all and Change Line actions contained in the Requisition Workflow category.                                                                                   |
| REQ_SETTINGS_PG_ACCESS      | Controls whether the requester has access to the requisition settings link and page. The requisition settings link takes users to the requisition settings page, where they can review and change the Requisition Business Unit, Requester, and default settings of a requisition. Access to this link will appear at the top of all pages of the requisition. If the control chosen is to hide the link, then this assignment will take precedence over the assignment of these role actions: LAND_ON_REQ_SETTINGS_PG, ALLOW_DEFAULT_OPTION, and CHANGEREQBU. |
| SCHEDULE_DISPLAY            | <p>Controls the display of schedule information on a requisition. Because the schedule and the accounting information appear together on the requisition, rules were established as to how the settings of this role action and the settings of the accounting role action will work together.</p> <p>For more information on how this role action and ACCOUNTING_DISPLAY role action work together to control the online requisition behavior, refer to the table that follows this one.</p>                                                                  |
| VIEW_PRICEADJUSTMENTS       | Controls the display of the price adjustments icon on the item search page without having to drill into the item details. This action will also control the display of price adjustments on the requisition schedule.                                                                                                                                                                                                                                                                                                                                          |
| SUPP_PRICE_BREAKDOWN        | Controls whether a Price Breakdown icon will appear on the item search results page. The icon will indicate to the user that price breakdowns have been defined for the item. When the icon is selected, the user will be able to view the defined price breakdowns by unit of measure for that item supplier combination.                                                                                                                                                                                                                                     |
| EDIT_SHIPPING_FOR_ALL_LINES | Controls the display of the Edit for All Lines link in the Shipping Summary section of the Checkout page. If the same role has the ENFORCE_RGN_SECURITY role action assigned, it will take precedence over the assignment of this action.                                                                                                                                                                                                                                                                                                                      |

| <b>Action Name</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SHIPVIA_FREIGHT_DISPLAY | Controls the display of the Ship Via and Freight Terms field on the requisition schedule. This role action works in conjunction with the ACCOUNTING_DISPLAY and SCHEDULE_DISPLAY role actions. Schedule information needs to be visible in order for the fields to be displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| LAND_ON_REQ_SETTINGS_PG | Controls whether the Requisition Settings page will be the first page the requester will access. If so, then the user will be able to review and change the Requisition Business Unit, Requester, and default settings before adding items to the requisition. The assignment of this action will take precedence over any assignment of the Initial Page Display option in Requisition Navigation setup.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| MASS_CHANGE             | This action will control the display of the Mass Change link on the requisition review and submit page. If the action control of Enabled is selected, users will be given access to the Mass Change page, where they can change values for the requisition line, schedule, and accounting lines. The assignment of this action will take precedence over the assignment of the EDIT_SHIPPING_FOR_ALL_LINES role action and will allow users to make changes to the Schedule via the Mass Change page. In addition, when the ACCOUNTING_DISPLAY and SCHEDULE_DISPLAY role action controls are set to Display only and Hide and the user has been given access to the Mass Change link, she will not be allowed to make any changes to the requisition accounting or schedule. The information on the Mass Change page will be display only. |
| VIEW_CONTRACT           | Controls whether the contract icon will appear on the search results page so the user can view contract information for the item. This role action will also control the appearance of the Contract Search section on the Advanced Search page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ENFORCE_RGN_SECURITY    | This action enforces the regional security on a requisition by restricting the Ship To ID to the requisition default ship to ID. A requester will not be able to change the Ship to ID on the requisition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| MASS_APPROVER           | Users are allowed to approve many requisitions at one time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| MULTI_COMMENTS          | Enables multiple comments at the Header and Line. This role action also controls the ability to enter Ship To comments as well as the ability to add attachments to the Header comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| ALLOW_ADHOC_ONPREVW     | Allow add/remove ad hoc approvers on requisition preview.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ALLOW_ADHOC_ONSUBMIT    | Allow submit on requisition preview.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ALLOW_CHANGE_REQUEST    | Users are allowed to edit requisitions, create change requests, or both to a line that has been sourced to a Purchase Order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ALLOW_DEFAULT_OPTION    | Enables the defaulting options on the Requisition Settings page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| ALLOW_HOLD              | Users are allowed to put a requisition on hold.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>Action Name</b> | <b>Description</b>                                                                                                                                                                                           |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ALLOW_PURGE        | Users are allowed to perform the Purge Staging Table and Purge Change Order Requests in Buyer Center.                                                                                                        |
| CANCHANGEALL       | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition, including quantity and price, without restarting the approval process.     |
| CANCHANGEDISTRIB   | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition distribution without restarting the approval process.                       |
| CANCHANGEHEADER    | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition header without restarting the approval process.                             |
| CANCHANGELINE      | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition line except the quantity and price without restarting the approval process. |
| CANCHANGESCHEDULE  | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition ship/schedule without restarting the approval process.                      |
| CANLINKWO          | Action is assigned to Roles that are permitted to link to Maintenance Work Order.                                                                                                                            |
| CHANGEREQBU        | User can change the requester and business unit of a requisition.                                                                                                                                            |
| ITEM_NOTIFICATION  | These roles get the worklist notification for the new item request. New item requests can be initiated from the special request page for an item.                                                            |
| NO_CASUAL_RECV     | No receiving is allowed for the roles assigned to this action.                                                                                                                                               |
| NO_DEFAULT_RESULT  | No search result will be provided by default on the Requisition Manager and the Inquire Receipts page.                                                                                                       |
| NO_ONETIME_SHIPTO  | Disables one-time ship-to address access.                                                                                                                                                                    |
| PRICEANDAVAILCHECK | Users who have authority to perform real-time price and availability checks for Marketplace items.                                                                                                           |
| RECV_BY_SHIPTO     | This action allows a casual receiver who has the Receive Ship To ID set up in User Preferences to receive all requisitions shipped to that particular ship-to ID.                                            |
| RECV_ALL_SHIPTO    | This action allows a casual user to receive all requisitions for all ship to's for the SETID associated with the Receiving BU.                                                                               |
| RECV_CASUAL_ALL    | This action should be assigned to user roles of casual users and who should have the authority to cancel their receipts as well as seeing some purchase order details, such as PO item price.                |

| <b>Action Name</b>  | <b>Description</b>                                                                                                                                                                                                                                     |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RECV_POWER          | The RECV_POWER action should be assigned to Power Users in Receiving. The eProcurement Receive main page for Power Users provides access to all pages in PeopleSoft standard receiving.                                                                |
| RESTRICT_INV        | Allows a requester to only see inventory items and ordering unit of measures when searching for requisition items. No supplier information will be shown. This action should only be used when SES is installed and used for item searching.           |
| SYSTEM_ADMIN        | Procurement System Administrator. This action allows access to the System Administration Admin functionality.                                                                                                                                          |
| VAT_DETAILS         | This action allows users to view VAT Schedule and VAT Distribution details. It also allows users to override VAT related fields, such as VAT code, VAT applicability, VAT Transaction Type, and so on.                                                 |
| VIEW_ALL_SUPPLIERS  | This action will allow a user to view all suppliers when browsing or searching.                                                                                                                                                                        |
| VIEW_INVENTORY_ICON | This action controls the display of the inventory item icon on the item search result pages. If this action is used, an inventory item icon will appear if the item is marked as an inventory item in the master item table.                           |
| VIEW_ORDERING_UOM   | When assigned, the Default Req UOM defined on the Unit of Measure page will be used for the item on a requisition. This action also allows viewing the ordering units of measure for an item on the Requisition Item Description page.                 |
| VIEW_SUPPLIER_UOM   | When assigned, only UOMs defined on the Item Supplier UOM page for an Item/Supplier/Location will be available for the item on the requisition search results display UOM prompt. VIEW_ORDERING_UOM action will take precedence over this role action. |
| WF_EXPAND_APPROVERS | Users in this role will always see the <i>Review / Edit Approvers</i> section in the eProcurement Approval page as expanded. Otherwise, it will be collapsed by default when the user is approving a requisition.                                      |

The following table provides details on how the online requisition pages behave when the role actions SCHEDULE\_DISPLAY and ACCOUNTING\_DISPLAY are assigned to a user role with various combination of action controls.

| <b>Action Controls for SCHEDULE_DISPLAY</b> | <b>Action Controls for ACCOUNTING_DISPLAY</b> | <b>Online Behavior</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Display Only                                | Editable                                      | <p>Schedule becomes editable along with the accounting information on the Review and Submit Requisition Settings and the Mass Change pages. The Edit For All Lines link appears.</p> <p>Users can copy the default values specified on the Requisition Settings page for line and schedule level to the Edit Lines, Shipping, and Accounting Information page.</p>                                                                                                |
| Display Only                                | Hide                                          | <p>All Schedule fields appear only on the Requisition Settings page, the Shipping section on the Mass Change page, and the Shipping section on the Review and Submit page. The Edit For All Lines link does not appear. Accounting related fields are hidden.</p> <p>Users cannot copy the default values specified on the Requisition Settings page for line, schedule, and distribution level to the Edit Lines, Shipping, and Accounting Information page.</p> |
| Display Only                                | Display Only                                  | <p>Accounting and Schedule information appears only on the Requisition Settings, Mass Change, and Review and Submit pages. The Edit For All Lines link does not appear.</p> <p>Users cannot copy the default values specified on the Requisition Settings page for line, schedule, and distribution level to the Edit Lines, Shipping, and Accounting Information page.</p>                                                                                       |
| Editable                                    | Editable                                      | <p>Schedule and Accounting information becomes editable in the requisition component. The Edit For All Lines link appears, enabling editing.</p> <p>Users can copy default values specified on the Requisition Settings page for line and schedule level to the Edit Lines, Shipping, and Accounting Information page.</p>                                                                                                                                        |

| <b>Action Controls for SCHEDULE_<br/>DISPLAY</b> | <b>Action Controls for ACCOUNTING_<br/>DISPLAY</b> | <b>Online Behavior</b>                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Editable                                         | Hide                                               | <p>Schedule information is editable in the requisition component. The Edit For All Lines link appears, enabling editing. Accounting information, including Distribute by and SpeedChart, is hidden.</p> <p>Users can copy the default values specified on the Requisition Settings page for line and schedule level to the Edit Lines, Shipping, and Accounting Information page.</p>          |
| Editable                                         | Display Only                                       | <p>Schedule information is editable in the requisition component. The Edit For All Lines link appears, enabling editing. Accounting information, including Distribute by, is display-only. SpeedChart is hidden.</p> <p>Users can copy default values specified on the Requisition Settings page for line and schedule level to the Edit Lines, Shipping, and Accounting Information page.</p> |
| Hide                                             | Editable                                           | <p>Schedule becomes editable along with the accounting information on the Review and Submit Requisition Settings and the Mass Change pages. The Edit For All Lines link appears.</p>                                                                                                                                                                                                           |
| Hide                                             | Hide                                               | <p>Accounting and Schedule information is hidden on the Review and Submit, Requisition Settings, and Mass Change pages. The Edit For All Lines link and Shipping Summary section are hidden.</p>                                                                                                                                                                                               |
| Hide                                             | Display Only                                       | <p>Schedule becomes display-only along with the accounting information on the Review and Submit, Requisition Settings, and Mass Change pages. The Edit For All Lines link is hidden.</p>                                                                                                                                                                                                       |

## Role Assigned

This page allows the administrator to view all other roles assigned to a specific role action and related role action controls. Administrators can collectively change the action controls for all the roles assigned here. To access this page, click the Role Assigned icon on eProcurement Role Actions page.

### Image: Role Assigned page

This example illustrates the fields and controls on the Role Assigned page.

| Roles Assigned                             |             |                 |
|--------------------------------------------|-------------|-----------------|
| Role Action Name SP_COMMON_ROLES           |             |                 |
| Other Roles Assigned                       |             |                 |
| Personalize   Find     First 1-4 of 4 Last |             |                 |
| Role Name                                  | Object Type | Action Controls |
| SP_COORDINATOR                             | Sections    | Editable        |
| SP_REQUESTER                               | Sections    | Editable        |
| ePro Novice Requester                      | Sections    | Hide            |
| ePro Requester                             | Sections    | Display Only    |

OK Cancel

**Note:** After you make changes on the Role Assigned page, click the OK button and then click the Save button on the Role Action page.

## Assign Role Actions To Roles Page

Use the Assign Role Actions To Roles page (PV\_ACTION ) to manage role actions and role action categories for each role that is associated with each transaction.

### Navigation

eProcurement > Administer Procurement > Maintain System Users and Roles > Assign Role Actions to Roles



## Image: Assign Role Actions to Roles page

This example illustrates the fields and controls on the Assign Role Actions to Roles page. You can find definitions for the fields and controls later on this page.

Assign Role Actions To Roles

Transaction Requisition

Role Name ePro Requester Description eProcurement Requester

Copy From Role

eProcurement Role Action Category

Role Action Category REQACS Requisition Access

Find | View All First 1 of 4 Last

Role Action

| *Action Name           | Description                                                                                                                                                                                                | Object Type        | Action Controls | Other Roles Assigned |     |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------|----------------------|-----|
| 1 VAT_DETAILS          | This action allows user to view VAT Schedule and VAT Distribution details. It also allows users to override VAT related fields such as VAT code, VAT applicability, VAT Transaction Type, etc.             | Icon and Hyperlink | Enabled         | 60                   | + - |
| 2 PRICEANDAVAILCHECK   | Users who have authority to perform real-time price and availability checks                                                                                                                                | Buttons            | Enabled         | 60                   | + - |
| 3 NO_ONETIME_SHIPTO    | Disable one-time shipto address access                                                                                                                                                                     | Icon and Hyperlink | Disabled        | 60                   | + - |
| 4 MULTI_COMMENTS       | Enable Multiple Comments on requisition.                                                                                                                                                                   | Icon and Hyperlink | Enabled         | 60                   | + - |
| 5 ENFORCE_RGN_SECURITY | This action enforces the regional security on a requisition by restricting the Ship To Id to the requisition default ship to Id. A requester will not be able to change the Ship to Id on the requisition. | Fields             | Enabled         | 60                   | + - |

Personalize | Find | View All | 1-5 of 7 | Last

Return to Maintain System Users and Roles Return to Administer Procurement

Save Return to Search Previous in List Next in List Notify Add Update/Display

Use this page to manage role actions and role action categories for each role that is associated with each transaction. However, if role actions are not assigned to any roles, then the system will use the delivered default action control.

1. As you enter the page, select a transaction.
2. Select a role name that is associated with the transaction.
3. In the Role Action Category field, select from the eProcurement categories that are predefined on the Administrator Role Action Category page.
4. In the Action Name field, select from the predefined eProcurement role action names.
5. In the Action Controls field, select how the system should display the action category.

### Copy From Role

Select a role to copy from. This option enables you to populate the fields on this page, which can speed up the process of creating a new record.

## eProcurement Role Action Category

### Role Action Category

Select from the list of eProcurement categories that are predefined on the Administrator Role Action Category page.

This field indicates the type of access that the user role has, such as requisition line detail access, timesheet access, and so on. The users are specified in the Role Action section of the page. These values are pre-delivered.

Multiple role action categories can be added to the transaction by using the Add button.

## Role Action

|                             |                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Action Name</b>          | Displays eProcurement role action names that are predefined.                                                                                                                              |
| <b>Object Type</b>          | Displays the objects managed by a specific role action. For example, VAT_DETAILS Action Name controls icons and links on the requisition.                                                 |
| <b>Action Controls</b>      | Displays the action that can be performed by the user role.<br>Options include: <i>Enabled</i> , <i>Disabled</i> , <i>Display Only</i> , <i>Editable</i> , and <i>Hide</i> .              |
| <b>Other Roles Assigned</b> | Click to access the Other Roles Assigned modal window. This window displays the Role Name, Object Type, and Action Control of other user roles that are assigned to the role action name. |

---

## Maintaining Approval Workflow

PeopleSoft eProcurement uses the Approval Workflow Framework for requisition approval rather than the standard PeopleSoft Workflow. For more information, refer to the "Understanding the Approval Framework Process Flow" (PeopleSoft 9.2: Approval Framework).

---

## Maintaining Supplier Integration

This section provides an overview of supplier integration and discusses how to maintain supplier integration.

### Page Used to Maintain Supplier Integration

| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                 |
|----------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Maintaining Supplier Integration Page</u> | PV_ADM_MARKETSITE      | Maintain supplier integration. Access the pages that you use to set up direct connect supplier integration and marketplace integration.<br><br>Access is limited to users with the SYSTEM_ADMIN action role. |
| <u>Linked Suppliers Page</u>                 | PV_MS_SEC_SUPPLIER     | Setup third-party suppliers as PeopleSoft suppliers. Third-party suppliers can include suppliers from the Oracle Supplier Network, marketplace, direct connect suppliers, and catalog management suppliers.  |

## Understanding Supplier Integration

The Maintain Supplier Integration page supplies links to set up third-party suppliers to PeopleSoft eProcurement. If you are planning to pass purchase orders from PeopleSoft eProcurement to the Oracle Supplier Network, a supplier's website, or to a marketplace, then use these pages to synchronize the applications.

### Related Links

[Understanding Direct Connect Supplier Integration](#)

[Understanding Transparent Punchout](#)

"Defining Custom Item Attributes" (PeopleSoft FSCM 9.2: Managing Items)

## Maintaining Supplier Integration Page

Use the Maintain Supplier Integration page (PV\_ADM\_MARKETSITE) to maintain supplier integration.

Access the pages that you use to set up direct connect supplier integration and marketplace integration. Access is limited to users with the SYSTEM\_ADMIN action role.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration

**Image: Maintain Supplier Integration page (1 of 3)**

This example illustrates the fields and controls on the Maintain Supplier Integration page (1 of 3).

| Maintain Supplier Integration                       |                                                                                         |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------|
| Marketplace Integration                             |                                                                                         |
| Menu                                                | Description                                                                             |
| <a href="#">Correct Item Load Errors</a>            | Correct Inventory Item Load Errors                                                      |
| <a href="#">EDX PO Dispatch Types</a>               | Define types of the EDX PO Dispatch method                                              |
| <a href="#">Integration Data Value Mappings</a>     | Integration Data Value Mappings                                                         |
| <a href="#">Marketplace Buyers</a>                  | Maintain Marketplace Buyers                                                             |
| <a href="#">Marketplace Registration</a>            | Register as a Trading Partner with a Marketplace                                        |
| <a href="#">Linked Suppliers</a>                    | Maintain Linked Suppliers                                                               |
| <a href="#">Marketplace Test</a>                    | Transmit a predefined Purchase Order to a Marketplace using a predefined test supplier. |
| <a href="#">Import Item Catalog File</a>            | Import External Item Catalog Data                                                       |
| <a href="#">Validate and Process Imported Items</a> | Validate and Process Imported Items                                                     |
| Item Attributes                                     |                                                                                         |
| Menu                                                | Description                                                                             |
| <a href="#">Attribute Name Cross Reference</a>      | Maintain Attribute Name Cross-Reference                                                 |
| <a href="#">Attributes Staging Table</a>            | Verify attributes data imported in the Staging Table                                    |
| <a href="#">Category Attributes</a>                 | Maintain category attributes loaded from Marketplace                                    |
| <a href="#">Import Attributes</a>                   | Import Attributes to Staging Table from a File                                          |
| <a href="#">Item Attributes</a>                     | Maintain item attributes loaded from Marketplace                                        |
| <a href="#">Load Attributes</a>                     | Load Attributes from the Staging Table to the Category and Item Attributes Tables.      |

**Image: Maintain Supplier Integration page (2 of 3)**

This example illustrates the fields and controls on the Maintain Supplier Integration page (2 of 3).

| Express Forms                                                    |                                                       |
|------------------------------------------------------------------|-------------------------------------------------------|
| Menu                                                             | Description                                           |
| <a href="#">Maintain Supplemental Data</a>                       | Define Custom Form using Supplemental Data Framework  |
| <a href="#">Maintain Express Form Profile</a>                    | Maintain Express Form Profile                         |
| Direct Connect                                                   |                                                       |
| Menu                                                             | Description                                           |
| <a href="#">Direct Connect Methods</a>                           | Define Direct Connect integration methods & standards |
| <a href="#">Integration Broker Integration Point Wizard</a>      | Integration Broker Integration Point Wizard           |
| <a href="#">Integration Broker Node Definitions</a>              | Define Integration Broker Node Definitions            |
| <a href="#">Integration Broker Routing Definitions</a>           | Define Integration Broker Routings                    |
| <a href="#">Integration Broker Service Definitions</a>           | Define Integration Broker Services                    |
| <a href="#">Integration Broker Service Operation Definitions</a> | Define Integration Broker Service Operations          |
| <a href="#">Supplier Value Cross-Reference</a>                   | Supplier Value Cross-Reference                        |

**Image: Maintain Supplier Integration page (3 of 3)**

This example illustrates the fields and controls on the Maintain Supplier Integration page (3 of 3).

| Search Indexes                                   |                                                                                                                                         |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Menu                                             | Description                                                                                                                             |
| <a href="#">Build eProcurement Search Index</a>  | Build eProcurement Search Index for search type "Secured Enterprised Search" to be used in item searching in eProcurement requisitions. |
| <a href="#">Deploy/Delete Object</a>             | Deploy search definitions and search categories.                                                                                        |
| <a href="#">Search Definition</a>                | Define search index fields and facets, etc.                                                                                             |
| <a href="#">Search Category</a>                  | Define search category.                                                                                                                 |
| <a href="#">Return to Administer Procurement</a> |                                                                                                                                         |

Use these pages to navigate to other pages to set up suppliers and marketplace integration.

**Linked Suppliers Page**

Use the Linked Suppliers page (PV\_MS\_SEC\_SUPPLIER) to setup third-party suppliers as PeopleSoft suppliers.

Third-party suppliers can include suppliers from the Oracle Supplier Network, marketplace, direct connect suppliers, and catalog management suppliers.

## Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Linked Suppliers

**Image: A linked supplier with the Marketplace Supplier type is used to connect to a marketplace or to the Oracle Supplier Network**

This example illustrates the fields and controls on the A linked supplier with the Marketplace Supplier type is used to connect to a marketplace or to the Oracle Supplier Network. You can find definitions for the fields and controls later on this page.

[Linked Suppliers](#)
[Supplier Properties](#)
[Marketplace Configuration](#)

### Linked Suppliers

Type MarketPlace Supplier

SetID SHARE CORPORATE SETID

Supplier ID SCM0000001 Location MAIN

EDX PO Dispatch Type    
PO Dispatch Node    
Linked Supplier ID   
Linked Supplier Name   
Identifier Type    
Buyer Account Code   
Direct Connect Method    
Direct Connect Node    
Transparent Punchout Node  

[Return to Maintain Supplier Integration](#)
[Return to Administer Procurement](#)

**Image: A linked supplier with the Direct Connect Supplier type is used to connect to a supplier's website.**

This example illustrates the fields and controls on the A linked supplier with the Direct Connect Supplier type is used to connect to a supplier's website.. You can find definitions for the fields and controls later on this page.

Linked Suppliers

Supplier Properties

### Linked Suppliers

Type Direct Connect Supplier

SetID SHARE CORPORATE SETID

Supplier ID AUS0000002 Location MAIN

EDX PO Dispatch Type

PO Dispatch Node

Direct Connect Method

PUNCHOUT

Direct Connect Node

PSFT\_PA

[Return to Maintain Supplier Integration](#)

[Return to Administer Procurement](#)

### Image: A linked supplier with the Catalog Management Supplier type

This example illustrates the fields and controls on the A linked supplier with the Catalog Management Supplier type. You can find definitions for the fields and controls later on this page.

**Linked Suppliers**

Type Catalog Management Supplier

SetID SHARE CORPORATE SETID

Supplier ID USA0000014 Location MAIN

EDX PO Dispatch Type

PO Dispatch Node

Trading Partner ID 1007

Trading Partner Name International Outfitters

[Return to Maintain Supplier Integration](#) [Return to Administer Procurement](#)

Use the Linked Suppliers page to connect a PeopleSoft supplier ID to a third-party supplier such as suppliers from the Oracle Supplier Network (OSN), marketplace, direct connect suppliers, and catalog management suppliers.

#### Type

Select the type of supplier that the SetID, Supplier ID, and Location represents. Options include:

- *Catalog Management Supplier*

Select to set up links for a catalog management supplier.

See [Understanding Supplier Data](#).

- *Direct Connect Supplier:*

Select to set up links for a direct connect supplier or a Transparent Punchout supplier.

See [Understanding Direct Connect Supplier Integration](#).

- *MarketPlace Supplier:*

Select to set up links for a marketplace supplier or for a supplier within the Oracle Supplier Network.



See [Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#).

See [Understanding the Integration Between the Oracle Supplier Network, PeopleSoft eProcurement, and PeopleSoft eSettlements](#).

### **Supplier ID and Location**

Select the PeopleSoft supplier and supplier location that you wish to link to a third-party supplier.

---

**Note:** If a PeopleSoft supplier was previously linked, it can't be linked to another node. That supplier does not appear in the Supplier ID prompt.

---

**EDX PO Dispatch Type** (electronic data transfer purchase order dispatch type)

Define the format of the purchase order document to be dispatched to a supplier's website, the Oracle Supplier Network, or a marketplace. Your entry in this field determines what fields are editable on the rest of this page; for example, if you select OAG72 (for an OSN supplier) then the system enables the fields needed to link a PeopleSoft supplier to an OSN supplier.

The options are:

- *CXML12*: to use the cXML format.
- *OAG72* to use the OAG format to integrate to the Oracle Supplier Network.
- *XCBL30*. to use the xCBL format.

**PO Dispatch Node** (purchase order dispatch node)

Select the node to be used for the dispatch type. This is used in the dynamic dispatching process.

See [Setting Up Dynamic Dispatching](#).

**Linked Supplier ID** (OSN or marketplace supplier only)

Define the supplier ID for:

- The supplier within the Oracle Supplier Network. This is the OSN supplier company ID.
- The supplier within a marketplace. Enter the 64-bit universal identifier for a marketplace trading partner. Supplier participant ID's are defined within a marketplace and cannot be changed.

The system uses ID's to identify the supplier of an item when transferring information. This is a required field for an OSN or marketplace integration. No validation is performed on this field value, if data is incorrect or missing then the integration will fail.

**Linked Supplier Name**(OSN or marketplace supplier only)

Enter the name of the OSN or marketplace supplier.

|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trading Partner ID</b> (catalog management supplier only)                                  | The identification number of the supplier that provides item catalogs to be loaded into PeopleSoft eProcurement.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Trading Partner Name</b> (Catalog Management Supplier only)                                | The name of the catalog management supplier.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Identifier Type</b> (OSN supplier only)                                                    | <p>Enter the partner type defined for this supplier in OSN. The options are:</p> <ol style="list-style-type: none"> <li>1. <i>DUNS</i>: DUNS number</li> <li>2. <i>GLN</i>: Global location number</li> <li>3. <i>MISC</i>: Miscellaneous number</li> <li>4. <i>PHONE</i>: Telephone number</li> <li>5. <i>TAXID</i>: U.S. Federal Tax Identifier</li> </ol>                                                                                                                                   |
| <b>Buyer Account Code</b> (marketplace supplier only)                                         | Enter the account code that is used by a marketplace supplier that identifies the PeopleSoft eProcurement buyer.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Direct Connect Method</b> (OSN supplier, marketplace supplier, or direct connect supplier) | <p>Select the direct connect method that you want to use in order to do business with this supplier. Options include:</p> <ul style="list-style-type: none"> <li>• <i>PUNCHOUT</i>: Uses the cXML 1.2.008 standard to define a supplier for Punchout or Transparent Punchout.</li> <li>• <i>ROUNDTRIP</i>: Uses the xCBL standard based off of the OCI 2.0b spec to define a supplier for Roundtrip.</li> <li>• <i>ROUNDTRIP MP</i> Defines a marketplace for Roundtrip.</li> </ul>            |
| <b>Direct Connect Node</b> (OSN supplier, marketplace supplier, or direct connect supplier)   | <p>Select the node that is associated with this supplier, marketplace, or the Oracle Supplier Network.</p> <hr/> <p><b>Note:</b> You associate each Linked Supplier with its specific Direct Connect Node. It is a one-to-one relationship. You may not associate several Linked Suppliers to a single Direct Connect Node.</p> <hr/>                                                                                                                                                          |
| <b>Transparent Punchout Node</b>                                                              | <p>Enter the PeopleSoft Integration Broker node used for Transparent Punchout to this supplier. This field is only displayed if you have enabled the Transparent Punchout feature on the eProcurement Installation Options page.</p> <p>Once the Transparent Punchout node is entered in this field, the supplier and node are included in search results performed within an eProcurement requisition. The requester must have access to the catalog linked to the supplier on this page.</p> |

## Supplier Properties

Access the Supplier Properties page.

## Navigation

eProcurement > Administer Procurement

Click the Maintain Supplier Integration link.

Click the Linked Suppliers link.

Select the Supplier Properties tab on the Linked Suppliers page.

### Image: Supplier Properties page

This example illustrates the fields and controls on the Supplier Properties page.

| Details |                     |                                 | Personalize                         | Find | View 10 | First | 1-16 of 16 | Last |
|---------|---------------------|---------------------------------|-------------------------------------|------|---------|-------|------------|------|
|         | Property Name       | Property Value                  | Description                         |      |         |       |            |      |
| 1       | ALLOW_EDIT          | N                               | "Y" if vendor allows editing of     |      |         |       |            |      |
| 2       | ALLOW_PO_CHNG       | N                               | "Y" if vendor allows changes to     |      |         |       |            |      |
| 3       | ALLOW_SHIPPING_EDIT | N                               | "Y" if vendor allow shipping info.  |      |         |       |            |      |
| 4       | ALLOW_VIEW          | N                               | "Y" if vendor allows viewing of     |      |         |       |            |      |
| 5       | CATEGORY_ID         | 00001                           | Default Category ID for this vendor |      |         |       |            |      |
| 6       | FILE_STATUS_URL     | http://marketplacedev.vinimaya. |                                     |      |         |       |            |      |
| 7       | FROM_DOMAIN         | NetworkId                       | Header.From.Credential.domain       |      |         |       |            |      |
| 8       | FROM_IDENTITY       | Vini                            | Header.From.Credential.Identity     |      |         |       |            |      |
| 9       | KEYWORDS            |                                 | Search keywords                     |      |         |       |            |      |
| 10      | LOAD_PORTAL         | N                               | Load Portal upon return from        |      |         |       |            |      |
| 11      | PING_URL            | http://marketplacedev.vinimaya. |                                     |      |         |       |            |      |
| 12      | SENDER_DOMAIN       | NetworkId                       | Header.Sender.Credential.domain     |      |         |       |            |      |

Supplier properties store the details of how a particular supplier interacts with a direct connect method and identifies some of the information that the supplier expects to be sent in the XML. You can also enter a default value for each field on the requisition line for this particular supplier's direct connect items.

You can enter default information for items that are returned from the direct connect supplier on this page. This default value only applies to a field if the supplier sends a null value for that field in the service operation passed back to PeopleSoft; otherwise, the supplier's value overrides the defaults.

To check if the marketplace service is running you have to add a property PING\_URL to the supplier properties list. This property will check against the URL given as Property Value to validate if the

particular marketplace exists. Adding this property is optional. Another property FILE\_STATUS\_URL has to be added manually to check the status of item/supplier files that are uploaded to the marketplace. If the property is not added or if the marketplace is down then user will be alerted by a warning message about the file status not being checked.

### Load Direct Connect Properties

Click to load the property name and descriptions of the direct connect method specified on the Linked Suppliers page.

## Marketplace Configuration

Access the Marketplace Configuration page.

### Navigation

eProcurement > Administer Procurement

Click the Maintain Supplier Integration link.

Click the Linked Suppliers link.

Select the Marketplace Configuration tab on the Linked Suppliers page.

### Image: Marketplace Configuration page

This example illustrates the fields and controls on the Marketplace Configuration page. You can find definitions for the fields and controls later on this page.

**Linked Suppliers**

Type MarketPlace Supplier

SetID SHARE CORPORATE SETID

Supplier ID SCM0000001 Location MAIN ☒ Active

**FTP Information**

| Login Name | Password | Server/Record Name/URL Id | Pathname    |
|------------|----------|---------------------------|-------------|
| ftpuser    | *****    | 10.241.88.188             | fscm92/epro |

Refresh File Status

**File Status**

| File Name                       | Date Generated    | Status at Marketplace |
|---------------------------------|-------------------|-----------------------|
| 1 Full items without suppliers. | 08/25/2014 1:35PM | Invalid               |
| 2 Full items with suppliers.    | 08/25/2014 1:31PM | Invalid               |
| 3 Suppliers                     | 08/25/2014 1:31PM | Invalid               |

### Active

Select to indicate that the particular linked supplier is an active marketplace supplier.

**Note:** Only one supplier can be active at a time.

**FTP Information**

Enter FTP server values from which the file containing internal catalog information can be accessed by the marketplace for processing.

**File Status**

Displays the list of files containing the internal catalog information, generated during the SES indexing along with the date it was generated.

---

**Note:** The Marketplace Configuration tab appears when the Transparent Punchout Node field is populated and the Consolidate Marketplace Items in Search Results and Facets check box is selected on the eProcurement Installation Options page.

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## Running PeopleSoft eProcurement Processes

This section provides an overview of eProcurement Processes and discusses how to run PeopleSoft eProcurement processes.

### Page Used to Run PeopleSoft eProcurement Processes

| <i>Page Name</i>                       | <i>Definition Name</i> | <i>Usage</i>                                                                                                             |
|----------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <u>Run eProcurement Processes Page</u> | PV_ADM_ALL_PROCESS     | Run PeopleSoft eProcurement processes.<br><br>Access is limited to users with the SYSTEM_ADMIN eProcurement role action. |

### Understanding the eProcurement Processes

PeopleSoft eProcurement has grouped the standard processes that you can run. These processes include:

- Procurement processes that include, for example, dispatching purchase orders, expediting requisitions, quick sourcing requisitions, and running inventory demand.
- Marketplace processes, which include building the SES search collection of items, loading items, and importing item catalogs.
- Procurement card processes that work with bank statements and vouchers.
- Receiving and return-to-supplier processes that include processing and loading receipts, Workflow notification, and reconciling return-to-supplier items.
- Requisition processes that include reconciling requisitions, reopening closed requisitions, and building item search indexes.

### Run eProcurement Processes Page

Use the Run eProcurement Processes page (PV\_ADM\_ALL\_PROCESS) to run PeopleSoft eProcurement processes.

Access is limited to users with the SYSTEM\_ADMIN eProcurement role action.

### Navigation

eProcurement > Administer Procurement > Run eProcurement Processes

### Image: Run eProcurement Processes page

This example illustrates the fields and controls on the Run eProcurement Processes page.

| Run eProcurement Processes                       |                                                                                                                |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Processes                                        |                                                                                                                |
| Menu                                             | Description                                                                                                    |
| Procurement Processes                            | PO Dispatch, Requisition Expediter, Quick Sourcer, Inventory Demand, PO Calculation/Create/Change, Purge, etc. |
| Marketplace Processes                            | Process Catalog Upload Process (CUP) File                                                                      |
| PCard Processes                                  | Procurement Card Processes                                                                                     |
| Receiving and RTV Processes                      | Process/Close/Load/Accrue Receipts, Receipt Notification, Reconcile Return To Vendor (Supplier), etc.          |
| Requisition Processes                            | Load Requisitions, Reconcile Requisitions, Reopen Closed Requisitions, Build Item Search Indexes, etc.         |
| Workflow Processes                               | Process Amount Approval Initialization or Field Trigger Approval Initialization                                |
| <a href="#">Return to Administer Procurement</a> |                                                                                                                |

Use this page to navigate to other pages where you can run standard eProcurement processes.

## Maintaining Procurement Options

Procurement options control a variety of requisition, purchase order, receiving, and procurement card information.

This section discusses how to assign catalogs to a purchasing business unit and set up return to supplier instructions.

## Pages Used to Maintain Procurement Options

| Page Name                                                    | Definition Name | Usage                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Assign Catalogs to Business Unit Page</a>        | PV_REQ_BU_CAT   | Assign catalogs to a PeopleSoft Purchasing business unit. Limit the items that are available to a user by restricting the user to an item catalog. You can also restrict user access to items by attaching item catalogs to the requester on the Requester's Setup page. |
| Purchasing Kit Definition Page                               | PURCH_KIT_TBL   | Set up item purchasing kits for requisitions.                                                                                                                                                                                                                            |
| <a href="#">Setup Instructions for Return to Vendor Page</a> | PV_RTV_ADMIN    | Set up return to vendor instructions.                                                                                                                                                                                                                                    |

### Related Links

"Understanding Procurement Options" (PeopleSoft 9.2: Source to Settle Common Information)

## Assign Catalogs to Business Unit Page

Use the Assign Catalogs to Business Unit page (PV\_REQ\_BU\_CAT) to assign catalogs to a PeopleSoft Purchasing business unit.

Limit the items that are available to a user by restricting the user to an item catalog. You can also restrict user access to items by attaching item catalogs to the requester on the Requester's Setup page.

### Navigation

eProcurement > Administer Procurement > Maintain Procurement Options > Assign Catalog to BU

### Image: Assign Catalogs to Business Unit page

This example illustrates the fields and controls on the Assign Catalogs to Business Unit page. You can find definitions for the fields and controls later on this page.

**Assign Catalogs to Business Unit**

Business Unit US001

List of Catalogs    Personalize | Find | View All | |

First ◀ 1 of 1 ▶ Last

| Catalog ID           | Enabled                             |
|----------------------|-------------------------------------|
| 1 ALL_PURCHASE_ITEMS | <input checked="" type="checkbox"/> |

[Return to Administer Procurement](#)

|                      |                                                                                                                                                                                                                             |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Business Unit</b> | Enter a business unit to which you are assigning catalogs. Any user who enters PeopleSoft eProcurement requisitions using this business unit can select only the items in the catalogs that appear in the Catalog ID field. |
| <b>Catalog ID</b>    | Enter item catalogs.                                                                                                                                                                                                        |
| <b>Enabled</b>       | Select to indicate that the item catalog is available to requesters that are associated with this business unit.                                                                                                            |

---

**Note:** To enable the entries on this page, enter *Y* in the BU Catalog Control (business unit catalog control) field on the eProcurement Installation Options page. If you are using role-based catalog security, this field will be hidden.

---

See [Setting Up Catalog Security](#).

### Related Links

"Understanding Procurement Options" (PeopleSoft 9.2: Source to Settle Common Information)

## Setup Instructions for Return to Vendor Page

Use the Setup Instructions for Return to Vendor page (PV\_RTV\_ADMIN) to set up RTV instructions.

eProcurement > Administer Procurement > Maintain Procurement Options > Return to Vendor Instructions



### Image: Setup Instructions for Return to Vendor page

This example illustrates the fields and controls on the Setup Instructions for Return to Vendor page. You can find definitions for the fields and controls later on this page.

**Setup Instructions for Return to Vendor**

SetID: SHARE Add

< 1-2 of 2 >

|                  |                                                                       |        |  |
|------------------|-----------------------------------------------------------------------|--------|--|
| Instr. Code:     | General Instruction (top) ▼                                           | Delete |  |
| RTV Instruction: | Notify billing department. Include receipt number and invoice number. |        |  |

---

|                  |                                             |        |  |
|------------------|---------------------------------------------|--------|--|
| Instr. Code:     | Items shipped from Inventory ▼              | Delete |  |
| RTV Instruction: | Note reason for return on the packing slip. |        |  |

[Return to Administer Procurement](#)

**Instr. Code** (instruction code)

Select how you want instructions to appear on the Return to Supplier page. Values are:

*General Instructions (top)*: At the top of the page under the first heading.

*Return Qty Shipped to Supplier* (return quantity shipped to supplier): Below the shipment and supplier information heading if the return to vendor status is *Shipped*.

*Saved confirmation page text*: When you click the Save button on the Return to Supplier page.

*Ship Qty instruction* (ship quantity instruction [bottom]): Below the shipment and supplier information heading, if the return to supplier status is *Open*.

**RTV Instruction** (return to vendor instruction)

Enter the instruction details for the instruction that you selected in the Inst. Code field.

---

## Maintaining the Accounting Structure

This section discusses how to maintain the accounting structure.

### Page Used to Maintain the Accounting Structure

| <i>Page Name</i>                          | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                              |
|-------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Maintain Accounting Structure Page</u> | PV_ADM_ACCOUNTING      | Use the Maintain Accounting Structure page to view and maintain accounting information for PeopleSoft eProcurement to record the transactions in the general ledger. Accounting personnel should define these codes.<br><br>Access is limited to users with the SYSTEM_ADMIN action role. |

#### Related Links

"Defining and Using ChartField Value Sets" (PeopleSoft FSCM 9.2: Application Fundamentals)

### Maintain Accounting Structure Page

Use the Maintain Accounting Structure page (PV\_ADM\_ACCOUNTING) to use the Maintain Accounting Structure page to view and maintain accounting information for PeopleSoft eProcurement to record the transactions in the general ledger.

Accounting personnel should define these codes. Access is limited to users with the SYSTEM\_ADMIN action role.

#### Navigation

eProcurement > Administer Procurement > Maintain the Accounting Structure

**Image: Maintain Accounting Structure page**

This example illustrates the fields and controls on the Maintain Accounting Structure page.

## Maintain Accounting Structure

| Accounting General                         |                                  |
|--------------------------------------------|----------------------------------|
| Menu                                       | Description                      |
| <a href="#">Account Types</a>              | Setup Account Types              |
| <a href="#">Accounting Entry Templates</a> | Setup Accounting Entry Templates |
| <a href="#">Accounts</a>                   | Setup Accounts                   |
| <a href="#">Alternate Accounts</a>         | Setup Alternate Accounts         |
| <a href="#">Departments</a>                | Setup Department Codes           |
| <a href="#">Products</a>                   | Setup Product Codes              |
| <a href="#">Projects</a>                   | Setup Project Codes              |
| <a href="#">SpeedCharts</a>                | Setup SpeedCharts                |
| <a href="#">Statistics Codes</a>           | Setup Statistics Codes           |

| ChartField Combinations                     |                                   |
|---------------------------------------------|-----------------------------------|
| Menu                                        | Description                       |
| <a href="#">ChartField Editing Template</a> | Setup ChartField Editing Template |
| <a href="#">Combination Definition</a>      | Setup Combination Definition      |
| <a href="#">Combination Group</a>           | Setup Combination Group           |
| <a href="#">Combination Rule</a>            | Setup Combination Rule            |

[Return to Administer Procurement](#)

Use this page to navigate to other pages and view and maintain accounting information for PeopleSoft eProcurement. You can record transactions in the general ledger and set up the different ChartField combinations that meet the needs of the business.

---

## Enabling ChartField Security

PeopleSoft enables you to restrict access to your financial data within PeopleSoft eProcurement and across all PeopleSoft Financials Supply Chain Management (FSCM) applications. The ChartField Security feature prevents unauthorized employees and contractors from viewing and editing financial data. Other security features within PeopleSoft enable you to restrict access by business unit, ledger, SetID, paycycle, book code, and project ID; however, the ChartField Security feature enables you to restrict access to specific financial data by restricting access to a ChartField value or combination. Security by ChartField combination enables you to allow access to most financial data (such as inventory accounts or accounts payable balances) and still restrict access to sensitive data (such as executive salaries

or travel accounts). Using ChartField security, you can enable access to sensitive ChartField combinations by:

- User IDs
- User roles
- Permission lists

ChartField security is implemented at the component level. Occasionally there may be a component that is shared by two different products. PeopleSoft Purchasing and PeopleSoft eProcurement share components, such as the requisition component. In these cases, ChartField security must be implemented in both products in order to be active in either product.

The following methods can be used to enforce ChartField security:

- *Securing the prompt edit table values:* When a user clicks the prompt button or enters a value in a field containing a ChartField (Account, Department ID, and so on), then the system only displays values that the user is authorized to view.
- *Securing inquiry results list:* When a user is entering a component, the search results are limited to transactions containing ChartField combinations that the user is authorized to view.
- *Securing transactions from a component search list:* When a user is entering a component, the search results display all applicable transactions; however, if the user selects a transaction containing a restricted ChartField combination, then an error message is displayed and the user cannot access the transaction.
- *Securing drills to transaction component:* When a user is on the component, the search results display all applicable information; however, if the user selects a link to drill down into a more detailed page with restricted ChartField combination, then an error message is displayed and the user cannot access the additional information.

Based on the structure of the component, one or more of the above security methods can be implemented for a single component.

The following pages and components in PeopleSoft eProcurement can be restricted with ChartField security:

- Create Requisition component (securing the prompt edit table values). This component can also be accessed from the Manage Requisitions component.
- Approve Requisitions component (securing drills to transaction components).
- Approval Status component (securing drills to transaction components).
- Expedite Requisitions component (securing drills to transaction components).
- Requisition Schedule and Distribution component (securing drills to transaction components).
- Receive Items component (securing drills to transaction components).

## Related Links

"Understanding ChartField Security" (PeopleSoft FSCM 9.2: Application Fundamentals)

## Integrating With Oracle JD Edwards EnterpriseOne Procurement

PeopleSoft eProcurement can exchange data with Oracle JD Edwards EnterpriseOne Procurement (JD Edwards). You can use this integration to:

- Send purchase orders from PeopleSoft to Oracle JD Edwards EnterpriseOne.
- Send purchase order changes from PeopleSoft to Oracle JD Edwards EnterpriseOne.
- Send a purchase order hold status release message from Oracle JD Edwards EnterpriseOne to PeopleSoft .
- Notify Oracle JD Edwards EnterpriseOne of purchase orders dispatched from PeopleSoft
- Notify PeopleSoft of purchase orders dispatched from Oracle JD Edwards EnterpriseOne
- Send receipts from PeopleSoft to Oracle JD Edwards EnterpriseOne.
- Send receipts from Oracle JD Edwards EnterpriseOne to PeopleSoft .
- Send purchase order closes from Oracle JD Edwards EnterpriseOne to PeopleSoft .

To enable this integration, the PeopleSoft product uses EIPs (enterprise integration points) and the PeopleSoft Integration Broker. Oracle JD Edwards EnterpriseOne uses XPI Integration Server (IS) and XBPs, which include z-file interfaces, canonicals, and other Oracle JD Edwards EnterpriseOne integration points.

Before using these integration points, you must synchronize the master data between the two systems, such as item IDs, suppliers, and accounts.

**Note:** For complete information on the setup and use of this integration, see the "Integrating PeopleSoft eProcurement with Oracle JD Edwards EnterpriseOne Procurement" white paper located within the My Oracle Support website.

## Pages Used to Integrate With Oracle JD Edwards EnterpriseOne Procurement

| <i><b>Page Name</b></i> | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchase Order EIP Page | SAC_INTG_R_CNTL               | <p>Enter criteria to launch the SAC_POEIPPUB process. This PeopleSoft Application Engine process is used to publish approved purchase orders created within the PeopleSoft system. This enables the purchase orders to be received by the Oracle JD Edwards EnterpriseOne system.</p> <p>eProcurement &gt; Manage ERP<br/>Integration &gt; Purchase Order EIP</p> |

| <b>Page Name</b>                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                       |
|------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Voucher EIP Page                   | SAC_INV_R_CNTL         | Enter criteria to launch the SAC_APEIPPUB process. This PeopleSoft Application Engine process is used to publish vouchers created within the PeopleSoft system. This enables the vouchers to be received by the Oracle JD Edwards EnterpriseOne system.<br><br>eProcurement > Manage ERP Integration > Voucher EIP |
| Receipt EIP Page                   | SAC_RCPT_RUNCTL        | Enter criteria to launch the SAC_RCPT_PUB process. This PeopleSoft Application Engine process is used to publish receipts created within the PeopleSoft system. This enables the receipts to be received by the Oracle JD Edwards EnterpriseOne system.<br><br>eProcurement > Manage ERP Integration > Receipt EIP |
| External Invoices Page             | SAC_INV_EXT            | View external invoices.<br><br>eProcurement > Manage ERP Integration > External Invoices                                                                                                                                                                                                                           |
| External Payments Page             | SAC_PMT_EXT            | View external payments.<br><br>eProcurement > Manage ERP Integration > External Payments                                                                                                                                                                                                                           |
| External PO Error Acknowledge Page | SAC_POERR_NOTIFY       | View the external purchase order acknowledgements (POAs) that are in error.<br><br>eProcurement > Manage ERP Integration > External PO Error Acknowledge                                                                                                                                                           |
| External PO Status Page            | SAC_ERP_PO_STS         | View the status of external purchase orders.<br><br>eProcurement > Manage ERP Integration > External PO Status                                                                                                                                                                                                     |
| External Receiver Status Page      | SAC_ERP_RECV_STS       | View the status of external receipts.<br><br>eProcurement > Manage ERP Integration > External Receiver Status                                                                                                                                                                                                      |

## Chapter 4

# Determining Functional Implementation Options

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## Understanding eProcurement Functional Implementation Options

Use the eProcurement - Administer Procurement page to navigate to all necessary pages that you use to maintain procurement options. Every link that you need to set up and maintain procurement options can be located from this central navigational page.

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## Maintaining Business Units

To define business units, use the eProcurement Business Unit Actions component (PV\_ACTIONS\_BU), the eProcurement Business Unit Options component (PV\_BUS\_UNIT\_PM), the Record Group component (REC\_GROUP\_TABLE), and the tableset ID component (SETID\_TABLE).

PeopleSoft eProcurement requires a purchase order business unit because the system uses the business unit as a key field when recording transactions.

This section discusses how to create a PeopleSoft Purchasing business unit, create relationships between business units, SetIDs, and record groups, define PeopleSoft General Ledger business units, and define business unit options for PeopleSoft eProcurement.

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**Note:** You can also access many of the pages that are listed in the Set Up Financials/Supply Chain menu within the Business Unit Related option.

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## Pages Used to Maintain Business Units

| <b><i>Page Name</i></b>                        | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                                                                                                                                                   |
|------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain Business Units Page                   | PV_ADM_SETUP_BU               | View a list of links that you use to navigate to other pages to set up and maintain business unit information.<br><br>eProcurement > Administer Procurement > Maintain Business Units |
| <u>Business Unit Definition Page</u>           | BUS_UNIT_TBL_PM               | Create a PeopleSoft Purchasing business unit.                                                                                                                                         |
| <u>eProcurement Business Unit Options Page</u> | BUS_UNIT_TBL_PM2              | Define business unit options.                                                                                                                                                         |

| <b>Page Name</b>                                                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PO Approval Options (purchase order approval options) Page                               | BUS_UNIT_PO_APPR       | Define purchase order approval options.<br><br>Click the Purchasing Definition link on the Maintain Business Units page. Then select the PO Approval Options tab.                                                                                           |
| "Purchasing Definition - Document Numbering Page" (PeopleSoft FSCM 9.2: Purchasing)      | BUS_UNIT_TBL_PM3       | View document numbering.                                                                                                                                                                                                                                    |
| Record Group Page                                                                        | REC_GROUP_TABLE        | Add a record group. After adding the group, use the TableSet Control feature to create relationships.<br><br>Click the Record Group link on the Maintain Business Units page.                                                                               |
| <u>TableSet Control - Record Group Page</u>                                              | SET_CNTRL_TABLE1       | Group record definitions for the tables that you want to share, as well as any dependent record definitions. This creates relationships between SetIDs, business units, and record groups.<br><br><i>See PeopleTools: System and Server Administration.</i> |
| TableSet Control - Tree Page                                                             | SET_CNTRL_TABLE2       | Associate the Set Control Value with trees.<br><br>Click the TableSet Control link on the Maintain Business Units page. Then select the Tree tab.                                                                                                           |
| TableSet ID - TableSet Control Page                                                      | SETID_TABLE            | Use this page to create SetIDs.<br><br>Click the TableSet ID link on the Maintain Business Units page.                                                                                                                                                      |
| AM Business Unit Definition (asset management business unit definition) Page             | BUS_UNIT_TBL_AM        | Create a PeopleSoft Asset Management business unit and specify its default processing options.<br><br>Click the Asset Mgmt Definition (asset management definition) link on the Maintain Business Units page.                                               |
| "Open Period Update Page" (PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals) | OPEN_PERIOD_SINGLE     | Define in which periods transactions can be posted for Asset Management.                                                                                                                                                                                    |
| Warehouse Mapping Page                                                                   | AM_WAREHOUSE_MAP       | Establish the default ChartField mapping rules that are necessary to accommodate asset-component changeout-transfers for this business unit.<br><br>Click Warehouse Mapping on the AM Business Unit Definition page.                                        |



| <b>Page Name</b>                                                                                    | <b>Definition Name</b>                                                                           | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "VAT Defaults Setup Page" (PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals)            | VAT_DEFAULTS_DTL                                                                                 | Setup defaults for VAT.                                                                                                                                                                                                                                                                                                                                                         |
| VAT Defaults Copy (value added tax Defaults Copy) Page                                              | VAT_DFLT_SRCH_COPY                                                                               | Copy VAT default specifications from another key combination for the same VAT driver.<br><br>Click Copy Defaults From on the VAT Defaults Setup page.                                                                                                                                                                                                                           |
| "Business Unit/Book Definition Page" (PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals) | BU_BOOK_DEFN_01                                                                                  | Define required books, book options, and accounting entry options for each book that the business unit will use.<br><br>You must first complete the AM Business Unit Definition page and define the asset books on the Asset Book page.                                                                                                                                         |
| BU Book ChartFields Summarize Page                                                                  | BU_BOOK_GRP_SUM                                                                                  | (Optional) Select the ChartFields that will be used to summarize assets by group member.<br><br><ul style="list-style-type: none"> <li>Click the Asset Mgmt Definition link on the Maintain Business Units page.</li> <li>Select the Business Unit/Book Feature tab.</li> <li>Select the Group Asset Processing check box on the Business Unit/Book Definition page.</li> </ul> |
| "Round Options Page" (PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals)                 | ROUND_OPTIONS_SEC                                                                                | (JPN) Select options for rounding depreciation amounts for the book.                                                                                                                                                                                                                                                                                                            |
| "Depreciation Close List Page" (PeopleSoft FSCM 9.2: Asset Lifecycle Management Fundamentals)       | MR_AM_DEPR_CLOS                                                                                  | Review the years and periods for which depreciation has been closed.                                                                                                                                                                                                                                                                                                            |
| <u>General Ledger - Definition Page</u>                                                             | BUS_UNIT_TBL_GL1<br>BUS_UNIT_TBL_GL2<br>BUS_UNIT_TBL_GL3<br>BUS_UNIT_TBL_GL4<br>BUS_UNIT_TBL_GL6 | Define PeopleSoft General Ledger business units.                                                                                                                                                                                                                                                                                                                                |

| <b>Page Name</b>                                                                                                                 | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Ledger - Currency Options Page                                                                                           | BUS_UNIT_TBL_GL3       | Specify currency options at the business unit level for currency balancing, base currency adjustment, and the number of foreign currencies for each journal.<br><br>Click the General Ledger Definition link on the Maintain Business Units page. Then select the Currency Options tab. |
| "Ledgers For A Unit - Currency Options Page" (PeopleSoft FSCM 9.2: Global Options and Reports)                                   | BUSINESS_UNIT_LED3     | Indicate how you want to record adjusting entries for out-of-balance conditions that are caused by foreign currency rounding.                                                                                                                                                           |
| "Rounding Adjustment ChartFields Page" (PeopleSoft FSCM 9.2: Global Options and Reports)                                         | BUL_JE_RA_CFS_SEC      | Specify ChartField options when an unbalanced condition exists between the debit and credit rows. This results when the system converts and then rounds a value from a foreign amount to a base amount.                                                                                 |
| Purchasing Processing Options Page                                                                                               | BUS_UNIT_OPT_PM        | Define purchasing transaction processing criteria.<br><br>Click the Processing Options link on the Maintain Business Units page.                                                                                                                                                        |
| "Dispatch Method Page" (PeopleSoft FSCM 9.2: Purchasing)                                                                         | BU_OPT_PM_DISP         | Define transaction dispatch methods for purchase orders, request for quotes (RFQs), return to suppliers (RTVs), contracts, and replenishment requests.                                                                                                                                  |
| "Freight Option Page" (PeopleSoft FSCM 9.2: Purchasing)                                                                          | BU_OPT_PM_FREIGHT      | Define freight options, rule codes, and charge methods.                                                                                                                                                                                                                                 |
| VAT Defaults Setup (value-added tax defaults setup) Page                                                                         | VAT_DEFAULTS_DTL       | Define VAT default options for all transactions in a business unit.<br><br>Click the VAT Default link on the Purchasing Processing Options page.                                                                                                                                        |
| "Service VAT Treatment Defaults Setup (service value-added tax treatment defaults setup) Page" (PeopleSoft FSCM 9.2: Purchasing) | VAT_DEFAULTS_DTL       | Define service-related VAT default options for service transactions in a business unit.                                                                                                                                                                                                 |
| "POA Settings (purchase order acknowledgements settings) Page" (PeopleSoft FSCM 9.2: Purchasing)                                 | POA_DEF_BU_SP          | Define POA requirements and tolerance settings.                                                                                                                                                                                                                                         |
| <u>eProcurement Business Unit Options Page</u>                                                                                   | PV_BUS_UNIT_PM         | Define business unit options for PeopleSoft eProcurement.                                                                                                                                                                                                                               |

| <b>Page Name</b>                        | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| eProcurement Business Unit Actions Page | PV_ACTIONS_BU          | <p>Identify the PeopleSoft eProcurement actions that should be used for each business unit. The applicable PeopleSoft eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers.</p> <p>Click the eProcurement Business Unit Actions link on the Maintain Business Units page.</p> |

## Business Unit Definition Page

Use the Business Unit Definition page (BUS\_UNIT\_TBL\_PM ) to create a PeopleSoft Purchasing business unit.

### Navigation

Click the Purchasing Definition link on the Maintain Business Units page.

### Image: Business Unit Definition page

This example illustrates the fields and controls on the Business Unit Definition page.

All PeopleSoft eProcurement transactions are recorded in a PeopleSoft Purchasing business unit. Set up a PeopleSoft Purchasing business unit even if you are not using PeopleSoft Purchasing (standalone mode).

### Related Links

"Understanding Business Units in PeopleSoft Purchasing" (PeopleSoft FSCM 9.2: Purchasing)

## TableSet Control - Record Group Page

Use the TableSet Control - Record Group page (SET\_CNTRL\_TABLE1 ) to group record definitions for the tables that you want to share, as well as any dependent record definitions.

This creates relationships between SetIDs, business units, and record groups.

## Navigation

Click the TableSet Control link on the Maintain Business Units page.

### Image: TableSet Control - Record Group page

This example illustrates the fields and controls on the TableSet Control - Record Group page.

Record Group Control

Personalize | Find | View 100 | First 1-10 of 367 Last

| Record Group ID | Description                | *SetID | Short Description |
|-----------------|----------------------------|--------|-------------------|
| AM_01           | Agencies                   | SHARE  | SHARE             |
| AM_02           | Book Definition            | SHARE  | SHARE             |
| AM_03           | Asset Property             | SHARE  | SHARE             |
| AM_04           | C.A.P. Types               | SHARE  | SHARE             |
| AM_05           | AM Indexes                 | SHARE  | SHARE             |
| AM_06           | Units of Production Tables | SHARE  | SHARE             |
| AM_09           | Depreciation Tables        | SHARE  | SHARE             |
| AM_10           | Accounting Entry Templates | SHARE  | SHARE             |
| AM_12           | Repair/Service             | SHARE  | SHARE             |
| AM_13           | Maintenance Types          | SHARE  | SHARE             |

If you are integrating with a marketplace, use the TableSet Control - Record Group page to link the PeopleSoft eProcurement record group PV\_01 as a marketplace buyer.

**Note:** Before altering this page, you should have a clear understanding of tablesets, record groups, and relational database concepts. Please see your database administrator before making changes.

## Related Links

[Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#)

## General Ledger - Definition Page

Use the General Ledger - Definition page (BUS\_UNIT\_TBL\_GL1) to define PeopleSoft General Ledger business units.

## Navigation

Click the General Ledger Definition link on the Maintain Business Units page.

**Image: General Ledger - Definition page**

This example illustrates the fields and controls on the General Ledger - Definition page.

| Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Journal Options | Currency Options | Approval Options | Inter/IntraUnit |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|------------------|-----------------|
| <p>Business Unit US001</p> <p>Description <input type="text" value="US001 NEW YORK OPERATIONS"/> *As of Date <input type="text" value="01/01/1900"/> </p> <p>Short Desc <input type="text" value="US001"/></p> <p>*Base Currency <input type="text" value="USD"/> </p> <p>Holiday List <input type="text" value="New York &amp; Massachusetts"/> </p> <p>Location Code <input type="text"/> </p> <p> <input type="checkbox"/> Customer Supplier Affiliate<br/> <input type="checkbox"/> Enable Document Sequencing         </p> <p style="text-align: right;"><input type="checkbox"/> Consol - For Eliminations Only</p> <p> <a href="#">Business Unit ID Numbers</a>                <a href="#">ADB Incremental Calc Method</a>                <a href="#">Mandate ID by BU</a> </p> |                 |                  |                  |                 |

Set up a PeopleSoft General Ledger business unit even if you are not using the PeopleSoft General Ledger system.

## eProcurement Business Unit Options Page

### Image: eProcurement Business Unit Options page

This example illustrates the fields and controls on the eProcurement Business Unit Options page. You can find definitions for the fields and controls later on this page.

**eProcurement Business Unit Options**

Business Unit US001 US001 NEW YORK OPERATIONS

**Requisition Options**

- ☐ Enable Req Region Security
- ☒ Allow Req Change in Purchasing
- ☒ Allow Changes to Dispatched PO

**Workflow Options**

- ☐ Workflow Approval Required
- ☒ Resubmit Workflow for Quantity or Price Decrease

**Item Source Option**

Item Source

**Requisition Cycle Options**

- ☒ Show PO Acknowledgements Icon
- ☒ Show ASN Icon

**Special Request Options**

Default Category

Default Unit of Measure

**Integration Option**

Integration Type

PO ID Scheme

**Integration Options** Personalize | Find | First 1 of 1 Last

|   | Integration Option   |  |  |
|---|----------------------|--|--|
| 1 | <input type="text"/> |  |  |

[Return to Maintain Business Unit](#) [Return to Administer Procurement](#)

**Enable Req Region Security** (enable requisition region security)

Select to indicate that requisitions for this business unit have regional security. This means that the result of an item search from a requisition displays only those items and suppliers that are relevant to the regions for a requester.

**Allow Req Change in Purchasing**  
(allow requisition change in purchasing)

Select to indicate that you can change requisitions added in PeopleSoft eProcurement (that is, having a SYSTEM\_SOURCE of EPO) using the PeopleSoft Purchasing components.

A eProcurement requisition can be altered in PeopleSoft Purchasing; however, a requisition added in PeopleSoft Purchasing cannot be altered using PeopleSoft eProcurement components.

**Allow Changes to Dispatched PO**

Select to enable users to create a change request when the requisition line has been source to a purchase order and the purchase order has already been dispatched. This value is overridden by the same option on the linked supplier's Supplier Properties page (i.e. ALLOW\_PO\_CHNG = N).

Deselect to prevent users from creating a change request when the purchase order has already been dispatched.

**Workflow Approval Required**

Select to indicate that requisitions and change requests for this business unit must go through the approval workflow framework before the requisition is set to the status of approved.

If this same check box is selected on the PeopleSoft Purchasing business unit then the approval workflow framework is turned on for both Purchasing and eProcurement and this check box on this page is unavailable. Selecting the Workflow Approval Required check box on the eProcurement business unit but not the Purchasing business unit turns on the approval workflow framework only in PeopleSoft eProcurement; in this case, if you edit an eProcurement requisition within a Purchasing component, the approval process is not triggered. Keep in mind that a requisition added in PeopleSoft eProcurement can be changed using the PeopleSoft Purchasing components only if you have selected the Allow Req Change in Purchasing check box on this page. A requisition added in PeopleSoft Purchasing cannot be altered using PeopleSoft eProcurement components.

See [Understanding the Approval Framework](#).

**Resubmit Workflow for Quantity or Price Decrease**

Select this check box to require the approval of a change request with a decrease in item quantity or price. When a requisition is changed to increase the item quantity or price, the system automatically requires approval of the change request.

**Item Source**

Select the catalog source for this business unit. Items can come from the item master tables, the express catalog, or both. This field is available for selection when the Item Source Option on the eProcurement Installation Options page is set to *Master and Express Items*.

**Show PO Acknowledgements Icon** (show purchase order acknowledgements icon)

Select to display the POA icon on the requisition cycle. This icon can be used to view a purchase order acknowledgement received from a supplier. The requisition cycle can be viewed

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | on the Manage Requisitions page or the Requisition Cycle for: <requester> page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Show ASN Icon</b> (show advanced shipping notice icon) | Select to display the ASN icon on the requisition cycle. This icon can be used to view an advanced shipping notice (ASN) received from a supplier. The requisition cycle can be viewed on the Manage Requisitions page or the Requisition Cycle for: <requester> page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Integration Type</b>                                   | Select the type of integration that you will be using. Examples are Oracle, PeopleSoft 8.4, and SAP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>PO ID Scheme</b> (purchase order ID scheme)            | Select the purchase order ID scheme that you will be using. Examples are PO ID - User Defined and PO ID by Business Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Integration Option</b>                                 | <p>Select an option to control how the business unit acts for requisitions. Values include:</p> <p><i>Do Not Consolidate:</i> Select to have the system create all requisition lines for this business unit with the Do Not Consolidate field set to <i>Yes</i>.</p> <p><i>External Invoices:</i> Select to indicate the requisition cycle sources invoice data from a set of staging tables that can be populated from an external accounting system.</p> <p><i>External Payments:</i> Select to indicate the requisition cycle sources payment data from a set of staging tables that can be populated from an external accounting system.</p> <p><i>External Receiving:</i> Select to indicate the requisition cycle sources receiving data from a set of staging tables that can be populated from an external system.</p> <p><i>No Deletion After Integration:</i> Select to indicate that deletions will not occur after the integration processes are run.</p> <p><i>One Distribution per Schedule:</i> Select to indicate that users cannot create requisitions with multiple distributions per schedule.</p> <p><i>One Schedule per Line:</i> Select to indicate that users cannot create requisitions with multiple schedules per line.</p> <p><i>PeopleSoft PO ID Used</i> (PeopleSoft purchase order ID used): Select to indicate that the external system will have the same purchase order ID as the PeopleSoft order when integrating with an external system.</p> |

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**Note:** You can select more than one integration option by adding rows to the Integration Options group box.

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## Setting Up and Maintaining Codes

To set up and maintain codes, use these components:

- Carrier (CARRIER\_TBL).
- Currency Code (CURRENCY\_CD\_TABLE)
- File Location (FILE\_LOC\_GBL)
- Freight Terms (FREIGHT\_TERMS)
- Location Definition (LOCATION\_TBL)
- Reason Code (REASON\_CD)
- Ship To (SHIP\_TO\_CODES)
- Ship Via (SHIP\_VIA\_CD)
- State (STATE\_DEFN)
- Standard Comment (STD\_COMMENT\_TYPE)
- Tax Authority (TAX\_AUTHORITY)
- Tax Code (TAX\_CODE)
- Unit of Measure (UNITS\_OF\_MEASURE)

This section provides an overview of purchasing codes and lists the pages used to set up and maintain codes.

### Pages Used to Set Up and Maintain Codes

| <i><b>Page Name</b></i> | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                  |
|-------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain Codes Page     | PV_ADM_SETUP_CODES            | View a list of links that are used to navigate to other pages to set up and maintain purchasing codes.<br><br>eProcurement > Administer Procurement > Maintain Codes |
| Carrier Page            | CARRIER_TBL                   | Define the carriers that the organization uses to move freight.<br><br>Click the Carrier link on the Maintain Codes page.                                            |

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                           |
|--------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Std Comm Type (Standard Comment Type) Page | STD_COMM_TYPE_PO       | <p>Define standard comment types to use to identify the purpose of a particular comment.</p> <p>Click the Comment Types link on the Maintain Codes page.</p>                                                                                                           |
| Standard Comments Page                     | STD_COMMENTS_PO        | <p>Create standard comments that can be assigned to a purchase order.</p> <p>Click the Comments link on the Maintain Codes page.</p>                                                                                                                                   |
| Commodity Code Page                        | COMMOD_CODE            | <p>Define commodity codes. Commodity codes, which are also called freight classes, are used on bills of lading to group and identify shipped products for freight rating and insurance purposes.</p> <p>Click the Commodity Codes link on the Maintain Codes page.</p> |
| Country Description Page                   | COUNTRY_DEFN           | <p>Add or review country descriptions.</p> <p>Click the Countries link on the Maintain Codes page.</p>                                                                                                                                                                 |
| Address Format Page                        | ADDR_FORMAT_TABLE      | <p>Select address fields for a country so that the system displays addresses in the appropriate format.</p> <p>Click the Countries link on the Maintain Codes page. Then select the Address Format tab.</p>                                                            |
| Currency Code Page                         | CURRENCY_CD_TABLE      | <p>Define the currencies that you will be using in the eProcurement application.</p> <p>Click the Currency Codes link on the Maintain Codes page.</p>                                                                                                                  |
| File Locations Page                        | FILE_DIR_FS            | <p>Define file extensions that you want the system to recognize, system locations for transaction attachments, email and fax file extensions, and file server directories.</p> <p>Click the File Locations link on the Maintain Codes page.</p>                        |
| Freight Terms Page                         | FREIGHT_TERMS          | <p>Set up freight terms.</p> <p>Click the Freight Terms link on the Maintain Codes page.</p>                                                                                                                                                                           |

| <b>Page Name</b>                     | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location Definition Page             | LOCATION_TBL           | <p>Define a location code, such as a branch office or shipping office.</p> <p>Click the Location Codes link on the Maintain Codes page.</p>                                                                                                                                                                                                                                                                                                              |
| Location Detail Page                 | LOCATION_TBL2          | <p>Add details to a location definition.</p> <p>Click the Location Codes link on the Maintain Codes page. Then select the Location Details tab.</p>                                                                                                                                                                                                                                                                                                      |
| Reason Codes Page                    | REASON_CD              | <p>Define reason codes, which provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules. For example, you might set up a reason code called CUST-CA for orders that have been canceled at the customer's request.</p> <p>You can also define return and reject reason codes for items that are received in PeopleSoft Purchasing.</p> <p>Click the Reason Codes link on the Maintain Codes page.</p> |
| Ship To Locations Page               | SHIPTO_HDR             | <p>Associate the sourcing region with the appropriate ship to location.</p> <p>Click the Ship To Locations link on the Maintain Codes page.</p>                                                                                                                                                                                                                                                                                                          |
| Sales Use Tax Page                   | SUT_DFLT_TBL           | <p>Enter default sales and use tax information for each ship to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship to location).</p> <p>Click the Ship To Locations link on the Maintain Codes page. Then click the Sales/Use Tax link.</p>                                                                                                                                                     |
| Ship To Supplier Order Location Page | SHIPTO_VNDR_LOC        | <p>Associate ship to supplier locations with the supplier order locations, SetIDs, and supplier ID.</p> <p>Click the Ship To Locations link on the Maintain Codes page. Then click the Supplier Order Location link.</p>                                                                                                                                                                                                                                 |
| Ship Via Codes Page                  | SHIP_VIA_CD            | <p>Set up shipping codes.</p> <p>Click the Shipping Methods link on the Maintain Codes page.</p>                                                                                                                                                                                                                                                                                                                                                         |

| <b>Page Name</b>      | <b>Definition Name</b> | <b>Usage</b>                                                                                                      |
|-----------------------|------------------------|-------------------------------------------------------------------------------------------------------------------|
| States Page           | STATE_DEFN             | Add or review a state or province codes.<br><br>Click the States link on the Maintain Codes page.                 |
| Tax Authorities Page  | TAX_AUTHORITY          | Add to or update sales and use tax authorities.<br><br>Click the Tax Authorities link on the Maintain Codes page. |
| Tax Codes Page        | TAX_CODE               | Add or update sales and use tax codes.<br><br>Click the Tax Codes link on the Maintain Codes page.                |
| Units of Measure Page | UNITS_OF_MEASURE       | Establish units of measure for the resources.<br><br>Click the Units of Measure link on the Maintain Codes page.  |

## Understanding Purchasing Codes

Purchasing codes control information that is used during the purchasing process. Examples of these codes include carrier, currency, and commodity codes, as well as freight, location, and tax codes.

If you are using supplier integration, be sure that the country, currency, and units of measure codes that you define are the same as those that appear on the supplier's website. Use International Organization for Standardization (ISO) standards.

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**Note:** You can also access many of the pages that are listed in the following table by selecting Setup Financials/Supply Chain > Common Definitions and Setup Financials/Supply Chain > Product Related.

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## Maintaining Suppliers

To maintain suppliers, use the Maintain Supplier URLs (PV\_VNDR\_URL\_MAINT), Procurement Card Issuers (CC\_CARD\_TBL), Supplier Control (VENDOR\_CONTROL), and Supplier Information (VNDR\_ID) components.

This section discusses how to enter URLs for supplier websites.

## Pages Used to Maintain Suppliers

| <b>Page Name</b>                                                     | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain Suppliers Page                                              | PV_ADM_VNDR            | Access the pages that you use to maintain suppliers.<br><br>eProcurement > Administer Procurement > Maintain Suppliers                                                                                                                                                                                                                                                                                                                                           |
| <u>Maintain Supplier Hyperlinks Page</u>                             | PV_VNDR_URL_MAINT      | Enter URLs for supplier websites. Click the Supplier link on the Item Description page to access that supplier's website.                                                                                                                                                                                                                                                                                                                                        |
| Card Issuer Page                                                     | CC_CARD_TBL            | Set up a procurement card supplier that is associated with a PeopleSoft Payables supplier.<br><br>Click the Procurement Card Issuers link on the Maintain Suppliers page.                                                                                                                                                                                                                                                                                        |
| Supplier Set Control Page                                            | VNDR_CNTRL             | Set up supplier control data, such as auto numbering, VAT information, wait days, and duplicate supplier checking.<br><br>Click the Supplier Control link on the Maintain Suppliers page.                                                                                                                                                                                                                                                                        |
| Summary Page                                                         | VNDR_ID1_SUM           | View summary information about a supplier, including who created the supplier, when the record was last modified, and by whom.<br><br>This page appears only after you have saved a supplier.<br><br>Click the Supplier Information link on the Maintain Suppliers page.                                                                                                                                                                                         |
| Identifying Information Page                                         | VNDR_ID1               | Enter identifying information for a supplier, including the supplier name and short name, classification, status, persistence, withholding and VAT eligibility, relationships with other suppliers, setting to check for duplicate invoices, and additional identifying elements that are required for reporting to government agencies.<br><br>Click the Supplier Information link on the Maintain Suppliers page. Then select the Identifying Information tab. |
| VAT Registration Details (value-added tax registration details) Page | VNDR_VAT_RGSTRN        | Specify VAT registration information for all the countries with which the supplier is registered to do business.<br><br>Click the Registration link on the Identifying Information page.                                                                                                                                                                                                                                                                         |

| <b>Page Name</b>                                                                           | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VAT Defaults Setup (value-added tax defaults setup) Page                                   | VAT_DEFAULTS_DTL       | Specify and review VAT default settings at the supplier level.<br><br>Click the VAT Default link on the Identifying Information page.                                                                                                                              |
| Service VAT Treatment Default Setup (service value-added tax treatment default setup) Page | VAT_DEFAULTS_DTL       | Specify and review VAT default settings for VAT on services at the supplier level.<br><br>Click the VAT Service Treatment Setup link on the Identifying Information page.                                                                                          |
| General Information - General Info Page                                                    | CUST_GENERAL1          | Define bill to-customer information.<br><br>The Bill to Customer Details link is available only if you can automatically create bill to customers from the Supplier component.<br><br>Click the Bill To Customer Details link on the Identifying Information page. |
| Supplier User Page                                                                         | VENDOR_USER            | Identify users who are authorized to access supplier information.<br><br>Suppliers > Supplier Information > Add/Update > Supplier User                                                                                                                             |

## Related Links

"Defining Procurement Card Mapping" (PeopleSoft FSCM 9.2: Purchasing)

"Entering Supplier Identifying Information" (PeopleSoft 9.2: Source to Settle Common Information)

## Maintain Supplier Hyperlinks Page

Use the Maintain Supplier Hyperlinks page (PV\_VNDR\_URL\_MAINT) to enter URLs for supplier websites.

### Navigation

eProcurement > Administer Procurement > Maintain Suppliers. Click the Maintain Supplier URLs link on the Maintain Suppliers page.

### Image: Maintain Supplier Hyperlinks page

This example illustrates the fields and controls on the Maintain Supplier Hyperlinks page. You can find definitions for the fields and controls later on this page.

To enter the URL for a supplier's website:

1. Click the Update Supplier List button to display the suppliers within the designated SetID.  
This button disappears after the suppliers appear.
2. In the Supplier Home Page field, enter the URL for the supplier.
3. Click the Save button to save the work.
4. Click the Supplier link on the Search Catalog page to access the supplier's website.

### Related Links

"Entering Supplier Identifying Information" (PeopleSoft 9.2: Source to Settle Common Information)

## Maintaining Items

This section provides an overview of item maintenance and lists the pages used to maintain items.

### Pages Used to Maintain Items

| <i>Page Name</i>                      | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                          |
|---------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain Items Page                   | PV_ADM_DEFINE_ITEM     | View links to navigate to pages to maintain items.<br><br>Access is limited to users with the SYSTEM_ADMIN action role.<br><br>eProcurement > Administer Procurement > Maintain Items |
| Assign Catalogs to Business Unit Page | PV_REQ_BU_CAT          | Assign one or multiple item catalogs to a business unit.<br><br>Click the Assign Catalog to BU link on the Maintain Items page.                                                       |

| <b>Page Name</b>                                                | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item Categories - Category Definition Page                      | CATEGORY_TBL           | <p>Define item categories.</p> <p>Click the Item Categories link on the Maintain Items page.</p>                                                                                                                                                                                                                                                                                                                                                                         |
| Update Catalog Tree Page                                        | CAT_PNLS_CATLG_SEC     | <p>Select the catalog tree to update with new category code information.</p> <ul style="list-style-type: none"> <li>From the Item Categories - Category Definition page, change item categories or add a new item category and then click Save.</li> <li>From the Item Categories - Category Definition page, click the Yes button when asked if you want to update catalogs with the category changes.</li> </ul>                                                       |
| BU Specific Attributes (business unit specific attributes) Page | ITM_CAT_BU_SEC         | <p>Assign a buyer to this category for each business unit. You may want to do this if you order by description and want a default buyer for this category by business unit.</p> <p>This setup is optional. The system uses the values that are set up for the buyer at the item category level for all business units that are not specified here.</p> <p>Click the BU Attributes (business unit attributes) link on the Item Categories - Category Definition page.</p> |
| View Catalog Hierarchy Page                                     | CAT_PARENAGE_SEC       | <p>View information about where a category resides in the entire catalog tree hierarchy.</p> <p>Click the Hierarchy link on Item Categories - Category Definition page.</p>                                                                                                                                                                                                                                                                                              |



| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item Categories - Category Definition 2 Page | CATEGORY_TBL2          | <p>Define the matching and receiving controls, sourcing controls, and miscellaneous controls and options for the category.</p> <p>Also use this page to set price tolerance defaults for items to trigger workflow exception notifications.</p> <p>PeopleSoft Purchasing and PeopleSoft Payables use matching controls to match receipts, purchase orders, and vouchers.</p> <p>Receiving controls specify how receiving users process items that are assigned to this category.</p> <p>These values become a part of the item default hierarchy and can be displayed in purchase order lines where this category is specified.</p> <p>Click the Item Categories link on the Maintain Items page. Then select the Category Definition 2 tab.</p> |
| Supplier Sourcing Priorities Page            | ITM_CAT_VND_PR_SEC     | <p>Set the supplier priority and split sourcing allocation percentage for suppliers for this category.</p> <p>Click the Priorities link on the Item Categories - Category Definition 2 page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Item Families Page                           | PROD_FAMILY_INV        | <p>Establish item family options.</p> <p>Click the Item Families link on the Maintain Items page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Item Groups Page                             | INV_ITEM_GROUP         | <p>Group similar items together.</p> <p>Click the Item Groups link on the Maintain Items page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Item Number Control Page                     | ITEM_NBR_CONTROL       | <p>Define whether new inventory items are sequentially numbered or manually numbered.</p> <p>Click the Item Numbering Controllink on the Maintain Items page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Manufacturers Page                           | MANUFACTURER           | <p>Select a default universal item ID for a manufacturer, and determine whether the manufacturer is locally owned.</p> <p>Click the Manufacturers link on the Maintain Items page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Page Name</b>                                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                 |
|----------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item Approval Page                                 | INV_ITEM_APPROVAL      | Manually approve item definitions that you create at the SetID level.<br><br>Click the Item Approval link on the Maintain Items page.                        |
| Define Item - General: Common Page                 | INV_ITEMS_DEFIN1       | Define an inventory item at the SetID level.<br><br>Click the Item Definition link on the Maintain Items page.                                               |
| Define Item - Item Image Page                      | INV_ITEM_IMAGE_SEC     | Maintain an image of an item.<br><br>Click the Item Image link on the Define Item - General: Common page.                                                    |
| Define Item - Manufacturer's Item Page             | ITM_MFG_SP             | Define information about the manufacturer of the item.<br><br>Click the Manufacturers link on the Define Item - General: Common page.                        |
| Define Item - General: Classifications Page        | INV_ITEMS_DEFIN4       | Continue defining attributes for the item.<br><br>Click the Classifications link on the Define Item - General: Common page.                                  |
| Define Item - General: Dimensions Page             | INV_ITEMS_DEFIN3       | Track the item's dimensions, size, and color.<br><br>Click the Dimensions link on the Define Item - General: Common page.                                    |
| Define Item - General: Usage Page                  | INV_ITEMS_DEFIN8       | Define material usage attributes for an item at the SetID level.<br><br>Click the Usage link on the Define Item - General: Common page.                      |
| Define Item - Inventory: Tracking/Description Page | INV_ITEMS_DEFIN2       | Establish or maintain item descriptions and lot-control attributes.<br><br>Access the pages in the Define Item component, and then select the Inventory tab. |
| Define Item - Inventory: Shipping/Handling Page    | INV_ITEMS_DEFIN5       | Establish or maintain shipping and handling attributes.<br><br>Click the Shipping/Handling link on the Define Item - Inventory: Tracking/Description page.   |

| <b>Page Name</b>                                           | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                          |
|------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Define Item - Substitutes Page                             | INV_ITEMS_DEFIN7       | <p>Establish or maintain substitute items.</p> <p>Access the pages in the Define Item component, and then select the Substitutes tab.</p>                                                                                                             |
| Define Item - Configuration Page                           | INV_ITEMS_DEFIN6       | <p>Define item-distribution and production-configuration attributes if you are using PeopleSoft Product Configurator.</p> <p>Access the pages in the Define Item component, and then select the Configuration tab.</p>                                |
| Define Item - Custom: Character Page                       | INV_ITEMS_DEFIN9       | <p>Define alphanumeric field values at the SetID level for item attributes that are unique to the enterprise.</p> <p>Access the pages in the Define Item component, and then select the Custom tab.</p>                                               |
| Define Item - Custom: Numeric Page                         | INV_ITEMS_DEFIN10      | <p>Define numeric field values at the SetID level for item attributes that are unique to the enterprise.</p> <p>Click the Numeric link on the Define Item - Custom: Character page.</p>                                                               |
| Units of Measure Page                                      | INV_ITEM_UOM           | <p>Assign a unit of measure (UOM) to an item. For each item-UOM combination that you define, specify quantity precision and rounding rules for use in system calculation.</p> <p>Click the Item Units of Measure link on the Maintain Items page.</p> |
| UOM Weight/Volume (unit of measure weight and volume) Page | INV_ITEM_WTVOL         | <p>Assign default packing codes and stocking and shipping physical measurements to an item-UOM combination.</p> <p>Click the UOM Weight/Volume link on the Units of Measure page.</p>                                                                 |
| Global Trade Item Numbers Page                             | ITM_MFG_GTIN_SP        | <p>Assign a GTIN to the item-UOM combination using a locally owned EAN/UCC Company Prefix (manufacturer).</p> <p>Click the Global Trade Item Number link on the Units of Measure page.</p>                                                            |

| <b>Page Name</b>                                         | <b>Definition Name</b>              | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Price Adjustment Page                                    | PRICE_ADJUSTMENT                    | <p>Define the rules that the system should follow when calculating the supplier-adjusted price from the supplier's base price. You can define effective-dated adjustment rule sequences for each item-supplier combination.</p> <p>Click the Price Adjustment link on the Maintain Items page.</p>                                                                                                               |
| Price Adjustment Details Page                            | PRICE_ADJUST_DTLS                   | <p>Define the quantities and adjustment methods for each of the price adjustment rules.</p> <p>Access the pages in the Price Adjustment component, and then select the Price Adjustment Details tab.</p>                                                                                                                                                                                                         |
| Purchasing Attributes Page                               | ITM_TBL_PUR                         | <p>Enter basic purchasing information for an item.</p> <p>Click the Purchasing Attributes link on the Maintain Items page.</p>                                                                                                                                                                                                                                                                                   |
| Item Specifications Page                                 | ITEM_SPEX_PUR                       | <p>Record standard details about the item. You can send these specifications to the supplier using the purchase order.</p> <p>Click the Item Specifications link on the Purchasing Attributes page.</p>                                                                                                                                                                                                          |
| Packing Details Page                                     | ITM_PKG_PUR_SEC<br>ITM_VUOM_PKG_SEC | <p>Enter packing volume and weight information for the item.</p> <p>When accessed from the Supplier's UOM and Pricing Info (supplier's unit of measure and pricing information) page, the Packing Details page also enables you to define item package dimensions, which can be useful if item package dimensions vary by supplier.</p> <p>Click the Packing Details link on the Purchasing Attributes page.</p> |
| VAT Defaults Setup (value-added tax defaults setup) Page | VAT_DEFAULTS_DTL                    | <p>Enter VAT defaults for this item into the VAT hierarchy tables.</p> <p>Click the VAT Default link on either the Purchasing Attributes page or the Purchasing Business Unit Attributes page.</p>                                                                                                                                                                                                               |

| <b>Page Name</b>                                               | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VAT Service Treatment (value-added tax service treatment) Page | VAT_DEFAULTS_DTL       | <p>Enter service-related VAT defaults for this item into the VAT hierarchy tables.</p> <p>Click the VAT Service Treatment Setup link on either the Purchasing Attributes page or the Purchasing Business Unit Attributes page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Purchasing Attributes - Purchasing Controls Page               | ITM_TBL_PUR2           | <p>Specify matching and receiving defaults for the item.</p> <p>Define sourcing controls and miscellaneous controls and options for the item.</p> <p>Set price tolerance defaults for purchased items. These tolerances are populated based on the category of the item. You can override them during online item setup.</p> <p>Use these tolerances in conjunction with the price-change exception-rule. Item Load processes compare new item and supplier prices in the Item Loader staging table to the previous item and supplier price. If the new price exceeds tolerances, the system generates an exception.</p> <p>Access the pages in the Purchasing Attributes component, and then select the Purchasing Controls tab.</p> |

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purchasing Business Unit Attributes Page   | ITM_BU_PUR             | <p>Define item attributes by business unit.</p> <p>If you do not specify tolerance values for the business unit, the system uses tolerance values that are defined for the purchasing attributes of the item.</p> <p>When you access this page to specify business-unit specific attributes, tolerance values are derived from the purchasing attributes of the item. To define zero tolerances on this page, you must clear the tolerance fields manually.</p> <p>If you access this page and enter a business unit, but do not enter any values and click OK to quit the page, the system uses tolerance values from the purchasing attributes to create business-unit specific values. Click Cancel instead to avoid this situation.</p> <p>The fields on this page match those on the Purchasing Attributes page and on the Purchasing Definition - Business Unit Options page.</p> <p>This page is not available unless at least one of the PeopleSoft Purchasing business units has the Allow Business Item Attributes option selected on the Purchasing Definition - Business Unit Options page.</p> <p>Click the BU Attributes (business unit attributes) link on the Purchasing Attributes - Purchasing Controls page.</p> |
| Purchasing Attributes - Item Supplier Page | ITM_VENDOR             | <p>Establish and update prioritized item-supplier combinations.</p> <p>Access the pages in the Purchasing Attributes component, and then select the Item Supplier tab.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Supplier Search Page                       | VENDOR_LOOKUP_SEC      | <p>Search for suppliers.</p> <p>Click the Supplier Lookup link on the Purchasing Attributes - Item Supplier page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>Page Name</b>                                                                          | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supplier's UOM and Pricing Info (supplier's unit of measure and pricing information) Page | ITM_VENDOR_UOM         | <p>Establish valid units of measure to use when ordering the item from the supplier and to establish the pricing information for each valid UOM.</p> <p>Click the Item Supplier UOM (item supplier unit of measure) link on the Purchasing Attributes - Item Supplier page.</p> |
| Effective Dated UOM (effective dated unit of measure) Page                                | ITM_VNDR_UOMCHG        | <p>Enter effective-dated conversion rate changes along with the packing detail information.</p> <p>Click the Effective Dated UOM link on the Supplier's UOM and Pricing Info page.</p>                                                                                          |
| Update Purchase Order Page                                                                | PO_EDUOM_UPDPO_SEC     | <p>Update existing purchase order schedules with the new effective-dated UOM conversion rate changes.</p> <p>Click the Update PO link on the Supplier's UOM and Pricing Info page or the Effective Dated UOM page.</p>                                                          |
| Maintain Purchase Order - Purchase Order Page                                             | PO_LINE                | <p>Maintain the purchase order and all of its details.</p> <p>Click the PO Number link on the Update Purchase Order page.</p>                                                                                                                                                   |
| Supplier's Manufacturer Info (supplier's manufacturer information) Page                   | ITM_VENDOR_MFG         | <p>Record the authorized manufacturers for an item-supplier combination.</p> <p>Click the Supplier Item MFG (supplier item manufacturer) link, on the Purchasing Attributes - Item Supplier page.</p>                                                                           |
| Supplier Item Return Fees Page                                                            | ITM_VND_RTV_FEE        | <p>Add fees that were charged by the supplier for returning this item.</p> <p>Click the Return to Supplier Fees link on the Purchasing Attributes - Item Supplier page.</p>                                                                                                     |
| Item Supplier Contracts Page                                                              | ITM_VNDR_CNTRCT        | <p>View all contracts for any specified item and supplier combination.</p> <p>Click the Item Supplier Contracts link on the Purchasing Attributes - Item Supplier page.</p>                                                                                                     |
| Purchasing Kit Definition Page                                                            | PURCH_KIT_TBL          | <p>Define purchasing kits.</p> <p>Click the Purchasing Kits link on the Maintain Items page.</p>                                                                                                                                                                                |

| <i><b>Page Name</b></i>            | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                                                                                                     |
|------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| eProcurement New Item Request Page | PV_ITEM_REQUEST               | <p>Approve or deny a new item request.</p> <p>To add and approve a new item request, indicate the SetID and item ID, and click the Create Item Notification button.</p> <p>Click the eProcurement New Item Request link on the Maintain Items page.</p> |

## Understanding Item Maintenance

You can establish the items that are used on PeopleSoft eProcurement requisitions, purchase orders, and other transactions. You can also perform these tasks:

- Assign one or multiple item catalogs to a business unit.
- Define item categories and purchasing attributes, such as primary buyer, receiving controls, and price tolerances.
- Define item families.
- Define item groups.
- Set up item number control, which enables the system to assign sequential item IDs.
- Add and maintain manufacturer information about an item.
- Approve new items and define their definitions, their units of measure, and their ship to locations.
- Maintain item prices and their purchasing attributes.
- Set up purchasing kits for items.

---

**Note:** You can access many of the pages that are listed in the table by selecting Items > Define Controls and Items > Define Items and Attributes.

---

## Maintaining Catalogs

This section provides an overview of item catalogs and discusses how to maintain catalogs.

### Page Used to Maintain Catalogs

| <i><b>Page Name</b></i>          | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                 |
|----------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <u>Maintaining Catalogs Page</u> | PV_ADM_CATALOGS               | <p>Maintain catalogs by adding security and catalog types.</p> <p>Access is limited to users with the SYSTEM_ADMIN action role.</p> |



## Understanding Item Catalogs

Item catalogs control the items that are available to users when they are creating requisitions. Using the Maintain Catalog feature, you can:

- Define the catalog security implementation to use for PeopleSoft eProcurement requisitions.
- Define catalog types, such as item catalogs, templates, express forms, and direct connect suppliers.
- Set up catalog security types, including attributes and default information for the type.
- Grant different catalog type access for different security types.

## Maintaining Catalogs Page

Use the Maintain Catalogs page (PV\_ADM\_CATALOGS) to maintain catalogs by adding security and catalog types.

Access is limited to users with the SYSTEM\_ADMIN action role.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs

**Image: Maintain Catalogs page**

This example illustrates the fields and controls on the Maintain Catalogs page.

## Maintain Catalogs

| Catalog Security                                     |                                                                                     |
|------------------------------------------------------|-------------------------------------------------------------------------------------|
| Menu                                                 | Description                                                                         |
| <a href="#">eProcurement Catalog Security Option</a> | Define the catalog security implementation to use for eProcurement requisitions.    |
| <a href="#">Catalog Types</a>                        | Define Catalog Types, e.g. Item Catalogs, Templates, Direct Connect Suppliers, etc. |
| <a href="#">Catalog Security Types</a>               | Define Catalog Security Types.                                                      |
| <a href="#">eProcurement Business Unit Actions</a>   | Assign eProcurement Action to Business Units                                        |

| Item Region Security                               |                                                                                                                |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Menu                                               | Description                                                                                                    |
| <a href="#">eProcurement Business Unit Options</a> | Maintain eProcurement Business Unit Options                                                                    |
| <a href="#">Item Supplier By Region</a>            | Define priority suppliers by item regions.                                                                     |
| <a href="#">Purchasing Attributes</a>              | Define item information specific to purchasing such as preferred supplier, price, receiving instructions, etc. |

[Return to Administer Procurement](#)

Use the links on this page to navigate to other pages where you can add security and catalog types to the Customer Relationship Management (CRM) application.

---

## Setting Up Profiles

This section discusses how to manage personal templates for a profile, copy a personal template for a profile, manage favorites group for a profile, and copy a favorites group for a profile.

### Pages Used to Set Up Profiles

| Page Name       | Definition Name   | Usage                                                                                                         |
|-----------------|-------------------|---------------------------------------------------------------------------------------------------------------|
| My Profile Page | PV_ADM_MY_PROFILE | Define information about users, including email addresses, passwords, alternate IDs, and preferred languages. |

| <b>Page Name</b>                                 | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                     |
|--------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Manage Personal Templates Page</a>   | PV_REQ_TEMP_MGR        | Add item templates to the user, allow the templates to be shared with other roles and users, view the item details within each template, and copy templates that are created by other users.                     |
| <a href="#">Copy a Personal Template(s) Page</a> | PV_REQ_TEMPL_COPY      | Copy personal templates for a profile.                                                                                                                                                                           |
| Request Procurement Card Page                    | PV_CC_REQUEST          | Define user information for a procurement card. The information includes amount and transaction limits.                                                                                                          |
| <a href="#">Manage Favorites Groups Page</a>     | PV_REQ_FAV_GRP         | Add favorite groups to the user, allow the favorites groups to be shared with other roles and users, view the item details within each favorite group, and copy favorite groups that are created by other users. |
| <a href="#">Copy a Favorites Group Page</a>      | PV_REQ_GRP_COPY        | Copy favorites groups for a profile.                                                                                                                                                                             |

## Manage Personal Templates Page

Use the Manage Personal Templates page (PV\_REQ\_TEMP\_MGR) to add item templates to the user, allow the templates to be shared with other roles and users, view the item details within each template, and copy templates that are created by other users.

### Navigation

eProcurement > My Profile

Click the Manage Personal Templates link.

See [Creating Requisitions](#).

#### Allow Sharing

Select to indicate that this template can be copied by other roles and users. If not selected, the template cannot be copied.

#### Share Details

Click to access the Share Details page. Select Share with All Roles and Requesters to share this template, or select specific roles and requesters to specify only the individuals who can share the template.

#### View Details

Click to access the View Details page, which lists the items in the template. Items can be removed from this page, but they cannot be added.

#### Copy a Personal Template

Click to access the Copy a Personal Template page, which enables you to copy a template that is shared by other requesters.

## Copy a Personal Template(s) Page

Use the Copy a Personal Template(s) page (PV\_REQ\_TEMPL\_COPY) to copy personal templates for a profile.

### Navigation

eProcurement > My Profile

Click the Manage Personal Templates link.

Click the Copy a Personal Template link.

### Source Template

|                      |                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------|
| <b>Requester</b>     | Select a requester who has granted you access on the Share Details page for the template. |
| <b>Template Name</b> | Select a template that a requester has granted you access.                                |

### Target Template

|                                |                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Template Name</b>           | Enter a template that will be used for the profile. Press the Tab key after completing this field.                      |
| <b>Description</b>             | Enter a description that will be used for the profile. This field appears after you tab out of the Template Name field. |
| <b>Copy to Target Template</b> | Click to copy the items that are selected from the Source Template section to the Target Template section.              |

## Manage Favorites Groups Page

Use the Manage Favorites Groups page (PV\_REQ\_FAV\_GRP) to add favorite groups to the user, allow the favorites groups to be shared with other roles and users, view the item details within each favorite group, and copy favorite groups that are created by other users.

### Navigation

eProcurement > My Profile

Click the Manage Favorites Groups link.

See [Create Requisition — Favorites Page](#).

See [Create Requisition Page](#).

|                      |                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Allow Sharing</b> | Select to indicate that this favorites group can be copied by other roles and users. If this option is not selected, the favorites group cannot be copied. |
| <b>Share Details</b> | Click to access the Share Details page. Select Share with All Roles and Requesters to share this favorites group, or select                                |

specific roles and requesters to specify only the individuals who can share the favorites group.

#### **View Details**

Click to access the View Details page, which lists the items in the group. Items can be removed from this page, but they cannot be added.

#### **Copy a Favorites Group**

Click to access the Copy a Favorites Group page, which enables you to copy favorites groups that are shared by other requesters.

## **Copy a Favorites Group Page**

Use the Copy a Favorites Group page (PV\_REQ\_GRP\_COPY) to copy favorites groups for a profile.

### **Navigation**

eProcurement > My Profile

Click the Manage Favorites Groups link.

Click the Copy a Favorites Group link.

### **Source Favorites Group**

#### **Requester**

Select a requester who has granted you access on the Share Details page for the Favorites Group.

#### **Group Name**

Select a favorites group that a requester has granted you access.

### **Target Favorites Group**

#### **Group Name**

Enter a name that will be used for the profile. Press the Tab key after completing this field.

#### **Description**

Enter a description that will be used for the profile. This field appears after you tab out of the Group Name field.

#### **Copy to Target Group**

Click to copy the items that are selected from the Source Favorites Group section to the Target Favorites Group section.

---

## **Setting Up and Maintaining Users**

To set up and maintain users, use the Procurement component (PV\_OPR\_DEFAULT).

This section discusses how to define user preferences in PeopleSoft eProcurement.

## Pages Used to Set Up and Maintain Users in PeopleSoft eProcurement

| Page Name                       | Definition Name    | Usage                                                                                                                                                                                                                                                                               |
|---------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain Procurement Users Page | PV_ADM_PROCU_USERS | Use this page to set up and maintain users in PeopleSoft eProcurement (buyers, employee profiles, requesters, and user preferences).<br><br>Access is limited to users with the SYSTEM_ADMIN action role.<br><br>eProcurement > Administer Procurement > Maintain Procurement Users |
| <u>Procurement Page</u>         | OPR_DEF_TABLE_PM1  | Define user preferences for PeopleSoft eProcurement.                                                                                                                                                                                                                                |

### Procurement Page

Use the Procurement page (OPR\_DEF\_TABLE\_PM1) to define user preferences for PeopleSoft eProcurement.

#### Navigation

Click the User Preferences link on the Maintain Procurement Users page. Then click the Procurement link.

#### Image: Procurement page

This example illustrates the fields and controls on the Procurement page.

The screenshot shows the 'Procurement' tab selected. The 'User' is 'VP1' and the 'Default Operator' is 'Kenneth Schumacher'. The following fields are populated:

- Location: US001 (USA - New York)
- Origin: ONL (Online Entry)
- Department: 10000 (Human Resources)
- Ship To Location: US001 (USA - New York)
- Requester: VP1 (Kenneth Schumacher)
- Buyer: VP1 (Kenneth Schumacher)

At the bottom, there is a grid of links:

|                           |                            |                               |                     |
|---------------------------|----------------------------|-------------------------------|---------------------|
| Contract Process          | Payables Online Vouchering | Purchase Order Authorizations | Supplier Onboarding |
| Rebate Authorizations     | Receiver / RTV Setup       | Supplier Processing Authority |                     |
| Request for Quote Process | Requisition Authorizations | Doc Tolerance Authorizations  |                     |

Use this page to enter the user preferences for the user's location, origin, department, and ship to location. You can also enter the requester and buyer that is most often associated with the user.

#### Related Links

"Understanding User Preferences" (PeopleSoft FSCM 9.2: Application Fundamentals)

## Chapter 5

# Importing and Searching Supplier Catalogs

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## Understanding Supplier Data

Supplier data includes the catalogs and items that you load into the PeopleSoft eProcurement system for use in creating requisitions and purchase orders. A catalog management system manages the supplier data by importing it from multiple suppliers or trading partners. This topic discusses the PeopleSoft eProcurement components that make it possible to import, load, search, and secure item catalogs that you use in purchasing activities.

You set up these components using the Administer Procurement Main page. You also work with supplier data using the Direct Connect Supplier feature.

### Related Links

[Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#)

[Understanding Direct Connect Supplier Integration](#)

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## Loading Catalogs into PeopleSoft eProcurement

This section provides an overview of PeopleSoft eProcurement catalogs and discusses how to import procurement catalogs, enter item defaults, and validate and process imported items.

## Pages Used to Load Catalogs into PeopleSoft eProcurement

| <i>Page Name</i>                                         | <i>Definition Name</i> | <i>Usage</i>                                                      |
|----------------------------------------------------------|------------------------|-------------------------------------------------------------------|
| <a href="#">Procurement Catalog Load Page</a>            | PV_CP_IMPORT_RUN       | Import procurement catalogs.                                      |
| <a href="#">Items Defaults Page</a>                      | PV_CP_RUN_DEFAULTS     | Enter items defaults.                                             |
| <a href="#">Validate and Process Imported Items Page</a> | PV_CP_PROCESS          | Validate and process imported items.                              |
| Item Supplier page                                       | ITM_VENDOR             | View and edit item supplier requirements.                         |
| <a href="#">Linked Suppliers Page</a>                    | PV_MS_SEC_SUPPLIER     | Create a relationship between the supplier ID and the partner ID. |

## Understanding PeopleSoft eProcurement Catalogs

With this integration, you can move item catalogs and category hierarchies to PeopleSoft eProcurement. These items can then be entered on eProcurement requisitions and purchase orders. After you load the

items, you should schedule regular updates to capture changes such as price changes, discontinuation of items, or the addition of new items.

Take these details into consideration before integrating with a catalog management system:

- The catalog SetID maps to the item SetID.

Therefore, the SetID for the catalog must be the same as the SetID for the Item Master table.

- All hierarchies can be moved to eProcurement independent of the items.

This enables you to update attributes for categories before loading the items.

- During the load, the system creates a tree if it doesn't already exist.
- During the load, you have the option of creating the hierarchy ID as a node or to not have the hierarchy ID as a node in the tree selected.

- The only restriction with hierarchies is that the category can only exist once in the hierarchy.

If two are found when loading hierarchies to eProcurement, the node only shows up once.

- When loading the tree, the categories are created.
- Trading partners that are not associated with a supplier must be set up using the Link Suppliers page.
- When using PeopleSoft Catalog Management to do mappings, do not assign a value to the Item ID field.

This enables Catalog Management to assign an ID that is automatically generated.

- When loading the items, you have an option in the Import Item Catalogs page to run all the processes.

To do this, you have to specify the account and currency code. If not, access the Validate Items page to specify the account and continue with the load process.

## Loading Catalog Management Catalogs into PeopleSoft eProcurement

PeopleSoft Catalog Management is used to aggregate several supplier catalogs for a requester to browse.

1. Create trading partner IDs.
2. Create an enterprise catalog.
3. Associate partner to the enterprise catalog.
4. Link the trading partner ID to suppliers using the Linked Supplier page.
5. Import the supplier catalog using the Procurement Catalog Load page.

## Procurement Catalog Load Page

Use the Procurement Catalog Load page (PV\_CP\_IMPORT\_RUN) to import procurement catalogs.



## Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Import Item Catalog File

### Image: Procurement Catalog Load page

This example illustrates the fields and controls on the Procurement Catalog Load page. You can find definitions for the fields and controls later on this page.

**Note:** The source that you select determines which import data fields and options are required for this page. A variety of different fields appear on the page based on the selection.

### Source

Select the Catalog source.

The system includes all attributes available for the Catalog integration.

Sources include:

- *CUP File (Access Database).*

See [Loading Marketplace Catalog Items into PeopleSoft eProcurement](#).

- *Catalog Management.*
- *Express Catalog.* Use this source to load express items into the master item tables.

---

**Note:** Express Catalogs will only appear in the list if you have express catalogs turned on at the eProcurement Installation Options page.

---

See [Setting Up and Using the Express Catalog](#).

- *Item PriceList*.
  - *xCBL 3.0XML File*.
- 

**Note:** Express Catalogs can only be created from a CUP file using the source of *CUP File (Access Database)* or *xCBL 3.0XML File*. Express items cannot be created using the sources of *Catalog Management*, *Item PriceList*, or *Express Catalog*.

---

|                                                      |                                                                                                                                                                                                                                                                |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item SetID</b>                                    | Map to the SetID for the catalog that you are importing.<br><br>If you are loading items, select the item SetID and supplier SetID for the catalog.                                                                                                            |
| <b>Supplier SetID</b>                                | Limits the import to certain suppliers, based on their SetID.                                                                                                                                                                                                  |
| <b>Supplier ID</b>                                   | Limits the import to certain suppliers, based on their ID.                                                                                                                                                                                                     |
| <b>Supplier Loc</b>                                  | Limits the import to a specific supplier location.                                                                                                                                                                                                             |
| <b>Catalog ID</b>                                    | Select a catalog upon which to base the import.                                                                                                                                                                                                                |
| <b>Hierarchy ID</b>                                  | Select a hierarchy upon which to base the import associated with the enterprise catalog.                                                                                                                                                                       |
| <b>Product File, Attachment File, and Price File</b> | If you select the value of CUP file (Access database) for the Source field on this page, then use these fields to enter the directory path and file name of the product, attachment, and price files. These flat files are created as per the required format. |
| <b>Run Item Load</b>                                 | Enables you to run all load processes required to create the items. This option is only available when the Import Categories Only check box is not selected. If you don't select this option, click the Process Imported Items link to validate the items.     |
| <b>Import Categories Only</b>                        | If you select the value of <i>Catalog Management</i> for the Source field on this page, then you can use this check box to select only the categories associated with the hierarchy ID. This creates the categories and populates the tree specified.          |
|                                                      | <hr/> <b>Note:</b> If you are only importing categories, the system makes the supplier SetID and the supplier ID unavailable. <hr/>                                                                                                                            |
| <b>Purchasing Dflts From Category</b>                | If you select the value of <i>Item PriceList</i> . for the Source field on this page, then you can select this check box to use the item category defaults that you established in the Item Categories                                                         |

(CATEGORY\_TBL) component when creating the Purchasing Item Attributes segment of the item.

### Process by date/time

If you select the value of *Catalog Management* for the Source field on this page, then you can use this check box to load items incrementally. Therefore, if the items have been previously imported, the next import only includes those items that have changed in PeopleSoft Catalog Management.

### Delete Loaded Items

If you select the value of *Item PriceList* for the Source field on this page, then you can select this check box to delete item records from the item price list staging tables as they are copied to the item loader staging tables. This enables you to work with smaller batches of item information by running the process several times against the same item price list load staging tables until all records in the tables have been processed. To keep the data in the staging tables for audit purposes, do not select this check box.

### Add Hierarchy ID as Node

If you select the value of *Catalog Management* for the Source field on this page, then you can use this check box to create the hierarchy ID as a node. If you don't select this check box, the system disregards the hierarchy ID.

---

**Note:** If you do not have a hierarchy, the system does not load the items.

---

### Tree Name

Select the tree that is to be populated with the categories. If the name specified does not exist, you will be asked if a tree should be created. If the answer is yes, the tree will be created; otherwise, the system asks you to select another tree name.

### Auto Assign ID

If you select the value of *Catalog Management* for the Source field on this page, then you can use this field to select the method by which the process assigns item IDs: *For All New Items* or *When Item ID is not specified*.

### Language

Select the language in which you want the catalog items to appear.

### Catalog Destination

If you select the values of *CUP File (Access Database)* or *xCBL 3.0XML File* for the Source field on this page, then the Catalog Destination field enables you to choose to load the data in the item master table (*Master*) or in the express catalog (*Express*). This field is not available when using the values of *Catalog Management*, *Express Catalog*, or *Item PriceList* in the Source field.

### Inactive Level

Select the level at which you want to inactivate an item. Values include:

- *Item Supplier*

- *Item Supplier Price*

## Items Defaults Page

Use the Items Defaults page (PV\_CP\_RUN\_DEFAULTS) to enter items defaults.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Import Item Catalog File > Item Defaults

### Image: The Item Defaults page in the Procurement Catalog Load component

This example illustrates the fields and controls on the The Item Defaults page in the Procurement Catalog Load component. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Item Defaults' page. It features a tabbed interface with 'Procurement Catalog Load' and 'Item Defaults'. The 'Item Defaults' tab is selected. Below the tabs, there are two main sections: 'Item Import Defaults' and 'Categories'. The 'Item Import Defaults' section includes a 'Last Update' label, an 'Image Folder' text input field, and an 'Inventory Item' checkbox. The 'Categories' section includes two text input fields labeled '\*Account' and '\*Currency', each with a search icon. At the bottom of the page, there are two buttons: 'Process Imported Items' and 'Return to Administer Procurement'.

The Catalog Import process leverages the Price List Load and Item Loader processes. The Price List Load process assigns priority suppliers if required, assigns an item ID if required, sets the effective date for pricing, and sets the audit actions correctly.

The Item Loader process validates the data and inserts the data into the production Item Master table.

|                       |                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Last Update</b>    | Indicates the last time that the items were loaded.                                                                                        |
| <b>Image Folder</b>   | Designate an image folder where images are kept.                                                                                           |
| <b>Inventory Item</b> | Select to designate that the system creates items as inventory items. By default, the system deselects the Inventory Item check box value. |
| <b>Account</b>        | Enter a code for all categories created in order to run all future processes successfully.                                                 |

**Currency**

Enter the currency code for all categories created in order to successfully run all future processes.

## Validate and Process Imported Items Page

Use the Validate and Process Imported Items page (PV\_CP\_PROCESS) to validate and process imported items.

**Navigation**

Click the Process Imported Items link on the Procurement Catalog Load page.

Use this page to review information about the marketplace supplier before you load their catalog items. You can also review new catalog categories and item statuses before you load them into a catalog.

**Marketplace Supplier**

Displays the supplier to which the corresponding row of data belongs. The supplier's name also appears.

**Count**

Displays the number of items the system loads or has loaded from this supplier.

**Categories**

Click to view the categories in which the imported items are to be placed.

**View Items**

Click to access the Imported Item Status page, where you can view statuses for individual items.

---

## Defining Item Catalogs

To define item catalogs, use the Tree Manager (PSTREEMGR) component.

### Page Used to Define Item Catalogs

| <b>Page Name</b>                                                            | <b>Definition Name</b> | <b>Usage</b>              |
|-----------------------------------------------------------------------------|------------------------|---------------------------|
| "Tree Manager Page" (PeopleSoft FSCM 9.2: Order to Cash Common Information) | PSTREEMGR              | Define the item catalogs. |

### Understanding Defining Item Catalogs

Item catalogs limit access to items in the PeopleSoft Item Master table, and are used by both the rule-based item catalog method and the business unit and requester level security.

To use item catalogs, you define item catalogs using the PeopleSoft Tree Manager.

## Setting Up Catalog Security

To set up catalog security, use the eProcurement Catalog Security Option (PV\_CAT\_FACTORY), the Catalog Types (PV\_CAT\_SOURCE), and the Catalog Security Type (PV\_CAT\_SEC\_TYPE) components.

This section provides an overview of catalog security and discusses how to define catalog security options, define catalog types, define catalog security types, assign authorized item catalogs to security types, and define catalog security for business units.

### Pages Used to Set Up Catalog Security

| <b>Page Name</b>                                          | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                       |
|-----------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">eProcurement Installation Options Page</a>    | PV_INSTALLATION_PV     | Define the catalog search type. To include business-unit level item catalog security, enter <i>Y</i> in the BU Catalog Control field.                                              |
| <a href="#">eProcurement Catalog Security Option Page</a> | PV_CAT_FACTORY         | Define catalog security options. These are system wide access policies and GUI formats for the rule-based item catalog method.                                                     |
| <a href="#">Catalog Types Page</a>                        | PV_CAT_SOURCE          | Define catalog types.                                                                                                                                                              |
| <a href="#">Catalog Security Types Page</a>               | PV_CAT_SEC_TYPE        | Define catalog security types. These are levels at which you apply catalog security, for example, at the user role level or the individual requester level.                        |
| <a href="#">Security Type Attributes Page</a>             | PV_CAT_ST_ATTR         | Define security type attributes which include query or prompt tables used.                                                                                                         |
| <a href="#">Catalog Security Page</a>                     | PV_CAT_SECURITY        | Assign authorized item catalogs to security types.                                                                                                                                 |
| <a href="#">eProcurement Business Unit Actions Page</a>   | PV_ACTIONS_BU          | Define catalog security for business units. The applicable eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers. |

### Understanding Catalog Security

Catalog security makes it possible for you to control who uses a catalog. These techniques are available for controlling access to catalogs:

- Apply item security at business unit and requester levels.
- Apply item security using the rule-based catalog method.

## Item Security at Business Unit and Requester Levels

You can limit the items available to the Purchasing business unit, the requester, or both. This method only applies if the items are loaded into the Item Master table. In other words, express forms, direct connect suppliers, and company templates (purchasing kits) are not limited or part of the search and browse functionality of the Search Catalog page.

The business unit level catalog security is maintained in the eProcurement Installation Options page and the Assign Catalog to Business Unit page. You enable the business-unit-level security by selecting the BU Catalog Control check box on the eProcurement Installation Options page. When this check box is selected, requesters can only access catalogs specifically assigned to the business unit used to enter the requisition.

Use the Assign Catalog to Business Unit page to define the available item catalogs for each Purchasing business unit. If this page is blank and BU catalog control is selected, then no items are available for requisition entry. The business unit level security applies only to eProcurement requisitions.

This requester level catalog security is maintained in the Requestor Setup page. Select the Use Only Assigned Catalogs check box and then enter the acceptable item catalog ID's in the Catalog Information section at the bottom of the page. When this check box is selected, the requester can only access catalogs specifically assigned to them. The available item catalogs would have to be defined individually for each requester to which security applied. The requester-level security applies to both PeopleSoft eProcurement and Purchasing requisitions.

In addition, if both the requester level and business unit level catalog security are used, only catalogs assigned to both levels can be accessed by the requesters.

## Apply Item Security Using the Rule-Based Catalog Method

The rule-based item catalog method provides a framework to implement item catalog authorization. The architecture is flexible enough to allow for different implementations of item catalog security based on different requirements. This enables you to implement an organization-specific access policy, without the need to modify delivered code and objects.

The rule-based item catalog method uses different security levels (security types) to control item catalog access. The non rule-based method enables you to control security by the business unit level and the requester level; however, the rule-based method enables you to control security at any level that you choose. Just like the non rule-based method, the rule-based method restricts the user to the item catalogs that pass all the security restrictions.

In addition, the rule-based catalog method can extend item catalog security control to other item catalog sources such as company templates (purchasing kits), direct connect suppliers, and express forms.

There are two choices for applying the rule-based item catalog method:

- *Business Unit, User Role, and Requester Level:* PeopleSoft delivers a predefined example that you can implement into the organization.

Much of this setup has already been defined for you; making implementation quicker and easier. This predefined method uses item catalog restrictions at the levels of business unit, user role, and individual requester. It also enables item searching and browsing on the Item Master table, express forms, direct connect suppliers, and company templates (purchasing kits). The addition of user role enables you to restrict requesters without defining each requester individually; this saves time and maintenance.

- *Rule-Based Item Catalog Method Defined for Unique Needs:* Using the rule-based item catalog method, you can design an item catalog security using any item sources and any restriction level.

This method requires the most set up, but provides the tailored solution to an organization's specific needs.

To set up a rule-based item catalog method:

1. Use the eProcurement Catalog Security Option page to define system wide setting to create an eProcurement requisition.

Do not enable the access policy and GUI class types until you have finished the set up.

2. Use the Catalog Types page to define the item catalog sources, such as, the Item Master table, express forms, direct connect suppliers, and company templates (purchasing kits).
3. Create catalog security types to identify the levels to apply item restriction, such as, by business unit, user role, or requester.

The setup for the security types of business unit, requester, and user role are supplied by the Security Types Default page.

4. Use the Catalog Security page to define the authorized item catalogs for each of the security types.

For the security type of BUSINESS\_UNIT, you can use either the Catalog Security page or the Assign Catalog to Business Unit page under Maintain Items. For the security type of REQUESTOR\_ID, you can use either the Catalog Security page or the Requestor Setup page.

5. Use the eProcurement Business Unit Actions page to identify the eProcurement actions, such as express forms (EXPRESSFORM\_SECURITY), direct connect (DCSUPPLIER\_SECURITY), and company templates (TEMPLATE\_SECURITY), that should be used for each business unit.
6. Return to the eProcurement Catalog Security Option page and enable the access policy and GUI class types.

## Related Links

[Setting Up Searches by Item Attributes](#)

## eProcurement Catalog Security Option Page

Use the eProcurement Catalog Security Option page (PV\_CAT\_FACTORY) to Define catalog security options.

These are system wide access policies and GUI formats for the rule-based item catalog method.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs > eProcurement Catalog Security Option



## Image: eProcurement Catalog Security Options page

This example illustrates the fields and controls on the eProcurement Catalog Security Options page. You can find definitions for the fields and controls later on this page.

| eProcurement Catalog Security Option |                     |                              |                                       |                                     |                                     |
|--------------------------------------|---------------------|------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|
| Catalog Security Options             |                     |                              |                                       | Personalize   View All              | First 1-3 of 3 Last                 |
| Class Type                           | Root Package ID     | Application Class Path       | Description                           | Enabled                             |                                     |
| 1 AccessPolicy                       | PV_CATALOG_SECURITY | AccessPolicy:IntersectPolicy | Intersect Catalogs authorization      | <input type="checkbox"/>            | <a href="#">+</a> <a href="#">-</a> |
| 2 GUI                                | PV_CATALOG_SECURITY | GUI:CatalogSecurityGUI       | GUI implementation                    | <input checked="" type="checkbox"/> | <a href="#">+</a> <a href="#">-</a> |
| 3 RegionFilter                       | PV_CATALOG_SECURITY | Catalogs:VendorRegionFilter  | Regional Security by Vendor Locations | <input type="checkbox"/>            | <a href="#">+</a> <a href="#">-</a> |

[Return to Administer Procurement](#)
[Return to Maintain Catalogs](#)

Use this page to define the access policy for the item catalogs and the GUI presentation for the Catalog Securities component. If you customize the access policy or GUI presentation, then insert a new row with a new implementation application class.

See *PeopleTools: PeopleCode Developer's Guide*

### Class Type

Enter the interface classes to be used of access policy and GUI presentation. The system is delivered with the class types already defined. However, you can customize and add versions of these classes. The system delivered classes are:

1. *AccessPolicy*: Defines the processing logic for item catalogs to be accessed by a user.

When a requester is entering a requisition, the available items are limited based on this logic. This class type enables the system to retrieve only the items that are authorized by all applicable security types.

2. *GUI*: Defines the GUI presentation for the Catalog Security component (PV\_CAT\_SECURITY).

It provides an interface, where you can create a customized page layout for the Catalog Security page by implementing an implementation application class.

3. *RegionalFilter*: Defines regional item and supplier security for item browsing and searching.

### Root Package ID

Select the package of the PeopleCode class that you created.

### Application Class Path

Enter an application class to further define the implementation (class types). You must enter implementation application classes for the class types of *AccessPolicy* and *GUI*. The system is delivered with two implementation application classes. You can override these with custom versions.

1. *IntersectPolicy* (for the *AccessPolicy* class type): Defines how item catalogs are to be accessed by a user.

This application class limits a requester to viewing item catalogs that are included in all security types used. In other words, it is the intersection of item catalogs retrieved by all security types. If you decide that the environment requires a different approach to item retrieval, then you can define an implementation application class.

2. *CatalogSecurityGUI* (for GUI class type): Defines the layout of the pages in the Catalog Security component.

If you want to have a different GUI presentation, create a new implementation application class.

3. *Catalogs:SupplierRegionFilter*: Defines regional security by supplier locations.

### Description

Enter a brief description of the purpose of the class type and implementation application class.

### Enabled

Select to activate the class type and implementation application class combination for the row. Do not select this check box until you have completed the system setup for item catalog security.

## Catalog Types Page

Use the Catalog Types page (PV\_CAT\_SOURCE) to define catalog types.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs > Catalog Types

### Image: Catalog Types page

This example illustrates the fields and controls on the Catalog Types page. You can find definitions for the fields and controls later on this page.

Catalog Types

Catalog Types

Personalize | View All |

First 1-4 of 4 Last

|   | Type | Description              | Record Name     | Enabled                             |  |  |
|---|------|--------------------------|-----------------|-------------------------------------|--|--|
| 1 | C    | Master Item Catalogs     | PV_CAT_CATID_VW | <input checked="" type="checkbox"/> |  |  |
| 2 | D    | Direct Connect Suppliers | PV_DC_SUPP_VW   | <input checked="" type="checkbox"/> |  |  |
| 3 | E    | Express Forms            | PV_EF_SUPP_VW   | <input checked="" type="checkbox"/> |  |  |
| 4 | T    | Company Templates        | PV_CAT_TEMPL_VW | <input checked="" type="checkbox"/> |  |  |

[Return to Administer Procurement](#)

[Return to Maintain Catalogs](#)

Use this page to identify the types of item sources that should be available for requisition entry or retrieved by the search and browse feature. Enter all catalog types for use across the organization; this

page applies system wide. The catalog types enabled on this page appear in the Catalog Type field on the Catalog Security page.

### Type

Enter the catalog type. Use one or more of these options:

- *C*: Items located in the PeopleSoft Item Master table. This can include items from the marketplace or the express catalog.
- *D*: Items from direct connect suppliers.
- *E*: Express forms.
- *T*: Company templates.

### Record Name

Enter the record definition that contains all the values for the item source. The system is delivered with the record names for the Item Master table, direct connect suppliers, express forms, and business templates. You can change this record name if you are customizing this area.

### Enabled

Select to authorize access to this item source on the Catalog Security page. The system automatically changes to *Y* (yes) for type *C* and to *N* (no) for all other catalog types.

## Catalog Security Types Page

Use the Catalog Security Types page (PV\_CAT\_SEC\_TYPE) to define catalog security types.

These are levels at which you apply catalog security, for example, at the user role level or the individual requester level.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs > Catalog Security Types

### Image: Catalog Security Types page

This example illustrates the fields and controls on the Catalog Security Types page. You can find definitions for the fields and controls later on this page.

| Security Types   Attributes   Defaults                         |                     |                                       |                             |                          |                     |  |
|----------------------------------------------------------------|---------------------|---------------------------------------|-----------------------------|--------------------------|---------------------|--|
| Catalog Security Types                                         |                     |                                       |                             |                          |                     |  |
| Set ID SHARE                                                   |                     |                                       |                             |                          |                     |  |
| Security Types                                                 |                     |                                       | Personalize   View All      |                          | First 1-3 of 3 Last |  |
| Security Type                                                  | Root Package ID     | Application Class Path                | Description                 | Active                   |                     |  |
| BUSINESS_UNIT                                                  | PV_CATALOG_SECURITY | SecurityType:BusinessUnitSecurityType | Business Unit Security Type | <input type="checkbox"/> | Catalog Security    |  |
| REQUESTOR_ID                                                   | PV_CATALOG_SECURITY | SecurityType:RequestorSecurityType    | Requestor Security Type     | <input type="checkbox"/> | Catalog Security    |  |
| ROLENAME                                                       | PV_CATALOG_SECURITY | SecurityType:QuerySecurityType        | Role Security Type          | <input type="checkbox"/> | Catalog Security    |  |
| Return to Administer Procurement   Return to Maintain Catalogs |                     |                                       |                             |                          |                     |  |

Use this page to define the levels where security should be applied. For example, suppose that the items available should be restricted by the business unit used to enter the requisition, then activate the row for business unit on this page. You can have multiple security levels defined.

The system is delivered with three security types, business unit, requester ID, and role name. You can add additional security types, for example, ship to location, by inserting a new row on this page. When a user enters a requisition, the list of authorized item catalogs is the intersection of the catalogs granted to each of the security types.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Security Type</b>          | Enter a descriptive name for the security type. The system is delivered with <i>BUSINESS_UNIT</i> , <i>REQUESTOR_ID</i> , and <i>ROLENAME</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Root Package ID</b>        | Enter the parent application package.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Application Class Path</b> | Enter an interface class that contains the processing logic for the security type. The system is delivered with <i>BusinesUnitSecurityType</i> , <i>RequestorSecurityType</i> , and <i>QuerySecurityType</i> . The implementation application classes for business unit and requester are specific to those security types and link them into the existing item catalog security system using the Assign Catalog to Business Unit page and the Requestor Setup page. However, the <i>QuerySecurityType</i> is not specific to the user role name and can be used with any additional security types that you may add to this page. For example, suppose that you decide to add a ship to location as a security type, then you can use the <i>QuerySecurityType</i> class for both role name and ship to.                        |
| <b>Description</b>            | Enter a description of the security type.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Active</b>                 | <p>Select to enable this security type for the SetID. If you select this for the security type of <i>BUSINESS_UNIT</i>, then the system:</p> <ol style="list-style-type: none"> <li>1. Selects the BU Catalog Control check box on the eProcurement Installation Options page and makes it unavailable for selection.</li> <li>2. Looks to the Assign Catalog to Business Unit page, as well as the Catalog Security page, to determine the authorized item catalogs.</li> </ol> <p>If you activate the security type <i>REQUESTOR_ID</i>, then the system:</p> <ol style="list-style-type: none"> <li>1. Looks to the Requestor Setup page, as well as the Catalog Security page, to determine the authorized item catalogs.</li> <li>2. Does not use the Default Access field on the Security Type Attributes page.</li> </ol> |
| <b>Catalog Security</b>       | Click to access the Category Security page, where you can update security parameters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Security Type Attributes Page

Use the Security Type Attributes page (PV\_CAT\_ST\_ATTR) to define security type attributes which include query or prompt tables used.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs > Catalog Security Types

Click the Attributes tab.

### Image: Security Type Attributes page

This example illustrates the fields and controls on the Security Type Attributes page. You can find definitions for the fields and controls later on this page.

| Security Type | Default Access | Query Name         | Prompt Table    | SetID Control            |
|---------------|----------------|--------------------|-----------------|--------------------------|
| BUSINESS_UNIT | Y              |                    | SP_BU_PM_NONVW  | <input type="checkbox"/> |
| REQUESTOR_ID  | Y              |                    | RQSTR_ACTIVE_VW | <input type="checkbox"/> |
| ROLENAME      | Y              | PV_CAT_ROLENAME_QF | PV_CAT_ROLE_VW  | <input type="checkbox"/> |

Use this page to define the attributes for each of the security levels that you defined on the Security Types page.

### Default Access

Determines access to catalogs when no data entry found for the security type in Catalog Security page. Enter *Y* to access all item catalogs and enter *N* for no access to item catalogs.

For example, for the security type of business unit, if you do not enter the business unit *AUS01* on the Catalog Security page, then a default access value of *Y* gives *AUS01* access to all item catalogs; However, a default access value of *N* gives *AUS01* no access to any item catalogs. Since the system uses an intersect policy, *N* would prevent any entries into the business unit *AUS01*.

**Note:** The Default Access field is not applicable to the security type of *REQUESTOR\_ID*, because the system always loads all requesters into the Catalog Security page.

### Query Name

Enter a query record name to retrieve the acceptable values based on the security type record definitions. A query is required if the implementation application class on the Catalog Security Types page is the QuerySecurityType class. Design

this query to retrieve the needed data to find rows. All necessary values can be retrieved based on the requisition's business unit, requester, or user ID. For example, if the ship to location is defined as a security type, then the query would be designed to retrieve the ship to based on the user ID on the User Preferences - Procurement page.

### Prompt Table

Enter the prompt table to be used for this security type. A prompt table is required if the implementation application class is the system-delivered *QuerySecurityType*.

### SetID Control

Select whether the security type query in the Query Name field is SetID controlled.

## Catalog Security Page

Use the Catalog Security page (PV\_CAT\_SECURITY) to assign authorized item catalogs to security types.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs > Catalog Security Types

Click the Catalog Security link.

### Image: Catalog Security page (1 of 2)

This example illustrates the fields and controls on the Catalog Security page (1 of 2). You can find definitions for the fields and controls later on this page.

| Catalog Security                         |                                     |                                            |
|------------------------------------------|-------------------------------------|--------------------------------------------|
| Security Type BUSINESS_UNIT              |                                     |                                            |
| Find <input type="text"/>                | <input type="button" value="Go"/>   |                                            |
| First 1-7 of 7 Last                      |                                     |                                            |
| Value <input type="text" value="CAN01"/> | <a href="#">Authorized Catalogs</a> | <input checked="" type="checkbox"/> Active |
| Value <input type="text" value="FRA01"/> | <a href="#">Authorized Catalogs</a> | <input checked="" type="checkbox"/> Active |
| Value <input type="text" value="JPN01"/> | <a href="#">Authorized Catalogs</a> | <input checked="" type="checkbox"/> Active |
| Value <input type="text" value="US001"/> | <a href="#">Authorized Catalogs</a> | <input checked="" type="checkbox"/> Active |

**Image: Catalog Security page (2 of 2)**

This example illustrates the fields and controls on the Catalog Security page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Catalog Security' page (2 of 2). It features three rows, each representing a security type. Each row has a 'Value' field (e.g., US002, US003, US015), an 'Active' checkbox (all are checked), and an 'Authorized Catalogs' link. Below the rows is an 'Add' button. A section titled 'Update All Business Units' contains a '\*Catalog Type' dropdown menu (set to 'Master Item Catalogs') and a 'Select Catalogs' link. At the bottom, there are two links: 'Return to Administer Procurement' and 'Catalog Security Types'.

For each security type (security level), define what item catalogs are available.

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Find</b>                | Enter a value on which to search in the scroll area. Use this field when you have a large number of values in the scroll area.                                                                                                                                                                                                                                                                                                |
| <b>Value</b>               | Select a field value that you have defined for this security type.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Active</b>              | Select to enable the item catalogs security for this value. If this value is not selected, then the Default Access field on the Security Type Attributes page is applied.                                                                                                                                                                                                                                                     |
| <b>Authorized Catalogs</b> | Click the Show Authorized Catalogs button to display or enter the set of item catalogs authorized for the value. This includes all item catalogs, no catalogs, or a specific set of catalogs.<br>To add item catalogs, select the catalog type and click the Select Catalogs link to display all valid catalogs, then select the catalog and click the OK button. The new catalog appears in the Authorized Catalogs section. |
| <b>Add</b>                 | Select to add a new row to this page, so that you can enter a new value.                                                                                                                                                                                                                                                                                                                                                      |

**Update All Business Units**

Use this section to add or remove item catalogs to all of the listed values. For example, if a new item catalog is created after implementation, use this feature to add the catalog to all business units, requesters, and user roles. To add or remove item catalogs, select the catalog type, use the Select Catalogs link to display all valid catalogs, then select the catalogs and click the Add To All or Remove From All button.

## eProcurement Business Unit Actions Page

Use the eProcurement Business Unit Actions page (PV\_ACTIONS\_BU) to identify the PeopleSoft eProcurement actions that should be used for each business unit.

The applicable PeopleSoft eProcurement actions enable security for items from the business template, express forms, and direct connect suppliers.

### Navigation

Click the eProcurement Business Unit Actions link on the Maintain Business Units page.

### Image: eProcurement Business Unit Actions page

This example illustrates the fields and controls on the eProcurement Business Unit Actions page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'eProcurement Business Unit Actions' page. The 'Action Name' is 'DCSUPPLIER\_SECURITY' and the 'Description' is 'Enable Catalog Security for Direct Connect Suppliers'. Below the description is a 'Business Unit' field with a search icon and '+' '-' buttons. At the bottom are two links: 'Return to Maintain Business Unit' and 'Return to Administer Procurement'.

If you have set up the system to control access to direct connect, express forms, or company templates, then you must identify specific business units that utilize the catalog security. For each action, you need to identify business units you wish to apply catalog security to:

#### Action Name

Options are:

- *DCSUPPLIER\_SECURITY*: Enable item security for items from direct connect suppliers
- *EXPRESSFORM\_SECURITY*: Enable item security to be applied to express forms.
- *TEMPLATE\_SECURITY*: Enable item security to be applied to business templates.

---

**Note:** Item security is always enabled for the items within the PeopleSoft Item Master table.

---



## Setting Up Searches by Item Attributes

This section provides an overview of searching by item attributes and discusses how to import attributes from a flat file, verify imported attributes, assign cross-references to attribute names, and define regional-based sourcing.

PeopleSoft eProcurement enables you to associate attributes with categories to make item searches more precise. After item attribute searches are implemented, you can select one or more categories on the Advanced Search page and search on the attributes for the selected categories, including their children.

### Pages Used to Set Up Searches by Item Attributes

| <b>Page Name</b>                                        | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                              |
|---------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Attribute Name Cross Reference Page</a>     | PV_CAT_ATTR_XRF        | Assign cross-references to attribute names and assign base UOMs for attributes. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.                                                                                                |
| <a href="#">Attributes Staging Table Page</a>           | PV_ATTR_LOAD_STG       | Verify imported attributes. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.                                                                                                                                                    |
| Category Attributes Page                                | PV_SRCH_CAT_ATTR       | Edit category attributes that have been imported from a marketplace.<br><br>Access is limited to users with the eProcurement action role SYSTEM_ADMIN.<br><br>eProcurement > Administer Procurement > Maintain Supplier Integration > Category Attributes |
| <a href="#">eProcurement Business Unit Options Page</a> | PV_BUS_UNIT_PM         | Enable regional security for the eProcurement business unit.                                                                                                                                                                                              |
| <a href="#">Import Attributes Page</a>                  | PV_ATTR_IMPORT         | Import attributes from a flat file. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.                                                                                                                                            |
| Item Attributes Page                                    | PV_SRCH_ITM_ATTR       | Verify and edit item attributes imported from a marketplace. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.<br><br>eProcurement > Administer Procurement > Maintain Supplier Integration > Item Attributes                    |
| <a href="#">Item Supplier by Region Page</a>            | ITM_REGION_VNDR        | Define regional-based sourcing for items.                                                                                                                                                                                                                 |

| <b>Page Name</b>                | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                     |
|---------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Load Attributes from Stage Page | PV_ATTR_RUN_LOAD       | Import attributes from the attributes staging table page into the category and item attributes tables. Access is limited to users with the eProcurement action role SYSTEM_ADMIN.<br><br>eProcurement > Administer Procurement > Maintain Supplier Integration > Load Attributes |
| Purchasing Attributes Page      | ITM_TBL_PUR            | Define item information specific to purchasing.<br><br>eProcurement > Administer Procurement > Maintain Catalogs > Purchasing Attributes                                                                                                                                         |
| Units of Measure Page           | UNITS_OF_MEASURE       | Confirm this table includes the UOMs used by the items that you are loading.<br><br>Set Up Financials/Supply Chain > Common Definitions > Units of Measure > Units of Measure                                                                                                    |

## Understanding Item Searches and Item Attributes

This section discusses:

- Search implementation steps.
- Attributes and categories tables.
- Import, stage, and load attribute process flow.
- Attribute names and unit of measure (UOM) variations.

### Search Implementation Steps

Search implementation involves these steps:

1. Import attributes to the staging table.
2. Verify the imported attributes.
3. Designate cross-references for attribute names and units of measure.
4. Load attributes from staging.
5. Maintain marketplace category attributes and item attributes.

### Attribute and Category Tables

The category attributes for item attribute searches are stored in table PV\_CAT\_ATTR\_TBL, which includes these fields:

| <b>Field</b>  | <b>Field Type</b>                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| SETID         | (key field)                                                                                                                                     |
| CATEGORY_TYPE | (key field)                                                                                                                                     |
| CATEGORY_CD   | (key field)                                                                                                                                     |
| CATEGORY_ID   | (key field)                                                                                                                                     |
| ATTRNAME      | (key field)                                                                                                                                     |
| LANGUAGE_CD   | (key field)                                                                                                                                     |
| DESCR         | (character)                                                                                                                                     |
| UOM_ATTR      | (Assuming that ISO standard UOM is used.)<br><br><b>Note:</b> You might need to add units of measure to the system or convert units of measure. |
| FLAG          | (numeric flag)                                                                                                                                  |

This table represents an example of category attributes using the fields defined above for the table PV\_CAT\_ATTR\_TBL:

**Image: Example of category attributes in the PV\_CAT\_ATTR\_TBL record**

The image displays example of category attributes.

| SetID | Category_Type | Category_ID | Category_CD     | Attr_Name | Language_CD | Descr            | UOM_Attr | Flag |
|-------|---------------|-------------|-----------------|-----------|-------------|------------------|----------|------|
| SHARE | PSF           | 1           | Office Supplies | Weight    | ENG         | Weight           | LBS      | Y    |
| SHARE | PSF           | 1           | Office Supplies | Size      | ENG         | Size             |          | N    |
| SHARE | PSF           | 1           | Office Supplies | Height    | ENG         | Height           | M        | Y    |
| SHARE | PSF           | 1           | Office Supplies | Color     | ENG         | Color            |          | N    |
| SHARE | PSF           | 2           | Computer        | Speed     | ENG         | Processing Speed | MHZ      | Y    |
| SHARE | PSF           | 2           | Computer        | Memory    | ENG         | Hard Drive       | GB       | Y    |
| SHARE | PSF           | 2           | Computer        | Modem     | ENG         | Modem Speed      | KPS      | Y    |

Item attributes for the item attribute search are stored in the PV\_ITM\_ATTR\_TBL table, which includes:

| <b>Field</b> | <b>Field Type</b> |
|--------------|-------------------|
| SETID        | (key field)       |
| INV_ITEM_ID  | (key field)       |

| <b>Field</b> | <b>Field Type</b> |
|--------------|-------------------|
| ATTRNAME     | (key field)       |
| ATTVALUE     | (character field) |
| UOM_ATTR     | UOM attributes    |
| PV_ATTRVALUE | numeric field     |

This table represents an example of item attributes using the fields defined above for the table PV\_ITM\_ATTR\_TBL:

**Image: Example of item attributes in the PV\_ITM\_ATTR\_TBL record.**

This image displays example of item attributes.

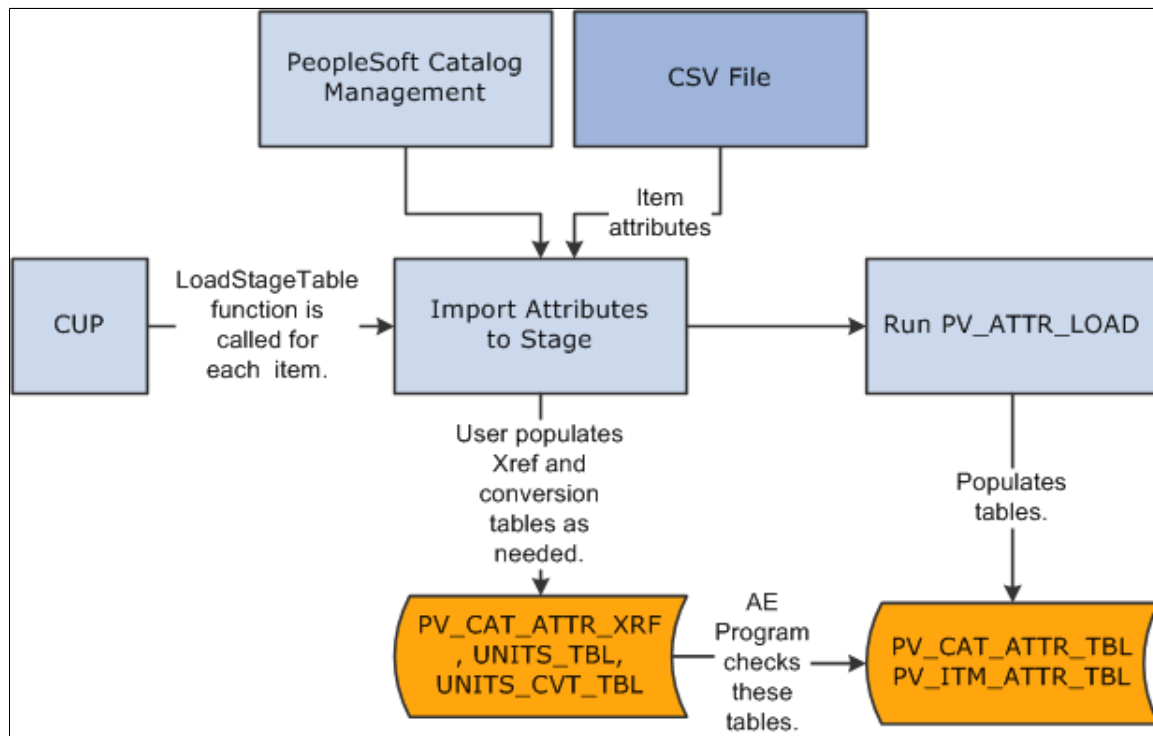
| SelID | INV_ITEM | ATTR_NAME | ATTR_VALUE | PV_ATTR_VALUE | UOM_ATTR |
|-------|----------|-----------|------------|---------------|----------|
| SHARE | 1        | Weight    | 10         | 10            | LBS      |
| SHARE | 1        | Size      | Med        | 0             |          |
| SHARE | 1        | Height    | 2          | 2             | IN       |
| SHARE | 2        | Weight    | 50         | 50            | LBS      |
| SHARE | 2        | Color     | Blue       | 0             |          |
| SHARE | 2        | Size      | Large      | 0             |          |
| SHARE | 3        | Speed     | 233        | 233           | MHZ      |
| SHARE | 3        | Memory    | 4          | 4             | GB       |
| SHARE | 3        | Modem     | 56         | 56            | KPS      |
| SHARE | 4        | Memory    | 400        | 400           | MB       |

### Import, Stage, and Load Attribute Process Flow

This diagram demonstrates the flow for setting up for item attribute searches from loading item attributes from PeopleSoft Catalog Management, a CSV file, or a CUP file into the eProcurement item attributes and catalog attributes tables:

**Image: Item attribute search process flow from upload source to populating eProcurement tables**

Image displays item attribute search process flow.

**Attribute Names and UOM Variations**

You might have variations in the units of measure:

- If the item load creates redundant attribute names for a category, designate cross-references for the attribute names.

For example, you might have a category called office supplies with items that use both *WGT* and *WEIGHT* as attribute names for weight.

- If the item load creates redundant UOM names for an attribute in a category, cross-reference the UOM names.

PeopleSoft eProcurement provides table **PV\_CAT\_ATTR\_XRF** for cross-referencing attribute names and units of measure. It contains these fields:

| <b>Field</b>  | <b>Field Type</b> |
|---------------|-------------------|
| SETID         | (key field)       |
| CATEGORY_TYPE | (key field)       |
| CATEGORY_ID   | (key field)       |
| CATEGORY_CD   | (key field)       |

| <b>Field</b>    | <b>Field Type</b>                                     |
|-----------------|-------------------------------------------------------|
| ATTRNAME        | (key field; original attribute name or attribute UOM) |
| PV_ATTRNAME     | (convert to new attribute name or attribute UOM)      |
| UNIT_OF_MEASURE | (base UOM)                                            |

Use the Attribute Name Cross-Reference page to create cross-references for attribute and UOM names.

*PeopleTools: Tree Manager*

## Import Attributes Page

Use the Import Attributes page (PV\_ATTR\_IMPORT) to import attributes from a flat file.

Access is limited to users with the eProcurement action role SYSTEM\_ADMIN.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Import Attributes

### Image: Import Attributes page

This example illustrates the fields and controls on the Import Attributes page. You can find definitions for the fields and controls later on this page.

Use this page to stage attributes to eProcurement from a flat file as the first step in integrating the attributes into searches. The most typical data load consists of marketplace items, but you can import attributes from any properly formatted text file.

#### SetID

Select a SetID from the available options. If the flat file has no SetID, select *SHARE*.

#### File Type

Select *Comma Delimited* for text files.

**File Directory**

Enter the directory where the flat file is located.

---

**Note:** The fields included in this directory are listed following these field descriptions.

---

**Import Attributes**

Click to import the flat file to PeopleSoft eProcurement.

**Attributes Staging Table**

Click to access the Attributes Staging Table page, where you can verify the attributes that you have imported.

**File Directory Fields**

These fields are in the File Layout PV\_ATTR\_LOAD\_COMMA. Fields that are marked with an asterisk (\*) are required:

\*SETID

\*INV\_ITEM\_ID

\*ATTRNAME

\*LANGUAGE\_CD

PV\_CV\_SPN

PV\_CV\_PART\_EXT

\*MFG ID

\*MFG ITEM ID

CATEGORY\_TYPE

CATEGORY\_CD

CATEGORY\_ID

\*DESCR

\*ATTRVALUE

UOM\_ATTR

These rules apply to the previous fields:

- SETID is required only if you have not selected a SetID on this page.
- INV\_ITEM\_ID or MFG\_ID and MFG\_ITEM\_ID is required unless you include values for PV\_CV\_SPN and PV\_CV\_PART\_EXT.
- These fields are comma-delimited with no additional spaces (empty fields must also be delimited).
- For multi-languages, the only field that should be translated is Attribute Description, DESCR.

The Attribute Name field, ATTRNAME, must be the same across all languages for the same attribute.

## Example

```

SHARE,10012,WEIGHT,ENG,,,BIKE-01,BIKE-ITM-12,,,,Weight,10,LBS
SHARE,10013,LEN,ENG,,,BIKE-01,BIKE-ITM-13,,,,Length,5,IN
SHARE,10014,WGT,ENG,,,BIKE-01,BIKE-ITM-14,,,,Weight,12,KG
SHARE,10014,WIDTH,ENG,,,BIKE-01,BIKE-ITM-14,,,,Width,6,IN
SHARE,10015,LEN,ENG,,,BIKE-01,BIKE-ITM-15,,,,Length,10,FT
SHARE,10015,COLOR,ENG,,,BIKE-01,BIKE-ITM-15,,,,Color,RED,
SHARE,10015,WEIGHT,ENG,,,BIKE-01,BIKE-ITM-15,,,,Weight,5,OZT

```

## Attributes Staging Table Page

Use the Attributes Staging Table page (PV\_ATTR\_LOAD\_STG) to verify imported attributes.

Access is limited to users with the eProcurement action role SYSTEM\_ADMIN.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Attributes Staging Table

### Image: Attributes Staging Table page: Item Attributes tab

This example illustrates the fields and controls on the Attributes Staging Table page: Item Attributes tab. You can find definitions for the fields and controls later on this page.

Attributes Staging Table

Attributes Staged and Ready for Loading:

List of Item Attributes

Personalize | Find | View All | First 1 of 1 Last

| Item ID | Supplier Part Number | Extension | Attribute Name | Language | Description | Attribute Value | Attribute Unit |
|---------|----------------------|-----------|----------------|----------|-------------|-----------------|----------------|
|         |                      |           |                |          |             |                 |                |

Load Attributes Add Units of Measure Attr. Name/UOM Cross-Reference Return to Administer Procurement

Use the page to view or edit item attributes loaded into the PV\_CAT\_ATTR\_TBL and PV\_CAT\_ATTR\_XRF tables. The system populates the fields on this page with the imported values loaded from the Import Attributes page.

There is no need to edit the imported values on this page unless you are required to cross-reference attributes or UOM names. For large amounts of data, use the Attribute Name Cross Reference page or manually convert the UOMs.

When cross-referencing names or converting units of measure, you may receive a warning message advising that multiple UOMs have been imported for one category. Resolve the conflict by designating a base UOM on the Attribute Name Cross Reference page.

If you are importing UOMs that do not already exist in the system, you receive a warning message. To add new units of measure, use the Units of Measure page.



## Manufacturing and Category Tab

Select the Mfg and Category (manufacturing and category) tab.

|                                                 |                                                                                                                                          |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manufacturing ID</b>                         | Displays the manufacturer of this item. This information comes from the Item Definitions - General page.                                 |
| <b>Manufacturer's Item ID</b>                   | Select an identifier for this manufacturer's item.                                                                                       |
| <b>Category Type, Category, and Category ID</b> | Displays information about the category to which the item belongs.                                                                       |
| <b>Numeric</b>                                  | Select to capture item attributes with generic numeric and alphanumeric item attribute fields at both the SetID and business unit level. |

## Status Tab

Select the Status tab.

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Processed</b>     | <p>Values are:</p> <p><i>N</i>: Attribute is not loaded. The data is still in the staging table.</p> <p><i>Y</i>: Attribute is loaded. The data has been loaded from the staging table to the category and item attributes tables.</p> <p><i>E</i>: Error attribute cannot be loaded or has been loaded with assumptions about the UOM.</p> <hr/> <p><b>Note:</b> Attributes are loaded on the Load Attributes from Stage page.</p> <hr/> |
| <b>Error Message</b> | <p>If one of these messages appears, you can use the Units of Measure page to add UOMs or create conversions for UOMs:</p> <p><i>UOM Conversion Rate Not Defined. 1 to 1 Conversion Assumed.</i></p> <p><i>Invalid Unit of Measure. Attribute Not Loaded.</i></p>                                                                                                                                                                         |

## Attribute Name Cross Reference Page

Use the Attribute Name Cross Reference page (PV\_CAT\_ATTR\_XRF) to assign cross-references to attribute names and assign base UOMs for attributes.

Access is limited to users with the eProcurement action role SYSTEM\_ADMIN.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Attribute Name Cross Reference

### Image: Attribute Name Cross Reference page

This example illustrates the fields and controls on the Attribute Name Cross Reference page. You can find definitions for the fields and controls later on this page.

**Attribute Name Cross Reference**

SetID SHARE      Category ID 00002      Category ACCESSORIES Accessories

| *SetID | Category ID | Description | *Attribute Name | New Attribute Name | Base UOM |
|--------|-------------|-------------|-----------------|--------------------|----------|
| SHARE  | 00002       | Accessories |                 |                    |          |

Attributes Staging Table      Add Units of Measure      Return to Administer Procurement

If you have redundant attribute or UOMs, establish cross-references so that the system can refer to one standard name. Cross-references enable you to establish one name for each attribute and one name for each UOM within a category.

#### Attribute

Select an attribute for which you want to create a cross reference.

#### New Attribute Name

Select an attribute name for cross-referencing the selection in the Attribute Name field. If you are creating a UOM cross-reference, leave this field blank.

#### Base UOM

Select a base UOM for the new attribute name. The name must exist in the UOM table and there must be a conversion for the UOM. You can create a conversion on the Units of Measure page.

---

**Note:** For each category that you use, only one UOM is allowed for each attribute. For example, for the attribute *Length*, you cannot use both inches and feet as the unit; however, you can use inches in one category and feet in another.

---

## Item Supplier by Region Page

Use the Item Supplier by Region page (ITM\_REGION\_VNDR) to define regional-based sourcing for items.

### Navigation

eProcurement > Administer Procurement > Maintain Catalogs > Item Supplier by Region

## Image: Item Supplier by Region page

This example illustrates the fields and controls on the Item Supplier by Region page.

Use this page to set up regional sourcing for an item and define priority suppliers by item regions. This enables regional item and supplier security for item browsing and searching. When an item has a supplier-region relationship, the system applies security to filter out suppliers and supplier locations that do not belong to the same region as the ship to region.

To define regional-based sourcing:

1. Use the eProcurement Installation Options page to enable the SES search engine.

Select *SES* as the Catalog Search Type. To access the page, select eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options.

2. Use the eProcurement Role Actions page to enable the VIEW\_ALL\_SUPPLIERS action. To access the page, select eProcurement > Administer Procurement > Maintain System Users and Roles > eProcurement Role Action.

3. Use the eProcurement Catalog Security Option page to enable catalog security.

Select the Enabled check box for the following Class Types: Access Policy, GUI, and Region Filter. To access the page, select eProcurement > Administer Procurement > Maintain Catalogs > eProcurement Catalog Security Option.

4. Use the eProcurement Business Unit Options page to enable regional security.

Select the Enable Req Region Security check box to activate sourcing security. To access the page, select eProcurement > Administer Procurement > Maintain Catalogs > eProcurement Business Unit Options.

5. Use the Purchasing Attributes page to define item information specific to purchasing such as the preferred supplier.

To access the page, select eProcurement > Administer Procurement > Maintain Catalogs > Purchasing Attributes.

6. Use the Purchasing Controls page to verify that the Available in All Regions option is not selected.

To access the page, select eProcurement > Administer Procurement > Maintain Catalogs > Purchasing Attributes. Select the Purchasing Controls tab.

7. Use the Item Supplier by Region page to establish the relationship between the item, region, and supplier.

### Related Links

"Sourcing by Region" (PeopleSoft FSCM 9.2: Purchasing)

---

## Setting Up and Using the Express Catalog

This section provides an overview of express catalogs and discusses the pages used to set up and utilize express catalogs.

### Pages Used to Set Up and Use the Express Catalog

| <b>Page Name</b>                              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>eProcurement Installation Options Page</u> | PV_INSTALLATION_PV     | Use the Item Source Option field to identify whether the system should use items from the item master tables, the express catalog, or both when browsing or searching for items using PeopleSoft eProcurement.                                                                                                                                                                                             |
| eProcurement Business Unit Options Page       | PV_BUS_UNIT_PM         | Use the Item Source field to identify whether the system should use items from the item master tables, the express catalog, or both when browsing or searching for items within a business unit.<br><br>You will only be able to utilize express items if you selected either the <i>Express Items Only</i> or the <i>Master and Express Items</i> option from the eProcurement Installation Options page. |
| <u>Procurement Catalog Load Page</u>          | PV_CP_IMPORT_RUN       | Use the Source field to add <i>CUP File (Access Database)</i> or <i>xCBL3.0XML File</i> as a load type and then select <i>Express</i> in the Catalog Destination field to load the data in the express catalog.                                                                                                                                                                                            |

### Understanding the Set Up and Use of Express Catalogs

The express catalog enables you to index items that were loaded from a marketplace into the PeopleSoft EOCM\_GEN\_TBL table. These express items are not added to the master item tables. This precludes the requirement of running the Item Load process, making it easier to configure PeopleSoft eProcurement. This is particularly valuable to customers who do not use PeopleSoft Inventory or rely on Purchasing item attributes.

To set up the express catalog, an administrator:

- Extracts data from the CUP file into eProcurement.

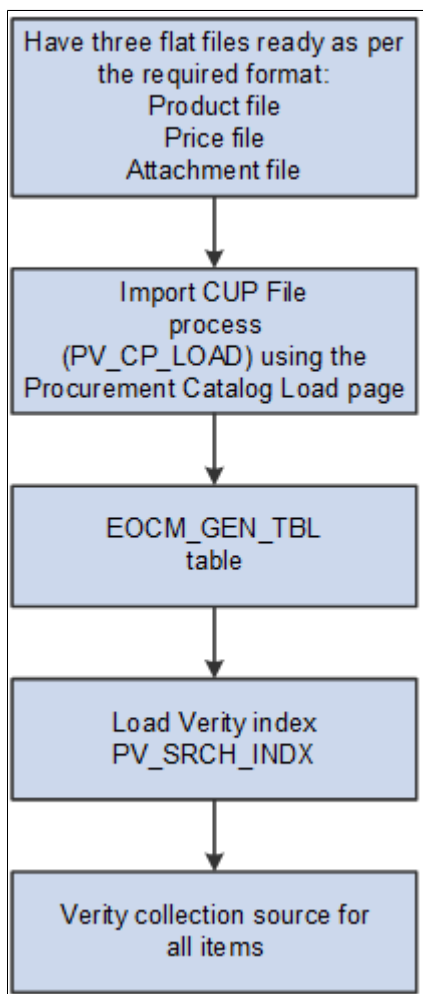
- Sets up requesters to browse, search, and select items from the express catalog.
- Uses express catalog items in rule-based security.

## Express Catalog Load Processing

This diagram illustrates the flow for loading express catalog files:

### Image: The process flow for loading express catalog items

The process flow for loading express catalog items



## Related Links

[Understanding PeopleSoft eProcurement Catalogs](#)



# Integrating with PeopleSoft HRMS

---

## Understanding PeopleSoft eProcurement and HRMS Integration

PeopleSoft eProcurement enables you to use employee information that is stored in the PeopleSoft HRMS database to create requesters and automatically update PeopleSoft eProcurement, based on changes to the employee data. The integration is accomplished with PeopleSoft Integration Broker, which enables you to receive service operations sent by PeopleSoft HRMS. When changes are made to the record in HRMS, they are automatically received by eProcurement.

The service operations are delivered with a status of *Inactive*. You must activate each service operation before attempting to publish or subscribe. The service operations that are sent by PeopleSoft HRMS must be activated in that database, and the messages to which PeopleSoft eProcurement receives must be activated in the PeopleSoft FDM database.

The integration between PeopleSoft HRMS and PeopleSoft eProcurement enables you to perform these tasks:

- Send new user data from HRMS to eProcurement.
- Automatically create requesters if a user contains a role that is predefined in Supply Chain Management as having access to the component.
- Automatically inactivate a requester when a user account is locked out.

When updating information between databases, PeopleSoft Integration Broker imposes these outbound and inbound rules:

- Full Table Publish (outbound)

This rule erases all data from the target table and replaces it with data from the source table.

- Incremental Table Publish (outbound)

This rule captures the addition, change, or deletion of data that is performed in the source database and either inserts a new row of data, or deletes, or updates the corresponding row of data in the target database.

---

**Note:** PeopleSoft eProcurement receives data changes from the PeopleSoft HRMS database. It does not send data to PeopleSoft HRMS (except for the USER\_PROFILE service operation). Also, PeopleSoft eProcurement does not receive any full table user profile data changes. It only receives incremental data changes.

---

## Setting Up HRMS Integration

This section discussed how to set up the human resource management service operations and set up defaults for automatic creation of users and requesters.

### Pages Used to Set Up HRMS Integration

| Page Name                                           | Definition Name | Usage                                                                                  |
|-----------------------------------------------------|-----------------|----------------------------------------------------------------------------------------|
| <a href="#">Requester Integration Defaults Page</a> | PV_HR8_DEFAULTS | Enter user and requester defaults for utilization in requester integration processing. |

### Setting Up the Human Resource Management Service Operations

PeopleSoft delivers the service operations in PeopleSoft Integration Broker with a default status of *Inactive*. You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM. To setup this service operation:

1. Define the requester role in eProcurement.
2. Setup within PeopleSoft Integration Broker and Enterprise Components:

Use the information in this table and refer to the setup instruction in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration).

| Service Operation         | Direction and Type      | Handlers                                               | Chunking Available? | Integrates With |
|---------------------------|-------------------------|--------------------------------------------------------|---------------------|-----------------|
| USER_PROFILE              | Inbound<br>Asynchronous | Update_User_Profile<br><br>UserProfileAnd<br>Requester | No                  | HRMS            |
| JOBCODE_SYNC              | Inbound<br>Asynchronous | JobcodeSync                                            | No                  | HRMS            |
| JOBCODE_<br>FULLSYNC      | Inbound<br>Asynchronous | JobcodeFullSync                                        | No                  | HRMS            |
| PERSON_BASIC_<br>FULLSYNC | Inbound<br>Asynchronous | PersonBasicFullSync                                    | No                  | HRMS            |

**Warning!** The JOBCODE\_FULLSYNC and the PERSON\_BASIC\_FULLSYNC should not be activated unless the organization is performing an initial implementation and no actual data exists in the PeopleSoft FSCM database.

If you change the status of these service operations to *Active*, the data in the PeopleSoft FSCM database will be overwritten. Do not activate the FULL\_SYNC versions in PeopleSoft HRMS or PeopleSoft FSCM unless you intend to overwrite all the data in the target tables.



## Requester Integration Defaults Page

Use the Requester Integration Defaults page (PV\_HR8\_DEFAULTS) to enter user and requester defaults for utilization in requester integration processing.

### Navigation

eProcurement > Administer Procurement

Click the Maintain System Users and Roles link on the Administer Procurement page.

Click the Requester Integration Defaults link on the Maintain System Users and Roles page.

### Image: Requester Integration Defaults page

This example illustrates the fields and controls on the Requester Integration Defaults page.

The screenshot displays the 'Requester Integration Defaults' page with the following sections and fields:

- User Preferences**
  - SetID:
  - Business Unit:
  - Currency Code:
- Requester Defaults**
  - Ship To Location:
  - Location Code:
  - Origin:
- User Profile**
  - Symbolic ID:
  - Password:  ☒ Expire password at next login
  - Language Code:  ☐ Multi Language Enabled?
- Permission Lists**
  - Navigator:
  - Process Profile:
  - Primary:
  - Row Security:
- Base Roles**
  - 
  - 
  - 
  -

At the bottom left, there is a link: [Return to Administer Procurement](#)

For the purpose of integrating with HRMS, you only need to define the fields within the User Preferences and the Requester Defaults group boxes.

The user profile defaults are used to enable automatic creation of users who do not exist when using the requester integration.



# Integrating with the Oracle Supplier Network

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## Understanding the Integration Between the Oracle Supplier Network, PeopleSoft eProcurement, and PeopleSoft eSettlements

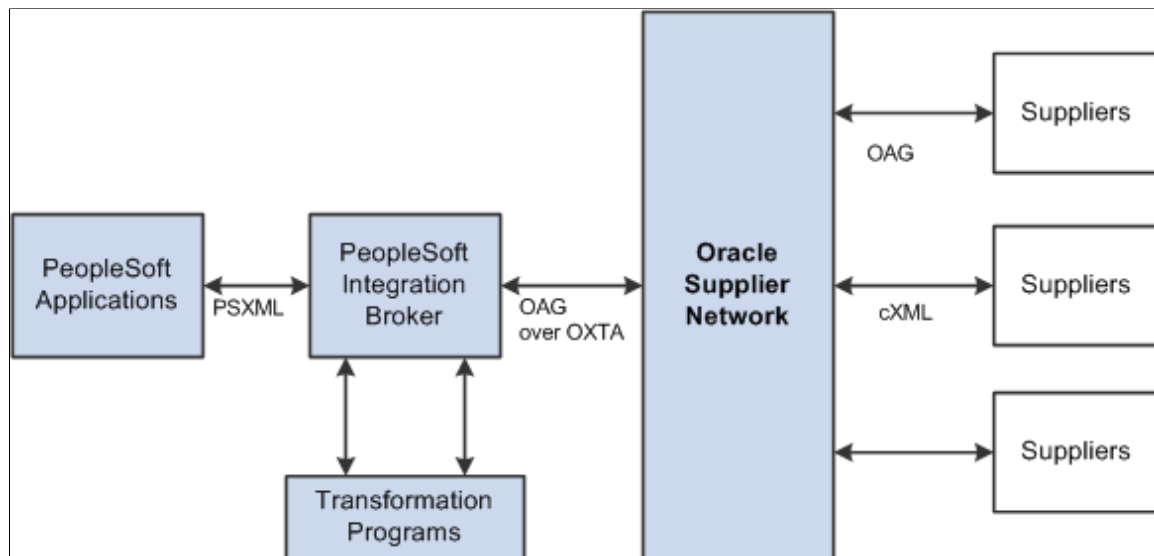
The Oracle Supplier Network (OSN) is an hosted service offering in which buyers and sellers use a common hub for exchanging and monitoring transactions. The integration between OSN and PeopleSoft enables you to pass the following transactions:

- Purchase orders and change orders from PeopleSoft to the OSN supplier (outbound transactions). The purchase order is passed to suppliers through OSN. Suppliers can decide their delivery method, and monitor transactions on OSN.
- Purchase order acknowledgement (POA) or a POA with changes from the OSN supplier to PeopleSoft (inbound transactions). The supplier's POA is sent through OSN to PeopleSoft.
- Advanced Shipping Notification (ASN) from the OSN supplier to PeopleSoft (inbound transaction). The supplier's ASN is sent through OSN and loaded into PeopleSoft as an advanced shipment receipt (ASR) where you can create a receipt in PeopleSoft.
- Invoices from the OSN supplier to PeopleSoft (inbound transaction). The supplier's invoice is sent through OSN and loaded into PeopleSoft where you can create a voucher in PeopleSoft eSettlements.

The following diagram illustrates the communication protocols between PeopleSoft, the Oracle Supplier Network, and the OSN suppliers. PeopleSoft should use OAG (Open Applications Group) XML for the outbound transaction since OSN supports incoming OAG messages over HTTP. The OSN suppliers can send and receive messages using cXML or OAG.

### Image: Overview of PeopleSoft to Oracle Supplier Network Integration

This image illustrates the communication protocols between PeopleSoft, the Oracle Supplier Network, and the OSN suppliers.



For outbound transactions from the PeopleSoft eProcurement or Purchasing applications, the PeopleSoft Integration Broker (Integration Gateway) uses application engine transformation programs and the `fscm_epo_OSNListeningConnector` IB connector to convert XML messages that use the PeopleSoft format (PSXML) into OAG XML files. For inbound transactions from the Oracle Supplier Network to PeopleSoft eSettlements, OAG XML messages are sent to the PeopleSoft Integration Gateway where transformation programs and the `fscm_epo_OSNListeningConnector` IB connector convert the incoming files into the PSXML format.

## Prerequisites

To set up the connection between eProcurement, eSettlements, and the Oracle Supplier Network (OSN), you must register with OSN and invite your suppliers to register with OSN.

See *Oracle Supplier Network User Guide*

## Common Elements Used

|              |                                                                                                                                                  |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PSXML</b> | An XML file that uses the PeopleSoft format.                                                                                                     |
| <b>OSN</b>   | The Oracle Supplier Network. OSN is a hosted service provided by Oracle OnDemand for handling transactions between Oracle systems and suppliers. |
| <b>OAG</b>   | Open Application Group. OSN supports incoming OAG messages over HTTP.                                                                            |

|             |                                                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>OXTA</b> | Oracle XML Transport Agent. OXTA is a lightweight messaging platform for transmitting documents over HTTP and secure HTTPS. |
| <b>UOS</b>  | Universal Order Schema                                                                                                      |
| <b>cXML</b> | Ariba's standard format for exchanging XML documents.                                                                       |
| <b>xCBL</b> | Commerce One's standard format for exchanging XML documents.                                                                |
| <b>HTTP</b> | Hypertext Transfer Protocol. HTTP is a request/response protocol between clients and servers.                               |

---

## Setting Up the Integration to the Oracle Supplier Network

Complete the following tasks within PeopleSoft to enable the integration between PeopleSoft eProcurement and eSettlements to OSN.

1. Review the EDX PO Dispatch Types page. The sample data contains the EDX PO Dispatch Type of *OAG72* for dispatching purchase orders to the Oracle Supplier Network. Review this information and make any changes necessary for your environment.
2. Use the Linked Suppliers page to connect PeopleSoft suppliers to OSN suppliers. For each supplier, you can define the EDX PO dispatch type *OAG72* (for OSN suppliers) and define OSN information to enable the connection.
3. In the PeopleSoft Integration Broker, review and activate the service operations used to integrate PeopleSoft to OSN.
4. Create a node to connect to the Oracle Supplier Network. The PeopleSoft system is delivered with the `PSFT_ORACLE_SUPPLIER_NETWORK` node for the Oracle Supplier Network.

See *PeopleTools: Integration Broker*, "Adding and Configuring Nodes".

5. Activate a routing to be used with the node. The PeopleSoft system is delivered with routings for the service operation needed to integrate with OSN. These routings contain the transformation programs needed to convert messages from *OAG* to *PSXML* and vice versa. These routings can be altered to fit your environment.

See *PeopleTools: Integration Broker*, "Managing Routing Definitions".

6. Review or change queue definitions. The PeopleSoft system is delivered with queues for the service operation needed to integrate with OSN.

See *PeopleTools: Integration Broker*, "Managing Service Operation Queues".

7. Setup node connectors. The PeopleSoft system is delivered with the `fscm_epo_OSNListeningConnector` connector.

PeopleSoft users can leverage OSN's Transaction Monitor to view message statuses and errors, use self-service tools to connect to OSN, and test the ability to transmit inbound and outbound documents. Users

can receive notifications of incoming messages that are applicable to them. For example, PeopleSoft eSettlements administrators can receive alerts for inbound invoices only.

## Pages Used to Setup the Integration to the Oracle Supplier Network

| <b>Page Name</b>                                  | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                           |
|---------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Direct Connect Methods Page</a>       | PV_DC_TYPE             | Define direct connect integration methods and standards.                                                                                                                                                               |
| <a href="#">EDX PO Dispatch Types Page</a>        | PV_EDX_TYPE            | Define dynamic dispatch types for EDX purchase orders. For dispatching purchase orders to the Oracle Supplier Network, use the EDX PO Dispatch Type of <i>OAG72</i> .                                                  |
| <a href="#">Linked Suppliers Page</a>             | PV_MS_SEC_SUPPLIER     | Link suppliers from other systems (including OSN) to PeopleSoft suppliers.                                                                                                                                             |
| <a href="#">Service Operations - General Page</a> | IB_SERVICE             | Activate service operations.                                                                                                                                                                                           |
| <a href="#">Node Definitions Page</a>             | IB_NODE                | Create or change a node. The PeopleSoft system is delivered with the PSFT_ORACLE_SUPPLIER_NETWORK node for the Oracle Supplier Network.<br><br><i>PeopleTools: Integration Broker, "Adding and Configuring Nodes".</i> |
| <a href="#">Routing Definitions Page</a>          | IB_ROUTINGDEFN         | Activate the routing that is used with the node.<br><br><i>PeopleTools: Integration Broker, "Managing Routing Definitions".</i>                                                                                        |
| <a href="#">Routings - Parameters Page</a>        | IB_ROUTINGDEFNDOC      | Set up routing parameters including transformation programs.<br><br><i>PeopleTools: Integration Broker, "Managing Routing Definitions".</i>                                                                            |
| <a href="#">Queue Definitions Page</a>            | IB_QUEUEDEFN           | Create or change queue definitions.<br><br><i>PeopleTools: Integration Broker, "Managing Service Operation Queues".</i><br><br>PeopleTools > Integration Broker > Integration Setup > Queues                           |
| <a href="#">Connectors Page</a>                   | IB_NODECONN            | Set up node connectors. This page enables you to associate gateways and connectors to a node.<br><br><i>PeopleTools: Integration Broker, "Using the Integration Broker Connector SDK".</i>                             |

## Activating the Service Operations

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive*. You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM.

To setup these service operations use the information in this table and refer to the setup instruction in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration) .

| <b>Service Operation</b>       | <b>Direction and Type</b> | <b>Handlers</b>               | <b>Chunking Available?</b> | <b>Integrates With</b>  |
|--------------------------------|---------------------------|-------------------------------|----------------------------|-------------------------|
| PV_ORDER                       | Outbound<br>Asynchronous  |                               | No                         | Oracle Supplier Network |
| PURCHASE_ORDER_ACKNOWLEDGEMENT | Inbound<br>Asynchronous   | PurchaseOrder Acknowledgement | No                         | Oracle Supplier Network |
| ADVANCED_SHIPPING_RECEIPT      | Inbound<br>Asynchronous   | AdvancedShipping Receipt      | No                         | Oracle Supplier Network |
| EM_VOUCHER_IN                  | Inbound<br>Asynchronous   | EmVoucherIn                   | No                         | Oracle Supplier Network |

*PeopleTools: Integration Broker*

### Related Links

"Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration)

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## Sending Purchase Orders and Change Order to the Oracle Supplier Network

Purchase orders can be sent to OSN suppliers using the following steps:

1. The purchase orders are created and approved in either PeopleSoft eProcurement or PeopleSoft Purchasing. Attachments can be included with the purchase orders at either the header level or line level.
2. The purchase orders are dispatched to an OSN supplier using the electronic data exchange (EDX) method in either PeopleSoft eProcurement or PeopleSoft Purchasing. The dispatch process places the purchase orders in the PeopleSoft outbound staging tables.
3. The PeopleSoft Integration Broker picks up the purchase order data in the outbound staging tables and uses the service operation PV\_ORDER to create the message. The routing on the service operation contains the transformation program PV\_ORD\_OAG that converts the purchase order from PSXML to OAG XML.

4. The connector address, `fscm_epo_OSNListeningConnector`, receives the XML message from PeopleSoft eProcurement, wrap the final message in a multipart MIME envelope, and then ships the message to OSN. This connector is also responsible for handling PO attachments and including them with the corresponding purchase order in the message to OSN.
5. The Oracle Supplier Network passes the purchase order to the OSN supplier.

Change orders follow the same business process flow but only the modified lines are sent to OSN and the XML document indicates that this is a change order instead of a purchase order.

In order to send a PeopleSoft purchase order or change order to the Oracle Supplier Network the OSN supplier must be defined on the Linked Supplier page with a EDX PO Dispatch Type of OAG72. The OSN supplier ID and supplier type are also on this page to link the PeopleSoft supplier ID to the OSN supplier.

The PeopleSoft system is delivered with the following setup for transmitting purchase orders to OSN, this data may need to be altered for your environment:

- Service operation: `PV_ORDER`
- Message: `PV_ORDER` version 1
- Application Engine transformation program: `PV_ORD_OAG`
- Routing: `ORACLE_SN_ORDER`
- Node: `PSFT_ORACLE_SUPPLIER_NETWORK`
- Queue: `PV_MS_ORD_DISPATCH`
- Connector: `fscm_epo_OSNListeningConnector`.

| <i>PeopleSoft Service Operation</i> | <i>OSN Transaction Name</i> | <i>cXML Equivalent</i>      |
|-------------------------------------|-----------------------------|-----------------------------|
| <code>PV_ORDER</code>               | OAG Process PO 007          | cXML Order Request          |
| <code>PV_ORDER</code>               | OAG Change PO 006           | cXML Order Request (update) |

See [Understanding Purchase Order Dispatch](#).

---

## Receiving Purchase Order Acknowledgements from the Oracle Supplier Network

Purchase order acknowledgements (POAs) can be sent from OSN suppliers to PeopleSoft using the following steps:

1. The Oracle Supplier Network transmits the POAs from the OSN supplier.
2. The PeopleSoft connector, `fscm_epo_OSNListeningConnector`, catches the inbound message which is routed to the `PURCHASE_ORDER_ACKNOWLEDGEMENT` service operation.



3. The routing on the service operation contains the transformation program SAC\_OAG72POA that converts the POAs from OAG XML to PSXML.
4. The handler PurchaseOrderAcknowledgement, that is defined on the service operation, is executed to update the POA tables in PeopleSoft.
5. POAs can be reviewed on the Manage PO Acknowledgements page in PeopleSoft (Purchasing, Purchase Orders, Acknowledgements, Manage PO Acknowledgements).
6. If the POA results in changes, a change order may be generated.

There are two options for receiving a purchase order acknowledgement from the supplier. The first is a POA which uses the PeopleSoft Purchasing functionality, and stores the status within Purchasing tables. The second is the POR (purchase order response) where you can view the status from the PO Dispatch Message page (eProcurement, Buyer Center, Dispatch Purchase Order, Dispatch Message Log).

The PeopleSoft system is delivered with the following setup for receiving purchase order acknowledgements from OSN, this data may need to be altered for your environment:

- Service operation: PURCHASE\_ORDER\_ACKNOWLEDGEMENT
- Message: PURCHASE\_ORDER\_ACKNOWLEDGEMENT version 1
- Application Engine transformation program: SAC\_OAG72POA
- Routing: ORACLE\_SN\_POA
- Node: PSFT\_ORACLE\_SUPPLIER\_NETWORK
- Queue: PURCHASE\_ORDER
- Handler: PurchaseOrderAcknowledgement
- Connector: fscm\_epo\_OSNListeningConnector.

| <i>PeopleSoft Service Operation</i> | <i>OSN Transaction Name</i> | <i>cXML Equivalent</i>    |
|-------------------------------------|-----------------------------|---------------------------|
| PURCHASE_ORDER_ACKNOWLEDGEMENT      | OAG Acknowledge PO 008      | cXML Confirmation Request |
| PURCHASE_ORDER_ACKNOWLEDGEMENT      | OAG Change Sales Order 008  | (no cXML equivalent)      |

## Receiving Advanced Shipment Notifications from the Oracle Supplier Network

Advanced shipping notifications (ASNs) can be sent from OSN suppliers to PeopleSoft where they are received as advanced shipping receipts (ASRs). The following steps are used:

1. The Oracle Supplier Network transmits the advanced shipping notifications from the OSN supplier.
2. The PeopleSoft connector, fscm\_epo\_OSNListeningConnector, catches the inbound message which is routed to the ADVANCED\_SHIPPING\_RECEIPT service operation.

3. The routing on the service operation contains the transformation program SAC\_OAG72ASN that converts the ASNs in OAG XML to the ASRs in PSXML.
4. The handler AdvancedShippingReceipt, that is defined on the service operation, is executed to update the Receipt Load tables in PeopleSoft.
5. The Receipt Loader process is then executed to create a receipt, which may then be approved by an administrator.
6. ASRs can be reviewed on the ASR Review page in PeopleSoft.

---

**Note:** A link to the PeopleSoft eSettlements application and to the PeopleSoft eSupplier Connection application is provided within the Oracle Supplier Network on the Trading Partners section.

---

The PeopleSoft system is delivered with the following setup for receiving ASNs from OSN, this data may need to be altered for your environment:

- Service operation: ADVANCED\_SHIPPING\_RECEIPT
- Message: ADVANCED\_SHIPPING\_RECEIPT version 2
- Application Engine transformation program: SAC\_OAG72ASN
- Routing: ORACLE\_SN\_ASN
- Node: PSFT\_ORACLE\_SUPPLIER\_NETWORK
- Queue: ADVANCED\_SHIPPING\_NOTICE
- Handler: AdvancedShippingReceipt
- Connector: fscm\_epo\_OSNListeningConnector.

| <i>PeopleSoft Service Operation</i> | <i>OSN Transaction Name</i> | <i>cXML Equivalent</i>   |
|-------------------------------------|-----------------------------|--------------------------|
| ADVANCED_SHIPPING_RECEIPT           | OAG Show Shipment 005       | cXML Ship Notice Request |

## Pages Used to Receive Advanced Shipment Notifications from the Oracle Supplier Network

| <i>Page Name</i>                  | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                               |
|-----------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Load Purchase Order Receipts Page | RUN_RECVLOAD           | Run the Receipt Load Application Engine process (PO_RECVLOAD) to load receipt data from the PeopleSoft staging tables into the PeopleSoft Purchasing records.<br><br>Purchasing > Receipts > Load Receipts |

| <i>Page Name</i> | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                               |
|------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ASR Review Page  | RECV_AOLN_EC           | Access information about receipts received using the ADVANCED_SHIPPING_RECEIPT Enterprise Integration Point (EIP) or created by supplier-entered ASNs.<br><br>Purchasing > Receipts > Review Receipt Information > Advanced Shipment Receipts > ASR Review |

---

## Receiving Invoices from the Oracle Supplier Network

Invoices can be transmitted from OSN suppliers to PeopleSoft where they are received as vouchers in PeopleSoft Payables through PeopleSoft eSettlements. The following steps are used:

1. The Oracle Supplier Network transmits the invoice from the OSN supplier.
2. The PeopleSoft connector, `fscm_epo_OSNListeningConnector`, catches the inbound message which is routed to the `EM_VOUCHER_IN` service operation.
3. The routing on the service operation contains the transformation program `SAC_OAG72INV` that converts the invoices in OAG XML to vouchers in PSXML.
4. The handler `EmVoucherIn`, that is defined on the service operation, is executed to update the voucher staging tables in PeopleSoft.
5. The Voucher Build process is then executed to create a voucher.
6. The Voucher Inquiry page can be used to review vouchers.

---

**Note:** In order to receive invoices from OSN suppliers, PeopleSoft Payables and PeopleSoft eSettlements must be installed. A link to the PeopleSoft eSettlements application and to the PeopleSoft eSupplier Connection application is provided within the Oracle Supplier Network on the Trading Partners section.

---

The PeopleSoft system is delivered with the following setup for receiving invoices from OSN, this data may need to be altered for your environment:

- Service operation: `EM_VOUCHER_IN`
- Message: `EM_VOUCHER_IN` version 1
- Application Engine transformation program: `SAC_OAG72INV`
- Routing: `ORACLE_SN_VOUCHER_IN`.
- Node: `PSFT_ORACLE_SUPPLIER_NETWORK`
- Queue: `EM_VOUCHER_IN`
- Handler: `EmVoucherIn`

- Connector: fscm\_epo\_OSNListeningConnector.

| <b>PeopleSoft Service Operation</b> | <b>OSN Transaction Name</b> | <b>Description</b>                                  |
|-------------------------------------|-----------------------------|-----------------------------------------------------|
| EM_VOUCHER_IN                       | OAG Process Invoice 002     | PeopleSoft eSettlements receives XML Invoice Detail |

## Pages Used to Receive Invoices from the Oracle Supplier Network

| <b>Page Name</b>                                     | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                              |
|------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Voucher Build Page" (PeopleSoft FSCM 9.2: Payables) | VCHR_BATCH_RQST        | Run this process to create voucher record sets from many sources including XML invoices.                                                                  |
| Voucher Inquiry Page                                 | AP_VOUCHER_INQUIRY     | Search for and review vouchers and any payment information.<br><br>Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher > Voucher Inquiry |

# Integrating with a Marketplace

---

## Understanding the Integration Between a Marketplace and PeopleSoft eProcurement

This overview discusses:

- Integration between a Marketplace and PeopleSoft eProcurement.
- Marketplace integration set up.
- Marketplace EIPs.

## Integration Between a Marketplace and PeopleSoft eProcurement

A Marketplace is an electronic trading community in which buyers and sellers use a common internet portal. Integrating the eProcurement system with Marketplace suppliers enables you to review the latest supplier catalogs and prices in a Marketplace, and then download these catalogs into eProcurement. When you connect to a Marketplace with eProcurement, you can:

- Load or update items from a Marketplace into eProcurement catalogs and use these items on eProcurement requisitions and purchase orders.
- Pass purchase orders and change orders that are created in eProcurement to a Marketplace where suppliers receive the orders and review them.
- Pass the supplier's response to the purchase order from a Marketplace to eProcurement.

In a Marketplace, if you are using xCBL 2.0 or Business Interlinks, the supplier responds by accepting or rejecting the purchase order. This response is passed to eProcurement where it is inserted in the PO Dispatch Message Log page. The status of the PO in eProcurement changes to *Dispatched*.

- Load or create a receipt using advanced shipment receipt (ASR).
- Load or create an voucher or invoice for the purchase order.
- Use the price check feature in eProcurement to update an item's price to match the current price in a Marketplace.

Users receive the latest price for an item, which is important when prices frequently fluctuate.

- Use the availability check feature in eProcurement to update an item's available quantity to match the supplier's available quantity in a Marketplace.

Users know before submitting an order whether stock is currently available.

- Use the order status feature in eProcurement to request the current status of the purchase orders submitted to a Marketplace.

---

**Note:** Not all suppliers support all features of this integration. For example, availability check will not work unless the supplier has integrated their inventory system with a Marketplace.

---

## Marketplace Integration Set Up

To set up the connection between eProcurement and a Marketplace:

1. Set up Marketplace suppliers as suppliers, using the Supplier Information component.
2. Set up Marketplace suppliers as eProcurement suppliers, using a Marketplace Supplier Setup page.
3. Associate the SetID that is used in the eProcurement record group as a buyer in a Marketplace using the Marketplace Buyers - Buyer Setup pages.

---

**Note:** All transactions for eProcurement are stored by using the business unit as a key field. These business units are associated with the eProcurement record group (PV\_01) by using a SetID on the Table Control - Record Group page. In order to pass transactions to a Marketplace, the SetIDs that are used must be defined as a Marketplace buyer using the Marketplace Buyers - Buyer Setup page.

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---

**Note:** If you are using xCBL 2.0 or Business Interlinks, then you need to enter the internet address of the Integration Broker Gateway connector on the Buyer Setup page. If you use Integration Broker, the internet address is not required.

---

4. Synchronize shared data that is transferred between eProcurement and a Marketplace.

To prevent validation errors during the transfer of data between eProcurement and a Marketplace, ensure that common control data is identified by the same codes. This common data includes units of measure, currency codes, country codes, language codes, and so on.

## Marketplace EIPs

To support integrated implementations in which you use a third-party system to acquire goods and services, eProcurement provides these enterprise integration points (EIP):

|                            |                                                           |
|----------------------------|-----------------------------------------------------------|
| <b>PV_AVAIL_CHECK_REQ</b>  | Checks for the availability of items with a supplier.     |
| <b>PV_AVAIL_CHECK_RESP</b> | The supplier responds with the availability of the items. |
| <b>PV_MS_RESP_MSG</b>      | eProcurement PO response from a Marketplace.              |
| <b>PV_ORD_STS_REQ</b>      | Checks the order status with the external system.         |
| <b>PV_ORD_STS_RESP</b>     | eProcurement gets a response to the order status request. |
| <b>PV_PRICE_CHECK_REQ</b>  | Checks prices available from the Marketplace supplier.    |
| <b>PV_PRICE_CHECK_RESP</b> | Gets the response to the price check request.             |

## Prerequisites

Before integrating a Marketplace with eProcurement, all Marketplace suppliers to be used in eProcurement must be set up as PeopleSoft eProcurement suppliers.

See "Understanding Supplier Maintenance" (PeopleSoft 9.2: Source to Settle Common Information)

## Setting Up Marketplace Suppliers and Buyers

To set up linked suppliers for a Marketplace, use the Linked Supplier component (PV\_MS\_SUPPLIERS).

To set up Marketplace buyers and buyer options, use the Marketplace Buyers component.

This section discusses how to set up Marketplace suppliers, identify SetIDs to be defined as Marketplace buyers, set up Marketplace buyers, and define Marketplace buyer options.

## Pages Used to Set Up Marketplace Suppliers and Buyers

| <i>Page Name</i>                               | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                              |
|------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Linked Suppliers Page</a>          | PV_MS_SEC_SUPPLIER     | Set up Marketplace suppliers as PeopleSoft suppliers.                                                                                                                                                                                                                     |
| <a href="#">Marketplace Buyer Setup Page</a>   | PV_MS_SEC_BUYER        | Set up Marketplace buyers so that purchase orders, responses, and other information can be exchanged.                                                                                                                                                                     |
| <a href="#">Marketplace Buyer Options Page</a> | PV_MS_BUYER_OPT        | Define Marketplace buyer options. Test the connection and view transmission logs between PeopleSoft eProcurement and a Marketplace. Test the sending and receiving of information including: purchase orders, price checks, availability checks, and order status checks. |

## Identifying SetIDs to be Defined as Marketplace Buyers

The Marketplace Buyers component enables you to define and test the connection to a Marketplace. The PeopleSoft eProcurement application is defined as a buyer within a Marketplace, so that information can be exchanged.

The SetID defines a Marketplace buyer, which is your eProcurement application. If you have multiple business units for PeopleSoft eProcurement, you might have multiple Marketplace buyers.

To determine the SetIDs that must be defined as Marketplace buyers:

1. Identify the Purchasing business units that are used to record eProcurement purchase orders and pass purchase orders to a Marketplace.
2. Access the Tableset Control - Record Group page.

In the Set Control Value field, enter the business unit. On the Tableset Control - Record Group page, identify the SetID that is used for the eProcurement record group, which is PV\_01.

3. Use the Marketplace Buyers - Buyer Setup page to define a buyer for this SetID.

## Related Links

"Purchasing Definition - Business Unit Options Page" (PeopleSoft FSCM 9.2: Purchasing)

## Marketplace Buyer Setup Page

Use the Marketplace Buyer Setup page (PV\_MS\_SEC\_BUYER) to set up Marketplace buyers so that purchase orders, responses, and other information can be exchanged.

### Navigation

eProcurement > Administer Procurement

Click the Maintain Supplier Integration link.

Click the Marketplace Buyers link.

### Image: Marketplace Buyer Setup page

This example illustrates the fields and controls on the Marketplace Buyer Setup page. You can find definitions for the fields and controls later on this page.

Define a Marketplace buyer for each SetID used to link a business unit to the PeopleSoft eProcurement record group PV\_01.

**Marketplace URL** (Marketplace uniform resource locator)

Enter the Marketplace internet address that is used by eProcurement to pass XML documents including; purchase orders, order status checks, and item price and availability checks.

---

**Note:** If you are using xCBL 2.0 or Business Interlinks, then you need to enter this URL.

---



**Marketplace Partner ID**

Enter a 64-bit identifier assigned to every Marketplace enterprise-level trading partner. Participant IDs are defined by a Marketplace supplier and cannot be modified.

**Buyer User ID**

Enter a user ID that enables the trading partner to gain access to a Marketplace. PeopleSoft eProcurement is a trading partner with Marketplace suppliers.

**Buyer Password**

Enter the buyer's password.

**Gateway URL** (gateway uniform resource locator)

Enter the PeopleSoft gateway internet address to which it sends suppliers' responses. After these responses (which are formatted as XML documents) arrive at the PeopleSoft gateway, the system launches PeopleCode to update PeopleSoft eProcurement.

---

**Note:** If you are using xCBL 2.0 or Business Interlinks, then you need to enter this URL.

---

## Marketplace Buyer Options Page

Use the Marketplace Buyer Options page (PV\_MS\_BUYER\_OPT) to define Marketplace buyer options.

Test the connection and view transmission logs between PeopleSoft eProcurement and a Marketplace. Test the sending and receiving of information including: purchase orders, price checks, availability checks, and order status checks.

**Navigation**

From the Marketplace Buyer Setup page, click the Buyer Options tab.

**Image: Marketplace Buyer Options page**

This example illustrates the fields and controls on the Marketplace Buyer Options page. You can find definitions for the fields and controls later on this page.

Buyer Setup Buyer Options

### Marketplace Buyer Options

SetID SHARE CORPORATE SETID

#### Log Files

Log File Location

File Type Price Check View Request View Response

#### Test MarketPlace Connectivity

Item ID  Price Availability

PO Number  Status

---

**Note:** In order to have read or write access to the log files, the log file location must be accessible by the application server, process scheduler server, and the client. Write access should be granted to the application server and the process scheduler server. The client servers should have read access.

---

## Log Files

### File Type

Select the type of log file that you want to view. Values are:

*Availability Check:* This file is generated when PeopleSoft eProcurement users compare the supplier's available quantity to the requisition quantity. If the quantity requested exceeds the available quantity, a message appears giving the user an opportunity to change the requisition quantity. Click the Check Price and Availability button on the Search Catalog - Item Description page to launch this action. You can launch this action using the Test Marketplace Connectivity section of this page.

*Order Status Check:* This file is generated when PeopleSoft eProcurement users request the current status of the purchase orders they submitted to a Marketplace. Click the Get Market Order Status button on the PO Dispatch Message Log page or select Run Order Status Check on the Process Marketplace Orders Process page to launch this action. You can launch this action using the Test Marketplace Connectivity section of this page.

*Price Check:* This file is generated when PeopleSoft eProcurement users update an item's price to match the current price in a Marketplace. Click the Check Price and Availability button on the Search Catalog - Item Description page to launch this action. You can launch this action using the Test Marketplace Connectivity section of this page.

*Purchase Order:* This file is generated when purchase orders created in PeopleSoft eProcurement are transmitted to a Marketplace. You can launch this action by running the Process Marketplace Orders process.

### View Request

Select to review the log file generated when sending the data transmission to a Marketplace. This XML data can be used to help debug problems with transmitting data to a Marketplace.

The type of log file is based on the selection in the File Type field. The system displays the last transmission of this file type located in the directory entered in the Log File Location field.

### View Response

Select to review the log file generated when a Marketplace sends a response to PeopleSoft eProcurement. This XML data can be used to help debug problems with transmitting data from a Marketplace. The type of log file that appears is based on the selection in the File Type field. The system displays the last transmission of this file type located in the directory entered in the Log File Location field. If you use Integration Broker

and select the file type *Purchase Order*; the log file does not contain any information, since the purchase order action is an asynchronous transmission and no response is received from a Marketplace.

## Test Marketplace Connectivity

### Price

Select to launch a price check, which instantly updates an item's price to match the current price in a Marketplace. The item entered in the Item ID field is used for this price check. The system generates a transmission log and stores it in the directory entered in the Log File Location field.

### Availability

Select to launch an availability check, which retrieves the supplier's available quantity from a Marketplace. The item entered in the Item ID field is used for this availability check. A transmission log is generated and stored in the directory entered in the Log File Location field.

### Status

Select to launch an order status check, which retrieves the current status of a purchase order within a Marketplace. The purchase order entered in the Purchase Order field is used for this order status check. A transmission log is generated and stored in the directory entered in the Log File Location field.

## Related Links

[Understanding Purchase Order Dispatch](#)

[Understanding Requisitions](#)

---

## Setting Up Integration with a Marketplace

This section provides an overview of the Integration Broker between a Marketplace and eProcurement and discusses how to set up nodes, activate routings, and activate service operations.

## Pages Used to Set Up Integration with a Marketplace

| <i>Page Name</i>                                  | <i>Definition Name</i> | <i>Usage</i>                                                                                                                    |
|---------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Service Operations - General Page</a> | IB_SERVICE             | Activate service operations.                                                                                                    |
| <a href="#">Routing Definitions Page</a>          | IB_ROUTINGDEFN         | Activate the routing that is used with the node.<br><br><i>PeopleTools: Integration Broker, "Managing Routing Definitions".</i> |

## Understanding the Integration between a Marketplace and eProcurement

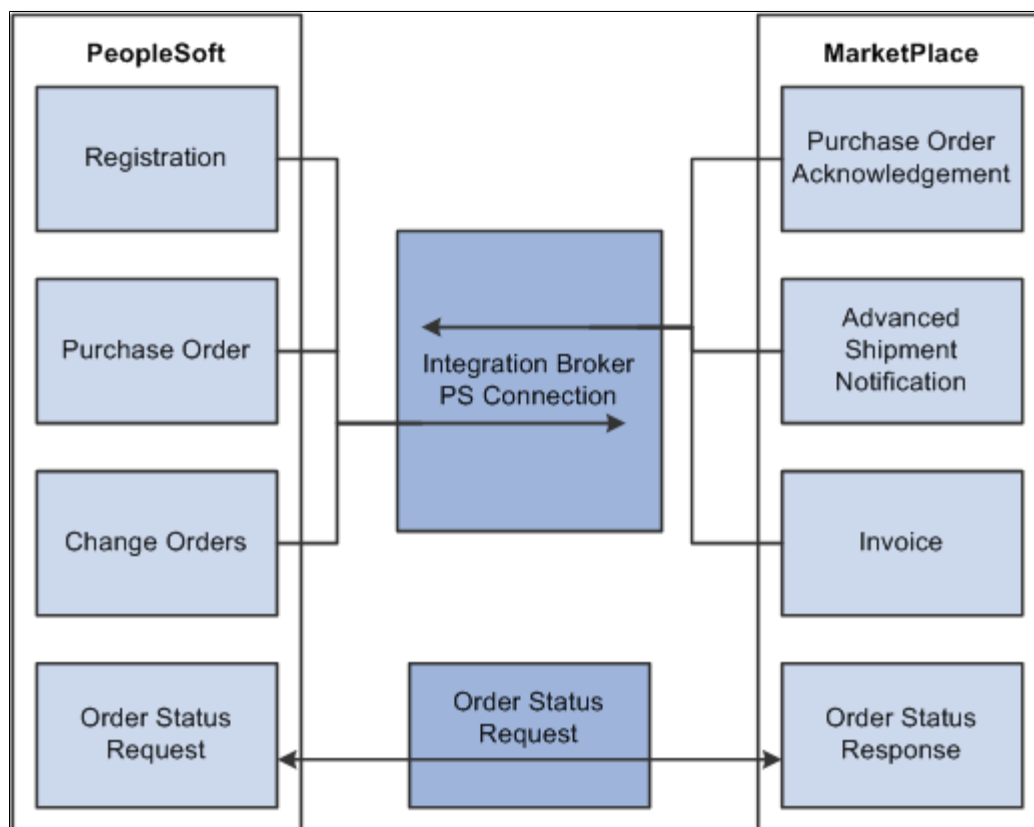
PeopleSoft integrates to a Marketplace to:

- Enable companies to easily register with Marketplaces.
- Create requisitions within eProcurement, while viewing catalogs in the Marketplace.
- Enable suppliers to send Purchase Order Acknowledgements (POA).
- Enable suppliers to send Advanced Shipment Notifications (ASN).
- Generate receipts when Advanced Shipment Receipts (ASR) are received.
- Enable suppliers to send invoices to the company, if you are using PeopleSoft Payables.
- Create vouchers for inbound invoices.

This diagram illustrates the flow of information from PeopleSoft, through the Integration Broker, and to the Marketplace. Data such as registration, purchase orders, and change orders flow from PeopleSoft to Marketplace. Data such as PO acknowledgements, advanced shipment notices, and invoices flow from Marketplace to PeopleSoft. Order status requests can flow between PeopleSoft and Marketplace:

### Image: PeopleSoft Integration Broker integration with a Marketplace

This diagram illustrates the flow of information from PeopleSoft, through the Integration Broker, and to the Marketplace.



## Understanding Setup Steps for Marketplace Integration

This section lists the steps that are required to integrate with a Marketplace:

To utilize the purchase order acknowledgement, advanced shipment notification, and invoice transaction capabilities, the administrator needs to configure the Integration Broker. These elements need to be set up:

1. Activate the service operation.
2. Activate the routing.

Integration Broker works within the PeopleSoft system to send and receive information to and from external systems, such as the Marketplace. In this case, the job of the Integration Broker is to send and receive documents that come to and from the Marketplace. The purpose of the Integration Broker is to aid in the translation of the xCBL 3.0 documents used by the Marketplace into the PSXML format that the PeopleSoft system recognizes. Integration Broker accomplishes this translation by using a combination of nodes, routings, and service operations.

| <b>Integration Broker Component</b> | <b>Purpose</b>                                                                                                                                                                                                                                                                      |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Operation                   | The service operation is a template for the data that the application sends and receives.                                                                                                                                                                                           |
| Routing                             | The route tells the system how the Marketplace works with PeopleSoft eProcurement. Details include what service operation to use for the two systems to communicate, and what Application Engine translation to use to translate the format from xCBL 3.0 to the PeopleSoft format. |

## Activating Service Operations

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive*. You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM.

To setup this service operation use the information in this table and refer to the setup instruction in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration) .

| <b>Service Operation</b> | <b>Direction and Type</b> | <b>Handlers</b> | <b>Chunking Available?</b> | <b>Integrates With</b> |
|--------------------------|---------------------------|-----------------|----------------------------|------------------------|
| PV_AVAIL_CHECK_REQ       | Outbound<br>Synchronous   |                 | No                         | third-party system     |
| PV_AVAIL_CHECK_RESP      | Inbound<br>Asynchronous   |                 | No                         | third-party system     |
| PV_MS_RESP_MSG           | Inbound<br>Asynchronous   | PvMsRespMsg     | No                         | third-party system     |

| <b>Service Operation</b> | <b>Direction and Type</b> | <b>Handlers</b> | <b>Chunking Available?</b> | <b>Integrates With</b> |
|--------------------------|---------------------------|-----------------|----------------------------|------------------------|
| PV_ORDER                 | Outbound<br>Asynchronous  |                 | No                         | third-party system     |
| PV_ORDER_REQ             | Outbound<br>Synchronous   |                 | No                         | third-party system     |
| PV_ORD_STS_REQ           | Outbound<br>Synchronous   |                 | No                         | third-party system     |
| PV_ORD_STS_RESP          | Inbound<br>Asynchronous   |                 | No                         | third-party system     |
| PV_PRICE_CHECK_REQ       | Outbound<br>Synchronous   |                 | No                         | third-party system     |
| PV_PRICE_CHECK_RESP      | Inbound<br>Asynchronous   |                 | No                         | third-party system     |

*PeopleTools: Integration Broker*

## Related Links

"Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration)

## Routing Definitions Page

Use the Routing Definitions page (IB\_ROUTINGDEFN) to activate the routing that is used with the node.

### Navigation

- eProcurement, Administer Procurement, Maintain Supplier Integration, Integration Broker Routing Definitions
- PeopleTools, Integration Broker, Integration Setup, Routings

This section discusses how to Activate Marketplace routings.

## Activating Marketplace Routings

Activate the Marketplace routings.

---

## Loading Marketplace Catalog Items into PeopleSoft eProcurement

This section provides an overview of loading Marketplace items into PeopleSoft eProcurement and discusses how to download supplier flat files, extract data from a CUP file, export CUP data, load CUP files, define item import defaults, validate and process imported items, edit imported item categories, maintain imported item statuses, load Marketplace items, correct inventory item load errors, and download item attachments.

### Understanding Loading Marketplace Items into PeopleSoft eProcurement

After you set up connections to a Marketplace, you can load items from Marketplace catalogs into PeopleSoft eProcurement. The items can be loaded into the item master tables or into an express catalog. This topic discusses loading items into the item master tables of PeopleSoft.

For information on the express catalog option, see [Setting Up and Using the Express Catalog](#).

When Marketplace items are loaded into the PeopleSoft item master tables, they can be entered on eProcurement requisitions and purchase orders. You can also update prices and check available quantities for Marketplace items in PeopleSoft eProcurement. After you load the items, you should schedule regular updates to capture changes such as price changes, discontinuation of items, or the addition of new items.

To load a CUP (catalog update process) file into the system, complete these steps:

1. Import the product and price files to PeopleSoft eProcurement using the Import CUP File process (PV\_CUP\_LOAD).

This application engine process loads the product and price flat files into the PV\_CP\_LOAD and PV\_CP\_CAT\_TMP staging tables. The attachment file is loaded into the PV\_CP\_ITM\_XREF table.

2. Use the Validate and Process Imported Items page to validate the CUP file data in the staging tables, adding or changing information as necessary.
3. Use the Edit CUP Item Categories page to review any new item categories added for the items loaded from a Marketplace.

Each new item category requires a default account (the top level of the PeopleSoft ChartFields). This account is used to record the accounting entries created by ordering items in this item category.

4. Review the CUP status of the item on the CUP Items Status page.
5. When loading non-inventory items, be sure to enter a cost element in the Item Default Values page for the applicable SetID. This cost element is used as the default cost element for the new items created by the Load Marketplace Items process.
6. Run the Load Marketplace Items process (PV\_CP\_ITM\_LOAD).

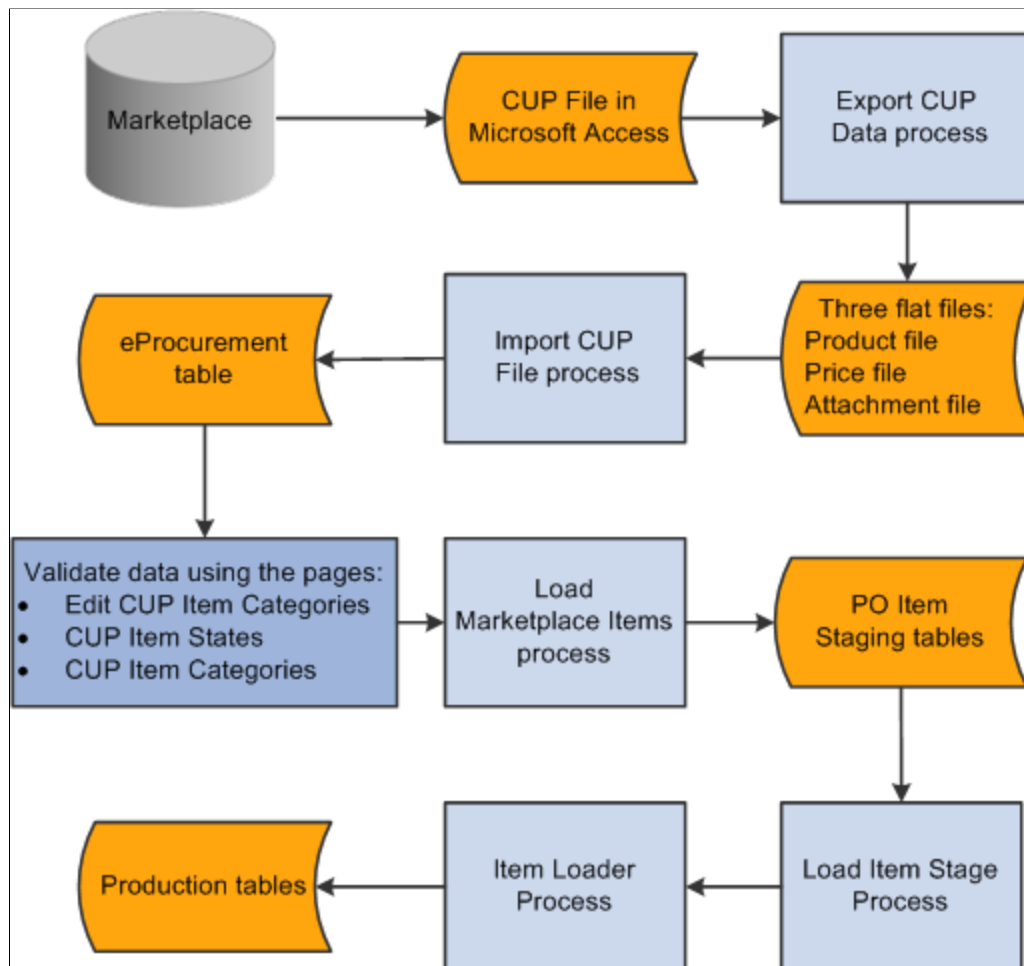
This process loads items with a status of *Ready to Build Items* (new items) or *Items to be Updated* from the staging tables into the PeopleSoft Item Master tables.

7. Use the Data Definition Maintenance page to review any errors for items that were not loaded properly.

Select the ITEM transaction type and enter the SetID for the items. Select the stage table option with an *Error* status and then click the Query button. Any errors appear at the bottom of the page.

**Image: Load Marketplace items into PeopleSoft eProcurement process flow**

This diagram illustrates the process of loading Marketplace items into PeopleSoft eProcurement by creating a CUP file and then loading the data into the PeopleSoft production tables:



To set up the system to use the CUP Load process, you need to complete these tasks:

1. Provide locations for the product, price, and attachment files from the supplier.
2. Load the CUP file to extract the data from the input files and place them in the Inventory tables.
3. Provide item defaults, such as account number and currency information.
4. Validate items being imported into the PeopleSoft system.
5. Correct errors that may occur in the extraction process.



## Pages Used to Load Marketplace Catalog Items into PeopleSoft eProcurement

| <b>Page Name</b>                                | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                   |
|-------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Procurement Catalog Load Page</u>            | PV_CP_IMPORT_RUN       | Import CUP files by loading data from the flat files created by the Export CUP File process into the PeopleSoft eProcurement tables.                                                                                           |
| <u>Item Defaults Page</u>                       | PV_CP_RUN_DEFAULTS     | Define item import defaults.                                                                                                                                                                                                   |
| <u>Validate and Process Imported Items Page</u> | PV_CP_PROCESS          | Validate and process imported items loaded by the Import CUP File process page into the staging tables PV_CP_LOAD and PV_CP_CAT_TMP.                                                                                           |
| <u>Edit Imported Item Categories Page</u>       | PV_CP_CATEGORIES       | Edit imported item categories for the items loaded from a Marketplace.                                                                                                                                                         |
| <u>Imported Item Status Page</u>                | PV_CP_STATUS           | Maintain CUP item statuses in the PV_CP_LOAD and PV_CP_CAT_TMP staging tables, correct errors, add more details, and change the item status.                                                                                   |
| <u>Item Defaults Page</u>                       | INV_ITEM_DEFAULTS      | For non-inventory items, enter a cost element in the Item Default Values page for the applicable SetID. This cost element is used as the default cost element for the new items created by the Load Marketplace Items process. |
| <u>Load Item Catalogs Page</u>                  | PV_CP_ITM_LOAD         | Load Marketplace items into PeopleSoft item tables. The data is loaded from the PV_CP_LOAD and PV_CP_CAT_TMP staging tables to the production tables for PeopleSoft items.                                                     |
| <u>Data Definition Maintenance Page</u>         | EO_EIP_CTL_MAINT       | Correct inventory item load errors.                                                                                                                                                                                            |

## Downloading Supplier Flat Files

The PeopleSoft system will search for three files needed to successfully move the supplier data into the PeopleSoft Inventory tables. These three files are:

- A product file containing item information.
- A price file containing pricing information.
- An attachment file containing information about the attachments for each item.

### Related Links

[Understanding Supplier Data](#)

## Extracting Data From a CUP File

Not all data in the CUP file is retrieved; only the information needed by PeopleSoft is retrieved. This Visual Basic (VB) program is delivered with PeopleSoft eProcurement.

PeopleSoft retrieves this information from a CUP file:

### Item Information (Product File)

| <b>Table</b>                                        | <b>Field</b>                                                                                                                                                                                                                                                 | <b>Data Retrieved</b>                                                                                                                                                                                                                             |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cup_CatUpdate                                       | CreateDate                                                                                                                                                                                                                                                   | The item's creation date.                                                                                                                                                                                                                         |
| Cup_SupplierPartnerID                               | The supplier's identification code.                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |
| EffectiveDate                                       | The item's effective date.                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                   |
| Cup_Partner                                         | TPName                                                                                                                                                                                                                                                       | The buyer's trading partner name.                                                                                                                                                                                                                 |
| Cup_Partner                                         | TPID                                                                                                                                                                                                                                                         | The buyer's trading partner identification.                                                                                                                                                                                                       |
| Cup_PartUpdate                                      | Cup_PartUpdateID                                                                                                                                                                                                                                             | The part update identification code.                                                                                                                                                                                                              |
| ActionCode                                          | The code identifying the action to be performed on this item. The options are: <i>A</i> (add a new item); <i>D</i> (delete an item); or <i>M</i> (modify an existing item).                                                                                  |                                                                                                                                                                                                                                                   |
| PartNum                                             | The item's part number.                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                   |
| PartNumExt                                          | The part number extension.                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                   |
| UOM                                                 | The unit of measure in which the item is purchased.                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |
| Cup_PartUpdateCommodity                             | CatLevel1, CatLevel2, CatLevel3, and CatLevel4.                                                                                                                                                                                                              | The description of the UN/SPSC codes assigned to the item in the AcctLevel1, AcctLevel2, AcctLevel3, and AcctLevel4 fields. The first 30 characters of this field are used for the item category description in the PeopleSoft table ITM_CAT_TBL. |
| AcctLevel1, AcctLevel2, AcctLevel3, and AcctLevel4. | The four levels of UN/SPSC codes for the item. These codes are used to categorize the items within a catalog (PeopleSoft tree). All four levels are mandatory; if they are not already in the CUP file, enter them manually on the CUP Item Categories page. |                                                                                                                                                                                                                                                   |

| <b>Table</b>       | <b>Field</b>                                                                                                                                                                                                                                            | <b>Data Retrieved</b>                                                                                                                                                                                                                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cup_PartUpdateDesc | ShortDesc                                                                                                                                                                                                                                               | The short description for the item. The value in this field is used to populate several item description fields in PeopleSoft's item tables, including DESCRSHORT (first 10 characters), DESCR (first 30 characters), DESCR60 (first 60 characters), and DESCR_254MIXED (254 characters). |
| LongDesc           | A longer description for the item that is loaded into the PeopleSoft eProcurement cross-reference table, PV_CP_ITM_XREF. This description appears on the Search Catalog - Item Description page and on the Requisition Summary - Item Description page. |                                                                                                                                                                                                                                                                                           |
| Cup_PartUpdateInfo | MfrPartNum                                                                                                                                                                                                                                              | The manufacturer's part number for the item.                                                                                                                                                                                                                                              |
| MfrName            | The item manufacturer's name.                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                           |
| LeadTime           | The lead time required to deliver the item.                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                           |
| UnitPrice          | The item's price per unit.                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                           |
| Cup_Price          | CurrencyCode                                                                                                                                                                                                                                            | The currency in which the item's base price is expressed.                                                                                                                                                                                                                                 |
| QtyMin             | The minimum quantity of the item that can be purchased.                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                           |

This is an example of the product file generated:

```
^1^,^08/13/2012^,^A^,^8^,^h8aabb80-abcd-1234-12ed-
as1230123012^,^SupplierABC^,^0121-0002^,^^,^EA ^,^9.828^,^0121-0002^,^XYZ Mfg. Co.,
Inc.^,^Structures, Building and Construction Components and Supplies^,^Electrical components and
supplies^,^Switches, controls, and relays^,^Other^,^30^,^21^,^19^,^00^,^^,^USD^,^^,^^,^Battery
Handle Switch, Dpdt15a^,^Battery Handle Switch, Dpdt15a^
```

```
^2^,^08/13/2012^,^A^,^8^,^h8aabb80-abcd-1234-12ed-as1230123012^,^ SupplierABC
^,^0121-0006^,^^,^EA ^,^20.605^,^0121-0006^,^XYZ Mfg. Co., Inc.^,^Structures, Building and
Construction Components and Supplies^,^Electrical components and supplies^,^Switches, controls,
and relays^,^Other^,^30^,^21^,^19^,^00^,^^,^USD^,^^,^^,^Battery Handle Switch, Dpdt15a^,^Battery
Handle Switch, Dpdt15a^
```

```
^3^,^08/13/2012^,^A^,^8^,^h8aabb80-abcd-1234-12ed-as1230123012^,^ SupplierABC
^,^0121-0009^,^^,^EA ^,^6.695^,^0121-0009^,^XYZ Mfg. Co., Inc.^,^Structures, Building and
Construction Components and Supplies^,^Electrical components and supplies^,^Switches, controls,
```

and relays^,^Other^,^30^,^21^,^19^,^00^,^^,^USD^,^^,^^,^Battery Handle Switch, Dpst15a^,^Battery Handle Switch, Dpst15a^

The data retrieved above will be mapped into PeopleSoft fields as follows:

| <b>Field Name</b> |
|-------------------|
| PV_CP_SEQ_ID      |
| PV_CP_CREATE_DATE |
| PV_CP_ACTION      |
| PV_CP_SUPPLIER_ID |
| PV_MS_SUP_MPID    |
| PV_CP_TP_NAME     |
| PV_CP_SPN         |
| PV_CP_PART_EXT    |
| PV_CP_UOM         |
| PV_CP_LIST_PRICE  |
| PV_CP_MPN         |
| PV_CP_MFR_NAME    |
| PV_CP_CAT_LEVEL1  |
| PV_CP_CAT_LEVEL2  |
| PV_CP_CAT_LEVEL3  |
| PV_CP_CAT_LEVEL4  |
| PV_CP_ACCT_LEVEL1 |
| PV_CP_ACCT_LEVEL2 |
| PV_CP_ACCT_LEVEL3 |
| PV_CP_ACCT_LEVEL4 |
| PV_CP_LEAD_TIME   |
| PV_CP_CURRENCY_CD |

| <b>Field Name</b> |
|-------------------|
| PV_CP_EFFDT       |
| PV_CP_QTY_MIN     |
| PV_CP_SHORT_DESCR |
| PV_CP_DESC1       |
| SETID             |
| INV_ITEM_ID       |
| PV_CP_ITM_KEY     |
| CATEGORY_CD       |
| MFG_ID            |
| MFG_ITM_ID        |
| PV_CP_PROCESS_DT  |
| ECQUEUEINSTANCE   |
| EIP_CTL_ID        |
| VENDOR_SETID      |
| VENDOR_ID         |
| ACCOUNT           |
| PV_CP_APPROVE_FLG |
| PV_CP_ITM_STATUS  |

### Pricing Information (Price File)

| <b>Table</b>  | <b>Field</b>          | <b>Data Retrieved</b>                       |
|---------------|-----------------------|---------------------------------------------|
| Cup_CatUpdate | Cup_SupplierPartnerID | The supplier's identification code.         |
| Cup_Partner   | TPName                | The buyer's trading partner identification. |

| <b>Table</b>  | <b>Field</b>                                              | <b>Data Retrieved</b>                                                                                                                                       |
|---------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cup_PartPrice | ActionCode                                                | The action to be performed on this item.<br>The values are: <i>A</i> (add a new item);<br><i>D</i> (delete an item); or <i>M</i> (modify an existing item). |
| PartNum       | The item's part number.                                   |                                                                                                                                                             |
| PartNumExt    | The part number's extension.                              |                                                                                                                                                             |
| UOM           | The unit of measure in which the item is purchased.       |                                                                                                                                                             |
| Cup_Price     | UnitPrice                                                 | The item's price per unit.                                                                                                                                  |
| CurrencyCode  | The currency in which the item's base price is expressed. |                                                                                                                                                             |
| EffectiveDate | The item price's effective date.                          |                                                                                                                                                             |
| ExpireDate    | The item price's expiration date.                         |                                                                                                                                                             |
| QtyMin        | The minimum quantity of the item that can be purchased.   |                                                                                                                                                             |

---

**Note:** The item's long description is loaded from the CUP file into a cross-reference table called PV\_CP\_ITM\_XREF, and the item's image is loaded into a web server directory. The description and image both appear when you view the item in PeopleSoft eProcurement.

---

## Procurement Catalog Load Page

Use the Procurement Catalog Load page (PV\_CP\_IMPORT\_RUN) to import CUP files by loading data from the flat files created by the Export CUP File process into the PeopleSoft eProcurement tables.

### Navigation

eProcurement >Administer Procurement >Maintain Supplier Integration >Import Item Catalog File

## Image: Procurement Catalog Load page

This example illustrates the fields and controls on the Procurement Catalog Load page. You can find definitions for the fields and controls later on this page.

**Note:** The product and price files are loaded into the staging tables PV\_CP\_LOAD and PV\_CP\_CAT\_TMP. This process adds certain defaults that were not in Marketplace catalog tables to required fields in PeopleSoft's Item tables. The attachment file is loaded into the table PV\_CP\_ITM\_XREF.

## Import Catalog Items

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source</b>          | Enter the source that provides the data.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Item SetID</b>      | Enter the SetID that the system uses in the item table.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Supplier SetID</b>  | Enter the SetID that the system uses in the supplier table.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Product File</b>    | Enter the location and name of the flat file containing the item details. The product file must be accessible from the PeopleSoft Process Scheduler server.                                                                                                                                                                                                                                                                               |
| <b>Attachment File</b> | Enter the location and name of the flat file containing cross-references to images and attachments for the items. PeopleSoft enables you to store and retrieve attachments to an ftp server. The flat file cross-references the names and extensions of each attachment to the corresponding item ID. The attachment can be a Microsoft Word file or Excel spreadsheet for example. Requesters and buyers can view these attachments. The |

attachment is automatically added to the PO that is created from the requisition and can be sent to the supplier.

**Price File**

Enter the file location and name of the flat file containing the pricing details for the items. The price file must be accessible from the process scheduler server.

**Tree Name**

Enter the PeopleSoft tree (item catalog) to be used when this process loads the new categories from the CUP file. If you leave this field blank, the value appears by default from the eProcurement Installation Options page. To ensure that this item catalog is accessible to the user creating requisitions, either add the catalog to the Requester Setup page or clear any catalog restrictions for the requestor.

---

**Note:** Before running this process, verify the settings for requiring item approval. If you select the Item Approval Required check box on the Installation Options - Overall/GL page, all items that you load require approval. If you are loading thousands of items, you might not want to approve each item individually.

---

## Options

**Run Item Load**

Select to indicate that you want the system to load catalog items automatically as soon as it runs the CUP load.

**Tree Name**

Select the tree name that is used to store the category hierarchy.

**Language**

Select the language in which the items are to be stored.

**Inactive Level**

Select the level at which you want to inactivate to make the item not active. Values include the *Item Supplier* or at the *Item Supplier Price* level.

**Process Imported Items**

Click to access the Validate and Process Imported Items page where you can work with imported items before loading them.

The Run Load process loads the data from the PV\_CP\_LOAD and PV\_CP\_CAT\_TMP staging tables to the production tables for PeopleSoft items.

The process of loading data includes four steps:

1. The Build PeopleSoft Items process (PV\_CP\_ITM\_LOAD) adds new item categories and then loads Marketplace CUP items into the PO item staging tables (ITM\_LOAD\_MST\_EC, ITM\_LOAD\_INV\_EC, ITM\_LOAD\_PUR\_EC, and ITM\_LOAD\_VND\_EC).
2. The Load Item Stage process (PO\_ITMLOAD) transfers the data to the item loader staging tables.
3. The Item Loader process (IN\_ITMLOAD) transfers the data into the PeopleSoft production tables.
4. The item status is updated on the CUP Item Status page.

The Load Marketplace Items process also adds certain defaults that were not in Marketplace catalog tables to the required fields of the PeopleSoft Item Master tables. This information is hard coded into the Item Catalog PS\_ITM\_CAT\_TBL table:



| <b>Field</b>       | <b>Value Inserted</b> |
|--------------------|-----------------------|
| CATEGORY_TYPE      | <i>PSF</i>            |
| DESCRSHORT         | <i>MKTPLACE</i>       |
| INSPECT_CD         | <i>N</i>              |
| INSPECT_UOM_TYPE   | <i>S</i>              |
| RECV_REQ           | <i>Y</i>              |
| RJCT_OVER_TOL_FLAG | <i>N</i>              |
| REVC_PARTIAL_FLG   | <i>I</i>              |
| SRC_METHOD         | <i>B</i>              |

This information is hard coded into the Item PS\_ITM\_LOAD\_PUR\_EC table:

| <b>Field</b>       | <b>Value Inserted</b> |
|--------------------|-----------------------|
| TAXABLE_CD         | <i>Y</i>              |
| INSPECT_CD         | <i>N</i>              |
| INSPECT_UOM_TYPE   | <i>V</i>              |
| RECV_REQ           | <i>Y</i>              |
| RJCT_OVER_TOL_FLAG | <i>N</i>              |
| ACCEPT_ALL_VENDOR  | <i>N</i>              |
| ACCEPT_ALL_SHIPTO  | <i>Y</i>              |
| CONTRACT_REQ       | <i>N</i>              |
| RECV_PARTIAL_FLG   | <i>I</i>              |
| DESCRSHORT         | <i>MKTPLACE</i>       |
| SRC_METHOD         | <i>B</i>              |
| ACCEPT_ALL_UOM     | <i>Y</i>              |
| PRICE_DT_TYPE      | <i>L</i>              |
| PRICE_CAN_CHANGE   | <i>P</i>              |

| <b>Field</b>    | <b>Value Inserted</b> |
|-----------------|-----------------------|
| VNDR_CATALOG_ID | Y                     |

## Related Links

[Setting Up Installation Options](#)

[Setting Up Attachments for Transactions](#)

[Validate and Process Imported Items Page](#)

## Item Defaults Page

Use the Item Defaults page (PV\_CP\_RUN\_DEFAULTS) to define item import defaults.

### Navigation

eProcurement >Administer Procurement >Maintain Supplier Integration >Import Item Catalog File

Select the Item Defaults tab.

### Image: Item Defaults page

This example illustrates the fields and controls on the Item Defaults page. You can find definitions for the fields and controls later on this page.

#### Image Folder

Enter the file location that contains images for use with the catalog items that you import.

#### Inventory Item

Select to indicate this item is also a PeopleSoft Inventory item. This means you can source the item from Inventory.

#### Account

Select an account to which you want the categories to belong.

**Currency**

Select the currency to use with this category.

## Validate and Process Imported Items Page

Use the Validate and Process Imported Items page (PV\_CP\_PROCESS) to validate and process imported items loaded by the Import CUP File process page into the staging tables PV\_CP\_LOAD and PV\_CP\_CAT\_TMP.

**Navigation**

eProcurement >Administer Procurement >Maintain Supplier Integration >Validate and Process Imported Items

Also use this page to review categories and items, to determine the state the items are in, and to load the staged items into the Inventory tables.

**Image: Validate and Process Imported Items page**

This example illustrates the fields and controls on the Validate and Process Imported Items page. You can find definitions for the fields and controls later on this page.

**Validate and Process Imported Items**

SetID SHARE CORPORATE SETID Process Instance 14544

Details Personalize | Find | View All | First 1 of 1 Last

| MarketPlace Supplier | Supplier             | Count | Categories | View Items |
|----------------------|----------------------|-------|------------|------------|
| 1 Graybar            | XYZ Delivery Service | 1     | Categories | View Items |

Load Staged Items Delete All

[Return to Administer Procurement](#)

[Return to Search](#)

**Categories**

This link takes you to the Edit Imported Items Categories page.

**View Items**

This link takes you to the Imported Item Status page.

**Load Staged Items**

When you have determined that the results are satisfactory, you can load the staged items from the eProcurement staging tables into the Inventory tables.

**Delete All**

Deletes all pending data from the eProcurement staging table.

## Related Links

[Validate and Process Imported Items Page](#)

## Edit Imported Item Categories Page

Use the Edit Imported Item Categories page (PV\_CP\_CATEGORIES) to edit imported item categories for the items loaded from a Marketplace.

### Navigation

eProcurement >Administer Procurement >Maintain Supplier Integration >Validate and Process Imported Items

Click the Categories link.

### Image: Edit Imported Item Categories page

This example illustrates the fields and controls on the Edit Imported Item Categories page. You can find definitions for the fields and controls later on this page.

**Edit Imported Item Categories**

Account  Copy

| Details |          |             | Personalize   Find   View All | First  1-4 of 4  Last |
|---------|----------|-------------|-------------------------------|-----------------------|
|         | Category | Description | Account                       |                       |
| 1       | 11111111 |             | 100000                        |                       |
| 2       | 12352201 |             | 100000                        |                       |
| 3       | 44444444 |             | 100000                        |                       |
| 4       | 66666666 |             | 100000                        |                       |

Return

[Return to Administer Procurement](#)

**Note:** These categories are created from the UN/SPSC codes downloaded from a Marketplace. Add an account to each new category. The account is the top level of the ChartFields (chart of accounts) used to create accounting entries in PeopleSoft. If the CUP file does not create any new item categories, this page does not appear.

### Account

Enter the default account for this category. The account is the top level of the PeopleSoft ChartField used to create accounting entries in PeopleSoft. This field is required.

**Copy**

Click to copy the value in the Account field to every row on this page.

**Related Links**

"Understanding Procurement Options" (PeopleSoft 9.2: Source to Settle Common Information)

**Imported Item Status Page**

Use this page to update information for items that are in staging tables. After making the updates, you can load them into PeopleSoft production tables. You can load an item again if its status is *Processing Complete*.

Use the Imported Item Status page (PV\_CP\_STATUS) to maintain CUP item statuses in the PV\_CP\_LOAD and PV\_CP\_CAT\_TMP staging tables, correct errors, add more details, and change the item status.

**Navigation**

eProcurement >Administer Procurement >Maintain Supplier Integration >Validate and Process Imported Items

Click the View Items link.

**Image: Import Item Status page**

This example illustrates the fields and controls on the Import Item Status page. You can find definitions for the fields and controls later on this page.

**Imported Item Status**

Process Instance 14231 Partner Name Water Widgets

Item Status Processing Complete

Chunk Size 100 ⏪ ⏩ Total 4

| Sequence | Part Number         | Extension | UOM | Action |
|----------|---------------------|-----------|-----|--------|
| 1        | CM_39_0000000000001 | CAT001    | EA  | A      |
| 2        | CM_39_0000000000002 | DOG001    | EA  | A      |
| 3        | CM_39_0000000000003 | FISH001   | EA  | A      |
| 4        | CM_39_0000000000004 | HAM001    | EA  | A      |

Return

**Item Status**

The current load status of the items in the staging tables. The drop-down list only displays a status if items currently exist at that status. Values include:

*Invalid Unit of Measure:* Select to display all items with units of measure that are invalid in PeopleSoft eProcurement.

*Invalid or Missing Category:* Select to display all items that do not have a valid item category.

*Invalid or Missing Supplier:* Select to display all items that do not include a valid supplier and supplier.

*Item to be Updated:* Select to display all items that have been previously loaded into PeopleSoft eProcurement and currently need to be updated with new item information.

*Price to be Updated:* Select to display all items that have been previously loaded into PeopleSoft eProcurement and currently need to be updated with new pricing information.

*Ready to Build Items:* Select to display all items that are ready to be loaded into the PeopleSoft Item Master tables.

*Items to be Inactivated:* Select to delete items from the catalog.

*Processing Complete:* Appears when the item has been entered successfully into the PeopleSoft production tables.

The actions on this page will display either *A* for add or *D* for delete.

## Load Item Catalogs Page

Use the Load Item Catalogs page (PV\_CP\_ITM\_LOAD) to load Marketplace items into PeopleSoft item tables.

The data is loaded from the PV\_CP\_LOAD and PV\_CP\_CAT\_TMP staging tables to the production tables for PeopleSoft items.

### Navigation

eProcurement >Administer Procurement >Maintain Supplier Integration >Validate and Process Imported Items

Click the Load Staged Item button.

Image: Load Item Catalogs page

This example illustrates the fields and controls on the Load Item Catalogs page. You can find definitions for the fields and controls later on this page.

Load Item Catalogs

Run Control ID

ICF

Report Manager

Process Monitor

Run

Execution Parameters

Process Instance

14507

Run Control ID

QUICK\_2013-02-07-16.22.50.

\*Item SetID

ARO01

Execution Options

☒ Run Item Load Process

☒ Run Inbound Items Process

☐ Inventory Item

☐ Update Business Unit Price

☐ Update Standard Price

☐ Index Items

Item Image Sub Folder

[Return to Previous Page](#)

[Return to eProcurement Processes](#)

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Run Item Load Process</b>      | Select to run the Load Item Stage process (PO_ITMLOAD). If this option is not selected, only the first step in this process is completed. You can run this process separately using the Items Price List page. You can run this process separately to verify or change data in the PO Item staging tables.                                                                                                                                                                                                                                              |
| <b>Run Inbound Items Process</b>  | Select to run the Item Loader process (IN_ITMLOAD). This option is available only if you select the Run Item Load Process check box. You can also run this process separately using the Item Loader page. You can run this process separately to verify or change data in the Item Loader staging tables.                                                                                                                                                                                                                                               |
| <b>Inventory Item</b>             | Select to indicate this item is also a PeopleSoft Inventory item. This means that you can source the item from Inventory.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Update Business Unit Price</b> | Select to update business unit standard prices when an Item and Supplier UOM price record is loaded. This field is available only if <i>Item Pricelist</i> is selected in the Item Load Type field.<br>If this is selected, all business units that match the SetID and item combination and that have the Business Unit Update Price check box selected on the BU Specific Attributes page will have the new price applied. Future effective-dated prices do not go into effect until you run the Price Update process on or after the effective date. |
| <b>Update Standard Price</b>      | Select to update standard prices when an Item and Supplier UOM price record is loaded. This field is available only if <i>Item Pricelist</i> is selected in the Item Load Type field. Future                                                                                                                                                                                                                                                                                                                                                            |

effective-dated prices won't go into effect until you run the Price Update process on or after the effective date.

### Item Image Sub Folder

Enter a location where images for use with item catalogs should be stored.

**Note:** If errors occur during the Item Loader process, use the Data Definition Maintenance page to review them.

## Data Definition Maintenance Page

Use the Data Def Maint page (EO\_EIP\_CTL\_MAINT) to correct inventory item load errors.

### Navigation

eProcurement >Administer Procurement >Maintain Supplier Integration >Correct Item Load Errors

### Image: Data Def Maint page

This example illustrates the fields and controls on the Data Def Maint page.

The screenshot shows the 'Data Def Maint' page with the following fields and controls:

- Transaction Type:** ITEM (with a search icon)
- Item Loader & ITEM\_SYNC** (text label)
- Grid Select:** Staged (dropdown menu)
- SetID:** (text field with a search icon)
- Unit:** (text field)
- Reference:** (text field)
- Status:** (dropdown menu)
- Search:** (button)

Below the filters is a table titled 'Stage Table Data' with the following columns: Stage Data, Reference, Publish Data, Date Time, Process Instance, Status, EIP Control ID, Transaction Type, Description, and User. The table contains 6 rows of data.

| Stage Data | Reference | Publish Data | Date Time | Process Instance | Status     | EIP Control ID            | Transaction Type | Description             | User |
|------------|-----------|--------------|-----------|------------------|------------|---------------------------|------------------|-------------------------|------|
| 1          |           |              |           |                  | Cancelled  | 1178136539811395000000002 | ITEM             | Item Loader & ITEM_SYNC |      |
| 2          |           |              |           |                  | In Process | 1178136539811395000000001 | ITEM             | Item Loader & ITEM_SYNC |      |
| 3          |           |              |           |                  | Complete   | 1164983062227240000000002 | ITEM             | Item Loader & ITEM_SYNC |      |
| 4          |           |              |           |                  | Error      | 1164983062227240000000003 | ITEM             | Item Loader & ITEM_SYNC |      |
| 5          |           |              |           |                  | Hold       | 1164983062227240000000001 | ITEM             | Item Loader & ITEM_SYNC |      |
| 6          |           |              |           |                  | New        | 1241004669331949000000002 | ITEM             | Item Loader & ITEM_SYNC |      |

Use this page to review and resolve problems with items.

### Related Links

"Data Def Maint Page" (PeopleSoft FSCM 9.2: Supply Chain Management Integration)

## Downloading Item Attachments

Any item downloaded could have an item image stored as an attachment. You can download these attachments from a Marketplace. The image of the item appears on the Search Catalog - Item Description page and the Requisition Summary - Item Description page.



To download item attachments from a Marketplace into PeopleSoft eProcurement:

1. Run the Export CUP Data process to create the attachment file from a CUP file.

This file does not contain the actual attachments (item images), just the file names and extensions of each attachment. The actual attachments are downloaded in a separate step. This attachment file cross-references the names and extensions of each attachment to the corresponding item ID.

---

**Note:** To create an attachment file from the Export CUP Data process, you must create a product file at the same time from the same CUP file.

---

2. Run the Import CUP File process to move the data in the attachment file into the eProcurement cross-reference table, PV\_CP\_ITM\_XREF.

---

**Note:** Other attachments—other than images—can be downloaded from a Marketplace. Only attachments with a P (picture) type are loaded into the eProcurement cross-reference table, PV\_CP\_ITM\_XREF, when the Import CUP File process runs. All other attachments are loaded into the PV\_CP\_ATTACH file for future use.

---

3. Define the location where the item attachments should be stored using:
  - a. The File Location page, which defines the first part of the directory and extension of the attachments.
  - b. The Load Marketplace Items process, which defines the subdirectory.

For example, if the item attachments that you are downloading are GIF images, the File Locations page defines the file extension (GIF) and the file directory F:\User\Images\. If you enter *MktPlc items* in the Item Image Sub Directory field of the Load Marketplace Items page, the attachments with the extension GIF are stored in this directory: F:\User\Images\MktPlc items.

4. Download the zipped file containing the item attachments from a Marketplace.

Place these item attachments in the directory location defined in Step 3.

## Related Links

[Setting Up Attachments for Transactions](#)

---

## Using Price and Availability Check

During requisition entry, you can update the price of an item with the most current price in a Marketplace. Click the Check Price and Availability button on the Requisition Summary - Item Description page. If the supplier's price in a Marketplace is the same as the price in the item tables, there is no change to the page. If the supplier's price is different, a message appears which informs you that the price is changing to the supplier's price. The Item Description page then displays the Marketplace price.

Use the Check Price and Availability function to also compare the supplier's available quantity in a Marketplace to the requisition quantity. If the quantity requested exceeds the available quantity, a message appears which provides the opportunity for you to change the requisition quantity.

---

**Note:** The Check Price and Availability button only appears if this is a Marketplace item that is loaded from a CUP file, and the user has been assigned the eProcurement role action of PRICEANDAVAILCHECK.

---

See [Understanding Requisitions](#).

---

## Integrating PeopleSoft eProcurement Transactions with a Marketplace

This section provides an overview of transaction integration and discusses how to use the Marketplace Registration Wizard, test the transactional Marketplace integration, move from a test environment to the production environment, prepare to use Marketplace catalog search, and receive a purchase order acknowledgement.

### Pages Used to Integrate PeopleSoft eProcurement Transactions with a Marketplace

| <i><b>Page Name</b></i>                               | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                   |
|-------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------|
| <a href="#">Administer Procurement Page</a>           | PV_ADM_MAIN                   | Access other procurement administration pages. This page consists entirely of links to other pages.   |
| <a href="#">Maintaining Supplier Integration Page</a> | PV_ADM_MARKETSITE             | Access supplier integration pages. This page consists entirely of links to other pages.               |
| Maintain Suppliers Page                               | PV_ADM_VNDR                   | Access supplier-related pages. This page consists entirely of links to other pages.                   |
| Maintain Business Units Page                          | PV_ADM_SETUP_BU               | Access business unit-related pages. This page consists entirely of links to other pages.              |
| <a href="#">Marketplace Test Page</a>                 | SAC_MP_VERIFY                 | Use this page to verify that PeopleSoft eProcurement and the Marketplace are communicating.           |
| Supplier Information - Summary Page                   | VNDR_ID1_SUM                  | This is the first page of the component where you create supplier records.                            |
| <a href="#">Linked Suppliers Page</a>                 | PV_MS_SEC_SUPPLIER            | Use the Link Suppliers page to tie Direct Connect and Marketplace supplier information to a supplier. |
| Supplier Properties Page                              | PV_MS_SEC_SUP_NV              | Use the Supplier Properties page to identify information for the specific supplier location.          |
| <a href="#">Marketplace Registration Wizard Page</a>  | SAC_MP_COMPANY                | Set up the company's registration with the Marketplace.                                               |

| <b><i>Page Name</i></b>                        | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                                                                                                |
|------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <u>Marketplace Buyer Setup Page</u>            | PV_MS_SEC_BUYER               | Use the Marketplace buyer page to define the URL the system uses when contacting the Marketplace.                                  |
| <u>eProcurement Business Unit Options Page</u> | PV_BUS_UNIT_PM                | Configure the business unit to display the PO acknowledgements button and the advanced shipment notification (ASN) button.         |
| <u>Define Static Maps Page</u>                 | SAC_MAP_VALUE_ONLY            | Enter details that tell the system how to read data coming from the outside source and what value to use in the PeopleSoft format. |

## Understanding Transaction Integration

This overview discusses:

- Marketplace catalog search integration.
- Receipt of Purchase Order Acknowledgements from a Marketplace.
- Receipt of an Advanced Shipment Notification (ASN).
- Receipt of an Invoice.

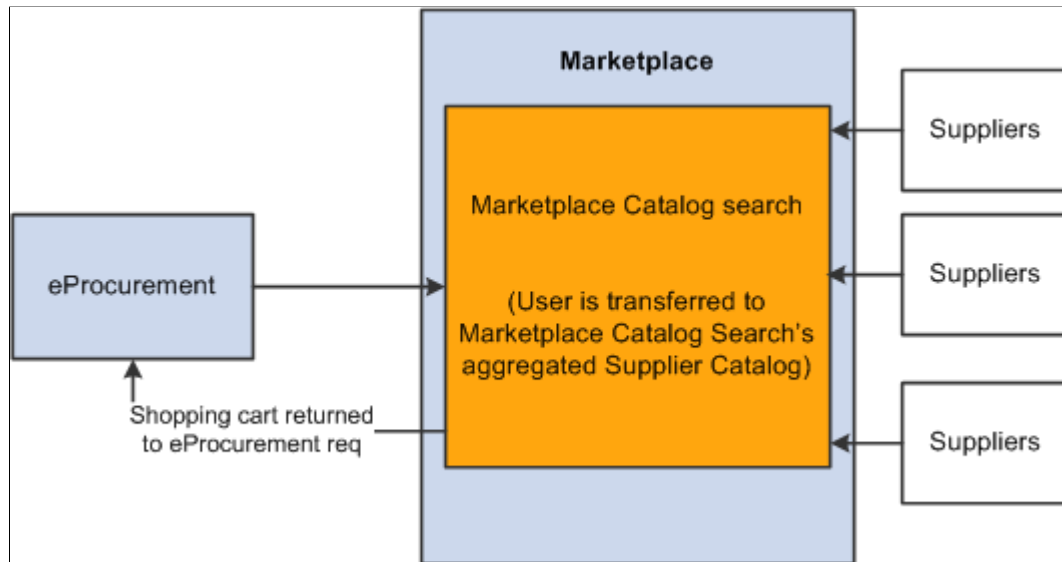
### Marketplace Catalog Search Integration

The Marketplace catalog search is an application that hosts multiple supplier catalogs within the Marketplace.

This diagram illustrates an overview of Marketplace catalog search launched by an PeopleSoft eProcurement user. Users are transferred to the MarketPlace catalog search, where they can search the aggregated supplier catalog and return results to the shopping cart within PeopleSoft eProcurement.

### Image: Marketplace Catalog Search by a user within PeopleSoft eProcurement

This diagram illustrates an overview of Marketplace catalog search launched by an PeopleSoft eProcurement user.



To set up and use the Marketplace catalog search, you must:

1. Set up security that enables requesters to move from the eProcurement requisition into the Marketplace.
2. Create supplier profiles and supplier locations, and link the properties of that supplier to the information that creates a link to a Marketplace.

---

**Note:** Upon completion of this setup, a link will be provided in the eProcurement requisition. Selecting this link directs the requester to the Marketplace site.

---

3. Set up background details that determine which supplier catalogs the requester can view.

The Marketplace validates requester security and displays the catalogs that the requester can view. The requester selects catalog items and returns to the requisition. The system populates the selected items as requisition lines.

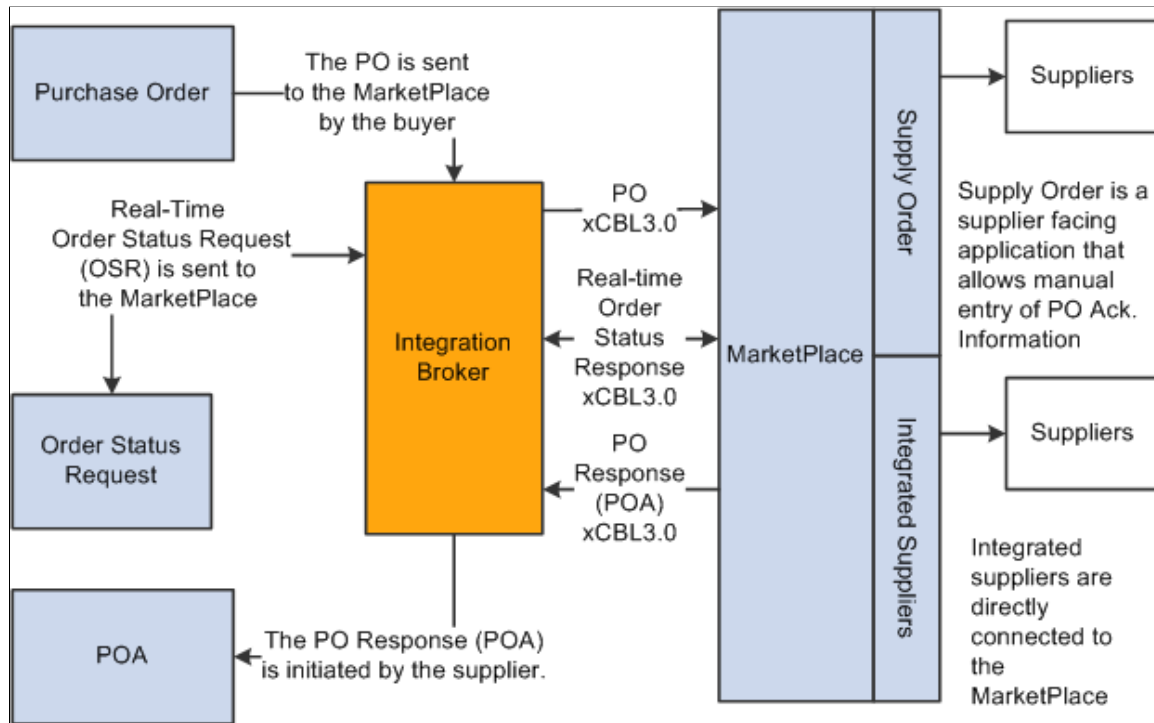
### Receipt of Purchase Order Acknowledgements from a Marketplace

The purchase order acknowledgement (POA) is a collaboration among the supplier, the Marketplace, and the PeopleSoft application. To create and transmit a POA, these steps must occur:

1. Once the purchase order has been dispatched from PeopleSoft, the supplier logs into the Marketplace and finds that the purchase order is available in a queue for that specific supplier. Suppliers can initiate a POA document from the Marketplace.
2. The Marketplace then transmits xCBL formatted POA to PeopleSoft, where it is transformed to the PeopleSoft internal format PSXML.
3. The inbound message populates the PO Electronic Commerce tables.
4. If the POA results in changes; a change order may be generated.

**Image: Purchase Order Acknowledgement generated in Marketplace after receipt of a purchase order from PeopleSoft eProcurement.**

This diagram represents the flow of the POA from the Marketplace.



**Note:** The POA is mapped to a line, not to a schedule within the Marketplace. Only one schedule is allowed within Marketplace POA integration.

**Note:** The Notes to Buyer from the Marketplace are not mapped to the PeopleSoft system.

Two options are available for receiving a purchase order acknowledgement from a supplier. The first is a *POA*, which uses the PeopleSoft Purchasing functionality and stores the status within Purchasing tables. The second is the *POR* (purchase order response), which is where you can view the status from the PO Dispatch Message page. eProcurement > Buyer Center > Dispatch Purchase Order > Dispatch Message Log.

### Receipt of an Advanced Shipment Notification (ASN)

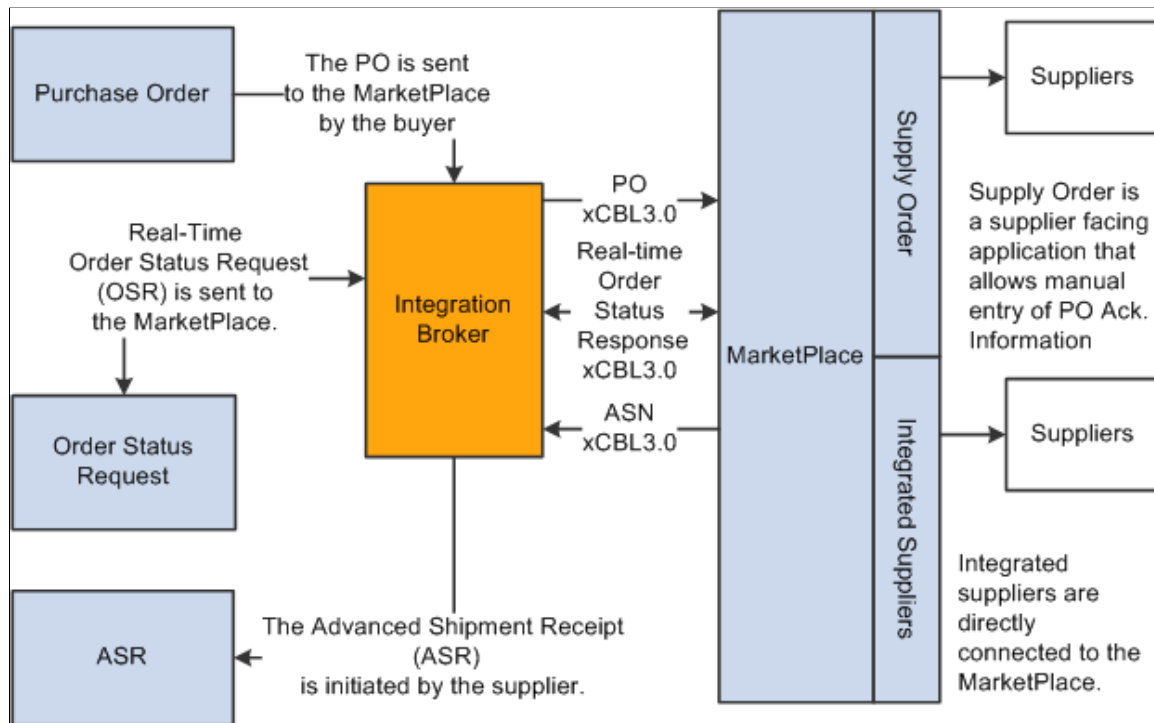
The supplier uses the advanced shipping receipt (ASR) enterprise integration point (EIP) to notify the PeopleSoft system that the order has been fulfilled. To complete the integration, these steps must occur:

1. A supplier is able to enter advanced shipping notifications (ASNs) within the Marketplace site.
2. Once submitted, Integration Broker transforms this data to the PeopleSoft inbound ASR message using the Advanced Shipping Receipt (ADVANCED\_SHIPPING\_RECEIPT) service operation in PeopleSoft.
3. The message populates the Receipt Load tables.

4. The Receipt Loader process is then run to create a receipt, which may then be approved by an administrator.

**Image: Advanced Shipping Receipt (ASR) generated in Marketplace after receipt of a purchase order from PeopleSoft eProcurement**

This diagram represents the flow of the supplier-entered ASN from the Marketplace.



## Receipt of an Invoice

When an integrated supplier creates an invoice and sends it to the Marketplace, or when an invoice is created, the Marketplace sends the invoice to the Integration Broker. The Integration Broker then transforms the invoice from xCBL 3.0 to the PeopleSoft inbound XML invoice message.

From the Integration Broker, the Marketplace partner ID (MPID) that is passed from the Marketplace is used to look up the supplier ID field using the Linked Supplier table. The supplier SetID and supplier ID are retrieved based on this information.

Once the supplier ID is established, the invoice is loaded to the voucher staging tables.

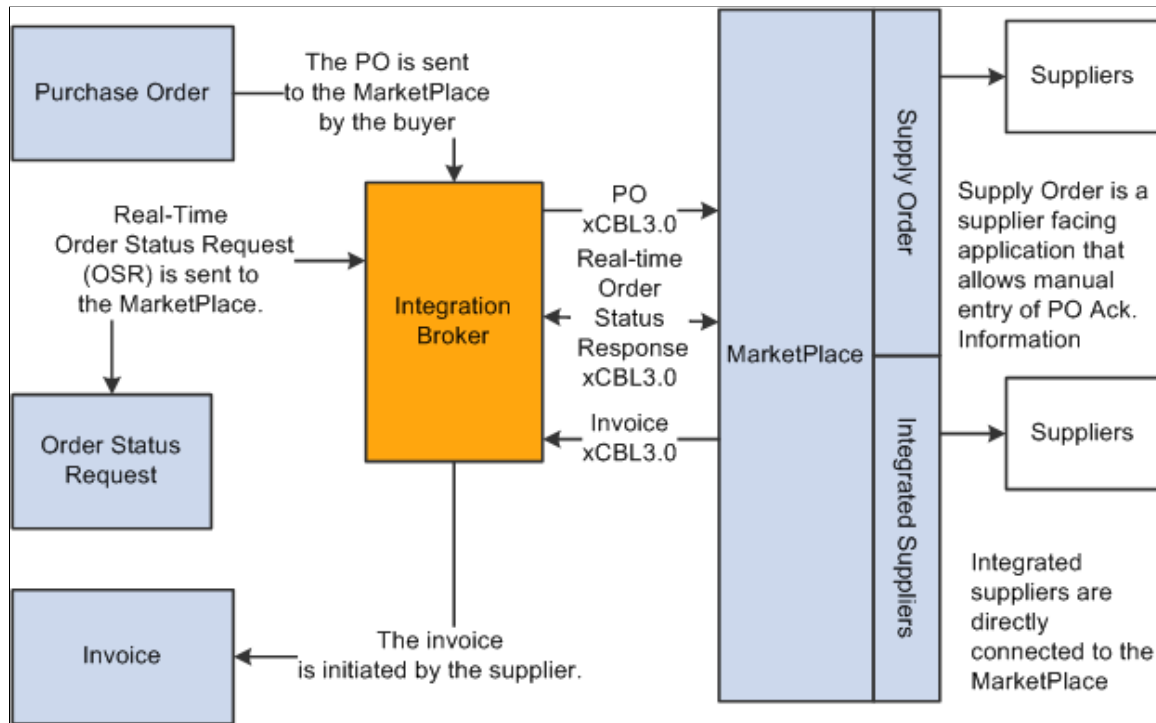
When the data is in the staging tables, these steps take place:

1. Voucher build is run.
2. Voucher is created.
3. Matching may be run if the voucher has an associated purchase order or receipt.
4. Paycycle process creates a payment.

This diagram represents the flow of an invoice from the Marketplace as defined in the above steps.

**Image: Invoice Transactions generated in Marketplace after receipt of a purchase order from PeopleSoft eProcurement.**

This diagram represents the flow of an invoice from the Marketplace.



**Note:** The Marketplace invoice integration is not supported if PeopleSoft eSettlements is active.

*PeopleTools: Integration Broker*

## Marketplace Registration Wizard Page

Use the Marketplace Registration Wizard page (SAC\_MP\_COMPANY) to set up the company's registration with the Marketplace.

### Navigation

Click the Marketplace Registration link on the Maintain Supplier Integration page.

The wizard will guide you to enter this information before submitting the registration:

- Company information.
- Company contacts.
- Gateway information.

## Image: Company Information — Marketplace Registration Wizard

This example illustrates the fields and controls on the Company Information – Marketplace Registration Wizard.

The screenshot shows the 'Company Information' section of the 'Marketplace Registration Wizard'. At the top, there are four numbered steps (1, 2, 3, 4) and navigation buttons '<<Previous' and 'Next>>'. Below the title, there are tabs for 'SetID', 'SHARE', and 'CORPORATE SETID'. The form includes the following fields and controls:

- \*Company: Text input field.
- ☒ Visible in the Marketplace: Checkmark control.
- Description: Text input field.
- Administrator User Details section:
  - \*User ID: Text input field.
  - \*Password: Text input field.
- Company Address section:
  - \*Telephone: Text input field.
  - Time Zone: Text input field with a search icon.
  - Country: Text input field with 'USA' and a search icon, followed by 'United States'.
  - Address 1: Text input field.
  - Address 2: Text input field.
  - Address 3: Text input field.
  - City: Text input field.
  - County: Text input field.
  - State: Text input field with a search icon.
  - Postal: Text input field.
- \* Address Fields are Required except Address 2, Address 3 and County: Note at the bottom of the address section.
- Return to Administer Procurement: Link at the bottom left.

Enter the company information, including the User ID and Password to use when logging into the Marketplace.

Enter the Gateway production and test URL.

See [Marketplace Test Page](#), [Moving From a Test Environment to the Production Environment](#).

## Marketplace Test Page

Use the Marketplace Test page (SAC\_MP\_VERIFY) to use this page to verify that PeopleSoft eProcurement and the Marketplace are communicating.

### Navigation

Click the Marketplace Test link on the Maintain Supplier Integration page.

Before using the production environment, you should elect to submit a test. This test verifies that PeopleSoft eProcurement is communicating with the Marketplace test environment by sending a predefined purchase order with a predefined test supplier. The purchase order will be a generic, nonconfigurable, purchase order. It will only be used to test the connectivity; it will not be fulfilled.



## Moving From a Test Environment to the Production Environment

Once you have successfully tested the PeopleSoft test environment, the administrator performs these tasks to move the buyer setup data into the production database:

1. Log in to Data Mover for the source and test database.
2. Use Marketplace script *upd304852\_01.dmsto* export relevant Marketplace definitions:
  - Marketplace buyer.
  - Marketplace registration information.
3. Log in to Data Mover for the target and production database.
4. Use Marketplace script *upd304852\_02.dmsto* import relevant Marketplace definitions:
  - Marketplace buyer.
  - Marketplace registration information.
5. When you are ready for production, navigate to the Marketplace buyer page and change the URL to the Marketplace production URL.

See [Marketplace Buyer Setup Page](#).

## Preparing to Use Marketplace Catalog Search

Before you begin using Marketplace catalog search, you must create a link to the Marketplace. This link will appear on the requisition for users to access the supplier catalogs:

1. Create a generic supplier profile for the Marketplace that is then tied to a link supplier configuration. This combination is used to link to the Marketplace website to the requisition.
2. Set up logins for each location, and register each within the Marketplace.
3. Create a supplier profile for each supplier the company does business with.
4. Associate each supplier location with its individual linked supplier; this includes all supplier locations for the Marketplace supplier profile.
5. Create a node for each login ID that is passed from eProcurement to the Marketplace.

### Setting up Supplier Profiles

Access the Supplier Information - Summary page.

#### Navigation

eProcurement > Administer Procurement > Maintain Suppliers > Supplier Information

To enable the Marketplace integration, you must complete these tasks:

1. Create a supplier profile for the Marketplace.

2. Create supplier locations for every login ID you have with the Marketplace.
3. Create supplier profiles for each supplier you do business with within the Marketplace.
4. Create link supplier identifiers for each supplier location.

See "Understanding Supplier Maintenance" (PeopleSoft 9.2: Source to Settle Common Information).

## Using Rule-Based Catalogs with the Marketplace

Rule-based catalogs are a form of security within PeopleSoft eProcurement. As an administrator, you have the option of allowing requesters visibility of catalogs, as well as the links to the direct connect suppliers, based on the criteria you define within the catalog security. The Marketplace is considered a direct connect supplier in this case. You can determine requester access based on role, business unit, or a specific requester ID. Think of each Marketplace catalog search link as a different catalog. Use rule-based catalogs to help in determining which catalogs requesters are capable of viewing upon login to the Marketplace.

See [Understanding Catalog Security](#).

## Define Static Maps Page

Use the Define Static Maps page (SAC\_MAP\_VALUE\_ONLY) to enter details that tell the system how to read data coming from the outside source and what value to use in the PeopleSoft format.

### Navigation

Click the Integration Data Value Mappings link on the Maintain Supplier Integration page.

## Image: Define Static Maps page

This example illustrates the fields and controls on the Define Static Maps page.

### Define Static Maps

Map ID **XCBL30\_PO\_RESPONSE\_TYPE**
☒ Active

\*Description

---

Static Transformation (\* = All unmatched values)
Personalize | Find | View All | 
First 1-12 of 67 Last

|    | External Value                                | Internal Value |  |  |
|----|-----------------------------------------------|----------------|--|--|
| 1  | Accepted                                      | Accepted       |  |  |
| 2  | AcceptedContentsRejected                      | Accepted       |  |  |
| 3  | AcceptedWithAmendment                         | Accepted       |  |  |
| 4  | AcceptedWithAmendmentInDetailSection          | Accepted       |  |  |
| 5  | AcceptedWithAmendmentInHeadingSection         | Accepted       |  |  |
| 6  | AcceptedWithAmendmentNoConfirmationIsRequired | Accepted       |  |  |
| 7  | AcceptedWithReserves                          | Accepted       |  |  |
| 8  | AcceptedWithoutAmendment                      | Accepted       |  |  |
| 9  | AcceptedWithoutReserves                       | Accepted       |  |  |
| 10 | AcknowledgeNoDetailOrChange                   | Received       |  |  |
| 11 | AcknowledgeWithDetailAndChange                | Received       |  |  |
| 12 | AcknowledgeWithDetailNoChange                 | Received       |  |  |

PeopleSoft is delivered with POA statuses mapped from the Marketplace header and line formats. If you add a new status in the Marketplace, you can add the mapping to the PeopleSoft status codes.

These are the POA header status mappings:

| <b>Marketplace Value</b> | <b>xCBL 3.0 Value</b> | <b>PeopleSoft Value (ACK_Status)</b> |
|--------------------------|-----------------------|--------------------------------------|
| Accepted                 | Accepted              | AT (Accepted)                        |
| Accepted with Changes    | AcceptedWithAmendment | IC (Accepted with Changes)           |
| Cancelled                | NotAccepted           | RD (Rejected)                        |
| Completed                | AcceptedWithAmendment | IC (Accepted with Changes)           |
| Not Accepted             | NotAccepted           | RD (Rejected)                        |
| Other                    | AcceptedWithAmendment | IC (Accepted with Changes)           |
| Payment Required         | AcceptedWithAmendment | IC (Accepted with Changes)           |
| Processing               | AcceptedWithAmendment | IC (Accepted with Changes)           |
| All Other Statuses       | All Other Statuses    | ZZ (mutually defined)                |

The POA line status mapping options are:

| <b>Marketplace Value</b> | <b>xCBL 3.0 Value</b>          | <b>PeopleSoft Value (ACK_Status)</b> |
|--------------------------|--------------------------------|--------------------------------------|
| Accepted                 | ItemAccepted                   | AT (Accepted)                        |
| Accepted with Changes    | AcceptedWithAmendment          | IC (Accepted with Changes)           |
| Cancelled                | NotAccepted                    | RD (Rejected)                        |
| Completed                | AllreadyDelivered              | IC (Accepted with Changes)           |
| Not Accepted             | ItemNotAcceptedByTheSeller     | RD (Rejected)                        |
| Other                    | AcknowledgeWithDetailAndChange | IC (Accepted with Changes)           |
| PrePayment Required      | Other                          | ZZ (mutually defined)                |
| Processing               | Pending                        | ZZ (mutually defined)                |
| All Other Statuses       | All Other Statuses             | ZZ (mutually defined)                |

## Related Links

[Supplier Value Cross-Reference Page](#)

# Integrating with Direct Connect Suppliers

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## Understanding Direct Connect Supplier Integration

The Direct Connect feature enables you to integrate with the items in a third-party supplier's website using:

- *Punchout*: The punchout feature enables PeopleSoft eProcurement requisition users to interact directly with a supplier's website (using cXML). Using PeopleSoft Integration Broker, the user is sent from the PeopleSoft eProcurement requisition to the supplier's website. This interaction enables the user to browse and search the supplier's online catalog to select items to add back into the eProcurement requisition. When finished at the supplier website, the user is transported back to the eProcurement requisition. The punchout feature is best suited for products requiring a high degree of configuration (such as computer hardware or office furniture) and specialized services (such as printing or media services).
- *Roundtrip*: The roundtrip feature enables PeopleSoft eProcurement requisition users to interact directly with a supplier's website or a marketplace using the OCI (Open Catalog Interface) standard. Using PeopleSoft Integration Broker, the user is sent from the PeopleSoft eProcurement requisition to the supplier's website. This interaction enables the user to browse and search the supplier's online catalog to select items to add back into the eProcurement requisition. When finished at the supplier website, the user is transported back to the eProcurement requisition. The Roundtrip feature is similar to the Punchout feature. The key differences between Roundtrip and Punchout are the authentication method, format of the shopping cart data, and the format of the purchase order. After you complete a transaction using Roundtrip, you can return to view the shopping cart contents, but you cannot return to the supplier's shopping cart and make changes to the order.
- *Transparent Punchout*: The transparent punchout feature enables PeopleSoft eProcurement requisition users to retrieve items (using XML) from a supplier's website without being transferred to the website. With transparent punchout, the requester does not visibly access the supplier site. Transparent punchout accesses the site in the background (using the PeopleSoft Integration Broker) and returns the search results directly to PeopleSoft eProcurement. Requesters do not leave the eProcurement requisition and do not need to perform additional navigation to return to PeopleSoft eProcurement. The transparent punchout feature is best suited for products with fluctuating prices, or extremely large or specialized catalogs, such as chemical supplies, that you want the supplier to manage.

The product or service items that you add to an eProcurement requisition is processed through the approval workflow. The requisition is eventually converted to a purchase order, which can be routed to the supplier's website. This integration enables you to access multiple supplier catalogs in real-time, without loading or maintaining catalogs within PeopleSoft applications, including eProcurement.

PeopleSoft eProcurement supports:

- Punchout integration that uses cXML.
- Roundtrip integration that uses OCI (Open Catalog Interface) to format the data returned from the shopping session.

- Roundtrip to marketplace.
- Transparent Punchout integration that uses XML.

**Note:** The Direct Connect Supplier feature requires some set up by the organization. The steps for entering an order with a direct connect supplier vary according to the supplier and the set up. Because direct connect order processing involves integration with another website, the eProcurement change request feature might not be available for purchase orders that are created in this manner.

## Using Requisition Line Chunking with Direct Connect

If chunking is enabled and you add a Direct Connect item from a supplier website to an existing eProcurement requisition while in edit mode, the system displays a warning message to save the requisition prior to punching out to the supplier website. After selecting and checking out items from a supplier website and then returning to the eProcurement application, the new items are added to the chunk set that is being displayed if the total number of lines exceeds the chunking limit. If the total number of lines does not exceed the chunking limit, the new items are then added to the end of the requisition.

## Initiating Punchout or Roundtrip

Once you have completed the setup of a Punchout or Roundtrip supplier, you will be able to access the supplier's website from within the eProcurement requisition using the Create Requisition — Web page (eProcurement > Requisition > Web).

### Image: Create Requisition - Web page

This example illustrates the fields and controls on the Create Requisition - Web page.

| Merchant       | Description                                         |
|----------------|-----------------------------------------------------|
| Computer Depot | Computer hardware and accessories online warehouse. |
| XYZ Tools shop | General tools and supplies.                         |
| ABC Office     | Office Supplies online store for businesses.        |

Click the Merchant name to be transferred to the supplier's website where you can browse and select items.

## Using Transparent Punchout

Once you have completed the setup of a Transparent Punchout supplier, you will be able to retrieve item data from the supplier's website and display it within your eProcurement requisition.

The following is an example of an item search that includes Transparent Punchout:

Access the Catalog page (eProcurement > Requisition > Catalog)

## Image: Create Requisition - Catalog page

This example illustrates the fields and controls on the Create Requisition - Catalog page.

The screenshot shows the 'Create Requisition' page with a user named Kenneth Schumacher. The page has a top navigation bar with links for Home, My Preferences, Requisition Settings, and a shopping cart icon showing 0 Lines. A Checkout button is also present. Below the navigation bar, there is a search section with a 'Request Options' dropdown, a search input field containing 'Catalog', a Search button, and an Advanced Search link. The main content area is divided into two columns. The left column lists various request options under the heading 'All Request Options', including Catalog, Web, Express Item Entry, Special Requests, and Services Procurement. The right column is titled 'Catalog' and lists various purchase items under the heading 'All Purchase Items', including Computer Equipment, Hardware Catalog, and more. The 'Catalog' category is highlighted in the left column.

When creating a new requisition or editing an existing requisition, the Search field at the top can be used to search for items from multiple sources. The user enters a keyword or words in the Search field and clicks the Search button.

A search for the keyword is initiated in all available catalogs for which the requestor has access; including both internal items (loaded catalogs, favorites, and templates) and external items (direct connect catalogs and TPO catalogs using Transparent Punchout).

Depending on the search capabilities supported by the third-party websites using Transparent Punchout, you can enter more than one keyword on the search field. When multiple keywords are used for searching the search results are expanded to include items matching any one of the keywords (the Boolean operator is OR not AND).

Access the Search Results page (eProcurement >Requisition. Enter search criteria in the Search field and click on the Search button.)

## Image: Create Requisition - Search Results page

This example illustrates the fields and controls on the Create Requisition - Search Results page.

The screenshot displays the 'Create Requisition' interface. At the top, there's a navigation bar with 'Welcome Kenneth Schumacher', 'Home', 'My Preferences', 'Requisition Settings', '0 Lines', and a 'Checkout' button. Below this is a 'Request Options' dropdown and a search bar containing 'desktop'. The search results are categorized into 'Filter by' (Item Category, Manufacturer Name, Supplier Name) and 'Catalog Search Results'. The 'Catalog Search Results' section shows two items: 'Fellowes 93821 Premium Desktop' and 'IOGEAR Compact Desktop Combo GKM502 - Desktop - Keyboard & Mouse'. Each item has a 'Contract' icon and an 'Add' button. The page also includes a 'Sort By' dropdown set to 'Relevance Ranking' and a 'Find' button.

From the search results displayed the requester can select one or more items. The search results are grouped into different tabs based on their source; favorites, templates, and services procurement. The catalogs section contains the search results from Transparent Punchout. Internal and external items matching the search results are displayed in a single tab i.e. the Catalog tab. This happens only under certain conditions:

- The Consolidate Item Search Results and Facets Option check box is selected on the eProcurement Installation Options page.
- The marketplace allows facet syncing.
- The internal catalogs information and internal supplier information has been exported to the marketplace.

In the search results for external items there will not be an item ID displayed. The icons for Inventory Availability, Price Breaks, Price Adjustments and Item Substitution will not be shown. The icon for Contract will be displayed when applicable.

You have to setup cross reference to map the internal supplier ID to the appropriate marketplace supplier ID to display correct marketplace supplier ID in the search result.

## Understanding Punchout

Direct connect enables PeopleSoft eProcurement requisition users to interact directly with a supplier's website. This interaction enables the user to browse and search the supplier's online catalog to select items to add back into the eProcurement requisition using an approved standard process such as Punchout.



You set up direct connect methods and supplier details, such as URLs (uniformed resource locator). You then run through a series of background processes. eProcurement:

- Passes and receives strings of data which are transformed from XML into PeopleSoft service operations.
- Makes it possible for users to access and browse supplier catalogs.
- Adds requisition lines using supplier shopping carts.
- Sources purchase orders (POs) to suppliers.

Direct connect supplier integration enables you to create configured orders for products or services such as:

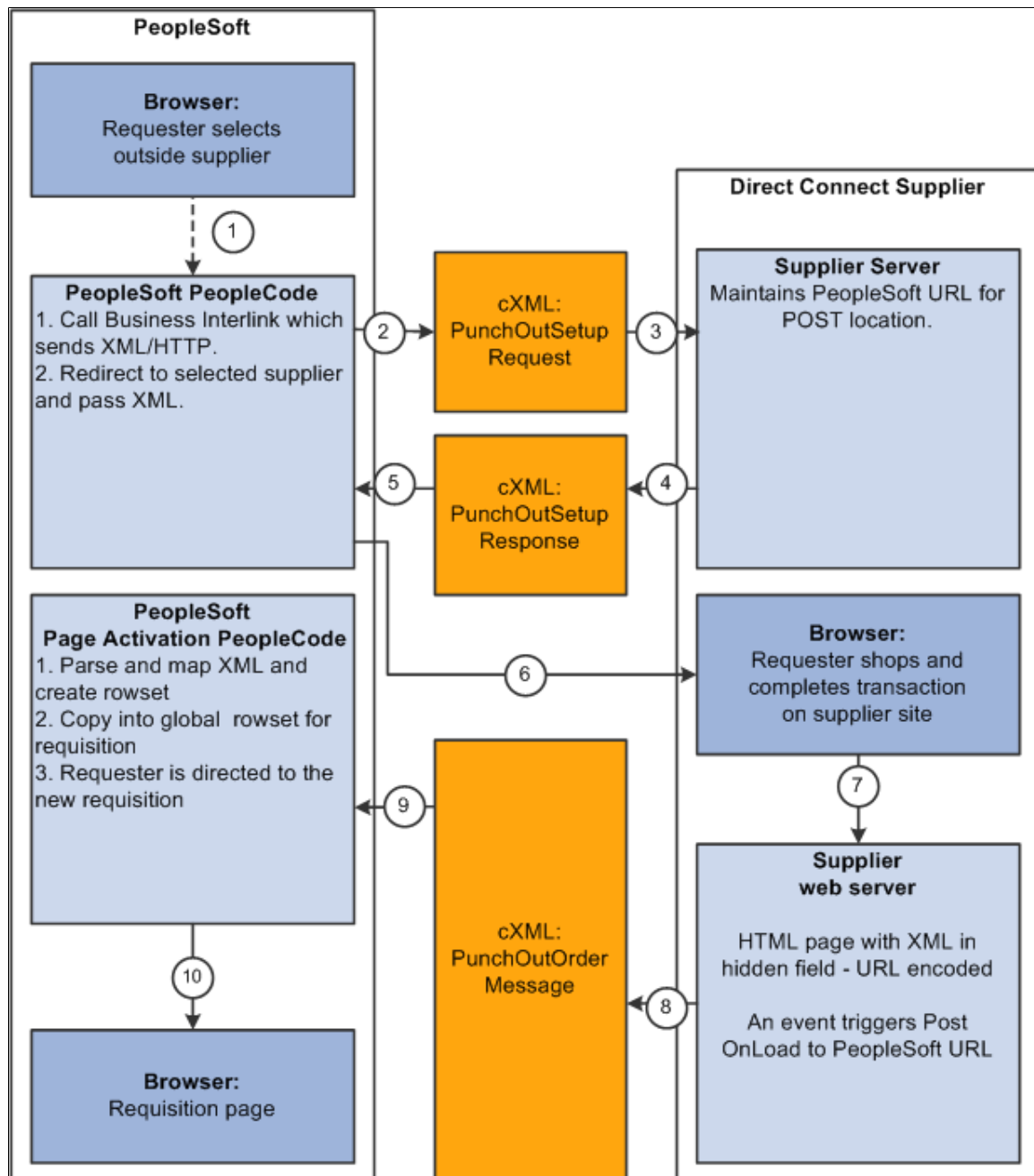
- Computer systems with various types of processors, memory requirements, and peripherals.
- Printing jobs with varying text, colors, types and sizes of paper, numbers of copies, and output formats.
- Catered events with different locations, times, types of food, and levels of service.

### **Process Flow for Direct Connect Supplier Integration Using Punchout**

This illustration describes the process flow of the integration between PeopleSoft eProcurement and a direct connect supplier who uses Punchout. Detailed steps below this illustration described the process flow:

**Image: The process flow of the integration between PeopleSoft eProcurement and Punchout using cXML**

This image illustrates the process flow of the integration between PeopleSoft eProcurement and a direct connect supplier who uses Punchout.



**Warning!** PeopleSoft and the direct connect suppliers might have site time-outs that could cause you to lose unsaved state information.

This list illustrates the steps in the previous diagram for using Punchout to create an eProcurement requisition:

1. The system saves all levels of the current requisition to a global rowset. This preserves the state of the requisition so that changes made since the creation or the last save of the requisition are not lost. Then, based on the supplier, the system selects the proper connection method, and the code transfers to the component that handles the method.
2. Based on the direct connect method registered to the selected supplier, the system loads the appropriate application class and runs the code to connect to the supplier. This code uses requisition data and properties for the supplier to populate a PeopleSoft service operation. The Integration Broker then transforms the service operation into the XML PunchoutSetupRequest, which contains authentication information to facilitate a single sign-on into the supplier's system.

If a supplier implements the sign-on differently than the standards for the selected method, you should code the supplier's sign-on logic in a separate direct connect method application class or Integration Broker transformation. This XML also contains a PeopleSoft eProcurement component URL to which the supplier posts the results of the shopping cart in step 8.

3. After building the XML, the system sends it to the supplier's URL as defined in the supplier's node definition. The supplier receives this request document and authenticates the user.
4. The system returns a response to eProcurement, if the user is successfully authenticated, that contains the supplier's URL for redirection.
5. eProcurement receives this XML-based response through Integration Broker. Integration Broker runs a transformation from the PunchoutSetupResponse to the service operation behind the scenes.

---

**Note:** The system synchronously returns the response from the original authentication request. It is not a separate process. The supplier's URL is extracted from the service operation.

---

6. PeopleSoft eProcurement redirects the user to the URL sent in the response from the supplier.
7. The user browses the supplier's site and places an order. Based on sign-on information, the supplier can maintain customer specific pricing. Typically, this is done at a business level, not at a user level.
8. After the order is complete and the user checks out, the supplier's site packages the shopping cart into an XML string and places it in an HTML hidden form field. The user is redirected to the eProcurement component URL specified at sign-on in step 2.
9. The eProcurement component that has been redirected to extract the XML string from the hidden form field. The string is parsed into a PeopleSoft service operation using another Integration Broker transformation. Just as in the authentication process in step 2, the application class or transformation might need to be customized if the supplier does not follow the standard document structure or has unique extrinsic fields. The user is transferred to the originating requisition.
10. When the requisition component is reinitialized, the global rowset from step 1 containing the original requisition information is reloaded. The items from the external item service operation, containing the shopping cart data, are added as new rows to the requisition. These lines inherit the requisition's line default values just as any other item being added. The system displays the requisition Summary page to the user.

---

**Note:** Items that are selected on a supplier's website are not transmitted to eProcurement unless the connection is initiated through the supplier's link in eProcurement.

---

## Using Extrinsic Values

The cXML extrinsic elements that are part of the PunchoutSetupRequest and the PunchoutOrderMessage can be used to send and receive data that does not fit in the other elements in the message.

For example, in the PunchoutSetupRequest, the extrinsic element can be used to send data that further identifies users, such as:

- User department / cost center
- Region
- Supervisor
- Default currency

The data is sent, essentially, as a name/value pair, as shown in this sample PunchoutSetup request below.

```
<Request>

  <PunchoutSetupRequest operation="edit">

    <BuyerCookie>1CX3L4843PPZO</BuyerCookie>

    <Extrinsic name="UserEmail">jsmith</Extrinsic>

    <Extrinsic name="UniqueName">John_Smith</Extrinsic>

    <Extrinsic name="CostCenter">610</Extrinsic>

    <BrowserFormPost>

      <URL>https://psftserver/psc/ps/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_DC_CATCHER.GBL?Page⇒
PV_DC_CATCHER&MSGNODENAME=WORKCHAIRS</URL>

    </BrowserFormPost>

    <SupplierSetup>

      <URL>http://www.workchairs.com/punchout.asp</URL>

    </SupplierSetup>

    <ItemOut quantity="2">

      <ItemID>

        <SupplierPartID>220-6338</SupplierPartID>

        <SupplierPartAuxiliaryID>E000028901</SupplierPartAuxiliaryID>

      </ItemID>

    </ItemOut>

  </PunchoutSetupRequest>

</Request>
```

The PunchoutOrderMessage includes the following cXML extrinsic elements:

- Message/PunchoutOrderMessage/Extrinsic/@name
- Message/PunchoutOrderMessage/Extrinsic

The use of extrinsic elements can be unique to each supplier; therefore, a separate object can be associated with each direct connect supplier to handle logic specific to the supplier. To use extrinsic elements for a direct connect supplier, complete the following setup steps:

1. Create a new application package and class to extend the class to the `SetReqstExtrinsic()` method. Be sure to add code into the `SetReqstExtrinsic()` method that adds values to the extrinsic rowset in the rowset object that is passed into the method.
2. Register the application class as a new direct connect method within the PeopleSoft eProcurement application. Go to eProcurement Administration, Maintain Supplier Integration, Direct Connect Methods and:
  - a. Add the new direct connect method.
  - b. Associate the new method with the application package that was just created by entering the Root Package ID and Application Class Path that were created in step 1. The Description field is helpful to identify the uniqueness of this particular Direct Connect type, such as support for a new cXML version or addition of a supplier's Extrinsic values.
  - c. Assign the list valid properties for the 'PUNCHOUT' method to this new method. Since this is simply an extension of 'PUNCHOUT', all the properties should match.
3. Associate the new direct connect method to the supplier. Go to eProcurement Administration, Maintain Supplier Integration, Linked Suppliers and select the supplier. Add the new method in the Direct Connect Method field.

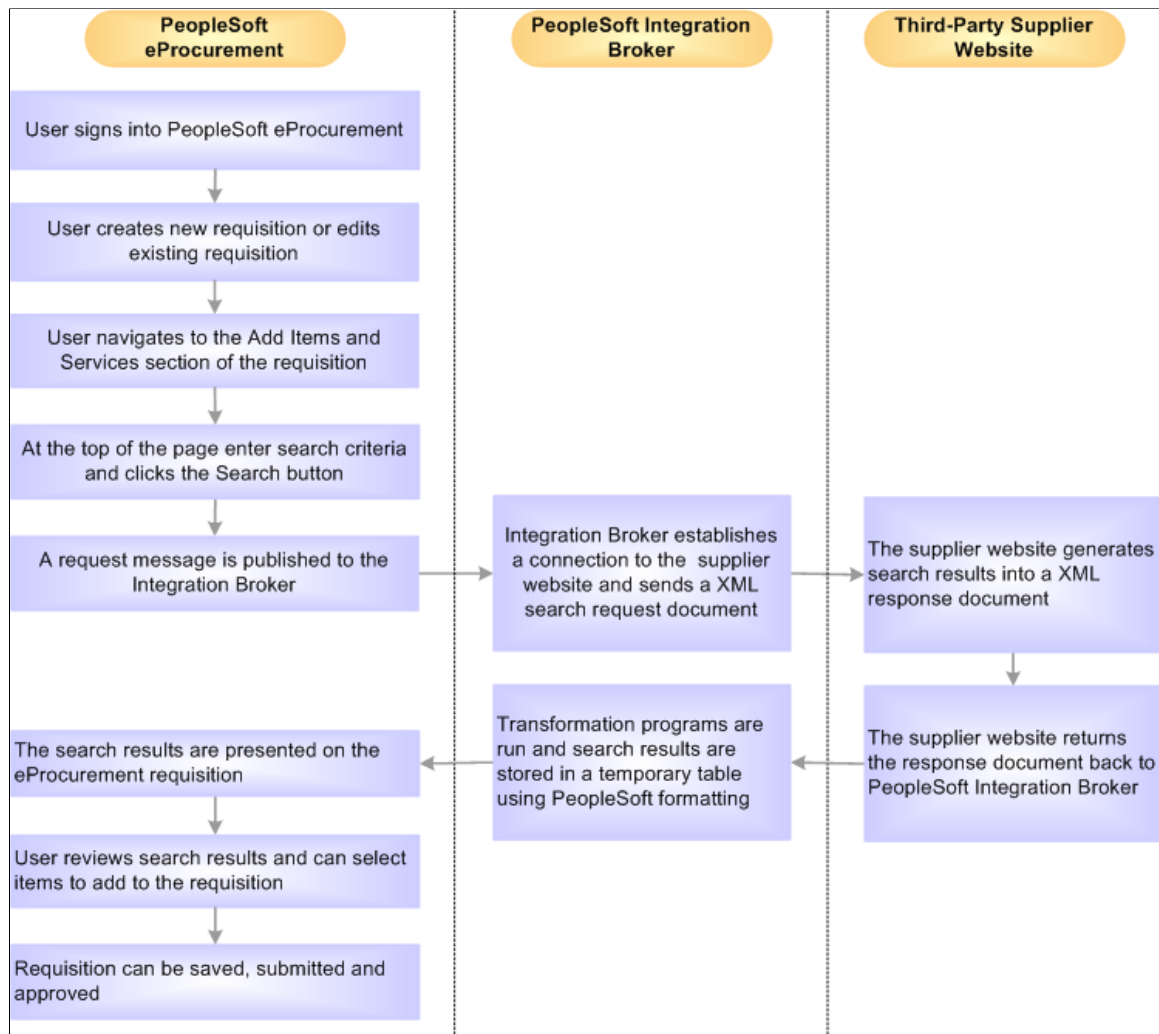
---

## Understanding Transparent Punchout

With the Transparent Punchout feature, the requester does not visibly access the supplier site. Transparent punchout accesses the site in the background using the PeopleSoft Integration Broker and returns the items directly to PeopleSoft eProcurement, with no changes to the requester's user interface. Requesters perform no additional navigation to return to eProcurement. This diagram illustrates the flow of information between PeopleSoft and a third-party supplier's website when the transparent punchout feature has been enabled:

**Image: The process flow of the integration between PeopleSoft eProcurement and Transparent Punchout using XML.**

This diagram illustrates the flow of information between PeopleSoft and a third-party supplier's website.



Notes on the transparent punchout process flow:

- The PeopleSoft Integration broker establishes a connection to the external supplier sites and sends a XML search request document to them using a multi-threading schema.
- The supplier's website authenticates the eProcurement requester before generating search results.

**Note:** The transparent punchout feature involves integration with another website. This requires set up steps within the supplier's website in addition to set up steps within PeopleSoft.

## Setting Up Suppliers for Direct Connect

There are several tasks that need to be completed before a supplier is enabled for direct connect.

1. Exchange contact information with the supplier.

2. Execute contractual agreements that are required between the supplier and your organization.
3. Set up the direct connect supplier as a PeopleSoft supplier.

See "Understanding Supplier Maintenance" (PeopleSoft 9.2: Source to Settle Common Information)

## Obtaining Authentication From the Supplier

These steps describe the setup for direct connect suppliers:

1. The supplier creates an account for your organization.
2. Your organization's administrator and the supplier establish an organization wide password (shared secret) that authenticates XML service operations from eProcurement.
3. The supplier provides your organization with a URL, which is used when setting up the Supplier Information page.

## Creating a Supplier Profile

If the supplier is not already one, you need to create it. These are the fields for use when creating a linked supplier definition:

- Supplier SetID.
- Supplier ID.
- Supplier Location.

---

**Note:** Before you save an eProcurement requisition, you must first establish the supplier as a PeopleSoft supplier. After you establish the supplier as a supplier, the supplier ID is saved on the requisition line. When the requisition is converted to a purchase order, the supplier is listed as the supplier on the purchase order.

---

See "Understanding Supplier Maintenance" (PeopleSoft 9.2: Source to Settle Common Information)

## Page Used to Set Up Suppliers for Direct Connect

| <i>Page Name</i>                   | <i>Definition Name</i> | <i>Usage</i>                  |
|------------------------------------|------------------------|-------------------------------|
| Supplier Information- Summary Page | VNDR_ID1_SUM           | Create new supplier profiles. |

---

**Note:** The size of the image added in the supplier information page should not exceed 75 x 75 pixels.

---

## Setting Up PeopleSoft Integration Broker for Direct Connect

PeopleSoft is delivered with many enterprise integration points (EIPs) to send and receive data with a third-party system or another Oracle application. EIPs within the PeopleSoft Integration Broker can be used to communicate between PeopleSoft eProcurement and a supplier's website, or a marketplace. Before data can be passed between PeopleSoft and the supplier, the Integration Broker elements must be set up and activated. For some EIPs, the Integration Broker elements have already been created by

PeopleSoft and placed in the sample data. For other EIPs, you must create the Integration Broker elements using the sample data as a model. Integration Broker elements include:

- Service operations
- Routings
- Nodes
- Transformations

To activate an EIP that has already been set up in sample data, basic steps include:

1. Activating the service operation.
2. Activating the service operation routings.
3. Verifying the routing definition parameters.
4. Verifying the node from the routing is active.

To create new Integration Broker elements for an EIP that has not been set up in sample data, basic steps include:

1. Creating a node.
2. Creating a routing within the node.
3. Activating the service operation routing.
4. Verifying the routing definition parameters.
5. Activating the service operation.
6. Verifying the node from the routing is active.

The following table lists the Integration Broker elements that are delivered with the PeopleSoft sample data. Use these elements to set up your EIPs and refer to the setup instruction in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration).

| <b><i>Integration Broker Elements</i></b> | <b><i>Punchout to Supplier Websites</i></b>                                                                                                                                                                                                                                                                | <b><i>Transparent Punchout to external suppliers</i></b> |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Service Operations                        | PV_DC_CONNECT_REQST service operation (authentication on start of direct connect session)<br><br>PV_DC_CONNECT_RESPONSE service operation (response from supplier of authentication request)<br><br>PV_DC_ITEMS service operation (shopping cart information sent by supplier upon return to eProcurement) | PV_TPO_REQST                                             |
| Node                                      | (Create a node)                                                                                                                                                                                                                                                                                            | (Create a node)                                          |



| <b>Integration Broker Elements</b> | <b>Punchout to Supplier Websites</b>                                              | <b>Transparent Punchout to external suppliers</b>                    |
|------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Routing                            | PV_DC_CONNECT_REQST routing can be altered to connect to a supplier's website     | PV_TPO_CONNECT                                                       |
| Transformations (Transforms)       | PV_DC_POSR (direct connect request)<br><br>PV_DC_POSRSP (direct connect response) | PV_TPO_REQST (outbound request)<br><br>PV_TPO_RSP (inbound response) |

To set up Transparent Punchout to a third-party supplier, use the Integration Broker elements from the Transparent Punchout to supplier website as a model to build your necessary elements. Be sure to use the same transformations.

## Pages Used to Set Up PeopleSoft Integration Broker for Direct Connect

| <b>Page Name</b>                          | <b>Definition Name</b> | <b>Usage</b>                                                                                                                         |
|-------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <u>Service Operations - General Page</u>  | IB_SERVICE             | Define a new service operation or activate an existing service operation.                                                            |
| <u>Service Operations - Routings Page</u> | IB_SERVICERTNGS        | Activate routing definitions used on the service operation.                                                                          |
| <u>Node Definitions Page</u>              | IB_NODE                | Create a new node or activate an existing node for each linked supplier that you utilize with direct connect.                        |
| <u>Connectors Page</u>                    | IB_NODECONN            | Set up node connectors that represent the direct connect node. This page enables you to associate gateways and connectors to a node. |
| <u>Routing Definitions Page</u>           | IB_ROUTINGDEFN         | Set up a routing that is associated with the direct connect node.                                                                    |
| <u>Routings - Parameters Page</u>         | IB_ROUTINGDEFNDOC      | Set up routing parameters.                                                                                                           |

*PeopleTools: Integration Broker*

### Service Operations - General Page

Use the Service Operations - General page (IB\_SERVICE) to define a new service operation or activate an existing service operation.

#### Navigation

PeopleTools > Integration Broker > Integration Setup > Service Operations > General

## Image: Service Operations - General page

This example illustrates the fields and controls on the Service Operations - General page.

The screenshot displays the 'Service Operations - General' page. At the top, there are tabs for 'General', 'Handlers', and 'Routings'. The 'General' tab is active. The page contains several sections:

- Service Operation:** PV\_DC\_CONNECT\_REQST
- Operation Type:** Synchronous
- \*Operation Description:** DirectConnect PunchOut Reqst
- Operation Comments:** A large text area.
- Owner ID:** eProcurement (dropdown menu)
- Operation Alias:** A text field.
- Service Operation Security:**
  - ☐ User/Password Required
  - \*Req Verification:** None (dropdown menu)
  - ☐ Used with Think Time Methods
- Default Service Operation Version:**
  - \*Version:** VERSION\_1
  - Version Description:** DirectConnect PunchOut Reqst
  - Version Comments:** A large text area.
  - Runtime Schema Validation:**
    - ☐ Request Message
    - ☐ Response Message
    - ☐ Non-Repudiation
  - Routing Status:**
    - Any-to-Local: Does not exist
    - Local-to-Local: Does not exist
  - Routing Actions Upon Save:**
    - ☐ Generate Any-to-Local
    - ☐ Generate Local-to-Local
    - ☒ Transactional
- Message Information:**
  - Type:** Request
  - Message.Version:** PV\_DC\_CONNECT\_REQST.VERSION (with a search icon) [View Message](#)
  - Type:** Response
  - Message.Version:** PV\_DC\_CONNECT\_RESP.VERSION\_1 (with a search icon) [View Message](#)

At the bottom, there are buttons for 'Add Fault Type', 'Save', 'Return to Service', and 'Add Version'. The page footer shows 'General | Handlers | Routings'.

A service operation in the PeopleSoft system contains the processing logic for an integration and determines if the integration is to be processed synchronously or asynchronously. A service operation definition contains the following definitions:

- *Message:* A message contains the payload of the integration.
- *XML message schema:* Message schemas provide the physical description of the data that is being sent, including descriptions of fields, field types, field lengths, and so on.
- *Routing:* A routing definition specifies the direction of the integration (inbound or outbound), routing alias names, transformations, and more.

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive*. You must activate each service operation before attempting to send or receive data. To activate a service operation, go to the General tab of the Service Operations component and select the Active check box for the service operation version.

To setup the service operations used for direct connect suppliers, use the information in this table and refer to the setup instructions in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration).

| <b>Service Operation</b> | <b>Direction and Type</b>   | <b>Messages</b>                               | <b>Integrates With</b>                       |
|--------------------------|-----------------------------|-----------------------------------------------|----------------------------------------------|
| PV_DC_CONNECT_REQST      | Outbound<br><br>Synchronous | PV_DC_CONNECT_REQST<br>and PV_DC_CONNECT_RESP | Punchout to third-party<br>supplier websites |

## Service Operations - Routings Page

Use the Service Operations - Routings page (IB\_SERVICERTNGS) to activate routing definitions used on the service operation.

### Navigation

PeopleTools > Integration Broker > Integration Setup > Service Operations > Routings

### Image: Service Operations - Routings page

This example illustrates the fields and controls on the Service Operations - Routings page.

General | Handlers | **Routings**

Service Operation: PV\_DC\_CONNECT\_REQST  
 Default Version: VERSION\_1  
☐ User Exception

Note: This user exception status is applicable only if an outbound routing cannot be determined. If a valid outbound routing can be determined then the user exception status on the actual routing will be used.

Routing Name:

| Selected                 | Name                | Version   | Operation Type | Sender Node | Receiver Node    | Direction | Status   | Results |
|--------------------------|---------------------|-----------|----------------|-------------|------------------|-----------|----------|---------|
| <input type="checkbox"/> | PV_DC_CONNECT_REQST | VERSION_1 | Synch          | CA920DVL    | PSFT_XOUTBND     | Outbound  | Inactive |         |
| <input type="checkbox"/> | EXCH_ORACLE         | VERSION_1 | Synch          | CA920DVL    | PSFT_EXCH_ORACLE | Outbound  | Inactive |         |

[Return to Service](#)

General | Handlers | Routings

On the Routings tab of the Service Operations component, activate a routing definition for each node that will send or receive data. To activate a routing, select the check box next to the routing definition and click the Activate Selected Routings button.

## Node Definitions Page

Use the Node Definitions page (IB\_NODE) to create a new node or activate an existing node for each linked supplier that you utilize with direct connect.

### Navigation

- eProcurement > Administer Procurement > Maintain Supplier Integration > Integration Broker Node Definitions
- PeopleTools, Integration Broker, Integration Setup, Nodes

**Image: Node Definitions page**

This example illustrates the fields and controls on the Node Definitions page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Node Definitions' page with the following fields and controls:

- Node Name:** PSFT
- \*Description:** Server
- \*Node Type:** PIA (dropdown menu)
- \*Authentication Option:** None (dropdown menu)
- \*Default User ID:** (text field with search icon)
- Hub Node:** (text field with search icon)
- Master Node:** (text field with search icon)
- Company ID:** (text field)
- IB Throttle Threshold:** (text field)
- Image Name:** (text field with search icon)
- Codeset Group Name:** (text field with search icon)
- Default Local Node:** ☐
- Local Node:** ☐
- Active Node:** ☒
- Non-Repudiation:** ☐
- Segment Aware:** ☐
- Save:** (button)
- Contact/Notes:** (link)
- Properties:** (link)

For the direct connect feature, a node represents the direct connect supplier. Nodes are locations from which the system sends or receives service operations. Nodes can also be an application, a database, or a server. Multiple nodes can share the same local gateway, which might be the only gateway you will need for all integrations. When a node is linked to a particular service operation, the relationship is called a routing.

Set up a node for each direct connect supplier. For those suppliers who support both Punchout and Transparent Punchout, it is required to set up two nodes, one for each, as the supplier URLs are typically different.

The sample data delivered with the system includes:

- The PSFT\_EXCH\_ORACLE node. This node is designed for access to the Exchange.oracle.com website using Punchout.
- The PSFT\_TPO\_EXCH\_ORACLE node. This node is designed for access to the Exchange.oracle.com website using Transparent Punchout.

For the above nodes, you will need to provide the desired exchange environment URL address and then activate the node.

**Node Type**

For direct connect suppliers, select *External*.

**Active Node**

Select to activate the node.

Verify the Active Node check box has been selected for the node used in the routings that you activated on your Service Operations-Routings page.

**WSIL URL**

Enter the desired exchange environment URL address.

See *PeopleTools: Integration Broker*

## Connectors Page

Use the Connectors page (IB\_NODECONN) to set up node connectors that represent the direct connect node.

This page enables you to associate gateways and connectors to a node.

**Navigation**

- eProcurement > Administer Procurement > Maintain Supplier Integration > Integration Broker Node Definitions

Click the Connectors tab.

- PeopleTools, Integration Broker, Integration Setup, Nodes

Click the Connectors tab.

**Image: Node Connectors page**

This example illustrates the fields and controls on the Node Connectors page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Node Connectors' page in the PeopleTools interface. At the top, there are five tabs: 'Node Definitions', 'Connectors' (which is the active tab), 'Portal', 'WS Security', and 'Routings'. Below the tabs, the 'Node Name' is 'PSFT\_EXCH\_ORACLE', and there is a 'Ping Node' button. A 'Details' section contains three fields: 'Gateway ID' with the value 'LOCAL', 'Connector ID' which is empty, and '\*Delivery Mode' set to 'Guaranteed Delivery'. Below these fields are two buttons: 'Save' and 'Return to Search'. At the bottom of the page, a breadcrumb trail reads: 'Node Definitions | Connectors | Portal | WS Security | Routings'.

Enter these field values that are specific to eProcurement:

**Gateway ID**

Select the gateway ID that represents your local gateway. PeopleSoft eProcurement requires at least one local gateway through which it can send and receive service operations.

**Connector ID**

Select *HTTPTARGET*

See *PeopleTools: Integration Broker*

## Routing Definitions Page

Use the Routing Definitions page (IB\_ROUTINGDEFN) to set up a routing that is associated with the direct connect node.

**Navigation**

- eProcurement > Administer Procurement > Maintain Supplier Integration > Integration Broker Routing Definitions
- PeopleTools, Integration Broker, Integration Setup, Routings

**Image: Routing Definitions page**

This example illustrates the fields and controls on the Routing Definitions page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Routing Definitions' page with three tabs: 'Routing Definitions' (selected), 'Parameters', and 'Routing Properties'. The page contains the following fields and controls:

- Routing Name:** ACTUAL\_TIME\_ADD
- \*Service Operation:** ACTUAL\_TIME\_ADD
- Version:** VERSION\_1
- \*Description:** Actual Payable Time Message
- Comments:** (Empty text area)
- \*Sender Node:** ~ANY~
- \*Receiver Node:** PV920DVL
- Delay Processing:** (Empty text box)
- Operation Type:** Asynchronous - One Way
- Owner ID:** Projects (Dropdown menu)
- Active:** ☐
- System Generated:** ☒
- Unordered Segments:** ☐
- Schema Validation Details:** ☐
- Graphical View:** (Link)
- Save:** (Button)

At the bottom, there are links for [Routing Definitions](#), [Parameters](#), and [Routing Properties](#).

When a node is linked to a particular service operation, the relationship is called a routing. Each integration requires at least one routing at each PeopleSoft Integration Broker node. One node uses a routing to send a message, and one or more nodes use routings to receive the message. The sending node might apply a routing with different parameters than those applied by the nodes that receive the message, with respect to routing, transmission type, message structure, or message content.

There are three routings that are delivered in the sample data for direct connect:

- The PV\_DC\_CONNECT\_REQST routing can be altered to connect to a supplier's website.
- The EXCH\_ORACLE routing is designed to connect to the Exchange.oracle.com website using Punchout.
- The PV\_TPO\_CONNECT routing is designed to connect to the Exchange.oracle.com website using Transparent Punchout. Use this routing as a model when creating routings for other Transparent Punchout suppliers.

To connect to another third-party supplier, create and activate a new routing. Create one routing for each node/supplier.

Enter these field values that are specific to eProcurement:

|                              |                                                                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Routing Name</b>          | Add a routing name that represents the direct connect supplier. It is suggested that you keep this value the same as the Node Name for the direct connect supplier. |
| <b>Service Operation</b>     | Enter <i>PV_DC_CONNECT_REQST</i> for Punchout suppliers.<br>Enter <i>PV_TPO_REQST</i> for Transparent Punchout suppliers.                                           |
| <b>Sender Node</b>           | Enter the default local node. The default local node represents who is sending the request.                                                                         |
| <b>Receiver Node</b>         | Enter the direct connect supplier node.                                                                                                                             |
| <b>Object Owner ID field</b> | Select <i>eProcurement</i> .                                                                                                                                        |

See *PeopleTools: Integration Broker*, “Managing Routing Definitions”.

## Routings - Parameters Page

Use the Routings - Parameters page (IB\_ROUTINGDEFNDOC) to set up routing parameters.

### Navigation

- eProcurement > Administer Procurement > Maintain Supplier Integration > Integration Broker Routing Definitions  
Click the Parameters tab.
- PeopleTools, Integration Broker, Integration Setup, Routings  
Click the Parameters tab.

**Image: Routing Parameters page**

This example illustrates the fields and controls on the Routing Parameters page.

The screenshot displays the 'Routing Parameters' page with the following configuration:

- Routing Definitions:** Parameters | Connector Properties | Routing Properties
- Routing Name:** PV\_DC\_CONNECT\_REQST
- Service Operation:** PV\_DC\_CONNECT\_REQST
- Service Operation Version:** VERSION\_1
- Sender Node:** PV920DVL
- Receiver Node:** PSFT\_XOUTBND

**Parameters Section:**

- Type:** Inbound Response
- External Alias:** PV\_DC\_CONNECT\_RESP
- Alias References:** (link)
- Message.Ver into Transform 1:** PV\_DC\_CONNECT\_RESP.VERSION\_1
- Transform Program 1:** PV\_DC\_POSRSP
- Transform Program 2:** (empty)
- Message.Ver out of Transforms:** PV\_DC\_CONNECT\_RESP.VERSION\_1

---

- Type:** Outbound Request
- External Alias:** PV\_DC\_CONNECT\_REQST
- WS Security:** (empty)
- Alias References:** (link)
- Message.Ver into Transform 1:** PV\_DC\_CONNECT\_REQST.VERSION\_1
- Transform Program 1:** PV\_DC\_POSR
- Transform Program 2:** (empty)
- Message.Ver out of Transforms:** PV\_DC\_CONNECT\_REQST.VERSION\_1

**Save** button

[Routing Definitions](#) | [Parameters](#) | [Connector Properties](#) | [Routing Properties](#)

Confirm that the external alias names in the External Alias fields for the routing are correct. When sending or receiving data, the Integration Broker determines which routing to use by referring to the external alias name, not the routing name. For routings already defined in the sample data, the External Alias fields and the transformations have already been defined.

**Direct Connect Supplier Transformations**

Transformations are used to convert an XML document from one format to another. Since the transformation is associated with a relationship, there can be a separate transformation for each supplier relationship. The system creates transformations using the Application Engine definition.



The system uses a step type of XSLT along with PeopleCode steps to perform the transformation. XSLT documents are tools that hold the structure of a document, as well as the rules of how to transform a XML document from one format to another.

There should be at least one transformation for each message. This transformation follows the standard defined for each XML document (for example, PunchoutOrder Message).

For some suppliers, you might need to change the standard transformation to support extrinsic values or other departures from the standard. In most cases, the modified logic should be saved as a separate name from the standard transformation, and the newly named transformation should be associated with the relationship.

When you create a transformation that follows a newly published version of the standard, you should save the new transformation with the standard's version name suffixed at the end (for example, PunchoutOrder Message). You can use only 10 characters. When determining whether to use PeopleCode or XSLT, make the decision on a transformation-by-transformation basis.

For Punchout to a direct connect supplier (the PV\_DC\_CONNECT\_REQST routing), the following transformations are already created in PeopleSoft Application Designer:

- PV\_DC\_POSRSP (inbound request)
- PV\_DC\_POSR (outbound request)

For Punchout to exchange.oracle.com (the EXCH\_ORACLE routing), the following transformations are already created in PeopleSoft Application Designer:

- PV\_RSP\_EXCH (inbound request)
- PV\_POSR\_EXCH (outbound request)

For Transparent Punchout to exchange.oracle.com (the PV\_TPO\_CONNECT routing), the following transformations are already created in PeopleSoft Application Designer:

- PV\_TPO\_RSP (inbound request)
- PV\_TPO\_RQST (outbound request)

Add the PV\_TPO\_RQST and PV\_TPO\_RSP transformations to any new routings that you create for third-party suppliers using Transparent Punchout.

---

**Note:** The Roundtrip direct connect method does not use transformations.

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See *PeopleTools: Integration Broker*

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## Setting Up PeopleSoft eProcurement for Direct Connect

Within PeopleSoft eProcurement, the pages used to set up the direct connect feature are eProcurement Installation Options page, Direct Connect Methods page, Linked Suppliers component, and Supplier Value Cross-Reference page.

## Pages Used to Set Up PeopleSoft eProcurement for Direct Connect

| <b>Page Name</b>                                       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">eProcurement Installation Options Page</a> | PV_INSTALLATION_PV     | At the installation level, activate the transparent punchout feature for your PeopleSoft eProcurement application. In addition, use this page to determine if punchout, roundtrip, or transparent punchout items can be used as favorites or on item templates. This page also determines the number of rows to return from a search that uses transparent punchout. |
| <a href="#">Direct Connect Methods Page</a>            | PV_DC_TYPE             | Define Direct Connect integration methods and standards                                                                                                                                                                                                                                                                                                              |
| <a href="#">Linked Suppliers Page</a>                  | PV_MS_SEC_SUPPLIER     | Associate supplier ID, supplier location, and the direct connect node together.                                                                                                                                                                                                                                                                                      |
| <a href="#">Supplier Properties Page</a>               | PV_MS_SEC_SUP_NV       | Set up supplier properties, which determines how the supplier interacts with the direct connect method.                                                                                                                                                                                                                                                              |
| <a href="#">Supplier Value Cross-Reference Page</a>    | PV_MERCHANT_XREF       | Map field values between supplier fields and your fields by creating a cross-reference between the item categories and the values that are returned by Punchout direct connect suppliers.                                                                                                                                                                            |

### eProcurement Installation Options Page

Use the eProcurement Installation Options page (PV\_INSTALLATION\_PV) to at the installation level, activate the transparent punchout feature for your PeopleSoft eProcurement application.

In addition, use this page to determine if punchout, roundtrip, or transparent punchout items can be used as favorites or on item templates. This page also determines the number of rows to return from a search that uses transparent punchout.

#### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options

The eProcurement Installation Options page is used to:

- Enable the Transparent Punchout feature.
- Allow direct connect items to be saved as favorites or on a template list.
- Determine the number of items to request in a Transparent Punchout search.

See [eProcurement Installation Options Page](#).

See [Create Requisition — Favorites Page](#).

See [Create Requisition — Templates Page](#).

## Direct Connect Methods Page

To set up direct connect, use the Direct Connect Methods (PV\_DC\_TYPE) component.

Use the Direct Connect Methods page (PV\_DC\_TYPE) to define Direct Connect integration methods and standards.

### Navigation

eProcurement, Administer Procurement, Maintain Supplier Integration, Direct Connect Methods

### Image: Direct Connect Methods page

This example illustrates the fields and controls on the Direct Connect Methods page. You can find definitions for the fields and controls later on this page.

### Direct Connect Methods

Direct Connect Method

Root Package ID

Application Class Path

Description

| Properties |                                                  | Personalize   Find   View All     | First  1-14 of 14  Last |
|------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Property Name                                    | Description                                                                                                                                                                                              |                                                                                                                                                                                                   |
| 1          | <input type="text" value="ALLOW_EDIT"/>          | Y' if vendor allows editing of items via PunchOut                                                                                                                                                        |                         |
| 2          | <input type="text" value="ALLOW_PO_CHNG"/>       | Y' if vendor allows changes to Dispatched Purchase Order                                                                                                                                                 |                         |
| 3          | <input type="text" value="ALLOW_SHIPPING_EDIT"/> | Y' if vendor allow shipping info. while editing                                                                                                                                                          |                         |
| 4          | <input type="text" value="ALLOW_VIEW"/>          | Y' if vendor allows viewing of item descriptions                                                                                                                                                         |                         |
| 5          | <input type="text" value="CATEGORY_ID"/>         | Default Category ID for this vendor                                                                                                                                                                      |                         |
| 6          | <input type="text" value="FROM_DOMAIN"/>         | Header.From.Credential.domain                                                                                                                                                                            |                         |
| 7          | <input type="text" value="FROM_IDENTITY"/>       | Header.From.Credential.Identity                                                                                                                                                                          |                         |
| 8          | <input type="text" value="KEYWORDS"/>            | Search keywords                                                                                                                                                                                          |                         |
| 9          | <input type="text" value="LOAD_PORTAL"/>         | Load Portal upon return from vendor's site (Y' / N)                                                                                                                                                      |                         |
| 10         | <input type="text" value="SENDER_DOMAIN"/>       | Header.Sender.Credential.domain                                                                                                                                                                          |                         |
| 11         | <input type="text" value="SENDER_IDENTITY"/>     | Header.Sender.Credential.Identity                                                                                                                                                                        |                         |
| 12         | <input type="text" value="SHARED_SECRET"/>       | Header.Sender.Credential.SharedSecret                                                                                                                                                                    |                         |
| 13         | <input type="text" value="TO_DOMAIN"/>           | Header.To.Credential.domain                                                                                                                                                                              |                         |
| 14         | <input type="text" value="TO_IDENTITY"/>         | Header.To.Credential.Identity                                                                                                                                                                            |                         |

[Return to Administer Procurement](#)

**Direct Connect Method**

Identifies the type of connection to the supplier's website.

Delivered options include:

- PUNCHOUT: to access a supplier's website using cXML
- ROUNDTRIP: to access a supplier's website using OCI (Open Catalog Interface).
- ROUNDTRIP\_MP: to access marketplace using roundtrip.

**Root Package ID**

Identifies the PeopleSoft application package used for this direct connect method.

**Application Class Path**

Identifies the PeopleSoft application class within the above application package.

**Properties**

Lists property values that the system uses for this direct connect method.

## Linked Suppliers Page

Use the Linked Suppliers page (PV\_MS\_SEC\_SUPPLIER) to associate supplier ID, supplier location, and the direct connect node together.

**Navigation**

eProcurement > Administer Procurement > Maintain Supplier Integration > Linked Suppliers > Linked Suppliers

### Image: Linked Suppliers page for Transparent Punchout

This example illustrates the fields and controls on the Linked Suppliers page for Transparent Punchout. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Linked Suppliers' page. At the top, there are two tabs: 'Linked Suppliers' and 'Supplier Properties'. The 'Linked Suppliers' tab is active. Below the tabs, the page displays the following information:

- Type:** Direct Connect Supplier
- SetID:** SHARE CORPORATE SETID
- Supplier ID:** SCM0000004
- Location:** MAIN

Below this information, there are five search fields, each with a magnifying glass icon:

- EDX PO Dispatch Type
- PO Dispatch Node
- Direct Connect Method
- Direct Connect Node
- Transparent Punchout Node

At the bottom of the page, there are two links: 'Return to Maintain Supplier Integration' and 'Return to Administer Procurement'. Below these links are six buttons: 'Save', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'.

Use this page to associate suppliers to nodes and then associate suppliers and nodes to their direct connect method. Then use the Supplier Properties tab to store authentication and behavioral properties specific to the method for this supplier and node.

Enter these field values that are specific to Direct Connect Suppliers that use PUNCHOUT:

#### Type

Select *DirectConnect Supplier* to set up:

- Punchout for a single direct connect supplier.
- Transparent punchout for a single direct connect supplier or a marketplace.
- Roundtrip for a single direct connect supplier.

Select *MarketPlace Supplier* to set up a supplier for marketplaces using Perfect Commerce.

#### Supplier ID

Enter the supplier ID established for your direct connect supplier. The SetID field and the Location field are also part of the supplier definition.

**Direct Connect Method**

The options are:

- *ROUNDTRIP*: to define a supplier for Roundtrip.
- *ROUNDTRIP MP*: to define a marketplace for Roundtrip.
- *PUNCHOUT*: to define a supplier for Punchout or Transparent Punchout.

**Direct Connect Node**

Enter the node established for this supplier.

**Transparent Punchout Node**

Enter the PeopleSoft Integration Broker node used for Transparent Punchout to this supplier. This field is only displayed if you have enabled the Transparent Punchout feature on the eProcurement Installation Options page.

Once the Transparent Punchout node is entered in this field, the supplier and node are included in search results performed within an eProcurement requisition. The requester must have access to the catalog linked to the supplier on this page.

See [Linked Suppliers Page](#).

## Supplier Properties Page

Use the Supplier Properties page (PV\_MS\_SEC\_SUP\_NV) to set up supplier properties, which determines how the supplier interacts with the direct connect method.

**Navigation**

Select the Supplier Properties tab from the Linked Suppliers page.

## Image: Supplier Properties page

This example illustrates the fields and controls on the Supplier Properties page.

Linked Suppliers | **Supplier Properties**

### Linked Suppliers

Type Direct Connect Supplier

SetID SHARE CORPORATE SETID

Supplier ID 0000000044 Location STANDARD

Load Direct Connect Properties

| Details |               |                | Personalize                    | Find | View All | First | 1 of 1 | Last |
|---------|---------------|----------------|--------------------------------|------|----------|-------|--------|------|
|         | Property Name | Property Value | Description                    |      |          |       |        |      |
| 1       | ALLOW_EDIT    |                | "Y" if supplier allows editing |      |          |       |        |      |

[Return to Administer Procurement](#)

Use this page to set up or change properties for a direct connect supplier connection. Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you because the supplier should have communicated the values they require for these paths in the XML.

## Viewing and Editing Requisition Line Items

In addition to connecting to a supplier website to add new requisition line items, the direct connect feature also supports the connection to the supplier's site to view and edit item details for items that have been added to a requisition using direct connect. This is accomplished by using the Description link on a requisition line. The Description link is available from many pages, and can be used for either viewing the item details or editing item information, such as quantity.

In order to accomplish this, the supplier must be set up with the ability to view and edit items, which is specified on the Supplier Properties page. If the supplier supports items to be viewed and edited, then the application connects to the supplier site and lets the site know whether the user is editing the line or viewing line details. Therefore, in addition to the supplier setup, there is one rule that eProcurement follows in order to determine which behavior (view or edit) to specify to the supplier. If the item Description link is in the Create Requisition component, such as the Submit Requisition page, then the user is able to edit the information on the supplier site. All other item description links, such as the links in the Manage Requisition component, are view only.

---

**Note:** For Roundtrip items, view mode is the only mode supported. Additionally, in the cXML and Punchout specification, view mode is known as inspect mode.

---

## Punchout and Transparent Punchout

This table lists property values that the system uses for the Punchout and Transparent Punchout direct connect methods:

| <i><b>Property Name</b></i> | <i><b>Description</b></i>                                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ALLOW_EDIT                  | Equals Y if supplier allows editing of items using Punchout. This enables users to connect back to the supplier's website to update their shopping carts. This is a behavioral property.   |
| ALLOW_PO_CHNG               | Equals Y if supplier allows changes to dispatched purchase orders.                                                                                                                         |
| ALLOW_SHIPPING_EDIT         | Equals Y if supplier allow editing of shipping information. This enables customers to include or exclude shipping info while editing a Direct Connect item. This is a behavioral property. |
| ALLOW_VIEW                  | Equals Y if supplier allows viewing of item descriptions using Punchout. This is a behavioral property.                                                                                    |
| CATEGORY_ID                 | Default category for this supplier. This is a behavioral property.                                                                                                                         |
| FROM_DOMAIN                 | Header.From.Credential.domain. This is an authentication property.                                                                                                                         |
| FROM_IDENTITY               | Header.From.Credential.identity. This is an authentication property.                                                                                                                       |
| KEYWORDS                    | Search keywords. This is a behavioral property.                                                                                                                                            |
| LOAD_PORTAL                 | Load portal upon return from supplier's site, (Y or N). This is a behavioral property.                                                                                                     |
| SENDER_DOMAIN               | Header.Sender.Credential.domain. This is an authentication property.                                                                                                                       |
| SENDER_IDENTITY             | Header.Sender.Credential.identify. This is an authentication property.                                                                                                                     |
| SHARED_SECRET               | Header.Sender.Credential.Shared Secret. This is an authentication property.                                                                                                                |

**Note:** Make sure that you select the PUNCHOUT value for the Direct Connect Method field on the Linked Suppliers page to populate Punchout property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with predefined properties for the Punchout method.



## Roundtrip

Setting up Roundtrip methods are similar to those for Punchout. The key differences between Roundtrip and Punchout are the authentication method, format of the shopping cart data, and the format of the purchase order.

Use this page to set up or change properties for a Roundtrip supplier connection. Before defining properties, you should have already discussed descriptions for the fields with the supplier. For example, the authentication paths should be familiar to you, because the supplier should have communicated the values they require for these paths.

---

**Note:** Make sure that you select the *ROUNDTRIP* value for the Direct Connect Method field on the Linked Suppliers page to populate Roundtrip property values on this page. When you click the Load Direct Connect Properties button, the system populates this page with predefined properties for the Roundtrip method.

---

This table describes property values the system uses for the Roundtrip direct connect method:

| <i><b>Property Name</b></i> | <i><b>Description</b></i>                                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ALLOW_VIEW                  | Enables the user to connect back out to the supplier's website to view ordered items. (Supplier must support FUNCTION=DETAIL in the outbound request.) This is a behavioral property. |
| ALLOW_PO_CHNG               | Equals Y if supplier allows changes to dispatched purchase orders.                                                                                                                    |
| CATEGORY_ID                 | Default category ID for this supplier. This is a behavioral property.                                                                                                                 |
| KEYWORDS                    | Search keywords. This is a behavioral property.                                                                                                                                       |
| LOAD_PORTAL                 | Load portal upon return from the supplier's site, (Y or N). This is a behavioral property.                                                                                            |
| PASSWORD                    | Password to load into the supplier's Roundtrip website. This is an authentication property.                                                                                           |
| RT_BUYER_MPID               | Buyer marketplace ID. This is an authentication property.                                                                                                                             |
| RT_BUYER_ORGANIZATION       | Buyer organization name. This is an authentication property.                                                                                                                          |
| RT_LANGUAGE                 | Buyer language. This is an authentication property.                                                                                                                                   |
| RT_OCI_VERSION              | Version of Roundtrip and OCI. This is an authentication property.                                                                                                                     |
| USERNAME                    | User name to log onto supplier's Roundtrip website. This is an authentication property.                                                                                               |

## Related Links

[Setting Up Marketplace Suppliers and Buyers](#)

## Supplier Value Cross-Reference Page

To set up direct connect, use the Supplier Value Cross-Reference (PV\_MERCHANT\_XREF) component.

Use the Supplier Value Cross-Reference page (PV\_MERCHANT\_XREF) to map field values between supplier fields and your fields by creating a cross-reference between the item categories and the values that are returned by Punchout direct connect suppliers.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Supplier Value Cross-Reference

### Image: Supplier Value Cross-Reference page

This example illustrates the fields and controls on the Supplier Value Cross-Reference page. You can find definitions for the fields and controls later on this page.

Supplier Value Cross-Reference

Field Name SYSTEM\_SOURCE

Suppliers

Personalize | Find | View All | First 1 of 1 Last

| Supplier ID          | Supplier Value       | PeopleSoft Value     | Supplier SetID       | Supplier ID          | Supplier Location    |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

When using direct connect, there are times that the data sent by the supplier needs to be translated to the desired data value for the PeopleSoft database. Use this page to map PeopleSoft eProcurement values to values with the same meaning but with different field names that the supplier uses. The most common use of this mapping is when a unit of measure, such as dozen is described by PeopleSoft as DZ and the supplier as DOZ.

There are several fields that might need to have some translation, or mapping, done. These fields may include:

- Unit of Measure
- Currency code
- Country Code
- Category ID
- Supplier ID

Translation always occurs after the item data is received from the supplier and transformed into the PV\_DC\_ITEMS (Direct Connect Items) message format. On each line of this message, every field in the PV\_DC\_REQ\_LINE (Direct Connect Requisition Line) record is examined to determine if translation is required. The system then queries the data within the Supplier Values Cross-Reference page to determine

if the field name and value passed need translation. If the system finds translation is needed, the field is updated with the corresponding PeopleSoft Value.

If no data is sent by the supplier for a particular field, you can assign default values. These values are configured on the Supplier Properties page.

The system uses values that you define on this page both for sending and receiving direct connect supplier data. You can add or change the cross references. Before you access this page, you first select the field to which the mapping applies.

|                                                          |                                                                                                                           |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Supplier ID</b>                                       | Select the supplier node for which this mapping is to apply.                                                              |
| <b>Supplier Value</b>                                    | Enter the value that the supplier uses to describe this field.                                                            |
| <b>PeopleSoft Value</b>                                  | Enter the value that PeopleSoft uses instead of the direct connect supplier value.                                        |
| <b>Supplier SetID, Supplier ID and Supplier Location</b> | Select the values for the supplier that you want the system to use when a supplier sends data to PeopleSoft eProcurement. |

## Setting Up a Supplier Cross-Reference for Punchout or Roundtrip

There are times when the supplier is a marketplace and they broker items from many suppliers. The result of this scenario is a different supplier ID for each item is provided by the supplier. When this happens, the supplier sends only one field value to identify the supplier for the item using direct connect. There are three keys that identify the supplier within PeopleSoft:

- Supplier SetID
- Supplier ID
- Supplier Location

The Supplier Value Cross-Reference page is used to store the mappings from the supplier's value to the three PeopleSoft values.

The system goes through these steps to match supplier IDs for the supplier:

1. The supplier value cross-reference data is queried to determine if there is a matching supplier ID for this supplier.

If there is a match, then, instead of using the PeopleSoft Value, all three supplier keys are placed into the PV\_DC\_ITEMS service operation.

2. If no match is found, then the three supplier keys that are specified as default values in the linked supplier properties are placed into the PV\_DC\_ITEMS service operation.

## Setting Up a Supplier Cross-Reference for Transparent Punchout

When transparent punchout retrieves item data from marketplace, it can retrieve data from multiple suppliers and display the results on the eProcurement requisition. Use the Supplier Value Cross-Reference page to define cross reference values between the VENDOR\_ID field in PeopleSoft and the supplier used in marketplace. If a supplier from a marketplace is not cross-referenced with a PeopleSoft supplier ID, then the supplier ID used on the Linked Supplier page to integrate with the marketplace is used in the search results in PeopleSoft.

## Setting up a Category Cross-Reference

Category cross-references have their own process. The system goes through these steps to translate a category ID value that is sent by a supplier:

1. The system looks up the **Category** field in the **Item Category** table to determine if any category codes match the value sent by the supplier.
2. If the value sent by the supplier is not matched, then the supplier cross reference data is queried to determine if there is a matching category ID for this supplier.
3. If the supplier value cross reference does not contain the category either, the default value is taken from the linked supplier properties.

## Shared Data Synchronization

To prevent validation errors when requisition information is passed between eProcurement and the direct connect supplier's website, the common control data should use these codes:

| <b>Control Data</b> | <b>Standard Used by cXML</b> |
|---------------------|------------------------------|
| Units of measure    | UN/CEFACT                    |
| Currency codes      | ISO 4127                     |
| Country codes       | ISO 3166                     |
| Language codes      | ISO 639                      |

## Troubleshooting Error Messages for Punchout and Roundtrip

There are several errors that can occur during the direct connect process. This table contains a list of potential errors, and the means to resolve the error.

| <b>Error Text Displayed</b>                                                                                          | <b>Description</b>                                                                                           | <b>Resolution</b>                                                                           |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Java exception thrown: java.net.<br>UnknownHostException: <machine<br>name>                                          | The machine specified as the <i>Local Gateway</i> in the Integration Broker configuration cannot be reached. | Change the URL to the Local Gateway in PeopleTools > Integration Broker > Gateways.         |
| There was no response from the<br>supplier's website while attempting to<br>connect Error Details: ... (18036, 3454) | This is thrown by Roundtrip when the<br>Supplier's website is inaccessible.                                  | Contact the supplier to determine if<br>their URL has changed, or if their site is<br>down. |
| An error occurred while preparing to<br>connect to supplier's website Error<br>Details: .... (18036, 3459)           | An error occurred in Punchout while<br>setting extrinsic elements.                                           | Modify the extended SetReqstExtrinsic()<br>method.                                          |

| <b>Error Text Displayed</b>                                                                       | <b>Description</b>                                                                                                                                                                                                             | <b>Resolution</b>                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| An error occurred while connecting to supplier's website Error Details: .... (18036, 3455)        | This is a generic error, thrown by the Punchout GoToApp() method.                                                                                                                                                              | This can be thrown when the PunchoutSetupResponse from the supplier is not a well-formed XML. It can also be thrown prior to that, when filling the message with data in this method.                                                                                                      |
| An error occurred when transferring to the supplier's website Error Details: .... (18036, 3453)   | This error message will only be thrown when there is a problem when redirecting the user to the supplier's website (using the URL that the supplier specifies in the PunchoutSetupResponse).                                   | Contact the supplier to determine if their site is down.                                                                                                                                                                                                                                   |
| An error occurred while retrieving items from supplier's website Error Details: ... (18036, 3456) | This error will be displayed if there is an error when adding item data into the REQ_LINE fields.                                                                                                                              | This error requires debugging PeopleCode in the RequisitionContext class, in the FillNewReqLine() or FillExistingReqLine() method.                                                                                                                                                         |
| An error occurred while transforming the items from the supplier Error Details: (18036, 3452)     | This message will occur in Punchout when a Transformation Application Engine program, or the LoadItems() method generates an error.                                                                                            | Examine the PunchoutOrderMessage log on the appserver to determine if the supplier is not following the transformation for the Punchout standard.<br><br>This log can be found on the Application Server in this path: PS_CFG_HOME\appserv\<domain>\files\PV_CXML_PUNCHOUTORDERMESSAGE.txt |
| An error occurred while adding the new items to the requisition Error Details: (18036, 3451)      | This error will be displayed in the UpdateXREF() method of the requisition context class, which fills the external item cross-reference rowset with item data from the supplier and the requisition line.                      | This occurrence is highly unlikely, and would have to be examined on a case by case basis to determine what caused it to happen.                                                                                                                                                           |
| The supplier's website did not return item information. (18036, 3450)                             | This is thrown by Roundtrip in the LoadItems() method, when the Supplier does not send item information back to eProcurement at the time of checkout, or if the item information was not in a format expected by eProcurement. | Examine the PunchoutOrderMessage log on the appserver to determine if the supplier is not following the transformation for the Punchout standard.                                                                                                                                          |



# Creating Requisitions in PeopleSoft eProcurement

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## Understanding Requisitions

A requisition in PeopleSoft eProcurement is an online form for requesting items or services. After you enter and submit a requisition, you can route it for approval. Approved requisitions are then sourced to either:

- A material stock request in PeopleSoft Inventory, where warehouse personnel can fulfill the order.
- A purchase order in PeopleSoft Purchasing. The purchase order is dispatched to the supplier who fulfills the order by shipping the requested items.

Before you enter requisitions into the system, you must be authorized to process requisitions on the User Preferences page. Also, the user ID must be identified as a requester on the Requester Setup page, where you add defaults for requisitions.

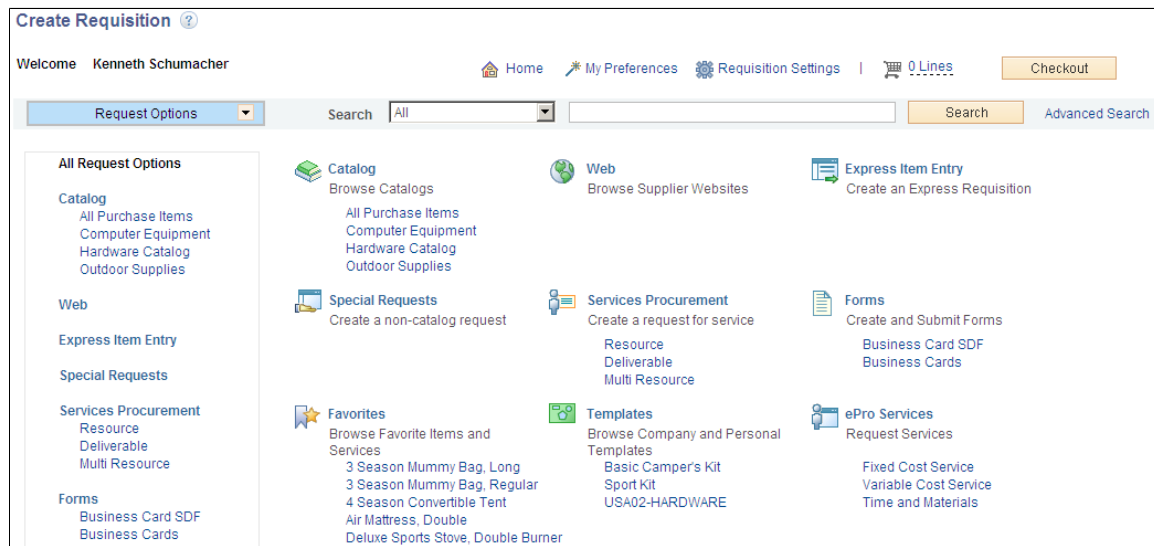
See [Procurement Page](#).

### Requisition Navigation

All requisition options appear in the left navigation menu. Clicking any item will display the page in the workspace on the right. The number of subsections displayed is controlled by the setting on the [Setting Up eProcurement Requisition Navigation](#) page. When a search is performed and facets are invoked, the left navigation menu will automatically collapse. You can click the arrow icon next to the Request Options link to collapse or expand the menu.

## Image: Requisitions

This example illustrates the fields and controls on the Requisition.



## Creating and Changing Requisitions

The same component (PV\_PROCURE\_REQ) is used to create a requisition in add mode and to make changes to or edit a requisition in update/display mode. If one or more requisition lines have been sourced to a purchase order, change requests may be created upon saving and submitting the requisition. See [Edit Requisition-Review and Submit Page](#)

## Requisition Summary

The Requisition Summary, or shopping cart, appears at the top. The Requisition Summary displays all of the items that you have added to the requisition (item description, quantity ordered, unit of measure (UOM)), plus the number of line items on the order and the total amount expressed in the transaction currency.

## Requisition Item Browse and Search

PeopleSoft eProcurement uses browse and search features to help you find items to include in requisitions. A basic search enables simple browsing and searching of requisition items. In addition, you can perform a more advanced search, as well as a parametric search of selected attributes. You can update search settings and perform exact word searches.

## Item Favorites and Favorites Groups

Item favorites are items that are frequently ordered and are maintained in a single location. You can reduce the time that is needed to find an item by using item favorites. The list of favorite items that you create is private, accessible only to you, and stored by your Requester ID.

Favorites groups enable you to group your favorite items, which enables you to find the items quickly when creating a requisition. Favorites groups can be shared with other users, and a user can copy the favorite groups of another user.

See [Manage Favorites Groups Page](#).



## Item Templates

You can reduce the time that is needed to enter requisitions by creating item templates, which consist of sets of items that you frequently order together. During order entry, use the templates to add these items to the requisition without searching the item catalog.

PeopleSoft eProcurement offers these templates:

### Personal templates

Personal templates are private and accessible only to the user who creates them.

### Company templates

Company templates, also called Purchasing Kits, are used throughout the business. Only users with the correct authority can create or change company templates, but all users in the PeopleSoft Purchasing business unit have access to them. To maintain company templates for PeopleSoft eProcurement, use the Purchasing Kits feature. To access the feature, select eProcurement > Administer Procurement > Maintain Item > Purchasing Kits.

After a template has been added to a requisition, you can change the quantity of any item, delete items, or add additional items to the request. When you add a template to a requisition, the system adds only the active items in the template to the requisition. Click the Expand Section button to see more information about items within a template and how many of each item are to be added to the requisition.

Enter the number of sets to add to the requisition in the Qty field, and click the Add button.

---

**Note:** Item templates, which can include items from the standard item catalog, special request items, or items from PeopleSoft Services Procurement, are designed for groups of items. To save a single item, use the favorites lists.

---

## My Preferences

In My Preferences page, which opens as a modal window when you click the My Preferences link, you can select the fields that will appear in the search result. Apart from this, you can delete any saved search criteria created in the Advanced Search page.

### Image: My Preferences

This example illustrates the fields and controls on the My Preferences. You can find definitions for the fields and controls later on this page.

**My Preference**

**Customize Search Results** ?

Select the fields to be displayed in Search Results

|                                                       |                                                      |
|-------------------------------------------------------|------------------------------------------------------|
| Item ID: <input checked="" type="checkbox"/>          | Supplier: <input checked="" type="checkbox"/>        |
| Supplier Item ID: <input checked="" type="checkbox"/> | Supplier ID: <input checked="" type="checkbox"/>     |
| Mfg Item ID: <input checked="" type="checkbox"/>      | Manufacturer: <input checked="" type="checkbox"/>    |
| Price: <input checked="" type="checkbox"/>            | Manufacturer ID: <input checked="" type="checkbox"/> |
| UOM: <input checked="" type="checkbox"/>              | Lead Time Days: <input checked="" type="checkbox"/>  |

\*Show Search Result Item Images

**Checkout Page Display**

☐ Auto expand accounting lines when expanding requisition lines

**Shopping Cart Display**

☐ Auto display shopping cart when adding items

**Delete Saved Searches**

Check each saved search to be deleted and then hit OK button to complete removal.

Note There are currently no saved searches.

**Auto expand accounting lines when expanding requisition lines**

Select check box to expand the Accounting Lines grid automatically when Requisition Lines section is expanded.

**Auto display shopping cart when adding items**

Select check box to automatically display the floating cart when adding requisition items to the cart.

### Related Links

[Understanding Supplier Data](#)

[Maintaining System Users and Roles](#)

## Common Elements Used in Creating Requisitions

**AM Unit** (asset management unit)

Select a PeopleSoft Asset Management business unit to capitalize all items on this requisition in PeopleSoft Asset

|                                                                                                     |                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                     | Management. This entry overrides values that otherwise appear by default from the item definitions.                                                                                                                                                                                                                        |
| <b>Account</b>                                                                                      | Change this value only to change the standard accounting structure.                                                                                                                                                                                                                                                        |
| <b>Accounting</b>                                                                                   | Click to access general ledger information and define accounting rules for items that you are adding to a requisition.                                                                                                                                                                                                     |
| <b>Amount</b>                                                                                       | Displays the total item price in the transaction currency from the requisition.                                                                                                                                                                                                                                            |
| <b>Apply</b>                                                                                        | Click to apply the changes that you've made, for example, changes to shipping or accounting information.                                                                                                                                                                                                                   |
| <b>Asset Profile ID or Profile ID</b>                                                               | Select an ID to capitalize all items on this requisition in PeopleSoft Asset Management. This entry overrides values that otherwise appear by default from the item definitions.                                                                                                                                           |
| <b>Capitalize</b>                                                                                   | Select to indicate that the items on this requisition should be capitalized in PeopleSoft Asset Management. This check box is available only if a PeopleSoft Asset Management business unit is selected.                                                                                                                   |
| <b>Catalog</b>                                                                                      | Displays the name of the PeopleSoft catalog in which this item is located. Define item catalogs with PeopleSoft Tree Manager.                                                                                                                                                                                              |
| <b>Category</b>                                                                                     | Displays the item category from the Item Definition - General page.                                                                                                                                                                                                                                                        |
| <b>Consolidate with other Reqs</b><br>(consolidate with other requisitions)                         | Select to consolidate multiple requisitions for the same supplier into one purchase order.                                                                                                                                                                                                                                 |
| <b>Delete</b>                                                                                       | Click to remove a selected item from a requisition.                                                                                                                                                                                                                                                                        |
| <b>Department</b>                                                                                   | Displays any default value from the requester definition.                                                                                                                                                                                                                                                                  |
| <b>Due Date</b>                                                                                     | The date that the shipment is scheduled to arrive at the destination (ship to location).                                                                                                                                                                                                                                   |
|  (Embedded Help) | Click the Embedded Help icon to open up a secondary window with information about this page or section. Embedded help can provide information about specific fields and point the user to additional help. See <i>PeopleTools: Applications User's Guide</i> for more information on creating and modifying embedded help. |
| <b>GL Unit</b> (general ledger unit)                                                                | Displays the PeopleSoft General Ledger business unit that is defined on the Purchasing Definition - Business Unit Definition page.                                                                                                                                                                                         |
| <b>IN Unit</b>                                                                                      | The Inventory business unit where the items should be put away when they are received.                                                                                                                                                                                                                                     |

|                                          |                                                                                                                                                                                                                                                              |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location Code</b>                     | Displays the internal location for the delivery of this requisition, for example, office number, lab name, and so on. The value comes from the requester setup definition.                                                                                   |
| <b>Manufacturer</b>                      | Indicates the manufacturer of the item, which is assigned on the Manufacturer's Item page.                                                                                                                                                                   |
| <b>Manufacturer's Item ID</b>            | Displays the item ID that the manufacturer uses, which is assigned on the Manufacturer's Item page.                                                                                                                                                          |
| <b>Mfg ID</b> (manufacturer's ID)        | Identifies the manufacturer of the item. This value is supplied from the Supplier's Manufacturer Info page.                                                                                                                                                  |
| <b>Mfg Itm ID</b> (manufacturer item ID) | Displays the identifier that the manufacturer uses for this item when the suggested supplier supplies the item. This value appears from the Supplier's Manufacturer Info page.                                                                               |
| <b>Modify Shipping Address</b>           | Click to access the Shipping Address page, where you can change the shipping address.                                                                                                                                                                        |
| <b>Percent</b>                           | Enter a percentage of the quantity or the amount to distribute. The system updates either the Amount or Quantity field value, depending on the selection in the Distribute by field.                                                                         |
| <b>Price</b>                             | Displays the supplier's unit price and currency for the item, which are assigned on the Supplier's UOM & Pricing Info (supplier's UOM and pricing information) page.                                                                                         |
| <b>Product</b>                           | Identifies a product.                                                                                                                                                                                                                                        |
| <b>Project ID</b>                        | You can enter any information that is relevant to the project.                                                                                                                                                                                               |
| <b>Quantity</b>                          | Enter the quantity of items that you want distributed on this distribution line. This field appears only if you select <i>Qty</i> as a distribution method in the Distribute by field. The system updates the value in the Percent field based on the entry. |
| <b>Requester</b>                         | The user ID of the person for whom the requisition is created.                                                                                                                                                                                               |
| <b>Select All/Deselect All</b>           | Select to select all items or to deselect all selections in a list. The check box appears beneath the list to which it pertains.                                                                                                                             |
| <b>Ship To</b>                           | Displays the organization ship location that the supplier should use for delivery for this requisition. This field is populated from the requester definition.                                                                                               |
| <b>Standard Price</b>                    | Displays the standard price from the Purchasing Attributes page for the item.                                                                                                                                                                                |
| <b>Status</b>                            | Displays the status of a requisition. Values are <i>Open</i> , <i>Pending</i> , <i>Approved</i> , and <i>Complete</i> .                                                                                                                                      |
| <b>Unit of Measure (UOM)</b>             | Displays the UOM from the Supplier's UOM & Pricing Info page for the item. The Units of Measure page (Items > Define Items and Attributes > Units of Measure) has a field labeled                                                                            |

Default Req UOM. The UOM that appears to the requester is the one that is marked as the Requisition UOM. If this option is not selected, then the item supplier UOM or standard UOM appears.

See "Using Item Quantity UOM" (PeopleSoft FSCM 9.2: Managing Items).

---

**Note:** If the requester is assigned to the eProcurement role action of VIEW\_ORDERING\_UOM, and the item is set up with a default requisition UOM, the default requisition UOM will appear on the requisition.

Default Req UOM field is used only for SES search.

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See [Maintaining System Users and Roles](#).

**UPN ID** (universal product number ID)

Enter the UPN ID that is assigned to a unique combination of item ID, manufacturer ID, and UOM. The UPN appears on the Item Description page when it is associated to an item manufacturer.

**Supplier**

Displays the suppliers that supply this item. This information appears by default from the Item Supplier page.

**Supplier Item ID**

Displays the ID that the supplier uses to identify this item on the Item Supplier page.

**Supplier Loc** (supplier location)

Displays the location of the supplier. The default is based on the value that is defined for the supplier.

**Supplier Look Up** (icon)

Click to access the Supplier Search page, where you can enter information to find a supplier.

### Related Links

"Defining Purchasing Item Attributes" (PeopleSoft FSCM 9.2: Purchasing)

"Purchasing Options Page" (PeopleSoft FSCM 9.2: Purchasing)

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## Creating Requisitions

This section provides an overview of requisition creation and discusses how to define requisitions, find requisition items, select catalog items, select favorite items to include in requisitions, use template items to create requisitions, select forms to include in requisitions, select direct connect suppliers or the Oracle Supplier Network for requisitions, and add special requests to requisitions.

## Understanding Requisition Creation

PeopleSoft eProcurement enables users to create requisitions in an efficient manner. The key to entering requisitions quickly is defining a proper default structure that prevents you from changing information on the requisition. For a requisition with no changes to the default structure, you can enter the items, review

the request, and submit it. For more complex requisitions, PeopleSoft eProcurement provides a number of links to additional information.

## Pages Used to Create Requisitions

| <b>Page Name</b>                                                       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                         |
|------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#"><u>Requisition Settings Page</u></a>                       | PV_REQ_SETTINGS        | Define requisition settings, including the purchasing business unit and the requester for the requisition. You can also define default values for requisition lines. |
| <a href="#"><u>Create Requisition Page</u></a>                         | PV_AcLL_RQST_OPTION    | Find requisition items.                                                                                                                                              |
| <a href="#"><u>Create Requisition - Catalog Page</u></a>               | PV_REQ_CATBROWSE       | View catalog item details.                                                                                                                                           |
| <a href="#"><u>Create Requisition — Favorites Page</u></a>             | PV_REQ_NEWFAVS         | Select favorite items and item groups to include in requisitions. Add items to your favorites list and group favorite items into favorite groups.                    |
| <a href="#"><u>Create Requisition — Templates Page</u></a>             | PV_REQ_NEWTEMPL        | Use template items to create requisitions. Create new templates and add items to existing templates.                                                                 |
| <a href="#"><u>Create Requisition - eProcurement Services Page</u></a> | PV_REQ_SERVICES        | Include eProcurement services.                                                                                                                                       |
| <a href="#"><u>Create Requisition - Services Procurement Page</u></a>  | SP_REQ_BROWSE          | Include services from Services Procurement .<br><br>"Managing Service Requisitions"<br>(PeopleSoft 9.2: Services Procurement)                                        |
| <a href="#"><u>Create Requisition — Forms Page</u></a>                 | PV_EXP_FORMS           | Select forms to include in requisitions.                                                                                                                             |
| <a href="#"><u>Create Requisition — Web Page</u></a>                   | PV_REQ_MERCHANTS       | Interact directly with a supplier's website.                                                                                                                         |
| <a href="#"><u>Create Requisition — Special Requests Page</u></a>      | PV_REQ_SPECIAL_REQ     | Add special requests to requisitions.                                                                                                                                |
| <a href="#"><u>Create Requisition - Express Item Entry Page</u></a>    | PV_EXPRESS_REQ         | Enter details for express items and add them to the cart.                                                                                                            |
| <a href="#"><u>Create Requisition - Recently Ordered Page</u></a>      | PV_REQ_RECENT_ORD      | View recently approved items.                                                                                                                                        |
| <a href="#"><u>Create Requisition - External Catalogs Page</u></a>     | PV_REQ_TPOMERCH        | View a list of all available suppliers.                                                                                                                              |

## Requisition Settings Page

Use the Requisition Settings page (PV\_REQ\_SETTINGS) to define requisitions, including the purchasing business unit and the requester for the requisition. You can also define default values for requisition lines.

However you cannot use it to modify requisition lines and requisition schedule lines that are already sourced to PO and other systems.

## Navigation

eProcurement > Requisition > Requisition Settings

### Image: Requisition Settings Page

This example illustrates the fields and controls on the Requisition Settings Page. You can find definitions for the fields and controls later on this page.

**Requisition Settings**

Business Unit: US001 US001 NEW YORK OPERATIONS Requisition Name: 0000000164

Requester: VP1 Kenneth Schumacher Requisition ID: 0000000164

\*Currency: USD Priority: Medium

Card Number: Expiration Date: Use Procurement Card: ☐

**Default Options**

☐ Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☒ Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

**Line Defaults**

Supplier: Category: Supplier Location: Unit of Measure: Buyer: Attention:

**Shipping Defaults**

Ship To: Due Date: Attention:

**Distribution Defaults**

Accounting Tag:

**Accounting Defaults**

| Dist | Percent  | Location | GL Unit | Account | Alt Acct |
|------|----------|----------|---------|---------|----------|
| 1    | 100.0000 | US001    | US005   | 500000  |          |

This page enables you to define information for a new requisition.

Before using this page, determine the features that your users can access by linking user roles to the following eProcurement role actions:

- The CHANGEREQBU role action is required to access the Business Unit and Requester fields on this page. For users without this role action, these fields cannot be changed. The values in these fields are provided by default from the User Preferences component.
- The ALLOW\_DEFAULT\_OPTIONS role action enables users to select between the default options of Default or Override within the Line Defaults group box of this page. Without this role action, users can only enter default values, not override values.

See [Maintaining System Users and Roles](#).

### Requester

Enter the name of the person requesting these materials or services. This value can be your name or you can purchase on behalf of another person. For you to purchase on behalf

of another user, these requesters must be defined on the User Preferences page.

**Requisition Name**

Enter a description of the request to help you identify this requisition as it flows through the system. If this field is left blank, the system uses the requisition ID as the name.

**Currency**

Displays the currency that is selected for the business unit. This value can be overridden if the business unit allows for multicurrency processing.

**Priority**

Enter a priority for reporting or query purposes.

**Card Number**

Select a card number for procurement card.

**Use Procurement Card**

Select check box to use the procurement card.

## Defining Requisition Line Default Values

The fields that you enter on this page can be applied to the entire requisition at the line, shipment, or distribution levels.

**Default Options**

Determines how your entries in the Line Defaults group box are applied. The options are:

- *Default:* The values that you enter in the Line Defaults group box are applied to the entire requisition (i.e. at the line, shipment schedule, or distribution line levels) only if there is no default value from the item default hierarchy in PeopleSoft eProcurement and Purchasing. When a value comes from the default hierarchy, it appears in this group box and any change to this value is ignored. When no predefined values exist, the data that you enter in the line defaults section replaces blank fields as defaults. The *Default* option is the only available choice if your user ID is not linked to the ALLOW\_DEFAULT\_OPTIONS eProcurement role action.

If you have selected the default option and need to override values at the line level, use the Modify Line/Shipping/Accounting page within this component.

See "Purchasing Item Default Hierarchy" (PeopleSoft FSCM 9.2: Purchasing).

- *Override:* The values that you enter in the Line Defaults group box are applied to the entire requisition (that is, at the line, shipment schedule, or distribution line levels). When a value comes from the item default hierarchy, it appears in this group box and any change to this value will override the default value for this requisition. However, blank values are not considered an override value; for example, if you blank out a value that comes from the item default hierarchy, then the system still uses the default value on the requisition.



The *Override* option is only available if your user ID is linked to the ALLOW\_DEFAULT\_OPTIONS eProcurement role action.

### **Supplier**

Select the supplier for the items on this requisition. Select Supplier Location. However, be cautious when changing the supplier location. Purchase orders are not sent to marketplace unless the supplier ID and supplier location match those values that are defined on the Linked Supplier Setup page. To access the page, select eProcurement > Administer Procurement > Maintain Supplier Integration > Linked Suppliers.

### **Supplier Location**

Select a suitable value for the Supplier Location.

### **Buyer**

Select a buyer for this requisition. At the requisition line level, the system uses the buyer from the item definition or item supplier.

### **Category**

Define a default category for this requisition.

### **Unit of Measure**

Define the UOM for use on this requisition.

## **Shipping Defaults**

### **Ship To**

Select the standard address to which most of the requisition is delivered.

### **Add Onetime Address**

Click to access the Shipping Address page, where you can override a shipping address that is not in the standard ship to location codes.

This link is controlled by NO\_ONETIME\_SHIPTO role action. It will not appear if this role action is enabled for a user.

### **Due Date**

The standard date on which the customer wants to receive the items on this requisition.

### **Attention**

Enter the name of the individual who should receive the items or services. Once the shipment is received, this individual should record the receipt, enabling the buyers to track the quality and promptness of the supplier.

### **Ship Via**

Select suitable Ship Via Code value by clicking the prompt button.

---

**Note:** This field is visible only if SHIPVIA\_FREIGHT\_DISPLAY role action is enabled.

---

### **Freight Terms**

Select suitable Freight Terms Code value by clicking the prompt button.

---

**Note:** This field is visible only if SHIPVIA\_FREIGHT\_DISPLAY role action is enabled.

---

## Distribution Defaults

### SpeedChart

Select a SpeedChart Key by clicking the prompt. Based on the SpeedChart key selected, the system automatically distributes the accounting line amounts according to the proration percentage defined for the selected SpeedChart. You can modify the distribution values.

---

**Note:** This field is visible only if role action ACCOUNTING\_DISPLAY is assigned to action *Editable* and it will be hidden if role action ACCOUNTING\_DISPLAY is assigned to action *Hide* or *Display Only*.  
SpeedChart will be invisible if Accounting Tag is enabled.

---



---

**Note:** This field will be disabled if Default Options is set to *Default* and it will be enabled if Default Options is set to *Override*.

---

### Accounting Tag

Click the prompt to select appropriate Accounting Tag that will be used to populate ChartFields on transaction distribution lines. The system automatically prorates the amount of an accounting line according to the proration percentages defined on the Accounting Tag.

---

**Note:** This field appears only if Accounting Tag check box is selected for eProcurement on the Accounting Tag Registration page. See "Setting Up Accounting Tags" (PeopleSoft FSCM 9.2: Application Fundamentals)

---



---

**Note:** This field is visible only if role action ACCOUNTING\_DISPLAY is assigned to the action *Editable*. It will be hidden if role action ACCOUNTING\_DISPLAY is assigned to the action *Hide* or *Display Only* action.  
This field will be disabled if Default Options is set to *Default* and it will be enabled if Default Options is set to *Override*.

---

## Accounting Defaults

### Dist

This column displays the distribution line number.

### Chartfields

Enter ChartField and asset management information.

---

**Note:** The ChartField values on this page are described further in this documentation.

---

## Related Links

"Understanding PeopleSoft ChartFields" (PeopleSoft FSCM 9.2: Application Fundamentals)

"Understanding Basic Commitment Control Setup" (PeopleSoft FSCM 9.2: Commitment Control)

"Understanding the Supplier Import Processes" (PeopleSoft 9.2: Source to Settle Common Information)

Maintaining System Users and Roles

"Using Accounting Tags in PeopleSoft Classic" (PeopleSoft FSCM 9.2: Application Fundamentals)

## Create Requisition Page

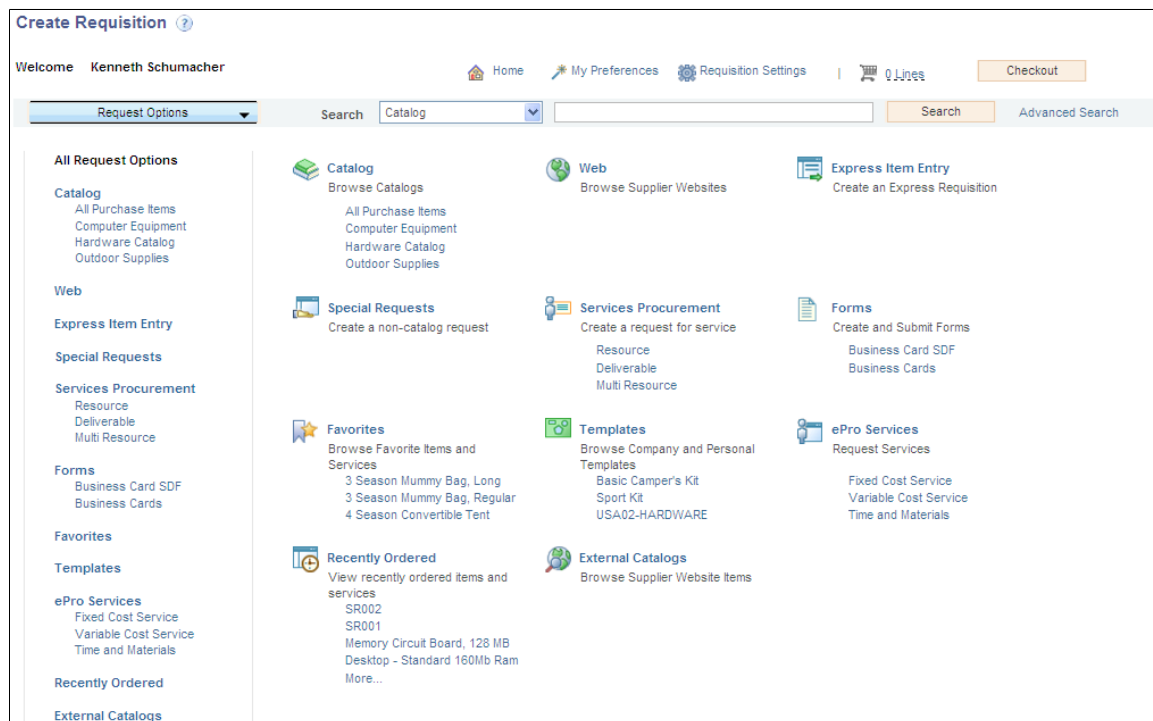
Use the Create Requisition page (PV\_REQ\_CATBROWSE) to find requisition items.

### Navigation

eProcurement > Requisition

### Image: Create Requisition page

This example illustrates the fields and controls on the Create Requisition page.



Use this page to find items for a new or existing requisition. Based on the type of search selected in the eProcurement Installation Options page, the requisition items will be searched. Default search type will be SQL search. A SQL search is performed against Item Description.

## Image: Search Settings

This example illustrates the fields and controls on the Search Settings.

Based on the fields selected on this page the search result is displayed. You can choose the required sort option for the search result from the available five options, Description, Manufacturer Name, Price, Relevance Ranking, and Supplier Name. By default Description option will be selected. If you select Relevance Ranking as the default sort option and marketplace integration is disabled later, then the default sort option will revert back to Description.

Relevance Ranking sort option will return the search results based on the marketplace ranking of the items. This option is available only if the Consolidate Item Search Results and Facets Option check box is selected on the eProcurement Installation Options page. This option is not applicable for sPro items.

## Item Search

You can search for items to include in a requisition by:

- **Basic Search:** Enter either a keyword or a phrase and click the Search button. You can choose to search against all the categories or select any specific category/option from the Search drop—down list. If Search framework search is enabled, then indexed fields to search against can be configured on the Search Settings page in eProcurement Installation Options.

Any changes made to items such as price or any of the purchasing attributes requires the catalog information to be exported. This includes changes made to the suppliers as well. This is achieved by performing the Search framework index update. Once catalog export is done the marketplace makes necessary updates to the catalog information including the facets.

---

**Note:** None of the basic search criteria is carried over to advanced search.

---

For more information on Search framework search settings, see [Setting Up Installation Options](#).

- **Browsing Catalogs:** You can browse catalogs either from the left navigation or the All Request Options page. Clicking a catalog or category will initiate a search and return all items in that particular catalog or category.
- **Advanced Search:** You can click the Advanced Search link, which opens the advanced search criteria page in a modal window. Enter the search criteria for required search fields. You can save the search criteria by clicking the Save search Criteria link. Basic search criteria is independent of advanced search criteria.

You can narrow your search to contract by making use of Search By Contract ID. Contract search is independent of advanced search.

**Image: Advanced Search**

This example illustrates the fields and controls on the Advanced Search page.

**Advanced Search**

Search Name   [Save Search Criteria](#)

**Advanced Item Search** [Search Tips](#)

\*Search Contains  of the following search fields entered.

Description

Manufacturer

Manufacturer ID

Supplier

Supplier ID

Item ID

Model

UPN ID

Category ID

Supplier Item ID

Manufacturer Item ID

Category

Price Range: From  To  In

**Search By Contract ID**

Contract  

Based on the category attribute defined, Search By Attribute will appear in the Advanced Search page. If no category attributes are defined, it will be hidden.

Click the Search Tips link to view a window that explains how to format searches in the Keywords field.

For the Price Range field, you can specify the price in any currency because it will be converted to the common currency specified in the search settings in the eProcurement Installation Options page.

Options for the Search Contains field perform in the following manner:

- All — If selected, will combine all the search criteria specified in the Advanced Item Search page to perform the search AND operator will be used during the search.
- Any — If selected, will perform the search for any of the search criteria specified in the Advanced Item Search page OR operator will be used during the search.

This is common for both Search framework and SQL searches.

For the SQL search, the search operators that appear in the drop-down list for the search fields are *Begins With*, *Contains*, and *Equals*. As an example, consider the search result displayed for the following search field—search operator—search data:

- Description – Begins with – Long Sleeve
- Manufacturer ID – Equals - BICY-10000
- Manufacturer – Contains - Bicycle

**Note:** Due to the highly complex nature of universal product identifiers and the fact that they are unique to a particular item, the UPN ID can only be searched using the *Equals* operator. This means that the entire identifier must be entered in order to search.

### Image: Search result - SQL search

This example illustrates the fields and controls for Search result - SQL search.

The screenshot displays the 'Catalog Search Results' page in PeopleSoft eProcurement. It shows three search results for 'Long Sleeve Biking Jersey, Men'. Each result includes a checkbox, a 'No Image' placeholder, and a 'Contract Inventory (Available)' status. The details for each item are as follows:

| Item ID | Supplier           | Manufacturer            | Price   | UOM  |
|---------|--------------------|-------------------------|---------|------|
| 10000   | BERNIE'S BIKE SHOP | East Coast Bicycle      | 22.0000 | Each |
| 10000   | Tanden Computers   | West Coast Bicycle      | 20.0000 | Each |
| 10000   | Tanden Computers   | Bicycle Small Component | 20.0000 | Each |

Each result also includes a 'Quantity' field, an 'Add' button, and links for 'Add to Favorites' and 'Add to Template(s)'. The page also features a search bar, a 'Find' button, and a '1-8 of 8' indicator.

For the Search framework search, the available search operators are *Begins With*, *Contains All*, *Contains Any*, and *Equal*. Here you have the option to search based on All or Any of the search criteria specified in the search fields.

For example, consider the search result when search operator for the Description field is selected as *Contains Any* and search criteria is given as “Desktop, monitor”:

**Image: Search result - Search framework search - Contains Any**

This example illustrates the fields and controls for Search result - Search framework search - Contains Any.

**Search**  
Catalog - Only the first 50 results are displayed. Please refine the search parameters.

☐ Select All/Deselect All   Add Selected To: Cart Compare Favorites Templates

**Catalog Search Results** \*Sort By Description Find First 1-50 of 50 Last

---

☐ **1337 Desktop PC Motherboard**

Contract

|                  |          |                 |                       |  |
|------------------|----------|-----------------|-----------------------|--|
| Item ID          | A005     | Supplier        | Stiples Office Supply |  |
| Supplier Item ID |          | Supplier ID     | USA0000051            |  |
| Lead Time        |          | Manufacturer    | Computer Manufacturer |  |
| Mfg Item ID      | A005_MFG | Manufacturer ID | COMPUTER              |  |
| Price            | 258.0000 | UPN Type        |                       |  |
| UOM              | Each     | UPN ID          |                       |  |

Quantity  Add Add to Favorites Add to Template(s)

---

☐ **1337 Desktop PC Motherboard**

Contract

|                  |          |                 |                       |  |
|------------------|----------|-----------------|-----------------------|--|
| Item ID          | A005     | Supplier        | Star Rental Group     |  |
| Supplier Item ID |          | Supplier ID     | USA0000004            |  |
| Lead Time        |          | Manufacturer    | Computer Manufacturer |  |
| Mfg Item ID      | A005_MFG | Manufacturer ID | COMPUTER              |  |
| Price            | 258.0000 | UPN Type        |                       |  |
| UOM              | Each     | UPN ID          |                       |  |

Quantity  Add Add to Favorites Add to Template(s)

---

☐ **17 Inch LCD Display Computer Monitor; Analog/Digital,**

Contract

|                  |                |                 |                          |  |
|------------------|----------------|-----------------|--------------------------|--|
| Item ID          | DSS_MONITOR_17 | Supplier        | Midton Computer Supplies |  |
| Supplier Item ID | MCS-17INCH-LCD | Supplier ID     | USA0000010               |  |
| Lead Time        |                | Manufacturer    |                          |  |
| Mfg Item ID      |                | Manufacturer ID |                          |  |
| Price            | 235.0000       | UPN Type        |                          |  |
| UOM              | Each           | UPN ID          |                          |  |

Quantity  Add Add to Favorites Add to Template(s)

Next consider the search result when the search operator for the Description field is selected as *Contains All* and search criteria is given as “Desktop, monitor”:



## Image: Search result - Search framework search - Contains All

This example illustrates the fields and controls for Search result - Search framework search - Contains All.

Search "Desktop Monitor"  
Catalog - 7 results returned.

☐ Select All/Deselect All   Add Selected To: Cart   Compare   Favorites   Templates

\*Sort By Description Find First 1-7 of 7 Last

---

**Catalog Search Results** ?

☐ 25 inch Desktop LCD Monitor, Widescreen

|                  |                      |                 |                             |                                        |
|------------------|----------------------|-----------------|-----------------------------|----------------------------------------|
| Item ID          | A002                 | Supplier        | Eastern Bay Office Supplies | ★ Preferred                            |
| Supplier Item ID |                      | Supplier ID     | USA0000011                  |                                        |
| Lead Time        | 3                    | Manufacturer    | Cisco                       |                                        |
| Mfg Item ID      | A002_MFG             | Manufacturer ID | CISCO                       |                                        |
| Price            | 125.0000             | UPN Type        |                             |                                        |
| UOM              | Each                 | UPN ID          |                             |                                        |
| Quantity         | <input type="text"/> | Add             |                             | Add to Favorites    Add to Template(s) |

---

☐ 25 inch Desktop LCD Monitor, Widescreen

|                  |                      |                 |                          |                                        |
|------------------|----------------------|-----------------|--------------------------|----------------------------------------|
| Item ID          | A002                 | Supplier        | Midton Computer Supplies |                                        |
| Supplier Item ID |                      | Supplier ID     | USA0000010               |                                        |
| Lead Time        | 3                    | Manufacturer    | Cisco                    |                                        |
| Mfg Item ID      | A002_MFG             | Manufacturer ID | CISCO                    |                                        |
| Price            | 125.0000             | UPN Type        |                          |                                        |
| UOM              | Each                 | UPN ID          |                          |                                        |
| Quantity         | <input type="text"/> | Add             |                          | Add to Favorites    Add to Template(s) |

---

☐ 32 inch Desktop LCD Monitor, Widescreen

|                  |                      |                 |                          |                                        |
|------------------|----------------------|-----------------|--------------------------|----------------------------------------|
| Item ID          | A001                 | Supplier        | Midton Computer Supplies | ★ Preferred                            |
| Supplier Item ID |                      | Supplier ID     | USA0000010               |                                        |
| Lead Time        | 3                    | Manufacturer    | Computer Manufacturer    |                                        |
| Mfg Item ID      | A001_MFG             | Manufacturer ID | COMPUTER                 |                                        |
| Price            | 175.0000             | UPN Type        |                          |                                        |
| UOM              | Each                 | UPN ID          |                          |                                        |
| Quantity         | <input type="text"/> | Add             |                          | Add to Favorites    Add to Template(s) |

Next consider the search result for the following search field—search operator—search data:

- Manufacturer – Contains Any – Bicycle
- Supplier – Equal – BIKE SHOP

---

**Note:** Advanced search will not return transparent punchout items.

---



---

**Note:** Modal and Price Range fields are not available for a SQL search.

---

## Search Results

The search results will appear after you enter search criteria and search using basic search, advanced search, or by browsing catalogs. It will appear in the workspace area. You can select only multiple items to add to the cart when the user has the ADD\_MULTI\_ITEMS role action enabled.

## Image: Search Results

This example illustrates the fields and controls on the Search Results page. You can find definitions for the fields and controls later on this page.

Create Requisition [?](#)

Welcome Kenneth Schumacher [Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

Request Options [Search](#) All [Long Sleeve](#) [Search](#) [Advanced Search](#)

Filter by

Item Category  
Cycling Equipment (22)

Manufacturer Name  
SUN (10)  
No Value (8)  
Bicycle Small Component (4)  
East Coast Bicycle (1)  
West Coast Bicycle (1)

Supplier Name  
Bike Shopper (4)  
Ernie's Diner (4)  
BERNIE'S BIKE SHOP (3)  
Computers Unlimited Pty L. (3)  
Dellz (3)  
More...

Preferred Supplier  
No (18)  
Yes (4)

Search "Long Sleeve"  
Catalog - 22 results returned.

☐ Select All/Deselect All [Add Selected To:](#) [Cart](#) [Compare](#) [Favorites](#) [Templates](#)

[Catalog](#) [Templates](#) [Favorites](#) \* Sort By [Description](#)

**Catalog Search Results** [?](#) Find First 1-22 of 22 Last

☐ Long Sleeve Biking Jersey, Men's  
No Image [Inventory \(Not Available\)](#)

Item ID COPY10000 Supplier Supplier ID  
Supplier Item ID  
Lead Time 10  
Mfg Item ID  
Price 20.0000 USD  
UOM Each  
Quantity  [Add](#) [Add to Favorites](#) [Add to Template\(s\)](#)

☐ Long Sleeve Biking Jersey, Men's  
No Image [Contract](#) [Inventory \(Available\)](#)

Item ID 10000 Supplier Bike Shopper  
Supplier ID SCM0000001  
Supplier Item ID  
Lead Time 10  
Mfg Item ID BICY-10000  
Price 20.0000 USD  
UOM Each  
Quantity  [Add](#) [Add to Favorites](#) [Add to Template\(s\)](#)

Manufacturer BICYCLESMC  
Manufacturer ID BICYCLESMC  
UPN Type GTIN  
UPN ID 74114774114744

## Image: Price Adjustment List page

This example illustrates the fields and controls on the Price Adjustment List page..

Price Adjustment List [X](#)

Item ID 10000 Long Sleeve Biking Jersey, Men's

Supplier ERNIE'S BIKE SHOP

Loc MAIN

Price 22.0000 USD

Value Adjustments [Personalize](#) [Find](#) [Print](#) [Calendar](#) First 1 of 1 Last

| Min Qty | Max Qty | UOM | Ship To | Adjustment Method | Adjustment Amount | Adjust Percentage | Currency |
|---------|---------|-----|---------|-------------------|-------------------|-------------------|----------|
| 1.0000  | 3.0000  | EA  | US001   | Percentage        |                   | -3.0000           | USD      |

[Return](#)

## Image: Item Description Page

This example illustrates the fields and controls on the Item Description Page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Item Description' page for a '3 Season Mummy Bag, Long'. The page includes the following fields and controls:

- Item ID:** 10037
- Category:** Camping Equipment
- Unit of Measure:** Each
- Standard Price:** 120.0000
- Catalog ID:** ALL\_PURCHASE\_ITEMS
- Conversion Rate:** 1
- Quantity:** (input field) **Add** button

**Supplier Information**

| Location | Manufacturer ID | Mfg Item ID | Supplier Item ID | Price    | UOM    | Conv. Rate | UPN Type | UPN ID   | Quantity                 |
|----------|-----------------|-------------|------------------|----------|--------|------------|----------|----------|--------------------------|
| MAIN     | BUSM AN         | 131313      |                  | 120.0000 | USD EA | 1.00       | GTIN     | 23112311 | (input field) <b>Add</b> |

**Other Suppliers**

**Inventory Availability**

**Ship To Location:** US001

| Inventory BU                                           | Quantity Available | UOM |
|--------------------------------------------------------|--------------------|-----|
| US010                                                  | 2400               | EA  |
| US011                                                  | 0                  | EA  |
| <b>Total Quantity Available to this location: 2400</b> |                    | EA  |

If Search framework search is selected as the preferred search type, then facets will be used to narrow the search results more precisely. When facets are used, locator links will appear. You can remove any unwanted facets by closing the appropriate locator link or you can return to the original search result.

If the search returns results from multiple sources, then the search result will appear in separate tabs for each source. In the search result, item images will appear if you selected that option in the My Preferences page or Customize Search Results page in eProcurement Installation Options.

## Image: Multi Image — Item Description

This example illustrates the fields and controls on the Multi Image — Item Description. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Multi Image — Item Description' page for a 'Sun Server'. The page includes the following fields and controls:

- Item ID:** AM1003
- Category:** Machinery and Equipment
- Unit of Measure:** Each
- Standard Price:** 20000.0000
- Catalog ID:**
- Conversion Rate:** 1
- Quantity:** (input field) **Add** button

**Supplier Information**

| Location | Manufacturer ID | Mfg Item ID | Supplier Item ID | Price  | UOM | Conv. Rate | GTIN | Quantity                 |
|----------|-----------------|-------------|------------------|--------|-----|------------|------|--------------------------|
|          |                 |             |                  | 0.0000 |     |            |      | (input field) <b>Add</b> |

**Other Suppliers**

**Inventory Availability**

**Ship To Location:** US001

There are no items available to this shipping location from inventory.

**Note:** On the eProcurement Installation Options page if the Multi Image check box is selected then multiple images for each item can be added and will be available for viewing on the Item Description page.

**Compare**

To compare items, select the check boxes to the left of the item descriptions and click this link. You can compare the item results with other items from the selected category that share the same attributes. The comparison result will appear in a pop-up window. This link is role action controlled.

---

**Note:** You can compare up to five items at a time. You can compare items in Catalog, Favorites, and External sections.

---

**Sort By**

Select to sort the search results by *Description*, *Manufacturer Name*, *Price*, or *Supplier Name*.

---

**Note:** Sort By option is applicable only for Search framework search and not for SQL search.

---

**UOM**

Displays unit of measure for the requisition. UOM prompt will display only item/supplier/location UOMs if VIEW\_SUPPLIER\_UOM role action is enabled and VIEW\_ORDERING\_UOM role action is disabled.

**Add**

Click to add items to the requisition along with the item quantities that you defined. The items with a defined quantity are added to the requisition. Once the item is added to the cart, the number of items in the cart appear as lines at the top. Also, a message *Added to cart* will appear next to the item.

**Quantity**

Enter the number of items to be added to the cart.



Appears next to any row with a preferred supplier in the Supplier Name column. It is role action controlled.

**Add to Favorites**

Click to add selected items to the Favorite list. A message appears confirming that the item was added to the Favorites list.

**Add to Template(s)**

Click to add selected items to one or more templates. On clicking this link, the Add items to Templates modal window opens, where you can select the required template to add the item. You can also add a new template.

**Item Description**

Click the item name in the search result to access the Item Description page, where you can view details about the item.

The information that appears on this page is dependent on the RESTRICT\_INV role action.

Items can also be added to the cart from the Item Description page. You can add items without a supplier from the Item Description page and add items for a specific supplier from the Create Requisition page.

Supplier Attributes icons such as Green Supplier, Woman Owned Business, and Small Business appear as part of the supplier information. However this field is displayed only if the

Consolidate Item Search Results and Facets Option check box is selected on the eProcurement Installation Options page.

### **Inventory (Available)**

Click to view the inventory details for the particular item. This link is role controlled. When you hover over the link, the value for total quantity with standard UOM is shown.

### **Inventory (Not Available)**

This link indicates that the item is inventory but has no quantity available. This link is role controlled. When you hover over the link, the value for total quantity is shown as zero.

### **Contract**

Click to view the contracts available for the particular item. You can click any Contract ID to view the Contract Entry page. This link is role controlled.

### **Price Breaks**

Click to view the price breaks for the particular item. All the fields on the Price Break List page are display only. This link is role controlled.

### **Price Adjustments**

Click to view a list of the value adjustments available for the particular item. This list opens in a pop-up window. This page is display only. This link is role controlled.

### **Substitution Item**

Click to view all the item substitutes available for the item. This link is role controlled.

### **Marketplace Price and Availability**

Click this button to navigate to the supplier marketplace and retrieve the item price and availability information for the particular marketplace item.

---

**Note:** This button is available only for marketplace items.

---

### **Item Attributes**

View all the attributes defined for a particular item.

See the product documentation for

*PeopleTools: Search Technology*

"Understanding Financials and Supply Chain Search" (PeopleSoft FSCM 9.2: Application Fundamentals)



Click to watch a short video about [PeopleSoft eProcurement User Interface and Application Search](#).



Click to watch a short video about [PeopleSoft eProcurement 9.2](#).

### **Related Links**

[Maintaining System Users and Roles](#)

## **Create Requisition - Catalog Page**

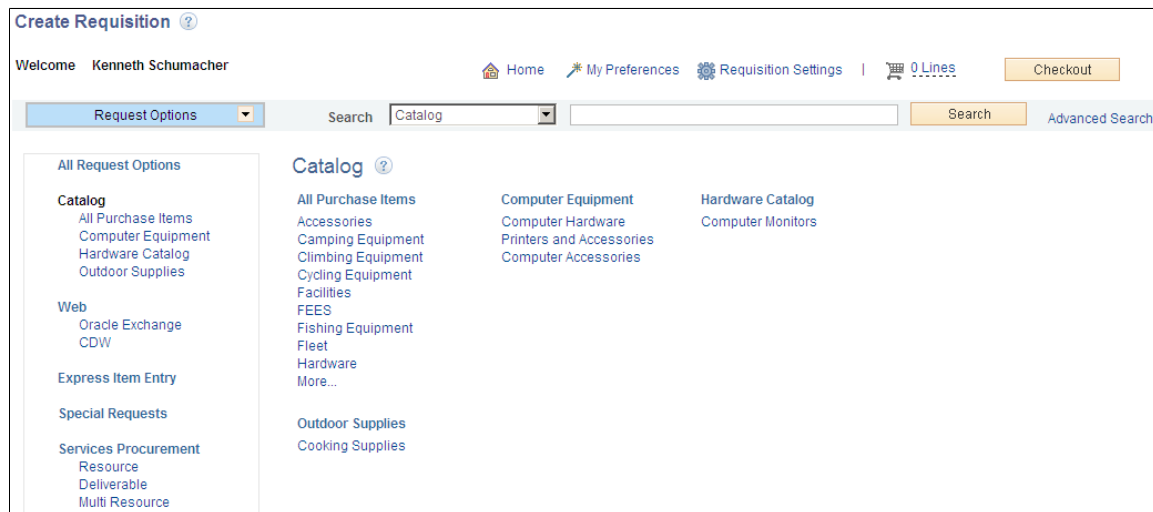
Use the Create Requisition — Catalog page (PV\_REQ\_CATBROWSE) to select and view catalog items.

## Navigation

eProcurement > Requisition >Catalog

### Image: Catalog page

This example illustrates the fields and controls on the Catalog page.



You can view the items available in different sections, such as Web and Forms, in the left navigation menu. The number of items shown is configurable at the installation level but a default of five items will be displayed. You can browse through all the menu item categories and the respective items in the workspace. Items displayed in the workspace are determined by catalog/user security settings. Click any category, such as Accessories, to view all the items that fall under that particular category. Facets are invoked when you browse the catalog items.

You can select the Substitute Items icon to display related substitute items.

## Create Requisition — Favorites Page

Use the Create Requisition — Favorites page (PV\_REQ\_NEWFAVS) to select favorite items and item groups to include in requisitions.

Add items to your Favorites list and group favorite items into Favorite groups.

## Navigation

eProcurement > RequisitionClick the Favorites link

## Image: Favorites page

This example illustrates the fields and controls on the Favorites page. You can find definitions for the fields and controls later on this page.

**Create Requisition** ⓘ

Welcome **Kenneth Schumacher**

Home | My Preferences | Requisition Settings | 0 Lines | Checkout

Request Options: Search Favorites Long Sleeve Search Advanced Search

**Filter by**

Vendor: No Value (1), BERNIE'S BIKE SHOP (1)

Manufacturer: No Value (1), SUN (1)

Search "Long Sleeve"  
Favorites - 2 results returned.  
Compare Selected

\*Sort By: Description

**Favorites Search Results** ⓘ Find First 1-2 of 2 Last

|                                   |  |                                  |                                |                   |                             |  |
|-----------------------------------|--|----------------------------------|--------------------------------|-------------------|-----------------------------|--|
| <input type="checkbox"/> No Image |  | Long Sleeve Biking Jersey, Men's | Inventory (Not Available)      | Item ID COPY10000 | Supplier                    |  |
|                                   |  | Supplier Item ID                 |                                |                   | Supplier ID                 |  |
|                                   |  | Lead Time Days                   |                                |                   | Manufacturer                |  |
|                                   |  | Mfg Item ID                      |                                |                   | Manufacturer ID             |  |
|                                   |  | Price 20.00                      | USD                            |                   | UPN Type                    |  |
|                                   |  | UOM Each                         |                                |                   | UPN ID                      |  |
| Quantity                          |  |                                  |                                |                   |                             |  |
|                                   |  |                                  |                                |                   |                             |  |
| <input type="checkbox"/> No Image |  | Long Sleeve T-Shirt, Mens        | Contract Inventory (Available) | Item ID 10002     | Supplier BERNIE'S BIKE SHOP |  |
|                                   |  | Supplier Item ID                 |                                |                   | Supplier ID SCM0000004      |  |
|                                   |  | Lead Time Days 10                |                                |                   | Manufacturer SUN            |  |
|                                   |  | Mfg Item ID SUN-01               |                                |                   | Manufacturer ID SUN         |  |
|                                   |  | Price 14.00                      | USD                            |                   | UPN Type GTIN               |  |
|                                   |  | UOM Each                         |                                |                   | UPN ID 123456789872         |  |
| Quantity                          |  |                                  |                                |                   |                             |  |
|                                   |  |                                  |                                |                   |                             |  |

This page displays the most current favorite items and favorite groups defined.

The Favorites page has two functions:

- You can add items to the requisition.
- You can organize favorite items into favorite groups.

The Substitute Item link in the Favorites page when clicked will display all the substitute items related to the particular favorite item.

Favorites are frequently ordered items and groups of items that you can maintain in a single location. You can create a list of items that are frequently ordered, and you can organize them by creating favorites groups. You can use the list to add items to a requisition without searching the item catalog.

Ungrouped items are private, accessible only to you, and are stored under the Requester ID. The list can be built from items in PeopleSoft eProcurement or PeopleSoft Services Procurement.

Favorites groups can be shared with other roles and users, and they are stored by Requester ID. You create favorites groups by clicking the Manage Favorites Groups link. On clicking this link, the Manage Favorites Groups page opens in a modal window, where you can view or edit all available favorites groups or create a new group. You can also copy another requester's favorite group into your group.

To add a favorite item or groups of items to a requisition, select the check box to the left of the item or item group and click the Add button. You can update quantities when you access the Review and Submit page.

## Status and Type Columns

Information about the Favorites includes the current item status and the type of item.



(Status)

Displays one of these statuses when you hover over the icon:

*Inactive*: the item is active at the business unit level, the SetID level, or both levels.

*Unavailable*: the user does not have access to the item.

*Supplier Item Inactive*: the item is inactive for the supplier.

If the item status is *Active*, the Status icon will not appear.

The Type column displays to the left of the Description column and indicates where the item originated. Drag the cursor across the icon to see where the item originated. To view more information about an item, click the Item Description link.



(Catalog Item)

Item is from the PeopleSoft item tables.



(Special Request)

Item is of special request type.



(Express Form)

Item is an express form.



(Web Supplier Update)

Item is a direct connect item using Punchout or Transparent Punchout.

For a Punchout item, click this icon to be transferred to the supplier's website in edit mode. On the supplier's website you can inspect the item and change the quantity. After you check out from the supplier's website, the item is added to the requisition with the latest price and item description. To access the supplier website, the Supplier Properties page must have the ALLOW\_EDIT and ALLOW\_VIEW properties for the supplier.



(Web Supplier)

Item is a direct connect item using Roundtrip. The item price and description are validated in the background against the supplier's online catalog. To validate and update the item, the supplier catalog must support the validate function.

### Substitute Item

Select to display all the substitute items related to the particular favorite item.

## Adding Items to a Favorites List

You can add items to a favorites list during requisition entry by using the Search field at the top of the page or the Review and Submit page. After your search:

1. Select one or more items using the check box to the left of the item description.
2. Click the Add to Favorites link.



A message appears confirming that the items were added to the favorites list.

## Adding Items to Favorites Groups

To add items to a favorite group, the items must be in your favorites list.

1. Select the items from your favorites list.
2. Click the Add to Favorites Group(s) link.
3. Select a favorite group or enter the group name and description to create a new favorite group.
4. Click the OK button.

---

**Note:** When an item is added to a favorites group, it no longer appears as an ungrouped item.

---

## Deleting Items from a Favorites List

You can delete favorite items by using the Favorites page. To delete a favorite item, select it and then click the Delete from Favorites link. To delete a favorites group, click the Manage Favorites Groups link.

## Using Direct Connect Items on a Favorites List

To add direct connect items to a favorites list:

1. Place direct connect items on an eProcurement requisition.
2. On the Review and Submit page, select the direct connect item and click the Add to Favorites button.

---

**Note:** Direct connect items cannot be added to the favorites list unless this feature has been enabled on the eProcurement Installation Options page.

---

To use a direct connect item that was saved as a favorite:

1. When creating a new requisition, go to the Favorites page and select the desired direct connect item. Use the Type column to identify a direct connect item by dragging the cursor across the icon.
2. Click the item description of the direct connect item or the Add button:
  - (Punchout items only) If the Web Supplier Update icon type appears for the direct connect item, then you are transferred to the supplier's website in edit mode. On the supplier's website, you can inspect the item and change the quantity. After you check out from the supplier's website, the item is added to the requisition with the latest price and item description. To access the supplier website, the Supplier Properties page must have the ALLOW\_EDIT and ALLOW\_VIEW properties for the supplier.
  - (Roundtrip items only) If the Web Supplier icon appears for the direct connect item, then the item price and description are validated in the background against the supplier's online catalog. To validate and update the item, the supplier catalog must support the validate function.
  - For all other direct connect items and suppliers without the edit, view, or validate properties, click the Add button on the Favorites page to add the item to the requisition without verification from the supplier that the item information is current. Click the item description on the Favorites page to display the catalog description.

3. Once you have completed your requisition, access the Review and Submit page and click the Save button. The requisition is now saved and, in addition, any new information obtained from the supplier's website, such as a price change, is used to update the direct connect item in the Favorites list.

Keep in mind the following points when working with direct connect favorite items:

- Direct connect items from multiple suppliers cannot be added to a requisition in one step. If you select multiple items from the Favorites list and add them all at one time by clicking the Add button at the bottom of the Favorites page, then the system can only validate the items if you have selected Punchout items using the same supplier. You are taken to the supplier's website to view and edit all of the selected items.
- Direct connect items and Services Procurement items cannot be added to a requisition in one step.
- Non-direct connect items can be part of the items to be added, along with direct connect items and Services Procurement items.
- If multiple suppliers or non-Punchout direct connect items exist, then the item data is not verified against the supplier's website.
- If you need to add direct connect items from multiple suppliers to one requisition, you should add each favorite item individually.

## Create Requisition — Templates Page

Use the Create Requisition — Templates page (PV\_REQ\_NEWTEMPL) to use template items to create requisitions.

Create new templates and add items to existing templates.

### Navigation

eProcurement > Requisition > Templates

## Image: Templates page

This example illustrates the fields and controls on the Templates page.

**Create Requisition** ?

Welcome Kenneth Schumacher

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search Templates Long Search Advanced Search

**Filter by**

Template Types  
KIT (1)  
Personal (1)

Search "Long"  
Templates - 2 results returned.

**Templates Search Results** ? Find First 1-2 of 2 Last

▶ Sport Kit Quantity  Add

▶ AFTEST Quantity  Add

|          |                                  |                                |                          |                                      |
|----------|----------------------------------|--------------------------------|--------------------------|--------------------------------------|
| No Image | Long Sleeve Biking Jersey, Men's | Contract Inventory (Available) | Item ID 10000            | Supplier Name Emel's Diner           |
|          |                                  |                                | Supplier Item ID         | Supplier ID 0000000044               |
|          |                                  |                                | Lead Time Days 10        | Manufacturer Bicycle Small Component |
|          |                                  |                                | Mfg Item ID BICY-10000   | Manufacturer ID BICYCLES MC          |
|          |                                  |                                | Price 20.0000 USD        | UPN Type                             |
|          |                                  |                                | UOM Each                 | UPN ID                               |
|          |                                  |                                | Quantity 1.0000          |                                      |
| No Image | Wireless Cycle Computer          | Contract Inventory (Available) | Item ID 10017            | Supplier Name Bike Shopper           |
|          |                                  |                                | Supplier Item ID         | Supplier ID SCM0000001               |
|          |                                  |                                | Lead Time Days 6         | Manufacturer eMachines               |
|          |                                  |                                | Mfg Item ID EMACHINES001 | Manufacturer ID EMACHINES            |
|          |                                  |                                | Price 29.0000 USD        | UPN Type GTIN                        |
|          |                                  |                                | UOM Each                 | UPN ID 67867867867867                |
|          |                                  |                                | Quantity 1.0000          |                                      |

Click the Expand Section button to view items that belong to the template.

Purchasing kits and templates are included in this list. Purchasing kits display the item, quantity, and UOM. Templates display the same information as search results and favorites. It can be customized using the customize search results option.

Use the Quantity field to enter the number of sets that you want.

Click the Add button to add all items in the template to the requisition.

The user can select the Substitute Item icon to display all the substitute items related to the template item.

## Create or Add Item to Personal Template

To create or add items to a personal template:

1. Access the Review and Submit page.
2. Select the items that you want to add to an existing template or a new template.
3. Click the Add to Template(s) button.
4. Select a template or enter the template name and description to create a new template.
5. Click the OK button.

You can also add items to templates from the Search Results page.

You can view and add personal templates by clicking the Manage Personal Templates link on the Templates page. On clicking this link a modal window opens, where you can view the details of the available templates and add new templates. You can also copy another user's personal template.

---

**Note:** Personal templates can be deleted only from the Manage Personal Templates page.

---

## Using Direct Connect Items on a Personal Template

To add direct connect items to a personal template:

1. Access the Favorites page or the Checkout — Review and Submit page.
2. Select the direct connect items that you want to add to an existing template or a new template. For one template, all direct connect items must come from the same supplier. You can mix direct connect items with non-direct connect items; however, you cannot add Service Procurement items into the same personal template with direct connect items.
3. Click the Add to Template(s) button.
4. Select a template or enter the template name and description to create a new template.
5. Click the OK button.

---

**Note:** Direct connect items cannot be added to a template unless this feature has been enabled on the eProcurement Installation Options page.

---

To use a direct connect item that has been saved in a template:

1. When creating a new requisition, go to the Templates page, find the template, and enter the quantity desired.
2. Click the Add button:
  - (Punchout items only) If the Supplier Properties page has the ALLOW\_EDIT and ALLOW\_VIEW properties for the supplier, you are transferred to the shopping cart of the supplier's website. You can use the shopping cart to review the Punchout items from your template and change the quantities. After you check out from the supplier's website, you are returned to PeopleSoft eProcurement, and the Punchout items are added to the requisition with the latest price and item description.
  - (Roundtrip items only) If the supplier catalog supports the validate function, the price and description of the Roundtrip items are validated in the background against the supplier's online catalog.
  - For all other direct connect items and suppliers without the edit, view, or validate properties, the direct connect items on your template are added to the requisition without verification from the supplier that the item information is current.
3. Once you have completed your requisition, access the Review and Submit page and click the Save button. The requisition is now saved and, in addition, any new information obtained from the supplier's website, such as a price change, is used to update the direct connect item on the template.

## Create Requisition — Forms Page

Use the Create Requisition — Forms page (PV\_EXP\_FORMS) to select forms to include in requisitions.

## Navigation

eProcurement > Requisition > Forms

### Image: Forms Page

This example illustrates the fields and controls on the Forms Page.

**Create Requisition** ?

Welcome Kenneth Schumacher

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search Forms Search Advanced Search

**All Request Options**

**Catalog**

- All Purchase Items
- Computer Equipment
- Hardware Catalog
- Outdoor Supplies

**Web**

- Oracle Exchange
- CDW

**Express Item Entry**

**Special Requests**

**Services Procurement**

- Resource
- Deliverable
- Multi Resource

**Forms**

- Business Card SDF
- Business Cards

**Forms** ?

| Form Name         | Description                                 |
|-------------------|---------------------------------------------|
| Business Card SDF | Order Customized Company SDF Business Cards |
| Business Cards    | Order customized company Business Cards     |

You can access Forms from the left navigation menu or from the workspace. By default, five forms will be shown. You can click any of the available forms to view the complete form detail. If required, you can add it to the cart.

## Create Requisition — Web Page

Use the Create Requisition — Web page (PV\_REQ\_MERCHANTS) to select Punchout or Roundtrip direct connect suppliers for requisitions.

## Navigation

eProcurement > Requisition > Web

### Image: Web page

This example illustrates the fields and controls on the Web page.

**Create Requisition** ?

Welcome Kenneth Schumacher

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search Web Search Advanced Search

**All Request Options**

**Catalog**

- All Purchase Items
- More...

**Web**

- Computer Depot
- More...

**Web** ?

| Merchant       | Description                                         |
|----------------|-----------------------------------------------------|
| Computer Depot | Computer hardware and accessories online warehouse. |
| XYZ Tools shop | General tools and supplies.                         |
| ABC Office     | Office Supplies online store for businesses.        |

Use this page to select a direct connect supplier that can be added to this requisition. This page uses the direct connect methods of Punchout and Roundtrip.

See [Understanding the Integration Between the Oracle Supplier Network, PeopleSoft eProcurement, and PeopleSoft eSettlements](#).

See [Understanding Direct Connect Supplier Integration](#).

## Create Requisition — Special Requests Page

Use the Create Requisition — Special Requests page (PV\_REQ\_SPECIAL\_REQ) to add special requests to requisitions.

### Navigation

eProcurement > Requisition > Special Requests

### Image: Special Request page

This example illustrates the fields and controls on the Special Request page.

Use the Special Request page to create requisitions for items or goods that are not included in the standard catalog of items in PeopleSoft eProcurement and have no item ID. This special request can be for goods or services.

### Related Links

[Understanding Special Requests and Express Forms](#)

[Requesting Special Items](#)

[Requesting eProcurement Services](#)

## Create Requisition - eProcurement Services Page

Use the Create Requisition - eProcurement Services page (PV\_REQ\_SERVICES) to include services in requisitions.

This page is used for Service Procurement only.

## Navigation

eProcurement > Requisition > ePro Services

### Image: eProcurement Services page

This example illustrates the fields and controls on the eProcurement Services page.

**Create Requisition** ?

Welcome Kenneth Schumacher

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

**All Request Options**

- Catalog
  - All Purchase Items
  - Computer Equipment
  - Hardware Catalog
  - Outdoor Supplies

**ePro Services** ?

Select a request type.

- Fixed Cost Service** Request a one-time service for a flat fee.
- Variable Cost Service** Request a service for which the fee is based on the time worked.
- Time and Materials** Request a service for which the fee is based on the time worked and materials used.

You can click any of the eProcurement services listed in the eProcurement Services page to view that particular service page. You can enter all the required information and add it to the cart.

## Create Requisition - Services Procurement Page

Use the Create Requisition - Services Procurement page (SP\_REQ\_BROWSE) to add service requests to requisition.

## Navigation

eProcurement > Requisition > Services Procurement

### Image: Services Procurement page

This example illustrates the fields and controls on the Services Procurement page.

**Create Requisition** ?

Welcome Kenneth Schumacher

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search Services Procurement Search Advanced Search

**All Request Options**

- Catalog
  - All Purchase Items
  - Computer Equipment
  - Hardware Catalog
  - Outdoor Supplies
- Web
  - Oracle Exchange
  - CDW
- Express Item Entry
- Special Requests
- Services Procurement
  - Resource
  - Deliverable
  - Multi Resource

**Services Procurement** ?

| Deliverable           | Resource                | Multi Resource            |
|-----------------------|-------------------------|---------------------------|
| Construction Services | Implementation          | Implementation Services   |
| Documentation         | Administrative Services | Combined Services         |
| Legal Services        | Development             | Multiple Resource Service |
| Landscaping Services  | Information Technology  |                           |
| Web Development       | Manufacturing           |                           |
|                       | Support Services        |                           |

You can access Services Procurement from the left navigation menu or from the workspace. Service requests are divided into three groups. They are Resource, Deliverable, and Multi Resource. Only if Service Procurement is installed are service requests available.

## Create Requisition - Express Item Entry Page

Use the Create Requisition - Express Item Entry page (PV\_EXPRESS\_REQ) to enter details for express items.

### Navigation

eProcurement > Requisition > Express Item Entry

### Image: Express Item Entry page

This example illustrates the fields and controls on the Express Item Entry page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Create Requisition' interface. At the top, there's a header with 'Welcome Kenneth Schumacher' and navigation links like 'Home', 'My Preferences', 'Requisition Settings', and '0 Lines'. Below this is a 'Request Options' dropdown and a search bar. The left sidebar lists 'All Request Options' including 'Catalog' (All Purchase Items, Computer Equipment, Hardware Catalog, Outdoor Supplies) and 'Web' (Oracle Exchange, CDW). The 'Express Item Entry' option is highlighted. The main content area is titled 'Express Item Entry' and contains a 'Line' section with tabs for 'Details', 'Supplier Information', and 'Item Information'. The 'Details' tab is selected, showing a table with columns: Item ID, Description, Quantity, UOM, Category, Price, and Merchandise Amount. A single line is visible with Item ID '1'. There are search icons for each column and an 'Add to Cart' button below the table.

You can enter item details and add this page to the cart. However, the item details entered are not retained the next time you access this page. You will see a blank form again.

### Item Information

Click on the Item Information Tab to view or update item details.

|                               |                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supplier Item ID</b>       | Enter the item ID used by the supplier for this item.                                                                                                      |
| <b>Supplier's Catalog</b>     | Enter the item ID used by the supplier for this item.                                                                                                      |
| <b>Manufacturer ID</b>        | Enter the item ID that the supplier uses for this item.                                                                                                    |
| <b>Manufacturer's Item ID</b> | Enter the manufacturer's item ID that the supplier uses for this item.                                                                                     |
| <b>UPN Type</b>               | Select applicable UPN Type Code.                                                                                                                           |
| <b>UPN ID</b>                 | Select applicable universal product number that is defined by a unique combination of item ID, manufacturer ID, manufacturer item ID, and Unit of Measure. |

On selecting the UPN ID, the item line information associated with the selected UPN ID will be populated.

For inventory items, if you have set up the information in the Item Manufacturer UPN table, this information appears by default into the contract. If you order by UPN ID, the item ID and related information is copied to the purchase order or requisition line. The system verifies that the UPN ID is valid



for inventory items and matches what is set up in the Item Manufacturer UPN table.

When the Inventory Item ID has been left blank, an attempt will be made to retrieve the Inventory Item (from the Item Manufacturer UPN table) based on the UPN ID entered. UPN ID is the only value required for looking up the item in the Item Manufacturer UPN table. If a match with the Item Manufacturer UPN Table has been found, all of the fields associated with the UPN ID (Item ID, UPN Type, Mfg ID, Mfg Item, and UOM) will be defaulted onto the transaction line along with other Item attributes required for the requisition like Item description, Price, Supplier etc. No confirmation message will be displayed.

---

**Note:** For description only items (ad hoc items), you do not have the option to select UPN Type and UPN ID from the prompt. UPN ID and UPN Type values will default from the contract.

---

## Create Requisition - Recently Ordered Page

Use the Create Requisition - Recently Ordered page (PV\_REQ\_RECENT\_ORD) to view recently ordered and approved items.

### Navigation

eProcurement > Requisition > Recently Ordered

## Image: Recently Ordered page

This example illustrates the fields and controls on the Recently Ordered page.

**Create Requisition** ?

Welcome **Kenneth Schumacher**

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

**Recently Ordered** ?

Max Scroll Amount reached - returning with first 50 requisitions. \*Sort By Description

**Search Results** Find First 1-50 of 50 Last

Most Recent Order Date 09/17/2018

Tripp Lite High Speed HDMI Cable Digital Video w

Item ID Supplier Item ID Supplier XYZ Delivery Service  
Lead Time Supplier ID USA0000006  
Mfg Item ID Manufacturer  
Price 9.8900 USD Manufacturer ID  
UOM Each

Quantity 1 Add Add to Favorites Add to Template(s)

**TEST ITM** Most Recent Order Date 09/06/2018

Contract Inventory (Available)

Item ID ITEM69201814241 Supplier Emel's Diner Preferred  
Supplier Item ID Supplier ID 0000000044  
Lead Time Manufacturer  
Mfg Item ID Manufacturer ID  
Price 5.0000 USD UPN Type  
UOM Each UPN ID

Quantity Add Add to Favorites Add to Template(s)

**TEST ITM** Most Recent Order Date 09/06/2018

Contract Inventory (Not Available)

Item ID ITEM492018412522 Supplier Emel's Diner Preferred  
Supplier Item ID Supplier ID 0000000044  
Lead Time Manufacturer  
Mfg Item ID Manufacturer ID  
Price 5.0000 USD UPN Type  
UOM Each UPN ID

Quantity Add Add to Favorites Add to Template(s)

**Left Sidebar:**

- All Request Options
- Catalog
  - All Purchase Items
  - Computer Equipment
  - Hardware Catalog
  - Outdoor Supplies
- Web
  - Internal Use. Do not modify.
  - Dell punchout
  - CDW DC PUNCHOUT
- Express Item Entry
- Special Requests
- Services Procurement
  - Resource
  - Deliverable
  - Multi Resource
- Forms
  - Business Card SDF
  - Business Cards
- Favorites
- Templates
- ePro Services
  - Fixed Cost Service
  - Variable Cost Service
  - Time and Materials
- Recently Ordered
- External Catalogs

Items displayed on this page are retrieved based on the last modified date. The number of items displayed on this page is based on the settings in the eProcurement Installation Options page.

## Create Requisition - External Catalogs Page

Use the Create Requisition - External Catalogs page (PV\_REQ\_TPOMERCH ) to view all available Transparent Punchout suppliers.

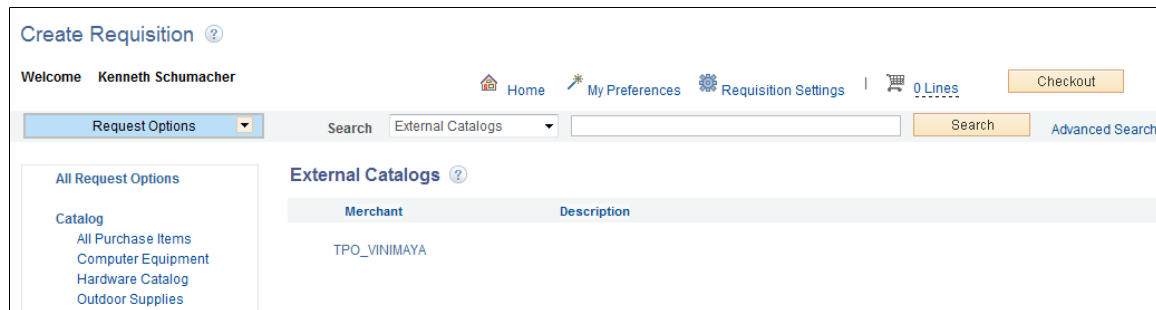
For information on supplier setup, see [Maintaining Supplier Integration](#).

### Navigation

eProcurement > Requisition > External Catalogs

## Image: External Catalogs page

This example illustrates the fields and controls on the External Catalogs page.



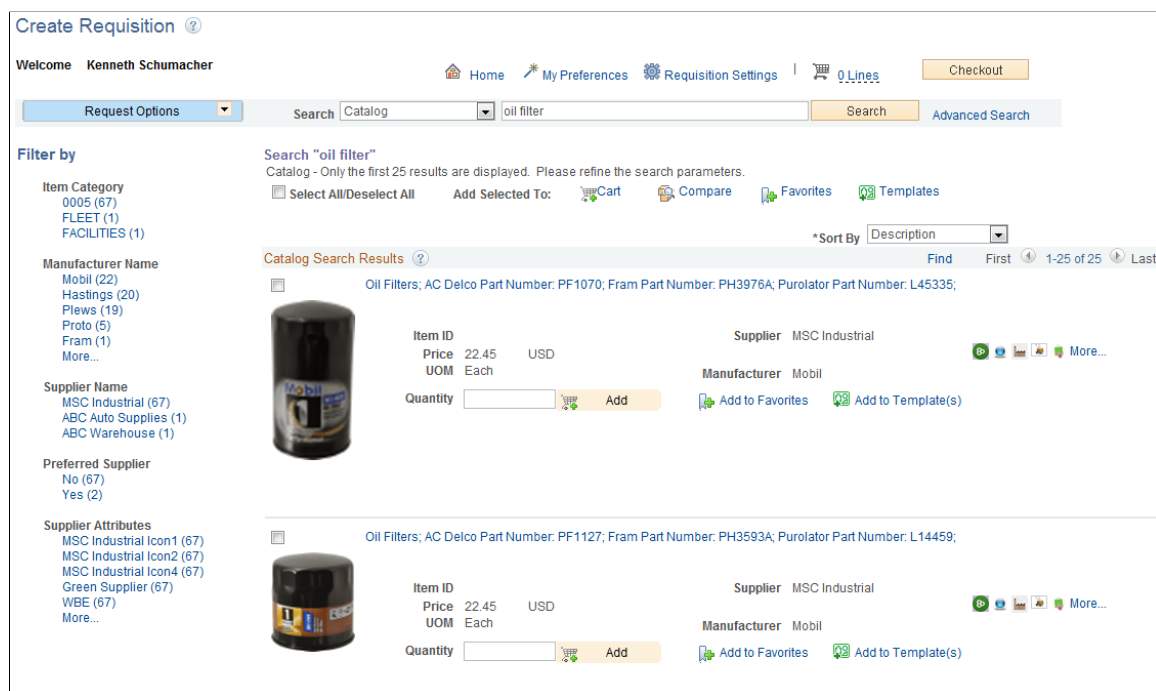
On this page, you can view a list of all available suppliers. When you click any supplier, you can view all the items belonging to the supplier. You can select any required item and add it to the cart.

**Note:** This page will not be available if the Consolidate Item Search Results and Facets Option check box is selected on the eProcurement Installation Options page.

When the Consolidate Item Search Results and Facets Option check box is selected both internal and external catalog items are combined under the request option Catalog.

## Image: Create Requisition — Catalog search result page

This example illustrates the fields and controls on the Create Requisition — Catalog search result page.



Supplier attribute icons such as Green Supplier, Woman Owned Business, and Small Business for external and internal items are displayed in the search result. A maximum of five attribute icons will be shown to the user. Hover over the icons to see the attribute name. If there are more than five attributes then a *more...* link will be displayed. On clicking this link a popup window opens displaying up to 20 attributes along with the respective icons. A new facet called Supplier Attribute is created so that you can narrow down your search result based on this. The supplier attribute icons and item images are available only

when creating a new requisition. During a search, items without suppliers are placed in *No Value* supplier attribute category.

---

**Note:** Supplier attributes and icons are not available if the Consolidate Item Search Results and Facets Option check box is not selected on the eProcurement Installation Options page.

---

## Understanding Requisition Chunking

Requisition chunking is determined by the setting of the Requisition field on the eProcurement Installation Options page.

When adding requisition lines in add mode, the system displays all requisition lines and ignores requisition chunking. If you click the Save for Later button, the requisition will save in Open status. If you click the Save and Submit button, the requisition will save in either Approved or Pending status, depending on whether or not approval workflow is enabled.

When editing a requisition, if the total number of requisition lines exceeds the chunking limit, then chunking is enabled and chunking navigation icons appear before the requisition lines details. If the total number of requisition lines does not exceed the chunking limit, then chunking functionality is not enabled.

When editing a requisition in Open status when chunking is enabled, the system will always save the requisition in Open status when moving from one chunk to subsequent chunks, with or without making changes. After you click the Save and Submit button, the requisition will become either Approved or Pending, depending on whether approval workflow is enabled, and then will transfer to the Confirmation page.

When editing a requisition in Pending, Approved, Denied or See Lines status with approvals and chunking enabled, the system will always save and submit the requisition for approval when moving from one chunk to another. If no changes are made to the requisition and you click the Save and Submit button, the existing requisition status will remain as it is. If changes are made to the requisition, the system will update the requisition status appropriately and initiate workflow approvals again. When editing a requisition in Approved, Denied or See Lines status and then clicking the Save for Later button, the system will not save the requisition to Open status. If some requisition lines were already sourced to POs, you will see a message when you click the Save for Later button.

If chunking is enabled and you add an item to a requisition, then the item is added to the end of the current chunk and the total number of lines increases by one.

When adding a similar item to the cart that is not on the current chunk but is on subsequent chunk, it will be added to the end of the requisition of the current chunk as a new line item. However if the same item is added to the cart that is also on the current chunk, then it will increment the quantity of that line item instead of adding it as a new line item.

### Adding Direct Connect Items when Requisition Chunking Is Used

If chunking is enabled and you add Direct Connect items from a supplier website to an eProcurement requisition in edit mode, the new items are added to the current chunk set if the total number of lines exceeds the chunking limit. If the total number of lines does not exceed the chunking limit, then the new items are added to the end of the requisition.

## Deleting Lines when Requisition Chunking Is Used

If the last line of a requisition is not sourced to a purchase order and no change tracking option is defined, then you can delete that line. When you add a new line item to the requisition, the system rennumbers the new item as the same line number that was deleted. For example, if line 10 of 10 is deleted and a new line is added, then the new line is renumbered as line 10.

If you delete a line that is not the last line of the requisition and not sourced to a purchase order when change tracking is turned off, then the system does not assign the new item the same number as the deleted line. The new item is added to the end of the requisition and the line number is incremented by one. For example, if line 6 of 10 is deleted and a new line is added, then the new line is numbered as line 11.

Chunking navigation icons are not hidden on the requisition page when the total number of lines equals or is less than the chunking limit until you click the Save for Later button. If you continue to add items until the total number of lines exceeds the chunking limit, then you must save and submit and then re-edit the requisition in order to view the chunking navigation icons.

## Using a Requisition Change Request When Requisition Chunking Is Used

When editing an eProcurement requisition after it has been sourced to one or more purchase orders and chunking is in effect, only the first chunk of requisition lines is presented and no changes can be made to any requisition lines if Change Request Role Action is not added or if the Role Action is added but Action Control is disabled for a specific eProcurement Role user.

However, if Change Request Role Action is added and Action Control is enabled for a specific eProcurement role user and, in addition, the Change Tracking option is set to *Sourced* and a Change Template is selected on a Purchasing Business Unit Definition, then when editing an eProcurement requisition after it has been sourced to one or more purchase orders and chunking is in effect, the user can make a change request to the eProcurement requisition from chunk to chunk. The system will display an appropriate message to the user when changes are made from chunk to chunk, and the requisition will be saved at the appropriate status.

---

**Note:** Chunking is available only while a requisition is being edited.

---

---

## Submitting Requisitions

After defining items for a requisition, use the Checkout button to review the contents of the requisition, make final adjustments, or add last-minute items to the requisition.

This section discusses how to review, edit, and submit requisitions, add comments to the requisition lines, edit line, shipping, and accounting information, change distribution information, edit shipping for all lines, maintain value added tax details for shipping lines, add multiple comments at the requisition header, and confirm requisition checkout information.

## Understanding Requisition Checkout

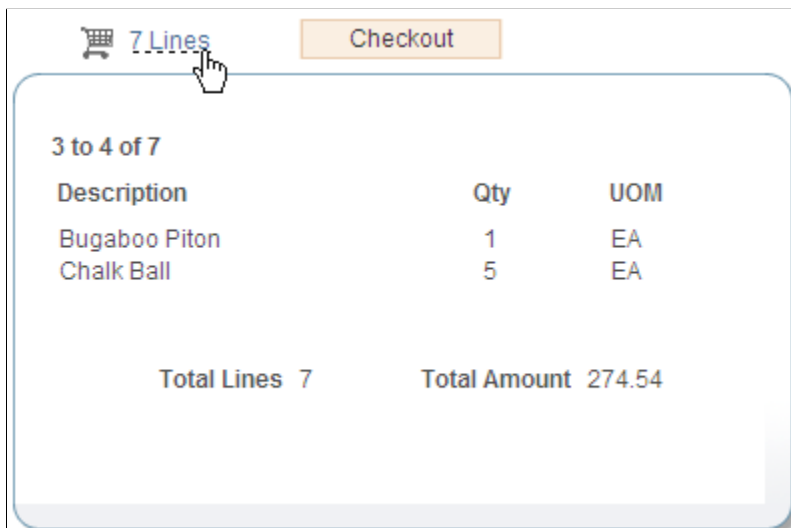
Once you have added requisition items to the cart, click on the Checkout button to review, edit and submit the requisitions for approval. You will be taken to the Checkout – Review and Submit page where you can save the requisition and submit it for approval immediately or save for later. Apart from editing the

requisitions you can add comments and attachments to them as well. You can also enter justification for requiring approval for the requisition.

If you want to add more items for requisition click on the Add More Items button on the Checkout - Review and Submit page. You will be transferred to the Create Requisition page where you can search and select the additional items and add to the cart. On this page you will see a Shopping Cart icon and Total Lines hover over hyperlink displayed next to the Checkout button.

### Image: Cart Summary

This example illustrates the fields and controls on the Cart Summary page.



The Total Lines represent the total number of lines of the entire requisition. The Total Amount represents the total amount of the entire requisition. If VAT (value added tax) is enabled for the business unit, the Total Amount is inclusive of the VAT amount.

The Total Lines hover over hyperlink opens in a hover over pop-up window and it displays a summary of the item description, quantity, units of measure, total lines and total amount in transaction currency of all items in the cart for a particular chunk set.

If the number of items added on a new requisition exceeds the chunking limit and you then select either the Check Budget or Pre-Check Budget buttons on the Checkout page you will get a warning message that the requisition will be saved in Open Status before the budget checking is performed. After budget checking you will remain on the Checkout page which will then be displayed in edit mode.

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**Note:** Requisition Inquiry and Reports and View Printable Version will be unaffected by requisition chunking.

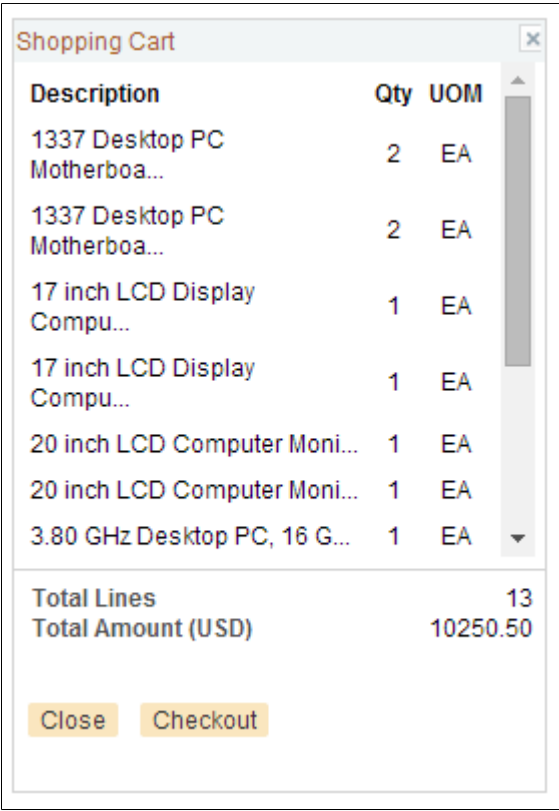
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See [Understanding Requisition Chunking](#)

A floating shopping cart displays items that are added to the Cart (item description, quantity ordered, units of measure (UOM), total number of lines and the total amount (expressed in the transaction currency). If chunking is enabled and you are in edit mode then the lines will be displayed in chunks i.e. the current active chunk will be displayed. Click the Checkout button to navigate to the Checkout - Review and Submit page to review and checkout the selected requisition items.

**Image: Floating shopping cart**

This example illustrates the fields and controls on the Floating shopping cart.



The floating cart appears constantly when you review and add items to the cart and it can be dragged and placed at different locations on the page. Select the Close button to close the floating cart window. Item description texts more than 25 characters are truncated and not completely visible in the floating cart. You have to hover over the description to view the complete text.

The floating cart will automatically appear when you add items to the cart if the Auto display shopping cart when adding items check box is selected on the My Preferences page. It will also appear when you choose the Cart icon or the Total Lines hyperlink on the Create Requisition page even if the check box is not selected.

The floating cart will appear when adding requisition items from the following pages: Search Results, Catalog, Express Item Entry, Special Requests, Forms, Favorites, Templates, ePro Services, Web, External Catalogs, and Recently Ordered.

**Pages Used to Submit Requisitions**

| Page Name                     | Definition Name | Usage                                                                                                                       |
|-------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------|
| <u>Review and Submit Page</u> | PV_REQ_CHECKOUT | Review, edit, and submit requisitions that have not been submitted for approval.<br>Also, submit requisitions for approval. |

| <b>Page Name</b>                                              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Requisition Settings Page</u>                              | PV_REQ_SETTINGS        | Settings on this page can be used to default or override header, line, shipping instructions, and accounting details for all the requisition lines.                                                                                                                                                                                                                                                                                                                                                                                   |
| <u>Line Details Page</u>                                      | PV_REQ_LN_DTLS         | Confirm requisition checkout information and edit additional details for a line, such as the buyer, supplier, and other line-specific information.                                                                                                                                                                                                                                                                                                                                                                                    |
| <u>Line Comment Page</u>                                      | PV_REQ_COMMENTS_NW     | Record one or more comments about an requisition line and add attachments. You are limited to one comment unless your user ID is linked to the eProcurement role action of MULTI_COMMENTS.                                                                                                                                                                                                                                                                                                                                            |
| Standard Comments Page                                        | PV_STD_COMM_SEC        | <p>Use this page to apply a standard comment as a comment to the requisition line or requisition header. Standard comments are frequently used comments that have been defined in the system using the Standard Comments (STANDARD_COMMENTS) and Standard Comment Type (STD_COMMENT_TYPE) components.</p> <p>Enter search criteria of Comment Type, Comment ID, or Description and then click the Search button to display the standard comments. Select a standard comment and click OK to apply the comment to the requisition.</p> |
| Include Item Specifications Page                              | PV_ITEM_SPEX           | <p>Use this page to apply the item's specifications as a comment to the requisition line. The item specifications are defined on the Item Specifications page (ITEM_SPEX_PUR ) located in the item definition (Purchasing Attributes component).</p> <p>The item specifications are automatically included as a line comment if the Copy to Transactions check box has been selected on the Item Specifications page.</p>                                                                                                             |
| Requisition Ship To Comments Page                             | PV_REQ_COMMENTS_NW     | Record one or more comments with the Ship To value on the requisition shipment schedule line. You can also include attachments.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <u>Edit Lines/Shipping/Accounting for Selected Lines Page</u> | PV_REQ_MASSCHG_SEC     | Modify line, shipping instructions, and accounting details for selected requisition lines.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <u>Distribution Change Options Page</u>                       | PV_REQ_DIST_CHNG       | Select how to apply distribution changes to the selected lines of your requisition.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| <b>Page Name</b>                                 | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                |
|--------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Edit Shipping For All Lines Page</u>          | PV_REQ_MASSCHG_SEC     | Apply Ship to Location, One Time Address, Due Date, Attention To and Shipping Comment to all requisition shipping lines.                                                                                                    |
| <u>Maintaining VAT Details For Schedule Page</u> | REQ_SCHED_VAT          | Maintain value added tax details for shipping lines.                                                                                                                                                                        |
| <u>Header Comments Page</u>                      | PV_REQ_COMMENTS_NW     | Record one or more comments about a requisition and add attachments. You are limited to one comment at the header-level of the requisition unless your user ID is linked to the eProcurement role action of MULTI_COMMENTS. |
| <u>Confirmation Page</u>                         | PV_REQ_WF_PREVIEW      | Confirm requisition checkout information.                                                                                                                                                                                   |

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**Note:** Standard comments and item specifications are role action controlled. If role action MULTI\_COMMENTS is disabled then these links will not appear.

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## Review and Submit Page

Use the Review and Submit page (PV\_REQ\_CHECKOUT) to review, edit, and submit requisitions that have not been submitted for approval.

Also, submit requisitions for approval.

### Navigation

eProcurement > Requisition >Checkout

## Image: Checkout — Review and Submit page

This example illustrates the fields and controls on the Checkout — Review and Submit page. You can find definitions for the fields and controls later on this page.

**Checkout - Review and Submit**  
Review the item information and submit the req for approval.

**Requisition Summary**

Business Unit: US001 US001 NEW YORK OPERATIONS Requisition Name:   
 \*Requester: VP1 Kenneth Schumacher Priority: Medium  
 \*Currency: USD  
 Card Number:   
 Expiration Date:   
☐ Use Procurement Card

**Cart Summary:** Total Amount \$7.99 USD  
 Expand lines to review shipping and accounting details [Add More Items](#)

| Line | Description                      | Item ID | Supplier     | Quantity | UOM  | Price   | Total | Details | Comments | Delete |
|------|----------------------------------|---------|--------------|----------|------|---------|-------|---------|----------|--------|
| 1    | Apple USB C Digital AV Multiport |         | Bike Shopper | 1.0000   | Each | 79.1900 | 79.19 |         |          |        |
| 2    | StarTech.com DisplayPort to DVI  |         | Bike Shopper | 1.0000   | Each | 10.0000 | 10.00 |         |          |        |

☐ Select All / ☐ Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

**Shipping Summary**  
[Edit for All Lines](#)  
 Ship To Location: US001  
 Address: 144 North Street, New York, NY 10168  
 Attention To: Kenneth Schumacher  
 Comments:

**Requisition Comments and Attachments**  
 Enter requisition comments:   
☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher [Add more Comments and Attachments](#)

**Approval Justification**  
 Enter approval justification for this requisition:

[Save & submit](#) [Save for Later](#) [Add More Items](#) [Preview Approvals](#) [Add Request Document](#)

javascript:submitAction\_win(document.win0,'PV\_REQ\_HDR\_WRK\_MY\_PREFERENCES');

## Image: Custom Fields for Requisition Header page

This example illustrates the fields and controls on the Custom Fields for Requisition Header page. You can find definitions for the fields and controls later on this page.

**Custom Fields for Requisition Header**

Custom Character 1:   
 Custom Character 2:   
 Custom Date:   
 Custom Field 1:   
 Custom Field 2:   
 Custom Field 3:   
 Custom Field 4:

[OK](#) [Cancel](#)

Use this page to review, edit, and submit a requisition for approval.

### Requester

Displays the name of the requester for this requisition. To purchase on behalf of another requester, you can change this field. However, you must have the CHANGEREQBU role action from the eProcurement Role Actions page assigned to the user roles in the user ID. Also, the user preferences for the user ID must specify that you are authorized to enter for other requesters.

|                                                                                                         |                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requisition Name</b>                                                                                 | Enter a description of the request to help you identify this requisition as it flows through the system. If this field is left blank, the system uses the requisition ID as the name.                                                                                                                |
| <b>Currency</b>                                                                                         | Select the base currency that is used to calculate pricing for each item on the requisition.                                                                                                                                                                                                         |
| <b>Priority</b>                                                                                         | Select the urgency for a requisition workflow approval. Values are <i>Low</i> , <i>Medium</i> , and <i>High</i> .                                                                                                                                                                                    |
| <b>Card Number</b>                                                                                      | Select a valid procurement card.                                                                                                                                                                                                                                                                     |
| <b>Custom Fields</b>                                                                                    | Select to view the Custom Fields for Requisition Header page that opens in a pop-up window.<br><br>In the Custom Fields for Requisition Header page that pops up enter required data for the custom fields. The custom field data will appear in the Manage Requisitions – Requisition Details page. |
| <b>Use Procurement Card</b>                                                                             | Select this check box to use the procurement card entered in the Card Number field.                                                                                                                                                                                                                  |
| <b>Line</b>                                                                                             | Displays the line number for this requisition item.                                                                                                                                                                                                                                                  |
|  (Expand Section icon) | Displays information that pertains to this specific line.                                                                                                                                                                                                                                            |
|                      | Select the icon to display its related substitute item.                                                                                                                                                                                                                                              |
| <b>Description</b>                                                                                      | Select the description of the item to view the Item Description page for more information about the item.                                                                                                                                                                                            |
| <b>Supplier Name</b>                                                                                    | Displays the name of the supplier who supplies this item.                                                                                                                                                                                                                                            |
| <b>Add More Items</b>                                                                                   | Select to access the Requisition page where you can browse through all the catalogs and add any items to the cart.                                                                                                                                                                                   |
| <b>Quantity</b>                                                                                         | Displays the units of this requisition item that you are ordering. You can change the value.                                                                                                                                                                                                         |
| <b>UOM (unit of measure)</b>                                                                            | The ordering UOM for this item.                                                                                                                                                                                                                                                                      |
| <b>Price</b>                                                                                            | Displays the price per unit.                                                                                                                                                                                                                                                                         |
|                      | Indicates a price discrepancy between the original Punchout price and Contract price.                                                                                                                                                                                                                |
|                      | Indicates a contract is being used and the price is different than the original price.                                                                                                                                                                                                               |
|  (Line Details icon) | Choose this icon to access the Line Details page, where you can modify additional details on the line, such as the buyer, supplier, and other line-specific information.                                                                                                                             |



(Add/Edit Comments icon)

Choose this icon to access the Line Comments page, where you can record a comment or attach a file to this requisition line. The eProcurement role action of MULTI\_COMMENTS determines what features are available on the Line Comments page.

**Total Amount**

Displays the extended price for this requisition line, which the system calculates by multiplying the unit price by the quantity that you order.

**Add to Favorites**

Select to add selected items to the favorites list. A message appears confirming that the item has been added to the favorites list.

**Add to Template(s)**

Select to add selected items to a template. The Add Selected Items to Template(s) page appears, where you can select an existing template or create a new template.

**Mass Change**

Select to access the Modify Lines/Shipping/Accounting details for selected lines, where you can change the shipping location, delivery date, and so on. You can also change the accounting information for this requisition line.

**Delete Selected**

Select to delete selected items from this requisition. You select items using the check box to the left of the item description.

**Requisition Comments and Attachments**

Enter a comment for this requisition at the header level. You can also add attachments to the requisition.

**Add more Comments and Attachments**

Select to access the Header Comments page where you can enter additional comments for the header level of this requisition and also include one or more attachments to your comments. To view the More Comments link, your user ID must be connected to the eProcurement role action of MULTI\_COMMENTS.

**Send to Supplier**

Select if you want the header-level requisition comment recorded above to appear on the purchase orders that are dispatched to suppliers. If the comment is for internal use only, leave the check box deselected.

**Show at Receipt**

Select if you want the header-level requisition comment recorded above to appear on the receipt documents.

**Show at Voucher**

Select if you want the header-level requisition comment recorded above to appear on the vouchers.

**Check Budget**

Select this link to initiate the Budget Processor and commit funds to pre-encumbrance amount for this requisition. This button displays only if Commitment Control has been enabled for PeopleSoft Purchasing and eProcurement. The requisition is automatically saved before the budget check is performed.

If the requisition is in add mode when you click this link, a message appears that the requisition will be saved in *Open*

status and budget check process is initiated. Once the process is complete the page goes to edit mode.

### Pre-Check Budget

Select this link to initiate the Budget Processor and check the budget without reserving funds for this requisition. This option enables you to check whether a budget exists for this requisition before committing amounts to a pre-encumbrance.

The requisition is automatically saved before the budget check is performed and the page is changed to edit mode. The button only displays if:

- You have enabled commitment control for PeopleSoft Purchasing and eProcurement by selecting the Purchasing check box in the Enable Commitment Control group box on the Installation Options-Products page.
- You have enabled the *pre-check budget* feature, by selecting the Purchasing check box in the Enable Budget Pre-Check group box of the Installation Options-Commitment Control page.

If the requisition is in add mode when you click this link, a message appears that the requisition will be saved in *Open* status and budget check process is initiated. Once the process is completed, it remains on the Edit Requisition – Review and Submit page and the page goes to edit mode.

If the Requisition is in edit mode when you choose this link, budget check process is initiated. Once the process is completed, the requisition is transferred to the Confirmation page if the Requisition Header status is Approved or Pending. Otherwise, the requisition remains on the Edit Requisition – Review and Submit page if it is in Open status. This budget check process also applies to the Check Budget button.

### Budget Status

Displays the results of a budget check initiated by selecting the Check Budget button or the Pre-Check Budget button. The options are:

- *Valid:* The requisition passed budget checking and the Budget Processor has updated the control budget ledger (LEDGER\_KK)
- *Not Checked:* The Budget Processor has not processed the requisition.
- *Error:* The requisition failed budget checking.
- *Provisionally Valid:* The requisition passed budget checking but no pre-encumbrance or encumbrance was created in the control budget ledger. This status is used when you select the Pre-Check Budget button.

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**Note:** For some scenarios budget checking is automatically done by the system. For example if the requisition status is approved and if Change Request is triggered then budget is automatically checked when you save and submit the requisition. However you can also manually validate the budget by selecting on the Check Budget button.

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**Save & Submit**

Select to save the requisition and submit it for approval, sourcing, and dispatching to a supplier. It remains editable while the status is *Open* or *Pending*. When you use this button, the system displays the Confirmation page to inform you that the request has been successfully saved and provide summarized information about the request including the requisition ID and total price.

**Save for Later**

Select if you want to save the requisition for later review or submission.

**Add Request Document**

Select to access the Add a Document page, which provides information about the requisition. You must then select the document type that you want to use to create the document and respond to wizard questions concerning the new requisition document. A requisition document is one that contains responses to wizard questions. Contract specialists can use these responses to determine proper terms and conditions for a contract document when the requisition becomes a contract.

This link is available when PeopleSoft Supplier Contract Management has been installed and the application installation options have been set to use document types and to use documents with purchase order requisitions. You must also setup document types to use only with purchase order requisitions and must also be set up.

After you create the document, use the Modify Request Document link to update and edit the document.

**Reviewing and Modifying Requisition Line Information**

Choose the Expand Section icon on the Review and Submit page.

### Image: Reviewing and Modifying Requisition Line Information

This example illustrates the fields and controls on the Reviewing and Modifying Requisition Line Information. You can find definitions for the fields and controls later on this page.

### Image: Requisition Value Adjustments page

This example illustrates the fields and controls on the Requisition Value Adjustments page.

### Image: Custom Fields for Line 1 and Schedule 1 page

Custom Fields for Line 1 and Schedule 1 page

The requisition line section displays information that is specific to the expanded line.

**Price Adjustment**

Select to view the requisition value adjustments, which opens in a pop-up window.

This link is role controlled by users with specific role name and eProcurement role action VIEW\_PRICEADJUSTMENTS.

**Maintenance WO**

Associate a work order for maintenance repairs or service for the requisition line item.

**Pegging Workbench**

Use to link to items that are being received into an inventory business unit.

**Custom Fields**

Select to view the Custom Fields for Line 1 and Schedule 1 page that opens in a pop-up window. In the Custom Fields for Requisition Line1 and Schedule 1 page that pops up enter required data for the custom fields. The custom field data entered will appear in the Manage Requisitions – Requisition Details page for requisition line details.

**Add Shipto Comments**

Select to access the Requisition Ship To Comments page where you can enter additional comments for the Ship To value on the shipment schedule level of this requisition and also include one or more attachments to your comments. To view the Add Shipto Comments link, your user ID must be connected to the eProcurement role action of MULTI\_COMMENTS.

**Ship Via**

Edit Ship Via Code value if required.

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**Note:** This field is visible only if SHIPVIA\_FREIGHT\_DISPLAY role action is enabled.

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**Freight Terms**

Edit Freight Terms Code value if required.

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**Note:** This field is visible only if SHIPVIA\_FREIGHT\_DISPLAY role action is enabled.

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**Add One Time Address**

Select the Add One Time Address link to access the Shipping Address page where you can enter a shipping address that is not currently defined in the system as a ship to location. The system uses this feature for shipments to a location that will not be used again, for example, shipments to a construction site or other temporary location. You can also load the default shipping address. Select OK to save the address.

This link is not available if the user is linked to the eProcurement role action of NO\_ONETIME\_SHIPTO.

**Accounting Tag**

Use the prompt to select an appropriate Accounting Tag that will be used to populate ChartFields on transaction distribution lines. The system automatically prorates the amount of an accounting line according to the proration percentages defined on the Accounting Tag.



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**Note:** Accounting Tag field appears only if Accounting Tag check box is selected for eProcurement on the Accounting Tag Registration page. See "Setting Up Accounting Tags" (PeopleSoft FSCM 9.2: Application Fundamentals)

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### Multi-Accounting Tags

Click Select to open the Accounting Tags modal window where you can choose multiple accounting tags from the Accounting Tag list.

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**Note:** The Accounting Tag field and Multi-Accounting Tags link are editable/enabled only if role action ACCOUNTING\_DISPLAY is assigned to the action *Editable*. It will be hidden if role action ACCOUNTING\_DISPLAY is assigned to the action *Hide* and will be display only if role action ACCOUNTING\_DISPLAY is assigned to the action *Display Only*.

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### Accounting Lines

Use this section to create multiple ChartFields for a specific line. In Details 2 tab you can click the Custom Fields link to access the Custom Fields for Line 1 and Schedule 1 and Distribution 1 page that opens in a pop-up window.

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**Note:** If the Amount Only check box is selected for requisition line and the requisition line is associated to Amount Only Work Order Schedule, then the Schedule Date, Amount, Currency fields are displayed. The Schedule Date, Amount, Currency fields are from WO schedule and not from the Requisition.

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For more details on editing a requisition see [Edit Requisition-Review and Submit Page](#)

### Related Links

[Maintaining System Users and Roles](#)

## Line Details Page

Use the Line Details page (PV\_REQ\_LN\_DTLS) to confirm requisition checkout information and edit additional details for a line, such as the buyer, supplier, and other line-specific information.

### Navigation

Select the Line Details icon on the Review and Submit page.

**Image: Line Details page (1 of 2)**

This example illustrates the fields and controls on the Line Details page (1 of 2). You can find definitions for the fields and controls later on this page.

Line Details

No Image

Line 1

Steelhead/Salmon Flies

Line Status Pending

Item Details

Merchandise Amount 1.15 CAD

Item ID 10102

Category FISHING

Original Substituted Item 10101

Description Rocket Taper Fly Line, Sinking

Physical Nature Goods

Buyer VP1

[Buyer Information](#)  
[Configuration Info](#)

☐ RFQ Required  
☐ Device Tracking  
☐ Zero Price Indicator  
☐ Stockless Item  
☐ Amount Only  
☐ Inspection Required

Contract Information

☒ Use Contract if Available

Contract ID 00000000000000000000000000000009

[Contract Details](#)

Version 1

Contract Line

Category Line

## Image: Line Details page (2 of 2)

This example illustrates the fields and controls on the Line Details page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Line Details page (2 of 2)' with the following sections and fields:

- Supplier Information**
  - Supplier ID: SCM0000002 (with a search icon and 'Dellz' text)
  - Supplier Location: MAIN (with a search icon and 'MAIN' text)
  - Suggest New Supplier (link)
  - Supplier Item ID: (empty field)
  - Supplier's Catalog: (empty field)
- Manufacturer Information**
  - Manufacturer ID: BUSSMAN (with a search icon)
  - Manufacturer: Bussman
  - Manufacturer's Item ID: 131313 (with a search icon)
  - UPN Type: GTIN (with a search icon)
  - UPN ID: 23112311 (with a search icon)
- Procurement Group Information**
  - Procurement Group ID: (empty field with a search icon)
  - Unit Allocation Qty: (empty field)
  - ☐ Primary Unit
- Sourcing Controls**
  - ☒ Consolidate with other Reqs
  - ☐ Calculate Price
  - ☐ Override Suggested Supplier
  - ☐ Inventory Source Flag
  - ☒ Auto Item Substitution

Confirm requisition checkout information and edit additional details for a line, such as the buyer, supplier, and other line-specific information.

The various information displayed on this page such as supplier information and contract information are role action controlled and can be shown or hidden accordingly.

### Line Status

Displays the status of the requisition line. The statuses include:

- *Approved:* The requisition line has completed workflow approval and is approved. The line is ready for sourcing.
- *Cancelled:* The requisition line was entered and saved but then canceled. A canceled requisition line can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.
- *Complete:* The requisition line is marked complete after the line is dispatched on a PO, the goods are received and the supplier is paid. A background process identifies the requisition lines and moves them to the complete status. Canceled requisition lines and those that are fulfilled by inventory stock are also identified as complete.
- *Denied:* The requisition line has been denied in the approval process.
- *Open:* The requisition line has been entered and saved but not yet submitted.

- *Pending*: The requisition line has been submitted and is awaiting approval.

## Item Details

The Item Details group box displays item information for this requisition line.

### Merchandise Amount

Displays the supplier's unit price and currency for the item, which are assigned on the Supplier's UOM & Pricing Info (supplier's UOM and pricing information) page.

### Item ID

Enables the buyer to enter an item ID, when appropriate, based on the ad hoc item description entered by the requester

### Original Substituted Item

Displays the original Item ID on the transaction line that was replaced when a Substitute Item was found.

Once the field is populated, the original Item ID will not be overridden with another Item ID. If the Item ID field is changed directly by the Requester or Buyer, the Original Substituted Item field is cleared. Similarly, if the Supplier ID/Location field is changed by the Requester or Buyer, then the value in the Original Substituted Item field is cleared and the value is moved back to the Item ID field.



This icon helps the Requester or Buyer to know whether the item has been substituted. This appears on a transaction line whenever the Original Substituted Item field is populated. If Original Substituted Item and Description fields are already displayed in the component, i.e. Requisition and PO, a text 'Substitute Item in Use' will appear.

### Auto Item Substitution

Select to deselect the 'Auto Item Substitution' box on a Requisition Line when you wish to retain the current Item ID and do not want it automatically substituted during sourcing. Additionally, you will be able to reject a Substitute Item found by Auto Item Substitution on the online Requisition.

### Category

Displays the item category.

### Description

Displays the item description for the Original Substituted Item, if the field is populated.

## Contract Information

The PeopleSoft eProcurement, PeopleSoft Purchasing, and PeopleSoft Payables applications are integrated with the procurement contract functionality to streamline the use of contracts with requisitions, purchase orders, and vouchers. As part of the contract functionality, you can set up requisitions to automatically search for a contract to use for requisitions. Applying default contract prices to requisitions enables you to receive contract prices for requisition items and to more accurately track budgets and pre-encumbrance balances. Requesters, buyers, and administrators with the appropriate security can set to search for and use contracts on transactions at various levels.

See "Applying Contracts to Requisitions" (PeopleSoft FSCM 9.2: Purchasing).

### **Contract ID**

Displays the purchasing contract used to price this requisition line. You can enter or change a contract ID in this field or a default value can be applied by the system. In order to apply a default contract, you must select the Default Contract On Req check box on the Purchasing Definition - Business Unit Options page.



(Contract Search icon)

Select to access the Contract Search page (CNTRCT\_SRCH), where you can perform advanced searches for contracts to be applied to this requisition line.

### **Use Contract if Available**

Select this check box to:

- Have the system use the contract ID that you have entered here in the Contract ID field.
- Have the sourcing process find the best contract for this requisition line when you have left the Contract ID field blank.

Deselect this check box to not use contract pricing for the requisition line. Deselecting this check box deselects the Contract ID field and prevents the sourcing process from adding a contract. Note that deselecting this check box after a default contract has already been applied does not change the applied price. The system assumes the current price is an override value and does not change it.

If the item requires a contract (the Contract Required check box is selected on the Purchasing Attributes - Purchasing Controls page) then the Use Contract If Available check box on this page is selected and cannot be changed.

### **Category Line**

Apply a contract category to this line item.

See "Understanding Voucher and Order Contracts" (PeopleSoft 9.2: Source to Settle Common Information).

## **Supplier Information**

The Supplier Information group box displays all information pertaining to the supplier.

### **Supplier ID**

Displays the ID of the supplier that supply this item.



(Supplier Look Up)

Select the SupplierLookup icon to access the Supplier Search page, where you can enter information to find a supplier.

### **Supplier Location**

Displays the location of the supplier. The default is based on the value that is defined for the supplier.

### **Supplier Item ID**

Displays the ID that the supplier uses to identify this item on the Item Supplier page.

**Supplier's Catalog** Displays Supplier's catalog detail.

## Manufacturer Information

The Manufacturer information group box displays all information pertaining to the manufacturer.

**Manufacturer ID** Identifies the manufacturer of the item. This value is supplied from the Supplier's Manufacturer Info page.

**Manufacturer's Item ID** Displays the identifier that the manufacturer uses for this item when the suggested supplier supplies the item. This value appears from the Supplier's Manufacturer Info page.

**UPN Type** Select applicable UPN Type Code.

**UPN ID** Select applicable universal product number that is defined by a unique combination of item ID, manufacturer ID, manufacturer item ID, and Unit of Measure.

On selecting the UPN ID, the item line information associated with the selected UPN ID will be populated.

## Sourcing Controls

Use this section to alter sourcing options for the selected requisition line. You can select applicable check boxes. As it is role action controlled some check boxes will be display only.

**Calculate Price** Select check box to have the sourcing process recalculate the item price when this requisition line enters the sourcing stage.

## Line Comment Page

Use the page (PV\_REQ\_COMMENTS\_NW) to record one or more comments about an requisition line and add attachments.

You are limited to one comment unless your user ID is linked to the eProcurement role action of MULTI\_COMMENTS.

### Navigation

Click the Add Comments icon on the Review and Submit page.

## Image: Line Comment

This example illustrates the fields and controls on the Line Comment. You can find definitions for the fields and controls later on this page.



(Add a New Row icon)

Select to add a new comment field. Comments are numbered as you add them.

### Use Standard Comments

Select this link to access the Standard Comments page (PV\_STD\_COMM\_SEC) where you can select a standard comment to be applied as a comment to this requisition line.

Standard comments are frequently used comments that have been defined in the system using the Standard Comments (STANDARD\_COMMENTS) and Standard Comment Type (STD\_COMMENT\_TYPE) components.

See "Setting Up Standard Comments" (PeopleSoft 9.2: Source to Settle Common Information).



(Spell Check Comment icon)

Click to perform a spell check on the comment.

### Add Attachments

Click to access the File Attachments window where you can browse and select a file to be attached to this comment. Multiple files can be attached to one comment. Once a file is attached, the Attachments group box displays the file details including file name, the user who attached it, and the date/time it was attached. The Send to Supplier check box applies to each file separately.

### Send to Supplier

Select if you want the corresponding comment to appear on the purchase order that is dispatched to the supplier.

Attachments can be sent with the purchase order. If the comment or attachment is for internal use only, leave the check box deselected.

### Show at Receipt

Select if you want this comment to appear on the receipt documents.

### Show at Voucher

Select if you want this comment to appear on the voucher.

**OK**

Select the OK button to return to the Review and Submit page with the comments and attachments that you have added on this page.

**Cancel**

Select the Cancel button to return to the Review and Submit page without saving the changes added to this page.

## Edit Lines/Shipping/Accounting for Selected Lines Page

Use the Edit Lines/Shipping/Accounting for Selected Lines page (PV\_REQ\_MASSCHG\_SEC) to modify line, shipping instructions, and accounting details for requisition lines. However you cannot use it to modify requisition lines and requisition schedule lines that are already sourced to PO and other systems.

### Navigation

Select the Mass Change button on the Review and Submit page.

### Image: Edit Lines, Shipping, and Accounting Information page

This example illustrates the fields and controls on the Edit Lines, Shipping, and Accounting Information page. You can find definitions for the fields and controls later on this page.

**Edit Lines/Shipping/Accounting for Selected Lines**

**Line Information** ?

**Note:** The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID  Supplier Location

Buyer  Category

**Shipping Information**

Ship To Location

Due Date  Attention

Comments

**Accounting Lines**

Accounting Tag

Please enter GL Business Unit before selecting other chartfield values

| Accounting Information |         |          |         |         |          | Personalize | Find |  | First | 1 of 1 | Last |
|------------------------|---------|----------|---------|---------|----------|-------------|------|--|-------|--------|------|
| Dist                   | Percent | Location | GL Unit | Account | Alt Acct |             |      |  |       |        |      |
| 1                      | 100.000 | US001    | US005   | 100004  |          |             |      |  |       |        |      |

[Load Values From Defaults](#)

The requisition line number that you selected on the Review and Submit page appears for you to work with.



|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supplier ID</b>          | Change the supplier for this specific line. When you click the Apply button, the supplier ID replaces the data on the selected lines.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Supplier Location</b>    | Change the supplier location for this specific line. When you click the Apply button, the supplier location replaces the data on the selected lines.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Buyer</b>                | Change the buyer for this specific line. When you click the Apply button, the buyer replaces the data on the selected lines.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Category</b>             | Change the category for this specific line. When you click the Apply button, the category replaces the data on the selected lines.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Shipping Information</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ship To Location</b>     | Review or change the ship to location code. This code identifies the shipping address for this request.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Address</b>              | <p>Select the Add One Time Address link to access the Shipping Address page where you can enter a shipping address that is not currently defined in the system as a ship to location. The system uses this feature for shipments to a location that will not be used again, for example, shipments to a construction site or other temporary location. Click OK to save the address.</p> <p>This link is not available if the user is linked to the eProcurement role action of NO_ONETIME_SHIPTO.</p> |
| <b>Due Date</b>             | Review or change the arrival date of this shipment. The date that you enter here is a suggested date. When the purchase order is created, the system or buyer attempts to meet this date or changes it to a realistic due date.                                                                                                                                                                                                                                                                        |
| <b>Attention</b>            | Enter the name of the individual who should receive the items or services. Once the shipment is received, this individual should record the receipt, enabling the buyers to track the quality and promptness of the supplier.                                                                                                                                                                                                                                                                          |
| <b>Ship Via</b>             | <p>Edit Ship Via Code value if required.</p> <hr/> <p><b>Note:</b> This field is visible only if SHIPVIA_FREIGHT_DISPLAY role action is enabled.</p> <hr/>                                                                                                                                                                                                                                                                                                                                             |
| <b>Freight Terms</b>        | <p>Edit Freight Terms Code value if required.</p> <hr/> <p><b>Note:</b> This field is visible only if SHIPVIA_FREIGHT_DISPLAY role action is enabled.</p> <hr/>                                                                                                                                                                                                                                                                                                                                        |
| <b>Comments</b>             | Enter any comments. If there is already a default or existing comment then the comment you add will be appended to the existing content. But if there are comments for other ship then                                                                                                                                                                                                                                                                                                                 |

it will be overwritten. To view the Comments field your user ID must be connected to the eProcurement role action of MULTI\_COMMENTS.

## Accounting Lines

Use this section only if you need to change the accounting information for the selected requisition lines. The default structure is derived from the user profile, the item category, and the Define Requisition page.

Select the appropriate values for the requisition line if you must deviate from the default accounting structure.

### SpeedChart

Select a SpeedChart Key by clicking the prompt. Based on the SpeedChart key selected, the system automatically distributes the accounting line amounts according to the proration percentage defined for the selected SpeedChart. You can modify the distribution values.

---

**Note:** This field is visible only if role action ACCOUNTING\_DISPLAY is assigned to the action *Editable*. It will be hidden if role action ACCOUNTING\_DISPLAY is assigned to the action *Hide* or *Display Only* action. SpeedChart will be invisible if Accounting Tag is enabled.

---

### Accounting Tag

Use the prompt to select an appropriate Accounting Tag that will be used to populate ChartFields on transaction distribution lines. The system automatically prorates the amount of an accounting line according to the proration percentages defined on the Accounting Tag.

---

**Note:** This field is visible only if role action ACCOUNTING\_DISPLAY is assigned to the action *Editable*. It will be hidden if role action ACCOUNTING\_DISPLAY is assigned to the action *Hide* or *Display Only* action.

---

### Dist

Displays the distribution line number.

### Load Values From Defaults

Select this link to load the fields on this page with defaults specified on the Requisition Settings page. The default values replace Distribution line values.

---

**Note:** The ChartField values on the tabs; *Chartfields1*, *Chartfields2*, and *Chartfields3* are described further in this documentation.

---

## Accounting Lines — Asset Information Tab

Select the Asset Information tab.

### Image: Asset Information tab

This example illustrates the fields and controls on the Asset Information tab. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Accounting Lines' window with the 'Asset Information' tab selected. The window has a title bar 'Accounting Lines' and a menu bar with 'Personalize', 'Find', and a search icon. Below the menu bar is a toolbar with 'First', '1 of 1', and 'Last'. The main area contains a table with columns: 'AM Business Unit', 'Profile ID', 'Capitalize', 'Cost Type', and 'Description'. The first row has a line number '1' and empty input fields for the other columns. A 'Load Values From Defaults' button is located at the bottom right of the table area.

#### AM Business Unit

Identify the Asset Management business unit that is responsible for tracking asset transactions.

#### Profile ID

Select a value that represents the default value from the Item Categories - Category Definition page. An asset profile ID on a purchase order, in conjunction with an asset business unit, indicates that PeopleSoft Asset Management is to be notified of the purchase of this item when it is received. To access the Category Definition page, select Items > Define Controls > Item Categories > Category Definition.

#### Capitalize

Select to indicate that the requisition item is capitalized.

#### Cost Type

Select the asset cost type, such as materials, labor, and overhead. Cost types are used with asset category and transaction codes to determine into which accounts the costs are entered in the general ledger.

### Related Links

"Using Accounting Tags in PeopleSoft Classic" (PeopleSoft FSCM 9.2: Application Fundamentals)

## Distribution Change Options Page

Use the Distribution Change Options page (PV\_REQ\_DIST\_CHNG) to select how to apply distribution changes to the lines of your requisition.

### Navigation

After entering changes in the Accounting Information group box of the Edit Line/Shipping/Accounting for Selected Lines page > click the OK button.

**Image: Distribution Change Options page**

This example illustrates the fields and controls on the Distribution Change Options page. You can find definitions for the fields and controls later on this page.

**Distribution Change Options**

For the selected requisition lines, apply distribution changes to

- ☒ **All Distribution Lines**  
Apply changes to all existing distribution lines.
- ☐ **Matching Distribution Lines**  
Apply changes to each existing distribution line by matching the distribution line numbers.
- ☐ **Replace Distribution Lines**  
Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

Use this page to determine how the system applies accounting distribution changes to the selected lines.

The options that appear on this page are dependent on the changes that you make. Select one of the following options and click the OK button to apply a change.

|                                    |                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>All Distribution Lines</b>      | Select this option to apply changes to all existing distribution lines.                                           |
| <b>Matching Distribution Lines</b> | Select this option to apply changes to each distribution line by matching the distribution line numbers.          |
| <b>Replace Distribution Lines</b>  | Select this option to remove the existing distribution lines and replace them with the distribution line changes. |

This page displays three options only if the user has opted for one default distribution line on the Requisition Settings page or on the Edit Lines/Shipping/Accounting for Selected Lines page. This page will not appear if there is no change in the distribution section of the requisition line or if the distribution section is hidden or display-only. Instead, the system will display a message informing users that changes will be applied to the lines/schedules

This page will display only two options if the user chooses multiple default distribution lines on the Requisition Settings page or on the Edit Lines/Shipping/Accounting for Selected Lines page. The All Distribution Lines option will not be available for selection.

### Image: Distribution Change Options — 2 options page

This example illustrates the fields and controls on the Distribution Change Options — 2 options page.

**Distribution Change Options**

For the selected requisition lines that are available for sourcing, apply distribution changes to

☒ **Matching Distribution Lines**  
Apply changes to each existing distribution line by matching the distribution line numbers.

☐ **Replace Distribution Lines**  
Remove the existing distribution lines and replace with the distribution lines changes.

OK Cancel

When chunking is enabled if the user edits an existing requisition (for changes initiated from the Requisition Settings page), the system displays a message asking if all the requisition lines are to be loaded:

- If you select *Yes* then all the lines are loaded with changes to the Edit Requisition – Review and Submit page and chunking icons do not appear. You must save, submit, and edit the requisition again for the chunking icons to reappear.
- If you select *No* then the system will not continue to load all the lines. No changes are made and the chunking icons remain on the page.

For applying distribution changes from the Edit Lines/Shipping/Accounting for Selected Lines page, the default values on this page will be applied to the corresponding fields only for selected lines on the Review and Submit page.

For the All Distribution Lines and Matching Distribution Lines options, the percentage change on the Requisition Settings page or on the Edit Lines/Shipping/Accounting for Selected Lines page will not alter the percentage value of the existing requisition lines. If you select the Replace Distribution Lines option, the default distributions on the Requisition Settings page or on the Edit Lines/Shipping/Accounting for Selected Lines page will replace the existing distributions on the Review and Submit page. Default distributions are not overridden or provided by default to the sourced/canceled/closed distribution lines. Distribution lines that are to be applied on the Review and Submit page will be recalculated based on the SpeedChart/Accounting Tag percentage selected on the Requisition Settings page and the Edit Lines/Shipping/Accounting for Selected Lines page. When modified, if the recalculated percentage exceeds 100 percent, then the system will display a message instructing the user to readjust the total distributed percentage to 100 percent. Accounting Tags offer the same functionality as SpeedCharts, with some enhancement with respect to the ability to assign favorite tags and additional component, product, user, and permission list security options.

## Edit Shipping For All Lines Page

Use the Edit Shipping For All Lines page (PV\_REQ\_MASSCHG\_SEC) to edit shipping information for all lines.

## Navigation

To access this page (from Checkout – Review and Submit page, click on Edit for All Lines link).

### Image: Edit Shipping For All Lines Page

This example illustrates the fields and controls on the Edit Shipping For All Lines Page.

When chunking is enabled, the system displays a message asking if all requisition lines are to be loaded.

- If you select *Yes* then all the lines are loaded with changes to the Edit Requisition – Review and Submit page, and chunking icons are not displayed. The Shipping Summary section is also updated with the latest changes on the entire Requisition. You must save, submit, and edit the requisition again for the chunking icons to reappear.
- If you select *No* then the system will not continue to load all the lines. No changes are made and the chunking icons remain on the page.

## Maintaining VAT Details For Schedule Page

Use the page (REQ\_SCHED\_VAT) to maintain value added tax details for shipping lines.

### Navigation

Click the Shipping VAT link on the Review and Submit page.

Use this page to make adjustments to VAT shipping details. Information that appears on the page relates to the item on the line number of the requisition and the shipping line that you selected on the Review and Submit page.

## Image: Maintaining VAT Details for Shipping Lines

This example illustrates the fields and controls on the Maintaining VAT Details for Shipping Lines. You can find definitions for the fields and controls later on this page.

Requisition Schedule VAT

Maintain Requisitions

VAT Information for Schedule 1

Requisition ID NEXT      Item A004      802.11 g/b Desktop PC Router,  
 Line 1      Status Active  
 Schedule 1

[Return to Schedule Page](#)

[Expand All Sections](#)      [Collapse All Sections](#)

▼ Physical Nature

Physical Nature Goods

▶ VAT Locations

VAT Defaults

▶ VAT Registrations

▶ VAT Controls

▶ VAT Treatments

▶ VAT Details

▼ Adjust/Reset VAT Defaults

[Adjust Affected VAT Defaults](#) ⓘ Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

Levels This level only      [Reset All VAT Defaults](#)      Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

Before you can review VAT details on this page, make sure that you are an administrator:

1. Define VAT default value settings for the business unit.

To access the field, select eProcurement > Administer Procurement > Maintain Business Units > Processing Options and click the VAT Default link.

2. Select the Calculate VAT on Req (calculate value added tax on requisition) check box.

To access the check box, select eProcurement > Administer Procurement > Maintain Business Units > Purchasing Definition > Business Unit Options.

3. Assign the user role action *VAT Details* to the role name.

To access the check box, select eProcurement > Administer Procurement > Maintain System Users and Roles > eProcurement Role Action select *VAT Details* as the Action Name, and add the user role for the role action.

See [Maintaining System Users and Roles](#).

4. Select the View/Override VAT Details check box to authorize a requester to view and update VAT information.

To access the check box, select eProcurement > Administer Procurement > Maintain Procurement Users > User Preferences click the Procurement link, and then click Requisition Authorizations.

5. (Optionally) Select a value in the Allow Override Recovery/Rebate field to enable a requester to override system-created VAT recovery and rebate percentage values.

To access the field, select eProcurement > Administer Procurement > Maintain Business Units > Processing Options click the VAT Default link, and select a value.

Values include:

- *Do Not Allow Override.*
- *Override Both Recovy/Rebate %* (override both recovery and rebate percentages).
- *Override Rebate % Only* (override rebate percentage only).
- *Override Recovery % Only*(override rebate percentage only).

|                                |                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Line</b>                    | Displays the line number to which VAT information on this page pertains.                                                   |
| <b>Schedule</b>                | Displays the schedule number from the requisition.                                                                         |
| <b>Return to Schedule Page</b> | Click to access the Review and Submit page, where you can update shipping information.                                     |
| <b>Physical Nature</b>         | Displays whether the requisition is for goods or services. This is determined by the type of requisition that you created. |

## VAT Locations

|                          |                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Ship From Country</b> | Select the seller's country from which the requisition item for this line is to be shipped.                           |
| <b>Ship From State</b>   | Select the state, province, or area from which the item is to be shipped.                                             |
| <b>Ship to Country</b>   | Displays the buyer's country where the item is being shipped. You define this value on the shipping address.          |
| <b>Ship to State</b>     | Displays the state, province, or area where the item is being shipped. You define this value on the shipping address. |

## VAT Defaults

|                                      |                                                                                                                                                   |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reporting Country</b>             | Select the VAT registration country in which this transaction takes place.                                                                        |
| <b>Defaulting State</b>              | Select the state for recording VAT details.                                                                                                       |
| <b>Supplier Registration Country</b> | Select the VAT registration country in which the seller does business.                                                                            |
| <b>Supplier Registration ID</b>      | Enter the VAT registration identifier for this supplier.                                                                                          |
| <b>Exception Type</b>                | Select a value to indicate that an exception to the VAT was issued. Exception values are <i>None</i> , <i>Exonerated</i> , and <i>Suspended</i> . |



|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certificate ID</b>            | Enter a certificate ID if an exception was issued for the VAT.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Calculate at Gross or Net</b> | <p>Select to calculate the VAT. Values include:</p> <p><i>Net:</i> When this option is selected, the early payment discount is applied to the goods amount before the VAT is calculated. The amount of VAT that is calculated using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at the time of payment.</p> <p><i>Gross:</i> When this option is selected, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment if the early payment discount is taken.</p> |
| <b>Recalculate at Payment</b>    | <p>Select to have the system recalculate VAT at the time of payment if a discount has been taken. This field value appears by default from the VAT entity.</p> <p>If the Calculate at Gross or Net field value is <i>Gross</i>, the check box is selected. If the field value is <i>Net</i>, the check box is deselected.</p>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Include Freight</b>           | Select if the freight amount needs to be taxed. The system adds the freight amount to the gross or net amount before calculating VAT. This setting appears by default from the VAT entity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Include Miscellaneous</b>     | Select if miscellaneous charges need to be taxed. The system adds the miscellaneous charges to the gross or net amount before calculating VAT. This setting appears by default from the VAT entity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Declaration Point</b>         | <p>Select when to declare VAT. Values are:</p> <p><i>Delivery:</i> Declares VAT when shipments are received.</p> <p><i>Invoice:</i> Declares VAT when a transaction is invoiced.</p> <p><i>Payment:</i> Declares VAT when payment is tendered</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Rounding Rule</b>             | <p>Select the rounding rule for VAT amounts. Values are:</p> <p><i>Natural Round:</i> Amounts are rounded normally (up or down) to the precision that is specified for the currency code.</p> <p><i>Up:</i> Rounds up and limits rounding precision to one additional decimal place.</p> <p><i>Down:</i> Rounds down.</p> <p>Rounding only affects VAT amounts, the currency numbers stored in the system, and how currency numbers are printed on reports.</p>                                                                                                                                                                                                                                                  |

**Apply Domestic Reverse Charge**

Select if this country requires the use of the domestic reverse charge provision.

**Use Type**

Determines VAT recoverability. The field value is retrieved from the VAT default hierarchy, but you can override this value.

Use type is a type of activity in which a purchased good or service is to be used, and therefore, you use it to determine a recoverability percent and a rebate percent (when applicable) that is to be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you can associate either the ratio of taxable activity to exempt activity directly with the use type, or you can indicate that this ratio is determined at the ChartField level.

**Treatment**

Select a value that controls VAT default and transaction behavior. It is a description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and whether the transaction is reported on the VAT return. You can override the value in this field.

Values are:

*Domestic Goods Purchase*

*Domestic Service Purchase*

*EU Goods Purchase* (European Union goods purchase)

*EU Service Purchase* (European Union service purchase)

*No VAT Processing*

*Outside of Scope*

*Self-Assess Goods Import*

*Self-Assess Service Import*

*Zero-Rated Goods Import*

**Applicability**

Select whether VAT should be calculated for this schedule.

While most requisitions may be subject to VAT for any VAT countries, some items or item categories may be exempt or outside of scope for VAT. You can override the default value here.

**VAT Code**

Select the tax code that is used to define a percentage that the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions.

The tax authority that is associated with the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | the combination of the VAT code, VAT account type, and VAT transaction type.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Record Output VAT</b>            | Select to have tax for this transaction charged on the supply of goods or services. You may want to select this check box for drop shipments.                                                                                                                                                                                                                                                                                                                |
| <b>Tax Rate</b>                     | Displays the rate at which this item is taxed.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Transaction Type</b>             | Select a value to categorize VAT transactions according to particular VAT accounting and reporting requirements. The system uses the VAT code and transaction type in conjunction with the VAT account type to obtain the ChartFields for accounting entries.                                                                                                                                                                                                |
| <b>Adjust Affected VAT Defaults</b> | Click to adjust the VAT defaults on this page that are affected by changes that you have made on the page. Changes that you have made to the defaults that affect other VAT defaults are retained.                                                                                                                                                                                                                                                           |
| <b>Levels</b>                       | Displays the level of information (obligation) that intracommunity sales and purchases require. This information is used mainly in France to reduce the declarative workload for small- and medium-sized industries. PeopleSoft delivers the Intrastat form with the most restrictive level (Level 1), which covers all levels of obligation. This is an informational field that determines the level that is checked on certain Intrastat reporting forms. |
| <b>Reset All VAT Defaults</b>       | Click to reset all the VAT defaults. Changes that you have made to VAT defaults are reset to their original values.                                                                                                                                                                                                                                                                                                                                          |

## Related Links

"Understanding VAT" (PeopleSoft FSCM 9.2: Global Options and Reports)

## Header Comments Page

Both the Header Comments page and the Requisition Ship To Comments page use the same fields. Navigation is different and each page adds comments and attachments to a different part of the requisition.

Use the Header Comments page (PV\_REQ\_COMMENTS\_NW) to record one or more comments about a requisition and add attachments.

You are limited to one comment at the header-level of the requisition unless your user ID is linked to the eProcurement role action of MULTI\_COMMENTS.

## Navigation

Select the Add more Comments and Attachments link on the Review and Submit page.

### Image: Header Comments

This example illustrates the fields and controls on the Header Comments. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Header Comments' page. At the top, it displays 'Business Unit US001' and 'Requisition Date 12/06/2012'. Below this, the 'Status' is 'Pending'. The main section is titled 'Comments' and includes a 'Find' button and navigation links 'First', '1 of 1', and 'Last'. There is a 'Use Standard Comments' link and an 'Entered On:' field. A large text area for comments is shown with a '1' in the left margin. Below the text area are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add Attachments' button is present. A table titled 'Attachments' is shown with columns: 'Attached File', 'User/Date Time', 'View', 'Send to Supplier', and a delete icon. The table has one row with '1' in the first column and a 'View' button in the 'View' column. At the bottom are 'OK' and 'Cancel' buttons.

### Image: Requisition Ship To Comments page

This example illustrates the fields and controls on the Requisition Ship To Comments page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Requisition Ship To Comments' page. It displays 'Business Unit US001' and 'Requisition Date 12/06/2012'. The 'Status' is 'Pending' and 'Ship To' is 'US001'. The main section is titled 'Comments' and includes a 'Find' button and navigation links 'First', '1 of 1', and 'Last'. There is a 'Use Standard Comments' link and an 'Entered On:' field. A large text area for comments is shown with a '1' in the left margin. Below the text area are three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Add Attachments' button is present. A table titled 'Attachments' is shown with columns: 'Attached File', 'User/Date Time', 'View', 'Send to Supplier', and a delete icon. The table has one row with '1' in the first column and a 'View' button in the 'View' column. At the bottom are 'OK' and 'Cancel' buttons.



(Add a New Row icon)

Select to add a new comment field. Comments are numbered as you add them.

### Use Standard Comments

Select this link to access the Standard Comments page (PV\_STD\_COMM\_SEC) where you can select a standard comment to be applied as a comment to this requisition.

Standard comments are frequently used comments that have been defined in the system using the Standard Comments (STANDARD\_COMMENTS) and Standard Comment Type (STD\_COMMENT\_TYPE) components.

See "Setting Up Standard Comments" (PeopleSoft 9.2: Source to Settle Common Information).



(Spell Check Comment icon)

Select to perform a spell check on the comment.

### **Add Attachments**

Select to access the File Attachments window where you can browse and select a file to be attached to this comment. Multiple files can be attached to one comment. Once a file is attached, the Attachments group box displays the file details including file name, the user who attached it, and the date/time it was attached. The Send to Supplier check box applies to each file separately.

### **Send to Supplier**

Select if you want the corresponding comment to appear on the purchase order that is dispatched to the supplier. Attachments can be sent with the purchase order. If the comment or attachment is for internal use only, leave the check box deselected.

### **Show at Receipt**

Select if you want this comment to appear on the receipt documents.

### **Show at Voucher**

Select if you want this comment to appear on the voucher.

### **OK**

Select the OK button to return to the Review and Submit page with the comments and attachments that you have added on this page.

### **Cancel**

Select the Cancel button to return to the Review and Submit page without saving the changes added to this page.

## **Requisition Header Comments**

When editing an existing requisition that has the multi-comment role action enabled and requisition chunking is being used, the system handles header comments as stated:

- The Review and Submit page within the Edit Requisition component displays only the first header comment entered on the page. When moving from one chunk to another chunk, only the first header comment is displayed on the Edit Requisition-Review and Submit page.
- If you have more than one header comment, the More Comments link is available within the header Comments group box. When you click on the More Comments link, all header comments are displayed with attachments (if added).

## **Confirmation Page**

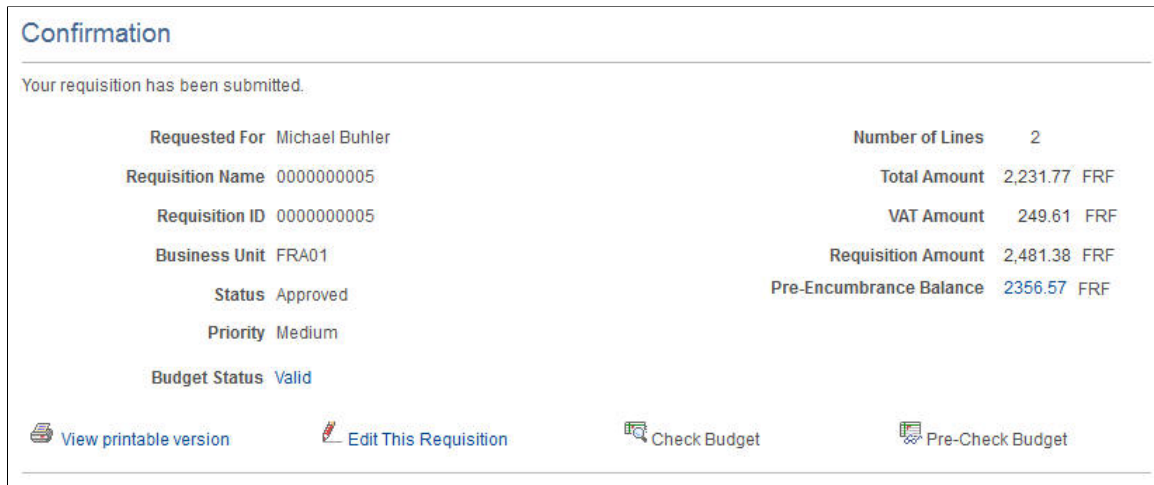
Use the Confirmation page (PV\_REQ\_WF\_PREVIEW) to confirm requisition checkout information.

### **Navigation**

Select the Save & submit button on the Review and Submit page.

## Image: Confirmation page

This example illustrates the fields and controls on the Confirmation page. You can find definitions for the fields and controls later on this page.



**Confirmation**

Your requisition has been submitted.

|                                     |                                            |
|-------------------------------------|--------------------------------------------|
| <b>Requested For</b> Michael Buhler | <b>Number of Lines</b> 2                   |
| <b>Requisition Name</b> 0000000005  | <b>Total Amount</b> 2,231.77 FRF           |
| <b>Requisition ID</b> 0000000005    | <b>VAT Amount</b> 249.61 FRF               |
| <b>Business Unit</b> FRA01          | <b>Requisition Amount</b> 2,481.38 FRF     |
| <b>Status</b> Approved              | <b>Pre-Encumbrance Balance</b> 2356.57 FRF |
| <b>Priority</b> Medium              |                                            |
| <b>Budget Status</b> Valid          |                                            |

 [View printable version](#)
 [Edit This Requisition](#)
 [Check Budget](#)
 [Pre-Check Budget](#)

The Confirmation page displays basic information about the requisition and the number of items that it contains. It appears when you submit a requisition .

### Requested For

Displays the name of the person requesting these materials or services. This can be your name or you can purchase on behalf of another person. For you to purchase on behalf of another user, these requesters must be defined on the User Preferences page.

### Number of Lines

Displays the number of lines on this requisition.

### Requisition Name

Displays a description of the request to help you identify this requisition as it flows through the system. If this field is left blank, the system uses the requisition ID as the name.

### Business Unit

Displays the PeopleSoft Purchasing business unit that holds this requisition.

### Status

Displays the status of a requisition. Values are *Open*, *Pending*, *Approved*, and *Complete*.

### Priority

Displays the priority of the requisition. The values are *Low*, *Medium*, or *High*.

### Budget Status

If the Commitment Control feature is turned on, then this field displays the current budget checking status for this requisition.

---

**Note:** For some scenarios budget checking is automatically done by the system. For example if the requisition status is approved and if Change Request is triggered then budget is automatically checked when you save and submit the requisition. However you can also manually validate the budget by clicking on the Check Budget button.

---

**VAT Amount (value added tax amount)**

Displays the amount of value added tax (VAT) calculated on a VAT enabled requisition. It does not appear when the Calculate VAT on Requisition check box at purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, the VAT\_DETAILS eProcurement role action is not used and the user eProcurement role is not added to the user ID profile.

**Pre-Encumbrance Balance**

Displays the Pre-encumbrance balance amount after requisition is successfully budget checked. Pre-encumbrance balance is displayed in the transaction currency of the requisition and is based on the transaction budget date, general ledger unit and commitment control ledger group. Pre-encumbrance balance can be partially or fully liquidated from purchase order(s).

Click the Pre-Encumbrance Balance amount hyperlink to view requisition accounting entries. You can use this page to view accounting information details including the commitment control ledger group and transactions that have been performed against the requisition.

**Edit This Requisition**

Select to access the Edit Requisition component, where you can make changes to the requisition and submit it again.

**View printable version**

Select this link to review an online requisition that shows the layout of the printed version. The requisition opens up as a second window and can be printed. The Oracle BI Publisher is used to generate this report and you can customize it. You can choose to display this report with or without the distribution details.

**Manage Requisitions**

Select to go to the Manage Requisitions component, where you can further process the requisition.

**Create New Requisition**

Select to add a new requisition.





# Creating Requisitions Using the Fluid User Interface

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## Understanding PeopleSoft Fluid User Interface for eProcurement



Click to watch a short video about the eProcurement [Fluid Requisition Enhancements](#)

Oracle's PeopleSoft has two user interfaces:

- The PeopleSoft Classic User Interface, which is designed to be used on a laptop or desktop.
- The PeopleSoft Fluid User Interface, which is optimized for mobile devices and can be used on laptops and desktops.

PeopleTools documentation regarding the PeopleSoft Fluid User Interface includes:

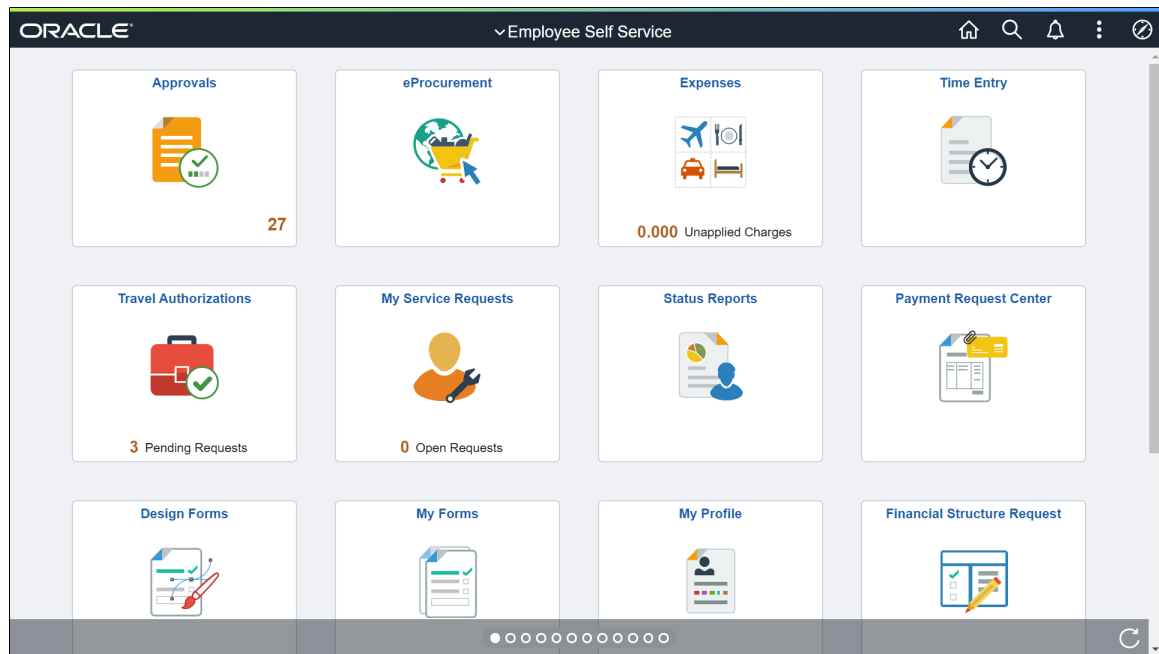
- *PeopleTools: Fluid User Interface Developer's Guide.*
- *PeopleTools: Applications User's Guide, Working With PeopleSoft Fluid User Interface.*

A PeopleSoft Fluid User Interface home page, which is designed by a system administrator, appears when a user logs into the system. From this home page users can view notifications, access applications, and navigate through the PeopleSoft system by selecting individual tiles.

The eProcurement tile can be added to any user home page, as shown in the image below.

**Image: Example of Fluid Home Page**

This example illustrates an example of a Fluid Home page.

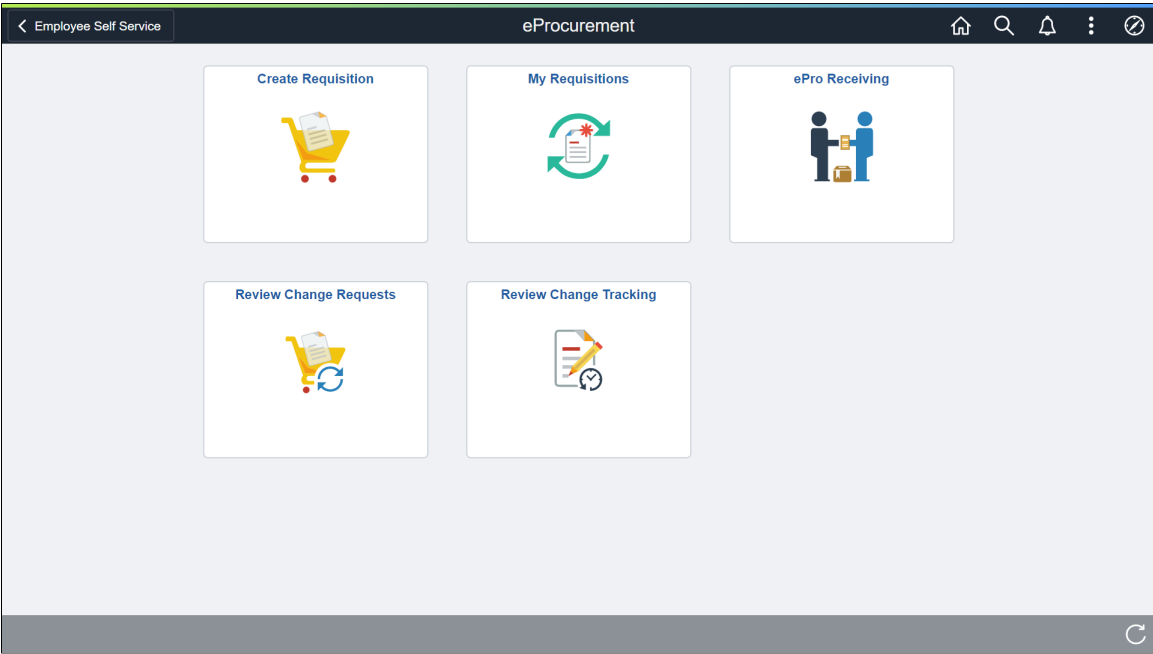


Select a tile to access another home page, if you have access to multiple home pages. The tiles that appear on a home page display notification information. A tile can also be a button that accesses an application page where you can complete business transactions.

The eProcurement Home page consists of creating and managing requisitions, ePro receiving, requisition change requests, and requisition change tracking tiles to access transaction pages using the Fluid user interface.

Image: Example: eProcurement Home Page

This example illustrates an example of the eProcurement Home page.



Common Elements Used with Fluid Requisitions



(Home)

Click to return to the main home page for the user.



(Search)

Click to enter a global search.



(Action list)

Select to see the list of available actions such as the eProcurement Homepage, My Requisitions, ePro Receiving, My Preferences, and so on.



(NavBar)

Click to expand the NavBar window, where you can select window content from options, such as Recent Places, My Favorites, Navigator, My Preferences, and Fluid Home. Click again to collapse the NavBar window.

Search and Advanced Search

Select to enter search terms, such as UPN ID to find requisition items.

There are three different Search Results pages (PV\_MOB\_855\_SRCH, PV\_MOB\_855\_SRCHDC, and PV\_MOB\_855\_SRCHFAV). The main page (PV\_MOB\_855\_SRCH) can be configured through the My Preferences page. Search results are grouped based on Catalog items, Favorites, and Web Suppliers; and displayed on different pages. The Catalog items search includes internal catalog items and external items from a

marketplace. If the marketplace supports it, both internal and external catalog items appear on the same page based on the marketplace setup.

A page indicator, displayed at the bottom of the Search Results page, indicates the search results belonging to different item categories. Select the page indicator to view other search results.

Select to access the Shopping Cart page. The number indicates how many items are in the cart..

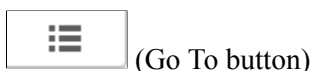


(Cart)

## Requisition Defaults



(Menu)



(Go To button)



(Filter button)



(List View button)



(Tile View button)

Select to access the Requisition Defaults Page.

Select to open and close the left menu panel.

Select to view the left hand menu when the Filter button is activated. When this button is green, then it is active.

Select to view catalog filters. When this button is green, then it is active. Use the filter options to reduce the number of items listed in the right panel. When this button is green, then it is active.

Select to view items as a list. When this button is green, then it is active.

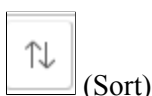
Select to view items as tiles. When this button is green, then it is active.

This view allows you to view more items on a page. The number of items displayed depends on the size of your display.



(Compare selected)

Select to compare selected items side-by-side. You must first indicate that you want to compare the items using the Related Actions button, and then selecting *Add to Compare List* for the item first



(Sort)

Select to sort the item list by Item ID, Item Description, Contract, Inventory, Supplier, Price, Supplier ID, Supplier Item ID, Manufacturer ID, Manufacturer, Mfg Item ID, or Lead Time Days.



(Related Actions button)

Select to display related actions that can be performed for the item. Available actions are:

- Add to Compare
- Add to Template(s)
- Add to Favorites

**Contract link**

Select to access the Contract List window. This window displays item details, contract details and contract reference information. This link is only displayed when a contract is associated with the item.

**Inventory link**

Select to view the Item Availability window. This window displays item ID and ship to information with a message about availability for the ship to location. This link is only displayed when item availability is not available from the default shipping location.

**Price Breaks link**

Select to view the Supplier Price Breaks window. This window displays item and supplier information, as well as the supplier price for specific item quantities, also known as price breaks. This link is only available when price breaks are available for the item and from the supplier.



(Preferred Supplier)



(Item Details button)



(Add to cart)



(Show more)

**Add to Favorites**

Select to add the item to your Favorites list. The system displays a confirmation message indicating that the item(s) will be added to your favorites. Select the Done button to confirm or the Cancel button to prevent the item from being added to your favorites.

**Add to Template(s)**

Select to add the item to an existing or new template. The system displays the Add Selected Items to Template(s) window. This window displays a list of available templates from which to add the item as well as an option to add a new template name and description.



(Notifications)



(Personalize NavBar)

Click to view actions and alerts in a notifications window.

Click to access the personalization window, where you can add and remove selected tiles from the NavBar.

## Setting Up the Fluid User Interface to Create Requisitions

### Pages Used to Set up the Fluid User Interface to Create Requisitions

| <b>Page Name</b>                                              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                         |
|---------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Fluid Installation Settings Page</a>              | PV_MOBILE_INST_SEC     | Determine requisition and receiving options for fluid pages.                                                                         |
| <a href="#">My Preferences: eProcurement Requisition Page</a> | PV_MOB_PREF_FL         | View and edit preferences.                                                                                                           |
| <a href="#">eProcurement Requisition Navigation: Fluid</a>    | PV_LEFTNAV             | Set up eProcurement requisition left navigation order and labels for the Fluid User Interface.                                       |
| <a href="#">Requisition Defaults Page</a>                     | PV_MOB_855_SET_SCF     | Enter default field values for new requisition lines and define requisition settings such as purchasing business unit and requester. |

### Fluid Installation Settings Page

Use the Fluid Installation Settings page (PV\_MOBILE\_INST\_SEC) to determine requisition and receiving options for fluid user interface pages.

#### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options > Fluid Installation Settings link

**Image: Fluid Installation Settings Page (1 of 2)**

This example illustrates the fields and controls on the Fluid Installation Settings Page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Fluid Installation Settings' window, which is titled 'Fluid Installation Settings' with a close button (X) in the top right corner. A 'Help' link is located in the top right corner of the main content area. The settings are organized into four sections, each with a title and a list of options:

- Requisition Options**
  - Edit Requisition Options**
    - \*Edit Requisition Options: Go To Cart First (dropdown menu)
- Checkout Options**
  - \*Options: Display Both Buttons (dropdown menu)
  - ☒ Show Checkout Options
- Cart Options**
  - ☒ Allow Editing of UOM
- Search Results Display Options**
  - \*Search Results View Default: View Catalog Items First (dropdown menu)
  - ☒ Show Result View Options

A vertical scrollbar is visible on the right side of the settings panel.

## Image: Fluid Installation Settings Page (2 of 2)

This example illustrates the fields and controls on the Fluid Installation Settings Page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the Fluid Installation Settings Page (2 of 2) with the following sections and controls:

- Item Details Options**
  - \*Suppliers: Show Other Suppliers (dropdown menu)
  - ☒ Show Item Details Options
  - ☐ Enable Mobile Logging
- Receiving Options**
  - Search Result Options**
    - Show: Item ID (dropdown menu)
  - Search Options**

| Search Field     | Visible                             |
|------------------|-------------------------------------|
| Item ID          | <input checked="" type="checkbox"/> |
| Supplier Item ID | <input checked="" type="checkbox"/> |

### Edit Requisition Options

Select *Go To Cart First* or *Go To Checkout First*. Based on your selection, the Edit option on the My Requisitions page displays the Cart page or Checkout page when the requisition is in the Edit mode. The default selection is *Go To Cart First*.

### Checkout Options: Options

Select an option to indicate that the associated button appears on the Checkout page.

Select from these options:

- Display Both Buttons
- Save Button Only
- Submit Button Only.

### Show Checkout Options

Select to indicate that these options also appear on the [My Preferences: eProcurement Requisition Page](#).

### Show Cart Options

Select to indicate that these options also appear on the [My Preferences: eProcurement Requisition Page](#).



**Allow Editing of UOM**

Select to allow users to edit the unit of measure on Requisition pages using Fluid.

**Search Results View Default**

Select from these options:

- View Catalog Items First
- View Favorites First
- View Web Suppliers First

Based on the option selected the corresponding search result page is displayed.

**Show Result View Options**

Select to indicate that these options also appear on the [My Preferences: eProcurement Requisition Page](#).

**Suppliers**

Select from these options:

- Hide Other Suppliers
- Show Other Suppliers

Based on the option selected other supplier information is displayed on the Item Details page. This option is also dependent on the role action VIEW\_ALL\_SUPPLIERS:

- If this role action is enabled then other supplier information is available to show or hide on this page, based on this setting.
- If this role action is not enabled then other suppliers are not displayed and this setting is not considered.

**Show Item Details Options**

Select to indicate that these options also appear on the [My Preferences: eProcurement Requisition Page](#).

**Enable Mobile Logging**

Select to have the system log errors and warnings when creating and editing fluid requisitions.

**Receiving Options: Search Result Options**

Select from these options:

- Item ID
- Manufacturer Item ID
- Supplier Item ID
- UPN Details

**My Preferences: eProcurement Requisition Page**

Use the My Preferences: eProcurement Requisition page (PV\_MOB\_PREF\_FL) to set up user preferences for the required pages.

## Navigation

Fluid Home > Employee Self Service > My Preferences

eProcurement Tile > Action List > My Preferences > Procurement > eProcurement Requisition

### Image: My Preferences: eProcurement Requisition Page

This example illustrates the fields and controls on the My Preferences: eProcurement Requisition page. You can find definitions for the fields and controls later on this page.

The values that you select on this page override what is selected on the [Fluid Installation Settings Page](#) and the [Customize Search Results Display Page](#).

#### Cart options

Select *Auto Expand Cart* or *Collapsed Cart*. Based on the option selected the cart is expanded or collapsed when the user returns from the direct connect supplier website.

## Requisition Defaults Page

Use the Requisition Defaults page (PV\_MOB\_855\_SET\_SCF) to enter default field values for new requisition lines and define requisition settings such as purchasing business unit and requester.

**Note:** If you enable the LAND\_ON\_REQ\_SETTINGS\_PG role action on the Assign Role Action To Roles page, the Requisition Defaults page displays as the landing page.

## Navigation

Fluid Home > Employee Self Service > Requisition

Or, select the Requisition Defaults link on the Requisition page.

### Image: Requisition Defaults Page

This example illustrates the fields and controls on the Requisition Defaults Page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Requisition Defaults' page with the following sections and fields:

- Header Defaults:**
  - Business Unit: US001
  - Requester: VP1, Kenneth Schumacher
  - Priority: Medium
  - Currency: USD
  - Requisition Name: [Text Field]
  - Card Number: [Dropdown]
  - Expiration Date: [Text Field]
  - Use Procurement Card: [Toggle: No]
- Line Defaults:**
  - Supplier ID: [Text Field]
  - Supplier Location: [Text Field]
  - Buyer: [Text Field]
  - Category: [Text Field]
  - Unit of Measure: [Text Field]
- Shipping Defaults:**
  - Ship To: US001
  - Due Date: [Calendar Icon]
  - Attention: [Text Field]
- Distribution Defaults:**

| Distribution Line | Percent | GL Unit | *Account | Alternate Account | Operating Unit | Fund | Dr |
|-------------------|---------|---------|----------|-------------------|----------------|------|----|
| 1                 |         | US005   | 600020   |                   |                |      | 1  |

Before using this page, determine the features that your users can access by linking user roles to the following eProcurement role actions:

- The CHANGEPU role action is required to access the Business Unit and Requester fields on this page.
- When the new business unit is selected, the existing shopping cart items will be removed. You can add the new requisitions under new business unit.

### Line Defaults, Shipping Defaults, and Distribution Defaults

The values that you enter on this page can be applied to the entire requisition at the line, shipment, or distribution levels.

For information, see [Creating Requisitions](#).

### Add One Time Address

Select this button to enter the default one time shipping address. Enter the shipping details in the Shipping Address page and save the details.

## Creating Requisitions Using the Fluid User Interface

This section discusses how to create requisitions, search for requisition items, and submit requisition items for approval and view requisition item details using the fluid user interface.

PeopleTools documentation regarding the PeopleSoft Fluid User Interface includes:

- *PeopleTools: Fluid User Interface Developer's Guide.*
- *PeopleTools: Applications User's Guide, Working With PeopleSoft Fluid User Interface.*



Click to watch a short video about [PeopleSoft Fluid User Interface - Getting Started](#).

## Pages to Create Requisitions Using the Fluid User Interface

| <b>Page Name</b>                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                       |
|----------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Default Entry Page</a>                       | PV_MOBREQ_ENTRY_FL     | Enter the business unit and requester ID, if it is not already defined on the User Preferences - Procurement page.                                 |
| <a href="#">Create Requisition: Browse Catalogs Page</a> | PV_MOB_CATBROWSE       | Search for items.                                                                                                                                  |
| <a href="#">Create Requisition: Search Results Page</a>  | PV_MOB_855_SRCH        | Search for items based on the Search field.                                                                                                        |
| <a href="#">Item Details Page</a>                        | PV_MOB_855_ITEMDET     | View item details.                                                                                                                                 |
| <a href="#">Shopping Cart Page</a>                       | PV_MOB_855_SR_CART     | View and modify items in your cart. You can also checkout from this page.                                                                          |
| <a href="#">Checkout Page</a>                            | PV_MOB_855_CHEKOUT     | Verify and perform various actions to the requisition and requisition lines.                                                                       |
| <a href="#">Schedule Detail Page</a>                     | PV_MOB_855_DET_SCF     | Review and modify schedule details for an item.                                                                                                    |
| <a href="#">Distribution Page</a>                        | PV_MOB_DISTRIB_SCF     | Access Accounting Tag information, modify ChartFields, and access Budget and Asset information.                                                    |
| <a href="#">Accounting Tag Page</a>                      | ACCTG_TAB_SEL_SCF      | Add accounting tags to the requisition line.                                                                                                       |
| <a href="#">Line Details Page</a>                        | PV_MOB_855_DE2_SCF     | Confirm requisition checkout information and edit additional details for a line, such as the buyer, supplier, and other line-specific information. |
| <a href="#">Save Confirmation Page</a>                   | PV_MOB_855_CONF        | View the final requisition details that have been submitted for approval.                                                                          |

| <b>Page Name</b>             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                  |
|------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Item History Page            | PV_MOB_RECENT_ORD      | View recently ordered items.                                                                                                  |
| <u>Favorites Page</u>        | PV_MOB_855_SRCHFAV     | View a list of favorite items.                                                                                                |
| <u>Templates Page</u>        | PV_MOB_TEMPLAT_FL      | View and add purchasing kits, company and personal templates to your cart.                                                    |
| Web Suppliers Page           | PV_MOB_855_SRCH_DC     | View and access web supplier pages. See <a href="#">Create Requisition — Web Page</a> .                                       |
| <u>Special Requests Page</u> | PV_MOB_SPECIAL_REQ     | Create special request items and add them to your cart.                                                                       |
| Fixed Cost Service           | PV_MOB_SVC_FC_FL       | Create fixed cost items and add them to your cart. See <a href="#">eProcurement Services - Fixed Cost Service Page</a>        |
| Variable Cost Service        | PV_MOB_SVC_VC_FL       | Create variable cost items and add them to your cart. See <a href="#">eProcurement Services - Variable Cost Service Page</a>  |
| Time and Materials           | PV_MOB_SVC_TM_FL       | Create time and material items and add them to your cart. See <a href="#">eProcurement Services - Time and Materials Page</a> |

## Understanding the General Steps to Create a Requisition in Fluid

The general steps to create a requisition in Fluid are:

1. Access the Create Requisition page.
2. Add items to the cart using any of these navigation options, which are located in the left pane:

### **Browse Catalogs**

Select to display catalogs in the right panel.

### **Item History**

Select to display the Item History page in the right panel.

The Item History page displays a list of recently ordered items. The number of items displayed depends on the value in the Max Rows to Retrieve for Search Results field on the [eProcurement Installation Options Page](#).

### **Favorites**

Select to access the Favorites page. This page displays a list of items that have been marked as a favorite.

You can enter a quantity, add items to the cart, add items to templates, delete items from your favorites, and view the item description and item details.

Select the Manage Favorite Groups button to access the Favorite Groups window, where you can modify the Favorite Group name, description, and sharing information.

**Templates**

Select to access the Templates page. This page displays purchasing kits and personal templates. For each template or kit. Use the quantity and Add to cart button to add the template or kit items to the cart.

Select the Detail icon to view the items in the kit or template.

Select the Manage Personal Templates button to access the Personal Templates window, where you can modify the template name, description, and sharing information.

**Web Suppliers**

Select to access the Web Suppliers page. This page displays web suppliers only if the web suppliers are configured and the user has access to them. Additionally, users have the option to hide the navigation for web suppliers.

**Special Request**

Select to access the Special Requests page. This page allows you to create special requests for an item that is not in a standard catalog and has no item ID.

Use the Special Requests page (PV\_MOB\_SPECIAL\_REQ) to create any special requests to requisitions if required. Use the Special Request page to create requisitions for items or goods that are not included in the standard catalog of items in PeopleSoft eProcurement and have no item ID. This special request can be for goods or services.

Users can either select the items you want to add to the cart or select the add special request tab to create special request .

**Fixed Cost Service**

Select to access the Fixed Cost Service page. This page allows you to create a service that is not in a company catalog and has a fixed cost.

**Variable Cost Service**

Select to access the Variable Cost Service page. This page allows you to create a service that is not in a company catalog and has a variable rate.

**Time and Materials**

Select to access the Time and Materials page. This page allows you to create time and materials that are not in a company catalog. The time charge uses a variable rate and the material charge is a fixed cost.

3. Access the Shopping Cart page to verify items.
4. Access the Checkout page to verify requisition information, check budgets, or add documents.

**Default Entry Page**

Use the Default Entry page (PV\_MOBREQ\_ENTRY\_FL) to enter the business unit and requester ID.

## Navigation

eProcurement Tile > Create Requisition Tile

### Image: Default Entry page

This example illustrates the fields and controls on the Default Entry page.

If you have already specified the business unit and requester ID on the User Preferences – Procurement page, this page does not display.

After entering the details, you can proceed with creating requisitions. If you have already defined the business unit and requester ID on the User Preferences – Procurement page, and enabled the LAND\_ON\_REQ\_SETTINGS\_PG role action on the Assign Role Action To Roles page, the Requisition Defaults page is displayed as the landing page.

**Note:** If you do not have the authority to add requesters, the system displays a message, in which case you can contact the Administrator to get the authorization.

## Create Requisition: Browse Catalogs Page

Use the Create Requisition: Browse Catalogs page (PV\_MOB\_CATBROWSE) to search for items.

### Navigation

eProcurement Tile > Create Requisition tile

### Image: Create Requisition: Browse Catalogs Page

This example illustrates the fields and controls on the Create Requisition: Browse Catalogs page.

If an item is not available to be added to the cart on Favorites and Item History pages (the item is not active but appears in these lists), the system displays an error message and the add button is hidden. In addition, the Line Detail button is inactive. If one of the item suppliers on the Item details page is not

available to be added to the cart, the Add button is hidden. The categories displayed on the Requisition page are visible or hidden, based on the settings on My Preferences page.

## Create Requisition: Search Results Page

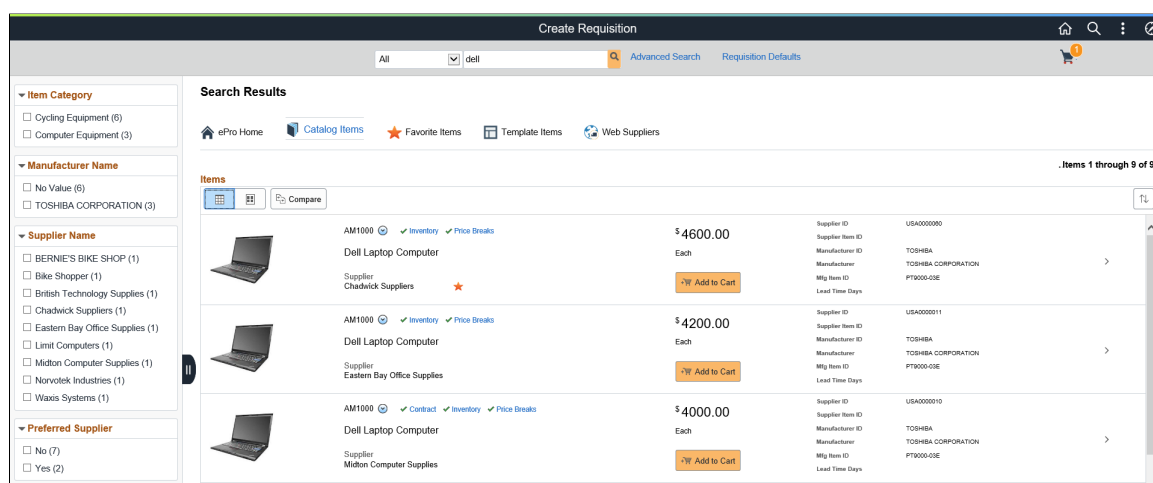
Use the Create Requisition: Search Results page (PV\_MOB\_855\_SRCH) to search for items based on the Search field.

### Navigation

eProcurement Tile > Create Requisition tile. Select a category and enter text in the search field.

### Image: Create Requisition: Search Results Page

This example illustrates the fields and controls on the Create Requisition: Search Results Page.



You can search for an item across all categories (*All*) or select a specific category (*Catalog*, *Favorites*, *Templates*, and *Web Suppliers*). At the top of the Search Results page, the categories or types that contain the item matching your search criteria are displayed. In this example, the *Catalog Items* category is selected by default and the items within this category are displayed. Select another category to view the results within it.

The left pane displays the Item Category, Manufacturer Name, Supplier Name, and Preferred Supplier details. In the right pane, the search results display the purchase order ID, item name, and supplier name. The Related Actions icon allows you to perform the Add to Compare, Add to Templates, and Add to Favorites actions. The links such as Inventory, Price Breaks, Contract, and Substitute Item appear for each item as applicable.

Select the *ePro Home* button to navigate back to the Create Requisition page.

Use the *Advanced Search* link next to the search box to perform more complex searches by entering the required search criteria. You can save the search criteria by clicking the Save Search Criteria link.

For more information about performing advanced search, see [Advanced Search — Create Requisition Page](#).

## Item Details Page

Use the Item Details page (PV\_MOB\_855\_ITEMDET) to view item details.

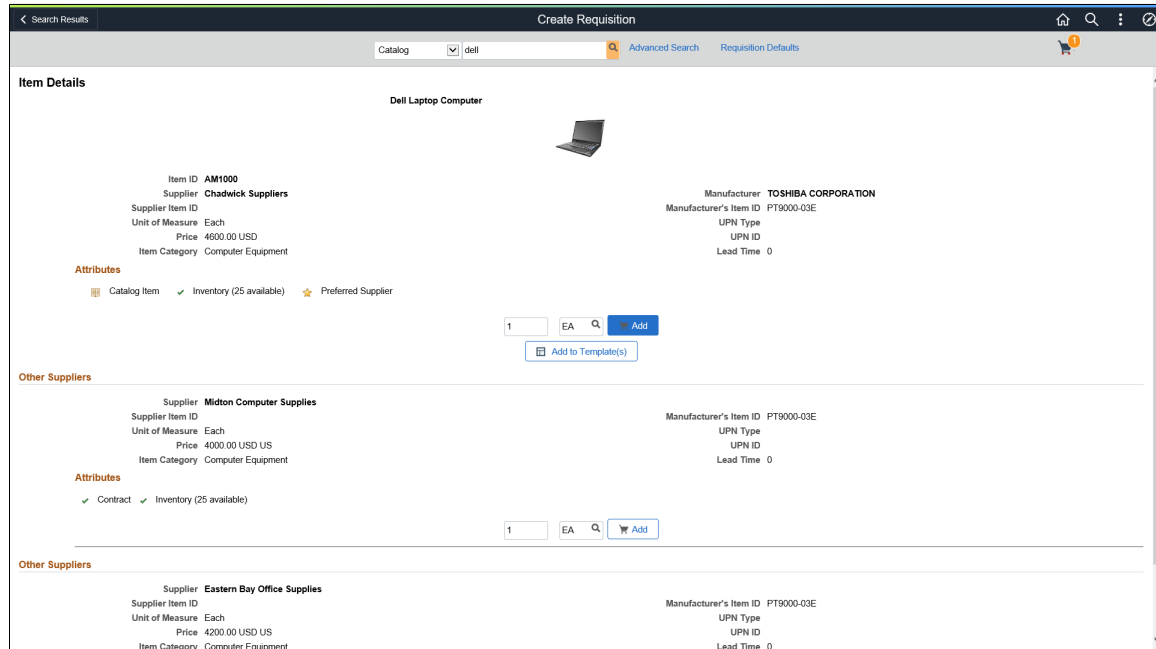


## Navigation

eProcurement Tile > Create Requisition tile. Select a catalog and select an item row.

### Image: Item Details Page

This example illustrates the fields and controls on the Item Details page.



The Item Details page displays all potential suppliers for the item. If there is a preferred supplier, it is listed at the top. You can add the item, with the preferred supplier, to your favorites list or to a template.

If you want to add this item to the cart, verify the quantity and unit of measure (UOM) and select the Add button.

To return to the list, select the Search Results button. The Browse Catalogs option in the navigation menu returns to the initial Browse Catalogs page where you can select another catalog.

## Shopping Cart Page

Use the Shopping Cart page (PV\_MOB\_855\_SR\_CART) to view and modify items in your cart. Select the Checkout button to check out items and save or submit requisitions.

### Navigation

eProcurement Tile > Create Requisition tile > Shopping Cart

## Image: Shopping Cart Page

This example illustrates the fields and controls on the Shopping Cart page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Create Requisition' page with a 'Shopping Cart' section. At the top right are buttons for 'Continue Shopping', 'Update Cart', and 'Checkout'. The 'Shopping Cart' section indicates '1 item(s) to buy now.' Below this is a 'Requisition Summary' section with fields for 'Business Unit' (US001), 'Requisition Name' (with a placeholder 'Enter a requisition name'), 'Requester' (VP1), and 'Currency' (USD). A table lists the items in the cart, showing a Toshiba laptop with a price of 4000.00 USD, a quantity of 1, and a unit of measure of EA. A 'Delete' button is next to the item. The total at the bottom is 4000.00 USD.

| Item Description                                                                                                                                           | Price       | Quantity | Unit of Measure |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-----------------|
| TOSHIBA Tecra 15.6 inch HD Business Flagship High Performance Laptop, Intel Core i7-7500U, 16GB RAM, 256 GB M.2 SSD, VGA + HDMI, DVD +/-RW, Windows 10 Pro | 4000.00 USD | 1        | EA              |

**Total 4000.00 USD**

Use this page to make changes to the requisition and submit it again. You can perform the following operations:

Users can access the Edit Requisition page, make changes to the requisition, and submit it again. These operations can be performed when editing a requisition:

- You can modify the Quantity if the requisition line is not multi-scheduled.
- You can add or remove requisition line items, and split quantities into multiple schedules and distribution lines.
- You can perform budget checking and pre-checking process.
- You can either cancel the edit operation or save changes and submit the requisition.
- After the requisition is saved or submitted, you can view the My Requisition and Create New Requisition buttons from the Confirmation page.

### My Requisitions

Select this button to return to the My Requisitions page without saving changes.

This button appears on the Confirmation page.

### Continue Shopping

Select to return to the [Create Requisition: Browse Catalogs Page](#).

|                                                                                                                                                     |                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                     | This button appears on the <a href="#">Checkout Page</a> .                                                                                                                            |
| <b>Update Cart</b>                                                                                                                                  | Select this button to save any changes and update the requisition.                                                                                                                    |
| <b>Checkout</b>                                                                                                                                     | Select to access the <a href="#">Checkout Page</a> .                                                                                                                                  |
| <b>Requisition Name</b>                                                                                                                             | Enter a description of the request to help you identify this requisition as it flows through the system. If this field is left blank, the system uses the requisition ID as the name. |
| <b>Currency</b>                                                                                                                                     | Displays the currency that is selected for the business unit                                                                                                                          |
| <b>Quantity and Unit of Measure</b>                                                                                                                 | Modify the quantity, unit of measure (UOM), or both.                                                                                                                                  |
| <b>Note:</b> The UOM can be edited only if the Allow Editing of UOM check box is selected on the <a href="#">Fluid Installation Settings Page</a> . |                                                                                                                                                                                       |
| <b>Delete</b>                                                                                                                                       | Select to remove the item from the cart or requisition.                                                                                                                               |

Checkout Page

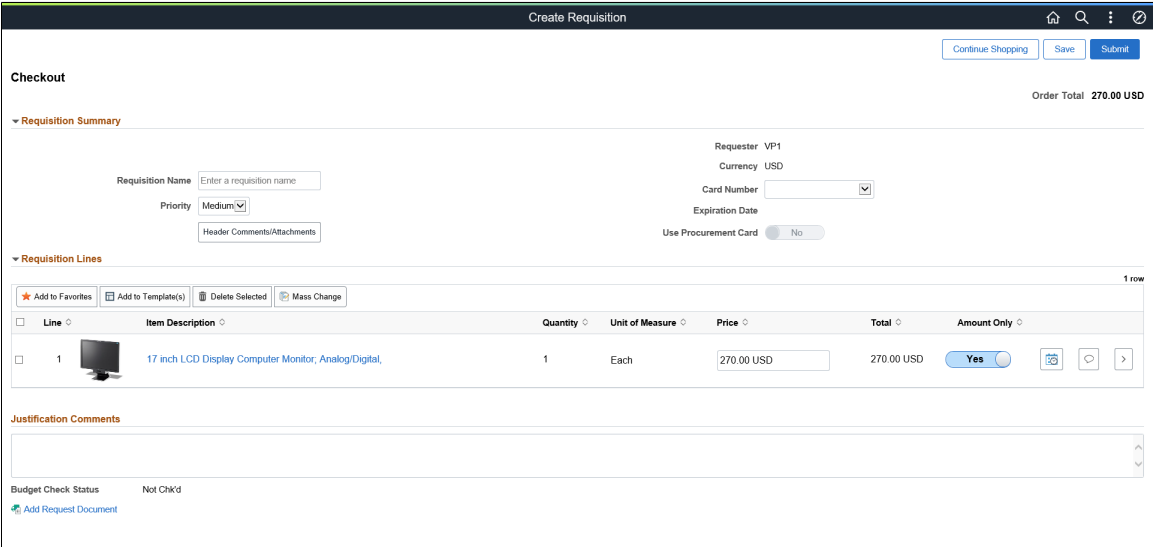
Use the Checkout page (PV\_MOB\_855\_CHEKOUT) page to verify and perform various actions to the requisition and requisition lines.

Navigation

eProcurement Tile > Create Requisition tile > Shopping Cart > Checkout

Image: Checkout Page

This example illustrates the fields and controls on the Checkout page. You can find definitions for the fields and controls later on this page.



|               |                                                                                                                                                                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Save</b>   | Select to save the requisition and submit it later. The <a href="#">Save Confirmation Page</a> appears.                                                                                                                                           |
| <b>Submit</b> | Select to submit the requisition for approval. Select the Submit button on Checkout page to view the Save Confirmation page (PV_MOB_CONF). The Save Confirmation page displays the finalized requisition details that was submitted for approval. |

## Requisition Summary

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requisition Name</b>            | Select to enter a description of the request to help you identify this requisition as it flows through the system. If this field is left blank, the system uses the requisition ID as the name.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Priority</b>                    | Select an option of High, Medium, or Low to indicate the priority to the approver.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Header Comments/Attachments</b> | <p>Select to access the Requisition Header Comments and Attachments window. Use this page to enter comment text and indicate whether to send the comment to the supplier, show the comment at receipt, and show the comment at voucher.</p> <p>You can also add and view attachments at the header level.</p> <p>Select the comments and attachments to view the collated header comments and attachments for the requisition.</p> <p>You can also add multiple comments and attachments for the requisition. MULTI_COMMENTS role action controls whether the user can add multiple comments and attachments for the requisition or not.</p> |
| <b>Card Number</b>                 | Select to enter a credit card number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Use Procurement Card</b>        | Select to indicate that a Procurement card is to be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Requisition Lines

Use this section to apply the selected action to one or many lines.

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add to Favorites, Add to Templates, Delete Selected, Mass Change</b> | <p>Select the check box against the required requisitions to collectively perform the following actions:</p> <ul style="list-style-type: none"> <li>• <b>Add to Favorites:</b> Adds the selected requisitions to the favorites list.</li> <li>• <b>Delete Selected:</b> Deletes the selected requisitions from the shopping cart.</li> <li>• <b>Mass Change:</b> Displays the Mass Change page, where you can change the information for the selected requisition lines.</li> </ul> |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Different options to apply distribution changes to the lines of your requisition are All Distribution Lines, Matching Distribution Lines, and Replace Distribution Lines.

Select the Load Values From Defaults button to populate distribution line values.

Populating distribution lines on the Mass Change page can also be done by manually entering accounting tags.

For more information, see [Submitting Requisitions](#).

Select to access the Mass Change page (PV\_MOB\_855\_MAS\_SCF) where you can change the following:

- Line Information such as Supplier ID, Supplier Location, Category, and Buyer.
- Shipping Defaults such as Ship To, Comments, Due Date, and Attention
- Distribution Information such as ChartField and Asset information.

## Item Description

Select to access the Item Description window.

(View Schedule)

Select to access the Schedule Detail page, where you can modify the location and update the Attention To field.

---

**Note:** Based on the setting of role actions SCHEDULE\_DISPLAY, ACCOUNTING\_DISPLAY and ENFORCE\_RGN\_SECURITY the Schedule Detail section can be visible and can be edited.

---

(Add Comments and Attachments)

Select to access the Requisition Line Comments and Attachments page. Use this page to enter comment text, view the collated comments, and indicate whether to send the comment to the supplier, show the comment at receipt, and show the comment at voucher. You can also add and view attachments at the line level.

(View Details)

Select to access the [Line Details Page](#).

## Amount Only

Select *Yes* to indicate that the line is an amount only line.

---

**Note:** The Amount Only toggle button is displayed only if the requester has the AMT\_ONLY\_LINES role action assigned and enabled. The ePro administrator can provide this access.

---

## Justification Comments

Enter comments to justify the need for the requisition. These comments appear on the Requisition Approvals page.

**Check Budget and Pre-Check Budget** Select the Check Budget link to initiate the Budget Processor and commit funds to pre-encumbrance amount for this requisition.

Select the Pre-Check Budget link to initiate the Budget Processor and check the budget without reserving funds for this requisition.

For information, see [Submitting Requisitions](#).

### Add Request Document

Select to access the "Add a Document Page" (PeopleSoft FSCM 9.2: Supplier Contract Management), where you can create and associate an authored document with the requisition. PeopleSoft Supplier Contract Management must be installed.

## Schedule Detail Page

Use the Schedule Details page (PV\_MOB\_855\_DET\_SCF) to review and modify schedule details for an item.

### Navigation

eProcurement tile > Create Requisition tile > Shopping Cart > Checkout. Select the Schedule Details icon for a line.

### Image: Schedule Detail Page

This example illustrates the fields and controls on the Schedule Detail page. You can find definitions for the fields and controls later on this page.

You can modify the Ship To, Quantity, Due Date, and Attention To fields.

Icons to the right of the Ship To section include: Comments and Attachments, and Distribution.



Select this icon to access the [Distribution Page](#), where you can view and override the accounting information.



Click the Schedule VAT icon to access the VAT Information for Schedule page, where you can review value added tax (VAT) information for the schedule line.

This button only appears when the Calculate VAT on Req check box for the Purchasing business unit level is selected, the purchasing business unit is a VAT environment , or the VAT\_DETAILS eProcurement role action is used and the user eProcurement role is added to the user ID profile.



Click this icon to view the price adjustments for the schedule.

Distribution Page

Use the Distribution page (PV\_MOB\_DISTRIB\_SCF) to access Accounting Tag information, modify ChartFields, and access Budget and Asset information.

Navigation

eProcurement tile > Create Requisition tile > Shopping Cart > Checkout > View Schedule icon > Distribution icon

Image: Distribution Page

This example illustrates the fields and controls on the Distribution page. You can find definitions for the fields and controls later on this page.

Cancel

Distribution

Done

Schedule 1

Item Description Folding Child Trailer

Quantity 2 Each

Merchandise Amount 170.00 USD

Quantity 2.0000 EA

Distribute By Qty

Accounting Tag

1 row

Chartfields1

Chartfields2

Chartfields3

Details

Budget Information

Asset Information

Show All

| Distribution Line | Status | Dist Type | Location | Quantity | Percent  | Merchandise Amount | GL Business Unit |
|-------------------|--------|-----------|----------|----------|----------|--------------------|------------------|
| 1                 | Open   |           | US001    | 2        | 100.0000 | 170.00             | US005            |

**Note:** ChartField Display Templates are used to extend ChartField configuration to control the display of individual ChartFields on PeopleSoft Fluid components. It displays ChartFields in a consistent manner on PeopleSoft Fluid transaction pages across PeopleSoft products. For eProcurement mobile requisition the default ChartField display template *ALLCFS* is used for all users, a permission list, or user ID. Use the "Assign CF Display Templates Page" (PeopleSoft FSCM 9.2: Application Fundamentals)to assign template to the mobile requisition component.

**Accounting Tag** Select to access the Accounting Tag Page.

---

**Note:** This link appears only if Accounting Tag check box is selected for eProcurement on the Accounting Tag Registration page. See "Setting Up Accounting Tags" (PeopleSoft FSCM 9.2: Application Fundamentals)

---



Click the Distribution VAT icon to access the VAT Information for Distribution page, where you can review value added tax (VAT) information for the distribution line.

This button only appears when the Calculate VAT on Req check box for Purchasing business unit is selected, the purchasing business unit is using a VAT environment, or the VAT\_ DETAILS eProcurement role action is used.

## Accounting Tag Page

Use the Accounting Tag page (ACCTG\_TAB\_SEL\_SCF) to add accounting tags to the requisition line.

### Navigation

eProcurement tile > Create Requisition tile > Shopping Cart > Checkout > View Schedule icon > Distribution icon > Accounting Tag link

By adding accounting tags the system automatically prorates the amount and quantity of an accounting line according to the proration percentages defined on the Accounting Tag. Accounting tags are used to populate ChartFields on the transaction distribution lines as well.

For additional information about accounting tags, see "Setting Up Accounting Tags" (PeopleSoft FSCM 9.2: Application Fundamentals)

## Line Details Page

Use the Line Details page (PV\_MOB\_855\_DE2\_SCF) to confirm requisition checkout information and edit additional details for a line, such as the buyer, supplier, and other line-specific information.

### Navigation

eProcurement tile > Create Requisition tile > Shopping Cart > Checkout. Select the View Details icon for a line.



Image: Line Details Page (1 of 2)

This example illustrates the fields and controls on the Line Details Page (1 of 2). You can find definitions for the fields and controls later on this page.

Cancel

Line Details

Done

Line 1 - 17 inch LCD Display Computer Monitor; Analog/Digital.



Item Details

Item ID DSS\_MONITOR\_17

Price 280.00 USD

Quantity 1

Unit of Measure Each

Item Category Computer Accessories

Original Substituted Item

Long Description

Physical Nature Goods

Buyer CROTH

Lead Time 0

Buyer Information

Show Configurator

Attributes

Catalog Item

Item Additional Information

Device Tracking No

Stockless Item No

RFQ Required No

Inspection Required No

Amount Only No

Zero Price Indicator No

Contract Information

Use Contract if Available No

Contract ID

Contract Version

Contract Line

Category Line

Contract Details

Image: Line Details Page (2 of 2)

This example illustrates the fields and controls on the Line Details Page (2 of 2). You can find definitions for the fields and controls later on this page.

Supplier Information

Supplier ID HC10028

Supplier Location WGEN

Supplier Item ID

Suggest New Supplier

Supplier Name Midon Computer Supplies

Supplier's Catalog Number

Item Supplier Priority 3

Manufacturer Information

Manufacturer ID

Manufacturer's Item ID

UPN Type

UPN ID

Manufacturer

Procurement Group Information

Procurement Group ID

Primary Unit No

Unit Allocation Qty

Sourcing Controls

Consolidate with other Reqs Yes

Calculate Price Yes

Override Suggested Supplier Yes

Inventory Source Flag No

Auto Item Substitution Yes

If you have substitute items defined for the original item, the Substitute icon appears next to the *Original Substituted Item* field. Click the Substitute icon to access the Substitute Items window to override any auto-substituted item. Only those items that are available for *Manual Substitution* and *Automatic and Manual Substitution* types are listed for your selection.

**Done** Select to save any changes and return to the Checkout Page.

Item Details

**Buyer Information** Select to access the Buyer Telephone Information window, which displays the buyers name, telephone, and fax number.

**Show Configurator**

Select to access the Item Configuration Information window, where you can select an Inventory Unit and Configuration Code.

**Attributes**

This section displays certain item attributes, such as whether the item is a catalog item, how much inventory is available, and so on.

**Item Additional Information****Device Tracking**

Displays whether a receipt line is device tracked. This field is available for items that are description-only. See "Using Device Tracking" (PeopleSoft FSCM 9.2: Managing Items)

**Stockless Item, RFQ Required, Inspection Required**

See "Purchasing Attributes - Purchasing Controls Page" (PeopleSoft FSCM 9.2: Purchasing)

**Amount Only**

Select Yes to indicate that the line is an amount only line. When you select Yes, these actions occur on the requisition:

- The requisition and schedule line quantity are set to 1 and become unavailable for entry.
- The Price field on the line is available for entry. The price amount that you enter becomes the schedule price and amount.
- The Distribute By option on the Schedule-Distribution page defaults to *Amt*.
- In the Line Details window, the Inspection Required, Consolidate with other Reqs, and Inventory Source Flag toggle buttons are disabled.
- The system prevents you from adding another schedule line by removing the Add Row button on the Schedule page.

See also, "Common Elements Used in the Sourcing Workbench" (PeopleSoft FSCM 9.2: Purchasing)

**Zero Price Indicator**

See "Common Elements Used in the Sourcing Workbench" (PeopleSoft FSCM 9.2: Purchasing).

**Contract Information**

Click the Contract Search icon to access the Contract Search page, where you can perform advanced searches for contracts to be applied to the requisition line.

If you replace an existing contract or select another, the Supplier Information section reflects the modifications accordingly. You can confirm whether you want to proceed with changing the supplier when the message displays.

See [Line Details Page](#)

## Supplier Information

See [Line Details Page](#)

### Item Supplier Priority

Indicates the supplier priority selected for the item. The value appears by default as a medium priority, but can be changed by the user. The updated priority appears on the Requisition Header.

### Suggest New Supplier

Select this link to access the Suggested Supplier page (PV\_MB\_SUG\_VNDR\_SEC) where you can enter supplier name, address, and phone information.

## Manufacturer Information

See [Line Details Page](#)

## Procurement Group Information

For additional information about Procurement Groups, see "Understanding Procurement Groups in PeopleSoft" (PeopleSoft FSCM 9.2: Purchasing)

### Procurement Group ID

Select a Procurement Group ID to be displayed on receipt lines. Procurement groups are defined using the "Procurement Groups Page " (PeopleSoft FSCM 9.2: Purchasing).

### Primary Unit

Select Yes or No to indicate that this is the primary unit for the Procurement Group.

### Unit Allocation Qty

Enter a quantity that identifies the quantity to allocate per asset for the Procurement Group.

## Sourcing Controls

Use this section to alter sourcing options for the selected requisition line. This section is controlled by role, therefore some options are display only.

### Consolidate with other Reqs (consolidate with other requisitions)

Select Yes to consolidate multiple requisitions for the same supplier into one purchase order. This is defined at requester setup.

### Calculate Price

Select Yes to have the sourcing process recalculate the item price when this requisition line enters the sourcing stage.

### Override Suggested Supplier

Select Yes to enable the sourcing process to override the suggested supplier. This is determined for purchasing order sourcing.

### Inventory Source Flag

Displays whether eligible requisition items are sourced from PeopleSoft Inventory, which is determined in user preferences.

### Auto Item Substitution

Select Yes to indicate that item substitutions can be determined by the system. This is determined by Purchasing business unit.

## Save Confirmation Page

Use the Save Confirmation page (PV\_MOB\_855\_CONF) to view the final requisition details that have been submitted for approval.

### Navigation

eProcurement Tile > Create Requisition tile > Shopping Cart > Checkout > Save

The message disappears after two seconds.

**View Approval Chain** Select to view the list of approvers for the requisition.

**Create New Requisition** Select to create new requisition directly from this page.

**My Requisitions** Select to go to the requisition page, where you can modify the requisition.

You can navigate to other pages from this page via the Action menu. See [Approving Requisitions Using PeopleSoft Fluid User Interface](#).

## Favorites Page

Use the Favorites page (PV\_MOB\_855\_SRCHFAV) to add items to your Favorites list and group them.

Favorites are frequently ordered items and groups of items that you can maintain in a single location. You can create a list of items that are frequently ordered, and organize them by creating favorites groups. You can use the list to add items to a requisition without searching the item catalog.

Favorite-Ungrouped Items are private, accessible only to you, and are stored under the Requester ID. The list can be built from items in PeopleSoft eProcurement or PeopleSoft Services Procurement.

### Navigation

eProcurement tile > Create Requisition tile.

Select the Favorites menu in the left pane.

### Manage Favorites Group

**Group Name** Enter a group name.

**Description** Enter a group description.

**Allow Sharing** Set the toggle to *Yes* to allow the favorite groups to be shared with other user roles and requesters.

**Allow Access** Select this button to enter the requester's details, such as Role Name and User ID. The details are required when other requesters try to copy the group to their favorites group.

The Allow Access button is enabled only after you add a group name.

|                               |                                                                                                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Details</b>                | Click this button to view the group details. This is enabled only if you add items to the group.                                                                          |
| <b>Copy a Favorites Group</b> | Select this link to access the Copy a Favorites Group page.<br><br>For more information on Copy a Favorites Group page, see <a href="#">Copy a Favorites Group Page</a> . |

For more information on Favorites, see [Create Requisition — Favorites Page](#).

## Templates Page

Use the Templates page (PV\_MOB\_TEMPLAT\_FL) to add purchasing kits, company, and personal templates to your cart.

### Navigation

eProcurement Tile > Create Requisition tile

Select the Templates menu in the left pane.

### Manage Personal Templates

|                               |                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Template Name</b>          | Enter a template name.                                                                                                                                     |
| <b>Description</b>            | Enter a template description.                                                                                                                              |
| <b>Allow Sharing</b>          | Set the toggle to <i>Yes</i> to allow the templates to be shared with other user roles and requesters.                                                     |
| <b>Share Details</b>          | Select this button to enter the requester's details, such as Role Name and User ID. The details are required when other requesters try to copy a template. |
| <b>Details</b>                | Click this button to view the template details.                                                                                                            |
| <b>Copy Personal Template</b> | Select this link to access the Copy a Personal Template(s) page.                                                                                           |
| <b>Return to My Profile</b>   | Select this link to return to the Templates page.                                                                                                          |

For more information on Templates, see [Create Requisition — Templates Page](#).

## Special Requests Page

Use the Special Requests page (PV\_MOB\_SPECIAL\_REQ) to order items that are not found in the item catalog.

### Navigation

eProcurement Tile > Create Requisition. Select the Special Requests menu in the left pane.

## Image: Special Requests page

This example illustrates the fields and controls on the Special Requests page.

The screenshot displays the 'Create Requisition' interface with the 'Special Requests' tab selected. The left sidebar contains navigation links: Browse Catalogs, Item History, Favorites, Templates, Web Suppliers, Special Requests (highlighted), Fixed Cost Service, Variable Cost Service, and Time and Materials. The main form area includes the following fields and controls:

- Item Description:** A large text input field.
- Price:** A text input field with an asterisk.
- Quantity:** A text input field with an asterisk.
- Category:** A dropdown menu with a search icon.
- Supplier ID:** A text input field with a search icon.
- Location:** A text input field with a search icon.
- Currency Code:** A dropdown menu showing 'USD'.
- Unit of Measure:** A dropdown menu with a search icon.
- Due Date:** A date picker.
- Supplier Name:** A text input field.
- Supplier Item ID:** A text input field.
- Manufacturer ID:** A text input field with a search icon.
- Manufacturer's Item ID:** A text input field.
- Additional Information:** A text area with a search icon.
- Amount Only:** A toggle button set to 'No'.
- Send to Supplier:** A toggle button set to 'No'.
- Shown at Receipt:** A toggle button set to 'No'.
- Shown at Voucher:** A toggle button set to 'No'.
- Add:** A blue button at the bottom left.

Specify the required requisition details and click the *Add* button to add the special item to the cart.

**Note:** The Amount Only toggle button is displayed only if the requester has the AMT\_ONLY\_SPECIAL\_REQ role action assigned and enabled. By default, this button is set to No.

For more information on special requests, see [Requesting Special Items](#).

## Managing Requisitions Using the Fluid User Interface

### Pages Used to Manage Requisitions Using the Fluid User Interface

| Page Name                                | Definition Name    | Usage                                                                                                                                                                                                         |
|------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">My Requisitions Page</a>     | PV_MOB_855_ORDR_FL | View a list of requisitions that you have ordered.                                                                                                                                                            |
| <a href="#">Shopping Cart Page</a>       | PV_MOB_855_SR_CART | View items on the requisition, modify quantities, unit of measure, or both, and remove items from the requisition. You can also proceed to the checkout page.<br><br>See <a href="#">Shopping Cart Page</a> . |
| <a href="#">Checkout Page</a>            | PV_MOB_855_CHEKOUT | To review the contents of the requisition, make final adjustments to quantity and UOM, add last-minute items to the requisition, and to place orders.                                                         |
| <a href="#">Requisition Details Page</a> | PV_MOB_855_ORDRSCF | View the requisition summary, requisition lifeline, and requisition lines.                                                                                                                                    |
| <a href="#">Line Details Page</a>        | PV_MOB_855_ORDRSCF | Perform similar functions as the Requisition Details page and to cancel the requisition or line.                                                                                                              |

| <b>Page Name</b>                         | <b>Definition Name</b> | <b>Usage</b>                                |
|------------------------------------------|------------------------|---------------------------------------------|
| <u>Requisition Schedule Details Page</u> | PV_MYORD_SCHD_SCF      | View schedules for a requisition line item. |

## My Requisitions Page

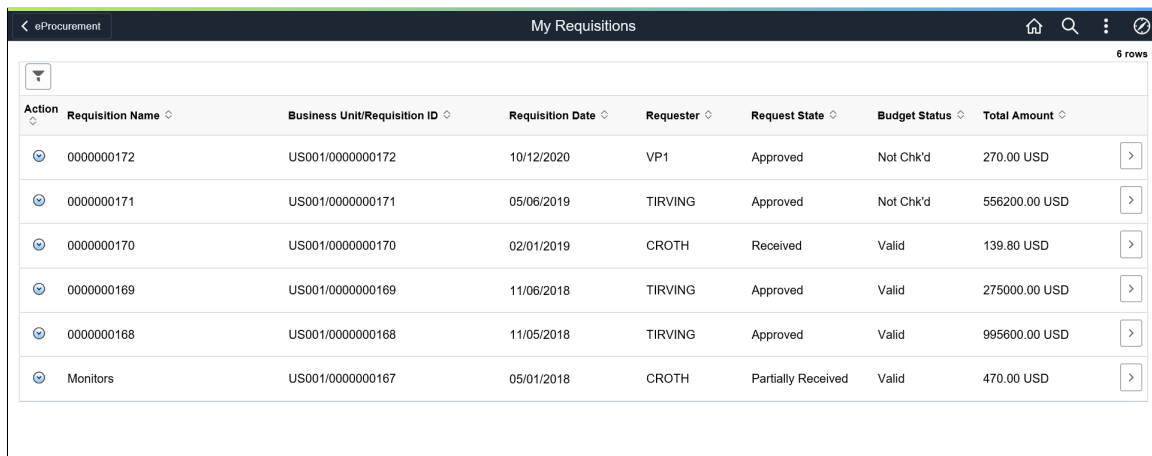
Use the My Requisitions page (PV\_MOB\_855\_ORDR\_FL) to view a list of requisitions that you have ordered.

### Navigation

Employee Self Service > eProcurement > My Requisitions

### Image: My Requisitions Page

This example illustrates the fields and controls on the My Requisitions page. You can find definitions for the fields and controls later on this page.



| My Requisitions |                  |                              |                  |           |                    |               |               |
|-----------------|------------------|------------------------------|------------------|-----------|--------------------|---------------|---------------|
| 6 rows          |                  |                              |                  |           |                    |               |               |
| Action          | Requisition Name | Business Unit/Requisition ID | Requisition Date | Requester | Request State      | Budget Status | Total Amount  |
|                 | 0000000172       | US001/0000000172             | 10/12/2020       | VP1       | Approved           | Not Chk'd     | 270.00 USD    |
|                 | 0000000171       | US001/0000000171             | 05/06/2019       | TIRVING   | Approved           | Not Chk'd     | 556200.00 USD |
|                 | 0000000170       | US001/0000000170             | 02/01/2019       | CROTH     | Received           | Valid         | 139.80 USD    |
|                 | 0000000169       | US001/0000000169             | 11/06/2018       | TIRVING   | Approved           | Valid         | 275000.00 USD |
|                 | 0000000168       | US001/0000000168             | 11/05/2018       | TIRVING   | Approved           | Valid         | 995600.00 USD |
|                 | Monitors         | US001/0000000167             | 05/01/2018       | CROTH     | Partially Received | Valid         | 470.00 USD    |

The number of requisitions shown on this page depends on the configuration done on the eProcurement Installation Options page. The requisitions are displayed based on the From and Through dates, irrespective of the business unit or requester ID. The default value is 50. However, it is recommended to keep this value low as a large number of items may take longer to display, depending on the hardware configuration and the memory capacity of the system.



Select the filter icon to narrow down your search results.

**Note:** The filter options available on smartphones are Business Unit, Requisition Name, Requisition ID, PO Number, From/Through Date, Requester, and Entered by.



Select the Actions icon to perform the following related action on the requisitions:

- Check Budget Select to budget check the requisition. You can budget check only when the Request state is approved.

- Edit Select to access the [Shopping Cart Page](#), where you can make changes to the requisition and submit it again. You can edit requisitions in Open, Pending or Approved status only.
- Cancel Select to cancel requisition.
- Details Select to access the [Requisition Details Page](#).
- PreCheck Budget
- Copy Select to copy the requisition including its header, line, schedule, and distribution details. If the requisition has header comments, line comments, schedule comments, attachments, and one time address records, the action copies them too. After copying the items, the Shopping Cart page displays. The newly added items are not saved to the existing shopping cart.
- View Print Select to view the print format of the selected requisition.



(Details)

Select to access the [Line Details Page](#).

## Shopping Cart Page

Use the Shopping Cart page (PV\_MOB\_855\_SR\_CART) to view items on the requisition, modify quantities, unit of measure, or both, and remove items from the requisition. You can also proceed to the checkout page.

### Navigation

Employee Self Service > eProcurement > My Requisitions . Select the Action icon and then select Edit.

See [Shopping Cart Page](#).

## Checkout Page

Use the Checkout page (PV\_MOB\_855\_CHEKOUT) to review the contents of the requisition, make final adjustments to quantity, UOM, add last-minute items to the requisition, and to place orders.

### Navigation

Employee Self Service > eProcurement > My Requisitions. Select the Action icon and then select Edit.



Image: Edit Requisition page

This example illustrates the fields and controls on the Edit Requisition page. You can find definitions for the fields and controls later on this page.

Edit Requisition

Continue Shopping

Save

Submit

Checkout for Requisition ID 0000000176

Order Total 120.00 USD

Requisition Summary

Business Unit USD01

Requisition Name 0000000176

Priority Medium

Header Comments/Attachments

Requester VP1

Currency USD

Card Number

Expiration Date

Use Procurement Card No

Requisition Lines

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

| Line | Item Description         | Status | Quantity | Unit of Measure | Price  | Currency | Total      |
|------|--------------------------|--------|----------|-----------------|--------|----------|------------|
| 1    | 3 Season Mummy Bag, Long | Open   | 1        | EA              | 120.00 | USD      | 120.00 USD |

Justification Comments

Check Budget

Pre-Check Budget

Budget Check Status

Not Chk'd

Add Request Document

Item Description

Click the item description link to view the item details.

For Catalog items, the details are read-only, whereas you can modify the details of Punchout items, Special Request items, Fixed Cost items, and Time and Materials items.

**Note:** If a requisition has been sourced, you will not be able to change the Quantity and UOM field values on the Checkout page. The values can be modified on the Schedule Detail page.

Quantity

Modify the quantity if required.

UOM

Modify the UOM if required.

The Quantity and UOM values are retained the next time the Checkout page is accessed. You have the options to continue shopping, save your modifications, and submit the requisition.

**Note:** If you have changed a requisition, upon submission, the Change Request/Line Approval Summary page is displayed with the details such as, line number, item description, change request status. The Line Re-Approval details are displayed only if the required Approval Framework Control options are selected on the Purchasing Definition - Req Change Options page.

Requisition Details Page

Use the Requisition Details page (PV\_MOB\_855\_ORDRSCF) to view the requisition summary, requisition lifeline, and requisition lines.

Navigation

Employee Self Service >eProcurement > My Requisitions. Select the Action icon and then select Details.

## Image: Requisition Details Page

This example illustrates the fields and controls on the Requisition Details page.

**My Requisitions**

**Cancel Requisition**

**Requisition Summary**

|                             |                              |
|-----------------------------|------------------------------|
| Requisition Name 0000000132 | Requester Kenneth Schumacher |
| Business Unit US001         | Entered By REQLOAD           |
| Requisition ID 0000000132   | Total Amount 282530.00 USD   |
| Requisition Date 04/06/2006 | Request State Approved       |

**Requisition Lifeline**

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

**Lines**

| Item Image | Description                               | Item ID | Ship To | Line State | Quantity | UOM  | Price | Total Amount |               |
|------------|-------------------------------------------|---------|---------|------------|----------|------|-------|--------------|---------------|
|            | Line 1 - Long Sleeve Biking Jersey, Men's | 10000   | US001   | Approved   | 250.0000 | Each | 20.00 | 5000.00 USD  | Cancel Line > |
|            | Line 2 - Long Sleeve Biking Jersey, Men's | 10000   | US001   | Approved   | 200.0000 | Each | 20.00 | 4000.00 USD  | Cancel Line > |
|            | Line 3 - Long Sleeve Biking Jersey, Men's | 10000   | US001   | Approved   | 400.0000 | Each | 20.00 | 8000.00 USD  | Cancel Line > |

For more information on Requisition Lifeline, see [Requisition Cycle — Managing Requisitions Page](#).

## Line Details Page

Use the Line Details page (PV\_MOB\_855\_ORDRSCF) to perform similar functions as the Requisition Details page and to cancel the requisition or line.

### Navigation

Employee Self Service > eProcurement > My Requisitions. Select the Requisition Detail button.

## Image: Line Details Page

This example illustrates the fields and controls on the Line Details page. You can find definitions for the fields and controls later on this page.

**Line Details**

**Cancel Requisition**

**Requisition Summary**

|                             |                              |
|-----------------------------|------------------------------|
| Requisition Name 0000000131 | Requester Kenneth Schumacher |
| Business Unit US001         | Entered By Theresa Monroe    |
| Requisition ID 0000000131   | Total Amount 6300.00 USD     |
| Requisition Date 06/10/2005 | Request State Approved       |

**Requisition Lifeline**

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

**Lines**

| Item Image | Description                    | Item ID | Ship To | Line State | Quantity | UOM  | Price | Total Amount |               |
|------------|--------------------------------|---------|---------|------------|----------|------|-------|--------------|---------------|
|            | Line 1 - Gelflex Seat, Woman's | ST8004  | US001   | Approved   | 100.0000 | Each | 63.00 | 6300.00 USD  | Cancel Line > |

**Cancel Requisition**

Select to cancel the entire requisition.



Select to cancel the specific requisition line.



Select to access [Requisition Schedule Details Page](#).

## Requisition Schedule Details Page

Use the Schedule Details page (PV\_MYORD\_SCHD\_SCF) to view schedules for a requisition line item.

### Navigation

Employee Self Service > eProcurement > My Requisitions. Select the Requisition Details button and then select the Details button.

### Image: Requisition Schedule Details Page

This example illustrates the fields and controls on the Requisition Schedule Details page. You can find definitions for the fields and controls later on this page.

Schedule Details
×

**Requisition Schedules**

▼ Line Details

---

Line 1

Description **Line 1 - Air Mattress, Double**

Quantity 2

UOM Each

Price 10.00

Total Amount 20.00 USD

Status Approved

Shipping Details

---

| Schedule | Ship To | Address                                   | Quantity | Price    | Total     | Attention To       | Due Date                                                                                                                                                                                                                                    |
|----------|---------|-------------------------------------------|----------|----------|-----------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | US001   | 144 North Street<br>New York, NY<br>10168 | 2.0000   | 10.00000 | 20.00 USD | Kenneth Schumacher | <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;"> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;"> </div> </div> |

1 row

**Note:** This page is view only when accessed from the My Requisition page.



(Distribution)

Select to access the [Distribution Page](#).



# Using Special Requests and Express Forms to Create Requisitions

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## Understanding Special Requests and Express Forms

This section provides overviews of special requests, express forms, and express item entry.

### Special Requests

To create a requisition for an item that is not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID, you can enter a special request. After you submit the requisition, the special request item is routed for approval.

When you enter a special request in the Special Request component, specify the type of item that you are requesting. This enables the system to tailor the fields to match the needs of the item.

You can request two types of items:

- Special items, which are physical items.
- Services, which are tasks that are performed by outside agents. For example, package, delivery, temporary help, and repair work.

---

**Note:** If you know the PeopleSoft item ID, use the Search or Advanced Search options to request the item.

---

### Using a Negative Price on Special Request Pages

You can create a special request item or service with a negative price. This feature enables you to record trade-in items or special discount offers such as instant rebates and special coupon offers. You can enter a negative price item within PeopleSoft Purchasing and PeopleSoft eProcurement; however, negative prices cannot be entered in PeopleSoft Services Procurement. Using the Special Requests pages in PeopleSoft eProcurement, you can enter the negative value in the following fields:

- The Price field on the Special Item page.
- The Value of Service field on the Special Request - Fixed Cost Service page.
- The Rate field on the Special Request - Variable Cost Service page.
- The Rate field and the Price field on the Special Request - Time and Materials page.

A requisition with a negative price item can be sourced to a purchase order and dispatched to a supplier, then the items can be received into PeopleSoft eProcurement. When using a negative price item, the following points apply:

- The total price amount of the requisition can be negative or you can just have one or more requisition lines with negative prices.
- The Supplier ID is not a required field when entering a negative price item.
- You cannot source a requisition containing a negative price item to PeopleSoft Inventory. You can only source to a purchase order. In other words, on the REQ\_LINE, the INVENTORY\_SRC\_FLG is set to the value of *N* (no) and disabled.
- A negative price item cannot be sourced into a request for quote (RFQ) or to PeopleSoft Strategic Sourcing.
- A negative price item cannot be partially sourced. The item quantity cannot be split into multiple lines and sourced separately.
- When the PO Calculations process (PO\_POCALC) is run, a requisition line containing a negative price item is not repriced to match the system price or consolidated with other requisitions. In other words, on the REQ\_LINE, the CALC\_PRICE\_FLG and the CONSOLIDATE\_FLG are both set to the value of *N* (no) and disabled.
- Contract pricing is not applied to a requisition line with a negative price.
- The price tolerance fields are disabled so that a requisition containing a negative price item is not rejected. These fields are Tolerance/Tolerance Under, % Unit Price Tolerance, and Unit Price Tolerance.

Negative price items can be added to the favorites list or a personal template to be used again on another requisition. In addition, you can copy a requisition with one or more negative price items using the copy action on the Manage Requisition page.

## Express Forms

Express forms enable employees to use a standardized form to order products that might need additional supporting information. For example, when ordering business cards, you must give the name, job title, phone number, and other information that varies by individual but would follow the same format.

You design the express form page that employees use by creating a record definition with the specific fields for that product. You can have as many express forms as you need. For example, you might design one express form for business cards and another for catering services. You can also use inquiry versions of the forms to display orders without allowing editing.

When the requester selects an express form for the requisition, a page appears where he can enter additional information that is needed to order the item. The requester completes this page, and the information is saved for the supplier.

Suppliers can access the purchase order (PO) by using PeopleSoft eSupplier Connection. Using the application, they can access the PeopleSoft database and view the POs and the actual express form.

## Express Item Entry

Express Item Entry enables requesters to quickly add items to a requisition using a simple form. Requesters can enter item details such as item description and quantity and add it to the cart. Requesters can use the Supplier Information and Item Information tabs on this page to view or edit supplier and item information.

## Common Elements Used in Special Requests and Express Forms to Create Requisitions

|                                                     |                                                                                                                                                                                                          |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b># of Units of Work</b> (number of units of work) | Enter the time that is needed to complete service based on the unit of work. For example, 2 hours or 6 days.                                                                                             |
| <b>Add Item</b>                                     | Click to save data that is entered as a requisition line.                                                                                                                                                |
| <b>Beginning Date</b>                               | Enter the date that the service should be started. This date appears in the Line Comments sections on the requisition and the purchase order.                                                            |
| <b>Category</b>                                     | The item category to which this item or service belongs. This category ID enables the system to retrieve default values for the requisition and purchase order.                                          |
| <b>Date of Completion</b>                           | The date that the services should be completed. This date appears in the Due Date fields on the requisition and the purchase order.                                                                      |
| <b>Forms</b>                                        | Select to access the express forms that have been defined for use.                                                                                                                                       |
| <b>Item Description</b>                             | A brief description of the item that is needed. This description appears on the purchase order that is sent to the supplier.                                                                             |
| <b>Additional Information</b>                       | Enter additional information that help describe or support a special request. Determine whether this additional information are sent to the supplier, printed on the receipt, or printed on the voucher. |
| <b>Price</b>                                        | The unit cost of the item based on the currency used. This price can be a negative value on the Special Item page.                                                                                       |
| <b>Quote Date</b>                                   | The date of the written quote from the supplier. This date appears in the Line Comments sections on the requisition and the purchase order.                                                              |
| <b>Quote Number</b>                                 | The number of the written quote, if any, that is provided by the supplier. This number appears in the Line Comments sections of the requisition and the purchase order.                                  |
| <b>Rate</b>                                         | The unit price for this service based on the unit of work. This rate can be a negative value on the Special Request - Variable Cost Service page or the Special Request - Time and Materials page.       |
| <b>Send to Supplier</b>                             | Select to send the additional information that you entered to the supplier.                                                                                                                              |

|                            |                                                                                                                                                                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service Description</b> | A brief description of the service that is needed (up to 254 characters). This description appears on the purchase order that is sent to the supplier.                                                                                                                                   |
| <b>Show at Receipt</b>     | Select to display the additional information that you entered on receipt.                                                                                                                                                                                                                |
| <b>Show at Voucher</b>     | Select to display the additional information that you entered on the voucher.                                                                                                                                                                                                            |
| <b>Special Request</b>     | Select this tab to access a list of special requests for goods and services.                                                                                                                                                                                                             |
| <b>Unit of Measure</b>     | Enter the default unit of measure for this express form item. This is used on the requisition.                                                                                                                                                                                           |
| <b>Units of Work</b>       | The time-based unit of measure that is used for the service that is provided, for example, hour or day.                                                                                                                                                                                  |
| <b>Value of Service</b>    | Enter the cost of this service. This amount is saved on the requisition line with the quantity <i>1</i> and the unit of measure <i>Each</i> . This cost can be a negative value on the Special Request - Fixed Cost Service page.                                                        |
| <b>Supplier ID</b>         | Enter the identification number of the supplier of this item. The supplier ID is from the PeopleSoft supplier tables. You can enter a partial value and select the supplier Lookup icon (magnifying glass) to access the Supplier Search page where you can select the correct supplier. |
| <b>Supplier Name</b>       | Enter the supplier name or partial name to search for the supplier, then select the Supplier Lookup icon (magnifying glass) to access the Supplier Search page where you can select the correct supplier.                                                                                |
| <b>Supplier Lookup</b>     | Click to access the Supplier Search page, where you can search for and suggest a particular supplier. If you do not name a supplier, the buyer can add one later.                                                                                                                        |

---

## Requesting Special Items

This section discusses how to add a special request for items to a requisition.

### Page Used to Request Special Items

| <b>Page Name</b>                      | <b>Definition Name</b> | <b>Usage</b>                                                                    |
|---------------------------------------|------------------------|---------------------------------------------------------------------------------|
| <a href="#">Special Requests Page</a> | PV_REQ_SPECIAL_REQ     | Add a special request for items not found in the item catalog to a requisition. |



## Special Requests Page

Use the Special Requests page ( PV\_REQ\_SPECIAL\_REQ) to add a special request for items not found in the item catalog to a requisition.

### Navigation

eProcurement > Requisition >Special Requests

### Image: Special Requests page

This example illustrates the fields and controls on the Special Requests page. You can find definitions for the fields and controls later on this page.

Use this page to order goods that are not listed in a catalog.

### Request New Item

Select this check box to request the item to be added to the item master. When this option is selected, a request new item worklist notification is sent based on the following conditions:

- If workflow approval is required and the requisition is approved, a worklist notification is sent to all users that have the Item Notification (ITEM\_NOTIFICATION) role action.
- If workflow approval is not required and the requisition is saved and submitted, a worklist notification is sent to all users that have the Item Notification role action.

When the requisition is saved and submitted, the status of the new item request appears in the Request New Item group box and has a value of *Pending*.

The authorized user can approve or reject the item request by using the eProcurement New Item Request page. When the new item request is approved, the SetID and the item ID are specified on the eProcurement New Item Request page. The requester receives an email notification when the item is created or rejected and the status changes to *Created* or *Denied*. If the

new item request is approved, the SetID and the item ID are included on the email notification.

See [Maintaining System Users and Roles](#).

See [eProcurement Business Unit Options Page](#).

### Add to Cart

Click this button to add the special item that you have entered to the requisition.

The Amount Only check box is displayed only if the requester has the AMT\_ONLY\_SPECIAL\_REQ role action assigned and enabled.

For more information on Amount only, see [Line Details Page](#).

If the SPECIAL\_REQUEST\_ITEM\_SEARCH role action is enabled, when user selects the Add to Cart button, then the Search Framework uses the item description from Special Request item to find matching catalog items and displays them on the search results. User then have the option to either select the matching catalogs item to Add to Cart or continue to add Special Request item to cart. If there are no matching catalog items found, then the system adds Special Request item to the cart as it is.

If the SPECIAL\_REQUEST\_ITEM\_SEARCH role action is disabled, when user selects the Add to Cart button, then the Search Framework is bypassed and the system adds Special Request item to the cart as it is.

---

**Note:** Special Request functionality performs in the same way for the Fluid Special Request page.

---

### Related Links

[Creating Requisitions](#)

[Creating Requisitions Using the Fluid User Interface](#)

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## Requesting eProcurement Services

This section discusses how to request a fixed-cost service, request a variable-cost service, and request a time and materials form.

### Pages Used to Request eProcurement Services

| <i>Page Name</i>                                                   | <i>Definition Name</i> | <i>Usage</i>                                                                                                                               |
|--------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| ePro Services Page                                                 | PV_REQ_SERVICES        | Select required Service.                                                                                                                   |
| <a href="#">eProcurement Services - Fixed Cost Service Page</a>    | PV_REQ_SVC_FC          | Request a fixed-cost service. This is a service with a fixed fee and is not part of the standard item catalog for PeopleSoft eProcurement. |
| <a href="#">eProcurement Services - Variable Cost Service Page</a> | PV_REQ_SVC_VC          | Request a variable-cost service that is based on the number of hours of work.                                                              |

| <b>Page Name</b>                                                | <b>Definition Name</b> | <b>Usage</b>                                    |
|-----------------------------------------------------------------|------------------------|-------------------------------------------------|
| <a href="#">eProcurement Services - Time and Materials Page</a> | PV_REQ_SVC_TM          | Request a time and materials form for services. |

## eProcurement Services - Fixed Cost Service Page

Use the eProcurement Services - Fixed Cost Service page (PV\_REQ\_SVC\_FC) to request a fixed-cost service.

This is a service with a fixed fee and is not part of the standard item catalog for PeopleSoft eProcurement.

### Navigation

Click the Fixed Cost Service link on the ePro Services page.

### Image: eProcurement Services — Fixed Cost Service page

This example illustrates the fields and controls on the eProcurement Services — Fixed Cost Service page.

**Fixed Cost Service**

\*Service Description

\*Value of Service  \*Currency

\*Category

Supplier ID

Supplier Name

Start Date  End Date

Quote Number  Quote Date

[Suggest New Supplier](#)

**Additional Information**

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

[Add to Cart](#)

This type of service is a one-time event for a flat rate.

## eProcurement Services - Variable Cost Service Page

Use the eProcurement Services - Variable Cost Service page (PV\_REQ\_SVC\_VC) to request a variable-cost service that is based on the number of hours of work.

### Navigation

Click the Variable Cost Service link on the ePro Services page.

### Image: eProcurement Services - Variable Cost Service page

This example illustrates the fields and controls on the eProcurement Services - Variable Cost Service page.

**Variable Cost Service**

\*Service Description

\*Number of Units of Work  \*Unit of Work

\*Rate  \*Currency Code

\*Category

Supplier ID

Supplier Name

Quote Number

Beginning Date

Quote Date

Date of Completion

[Suggest New Supplier](#)

**Additional Information**

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

[Add to Cart](#)

This type of service is a contractual agreement that is based on the number of hours of work. For example, the cost to hire temporary help is usually based on the hours worked.

The number of hours on this page is an estimate. The total price is uncertain until the job is complete. For example, the cost to hire temporary help is usually based on the hours worked.

## eProcurement Services - Time and Materials Page

Use the eProcurement Services - Time and Materials page (PV\_REQ\_SVC\_TM) to request a time and materials form for services.

### Navigation

Click the Time and Materials link on the ePro Services page.

### Image: eProcurement Services - Time and Materials page

This example illustrates the fields and controls on the eProcurement Services - Time and Materials page.

#### Time and Materials

\*Service Description

\*Number of Units of Work

\*Unit of Work

\*Rate

\*Currency

USD

\*Category

Supplier ID

Supplier Name

Suggest New Supplier

Beginning Date

Date of completion

Quote Number

Quote Date

#### Additional Information

☐ Send to Supplier
 ☐ Show at Receipt
 ☐ Show at Voucher

\*Item Description

\*Quantity

\*Unit of Measure

\*Price

\*Currency

USD

\*Category

Supplier ID

Supplier Name

Suggest New Supplier

Supplier Item ID

Manufacturer ID

Manufacturer

Mfg Item ID

Start Date

End Date

#### Additional Information

☐ Send to Supplier
 ☐ Show at Receipt
 ☐ Show at Voucher

Add to Cart

This type of service is a contractual agreement that is based on the number of hours worked and the materials used, for example, expenses that include parts and labor for equipment repairs.

### Related Links

[Create Requisition — Special Requests Page](#)

## Creating Express Forms

To create express forms, use the Express Form Profile component (PV\_EXP\_APP\_PROFILE).

This section provides an overview of how to create express forms using Supplemental Data Framework (SDF) and Application Designer. It also discusses how to link express forms to PeopleSoft eProcurement.

## Page Used to Create Express Forms

| <b>Page Name</b>                | <b>Definition Name</b> | <b>Usage</b>                                   |
|---------------------------------|------------------------|------------------------------------------------|
| <u>Express Form Type Page</u>   | PV_EXP_APP_PROFILE     | Link express forms to PeopleSoft eProcurement. |
| Maintain Supplemental Data Page | PV_SDF_OPTIONS         | Provide access to Supplemental Data Framework. |

## Understanding How to Create Express Forms

To create an express form:

1. Create a record definition in PeopleSoft PeopleTools with all the fields that you want on the express form.

This record definition is created for a PeopleSoft application. The definition is made up of a rowset name and a record name and a group of child records that make up the fields for the express form page that users access to order forms. You can also hard code values into the rowset.

The rowset name must be named &RS\_REQ\_ITEMS and the record must be named PV\_EXT\_ITEM\_WRK. Required fields for the record include:

- PRICE\_REQ.
- QTY\_REQ.
- CURRENCY\_CD.
- UNIT\_OF\_MEASURE.
- CATEGORY\_ID.
- DESCR254\_MIXED.

2. Use a subpanel with the required fields to enter a requisition. It is attached to the record definition from step 1.

Enter a default value for these required fields to be used if the requester does not enter a different value.

3. Build the SQL table from the record definition and create the page definition.

This defines the fields and layout of the express form itself. Enter all of the fields that you want the user to be able to complete. Be sure to include quantity and amount fields.

4. Copy the page that you just created and save it as an inquiry page.

The sample business card express form uses the PV\_EXP\_APP\_PROFILE record. This provides a display-only page for the express form. Records that you create can be edited only by appropriate

users and at appropriate points in the procurement process. To access the page, select eProcurement > Administer Procurement > Maintain Supplier Integration > Maintain Supplemental Data for supplemental data framework. Select eProcurement > Administer Procurement > Maintain Supplier Integration > Maintain Express Form Profile for application designer form.

5. Define the component definition.

The business card express form example uses PV\_EXP\_APP\_PROFILE.

The business card supplemental data card example uses PV\_SDF\_OPTIONS.

6. Copy the page that you created and save it as an inquiry component.
7. Add the two components to an existing menu definition.
8. Use the Express Form Type page to link the two express forms delivered to the PeopleSoft eProcurement user interface.

To access the page, select eProcurement > Administer Procurement > Maintain Supplier Integration > Maintain Express Form Profile. Make sure that you select the Activated? check box to activate the express form.

To access supplemental data framework, select eProcurement > Administer Procurement > Maintain Supplier Integration > Maintain Supplemental Data.

9. Enable the catalog type for the express form catalog type to establish a security setting for express forms.

Use the Catalog Types page to enable express form security. To access the page, select eProcurement > Administer Procurement > Maintain Catalogs > Catalog Types and select the Enable check box.

10. Enable menu security using permission list, roles, and user profiles.

Express form is a type of catalog security. You must explicitly give permission to users for them to access and use express forms. Also, you must assign catalog security to a business unit. To assign catalog security, select eProcurement > Administer Procurement > Maintain Business Units > eProcurement Business Unit Actions > select EXPRESSFORM\_SECURITY and then select the business unit to which you want to apply the security.

11. Test the new express forms to ensure online functionality and data integrity by adding data to the express forms and confirming default values and prompt lists.

The ChartField should appear as a default from the setup in step 2. The account usually comes from the item category definition.

12. To retrieve the express forms in an item search or browse during requisition entry, define the express form search using the rule-based catalog maintenance feature.

This example illustrates the two sample express forms for requesting business cards in a requisition.

## Image: Business Card

This example illustrates the fields and controls on the Business Card form created in Application Designer.

The screenshot shows a web form titled "Business Card". At the top, it displays "Express Form Type BCRD" and "Express Form ID NEXT". The form contains several input fields:
 

- \*Name: /P1
- \*Title: Kenneth Schumacher
- DIVISION: (empty)
- \*Address Line 1: (empty)
- Address Line 2: (empty)
- \*City: (empty)
- \*Country: (empty)
- \*State: (empty)
- \*Postal Code: (empty)
- \*Telephone: (empty)
- Telephone: (empty)
- Telephone: (empty)
- \*Submitted By: change\_me@oracle.com
- URLID: (empty)

 On the right side, there is a preview of a business card for "PeopleSoft". The preview includes the PeopleSoft logo, contact information for "PeopleSoft USA, Inc." (42345 Main Street, City, California 95999-9999), and a "Business Card Style ID" dropdown menu set to "US Standard". Below the preview, there is a "\*Business Card Quantity" dropdown menu and a "Total Amount" label. At the bottom right, there are "OK" and "Cancel" buttons.

## Image: Business Card SDF

This example illustrates the fields and controls on the Business Card form created using the Supplement Data Framework..

The screenshot shows a web form titled "Business Card SDF". It contains several input fields:
 

- Name: (empty)
- Title: (empty)
- DIVISION: (empty)
- \*Address Line 1: (empty)
- Address Line 2: (empty)
- \*City: (empty)
- \*Country: (empty)
- \*State: (empty)
- \*Postal Code: (empty)
- \*Telephone: (empty)
- Telephone: (empty)
- Telephone: (empty)
- \*Submitted By: (empty)
- URLID: (empty)

 On the right side, there is a "\*Business Card Style ID" dropdown menu. At the bottom, there is a "\*Price" field with a value of "0.10" and a "USD" label, and a "\*Quantity" dropdown menu with a value of "EA". At the bottom left, there is an "Add to Cart" button.

*PeopleTools: Security Administration*



## Related Links

"Understanding Item Control Values" (PeopleSoft FSCM 9.2: Managing Items)

## Express Form Type Page

Use the Express Form Type page (PV\_EXP\_APP\_PROFILE) to link express forms to PeopleSoft eProcurement.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > Maintain Express Form Profile

### Image: Express Form Type page

This example illustrates the fields and controls on the Express Form Type page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Express Form ID BCRD' page. It is divided into two main sections: 'Merchant Information' and 'Application Designer Form'.

**Merchant Information Section:**

- \*Effective Date:** 01/01/2000 (with a calendar icon)
- \*Description:** Business Cards
- Supplier SetID:** SHARE (with a magnifying glass icon)
- Supplier ID:** USA0000017 (with a magnifying glass icon)
- Supplier Location:** 1 (with a magnifying glass icon)
- SetID:** SHARE (with a magnifying glass icon)
- Category ID:** 00001 (with a magnifying glass icon)
- Unit of Measure:** EA (with a magnifying glass icon)
- Currency Code:** USD (with a magnifying glass icon)
- Contact Name:** Joe Smith
- Search Keywords:** BUSINESS CARDS PRINTING
- Description:** Order customized company Business Cards (with a magnifying glass icon)
- Role Action Security:** (empty field)
- Activated?:** ☒ (with expand/collapse icons)

Below the Merchant Information section, there are two radio buttons: **Application Designer Form** (selected) and **Supplemental Data Form**.

**Application Designer Form Section:**

- \*Menu Name:** PV\_MAIN\_MENU
- \*Component Name:** PV\_EF\_BUSCARD
- \*Page Name:** PV\_EF\_BUSCARD
- Inquiry Menu Name:** PV\_MAIN\_MENU
- Inquiry Component:** PV\_EF\_BUSCARD\_INQ
- Inquiry Page Name:** PV\_EF\_BUSCARD\_INQ
- Image Name:** PV\_CARD\_SMALL

At the bottom left, there is a link: [Return to Administer Procurement](#).

## Image: Supplemental Data Form

This example illustrates the fields and controls on the Supplemental Data Form. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Express Form ID BCRD\_SDF' interface. It is divided into two main sections: 'Merchant Information' and 'Supplemental Data Form'.

**Merchant Information Section:**

- \*Effective Date:** 01/01/1900
- \*Description:** Business Card SDF
- Supplier SetID:** SHARE
- Supplier ID:** USA0000001
- Supplier Location:** 1
- SetID:** SHARE
- Category ID:** 00001
- Unit of Measure:** EA
- Currency Code:** USD
- Contact Name:** Joe Smith
- Search Keywords:** BUSINESS CARDS PRINTING
- Description:** Order Customized Company SDF Business Cards
- Role Action Security:** (Empty field)

Below the Merchant Information section, there are two radio buttons: 'Application Designer Form' (unselected) and 'Supplemental Data Form' (selected).

**Supplemental Data Form Section:**

- \*Menu Name:** PV\_MAIN\_MENU
- \*Component Name:** PV\_PROCURE\_REQ
- \*Page Name:** PV\_EXPRESS\_FORM
- Inquiry Menu Name:** PV\_MAIN\_MENU
- Inquiry Component:** PV\_EXPFORM\_INQRY
- Inquiry Page Name:** PV\_EXPFORM\_INQ
- Image Name:** PV\_CARD\_SMALL\_SDF

**Default Options Section:**

- Quantity:** 1000;250;500
- Unit Price:** 0.1
- Editable:** (Checked for both Quantity and Unit Price)

**Form Description Section:**

- Message Set Number:** (Empty field)
- Message Number:** (Empty field)

At the bottom of the form, there is a link: [Return to Administer Procurement](#).

Use this page to link record definitions for express forms to the PeopleSoft eProcurement system. Define the page, menu, and component for the express form for both editable and inquiry-only versions. You can create different express forms for different uses and effective dates.

**Note:** The business card form is provided as an express form example, but it is not intended to be an express form template.

### Express Form ID

User defined form ID specified when creating the express form profile.

### Effective Date

Defines the date on which the form is to be valid for use with PeopleSoft eProcurement.

|                             |                                                                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activated?</b>           | Select to indicate that this form is available for use.                                                                                               |
| <b>Contact Name</b>         | Enter the contact person for this order.                                                                                                              |
| <b>Search Keywords</b>      | Enter a string of characters that can be used to search for this form. The system uses a space between strings to distinguish what makes up a string. |
| <b>Role Action Security</b> | Enter the eProcurement role action. The system uses this to further define access to the express form.                                                |

## Application Designer Form

|                          |                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Menu Name</b>         | Enter the menu definition for the express form page. Use this field to link the requisition Search Catalog page to the location of the express form. The menu, component, and page elements are part of a hierarchy in which each layer further defines parts of the menu.                                                                                                                             |
| <b>Component Name</b>    | Enter the name of the component where the express form is located.                                                                                                                                                                                                                                                                                                                                     |
| <b>Page Name</b>         | Enter the record definition that you created for the express form.                                                                                                                                                                                                                                                                                                                                     |
| <b>Inquiry Menu Name</b> | Enter the name of the inquiry menu definition that is used by this express form page for inquiries. Use this field to link the item description links to the location of the express form inquiry. You can view express forms using the Inquire Business Cards page. To access the page, select eProcurement > Procurement Application Admin > Maintain Supplier Integration > Inquire Business Cards. |
| <b>Inquiry Component</b> | Enter the component for express form inquiries.                                                                                                                                                                                                                                                                                                                                                        |
| <b>Inquiry Page Name</b> | Enter the record definition that is used for express form inquiries.                                                                                                                                                                                                                                                                                                                                   |
| <b>Image Name</b>        | Enter the file name of the image that you want to display on the requisition Search Catalog page for this express form.                                                                                                                                                                                                                                                                                |

## Supplemental Data Form

|                          |                                   |
|--------------------------|-----------------------------------|
| <b>Menu Name</b>         | Pre-populated display-only field. |
| <b>Component Name</b>    | Pre-populated display-only field. |
| <b>Page Name</b>         | Pre-populated display-only field. |
| <b>Inquiry Menu Name</b> | Pre-populated display-only field. |
| <b>Inquiry Component</b> | Pre-populated display-only field. |
| <b>Inquiry Page Name</b> | Pre-populated display-only field. |

**Image Name**

Enter the file name of the image that you want to display on the requisition Search Catalog page for this express form.

---

**Note:** More than one express form can use the same page definition but not the same express form type.

---

**Note:** Use the inquiry or display-only version of the express forms to enable users and suppliers to view orders without editing them.

---

You can also enter search terms and a description that helps users find the express form during catalog search.

**Maintain Supplemental Data**

Use the Maintain Supplemental Data page (PV\_SDF\_OPTIONS) to provide access to the supplemental data framework (SDF) for the user to define supplemental data forms.

**Navigation**

eProcurement > Administer Procurement > Maintain Supplier Integration > Maintain Supplemental Data

**Image: Maintain Supplemental Data**

This example illustrates the fields and controls on the Maintain Supplemental Data.

| Maintain Supplemental Data |                      |
|----------------------------|----------------------|
| Menu                       | Description          |
| Define Record              | Define Record        |
| Define Display Group       | Define Display Group |
| Assign Display Group       | Assign Display Group |

[Return to Maintain Supplier Integration](#)

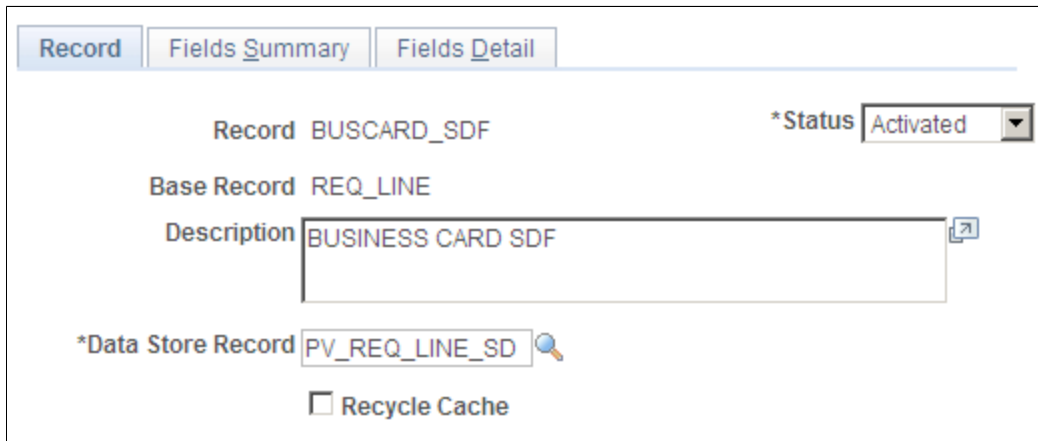
There are different levels in creating a supplemental data form. You can click the menu given and individually add values to the records and save it.

**Define Record**

Access the Define Record page by clicking on the Define Record menu on the Maintain Supplemental Data page. Define record values, field summary, and field detail for the form.

### Image: Define Record

This example illustrates the fields and controls on the Define Record.



The screenshot shows a web form titled "Define Record" with three tabs: "Record", "Fields Summary", and "Fields Detail". The "Record" tab is active. The form contains the following fields and controls:

- Record:** BUSCARD\_SDF
- \*Status:** A dropdown menu set to "Activated".
- Base Record:** REQ\_LINE
- Description:** A text box containing "BUSINESS CARD SDF" with a small icon to its right.
- \*Data Store Record:** A text box containing "PV\_REQ\_LINE\_SD" with a magnifying glass icon to its right.
- Recycle Cache:** A checkbox that is currently unchecked.

When you define a record the Status will be *Activated*. However you can change it to *In Design* if the record design is not complete.

### Define Display Group

Access the Define Display Group page by clicking on the Define Display Group menu on the Maintain Supplemental Data page.

## Image: Define Display Group

This example illustrates the fields and controls on the Define Display Group. You can find definitions for the fields and controls later on this page.

### Define Display Group

Display Group **BCARD\_SDF**
Base Record **REQ\_LINE**

Description

Label 
\*Occurs

#### Left Column

| *Sequence                      | *Record                                  | *Field Name                                 | Label                                       |                                  |                                  |
|--------------------------------|------------------------------------------|---------------------------------------------|---------------------------------------------|----------------------------------|----------------------------------|
| <input type="text" value="1"/> | <input type="text" value="BUSCARD_SDF"/> | <input type="text" value="NAME"/>           | <input type="text" value="Name"/>           | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="2"/> | <input type="text" value="BUSCARD_SDF"/> | <input type="text" value="TITLE"/>          | <input type="text" value="Title"/>          | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="3"/> | <input type="text" value="BUSCARD_SDF"/> | <input type="text" value="DIVISION"/>       | <input type="text" value="DIVISION"/>       | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="4"/> | <input type="text" value="BUSCARD_SDF"/> | <input type="text" value="ADDRESS LINE 1"/> | <input type="text" value="Address Line 1"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="5"/> | <input type="text" value="BUSCARD_SDF"/> | <input type="text" value="ADDRESS LINE 2"/> | <input type="text" value="Address Line 2"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

#### Right Column

| *Sequence                      | *Record                                  | *Field Name                                    | Label                |                                  |                                  |
|--------------------------------|------------------------------------------|------------------------------------------------|----------------------|----------------------------------|----------------------------------|
| <input type="text" value="1"/> | <input type="text" value="BUSCARD_SDF"/> | <input type="text" value="BUS CARD STYLE ID"/> | <input type="text"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

☐ Recycle Cache

### Base Record

User defined while searching for the display group. Select from the given list of base records.

Depending on the Base Record Name selected, the Left column and Right Column data is populated.

## Assign Display Group

Access the Assign Display Group page by clicking on the Assign Display Group menu on Maintain Supplemental Data page.

### Image: Assign Display Group

This example illustrates the fields and controls on the Assign Display Group.

You can edit the sequence numbers for the display groups and reorder it. You can also define conditions for individual fields in the display group based on which the supplemental data will be displayed.

## Ordering Items from Express Forms

PeopleSoft eProcurement is delivered with two express form examples of business cards. While the examples can be used to design express forms, it is not intended to be used as an express form template. The two types of forms delivered are application designer form and supplemental data form.

To order express form items:

1. Create or edit a requisition.
2. Select Forms.
3. Click the link for the type of form that you want to order.
4. Enter information for the form.

Fields that are marked with an asterisk (\*) are required.

5. Click OK to save the request and access the Requisition Checkout page.
6. After adding the form to the requisition, click the description for the linked item on the Requisition Checkout page to view the order.

## Page Used to Order Items from Express Forms

| Page Name           | Definition Name | Usage                                                                                                                        |
|---------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------|
| Business Cards Page | PV_EF_BUSCARD   | Enter data for express forms. When you enter the quantity of forms, the system updates the Amount field with the line total. |

| <b>Page Name</b>       | <b>Definition Name</b> | <b>Usage</b>                                        |
|------------------------|------------------------|-----------------------------------------------------|
| Business Card SDF Page | PV_EXPRESS_FORM        | Enter relevant data for SDF and add it to the cart. |

## Related Links

[Creating Requisitions](#)

---

## Using Express Item Entry

This section provides an overview of express item entry and discusses how to enter details for requesting express items.

### Pages Used for Express Item Entry

| <b>Page Name</b>                        | <b>Definition Name</b> | <b>Usage</b>                                                                                                                        |
|-----------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Express Item Entry Page</a> | PV_EXPRESS_REQ         | Use page to enter details for express items and add it to the cart.<br><br>Express item entry is controlled by rule-based catalogs. |

See [Requisition Settings Page](#)

See [Understanding Catalog Security](#)

See [Setting Up Catalog Security](#)

### Express Item Entry Page

Use the Express Item Entry page (PV\_EXPRESS\_REQ) to request express items.

#### Navigation

eProcurement > Requisition > Express Item Entry



## Image: Express Item Entry page

This example illustrates the fields and controls on the Express Item Entry page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Express Item Entry' page. At the top, there's a 'Create Requisition' header with a user welcome message 'Welcome Kenneth Schumacher' and navigation links: Home, My Preferences, Requisition Settings, and 0 Lines. A 'Checkout' button is also present. Below this is a 'Request Options' dropdown and a search bar. The main content area is titled 'Express Item Entry' and features a table with the following columns: Item ID, Description, Quantity, UOM, Category, Price, and Merchandise Amount. A single row is displayed with Item ID '1', a search icon, and the currency 'USD'. An 'Add to Cart' button is located below the table. On the left sidebar, there are links for 'All Request Options', 'Catalog' (with sub-links: All Purchase Items, Computer Equipment, Hardware Catalog, Outdoor Supplies), and 'Web' (with sub-links: Oracle Exchange, CDW). The bottom of the sidebar shows 'Express Item Entry'.

### Item ID

Select an item ID. If the requester uses assigned catalogs, then the items that are available are limited to those items from the catalogs that they are assigned. If the requester doesn't use assigned catalogs, then all items are available.

### Description

This is an open format for requesters to enter data.

### Quantity

The number of items.

### UOM (unit of measure)

Requesters can select from appropriate values or this can be populated from the Requisition Settings page if defaults are available.

### Category

If the item is not associated with a category, this information is supplied by default from the Requisition Settings page if defaults are available. This field is also based on requesters' assigned catalogs.

### Price

User entered field if Item ID is not given by the user.

### Curr (currency)

This is supplied from the Requisition Settings page if defaults are available.



## Chapter 13

# Managing Requisitions in PeopleSoft eProcurement

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## Understanding Requisition Management

The Manage Requisition feature provides you with the ability to review, edit, approve, or cancel requisitions. You can view requisitions in any status. You can only edit active requisitions that have not been sourced and do not have a status of *Complete*, or *Canceled*.

After you dispatch a requisition on a purchase order, the goods are received and the supplier is paid. The Requisition Reconciliation process (PO\_REQRCON) then identifies the requisition status as *Complete*.

---

## Maintaining Requisitions

This section discusses how to manage requisitions, view requisition details, maintain requisition distribution and accounting details, change value added tax (VAT) details for distributions, edit requisitions, and cancel or reopen requisitions.

## Pages Used to Maintain Requisitions

| <b>Page Name</b>                   | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                 |
|------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Managing Requisitions Page</u>  | PV_REQ_STATUS          | View and manage requisitions.                                                                                                                                                                                                                                                |
| <u>Requisition Details Page</u>    | PV_REQ_PO_DTLS         | View requisition details.                                                                                                                                                                                                                                                    |
| Line Attachments Page              | PV_REQ_APP_DATTCH      | Displays the attachments added to this requisition at the line level.                                                                                                                                                                                                        |
| Item Description Page              | PV_NEWSC_ITM_DESCR     | View line item descriptions.                                                                                                                                                                                                                                                 |
| Req Schedule One Time Address Page | PV_REQ_INQ_ADDR        | Displays the details for a one-time ship to address that was added during requisition creation or edit. This page can only be accessed if a one-time address has been entered for this line and the user is not linked to the eProcurement role action of NO_ONETIME_SHIPTO. |
| ShipTo Attachments Page            | PV_REQ_SHIP_ATTCH      | Displays the attachments added to this requisition at the ship to level.                                                                                                                                                                                                     |

| <b>Page Name</b>                                      | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VAT Information for Schedule Page                     | REQ_INQ_SCHED_VAT      | Review value added tax (VAT) information for the schedule line. The page does not display when the Calculate VAT on Req check box at Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, or the VAT_DETAILS eProcurement role action is not used. Using this page, you can override the recovery percentage and rebate percentage, and recalculate or reset VAT defaults changes that are made to VAT determinants.     |
| <u>VAT Details For Distribution Page</u>              | REQ_INQ_DIST_VAT       | Review value added tax (VAT) information for the distribution line. The page does not display when the Calculate VAT on Req check box at Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, or the VAT_DETAILS eProcurement role action is not used. Using this page, you can override the recovery percentage and rebate percentage, and recalculate or reset VAT defaults changes that are made to VAT determinants. |
| <u>Edit Requisition-Review and Submit Page</u>        | PV_REQ_CHECKOUT        | Edit requisition information. This page is accessible only for open requisitions.                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>Requisition Details for &lt;Requester&gt; Page</u> | PV_REQ_CANCEL          | Cancel requisition.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Approval Status Page                                  | PV_REQ_APPROVAL        | View summary information for the requisition including the number of items and the total price. This page is similar in appearance to the Requisition Approval page.                                                                                                                                                                                                                                                                                                          |

## Related Links

[Setting Up Installation Options](#)

## Managing Requisitions Page

Use the Manage Requisitions page (PV\_REQ\_STATUS) to view and manage requisitions.

### Navigation

eProcurement > Manage Requisitions

## Image: Manage Requisitions page

This example illustrates the fields and controls on the Manage Requisitions page. You can find definitions for the fields and controls later on this page.

**Manage Requisitions**

Requisition Search | Keyword Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: US001 | Requisition Name: | Request State: All but Complete | Budget Status: | Date From: 02/21/2013 | Date To: 02/28/2013 | Requester: VP1 | Entered By: | PO ID: |

To locate requisitions containing specific lines, edit the criteria below and click the Search button.

Item ID: | Ship To: | Item Description: | Supplier Item ID: |

Search | Clear | Hide Advanced Search

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID     | Requisition Name | BU    | Date       | Request State | Budget    | Total        |                    |
|------------|------------------|-------|------------|---------------|-----------|--------------|--------------------|
| 0000000181 | 0000000181       | US001 | 02/26/2013 | Open          | Not Chk'd | 645.00 USD   | <Select Action> Go |
| 0000000180 | 0000000180       | US001 | 02/26/2013 | Open          | Not Chk'd | 645.00 USD   | <Select Action> Go |
| 0000000179 | 0000000179       | US001 | 02/26/2013 | Open          | Not Chk'd | 645.00 USD   | <Select Action> Go |
| 0000000178 | 0000000178       | US001 | 02/26/2013 | Open          | Not Chk'd | 645.00 USD   | <Select Action> Go |
| 0000000177 | 0000000177       | US001 | 02/26/2013 | Open          | Not Chk'd | 1,225.00 USD | <Select Action> Go |
| 0000000176 | 0000000176       | US001 | 02/26/2013 | Open          | Not Chk'd | 645.00 USD   | <Select Action> Go |

Use this page to review requisitions. From this page, you can access other pages to perform tasks, such as review requisition details, edit or cancel requisitions, create change requests, receive stock, copy requisition, view approvals, or return stock to the supplier.

Before using this page, determine your display options:

- Use the eProcurement Installation Options page to define the maximum number of rows that are retrieved and appear on the Manage Requisitions page.
- If the eProcurement role action *NO\_DEFAULT\_RESULT* is assigned to a user, requisitions do not appear in the scroll area until the user clicks Search.

## Search Requisitions

Enter search criteria in this group box and click the Search button to display requisitions below in the Requisitions group box. Search criteria include:

### Business Unit

Select the PeopleSoft Purchasing business unit.

### Requisition Name

To find a specific requisition, enter the description of the request entered by the requester when the requisition was added.

### Requisition ID

Enter a specific requisition ID to display.

### Request State

Select the state for the overall requisition (header-level) to limit the requisitions displayed to this status. Leave this field blank to display search results without using request state as a search criteria. The following search criteria are included:

- *All but Complete* — Displays all requisitions except those with the status *Complete*.
- *Approved*
- *Cancelled*
- *Complete*
- *Denied*
- *Open*
- *PO Partially Canceled*
- *PO Partially Created*
- *PO(s) Created*
- *PO(s) Dispatched*
- *Partially Dispatched*
- *Partially Received*
- *Pending*
- *Received*
- *See Lines*
- *Service Complete*
- *Service Filled*
- *Service Sourced*

---

**Note:** States are defined below for the Request State field (at the requisition header level) in the Requisitions group box.

---

## Budget Status

Displays the header results of a budget check initiated by clicking the Check Budget button or the Pre-Check Budget button. The options are:

- *Valid:* The requisition passed budget checking and the Budget Processor has updated the control budget ledger (LEDGER\_KK).
- *Not Checked:* The Budget Processor has not processed the requisition.
- *Error:* The requisition failed budget checking.
- *Provisionally Valid:* The requisition passed budget checking but no pre-encumbrance was created in the control budget

ledger. This status is used when you select the Pre-Check Budget button.

|                              |                                                                                                                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date From and Date To</b> | Enter the creation date or range of dates for the requisitions.                                                                                                                          |
| <b>Requester</b>             | Enter the requester of the requisition.                                                                                                                                                  |
| <b>Entered By</b>            | Enter the user ID of the individual who entered in the requisition. This is usually the requester but can be another individual.                                                         |
| <b>PO ID</b>                 | Enter the Purchase Order ID where the requisition was sourced.                                                                                                                           |
| <b>Show Advanced Search</b>  | Click to view four more search fields, which are: <ul style="list-style-type: none"> <li>• Item ID</li> <li>• Item Description</li> <li>• Ship To</li> <li>• Supplier Item ID</li> </ul> |

## Keyword Search

Enter a word (for example UPN ID) or a string of characters in the Keyword Search box, and then click the Search button to display requisitions having UPN ID in the Requisitions group box.

## Requisitions

This group box displays requisitions based on the search criteria in the Search Requisitions group box. Basic information about the entire requisition (requisition header-level) is displayed for each requisition. You can view additional information, including line details by using the Expand Section icon.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Req ID</b> (requisition id)                         | Click a requisition ID to access the Requisition Details page where you can view additional details of the requisition.                                                                                                                                                                                                                                                                                            |
| <b>Requisition Name</b>                                | Displays the description of the request entered by the requester when the requisition was added. The requisition name helps to identify this requisition as it flows through the system. If no requisition name was entered, then the requisition ID is displayed.                                                                                                                                                 |
| <b>BU</b>                                              | Displays the PeopleSoft Purchasing Business Unit for this requisition.                                                                                                                                                                                                                                                                                                                                             |
| <b>Date</b>                                            | Displays the date the requisition was created.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Request State</b> (at the requisition header level) | <p>This state field displays the request state across the entire procurement cycle, not just the requisition header state. The following states are included:</p> <ul style="list-style-type: none"> <li>• <i>Approved</i>: The requisition have been approved and is ready for sourcing. For this status to display at the header level, all lines of this requisition must be in the Approved status.</li> </ul> |

- *Cancelled:* The requisition was entered and saved but then the entire requisition or each requisition line was canceled. For this status to display at the header level, all lines of this requisition must be in the Canceled status. A canceled requisition can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.
- *Complete:* The requisition is marked complete after the requisition is dispatched on a PO, the goods are received and the supplier is paid. A background process identifies the requisitions and moves them to the complete status. Canceled requisitions and those that are fulfilled by inventory stock are also identified as complete.
- *Denied:* The entire requisition or each requisition line has been denied in the approval process. For this status to display at the header level, all lines of this requisition must be in the Denied status.
- *Open:* The requisition has been entered and saved but not yet submitted. For this status to display at the header level, all lines of this requisition must be in the Open status.
- *PO Partially Canceled:* The requisition contains some lines that have been placed on purchase orders and these purchase orders have been subsequently been canceled. For this status to display, the purchase orders must all have the same status, Canceled. This status indicates that some of the requisition lines have not been sourced to a purchase order and it also indicates that none of the lines have been received or returned to supplier.
- *PO Partially Completed:* The purchase order has been closed for some of the requisition lines, however the requisitions are not yet closed.
- *PO Partially Created:* The requisition contains some lines that have been sourced to an approved purchase order. For this status to display, the purchase orders must all have the same status, Approved. This status indicates that some of the requisition lines have not been sourced to a purchase order and it also indicates that none of the lines have been received or returned to supplier.
- *PO(s) Created:* The requisition has been placed on a PO that has been approved. This header status indicates that all lines of this requisition have been sourced to approved purchase orders and the requisition line status is PO(s) Created. For this status to display, the purchase orders must all have the same status, Approved.
- *PO(s) Cancelled:* The requisition has been placed on a PO that has been subsequently been canceled. This header status



indicates that all lines of this requisition have been sourced to canceled purchase orders and the requisition line status is PO(s) Canceled. For this status to display, the purchase orders must all have the same status, Canceled.

- *PO(s) Completed:* The purchase order has been closed for all of the requisition lines, however the requisitions are not yet closed.
- *PO(s) Dispatched:* The requisition has been placed on a purchase order and the purchase order has been dispatched to the supplier. This header status indicates that all lines of this requisition have been sourced to dispatched purchase orders and the requisition line status is PO(s) Dispatched. For this status to display, the purchase orders must all have the same status, Dispatched.
- *Partially Dispatched:* The requisition contains some lines that have been placed on purchase orders and these purchase orders have been dispatched to the supplier. For this status to display, the purchase orders must all have the same status, Dispatched. This status indicates that some of the requisition lines have not been sourced to a purchase order and it also indicates that none of the lines have been received or returned to supplier.
- *Partially Received:* The requisition contains some lines that have been placed on a purchase order, the purchase order has been dispatched to the supplier, and the goods have been fully or partially received. This status indicates that some of the requisition lines have not been received.
- *Pending:* The requisition has been submitted and is awaiting approval. This header status indicates that all lines of this requisition have the line status of Pending.
- *Received:* The requisition has been placed on a purchase order, the purchase order has been dispatched to the supplier, and the goods have been fully received. For this status to display at the header level, all lines of this requisition must be in the Received status.
- *See Lines:* The lines of this requisition are in various stages of the approval process and the lines have different statuses (i.e. pending, approved, denied, and so on); however, none of the lines have been sourced to a purchase order.

### **Budget**

View the budget status for the requisition. This column appears when Commitment Control is enabled.

### **<Select Action>**

Select an option and click the Go button to perform the action. The available actions vary depending on the status of the requisition. Actions include:

- *Approvals* displays the Approval Status page.
- *Cancel* displays the Requisition Details for: <name> page (PV\_REQ\_CANCEL), which has a Cancel Requisition button.

When the Cancel Requisition button is clicked, a confirmation page is displayed, where the user can enter a reason code and a comment.

- *Copy* displays the Review and Submit page.

All items are copied to the new requisition. However, if one item was created from a special request, a message appears.

- *Edit* displays a warning message indicating that editing the requisition will restart the approval process.

Click OK to continue or click Cancel to go back. If you click OK, the Edit Requisition - Review and Submit page appears for the requisition. Changing a requisition can create a change request.

- *View Print* displays the print version of the requisition.

Some additional Actions available are Receive, Process Returns, Check Budget, and Pre-Check Budget .

---

**Note:** The options that appear for a requisition differ depending on the status of the requisition. For example, you cannot cancel a requisition for which a PO is created.

---

## **Go**

Click to perform the selected action.

## **Create New Requisition**

Click to access the Create Requisition page, where you can add another requisition.

## **Review Change Request**

Click to access the Change Request List for page, where you can view and process change requests.

## **Review Change Tracking**

Click to display the View Requisition Change Tracking History page where you can view changes to requisitions if you are using the change tracking feature. This page provides an audit trail of key transactional information including, changes to any fields marked for track changes on the change template, the user who modified the requisition, and the date and time of each requisition change request.

## **Manage Receipts**

Click to access the Receipts For page, where you can view and maintain receipts.

## **Requisition Report**

Click to access the Print Requisition process page, where you can define parameters for creating the printed requisition report (POY1100).

## Requisition Cycle

Use the Requisition Cycle page (PV\_REQ\_CYCLE\_PAGE) to displays the business process flow for a requisition with links to various documents.

The business process flow, or lifecycle, includes icons for requisition creation, requisition approval, sourcing to inventory stock, sourcing to a purchase order, purchase order acknowledgments (POA), advanced shipping notices (ASN), change requests, receiving, returns, invoices, and payment. The icons are highlighted when the requisition has completed the step. Some of the icons link you to additional information on a separate page. In order to view the POA and ASN icons you must select the Requisition Cycle Options on the eProcurement Business Unit Options page.

### Navigation

On the Manage Requisitions page, Click the Expand Section icon next to a listed requisition).

Access the Requisition Cycle section of the Manage Requisitions page (Click the Expand Section icon next to a listed requisition).

The Requisition Cycle section displays the business process flow for a requisition with links to various documents. The business process flow or lifecycle, includes icons for requisition creation, requisition approval, sourcing to inventory stock, sourcing to a purchase order, purchase order acknowledgments (POA), advanced shipping notices (ASN), change requests, receiving, returns, invoices, and payment.

Stages in the requisition cycle that are complete or in progress are highlighted with active links.

This same information can be viewed on a separate page, the Requisition Cycle for: <requester> page (PV\_REQ\_CYCLE\_PAGE), if the user is linked to the eProcurement role action of VIEW\_REQ\_CYCLE. To access this page select View Cycle in the Select Action field and click the Go button.

#### Requisition

Click the Requisition icon to access the Requisition Details page where you can view detailed information about this requisition.

#### Approvals

Click the Approvals icon to access the Approval Status page (PV\_REQ\_APPROVAL) where you can view the current approval status of the requisition and view line approval details.

#### Inventory

Click the Inventory icon to access the Stock Requests page (ORDER\_INQ\_INV) where you can view the material stock request created from this requisition to fulfill the demand using inventory stock.

#### Purchase Orders

Click the Purchase Orders icon to access the Purchase Order Inquiry page (PV\_PO\_LINE\_INQ\_2) where you can view information about the purchase order that this requisition was sourced to; including, the purchase order number, buyer, and supplier.

#### POA

Click the POA icon to access the POA Summary page (PO\_SS\_POA\_SUMMARY) where you can view the purchase order acknowledgement tied to this requisition. You can review any comments or changes from the supplier.

#### ASN

Click the ASN icon to access the ASN History Summary page (PV\_ASN\_INQUIRY) where you can view the advanced

shipping notice tied to this requisition. You can review the arrival date, bill of lading number, carrier, and other information about the incoming shipment.

### Receiving

Click the Receiving icon to access the Manage Receipts page (PV\_RECV\_UPDATE) where you can view the purchase order receipt linked to your requisition.

### Returns

Click the Returns icon to access the Manage Return to Suppliers page (PV\_RTV\_UPDATE) where you can view the RTV linked to your requisition.

### Invoice

Click the Invoice icon to access the Purchase Order Inquiry page (PV\_PO\_INQUIRY) where you can view the requisition, purchase order, receipts, vouchers, and Invoice Number.

### Change Request

Click the Change Request icon to access the Review Change Request page (PV\_CHNG\_RQST\_LIST) where you can view requisition change request details after it has been sourced to a Purchase Order, view change reason, and processing error if any.

## Line Information

The Line Information group box displays information about each line within the requisition.

### Navigation

To access the Line Information group box on the Manage Requisitions page, click the Expand Section icon next to a listed requisition.

### Image: Line Information group box

This example illustrates the fields and controls on the Line Information group box. You can find definitions for the fields and controls later on this page.

| Line | Description            | Status | Price         | Quantity   | UOM | Supplier                   |   |
|------|------------------------|--------|---------------|------------|-----|----------------------------|---|
| 1    | Steelhead/Salmon Files | Open   | 1.00000 USD   | 1.0000 DOZ |     | CAMPER'S WAREHOUSE         | ✗ |
| 2    | Desktop Boxware        | Open   | 500.00000 USD | 1.0000 EA  |     | Western Midlands Computers | ✗ |

### Description

Click the link to access the Item Description page where you can view information about the item.

### Status(at the requisition line level)

This status field displays the status of the requisition line. The statuses include:

- *Approved:* The requisition line has completed workflow approval and is approved. The line is ready for sourcing.

- *Cancelled:* The requisition line was entered and saved but then canceled. A canceled requisition line can be reopened within a certain number of days as specified for the Purchasing business unit; otherwise, it is closed permanently.
- *Complete:* The requisition line is marked complete after the line is dispatched on a PO, the goods are received and the supplier is paid. A background process identifies the requisition lines and moves them to the complete status. Canceled requisition lines and those that are fulfilled by inventory stock are also identified as complete.
- *Denied:* The requisition line has been denied in the approval process.
- *Open:* The requisition line has been entered and saved but not yet submitted.
- *PO(s) Created:* The requisition line has been placed on a PO that has been approved.
- *PO(s) Canceled:* The requisition line has been placed on a PO that has been subsequently been canceled.
- *PO(s) Dispatched:* The requisition line has been placed on a purchase order and the purchase order has been dispatched to the supplier.
- *Multiple PO(s):* The requisition line has been sourced to more than one purchase order and all are in different status.
- *Pending:* The requisition line has been submitted and is awaiting approval.
- *Received:* The requisition line has been placed on a purchase order, the purchase order has been dispatched to the supplier, and the goods have been fully received.



(Cancel Requisition icon)

Click this icon to cancel a line on the requisition. You can cancel a requisition that has been sourced to a purchase order. If the cancellation completes budget checking and workflow approval, then the system creates a change request for cancelling the corresponding purchase order lines. A requisition line cannot be cancelled if you are using Commitment Control and the line has not yet pass budget checking. Also when a requisition line is sourced to multiple purchase orders it cannot be cancelled.

If the approval process includes one or more stages that have only header level approval and a requisition line is cancelled, the entire requisition is resubmitted for approval for the entire approval process. For example, all stages are resubmitted.

If the approval process includes one or more stages that have only line-level approval and a requisition line is cancelled, the line approval thread is terminated.

If the approval process includes two or more stages that have a combination of line-level and header-level approval and a requisition line is cancelled, the line-level approval thread is terminated if the current stage that the approval is on is a line-level approval. If the current stage is a header-level , then the requisition is resubmitted for the entire process.

### *PeopleSoft Approval Framework*

#### **Related Links**

[Creating Requisitions](#)

"Canceling Requisitions and Requisition Lines" (PeopleSoft FSCM 9.2: Purchasing)

## **Requisition Details Page**

Use Requisition Details page (PV\_REQ\_PO\_DTLS) to view details about individual requisitions. The PO Information header appears only if a PO was created for the requisition.

#### **Navigation**

To access the Requisitions Details page (Click the Req ID link on the Manage Requisitions page).

## Image: Requisitions Details page

This example illustrates the fields and controls on the Requisitions Details page. You can find definitions for the fields and controls later on this page.

### Requisition Details

**Requisition Summary**

|               |            |                  |            |
|---------------|------------|------------------|------------|
| Business Unit | US001      | Requisition Name | 0000000149 |
| Date          | 11/13/2013 | Requisition ID   | 0000000149 |
| Request State | Approved   | Total Amount     | 700.00 USD |
| Requested For | VP1        |                  |            |

[Header Custom Fields](#)

Expand lines to review shipping and accounting details

**Requisition Lines**

| Line | Item Description               | Source Status | Amount Only | Qty         | Price        | Status   | Total  |
|------|--------------------------------|---------------|-------------|-------------|--------------|----------|--------|
| 1    | 3 Season Mummy Bag, Regular... | Available     | No          | 5.0000 Each | 120.00000USD | Approved | 600.00 |

[Line Custom Fields](#) [Contract Information](#)

**Shipping Line**

|   |                    |                    |            |           |
|---|--------------------|--------------------|------------|-----------|
| 1 | Ship To            | US001              | Quantity   | 5.0000    |
|   | 144 North Street   |                    | Item Price | 120.00000 |
|   | New York, NY 10168 |                    |            |           |
|   | Attention To       | Kenneth Schumacher |            |           |
|   | Due Date           |                    |            |           |

[Price Adjustment](#)  
[Schedule Custom Fields](#)

**Accounting Lines**

Distribute By Qty      Liquidate By Amt

| Accounting Lines |              | Personalize    |                   | First              | 1 of 1   | Last    |             |         |          |           |
|------------------|--------------|----------------|-------------------|--------------------|----------|---------|-------------|---------|----------|-----------|
| Details          | More Details | More Details 2 | Asset Information | Budget Information | FFP      |         |             |         |          |           |
| Dist #           | Status       | Location       | Req Qty           | Merchandise Amt    | Percent  | GL Unit | Entry Event | Account | Alt Acct | Oper Unit |
| 1                | Open         | US001          | 5.0000            | 600.00             | 100.0000 | US005   |             | 212020  |          |           |

**Line 2**

|   |                      |           |    |              |              |          |        |
|---|----------------------|-----------|----|--------------|--------------|----------|--------|
| 2 | Air Mattress, Double | Available | No | 10.0000 Each | 10.00000 USD | Approved | 100.00 |
|---|----------------------|-----------|----|--------------|--------------|----------|--------|

[Line Custom Fields](#) [Contract Information](#)

[Return to Manage Requisitions](#)

## Image: Custom Fields for Line 1 page

This example illustrates the fields and controls on the Custom Fields for Line 1 page.

### Custom Fields for Line 1

**Custom Character 1** L

**Custom Character 2** L

**Custom Date** 08/19/2013

**Custom Field 1** Line 1Custom 1

**Custom Field 2** Line 1Custom 2

**Custom Field 3** Line 1Custom 3

**Custom Field 4** Line 1Custom 4

[Return](#)

**Header Custom Fields**

Click to view the Custom Fields for Header page that opens in a pop-up window. The custom field values appearing on this page are display only.



(Go To Attachments)

Click this icon to access the Line Attachments page where you can view the attachments to this requisition.

**Line Comments**

Displays any comments added at the requisition line-level.

See [Line Comment Page](#).

**Item Description**

Click the hyperlink to view the item's detailed description.

**Source Status**

View the stage of the requisition line in the sourcing process. Values include:

- *Not Sourced*
- *Available:* The requisition line has not yet been placed on a PO or inventory stock request.
- *In Process:* A sourcing process is running on this requisition line or an error occurred in creating a PO.
- *Staged:* The requisition has been staged to the sourcing tables. This status is a link to the Sourcing Workbench in PeopleSoft Purchasing where you can view the details of the sourcing status.
- *Complete:* The requisition line has been sourced to an inventory stock request or a PO. This status is a link to the Sourcing Workbench in PeopleSoft Purchasing where you can view the details of the sourcing status.
- *Error:* The requisition line is in error on the Sourcing Workbench. This status is a link to the Sourcing Workbench in PeopleSoft Purchasing where you can view the details of the sourcing status.

See "Using the Sourcing Workbench" (PeopleSoft FSCM 9.2: Purchasing).

**Amount Only**

A *Yes* indicates that this line is for an amount value only. The quantity will be 1, and only one schedule line will be available.

**Original Substituted Item**

Displays the original Item ID on the transaction line that was replaced when a Substitute Item was found.

Once the field is populated, the original Item ID will not be overridden with another Item ID. If the Item ID field is changed directly by the Requester or Buyer, the Original Substituted Item field is cleared. Similarly, if the Supplier ID/Location field is changed by the Requester or Buyer, then the value in the



Original Substituted Item field is cleared and the value is moved back to the Item ID field.



This icon helps the Requester or Buyer to know whether the item has been substituted. This appears on a transaction line whenever the Original Substituted Item field is populated. If Original Substituted Item and Description fields are already displayed in the component, i.e. Requisition and PO, a text 'Substitute Item in Use' will appear.

### Description

Displays the item description for the Original Substituted Item, if the field is populated.

### Sourced from Inventory

Click the Sourced from Inventory button to access the Requisition to MSR List page, where you can view stock request information.

This button only appears if the requisition line item is defined as an inventory item in PeopleSoft Inventory on the Item Definition - General : Common page.

### Requisition Schedule and Distribution

Click this link to access the Requisition Detailed Summary page, where you can view line details, schedules, and distribution information.

---

**Note:** If the Amount Only check box is selected in the requisition line and requisition line is associated to Amount Only Work Order schedule, then the Schedule Date, Amount, currency fields are displayed. The Schedule Date, Amount, Currency fields are from WO schedule not from the Requisition.

---

### Line Custom Fields

Click to view the Custom Fields for Line 1 page that opens in a pop-up window. The custom field values appearing on this page are display only.

### Schedule Custom Fields

Click to view the Custom Fields for Line 1 and Schedule 1 page that opens in a pop-up window. The custom field values appearing on this page are display only.

### Price Adjustment

Click the link to view price adjustments for the schedule.

This link is controlled by users with specific role name and eProcurement role action VIEW\_PRICEADJUSTMENTS.

### Ship To

The location code that indicates the location where the supplier should deliver the items.



(One Time Address)

Select this icon to view the Req Schedule One Time Address page (PV\_REQ\_INQ\_ADDR) where you can view a one-time ship to address added to this requisition line when it was added or edited. The One Time Address icon is not visible if the user is linked to the eProcurement role action of NO\_ONETIME\_SHIPTO.

**Due Date**

The date the requester would like the items to arrive at the Ship To location.

**Ship Via**

Displays the Ship Via Code value.

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**Note:** This field is visible only if SHIPVIA\_FREIGHT\_DISPLAY role action is enabled.

---

**Freight Terms**

Displays the Freight Terms Code value.

---

**Note:** This field is visible only if SHIPVIA\_FREIGHT\_DISPLAY role action is enabled.

---



(Go To Attachments)

Select this icon to access the ShipTo Attachments page where you can view the attachments to this requisition at the Ship To level.

See [Header Comments Page](#).



(Schedule VAT icon)

Click the Schedule VAT icon to access the VAT Information for Schedule page, where you can review value added tax (VAT) information for the schedule line. The icon does not appear when the Calculate VAT on Req check box at Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, or the VAT\_DETAILS eProcurement role action is not used and the user eProcurement role is not added to the user ID profile. Using this page, you can override the recovery percentage and rebate percentage, and recalculate or reset VAT defaults changes that are made to VAT determinants.

See "Understanding VAT" (PeopleSoft FSCM 9.2: Global Options and Reports).

**Ship To Comments**

Displays comments added to this requisition at the ship to level.

See [Header Comments Page](#).

**Contract Information**

This link appears if a contract ID has been assigned to the requisition line. Click this link to view contract details that opens in a secondary page.

The PeopleSoft eProcurement, PeopleSoft Purchasing, and PeopleSoft Payables applications are integrated with the procurement contract functionality to streamline the use of contracts with requisitions, purchase orders, and vouchers. As part of the contract functionality, you can set up requisitions to automatically search for a contract to use for requisitions. Applying default contract prices to requisitions enables you to receive contract prices for requisition items and to more accurately track budgets and pre-encumbrance balances.

See "Applying Contracts to Requisitions" (PeopleSoft FSCM 9.2: Purchasing).

|                      |                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract ID</b>   | Displays the purchasing contract used to price this requisition line. The contract ID can be entered manually on the Review and Submit-Line Details page when creating and editing a requisition. A contract ID can also be added automatically by the system when you have selected the Default Contract On Req check box on the Purchasing Definition - Business Unit Options page. |
| <b>Version</b>       | Displays the contract version applied to this requisition line. Multiple versions are available when you are using version control. Contract versions enable contract administrators to create and maintain multiple versions of a contract in the procurement system.                                                                                                                |
| <b>Contract Line</b> | Displays the contract line applied to this requisition line.                                                                                                                                                                                                                                                                                                                          |
| <b>Category Line</b> | Displays the contract category line number. Categories enable you to specify groups of items on a contract, rather than having to enter the items one at a time.                                                                                                                                                                                                                      |

See "Understanding Voucher and Order Contracts" (PeopleSoft 9.2: Source to Settle Common Information).

## PO Information

This link appears if the requisition item is sourced to PO. Click this link to view the PO information that opens in a secondary page.

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Receipt Status</b> | <p>Displays the receipt status for this PO. Values include:</p> <p><i>PO Not Received:</i> No quantities for this PO line have been received.</p> <p><i>PO Partially Received:</i> Part or all quantities for this PO line have been received. Even if the quantity is fully received, the status does not change until you run the Match Request process in PeopleSoft Payables.</p> <p><i>PO Received:</i> All quantities for this PO line have been received. Run the Matching process (AP MATCHING) in PeopleSoft Payables.</p> |
| <b>View Receipt</b>   | Click the View Receipt button to access the Receipt For a Casual User page. This button appears if a receipt was recorded for this line.                                                                                                                                                                                                                                                                                                                                                                                            |

## Accounting Lines — Details

|                                     |                                                                                                                                                                          |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dist # (distribution number)</b> | Displays the number the system assigns to this distribution. The system uses this numbering to distinguish between multiple distributions for a single requisition line. |
| <b>Status</b>                       | Distribution statuses include:                                                                                                                                           |

*Open:* The distribution line is open.

*Complete:* The distribution line is closed.

*Processed:* The distribution line has been processed and is unavailable for sourcing.

*Canceled:* The distribution has been canceled.

## Distribution Type

Displays the distribution type that was selected for the requisition line. Values are *Labor* and *Expense*.



(Distribution VAT icon)

Click the Distribution VAT icon to access the VAT Information for Distribution page, where you can review value added tax (VAT) information for the distribution line. The icon does not appear when the Calculate VAT on Req check box at Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, or the VAT\_DETAILS eProcurement role action is not used. Using this page, you can override the recovery percentage and rebate percentage, and recalculate or reset VAT defaults changes that are made to VAT determinants.

See "Understanding VAT" (PeopleSoft FSCM 9.2: Global Options and Reports).

## Accounting Lines — More Details

Access the Accounting Lines — More Details tab.

Select the More Details tab.

### Image: Accounting Lines — More Details

This example illustrates the fields and controls on the Accounting Lines — More Details page.

Along with viewing accounting information, you can access projects. Click the Projects link to view and update projects and activities.

## Accounting Lines — More Details 2

Access the Accounting Lines — More Details 2 tab.

## Image: Accounting Lines — More Details 2

This example illustrates the fields and controls on the Accounting Lines — More Details 2 page. You can find definitions for the fields and controls later on this page.

| Distribute By Qty                                                                                                                                                                                                                                                      |          |               |                | Liquidate By Amt |                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|----------------|------------------|------------------------------------------------------------------------------------------------------|
| Accounting Lines                                                                                                                                                                                                                                                       |          |               |                |                  |                                                                                                      |
| <a href="#">Details</a>   <a href="#">More Details</a>   <a href="#">More Details 2</a>   <a href="#">Asset Information</a>   <a href="#">Budget Information</a>   <a href="#">Personalize</a>   <a href="#">First</a>   <a href="#">1 of 1</a>   <a href="#">Last</a> |          |               |                |                  |                                                                                                      |
| Stat Code                                                                                                                                                                                                                                                              | Open Amt | Open Quantity | Merch Amt Base |                  | Custom Fields                                                                                        |
|                                                                                                                                                                                                                                                                        | 0.00     | 5.0000        | 600.00         | Dollar           | <br>Custom Fields |

### Stat Code (statistics code)

Displays the code used to maintain statistical amounts to facilitate financial analysis and reporting. You can track a variety of non-monetary amounts with statistics.

### Open Amt (open amount)

Displays the amount that is still open on the requisition that is not sourced to the purchase order(s) when the requisition is distributed by amount.

### Open Quantity

Displays the quantity that is still open on the requisition that is not sourced to the purchase order(s) when the requisition is distributed by quantity.

### Base Amt (base amount)

Displays the monetary value for this distribution line. The value appears in the base currency for the business unit. The currency type also appears with the value.

If the currency is different than the base currency, an exchange rate also appears.



Click to view the exchange currency information and the exchange rate.

### Custom Fields

Click to view the Custom Fields for Line 1 and Schedule 1 and Distribution 1 page that opens in a pop-up window. The custom field values appearing on this page are display only.

## Accounting Lines — Asset Information

Access the Accounting Lines - Asset Information tab.

### Image: Accounting Lines - Asset Information

This example illustrates the fields and controls on the Accounting Lines - Asset Information page. You can find definitions for the fields and controls later on this page.

| Distribute By Qty                                                                                                                                                                                                                                                      |            |       |          | Liquidate By Amt |                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|----------|------------------|-------------------------------------|
| Accounting Lines                                                                                                                                                                                                                                                       |            |       |          |                  |                                     |
| <a href="#">Details</a>   <a href="#">More Details</a>   <a href="#">More Details 2</a>   <a href="#">Asset Information</a>   <a href="#">Budget Information</a>   <a href="#">Personalize</a>   <a href="#">First</a>   <a href="#">1 of 1</a>   <a href="#">Last</a> |            |       |          |                  |                                     |
| Asset Mgmt Bus. Unit                                                                                                                                                                                                                                                   | Profile ID | CAP # | Sequence | Tag Number       | EmplID                              |
|                                                                                                                                                                                                                                                                        |            |       |          |                  | <input type="checkbox"/> Capitalize |
|                                                                                                                                                                                                                                                                        |            |       |          |                  | Cost Type                           |

### Asset Mgmt Bus. Unit

Displays the Asset Management Business Unit.

|                                            |                                                                                                                                                                                   |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Profile ID</b>                          | Displays the default asset profile ID associated with distribution items.                                                                                                         |
| <b>CAP #</b> (capital acquisition plan ID) | The CAP identification ties the asset to a capital acquisition plan.                                                                                                              |
| <b>Sequence</b>                            | Displays the sequence number for the capital acquisition plan.                                                                                                                    |
| <b>Tag Number</b>                          | If you use tags to track assets, enter the tag number assigned to the asset.                                                                                                      |
| <b>EmplID</b> (employee ID)                | Employee ID of the custodian for this distribution item.                                                                                                                          |
| <b>Capitalize</b>                          | Select to designate this item as a capitalized item. If the item is capitalized, it can be depreciated before the order is paid.                                                  |
| <b>Cost Type</b>                           | Displays the default cost type associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead. |

## Accounting Lines - Budget Information

Access the Accounting Lines - Budget Information tab.

This tab is hidden if Commitment Control for Purchasing is not enabled.

### Image: Accounting Lines — Budget Information

This example illustrates the fields and controls on the Accounting Lines - Budget Information page. You can find definitions for the fields and controls later on this page.

| Distribute By Qty       |                              |                                |                                   | Liquidate By Amt                   |               |                               |
|-------------------------|------------------------------|--------------------------------|-----------------------------------|------------------------------------|---------------|-------------------------------|
| Accounting Lines        |                              |                                |                                   | Personalize                        |               |                               |
| First 1 of 1 Last       |                              |                                |                                   |                                    |               |                               |
| <a href="#">Details</a> | <a href="#">More Details</a> | <a href="#">More Details 2</a> | <a href="#">Asset Information</a> | <a href="#">Budget Information</a> |               |                               |
| Budget Status           | Budget Date                  | Pre-Encumbrance Balance        | Currency                          | Pre-Encumbered Base Balance        | Base Currency | Commitment Control Close Flag |
| Not Chk'd               | 11/13/2013                   | 0.000                          |                                   | 0.000                              |               | <input type="checkbox"/>      |

### Budget Status

When Commitment Control for purchasing is enabled, displays the distribution line results after budget checking is initiated.

Values for the field include:

- *Not Chk'd*: The requisition has not been budget checked or budget processor has not processed requisition monetary amount changes.
- *Valid*: The requisition passed budget checking and the budget processor has updated the control budget ledger.
- *Error*: The requisition failed budget checking.
- *Warning*: The requisition passed budget checking but with warning messages. It could be that the requisition amount exceeded budget amount but it is still within the budget tolerance. For more examples of Warning and Error, see

"Understanding Commitment Control and General Ledger Journals" (PeopleSoft FSCM 9.2: General Ledger).

- *Bypass*: The requisition distribution is not subject to budget checking for any of the commitment control ledger groups that are assigned to the General Ledger business unit. Budget processor will set the budget line status to *Bypass* for a transaction line that is not subject to budget checking.

#### **Budget Date**

Displays the date used by commitment control to determine the budget period to which this control budget belongs.

#### **Pre-Encumbrance Balance**

Displays the pre-encumbrance balance for this requisition distribution after it is successfully budget checked. Click the Pre-Encumbrance Balance amount hyperlink to view requisition accounting entries for this distribution only. You can use this page to view accounting information details including the commitment control ledger group and transactions that have been performed against this requisition distribution. When this requisition line and distribution is sourced to a purchase order and budget checked, commitment control liquidates the pre-encumbrance balance from this requisition distribution and establishes an encumbrance for the purchase order.

#### **Currency**

Displays the currency code for the pre-encumbrance amount at the distribution level of the requisition. The currency code is based on the commitment control ledger group for the distribution level General Ledger business unit.

#### **Pre-Encumbrance Base Balance**

Displays the pre-encumbrance balance in requisition base currency.

#### **Base Currency**

Displays the base currency of the pre-encumbrance balance on the business unit.

#### **Commitment Control Close Flag**

Displays as selected when the Purchase Order associated with the requisition is finalized for less, thus indicating that the outstanding pre-encumbrance has been fully liquidated. This flag also displays as selected when the requisition distribution has been canceled. When the requisition is closed and remaining pre-encumbrance amount liquidated on the budget, this flag displays as selected on the requisition distribution.

#### **Related Links**

"Defining Purchasing Item Attributes" (PeopleSoft FSCM 9.2: Purchasing)

## **VAT Details For Distribution Page**

Use the VAT Details for Distribution page (REQ\_INQ\_DIST\_VAT) to review value added tax (VAT) information for the distribution line.

The page does not appear when the Calculate VAT on Req check box at the Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, or the VAT\_DETAILS eProcurement role action is not used. Using this page, you can override the recovery percentage and rebate percentage, and can recalculate or reset VAT default changes that are made to VAT determinants.

## Navigation

Click the Distribution VAT icon on the Requisition Details page.

Use this page to view VAT details at the distribution line level. Information that appears on the page relates to the requisition line number item and the schedule that you selected on the Manage Requisitions page. The page does not appear when the Calculate VAT on Req check box at the Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, or the VAT\_DETAILS eProcurement role action is not used. Using this page, you can override the recovery percentage and rebate percentage, and can recalculate or reset VAT defaults changes that are made to VAT determinants.

## Image: VAT Details for Distribution page

This example illustrates the fields and controls on the VAT Details for Distribution page. You can find definitions for the fields and controls later on this page.

Requisition Distribution VAT

Line 1      Sched Num 1      Distrib 1

[Return To Distribution Page](#)

[Expand All Sections](#)      [Collapse All Sections](#)

**VAT Defaults**

▶ VAT Registrations

▼ VAT Controls

Use Type: COMM

Apportionment Control: Distribution GL Business Unit

Recovery Source: Automatically calculated

Rebate Source: Automatically calculated

▼ VAT Treatments

Treatment: Domestic Goods Purchase

▼ VAT Details

Tax Rate: 19.6000

Transaction Type: FAMD

▼ VAT Calculations

|                    |                |                         |                |
|--------------------|----------------|-------------------------|----------------|
| Transaction Amount | 1180722.60 FRF | Transaction Amount Base | 1180722.60 FRF |
| Basis Amount       | 1180722.60 FRF | Basis Amount Base       | 1180722.60 FRF |
| Tax Rate           | 19.6000        |                         |                |
| Recorded Amount    | 231421.63 FRF  | Recorded Amount Base    | 231421.63 FRF  |
| Recovery Percent   | 100.00         |                         |                |
| Rebate Percent     | 0.00           |                         |                |
| Recovery Amount    | 231421.63 FRF  | Recovery Amount Base    | 231421.63 FRF  |
| Rebate Amount      | 0.00 FRF       | Rebate Amount Base      | 0.00 FRF       |

[Recalculate](#)

## VAT Defaults

### Use Type

Determines VAT recoverability. The field value is retrieved from the VAT default hierarchy, but you can override this value.

Use type is a type of activity in which a purchased good or service will be used and, therefore, to determine a recoverability



percent and a rebate percent (when applicable) that is applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you can associate either the ratio of taxable activity to exempt activity directly with the use type, or you can indicate that this ratio is determined at the ChartField level.

### **Apportionment Control**

Displays the business unit that you want to control the VAT apportionment. This value appears by default from the Purchasing business unit. VAT apportionment is the mechanism that enables you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

### **Recovery Source**

Select whether the VAT recovery is *Automatic* or *Manual*. This value appears by default from the Purchasing business unit. If you select *Manual*, enter a value in the Recovery Percent field.

### **Rebate Source**

Select whether the VAT rebate is *Automatic* or *Manual*. This value appears by default from the Purchasing business unit. If you select *Manual*, enter a value in the Rebate Percent field.

### **Treatment**

Controls default and transaction behavior. A description of how the transaction must be treated for VAT purposes. This value is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return. You can override the values in this field.

The VAT defaulting hierarchy determines the value of this field based on the country in which the service is deemed to have been performed, and the countries in which the bank and beneficiary are located and registered.

### **VAT Code**

Select a value to specify the rate at which VAT is calculated.

The VAT code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions.

The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code do not reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

### **Transaction Type**

Select a value to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

## **VAT Calculations**

### **Transaction Amount**

VAT amount in the transaction currency.

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transaction Amount Base</b> | VAT amount in the base currency.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Basis Amount</b>            | VAT basis amount in transaction currency.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Basis Amount Base</b>       | VAT basis amount in the base currency.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Tax Rate</b>                | Displays the rate at which this item is taxed.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Recorded Amount</b>         | Displays the amount of VAT calculated for the schedule in the transaction currency.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Recorded Amount Base</b>    | Displays the amount of VAT calculated for the schedule in the base currency.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Recovery Percent</b>        | <p>Displays a system-calculated value based on the selected VAT use type. You can override the automatic value if the VAT Allow Override Recovery/Rebate field on the business unit indicates that manual override is allowed. This value must be less than or equal to 100 and a positive number.</p> <p>To access the field, select eProcurement &gt; Procurement Application Admin &gt; Maintain Business Units &gt; Processing Options and click the Set VAT Default link.</p> |
| <b>Rebate Percent</b>          | <p>Displays a system-calculated value based on the selected VAT use type. You can override the automatic value if the VAT Allow Override Recovery/Rebate field on the business unit indicates that manual override is allowed. This value must be less than or equal to 100 and a positive number.</p> <p>To access the field, select eProcurement &gt; Procurement Application Admin &gt; Maintain Business Units &gt; Processing Options and click the Set VAT Default link.</p> |
| <b>Recovery Amount</b>         | VAT recovery amount in the transaction currency.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Recovery Amount Base</b>    | VAT recovery amount in the base currency.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Rebate Amount</b>           | Calculated VAT rebate amount in the transaction currency.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Rebate Amount Base</b>      | Calculated VAT rebate amount in the base currency.                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Related Links

"Understanding VAT" (PeopleSoft FSCM 9.2: Global Options and Reports)

## Edit Requisition-Review and Submit Page

Use the Edit Requisition-Review and Submit page (PV\_REQ\_CHECKOUT) to edit requisition information.

This page is accessible only for open requisitions.

## Navigation

Select *Edit* in the Select Action field on the Manage Requisitions page. Click the Go button.

### Image: Edit Requisition - Review and Submit page (1 of 2)

This example illustrates the fields and controls on the Edit Requisition - Review and Submit page. You can find definitions for the fields and controls later on this page.

**Edit Requisition - Review and Submit**  
Review the item information and submit the req for approval. [Requisition Settings](#)

**Requisition Summary**

Business Unit: FRA01    FRANCE OPERATIONS    Requisition Name: 0000000005  
 Requester: VP2    Michael Buhler    Requisition ID: 0000000005  
 \*Currency: FRF    Priority: Medium

**Cart Summary: Total Amount 2,481.38 FRF**  
 Expand lines to review shipping and accounting details [Add More Items](#)

**Requisition Lines**

| Line | Description    | Item ID | Supplier     | Quantity | UOM  | Price     | Total   | Details | Comments | Delete |
|------|----------------|---------|--------------|----------|------|-----------|---------|---------|----------|--------|
| 1    | Monitor 16inch | FRA-02  | Axis Systems | 1.0000   | Each | 958.2300  | 958.23  |         | Add      |        |
| 2    | Monitor 17inch | FRA-03  | Axis Systems | 1.0000   | Each | 1273.5400 | 1273.54 |         | Add      |        |

Select All / Deselect All    Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount: 2,231.77 FRF  
 VAT Amount: 249.61 FRF  
 Requisition Amount: 2,481.38 FRF  
 Pre-Encumbrance Balance: 2356.57 FRF

### Image: Edit Requisition - Review and Submit page (2 of 2)

This example illustrates the fields and controls on the Edit Requisition - Review and Submit page. You can find definitions for the fields and controls later on this page.

**Shipping Summary**  
[Edit for All Lines](#)

Ship To Location: FRA01  
 Address: 112, Avenue Kleber  
 Paris 75117  
 Attention To: Michael Buhler  
 Comments:

**Requisition Comments and Attachments**  
 Enter requisition comments  
  
☐ Send to Supplier    ☐ Show at Receipt    ☐ Shown at Voucher    [Add more Comments and Attachments](#)

**Approval Justification**  
 Enter approval justification for this requisition

☐ Check Budget    ☐ Pre-Check Budget    Budget Checking Status: **Valid**

[Save & submit](#)    [Save for Later](#)    [Add More Items](#)    [Add Request Document](#)

## Image: Edit Requisition - Review and Submit page

This example illustrates the fields and controls on the Edit Requisition - Review and Submit page. You can find definitions for the fields and controls later on this page.

**Edit Requisition - Review and Submit**  
Review the item information and submit the req for approval.

[Requisition Settings](#)

**Requisition Summary**

Business Unit:  US001 NEW YORK OPERATIONS Requisition Name:   
 Requester:  Kenneth Schumacher Requisition ID:   
 Currency:  Priority:   
 Card Number:  Expiration Date:   
☐ Use Procurement Card

Cart Summary: Total Amount 1,316.37 USD

Expand lines to review shipping and accounting details: [Add More Items](#) First 21 to 30 of 30 Last

| Line | Description                | Item ID | Supplier           | Quantity | UOM  | Price    | Total  | Details | Comments | Delete |
|------|----------------------------|---------|--------------------|----------|------|----------|--------|---------|----------|--------|
| 21   | Graphics Software          | USA-02  |                    | 1.0000   | Each | 230.0000 | 230.00 |         | Add      |        |
| 22   | Consulting                 | EX2018  |                    | 1.0000   | Each | 120.0000 | 120.00 |         | Add      |        |
| 23   | Hard-sided Cooler, 40 Qt.  | 10058   | ERNIE'S BIKE SHOP  | 1.0000   | Each | 48.0000  | 48.00  |         | Add      |        |
| 24   | Ice Chest, 80 Qt.          | 10060   | ERNIE'S BIKE SHOP  | 1.0000   | Each | 32.0000  | 32.00  |         | Add      |        |
| 25   | Co-Z Child Trailer         | 10031   | ERNIE'S BIKE SHOP  | 1.0000   | Each | 85.0000  | 85.00  |         | Add      |        |
| 26   | Sierra 1 Burner Stove      | 10040   | CAMPER'S WAREHOUSE | 1.0000   | Each | 35.0000  | 35.00  |         | Add      |        |
| 27   | Super Shower Kit, 5 Gallon | 10063   | CAMPER'S WAREHOUSE | 1.0000   | Each | 25.0000  | 25.00  |         | Add      |        |
| 28   | Matchless 2 Burner Stove   | 10043   | CAMPER'S WAREHOUSE | 1.0000   | Each | 25.0000  | 25.00  |         | Add      |        |
| 29   | Cookie's Chow Kit Utensils | 10056   | CAMPER'S WAREHOUSE | 1.0000   | Each | 1.0000   | 1.00   |         | Add      |        |
| 30   | 3 Season Mummy Bag, Long   | 10037   | CAMPER'S WAREHOUSE | 1.0000   | Each | 120.0000 | 120.00 |         | Add      |        |

If you add an additional line to an existing requisition, the new line is numbered as the last line of the requisition.

Most field descriptions for the Edit Requisition component are located in the [Creating Requisitions](#) section. In the Edit Requisition component, some additional fields appear; these fields are discussed below.

If chunking is enabled, then requisition lines in the first chunk will appear and chunking navigation will be visible on this page.

See [Requisition Settings Page](#).

**First <#> to <#> of <#> Last**

Displays the number of requisition line rows that are displayed on the page if requisition chunking is enabled.

For example, if 21 to 30 of 30 is displayed. It means that the system is displaying the first 20 lines on the page and that there are a total of 30 lines.

The number of requisition lines is determined by the requisition value entered on the eProcurement Installation Options page.

When clicking on the > or the Last link to retrieve a new set of lines, the system warns you that the requisition will be automatically be saved prior to retrieving the next set of lines if they are changed.

---

**Note:** These chunking navigation links appear only when editing an existing requisition. They are not displayed during add mode.

---

## Track Batch

Displays the track batch (change batch) sequence number. This field only appears if you have changed a field marked for track change on the requisition change template. The first time that you save a changed requisition, the system displays Track Batch 1 in the requisition header. Each time that you make a change to the requisition, the system increases the track batch number by one. The track batch sequence number appears on the View Requisition Change Tracking History page to distinguish one change from another change and from the original field value.

See [Changing Requisitions](#).

## First, <, >, and Last

The First, arrow icons (<,>), and Last links appear if requisition line chunking has been enabled on the eProcurement Installation Options page using the Requisition field. Requisition chunking splits the requisitions lines of a large requisition into more manageable groups, such as 10 lines per chunk. The number of requisition lines displayed is determined by the requisition value entered on the eProcurement Installation Options page. The chunking links enable you to move between chunks and they appear only when editing an existing requisition and not when creating a requisition. They are not hidden on the Requisition page when the total number of lines equals or is less than the chunking limit until you click the Save for Later button.

When clicking the > or the Last link to retrieve a new set of lines for the first time, the system warns you that the requisition will be automatically saved before retrieving the next set of lines. This enables the system to save any changes made to the first chunk of lines. The warning message will not be issued during subsequent navigation between chunks, and it appears only once per session.



The Sourced to Purchase Order icon displays to the right of the Line number and indicates that the requisition line has been sourced to a purchase order line. If the line has not yet been sourced to a purchase order, no icon appears.



The Unavailable for Edit icon displays to the right of the Line number and indicates that the requisition line cannot be changed. Users cannot edit requisition lines when:

- The line has been submitted for an RFQ (request for quote).
- Sourcing is in process for the requisition line.
- A sourcing event is in process for the line item.
- The line is sourced to PeopleSoft Inventory.

- The line is a Services Procurement requisition line that has been sourced.



Click the Details button to access the Line Details (PV\_REQ\_LINE\_DTLS) page to change requisition line details.



Click to have the system recalculate and update VAT amounts for the requisition.

### **VAT Amount (value added tax amount)**

Displays the amount of value added tax (VAT) calculated on a VAT-enabled requisition. It does not appear when the Calculate VAT on Requisition check box at Purchasing business unit level is not selected, the purchasing business unit is not in a VAT environment, the VAT\_DETAILS eProcurement role action is not used, and the user eProcurement role is not added to the user ID profile.

In addition, for Purchasing Requisition in a VAT enabled Business Unit, VAT Amount and icon also do not appear when the User ID Preferences - Requisition Authorizations for Allowed Requisition Actions of View/Override VAT Details is not selected.

### **Pre-Encumbrance Balance**

Displays the pre-encumbrance balance amount after requisition is successfully budget checked. When you use commitment control, the system deducts each type of financial obligation from the budget and tracks it according to obligation type. This enables you to determine the money that you have committed in pre-encumbrances. The system extracts these values from commitment control tables by passing the business unit, document ID, and other key information that depends on the display. The system displays this field only when commitment control for purchasing is enabled and if the document has been budget checked successfully at least once. In addition, a default commitment detail ledger must be selected on the Ledgers For A Unit – Commitment Control Options page so that the accounting entries can be summarized to display the respective pre-encumbrance balance for the requisition.

Pre-encumbrance balance appears in the transaction currency of the requisition and is based on the transaction budget date, general ledger unit, and commitment control ledger group. Pre-encumbrance balance can be partially or fully liquidated from purchase orders.

Click the Pre-Encumbrance Balance amount hyperlink to view Requisition Accounting Entries. You can use this page to view accounting information details including the commitment control ledger group and transactions that have been performed against the requisition.

### **Delete**

Click to delete selected requisition lines. You cannot delete a requisition line that has been sourced to a purchase order. You

cannot use this button to delete a requisition line that has not passed budget checking when Commitment Control is used.

### Current Change Reason

Click this link to access the Change Reason page where you can view the reason code and comments attached to a change request.

See [Change Reason Page](#).

### Preview Approvals

Click this link to save the requisition first before a pop-up modal window of the workflow approval map is displayed within Edit Requisition – Review and Submit page if all requisition lines are available for sourcing. It will display a message if one of the requisition lines is sourced to Purchase Order.

If the requisition is in add mode, when you click this link, the requisition is automatically saved and a modal window of the workflow approval map within Edit Requisition – Review and Submit page will pop up.

### Save & Submit

Click to save the requisition and submit it for approval, sourcing, and dispatching to a supplier.

### Save for Later

Click to save the requisition for later review or submission.

See [Understanding Requisition Chunking](#)

## Requisition Details for <Requester> Page

Use the Requisition Details for <Requester> page (PV\_REQ\_CANCEL) to cancel a requisition.

### Navigation

On the Manage Requisitions page, select *Cancel* in the Select Action field. Click the Go button.

### Image: Cancel Requisition

This example illustrates the fields and controls on the Cancel Requisition. You can find definitions for the fields and controls later on this page.

| Requisition Details for:      |                  | Kenneth Schumacher |                    |        |        |
|-------------------------------|------------------|--------------------|--------------------|--------|--------|
| Business Unit US001           |                  | Date 12/06/2012    |                    |        |        |
| Requisition Name 0000000174   |                  | Status Approved    |                    |        |        |
| Requisition ID 0000000174     |                  | Total 500.00 USD   |                    |        |        |
| Line Details                  |                  |                    |                    |        |        |
| Line                          | Item Description | Status             | Price              | Qty    | Total  |
| 1                             | Desktop Boxware  | Approved           | 500.00000 Each     | 1.0000 | 500.00 |
| Return to Manage Requisitions |                  |                    | Cancel Requisition |        |        |

Click a line item link to review the details of that line item.

**Cancel Requisition**

Click to cancel a requisition. You can cancel any requisition for which a purchase order is not already submitted.

---

## Approving Requisitions

Within PeopleSoft eProcurement, the approval of a requisition is handled by the approval workflow framework. After a requisition is created, the system routes the transaction to an approver. The approver can view and take action in two ways: using their worklist or navigating directly to the Manage Requisition Approvals page. The approver can preview, in a graphical format, the path that the requisition approval will take, view who has already approved the requisition, and see any comments that previous approvers have entered. Once a requisition has completed the approval process, the requisition can be sourced to a material stock request or purchase order.

See [Performing Approval Tasks for Requisitions](#).



# Requisition Inquiry Skill Chatbot

## Understanding Requisition Inquiry Skill

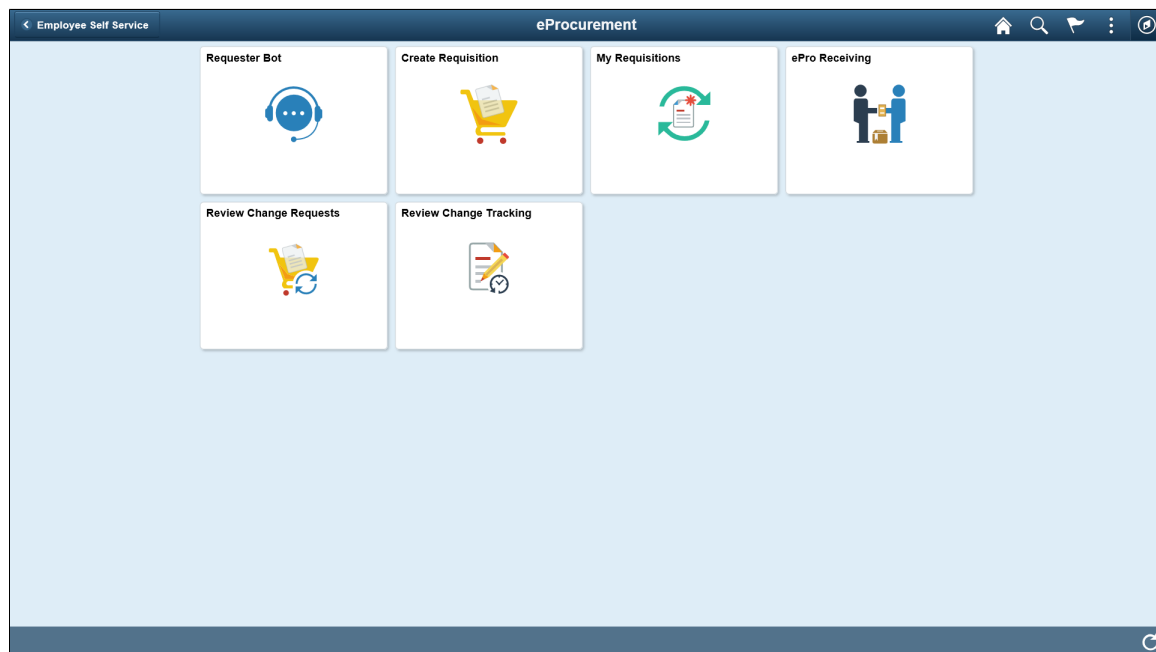
Requisition Inquiry Skill is a PeopleSoft chatbot that uses the Oracle Digital Assistant (ODA) platform for interacting with users to help them perform certain tasks.

The Requisition Inquiry Skill chatbot allows requesters to quickly search for their requisition items and view the status of items in the Request Lifespan. It also saves the time and effort of searching the requisitions within the Manage Requisitions component each time to know the current status of the requisition and its corresponding details. Requesters can interact with the chatbot using voice command or text message. Based on the chatbot's response, they can begin the interaction. For example, to know the status of a requisition item, a requester can enter the item ID or item description (complete or partial) and proceed the conversation based on the options displayed on the chat window.

The chatbot can respond to questions about the requisition statuses, such as Open, Pending, Approved, Denied, PO(s) Created, PO Partially Created, PO(s) Dispatched, PO Partially Dispatched, and Received.

### Image: eProcurement page - Requester Bot tile

This example illustrates the fields and controls on the eProcurement page - Requester Bot tile.



Selecting the Requester Bot tile on the eProcurement page launches the Requester Bot chat window. The requester can start the inquiry by entering a general greeting or a search text; no need to use explicit and codified instructions. The chatbot proactively tells the requester how to proceed the conversation.

The chatbot consists of the following Intents:

- Greeting — Greeting Message
- ExitGreeting — Exit
- ItemDesc\_Status — Match Item Description
- ItemID\_Status — Match Item ID

The chatbot uses the following Services:

- EPRO\_GETREQ\_FORITEM — To get the list of requisitions that match an item.
- EPRO\_GET\_ITEM\_DESC — To get the list of items from the requisitions that match an item description.
- EPRO\_REQ\_ID\_STATUS — To display additional requisition line information (depending on the line status) when the More Details link is selected.

For more information about ODA, see [Oracle Digital Assistants and Skills](#).

---

## Setting Up Requisition Inquiry Skill

This topic discusses how to configure the Requisition Inquiry Skill chatbot.

### Pages Used to Set Up Requisition Inquiry Skill

| <b>Page Name</b>       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                             |
|------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bot Definition Page    | EOCB_BOTDEFN_FL        | <p>To view the existing Bot configurations and newly define a bot.</p> <p>To display the Requester Bot tile on any application homepage, the administrator must follow the steps described in the <a href="#">Enabling Requisition Inquiry Skill</a> section.</p> <p>For more information, see PeopleTools: <i>Administering Content References</i>.</p> |
| Branding Template Page | EOCB_BRNDTMPL_FL       | To define the template to brand the chatbot.                                                                                                                                                                                                                                                                                                             |

### Enabling Requisition Inquiry Skill

Use the Fluid Attributes tab (PORTAL\_GROUPLET) on the Content Ref Administration (PORTAL\_CREF\_ADM) page to add the Requester Bot tile to any homepage.

## Navigation

PeopleTools > Portal > Structure and Content > Fluid Structure and Content > Fluid Pages > Employee Self-Service

Select the Edit option for the Requester Bot label.

### Image: Content Ref Administration page

This example illustrates the fields and controls on the Content Ref Administration page.

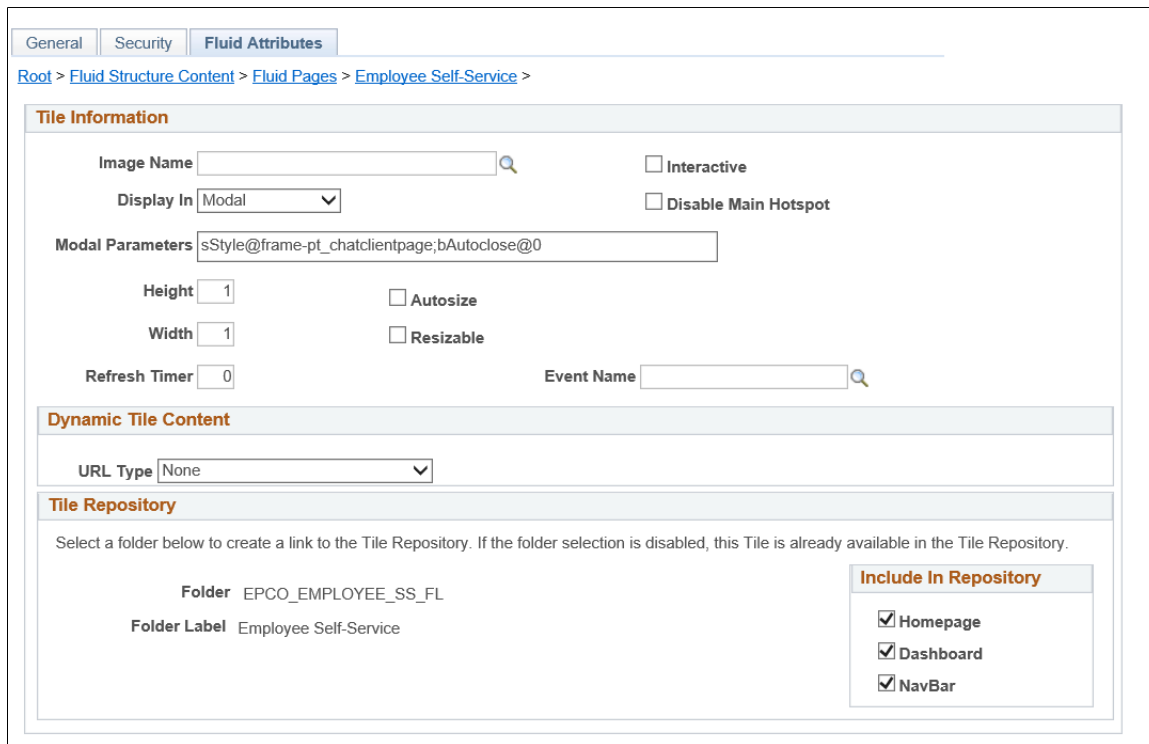
The screenshot displays the 'Content Ref Administration' page with the following sections and fields:

- General Tab:**
  - Name:** EP\_EPRO\_CHATBOT
  - \*Label:** Requester Bot
  - Long Description (254 Characters):** [Empty text area]
  - Product:** [Empty dropdown]
  - Sequence number:** [Empty text field]
  - Owner ID:** [Empty text field with search icon]
  - Usage Type:** Target (dropdown)
  - Storage Type:** Remote by URL (dropdown)
  - Valid from date:** 09/30/2019 (calendar icon)
  - Valid to date:** [Empty text field with calendar icon]
  - Creation Date:** 09/30/2019
  - Checkboxes:**
    - ☐ WSRP Producing
    - ☒ No Template
    - ☒ Fluid Mode
    - ☒ Display on Small Form Factor
- URL Information Section:**
  - \*Node Name:** LOCAL\_NODE (with search icon)
  - URL Type:** PeopleSoft Component (dropdown)
- Component Parameters Section:**
  - \*Menu Name:** EOCB\_MENU\_FL
  - \*Market:** GBL (with search icon)
  - \*Component:** EOCB\_CLIENT\_FL
  - Additional Parameters:** BOTID=EPRO\_REQUESTER\_BOT
  - Example:** name1=value1&name2=value2
- Content Reference Attributes Section:**
  - Name:** [Empty text field]
  - Label:** [Empty text field]
  - Attribute value:** [Empty text field]
  - Checkboxes:**
    - ☐ Hide from portal navigation
    - ☐ Hide from MSF navigation
    - ☒ Translate
  - Buttons:** Create Content Reference Link, Add Content Reference, Test Content Reference, Attribute Information

Select the Fluid Attributes tab.

## Image: Structure and Content - Fluid Attributes page

This example illustrates the fields and controls on the Structure and Content - Fluid Attributes page.



In the Tile Repository grid, select the Homepage checkbox so that the Requester Bot tile displays on the Employee Self Service homepage.

## Bot Definition Page

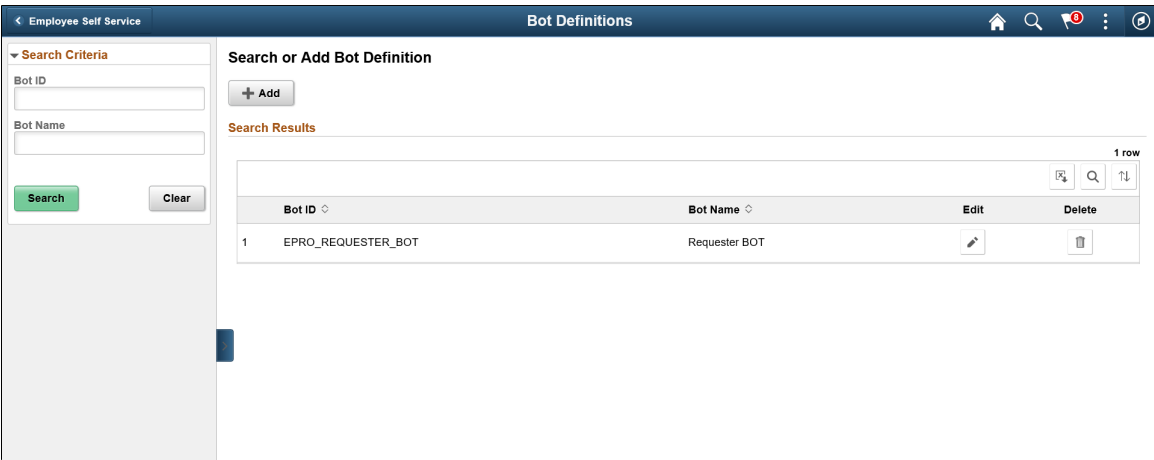
Use the Bot Definition (EOCB\_BOTDEFN\_FL) page to view the existing bot identifiers and newly define a bot.

### Navigation

Enterprise Components > Chatbot Configurations > Bot Definitions

Image: Bot Definitions page

This example illustrates the fields and controls on the Bot Definitions page.

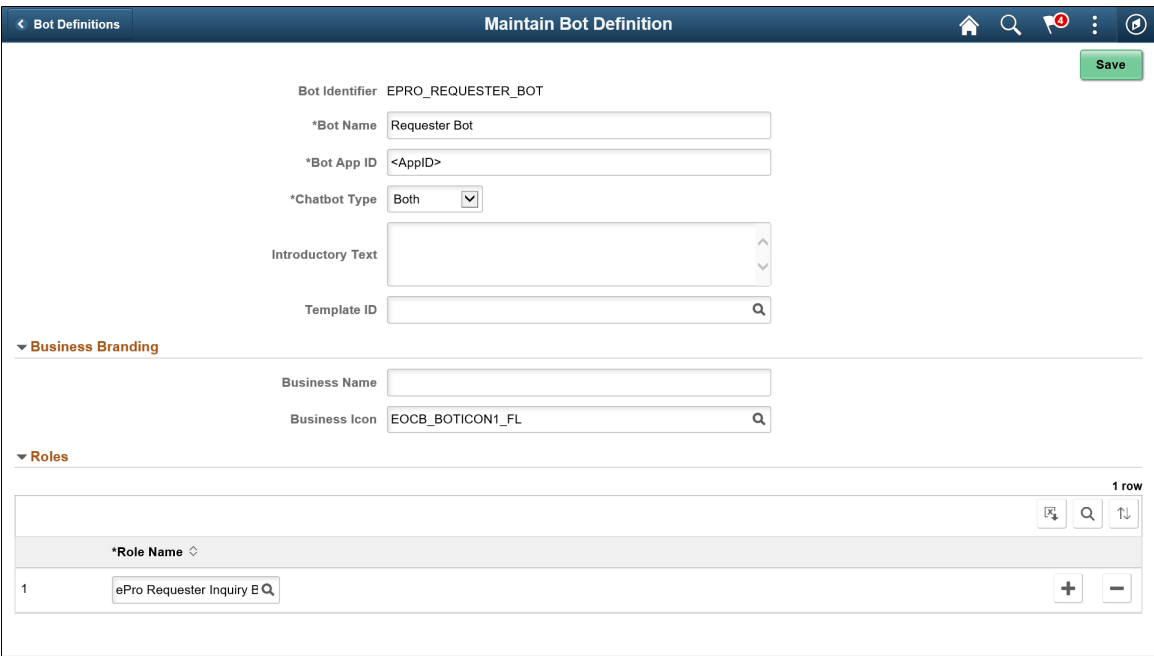


Select the Add button to add a new bot definition.

To modify an existing bot definition, click the Edit icon.

Image: Maintain Bot Definition page

This example illustrates the fields and controls on the Maintain Bot Definition page. You can find definitions for the fields and controls later on this page.



**Bot Identifier** Displays the Root package ID defined in the application server.

**Bot Name** Displays the bot’s name.

**Bot App ID** Specify the app ID generated by the ODA Skill created for this bot. The ID links the bot to the skill in the ODA.

|                          |                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chatbot Type</b>      | Two types of chatbot are Web Based and Widget. Based on the selection, the Bot client can be deployed on a page as a tile or a widget. To display both the tile and widget on a page, select the Both option. |
| <b>Introductory Text</b> | Displays the descriptive text that appears when the chat window opens.                                                                                                                                        |
| <b>Template ID</b>       | Displays the ODA template name selected for creating the bot.                                                                                                                                                 |
| <b>Business Name</b>     | Displays the name given to the bot.                                                                                                                                                                           |
| <b>Business Icon</b>     | Displays the bot icon as per the business need.                                                                                                                                                               |
| <b>Role Name</b>         | Displays the role (ePro Requester Inquiry Bot) that has been granted access to the bot.                                                                                                                       |

For more details, see Enterprise Components Documentation: "Understanding the Chatbot Architecture" (PeopleSoft 9.2: Enterprise Components).

Branding Template Page

Use the Branding Template (EOCB\_BRNDTMPL\_FL) page to brand the bot.

Navigation

Enterprise Components > Chatbot Configurations > Branding Templates

Image: Maintain Branding Template page

This example illustrates the fields and controls on the Maintain Branding Template page. You can find definitions for the fields and controls later on this page.

Branding Templates

Maintain Branding Template

Save

Template ID PS\_ODA\_DEFAULT\_V1

Template Name Default ODA Branding

Icons

Business Icon EOCB\_BOTICON1\_FL

Button Icon EOCB\_BOTICON1\_FL

Background Image

Custom Options

```
{  "menuItems": {    "imageUpload": false,    "fileUpload": false,    "shareLocation": false  }}
```

Custom Text

| Custom Text | Message Set Number | Message Number | Message Text |
|-------------|--------------------|----------------|--------------|
| 1           |                    |                |              |

|                    |                                                |
|--------------------|------------------------------------------------|
| <b>Template ID</b> | Displays the ODA template ID used for the bot. |
|--------------------|------------------------------------------------|

|                         |                                                      |
|-------------------------|------------------------------------------------------|
| <b>Template Name</b>    | Displays the ODA template name.                      |
| <b>Business Icon</b>    | Displays the icon used for the bot.                  |
| <b>Button Icon</b>      | Displays the icon image to be displayed.             |
| <b>Background Image</b> | Displays the background option selected for the bot. |
| <b>Custom Options</b>   | Specify the custom option.                           |
| <b>Custom Text</b>      | Displays the specific text for the bot.              |

---

## Using Requisition Inquiry Skill

This topic discusses how requesters can interact with the Requisition Inquiry Skill chatbot and view their requisition details.

### Pages Used to Interact with Requisition Inquiry Skill

| <b><i>Page Name</i></b> | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                                |
|-------------------------|-------------------------------|--------------------------------------------------------------------|
| Requester BOT tile      | EP_PV_EPRO_CHATBOT            | To access the Requester Bot chat window and begin the interaction. |

### Requester Bot Tile

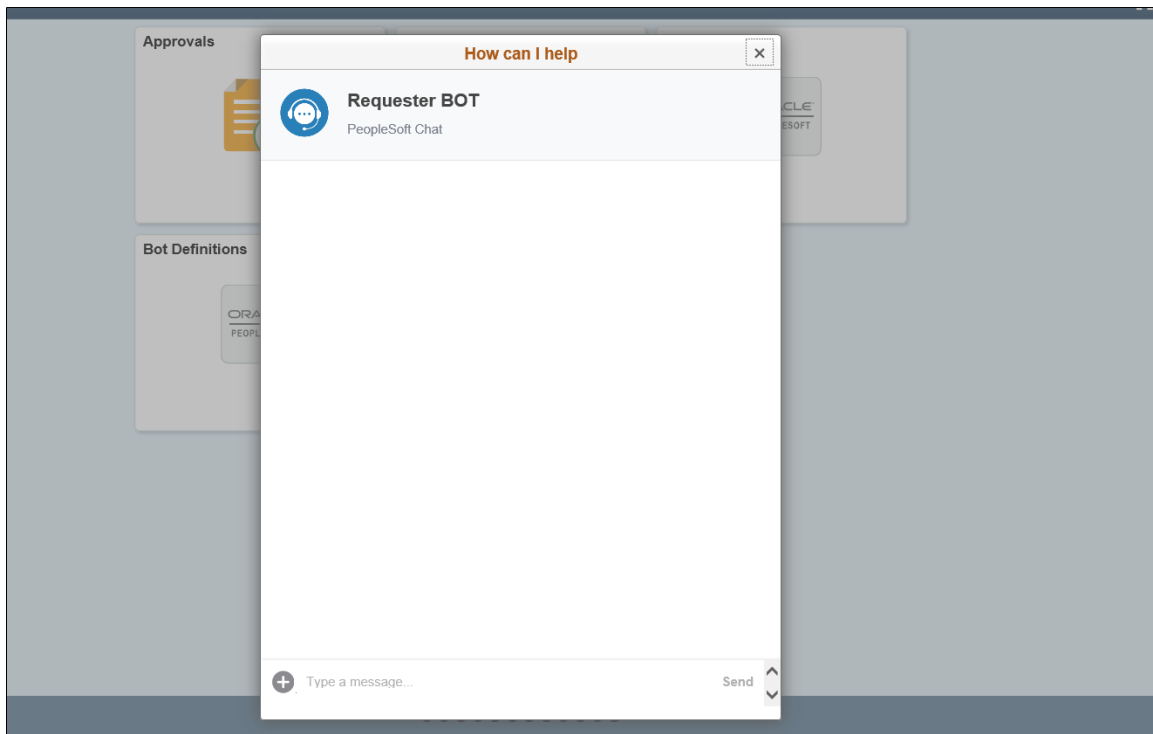
Select the Requester BOT tile to launch the Requester Bot chat window and quick start the conversation with the chatbot.

#### Navigation

Click the Requester Bot tile on the eProcurement page.

**Image: Requester BOT chat window**

This example illustrates the fields and controls on the Requester BOT chat window.

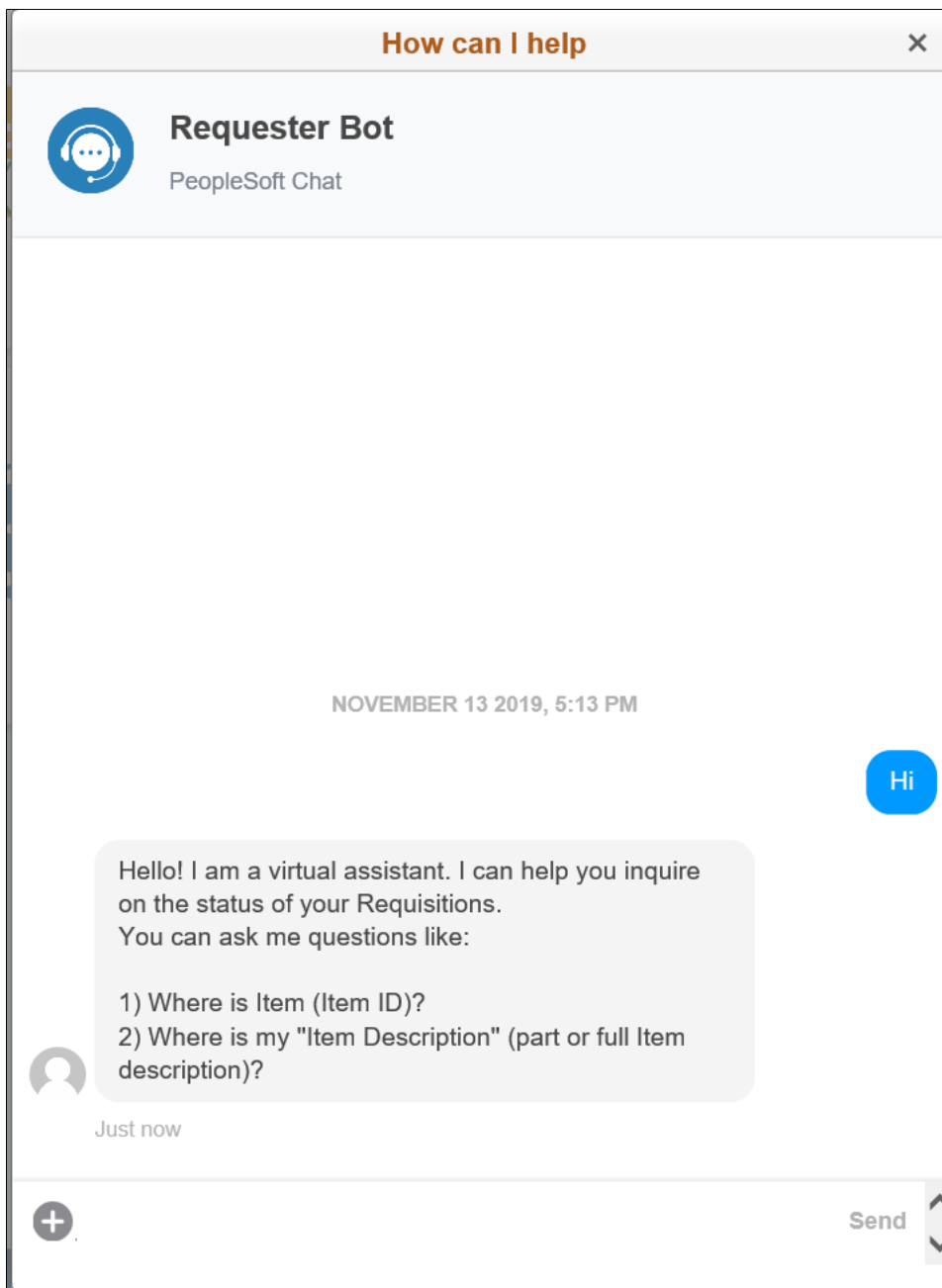


You can start the conversation either by entering a greeting message or a search string.



### Image: Requester BOT - Get Started

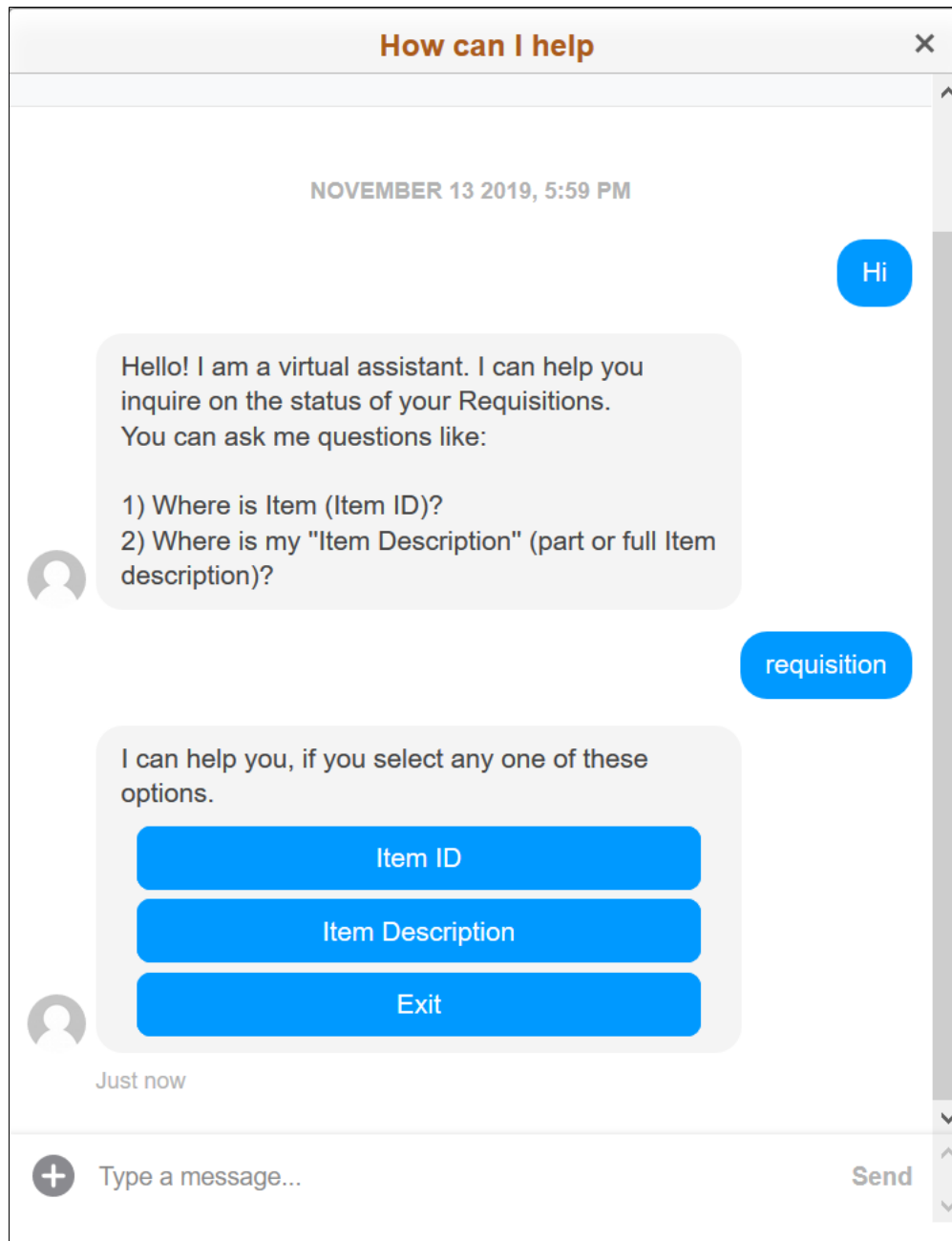
This example illustrates the fields and controls on the Requester BOT - Get Started.



The chatbot responds to the message by confirming its readiness to provide assistance. Based on the screen display, you can continue the conversation. To search for requisition details, you can enter an item ID or item description (partial or complete). You can use double quotes when entering an item description (for example, where are my “gloves”). If you enter an item ID, it must follow the word ‘item’ (for example, item xxxxx).

**Image: Requester BOT – Menu Options**

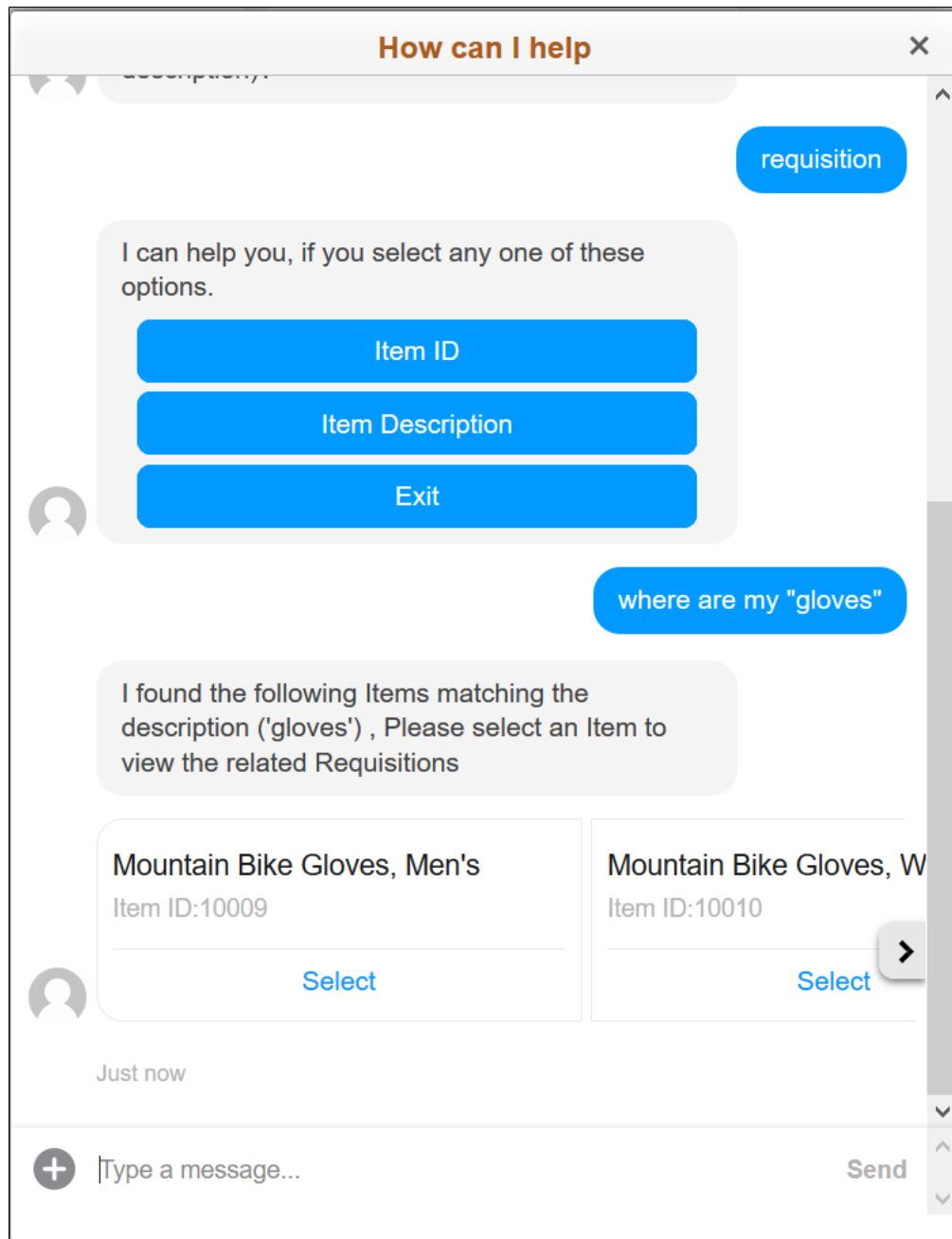
This example illustrates the fields and controls on the Requester BOT – Menu Options.



If you are not sure about the search text to be entered, enter a general message. The bot displays the available menu options. Select an option, for example, Item Description, and continue your search.

**Image: Requester BOT – View Results**

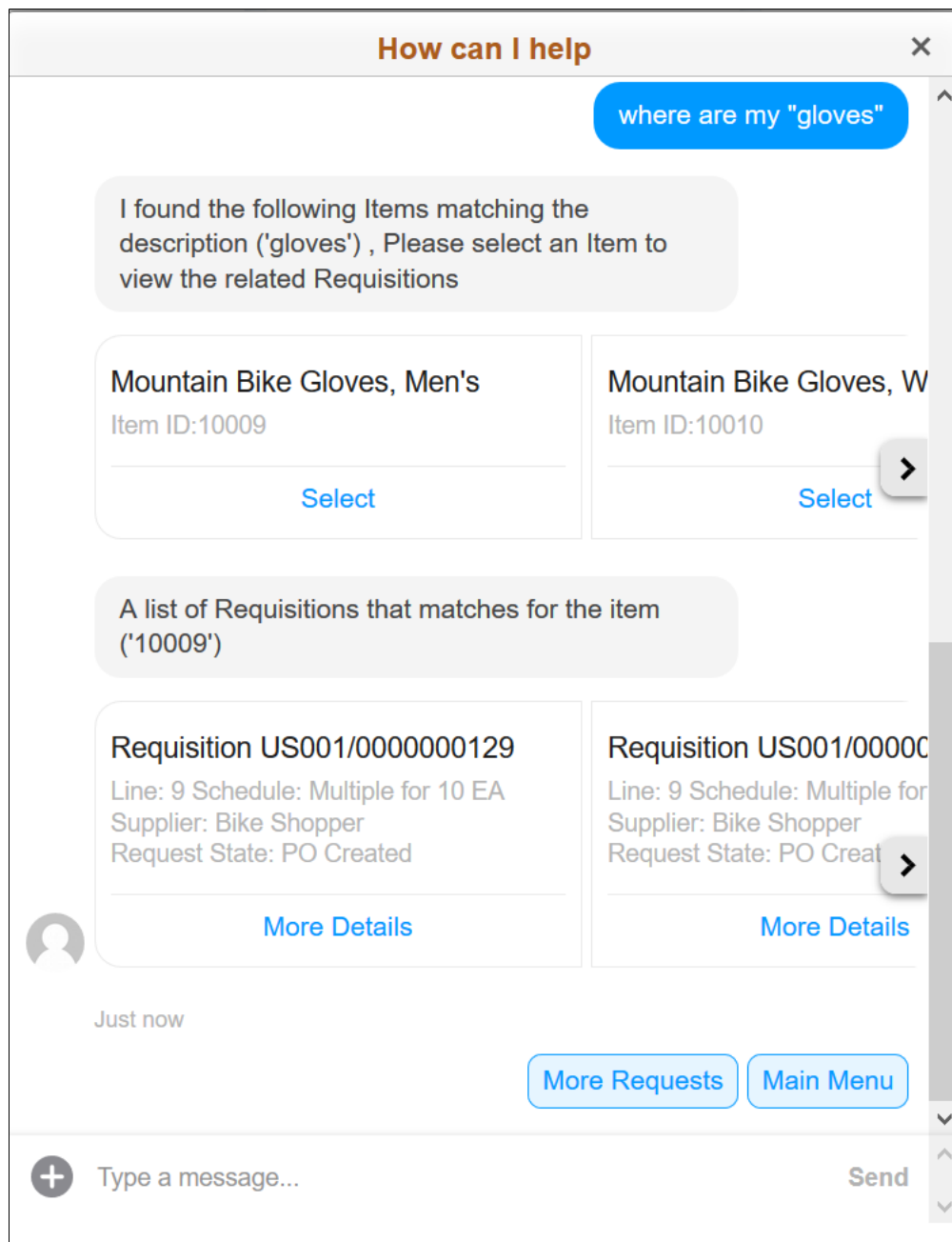
This example illustrates the fields and controls on the Requester BOT – View Results.



Based on the selected menu option and the message entered, the bot retrieves a set of results. Select an item to view its requisitions.

**Image: Requester BOT – View details**

This example illustrates the fields and controls on the Requester BOT – View details.



The bot displays a list of requisitions created for the item. For each requisition, the details such as the Business Unit associated to the requester, Requisition ID, Line number, Schedule, Supplier, and the Request State are shown. The More Requests button appears if there are more than five requisitions for that item.

Select the More Details link to view the details of a requisition.

### Image: Requisition Item – More details

This example illustrates the fields and controls on the Requisition Item – More details.

The chatbot interface is titled "How can I help" with a close button (X) in the top right corner. Below the title bar, there are two "Select" buttons. The main content area displays a list of requisitions that match the item '10009'. Each requisition entry includes the requisition number, line, schedule, supplier, and request state, along with a "More Details" link. The chatbot also provides a detailed view of a specific requisition line, showing the purchase order created for it. At the bottom, there is a text input field with a plus icon, a "Send" button, and a "Just now" timestamp.

**How can I help** X

Select Select

A list of Requisitions that matches for the item ('10009')

| Requisition US001/0000000129                                                                | Requisition US001/0000000129                                                                |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Line: 9 Schedule: Multiple for 10 EA<br>Supplier: Bike Shopper<br>Request State: PO Created | Line: 9 Schedule: Multiple for 10 EA<br>Supplier: Bike Shopper<br>Request State: PO Created |
| <a href="#">More Details</a>                                                                | <a href="#">More Details</a>                                                                |

The Details about a Requisition US001/0000000129 of Line: 9

1. Purchase Order 0000000105/9/2 is created for Supplier Bike Shopper with quantity 4 is in Approved Status The Due Date is 05/22/2005
2. Purchase Order 0000000105/9/1 is created for Supplier Bike Shopper with quantity 6 is in Approved Status The Due Date is 05/22/2005

I can help you with some other Query

Just now

+ Type a message... Send

For each requisition line, the bot displays the item's status and the purchase order created.

After getting the required details, you can exit the conversation with the chatbot.



# PeopleSoft Mobile Approvals

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## Understanding Mobile Approvals

The PeopleSoft Mobile Approvals feature provides an option to approve transactions using a mobile device using the Fluid User Interface as opposed to using the Classic User Interface. Approvers continue to take Application Workflow Engine (AWE) actions on PeopleSoft transactions pending their approval, but can do so using any form factor. See [Access Approval Pages](#).

---

**Important!** PeopleSoft Financials and Supply Chain Management is converting from PeopleTools - Mobile Approval Platform (MAP) technology to Enterprise Components - Fluid Approval technology. This chapter discusses Enterprise Components - Fluid Approval only. For information about PeopleTools MAP technology, see previous image documentation.

---

**Note:** When taking PeopleSoft Image 20, if you select “make me current” you receive Fluid approval technology for applications that previously used MAP technology. In addition, if you pull any MAP main Unit of Work (UOW) from a previous image, it switches all MAP applications to a Fluid Approval application.

---

Enterprise Components - Fluid Approval Framework technology consists of; Enterprise Objects Approval Workflow (EOAW), Application Workflow Engine (AWE), and Enterprise Objects Page Composer (EOPC). A minimum tools release of 8.54 is required for Fluid Approvals.

In order to use the Mobile Approval feature, applications must utilize the Approval Framework, also known as Approval Workflow Engine (AWE). All transactions must be created in the database, and adhere to the Approval Framework logic and configuration within each application.

Mobile Approvals provides a convenient option to review and approve pending requisitions, including these tasks from a mobile device, depending on the application:

- Approve, deny, push back, or hold pending requisitions at the header level and the line level.

You can perform approval actions for one or more requisitions, depending on setup.

- Add comments for approval actions.
- View approvals that other approvers have approved.
- View requestor comments and attachments associated with the pending transaction.
- View header and line level comments and attachments.
- View distribution details for the line item.

ChartField Display Templates are used to extend ChartField configuration to control the display of individual ChartFields on PeopleSoft Fluid components. It displays ChartFields in a consistent manner on PeopleSoft Fluid transaction pages across PeopleSoft products. For mobile approval the default

ChartField display template *ALLCFS* is used for all users, a permission list, or user ID. Use the "Assign by Key Field Values page" (PeopleSoft FSCM 9.2: Application Fundamentals) to assign ChartField display template to the fluid approval process.

## Access Approval Pages

The PeopleSoft Fluid User Interface is designed for users to access PeopleSoft pages using multiple form factors:

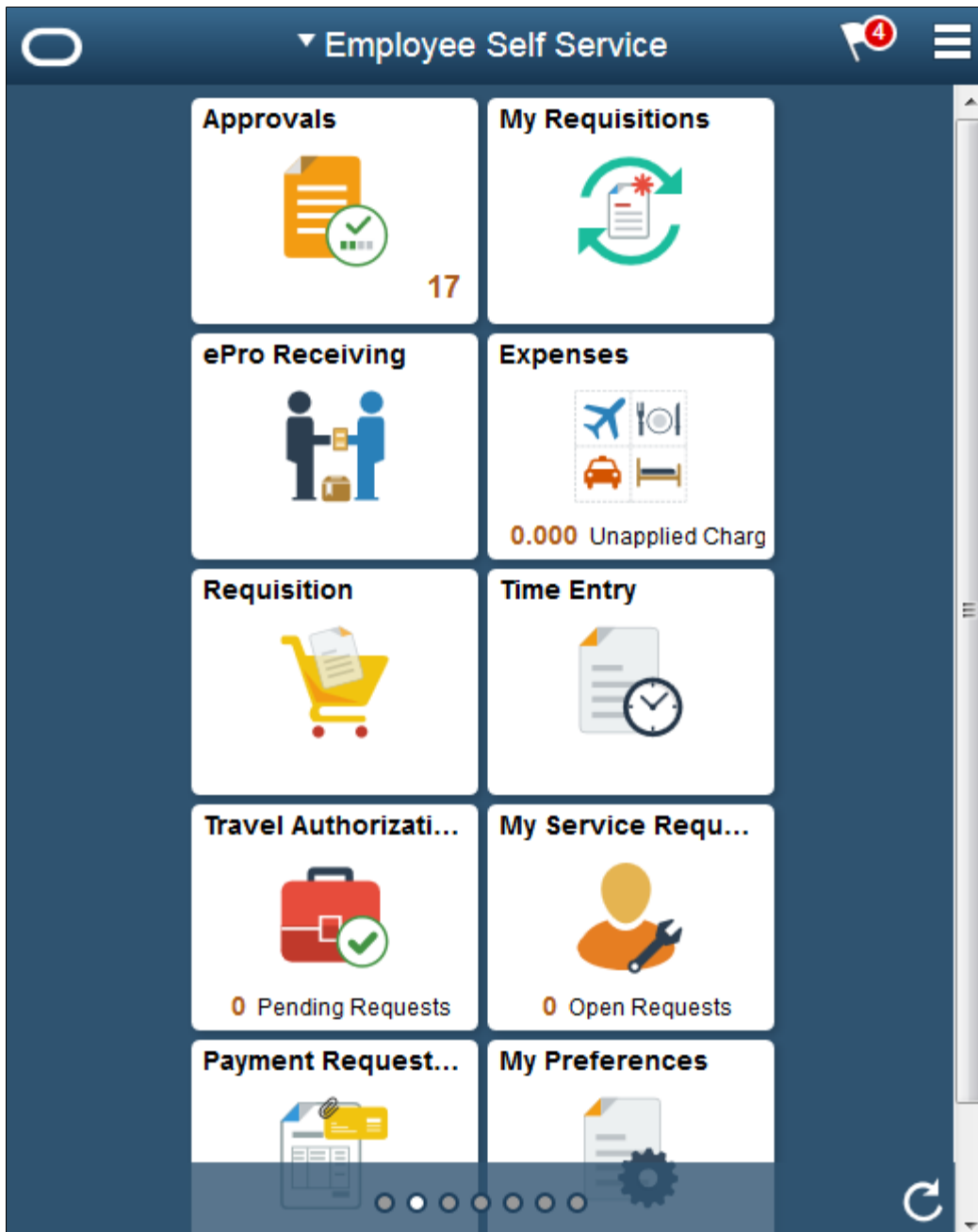
- SFF: Small Form Factor, such as smart phones.
- MFF: Medium Form Factor, such as tablets.
- LFF: Large Form Factor, such as large tablets.
- XLFF: Extra Large Form Factor, such as desktops.

When using a mobile device, you can access the approval page by selecting the Approvals tile from the Employee Self Service page. When you access the approval page by selecting the Approvals tile, the first page you see is the Pending Approvals page. The Pending Approvals page displays differently depending on your form factor. Approval transactions listed for each user depends on the permission level established for the user logged in.



**Image: Employee Self Service page**

This example illustrates the fields and controls on the Employee Self Service page.

**Related Links**

"Using the PeopleSoft Fluid User Interface to Work with Approvals" (PeopleSoft 9.2: Enterprise Components)

[Configuring Mobile Approvals](#)

[Approving Requisitions Using PeopleSoft Fluid User Interface](#)

## Configuring Mobile Approvals

### Prerequisites

For Enterprise Components - Fluid Approval Technology, the prerequisites are:

1. PeopleTools 8.54 is the minimum requirement.
2. Follow the instructions in the Mobile Approval Installation document, which can be accessed on Oracle's My Oracle Support (support.oracle.com), document number 2166359.1.
3. Enable and configure the PeopleSoft applications for Approval Framework.

See "Understanding the Approval Framework Feature" (PeopleSoft 9.2: Approval Framework).

### Pages Used to Configure PeopleSoft Mobile Approvals

| <i>Page Name</i>                                                                          | <i>Definition Name</i> | <i>Usage</i>                                             |
|-------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------|
| "Mobile Approval Options - General Settings Page" (PeopleSoft 9.2: Enterprise Components) | HMAP_MBL_TYPE_SET      | Configure the general settings for Mobile Approvals.     |
| "Mobile Approval Options - Transactions Page" (PeopleSoft 9.2: Enterprise Components)     | HMAP_MBL_TYPE_SET2     | Configure the transaction settings for Mobile Approvals. |
| "CAVF Configuration Setup Page" (PeopleSoft 9.2: Enterprise Components)                   | EOATT_CONFIG_DTLS      | Set up the Comments and Attachments View configuration.  |

## Approving Requisitions Using PeopleSoft Fluid User Interface

This section discusses about approving requisitions using the fluid user interface.



Click to watch a short video about [PeopleSoft Fluid Requisition](#).

### Pages Used to Approve Requisitions in the PeopleSoft Fluid User Interface

| <i>Page Name</i>                                          | <i>Definition Name</i> | <i>Usage</i>                                                                                |
|-----------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------|
| <a href="#">Pending Approvals Page</a>                    | Not Available          | Review and approve multiple requisitions. Access header details for a specific requisition. |
| <a href="#">Approval - Requisition Header Detail Page</a> | Not Available          | Review and approve a single requisition. Access line item details for a specific line.      |

| <b><i>Page Name</i></b>                            | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                                                                  |
|----------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|
| <u>Approval Line Detail Page</u>                   | Not Available                 | Review display-only line details.                                                                    |
| <u>Approvals History Page</u>                      | Not Available                 | Review a list of requisition approvals. Access the approval history for a specific requisition.      |
| <u>Approvals History - Requisition Header Page</u> | Not Available                 | Review the approvals history for a single requisition. Access line item details for a specific line. |

## Pending Approvals Page

Use the Pending Approvals – Requisition list page to review and approve multiple requisitions. Access header details for a specific requisition.

### Navigation

Employee Self Service > Approvals

On the Pending Approvals - View By Type page, select *Requisition* to view the list of all pending requisitions for approval.

**Image: Pending Approvals page (1 of 2)**

This example illustrates the fields and controls on the Pending Approvals page (1 of 2).

Employee Self Service

Pending Approvals

Search

1

Menu

Help

View By

Type

All

11

Purchase Order

4

Requisition Approvals

2

Treasury Deals

2

TreasurySettlements

3

11 Rows

Shopper - US003 / 0000000003 Calvin

Routed

10/28/2014

>

Medium Priority

Bay Office Supplies - US003 / 00004 Calvin Roth

Routed

10/28/2014

>

Medium Priority

/ 0000000005 Calvin Roth

Routed

10/29/2014

>

Medium Priority

Thon - US003 / 0000000003 Calvin Roth

Routed

10/29/2014

>

Medium Priority

I Supply - US003 / 0000000005 Edmund

Routed

01/23/2015

>

Medium Priority

um Medical Supply - US003 / 00006 Edmund Donahue

Routed

01/23/2015

>

Medium Priority

States Bank / US005 / MAP2

Routed

05/29/2015

>

Medium Priority

States Bank / US005 / MAP1

Routed

05/29/2015

>

Medium Priority

### Image: Pending Approvals page (2 of 2)

This example illustrates the fields and controls on the Pending Approvals page. You can find definitions for the fields and controls later on this page.

**Employee Self Service** **Pending Approvals** 🔍 🚩 1 ☰ 🔄

**Requisition Approvals** Approve Deny More

⌵ 2 Rows

| <input type="checkbox"/> | Requisition Approvals              | US003 / 0000000005 Calvin Roth               | Routed 10/29/2014 | > |
|--------------------------|------------------------------------|----------------------------------------------|-------------------|---|
| <input type="checkbox"/> | 675.00 USD                         | ⚠️ Medium Priority                           |                   |   |
| <input type="checkbox"/> | Requisition Approvals 1,750.00 USD | Bike-A-Thon - US003 / 0000000003 Calvin Roth | Routed 10/29/2014 | > |
| <input type="checkbox"/> |                                    | ⚠️ Medium Priority                           |                   |   |

**Approver Comments**

>

Review header information for the requisitions currently routed for approval. Select a particular requisition to view the header details. You can select any number of requisitions on this page and perform a mass action on the selected requisitions. You can also use the filter to narrow down the requisitions displayed on this page.

#### Approve, Deny

Perform a mass action by selecting multiple transactions, then selecting an approval action button.

#### More

On selecting the More button you can perform one of the two following actions:

- Pushback
- Hold

---

**Note:** For information about how to add a tile to a PeopleSoft Fluid Home page, see "Adding Homepages and Tiles" (PeopleSoft FSCM 9.2: Application Fundamentals)

The tile can show the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

---

### **Related Links**

"Using the PeopleSoft Fluid User Interface to Work with Approvals" (PeopleSoft 9.2: Enterprise Components)

[Configuring Mobile Approvals](#)

## **Approval - Requisition Header Detail Page**

Use the Pending Approvals - Requisition header approval page to review and approve a single requisition. Access line item details for a specific line.

### **Navigation**

Select a requisition in the list on the Pending Approvals - Requisition list page.

## Image: Pending Approvals - Requisition Header Approval page

This example illustrates the fields and controls on the Pending Approvals - Requisition Header Approval page. You can find definitions for the fields and controls later on this page.

Requisition

Request for US001/0000000172

1,234.00 USD

Approve

Deny

Pushback

☐ Header is pending your approval

Summary

Business Unit

US001

Requisition ID

0000000172

Routed Date

July 18, 2019

Requisition Date

July 18, 2019

Requester

Kenneth Schumacher

Entered by

Kenneth Schumacher

Approval Justification

COMMENTS TEST

Budget Header Status

Not Budget Checked

[Approval Justification Attachments](#)

[Edit Requisition](#)

More Information

View Printable Version >

Lines

1 row

| Line Number | Item Description | Merchandise Amount |
|-------------|------------------|--------------------|
| 1           | TEST             | 1,234.00 USD >     |

Approver Comments

**Image: Change Request page**

This example illustrates the fields and controls on the Change Request page. You can find definitions for the fields and controls later on this page.

**Change Request** ✕

**Business Unit** US003  
**Requisition ID** 0000000016

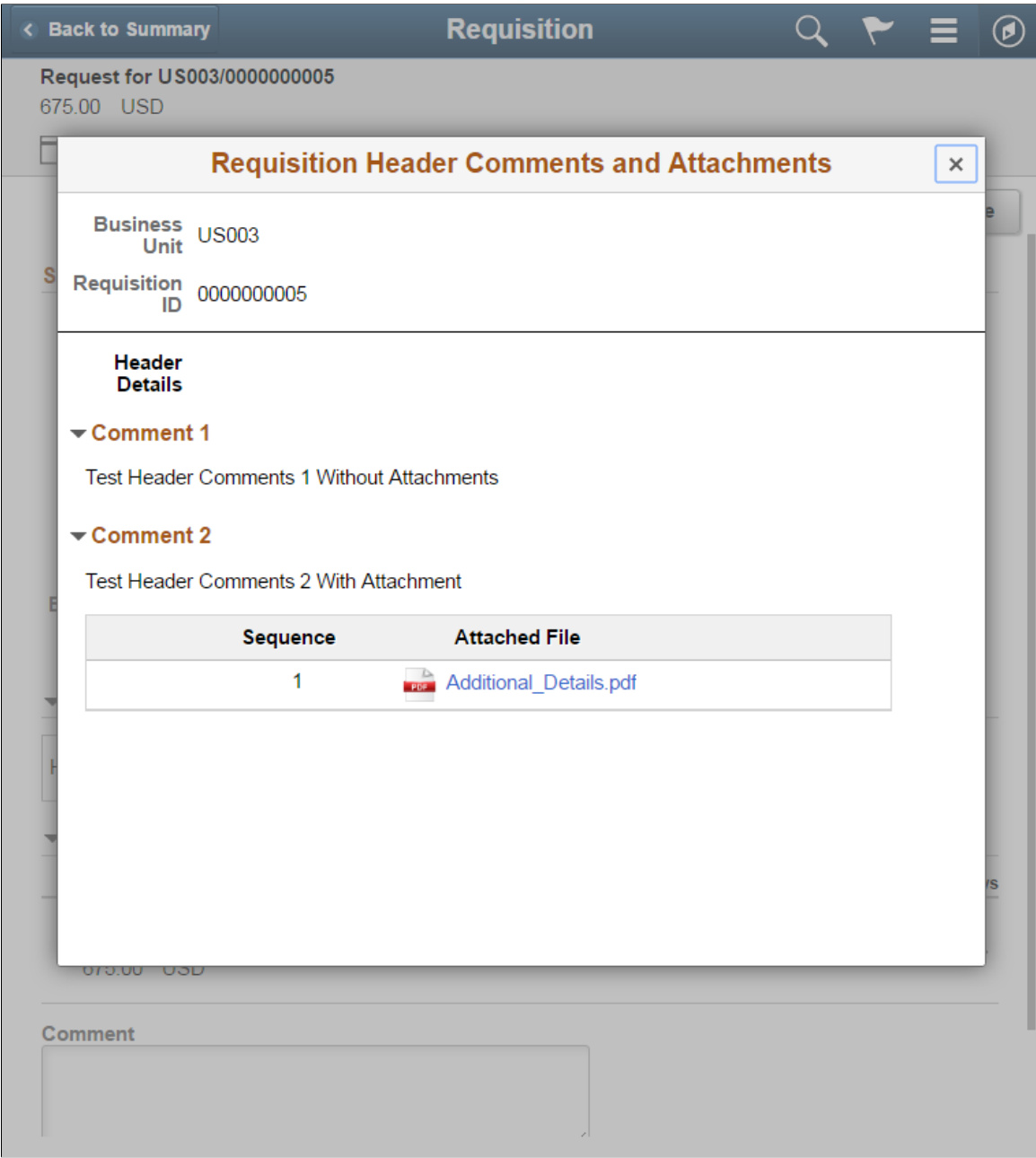
1 rows

|                           |                            |
|---------------------------|----------------------------|
| <b>Line</b> 1             | <b>Prior Value</b> 11.00   |
| <b>Sched</b> 1            | <b>Changed Value</b> 21.00 |
| <b>Field Name</b> QTY_REQ |                            |



**Image: Requisition Header Comments and Attachments**

This example illustrates the fields and controls on the Requisition Header Comments and Attachments. You can find definitions for the fields and controls later on this page.



The approval chain reflects approval status generated by the Application Workflow Engine (AWE). For more information about using AWE workflows, see.

"Approval Framework Overview" (PeopleSoft 9.2: Approval Framework)

**Approve, Deny**

Perform an action on this requisition by selecting an approval action button.

Upon selecting an action, you have the option to select *Submit* to continue the action or *Cancel* to back out of the action. Upon submitting the action, the system generates a message that

the action is successful. You can also add comments before submitting for approval.

**Pushback**

Select to pushback the request.

**Approval Justification Attachments**

Select to view the attachments regarding the approval.

**Lines**

Select a requisition line item to view the line details.

**Approver Comments**

Enter comments in the text entry field.

**Approval Chain**

Select to view the approval chain information. You can expand or collapse approval information for each line by selecting the glyph icon. You can also select the approver name to view approver details.

**More Information****Header Comments and Attachments**

Select the Header comments and attachments to view the collated header comments and attachments for the requisition.

**Change Request**

Select to view the change request details for the requisition.

**Related Links**

"Configuring and Implementing the Comments and Attachments View Framework" (PeopleSoft 9.2: Enterprise Components)

## Approval Line Detail Page

Use the Approval Line Detail page to review line details that includes shipping information and line level comments and attachments.

**Navigation**

Select a requisition line item in the Lines section on the Requisition header approval page

**Image: Approval Line Detail page**

This example illustrates the fields and controls on the Approval Line Detail page. You can find definitions for the fields and controls later on this page.

[Back to Header](#)

Approval Line Detail

**Calculator, Electric**  
 675.00 USD

**Line Details**

Business Unit US003  
 Line 1  
 Supplier EASTBAY-001  
 Price 45.00 USD  
 Requisition ID 0000000005  
 Item ID EX2009  
 Quantity 15 EA  
 Ship To US001

**Shipping Information**

| Schedule | Ship To | Quantity | Price     | Amount     | Attention   | Due Date |
|----------|---------|----------|-----------|------------|-------------|----------|
| 1        | US001   | 15 EA    | 45.00 USD | 675.00 USD | Calvin Roth | >        |

**More Information**

Line comments and attachments >

**Shipping Information**

Select to view the fluid approval distribution details for the line item.

**More Information**

Select the Line comments and attachments to view all the collated line comments and attachments specific to the line item.

**Image: Distributions page**

This example illustrates the fields and controls on the Distributions page.

Distributions

×

Fluid Approval Distribution

Line 1

Schedule 1

Item Description Calculator, Electric

Merchandise Amount 675.00 USD

Quantity 15.0000 EA

| Distribution Line | Requisition Quantity | GL Business Unit | Merchandise Amount | Currency Code | Account | Alternate Account | Operating Unit |
|-------------------|----------------------|------------------|--------------------|---------------|---------|-------------------|----------------|
| 1                 | 15.0000              | US001            | 675.00             | USD           | 631000  |                   |                |

### Image: Requisition Line Comments and Attachments page

This example illustrates the fields and controls on the Requisition Line Comments and Attachments page.

## Requisition Line Comments and Attachments ×

Business Unit

US003

Requisition ID

0000000005

Line

1

Item Description

Calculator, Electric

▼ **Comment 1**

Test Line Comments 1 with 1 Attachment

| Sequence | Attached File                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------|
| 1        |  <a href="#">Laptop.JPG</a> |

▼ **Comment 2**

Test Line Comments 2 Without Attachments

▼ **Comment 3**

| Sequence | Attached File                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------|
| 1        |  <a href="#">Order_Details.txt</a> |

## Approvals History Page

Use the Approvals History- Requisition list page to review a list of requisition approvals. Access the approval history for a specific requisition.

### Navigation

From a Pending Approvals - Requisition page, select the Actions icon on the page banner. Select *Approvals History*. Then select *Requisition* on the View By - Type page.

## Image: Approvals History - Requisition list page

This example illustrates the fields and controls on the Approvals History - Requisition list page.

Approvals History

View By

Type

All

95

Absence Request

21

Expense Report

8

Job Opening

3

Journal Entry

1

Location change

3

Performance

5

Promote Employee

3

Reporting Change

1

Requisition

50

History displays approvals for last 90 days.

Requisition

Some transactions are not displayed.

50 Rows

Requisition

10,375.00 USD

Medium Priority

In Process - Michael Buhler

US100 / 0000000118 Christelle Stevenson

Updated 10/22/2014

Requisition

11,964.90 USD

Medium Priority

In Process - Michael Buhler

US003 / 0000000078 Edmund Donahue

Updated 10/22/2014

Requisition

37,560.34 USD

Medium Priority

In Process - Michael Buhler

US100 / 0000000108 Christelle Stevenson

Updated 10/16/2014

Requisition

11,563.58 USD

Medium Priority

In Process - Michael Buhler

US003 / 0000000050 Christelle Stevenson

Updated 10/15/2014

Requisition

65,742.80 USD

Medium Priority

In Process - Michael Buhler

US003 / 0000000064 Edmund Donahue

Updated 10/15/2014

Requisition

37,560.34 USD

Medium Priority

In Process - Michael Buhler

US003 / 0000000089 Edmund Donahue

Updated 10/14/2014

Requisition

37,560.34 USD

New Hire Request - US003 / 0000000058 Christelle Stevenson

Updated 10/09/2014

## Approvals History - Requisition Header Page

Use the Approvals History - Requisition header approval page to review the approvals history for a single requisition. Access line item details for a specific line.

### Navigation

Select a requisition in the list on the Approvals History - Requisition list page.

**Image: Approvals History - Requisition header approval page**

This example illustrates the fields and controls on the Approvals History - Requisition header approval page.

Approvals History

Requisition

Request for Computer Request

5,745.96 USD

Approved on 09/26/2014

Summary

Business Unit US003

Requisition ID 0000000069

Routed Date September 26, 2014

Req Date September 26, 2014

Requester Edmund Donahue

Entered By Edmund Donahue

Budget Status Not Budget Checked

Lines

1 3.70 GHz Desktop PC, 4 GB... 4,150.00 USD

2 Printer - Color Laserjet; 600 ... 1,595.96 USD

Approval Chain

Fiscal Approval

Computer Request

Approved

Fiscal Approval

Approved

Rosanna Channing,  
Supervisor by UserId  
09/26/14 - 5:04 PM





# Using the Buyer Center

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## Understanding the Buyer Center

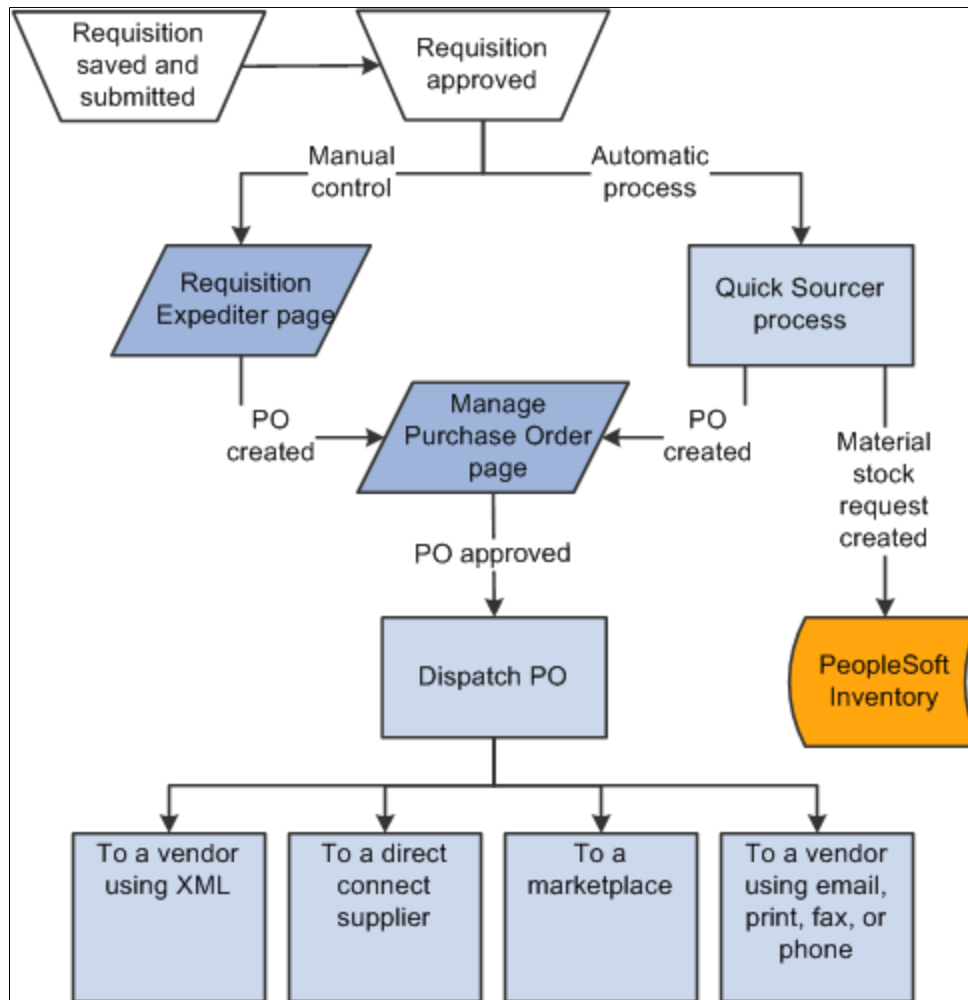
The Buyer Center is a PeopleSoft eProcurement page that is designed for organization buyers. The Buyer Center page provides numerous links to PeopleSoft Purchasing and enables you to:

- Process requisitions and change requests from requesters.
- Add purchase orders and change orders.
- Perform tasks that are related to a purchasing position.

The Buyer Center enables buyers to turn requisitions into purchase orders and dispatch them. This diagram illustrates the process flow from a requisition, through sourcing, to a dispatched purchase order:

**Image: Requisition to PO process flow within PeopleSoft eProcurement.**

This diagram illustrates the process flow from a requisition.

**Related Links**

[Creating Requisitions](#)

[Approving Requisitions](#)

[Understanding Purchase Order Dispatch](#)

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## Common Elements Used in Buyer Center

**Search**

Click to initiate a search for the purchase orders or requisitions that meet the criteria. A purchase order must match all of the search criteria that you enter. If you cannot find the purchase order that you want, remove some of the search criteria to broaden the search, and try again.

**Business Unit**

Displays the purchasing business unit.

|                                  |                                                                                           |
|----------------------------------|-------------------------------------------------------------------------------------------|
| <b>Attachments</b>               | Click to display any files that are attached to this transaction.                         |
| <b>P-card</b> (procurement card) | Displays if a purchase order uses a procurement card to purchase items from the supplier. |

---

## Using the SRM Dashboard

The SRM Dashboard is a centralized portal page with multiple pagelets that provide buyers with essential information to assist them with their daily jobs in one location. These buyer-facing pagelets are delivered with the SRM Dashboard and can be accessed if PeopleSoft Purchasing or PeopleSoft eProcurement are installed.

You may add any the delivered pagelets to the SRM Dashboard page.

The information that appears on each pagelet is by *buyer* or *buyer manager*. When a buyer logs into the system, the first page that appears is their home page with their selected pagelets. The information that appears on each pagelet is only those POs or requisitions on which they are specified as the buyer. If a buyer is responsible for multiple purchasing business units, the POs and requisitions for all purchasing business units will appear.

### Related Links

"Understanding the SRM Dashboard" (PeopleSoft 9.2: Source to Settle Common Information)

[Setting Up and Maintaining Users](#)

"Understanding PeopleSoft eSupplier Connection Pagelets" (PeopleSoft FSCM 9.2: eSupplier Connection)

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## Managing Purchase Orders

This section discusses how to manage purchase orders.

### Page Used to Manage Purchase Orders

| <b>Page Name</b>                              | <b>Definition Name</b> | <b>Usage</b>                                                                        |
|-----------------------------------------------|------------------------|-------------------------------------------------------------------------------------|
| <a href="#">Managing Purchase Orders Page</a> | PV_PO_LIST             | Manage POs by adding a new PO, changing an existing PO, or creating a change order. |

### Managing Purchase Orders Page

Use the Manage Purchase Orders page (PV\_PO\_LIST) to manage POs by adding a new PO, changing an existing PO, or creating a change order.

#### Navigation

eProcurement > Buyer Center > Manage Purchase Orders

## Image: Manage Purchase Orders page

This example illustrates the fields and controls on the Manage Purchase Orders page. You can find definitions for the fields and controls later on this page.

**Manage Purchase Orders**

**Search Purchase Orders**

Business Unit:  Supplier ID:  PO ID:  Buyer:  Kenneth Schumacher Date From:  Date To:

Filter By:

**List of Purchase Orders** Personalize | Find | View All |   First 1 of 1 Last

| PO ID      | PO Date    | Status   | Buyer Name         | Supplier   | Supplier Name |
|------------|------------|----------|--------------------|------------|---------------|
| 0000000253 | 02/07/2013 | Approved | Kenneth Schumacher | SCM0000001 | BIKE-001      |

Use the top section of this page to search for existing POs.

### Supplier ID

Enter a Supplier ID to limit the list of purchase orders to a specific supplier.

### PO ID (purchase order ID)

To further narrow the list of POs, enter the ID to display a specific PO.

### Buyer

Enter the name of the buyer on the PO. You can select only buyers that are authorized for the user ID on the User Preferences page.

### Date From and Date To

This is a range of dates from which the system will limit the view of POs within the list of POs.

### Filter By

Select the method by which you want to filter POs that appear in the list. You can filter by: *All*, *Approved*, *Dispatched*, *Open*, or *Pending*.

### Add New PO (add new purchase order)

Click to access the Maintain Purchase Order page, where you can create a new PO.

## List of Purchase Orders

### PO ID (purchase order ID)

Click to access the Maintain Purchase Order page, where you can review and maintain header and line-level details for a PO.

### Supplier

Displays the Supplier ID used on this PO. This is the supplier to whom the PO is sent.

## Related Links

"Understanding User Preferences" (PeopleSoft FSCM 9.2: Application Fundamentals)  
[Setting Up Installation Options](#)

## Setting Up Attachments for Transactions

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# Expediting Requisitions

This section discusses how to review requisitions created by employees and review and change staged purchase order details.

## Pages Used to Expedite Requisitions

| <b><i>Page Name</i></b>           | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                  |
|-----------------------------------|-------------------------------|------------------------------------------------------|
| <u>Expedite Requisitions Page</u> | PV_PO_REQ_SOURCE              | Review requisitions created by employees.            |
| Attachments Page                  | PV_REQ_PO_ATTCH               | View the attachments added to this requisition line. |
| <u>Staged Purchase Order Page</u> | PV_PO_REQ_CREATE              | Review and change the staged PO.                     |

## Expedite Requisitions Page

Use the Expedite Requisitions page (PV\_PO\_REQ\_SOURCE) to review requisitions created by employees.

### Navigation

eProcurement > Buyer Center > Expedite Requisitions

## Image: Expedite Requisitions page

This example illustrates the fields and controls on the Expedite Requisitions page. You can find definitions for the fields and controls later on this page.

### Expedite Requisitions

#### Search Requisition Schedule Lines

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

\*Business Unit

Category

Requisition ID

Supplier Name

Requisition Name

Requester

Buyer

☒ Include Lines With No Supplier

#### Requisition Schedule Lines

Personalize | Find | View All |
1-10 of 50 | Last

| Include                  | Requisition ID | Line | Sched | Item Description | Select                   | Supplier Name  | Location | PO Qty | UOM | Price     | Curr. | Amount Only |
|--------------------------|----------------|------|-------|------------------|--------------------------|----------------|----------|--------|-----|-----------|-------|-------------|
| <input type="checkbox"/> | 0000000120     | 1    | 1     | Long Sleeve Blk  | <input type="checkbox"/> | BIKE-001       | MAIN     | 6.0000 | EA  | 20.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 1    | 2     | Long Sleeve Blk  | <input type="checkbox"/> | BIKE-001       | MAIN     | 4.0000 | EA  | 20.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 2    | 1     | Long Sleeve T-S  | <input type="checkbox"/> | BIKE-001       | MAIN     | 6.0000 | EA  | 15.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 2    | 2     | Long Sleeve T-S  | <input type="checkbox"/> | BIKE-001       | MAIN     | 4.0000 | EA  | 15.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 3    | 1     | Long Sleeve Blk  | <input type="checkbox"/> | BIKE-001       | MAIN     | 6.0000 | EA  | 25.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 3    | 2     | Long Sleeve Blk  | <input type="checkbox"/> | BIKE-001       | MAIN     | 4.0000 | EA  | 25.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 4    | 1     | Long Sleeve T-S  | <input type="checkbox"/> | TRAILBLAZE-001 | MAIN     | 6.0000 | EA  | 14.75 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 4    | 2     | Long Sleeve T-S  | <input type="checkbox"/> | TRAILBLAZE-001 | MAIN     | 4.0000 | EA  | 14.75 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 5    | 1     | Switchback Moun  | <input type="checkbox"/> | BIKE-001       | MAIN     | 6.0000 | EA  | 30.00 USD | N     |             |
| <input type="checkbox"/> | 0000000120     | 5    | 2     | Switchback Moun  | <input type="checkbox"/> | BIKE-001       | MAIN     | 4.0000 | EA  | 30.00 USD | N     |             |

☐ Include All/Exclude All
☐ Select All/Deselect All

#### Build Purchase Order

To send all included requisition schedule lines to the staging tables where they will be converted into purchase orders, select a default buyer and click the Submit button. The default buyer is used on the purchase order only if another buyer is not found on the staging tables or default hierarchy, or if the transactions are consolidate by buyer.

\*Default Buyer ID 
☒ Build POs as Approved

[Go to Process Monitor](#)
[Return to eProcurement](#)

Use this page to define requisition search criteria and to display requisitions. After completing the search criteria, click the Search button to display any requisitions that meet the criteria. Click the Clear button to clear the page of requisitions and enter new search criteria. The requisition must meet the following conditions before it can be selected:

- The requisition line status must be *Approved*.
- The inventory source flag on the requisition line must be *N (no)*.
- The request for quote indicator on the requisition line must be *N (no)*.
- The In Process flag on the requisition line must be *N*. When one line on a requisition is selected for sourcing, the In Process flag on the requisition line is set to *Y (yes)*, indicating that the line can't be touched until sourcing is complete. Once sourcing is complete, the In Process flag is turned off and can be changed.
- The Hold Status on the requisition header must be *N*.
- The Budget Header Status on the requisition line must be *V (valid)*.
- The Balance Status on the requisition schedule must be *I (in balance)*.

- The Open Quantity or Open Amount on the requisition distribution must be greater than *zero*.

After requisitions appear, you can change or add a supplier or create a PO.

## Search Requisition Schedule Lines

Use the Search Requisition Schedule Lines group box to define your search criteria for the requisition schedule lines displayed below.

|                                       |                                                                                                                                                                                                                                                                                  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Business Unit</b>                  | Enter the purchasing business unit.                                                                                                                                                                                                                                              |
| <b>Category</b>                       | Enter a single item category to search.                                                                                                                                                                                                                                          |
| <b>Requisition ID</b>                 | Enter a requisition ID to limit your search to one requisition.                                                                                                                                                                                                                  |
| <b>Requisition Name</b>               | Select the name of a specific requisition that you want to view or maintain. This is the name the requester assigned to the requisition. If a name was not assigned, the system uses the requisition ID as the name. This limits the search results to one specific requisition. |
| <b>Supplier Name</b>                  | Select a supplier to limit your search to the requisitions with this supplier.                                                                                                                                                                                                   |
| <b>Requester</b>                      | Select a requester ID to limit your selection to requisitions entered by this individual.                                                                                                                                                                                        |
| <b>Buyer</b>                          | Select a buyer ID to limit your selection to requisitions with this buyer.                                                                                                                                                                                                       |
| <b>Include Lines with No Supplier</b> | Selecting this check box enables the system to display lines that do not have a supplier associated with them. These lines can then be manually updated to include a supplier for sourcing.                                                                                      |

## Requisition Schedule Lines

|                                 |                                                                                                                                                                                                                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include</b>                  | Select to include an individual requisition in the planned purchase order. When you initially select a requisition for inclusion in the purchase order, the system activates the Submit and Preview buttons. Deselect the check box to remove the requisition from the planned purchase order later.       |
| <b>Include All/ Exclude All</b> | Select the check box to include all requisitions in the planned purchase order. The requisitions must first have valid suppliers assigned to them. Deselect the check box to remove all requisitions from the planned purchase order.                                                                      |
| <b>Supplier Name</b>            | Enter the supplier ID of the supplier that you want assigned to each requisition. You can assign suppliers by either selecting a supplier in individual rows or click the Select All/Deselect All check box and the Apply Supplier to Selected Lines button to assign a single supplier to multiple lines. |

**Select All/Deselect All**

Select this check box to select all lines and apply the supplier that appears in the field below when you click the Apply Supplier to Selected Lines button.

**Apply Supplier to Selected Lines**

Click to apply the supplier ID that appears in the Supplier field at the left of this button to the requisition lines that have been selected using the Select All/Deselect All check box.

**PO Qty** (purchase order quantity)

The quantity that is ordered from the supplier. This value is from the Requisition Quantity field, but you can change the quantity before you create the purchase order.

**Amount Only**

Displays if the line is an amount-only line.



(Go To Attachments)

Select this icon to access the Attachments page where you can view the attachments to this requisition at the line level.

See [Submitting Requisitions](#).

**Build Purchase Order**

Use the Build Purchase Order group box to send all included requisition schedule lines to the staging tables where they are converted into purchase orders.

**Default Buyer ID**

Select the name of the buyer to use on the PO. This value only applies if another buyer is not found on the staging table or default hierarchy, or if requisitions are consolidated by buyer. These buyers are listed on the User Preferences page.

**Build POs as Approved** (build purchase orders as approved)

Select to have purchase orders created with an *Approved* status when you run the Create Purchase Orders process. If selected, the process examines auto approval criteria set at the business unit level. If the auto approval criteria is met, the status is set to *Approved*. If the auto approval criteria is not met, the status is set to *Pending* approval, and the purchase order enters the approval process. If you do not select this check box, the purchase order is created with a status of *Open*.

**Submit**

Click to create the purchase order for the requisition lines that you have selected using the Include button, which is located at the bottom portion of this page. The Submit feature stages the items and launches the PO Calculations process (PO\_POCALC) and Create Purchase Order process (PO\_CREATE). You must assign a supplier to the requisition line before the system can create a purchase order.

For requisitions containing a negative price item, the above processes do not reprice the requisition line, create partial sourcing, or consolidate with other requisitions onto one purchase order. For more information about negative price items, see the "Using a Negative Price on Special Request Pages" section of the "Using Special Requests and Express Forms to Create Requisitions" chapter.



See [Understanding Special Requests and Express Forms](#).

## Preview

Click to display a preview of the purchase order before it is actually staged. You must select the requisition, click the **Include** button in the lower portion of this page, before you can preview.

## Related Links

[Setting Up Installation Options](#)

[Setting Up Attachments for Transactions](#)

## Staged Purchase Order Page

Use the Staged Purchase Order page (PV\_PO\_REQ\_CREATE) to review and change the staged PO.

## Navigation

Click the Preview button on the Expedite Requisitions page.

## Image: Staged Purchase Orders page

This example illustrates the fields and controls on the Staged Purchase Orders page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Staged Purchase Orders' page. At the top, there are navigation links: 'Find | View All' and 'First 1 of 1 Last'. Below this, the 'Unit' is set to 'US001' and the 'Supplier Name' is 'BIKE-001'. A section titled 'Lines / Schedules' contains a table with the following data:

| Line | Schedule |
|------|----------|
| 1    | 1        |

Below the table, there are input fields for 'Item ID' (10000), 'Price' (20.00000), 'Req Qty' (6.0000 EA), and 'Merchandise Amount' (120.00 USD). To the right, there are fields for 'Due Date', 'Freight Terms' (DES), 'Ship Via' (COMMON), and 'Ship To' (US001). A dropdown menu for '\*Distribute By' is set to 'Quantity'. Below this is a 'Distribution Details' section with a table:

| Distribution Line | PO Qty | Merchandise Amt | Percent  | Location | Entry Event | *GL Unit | *Account |
|-------------------|--------|-----------------|----------|----------|-------------|----------|----------|
| 1                 | 6.0000 | 120.00          | 100.0000 | US001    | PO_COMB     | US005    | 131000   |

At the bottom left, there is a link 'Return to Expedite Requisitions'.

## Distribute by

To split this shipment schedule line into multiple distribution lines, select *Quantity* or *Amount* as the method of splitting.

## Distribution Detail

**PO Qty** (purchase order quantity)

The quantity of the distribution line.

|                 |                                                                      |
|-----------------|----------------------------------------------------------------------|
| <b>Amount</b>   | The extended price of the distribution line (unit price × quantity). |
| <b>Percent</b>  | The percentage of quantity or amount on this distribution line.      |
| <b>Location</b> | The internal shipping location.                                      |

### Related Links

"Defining and Using ChartField Value Sets" (PeopleSoft FSCM 9.2: Application Fundamentals)

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## Using the Quick Sourcer

This section provides an overview of the Quick Sourcer and discusses how to enter parameters for the AutoSelect Requisitions process and enter parameters for the PO Calculations and Create Purchase Order processes.

### Pages Used for the Quick Sourcer

| <i>Page Name</i>                        | <i>Definition Name</i> | <i>Usage</i>                                                                   |
|-----------------------------------------|------------------------|--------------------------------------------------------------------------------|
| <a href="#">Selection Criteria Page</a> | PV_RUN_REQSORC_1       | Enter parameters for the AutoSelect Requisitions process.                      |
| <a href="#">Sourcing Options Page</a>   | PV_RUN_REQSORC_2       | Enter parameters for the PO Calculations process and the Create PO process.    |
| <a href="#">Run Results Page</a>        | RUN_PO_AUTOSRC_LOG     | Check the results. Navigate to the Run Results tab or use the Process Monitor. |

### Understanding the Quick Sourcer

The Quick Sourcer process creates orders from requisitions by creating a material stock request in an organization's inventory stock or creating a purchase order to send to the supplier.

The Quick Sourcer process combines these PeopleSoft Purchasing processes:

|                                                         |                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AutoSelect Requisitions process<br/>(PO_REQSORC)</b> | Applies the priority one supplier to each requisition line.                                                                                                                                                                                                                                                                                                               |
| <b>Build Inventory Demand process<br/>(PO_REQINVS)</b>  | Checks the organization's inventory stock to see whether the order can be filled internally. This process applies only if PeopleSoft Inventory is installed. If stock is found, the system creates a material stock request in PeopleSoft Inventory, and the requisition is identified as complete. The material stock request ships the required stock to the requester. |
| <b>PO Calculations process<br/>(PO_POCALC)</b>          | Verifies that the requisition has been completely filled from inventory stock. If it has not, the process passes the remaining quantity that is needed to the Create Purchase Order process.                                                                                                                                                                              |

### **Create Purchase Order process (PO\_CREATE)**

Creates a purchase order for requisition quantities that were not filled by the Build Inventory process. You can set up the system, so that if there is not enough inventory stock, a material stock request is issued for part of the order, and a purchase order is created for the remaining quantity.

## **Using the Quick Sourcer with Negative Price Items**

For requisitions containing a negative price item, the above processes:

- Do not source to PeopleSoft Inventory, PeopleSoft Strategic Sourcing, or a request for quote (RFQ). You can only source to a purchase order.
- Do not partially source the requisition line.
- Do not reprice to match the system price. ( `CALC_PRICE_FLG = N` )
- Do not consolidated with other requisitions. ( `CONSOLIDATE_FLG = N` )
- Do not apply contract pricing.
- Do not use the price tolerance fields. (Tolerance/Tolerance Under, % Unit Price Tolerance, and Unit Price Tolerance)

For more information about negative price items, see the "Using a Negative Price on Special Request Pages" section of the "Using Special Requests and Express Forms to Create Requisitions" chapter.

See [Understanding Special Requests and Express Forms](#).

## **Using the Quick Sourcer with Procurement Contract Functionality**

The PeopleSoft eProcurement, PeopleSoft Purchasing, and PeopleSoft Payables applications are integrated with the procurement contract functionality to streamline the use of contracts with requisitions, purchase orders, and vouchers. As part of the contract functionality:

- The system can automatically apply default contract information into a requisition line or you can manually add contract information. Applying contract prices to requisitions enables you to receive contract prices for requisition items and to more accurately track budgets and pre-encumbrance balances.
- The system can automatically search for a contract or verifies the existing contract when sourcing a requisition to a purchase order. When sourcing requisitions in batch or processing online purchase orders, the system evaluates system settings to determine whether to check for prices and use a contract on the purchase order.

See "Understanding How to Apply Procurement Contract Prices to Transactions" (PeopleSoft FSCM 9.2: Purchasing).

See "Understanding Voucher and Order Contracts" (PeopleSoft 9.2: Source to Settle Common Information).

## Correcting Errors After the Quick Sourcer Process

When a requisition line is processed by Quick Sourcer, missing or incorrect information can cause the line to be set to the stage status of *Error*. Once the information on the requisition line is corrected and the stage status is set to *Recycled*, then the line can be reprocessed using just the PO Calculation process. For more information about error correction, see "Using the Sourcing Workbench" (PeopleSoft FSCM 9.2: Purchasing).

It is important to understand that essential information related to the PeopleSoft eProcurement application resides in companion documentation, especially the *PeopleSoft Purchasing* documentation, which you should be familiar with.

See "Using the Sourcing Workbench" (PeopleSoft FSCM 9.2: Purchasing).

## Selection Criteria Page

Use the Selection Criteria page (PV\_RUN\_REQSORC\_1) to enter parameters for the AutoSelect Requisitions process.

### Navigation

eProcurement > Buyer Center > Quick Source Requisitions > Selection Criteria

## Image: Selection Criteria page of the Quick Source Requisitions component

This example illustrates the fields and controls on the Selection Criteria page of the Quick Source Requisitions component. You can find definitions for the fields and controls later on this page.

### Request Type

Select the type of requisition. Values are:

*Inventory Demand:* Processes only the requisition lines for which the Inventory Source check box is selected.

---

**Note:** You can select the Inventory Source check box on the Items Definition page.

---

*Purchase Orders:* Processes only the requisition lines for which the Inventory Source check box is not selected.

*Both Inventory Demand and PO's:* Processes both types of requisitions.

### Item ID Required

Select to process the requisitions that have a valid item ID that is set for AutoSelect. Define an item for AutoSelect on the Purchasing Attributes - Purchasing Controls page. If this check

box is deselected, the Quick Sourcer processes special requests.

If the special request does not include a supplier ID, then the requisition line appears with an error status in the purchase order staging tables. If this check box is selected, then all special requests are processed manually using the Requisition Expediter page.

**From Business Unit**

If you are opting to source by a range of business units, you can elect to put a starting value in the From Business Unit field and an ending value in the To Business Unit field.

**From Requisition ID**

If you are opting to source by a range of requisitions, you can elect to put a starting value in the From Requisition ID field and an ending value in the To Requisition ID field.

**Requisition Name**

Select the name of a specific requisition. This is the name the requester assigned to the requisition. If a name was not assigned, the system uses the requisition ID as the name. This limits the search results to one specific requisition.

**Requester**

Specify the requester for whom you want to source requisitions.

**Buyer**

Select a specific buyer for whom to source requisitions to create purchase orders.

**Supplier SetID**

Specify the specific supplier SetID for the system to narrow its search.

**Supplier ID**

Specify the specific supplier ID for the system to narrow its search.

**Contract SetID**

If you are sourcing requisitions associated to contracts, you can specify the specific contract SetID for the system to narrow its search.

**Contract ID**

If you are sourcing requisitions associated to contracts, you can specify the specific contract ID for the system to narrow its search.

**Category SetID**

Specify the specific category set ID for the system to narrow its search.

**Category**

Specify the specific category for the system to narrow its search.

**Work Order ID**

Select a work order that is associated with sourcing the requisition.

**Origin**

Select the origin for the purchase order. Origin codes are established on the Origin Codes page and help identify the origins of transactions.

**Line Type Option**

Select one option to filter sourcing by the line type. The line type options given are:

- All Items.

- Catalog Items.
- Direct Connect Items.
- Special Request Items.

## Date Selection

### Option

Specify date selection criteria to select the requisition lines with source dates that are within the specified date criteria, as related to the current system date. Values are:

No Selection by Date.

Current Date.

Current Date Minus Days.

Current Date Plus Days.

Specified Date.

### Operand

Restricts the range to before, equal to, or after the date in the Date field. For example, to select requisitions for sourcing that have source dates for the next three days, select *P* in the Option field, *<=* in the Operand field, and 3 in the Nbr Days (number of days) field.

### Nbr Days (number of days)

The number of days for the before, equal to, and after selection in the Operand field.

### Date

Specify the date to use in the date selection criteria. This field is required when you select *S* in the Option field.

## Related Links

"Automatically Selecting Requisitions for Sourcing" (PeopleSoft FSCM 9.2: Purchasing)

## Sourcing Options Page

Use the Sourcing Options page (PV\_RUN\_REQSORC\_2) to enter parameters for the PO Calculations process and the Create PO process.

### Navigation

eProcurement > Buyer Center > Quick Source Requisitions

Click the Sourcing Options tab.

## Image: Sourcing Options page

This example illustrates the fields and controls on the Sourcing Options page. You can find definitions for the fields and controls later on this page.

### Buyer

Select the buyer to use on the purchase order header in case the PO Calculations process cannot determine the buyer. The buyer name is carried at the line level on the requisition, so a requisition can have multiple buyers.

When the PO Calculations process creates the purchase order header, it must assign a buyer name. If all the staged lines that belong on one purchase order have the same buyer name, the PO Calculations process uses that name on the header. However, if the staged lines that belong on the purchase order have different buyer names, and the process that created the staged entry did not specify a name, the name that you enter here is used on the purchase order header.

### Consolidation Method

Determines whether purchase orders are consolidated by business unit, supplier, and buyer, or by business unit and supplier only. The consolidation method applies only to staged rows that are identified for consolidation.

For example, suppose that you choose to consolidate by business unit and supplier only, then all the rows that belong



|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                              | to the same supplier in each business unit are grouped into one purchase order, even if they have different buyers. Alternately, if you add a buyer to the criteria, purchase orders are built in the same manner. However, they are split between buyers, so that each buyer has a separate purchase order with this configuration. |
| <b>Lead Time Factor %, Ship to Priority Factor %, Price Factor %, and Supplier Priority Factor %</b><br>(percentage)supplier priority factor | These fields are used for flexible sourcing. To override the category and item settings, enter the percentage weight that you want the PO Calculations process to give the factor when the application process evaluates suppliers for flexible sourcing. The sum of these factors must be 100 percent.                              |
| <b>Origin</b>                                                                                                                                | Enter an origin to be used on the purchase order.                                                                                                                                                                                                                                                                                    |
| <b>Purchase Order Date</b>                                                                                                                   | Enter a date for the purchase order, if a date has not been assigned. If you leave this field blank, the PO Calculations process uses the current system date.                                                                                                                                                                       |
| <b>Purchase Order Reference</b>                                                                                                              | Enter a purchase order reference for the purchase orders. This is a free-form field.                                                                                                                                                                                                                                                 |
| <b>Pre-Approve Supplier</b>                                                                                                                  | Select to approve the supplier automatically that the PO Calculations process selects. This option enables you to run the PO Calculations process and the Create Purchase Order process as a unit, without having to approve the suppliers.                                                                                          |
| <b>Build POs as Approved</b>                                                                                                                 | Select so that the purchase orders that are created when you run the Create Purchase Order process have an <i>Approved</i> status. If you select this option, the process examines auto-approval criteria set at the business unit level.                                                                                            |
| <b>Expedite Staged POs</b>                                                                                                                   | Select to source all requisitions that are located in the staging table.                                                                                                                                                                                                                                                             |
| <b>Calculate PO Line Numbers</b>                                                                                                             | Select to ignore staged entry line numbers when the Create Purchase Order process creates new purchase orders and assigns sequential line numbers, beginning with 1. If you do not select this option, the performance is faster, but you might have purchase orders with nonsequential line numbers that do not begin with 1.       |
| <b>Hold from Further Processing</b>                                                                                                          | Select to place the resultant purchase orders on hold and prevent further processing.                                                                                                                                                                                                                                                |
| <b>Budget Check</b>                                                                                                                          | Select to run the budget checking process on the resultant purchase orders.                                                                                                                                                                                                                                                          |
| <b>Document Tolerance</b>                                                                                                                    | Select to run the document tolerance checking process on the resultant purchase orders.                                                                                                                                                                                                                                              |

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**Note:** This option is available when you select the Enable Document Tolerance check box on the Installation Options - Overall page.

---

**Allow Dispatch When Appr  
(approved)**

Select to make the resultant purchase orders eligible for dispatch.

**PO Dispatch** (purchase order dispatch) Select to run the purchase order dispatch process on the resultant purchase orders. This option is only available when the Allow Dispatch When Approved check box is selected.

---

**Note:** Users can view the results either by navigating to the Run Results page or by using the Process Monitor PeopleTools > Process Schedule > Process Monitor.

---

### Related Links

"Understanding the Purchase Order Sourcing Business Process" (PeopleSoft FSCM 9.2: Purchasing)

## Run Results Page

Use the Run Results page (RUN\_PO\_AUTOSRC\_LOG) to check the results. Navigate to the Run Results tab or use the Process Monitor.

### Navigation

eProcurement > Buyer Center > Quick Source Requisitions

Click the Run Results tab.

---

## Dispatching Purchase Orders

With PeopleSoft eProcurement, you can dispatch purchase orders individually or in volume, dispatch from the Online Dispatcher page or using a batch process, and dispatch purchase orders using any dispatch method: print, fax, phone, email, or electronic data exchange (EDX). The EDX dispatch method can be used with or without a linked supplier.

The purchase order format determines the layout of the purchase order when it is printed, faxed, attached to an email, or electronically transmitted using EDX. To format the purchase order, you can choose between Oracle BI Publisher and SQR Reports.

For more information, see [Understanding Purchase Order Dispatch](#)

## Page Used to Dispatch Purchase Orders

| <i>Page Name</i>                                 | <i>Definition Name</i> | <i>Usage</i>                                                           |
|--------------------------------------------------|------------------------|------------------------------------------------------------------------|
| <a href="#">Dispatching Purchase Orders Page</a> | PV_PO_MAIN2            | Select from a range of tasks for sending purchase orders to suppliers. |

*PeopleTools: BI Publisher for PeopleSoft*

## Related Links

[Understanding Purchase Order Dispatch](#)

---

# Running Procurement Processes

This section discusses how to run the procurement processes.

## Page Used to Run Procurement Processes

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Usage</b>                                     |
|--------------------------------------------|------------------------|--------------------------------------------------|
| <a href="#">Procurement Processes Page</a> | PV_PO_MAIN3            | Perform buyer tasks relating to Purchase Orders. |

## Procurement Processes Page

Use the Procurement Processes page (PV\_PO\_MAIN3) to perform buyer tasks relating to Purchase Orders.

### Navigation

eProcurement > Buyer Center > Procurement Processes

## Image: Procurement Processes page

This example illustrates the fields and controls on the Procurement Processes page..

|                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procurement Processes</b>                                                                                                                         |
| <b><u>Requisition Selection</u></b><br>Select requisitions for purchase order sourcing.                                                              |
| <b><u>PO Auto Sourcer</u></b><br>Request process to automatically source purchase orders.                                                            |
| <b><u>Auto Requisition Selection</u></b><br>Request process to create purchase orders from requisitions.                                             |
| <b><u>Inventory Demand</u></b><br>Run inventory demand.                                                                                              |
| <b><u>PO Calculations</u></b><br>Run purchase order calculations.                                                                                    |
| <b><u>PO Create</u></b><br>Create purchase orders.                                                                                                   |
| <b><u>Dispatch Purchase Orders</u></b><br>Dispatch purchase orders via Email, Fax, Print, EDX, etc.                                                  |
| <b><u>Change Purchase Order</u></b><br>Run the batch change purchase order process.                                                                  |
| <b><u>Notify Suppliers of Attachments</u></b><br>Notify Suppliers of attachments for purchase orders                                                 |
| <b><u>Sourcing Workbench</u></b><br>Analyze the sourcing staging tables.                                                                             |
| <b><u>Requisition Budget Checking</u></b><br>Run Requisition Budget Checking                                                                         |
| <b><u>Requisition Reconciliation</u></b><br>Close requisitions that have been canceled or sourced, either from inventory or through a purchase order |
| <b><u>Requester's Workbench</u></b><br>Requester's Workbench                                                                                         |
| <b><u>PO Budget Check Request</u></b><br>PO Budget Check Request                                                                                     |
| <b><u>Reconcile Purchase Orders</u></b><br>Run the reconcile PO process.                                                                             |
| <b><u>Buyer's Workbench</u></b><br>Buyer's Workbench                                                                                                 |
| <b><u>Purge Change Requests</u></b><br>Purge the completed change requests.                                                                          |
| <b><u>Purge Stage Tables</u></b><br>Purge the stage tables based on your selection criteria.                                                         |
| <b><u>Process Monitor</u></b><br>View the process monitor.                                                                                           |

Using the Procurement Processes link in the Buyer Center, you can perform buyer tasks relating to purchase orders. To access the Procurement Processes page, select eProcurement > Buyer Center > Procurement Processes. Tasks include:

- Requisition Selection: Select requisitions for purchase order sourcing.
- PO Auto Sourcer (purchase order automatic sourcer): Run the Automatic Purchasing Sourcing process, which enables you to select multiple sourcing processes that you want to run and runs the selected processes in the correct sequence on the same set of records.

- **Auto Requisition Selection:** Run the AutoSelect Requisitions process to load eligible approved requisitions into the PeopleSoft Purchasing stage tables for purchase order creation and is an alternative to selecting requisitions online using the Requisition Selection - Sourcing page.
- **Inventory Demand:** Runs the Build Inventory Demand process, which reserves all rows in the staging tables that are identified for inventory demand (Inventory Source option set to *Y* (yes)), have a stage status of *S* (staged), and meet the user-defined selection criteria.
- **PO Calculation (purchase order calculation):** Run the PO Calculations process, which performs most of the processing necessary to create a purchase order. After running the process, you can review results and make changes using the Sourcing Workbench - Selected Items page before the purchase order is created. After you run the PO Calculations process, run the Create Purchase Orders process to create the purchase order.
- **PO Create:** Run the Create Purchase Orders process to create purchase orders using rows in the staging tables that have been processed by the PO Calculations process. The Create Purchase Orders process maintains the purchase order groupings created by the PO Calculations process to create purchase orders. The Create Purchase Orders process calculates the purchase order ID, assigns line, schedule, and distribution numbers, and creates contract release information.
- **Dispatch Purchase Orders:** Run the PO Dispatch/Print process and dispatch purchase orders, run the Email process, or run the PO Dispatch & Email multiprocess job.
- **Change Purchase Order:** Select parameters for and run the Change Purchase Order process.
- **Notify Suppliers of Attachments:** Indicate that you have attached a file to a PeopleSoft eProcurement requisition. The file can be, for example, a Microsoft Word file, an Excel spreadsheet, a Microsoft PowerPoint presentation, or a Microsoft Visio diagram. The requester and buyer can view these attachments. The attachment is automatically added to the purchase order that is created from the requisition and can be sent to the supplier.
- **Sourcing Workbench:** Access the Sourcing Workbench component, where you can view the results of each sourcing step. Using the workbench you view staged rows, along with any errors accompanying them. You can also use the workbench to transfer from the staged row to the source transaction data, change the status of the source record, correct the source, and recycle the staged row for reprocessing.
- **Requisition Budget Checking:** Access the Requisition Budget Checking component to run Requisition Budget Checking.
- **Requisition Reconciliation:** Run the Requisition Reconciliation process to close requisitions that are fully canceled or fully sourced and no longer need to be modified. When the process runs, it reconciles requisition-related settings and statuses to change the status of applicable requisitions to *C* (completed).
- **Requester's Workbench:** Access the Requester's Workbench where you can retrieve, review and modify multiple requisitions using functions such as update a requisition or maintaining distributions on a requisition. You can also approve, budget check, or cancel requisitions.
- **PO Budget Check Request:** Access the PO Budget Check Request where you can check the budget for the purchase order.
- **Reconcile Purchase Orders:** Run the PO RECON process (PO\_PORECON) to close qualifying purchase orders that you no longer need to modify. When the PO RECON process runs, it reconciles

various purchase order-related settings and statuses to change the status applicable purchase orders to *C* (completed).

- **Buyer's Workbench:** Access the Buyer's Workbench where you can retrieve, review, and modify multiple purchase orders. You can also approve, budget check, or cancel purchase orders.
- **Purge Change Requests:** Access the Purge Change Requests process page where you can launch the PO\_POCHGPRG process to purge completed and error rows from the Change Request tables in PeopleSoft Purchasing.
- **Purge Stage Tables:** Access the Purge Stage Tables process page where you can launch the PO\_POSTGPRG process to purge entries on the PeopleSoft Purchasing staging tables.
- **Process Monitor:** Monitor the process and status of requisition and purchase order processes.

### Related Links

"Understanding the Purchase Order Business Process" (PeopleSoft FSCM 9.2: Purchasing)

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## Accessing Supplier Tables, Item Tables, and Return to Supplier

This section lists the pages used to access supplier tables, item tables, and returns to suppliers.

### Pages Used to Access Supplier Tables, Item Tables, and Returns to Vendors

| <i><b>Page Name</b></i> | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                |
|-------------------------|-------------------------------|------------------------------------|
| Suppliers Page          | none                          | Access supplier tables.            |
| Maintain Items Page     | PV_ADM_DEFINE_ITEM            | Access PeopleSoft item tables.     |
| Return to Vendors Page  | none                          | Access the return to vendor pages. |

---

## Accessing Inquiries and Reports

This section discusses how to access inquiry pages and reports.

### Page Used to Access Inquiries and Reports

| <i><b>Page Name</b></i>           | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                            |
|-----------------------------------|-------------------------------|--------------------------------------------------------------------------------|
| <u>Inquiries and Reports Page</u> | PV_RPT_MAIN                   | Access inquiry pages and reports for requisitions, purchase orders, and items. |

## Inquiries and Reports Page

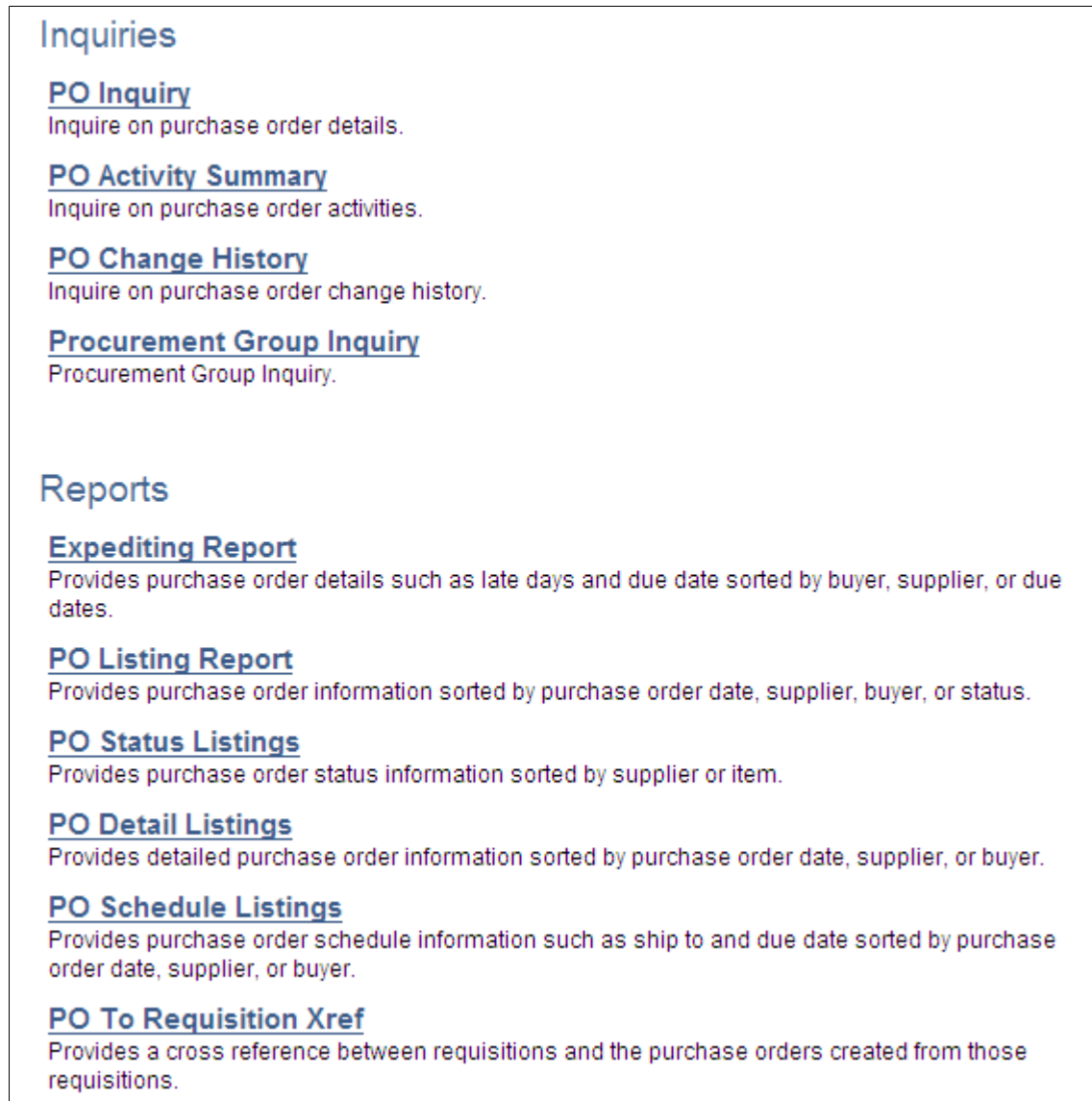
Use the Inquiries and Reports page (PV\_RPT\_MAIN) to access inquiry pages and reports for requisitions, purchase orders, and items.

### Navigation

eProcurement > Buyer Center > Inquiries and Reports

### Image: Inquiries and Reports page (partial page)

This example illustrates the fields and controls on the Inquiries and Reports page (partial page).



### Related Links

[PeopleSoft eProcurement Reports: General Description](#)

---

## Generating and Viewing PeopleSoft eProcurement Information

This section discusses how to generate and view PeopleSoft eProcurement information.

In addition to the standard reports and inquiries that PeopleSoft applications provide, PeopleSoft eProcurement provides transactional analysis graphs. These graphs can be displayed as bar graphs, pie charts, line graphs, or histograms. These graphs enable you to view information about PeopleSoft eProcurement requisition and purchase order transactions. Four graphs are delivered with PeopleSoft eProcurement:

|                                        |                                                                                                                                            |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PO Status Analysis</b>              | Provides information about the current state of purchase orders by displaying the number of purchase orders in each purchase order status. |
| <b>PO Value Analysis</b>               | Provides information about the total purchase order costs by item category or ship-to location.                                            |
| <b>Requisition Status Analysis</b>     | Provides information about the current state of the requisitions by displaying the number of requisitions in each requisition status.      |
| <b>Supplier Analysis by Categories</b> | Provides information about total quantities and amounts received from suppliers.                                                           |

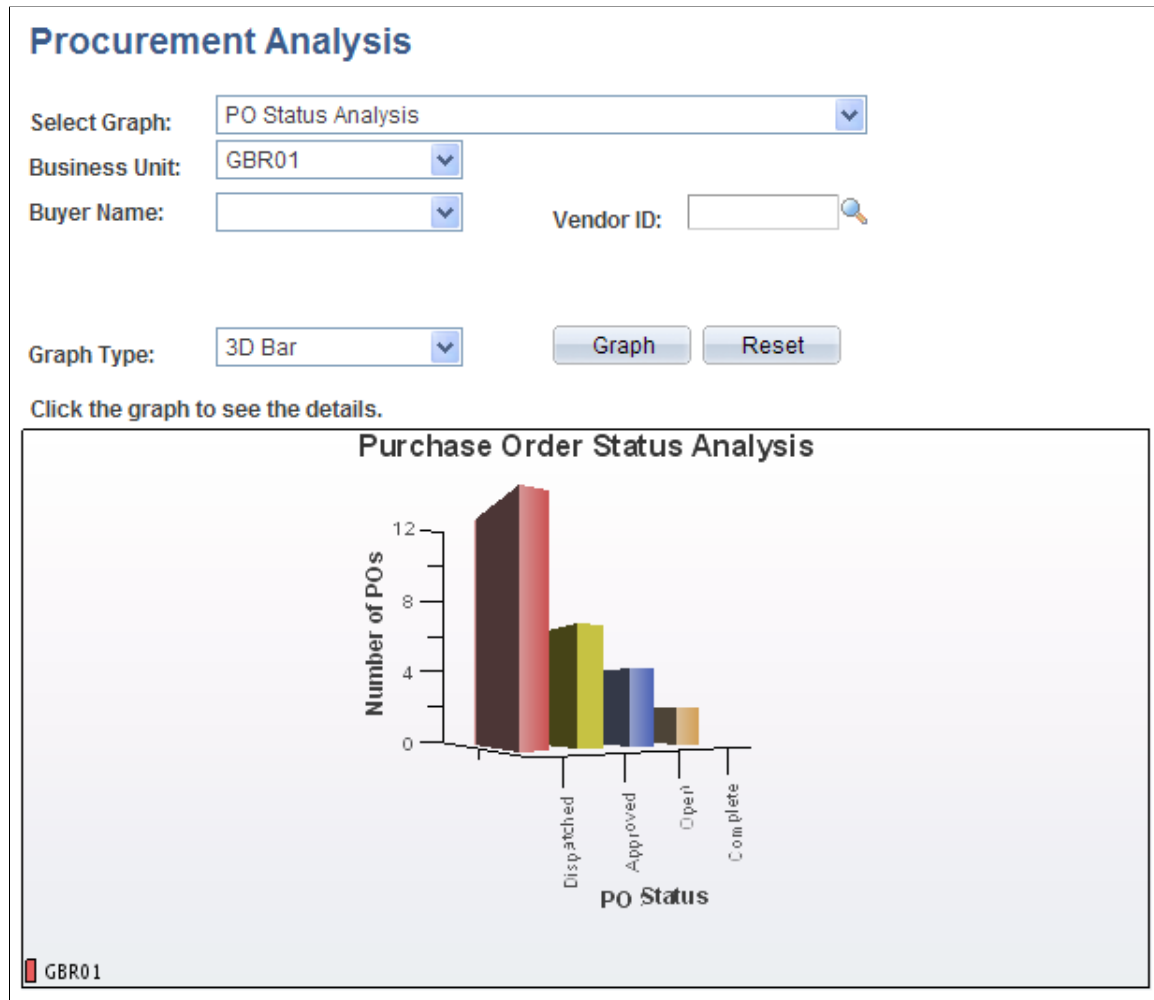
### PO Status Analysis Graph

This graph displays the number of purchase orders that are currently in each purchase order status. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the purchase orders that appear to one supplier and one buyer.



### Image: PO Status Analysis three-dimensional bar graph generated in PeopleSoft eProcurement

This example illustrates the fields and controls on the PO Status Analysis three-dimensional bar graph generated in PeopleSoft eProcurement.

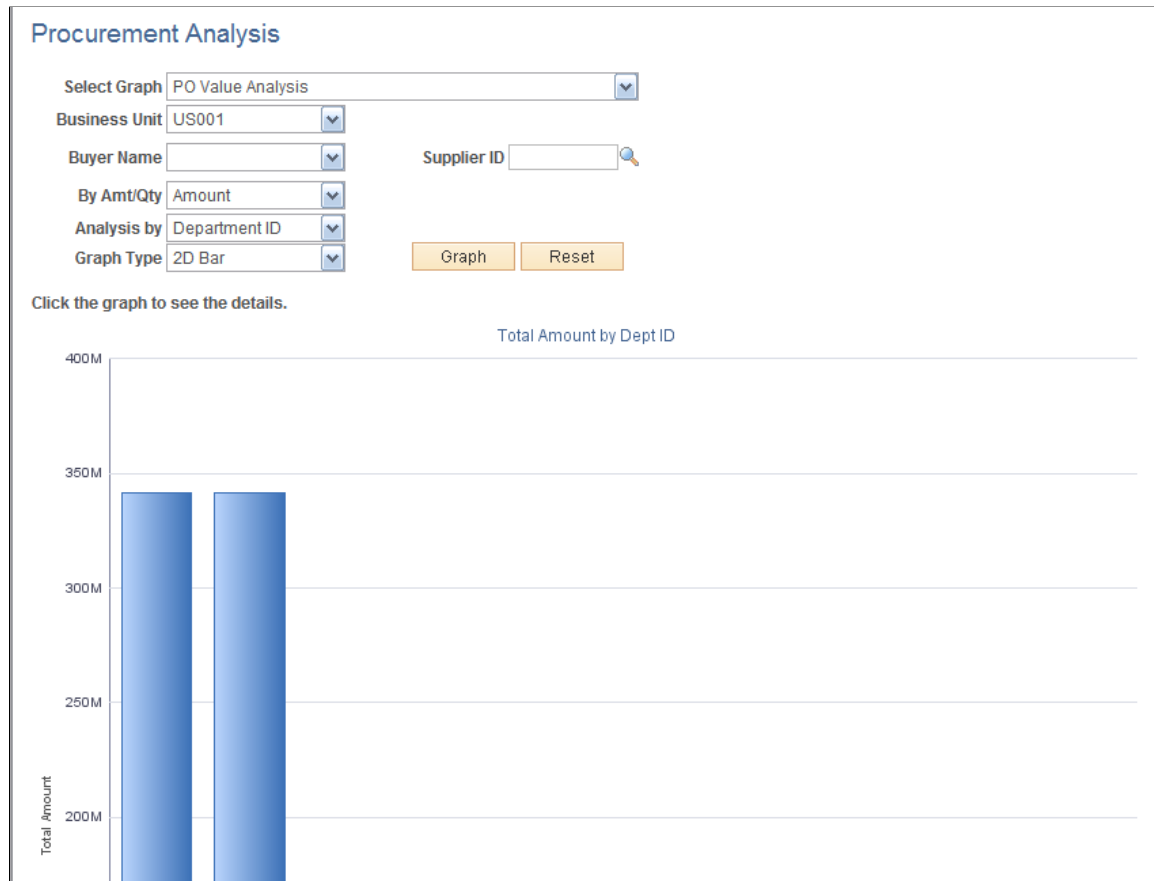


### PO Value Analysis Graph

This graph displays the total monetary amount of the purchase orders. This information can be processed by item category (using the purchase order line level), Ship To code, Location code, or Department ID (using the purchase order distribution line level). The method is noted at the top of the graph. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the purchase orders that appear to one supplier and one buyer.

**Image: PO Value Analysis two-dimensional bar graph generated in PeopleSoft eProcurement**

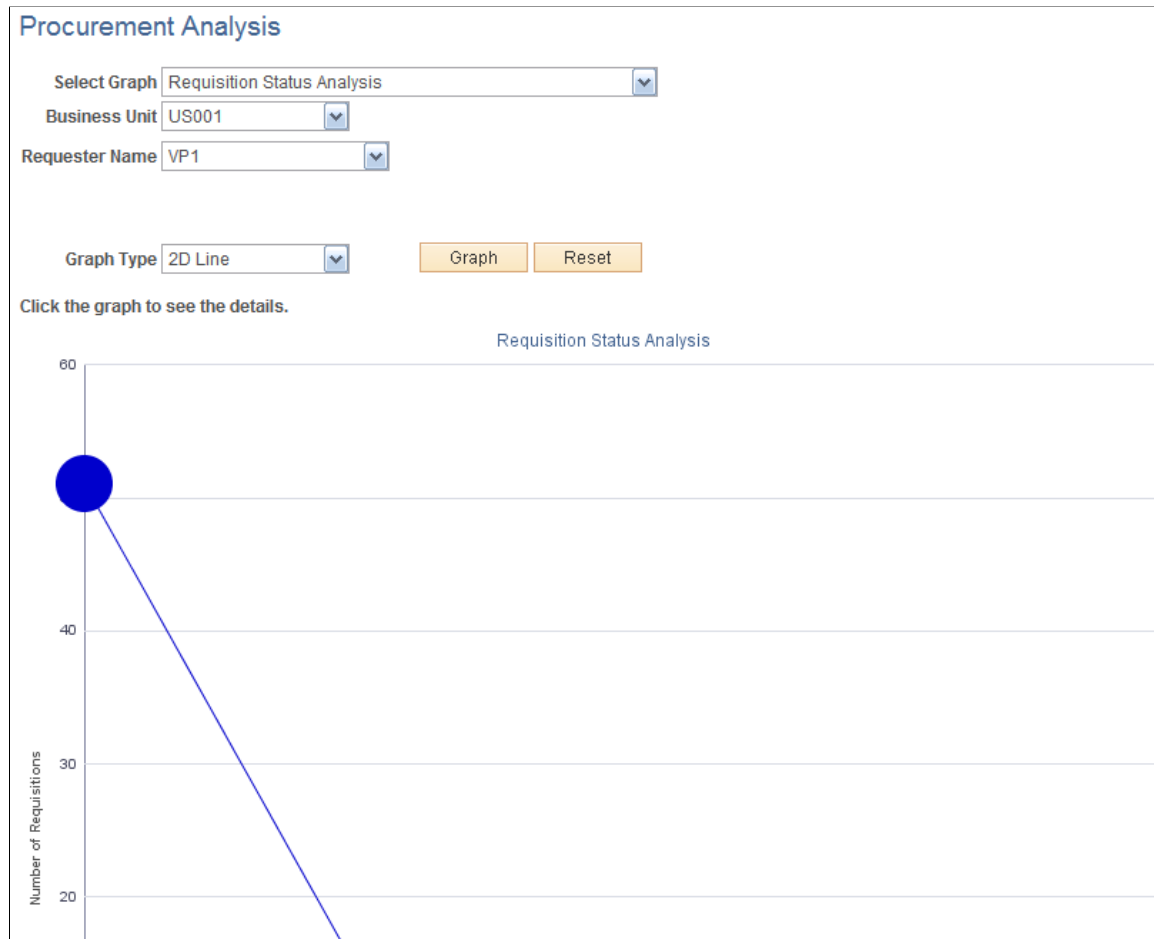
This example illustrates the fields and controls on the PO Value Analysis two-dimensional bar graph generated in PeopleSoft eProcurement.

**Requisition Status Analysis Graph**

This graph displays the number of requisitions that are currently in each requisition status. The graph displays information for only one PeopleSoft Purchasing business unit at a time. Within the business unit, you can further limit the requisitions that appear to one requester.

### Image: Requisition Status Analysis line graph generated in PeopleSoft eProcurement

This example illustrates the fields and controls on the Requisition Status Analysis line graph generated in PeopleSoft eProcurement.

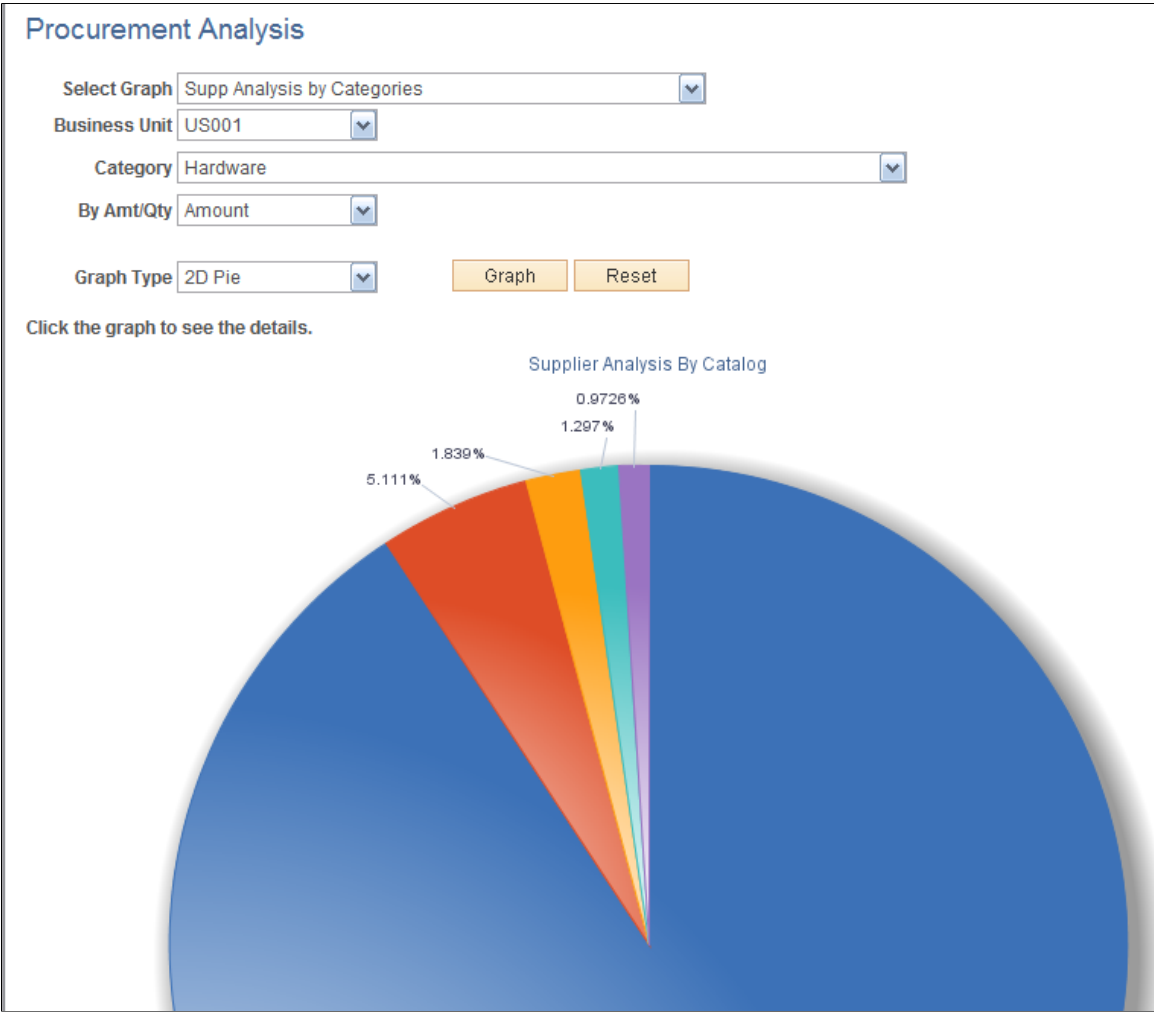


### Supplier Analysis by Categories Graph

This graph displays the quantity or amount of goods that a supplier supplies to a business unit for a specific category using the Supplier Analysis by Categories graph. The system totals the monetary value to arrive at an amount value from each supplier or it totals the number of units to arrive at a quantity from each supplier.

**Image: Vendor Analysis by Categories two-dimensional pie chart generated by PeopleSoft eProcurement**

This example illustrates the fields and controls on the Supplier Analysis by Categories two-dimensional pie chart generated by PeopleSoft eProcurement.



**Page Used to Generate and View PeopleSoft eProcurement Information**

| Page Name                 | Definition Name | Usage                                                                                                                                    |
|---------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Procurement Analysis Page | PV_GRAPH_MAIN   | Generate and view PeopleSoft eProcurement information in transactional analysis graphs using requisition and purchase order information. |

**Procurement Analysis Page**

Use the Procurement Analysis page (PV\_GRAPH\_MAIN) to generate and view PeopleSoft eProcurement information in transactional analysis graphs using requisition and purchase order information.

## Navigation

eProcurement > Buyer Center > Analyze Procurement Data

### Image: Procurement Analysis page

This example illustrates the fields and controls on the Procurement Analysis page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Procurement Analysis' page with the following fields and controls:

- Select Graph:** A dropdown menu with 'PO Value Analysis' selected.
- Business Unit:** A dropdown menu with 'US001' selected.
- Buyer Name:** A dropdown menu.
- Supplier ID:** A text input field with a magnifying glass icon.
- By Amt/Qty:** A dropdown menu with 'Amount' selected.
- Analysis by:** A dropdown menu with 'Item Category' selected.
- Graph Type:** A dropdown menu with '2D Bar' selected.
- Buttons:** 'Graph' and 'Reset' buttons.
- Footer:** 'Enter search criteria and click Graph'.

#### Select Graph

Select one of the four delivered graphs.

#### Business Unit

The PeopleSoft Purchasing business unit containing the requisitions or purchase orders that are used to build the graph. The system uses the business unit that is specified on the User Preferences - Overall Preferences page as the default.

#### Supplier ID

Select a supplier ID to restrict the graph information to one supplier. This field does not appear if you selected the Req. Status Analysis graph option.

#### Buyer Name

Select a buyer name to restrict the graph information to one buyer. The buyers are those that are authorized for the user ID on the User Preferences - Procurement Page: Purchase Order Authorizations page. This field does not appear if you selected the Req. Status Analysis option.

#### By Amt/Qty (by amount or quantity)

Determine if you want the graph to sort by amount or quantity.

#### Analysis By

Select how you wish to sort the analysis.

- *Department ID*
- *Item Category*
- *Location*
- *Ship To*

#### Graph Type

Select the type of graph used to display the results.

#### Graph

Click to generate the transactional analysis graph.

**Reset**

Click to delete the entries on this page. Then you can enter new criteria for generating the next graph.

**Related Links**

[Procurement Page](#)

# Dispatching Purchase Orders in PeopleSoft eProcurement

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## Understanding Purchase Order Dispatch

With PeopleSoft eProcurement, you can dispatch purchase orders individually or in volume. You can dispatch from the online page or through a batch process. A purchase order must have a status of *Approved* and have passed the commitment control budget check to be eligible for dispatch.

You can dispatch purchase orders in PeopleSoft eProcurement using any of the following dispatch methods: print, fax, phone, email, or electronic data exchange (EDX). The EDX dispatch method can be used with or without a linked supplier.

The purchase order format determines the layout of the purchase order when it is printed, faxed, attached to an email, or electronically transmitted using EDX. To format the purchase order, you can choose between:

- *Oracle BI Publisher*: The BI Publisher gives you the flexibility of changing the purchase order formats by choosing different report template IDs for different types of purchase orders. The template ID for dispatched purchase order can be defined at the system-level, business unit level, or on the run control for the dispatch process. To use the BI Publisher for purchase orders in both PeopleSoft eProcurement and PeopleSoft Purchasing, select the Enable BI Publisher check box on the Purchasing page of the Installation Options component.

See *PeopleTools: BI Publisher for PeopleSoft*

- *SQR Report*: The SQR programming language is the default method used to format purchase orders. To use SQR report for purchase orders in both PeopleSoft eProcurement and PeopleSoft Purchasing, deselect the Enable XML Publisher check box on the Purchasing page of the Installation Options component.

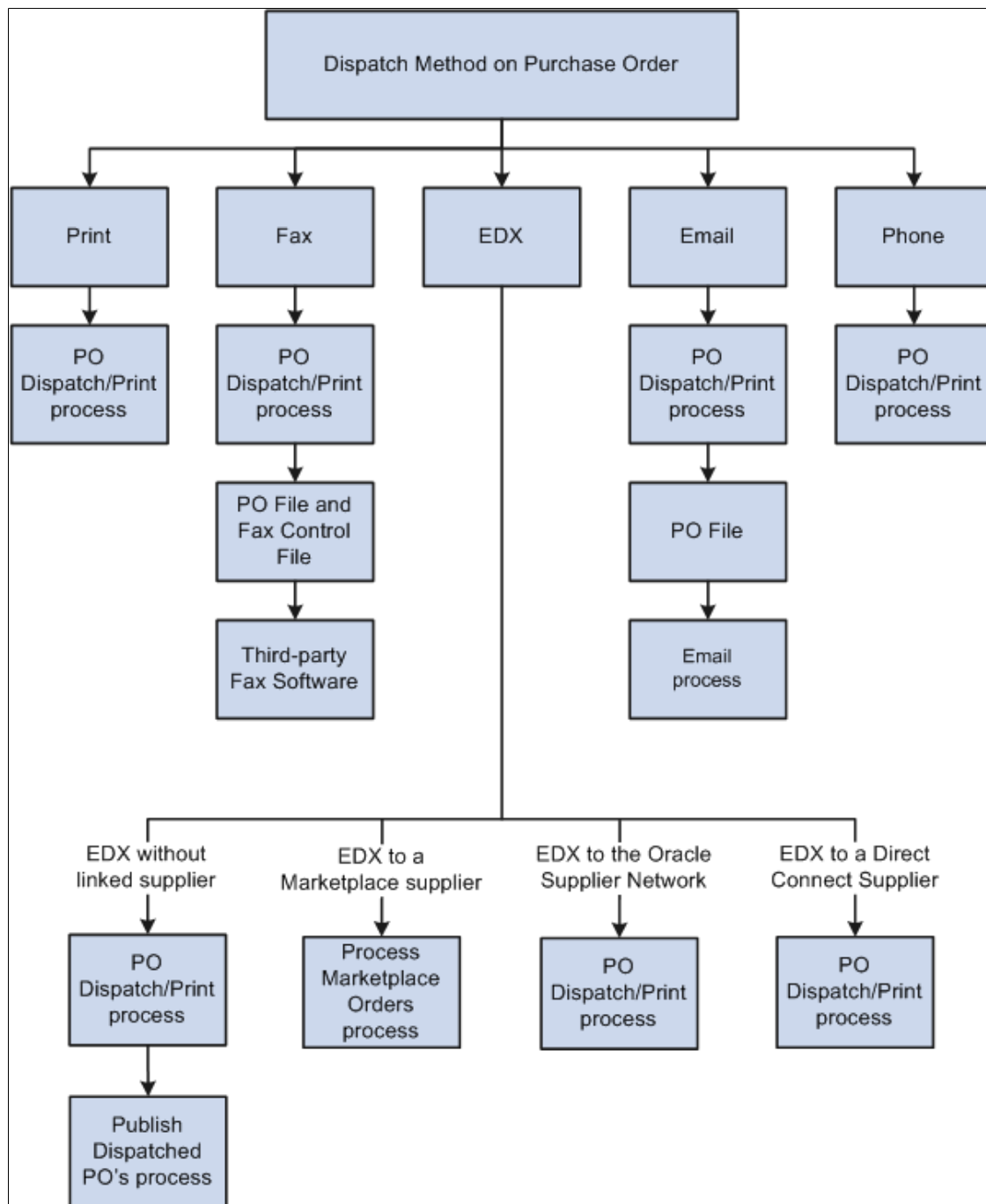
## Dispatch Methods Within PeopleSoft eProcurement

Both PeopleSoft eProcurement and PeopleSoft Purchasing provide several different dispatch methods depending on your business needs. The dispatch method for purchase orders uses a default from the Purchasing Options - Purchasing Processing Options page or the Supplier Information - Procurement Options page. You can change the dispatch method on the purchase order manually.

The following diagram illustrates the dispatch methods for PeopleSoft eProcurement, including print, fax, electronic data exchange (EDX), email, and phone.

**Image: Dispatching a purchase order in PeopleSoft eProcurement**

This diagram illustrates the dispatch methods for PeopleSoft eProcurement.



The dispatch methods available in PeopleSoft eProcurement are:

**Print**

A purchase order with the dispatch method of *Print* uses the dispatch process to print the purchase order and set the purchase order status to *Dispatched*. You can choose to format the printed purchase order using the SQR report (default) or BI Publisher.

**Fax**

A purchase order with the dispatch method of *Fax* uses the dispatch process to set the purchase order status to *Dispatched*



and create two files; a purchase order file and a fax control file.

These files are created in the location that you specify on the File Locations page (Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, File Locations). In addition, the fax dispatch method requires a third-party fax software to handle the output files. A purchase order cannot be dispatched using fax if the fax number is not available on the purchase order or the supplier profile. Please check the log file for those purchase orders that are not dispatched.

For more information about dispatching by fax, see "Preparing to Dispatch by Fax and Email" (PeopleSoft 9.2: Source to Settle Common Information).

## Email

A purchase order with the dispatch method of *Email* uses the dispatch process to set the purchase order status to *Dispatched* and to create a purchase order file in the location that you specify on the File Locations page. The Email process (PO\_PO\_EMAIL) picks up the output file from the specified location and sends out an email message with the purchase order as an attachment.

For more information about dispatching by email, see "Preparing to Dispatch by Fax and Email" (PeopleSoft 9.2: Source to Settle Common Information).

The Email process sends the email to the address that you specify in the Email ID field on the Supplier Information - Contacts page. If you do not specify a supplier contact on the purchase order, the Email process sends the email to the address that you specify in the Email ID field on the Supplier Information - Address page. A purchase order cannot be dispatched using email if the email ID is not available on the purchase order or the supplier profile. Please check the log file for those purchase orders that are not dispatched. When a message is sent successfully, it is removed from the email queue table; however, the purchase order output files are not deleted.

---

**Note:** The email dispatch method is designed to work with a SMTP gateway. The settings for the SMTP gateway must be entered when you set up a PeopleSoft Process Scheduler server.

---

## Phone

A purchase order with the dispatch method of *Phone* uses the dispatch process to change the purchase order status to *Dispatched*.

## EDX

A purchase order with the dispatch method of *EDX* uses the dispatch process to update a series of EC outbound staging tables, including; PS\_PO\_HDR\_OUT\_EC, PS\_PO\_LINE\_OUT\_EC, and PS\_PO\_SHIP\_OUT\_EC. A service operation within the PeopleSoft Integration Broker is required to deliver purchase orders to the recipients through designated channels.

The publishing of the outbound data (using a service operation) is sometimes a separate process and sometimes combined with the initial process.

There are several ways to dispatch an EDX purchase order depending on the supplier setup and destination of the purchase order. The EDX dispatch methods are explained below.

The EDX dispatch methods available in PeopleSoft eProcurement are:

**EDX without a linked supplier**

A purchase order is transmitted to a supplier who is not defined as a linked supplier in PeopleSoft eProcurement by:

1. Using the dispatch process to update a series of EC outbound staging tables.
2. Using the Publisher page (eProcurement, Buyer Center, Dispatch Purchase Orders, Publisher) to initiate the outbound message publish process for purchase orders. The publish process converts the purchase orders in the EC outbound staging tables into an eXtensible Markup Language (XML) message using the PURCHASE\_ORDER\_DISPATCH service operation and transmits the XML message directly to the supplier.

**EDX to a Marketplace supplier**

A Marketplace is an electronic trading community in which buyers and sellers use a common internet portal. When you connect PeopleSoft eProcurement to a Marketplace, you can pass purchase orders from PeopleSoft eProcurement and PeopleSoft Purchasing to a Marketplace where suppliers receive the orders and review them. In order to use this method, the supplier must be set up as a marketplace supplier in PeopleSoft eProcurement, including on the Linked Suppliers page (eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers). For more information on setting up a Marketplace supplier, see [Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#).

Purchase orders are dispatched and transmitted to the Marketplace using the Process Marketplace Orders process (eProcurement, Buyer Center, Dispatch Purchase Orders, Marketplace). The Process Marketplace Orders process (PV\_MS\_PO\_SEL) is an application engine process that dispatches the purchase orders and publishes them to the Marketplace using the PV\_ORDER service operation within the PeopleSoft Integration Broker. You must use the xCBL 2.0 format to use this process.

See [Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#).

**EDX to the Oracle Supplier Network** The Oracle Supplier Network (OSN) is an hosted service offering in which buyers and sellers use a common hub for exchanging and monitoring transactions. The following

transactions are used in the integration to OSN; purchase orders, purchase order acknowledgements, change orders, advanced shipping notices, and invoices. When you connect PeopleSoft eProcurement to the Oracle Supplier Network, you can pass purchase orders from PeopleSoft eProcurement and PeopleSoft Purchasing to OSN, OSN passes the purchase orders to the suppliers who receive the orders and review them. In order to use this method, you must first setup the integration to OSN and define your suppliers as an OSN supplier on the Linked Suppliers page (eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers). For more information on integrating with the Oracle Supplier Network, see [Understanding the Integration Between the Oracle Supplier Network, PeopleSoft eProcurement, and PeopleSoft eSettlements](#).

Purchase orders are dispatched and transmitted to the Oracle Supplier Network using the dispatch process to update the EC outbound staging tables. The purchase orders are published to OSN using the PV\_ORDER service operation and the ORACLE\_SN\_ORDER routing within the PeopleSoft Integration Broker.

See [Understanding the Integration Between the Oracle Supplier Network, PeopleSoft eProcurement, and PeopleSoft eSettlements](#).

### **EDX to a Direct Connect Supplier**

Direct connect enables PeopleSoft purchase orders to be dispatched directly to the supplier's website. If a supplier is defined as a direct connect supplier in PeopleSoft eProcurement, including on the Linked Suppliers page (eProcurement, Administer Procurement, Maintain Supplier Integration, Linked Suppliers), the system dispatches purchase orders associated with that supplier and electronically transmits them to the direct connect supplier using the cXML or xCBL formats. For more information on setting up a direct connect supplier, see [Understanding Direct Connect Supplier Integration](#).

A direct connect purchase order with the dispatch method of *EDX*, uses the dispatch process to update the EC outbound staging tables. The dispatch process then publishes the purchase orders to the supplier's website using the PV\_ORDER\_REQ service operation within the PeopleSoft Integration Broker.

See [Understanding Direct Connect Supplier Integration](#).

### **Using Dynamic Dispatch with the EDX Dispatch Method**

The Dynamic Dispatch feature enables you to quickly adjust the structure of your outbound purchase order message to match different online XML standards of third-party systems. If the supplier is defined to use a EDX dispatch method on the Linked Supplier Setup page, the purchase order is dispatched and electronically transmitted to the correct website by using PeopleSoft Integration Broker. PeopleSoft

Integration Broker makes it possible for you to adjust quickly to meet different online XML marketing standards that might be implemented by a supplier without making code changes.

See [Setting Up Dynamic Dispatching](#).

### Related Links

"Entering Supplier Identifying Information" (PeopleSoft 9.2: Source to Settle Common Information)

[Understanding Direct Connect Supplier Integration](#)

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## Dispatching Purchase Orders

This section discusses how to use the Dispatch Purchase Orders page, select POs manually for dispatch, use batch processing to dispatch POs, send dispatched POs to suppliers, dispatch POs to the marketplace, view PO statuses and messages, and view messages entered on PO lines.

### Pages Used to Dispatch Purchase Orders

| <i>Page Name</i>                                 | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Dispatching Purchase Orders Page</a> | PV_PO_MAIN2            | Select from a range of tasks for sending purchase orders to suppliers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <a href="#">Online Dispatcher Page</a>           | PV_PO_DISPATCH         | Select purchase orders for manual online dispatch using this page. The system launches PeopleSoft processes in the background to dispatch and, if needed, email and publish XML messages. If you are formatting your purchase orders using SQR, then this page only dispatches purchase orders using the EDX dispatch method with a linked supplier. If you are formatting your purchase orders using Oracle BI Publisher (select the Enable XML Publisher check box on the Purchasing page of the Installation Options component), then use this page to dispatch purchase orders with any dispatch method: print, fax, email, phone, or EDX. |

| <b><i>Page Name</i></b>                                   | <b><i>Definition Name</i></b> | <b><i>Usage</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Dispatch POs Page</u><br><br>PO Dispatch Batch Process | RUN_DISP_POPO005              | Run the process to dispatch your purchase orders. When needed, this page also publishes the EDX message or runs the Email (PO_PO_EMAIL) process. If you are formatting your purchase orders using SQR, then this run control page only dispatches purchase orders using the EDX dispatch method with a linked supplier. If you are formatting your purchase orders using Oracle BI Publisher (select the Enable XML Publisher check box on the Purchasing page of the Installation Options component), then use this run control page to dispatch purchase orders with any dispatch method: print, fax, email, phone, or EDX. |
| <u>General Batch Dispatcher Page</u>                      | RUN_DISP_POPO005              | Run a process to dispatch your purchase orders. For some dispatch methods, this page also publishes the EDX message or runs the Email (PO_PO_EMAIL) process. You can dispatch orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.<br><br>This page only displays when you are using SQR to format your purchase orders (the Enable XML Publisher check box has not been selected on the Purchasing page of the Installation Options component). This page enables you to dispatch using any dispatch method within PeopleSoft eProcurement.              |
| <u>Publish Dispatched POs Page</u>                        | PV_IN_RUN_PUB_MSG             | Use this process page to electronically transmit the dispatched POs to suppliers using the Publish Outbound Message process. This page only applies to dispatched purchase orders using the EDX method without a linked supplier.                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>Process Marketplace Orders Page</u>                    | PV_MS_PO_SEL_RUN              | Run the Process Marketplace Orders (PV_MS_PO_SEL) process to dispatch and publish purchase orders to a marketplace. This process only applies to purchase orders with a marketplace supplier.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <u>PO Dispatch Message Log Page</u>                       | PV_MS_PO_DISP_ERR             | View PO statuses and messages after running the dispatch process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>PO Lines Dispatch Message Log Page</u>                 | PV_MS_PO_DISP_ERR             | View messages entered on PO lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>Page Name</b>     | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Publish Monitor Page | IB_MONITOR_OVRVIEW     | Use the Service Operations Monitor component to monitor the electronic transmission of your purchase orders to a supplier, marketplace, or supplier's website. The PeopleSoft Integration Broker uses service operations to transmit these messages. You can monitor system service operation queues, review the delivery status of individual service operation messages, and identify any processing errors that need resolution. The Service Operations Monitor is generally used by system administrators. |
| Process Monitor Page | PMN_PRCSLIST           | Review the status of scheduled or running PeopleSoft processes. You can view all processes to see the status of any job in the queue and control processes that you initiated.                                                                                                                                                                                                                                                                                                                                 |

## Dispatching Purchase Orders Page

Use the Dispatch Purchase Orders page (PV\_PO\_MAIN2) to select from a range of tasks for sending purchase orders to suppliers.

### Navigation

eProcurement > Buyer Center > Dispatch Purchase Orders

**Image: Dispatch Purchase Orders page with BI Publisher enabled to format purchase orders**

This example illustrates the fields and controls on the Dispatch Purchase Orders page with BI Publisher enabled to format purchase orders.

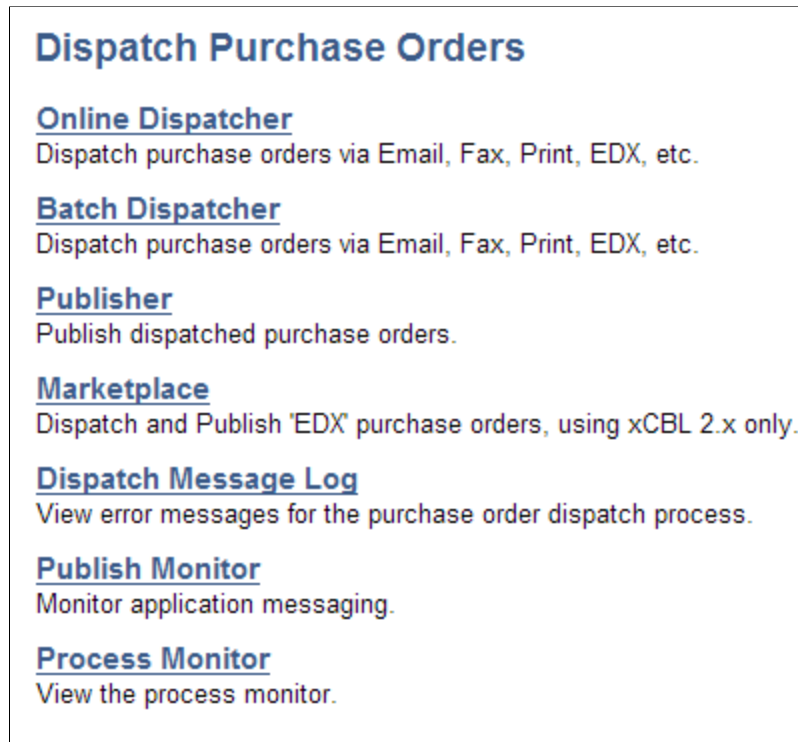


**Image: Dispatch Purchase Orders page with SQR used to format purchase orders**

This example illustrates the fields and controls on the Dispatch Purchase Orders page with SQR used to format purchase orders.



Using the Dispatch Purchase Orders page, you can select from a range of tasks for sending purchase orders to suppliers. The Dispatch Purchase Orders page displays different options based on your selection of the Enable XML Publisher check box on the Purchasing page of the Installation Options component. When this check box is selected, the Oracle BI Publisher is used to format and print purchase orders in PeopleSoft eProcurement and PeopleSoft Purchasing. When this check box is not selected, the SQR programming language is used to format purchase orders. Choosing the Oracle BI Publisher gives you the flexibility of changing the purchase order formats by choosing different report template IDs for different types of purchase orders. The template ID for dispatched purchase order can be defined at the system-level, business unit level, or on the run control for the dispatch process.

Using the Dispatch Purchase Orders page, you can select the following links:

| <b><i>Link on Dispatch Purchase Orders page</i></b> | <b><i>Action With BI Publisher</i></b>                                                                                                                                                                                                                                            | <b><i>Action With SQR</i></b>                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Online Dispatcher                                   | Access the Online Dispatcher page (PV_PO_DISPATCH) where you can dispatch purchase orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.<br><br>The PeopleSoft Job POXMLP is used to dispatch purchase orders. | Access the Online Dispatcher page (PV_PO_DISPATCH) where you can dispatch purchase orders using only the EDX dispatch method with linked suppliers.<br><br>The PeopleSoft Job POXMLP is used to dispatch purchase orders. |



| <b><i>Link on Dispatch Purchase Orders page</i></b> | <b><i>Action With BI Publisher</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><i>Action With SQR</i></b>                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Batch Dispatcher                                    | <p>Access the Dispatch POs run control page where you can select criteria to dispatch purchase orders. You can dispatch orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.</p> <p>The PeopleSoft Job POXMLP is used to dispatch purchase orders.</p> <p>In addition, you can use this run control to change the report template ID used by the BI Publisher to generate purchase orders.</p>                                                                                                                                                    | <p>Access the PO Dispatch Batch Process run control page where you can select criteria to run the dispatch process. You can only dispatch purchase orders using the EDX dispatch method with linked suppliers.</p> <p>The PeopleSoft Job POXMLP is used to dispatch purchase orders.</p>                                                                                                  |
| General Batch Dispatcher                            | (Does not display when BI Publisher is enabled)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Access the Dispatch Purchase Orders run control page where you can select criteria to dispatch purchase orders. You can dispatch orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.</p> <p>The SQR process PO Dispatch/Print (POPO005) or the PeopleSoft Job POXMLP can be used to dispatch purchase orders.</p> |
| Publisher                                           | <p>This page only applies to dispatched purchase orders using the EDX method without a linked supplier.</p> <p>Access this run control page to define selection criteria to publish dispatched purchase orders that are in the outbound staging tables and that use the batch publish design pattern. You can specify whether to send purchase orders based on business unit or supplier. This Publish Outbound Message process generates a Purchase Order Dispatch EIP transaction.</p> <p>See "Example: Processing the Purchase Order Dispatch EIP" (PeopleSoft FSCM 9.2: Supply Chain Management Integration).</p> | (same as previous column)                                                                                                                                                                                                                                                                                                                                                                 |
| Marketplace                                         | Dispatch and publish purchase orders with Marketplace suppliers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (same as previous column)                                                                                                                                                                                                                                                                                                                                                                 |
| Dispatch Message Log                                | Access the PO Dispatch Message Log page to view the outbound purchase order messages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (same as previous column)                                                                                                                                                                                                                                                                                                                                                                 |

| <b><i>Link on Dispatch Purchase Orders page</i></b> | <b><i>Action With BI Publisher</i></b>                                                                                                                                                                    | <b><i>Action With SQR</i></b> |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Publish Monitor                                     | Use the Publish Monitor to review information about the delivery status of individual service operation messages and to help resolve processing errors.                                                   | (same as previous column)     |
| Process Monitor                                     | Use the Process Monitor to review the status of scheduled or running PeopleSoft processes. You can view all processes to see the status of any job in the queue and control processes that you initiated. | (same as previous column)     |

**Note:** To prevent end-user error, it is recommended that you use PeopleTools to remove from view on the run control's Process Scheduler Request page the dispatch process that is not used by your organization. For example, if you choose to enable the BI Publisher for formatting purchase orders, then it is recommended that you remove the POPO005 SQR process from viewing on the dispatch run controls because this SQR process is never used.

*PeopleTools: BI Publisher for PeopleSoft*

## Related Links

[Understanding Purchase Order Dispatch](#)

## Online Dispatcher Page

Use the Online Dispatcher page (PV\_PO\_DISPATCH) to select purchase orders for manual online dispatch using this page.

The system launches PeopleSoft processes in the background to dispatch and, if needed, email and publish XML messages. If you are formatting your purchase orders using SQR, then this page only dispatches purchase orders using the EDX dispatch method with a linked supplier. If you are formatting your purchase orders using Oracle BI Publisher (select the Enable XML Publisher check box on the Purchasing page of the Installation Options component), then use this page to dispatch purchase orders with any dispatch method: print, fax, email, phone, or EDX.

## Navigation

Click the Online Dispatcher link on the Dispatch Purchase Orders page.

### Image: Online Dispatcher page with Oracle BI Publisher enabled

This example illustrates the fields and controls on the Online Dispatcher page with Oracle BI Publisher enabled. You can find definitions for the fields and controls later on this page.

#### Online Dispatcher

Search Criteria

Business Unit

Buyer

PO ID

Dispatch Method

Date From

Date To

Supplier

☐ Include Dispatched PO(s) ☐ Linked Supplier(s) Only

Search

Clear

P O Listing

Personalize | Find | View All |

First 1-10 of 28 Last

| Sel                      | PO ID      | PO Date    | PO Status | Buyer Name         | Supplier   | Name                 | Process Status | Dispatch Method |
|--------------------------|------------|------------|-----------|--------------------|------------|----------------------|----------------|-----------------|
| <input type="checkbox"/> | 0000000251 | 10/01/2012 | Approved  | Kenneth Schumacher | USA00HIER1 | Supplier Hierarchy 1 |                | Print           |
| <input type="checkbox"/> | 0000000235 | 08/06/2012 | Approved  | Kenneth Schumacher | USA0000009 | Quick Pace Couriers  |                | Print           |
| <input type="checkbox"/> | 0000000234 | 08/06/2012 | Approved  | Kenneth Schumacher | SCM0000002 | CAMPER'S WAREHOUSE   |                | Print           |
| <input type="checkbox"/> | 0000000232 | 03/05/2010 | Approved  | Hosking,Andrew     | SCM0000001 | BIKE SHOP            |                | Email           |
| <input type="checkbox"/> | 0000000204 | 06/22/2009 | Approved  | Calvin Roth        | USA0000038 | CompUSA              |                | Print           |
| <input type="checkbox"/> | 0000000186 | 01/25/2007 | Approved  | Phillips,Jarred    | SCM0000004 | ERNIE'S BIKE SHOP    |                | Print           |
| <input type="checkbox"/> | 0000000180 | 07/25/2006 | Approved  | Phillips,Jarred    | SCM0000004 | ERNIE'S BIKE SHOP    |                | Print           |
| <input type="checkbox"/> | 0000000178 | 05/25/2006 | Approved  | Phillips,Jarred    | SCM0000004 | ERNIE'S BIKE SHOP    |                | Print           |
| <input type="checkbox"/> | 0000000170 | 04/05/2006 | Approved  | Hosking,Andrew     | SCM0000004 | ERNIE'S BIKE SHOP    |                | Print           |
| <input type="checkbox"/> | 0000000163 | 04/05/2006 | Approved  | Hosking,Andrew     | USA0000001 | Bay Area Electric-   |                | Print           |

Select All

DeSelect All

Dispatch PO(s)

Return to Dispatch Purchase Orders

Process Monitor

**Image: Online Dispatcher page with SQR enabled**

This example illustrates the fields and controls on the Online Dispatcher page with SQR enabled. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Online Dispatcher' page. At the top, there is a 'Search Criteria' section with several input fields: 'Business Unit' (set to 'US001'), 'PO ID', 'Date From' (set to '02/01/2000'), 'Supplier', 'Buyer', 'Dispatch Method' (set to 'EDX'), and 'Date To' (set to '02/08/2013'). There are also checkboxes for 'Include Dispatched PO(s)' and 'Linked Supplier(s) Only' (checked). Below these fields are 'Search' and 'Clear' buttons. A message states 'No matching POs were found.' At the bottom, there are links for 'Select All', 'DeSelect All', and a 'Dispatch PO(s)' button. At the very bottom, there are links for 'Return to Dispatch Purchase Orders' and 'Process Monitor'.

Use the Online Dispatcher page to select purchase orders for manual online dispatch. The system launches PeopleSoft processes in the background to dispatch and, if needed, email and publish XML messages. If you are formatting your purchase orders using SQR, then this page only dispatches purchase orders using the EDX dispatch method with a linked supplier (Oracle Supplier Network, marketplace or Direct Connect). If you are formatting your purchase orders using Oracle BI Publisher (select the Enable XML Publisher check box on the Purchasing page of the Installation Options component), then use this page to dispatch purchase orders with any dispatch method: print, fax, email, phone, or EDX. If this PO is being sent to a direct connect supplier, this page sends the PO directly to the vendor's website.

**Business Unit**

Select the Purchasing business unit containing the purchase orders that you want to dispatch.

**Buyer**

Select a buyer to narrow the selection of purchase orders displayed in the PO Listing group box.

**Dispatch Method**

Select a dispatch method to narrow the selection of purchase orders displayed in the PO Listing group box. If the Oracle BI Publisher has been enabled, you can choose any dispatch method: print, fax, email, phone, or EDX. If SQR is used to format your purchase orders (that is, the Oracle BI Publisher has not been enabled), then this page is limited to purchase orders using the EDX dispatch method with a linked supplier.

**Date From and Date To**

Enter a date range to narrow the selection of purchase orders displayed in the PO Listing group box.

**Supplier**

Enter a supplier ID to display only purchase orders for this supplier.

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include Dispatched PO(s)</b> | Select this check box to include purchase orders that have already been dispatched. This enables you to re-dispatch them if needed. Deselect this check box to display only <i>Approved</i> purchase orders.                                                                                                                                                                                                      |
| <b>Linked Supplier(s) Only</b>  | Select to limit the purchase orders displayed to orders with linked suppliers. Linked suppliers are marketplace suppliers and direct connect suppliers (Punchout, Transparent Punchout, and Roundtrip). If SQR is used to format your purchase orders (that is, the Oracle BI Publisher has not been enabled), then this page is limited to purchase orders using the EDX dispatch method with a linked supplier. |
| <b>Search</b>                   | Click this button to initiate your search and display purchase orders in the PO Listing group box that meet your search criteria. The system only selects purchase orders with a PO Status of <i>Approved</i> , <i>Dispatched</i> , or <i>Pending Cancel</i> .                                                                                                                                                    |
| <b>Clear</b>                    | Click this button to erase your search criteria.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Sel</b>                      | Select this check box for each individual purchase order that you want to dispatch using this page.                                                                                                                                                                                                                                                                                                               |
| <b>Dispatch PO(s)</b>           | Click this button to automatically dispatch the purchase orders selected above.                                                                                                                                                                                                                                                                                                                                   |

## Dispatch POs Page

Use the Dispatch POs page (RUN\_DISP\_POPO005) to run the process to dispatch your purchase orders.

When needed, this page also publishes the EDX message or runs the Email (PO\_PO\_EMAIL) process. If you are formatting your purchase orders using SQR, then this run control page only dispatches purchase orders using the EDX dispatch method with a linked supplier. If you are formatting your purchase orders using Oracle BI Publisher (select the Enable XML Publisher check box on the Purchasing page of the Installation Options component), then use this run control page to dispatch purchase orders with any dispatch method: print, fax, email, phone, or EDX.

### Navigation

Click the Batch Dispatcher link on the Dispatch Purchase Orders page.

### Image: Batch Dispatcher (Dispatch POs page) with Oracle BI Publisher enabled

This example illustrates the fields and controls on the Batch Dispatcher (Dispatch POs page) with Oracle BI Publisher enabled. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Dispatch POs' page. At the top, there are tabs for 'Report Manager', 'Process Monitor', and a 'Run' button. Below these are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. The 'Process Request Parameters' section on the left includes fields for Business Unit (US004), To, PO ID (with a 'Select Purchase Order' link), Contract SetID (SHARE), Contract ID, Release, From Date (01/01/2000), Through Date (06/14/2000), Supplier ID, Buyer, Fax Cover Page, and Template ID. The 'Statuses to Include' section has checkboxes for Approved (checked), Dispatched, and Pending Cancel. The 'Dispatch Methods to Include' section has checkboxes for Print (checked), E-Mail (checked), FAX (checked), and Phone (checked). The 'Miscellaneous Options' section includes a '\*Chartfields' dropdown (Valid Chartfields), a 'Change Orders' dropdown (Unchanged Orders), checkboxes for Print Changes Only, Test Dispatch, Print Copy, and Exclude POs tied to Authored Contract Documents, checkboxes for Print BU Comments, Print PO Item Description, and Print Duplicate, and a 'Sort By' dropdown (Sort by Line Number).

The Batch Dispatcher page with Oracle BI Publisher enabled runs the PeopleSoft Job POXMLP to dispatch your purchase orders. This process can dispatch orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.

For field definitions on this run control page, see "Dispatching Purchase Orders" (PeopleSoft FSCM 9.2: Purchasing) .

See "Dispatch POs Page" (PeopleSoft FSCM 9.2: Purchasing).

### Image: Batch Dispatcher page with SQR enabled

This example illustrates the fields and controls on the Batch Dispatcher page with SQR enabled. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'PO Dispatch Batch Process' page. At the top, there are tabs for 'Report Manager', 'Process Monitor', and a 'Run' button. Below these are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'. The 'Process Request Parameters' section on the left includes fields for Business Unit, To, PO ID (with a 'Select Purchase Order' link), Contract SetID, Contract ID, Release, From Date, Through Date, Supplier ID, Buyer, and a 'Save' button. The 'Statuses to Include' section has checkboxes for Approved and Dispatched. The 'Dispatch Methods to Include' section has checkboxes for Print, E-Mail, FAX, and Phone, with EDX checked. At the bottom right, there are 'Add' and 'Update/Display' buttons.

The Batch Dispatcher (PO Dispatch Batch Process page) with SQR enabled runs the PeopleSoft Job POXMLP. This process only dispatches purchase orders using the EDX dispatch method with link suppliers. The field definitions are:

#### Business Unit

Select a specific business unit from which to dispatch POs using batch processing.

**Buyer Name**

Select a specific buyer from whom to dispatch POs using batch processing.

**Supplier ID**

Select a specific supplier to which you want to dispatch POs using batch processing. If you leave the field empty, POs for all suppliers that meet other criteria that you enter are included in the batch processing.

**From Date and Through Date**

Enter a date range to narrow the selection of purchase orders to be dispatched by this process.

## General Batch Dispatcher Page

Use the General Batch Dispatcher page (RUN\_DISP\_POPO005) to run a process to dispatch your purchase orders.

For some dispatch methods, this page also publishes the EDX message or runs the Email (PO\_PO\_EMAIL) process. You can dispatch orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.

### Navigation

Click the General Batch Dispatcher link on the Dispatch Purchase Orders page.

### Image: The General Batch Dispatcher process page with SQR enabled

This example illustrates the fields and controls on the The General Batch Dispatcher process page with SQR enabled.

You can dispatch orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers.

**Note:** This page only displays when you are using the SQR Reports to format your purchase orders (the Enable XML Publisher check box has not been selected on the Purchasing page of the Installation Options component). This page enables you to dispatch within PeopleSoft eProcurement using any dispatch method.

For field definitions on this run control page, see "Dispatching Purchase Orders" (PeopleSoft FSCM 9.2: Purchasing).

See "Dispatch POs Page" (PeopleSoft FSCM 9.2: Purchasing).

## Publish Dispatched POs Page

Use the Publish Dispatched POs page (PV\_IN\_RUN\_PUB\_MSG) to use this process page to electronically transmit the dispatched POs to suppliers using the Publish Outbound Message process.

This page only applies to dispatched purchase orders using the EDX method without a linked supplier.

### Navigation

Click the Publisher link on the Dispatch Purchase Orders page.

### Image: Publish Dispatched PO page

This example illustrates the fields and controls on the Publish Dispatched PO page. You can find definitions for the fields and controls later on this page.

Use this page to launch the Publisher (IN\_PUB\_MSGIN\_PUB\_MSG) process. This is a PeopleSoft Application Engine process that electronically transmits the purchase orders using the EDX dispatch method without a linked supplier.

#### Request ID

Enter an identifier for this process run.

#### Selection Type

Select a criteria for selecting POs to publish. The selection determines the access to other fields on this page. Values are:

*Select BU* (select business unit): Select by business unit.

*Select Ven* (select supplier): Select by supplier ID.

If you select the selection type, *Select BU*, define these settings:

#### BU Selection

*I Bus Unit* (one business unit): Select to publish POs to suppliers that are associated with a specific business unit.



*All BUs:* Select to publish POs to suppliers that are associated with all business units.

**Business Unit**

Enter the business unit that is associated with the suppliers to which you want to publish POs.

If you select the selection type *Select Ven*, define these settings:

**Supplier Selection**

Values are:

*1 Supplier:* Select to publish POs to a specific supplier.

*All Supplier:* Select to publish POs to all suppliers associated with a specified SetID.

**Supplier SetID**

Select the SetID that is associated with the suppliers to which you want to publish POs.

**Supplier ID**

If you selected the Supplier selection type *1 Supplier*, select the supplier to which you want to publish POs.

**Location**

If you selected the supplier selection type *1 Supplier*, select the supplier location where you want to publish POs.

## Process Marketplace Orders Page

Use the Process Marketplace Orders page (PV\_MS\_PO\_SEL\_RUN) to run the Process Marketplace Orders (PV\_MS\_PO\_SEL) process to dispatch and publish purchase orders to a marketplace.

This process only applies to purchase orders with a marketplace supplier.

### Navigation

Click the Marketplace link on the Dispatch Purchase Orders page.

### Image: Process Marketplace Orders page

This example illustrates the fields and controls on the Process Marketplace Orders page.

Run Control ID Marketplace Report Manager Process Monitor Run

**Execution Parameters**

☒ Re-Process Errors ☐ Allow Re-Dispatch ☒ Run Order Status Check

Business Unit

PO Number

[Return to eProcurement Processes](#)

Run the Process Marketplace Orders (PV\_MS\_PO\_SEL) process to dispatch and publish purchase orders to a marketplace. This process only applies to purchase orders with a marketplace supplier.

## Related Links

[Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#)

## PO Dispatch Message Log Page

Use the PO Dispatch Message Log page (PV\_MS\_PO\_DISP\_ERR) to view PO statuses and messages after running the dispatch process.

### Navigation

Click the Dispatch Message Log link on the Dispatch Purchase Orders page.

### Image: PO Dispatch Message Log page

This example illustrates the fields and controls on the PO Dispatch Message Log page. You can find definitions for the fields and controls later on this page.

**PO Dispatch Message Log**

Search by the following criteria :

\*Business Unit  PO Number  Buyer

Date From  Through Date  Status

| PO No.     | Date       | PO Status  | Status     | Message                                              |
|------------|------------|------------|------------|------------------------------------------------------|
| 0000000058 | 08/12/2003 | Dispatched | Dispatched | Purchase Order is dispatched, Needs to be published. |
| 0000000057 | 08/05/2003 | Dispatched | Dispatched | Purchase Order is dispatched, Needs to be published. |
| 0000000056 | 08/05/2003 | Dispatched | Dispatched | Purchase Order is dispatched, Needs to be published. |

[Return to Dispatch Purchase Orders](#)

All POs appear for these dispatch methods:

- Dispatched to the marketplace.
- Electronically transmitted to the supplier by using the dispatch and publish processes.

### Search

Click the Search button to retrieve POs based on the criteria you entered in the upper half of the page. The Status column is updated with the results. If the marketplace has received the order, the PO Status column changes to *Dispatched*.

This information appears for each PO the search locates:

### Date

Displays the PO date from the PO header.

### PO Status

Displays the current status of the PO within PeopleSoft eProcurement. This status is from the PO header in PeopleSoft eProcurement.

### Status

Reflects the stage of the PO within the dispatch process. The status that appears could reflect the stage of the PO when

electronically transmitted to the supplier or when dispatched to the marketplace.

When the PO is electronically transmitted to the supplier, the values include:

*Error:* PO has not been dispatched nor published.

*Dispatched:* PO has been dispatched.

*Published:* PO has been dispatched and published.

When the PO is dispatched to the marketplace, values include:

*Received:* PO has been sent by PeopleSoft eProcurement and received by the marketplace. The system has not yet received a response from the marketplace.

*Accepted:* The marketplace has received the PO, and the supplier has responded and accepted it. Comments attached to the PO header or line might also appear.

*Completed:* The PO has been sent to the marketplace, accepted by the supplier, the goods or services have been received, and the supplier has been paid.

*No Accept:* The marketplace has received the PO and the supplier has responded and rejected it. Comments that were attached by the supplier appear in the Message column.

*Cancelled:* Supplier has accepted the PO, but has canceled the order for a later time.

*Pre-Pymt Required:* Supplier has accepted the PO and has assigned this status to indicate that a prepayment is required to fulfill the order.

*Other:* Supplier has accepted the PO and later assigned this status to indicate that there is a problem with the order. The supplier's messages at the PO header or line level should detail this problem.

*Completed:* PO has been sent to the marketplace, accepted by the supplier, the goods or services have been received, and the supplier has been paid.



## Message

Click the PO Lines Error Messages button to review comments from the marketplace supplier about a PO line. This button is only available for POs sent to the marketplace.

For POs that are electronically transmitted to the supplier, this column displays a message indicating whether the system encountered errors when dispatching or publishing POs. For

POs sent to the marketplace, this column displays messages entered by the marketplace supplier on the PO header.

## PO Lines Dispatch Message Log Page

Use the PO Lines Dispatch Message Log page (PV\_MS\_PO\_DISP\_ERR) to view messages entered on PO lines.

### Navigation

Click the Dispatch Message Log link on the PO Dispatch Message Log page.

|                     |                                                                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Line Number</b>  | Displays the line number of the PO. Only lines that contain supplier messages appear. The PO could contain additional lines that do not appear. |
| <b>Message Text</b> | Displays any message entered by the marketplace supplier on this PO line.                                                                       |

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## Formatting Purchase Orders With Oracle BI Publisher

The purchase order format determines the layout of the purchase order when it is printed, faxed, attached to an email, or electronically transmitted using EDX. To format the purchase order, you can choose between SQR and Oracle BI Publisher. If you choose Oracle BI Publisher, then the system uses the PeopleSoft Job POXMLP to dispatch the purchase orders.

BI Publisher is a template-based reporting solution that separates the data extraction process from the report layout and enables the reuse of extracted application data into multiple report layouts. You can change the format or layout of a purchase order report without changing the underlying program that controls the business logic. The format and layout includes the appearance of the report and addition or removal of fields on the report as long as those fields are available as part of the PO dispatch data. Change the purchase order formats by choosing different report template IDs for different types of purchase orders. The template ID for dispatched purchase order can be defined at the system-level, the business unit level, the run control for the dispatch process, or the individual purchase order. To use the BI Publisher for purchase orders in both PeopleSoft eProcurement and PeopleSoft Purchasing, select the Enable XML Publisher check box on the Purchasing page of the Installation Options component.

PeopleSoft is delivered with sample data already set up to generate an BI Publisher purchase order that uses the same format as the SQR report. Use this data as a starting point to create your own layout for purchase orders using the BI Publisher. This data in BI Publisher (Reporting Tools, BI Publisher) includes:

- Report Definition: PO\_DISPATCH
- Data Source ID: PO\_DISPATCH
- Template File: PO\_DISPATCH.RTF

## Default Hierarchy for the Template ID

When dispatching purchase orders, the system must identify the BI Publisher template ID. The template ID for a purchase order can be defined on the:

1. *Purchase Order*: Enter the template ID for an individual purchase order using the PO Header Details page or the Dispatch Options page. If the Template ID field is blank on the purchase order, then the system looks to the:
2. *Run Control Page for the Dispatch Process*: Enter the template ID for the individual process run of the dispatch process. This dispatch process is the PeopleSoft Job POXMLP and can be accessed from the Batch Dispatcher page in PeopleSoft eProcurement or the Dispatch Purchase Orders page in PeopleSoft Purchasing. If the Template ID field is blank on this run control page, then the system looks to the:
3. *Purchasing Business Unit*: Enter the template ID for all purchase orders dispatched within one business unit by entering the template ID on the Purchase Order Images page within the Purchasing Business Unit component (BUS\_UNIT\_PM). If the Template ID field is blank on the Purchase Order Images page, then the system uses the:
4. *Report Definition in BI Publisher*: Identify the default template ID on the Report Definition-Template page within the BI Publisher.

## Pages Used to Format Purchase Orders With Oracle BI Publisher

| <b>Page Name</b>                                                                            | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Installation Options - Purchasing Page"<br>(PeopleSoft FSCM 9.2: Application Fundamentals) | INSTALLATION_PO        | Select the Enable XML Publisher check box to use BI Publisher to format your purchase orders in PeopleSoft eProcurement and PeopleSoft Purchasing.                                                                                                                                                                     |
| Report Definition-Template                                                                  | PSXPRPTTMPL            | Associate one or more template IDs with a report definition, such as PO_DISPATCH. Select the Default Template check box to identify one template ID as the default to be used.                                                                                                                                         |
| Purchase Order Images (Define Dispatch Options)                                             | BUS_UNIT_PM_IMAGE      | Use the Template ID field to define a report template for this PeopleSoft Purchasing business unit. Oracle BI Publisher uses this report template for all purchase orders within the business unit unless overridden by another template ID on the individual purchase order or the dispatch process run control page. |
| Dispatch Purchase Orders                                                                    | RUN_DISP_POPO005       | In the Template ID field, select the report template that you want to use with this dispatch process (PeopleSoft Job POXMLP). This field applies to the individual process run and overrides the template ID selected at the business unit level or system-level.                                                      |

| <b>Page Name</b>  | <b>Definition Name</b> | <b>Usage</b>                                                                                 |
|-------------------|------------------------|----------------------------------------------------------------------------------------------|
| PO Header Details | PO_HDR_DTL             | Use the Template ID field to define an BI Publisher report template for this purchase order. |
| Dispatch Options  | DISPATCH_OPTIONS       | Use the Template ID field to define an BI Publisher report template for this purchase order. |

*PeopleTools: BI Publisher for PeopleSoft*

## Setting Up Dynamic Dispatching

To set up dynamic dispatching, use the EDX Dispatch Types component (PV\_EDX\_TYPE).

This section provides an overview of dynamic dispatching and discusses how to:

- Define dynamic dispatch EDX dispatch types.
- Link dynamic dispatch types to suppliers.
- Dispatch dynamic dispatch POs.

## Pages Used to Set Up Dynamic Dispatching

| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Usage</b>                                    |
|----------------------------------------------|------------------------|-------------------------------------------------|
| <a href="#">EDX PO Dispatch Types Page</a>   | PV_EDX_TYPE            | Define dynamic dispatch types for EDX.          |
| <a href="#">Linked Suppliers Page</a>        | PV_MS_SEC_SUPPLIER     | Link dynamic dispatch types to suppliers.       |
| <a href="#">Marketplace Buyer Setup Page</a> | PV_MS_SEC_BUYER        | Set up marketplace buyers for dynamic dispatch. |

## Understanding Dynamic Dispatching

Dynamic dispatching is a dispatch method that runs as a background process. You use the same pages to define this type of dispatching as you do with other dispatch types. The advantage of dynamic dispatching; however, is that it leverages a common set of logic to dispatch purchase orders. This enables you to quickly adjust to meet different online XML standards that might be implemented by a supplier or a website.

You can dispatch a PO as an XML document in a defined format. If the structure of that format is not compatible with the structure of the XML document required to integrate with a third-party supplier, then PeopleSoft Integration Broker can convert the structure using PeopleSoft Application Engine transformation programs. Using different connectors and a framework for transforming an XML message to another XML message, the Integration Broker makes it possible to develop a uniform and consistent interface for integration.

The PeopleSoft integration to the Oracle Supplier Network uses dynamic dispatching. The Oracle Supplier Network uses the Open Application Group (OAG) format for XML documents. For outbound transactions from the PeopleSoft eProcurement or Purchasing applications, the PeopleSoft Integration Broker uses application engine transformation programs to convert XML messages that use the PeopleSoft format (PSXML) into OAG XML files. For inbound transactions from the Oracle Supplier Network, OAG XML messages are sent to the PeopleSoft Integration Broker where transformation programs convert the incoming files into the PSXML format.

When a supplier changes to a different XML standard, then using the Integration Broker, you can react with a format to meet that standard. To adjust for the change, dynamic dispatching uses the Integration Broker's transformation capabilities to send xCBL, cXML, OAG, or EDX files. The Integration Broker uses a common set of logic to identify POs eligible for dispatching.

## Related Links

[Understanding the Integration Between a Marketplace and PeopleSoft eProcurement](#)

## EDX PO Dispatch Types Page

Use the EDX PO Dispatch Types page (PV\_EDX\_TYPE) to define dynamic dispatch types for EDX.

### Navigation

eProcurement > Administer Procurement > Maintain Supplier Integration > EDX PO Dispatch Types

### Image: EDX PO Dispatch Types page

This example illustrates the fields and controls on the EDX PO Dispatch Types page. You can find definitions for the fields and controls later on this page.

**EDX PO Dispatch Types**

EDX PO Dispatch Type

Root Package ID

Application Class Path

Description

[Return to Administer Procurement](#)

Use this page to define EDX dispatch types for use with dynamic dispatching.

**EDX PO Dispatch Type**

Define the dispatch type. The system is delivered with the following types:

- *CXML12*: For integration with a supplier using the cXML format.
- *OAG72*: For integration with the Oracle Supplier Network (OAG format).
- *XCBL30*: For integration with a marketplace (xCBL format).

**Root Package ID**

Enter the PeopleSoft application package. The system is delivered with the application package SCM\_PV\_PO\_DISPATCH.

**Application Class Path**

Enter the PeopleSoft application class to be used within the application package. The following application classes are delivered within the application package SCM\_PV\_PO\_DISPATCH:

- *CxmlPurchaseOrder*: For integration with a supplier using the cXML format.
- *OAGPurchaseOrder*: For integration with the Oracle Supplier Network (OAG format).
- *XcblPurchaseOrder*: For integration with a marketplace (xCBL format).

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## Setting Up and Sending POs to Suppliers by EDX

This section discusses how to:

- Activate the purchase order dispatch service operation.
- Define batch publish rules.
- Specify source data for records.
- Associate publish processes with rules.
- Send PO service operations.

By using the EDX method, you can transmit dispatched POs to suppliers that are neither marketplace suppliers nor direct connect suppliers by converting POs into service operation messages and sending them to suppliers.



## Pages Used to Set Up and Send POs to Suppliers By EDX

| <b>Page Name</b>        | <b>Definition Name</b> | <b>Usage</b>                                                                                                      |
|-------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------|
| Batch Publish Rules     | EO_MSGPUBATCH          | Define batch publishing rules that determine how the dynamic dispatch transactions should be sent electronically. |
| Record Mapping          | EO_MSGRECMAP           | Specify source data for records (such as POs) in messages.                                                        |
| Batch Programs          | EO_MSGBATPGM           | Associate publish processes with rules.                                                                           |
| Add Nodes to Chunk Rule | EO_ADNODECHUNK_PNL     | Map nodes to chunk rules.                                                                                         |

## Activating the Purchase Order Dispatch Service Operation

PeopleSoft delivers a purchase order dispatch service operation, which enables eProcurement to send POs to suppliers by EDX. The PURCHASE\_ORDER\_DISPATCH is an outbound asynchronous service operation.

PeopleSoft delivers the service operations in PeopleSoft Integration Broker with a default status of *Inactive*. You must activate each service operation before attempting to send or receive data from a third-party source or another PeopleSoft system, such as CRM.

To set up this service operation, use the information in this table and refer to the setup instruction in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration) .

| <b>Service Operation</b> | <b>Direction and Type</b> | <b>Handlers</b> | <b>Chunking Available?</b> | <b>Integrates With</b> |
|--------------------------|---------------------------|-----------------|----------------------------|------------------------|
| PURCHASE_ORDER_DISPATCH  | Outbound<br>Asynchronous  | ROUTERSENDHDLR  | Yes                        | third-party system     |

## Batch Publish Rules Page

Use the Batch Publish Rules page (EO\_MSGPUBATCH) to define batch publishing rules that determine how the dynamic dispatch transactions should be sent electronically.

### Navigation

Enterprise Components > Integration Definitions > Batch Publish Rules

### Image: Batch Publish Rules page

This example illustrates the fields and controls on the Batch Publish Rules page.

The screenshot shows the 'Batch Publish Rules' page. At the top, there are three tabs: 'Batch Publish Rules', 'Record Mapping', and 'Batch Programs'. The 'Batch Publish Rules' tab is active. Below the tabs, the 'Service Operation' is 'EM\_PO\_MSG' and the 'Operation Description' is 'Purchase Order Message'. The 'Message.Version' is 'EM\_PO\_MSG.VERSION\_1'. A 'Publish Rule Definition' section contains the following fields and controls:

- \*Publish Rule ID: A text input field.
- \*Description: A text input field.
- \*Status: A dropdown menu currently showing 'Inactive'.
- Chunking Rule ID: A text input field with a magnifying glass icon.
- Alternate Chunk Table: A text input field.

Below the 'Publish Rule Definition' section are two panels:

- Message Options:** Contains two checked checkboxes: 'Create Message Header' and 'Create Message Trailer'.
- Output Format:** Contains three radio buttons: 'Message' (selected), 'Flat File', and 'Flat File with Control Record'.

Use this page to associate a rule to a message and characterize the rule.

Batch publish rules describe jobs or processes that run independently from their initiating process. A batch process can also run at one or more predetermined times in the future from the initiating request. This is appropriate for publishing incremental changes to data in a batch environment or when processing large volumes.

## Record Mapping Page

Use the Record Mapping page (EO\_MSGRECMAP) to specify source data for records (such as POs) in messages.

### Navigation

Enterprise Components > Integration Definitions > Batch Publish Rules > Record Mapping

### Image: Record Mapping page

This example illustrates the fields and controls on the Record Mapping page.

The screenshot shows the 'Record Mapping' page with the following elements:

- Tabs:** Batch Publish Rules, Record Mapping (active), Batch Programs.
- Service Operation:** EM\_PO\_MSG
- Message.Version:** EM\_PO\_MSG.VERSION\_1
- Publish Rule Definition:**
  - \*Publish Rule ID: [Text Field]
  - \*Description: [Text Field]
- Record Source Mapping:**
  - Message Record Name: [Text Field] [Magnifying Glass Icon]
  - Source/Order by Record Name: [Text Field] [Magnifying Glass Icon]
- Navigation:** Find | View All, First, 1 of 1, Last.

Use this page to map the Message Record Name to the Source/Order by Record Name.

## Batch Programs Page

Use the Batch Programs page (EO\_MSGBATPGM) to associate publish processes with rules.

### Navigation

Enterprise Components > Integration Definitions > Batch Publish Rules > Batch Programs

**Image: Batch Programs page**

This example illustrates the fields and controls on the Batch Programs page.

Use this page to assign an application program (PROCESS\_NAME) to the publish rule.

## Sending PO Service Operations

To send purchase order service operations:

1. Dispatch POs.

Use the Online Dispatcher page or the Batch Dispatcher page to dispatch POs and load them into interface tables.

2. Convert POs into XML service operations.

Use the Publisher page to initiate the Publisher process. The Publisher process converts the POs in the interface tables into XML service operations and publishes those service operations to the suppliers.

### Related Links

[Dispatching Purchase Orders](#)

## Accessing the Service Operations Monitor and Process Monitor Components

You monitor system service operation queues through the Service Operations Monitor. It provides information about the delivery status of individual service operations and aids in error processing and resolution. The Service Operations Monitor is generally used by system administrators.

After you submit a job using the Process Scheduler Request page, use the Process Monitor to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue and control processes that you initiated. The Process Monitor consists of two pages: the Process List page and the Server List page.

## Pages Used to Access the Service Operations Monitor and Process Monitor Components

| <b>Page Name</b>       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                  |
|------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monitor Overview       | IB_MONITOR_OVRVIEW     | Access high-level service operation information so that you can isolate areas for detailed information. This includes the status of asynchronous service operation messages, publication contracts, and subscription contracts.<br><br><i>PeopleTools: Integration Broker</i> |
| Operation Instances    | IB_MONITOR_PUBHDR      | Monitor operation instances. This includes information related to the individual asynchronous service operation instances that exist in a live or an archived system.<br><br><i>PeopleTools: Integration Broker</i>                                                           |
| Publication Contracts  | IB_MONITOR_PUBCON      | View publishing contracts. These are outbound service operations that you are sending to remote message nodes with which the system is interacting.<br><br><i>PeopleTools: Integration Broker</i>                                                                             |
| Subscription Contracts | IB_MONITOR_SUBCON      | View subscription contracts. These are service operations to run PeopleCode programs to which the local node receives.<br><br><i>PeopleTools: Integration Broker</i>                                                                                                          |
| Synchronous Services   | AMM_SYNCMSGLIST        | View synchronous service operations. These are inbound service operations from remote nodes or applications that send information.                                                                                                                                            |
| Domain Status          | AMM_MULTIDOM           | Use this page to view the domains that have publishing and subscription servers on them that are running against the application database.<br><br><i>PeopleTools: Integration Broker</i>                                                                                      |

| <b>Page Name</b> | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                  |
|------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Node Status      | AMM_NODE_STATUS        | Use this page to maintain pause times. A pause time is an interval of time during which the de becomes inactive. When the pause time begins, the node is shut down until the pause time is scheduled to end.<br><br><i>PeopleTools: Integration Broker</i>                                    |
| Queue Status     | IB_MONITOR_QUEUES      | Use this page to view, pause, and start service operation queues.<br><br><i>PeopleTools: Integration Broker</i>                                                                                                                                                                               |
| Statistics       | AMM_STATISTICS         | View messaging runtime performance data.<br><br><i>PeopleTools: Integration Broker</i>                                                                                                                                                                                                        |
| Process List     | PMN_PRCSLIST           | Use this page to monitor the process requests that you submit. This page enables the user to see if a process encounters an error, or if a server is not operating, the user can also see the processes that are queued to run at a future time.<br><br><i>PeopleTools: Process Scheduler</i> |
| Server List      | PMN_SRVRLIST           | Use this page to view information about each of the Process Scheduler server agents that are defined in the system.<br><br><i>PeopleTools: Process Scheduler</i>                                                                                                                              |

*PeopleTools: Integration Broker*

# Using the Approval Framework in PeopleSoft eProcurement

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## Understanding the Approval Framework

Many daily tasks are part of a larger process that involves several steps and people working together. The term *workflow* refers to this process, which could encompass, for example, the approval of a requisition. To facilitate this type of multiuser process, the PeopleSoft product can automatically trigger workflow notifications to inform the next approver in the process of work awaiting him or her. When the process is complete, the transaction is promoted to its next stage. In the case of a requisition, the next stage is that it is sourced as a purchase order. PeopleSoft applications offer two types of workflow:

1. PeopleTools Workflow Technology, documented in the *PeopleTools: Workflow Technology*. This method requires you to use PeopleSoft Application Designer, PeopleCode, and Workflow Administrator.
2. PeopleSoft Approval Framework, documented in the *PeopleSoft Approval Framework*. The standard PeopleSoft workflow requires advanced technical skills in PeopleSoft PeopleTools to create and maintain workflow; in contrast, the Approval Framework provides an alternative workflow that is much easier to create and maintain. For example, all of the steps in Approval Framework are defined by means of PeopleSoft pages rather than the underlying PeopleSoft PeopleCode, so functional users can design and maintain workflow using these online PeopleSoft pages without technical developers having to create workflow rules.

Within PeopleSoft eProcurement, the approval of requisitions is handled by the Approval Framework. Most of the work has already been done for you and is delivered with your PeopleSoft system. You need to activate the workflow and adjust the approval setup to identify your individual users, templates, and servers. This chapter discusses the setup of requisition approval within PeopleSoft eProcurement. Requisitions that have been changed and require reapproval are approved in the same component as the original requisitions.

After a requisition is created, the system routes the transaction to an approver. The approver can view and take action in two ways: using his or her worklist or navigating directly to the Manage Requisition Approvals page. The approver can preview, in a graphical format, the path that the requisition approval will take, view who has already approved the requisition, and see any comments that previous approvers have entered.

While the system awaits approval action, the approval framework maintains the overall state of the requisition, invokes routings, and interacts with the application classes.

During the approval process these actions take place:

- The system notifies approvers and reviewers that a pending requisition needs their attention.
- Approvers and reviewers access the requisition details, provide comments, and take action (approve, deny, or push back) for the requisition.

- The system checks for additional routings in the same routing path.

If all steps have been completed for the stage, then the next step is started in the next stage. If multiple routing paths exist, the system routes them in parallel.

- Once all approvers of a requisition have approved it, the Approval Framework notifies the PeopleSoft eProcurement application. The requisition is then ready for the next step.

*PeopleSoft Approval Framework*

## Setting Up Approval Framework in PeopleSoft eProcurement

This section discusses how to:

- Set up the Approval Framework in PeopleSoft eProcurement.
- Use the Maintain Approval Workflow page.
- Set up email approvals for PeopleSoft eProcurement.
- Determine the maximum requisition lines to display.
- Set up and use the Mobile Approval Framework for PeopleSoft eProcurement.

Complete information about the setup and use of the Approval Framework is located in the *PeopleSoft Approval Framework* documentation.

Use the following steps to set up the requisition approval process within PeopleSoft eProcurement:

## Pages Used to Set Up Approval Framework in PeopleSoft eProcurement

| <b>Page Name</b>              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                  |
|-------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Maintain Workflow Page</u> | PV_ADM_WORKFLOW        | Access many of the pages and components that you use to set up the Approval Framework for PeopleSoft eProcurement. Access to this page is limited to users with the SYSTEM_ADMIN action role. |
| User Profiles - Roles         | USER_ROLES             | Attach workflow roles to users.<br><br>"Defining Users for Approval Framework" (PeopleSoft 9.2: Approval Framework)                                                                           |
| User Profiles - Workflow      | USER_WORKFLOW          | Define supervisors.<br><br>"Defining Users for Approval Framework" (PeopleSoft 9.2: Approval Framework)                                                                                       |



| <b>Page Name</b>                                                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User List Definition                                                                     | PTAF_USER_LIST         | Define user-list definitions.<br><br>"Defining Users for Approval Framework" (PeopleSoft 9.2: Approval Framework)                                                                                                                                                                                                                                                                                                             |
| <u>eProcurement Role Actions Page</u>                                                    | PV_ACTIONS             | Assign actions to user roles.                                                                                                                                                                                                                                                                                                                                                                                                 |
| User Preferences: Procurement - Requisition Authorizations                               | OPR_REQ_AUTH           | Authorize users to initiate and update requisitions for applicable requesters. Define a user's requisition processing authority in relation to applicable requesters.                                                                                                                                                                                                                                                         |
| "Change Template Page" (PeopleSoft 9.2: Source to Settle Common Information)             | CHNG_ORD_TEMPLATE      | Identify the fields on a requisition, purchase order, or contract that can initiate the following actions when the field is changed. For a requisition, identify the field changes that create change tracked records, reapproved by the Approval Framework, and creation of a change request. For a purchase order, identify the field changes that create change tracked records and re-approved by the Approval Framework. |
| <u>eProcurement Business Unit Options Page</u>                                           | PV_BUS_UNIT_PM         | Define business unit options for PeopleSoft eProcurement.                                                                                                                                                                                                                                                                                                                                                                     |
| "Req Change Options (requisition change options) Page" (PeopleSoft FSCM 9.2: Purchasing) | BUS_UNIT_REQ_APPR      | Define requisition approval requirements for each business unit.                                                                                                                                                                                                                                                                                                                                                              |
| Register Transactions                                                                    | EOAW_TXN               | Register an application with the approval framework.                                                                                                                                                                                                                                                                                                                                                                          |
| Configure Transactions                                                                   | EOAW_TXN_NOTIFY        | Use the Configuration Transactions page to configure how the system uses the particular implementation of approval triggers.                                                                                                                                                                                                                                                                                                  |
| Service Operations-General                                                               | IB_SERVICE             | Click the Active check box for the PV_EMAIL_REQ_APPROVAL service operation.                                                                                                                                                                                                                                                                                                                                                   |
| Setup Process Definitions                                                                | EOAW_PRCs_MAIN         | Define workflow approval process stages.                                                                                                                                                                                                                                                                                                                                                                                      |
| Approval Authorization                                                                   | EOAW_AUTH              | Authorize roles and approvers for dynamic paths.                                                                                                                                                                                                                                                                                                                                                                              |
| Approval Monitor Configuration                                                           | EOAW_MONDIS_CONFIG     | Configure the approval monitor.                                                                                                                                                                                                                                                                                                                                                                                               |
| Monitor Approvals                                                                        | EOAW_ADM_MON_SRC       | View all approvals to which you have access, as well as take necessary actions on pending approvals.                                                                                                                                                                                                                                                                                                                          |

| <b>Page Name</b>                              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Generic Template Definition                   | WL_TEMPLATE_GEN        | Use the Generic Template Definition page to establish a common format for all ad hoc notifications.                                                                                                                                                                                           |
| Event Types                                   | EOAW_NEM_EVENTS        | Associate events to a server.                                                                                                                                                                                                                                                                 |
| Setup Event                                   | EOAW_NEM_SETUP         | Set up an escalation event and define the evaluation and action details.                                                                                                                                                                                                                      |
| Event Status                                  | EOAW_NEM_STATUS        | Check status of notification.                                                                                                                                                                                                                                                                 |
| Schedule JobSet Definitions                   | SCHDLDEFN              | Set up a NEM to define the job to run and how often to run it.                                                                                                                                                                                                                                |
| Register Worklist for Activity Monitor        | PV_WL_REGISTRY         | Register the business process name, activity name, and work list name with the activity monitor.                                                                                                                                                                                              |
| <u>eProcurement Installation Options Page</u> | PV_INSTALLATION_PV     | Set up PeopleSoft eProcurement installation options including the maximum number of requisition lines to be displayed at one time in the Review/Edit Approvers section of the workflow approval components.<br><br>Access to this page is limited to users with the SYSTEM_ADMIN action role. |

## Set Up the User Profile Component

For users with PeopleSoft eProcurement:

- Use the User Profile-Workflow page to identify the supervisor who should approve the user's new requisitions or purchase orders.
- Use the User Profile-Roles page to enter the roles of the user. A role is a class of users who perform the same type of work, such as an eProcurement requestor, buyer, or manager. A role describes how people fit into workflow. Roles are defined under PeopleTools, Security, Permissions & Roles, Roles.

See "Defining Users for Approval Framework" (PeopleSoft 9.2: Approval Framework)

## Define User Lists

Use the User List Definition page to define lists of users who can approve transactions. Your list of approvers can be defined as a particular user role, SQL definition, PeopleSoft Query, or Application Class. These lists are used with steps in the approval process. The PeopleSoft product delivers a set of default SQL definitions and default user list roles.

See "Defining Users for Approval Framework" (PeopleSoft 9.2: Approval Framework).

## Assign eProcurement Role Actions to the Appropriate User Roles

PeopleSoft eProcurement comes with several predefined role actions that restrict or grant user access to certain actions. Use the eProcurement Role Actions page to assign role actions to specific user roles. The following role actions can enable approval features for requisitions:

- *ALLOWHOLD*: Displays the Hold button on requisition approval pages. Users are allowed to put a requisition on hold.
- *ALLOW\_ADHOC\_ONSUBMIT* : Allows for adding or removing ad hoc approvers after you submit the requisition.
- *ALLOW\_ADHOC\_ONPREVW* : Enables users to add or remove ad hoc approvers on requisition preview.
- *CANCHANGEALL*: Enables a requester to change any field on the requisition without restarting the approval process while the requisition is in a pending approved status.
- *CANCHANGEDISTRIB*: Enables the requester to change any field on the requisition distribution without restarting the approval process while the requisition is in a pending approved status.
- *CANCHANGEHEADER*: Enables the requester to change any field on the requisition header without restarting the approval process while the requisition is in a pending approved status.
- *CANCHANGELINE*: Enables the requester to change any field on the requisition line, with the exception of quantity and price, without restarting the approval process while the requisition is in a pending approved status.
- *CANCHANGESCHEDULE*: Enables the requester to change any field on the requisition schedule without restarting the approval process while the requisition is in a pending approved status.
- *MASS\_APPROVER*: Enables a requester to approve multiple requisitions at one time. The Approve Requisitions component is where the actions are enabled.
- *WF\_EXPAND\_APPROVER*: Enables users to always see the Review/Edit Approvers section in the eProcurement Approval page when it is expanded.

See [Maintaining System Users and Roles](#).

## Create Change Templates

Define change templates for requisitions to identify when a change to a requisition field should initiate the reapproval of the requisition by the Approval Framework. To create a change template for requisitions, use the change template type of Requisition. When you first create the change template, the system supplies the default approval workflow trigger for the following fields in both the REQ\_LINE and REQ\_LINE\_SHIP records:

1. MERCHANDISE\_AMT
2. PRICE\_REQ
3. QTY\_REQ

Once you have created the change template for requisitions, attach the template to the Purchasing business unit using the Purchasing Definition-Req Change Options page. The change template entered

in this page is shared by the same business unit across the PeopleSoft Purchasing, eProcurement, and Services Procurement applications. If no requisition change template is defined for the business unit, then any field changes start the re-approval of the requisition line using the approval framework feature.

See "Creating Change Templates" (PeopleSoft 9.2: Source to Settle Common Information).

See "Establishing Change Options and Approval Rules" (PeopleSoft FSCM 9.2: Purchasing).

## Review the Approval Transaction Registry

The Approval Transaction Registry is the interface application used to register an application with the approval framework. You use the Register Transactions page to link the components, event handler, records, and classes that you created to the approval process for an application transaction, such as a requisition. The main records and components that make up the transaction are registered, along with the approval transaction on which to base the approval process definition.

Any PeopleSoft-delivered approvals already have the Approval Transaction Registry populated. No additional configuration is typically needed. This includes the transaction registry for requisition approval (process ID Requisition).

The transaction registry with the process ID of Requisition uses the cross-reference table PV\_REQ\_AW and the default approval component of PV\_REQ\_APPROVAL. Note that a changed requisition uses the same workflow setup as the original requisition; it is a reapproval of the requisition. PeopleSoft Purchasing and PeopleSoft eProcurement share the same setup data, even though the objects begin with PV.

See "Setting Up the Transaction Registry" (PeopleSoft 9.2: Approval Framework)

## Configure the Approval Transactions

Use the Configure Transactions page to select and define elements that determine what triggers a notification, who receives the notification, and the content of the notification. Notifications are mapped to work with the approval transaction registry and include menus and components and SQL definitions.

For the process ID of Requisition, use the approval component of PV\_REQ\_APPROVAL.

See "Configure Transactions Page" (PeopleSoft 9.2: Approval Framework).

## Set Up Process Definitions

Use the Setup Process Definition component to define an approval definition process. This definition is made up of the stages, paths, steps, and criteria that build a workflow.

See "Defining the Setup Process Definitions Component" (PeopleSoft 9.2: Approval Framework).

## Authorize Approvers and Roles for Dynamic Approval

PeopleSoft applications use workflow to configure approval paths in two manners. The first configuration is to define every approval in step-by-step fashion. The second manner is to create dynamic approvals. Use the Approval Authorization component to authorize roles and approvers for dynamic paths.

See "Defining Dynamic Approvals" (PeopleSoft 9.2: Approval Framework)

## Set Up the Approval User Monitor

The approval monitor gives administrators a view into all approvals to which they have access, as well as the ability to take necessary actions on pending approvals. Each process ID can be configured using the Approval Monitor Configuration page (eProcurement, Administer Procurement, Maintain Workflow, Monitor Configuration).

Once configured, the Monitor Approvals page can be accessed from eProcurement, Administer Procurement, Maintain Workflow, Monitor Approvals.

See "Using the Approval Monitor" (PeopleSoft 9.2: Approval Framework)

See [Setting Up Event Notifications and Escalations](#).

## Define Ad Hoc Notification Templates

Use the Generic Template Definition page to establish a common format for all ad hoc notifications. This provides functionality that is similar to the Approval Monitor but not limited to the administrators.

Add templates for:

- Req Approval Reminder
- Req Approval Reminder Line

See "Defining Notification Templates for Approval Framework" (PeopleSoft 9.2: Approval Framework)

## Set Up Email Approvals for PeopleSoft eProcurement

The email collaboration feature enables applications to send, receive, and process emails with interactive content. You can use it to send email approvals for requisitions. You can send an HTML form to a user, and that user does not need to log in to his or her system to perform tasks.

See [Set Up Email Approvals for PeopleSoft eProcurement](#).

## Set Up the Notification and Escalation Manager

The Notification and Escalation Manager (NEM) is a mechanism used to process notifications and escalations on a specified interval. For example, escalations are used when an approver has not responded within a specified time period to a transaction that is pending approval. You can specify the time period (timeout) and you can specify alternate approvers to notify and to whom to escalate the approval for further action. Timeout options are defined on the Approval Path Definition page.

To set up the NEM, use the following pages: Event Types, Setup Event, Event Status, and Schedule JobSet Definitions.

See "Understanding Notification and Escalation Manager" (PeopleSoft 9.2: Approval Framework)

## Register Worklists with the Activity Monitor

Use the Register Worklist for Activity Monitor page to register the business process name, activity name, and work list name with the activity monitor.

## Determine the Maximum Rows for the Approval Monitor and Other Pages

On the eProcurement Installation Options page, enter the maximum number of requisition lines to be displayed at one time in the Review/Edit Approvers section of the workflow approval components. You can access additional lines by using the chunking options at the top of the section, including using the Next Item button or Last Item button, or entering a range of requisition lines and clicking the Retrieve button. The default for this field is 5.

See [Determine the Maximum Rows for the Approval Monitor and Other Pages](#).

## Activate Workflow

Activate the approval framework for requisitions by using the:

- **Purchasing Definition-Req Change Options page.** Use the Purchasing business unit to enable the Approval Framework for requisitions in both PeopleSoft Purchasing and PeopleSoft eProcurement. Select the Workflow Approval Required check box to enable requisition approval within the business unit. Select this check box to replace the PeopleTools workflow technology (virtual approver) in PeopleSoft Purchasing with the Approval Framework. If you enable the Approval Framework for the Purchasing business unit, then it is enabled for eProcurement also. The Change Template entered on this page is used by PeopleSoft Purchasing, eProcurement, and Services Procurement to determine which field changes to the original requisition will launch the approval framework for requisition reapproval. Select the Resubmit Workflow for Quantity and Price Decrease check box to require approval of a requisition change with a decrease in item quantity or price.

See "Establishing Change Options and Approval Rules" (PeopleSoft FSCM 9.2: Purchasing).

- **eProcurement Business Unit Options page.** Select the Workflow Approval Required check box to enable requisition approval within the eProcurement business unit. Select the Resubmit Workflow for Quantity and Price Decrease check box to require reapproval of a requisition with a decrease in item quantity or price. If the Workflow Approval Required check box is selected on the PeopleSoft Purchasing business unit, then the Approval Framework is enabled for both Purchasing and eProcurement and this check box on this page is unavailable. Selecting the Workflow Approval Required check box on the eProcurement business unit but not the Purchasing business unit enables the Approval Framework only in PeopleSoft eProcurement; in this case, if you edit an eProcurement requisition within a Purchasing component, then the virtual approver is used instead of the approval framework. Note that a requisition added in PeopleSoft eProcurement (that is, having a SYSTEM\_SOURCE of EPO) can be changed by means of the PeopleSoft Purchasing components only if you have selected the Allow Req Change in Purchasing check box on this page (eProcurement Business Unit Options page). When approval framework is used in PeopleSoft Purchasing, a requisition added in PeopleSoft Purchasing cannot be altered by means of the PeopleSoft eProcurement components.

See [eProcurement Business Unit Options Page](#).

## Maintain Workflow Page

Use the Maintain Workflow page (PV\_ADM\_WORKFLOW) to access many of the pages and components that you use to set up the Approval Framework for PeopleSoft eProcurement.

Access to this page is limited to users with the SYSTEM\_ADMIN action role.

## Navigation

eProcurement > Administer Procurement > Maintain Workflow

### Image: Maintain Workflow page

This example illustrates the fields and controls on the Maintain Workflow page.

| Maintain Workflow                                |                                                                       | <a href="#">Workflow Setup Guide</a> |
|--------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------|
| Maintain Workflow                                |                                                                       |                                      |
| Menu                                             | Description                                                           |                                      |
| <a href="#">Set Supervisors</a>                  | Enter the supervisors for each of your requesters for amount approval |                                      |
| <a href="#">Workflow Roles</a>                   | Attach workflow roles to your users.                                  |                                      |
| <a href="#">User List Setup</a>                  | Setup Lists of Users for Approvals                                    |                                      |
| <a href="#">Email Notification Templates</a>     | Generic Email Notification Templates                                  |                                      |
| <a href="#">Transaction Registry</a>             | Register Transactions                                                 |                                      |
| <a href="#">Transaction Configuration</a>        | Configure Transactions                                                |                                      |
| <a href="#">Approval Process Setup</a>           | Setup Approval Processes for Application Transactions                 |                                      |
| <a href="#">Approval Authorization</a>           | Approval Authorization                                                |                                      |
| <a href="#">Monitor Approvals</a>                | Monitor Approvals                                                     |                                      |
| <a href="#">Event Types</a>                      | Notification and Event Manager Event Type Server Association          |                                      |
| <a href="#">Event Definition</a>                 | Notification and Event Manager Event Configuration                    |                                      |
| <a href="#">Event Status</a>                     | Notification and Event Manager Run Status                             |                                      |
| <a href="#">Schedule Notification Job</a>        | Schedule workflow notification job.                                   |                                      |
| <a href="#">Activity Monitor Registry</a>        | Register Worklists for Activity Monitor                               |                                      |
| <a href="#">Archive Viewer</a>                   | Archive Viewer                                                        |                                      |
| <a href="#">Return to Administer Procurement</a> |                                                                       |                                      |

Use the Maintain Workflow page to gain easy access to many of the pages needed to set up the requisition approval process within PeopleSoft eProcurement. For more information about these pages, see the beginning of this section.

*PeopleSoft Approval Framework*

## Setting Up Email Approvals for PeopleSoft eProcurement

The email collaboration feature enables applications to send, receive, and process emails with interactive content. You can use it to send email approvals for requisitions. You can send an HTML form to a user, and that user does not need to log in to his or her system to perform tasks.

These steps describe the flow of email collaboration:

1. A system event triggers PeopleSoft PeopleCode, which creates a collaborative email and sends it to a user.
2. The user who receives the email takes appropriate action and clicks Submit.
3. The user's submission is sent to an email account that is designated for holding responses.
4. An application engine program runs on a configured interval, polling the repository for new emails. It processes the emails and publishes them as service operation messages.
5. The service operation runs, enabling the implementing application to process the data in a known and supported format.

To set up email approvals:

1. On the Register Transactions page, complete the Notification Options section to include email notifications. Be sure to select the Use Email Approvals check box. Update the Register Transactions page for the process ID of *Requisition*.

See "Setting Up the Transaction Registry" (PeopleSoft 9.2: Approval Framework)

2. On the Configure Transactions page, complete the Notification Options section. Select the Sent Email Approvals to All check box or add a user list in the Email Approval User List field. Update the Configure Transactions page for the process ID of *Requisition*.

See "Configuring Approval Transactions" (PeopleSoft 9.2: Approval Framework)

3. Design the format of the email to be sent using the Form Element Designer page, Form Layout Designer page, and Field Mapping page within the Email Collaboration menu (Enterprise Components, Approvals, Email Collaboration). For directions, see "Triggering Email Collaboration" (PeopleSoft 9.2: Approval Framework)
4. Use the Node Properties page to modify the PSFT\_EMCM\_GETMAIL node to enable email collaboration. For directions, see "Triggering Email Collaboration" (PeopleSoft 9.2: Approval Framework)
5. Set up the Requisition Approval (PV\_EMAIL\_REQ\_APPROVAL) service operation within PeopleSoft Integration Broker and Enterprise Components. For directions in activating a service operation, see "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration)
6. Schedule the PeopleSoft Application Engine program EOAWEMC to run on a regular basis. For directions, see "Triggering Email Collaboration" (PeopleSoft 9.2: Approval Framework)

PeopleSoft delivers service operations in PeopleSoft Integration Broker with a default status of *Inactive*. You must activate each service operation before attempting to send or receive data from a third-party source. Use the information in this table and refer to the setup instructions in "Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration)



| <b>Service Operation</b> | <b>Direction and Type</b>   | <b>Handlers</b>   | <b>Chunking Available?</b> | <b>Integrates With</b> |
|--------------------------|-----------------------------|-------------------|----------------------------|------------------------|
| PV_EMAIL_REQ_APPROVAL    | Inbound<br><br>Asynchronous | EmailSubscription | No                         | External XML           |

*PeopleTools: Integration Broker*

## Related Links

"Setting Up Service Operations" (PeopleSoft FSCM 9.2: Supply Chain Management Integration)

## Determining the Maximum Requisition Lines to Display

Use the eProcurement Installation Options page (PV\_INSTALLATION\_PV) to set up PeopleSoft eProcurement installation options including the maximum number of requisition lines to be displayed at one time in the Review/Edit Approvers section of the workflow approval components.

Access to this page is limited to users with the SYSTEM\_ADMIN action role.

### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options

Chunking displays the requisition lines in groups to make large requisition more manageable. On the eProcurement Installation Options page, use the following fields to set up requisition line chunking for the approval framework:

#### Approval Monitor

Enter the maximum number of requisition lines to be displayed at one time (chunking) in the Review/Edit Approvers section of the workflow approval components and in the Confirmation page of the Create Requisition component. The default for this field is 5.

#### Display Approval Chunking

Select this check box to enable chunking on the Review/Edit Approvers section of the workflow approval components and on the Confirmation page of the Create Requisition component. This check box only impacts line level approvals.

For additional information about eProcurement Installation Options see [eProcurement Installation Options Page](#).

On the Requisition Approval page (eProcurement >Manage Requisition Approvals, click the Requisition ID link), you can access additional lines by using the chunking options at the top of the Review/Edit Approvers section. You can:

- Use the Requisition Line(s) and the To field to enter a range of lines to view within the Review/Edit Approvers group box, then click the Retrieve button.
- Use the First Item, Previous Item, Next Item, or Last Item button to move between chunks.

**Image: The Review/Edit Approvers section of the Requisition Approval page (partial page)**

This example illustrates the fields and controls on the The Review/Edit Approvers section of the Requisition Approval page (partial page).

See [Setting Up Installation Options](#).

## Performing Approval Tasks for Requisitions

This section discusses how to:

- Search for requisitions requiring approval.
- Perform eProcurement requisition line approval tasks.
- View details about requisition line items.

## Pages Used to Perform Approval Tasks for Requisitions

| <b>Page Name</b>                                  | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                    |
|---------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Manage Requisition Approvals Page</a> | PV_APP_MAN_PG          | View and take action on requisitions that require your approval or requisitions that previously required your approval.                                                                                                                         |
| <a href="#">Requisition Approval Page</a>         | PV_REQ_APPROVAL        | Perform approval tasks on one individual requisition. You can view requisition details, enter comments, view header and line comments and attachments, add ad hoc approvers and reviewer, as well as approve, deny, or hold a requisition line. |
| <a href="#">Requisition Line Details Page</a>     | None                   | View details about requisition line items including comments and attachments.                                                                                                                                                                   |

## Understanding Approval Tasks for Requisitions

Use the Approve Requisitions component to perform a number of approval tasks, including:

- Approving a requisition or requisition line. You can approve the entire requisition at the header level or approve individual lines at the line level.

- Performing mass approvals. Using the Manage Requisition Approvals page, you can select multiple requisitions to be approved or denied at one time. Use the Mark All icons to perform mass approval. The Mark All icons do not appear unless the user has the eProcurement role action of *MASS\_APPROVER* attached to his user role.

In addition, the Integration Broker Service Operation *EOAW\_APPROVALS* and its Handler has to be Active and Queue Name *EOAW\_APPROVALS* also has to be in Queue Status of *Run* for Mass Approvals to work.

- Denying a requisition or requisition line. You can deny some lines of the requisition and approve others, making line-level approvals independent for each line. Once a requisition or requisition line is denied, the workflow stops.
- Holding a requisition or requisition line. This action gives the approver time to research an issue and prevents the approval process from going to the next approval step until the approver takes action on the requisition or requisition line. When an approver uses the hold action, the system inserts the requisition's originator (i.e. requester) as an ad hoc reviewer at the current approval step and the approver can add a comment requesting more information from the requester.

If multiple approvers are required in this one approval step in the approval framework, then the other approvers of the same step can approve or deny the requisition or requisition line; however, the approval process does not move to the next approval step until the hold is removed by the approver who entered it. The hold option does not display unless the user has the eProcurement role action of *ALLOWHOLD* attached to his user role.

- Pushing back a requisition or requisition line. A push back returns the transaction to the previous approval step. The meaning of *push back* is that the approver is questioning the prior step's approval and is requesting clarification.

Pushback button is only displayed on the second and subsequent levels of approvers for a requisition or requisition line. For example, consider the requisition submitted for approvals requiring Approver 1 to approve first and Approver 2 to approve last. When the first approver receives the requisition workflow approval routing, Push Back action is not available for the first approver. Only after the first approver has approved the requisition and routed to the second approver, Push Back button is available for selection for the second approver.

- Adding or removing ad hoc approvers or reviewers. During the approval process, approvers can add other approvers or reviewers to the current or a later stage of the approval process. For example, if a buyer wants input from an inventory analyst, she can add the analyst as an approver. This action is called ad hoc approval, and it applies only to the approval instance in which the addition occurs and does not affect the underlying process definition used for other requests.

The ability to add or remove ad hoc approvers depends on whether the user has been assigned the eProcurement role actions *ALLOW\_ADHOC\_ONPREVW* and *ALLOW\_ADHOC\_ONSUBMIT*.

- Reviewing an online requisition that shows the layout of the printed version. The requisition opens up as a second window and can be printed. The Oracle BI Publisher is used to generate this report, and you can customize it.
- Making comments to be viewed by other approvers or reviewers.

- Approving a requisition that has been changed. When a requisition is changed during or after the approval process, the Approval Framework can require re-approval of the changes using the same approval component as the original requisition.

## Approving, Denying, or Holding a Requisition

A requisition can be approved, denied, or put on hold at the header or line level. The Manage Requisition Approvals component enables you to:

- Approve, deny, or hold multiple requisitions at one time using the mass approval feature on the Manage Requisition Approvals page.
- Approve, deny, or hold requisitions at the header level using the Manage Requisition Approvals page.
- Approve, deny, or hold requisition lines using the Manage Requisition Approvals page.
- Approve, deny, or hold requisition lines using the Requisition Approval page where you can view more details and add ad hoc approver and reviewers.

To approve, deny, or hold multiple requisitions using the mass approval feature:

1. Go to the Manage Requisition Approvals page.
2. Select the Approve, Deny, or Hold button on the Mark All row. All displayed requisitions are marked with this action in the Action/Status field.
3. Change the Action/Status field for any requisitions that you do not want included in the mass approval action.
4. Click the Submit button.

### Image: Manage Requisition Approvals page

This example illustrates the fields and controls on the Manage Requisition Approvals page.

**Manage Requisition Approvals**

**Search Requisitions**

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID  Requisition Name

Business Unit  \*Status

Date From  Date To

Requester  Entered by

[Show Advanced Search](#)

**Requisitions**

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

| Action/Status                          | Req ID     | Requisition Name | Bus. Unit | Date       | Requester   | Entered By         | Total       |
|----------------------------------------|------------|------------------|-----------|------------|-------------|--------------------|-------------|
| <input type="button" value="Pending"/> | 0000000003 | Bike-A-Thon      | US003     | 10/29/2014 | Calvin Roth | Kenneth Schumacher | 1750.00 USD |
| <input type="button" value="Pending"/> | 0000000005 | 0000000005       | US003     | 10/29/2014 | Calvin Roth | Kenneth Schumacher | 675.00 USD  |

**Mark All:** ☒ Approve ☐ Deny ☐ Hold

To approve, deny, or hold requisitions (header level) using the Manage Requisition Approvals page:

1. Identify a requisition that is in pending status.
2. Select the *Approve*, *Deny*, or *Hold* option in the Action/Status field.
3. Click the Submit button at the bottom of the page.
4. To *Approve*, *Deny*, or *Hold* all the pending requisitions, select from Mark All: *Approve*, *Deny*, or *Hold* one of the actions.

To approve, deny, or hold requisition lines using the Requisition Approval page:

1. On the Manage Requisition Approvals page, select the Requisition ID link to access the Requisition Approval page. This page displays the lines within one requisition that are pending an approval action.
2. In the Line Information group box, select one or more requisition lines by selecting the check box next to the line. You can also use the Select All option. You can only take action on lines that are in the pending status.
3. Enter comments in the Comment section at the bottom of the page. A comment is required before you can deny, push back or hold a requisition line. Only one comment is allowed per save.
4. You can view the Header comments and attachments by clicking the *Header Comments* link.
5. Click the Approve, Deny, or Hold button.

### Image: Requisition Approval page

This example illustrates the fields and controls on the Requisition Approval page.

**Requisition Approval**

Business Unit US001  
 Requisition ID 0000000172  
 Requisition Name 0000000172  
 Requester [Kenneth Schumacher](#)  
 Entered on 07/18/2019  
 Status Pending  
 Priority Medium  
 Budget Status Not Checked

Currency ☒ Approver ☐ Requester  
 Total Amount 7,470.01 FRF

Requester's Justification  
 COMMENTS TEST

[Edit Requisition](#) [View printable version](#)

▼ **Line Information** ?

**Line Information**

1-1 of 1

|                          | Line | Item Description | Supplier Name | Quantity | UOM | Price      |     |
|--------------------------|------|------------------|---------------|----------|-----|------------|-----|
| <input type="checkbox"/> | 1    | TEST             |               | 1.0000   | EA  | 7470.00673 | FRF |

☐ Select All / Deselect All

[View Line Details](#)

► **Review/Edit Approvers**

**Enter Approver Comments**

[Approve](#) [Deny](#)

---

**Note:** If commitment control is activated for approvals in PeopleSoft eProcurement, then you must add a row to the Source Transactions component. From the Source Transactions component, select the source transaction type of *REQ\_PREENC* and click the Selection Criteria tab. Add a row with a Field Name of *REQ\_STATUS*, and a Field Value of *LA*.

---

## Pushing Back Requisitions

To push back a requisition line, access the Requisition Approval page and:

- Select a line that is pending the approval.
- Enter comments in the Enter Approver Comments section. This is required before you push back the requisition.
- Click the Pushback button in the Line Information section. To push back the entire requisition, use the Pushback button under the Enter Approve Comments section.

---

**Note:** Requisition line approval appears as the Pushback button at the Line Information section. Only for second or subsequent levels of approvers Pushback button is available in the Line Information section.

---

## Insert Ad Hoc Approvers

To insert ad hoc approvers and reviewers, go to the Requisition Approval page and click the plus + icon for a pending requisition line. The Insert additional approver or reviewer window appears for you to select the user ID and to indicate whether the person is an ad hoc approver or reviewer for this line.

You cannot change ad hoc approvers or reviewers; however, you can delete and add them again to indicate whether they are approvers or reviewers. To delete an approver or reviewer, click the minus – icon. To add multiple approvers or reviewers, click + at the point where you want the additional approver or reviewer to receive the approval.

For you to add ad hoc approvers and reviewers:

- The user must be linked to a user role included in the eProcurement role action of *ALLOW\_ADHOC\_ONPREVW*. This eProcurement role action allows the user to add or remove ad hoc approvers while reviewing the requisition. In addition, you can use the ePro role action of *ALLOW\_ADHOC\_ONSUBMIT* to enable a user to add or remove ad hoc approvers when entering a new requisition.
- Use the Ad Hoc User List field on the Configure Transactions page to limit the users that can be added as ad hoc approvers and reviewers. If this field is left blank, then any active user can be added as an ad hoc approver or reviewer.

When you click the + icon on the Review/Edit Approvers section of the Requisition Approval page, the following window appears:

### Image: Insert additional approver or reviewer page

This example illustrates the fields and controls on the Insert additional approver or reviewer page.

### Image: Review/Edit Approvals section after an ad hoc approver has been added (partial page)

This example illustrates the fields and controls on the Review/Edit Approvals section after an ad hoc approver has been added (partial page).

## Approving Requisition After Editing

When there are many requisitions submitted for approval and after the approval if one of the requisition line is edited and again submitted for approval then only that particular requisition line will be processed. This is taken care by the user entered criteria REQ\_LINE.APPR\_REQ in the Criteria Definition page whose value if equals Y, submits only the edited requisition line for approval and not all the lines. This criterion has to be defined for the path and it is applicable only for line level approvals and not for header level approvals.

## Image: Manage Requisitions page

This example illustrates the fields and controls on the Manage Requisitions page.

**Manage Requisitions**

Requisition Search | Keyword Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Business Unit  Requestion Name   
 Requisition ID  Request State  Budget Status   
 Date From  Date To   
 Requester  Entered By  PO ID

Search Clear Show Advanced Search

**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

| Req ID       | Requisition Name | BU    | Date       | Request State | Budget    | Total      |
|--------------|------------------|-------|------------|---------------|-----------|------------|
| ▼ 0000000164 | 0000000164       | US001 | 07/27/2016 | Approved      | Not Chk'd | 125.00 USD |

Requester: Kenneth Schumacher Entered By: Kenneth Schumacher Priority: Medium  
Pre-Encumbrance Balance: 0.00 USD

Requisition Lifespan: Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

**Line Information** Personalize | Find | First 1 of 1 Last

| Line | Description                     | Status   | Price     | Quantity | UOM | Supplier                 |
|------|---------------------------------|----------|-----------|----------|-----|--------------------------|
| 1    | 25 inch Desktop LCD Monitor,... | Approved | 125.00000 | 1.0000   | EA  | Midton Computer Supplies |

0000000150 Emergency Room US001 11/13/2014 Approved Valid 4,802.50 USD [Select Action] Go

## Image: Approval Status page

This example illustrates the fields and controls on the Approval Status page.

**Approval Status**

Business Unit US001  
 Requisition ID 0000000164  
 Requisition Name 0000000164  
 Requester Kenneth Schumacher  
 Entered on 07/27/2016  
 Status Approved  
 Priority Medium  
 Budget Status Not Checked

Total Amount 125.00 USD

Requester's Justification  
 No justification entered by requester.

Header Comments View printable version

▼ Line Information ?

**Line Information** Personalize | Find | First 1 of 1 Last

| Line | Item Description                | Supplier Name | Quantity | UOM | Price     | Requester's Comments |
|------|---------------------------------|---------------|----------|-----|-----------|----------------------|
| 1    | 25 inch Desktop LCD Monitor,... | MIDTON-001    | 1.0000   | EA  | 125.00000 |                      |

Select All / Deselect All  
 View Line Details

## Manage Requisition Approvals Page

Use the Manage Requisition Approvals page (PV\_APP\_MAN\_PG) to view and take action on requisitions that require your approval or requisitions that previously required your approval.



## Navigation

eProcurement > Manage Requisition Approvals

### Image: Manage Requisition Approvals page

This example illustrates the fields and controls on the Manage Requisition Approvals page. You can find definitions for the fields and controls later on this page.

**Manage Requisition Approvals**

▼ Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID  Requisition Name

Business Unit  \*Status Pending ▼

Date From  Date To

Requester  Entered by

Search Clear Show Advanced Search

**Requisitions**

To approve or deny one or more pending requisitions, select the appropriate action from the dropdown and click submit. To view the complete details of a requisition, click the Requisition ID link.

▼ Expand All ► Collapse All

| Action/Status | Req ID     | Requisition Name | Bus. Unit | Date       | Requester   | Entered By  | Total        |
|---------------|------------|------------------|-----------|------------|-------------|-------------|--------------|
| ⌵ Pending     | 0000000061 | 0000000061       | US100     | 02/08/2013 | Kelly Jones | Kelly Jones | 932.21 USD   |
| ⌵ Pending     | 0000000064 | 0000000064       | US100     | 02/13/2013 | Kelly Jones | Kelly Jones | 701.55 USD   |
| ⌵ Pending     | 0000000065 | 0000000065       | US100     | 02/13/2013 | Kelly Jones | Kelly Jones | 4,116.22 USD |

**Mark All:** ☒ Approve ☒ Deny ☒ Hold

Submit

The Manage Requisition Approvals page enables you to view and take action on requisitions that require your approval or view requisitions that previously required your approval.

Use the Search Requisitions group box to search for requisitions needing your approval. Requisitions displayed are based on the user ID of the person accessing this page. You can limit the scope and number of requisitions that appear on the page. For example, you can limit the search results to a specific business unit, requester, or approval status. After displaying the requisitions, you can select individual requisitions to review and update.

#### Requisition ID

Select the specific system-assigned identifier of the requisition that you want to review or maintain. This limits the search results to one specific requisition.

#### Requisition Name

Select the name of a specific requisition that you want to view or maintain. This is the name the requester assigned to the requisition. If a name was not assigned, the system uses the requisition ID as the name. This limits the search results to one specific requisition.

#### Business Unit

Select a business unit containing the requisitions that you want to review for approval.

#### Status

Select the status of the requisitions that you want to review for approval. Requisitions that appear in the search results are

those in the status that you select and that meet the other search criteria that you enter. Status values are:

*Approved:* Displays all requisitions that you have approved.

*Denied:* Displays all requisitions that you have denied.

*On Hold:* Displays all requisitions that you have placed on hold.

*Pending:* Displays all requisitions that are waiting for your action.

*Pushedback:* Displays all requisitions you have pushed back to the previous approver.

**Date From** and **Date To**

Select a range of dates to select requisitions to view.

**Requester**

Select the user who entered the requisitions.

**Entered by**

Select an operator for whom you want to manage requisitions. Operators are people who have created requisitions for someone else. Only the requisitions submitted by this operator appear in the list.

**Show Advanced Search**

Click to display additional search criteria to locate requisitions. Additional fields are Item/Job Title (for item description or job title) and Supplier ID.

**Search**

Click the Search button to initiate your search.

**Clear**

Click the Search button to erase your current search criteria in the Search Requisitions group box.



Click the Expand All icon to display requisition detail including line and header-level information.



Indicates that lines are pending approval for the requisition.

**Req ID**(requisition ID)

Click to access the Requisition Approval page, where you can perform approval tasks, such as approve, deny, or hold. In addition, you can add comments and add ad hoc approvers and reviewers.



Indicates that the requisition has a high priority. Priorities are assigned when the requisition is created or edited.



Indicates that a specific header or line is pending approval.

**Mark All**

Use the Mark All row to perform a mass approval or mass denial of several requisitions at one time. The Mark All row does not appear unless the user has the eProcurement role action *MASS\_APPROVER* attached to his user role.

- Click Approve to mark all displayed requisitions as *Approve* in the Action/Status field. You must save (submit) the page to perform this mass approval.
- Click Deny to mark all displayed requisitions as *Deny* in the Action/Status field. You must save (submit) the page to perform this mass denial.
- Click Hold to mark all displayed requisitions as *Hold* in the Action/Status field. You must save (submit) the page to perform this action.

Within the PeopleSoft Purchasing application, if a user has the authority to access the Manage Requisition Approvals component, then mass approval is allowed regardless of the eProcurement role action.

Integration Broker Service Operation *EOAW\_APPROVALS* and its Handler has to be Active and Queue Name *EOAW\_APPROVALS* also has to be in Queue Status of *Run* for Mass Approvals to work

### Create New Requisition

Click to access the Create Requisition page, where you can create a new requisition.

### Manage Requisitions

Click to access the Manage Requisitions page, where you can work with requisition details.

## Requisition Approval Page

Use the Requisition Approvals page (PV\_REQ\_APPROVAL) to view the requisition approval details for the selected requisition.

### Navigation

eProcurement > Manage Requisition Approvals. Select a Requisition ID

**Image: Requisition Approval page**

This example illustrates the fields and controls on the Requisition Approval page. You can find definitions for the fields and controls later on this page.

## Requisition Approval

|                         |                    |                     |                                                                           |
|-------------------------|--------------------|---------------------|---------------------------------------------------------------------------|
| <b>Business Unit</b>    | US001              |                     |                                                                           |
| <b>Requisition ID</b>   | 0000000172         |                     |                                                                           |
| <b>Requisition Name</b> | 0000000172         | Currency            | <input checked="" type="radio"/> Approver <input type="radio"/> Requester |
| <b>Requester</b>        | Kenneth Schumacher |                     |                                                                           |
| <b>Entered on</b>       | 07/18/2019         |                     |                                                                           |
| <b>Status</b>           | Pending            | <b>Total Amount</b> | 7,470.01 FRF                                                              |
| <b>Priority</b>         | Medium             |                     |                                                                           |
| <b>Budget Status</b>    | Not Checked        |                     |                                                                           |

**Requester's Justification**  
COMMENTS TEST

[Edit Requisition](#) [View printable version](#)

**Line Information** ⓘ

**Line Information**

1-1 of 1 ▼

| □ | Line | Item Description | Supplier Name | Quantity | UOM | Price      | FRF |
|---|------|------------------|---------------|----------|-----|------------|-----|
|   | 1    | TEST             |               | 1.0000   | EA  | 7470.00673 | FRF |

☐ Select All / Deselect All

**View Line Details**

**Review/Edit Approvers**

**Enter Approver Comments**

☒ Approve
☒ Deny

**Image: Requisition Header Comments and Attachments page**

This example illustrates the fields and controls on the Requisition Header Comments and Attachments page.

Requisition Header Comments and Attachments

Business Unit US003

Requisition ID 0000000005

Header Details

▼ Comment 1

Test Header Comments 1 Without Attachments

▼ Comment 2

Test Header Comments 2 With Attachment

| Sequence |                                                                                     | Attached File                          |
|----------|-------------------------------------------------------------------------------------|----------------------------------------|
| 1        |  | <a href="#">Additional_Details.pdf</a> |

Return

Use the Requisition Approval page to perform your approval tasks, including:

- Approving one or more requisition lines. The line-level approval can be used only if the process ID is configured for line-level approval on the Register Transactions page and Approval Process Setup page.

- Denying one or more requisition lines.
- Placing one or more requisition lines on hold. This action inserts the requester as an ad hoc reviewer and requires you to enter comments to be sent to the requester.
- Pushing back one or more requisition lines. A push back returns the line to the previous approval step.
- Adding or removing ad hoc approvers or reviewers.
- Making comments to be viewed by other approvers or reviewers.
- Viewing header comments and attachments.

The page displays details about the requisition, such as the requester, the date it was entered, the requisition name and ID, and the requisition priority. Also appearing is the total monetary value of the requisition and the currency used.

---

**Note:** If you select a line that does not require action, you receive a message telling you to select a line that is pending an approval.

---

When Display Approval Chunking check box is selected and the Max Rows to Retrieve For: Approval Monitor field is set to a particular value on the eProcurement Installation Options page, and there are more requisition lines to be approved than the value entered in the Approval Monitor field page, the system displays the approval chunking icons and the individual requisition lines pending for approval under Review/Edit Approvers section on the Requisition Approval page. This only impacts line level requisition workflow approval.

The number of lines that are displayed on this page is determined by the Display Approval Chunking check box and the Max Rows to Retrieve For: Approval Monitor field on the eProcurement Installation Options page.

### **Requester**

Click to access the Requester Information page. This page displays details about who created the requisition, including the requester's supervisor and reporting structure, department, email ID, and telephone number.

You can change the information displayed by modifying the approver information view that is registered on the Register Transactions page.

### **Requester's Justification**

Displays any comments that the requester entered to justify the need for the requisition.

### **Edit Requisition**

Click to access the Edit Requisition component, where you can change the requisition. Once you have made your changes and saved the requisition, you can use the Return to Approve Requisition link on the Confirmation page to return to this page as long as the approval workflow process is not restarted by your change. To make changes to the requisition without reinitiating workflow, your user ID must be linked to the appropriate eProcurement role action; these actions include, CANCHANGEALL, CANCHANGEHEADER,

CANCHANGELINE, CANCHANGESCHEDULE, and CANCHANGEDISTRIB.

### Header Comments

Click to view the header comments and attachments.

### View printable requisition

Click to review an online requisition that shows the layout of the printed version. The requisition opens up as a second window and can be printed. The Oracle BI Publisher is used to generate this report, and you can customize it.

## Line Information

Use this section of the Requisition Approval page to review requisition line details and perform approval tasks. Line items that are awaiting approval are highlighted and selected as default values when you access the page.

### Image: Requisition Line Comments and Attachments page

This example illustrates the fields and controls on the Requisition Line Comments and Attachments page. You can find definitions for the fields and controls later on this page.

Requisition Line Comments and Attachments

Business Unit US003 Requisition ID 0000000005

Line 1 Item Description Calculator, Electric

▼ Comment 1

Test Line Comments 1 with 1 Attachment

| Sequence | Attached File |
|----------|---------------|
| 1        | Laptop.JPG    |

▼ Comment 2

Test Line Comments 2 Without Attachments

▼ Comment 3

| Sequence | Attached File     |
|----------|-------------------|
| 1        | Order_Details.txt |



The Awaiting Approval icon appears with a requisition line to indicate that the line is pending approval.

### Item Description

Click to view details about an item contained on a requisition. As you review approvals, you can see the item details and an image of the item.

### Substitute Item In Use

Select to display all the related substitute items

### Requester's Comments

Click to view line comments and attachments.

### Select All/Deselect All

Select this check box to select all line item check boxes; deselect this check box to deselect all line item check boxes.

You can use this check box to approve or deny all lines or you can select individual check boxes for single approval or denials.

### **View Line Details**

Click to access the Requisition Line Details page, where you can view details about the requisition line items that you selected.

### **Approve**

Click to approve the selected requisition line items. When you approve a line-level or header-level item, the system routes the requisition line to the next approver and updates the approval status for the line.

### **Deny**

Click to deny the selected requisition line items. Before the system accepts a denial, you must enter comments indicating why you did not approve the lines.

### **Hold**

Click to put the selected requisition lines on hold.

The Approver must enter a comment to place the requisition on hold.

The comment is sent to the requester and the requester is added as an ad hoc reviewer to this approval step.

### **Pushback**

Select to return a pending approval requisition to the previous approver with comments. This is possible only if a previous approver was in the same path. You cannot push back a requisition across stages.

## **Review/Edit Approvers**

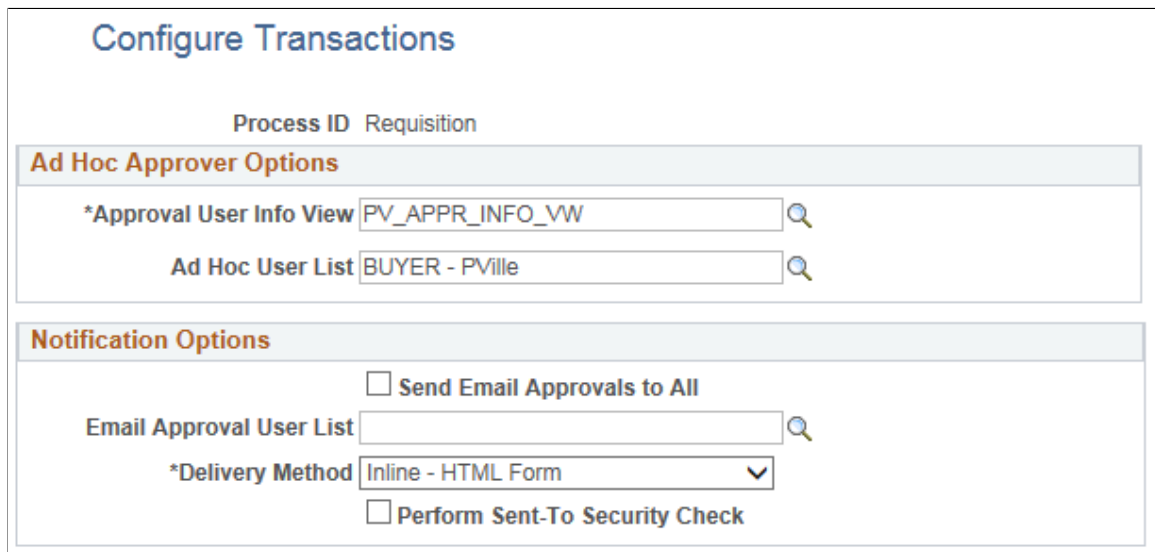
Use this section of the Requisition Approval page to review the approval flow, such as who approved the requisition before you and who will approve it after you. Click the plus + icon to insert ad hoc approvers and reviewers. If you want to remove an ad hoc approver or reviewer, click the minus — icon.

To add ad hoc approvers and reviewers:

- The user must be linked to a user role included in the eProcurement role action of `ALLOW_ADHOC_ONPREVW`. This eProcurement role action enables the user to add or remove ad hoc approvers while reviewing the requisition. In addition, you can use the eProcurement role action of `ALLOW_ADHOC_ONSUBMIT` to enable a user to add or remove ad hoc approvers when entering a new requisition.
- All qualified ad hoc approvers or reviewers must be defined as part of the Ad Hoc User List on the Configure Transactions page.
- Ad hoc approvers may approve or review the transactions as per the Ad Hoc User List defined on the Configure Transactions page.

**Image: Configure Transactions page**

This example illustrates the fields and controls on the Configure Transactions page.



**Configure Transactions**

Process ID Requisition

**Ad Hoc Approver Options**

\*Approval User Info View PV\_APPR\_INFO\_VW

Ad Hoc User List BUYER - Pville

**Notification Options**

☐ Send Email Approvals to All

Email Approval User List

\*Delivery Method Inline - HTML Form

☐ Perform Sent-To Security Check

- Based on the row level security that is applied for the user(Ad hoc Approver) on the "Security Options Page" (PeopleSoft FSCM 9.2: Application Fundamentals) and Business Unit Security by User ID page, only a selected set of authorized Ad hoc approvers can approve transactions.

**Requisition Line(s), To, and Retrieve** Use the Requisition Line(s) and the To field to enter a range of lines to view within the Review/Edit Approvers group box. These chunking fields are displayed if you have selected Display Approval Chunking check box and entered a value in the Max Rows To Retrieve for: Approval Monitor field on the eProcurement Installation Options page.

**Enter Approver Comments**

Use this section to enter comments about the requisition. If you deny a requisition, the system requires that you enter a comment.

**Requisition Line Details Page**

Use the Requisition Line Detail page to view details about requisition line items.

**Navigation**

On the Requisition Approval page, select one or more lines and click the View Line Details button.



**Image: Line Details page**

This example illustrates the fields and controls on the Line Details page.

|                                                                                                                 |                                               |                                                        |                |                                   |                           |                |                |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------|----------------|-----------------------------------|---------------------------|----------------|----------------|
| <b>Business Unit:</b> US003                                                                                     |                                               | <b>Requester:</b> CROTH                                |                | <b>Status:</b> Pending Approval   |                           |                |                |
| <b>Requisition:</b> 0000000005                                                                                  |                                               | <b>Requested By:</b> Calvin Roth                       |                | <b>Currency:</b> USD              |                           |                |                |
| <b>Requisition Name:</b> 0000000005                                                                             |                                               | <b>Entered Date:</b> 10/29/14                          |                | <b>Requisition Total:</b> 675.00  |                           |                |                |
| <b>Header Comments:</b><br>Test Header Comments 1 Without Attachments<br>Test Header Comments 2 With Attachment |                                               |                                                        |                |                                   |                           |                |                |
| <b>Line:</b> 1                                                                                                  | <b>Item Description:</b> Calculator, Electric | <b>Quantity:</b> 15.0000                               | <b>UOM:</b> EA | <b>Price:</b> 45.00               | <b>Line Total:</b> 675.00 |                |                |
|                                                                                                                 |                                               |                                                        |                | <b>Line Status:</b> Pending       |                           |                |                |
| <b>Line Comments:</b><br>Test Line Comments 1 with 1 Attachment<br>Test Line Comments 2 Without Attachments     |                                               |                                                        |                |                                   |                           |                |                |
| <b>Ship Line:</b> 1                                                                                             |                                               | <b>Ship To:</b> US001                                  |                | <b>Address:</b>                   |                           |                |                |
| <b>Attention:</b> Calvin Roth                                                                                   |                                               | <b>Due Date:</b>                                       |                | <b>Shipping Quantity:</b> 15.0000 |                           |                |                |
| <b>Ship Via:</b> COMMON                                                                                         |                                               | <b>Freight Terms:</b> DES                              |                | <b>Shipping Total:</b> 675.00     |                           |                |                |
|                                                                                                                 |                                               | 144 North Street<br>New York NY 10168<br>United States |                |                                   |                           |                |                |
| <b>Dist</b>                                                                                                     | <b>Status</b>                                 | <b>Location</b>                                        | <b>Qty</b>     | <b>PCT</b>                        | <b>Amount</b>             | <b>GL Unit</b> | <b>Account</b> |
| 1                                                                                                               | Open                                          | US001                                                  | 15.0000        | 100.00                            | 675.00                    | US001          | 631000         |
| <b>Dept</b><br>21000                                                                                            |                                               |                                                        |                |                                   |                           |                |                |
| <b>Open QTY</b>                                                                                                 |                                               | <b>Open Amt</b>                                        |                |                                   |                           |                |                |
| 15.0000                                                                                                         |                                               | 0.000                                                  |                |                                   |                           |                |                |
| <b>GL Base Amount</b>                                                                                           |                                               | <b>Currency</b>                                        |                | <b>Sequence</b>                   |                           |                |                |
| 675.00                                                                                                          |                                               | USD                                                    |                | 0                                 |                           |                |                |

Use this page to review shipping and accounting details for line items that you selected to review using the Requisition Approval page.



# Changing Requisitions and Using Change Requests

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## Understanding Requisition Changes and Change Requests

After submitting a requisition circumstances can change. You may need to change the original requisition, such as changing the quantity ordered, price, scheduled delivery date, or ship-to location. To change a requisition, use the Edit Requisition component. The changes are applied as follows:

- If no line of the requisition has been sourced to a purchase order, then any change you make to the requisition is used to update the requisition. If the commitment control feature is used then the system might require another budget check of the requisition. If the requisition had started or completed the approval workflow process, then the system may require the approved workflow to be restarted.
- If any line of the requisition has been sourced to a purchase order, then any change you make to the requisition is used to update the requisition and also creates a change request. The system might require the changed requisition to complete the same budget checking and approval workflow requirements as the original requisition. The change request is then picked up by the Change Purchase Order process (PO\_POCHNG) and used to update the purchase order, create a change order, or create a new purchase order line.

When changing a requisition in PeopleSoft eProcurement, the system:

- Enables you to change fields on a requisition that is in the open, pending, approved, or sourced status. The field must be marked for change on the requisition change template used for this business unit. On the change template, select the Track Change check box to use the track change feature and also allow the fields to be changed on the Edit Requisition component in PeopleSoft eProcurement. However, once a requisition line has been sourced to a purchase order, the field can only be edited if the Update PO check box is also selected. The Update PO check box on the requisition change template identifies the field changes that would create a change request; for example, changing the requisition name would probably not require a change request but decreasing the item quantity would require a change request. If no requisition change template is defined for the business unit, then no change request can be created; you can increase the item quantity field resulting in a new demand line for the requisition but you cannot decrease the item quantity field.
- Enables you to cancel a requisition using the Requisition Details for: <requester> page within the Manage Requisitions component. You can cancel a requisition that has been sourced to a purchase order. If the cancellation completes budget checking and workflow approval, then the system creates a change request for cancelling the corresponding purchase order lines. A requisition line cannot be cancelled if you are using Commitment Control and the line has not yet pass budget checking.
- If commitment control is used, the system automatically runs budget checking against pre-encumbrances and encumbrances when the merchandise amount is decreased on the requisition. The merchandise amount can be reduced on a requisition when you decrease the quantity or price.

- Automatically launches any necessary approvals for the change to the requisition using the Approval Workflow Framework feature. On the change template, select the Reapprove check box for each field that requires a re-approval when changed. The following fields are selected by default and it is recommended that you keep the Reapprove check box selected on these fields: REQ\_LINE.MERCHANDISE\_AMT, REQ\_LINE.PRICE\_REQ, REQ\_LINE.QTY\_REQ, REQ\_LINE\_SHIP.MERCHANDISE\_AMT, REQ\_LINE\_SHIP.PRICE\_REQ, and REQ\_LINE\_SHIP.QTY\_REQ. If no requisition change template is defined for the business unit, then any field changes start the re-approval of the requisition line using the approval framework feature.
- Tracks the changes made to any requisition and enables you to view the details about each change, the identity of the user who made the change, and when the change was made. One requisition could be changed multiple times and you can view each change. On the change template, select the Track Change check box for each field that requires change tracking to be recorded when the field is changed. Use the View Requisition Change Tracking History to view these tracked changes. If no requisition change template is defined for the business unit, then the change tracking feature does not record any changes.
- Enables the users to enter reason codes and comments to explain why they are changing the requisition. The reason code and comments can be required or optional. You can create reason codes that are appropriate for your business and then your users select the appropriate reason code. Reason codes using the *Procurement Change* reason type are selected by users entering a change to a requisition and change tracking.

The current status of the requisition is important when you want to change your request:

- If the requisition has not been sourced to a purchase order in PeopleSoft Purchasing, then changing the requisition results in an updated requisition.
- If the requisition has been sourced to a purchase order but not yet dispatched to the supplier, then changing the requisition results in an updated purchase order.
- If the requisition has been sourced to a purchase order and dispatched to the supplier, then changing the requisition results in the dispatch of a PO change order to the supplier.
- If the requisition has been sourced to a material stock request in PeopleSoft Inventory, then the requisition cannot be changed. You must alter the material stock request.

## Rules for Changing a Requisition and Creating Change Requests

The following rules apply when working with changes to a requisition and change requests:

- The new quantity cannot be less than the received quantity.
- Distribution line information cannot be changed.
- Changes to your requisition will be removed if the buyer or requisition approver denies the change in quantity or price on the requisition.
- A change request cannot change a value where that field is tied to a PO change order that is pending buyer approval.
- If a requisition line with a special request item is sourced to a purchase order, you can change item price.

- If the requisition line has already been sourced to a purchase order and you increase the item quantity, then a new schedule line for the increase in quantity may be added to the requisition line.
- If commitment control is being used, a change to quantity or price that alters the amount of the requisition is not allowed if the purchase order to which it is associated does not have a header budget status of valid.
- If commitment control is being used, a reduction in the merchandise amount (due to a decrease in item quantity or price) will automatically trigger the budget checking process for pre-encumbrances and encumbrances.

When a requisition line has been sourced to multiple purchase order lines, then some requisition changes are not allowed. The following table outlines these restrictions:

| <b><i>Change to the Requisition Line</i></b> | <b><i>Requisition Line Sourced to One PO Line</i></b>                                                                                                                                | <b><i>Requisition Line Sourced to Multiple PO Lines</i></b>                                                                                                                                                                             |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item quantity is decreased                   | Allowed, if the requisition line is sourced to a single purchase order line where the purchase order quantity is same as the requisition quantity. A change request will be created. | Disallowed, if a requisition line is sourced to multiple purchase order lines where purchase order quantity does not match the requisition quantity.                                                                                    |
| Item quantity is increased                   | Allowed, if the requisition line is sourced to a single purchase order line where the purchase order quantity is same as the requisition quantity. A change request will be created. | Allowed, if the requisition line is sourced to multiple purchase order lines where purchase order quantity does not match the requisition quantity. Change request is not created. The changed quantity will be available for sourcing. |
| Item price is changed (increase or decrease) | Allowed                                                                                                                                                                              | Disallowed, if a requisition line is sourced to multiple purchase order lines, you cannot change the item price.                                                                                                                        |

When requisition line is partially sourced to a single purchase order line and the requisition quantity is modified for example if requisition quantity is equal to 5 and partially sourced say 2 to a PO line (consider initial PO quantity is 2 then buyer changes to 5) then user can increase the requisition quantity but change request will not be created. Also user can decrease the requisition quantity to the sourced quantity and change request will not be created.

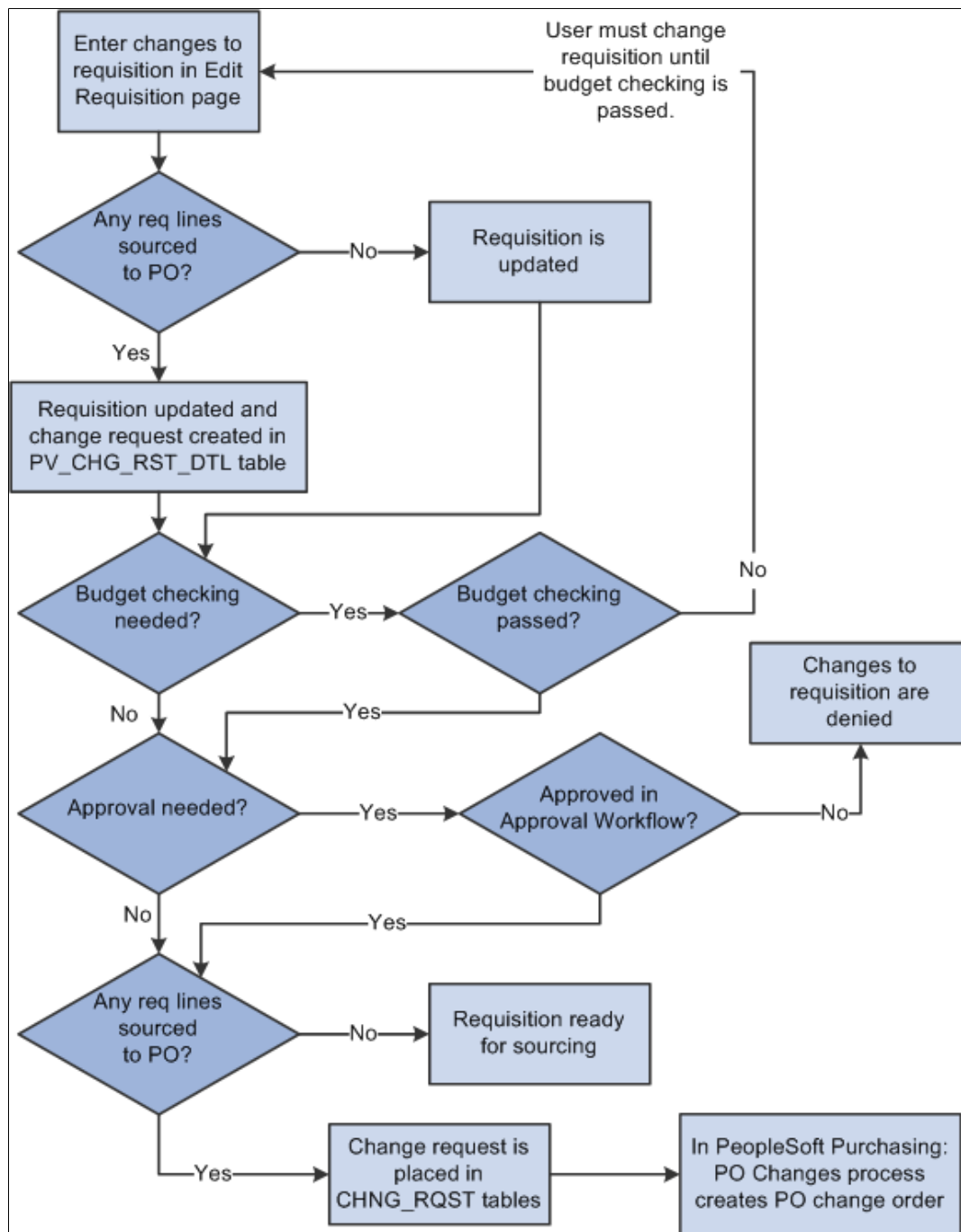
When requisition line is partially sourced to multiple purchase order lines and the requisition quantity is modified for example if requisition quantity is equal to 5 and sourced partially say 2 to PO line1 and 2 to PO line2 (change PO quantity to 5 or let it remain unchanged) then user can increase the requisition quantity and no change request will be created. Also user can decrease the requisition quantity to the sourced quantity and change request will not be created.

## Process Flow for Changing Requisitions and Creating Change Requests

The following diagram illustrates the process flow for changing a requisition:

**Image: The business process flow for changing a requisition**

This diagram illustrates the process flow for changing a requisition.



The business process flow for changing a requisition includes:

- Use the Edit Requisitions component to make changes to the original requisition. When you save your changes the requisition is updated. If you are using the Change Tracking feature, then you can use the View Requisition Change Tracking History page to compare the original requisition to the changed requisition.
- If commitment control is used, then the requisition must pass budget checking before the requisition changes can move forward. The PeopleSoft commitment control feature enables you to check

expenditures against a predefined budget. In PeopleSoft eProcurement, these expenditures occur when a requisition is entered and a pre-encumbrance or encumbrance is established.

For requisition lines that have not been sourced to a purchase order (that is, requisition lines with the status of open, pending, or approved), the requisition is updated but no change request is created. Based on the Reapprove check box on the requisition change template for this business unit, the requisition may require re-approval by the approval workflow framework. Keep in mind that you cannot change a requisition line that has been sourced to a material stock request in PeopleSoft Inventory.

- For requisition lines that have already been sourced to a purchase order, the requisition is updated and a change request is created. This change request is placed in the PV\_CHNG\_RST\_DTL table with a status of pending.
- The Approval Workflow Framework feature is used to route the changed requisition to the correct people for approval or denial. The requisition change template identifies the field changes that require a re-approval of the requisition. If one approver denies the requisition or requisition line, then the changes are removed from the requisition, the change request is canceled, and the business process flow ends. If the changed requisition passes all approvals, then the Approval Workflow Framework sets the requisition to the approved status. For a requisition that has not been sourced to a purchase order, this completes the process flow. If the requisition has been sourced to a purchase order (and a change request was created) then the status of the change request in the PV\_CHNG\_RST\_DTL table is changed from pending to approved. In addition, the change request is also placed in the CHNG\_RQST and CHNG\_RQST\_DTL tables to be picked up by the Change Purchase Orders process.

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**Note:** If budget checking and approval workflow are not needed, then the change request is placed in the PV\_CHNG\_RST\_DTL, CHNG\_RQST and CHNG\_RQST\_DTL tables when the changed requisition is saved.

---

- In PeopleSoft Purchasing, the Change Purchase Order process picks up the change requests in the CHNG\_RQST, and CHNG\_RQST\_DTL tables, updates the purchase order, and might create a change order for a dispatched purchase order.

See [Edit Requisition-Review and Submit Page](#).

## Related Links

"Understanding Requisition Change Tracking" (PeopleSoft FSCM 9.2: Purchasing)

[Understanding the Approval Framework](#)

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## Common Elements Used in Change Requests

### Change Request

A transaction containing changes to a requisition that has already been sourced to one or more purchase orders. Once the changed requisition has been budget checked and approved (if necessary), the change request is picked up by the Change Purchase Orders process in PeopleSoft Purchasing and used to update the purchase order and create a change order for dispatched purchase orders.

## Change Order

A copy of a dispatched purchase order that highlights changes to the original purchase order that has already been sent to the supplier. The change order alters the original dispatched purchase order and is submitted to the supplier. You can create a change order in PeopleSoft Purchasing. A change request created in PeopleSoft eProcurement can become a change order in PeopleSoft Purchasing.

---

## Setting Up Requisition Changes and Change Requests

Complete the following steps to setup your PeopleSoft eProcurement system to change requisitions and create change requests:

1. Define reason codes using the reason types of *Procurement Change*.
2. Define reason code and comment settings using the Procurement Change Reason Codes page.
3. Define a change template for requisitions to identify when changes to a requisition should be tracked on the View Requisition Change Tracking History page, when the requisition or requisition line should require re-approval by the approval workflow framework, and when a change request should be created for a sourced requisition. Change templates identify which field changes on a requisition cause the system to generate these actions. To create a change template for requisitions, use the change template type of Requisition.
4. On the Purchasing Definition component, attach a requisition change template to the purchasing business unit that you use to create eProcurement requisitions. In addition, select a value for the Change Option field for requisitions; this field determines if change tracking should be initiated based on the status of the requisition.
5. Setup the approval workflow framework to provide the approval workflow for your requisitions. The original requisition and the changed requisition follow the same approval process.

See [Setting Up Approval Framework in PeopleSoft eProcurement](#).

6. Select or deselect the Allow Changes to Dispatched POs check box on the eProcurement Business Unit Options page. In some cases, especially with direct connect suppliers, you may not want to change the sourced requisition once the purchase order has been dispatched. Select this check box to enable users to change a requisition line when it has been source to a purchase order and the purchase order has already been dispatched. This value can be overridden by the same option on the linked supplier's Supplier Properties page (ALLOW\_PO\_CHNG = N).
7. Enable changes to a requisition that has been sourced to a dispatched purchase order based on the individual direct connect supplier. On the linked supplier's Supplier Properties page, enter the property name, ALLOW\_PO\_CHNG, and select a value of Y or N. If the supplier allows changes to dispatched purchase orders, then enter the value of Y. If the supplier does not allow changes to dispatched purchase orders, then enter a value of N.
8. Enable eProcurement role actions to specific user roles using the eProcurement Role Actions page. The following role actions can enable or disable features for changing a requisition:



- *ALLOW\_CHANGE\_REQUEST*: Users are allowed to edit requisitions and create change requests to a line that has been sourced to a purchase order.
- *CANCHANGEALL*: Enables a requester to change any field on the requisition without restarting the approval process while the requisition is in a pending status.
- *CANCHANGEDISTRIB*: Enables the requester to change any field on the requisition distribution without restarting the approval process while the requisition is in a pending status.
- *CANCHANGEHEADER*: Enables the requester to change any field on the requisition header without restarting the approval process while the requisition is in a pending status.
- *CANCHANGELINE*: Enables the requester to change any field on the requisition line, with the exception of quantity and price, without restarting the approval process while the requisition is in a pending status.
- *CANCHANGESCHEDULE*: Enables the requester to change any field on the requisition schedule without restarting the approval process while the requisition is in a pending status.

## Pages Used to Set Up the Change Request Feature

| Page Name                                                                | Definition Name   | Usage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Reason Codes Page" (PeopleSoft FSCM 9.2: Strategic Sourcing)            | REASON_CD         | <p>Define reason codes which provide explanations for many occurrences within PeopleSoft. When creating reason codes for changes to a requisition, use the reason types of <i>Procurement Change</i>. Reason codes using the <i>Procurement Change</i> reason type can be selected by users when changing a requisition.</p> <p>If you have required comment to be entered when a user changes a requisition, then the Description field on the Reason Codes page is used as the default comment on the requisition.</p> |
| "Procurement Change Reason Codes Page" (PeopleSoft FSCM 9.2: Purchasing) | BUS_OPT_PM_REASON | <p>Define settings for reason codes and comments used when changing a requisition in PeopleSoft Purchasing, eProcurement, and Services Procurement. These settings enable you to define default reason codes and determine if reason codes or comments should be required. You can define the default reason code for the reason type of <i>Procurement Change</i>.</p>                                                                                                                                                  |

| <b>Page Name</b>                                                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Change Template Page" (PeopleSoft 9.2: Source to Settle Common Information)             | CHNG_ORD_TEMPLATE      | <p>Define change templates to identify when changes to a requisition should be tracked on the View Requisition Change Tracking History page, when the requisition or requisition line should require re-approval by the approval workflow framework, and when a change request should be created for a sourced requisition. Change templates identify which field changes on a requisition cause the system to generate these actions. To create a change template for requisitions, use the change template type of Requisition. The following field on the REQ_LINE and REQ_LINE_SHIP records are selected for re-approval by default and it is recommended that you keep the Reapprove check box selected on these fields:</p> <ul style="list-style-type: none"> <li>• MERCHANDISE_AMT</li> <li>• PRICE_REQ</li> <li>• QTY_REQ</li> </ul> <p>On the Change Template page, if you select the Track Change check box for the SHIPTO_ID field, then the system tracks changes to both the SHIPTO_ID field and the One Time Address fields.</p> <p>In addition, if you select the Track Change check box for the STATUS field in the REQ_COMMENTS table, then the system enables you to see deleted comments in the change tracking feature (PeopleSoft eProcurement only).</p> |
| "Req Change Options (requisition change options) Page" (PeopleSoft FSCM 9.2: Purchasing) | BUS_UNIT_REQ_APPR      | <p>Define the Change Option field, the change template for requisition changes, and approval requirements for each business unit. The Change Option field determines if change tracking should be initiated for changes to a requisition based on the status of the requisition (approved, sourced, and valid budget checked). The Change Template entered on this page is used by PeopleSoft Purchasing, eProcurement, and Services Procurement. Select the Resubmit Workflow for Quantity and Price Decrease check box to require approval of a changed requisition with a decrease in item quantity or price.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>Page Name</b>                               | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>eProcurement Business Unit Options Page</u> | PV_BUS_UNIT_PM         | Select the Allow Changes to Dispatched PO check box to enable users to create a change request when the requisition line has been sourced to a purchase order and the purchase order has already been dispatched. Deselect to prevent users from creating a change request when the purchase order has already been dispatched.                            |
| <u>Supplier Properties Page</u>                | PV_MS_SEC_SUP_NV       | Define linked supplier properties for integration to the Oracle Supplier Network, a marketplace, and a direct connect suppliers. If the supplier allows changes to dispatched purchase orders, then enter a value of Y for the property name ALLOW_PO_CHNG. If the supplier does not allow changes to dispatched purchase orders, then enter a value of N. |
| <u>Assign Role Actions To Roles Page</u>       | PV_ACTIONS             | Attach role actions to user roles.                                                                                                                                                                                                                                                                                                                         |

## Changing Requisitions

Using the Edit Requisitions component, you can change an existing requisition that has been approved, sourced to a purchase order, or sourced to a dispatched purchase order. However you cannot change the price for requisitions partially sourced to a purchase order. Use the Manage Requisitions page to determine the status of your requisition.

To make changes to the requisition header or requisition lines, go to the Manage Requisitions page, locate the requisition you wish to change, select *Edit* in the Select Action field, and click the Go button. Make your changes on the Edit Requisition component. When you save the page:

- The requisition is updated with your changes. If you change a requisition where no requisition lines have been sourced, then the system updates the requisition. If you change a requisition that has one or more lines that have already been sourced to a purchase order, then the system updates the requisition and creates a change request. You can edit any line that has been dispatched, but not closed, as long as change requests are allowed for the dispatch status. Changes to dispatched purchase orders can also be limited by your setup.
- A pop-up window displays where you can enter a reason code and comments. A reason code or comment can be required or optional based on your settings on the Procurement Change Reason Codes page.
- The Change Tracking feature is invoked based on the status of your requisition, your requisition change template, and the setting in the Change Option field of the Purchasing Definition-Req Change Options page. The Change Tracking feature includes changes to any fields marked for track change on the template, the user who modified the requisition, and the date and time of each change. This information is written to the REQ\_CHNG\_HDR, REQ\_CHNG\_LINE, and REQ\_CHNG\_SHIP tables. If the Change Tracking feature is used, a track batch sequence number is added to the top of

the Edit Requisition-Review and Submit page. PeopleSoft eProcurement and Services Procurement share the same track batch number sequence. For a requisition that is altered more than once, the track batch sequence number is increased by one for each time you change the requisition.

- When Change Track Option is set to *Approved* and change tracking is invoked for an approved requisition line, you cannot delete that line. You can only cancel the line.
- When the Change Track Option is set to *Sourced* and the Change Template is *Standard*, you can view the Change Request/Line Approval Summary when the requisition is submitted on the Edit Requisition page. The summary includes the Line number, Item Description, and the status of the Change Request (Created or Updated).
- If any fields have been changed which are marked as needing re-approval on the requisition change template, then the approval workflow framework is initiated. The changed requisition must complete the approval process from the beginning. Role actions take precedent over the template settings in determining whether re-approval is required.

## Pages Used to Change Requisitions

| <b>Page Name</b>              | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Review and Submit Page</u> | PV_REQ_CHECKOUT        | Make changes to an existing requisition. Your changes here can update the requisition, record change tracking, and restart approval workflow. For sourced requisitions, your changes can generate a change request.                                                                                                                                                                                                                                      |
| Change Reason                 | REQ_CHNG_REASON        | Enter a reason code and comment for the changes that you have made to the requisition. This information is stored in the requisition change request tables (REQ_CHNG_REASON). <ul style="list-style-type: none"> <li>• Save a requisition after entering changes on the Edit Requisition component.</li> <li>• For an existing requisition with changes, click the Current Change Reason link on the Edit Requisition-Review and Submit page.</li> </ul> |
| <u>Confirmation Page</u>      | PV_REQ_WF_PREVIEW      | Displays information after you save the requisition. The Budget Status field and the requisition Status field will change if your requisition changes prompt budget checking and re-approval of the requisition. In addition the Change Request/Line Approval Summary group box displays requisition line information for change requests and approval workflow.                                                                                         |

## Edit Requisition-Review and Submit Page

Use the Edit Requisition-Review and Submit page (ePV\_REQ\_FORM) to make changes to an existing requisition.

Your changes here can update the requisition, record change tracking, and restart approval workflow. For sourced requisitions, your changes can generate a change request.

### Navigation

eProcurement > Manage Requisitions. Select Edit in the Select Action field and click the Go button.

For information about the Edit Requisition component, see the "Managing Requisitions in PeopleSoft eProcurement" chapter.

See [Edit Requisition-Review and Submit Page](#).

## Change Reason Page

Use the Change Reason page (REQ\_CHNG\_REASON) to enter a reason code and comment for the changes that you have made to the requisition.

This information is stored in the requisition change request tables (REQ\_CHNG\_REASON).

### Navigation

- Save a requisition after entering changes on the Edit Requisition component.
- For an existing requisition with changes, click the Current Change Reason link on the Edit Requisition-Review and Submit page.

### Image: Change Reason page

This example illustrates the fields and controls on the Change Reason page.

The screenshot shows the 'Change Reason' page. At the top, the title 'Change Reason' is underlined. Below it, a instruction reads: 'Enter a reason code and comment for making changes that are being tracked.' There are two main input fields: 'Reason Code:' with a text box containing 'QUANTITY' and a magnifying glass icon to its right; and 'Comment:' with a larger text box containing 'Quantity Change' and a magnifying glass icon to its right. At the bottom left, there is an 'OK' button.

Use the Change Reason page to view or change the reason code and comments attached to a changed requisition. A default value for the reason code can be defined on the Procurement Change Reason Codes

page to be used by any changed requisition in the Purchasing business unit. In addition, the Description field for the default reason code (entered on the Reason Codes page) is used as the default comment on the requisition.

## Confirmation Page

Use the Confirmation page (PV\_REQ\_WF\_PREVIEW) to displays information after you save the requisition.

The Budget Status field and the requisition Status field will change if your requisition changes prompt budget checking and re-approval of the requisition. In addition the Change Request/Line Approval Summary group box displays requisition line information for change requests and approval workflow.

### Navigation

- Click the OK button on the Change Reason page.
- If no reason code is needed, click the Save and Submit button on the Review and Submit page

### Image: Confirmation page

This example illustrates the fields and controls on the Confirmation page. You can find definitions for the fields and controls later on this page.

**Confirmation**

Your requisition has been submitted.

|                                     |                                            |
|-------------------------------------|--------------------------------------------|
| <b>Requested For</b> Michael Buhler | <b>Number of Lines</b> 2                   |
| <b>Requisition Name</b> 0000000005  | <b>Total Amount</b> 2,231.77 FRF           |
| <b>Requisition ID</b> 0000000005    | <b>VAT Amount</b> 249.61 FRF               |
| <b>Business Unit</b> FRA01          | <b>Requisition Amount</b> 2,481.38 FRF     |
| <b>Status</b> Approved              | <b>Pre-Encumbrance Balance</b> 2356.57 FRF |
| <b>Priority</b> Medium              |                                            |
| <b>Budget Status</b> Valid          |                                            |

[View printable version](#)
[Edit This Requisition](#)
[Check Budget](#)
[Pre-Check Budget](#)

This section only discusses the fields on the Confirmation page that are related to changing an existing requisition and creating change requests. For more information about the Confirmation page, see the "Creating Requisitions in PeopleSoft eProcurement" chapter.

See [Confirmation Page](#).

**Status** Displays the status of a requisition. Values are *Open*, *Pending*, *Approved*, and *Complete*.

**Budget Status** If the Commitment Control feature is turned on, then this field displays the current budget checking status for this requisition.

## Change Request/Line Approval Summary

This group box displays if you have changed an existing requisition.

**Change Request**

Displays the change request created for this requisition line. Change requests are only created if the requisition line has been sourced to a purchase order and your system is setup to allow change requests.

**Line Re-Approval**

Displays the current state for workflow approval for this line. If you have changed a field marked for re-approval on the requisition change template, then the approval workflow framework resets this requisition line to the pending status and the approval process must be completed again from the beginning.

---

## Viewing Requisition Change Tracking History

The Change Tracking feature provides you with an audit trail of key transactional information including, changes to any fields marked for track changes on the change template, the user who modified the requisition, and the date and time of each requisition change request. This information is written to the REQ\_CHNG\_HDR, REQ\_CHNG\_LINE, and REQ\_CHNG\_SHIP tables. For a requisition that is altered more than once, the track batch (change batch) sequence number is increased by one for each time the requisition is changed. The Change Tracking feature is invoked base on the status of your requisition, your requisition change template, and the setting in the Change Option field of the Purchasing Definition-Req Change Options page. If no requisition change template is defined for the business unit, then the change tracking feature does not record any changes.

## Pages Used to View Requisition Change Tracking History

| <i>Page Name</i>                                         | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Requisition Change Tracking History Page</a> | PV_CHNG_TRK_HIST       | View the changes that have been made to this requisition. This page includes changes to any fields marked for track change on the requisition change template used for this business unit. You can review the change made to the field, the user who modified the requisition, and the date and time the changed requisition was saved. |
| <a href="#">Change Tracking Filter Criteria Page</a>     | PV_CHNG_FILTER         | Enter filters to narrow your display results on the Requisition Change Tracking History page. Filter criteria are applied to one individual requisition and help you focus on a particular type of change, especially with a requisition containing many lines or multiple changes.                                                     |

| <b>Page Name</b>                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Deleted Comments Page</u>                             | PV_REQ_CHNG_CMMT       | Displays comments that have been deleted from the requisition at the header, line, or ship to level. In order to see deleted comments, you must select the Track Change check box for the STATUS field in the REQ_COMMENTS table. The ability to see deleted comments is only available for PeopleSoft eProcurement. |
| <u>Requisition Change Tracking One Time Address Page</u> | PV_REQ_CHNG_ADDR       | View the one time shipping address added to a requisition line.                                                                                                                                                                                                                                                      |
| <u>Change Reason Code Page</u>                           | PV_CHANGE_REASON       | Review the reason code and comments added when the requisition was changed.                                                                                                                                                                                                                                          |
| <u>Review Change Tracking (Fluid) Page</u>               | PV_MOB_855_TRAK_FL     | View requisitions that have been changed, using the Fluid user interface.                                                                                                                                                                                                                                            |
| <u>Change Tracking Details (Fluid) Page</u>              | PV_MOB_855_TRAKSCF     | View line and schedule changes as well as the change reason code, using the Fluid user interface.                                                                                                                                                                                                                    |

## Requisition Change Tracking History Page

Use the Requisition Change Tracking History page (PV\_CHNG\_TRK\_HIST) to view the changes that have been made to this requisition.

This page includes changes to any fields marked for track change on the requisition change template used for this business unit. You can review the change made to the field, the user who modified the requisition, and the date and time the changed requisition was saved.

### Navigation

eProcurement > Manage Requisitions. On the Manage Requisitions page, click the Review Change Tracking link.



## Image: Requisition Change Tracking History page (1 of 2)

This example illustrates the fields and controls on the Requisition Change Tracking History page (1 of 2). You can find definitions for the fields and controls later on this page.

**Requisition Change Tracking History**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

\*Business Unit

Requisition ID From

Requester

Date From

Requisition Name

Requisition ID To

Modified By

Date To

**Requisition Change Tracking**

To view requisition change tracking history detail records, click the Expand triangle icon.

| Req ID     | Requisition Name | Requester Name | Modified By | Last Changed          | Track Batch | Filter By                       |
|------------|------------------|----------------|-------------|-----------------------|-------------|---------------------------------|
| 0000000141 | 0000000141       | Mary Gee       | Mary Gee    | 06/22/2009 11:54:50AM | 1           | <a href="#">Filter Criteria</a> |

**Line Changes**

There are no changes recorded for Requisition header.

Personalize | Find | View All | First 1-4 of 4 Last

| Line | Batch | Seq | Change Type | Description          | Value       | Modified By | Last Changed          |
|------|-------|-----|-------------|----------------------|-------------|-------------|-----------------------|
| 1    | 0     | 0   | Original    | Merchandise Amount   | 15248.80000 | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 0     | 0   | Original    | Requisition Quantity | 10.00000    | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 1     | 1   | Change      | Merchandise Amount   | 9149.28000  | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 1     | 1   | Change      | Requisition Quantity | 6.00000     | MGEE        | 06/22/2009 11:54:50AM |

## Image: Requisition Change Tracking History page (2 of 2)

This example illustrates the fields and controls on the Requisition Change Tracking History page (2 of 2). You can find definitions for the fields and controls later on this page.

**Schedule Changes**

Personalize | Find | View All | First 1-5 of 8 Last

| Line | Sched | Batch | Seq | Change Type | Description          | Value       | Modified By | Last Changed          |
|------|-------|-------|-----|-------------|----------------------|-------------|-------------|-----------------------|
| 1    | 1     | 0     | 0   | Original    | Attention To         | Atamian,Wes | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 1     | 0     | 0   | Original    | Merchandise Amount   | 15248.80000 | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 1     | 0     | 0   | Original    | Requisition Quantity | 10.00000    | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 1     | 0     | 0   | Original    | Ship To Location     | US001       | MGEE        | 06/22/2009 11:54:50AM |
| 1    | 1     | 1     | 1   | Change      | Attention To         | Gee,May     | MGEE        | 06/22/2009 11:54:50AM |

0000000140 0000000140 Mary Gee Mary Gee 06/22/2009 11:56:11AM 1 [Filter Criteria](#)

[Return to Manage Requisitions](#)

### Search Requisitions

Use the Search Requisitions group box to enter search criteria to display one or more requisitions. The Business Unit is a required field. Click the Search button to display requisitions matching your criteria in the Requisition Change Tracking group box.

### Req ID

Click the requisition ID link to access the Requisition Details page (PV\_REQ\_PO\_DTLS).

See [Requisition Details Page](#).

### Filter Criteria

Click this link to access the Filter Options page where you can specify filters to narrow your display results. Filter criteria are applied to one individual requisition and help you focus on a particular type of change, especially with a requisition containing many lines or multiple changes.

In the Header Changes, Line Changes, and Schedule Changes group boxes, you can view the changes made to the requisition at each of these levels. The following columns are used:

#### Line and Sched

Displays the requisition line and requisition schedule line.

#### Batch and Seq

The Batch and Sequence columns display the chronological order of the changes to the requisition. The most recent changes are displayed at the top of the grids.

The Batch number represents the number of times the requisition has been changed and saved. Zero reflects the original creation of the entire requisition.

The Sequence number represents the number of times the header, line, or shipment schedule line has been changed.

When the requisition is first created, both the batch and sequence numbers are zero. The original value for a field is always displayed at the bottom of the change list. You may need to use the Last link in the group box header to see the original values.

With changes to the requisition, the batch and sequence number change. For example:

1. You create and save a requisition with 3 lines. The batch and sequence numbers for the header, line, and shipment schedule are all zero.
2. You change line 3 of the requisition and save your changes. The batch number is 1 and the sequence number for line 3 is 1; however, the header and other lines were not changed and are at sequence number zero.
3. You change the header of the requisition and line 1 and then save your changes. The batch number is now 2 (You have changed the requisition twice). For the header the sequence is 1 within batch number 2 (You have changed the header data once) and line 1 is also sequence number 1 within batch 2. Line 3 remains sequence 1 within batch 1.

### Change Type

Displays the category of the change. The options are:

- *Change*: The field value was changed.
- *Deleted*: The field value was deleted.

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <ul style="list-style-type: none"> <li>• <i>Inserted:</i> One or more blank fields were populated.</li> <li>• <i>Original:</i> Displays the field value when the requisition was first created.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Description</b>  | Displays a description of the field or fields that were changed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Value</b>        | <p>Displays the changed, inserted, or original field value entered on the requisition or a link to another page that displays the values. Links include:</p> <ul style="list-style-type: none"> <li>• <i>One Time Address:</i> Click to access the Requisition Change Tracking One Time Address page where you can view the one time address fields added to this requisition schedule line.</li> <li>• <i>Header Comments:</i> Click to access the Delete Comments page and view comments that have been deleted from the header level of the requisition.</li> <li>• <i>Line Comments:</i> Click to access the Delete Comments page and view comments that have been deleted from the line level of the requisition.</li> <li>• <i>Ship To Comments:</i> Click to access the Delete Comments page and view ship to comments that have been deleted from the requisition.</li> </ul> |
| <b>Modified By</b>  | Displays the user ID of the person who changed the requisition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Last Changed</b> | Displays the date and time of the last change to this field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Reason Code</b>  | <p>Displays the reason code entered when this change was made. Click this link to access the Change Reason Code page where you can review the reason code and comments added when this requisition was changed. This column does not display if a reason code was not entered.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Change Tracking Filter Criteria Page

Use the Change Tracking Filter Criteria page (PV\_CHNG\_FILTER) to enter filters to narrow your display results on the Requisition Change Tracking History page.

Filter criteria are applied to one individual requisition and help you focus on a particular type of change, especially with a requisition containing many lines or multiple changes.

### Navigation

Click the Filter Criteria link on the Requisition Change Tracking History page.

**Image: The Change Tracking Filter Criteria page**

This example illustrates the fields and controls on the The Change Tracking Filter Criteria page. You can find definitions for the fields and controls later on this page.

Use the Change Tracking Filter Criteria page to narrow the information displayed about an individual requisition. Once you enter values in this page, the filter limits the requisition details displayed on the Requisition Change Tracking History page. If no requisition details match your filter then a message is displayed on the Requisition Change Tracking History page. To see all of the requisition details after applying a filter, you must enter this page and clear the filter criteria.

|                             |                                                                                                                                                                               |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reason Code</b>          | Enter a reason code to limit the rows displayed to changes made with this reason code.                                                                                        |
| <b>Change Track Batch</b>   | Enter the batch number to be displayed. Only changes made with this batch number are displayed for the requisition.                                                           |
| <b>Requisition Header</b>   | Limit the requisition header details displayed to changes in the requester or currency code.                                                                                  |
| <b>Requisition Line</b>     | Limit the requisition line details displayed to changes in item category ID, item ID, merchandise amount, requisition price, or requisition quantity.                         |
| <b>Requisition Schedule</b> | Limit the requisition schedule line details displayed to changes in the attention to field, merchandise amount, requisition price, requisition quantity, or ship to location. |

**Deleted Comments Page**

Use the Deleted Comments page (PV\_REQ\_CHNG\_CMMT) to displays comments that have been deleted from the requisition at the header, line, or ship to level.

In order to see deleted comments, you must select the Track Change check box for the STATUS field in the REQ\_COMMENTS table. The ability to see deleted comments is only available for PeopleSoft eProcurement.

### Navigation

- Click the Header Comments link within the Header Changes group box on the Requisition Change Tracking History page.
- Click the Line Comments link within the Line Changes group box on the Requisition Change Tracking History page.
- Click the Ship To Comments link within the Header Changes group box on the Requisition Change Tracking History page.

### Image: Delete Comments page showing line comments that were deleted

This example illustrates the fields and controls on the Delete Comments page showing line comments that were deleted. You can find definitions for the fields and controls later on this page.

Deleted Comments

Business Unit US001      Requisition Name

Requisition ID 0000000149

Deleted Comments      Personalize | Find | View All | [Icons]      First 1 of 1 Last

| Line Number | Change Batch | Change Sequence | Modified By | Last Changed          | Comment Number | Comment Type | Comments                                        |
|-------------|--------------|-----------------|-------------|-----------------------|----------------|--------------|-------------------------------------------------|
| 1           | 3            | 2               | VP1         | 02/14/2013 12:15:19PM | 663            | LIN          | Deliver to front reception desk on third floor. |

Return

Use the Deleted Comments page to view comments that have been deleted from the requisition header, line, or ship to levels. In order to see deleted comments, navigate to the requisition Change Template page and select the Track Change check box for the STATUS field in the REQ\_COMMENTS table. The ability to see deleted comments is only available for PeopleSoft eProcurement.

#### Track Batch

Displays the track batch number of the change that deleted the comment.

#### Modified By

Displays the user ID of the person who deleted the comment.

#### Comment Type

The comment types are:

- *HDR*
- *LIN*
- *SHP*

#### Comments

Displays the comment that was deleted.

## Requisition Change Tracking One Time Address Page

Use the Requisition Change Tracking One Time Address page (PV\_REQ\_CHNG\_ADDR) to view the one time shipping address added to a requisition line.

### Navigation

Click the One Time Address link on the Requisition Change Tracking History page.

### Image: Requisition Change Tracking One Time Address page

This example illustrates the fields and controls on the Requisition Change Tracking One Time Address page.

**Requisition Change Tracking One Time Address**

Business Unit US001      Req ID 0000000149      Line 1      Sched Num 1

**Address**

Country USA United States      Prefix

Address 1 777 Road AVE      Phone

Address 2      Ext

Address 3      Fax

City San Francisco

County      Postal 55512

State CA California

OK Cancel

View the one time shipping address added to a requisition line.

On the Change Template page, if you select the Track Change check box for the SHIPTO\_ID field, then the system tracks changes to both the SHIPTO\_ID field and the One Time Address fields.

## Change Reason Code Page

Use the Change Reason Code page (PV\_CHANGE\_REASON) to review the reason code and comments added when the requisition was changed.

### Navigation

Click the reason code link in the Reason Codes column of the Requisition Change Tracking History page.

**Image: Change Reason Codes page**

This example illustrates the fields and controls on the Change Reason Codes page.

**Change Reason Code**

Business Unit US001 Requisition Name 0000000149

Requisition ID 0000000149

**Reason Code**

Reason Seq 1 Entered By VP1

Reason Code QUANTITY Entered Datetime 02/13/2013 11:54AM

Comment Quantity Change

Return

Review the reason code and comments added when the requisition was changed. This reason code could be required, optional, or not used based on your entries in the Procurement Change Reason Codes page.

See "Procurement Change Reason Codes Page" (PeopleSoft FSCM 9.2: Purchasing).

**Review Change Tracking (Fluid) Page**

Use the Review Change Tracking (Fluid) page (PV\_MOB\_855\_TRAK\_FL) to view requisitions that have been changed, using the Fluid user interface.

**Navigation**

eProcurement tile > Review Change Tracking tile

**Image: Review Change Tracking (Fluid) Page**

This example illustrates the fields and controls on the Review Change Tracking (Fluid) page. You can find definitions for the fields and controls later on this page.

| Business Unit | Requisition ID | Requisition Name | Requester          | Last Modified By   | Track Batch |
|---------------|----------------|------------------|--------------------|--------------------|-------------|
| US001         | 0000000180     | 0000000180       | Kenneth Schumacher | Kenneth Schumacher | 1           |

**Track Batch**

Select this link to access the Requisition Batch Changes page (PV\_MOB\_BATCH\_SCF), which provides the date the revision was made.

## Change Tracking Details (Fluid) Page

Use the Change Tracking Details (Fluid) page (PV\_MOB\_855\_TRAKSCF) to view line and schedule changes as well as the change reason code, using the Fluid user interface.

### Navigation

eProcurement tile > Review Change Tracking tile. Select the Details button.

### Image: Change Tracking Details (Fluid) Page

This example illustrates the fields and controls on the Change Tracking Details (Fluid) page. You can find definitions for the fields and controls later on this page.

**Change Tracking Details**

**Requisition Summary**

Business Unit: US001  
Requisition Name: 000000180  
Requisition ID: 000000180  
Last Modified By: Kenneth Schumacher

**Line Changes**

| Line | Batch | Seq | Change Type | Description          | Value | Modified By | Last Changed         | Reason Code |
|------|-------|-----|-------------|----------------------|-------|-------------|----------------------|-------------|
| 1    | 0     | 0   | Original    | Merchandise Amount   | 2018  | VP1         | 01/14/2019 4:33:12PM |             |
| 1    | 0     | 0   | Original    | Requisition Quantity | 1     | VP1         | 01/14/2019 4:33:12PM |             |
| 1    | 1     | 1   | Change      | Merchandise Amount   | 4036  | VP1         | 01/14/2019 4:33:12PM | QUANTITY    |
| 1    | 1     | 1   | Change      | Requisition Quantity | 2     | VP1         | 01/14/2019 4:33:12PM | QUANTITY    |

**Schedule Changes**

| Line | Sched | Batch | Seq | Change Type | Description          | Modified By | Last Changed         | Reason Code |
|------|-------|-------|-----|-------------|----------------------|-------------|----------------------|-------------|
| 1    | 1     | 0     | 0   | Original    | Merchandise Amount   | VP1         | 01/14/2019 4:33:12PM |             |
| 1    | 1     | 0     | 0   | Original    | Requisition Quantity | VP1         | 01/14/2019 4:33:12PM |             |
| 1    | 1     | 1     | 1   | Change      | Merchandise Amount   | VP1         | 01/14/2019 4:33:12PM | QUANTITY    |
| 1    | 1     | 1     | 1   | Change      | Requisition Quantity | VP1         | 01/14/2019 4:33:12PM | QUANTITY    |

### Reason Code

Select to access the Change Reason Code page (PV\_MOB\_CHANGE\_SCF) where you can view who entered the change, the date and time the change was made, and comments that may have been entered.

## Viewing Change Requests

The Review Change Requests inquiry page enables you to view the existing change requests and monitor the approval status.

### Pages Used to View Change Requests

| Page Name                                             | Definition Name    | Usage                                                                                          |
|-------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------|
| <a href="#">Review Change Requests (Classic) Page</a> | PV_CHNG_RQST_LIST  | View and monitor the approval status of your change requests using the Classic User Interface. |
| <a href="#">Review Change Requests (Fluid) Page</a>   | PV_MOV_855_CHNG_FL | View all of your change requests using the Fluid User Interface.                               |



| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Usage</b>                                                                    |
|--------------------------------------------|------------------------|---------------------------------------------------------------------------------|
| <u>Change Request Details (Fluid) Page</u> | PV_MOB_855_CHNGSCF     | Monitor the approval status of a change request using the Fluid User Interface. |

## Review Change Requests (Classic) Page

Use the Review Change Requests (Classic) page (PV\_CHNG\_RQST\_LIST) to view and monitor the approval status of your change requests using the Classic User Interface.

### Navigation

eProcurement > Manage Requisitions

Click the Inquire Change Request link on the Manage Requisitions page.

### Image: Review Change Requests (Classic) page

This example illustrates the fields and controls on the Review Change Requests (Classic) page. You can find definitions for the fields and controls later on this page.

**Review Change Requests**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

\*Business Unit  Requisition Name

Requisition ID From  Requisition ID To

Requester  Entered By

PO ID  Change Request Status

Change Date From  Change Date To

**Requisition Change Requests**

To view requisition change request detail records, click the Expand triangle icon.

| Requisition ID | Requisition Name | Purchase Order | Change Date/Time      | Requisition Approval Status | Change Request Status | Processing Error |
|----------------|------------------|----------------|-----------------------|-----------------------------|-----------------------|------------------|
| 0000000141     | 0000000141       | 0000000204     | 06/22/2009 11:54:45AM | Approved                    | Ready for Process     |                  |
| 0000000140     | 0000000140       | 0000000204     | 06/22/2009 11:56:11AM | Approved                    | Ready for Process     |                  |
| 0000000091     | 0000000091       | 0000000057     | 08/05/2003 3:34:28PM  | Approved                    | Initialize            |                  |

Requester: Kenneth Schumacher Entered By: Theresa Monroe

**Change Request Details**

Change Requests | Change Reason | Processing Errors |

Personalize | Find | View All | First 1 of 1 Last

| Line | Sched | Change Date/Time      | Item Description            | Change Type | Field            | Prior Value | Changed Value | Requisition Approval Status | Change Request Status |
|------|-------|-----------------------|-----------------------------|-------------|------------------|-------------|---------------|-----------------------------|-----------------------|
| 1    | 1     | 08/19/2003 11:27:53AM | 775-fill Mummy Sleeping Bag | Change      | Ship To Location |             | US002         | Approved                    | Initialize            |

[Return to Manage Requisitions](#) [Approve Change Requests](#)

### Search Requisitions group box

Enter search criteria and then click the Search button to display change requests in the Requisition Change Requests group box.

#### Business Unit

Enter the Purchasing business unit of the change request. This is a required field.

**Requisition ID From and Requisition ID To** Enter one or a range of requisition IDs.

**Entered By**

Search by the user ID who entered the requisition. This is the REQ\_HDR.OPRID field in the REQ\_HDR table.

**Change Process Status**

Select the status of the change requests you want to view. This is the CHG\_PROCESS\_STATUS field in the CHNG\_RQST\_DTL table. Values are:

- *Initialized:* The change request has been added but it has not been picked up by PeopleSoft Purchasing.
- *In Process:* The system is currently using this change request to update a purchase order and maybe build a PO change order.
- *Complete:* The purchase order has been updated with the changes from this change request and a PO change order may have been created.
- *Errors:* The Change Purchase Order process attempted to update the purchase order with the changes from this change request but an error was encountered.

**Requisition Change Requests group box**

The Requisition Change Requests group box displays the change requests that match your search criteria.



Click the Expand Section icon to display information about each requisition change request, including; the individual requisition lines, the changes made to the original requisition, change reason codes and comments, and any processing errors.

**Requisition ID**

Click the requisition ID link to access the Requisition Details page (PV\_REQ\_PO\_DTLS) where you can review each line, the purchase order line it was sourced to, and the status of the purchase order.

See [Requisition Details Page](#).

**Purchase Order**

Displays the purchase order ID linked to this sourced requisition.

**Change Date/Time**

Displays the date and time of the changes to the requisition.

**Re-Approval Status**

Displays the approval status of the changed requisition within the approval workflow framework. The options are pending, denied, approved, or see below (lines do not have the same status).

**Change Request Status**

Displays the status of the requisition change request. This is the CHG\_PROCESS\_STATUS field in the CHNG\_RQST\_DTL table. Values are:

- *Initialize:* The change request has been added.

- *Ready for Process:* The change request is ready to be picked up by PeopleSoft Purchasing.
- *In Process:* The system is currently using this change request to update a purchase order and maybe build a PO change order.
- *Complete:* The purchase order has been updated with the changes from this change request and a PO change order may have been created.
- *Errors:* The Change Purchase Order process attempted to update the purchase order with the changes from this change request but an error was encountered.

### Processing Error

Displays *Y* if any of the change request lines have processing errors. The message set, message number, and message are displayed in the Processing Errors tab under the Expand Section icon. This processing error occurs when the change request is pick up by the Change Purchase Orders process in PeopleSoft Purchasing.

## Review Change Requests (Fluid) Page

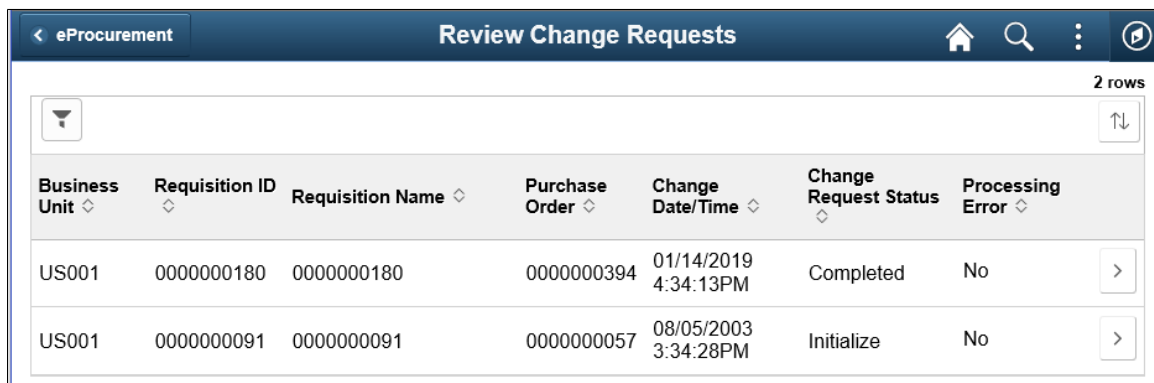
Use the Review Change Request (Fluid) page (PV\_MOV\_855\_CHNG\_FL) to view all of your change requests using the Fluid User Interface.

### Navigation

eProcurement Tile > Review Change Request tile

### Image: Review Change Requests (Fluid) Page

This example illustrates the fields and controls on the Review Change Requests (Fluid) Page.



| Business Unit | Requisition ID | Requisition Name | Purchase Order | Change Date/Time     | Change Request Status | Processing Error |
|---------------|----------------|------------------|----------------|----------------------|-----------------------|------------------|
| US001         | 0000000180     | 0000000180       | 0000000394     | 01/14/2019 4:34:13PM | Completed             | No               |
| US001         | 0000000091     | 0000000091       | 0000000057     | 08/05/2003 3:34:28PM | Initialize            | No               |

## Change Request Details (Fluid) Page

Use the Change Request Details (Fluid) page (PV\_MOB\_855\_CHNGSCF) to monitor the approval status of a change request using the Fluid User Interface.

## Navigation

eProcurement Tile > Review Change Request tile. Select the Details button.

### Image: Change Request Details (Fluid) Page

This example illustrates the fields and controls on the Change Request Details (Fluid) page. You can find definitions for the fields and controls later on this page.

| Line | Sched | Change Date/Time     | Item ID        | Item Description       | Change Type | Field Name | Field                | Prior Value | Changed Value | Requisition Approval Status | Change Request Status |
|------|-------|----------------------|----------------|------------------------|-------------|------------|----------------------|-------------|---------------|-----------------------------|-----------------------|
| 1    | 1     | 01/14/2019 4:33:11PM | DSS_LAPTOP_MAC | Appleby MacBook Laptop | Change      | QTY_REQ    | Requisition Quantity | 1.00000     | 2.00000       | Approved                    | Completed             |

## Change Requests Tab

**Item Description** link

Select to access the Item Description window, which provides a requisition summary.

## Change Reason Tab

Use this information to view the change reason.

# Processing Change Requests in PeopleSoft Purchasing

If you have changed an eProcurement requisition that has already been sourced to a purchase order, then a change request might be created and placed in the PV\_CHNG\_RST\_DTL table. When the changed requisition has completed budget checking and approval workflow, the change request in the PV\_CHNG\_RST\_DTL table is changed from a pending status to an approved status. In addition, the change request is also placed in the PeopleSoft Purchasing tables; CHNG\_RQST and CHNG\_RQST\_DTL. These tables contain change requests from many different sources, including; PeopleSoft eProcurement, PeopleSoft Inventory, PeopleSoft Manufacturing, PeopleSoft Order Management, PeopleSoft Supply Planning, third-party sources, as well as PeopleSoft Purchasing itself. The Change Purchase Order process in PeopleSoft Purchasing picks up the change requests and updates the purchase order. For purchase orders that have already been dispatched, a change order could be created and dispatched to the supplier.

For more information on change request processing in PeopleSoft Purchasing, see "Creating Change Orders from Approved Change Requests" (PeopleSoft FSCM 9.2: Purchasing) .

See "Understanding the Purchase Order Change Order Business Process" (PeopleSoft FSCM 9.2: Purchasing).

PeopleSoft eProcurement contains links to the following PeopleSoft Purchasing pages:

- Approve Change Requests page.
- Change Purchase Orders process.

## Pages Used to Process Change Requests in PeopleSoft Purchasing

| <b>Page Name</b>                                                    | <b>Definition Name</b> | <b>Usage</b>                                                     |
|---------------------------------------------------------------------|------------------------|------------------------------------------------------------------|
| "Approve Change Requests Page"<br>(PeopleSoft FSCM 9.2: Purchasing) | CHNG_ORD_LOOKUP        | Review and approve change requests.                              |
| "Change Purchase Orders Page"<br>(PeopleSoft FSCM 9.2: Purchasing)  | RUN_PO_POCHNG          | Select parameters for and run the Change Purchase Order process. |



# Receiving Stock and Returning Items to Suppliers

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## Understanding Receiving Stock

This section discusses:

- The common element used in this chapter.
- Stock receipt.
- Items received by amount.
- Receipt notification workflow.
- Options for receiving stock.

## The Common Element Used

### Receipt Status

Select from these values:

*Open:* The receipt is being entered into the system and has not yet been saved, or the receipt has been entered and saved but might be missing required information.

*Received:* The receipt has been entered and saved.

*Hold:* A power user has put the receipt on hold.

*Moved:* The necessary items in the receipt have been successfully passed to PeopleSoft Asset Management, PeopleSoft Inventory, or PeopleSoft Manufacturing (if those applications are installed).

*Complete:* The receipt has finished all steps and is closed.

*Cancelled:* The receipt was entered and saved, but then canceled. A cancellation cannot be reversed.

## Stock Receipt

When you enter a requisition, PeopleSoft eProcurement processes it, places it on a purchase order (PO), and sends (dispatches) it to the supplier. If PeopleSoft Inventory is installed, the requisition might come from the warehouse stock instead of from a supplier. When you receive the requested items, you record the receipt, which enables the buyers to track the quality and promptness of suppliers.

The PeopleSoft application assigns a receipt ID to each saved receipt. Because a one-to-one ratio does not exist between POs and receipts—a PO might have multiple receipt IDs due to multiple shipments or a shipment might have multiple POs—this ID is stored separately from the dispatched purchase order or the original requisition. If PeopleSoft Payables is installed, a process matches the receipts to the POs (to confirm that the goods were shipped) before the supplier is paid.

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**Note:** To record a receipt before the accounts payable department can pay the supplier, select *Receiving Required* for the item.

---

## Items Received by Amount

A receipt is usually recorded based on the quantity that is received. However, you can also receive by amount in PeopleSoft eProcurement. This feature is particularly useful if you order and receive services.

### Related Links

"Receiving Items by Amount" (PeopleSoft FSCM 9.2: Purchasing)

## Receipt Notification Workflow

PeopleSoft eProcurement enables requesters to record the receipt of their own goods. Because some requesters do not record their receipts promptly, the workflow process for receipt notification reminds requesters to receive their goods. If PeopleSoft Payables records the voucher (supplier's invoice) for the PO but no receipt is entered, workflow inserts a reminder in the To Do List of the requester.

### Related Links

[Maintaining System Users and Roles](#)

## Options for Receiving Stock

After a PO is dispatched, the supplier ships the stock. When the stock arrives at the location, use the receiving area to record the receipt. PeopleSoft eProcurement offers several options for receiving stock:

### Casual user receiving

This is the default setting. Items are delivered directly to a casual user's desk or area without being routed through the central receiving department. For example, a Federal Express shipment is delivered directly to you or an assistant. To enter the receipt, the user opens the original requisition and links to the requisition's PO. The user then records the receipt on a simplified form.

### Casual user receiving with edit and cancel privileges

A casual user can also be granted privileges to edit and cancel receipts and to override a supplier's return address. To have these privileges, the casual user's roles must contain a user role that is included under RECV\_CASUAL\_ALL on the eProcurement Role Actions page.

### Receiving by Ship To Location

A casual user can be set up to receive all items shipped to a ship to location specified as the Default Ship To location in the



Receiver Setup page. This is controlled by role action RECV\_BY\_SHIPTO.

### No receiving privileges

To prevent the casual user from having access to the receiving area of PeopleSoft eProcurement, the roles must contain a user role that is included under NO\_CASUAL\_RECV on the eProcurement Role Actions page.

### Power receiving

A power user is an individual in the receiving department or a purchasing professional who receives items by using the receiving pages in PeopleSoft Purchasing. The power user selects the PO and creates the receipt. The power user can also record a receipt without a PO. To be a power user, the roles must contain a user role that is included under RECV\_POWER on the eProcurement Role Actions page.

## Related Links

[Maintaining System Users and Roles](#)

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## Receiving Stock As a Casual User

This section discusses how to:

- Select items to receive.
- Add or change a receipt.
- Reject a shipment.
- Add comments at the receipt heading and line levels.
- Review or add asset information to an item.
- Generate tag numbers.
- Generate serial numbers.
- Enter the location for an item.
- View recorded receipts.

## Pages Used to Receive Stock As a Casual User

| <i>Page Name</i>                   | <i>Definition Name</i> | <i>Usage</i>             |
|------------------------------------|------------------------|--------------------------|
| <a href="#">Receive Items Page</a> | PV_PO_PICK_ORDERSC     | Select items to receive. |
| <a href="#">Receive Page</a>       | PV_RECV_WPO            | Add or change a receipt. |

| <b>Page Name</b>                    | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Receipt Header Comments Page</u> | PV_RECV_COMMENTS       | Record one or more comments at the header level of this receipt and add attachments. You cannot access this page unless your user ID is linked to the eProcurement role action of MULTI_COMMENTS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Standard Comments Page              | PV_STD_COMM_SEC        | <p>Use this page to apply a standard comment as a comment to the receipt line or receipt header. Standard comments are frequently used comments that have been defined in the system using the Standard Comments (STANDARD_COMMENTS) and Standard Comment Type (STD_COMMENT_TYPE) components.</p> <p>Enter search criteria of Comment Type, Comment ID, or Description and then click the Search button to display the standard comments. Select a standard comment and click OK to apply the comment to the requisition.</p> <ul style="list-style-type: none"> <li>• Select the Standard Comments link on the Receipt Header Comments page.</li> <li>• Select the Standard Comments link on the Receipt Line Comments page.</li> </ul> |
| Reject Shipment Page                | PV_RECV_REJECT         | <p>Reject a shipment.</p> <p>Click the Reject Shipment link on the Receive page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Line Details Page                   | PV_RECV_WPO_DETAIL     | <p>View more information about the item, all receipts from this requisition, and the PO that is used.</p> <p>Click the Details button on the Receive page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Receipt Line Comments Page          | PV_RECV_COMMENTS       | <p>Use this page to record the condition of the shipment when it arrived at the location (good, fair, or damaged), add comments about the receipt line, and add attachments to the receipt line. You are limited to one comment and no attachments unless your user ID is linked to the eProcurement role action of MULTI_COMMENTS.</p> <p>Click the Receive Comments icon on the Receive page.</p>                                                                                                                                                                                                                                                                                                                                      |

| <b>Page Name</b>                          | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                    |
|-------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Asset Management Information Page</u>  | RECV_WPO_AM            | Review or add asset information to an item.<br><br>This page is used only when the item is an asset item.                                                                       |
| <u>Inventory Putaway Information Page</u> | RECV_WPO_PUTAWAY       | Enter the location of an item.                                                                                                                                                  |
| <u>Inventory Item Information Page</u>    | RECV_INV_ITEMS_SP      | View the inventory information that is defined for this item on the Item Definition page.<br><br>Click the Inventory Item Info link on the Inventory Putaway Information page.  |
| <u>Storage Location Search Page</u>       | RECV_STOR_LOC_SRCH     | Search for a material storage location in PeopleSoft Inventory, where you can put the received items.<br><br>Click the Search button on the Inventory Putaway Information page. |
| <u>Manage Receipts Page</u>               | PV_RECV_UPDATE_REQ     | View recorded receipts. Add details, return items to supplier, or cancel a receipt.                                                                                             |

## Receive Items Page

Use the Receive Items page (PV\_PO\_PICK\_ORDERSC) to select items to receive.

### Navigation

eProcurement > Receive Items

## Image: Receive Items page

This example illustrates the fields and controls on the Receive Items page. You can find definitions for the fields and controls later on this page.

**Receive Items**

You have 7 lines open for receiving

[Receive Selected](#) and go to the Receive Form.

**Requisition Lines to Receive** Personalize | Find | View All | First 1-7 of 7 Last

| Requisition Lines to Receive |             | Purchase Order Details |                            |                  |     |         |             |                |          |                    |
|------------------------------|-------------|------------------------|----------------------------|------------------|-----|---------|-------------|----------------|----------|--------------------|
| Req BU                       | Requisition | Item Description       | Tot Req Qty/Amt            | Accepted to Date | UOM | Ship To | Ship To GLN | Attention To   | Supplier | Supplier ID Number |
| <input type="checkbox"/>     | US001       | 0000000092             | Air Mattress, Double       | 10               | 0   | EA      | US001       | 22222222222222 |          | BIKE-001           |
| <input type="checkbox"/>     | US001       | 0000000092             | Aluminum Pressure Cooker   | 10               | 0   | EA      | US001       | 22222222222222 |          | BIKE-001           |
| <input type="checkbox"/>     | US001       | 0000000091             | Aluminum Pressure Cooker   | 10               | 0   | EA      | US001       | 22222222222222 |          | CAMPER'S-001       |
| <input type="checkbox"/>     | US001       | 0000000091             | Cookie's Chow Kit Utensils | 10               | 0   | EA      | US001       | 22222222222222 |          | CAMPER'S-001       |
| <input type="checkbox"/>     | US001       | 0000000090             | Airbed, Queen              | 5                | 0   | EA      | US001       | 22222222222222 |          | CAMPER'S-001       |
| <input type="checkbox"/>     | US001       | 0000000105             | Desktop 450Mhz             | 10               | 0   | EA      | US001       | 22222222222222 |          | BIKE-001           |
| <input type="checkbox"/>     | US001       | 0000000104             | Monitor 17Inch             | 10               | 0   | EA      | US001       | 22222222222222 |          | BIKE-001           |

[Check All](#) [Clear All](#)

[Inquire Receipts](#)

For a requisition line to appear on this page, the item must have been placed on a PO and dispatched to the supplier. You can view the requisitions that you entered and those that were purchased for you. When the entire quantity of the item has been received, the requisition line no longer appears on this page.

## Requisition Lines to Receive Tab

### Receive Selected

Click to receive the requisition lines that you select on this page. The system displays the Receive page, where you can make changes to the receipt quantity, review requisition details, and add comments.

### Requisition

Select the check box to the left of the line, and click Receive Selected to display the Receive page.

### Item Description

Click to access the Item Description page, where you can review item details and an item image, if it's available.

### Total Req Qty/Amt (total requested quantity/amount)

Displays a quantity only if one of the lines was over received and a return to supplier (RTV) was created to return the excess stock. This is the quantity that you expect to receive (the requisition quantity or the overage amount).

### Accepted to Date

Displays the number of items that have been accepted to date.

### Ship To

Displays the business unit to which the requisition item is going to be shipped.

### Attention To

Displays the name of the individual who should receive the items or services on this requisition line. Once the shipment is physically received, this individual should record the receipt, enabling the buyers to track the quality and promptness of the supplier.

|                                                        |                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supplier</b>                                        | Displays the supplier who is supplying the item.                                                                                                                                                                                                |
| <b>Check All</b>                                       | Click this button to select all requisition lines with the same supplier as the first line or as the line you have already selected. One receipt can include only one supplier; therefore, not all displayed lines are selected by this button. |
| <b>Inquire Receipts and Manage Return to Suppliers</b> | Click these links to display previously recorded receipts or RTVs for the requisitions. This information verifies that a receipt form or an RTV has been entered for this shipment.                                                             |

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**Warning!** Do not change the RTV Adjust Sourcing option after transactions have been recorded in PeopleSoft eProcurement. Changing this option may alter the quantities that appear so that they become inconsistent in the PeopleSoft eProcurement receiving and RTV transactions.

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## Purchase Order Details Tab

Select the Purchase Order Details tab.

|                                         |                                                                                                                                                                                                            |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PO Qty</b> (purchase order quantity) | Displays the quantity for this PO.                                                                                                                                                                         |
| <b>Recv Req'd</b> (receiving required)  | Displays <i>Y</i> (yes) or <i>N</i> (no) to indicate whether the item requires receiving to pay the supplier for the goods. You do not need to enter a receipt for any item that is marked with <i>N</i> . |

## Related Links

"Establishing Purchasing Processing Options" (PeopleSoft FSCM 9.2: Purchasing)  
[Understanding Purchase Order Dispatch](#)

## Receive Page

Use the Receive page (PV\_RECV\_WPO) to add or change a receipt.

### Navigation

eProcurement > Receive Items

Search for items to retrieve, and then click the Details icon of the item to review or update.

Image: Receive page

This example illustrates the fields and controls on the Receive page. You can find definitions for the fields and controls later on this page.

Maintain Receipts

Receiving

Business Unit US001

Receipt Status Open

Receipt ID 0000000007

Add Header Comments

Activities

Header Details

Document Status

Header

Select Purchase Order

Close Short All Lines

Print Delivery Report

Run PO Receipt Accrual

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

Personalize

Find

View All

First

1-2 of 2

Last

| Line | Item   | Description                    | Receipt Qty | *Recv UOM | Receipt Price | Accept Qty | Status   | Category | Close Short | Serial | Device Track | Stock UOM | INV Status |  |
|------|--------|--------------------------------|-------------|-----------|---------------|------------|----------|----------|-------------|--------|--------------|-----------|------------|--|
| 1    | MT3000 | SERVICE: Subcontracted Paintin | 100.0000    | EA        | 0.25000       | 100.0000   | Received | CYCLING  |             |        |              | EA        |            |  |
| 2    | LT5002 | Wheel Tire, 700x23             | 500.0000    | EA        | 12.25000      | 500.0000   | Open     | CYCLING  |             |        |              | EA        | Moved      |  |

☒ Interface Receipt

☐ Run Close Short

☐ Subcontract Streamline

Interface Asset Information

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Image: Source Information page

This example illustrates the fields and controls on the Source Information page. You can find definitions for the fields and controls later on this page.

Maintain Receipts

Receiving

Business Unit US001

Receipt Status Open

Receipt ID 0000000007

Add Header Comments

Activities

Header Details

Document Status

Header

Select Purchase Order

Close Short All Lines

Print Delivery Report

Run PO Receipt Accrual

Receipt Lines

More Details

Links and Status

Item / Mfg Data

Optional Input

Source Information

Personalize

Find

View All

First

1-2 of 2

Last

| Line | Item   | Description                    | PO Unit | PO ID      | Line | Schedule | Original Substituted Item | Description | PO Amount | Amount Only | Dist by | PO Type | Procurement Group ID | Primary Unit | Unit Allocation Qty | Unit Allocation Amt |
|------|--------|--------------------------------|---------|------------|------|----------|---------------------------|-------------|-----------|-------------|---------|---------|----------------------|--------------|---------------------|---------------------|
| 1    | MT3000 | SERVICE: Subcontracted Paintin | US001   | 0000000006 | 1    | 1        |                           |             | 25.00     | N           | Qty     | General |                      |              |                     |                     |
| 2    | LT5002 | Wheel Tire, 700x23             | US001   | 0000000013 | 1    | 1        |                           |             | 6,125.00  | N           | Qty     | Kanban  |                      |              |                     |                     |

☒ Interface Receipt

☐ Run Close Short

☐ Subcontract Streamline

Interface Asset Information

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Upd

Add a new receipt of one or more PO lines and reject and inspect received quantities. Before creating a receipt, verify that the PO was dispatched.

**Receipt No** (receipt number) or **New Receipt**

Displays the receipt ID that was assigned when the receipt was entered. If you are adding a new receipt, the words *New Receipt* appear until the page is saved. Then a receipt ID is assigned automatically.

**Received Date**

Enter the date that the shipment arrived. The default is today's date, but you can change it if the shipment arrived earlier.

**Add Header Comments**

Select to access the Receipt Header Comments page, where you can record one or more comments at the header-level of this receipt and add attachments. This link is not visible unless your user ID is linked to the eProcurement role action of MULTI\_COMMENTS.

**Reject Shipment**

Click to access the Reject Shipment page, where you can reject some or all of the items that are sent to you.

**Item Description**

Click this link to view a detailed description and picture (if available) of the item.

**Received Qty** (received quantity)

Enter the quantity of the items that you received.

**Clone Quantity**

Click the Clone Quantity button to copy the received quantity from one line to all other lines on this form. This button saves data entry steps when you have many line items.

**UOM** (unit of measure)

Select the type of unit by which the item was shipped to you, for example, by box, each, and so on.

**Accept Qty** (accept quantity)

Displays the number of items that you are accepting. If you do not reject any items by clicking the Reject Shipment link and entering the quantity that you are rejecting on the Reject Shipment page, the system assumes that you are accepting all of the items that you received. If you rejected any items, the system automatically calculates the accepted quantity when you click OK.



Click the Details button to access the Line Details page, where you can view more data about the item, the PO that you are receiving, and the previous and current receipts.



(Receive Comments icon)

Select this icon to access the Receipt Line Comments page, where you can record the condition of the shipment when it arrived at the location (good, fair, or damaged), add comments about the receipt line, and add attachments to the receipt line. You are limited to one comment and no attachments unless your user ID is linked to the eProcurement role action of MULTI\_COMMENTS.



(PO Comments icon)

Select this icon to view comments added on the purchase order at the header-level, line-level, or ship to level. To appear here, the purchase order comments must have been marked with the Show at Receipt check box.

**Asset Status**

Click to access the Asset Management Information page, where you can view or change the fixed asset information, such as serial ID and asset profile ID. This link appears only if the item is designated as a fixed asset for PeopleSoft Asset Management.

**Inventory Status**

Click to access the Inventory Putaway Information page, where you can view or change the inventory information, such as serial ID and warehouse location. This link appears only if the item is designated as a PeopleSoft Inventory item.



(Device Tracking icon)

Click the Device Tracking button to access the Device Tracking page.

**Inquire Return to Suppliers**

Click to access the Manage Return to Suppliers page, where you can view a list of suppliers from which you have canceled orders, closed orders, open orders, or shipped orders.

**Inquire Receipts**

Click to access the Manage Receipts page, where you can view a list of requisitions, receipt numbers, received date, PO IDs, received quantity, and status of receipts.

**Procurement Group ID**

(Display only) Displays the Procurement Group ID for the item upon saving the component if the purchasing group options are enabled. When saving the component, the existing rows in the RECV\_LN\_ASSET record are updated with the Procurement Group ID, Primary Unit, Unit Allocation Quantity, and Unit Allocation Amount).

See "Setting Up Procurement Groups" (PeopleSoft FSCM 9.2: Purchasing)

**Primary Unit**

(Display only) Displays as selected if this item is the primary unit for the Procurement Group ID, if applicable. When saving the component, all of the procurement group fields are populated on the page and the existing rows in the RECV\_LN\_ASSET record are updated with the Procurement Group ID, Primary Unit, Unit Allocation Quantity, and Unit Allocation Amount).

**Unit Allocation Qty**

(Display only) Displays upon saving the component, if applicable. If the receipt distribution quantity exceeds the allocation quantity the system repeats the first RECV\_LN\_ASSET row for the remainder of the allocation quantity until it totals the distribution quantity.

**Unit Allocation Amt**

(Display only) Displays upon saving the component, if applicable. If the receipt distribution amount exceeds the allocation amount, the system repeats the first RECV\_LN\_ASSET row for the remainder of the allocation amount until it totals the distribution amount.

**Related Links**

"Using Device Tracking" (PeopleSoft FSCM 9.2: Managing Items)

"Understanding Receiving and Putaway Processing" (PeopleSoft FSCM 9.2: Inventory)

**Reject Shipment Page**

Use the Reject Shipment page (PV\_RECV\_REJECT) to reject a shipment.

**Navigation**

Click the Reject Shipment link on the Receive page.



## Image: Reject Shipment page

This example illustrates the fields and controls on the Reject Shipment page. You can find definitions for the fields and controls later on this page.

**Reject Shipment**

New Receipt  
Business Unit US001

Receipt Detail Personalize | View All | [Icons] First 1-2 of 2 Last

|   | Item Description        | Received Qty | UOM | Reject Qty | Reject Reason | Reject Action     | RMA Number | RMA Line |
|---|-------------------------|--------------|-----|------------|---------------|-------------------|------------|----------|
| 1 | Alkaline Battery, D     | 100.0000     | EA  | 100.0000   | DAM           | Return For Replac | RTV12      | 1        |
| 2 | Medical Day Tripper Fir | 100.0000     | EA  |            |               |                   |            |          |

OK Cancel

Reject some or all of the items that you are recording in this receipt by entering information about each item that you are rejecting.

### Reject Qty (reject quantity)

Enter the quantity of the item that you are rejecting. This can be all or part of the quantity that was delivered to you (the received quantity). When you enter a quantity and move out of the field, the remaining fields on this page are available for entry.

### Reject Reason

Select the reason why you are rejecting the items.

### Reject Action

Select how you want the supplier to correct the mistake. This is an information field; to return stock to the supplier, use the Return to Supplier page.

**RMA Number** (return material authorization number) and **RMA Line** (return material authorization line)

Enter the return material authorization number and line number that the supplier provided .

## Receipt Header Comments Page

The Receipt Header Comments page and the Receipt Line Comments page use the same fields. Navigation is different and each page adds comments and attachments to a different part of the receipt.

Use the Receipt Header Comments page (PV\_RECV\_COMMENTS) to record one or more comments at the header level of this receipt and add attachments.

You cannot access this page unless your user ID is linked to the eProcurement role action of MULTI\_COMMENTS.

### Navigation

Click the Add Header Comments link on the Receive page.

Image: Receipt Header Comments page

This example illustrates the fields and controls on the Receipt Header Comments page. You can find definitions for the fields and controls later on this page.

Receipt Header Comments

Business Unit US001

Receipt Number POAP-TOL

Receipt Status Received

☒ Retrieve Active Comments Only

Retrieve

\*Sort Method Comment Time Stamp

\*Sort Sequence Ascending

Sort

Comments

Find | View All

First 1 of 1 Last

Use Standard Comments

Comment Status Active

Inactivate

☐ Show at Voucher

Associated Document

Attachment

Attach

View

Delete

From -> RCV US001-POAP-TOL

OK

Cancel

Refresh

Image: Receipt Line Comments page

This example illustrates the fields and controls on the Receipt Line Comments page. You can find definitions for the fields and controls later on this page.

Receipt Line Comments

Business Unit US001

Receipt Number POAP-TOL

Receipt Status Received

Receipt Line 1

☒ Retrieve Active Comments Only

Retrieve

\*Sort Method Comment Time Stamp

\*Sort Sequence Ascending

Sort

Comments

Find | View All

First 1 of 1 Last

Use Standard Comments

Comment Status Active

Inactivate

☐ Show at Voucher

Associated Document

Attachment

Attach

View

Delete

From -> RCV US001-POAP-TOL-1

OK

Cancel

Refresh

Condition

(Receipt Line Comment page only) Select the general condition of the shipment; the options are Good, Fair, and Damaged.

(Add a New Row icon)

Select to add a new comment field. Comments are numbered as you add them.

**Use Standard Comments**

Click to access the Standard Comments page (PV\_STD\_COMM\_SEC), where you can select a standard comment to be applied as a comment to this receipt. Standard comments are frequently used comments that have been defined in the system using the Standard Comments (STANDARD\_COMMENTS) and Standard Comment Type (STD\_COMMENT\_TYPE) components.

See "Setting Up Standard Comments" (PeopleSoft 9.2: Source to Settle Common Information).



(Spell Check Comment icon)

Click to perform a spell check on the comment.

**Add Attachments**

Click to access the File Attachments window, where you can browse and select a file to be attached to this comment.

Only one file can be attached to each comment. Once a file is attached, the Attachment group box displays the file details including file name, the user who attached it, and the date and time it was attached. The Send Supplier check box applies to each file separately.

**Show at Voucher**

Select if you want this comment to appear on the voucher.

**OK**

Select to return to the Receive page with the comments and attachments that you have added on this page.

**Cancel**

Select to return to the Receive page without saving the changes that were added to this page.

**Asset Management Information Page**

Use the Asset Management Information page (RECV\_WPO\_AM) to review or add asset information to an item.

**Navigation**

Click the Asset Status link on the Receive page.

**Select Action**

Select appropriate action from the given options that has to be applied for the asset details.

**Tag Number**

The value for this field is generated if you select action *Assign Tag Ids* in the Select Action drop down list.

**Serial ID**

The value for this field is generated if you select action *Assign Serial Ids* in the Select Action drop down list.

**Insert Non-Serial Row**

Click to distribute non-serialized item rows to different asset management custodians and locations. This generates another asset row for the same asset management (AM) unit. If you split the AM quantity, you must reduce the earlier AM quantities for this unit. The total AM quantity for this unit must match the

total quantity that you've accepted. When an item is inventory-related, you can't split a quantity of one for a serialized row.

### Next Asset ID

Click to assign a temporary value of *AUTO-ASSIGN* as the line item's asset ID value. This value is replaced with the next available asset ID value when you save the receipt.

**AM Business Unit** (asset management unit)

Displays the PeopleSoft Asset Management business unit, where the item is capitalized.

**CAP Sequence** (capital acquisition planning sequence)

Displays the sequence number for the capital acquisition plan.

### Cost Type

Enter the cost type code for the receipt item if applicable. Cost types represent different components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating the cost of production to one cost type and the margin of profit to another cost type.

Cost type, combined with the asset category and transaction code, determines the general ledger accounts into which the costs are entered.

**Sel** (select)

Select to display the Insert Non-Serial Row button if you want to distribute non-serialized item rows to different asset management custodians and locations.

**Dist Seq** (distribution sequence)

Displays the receiving distribution sequence number that is associated with the selected asset row.

**Quantity**

Enter the item quantity that is being distributed on the selected distribution sequence.

 (Cancel Row icon)

Click the Cancel Row button to cancel this asset schedule information. If the receipt has not been interfaced, this asset row is not interfaced and is deleted during receipt interface processing. If the receipt is interfaced, a retire asset transaction is passed to PeopleSoft Asset Management.

### Related Links

"Understanding Adding and Maintaining Assets" (PeopleSoft FSCM 9.2: Asset Management)

## Inventory Putaway Information Page

Use the Inventory Putaway Information page (RECV\_INV\_ITEMS\_SP) to enter the location of an item.

### Navigation

Click the Inventory Status link on the Receive page.

Enter or review the location in PeopleSoft Inventory where this item will be placed; record serial and lot IDs. If the item that you are receiving was marked as a PeopleSoft Inventory item (and PeopleSoft

Inventory is installed), use this page to record the information that is required to put the item in inventory. The default information appears from the item definition. Change this information only if you are storing the item in a different inventory location.

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>                   | Displays the receipt shipping status. The status can be <i>Open</i> , <i>Received</i> , <i>Closed</i> , <i>Canceled</i> , or <i>Hold</i> . If the status is <i>Open</i> or <i>Received</i> , then you can change the inventory distribution information on this page.                                                                                                                                                                                      |
| <b>Select Action</b>            | Select appropriate action from the given options that has to be applied for the inventory putaway details.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Serial ID</b>                | The value for this field is generated if you select action <i>Assign Serial Ids</i> in the Select Action drop down list.                                                                                                                                                                                                                                                                                                                                   |
| <b>Lot ID</b>                   | The value for this field is generated if you select action <i>Assign Lot Ids</i> in the Select Action drop down list.                                                                                                                                                                                                                                                                                                                                      |
| <b>Insert Non-Serial Row</b>    | Click to split out non-serialized item row quantities to different putaway locations. This generates another putaway row for the same PeopleSoft Inventory business unit. You must reduce the earlier putaway quantities for this unit if you split a putaway.<br>The total putaway quantity for this unit must match the total quantity that you've accepted. When an item is inventory-related, you cannot split a quantity of one for a serialized row. |
| <b>Distribution Line Number</b> | Displays the distribution line number. The distribution level of the purchase order records the internal location where the stock is to be delivered.                                                                                                                                                                                                                                                                                                      |
| <b>Consigned</b>                | Select if the stock is defined as consigned goods. The costs of consigned goods are not recorded until the item is used or shipped.                                                                                                                                                                                                                                                                                                                        |
| <b>Non-Owned Item</b>           | Select if the stock is defined as not owned. The costs of non-owned goods are not recorded unless they are also marked as consigned goods.                                                                                                                                                                                                                                                                                                                 |
| <b>Location Code</b>            | Displays the delivery location within the shipment address to which this stock should go.                                                                                                                                                                                                                                                                                                                                                                  |

You can view and change item information and location in the inventory warehouse.

|                        |                                                                                                                |
|------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Sel (select)</b>    | Select to display the Insert Non-Serial Row button if you need to insert a non-serial row number for this row. |
| <b>Quantity</b>        | Enter the quantity for this row. The total of all the rows must equal the accept quantity on the Receipt form. |
| <b>Expiration Date</b> | Displays the date that the stock expires. The default date is based on the item definition; you can change it. |

|                                                                        |                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Area</b>                                                            | Displays the storage area of the inventory warehouse where this item will be stored. The default information here is based on the item defaults. You can change the value.                                                                                            |
| <b>Search</b>                                                          | Click the Search button to access a search page, where you can select the material storage location for the item in the inventory warehouse.                                                                                                                          |
| <b>Lev 1, Lev 2, Lev 3, Lev 4</b> (level 1, level 2, level 3, level 4) | Displays the levels of the inventory warehouse (subdivisions of the Area field) in which this item will be stored. The default information is based on the item defaults. You can change the value. If PeopleSoft Inventory does not use this field, it may be blank. |
| <b>Container</b>                                                       | Enter the container ID if the inventory system uses container management (license plating). This ID can also be assigned later in PeopleSoft Inventory.                                                                                                               |

### Related Links

"Understanding Receiving and Putaway Processing" (PeopleSoft FSCM 9.2: Inventory)

"Defining and Maintaining Material Storage Locations" (PeopleSoft FSCM 9.2: Inventory)

## Manage Receipts Page

Use the Manage Receipts page (PV\_RECV\_UPDATE\_REQ) to view recorded receipts.

Add details, return items to supplier, or cancel a receipt.

### Navigation

Click the Inquire Receipts link on the Receive page.

## Image: Manage Receipts page

This example illustrates the fields and controls on the Manage Receipts page. You can find definitions for the fields and controls later on this page.

**Manage Receipts**

**Find a Receipt**

Show Status:  Requisition Name:

**Receipts** [Personalize](#) | [Find](#) | [View All](#) | | First 1-6 of 6 Last

| Requisition            | Receipt ID | Recv Date  | PO ID      | Net Received Quantity | Status |  |  |  |
|------------------------|------------|------------|------------|-----------------------|--------|--|--|--|
| 0000000042             | 0000000006 | 02/12/2013 | 0000000002 | 10.0000               | Moved  |  |  |  |
| White Boards           | 0000000005 | 02/12/2013 | 0000000003 | 4.0000                | Moved  |  |  |  |
| Printer Equipment      | 0000000004 | 02/12/2013 | 0000000007 | 40.0000               | Moved  |  |  |  |
| Laptop and Accessories | 0000000003 | 02/12/2013 | 0000000223 | 25.0000               | Moved  |  |  |  |
| 0000000129             | 0000000002 | 02/12/2013 | 0000000035 | 20.0000               | Moved  |  |  |  |
| 0000000128             | 0000000001 | 02/12/2013 | 0000000035 | 20.0000               | Moved  |  |  |  |

[Return to Manage Requisitions](#) [Add New Receipt](#) [Manage Return To Supplier](#)

The maximum number of rows that are retrieved and that appear on this page can be defined on the eProcurement Installation Options page. If the search returns more than the defined number of rows, an error message appears.

### Show Status

Select to view receipts with these statuses:

- *All*: Receipts of any status.
- *Closed/Cancelled*: Receipts that have been closed or canceled.
- *Closed*: Receipts have been completed. No further processing is required.
- *Moved*: Receipts that have been entered, have passed all edits, and have been sent to PeopleSoft Inventory or Asset Management.
- *Received/Open*: Receipts with the status *Open* or *Received*. This is the default status.

### Requisition Name

Search by the name of a specific requisition. The requisition name is the name that the requester assigned when creating the requisition. If a name was not assigned, the system uses the requisition ID as the name. This limits the search results to one specific requisition.



Click the Details button to access the Receive page, where you can view and change this receipt.



Click the RTV Setup button to access the Select Receipts to Return page, where you can enter the information that is needed to return the items to the supplier. If this button is unavailable, the item is a PeopleSoft Inventory or Asset Management item, and you must *Move* the status of the receipt before you can enter an RTV.



Click the Cancel button to access the Cancel Receipt page, where you can view a list of the items on the receipt and then either choose to cancel the receipt or return to the Manage Receipts page.

## Related Links

[eProcurement Installation Options Page](#)

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## Returning Items to Suppliers

Several business reasons exist for initiating a supplier return. You might receive defective materials, too many items, items that were shipped in error, or items that you no longer require. When you decide to return goods to the supplier, you must enter an RTV.

This section discusses how to:

- Initiate a supplier return.
- View and change the supplier's ship-to address.
- View recorded RTV entries.

## Pages Used to Return Items to Suppliers

| <b>Page Name</b>                 | <b>Definition Name</b>                                       | <b>Usage</b>                                                                                                                                                   |
|----------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Return To Vendor                 | PV_RTV                                                       | Initiate a supplier return.                                                                                                                                    |
| Item Detail                      | PV_RTV_RECVDS_DISP<br>PV_RTV_ASSET_DISP<br>PV_RTV_PO_DS_DISP | View information about a requisition, an item, and previous returns.                                                                                           |
| RTV Fees (Return to Vendor Fees) | PV_RTV_LN_FEE                                                | Record fees that are incurred for returning items to the supplier, including restocking fees and other charges.                                                |
| Supplier Address                 | PV_RTV_ADDR_DTL                                              | View or change the supplier's ship-to address for this return. Use this page if the supplier has a return address that is different from the ordering address. |



| Page Name                | Definition Name   | Usage                                                       |
|--------------------------|-------------------|-------------------------------------------------------------|
| Manage Return to Vendors | PV_RTV_UPDATE_REQ | View RTV entries that have been recorded under the user ID. |

## Initiating a Supplier Return

Use the Return To Vendor page (PV\_RTV) to initiate a supplier return.

### Navigation

eProcurement > Receive Items

Select the Inquire Receipts link.

Click the RTV icon.

Click the Return to Vendor button at the top of the Select Receipts to Return page.

### Image: Return To Vendor page

This example illustrates the fields and controls on the Return To Vendor page. You can find definitions for the fields and controls later on this page.

You can change the text that appears on this page by using the setup instructions for the Return to Vendor page.

### Item Description

Select to access the Item Description page to view item details such as Item ID, Manufacturer's Item ID, UPN ID.

### Action

Select a reject action for the returned merchandise. The selection determines the selections for the other options on this page.

Values are:

*Credit* (return for credit): The goods are to be returned to the supplier, and no replacement of these returned goods is requisitioned.

*Exchange* (return for exchange): You are returning the item, and you want a different item to be sent to you. This option triggers a PeopleSoft Workflow event to a buyer.

*Replace* (return for replacement): The returned materials will be received against the original purchase order again, after the supplier ships replacement goods for the returned items.



Click the RTV Details button to access the Item Detail page, where you can view information about this requisition and previous returns.



Click the Return To Vendor Fees button to access the RTV Fees page, where you can enter miscellaneous charges, such as restocking fees.

**Ship RTV** (Ship Return To Supplier)

Click if you have shipped all the items on this page. This option sets the shipped quantity on the RTV to equal the return quantity and changes the RTV status to *Shipped*. The RTV status must be *Shipped* before you run the RTV Reconciliation process.

**Ship Via**

Select the method of shipment that you are using to ship the stock back to the supplier.

**Supplier**

Click to go to the Supplier Address page.

## Viewing and Changing the Supplier's Ship To Address

Use the Supplier Address page (PV\_RTV\_ADDR\_DTL) to view or change the supplier's ship-to address for this return.

Use this page if the supplier has a return address that is different from the ordering address.

### Navigation

Click the Supplier link on the Return to Vendor page. You can find definitions for the fields and controls later on this page.

### Image: Supplier Address page

This example illustrates the fields and controls on the Supplier Address page.

**Supplier Address**

Supplier ID **USA0000011** East Bay Office Supplies

Return Supplier **USA0000011** East Bay Office Supplies

Location **1** Vendor with Pay Terms **30**

Contact

**Override Supplier Address**

Contact

Country: United States

Address 1 234 Jones St.

Address 2

Address 3

City Concord County

Postal 94522

State CA California

OK Cancel

**Note:** For you to change the address, the roles must contain a user role that is included under RECV\_CASUAL\_ALL on the eProcurement Role Actions page.

**Return to Vendor, Location, and Contact**

Displays the default information from the supplier definition; you cannot change this information here.

### Related Links

[Maintaining System Users and Roles](#)

## Viewing Recorded RTV Entries

Use the Manage Return to Vendors page (PV\_RTV\_UPDATE\_REQ) to view RTV entries that have been recorded under the user ID.

### Navigation

Click the Inquire Return to Vendors link on the Return to Vendor page.

Image: Manage Return to Vendors page

This example illustrates the fields and controls on the Manage Return to Vendors page. You can find definitions for the fields and controls later on this page.

Manage Return To Vendor (Supplier)s

Search Criteria

Business Unit

Buyer

Search

Return To Vendor (Supplier) ID

Receipt No

Clear

Add RTV

Reconcile RTV

Show Status

Return To Vendor (Supplier)s

Personalize | Find | View All |

First 1-5 of 5 Last

| RTV ID     | Item ID | Receipt No | PO No.     | Supplier Name     | Status |  |
|------------|---------|------------|------------|-------------------|--------|--|
| 0000000003 | 10003   |            |            | ERNIE'S BIKE SHOP | Open   |  |
| 0000000002 | 10014   | 0000000016 | 0000000025 | TRAILBLAZERS      | Open   |  |
| 0000000002 | 10020   | 0000000016 | 0000000025 | TRAILBLAZERS      | Open   |  |
| 0000000002 | 10016   | 0000000016 | 0000000025 | TRAILBLAZERS      | Open   |  |
| 0000000001 | 10026   | 0000000005 | 0000000011 | BIKE SHOP         | Open   |  |

Return to Manage Requisitions

Return to Receiving

Status

Displays the status of the RTV:

*Open:* The RTV form has been entered and saved.

*Shipped:* All lines on the return have been shipped. An RTV line item is considered shipped when the line's shipped quantity equals the return quantity.

*Closed:* All lines on the return are complete. After a return is closed, you cannot change it.

*Cancelled:* The RTV has been canceled. You cannot change the RTV status to *Cancelled* if all items on the RTV have been shipped.



Click the Display RTV Information button to access the Return to Supplier page, where you can view the information about the original RTV form. If the RTV form status is *Open*, you can change the information.

Receiving Stock As a Power User

In PeopleSoft eProcurement receiving, a power user can perform more actions than a casual user. A power user has access to many PeopleSoft Purchasing pages that are designed for receiving department personnel.

This section lists the pages used to receive stock as a power user and discusses how to view recorded receipts.

## Pages Used to Receive Stock As a Power User

| <b>Page Name</b>                            | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                      |
|---------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Assign Role Actions To Roles Page</u>    | PV_ACTIONS             | Associate necessary roles with the eProcurement role action <i>RECV_POWER</i> .                                                                                                                   |
| <u>Manage Receipts Page</u>                 | PV_RECV_UPDATE_REQ     | View recorded receipts.                                                                                                                                                                           |
| Process Receipts                            | PV_RECV_PROCESS        | Choose how to process receipts.                                                                                                                                                                   |
| Selected Receipt                            | PO_PICK_ORDERS         | Select purchase orders that require inspection.                                                                                                                                                   |
| Advanced Shipment Receipts                  | RECV_AOLN_EC           | Review advanced shipment receipt notifications.                                                                                                                                                   |
| Manage Return to Vendors                    | PV_RTV_UPDATE          | View RTV information, add an RTV, and reconcile an RTV.                                                                                                                                           |
| Maintain Return To Vendor- Return To Vendor | RTV                    | Enter RTV details, such as return quantities and source information.                                                                                                                              |
| Reconcile RTVs (Reconcile Return To Vendor) | RUN_POC5000            | Run the RTV Reconcile process.                                                                                                                                                                    |
| Select Purchase Orders                      | PO_PICK_ORDERS         | Select POs that require a receipt.<br><br>Add a new receipt of one or more PO lines; reject and inspect received quantities.<br><br>Before creating a receipt, verify that the PO was dispatched. |
| Maintain Activity and Comments page         | RECV_ACTIVITY          | Record comments about the receipt.                                                                                                                                                                |
| Delivery Location                           | RECV_DELIVERY1         | Record delivery locations.                                                                                                                                                                        |
| Location Comments                           | RECV_DELIVERY2         | Record location comments.                                                                                                                                                                         |
| Ship To Comments                            | RECV_DELIVERY3         | Record ship to comments for the receipt.                                                                                                                                                          |
| Maintain ChartFields                        | RECV_ACCOUNT           | View the current ChartFields to be used to record this receipt. You can use this page to change the way the shipment is charged to the accounting records.                                        |
| Close Landed Costs                          | CM_LC_MANU_CLOSE       | View the landed costs associated with this receipt.                                                                                                                                               |

## Manage Receipts Page

Use the Manage Receipts page (PV\_RECV\_UPDATE\_REQ) to view recorded receipts.

## Navigation

eProcurement > Receive Items Click on Inquire Receipts link.

### Image: Manage Receipts page

This example illustrates the fields and controls on the Manage Receipts page. You can find definitions for the fields and controls later on this page.

| Business Unit | Receipt ID | Date       | PO ID      | Supplier    | Status   | Icons   |
|---------------|------------|------------|------------|-------------|----------|---------|
| US001         | 0000000042 | 07/10/2009 | 0000000206 | EASTBAY-001 | Received | [Icons] |
| US001         | 0000000041 | 07/06/2009 | 0000000205 | EASTBAY-001 | Received | [Icons] |

You can view previously recorded receipts, add new receipts, or update details, comments, delivery information, and ChartField information. The receipt list displays all receipts that have been created for a user ID. Each row represents a separate line of the receipt so that you can see each item that has been received. If more than one item was received on the same receipt number, the same receipt number appears in multiple rows.

The roles must contain a user role that is included under RECV\_POWER on the eProcurement Role Actions page.

#### Business Unit

Enter the PeopleSoft eProcurement business unit that was used to enter the receipts that you want to appear.

**PO Unit** (purchase order business unit)

Enter the Purchasing business unit that was used to enter the receipts that you want to appear.

#### Add New Receipt

Click to access the Select Purchase Order page in PeopleSoft Purchasing, where you can select the PO to receive.

#### Process Receipts

Click to access the Process Receipts page where you can access the receiving process in PeopleSoft Purchasing.

#### Inspection

Click to record inspection results. Some items require a separate inspection step. If you receive one of these items, click this link to access the Select Receipt page in PeopleSoft Purchasing, where you can find the receipt and record the results of the inspection.

**Review ASN Receipt** (review advanced shipment notification receipt)

Click to access the Advanced Shipment Receipts page in PeopleSoft Purchasing where you can review the receipts that were created by the Advanced Shipment Notification (ASN). The receipt might be the ASN, which is sent by the supplier.

## Manage Return To Vendors

Click to access the Manage Return to Vendors page, where you can view the current RTV records.



### Details

Click the Details icon to access the Receiving page in PeopleSoft Purchasing, where you can view and change this receipt.



### Activities

Click the Activities icon to access the Maintain Activity and Comments page for receipts, where you can review or change comments about the receipt.



### Delivery Information

Click the Delivery Information icon to access the Delivery Location page in PeopleSoft Purchasing. Here you can review and enter receiving information related to shipping details, such as carrier and packing slip ID.



### ChartFields

Click the ChartFields icon to access the Maintain ChartFields page for receipts in PeopleSoft Purchasing, where you can view the accounting entries made at the time of receipt. The chart of the accounts that are used to record this receipt appears; for example, expense and inventory stock.



### Manual Close Landed Cost

Click the Manual Close Landed Cost icon to access the Close Landed Costs page in PeopleSoft Purchasing, where you can manually close receiver line charges.

## Related Links

"Understanding the Requisition Business Process" (PeopleSoft FSCM 9.2: Purchasing)

"Working with Landed Costs on Receipts" (PeopleSoft FSCM 9.2: Purchasing)





# Using Fluid User Interface for Receiving Items

---

## Configuring Fluid Receiving

The PeopleSoft Fluid User Interface is designed for users to access PeopleSoft pages using multiple form factors:

- SFF: Small Form Factor, such as smart phones.
- MFF: Medium Form Factor, such as tablets.
- LFF: Large Form Factor, such as large tablets.
- XLFF: Extra Large Form Factor, such as desktops.

## Page Used to Configure Fluid Receiving

| <b>Page Name</b>                        | <b>Definition Name</b> | <b>Usage</b>                                                                                                                    |
|-----------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <u>Fluid Installation Settings Page</u> | PV_MOBILE_INST_SEC     | Set up PeopleSoft eProcurement fluid installation options.<br><br>Access is limited to users with the SYSTEM_ADMIN action role. |

## Fluid Installation Settings Page

Use the Fluid Installation Settings page (PV\_MOBILE\_INST\_SEC) to set up PeopleSoft eProcurement fluid installation options.

### Navigation

eProcurement > Administer Procurement > Maintain Overall System Options > eProcurement Installation Options > Fluid Installation Settings

### Image: Fluid Installation Settings page

This example illustrates the fields and controls on the Fluid Installation Settings page. You can find definitions for the fields and controls later on this page.

**Fluid Installation Settings**

**Item Details Options**

\*Suppliers Show Other Suppliers

☒ Show Item Details Options

☐ Enable Mobile Logging

**Receiving Options**

**Search Result Options**

Show UPN Details

**Search Options**

| Search Field          | Visible                             |
|-----------------------|-------------------------------------|
| Item ID               | <input checked="" type="checkbox"/> |
| Supplier Item ID      | <input checked="" type="checkbox"/> |
| Manufacturing Item ID | <input checked="" type="checkbox"/> |
| Purchase Order        | <input checked="" type="checkbox"/> |
| Requisition           | <input checked="" type="checkbox"/> |
| Ship To Location      | <input checked="" type="checkbox"/> |
| UPN ID                | <input checked="" type="checkbox"/> |
| Supplier ID           | <input checked="" type="checkbox"/> |

#### Search Options

Select required fields to appear on the Fluid eProcurement ePro Receiving Search page.

#### Search Result Options

Select from the given options based on which the search result will be displayed. Options are:

- Item ID
- Manufacturing Item ID

- Supplier Item ID
- UPN Details

## Related Links

[Using Fluid User Interface for Receiving Items](#)

---

# Using Fluid User Interface for Receiving Items

This section discusses how to receive items using the PeopleSoft fluid user interface.

## Pages Used to Receive Items

| <i><b>Page Name</b></i>                | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                      |
|----------------------------------------|-------------------------------|----------------------------------------------------------|
| <a href="#">Receive Search Page</a>    | PV_RECV_SRCH_FL               | Search items to receive                                  |
| <a href="#">Receive Items Page</a>     | PV_RECV_TX_FL                 | Select items to receive.                                 |
| <a href="#">Review and Submit Page</a> | PV_RECV_WPO_FL                | Review/edit the items selected to receive and submit it. |
| <a href="#">Reject Items Page</a>      | PV_RECV_REJECT_FL             | Reject the items selected for receiving.                 |

## Receive Search Page

Use the Receive Search page (PV\_RECV\_SRCH\_FL) to search items to receive.

### Navigation

Employee Self Service > ePro Receiving

## Image: Receive Search page

This example illustrates the fields and controls on the Receive Search page.

The screenshot shows a web browser window with the title 'eProcurement' and a 'Search' header. Below the header, there are 'Clear' and 'Search' buttons. The main section is titled 'Search Criteria' with a subtext '(Leave Blank For All Pending Receipts)'. It contains a list of search fields, each with a magnifying glass icon in the input box:

- PO Business Unit
- Purchase Order ID
- Business Unit
- Requisition ID
- Item ID
- Supplier ID
- Supplier Item ID
- Manufacturing Item ID
- UPN ID
- Ship To Location

The fields displayed on the Search Criteria page is based on the fields selected on the [Fluid Installation Settings Page](#). If none of the fields are selected then the Search Criteria page will be skipped and all the transactions will be displayed on the Receive Items Search Results page. If all the fields are left blank on the Search Criteria page except for PO Business Unit then all the pending transactions for receiving are retrieved.

Search result is displayed if user is a requester or if user has created transaction. Users with role action RECV\_BY\_SHIPTO enabled can receive all the transactions for a particular Ship To ID that is set up in the user preferences for the user, irrespective of being a requester or not for the transaction.

## Receive Items Page

Use the Receive Items page (PV\_RECV\_TX\_FL) to select items to receive.

### Navigation

Employee Self Service > ePro Receiving > Search

## Image: Receive Items page

This example illustrates the fields and controls on the Receive Items page. You can find definitions for the fields and controls later on this page.

| PO Details                                          | Supplier Name               | Item ID           | Description                              | Ship To |
|-----------------------------------------------------|-----------------------------|-------------------|------------------------------------------|---------|
| <input type="checkbox"/> US100 / 0000000003 / 1 / 1 | Eastern Bay Office Supplies | EX2007            | White Board, 3 x 4                       | US001   |
| <input type="checkbox"/> US100 / 0000000002 / 1 / 1 | Eastern Bay Office Supplies | EX2007            | White Board, 3 x 4                       | US001   |
| <input type="checkbox"/> US001 / 0000000035 / 2 / 6 | Bike Shopper                | 10005             | Switchback Mountain Biking Shorts, Men's | US001   |
| <input type="checkbox"/> US001 / 0000000035 / 1 / 5 | Bike Shopper                | 10002             | Long Sleeve T-Shirt, Mens                | US001   |
| <input type="checkbox"/> US001 / 0000000035 / 2 / 7 | Bike Shopper                | 10005             | Switchback Mountain Biking Shorts, Men's | US001   |
| <input type="checkbox"/> US001 / 0000000035 / 2 / 5 | Bike Shopper                | 10005             | Switchback Mountain Biking Shorts, Men's | US001   |
| <input type="checkbox"/> US001 / 0000000035 / 1 / 6 | Bike Shopper                | 10002             | Long Sleeve T-Shirt, Mens                | US001   |
| <input type="checkbox"/> US001 / 0000000035 / 1 / 3 | Bike Shopper                | 10002             | Long Sleeve T-Shirt, Mens                | US001   |
| <input type="checkbox"/> US005 / 0000000007 / 1 / 1 | Eastern Bay Office Supplies | DSS_PRINTER_CABLE | PC Serial/Macintosh Printer Cable; 10 ft | US001   |
| <input type="checkbox"/> EGV05 / PI-PO061 / 1 / 1   | Medical Supply              | USA-05            | Memory Circuit Board, 128 MB             | EGV05   |
| <input type="checkbox"/> EGV05 / PI-PO011 / 2 / 1   | Medical Supply              | 15025             | Medical Day Tripper First Aid Kit        | EGV05   |
| <input type="checkbox"/> EGV05 / PI-PO031 / 1 / 1   | Medical Supply              | 15020             | Alkaline Battery, D                      | EGV05   |
| <input type="checkbox"/> EGV05 / PI-PO032 / 1 / 1   | Medical Supply              | 15025             | Medical Day Tripper First Aid Kit        | EGV05   |

To view the Ship to field, the *RECV\_ALL\_SHIPTO* role action must be enabled on the Assign Role Actions to Roles page. This action allows a casual user to receive all requisitions for all ship to's for the SetID associated with the Receiving business unit. The *RECV\_ALL\_SHIPTO* role actions supersedes *RECV\_BY\_SHIPTO* when both are enabled.

For more information on role actions, see [Assign Role Actions To Roles Page](#).

## Image: Item Details page

This example illustrates the fields and controls on the Item Details page.

**Item Detail**

Description: Air Mattress, Double

Item ID: 10049

Supplier ID: SCM00000001

Supplier Item ID

Manufacturer Name

Manufacturing Item ID

UPN Type

UPN ID

Ship To Location: US001

Attention To

**Receipt Detail**

Quantity: 10 Each

Accepted Quantity: 0 Each

Rejected Quantity: 0 Each

**Requisition**

Requesting Business Unit: US001

Requisition ID: 0000000092

Requisition Line: 2

Requisition Schedule Number: 1

**Purchase Order**

PO Business Unit: US001

PO Number: 0000000096

Due Date: 08/08/2003

Line Number: 1

Schedule Number: 1

Based on the option selected for Search Result Options i.e. Item ID, Manufacturing item ID or Supplier Item ID search result will be displayed.

**Receive Selected**

Click button after selecting items to receive.

**Select All**

Selects all items to receive. If there are transactions in the search result for different suppliers and you select to receive them then an error message is displayed. You should select transactions from the same supplier to receive at a time.



Click to view the item details.

---

**Note:** Amount Only POs are also received and for such transactions amount information is displayed instead of quantity in the Receipt Detail section of the Item Details page.

---

## Review and Submit Page

Use the Receive Items — Edit/Review and Submit page (PV\_RECV\_WPO\_FL) to review/edit the items selected to receive and submit it.

**Navigation**

Employee Self Service > ePro Receiving > Receive Items

Select items to receive and click the Receive selected button.

### Image: Edit Item Details

This example illustrates the fields and controls on the Edit Item Details. You can find definitions for the fields and controls later on this page.

Receive Items

Start Over

Review Receipt Details

New Receipt - Edit

Business Unit US001

\*Received Date 10/19/2016

Supplier Name Bike Shopper

Receipt Lines

| Line | Item Id | Description              | Received Quantity                    | Unit of Measure | Accepted Quantity | Rejected Quantity | Reject            | Cancel Line            |
|------|---------|--------------------------|--------------------------------------|-----------------|-------------------|-------------------|-------------------|------------------------|
| 1    | 10049   | Air Mattress, Double     | <input type="text" value="10.0000"/> | Each            | 10 Each           | 0 Each            | <div>Reject</div> | <div>Cancel Line</div> |
| 2    | 10053   | Aluminum Pressure Cooker | <input type="text" value="10.0000"/> | Each            | 10 Each           | 0 Each            | <div>Reject</div> | <div>Cancel Line</div> |

### Image: Review and Submit

This example illustrates the fields and controls on the Review and Submit. You can find definitions for the fields and controls later on this page.

Receive Items



Start Over

Edit Receipt

Submit

New Receipt - Review

Business Unit US001

Received Date 10/19/2016

Supplier Name Bike Shopper

Receipt Lines

2 rows

| Line | Item Id | Description              | Receipt Quantity | Accepted Quantity | Rejected Quantity |
|------|---------|--------------------------|------------------|-------------------|-------------------|
| 1    | 10049   | Air Mattress, Double     | 10 Each          | 10 Each           | 0 Each            |
| 2    | 10053   | Aluminum Pressure Cooker | 10 Each          | 10 Each           | 0 Each            |



## Image: Confirmation page

This example illustrates the fields and controls on the Confirmation page. You can find definitions for the fields and controls later on this page.

**Receive Items**

Create New Receipt

**Receipt**

Business Unit US001

Receipt ID 0000000080

Received Date 10/19/2016

Receipt Status Fully Received

Supplier ID SCM0000001

**Line Details** 2 rows

| Line   | Item Description         | Receipt Quantity | Accepted Quantity | Rejected Quantity |
|--------|--------------------------|------------------|-------------------|-------------------|
| Line 1 | Air Mattress, Double     | 10 Each          | 10 Each           | 0 Each            |
| Line 2 | Aluminum Pressure Cooker | 10 Each          | 10 Each           | 0 Each            |

Once the items are submitted for receiving the confirmation page is displayed where the Receipt ID along with the line details are displayed.

### Start Over

Click to ignore the selected items to receive and start all over again the process of selecting items to receive. A message will be displayed on clicking this button alerting the user that the current data will be lost by proceeding with this step.

### Review Receipt Details

Click to review and submit the data for receiving.

### Reject

Click to open the Reject Items page where you can reject selected item.

### Cancel Line

Click to cancel the item selected for receiving. An alert message will be displayed to the user that this action is irreversible.

### Edit Receipt

Click to edit the selected item details.

**Submit**

Click to submit the selected items for receiving.

**Reject Items Page**

Use the Reject Items page (PV\_RECV\_REJECT\_FL) to reject the items selected for receiving.

**Navigation**

Employee Self Service > ePro Receiving > Receive Items

Select items to receive and click the Receive selected button. Click the Reject button associated with any item.

**Image: Reject Items page**

This example illustrates the fields and controls on the Reject Items page. You can find definitions for the fields and controls later on this page.

| Receipt Line | Description          | Item ID | Received Qty | Unit of Measure | Reject Qty | Reject Reason | Reject Action |
|--------------|----------------------|---------|--------------|-----------------|------------|---------------|---------------|
| 1            | Air Mattress, Double | 10049   | 10.0000      | Each            | 1.0000     | DAM           | Credit        |

**Reject Qty**

Enter number of items to reject.

**Reject Reason**

Click the prompt to select reason for rejecting the item. Given values are:

- Damaged — DAM
- Early Shipment — ERL
- Failed Inspection — FAL
- Incomplete Shipment — INC
- Late Shipment — LAT
- Restocking Fee — RST
- Wrong Goods Received — WRG

**Reject Action**

Select one of the given two options, Credit or Replace as the reject action.

**RMA Number**

Enter the RMA (Return Material Authorization) Number ID if provided by the supplier, else the field can be left blank.

**RMA Line Number**

Enter the RMA line number.

**Done**

Click to reject the receipt line.

**Cancel**

Click to cancel the reject process.

**Related Links**

[Configuring Fluid Receiving](#)



## Appendix A

# Delivered Workflows for PeopleSoft eProcurement

---

## Delivered Workflows for PeopleSoft eProcurement

This section discusses delivered workflows using the PeopleTools Workflow Technology for PeopleSoft eProcurement.

This section does not include approval workflows using the PeopleSoft Approval Framework.

see the product documentation for

*PeopleTools: Workflow Technology*

*PeopleSoft Approval Framework*

*PeopleTools: Applications User's Guide*

### Related Links

[Understanding the Buyer Center](#)

[Understanding Requisition Changes and Change Requests](#)

---

## Delivered Workflows for PeopleSoft eProcurement

This section discusses PeopleSoft eProcurement workflow. The workflows are listed alphabetically by workflow name.

### Change Request Approval

This section discusses the Change Request Approval workflow.

## Description

| <i>Information Type</i> | <i>Description</i>                                                                                                                                                                                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event                   | <p>A requester submits a change request that involves an increase in the scheduled quantity, price, or both. The requisition is submitted with changed values.</p> <hr/> <p><b>Note:</b> This approval workflow requires that you use the Maintain Workflow feature to set up roles and steps for use with the approval process.</p> <hr/> |
| Action                  | The system routes the change request to an approver for approval or denial.                                                                                                                                                                                                                                                                |
| Notification Method     | Email and Worklist.                                                                                                                                                                                                                                                                                                                        |
| Email Template          | Requisition change request approval submission.                                                                                                                                                                                                                                                                                            |

## Change Request Approved

This section discusses the Change Request Approved workflow.

### Description

| <i>Information Type</i> | <i>Description</i>                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------|
| Event                   | An approver approves the change request.                                                         |
| Workflow Action         | The system marks the change request as approved and routes it to a buyer for approval or denial. |
| Notification Method     | Email and Worklist.                                                                              |
| Email Template          | Requisition change request approved.                                                             |

## Change Request Buyer Approval

This section discusses the Change Request Buyer Approval workflow.

### Description

| <i>Information Type</i> | <i>Description</i>                                                                                                                                        |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event                   | A requester submits a change request that does not involve a change in the scheduled quantity or price. The requisition is submitted with changed values. |

| <b>Information Type</b> | <b>Description</b>                                                                                                                                           |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action                  | The system triggers the PV_PO_CHNG_REQST and using the change request notification activity PV_CHNG_APPRV to send the change request for approval or denial. |
| Notification Method     | Worklist.                                                                                                                                                    |

## Change Request Denied

This section discusses the Change Request Denied process.

### Description

| <b>Information Type</b> | <b>Description</b>                                                          |
|-------------------------|-----------------------------------------------------------------------------|
| Event                   | An approver denies the change request.                                      |
| Action                  | The system marks the change request as denied, ending the workflow process. |
| Notification Method     | Email and Worklist.                                                         |
| Email Template          | Requisition change request denied.                                          |

## eProcurement New Item Request

This section discusses the eProcurement New Item Request process.

The eProcurement New Item Request process has two components:

- Request a new item.
- Respond to a new item request.

### Requesting a New Item

| <b>Information Type</b> | <b>Description</b>                                                                                                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event                   | A requester who creates a requisition submits a New Item Request by using the Special Request - Special Item page.                                                                 |
| Action                  | <p>The system changes the New Item Request - Status to <i>Pending</i>.</p> <p>The system creates a worklist entry for all users who have <i>Item Notification</i> role action.</p> |
| Notification Method     | Worklist                                                                                                                                                                           |

## Responding to a New Item Request

| <i>Information Type</i> | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event                   | A user who has the Item Notification role action approves or denies the new item request by using the eProcurement New Item Request page.                                                                                                                                                                                                                                                                                                                       |
| Action                  | <p>The system sends an email to the requester who requested the new item. If the item is approved, the email includes the SetID and the Item ID.</p> <p>The system updates the New Item Request - Status field on the Special Request - Special Item page. If the new item request is approved, the status is changed to <i>Created</i> and the SetID and Item ID fields appear. If the new item request is denied, the status is changed to <i>Denied</i>.</p> |
| Notification Method     | Email                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Email Template          | New Item Created and New Item Denied.                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Procurement Card Request Workflow

Use the Request Procurement Card page to request procurement cards for PeopleSoft eProcurement. After you enter information and save the page, workflow routes the procurement card to the correct authority for approval.

---

**Note:** There is no set up needed for PeopleSoft eProcurement's procurement card request workflow process.

---

When using PeopleSoft Workflow to approve procurement card requests:

1. A requester who wants a procurement card fills out the Request Procurement Card page.
2. After the page is saved, a workflow event triggers the PV\_CC\_REQUEST business process.
3. PeopleSoft Workflow inserts a Worklist item in the To Do List of the user assigned on the User Profile - Roles page to the workflow role of administrator.
4. When the administrator selects the Worklist entry on the To Do List, the Employee Profile - Card Data page opens.
5. The administrator can add additional information and save (or cancel) the profile.

## Requisition Approval

This section discusses the Requisition Approval process.



## Description

| <i>Information Type</i> | <i>Description</i>                                                                                     |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| Event                   | A requester submits a requisition, or submits and approves a requisition if self approval is in place. |
| Action                  | The system routes the requisition for further approval, if necessary.                                  |
| Notification Method     | Email and Worklist.                                                                                    |
| Email Template          | Requisition Approval.                                                                                  |

**Note:** Requisition transaction supports the Delegation feature.  
For more information on the Delegation feature, see "Understanding Delegation" (PeopleSoft 9.2: Enterprise Components).

## Requisition Approval Error

This section discusses the Requisition Approval Error process.

### Description

| <i>Information Type</i> | <i>Description</i>                                                                                                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event                   | An approval workflow error occurred in the approval routing. This can occur as a result of the approval process configuration or because of approval rules or criteria violations. |
| Action                  | The system routes the requisition to the administrator for resolution.                                                                                                             |
| Notification Method     | Email and Worklist.                                                                                                                                                                |
| Email Template          | Requisition Approval Error.                                                                                                                                                        |

## Requisition Approved

This section discusses the Requisition Approved process.

### Description

| <i>Information Type</i> | <i>Description</i>                                                            |
|-------------------------|-------------------------------------------------------------------------------|
| Event                   | The requester approves the requisition and no further approvals are required. |

| <b>Information Type</b> | <b>Description</b>                            |
|-------------------------|-----------------------------------------------|
| Workflow Action         | The system marks the requisition as approved. |
| Notification Method     | Email.                                        |
| Email Template          | Requisition Approved.                         |

## Requisition Denied

This section discusses the Requisition Denied process.

### Description

| <b>Information Type</b> | <b>Description</b>                                                           |
|-------------------------|------------------------------------------------------------------------------|
| Event                   | An approver denies the requisition header.                                   |
| Action                  | The system marked the requisition as denied, and stops the workflow process. |
| Notification Method     | Email.                                                                       |
| Email Template          | Requisition Denied.                                                          |

## Requisition Escalation

This section discusses the Requisition Escalation process.

### Description

| <b>Information Type</b> | <b>Description</b>                                                                                     |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| Event                   | An approver has not responded to a requisition within the allotted time.                               |
| Action                  | The system notifies the approver and the approver's supervisor and routes the requisition to the step. |
| Notification Method     | Email and Worklist.                                                                                    |
| Email Template          | Requisition Escalation.                                                                                |

## Requisition Line Approval

This section discusses the Requisition Line Approval process.

## Description

| <i><b>Information Type</b></i> | <i><b>Description</b></i>                                                                     |
|--------------------------------|-----------------------------------------------------------------------------------------------|
| Event                          | A requester submits a requisition for approval, or an approver approves the requisition line. |
| Action                         | The requisition line is routed for further approval.                                          |
| Notification Method            | Email and Worklist.                                                                           |
| Email Template                 | Requisition Line Approval.                                                                    |

## Requisition Line Approved

This section discusses the Requisition Line Approved process.

### Description

| <i><b>Information Type</b></i> | <i><b>Description</b></i>                                                                  |
|--------------------------------|--------------------------------------------------------------------------------------------|
| Event                          | A requester or approver approves a requisition line and no further approvals are required. |
| Action                         | The system marks the requisition line as approved.                                         |
| Notification Method            | Email.                                                                                     |
| Email Template                 | Requisition Line Approved.                                                                 |

## Requisition Line Denied

This section discusses the Requisition Line Denied process.

### Description

| <i><b>Information Type</b></i> | <i><b>Description</b></i>                        |
|--------------------------------|--------------------------------------------------|
| Event                          | An approver denies a requisition line.           |
| Action                         | The system marks the requisition line as denied. |
| Notification Method            | Email.                                           |
| Email Template                 | Requisition Line Denied.                         |

## Requisition Line Review

This section discusses the Requisition Line Review process.

### Description

| <b>Information Type</b> | <b>Description</b>                                                               |
|-------------------------|----------------------------------------------------------------------------------|
| Event                   | A user submits a requisition line for approval or approves the requisition line. |
| Action                  | The system routes the requisition to a reviewer.                                 |
| Notification Method     | Email and Worklist.                                                              |
| Email Template          | Requisition Line Review.                                                         |

## Requisition Review

This section discusses the Requisition Review process.

### Description

| <b>Information Type</b> | <b>Description</b>                                                                                                          |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Event                   | The requisition header is submitted for approval or is approved by requester and is routed to a user defined as a reviewer. |
| Action                  | The system routes the requisition to a reviewer.                                                                            |
| Notification Method     | Email and Worklist.                                                                                                         |
| Email Template          | Requisition Review.                                                                                                         |

## Return to Vendor Exchange Notification Workflow

The Return to Vendor (RTV) Exchange workflow process (PV\_RTV\_EXCHANGE) delivered with PeopleSoft eProcurement lets goods be returned to suppliers and exchanged for other items. The RTV process ensures that an exchange is completed properly by notifying the buyer that it has been entered.

---

**Note:** No setup is needed for the PeopleSoft eProcurement RTV Exchange workflow process.

---

When using Return to Vendor Exchange Workflow to notify buyers:

1. A requester who wants to exchange an item completes an RTV and selects *Exchange*.
2. When the RTV is saved, a workflow event triggers the PV\_RTV\_EXCHANGE business process. (This event is only triggered if the RTV action is *Exchange*.)

3. PeopleSoft Workflow retrieves the purchase order business unit, purchase order ID, and buyer ID from the RTV
4. PeopleSoft Workflow inserts a Worklist item in the buyer's To Do List.
5. The buyer selects the Worklist entry, opening the PO.
6. The buyer can make modifications or add another PO to record the exchange.

See the product documentation for

*PeopleTools: Workflow Technology*



## Appendix B

# PeopleSoft eProcurement Reports

## PeopleSoft eProcurement Reports: General Description

This table lists the PeopleSoft eProcurement reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this section.

| <b>Report ID and Report Name</b>              | <b>Description</b>                                                                                                                                                    | <b>Navigation</b>                                                                                                  | <b>Run Control Page</b> |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------|
| AP_VNDRPRE<br>Loads Vendor Detail Record      | The process that populates Vendor Details for generation of APY3000                                                                                                   | Accounts Payable > Reports > Supplier > Supplier Detail > Supplier Detail Listing                                  | RUN_APY3000             |
| AP_VNDRPRGE<br>Purge Vendor Detail Report Tbl | Purge the Vendor Detail Reporting Table after Crystal Report APY3000- has executed.                                                                                   | Accounts Payable > Reports > Supplier > Supplier Detail > Supplier Detail Listing                                  | RUN_APY3000             |
| APX1090<br>Match Exceptions Report            | Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. (BI Publisher)                                         | eProcurement > Reports<br><br>Click the Match Exceptions link to access the Match Exceptions page.                 | RUN_APY1090             |
| APX3000<br>Supplier Detail Listing Report     | Lists suppliers by status along with their associated detail data including address information and payment options. (BI Publisher)                                   | eProcurement > Reports<br><br>Click the Supplier Detail Listing link to access the Supplier Detail Listing page.   | RUN_APY3000             |
| APX3001<br>Supplier Summary Listing Report    | Lists the suppliers by status along with basic summary information. (BI Publisher)                                                                                    | eProcurement > Reports<br><br>Click the Supplier Summary Listing link to access the Supplier Summary Listing page. | RUN_APY3001             |
| POX1100<br>Requisition to PO XREF Report      | Provides information about selected requisitions and the purchase orders that were created from them. (BI Publisher)                                                  | eProcurement > Reports<br><br>Click the Requisition to PO Xref link to access the PO/ Requisition Xref page.       | RUN_POY1100             |
| POX4006<br>Expediting Report by Buyer         | Provides purchase order details such as late days and due date sorted by buyer. Use it to help determine which purchase orders may require expediting. (BI Publisher) | eProcurement > Reports<br><br>Click the Expediting Report link to access the Expediting Report page.               | RUN_POY4005             |

| <b>Report ID and Report Name</b>         | <b>Description</b>                                                                                                                                                       | <b>Navigation</b>                                                                                    | <b>Run Control Page</b> |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------|
| POX4007<br>Expediting Report by Supplier | Provides purchase order details such as late days and due date sorted by supplier. Use it to help determine which purchase orders may require expediting. (BI Publisher) | eProcurement > Reports<br><br>Click the Expediting Report link to access the Expediting Report page. | RUN_POY4005             |
| POX4008<br>Expediting Report by Due Date | Provides purchase order details such as late days and due date sorted by due date. Use it to help determine which purchase orders may require expediting. (BI Publisher) | eProcurement > Reports<br><br>Click the Expediting Report link to access the Expediting Report page. | RUN_POY4005             |
| POX4010<br>PO Listing by PO Date         | Provides purchase order information sorted by purchase order date. (BI Publisher)                                                                                        | eProcurement > Reports<br><br>Click the PO Listing Report link to access the Listings page.          | RUN_POY4010             |
| POX4011<br>PO Listing By Supplier        | Provides purchase order information sorted by supplier.                                                                                                                  | eProcurement > Reports<br><br>Click the PO Listing Report link to access the PO Listings page.       | RUN_POY4010             |
| POX4012<br>PO Listing By Buyer           | Provides purchase order information sorted by buyer.                                                                                                                     | eProcurement > Reports<br><br>Click the PO Listing Report link to access the PO Listings page.       | RUN_POY4010             |
| POX4013<br>PO Listing By Status          | Provides purchase order information sorted by status.                                                                                                                    | eProcurement > Reports<br><br>Click the PO Listing Report link to access the PO Listings page.       | RUN_POY4010             |
| POX4020<br>Order Status By Supplier      | Provides purchase order status information sorted by supplier.                                                                                                           | eProcurement > Reports<br><br>Click the PO Status Listing to access the PO Status Listing page.      | RUN_POY4020             |
| POX4021<br>Order Status by Item          | Provides purchase order status information sorted by item.                                                                                                               | eProcurement > Reports<br><br>Click the PO Status Listing to access the PO Status Listing page.      | RUN_POY4020             |
| POX4030<br>PO Detail Listing By PO Date  | Provides detailed purchase order information sorted by purchase order date. (BI Publisher)                                                                               | eProcurement > Reports<br><br>Click the PO Details Listings link to access the Detail Listings page. | RUN_POY4030             |



| <b>Report ID and Report Name</b>           | <b>Description</b>                                                                                                   | <b>Navigation</b>                                                                                                | <b>Run Control Page</b> |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------|
| POX4031<br>PO Detail Listing By Supplier   | Provides detailed purchase order information sorted by supplier. (BI Publisher)                                      | eProcurement > Reports<br><br>Click the PO Details Listings link to access the Detail Listings page.             | RUN_POY4030             |
| POX4032<br>PO Detail Listing By Buyer      | Provides detailed purchase order information sorted by buyer. (BI Publisher)                                         | eProcurement > Reports<br><br>Click the PO Details Listings link to access the Detail Listings page.             | RUN_POY4030             |
| POX4040<br>PO Schedule Listing By PO Date  | Provides purchase order schedule information such as ship to and due date sorted by purchase order date.             | eProcurement > Reports<br><br>Click the PO Schedules Listing to access the PO Schedules Listing page.            | RUN_POY4040             |
| POX4041<br>PO Schedule Listing By Supplier | Provides purchase order schedule information such as ship to and due date sorted by supplier.                        | eProcurement > Reports<br><br>Click the PO Schedules Listing to access the PO Schedules Listing page.            | RUN_POY4040             |
| POX4042<br>PO Schedule Listing By Buyer    | Provides purchase order schedule information such as ship to and due date sorted by buyer.                           | eProcurement > Reports<br><br>Click the PO Schedules Listing to access the PO Schedules Listing page.            | RUN_POY4040             |
| POX4100<br>PO to Requisition XREF Report   | Provides information about selected purchase orders and the requisitions that they were created from. (BI Publisher) | eProcurement > Reports<br><br>Click the PO to Requisition Xref link to access the Requisition/PO Xref page.      | RUN_POY4100             |
| POX5001<br>Receiver Summary Report         | Provides a summary listing of receipts within a specified date range. (BI Publisher)                                 | eProcurement > Reports<br><br>Click the Receipt Summary link to access the Receipt Summary page.                 | RUN_POY5001             |
| POX5010<br>Receiver Ship To Detail Report  | Provides a summary listing of receipts shipments within a specified date range. (BI Publisher)                       | eProcurement > Reports<br><br>Click the Receipt Ship To Detail link to access the Receipt Ship To Details page.  | RUN_POY5101             |
| POX5020<br>Receiver Account Detail Report  | Provides a summary listing of receipts with account distribution. (BI Publisher)                                     | eProcurement > Reports<br><br>Click the Receipt Account Details link to access the Receipt Account Details page. | RUN_POY5020             |

| <b>Report ID and Report Name</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Navigation</b>                                                                                                                          | <b>Run Control Page</b> |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| PVX1000<br><br>Requisition Department Summary | Provides information about the accounting distribution for each requisition. For each requisition, the accounting distribution lines are summarized by GL (general ledger) business unit, account, and department. This report also lists the requisition name, requester, amount, and date. (BI Publisher)                                                                                                                                                                 | eProcurement > Reports<br><br>Click the Requisition Costing Summary link to access the Requisition Costing Summary page.                   | RUN_PVY1000             |
| PVX1100<br><br>Requisition Department Detail  | Provides information about the accounting distribution for each requisition down to the distribution level. By requisition distribution line, each accounting distribution is listed, including GL business unit, account, department, and amount.                                                                                                                                                                                                                          | eProcurement > Reports<br><br>Click the Requisition Cost Distribution Detail link to access the Requisition Cost Distribution Detail page. | RUN_PVY1100             |
| PVX2000<br><br>Catalog Item Usage             | Provides information about the items ordered on requisitions. Sorted by business unit and item catalog, this report lists the items ordered and other information, including quantity ordered, average price, currency, and number of requisitions ordering this item. (BI Publisher)                                                                                                                                                                                       | eProcurement > Reports<br><br>Click the Category Item Usage link to access the Category Item Usage page.                                   | RUN_PVY2000             |
| PVX4000<br><br>PO Item Category Usage         | Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, supplier ID, supplier name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by catalog ID and category code. (BI Publisher) | eProcurement > Reports<br><br>Click the PO Item Category Usage link to access the PO Item Category Usage page.                             | RUN_PVY4000             |

| <b>Report ID and Report Name</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Navigation</b>                                                                                                                    | <b>Run Control Page</b> |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| PVX4001<br><br>PO Item Cat Usage by Supplier     | Provides information about the items ordered for the purchase orders within one business unit and one item catalog. This report lists the total quantity ordered of each item and other information, including item ID, item description, item category description, category code, supplier ID, supplier name, contract ID (if any), average price, total amount, currency, and percentage of total. This report is sorted by supplier ID. (BI Publisher) | eProcurement > Reports<br><br>Click the PO Item Category Usage link to access the PO Item Category Usage page.                       | RUN_PVY4000             |
| PVX5000<br><br>Contract Price Discrepancy Report | Provides information on punchout and contract price discrepancy.                                                                                                                                                                                                                                                                                                                                                                                           | eProcurement > Reports<br><br>Click the Contract Price Discrepancy Report link to access the Contract Price Discrepancy Report page. | RUN_PVX5000             |
| VNDRDTL                                          | This is a Process Scheduler Job that runs the following process:<br><br><ul style="list-style-type: none"> <li>• AP_VNDRPRE</li> <li>• APX3000</li> <li>• AP_VNDRPRGE</li> </ul>                                                                                                                                                                                                                                                                           | Accounts Payable > Reports > Supplier > Supplier Detail > Supplier Detail Listing                                                    | RUN_APY3000             |

## PeopleSoft eProcurement Selected Reports: A to Z

This section provides detailed information about individual reports, including important fields and tables accessed. The reports are listed alphanumerically by report ID.

### Common Elements Used

#### From Date and Through Date

Enter the dates to provide the date range for the requisitions that you want to include in the report. If you leave these fields blank, all requisitions are included regardless of their dates.

#### SetID

Enter the TableSet ID of the items that you want to include on the report. A SetID is required for this report.

## PVX2000 - Catalog Item Usage Report

**Tree Name**

Enter the name of the item catalog (PeopleSoft tree) that you want to include in the report.

## PVX4000 - PO Item Category Usage Report

**Catalog ID**

Enter the name of the item catalog (PeopleSoft tree) that you want to include on the report. A catalog ID is required for this report.

**Tree Node**

Enter the name of the PeopleSoft tree node to limit this report to items from this node.

**Supplier ID**

Enter a supplier ID if you want to limit this report to the purchase orders generated for this supplier.