Oracle Fusion Cloud Procurement

Scheduled Processes for Procurement

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1 About This Guide

About This Guide

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records.

You can run scheduled processes on a recurring schedule and send notifications based on how the process ends.

This guide provides information on the scheduled processes available in procurement.

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2 Scheduled Processes

What are scheduled processes?

Scheduled processes do tasks that are too complex or time-consuming to do manually, for example importing data or updating many records. You can run scheduled processes on a recurring schedule and send notifications based on how the process ends.

Some scheduled processes give you printable output. Those processes might have **Report** in their name.

Use the Scheduled Processes work area to run all the processes you've access to and to manage submissions. If you need access to this work area, ask your security administrator to assign you a role that gives you access, for example a custom role with the the Manage Scheduled Processes (FND_MANAGE_SCHEDULED_PROCESSES_PRIV) privilege. Other than the Scheduled Processes work area, you might be also able to run certain processes from other work areas.

Jobs and Job Definitions

Each scheduled process that you run is based on a job. The job is the executable that controls what the process does. Each job needs a job definition, which, for example, identifies the parameters and other options you've set for the process. You or your administrator can create job definitions for Oracle Analytics Publisher reports so that users can run the reports as scheduled processes.

Process Sets

A process set is a scheduled process that contains multiple processes or even other process sets. So, when you submit a process set, you're running more than process.

> **Note:** When you submit certain scheduled processes, the job logic causes other processes to automatically run. But in this case, you're not submitting a process set that includes those other processes.

Submission

When you submit a scheduled process, you can use its parameters to control how, and which records are processed. For example, a process includes only the transactions that were edited by the person you select for a Last Updated By parameter. Some scheduled processes don't have parameters.

As part of the submission, you can also set up a schedule for the process, for example to run once a week for two months. Every time a process runs, there's a unique process ID.

Output

Some scheduled processes provide output in PDF, HTML, and other formats. For example, a process can import records and also produce output with details about those records. There are many types of output, for example a tax document or a list of transactions.

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Process Sets

A process set is a scheduled process that contains at least two processes. So you can run many processes in one go, for a specific purpose.

Processes in process sets run in a certain order, in serial or parallel, or by some other logic. For example, let's say we have a process set with three processes to do these three tasks:

- Validate and clean up records.
- Import the records.
- Give a report on the imported records.

What They Contain

Process sets can have any number of individual scheduled processes and even other process sets. Sometimes, a single process set has multiple process sets that are nested. For example, a process set can include three processes and two process sets, one of which contains another process set.

Related Topics

- Example of Process Details for a Process Set
- Submit Scheduled Processes and Process Sets
- What are scheduled processes?

Submit Process

Submit Scheduled Processes and Process Sets

▶ **Watch video**

Use the Scheduled Processes work area to run all the scheduled processes that you have access to, including process sets. You can also submit many processes from other work areas.

Some of the processes that give you output are also reports that you can view from the Reports and Analytics work area or panel tab. You can find that panel tab in some work areas. It's quick to submit a scheduled process with the bare minimum steps. But there are many additional options you can set, for example, if you want to run the process on a schedule.

Select the Scheduled Process and Define Parameters

Here's what you do:

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. On the Scheduled Processes Overview page, click **Schedule New Process**.
3. Leave the type as **Job**, select the process that you want to submit, and click **OK**.

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4. In the **Process Details** dialog box, enter at least the required parameters, if any.

    o Some processes have no parameters at all.

    o Some parameters depend on other parameters. For example, date range parameters might appear only after you select **By Date** for another parameter.

5. Click the Advanced button if you want to define the schedule, notifications, or output. Continue to the next steps. Or, just skip to the steps for finishing the submission, to run the process once as soon as possible with the default output.

Define the Schedule

Set up a schedule to run the process on a recurring basis or at a specific time. Use the Process Details dialog box in Advanced mode.

1. Open the Schedule tab and select **Using a schedule** for the **Run** option.
2. Select a frequency, for example **Daily** or **Monthly**.

    o Select **User-Defined** if you want to enter the exact dates and times to run the process.

    o You can select **Use a Saved Schedule** to use an existing schedule, if there are any.

3. Depending on the frequency you selected, define when the process should run.

Some processes can't be run more often than a certain frequency, for example more than every 10 minutes. But there are some situations where that validation doesn't apply, for example, when different users run that same process less than 10 minutes apart. Or, if you use a saved schedule that has an individual run in addition to the regular frequency, for example a schedule that runs every 10 minutes and once at five minutes after the first run.

Define the Output

You can choose the layout, format, and destination for your output. Use the Process Details dialog box in Advanced mode.

1. Open the Output tab, if available.
2. Click **Add Output Document**.
3. Change the name if you want. The name identifies this output document when you go to view output later.
4. Select a layout if you have more than one to choose from.
5. Select a format, for example one of these options:

    o **PDF:** Is the best option if you want to print the output.

    o **Excel:** Supports embedded images, such as charts and logos, but can be opened only in Excel 2003 or higher.

    o **Data:** Gives you report data in an XML file, which is used mainly for editing the report layout.

6. Click **Add Destination** to send the output somewhere, for example to a printer or email address. You can add many destinations and send the output to all of them at the same time.

    Tip: You can also print the output as part of the steps for finishing the submission, instead of adding a printer destination here.

7. To add more output documents, repeat steps 2 to 6.

Set Up Notifications

You can have notifications sent out depending on how the process ends. Use the Process Details dialog box in Advanced mode to set that up. These notifications are in English and they show times in UTC, no matter what language and time zone the recipient has in their preferences.

1. Open the Notification tab.
2. Click **Create Notification**.
3. From the **Address Type** list, select whether you want to identify the recipient by their email address or user ID.
4. In the **Recipient** field, enter either the email address or user ID of the person you want to send the notification to.
5. In the **Condition** list, select when to send the notification, for example when the process ends in error.
6. Click **OK**.
7. To send notifications to more people, repeat steps 2 to 6.

Finish the Submission

Follow these steps in the Process Details dialog box:

1. Click the **Process Options** button if you want to define settings that affect the data to be processed.
2. If the process gives you output and you want to print it, select the **Print output** check box and a printer.
3. Select the **Notify me when this process ends** check box if you want to get a notification. This notification is in English and shows times in UTC, no matter what language and time zone you have in your preferences.
4. Enter submission notes to capture any information you want to associate with this submission. You can use your notes to find this submission later.
5. Click **Submit**.
6. Click **OK** to confirm.

> **Tip:** Note down the process ID for your submission if you might need to easily find it later. For example, let's say you set the process to run once a week. If you later want to cancel all runs on this schedule, you need to cancel this original submission with the process ID you see.

Submit Process Sets

To submit a process set from the Scheduled Processes Overview page:

1. Proceed with the steps that you would follow to submit any scheduled process, but select **Job Set** for the **Type** option.
2. In the Process details dialog box, set parameters for individual processes in the set. A process set itself doesn't have parameters.
    a. Select a process on the Processes tab.
    b. Enter parameters for that process, if any.
    c. Repeat for other processes in the set.
3. Define the schedule, output, and notifications for the process set, as you would do for any scheduled process.
4. Set any other options and click **Submit**.

Whether you use the Notifications tab or the **Notify me when this process ends** check box, or both, notifications are sent when the entire process set ends, not when each process within the set ends.

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Examples of Process Options

When you submit scheduled processes, click the **Process Options** button in the Process Details dialog box to set options such as language and time zone.

Here are a few things to know:

- Your settings affect the data to be processed and what you get in the output.

- If the process is running on a schedule, your settings apply to every run.

- The settings override what's set in general preferences, which you can get to by clicking your user name in the global header and selecting **Set Preferences**.

Let's take a look at some examples of process options that you can set.

Language

You set the language process option to Spanish, while the Current Session field is set to Japanese in your general preferences. So, your output is in Spanish. If you don't set the language process option, the output is in Japanese.

Currency

You set the currency process option to Euro, while your general currency preference is set to Yen. The scheduled process makes calculations based on the Euro, and the output shows all monetary amounts in Euro.

Example of Process Details for a Process Set

When you're submitting a process set with the Process Details dialog box, you can open the Processes tab to see what's in the process set. Here's the information you get for every process in the process set.

- Process Name: A process in the process set.

- Path: The step ID of the process, preceded by the step ID of the process set that the process is nested under, if any. Every process and nested process set in the process set that you're submitting is considered a step and has a unique step ID.

  Tip: If a process shows up more than once in the process set you're submitting, use the path information to differentiate between those instances.

- Parent Process Set: The direct parent of the process, either the process set you're submitting or the process set that the process is nested under.

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Scenario

Let's try to understand what we are looking at in the Processes tab. Say you're submitting a process set called Full Cleanse and Import, which contains a Clean Records process and a nested Quick Import process set. The nested process set has two processes, one of which is the same Clean Records process.

- Clean Records process (with a step ID of `CleanRec1`)
- Quick Import process set (`QuickImpo1`), which has two processes:
  - Import Records process (`ImpoRec1`)
  - Clean Records process again (`CleanRec1`)

This table shows what we see in the Processes tab for this example.

Process Name	Path	Parent Process Set
Clean Records	**CleanRec1**	Full Cleanse and Import
Import Records	**QuickImpo1.ImpoRec1**	Quick Import
Clean Records	**QuickImpo1.CleanRec2**	Quick Import

Manage Processes and View Output

Statuses of Scheduled Processes

After you submit a scheduled process, it can go through many statuses until it reaches a final state.

This table explains the statuses you might see. The Action Required column tells you if something can be done for the process:

- **No (in progress):** The process was submitted and hasn't reached a final state yet. But you or administrators don't need to do anything to move the process along.
- **Yes:** You or administrators need to do something to get the process to another status.
- **No (final):** The process has reached a final state, and nothing else can be done.

Status	Description	Action Required?
Blocked	At least one other running process is incompatible with and currently blocking your process. The situation will be automatically fixed.	No (in progress)
Canceled	The process was canceled, and you can't restart it.	No (final)

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Status	Description	Action Required?
Canceling	The process is currently moving to the Canceled status.	No (in progress)
Completed	The main part of the process completed, and postprocessing (such as sending notifications and generating output) has started.	No (in progress)
Error	The process finished running and ended with errors.	No (final)
Error Auto-Retry	The process ended with errors but will automatically run again.	No (in progress)
Error Manual Recovery	The process ended with errors and requires an administrator to move the process to a final state.	Yes
Expired	The process didn't run and its schedule already ended. You can't restart it, but you can resubmit with the same parameters or submit a new process.	No (final)
Finished	The process ran based on a schedule, and it's either a process set or a process that causes other processes to automatically run. Either way, all processes involved are done running.	No (final)
Hold	The process is put on hold and needs someone to release it before it can continue running.	Yes
Paused	The process is paused so that another process that was automatically kicked off can run first.	No (in progress)
Pending Validation	Some validations, for example related to security, are performed on the process before it runs.	No (in progress)
Ready	The process passed validation and is about to start running.	No (in progress)
Retrying	The process resulted in an error but will try again. It will automatically rerun at the time you see in the Scheduled Time column on the Scheduled Processes Overview page. The number of retries depends on how the job is set up. After all the retries, if the process still can't run successfully, it will end with the Error status.	No (in progress)

Status	Description	Action Required?
Running	The main part of the process is currently running.	No (in progress)
Schedule Ended	The last submission in a schedule has happened for a process that's either a process set or a process that causes other processes to automatically run. Either way, all processes involved have started running, but might not be done yet.	No (in progress)
Succeeded	The process successfully completed.	No (final)
Validation Failed	The process failed validation.	No (final)
Wait	The process passed validation but isn't running yet.	No (in progress)
Warning	The process finished running and ended with a warning, for example, that a notification wasn't sent.	No (final)

Related Topics

- View Status and Other Details for Scheduled Processes

View Status and Other Details for Scheduled Processes

After you submit a scheduled process, you can track its progress. Processes can finish running in seconds, or a few minutes, or even longer.

If something interrupts a process while it's running, for example a server restarting, then the process automatically picks up where it left off. If you need to see all processes, not just the ones you submitted, ask your security administrator to assign you a custom role that has the ESS Monitor Role (ESSMonitor) or ESS Operator Role (ESSOperator).

Here's where you can find processes that were submitted:

- Scheduled Processes work area

- Other work areas with a section for scheduled processes, if available.

Check the Status in the Scheduled Processes Work Area

Here's how you find your scheduled process and see how it's doing.

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
   The Search Results table shows processes that were submitted in the last hour because the default saved search is **Last hour**. The table might be blank if nothing was submitted in the last hour.
2. If you don't see the process, click the **Refresh** icon or run a search. For the search, enter your own criteria or select another saved search. Here are a few examples of saved searches you can use:
   - Last 24 hours
   - Last 72 hours
   - Cancelable Processes

   Tip: In the search results, select **Hierarchy** for the **View** option to see, for example, the structure of nested processes or process sets within a process set. For processes running on a recurring schedule, the parent node is the original submission, the child nodes each run in the schedule. If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.

3. Refresh the search results at any time to see the latest status of the process in the **Status** column. You can also check the **Start Time** column to see if the process has started running yet.

   Note: Times such as start time and scheduled time are shown in the time zone you set in your preferences. If you change your preferences, you can see the change in the Scheduled Processes work area next time you sign in.

4. To get more details about the status, select your process in the Search Results table and open the Status Details tab. Here's some of the information you might find:
   - Status description, which explains what the current status means.
   - The position of the process with the Ready status, in the sequence of submitted processes. For example, if your process is queued up for submission at position 5, there are four processes that need to start running before your process starts.
   - Duration of a process, based on its current status.
     - How long process has been blocked: If a process is blocked, you can see how long it has been in the blocked status. For blocked processes, you can also expand the Incompatibility section to get information about which incompatible processes are preventing yours from running.
     - How long process has been running: If a process is running or completed, you can see how long it has been in the running st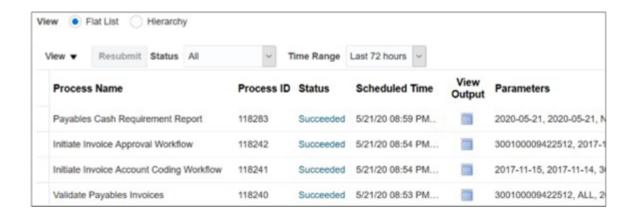atus. If your process is in progress, and it's blocking other processes, you can also see IDs of those processes, which can't run until yours is done.
     - How long process took to complete: If a process is completed, you can see how long it took to complete with Error, Finished, Warning, or Succeeded status.
   - On the Status Details tab, you can also expand the Status of Items to Process section, if available.
     Here are a few things to know about the Status of Items to Process section:
     - This section isn't available for process sets. But, it's available for individual processes, including those within process sets, that are in these statuses:
       - Running
       - Completed
       - Succeeded

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- o Error

- o Error Auto-Retry

- o Error Manual Recovery

- o Canceled

- o Canceling

- o Warning

- o Hold

- o Paused

    - - If a specific process is predefined to show progress information through graphs, you can see that information in one or more graphs. For example, a process importing lines from a file might show a graph called Lines. You hover over parts of the graph to see how many lines are successfully imported, how many ended up in error, and how many are still pending. A process can have multiple graphs, depending on what it's working on.

5. With your process still selected in the Search Results table, optionally click the **View Log** button (if available), especially if information isn't available in the Status of Items to Process section. The type of information in the log varies, depending on the process. You can open the log from here only if the process is currently running. When the process is done, you might want to also take a look at the final log, if any, from the Process Details tab.

View Other Details in the Scheduled Processes Work Area

To get more information about a scheduled process, select it in the Search Results table and see the Process Details tab that appears after the table. These are some of the details you might find:

- Completion text, which is automatically generated when the process reaches a final state. What you see depends on the process. For example, it might say that the process finished 1792 records in less than a second.

- The log attachment, for example for details about why the process ended in error.

- Report output that the process generated, if any.

- Parameters for the scheduled process.

    - o Open the Parameter Names with Values subsection to see the parameters from the Process Details dialog box and the values that were entered when the process was submitted.
    - o Use the All Parameter Values subsection for troubleshooting purposes, if you need to see the parameters and values in their actual, technical format. This subsection might have more parameters. For example, some processes run with additional parameter values that are derived from the parameter values you entered when you submitted the process.

Monitor Scheduled Processes in Other Work Areas

Some work areas have a section where you can monitor the scheduled processes that were already submitted.

1. Go to the section if it's available, usually on the landing page of the work area.
2. Click the **Refresh** icon if you don't see any processes or need to see the latest status.

    - o If you still don't see the process you're looking for, try changing the filters. If that doesn't help, use the Scheduled Processes work area instead.
    - o If submission notes were entered when submitting the process, you can use the **Submission Notes** column to help identify the process.

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3. Do either of these things to check on the progress of the process:
   - For more details about the status, click the status link. For example, if a process is in the Ready status, you can click the **Ready** link in the **Status** column to see where the process is in the submission queue.
   - Check the **Start Time** column to see if the process has started running yet. If it has, you can click the link in the **View Log** column to get information about how the process is running.

Related Topics

- Statuses of Scheduled Processes
- What do I get if I view scheduled processes in a hierarchy?
- View Output from Scheduled Processes
- Cancel or Make Changes to Scheduled Processes
- Resubmit Scheduled Processes and Process Sets

Cancel or Make Changes to Scheduled Processes

Life is full of second chances! After a scheduled process is submitted, you can still cancel it or make other changes in the Scheduled Processes work area.

What you can do to the process depends on its status. Also, depending on what you've access to, you can even work on processes that someone else submitted. If you need to cancel processes that someone else submitted, ask your security administrator to assign you a custom role that has the ESS Administrator Role (ESSAdmin).

Make Changes to Processes

Select the scheduled process in the Search Results table. Here are some things you might be able to do.

Changes you can Make to Processes

Task	Prerequisite	Procedure
Edit Schedule Change the submission schedule, for example, to submit it biweekly instead of weekly.	This option is there only if you select the row with the process ID you got when you submitted the process to run on a schedule. The row should be the parent node when you view the search results in a hierarchy, and the status should be **Wait**.	From the **Actions** menu, select **Edit Schedule**.
Edit Output Change output options of a process, for example, from HTML format to PDF.	You can do this only if the process generates output, and hasn't started running yet.	From the **Actions** menu, select **Edit Output**.
Put On Hold Pause the process.		Click the **Put On Hold** button.

Task	Prerequisite	Procedure
Release Process Resume a process that's on hold so that it continues to run.		Click the **Release Process** button.
Change Process Priority Change the priority of a process to affect when it runs. When there are many submitted processes, those with a lower number, for example 2, would usually run before those with a higher number, for example 7.	You can do this only if your implementor has enabled priorities for scheduled processes, and you've a custom role that has the ESS Administrator Role (ESSAdmin). You can change priorities only for processes that have the **Blocked**, **Hold**, **Ready**, or **Wait** status.	Click the **Change Process Priority** button.

Note: Even if the process hasn't started, you can't change the parameter settings. You can cancel the process and submit again with the parameter values you want.

Cancel a Process

Select the scheduled process in the Search Results table, and click **Cancel Process**.

Cancel a Process Running on a Schedule

If you submitted a process to run on a schedule, for example once a day, you can cancel the scheduled runs even if some of the runs already happened.

1. Find the original submission, the row with the process ID you got when you submitted the process. The row should be the parent node when you view the search results in a hierarchy, and the status should be **Wait**.
2. Click **Cancel Process**.

   When you cancel this original submission, you cancel any current and future runs based on the schedule you had set.

What to Do If Processes Take a Long Time to Cancel

Sometimes it takes a while for a process to finish canceling. So, you can use the **Actions** menu to end it. The option you get depends on the process.

Options and Descriptions

Option	Description
Hard Cancel	To end the process shortly after you canceled it, without waiting for the cancellation to finish by itself.
Force Cancel	To end a process that has been canceling for over 30 minutes but isn't done yet.

Processes on remote servers

Some processes run on a remote server. Even if the status for the process that you hard or force canceled has changed to **Canceled**, the process might still be running on the remote server. With the scheduled process still selected in the Search Results table, you check the status of the remote process on the **Process Details** tab that appears after the table.

Option You Used to End Your Process	Field that Shows the Status of the Remote Process	Status of Process on Remote Server
Force Cancel	**Remote Process Status**	• **Completed Successfully**: The remote process was successfully canceled within the 30 minute grace period. • **Running/Unknown**: Your scheduled process is in a Canceled state, but the remote process is still running. • **Terminated**: Your scheduled process is in a Canceled state, and the remote process is successfully canceled after the 30 minute grace period.
Hard Cancel	**External Job Status**	• **Completed Successfully**: The remote process has successfully canceled. • **Running/Unknown**: Your scheduled process is in a Canceled state, but the remote process is still running.

Cancel Processes in Bulk

You can cancel up to 100 processes at once, as long as the processes haven't reached a final state.

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. In the Search section, select **Cancelable Processes** from the **Saved Search** list.
3. Make sure that what you get in the Search Results table meets these requirements:

   o No more than 100 processes

   o Only processes with a cancelable status:

      - Wait
      - Ready
      - Running
      - Completed
      - Blocked
      - Hold
      - Paused
      - Pending Validation
      - Schedule Ended
      - Error Auto-Retry

4. Use the Search section to change your search results, if you need to.
5. Select **Cancel Processes in Bulk** from the **Actions** menu.

Related Topics

- View Status and Other Details for Scheduled Processes
- Allow Updates to Scheduled Process Priority

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Resolve Blocked or Incompatible Processes

If your scheduled process has a Blocked status, that means another process that's currently running is incompatible with your process and preventing your process from starting. Incompatible processes can't be running at the same time.

A process can be self-incompatible, which means it can't start if another submission for the same process is currently running. For example, if you get an error in the log saying that one or more requests are currently pending for definition, that means the process is self-incompatible.

There are two types of incompatibilities:

- Global: Incompatible processes can never run at the same time, including self-incompatible processes.
- Domain-Specific: Processes are incompatible only if they also have another matching criterion. So you might see that two processes are shown as incompatible, but notice that other submissions for the same two processes are running at the same time.

If you were able to submit a process but it's now blocked, here's how you can find what's incompatible:

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. Select your process in the Search Results table and open the Status Details tab.
3. Expand the Incompatibility section to see which processes are incompatible with yours.

When you have a blocked process, you can go with one of these options:

- Wait for the incompatible process to finish running so that yours can start. Optionally find that process in the Search Results table and track its status.
- Cancel the incompatible process. For processes running on a schedule, view search results in a hierarchy and cancel the child node the represents what's currently running. Even after you cancel, it's possible your process won't start immediately, depending on how many other submissions there are.
- Put the incompatible process on hold so that your process can run. You might need to resubmit your process. For processes running on a schedule, view search results in a hierarchy and put on hold the child node the represents the next run. Release the process after yours is done running.

View Output from Scheduled Processes

Other than processing records, some scheduled processes also give you output. When you submit the process, you can select the output layout and format, and set other output options.

In the Scheduled Processes work area, you can view the output and even republish it in a different format without resubmitting the process. You might be able to see the output from other work areas too.

When You're In the Scheduled Processes Work Area

Here's what you do:

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. Find your scheduled process and, if you need to, refresh the search results to see the latest status.
3. Select the scheduled process.
4. Go to the Output subsection on the Process Details tab.
5. Click the link in the **Output Name** column to view or download the output, which you can then print.
6. To view or export the output in a different format, follow these steps:

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      a. Click the **Republish** button.

      b. Click the **Actions** icon.

      c. Select **Export**, and then select a format.

          If you want the Data format, you can also just click the **XML Data** icon instead.

> **Note:** On the Process Details tab, if you don't see an Output subsection, look for a Log and Output subsection. The output might be there instead as an attachment. This is likely if the Output tab isn't available when you submitted the process in Advanced mode.

When You're In Other Work Areas

Some other work areas have a section, usually on the landing page of the work area, where you can monitor the scheduled processes that were already submitted. In the table there, find your process and click the **Output** icon in the **View Output** column.

Related Topics
- Submit Scheduled Processes and Process Sets

Resubmit Scheduled Processes and Process Sets

You can easily resubmit scheduled process using the exact same parameter values, if the process has a Succeeded status and wasn't part of a submission involving other processes.

For process sets, you can also resubmit after changing any of the parameters or other options.

Resubmit Processes

In the Scheduled Processes work area, here's how you resubmit processes using the same parameters:

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. In the Search Results table, select your process and take a look at its details, including parameter values.
3. Click **Resubmit**.

Some other work areas have a section, usually on the landing page of the work area, where you can monitor the processes that were already submitted. In the table there, you can also select your process, see its parameter values, and click the **Resubmit** button.

Resubmit Process Sets

Resubmit process sets from the Scheduled Processes work area, not other work areas.

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. See process details, including parameter values, for the processes that ran as part of your process set.
3. In the Search Results table, select your process set.
4. Click **Resubmit**, and you're done. Or, click the **Resubmit** drop-down button and select **Resubmit with Changes**.

      a. In the Process Details dialog box, select a process on the Processes tab.

      b. Change any of the parameters.

      c. Repeat and change parameters for any of the other processes in the process set.

      d. Define anything else as part of the submission, for example the schedule.

      e. Click **Submit**.

Both options to resubmit are available for process sets in either of these situations:

- The process set has any of the statuses in a final state, for example Succeeded or Canceled.

- The process set ran on a schedule and has either the Wait or Schedule Ended status. The option applies only to the original submission, the row with the process ID you got when you submitted the process to run on a schedule. The row would be the parent node when you view the search results in a hierarchy.

Related Topics
- Submit Scheduled Processes and Process Sets
- View Status and Other Details for Scheduled Processes

FAQ for Scheduled Processes

What do I do if I can't find scheduled processes that were already submitted?

Some of the work areas where you do your business tasks might have a section you can use to monitor scheduled processes.

If the process you're looking for here was submitted before anything in the Time Range filter, then go to the Scheduled Processes work area (**Navigator** > **Tools** > **Scheduled Processes**). There, you can set the Submission Time criterion, for example, to search for processes that were submitted after a certain date or between the dates you specify.

If you're in the Scheduled Processes work area and still can't find your process, check if you've noted somewhere when the process was submitted or when it ran. Processes that finished a while ago might not be available any more. Processes can be kept for at most 60 days, but it might be much shorter, for example 7 or 15 days.

Which role gives me access to the Scheduled Processes work area?

Any that has the Manage Scheduled Processes (FND_MANAGE_SCHEDULED_PROCESSES_PRIV) privilege. Ask your security administrator to assign you a custom role with this privilege.

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Why can't I see Scheduled Processes in the Navigator or home page?

If you have a role that should give you access, but you still can't see Scheduled Processes in the Navigator or on the home page, it's possible that the work area isn't currently available to anyone.

Your administrator should make sure in the Structure work area that **EL Expression** is selected for the **Show on Navigator** list, and the EL expression is this:

```
#{(securityContext.userGrantedResource
['resourceType=FNDResourceType;resourceName=FND_Scheduled_Processes_Menu;action=launch'])}
```

Why can't I find the scheduled process that I need to run?

It's possible that you don't have access to it. Ask your security administrator to assign you a role with the privilege that gives you access to that process. This is especially likely for custom processes.

When your administrator creates a new job definition, a new privilege is automatically created, and it's not assigned to anyone by default.

What's the maximum number of scheduled processes that can run at the same time?

It depends on the setup for your cloud service. If you need more information, contact your help desk.

What do I get if I view scheduled processes in a hierarchy?

When you select **Hierarchy** for the **View** option, you might see some search results in a hierarchical structure. Here are some possibilities for what the hierarchy can represent.

Hierarchy View

Parent Node	Child Nodes
A submitted process set.	The nested processes or process sets within the submitted process set.
A process or process set submitted to run on a schedule.	Each run in the schedule.
A process or process set that causes other processes to run automatically.	The other processes that run.

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Related Topics
- Process Sets

How do I cancel or make changes to scheduled processes that are submitted to run on a recurring schedule?

First, if you can, find the process that was submitted on a recurring schedule by its process ID.

If you don't have the process ID, here's how you find it:

1. In the Scheduled Processes work area, search by the process name, the Wait status, and a submission time before the current date.
2. For the search results, select **Hierarchy** for the **View** option.
3. Select the parent node that represents the process submitted to run on a schedule.

With the process selected in the Search Results table, select what you want to do from the Actions menu. For example, **Edit Schedule** to change the end date or frequency, or **Cancel Process** to cancel the original submission and all remaining runs.

If the **Edit Schedule** option isn't available, it's likely that the process was submitted outside the application, for example through a SOAP web service. And, the schedule was defined with iCalendar in a way that doesn't map to what you can define on the Edit Schedule page.

Why can't I force cancel a scheduled process?

The **Force Cancel** option is available only if the process has already been canceling for more than 30 minutes.

For some processes, you get a **Hard Cancel** option instead, which is available soon after you cancel the process. Which option you get depends on the process.

How can I export search results for scheduled processes to a spreadsheet?

Here's what you do:

1. Click **Navigator** > **Tools** > **Scheduled Processes**.
2. On the Overview page, expand the Search section and run your search.
3. If you're happy with the search results, click the **Download Results** button in the Search section.
4. In the Download Results dialog box, select the number of records you want to export.
5. Select the **Include Job's item counts** check box to include an **Items to Process (Success/Error/Total)** column in the spreadsheet.
6. Click **Download**.

Tip: If you see any difference between the spreadsheet and the Search Results table, refresh the table and then compare again.

Why doesn't the time zone for a submitted process match the time zone I used to submit or search for the process?

When you submit a process, you can select the time zone to use to define a recurring schedule.

You can also click the **Process Options** button and set a time zone just for that submission, which affects for example any parameters and output. When you search by submission time in the Scheduled Processes work area, you can also select a time zone.

But, when showing information about processes that were already submitted, the work area always reflects the time zone you set in your preferences. For example, this applies to the scheduled start time you see in the Search Results table and the Process Details tab. If you change your preferences, you can see the change in the Scheduled Processes work area next time you sign in.

Why don't notifications reflect my language or time zone?

All notifications for scheduled processes are in English and show times in UTC, no matter what language and time zone you have in your preferences.

This applies to notifications you get when you select the **Notify me when this process ends** check box. Or, when you set up notifications in the Notifications tab when you're submitting the process in Advanced mode.

Can I get notified every time a process within a process set ends?

No, notifications are sent only when the entire process set ends, not when each process within the set ends.

What happens to processes scheduled by a user who is no longer here?

If a user is inactive, for example because they left the company, the processes they submitted on a recurring schedule won't run.

For security reasons, it's best that you cancel that submission and schedule a new one if still needed. The same situation applies to users who are locked or failed to authenticate.

Where to Find Information About Common Scheduled Processes

Here are many of the scheduled processes that are available as part of common features.

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Approvals and Workflow

- Archive Transaction Console Completed Transactions
  See: *Archive and Purge Transactions*
- Create Search Index for Worklist
  See: *Set Up the Approvals Work Area*
- Employee Vacation and Delegation Rules Report
  See: *Review Employee Vacation and Delegation Rules*
- Extract Workflow Tasks for Archive
  See: *How Workflow Tasks Are Archived and Purged*
- Process Translations for Workflow Tasks Archive
  See: *How Workflow Tasks Are Archived and Purged*
- Refresh Transaction Administrator Console Transaction Status
  See: *Automatically Refresh Transaction Statuses*
- Run Reassign Pending Approvals for Terminations and Correct Invalid Supervisor Assignments Process
  See: *How You Can Regularly Reassign Pending Approvals for Workers That Become Inactive*
- Synchronize Notifications in Global Header
  See: *Synchronize Notifications in the Global Header and Home Page with Workflow Tasks*
- Upload Workflow Task Attachments for Archive
  See: *How Workflow Tasks Are Archived and Purged*

Business Intelligence

- Create Rules XML File for BI Extender Automation
  See: *Overview of the Essbase Rule File and Cubes*
- Import Oracle Fusion Data Extensions for Transactional Business Intelligence
  See: *Overview of Flexfield Change Import*

Diagnosis and Synchronization of Application Data

- Diagnose and Synchronize Application Data
  See: *Diagnose and Synchronize Application Data*

Flexfields

- Upload Comma-Separated Value Files for Import Process
  See: *Upload Comma-Separated Value Files for Import Process*

- Upload Value Set Values

  See: *Upload Value Set Values Process*

Import

- Load Interface File for Import

  See: *Load Interface File for Import Process*

Search

- ESS job to create index definition and perform initial ingest to OSCS

  See: *What do I do if I get errors about enabling the search extension framework?*

  See: *What do I do if I get errors stating that the Oracle Search Cloud Service or OSCS isn't reachable?*

- ESS job to run Bulk ingest to OSCS

  See: *Enable Search Extension Framework*

- ESS process to check Search Cloud Service availability

  See: *What do I do if the process for creating indexes keeps failing?*

  See: *What do I do if I get errors stating that the Oracle Search Cloud Service or OSCS isn't reachable?*

Security

- Import User and Role Application Security Data

  See: *Configure the Security Console*

- Import User Login History

  See: *Schedule the Import User Login History Process*

- Inactive Users Report

  See: *Inactive Users Report*

- Locked Users

  See: *View Locked Users and Unlock Users*

- Password Expiry Report

  See: *Password Expiry Report*

- Retrieve Latest LDAP Changes

  See: *Retrieve Latest LDAP Changes*

- Send User Name and Password Email Notifications

  See: *How can I notify users of their user names and passwords?*

- User and Role Access Audit Report

See: *User and Role Access Audit Report*

- User Password Changes Audit Report

  See: *User Password Changes Audit Report*

- User Role Membership Report

  See: *User Role Membership Report*

Trees

- Manage All Trees Operations Centrally

  See: *Copy, Audit, and Flatten Tree Versions Using a Scheduled Process*

Related Topics

- Best Practices for Scheduled Processes in Fusion Applications

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3 Self Service Procurement Scheduled Processes

Import Requisitions

Use the Import Requisitions scheduled process to import requisitions from other systems into Oracle Fusion Cloud Procurement.

When to Use

Use this process periodically when you want to import requisitions from other Oracle applications or external systems into Oracle Fusion Cloud Procurement. Submit the scheduled process from the Purchasing work area.

Privileges Required

- Import Requisition (POR_IMPORT_REQUISITION_PRIV)
- Import Approved Requisition (POR_IMPORT_APPROVED_REQUISITION_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	Run as frequently as required by the business. Typically, businesses like to import requisitions on a daily, weekly, monthly, or quarterly as per business needs.
Time of Day	Any time.
Duration	The runtime of this job varies considerably with the number of transactions available for import. For example, if run every 2 weeks and the volume of requisition entities such as headers, lines, and distributions being imported is less than 100,000, then the run time is expected to be less than 60 minutes. For higher volumes, it may go up to a couple of hours.
Compatibility	There should be only 1 instance of the job running at any one time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Import Source	Optional	Use to match against the records in the interface tables to retrieve the right set of records for processing.	Free Text	No	N/A
Import Batch ID	Optional	Use to match against the records in the interface tables to retrieve the right set of records for processing.	Free Text	No	N/A
Maximum Batch Size	Optional	Use to limit the number of requisition lines that are batch processed. If the parameter isn't specified, the value of 2500 (default) is used as the maximum batch size.	Numerical value not exceeding 2500.	No	N/A
Requisitioning BU	Required	Use to ensure only the records with the specified requisitioning business unit (BU) are processed.	Choice List	No	System defaults the first value in the choice list. Change selection to the desired business unit.
Group By	Required	Use to specify grouping of requisition lines. Choices include: Item, Buyer, Category, Location, Supplier, and None. None means to group all requisition lines together.This field is dependent on the Requisitioning BU field. When you select a requisitioning BU, the value from the business unit's Group Requisition Import By field is displayed as a default value here.	Choice List	No	System uses the value Item by default. Change selection to the desired value.
Next Requisition Number	Optional	Use to specify the next requisition number when none is specified in the requisition header interface table.	Free Text	No	N/A
Initiate Approval after Requisition Import	Required	Set the value to Yes if you want imported draft requisitions submitted for approval	Yes/No	No	No (default value)

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		immediately after the process completes.			
Error Processing	Required	Select from the possible values All or Partial.All: The default value for this parameter. A requisition is created only if all the lines from the interface header pass validation.Partial: A requisition is created with only the lines that pass validation, even though some lines fail validation.	All/Partial	All	All (default value)

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- The validation error messages that prevented the successful import of requisitions is displayed in the error log.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

Related Topics
- Import Requisitions

Update Preparer and Requester

Use the Update Preparer and Requester scheduled process to update the Preparer (Entered By) user and/or the Requester on requisitions.

When to Use

Use this process when you want to replace the Preparer and / or the Requester on your requisitions due to the fact that the existing assignees on those requisitions are no longer valid (perhaps changed their role or left the organization). You can use this process to:

- Replace a preparer if the requisition contains at least one line that's pending approval.

- Replace a requester if the these conditions are met:
  - Requisition line is pending approval.
  - Approved requisition line that's not associated with a purchase or transfer order.
  - Approved requisition line that's associated with a Purchase Order line schedule with status not finally closed, or canceled

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    o Purchase Order Distribution line with schedule status not finally closed, or canceled.

    o Purchase Order Distribution line that's a part of a change order with status not canceled or processed.

- Replace a change initiator on Purchase Orders with status not canceled or processed, and that were initiated by a preparer.

Privileges Required

- Manage Requisitions (POR_MANAGE_REQUISITION_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	Run as frequently as required by the business. Typically, businesses like to update the Preparer and Requester when the organization has to replace that user because of a change in their role or them leaving the organization.
Time of Day	Any time.
Duration	This isn't usually expected to be a very high volume process. There are no specific guidelines we recommend for the same.
Compatibility	There should be only 1 instance of the job running at any one time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Requisitioning BU	Optional	Use to update requisitions in a specific business unit, which is the business unit in which the requisitions were created.	Choice List. Defaults to the first value in the choice list.	No	N/A
Import Batch ID	Optional	Use to match against the records in the interface tables to retrieve the right set of records for processing.	Free Text	No	N/A
Person to Be Replaced	Required	Use to select a user other than the signed-in user. System	List of Values	No	N/A

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		defaults to the signed-in user and in a Read-only mode if the following privilege is not present for the current user: POR_REASSIGN_REQUI and Duty: POR_REQUISITION_RE/			
Replacement	Required	Use to select the user to whom the requisitions must be reassigned.	List of Values	No	N/A
Restart Approval Task After Submission	Optional	Use to indicate if you wish to restart approvals for requisitions that are currently in Pending Approval status.	Choice List	No	No (default value)

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- The validation error messages that prevented the successful import of requisitions is displayed in the error log.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

Related Topics
- How You Update Preparer and Requester

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4 Supplier Model Scheduled Processes

Import Suppliers

File Based Data Import uses this scheduled processes to create or update suppliers.

Import Suppliers: To create or update suppliers profile.

When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or
- Update suppliers and child objects.

Privileges Required

To import suppliers, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
		as New or Rejected respectively. Select All to import both types of supplier records.			
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.

- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.

- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.

- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Import Supplier Addresses

File Based Data Import uses this scheduled processes to create or update suppliers.

Import Supplier Addresses: To create or update supplier addresses.

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When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or

- Update suppliers and child objects.

Privileges Required

To import supplier addresses, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.
- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.
- Any interactive warning validations are NOT performed.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.
- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.
- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.
- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Import Supplier Contacts

File Based Data Import uses this scheduled processes to create or update suppliers.

Import Supplier Contacts: To create or update supplier contacts.

When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or
- Update suppliers and child objects.

Privileges Required

To import supplier contacts, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

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Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.

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- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.

- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.

- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Import Supplier Sites

File Based Data Import uses this scheduled processes to create or update suppliers.

Import Supplier Sites: To create or update supplier sites.

When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or

- Update suppliers and child objects.

Privileges Required

To import supplier sites, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.

- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.

- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.

- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

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Import Supplier Site Assignments

File Based Data Import uses this scheduled processes to create or update suppliers.

Import Supplier Site Assignments: To create or update supplier site assignments.

When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or

- Update suppliers and child objects.

Privileges Required

To import supplier site assignments, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.

- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.

- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.

- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Import Supplier Business Classifications

File Based Data Import uses the following scheduled processes to create or update suppliers.

Import Supplier Business Classifications: To create or update supplier business classifications.

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When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or

- Update suppliers and child objects.

Privileges Required

To import supplier business classifications, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.
- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.
- Any interactive warning validations are NOT performed.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.
- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.
- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.
- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Import Supplier Products and Services Categories

File Based Data Import uses the following scheduled processes to create or update suppliers.

Import Supplier Products and Services Categories: To create or update supplier products and services categories.

When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or
- Update suppliers and child objects.

Privileges Required

To import supplier products and services categories classifications, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

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Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.

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- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.

- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.

- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Import Supplier Attachments

File Based Data Import uses the following scheduled processes to create or update suppliers.

Import Supplier Attachments: To create or update supplier attachments.

When to Use

For the initial load of suppliers from legacy application to Oracle Cloud to create a large number of suppliers, or to update the profile for large number of suppliers, the File Based Data Import uses the import suppliers job that will do the following:

- Create suppliers and child objects, or

- Update suppliers and child objects.

Privileges Required

To import supplier attachments, you must have this privilege (POZ_IMPORT_SUPPLIER_PRIV) or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Time of Day	Any time.
Compatibility	There can be multiple instances of the job running at any time when the import suppliers job is run for different batches.

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Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Import Options	Optional	To import new or rejected supplier records in the interface table, select the import options as New or Rejected respectively. Select All to import both types of supplier records.	N/A	None	N/A
Report Exceptions Only	Optional	If you want the output report of the import suppliers job to publish only rejected records, select the value of report exceptions only parameter as Yes.	N/A	None	N/A
Batch ID	Optional	To import a specific group of suppliers from the interface table, enter the value of batch ID parameter as available for these supplier records in the interface table.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import suppliers forecast operation on the Scheduled Processes UI or the Import Suppliers UI.

- The validation errors and warning messages that prevented the importing of suppliers are displayed in the job's output report.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

- If the job errors due to validations on supplier records, identify the attribute values that caused errors, update the values in the FBDI template, load the file with updated supplier profile and re-run the job.

- If the job takes more than expected time to complete, run multiple jobs in batches of maximum of size 20000 records.

- Use an attribute's value as #NULL if the need is to null out that attribute's value in the supplier profile.

Inactivate Suppliers

Use the inactivate suppliers scheduled process to inactivate suppliers that have no sourcing, purchasing or invoicing transactions in a time period, or suppliers that are marked as one-time and have been paid at least once.

As a supplier administrator, I want the ability to automatically identify and inactivate suppliers that are no longer active.

If a supplier has no sourcing, purchasing or invoicing documents in a configured time period, or the supplier is a one-time supplier and has been paid once, the inactivate suppliers job will do the following:

- Stamp current date as the inactive date for such suppliers, and

- Provide an output report that helps identify suppliers that could not get inactivated due to error in updating their profile.

When to Use

To keep your supply base current, you must identify and inactivate suppliers that you are no longer doing business with. You must also inactivate suppliers that were created as one-time and have received a payment.

We recommend that you configure the inactivate suppliers job to identify such suppliers and inactivate them automatically in the background thus reducing the overhead of supplier administrators and also provide an improved supplier search experience that filters out inactive suppliers.

Privileges Required

To inactivate suppliers, you must have this privilege (ORA_POZ_AUTO_INACTIVATE_SUPPLIERS_PRIV), this privilege (POZ_IMPORT_SUPPLIER_PRIV), or this privilege (FND_MANAGE_SCHEDULED_PROCESSES_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	If you are using the application for a long period, the first job run will result into large record updates. Execute the first job as single instance and then schedule the next runs on monthly basis.
Time of Day	After work hours.
Duration	Typically less than 2 minutes.
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time.

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Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combination Required	Notes
Suppliers with No Transactions	Optional	To inactivate suppliers with no recent purchase orders, invoices and sourcing transactions, one needs to submit the job with the suppliers with no transactions parameter as Yes.	N/A	None	N/A
Months Since Last Transactions	Optional	Enter the number of months to identify suppliers with no transactions as a value for the months since last transactions parameter.	N/A	If the suppliers with no transactions parameter is selected as Yes, one must enter a value for this parameter.	N/A
Paid One-Time Suppliers	Optional	To inactivate one-time suppliers who received at least one payment, one needs to submit the job with the paid one-time suppliers parameter as Yes.	N/A	None	N/A
Generate inactivation list only	Optional	To review the list of suppliers to be inactivated based on the specified parameters before inactivating the suppliers, one needs to submit the job with the generate inactivation list only option selected.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the inactivate suppliers operation on the scheduled processes UI.
- The validation errors and warning messages that prevented the supplier inactivation are displayed in the job's output report.
- Any interactive warning validations are NOT performed.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.
- If the job fails, check the error log output to find the error encountered during the job run.

5 Supplier Qualification Management Scheduled Processes

Requalify Supplier Qualifications

Use the Requalify Oracle Supplier Qualifications scheduled process to requalify qualifications or assessments that are eligible for requalification.

When to Use

Use this process when you want to requalify qualifications that are expiring or expired so that requalification initiatives are created; or when you want to requalify qualifications with new question responses, or assessments with new qualification available so that new qualifications/assessments with the latest information are created in this process.

Privileges Required

To requalify supplier qualifications, you must have this privilege, (ORA_POQ_SUPPLIER_QUALIFICATION_ADMINISTRATION_DUTY). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Frequency	As needed. If you schedule this process to run periodically (e.g. weekly), you can fully automate the requalification process.
Time of Day	Any time.
Duration	Typically, less than 5 minutes. The duration may go up to 10-20 minutes if the number of qualifications or assessments is high.
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time.

Parameters

None.

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Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- The validation errors and warning messages that failed the requalification of qualifications will be displayed in the Manage Automation Errors page in Supplier Qualifications.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

Related Topics
- How You Automatically Requalify Qualifications
- Automatic Processing of Supplier Responses
- Create a Qualification Model

Perform Automated Tasks for Supplier Qualifications

Use the Perform Automated Tasks for Supplier Qualifications scheduled process to send questionnaire reminders or close questionnaires automatically.

When to Use

Use this process when you want to send automatic reminders on a predefined schedule to those who haven't responded to survey questionnaires and when you want to close your surveys automatically when the predefined close date is reached, or when a response threshold is met.

Privileges Required

To perform automated tasks, you must have this privilege, (POQ_PERFORM_SUPPLIER_QUALIFICATION_AUTOMATED_TASKS_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Frequency	Everyday. You should schedule this process to run everyday to achieve the goals of closing survey questionnaires on the target close date or send out response reminders in a timely manner.
Time of Day	Any time.
Duration	Typically, less than 5 minutes. The duration may go up to 10-20 minutes if the number of qualifications or assessments is high.

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Specification	Description
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time.

Parameters

None

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- No validation errors and warning messages.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

Related Topics
- How You Automatically Send Survey Questionnaire Reminders and Close Response Period

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6 Spend Classification Scheduled Processes

Import Purchasing Categories into Spend Classification

Use the Import Purchasing Categories into Spend Classification scheduled process to extract purchasing categories from procurement cloud to spend classification.

Be sure to set the level for purchasing taxonomy in spend classification to 1.

When to Use

Use this process when you want to reuse the categories defined in purchasing or modify them in spend classification to achieve your categorization goals.

Privileges Required

- Administer Spend Classification Application (POI_ADMINISTER_SPEND_CLASSIFICATION_PRIV)
- Manage Spend Classification Batch (POI_MANAGE_SPEND_CLASSIFICATION_BATCH_PRIV)
- View Spend Classification Work Area (POI_SPEND_CLASSIFICATION_WORKAREA_PRIV)

Specifications

Review these specifications before you set up the scheduled process.

Specification	Description
Job Type	Ad hoc.
Frequency	As required, usually during spend classification implementation. Keep in mind that if you made any changes to the purchasing taxonomy in spend classification, those changes will be overwritten by the categories from Oracle Purchasing when this process is run.
Time of Day	Any time.
Duration	Typically, less than 5 minutes. The duration may go up to 10-20 minutes if the number of categories is high.
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time.

Parameters

None.

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

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- The validation errors and warning messages that prevented the classification of categories is displayed in the error log.

- Any interactive warning validations aren't performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

Related Topics
- Overview

Start Spend Classification

Use the Start Spend Classification scheduled process to begin the process of classifying spend data.

If the number of transactions available for classification is greater than 100,000 then multiple batches are automatically created to accommodate all the transactions, eliminating the need for creating multiple batches manually.

When to Use

Use this process periodically when you want to classify the different types of spend transactions. Submit the scheduled process to classify spend data, without having to navigate to the spend classification work area.

Privileges Required

- Administer Spend Classification Application (POI_ADMINISTER_SPEND_CLASSIFICATION_PRIV)

- Manage Spend Classification Batch (POI_MANAGE_SPEND_CLASSIFICATION_BATCH_PRIV)

- View Spend Classification Work Area (POI_SPEND_CLASSIFICATION_WORKAREA_PRIV)

Specifications

Review these specifications before you set up the scheduled process.

Specification	Description
Job Type	Ad hoc or scheduled.
Frequency	Run as frequently as required by the business. Typically, businesses like to classify their spend transactions fortnightly, monthly, or quarterly as per business needs.
Time of Day	Any time.
Duration	Run time of this job varies considerably with the number of transactions available for classification. For example, if run every 2 weeks and the volume of invoices being classified is less than 100,000 then the run time is expected to be less than 60 minutes. For higher volumes, it may go up to a couple of hours.
Compatibility	If using the same knowledge base, there should be only one instance of the job running at any one time. Even if you are using multiple knowledge bases, separate the schedules so that the processes don't overlap each other.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Data Set	Required	Group of unclassified or misclassified spend transactions that needs to be categorized or re-categorized using spend classification.	The parameter values are: • Purchase orders • Payable invoices • Requisitions • Expenses • All user-defined data sets with the purpose Classification	None	N/A
Business Unit	Required if you set the Data Set parameter to a data set that is available (seeded data set) with the application. Otherwise, it's optional.	Name of the business unit for which data needs to be classified.	Name of the business unit.	None	Required if data set is one of: • Purchase orders • Payable invoices • Requisitions • Expenses
Knowledge Base	Required	The knowledge or patterns present in a data set. The knowledge base is created as a result of training the machine learning engine.	User-defined knowledge base with the status Complete.	None	N/A
Batch Name	Optional	Name given to the group of transactions that is being classified.	Free text	None	If left blank, batch number, which is a unique identifier generated by the system will be assigned as batch name.
Transactions From	Required	Transaction date from which the spend transactions should be classified.	Calendar	None	To consider all the transactions available for classification or while scheduling, set a date like 01-Jan-1900.
Transactions Until	Optional	Transaction date till which the spend transactions should be classified.	Calendar	None	To consider all the transactions available for classification or while scheduling set a date like 01-Jan-2090.
Apply Rules	Required	Indicates if rules should be applied while submitting the spend classification process.	Yes or No	None	The default value is No.

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Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- The validation errors and warning messages that prevented the classification of categories is displayed in the error log.

- Any interactive warning validations aren't performed.

- When the program is submitted, you can choose options such as Resubmit, Put on Hold, Cancel Process, Release Process as provided by the scheduled processes UI.

Related Topics

- Overview

Submit Spend Classification

The Submit Spend Classification Jobs scheduled process submits asynchronous processes for actions in Oracle Spend Classification.

This scheduled process is automatically called when the user takes various actions on the Spend Classification interface. These could be actions such as to classify transactions or to create a knowledge base. This process can't be submitted manually.

When to Use

This scheduled process is used for completing different actions taken on the spend classification user interface.

Privileges Required

This scheduled process is initiated automatically and can't be run by the user.

Specifications

Specification	Description
Job Type	Initiated by the system.
Frequency	When the user takes an action on the Spend Classification interface.
Time of Day	Any time.
Duration	Varies depending on the type or action and number of transactions being processed.
Compatibility	No compatibility issues.

Parameters

Values for the parameters in this scheduled process are related to the action type and are passed automatically by the code.

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Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- The validation errors and warning messages that prevented the classification of categories is displayed in the error log. No interactive warning validations are performed by the scheduled process.

Related Topics
- Configuration
- Knowledge Base

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7 Purchasing Scheduled Processes

Import Orders

Use the Import Orders scheduled process to import purchase orders.

When to Use

Use this process when you have to perform these tasks:

- Perform an initial load of purchase orders from your legacy application to Oracle Cloud.
- Import purchase orders from an external application to Oracle Cloud.
- Add new lines to existing purchase orders.

Before you run the Import process, you must first load the relevant information into the appropriate interface using File-Based Date Import (FBDI).

Privileges Required

- Import Purchase Order (PO_IMPORT_PURCHASE_ORDER_PRIV)
- Import Purchasing Document Bypassing Approval (PO_BYPASS_PURCHASE_ORDER_APPROVAL_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process to run at least once per day. The process can be run more than once per day, but you should avoid scheduling processes more frequently than necessary for your business purposes. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the total number of distributions of the orders being imported. File-based data import doesn't support the creation or update of purchasing documents with more than 10,000 distributions. Exceeding 10,000 distributions can cause performance issues and could lead to failures.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

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Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit that these documents should be imported into.	N/A	None	N/A
Default Buyer	Required	Specify the name of the buyer to be used when one isn't included in the import data.	N/A	None	N/A
Create or Update Item	Optional	Select Yes to create an item that doesn't exist or update an existing item.	No Yes	None	N/A
Approval Action	Required	Select one of the following actions: • Do Not Approve: Imports the document in Incomplete status requiring manual interaction. • Submit for Approval: Imports the document and submits it to the approval process after the document is imported. • Bypass Approval: Imports the document in Open (approved) status without going through the approval process.	N/A	None	N/A
Import Source	Optional	Used to match against the records in the interface tables to retrieve the right set of records for processing. For example: Import Source = External Contracts. Use it in conjunction with	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		Batch ID to identify the documents to be loaded to the application tables.			
Batch ID	Optional	Used to match against the records in the interface tables to retrieve the right set of records for processing. For example: Batch ID = 123. Use it in conjunction with Import Source to identify the documents to be loaded to the application tables.	N/A	None	N/A
Default Requisitioning BU	Required	Specify the name of the Requisitioning business unit to be used when one isn't included in the import data.	N/A	None	N/A
Communicate Orders	Optional	Select Yes to have imported purchasing documents communicated to the supplier. Select No to not have imported purchasing documents communicated to the supplier.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import orders operation on the scheduled processes UI.
- The validation errors and warning messages that prevented the import orders are displayed in the error log.
- After you have corrected the validation errors, you can resubmit the process.

Related Topics
- How You Import Purchasing Documents

Import Blanket Agreements

Use the Import Blank Agreements scheduled process to import purchase blanket agreements.

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When to Use

Use this process when you want to perform these tasks:

- Perform an initial load of blanket purchase agreements from your legacy application to Oracle Cloud.

- Import blanket purchase agreements from an external application to Oracle Cloud.

- Add new lines to existing blanket purchase agreements.

- Update selected fields to existing blanket purchase agreements.

Before you run the Import process, you must first load the relevant information into the appropriate interface using File-Based Date Import (FBDI).

Privileges Required

- Import Blanket Purchase Agreement (PO_IMPORT_BLANKET_PURCHASE_AGREEMENT_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process to run at least once per day. The process can be run more than once per day, but you should avoid scheduling processes more frequently than necessary for your business purposes. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the number of lines in the blanket purchase agreements.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit that these documents	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		should be imported into.			
Default Buyer	Required	Specify the name of the buyer to be used when one isn't included in the import data.	N/A	None	N/A
Create or Update Item	Optional	Select Yes to create an item that doesn't exist or update an existing item.	No Yes	None	N/A
Approval Action	Optional	Select one of the following actions: • Do Not Approve: Imports the document in Incomplete status requiring manual interaction. • Submit for Approval: Imports the document and submits it to the approval process after the document is imported. • Bypass Approval: Imports the document in Open (approved) status without going through the approval process.	N/A	None	N/A
Import Source	Optional	Used to match against the records in the interface tables to retrieve the right set of records for processing. For example: Import Source = External Contracts. Use it in conjunction with Batch ID to identify the documents to be loaded to the application tables.	N/A	None	N/A
Batch ID	Optional	Used to match against the records in the interface tables to	N/A	None	N/A

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		retrieve the right set of records for processing. For example: Batch ID = 123. Use it in conjunction with Import Source to identify the documents to be loaded to the application tables.			
Communicate Agreements	Optional	Select Yes to have imported purchasing documents communicated to the supplier. Select No to not have imported purchasing documents communicated to the supplier.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the import blanket agreements operation on the Scheduled Processes UI.
- The validation errors and warning messages that prevented the import blanket agreements are displayed in the error log.
- After you have corrected the validation errors, you can resubmit the process.

Related Topics
- How You Import Purchasing Documents

Import Contract Agreements

Use the Import Contract Agreements scheduled process to import purchase contract agreements.

When to Use

Use this process when you have to perform these tasks:

- Perform an initial load of contract purchase agreements from your legacy application to Oracle Cloud.
- Import contract purchase agreements from an external application to Oracle Cloud.
- Update selected fields to existing contract purchase agreements.

Before you run the Import process, you must first load the relevant information into the appropriate interface using File-Based Date Import (FBDI).

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Privileges Required

- Import Contract Purchase Agreement (PO_IMPORT_CONTRACT_PURCHASE_AGREEMENT_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process to run at least once per day. The process can be run more than once per day, but you should avoid scheduling processes more frequently than necessary for your business purposes. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the number of contract purchase agreements being imported.
Compatibility	There should be only one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit that these documents should be imported into.	N/A	None	N/A
Default Buyer	Required	Specify the name of the buyer to be used when one isn't included in the import data.	N/A	None	N/A
Approval Action	Optional	Select one of the following actions: • Do Not Approve: Imports the document in Incomplete status requiring	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		manual interaction. • Submit for Approval: Imports the document and submits it to the approval process after the document is imported. • Bypass Approval: Imports the document in Open (approved) status without going through the approval process.			
Import Source	Optional	Used to match against the records in the interface tables to retrieve the right set of records for processing. For example: Import Source = External Contracts. Use it in conjunction with Batch ID to identify the documents to be loaded to the application tables.	N/A	None	N/A
Batch ID	Optional	Used to match against the records in the interface tables to retrieve the right set of records for processing. For example: Batch ID = 123. Use it in conjunction with Import Source to identify the documents to be loaded to the application tables.	N/A	None	N/A
Communicate Agreements	Optional	Select Yes to have imported purchasing documents communicated to the supplier. Select No to not have imported purchasing documents communicated to the supplier.	N/A	None	N/A

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes

Troubleshooting Information

- You can view the status of the import contract agreements operation on the Scheduled Processes UI.

- The validation errors and warning messages that prevented the import contract agreements are displayed in the error log.

- After you have corrected the validation errors, you can resubmit the process.

Related Topics
- How You Import Purchasing Documents

Generate Orders

The Generate Orders scheduled process moves approved requisitions for processing into your procurement business unit.

The process also creates purchase orders for those requisition lines requesting products or services set up for touchless buying. At the completion of this process, the requisition lines are either processed into a new purchase order or sent to the buyer's queue for manual processing.

When to Use

Use this process when you have to perform these tasks:

- Process approved imported requisition lines when the Create orders immediately after requisition import option in the Configure Requisitioning Business Function task is deselected.

- Group lines across requisitions, resulting in fewer purchase orders when the Consolidate Requisition into Fewer Orders feature is opted in.

Privileges Required

- Generate Purchase Order (PO_GENERATE_PURCHASE_ORDER_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.

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Specification	Description
Frequency	You are encouraged to schedule the process to run at least once per day. The process can be run more than once per day, but you should avoid scheduling processes more frequently than necessary for your business purposes. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the number of requisition lines to be processed.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit that these documents should be imported into.	N/A	None	N/A
Requisitioning BU	Optional	Specify the name of the Requisitioning business unit to be used when one isn't included in the import data.	N/A	None	N/A
Requisition	Optional	Specify the requisition number to be converted to purchase order	N/A	None	N/A
Schedule Group	Optional	Select the schedule group you want to process. When provided, the job will only select requisitions sourced to agreements with the selected schedule group. If no value selected, only requisitions sourced to agreements without schedule group or not sourced to agreements are processed.	N/A	N/A	Only appears when the Consolidate Requisition into Fewer Orders feature is opted in.

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Troubleshooting Information

- You can view the status of the Generated Orders process on the scheduled processes UI.

- To know why a requisition failed automation, you can run the Touchless PO Creation diagnostic report.

- You can also create an OTBI analysis based on the Procuremet-Requisitions Real Time subject area. The failure reason is displayed in the PO Automation Exception Code column.

Related Topics
- Run Touchless PO Creation Diagnostic Reports

Initiate Retroactive Price Update

Use the Initiate Retroactive Price Update scheduled process to apply price changes from a blanket purchase agreement to purchase order lines sourced from the agreement.

When to Use

Run this process when you want to propagate BPA price updates to the purchase orders sourced to the agreement.

Privileges Required

- Retroactively Price Purchase Order (PO_RETROACTIVELY_PRICE_PURCHASE_ORDER_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process to run at least once per day. The process can be run more than once per day, but you should avoid scheduling processes more frequently than necessary for your business purposes. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the number of purchase order lines needing retroactive pricing.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application. If you want to run more than one instance of this process, then consider spacing them out over a period of time.

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Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	The BU that's responsible for and manages the purchasing transactions for the purchasing document.	N/A	None	N/A
Blanket Purchase Agreement	Required	The specific BPA number for which you want the pricing updated. PO lines that reference the BPA are selected, subject to other settings.	N/A	None	N/A
Item	Optional	An item for which you want the pricing updated.	N/A	None	N/A
Category Name	Optional	A category for which you want the pricing updated.	N/A	None	N/A
Date From	Optional	A date to identify the purchase orders to be updated.	N/A	None	N/A
Communicate Updates	Optional	The communication method is determined by the supplier notification method for the supplier site. Select this check box if you want the updated releases or purchase orders communicated to the supplier.	Yes No	None	N/A

Troubleshooting Information

- You can view the status of the initiate retroactive price update operation on the Scheduled Processes UI.
- After you have resolved the condition preventing the retroactive price updates, you can submit the process.

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- If the price on a purchase order line sourced to the BPA isn't updated, check if these conditions are true:
    - The BPA line's price break type is noncumulative.
    - The PO Line is sourced to the BPA line.
    - The PO line must match any additional criteria specified. Namely, the PO line's item and category must match the values selected.
    - The PO line's BPA revision must be lower than the current BPA's revision number.
    - The PO status is Incomplete, Rejected, Withdrawn, Open, On Hold, Closed, Closed for Receiving, or Closed for Invoicing.
    - The PO doesn't have a pending change order.
    - The PO is neither frozen nor finally closed or canceled.
    - PO line type's purchase basis is Goods.
    - The PO schedule with the lowest schedule number has requested date (or if requested date is blank then creation date) later than the selected Date From.
    - If the Allow manual price update on fulfilled orders option is deselected on the Procurement Business Function Configuration of the BPA's procurement BU, then the PO line must not include any schedules that have been received (if accrued on receipt is selected) or invoiced.
- If any of these conditions aren't met, the purchase line price isn't retroactively updated.

Related Topics
- How Retroactive Price Updates Are Processed

Communicate Purchasing Document

Communicate Purchasing Document scheduled process can either print PDF files of purchase order or communicate them by fax or email to the purchasing document suppliers using the communication preferences indicated in the documents.

When to Use
Use this process when you want to either print or recommunicate purchasing documents. Documents are recommunicated using the communication method specified on the document.

Privileges Required

- Communicate Purchase Order and Purchase Agreement (PO_COMMUNICATE_PURCHASING_DOC_PRIV)

Specifications
Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.

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Specification	Description
Frequency	This process must be used to communicate a single document or to print a range of documents. You are encouraged to schedule the process according to business needs. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the total number of lines in the order.
Compatibility	There must be only one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit that these documents should be imported into.	N/A	None	N/A

Document Selection	Required	Specify the documents to be processed. You can process a specific document or a group of documents according to actions performed on the documents.
		
		• Changed
		   ○ Select only those change order documents that weren't communicated since approval.
		
		• New
		   ○ Select only those new documents that weren't communicated since approval.
		
		• New and Changed
		   ○ Select only those new and change order documents that weren't
			N/A	N/A	None

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
		communicated since approval. • Specified ○ Select the specified document.			
Document Type	Required	Select one of the following document type: • Blanket Purchase Agreement • Contract Purchase Agreement • Purchase Order	N/A	None	N/A
Buyer	Optional	Specify the buyer's name.	N/A	None	N/A
Supplier	Optional	Specify the supplier's name.	N/A	None	N/A
Supplier Site	Optional	Specify the supplier site to restrict the documents to a specific supplier site.	N/A	None	N/A
Sold-to Legal Entity	Optional	Specify the sold-to legal entity. The sold-to legal entity is only applicable when you communicate a single document or change order.	N/A	You must provide a value for Sold-to Legal Entity if Document Type is Purchase Order and Document Selection is set to Specified.	N/A
Document Number	Optional	Specify the document number to communicate a specific document.	N/A	You must provide a value for Document Number if Document Selection is set to Specified.	N/A
Change Order	Optional	Specify the change order to communicate a specific document.	N/A	None	N/A
Printer	Optional	Specify your output device.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the communicate purchasing document operation on the Scheduled Processes UI.

- The validation errors and warning messages that prevented the import contract agreements are displayed in the error log.

- After you have corrected the validation errors, you can resubmit the process.

Related Topics
- What's a purchasing document report template?
- How You Configure Purchasing Document Reports

Reassign Purchasing Document

Use the Reassign Purchasing Document scheduled process to reassign purchasing documents.

When to Use

You can run the scheduled process to reassign purchasing documents from one buyer to another, including purchase agreements, contract agreements, and purchase orders.

To run the scheduled process, use the Reassign Purchasing Documents task, from the Purchase Agreements or Purchase Orders work area.

Privileges Required

- Reassign Purchasing Document (PO_REASSIGN_PURCHASING_DOCUMENT_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process according to business needs. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the number of documents.
Compatibility	There must be only one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

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Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Document Type	Required	Select one of the following document types: • Purchase Agreements • Purchase Orders • Purchase Orders and Agreements	N/A	None	N/A
Procurement BU	Required	Reassign documents for the specified procurement business unit.	N/A	None	N/A
Requisitioning BU	Optional	Reassign documents for a specified requisitioning business unit within the procurement business unit.	N/A	None	N/A
Supplier	Optional	Reassign documents for a specified supplier, within the specified procurement business unit.	N/A	None	N/A
Buyer	Required	Reassign documents from the specified buyer to another specified new buyer.	N/A	None	N/A
New Buyer	Required	Reassign documents from the specified old buyer to this specified new buyer.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the reassign purchasing documents operation on the Scheduled Processes UI.

- The validation errors and warning messages that prevented the import contract agreements are displayed in the error log.

- After you have corrected the validation errors, you can resubmit the process.

Related Topics
- How You Reassign Purchasing Documents

Generate Approved Supplier List Entries

Use the Generate Approved Supplier List Entries scheduled process to create approved supplier list entries for all the items included in a blanket purchase agreement.

When to Use

Run this scheduled process when you want to create approved supplier list entries automatically from blanket agreements to establish the supplier and supplier site on the blanket purchase agreement as an approved supply source.

Privileges Required

- Generate Approved Supplier List Entry (PO_GENERATE_APPROVED_SUPPLIER_LIST_ENTRY_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process to run as needed. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the total number of blanket purchase agreement lines to be processed.
Compatibility	There must be only one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

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Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit for which the approved supplier list entries will be created.	N/A	None	N/A
Supplier	Required	Specify the supplier's name needed to find the agreement.	N/A	None	N/A
Supplier Site	Required	Specify the supplier site needed to find the agreement.	N/A	None	N/A
Agreement	Required	Select the blanket agreement number for the provided procurement BU, supplier, and supplier site.	N/A	None	N/A
Agreement Lines	Required	Select All or New agreement lines to be considered.	N/A	None	N/A
ASL Entry Scope	Required	Select the ASL entry scope: • Global • Ship-to Organization	N/A	None	N/A
Ship-to Organization	Optional	Specify the ship-to organization if ASL entry scope is set to the same.	N/A	You must provide a value for Ship-to Organization if ASL Entry Scope is set to Ship-to Organization.	N/A

Troubleshooting Information

- You can view the status of the generate approved supplier list entries operation on the Scheduled Processes UI.
- The validation errors and warning messages that prevented the import contract agreements are displayed in the error log.
- After you have corrected the validation errors, you can resubmit the process.

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Purge Processed Open Interface Documents

Use the Purge Processed Open Interface Documents scheduled process to purge purchasing document interface records in any status, including those that haven't been processed.

When to Use

Use this scheduled process when you have to purge documents in these statuses:

- Accepted and Rejected
- Accepted
- Rejected
- Stuck In Process
- Unprocessed
- All

This can be done biweekly or bimonthly. For deleting unprocessed and rejected records, purge documents as needed.

Privileges Required

- Purge Purchasing Document Open Interface (PO_PURGE_OPEN_INTERFACE_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	To meet the business need of cleaning the interface data, purge documents set in Accepted and Rejected status. You are encouraged to schedule the process to run as needed. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the total number of contract purchase agreement being purged.
Compatibility	There must be only one instance of the job running at any point of time. This is automatically handled by the application. If you have to run more than one instance of this process, then consider spacing them out over a period of time.

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Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit for which you want to purge document interface records.	N/A	None	N/A
Document Type	Optional	Specify the document type: • Blanket Purchase Agreement • Contract Purchase Agreements • Purchase Order	N/A	None	N/A
Purge Data	Required	Select one of these statuses: ⟳ Accepted and Rejected: Purge records that have been processed and either accepted or rejected. ○ Accepted: Purge records that have been processed and accepted. ○ Rejected: Purge records that have been processed and rejected. ○ Stuck In Process: Purge records that remain marked as in process after the import program ends abnormally. ○ Unprocessed: Purge records that have not yet been processed. ○ All: Purge all records.	N/A	None	N/A
Start Date	Optional	A date used to verify if the interface record was created after the start date specified.	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
End Date	Optional	A date used to verify if the interface record was created before the end date specified.	N/A	None	N/A
Batch ID	Optional	Used to match against the records in the interface tables to retrieve the correct records for purging.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the purge processed open interface documents operation on the Scheduled Processes UI.
- The validation errors and warning messages that prevented the import contract agreements are displayed in the error log.
- After you have corrected the validation errors, you can resubmit the process.

Refresh Document Signature Status

Use the Refresh Document Signature Status scheduled process to retrieve the signature status of all purchasing documents currently sent out for signature and update their status in the application.

When to Use

This scheduled process reviews the status of all in process signature packets for documents requiring signature. Use this process when you want to update the status of documents in the application. This job should be scheduled only if the Enable Electronic Signature for Procurement Documents feature is enabled.

After the scheduled process is run, users of the Purchase Agreements and Purchase Orders work areas can view the following:

- Updated signature status of a purchasing document.
- Updated document signature history.

Privileges Required

- Refresh Purchasing Document Signature Status (PO_REFRESH_PURCH_DOC_SIGNATURE_STATUS_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	Every day. The default setting for this scheduled process is to run every 30 minutes. If needed, you can change the default setup for the scheduled processes to run on a frequency that better meets your organization's needs.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	Runtime of this process varies based on the number of purchasing documents.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application.

Parameters

None.

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- No validation errors and warning messages.

- Any interactive warning validations are not performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

Related Topics
- How You Manage Refresh Document Signature Status

Purge Recent Activity Records

Use the Purge Recent Activity Records scheduled process to purge a user's recent activity records.

When to Use

This process runs automatically everyday at 12:00am UTC. There's no need to run it manually unless you are requested by Oracle technical support.

Privileges Required

- Purge Purchasing Document Recent Activity (PO_PURGE_RECENT_ACTIVITY_PRIV)

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Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	The default setting for this scheduled process is to run once daily at 12:00 am UTC. If needed, you can change the default setup for the scheduled processes to run on a frequency that better meets your organization's needs.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the quantity of purge data.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application.

Parameters

None.

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- No validation errors and warning messages.

- Any interactive warning validations are not performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

Generate BI Publisher Diagnostics Report for Purchasing

Generate BI Publisher Diagnostics Report for Purchasing scheduled process generates diagnostics information for debugging purchasing PDF and notification issues.

When to Use

Use this process when you want to debug PDF and notification issues in purchasing documents. Oracle Analytics Publisher uses two data models, one for each purchasing document report: Purchase Order Data Model, and Purchase Agreement Data Model for this process.

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Privileges Required

- Run BI Publisher Diagnostic Report for Purchasing (PO_RUN_BI_PUBLISHER_DIAG_REPORT_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Scheduled.
Frequency	You are encouraged to schedule the process for a specific document when the pdf or notification doesn't generate. Avoid scheduling the process on a frequency that might overlap. Allow for a lag between the end of each scheduled process and the start of the next scheduled process.
Time of Day	Choose the time of day that doesn't interfere with your daily business activity, such as at the end of the workday, after the end of shifts, after peak transaction activity, or during a lull in transaction activity.
Duration	The runtime of this process varies based on the total number of lines in the document.
Compatibility	There must only be one instance of the job running at any point of time. This is automatically handled by the application. There's no current functional need to run multiple instances of this process at the same time

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Document Report Type	Required	Specify the type of document that has an issue.	Select one of the following documents: • Purchase Agreement PDF • Purchase Order Notification • Purchase Order PDF • Work Confirmation Notification	None	N/A
Sold-to Legal Entity	Required	Specify the sold-to legal entity on the document.	N/A	None	N/A
Document Number	Required	Specify the document number to be debugged.	N/A	None	N/A

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Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Is Document in Draft Status	Required	Specify if the document to be debugged is in draft status.	Select one of the following actions: • Yes • No	None	N/A
Language	Optional	Specify the language for the diagnostics report.	N/A	None	N/A

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.
- No validation errors and warning messages.
- Any interactive warning validations are not performed.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

Configure Basic Enterprise Structure for Procurement

Defines basic enterprise structures for Procurement which includes a procurement business unit, requisitioning business units, an item organization, inventory organizations, and units of measure.

When to Use

This process is intended to run only once manually, during Procurement implementation, to set up the Procurement BU, Requisitioning BU, and associated structures.

Use this process to create a centralized procurement system for indirect, expense-type purchasing.

When you submit the process, these enterprise structure setup tasks are configured automatically, based on existing enterprise structures set up for the organization:

- Creates a new business unit with the procurement business function and configures it as a service provider for all other business units in the organization.
- Configures each business unit with the requisitioning business function.
- Creates an item organization, which is the master inventory organization.
- Creates one inventory organization for each of the other business units.
- Configures the inventory organization parameters and receiving parameters for each inventory organization created.
- Creates a workday shift, pattern, and schedule.
- For the procurement business unit, creates a common content zone and catalog. Provides users in all requisitioning business units access to all agreements and master items while creating requisitions.

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- Creates most used units of measure and their standard conversions.

Privileges Required

- Manage Basic Enterprise Structure for Procurement (PO_MANAGE_BASIC_ENTER_STRUC_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Frequency	Only once to set up the Procurement BU, Requisitioning BU, and associated structures.
Time of Day	Any time.
Duration	Varies.
Compatibility	There must only be one instance of the job running at any point of time. There's no current functional need to run multiple instances of this process at the same time. If you run it more than once, it will create only the delta configuration.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Centralized Procurement Business Unit Name	Required	Specify the name of the Procurement Business Unit that will be used to configure the enterprise structure.	Common Procurement Center	None	N/A
Currency	Required	Specify the currency to be set in the procurement business function configuration.	USD	None	N/A

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

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Re-Create Keyword Search

The Re-create Keyword Search process drops and recreates the keyword search index. It also refreshes the list of autosuggestions.

When to Use

Use this process when the keyword search fails to find newly created purchasing documents or suppliers. The process drops the keyword search indexes for Purchasing or Supplier Models. Once dropped, this process recreates the index and refreshes the list of autosuggestions. You can search the newly created values after the process finishes.

Privileges Required

- Recreate Procurement Keyword Search Index (PO_RECREATE_PRC_KEYWORD_SEARCH_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Ad hoc.
Frequency	No default setting for this process.
Time of Day	Not applicable.
Duration	Less than 5 minutes.
Compatibility	There must only be one instance of the job running at any point of time. There's no current functional need to run multiple instances of this process at the same time.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Application	Optional	Specify the application for which you want to drop and recreate the keyword search index.	The process drops the keyword search indexes for: - Purchasing - Supplier Model The process recreates the keyword search	None	N/A

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
			for the chosen application.		

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

Related Topics
- How the Procurement Keyword Search Index Is Processed

Maintain Procurement Keyword Search Index

Maintain Procurement Keyword Search Index is a scheduled process to refresh the list of autosuggestions for Purchasing.

When to Use

This process automatically runs to rebuild the autosuggestions used for keyword search.

Privileges Required

- Maintain Procurement Keyword Search Index (PO_MAINTAIN_PRC_KEYWORD_SEARCH_INDEX_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Initiated by the application.
Frequency	The default setting for this scheduled process is to run once daily. We recommended not to manually run this process.
Time of Day	The default setting for this scheduled process is to run at 12:00 UTC. We recommended not to manually run this process.
Duration	Less than 5 minutes.
Compatibility	There must only be one instance of the job running at any point of time. There's no current functional need to run multiple instances of this process at the same time.

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Parameters

None.

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

Related Topics
- How the Procurement Keyword Search Index Is Processed

Recalculate Released Amount on Purchasing Agreements

This process identifies agreements pending released amount recalculation. It recalculates the released amount and updates the released amount on agreements.

When to Use

This process automatically runs when there's an agreement locking issue during purchase order approval.

Privileges Required

- Recalculate Released Amount on Purchasing Agreements (PO_RECALCULTE_RELEASED_AMT_PA_PRIV)

Specifications

Review the following before setting up this scheduled process:

Specification	Description
Job Type	Initiated by the application.
Frequency	This scheduled process is automatically initiated during purchase order approval.
Time of Day	This scheduled process is automatically initiated during purchase order approval.
Duration	Less than 2 minutes.
Compatibility	There must only be one instance of the job running at any point of time. There's no current functional need to run multiple instances of this process at the same time.

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Parameters

None.

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.
- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, or Release Process as provided by the Scheduled Processes UI.

Import External Purchase Prices

Use the Import External Purchase Prices scheduled process to create or update external purchase prices from the data in the interface tables.

The records are imported from the interface table as external purchase prices when the header action is Create. The records are imported as change orders when the header action is Update or Cancel.

When to Use

Scheduled the process to run automatically according to the frequency of the interface data being populated. For example, if the data is pushed to the interface from external systems once daily, the Import External Purchase Prices process should be scheduled to run daily after the data is available in the interface.

Privileges Required

Import External Purchase Prices (SCH_IMPORT_EXTERNAL_PURCHASE_PRICES_PRIV)

Specifications

Review these specifications before you set up the scheduled process.

Specification	Description
Job Type	Scheduled. The process can also be submitted manually to process the records with errors after rectifying the errors.
Frequency	The process should be scheduled to run automatically according to the frequency with which the interface data is populated. For example, if the data is pushed to the interface from external systems once daily, the Import External Purchase Prices process should be scheduled to run daily.
Time of Day	After the data in the interface is populated. Preferably, after work hours or during the early hours of the day.
Duration	Typically, less than five minutes.
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time. This process is automatically placed on hold when any of these other External Purchase Prices scheduled processes are running. • Import Purchase Agreements from External Purchase Prices

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Specification	Description
	• Update Item and Category for External Purchase Prices And it automatically resumes after the earlier process is completed.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Batch ID	Optional	• To import a specific batch, submit the process with that batch ID. • When a batch ID is not specified, the interface records for all batches will be imported.	Value of the batch ID.	None	Schedule the process without specifying a batch ID to import the interface record for all batches.
Reprocess Error	Optional	• To reprocess the records in error status, submit the process with Reprocess Error=Yes • To leave out the records in error status from processing, submit the process with Reprocess Error=No	Yes or No	No	Schedule the process with Reprocess Error = No.

Troubleshooting Information

- Records that are successfully imported are deleted from the interface tables. Records with errors are retained in the interface table and will be reprocessed by the next import process.

- The import errors exception card is displayed in the External Purchase Prices work area when errors have occurred during import. From here, you can drill down to the Errors During Import page which lists the error messages with details such as the attributes that caused the error.

- From the Errors During Import page, download the Microsoft Excel template for managing the external purchase prices interface data. This predefined template uses the Oracle Visual Builder Add-in for Excel to download the import errors and interface data from External Purchase Prices to a spreadsheet.

- You can use this template to view the interface headers and lines data. Additionally, you can delete the interface headers or lines and upload the changes back to the External Purchase Prices work area. You can't update the data in the interface tables.

- Once the errors are resolved, the interface records are processed in the next run of the Import External Purchase Prices scheduled process.

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- The recommended maximum number of records that can be processed by the import process is 100,000 lines across multiple headers. If you have more than 100,000 lines in the interface tables, split them into multiple batches and import one batch at a time not exceeding 100,000 lines.

Related Topics
- Import External Purchase Prices
- External Purchase Prices Mappings

Import Purchase Agreements from External Purchase Prices

Use the Import Purchase Agreements from External Purchase Prices scheduled process to create or update purchase agreements from the external purchase prices. All approved external purchase price lines that are effective as of date are created as purchase agreements.

When more than one external purchase price line exists for the same item and unit of measure combination then one of the price lines is selected based on the selection criteria to be created as purchase agreement line.

This process checks for any changes to the external purchase prices after the process was last run and updates the purchase agreements with all the required changes. Depending on the type of changes, it may create a new purchase agreement, or add lines to the existing purchase agreement, update, or end date existing purchase agreement lines. This process will create the records in the purchasing interface tables to create or update purchase agreements. In addition, it will automatically submit the Import Blanket Agreements process to import the records from the interface tables.

When to Use

The process should be scheduled to run automatically at least once daily. You must also schedule this process to run after the Import External Purchase Prices process is completed so that the latest changes to external purchase prices are reflected in the purchase agreements.

Privileges Required

- Import Purchase Agreements from External Purchase Prices SCH_UPDATE_BPA_FROM_EXTERNAL_PURCHASE_PRICES_PRIV)

Specifications

Review these specifications before you set up the scheduled process.

Specification	Description
Job Type	Scheduled.
Frequency	The process should be scheduled to run automatically at least once daily.
Time of Day	After work hours preferably in the early hours of the day. Any future dated external purchase prices that come into effect on the day of the run are pushed to the purchase agreements by this process.

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Specification	Description
	You must also schedule this process to run after the Import External Purchase Prices process is completed so that the latest changes to external purchase prices are reflected in the purchase agreements.
Duration	Typically, less than 10 minutes.
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time. This process is automatically placed on hold when any of these other External Purchase Prices scheduled processes are running. • Import External Purchase Prices • Update Item and Category for External Purchase Prices And it automatically resumes after the earlier process is completed.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required	Notes
Procurement BU	Optional	The Procurement BU for which the purchase agreements are created from external purchase prices.	Procurement BU	No	Schedule the process without specifying a batch id.
Default Buyer	Optional	Name of the default procurement agent for creating the purchase agreements. Ensure that the buyer has access to create and update purchase agreements in the Procurement BU.	Default buyer	No	Schedule the process with Reprocess Error = No.

Troubleshooting Information

- The purchase agreement errors exception card is displayed in the External Purchase Prices work area when errors have occurred during import of purchase agreements. From here, you can drill down to the Errors in Purchase Agreements page which lists the detailed error messages and the attributes that caused the error.

- The External Purchase Prices lines with purchase agreement errors are displayed in error status in the External Purchase Prices page. An exception icon is indicated against external purchase prices that contain error lines in the external purchase prices work area.

- Once the errors are resolved, the interface records are processed in the next run of the Import Purchase Agreements from External Purchase Prices scheduled process.

Related Topics
- Select and Import Purchase Agreements from External Purchase Prices
- Selection Criteria for External Purchase Prices

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Update Item and Category for External Purchase Price Lines

Use the Update Item and Category for External Purchase Prices to automatically update the external purchase price lines with the item and purchasing category, based on the trading partner relationship.

When a trading partner relationship doesn't exist, the process checks if a purchasing category mapping exists for the manufacturer part number. If the mapping is available, the process updates the external purchase price lines with the purchasing category.

When to Use

Run this scheduled process when the item or purchasing category mapping are available for external purchase price lines that were imported without an item or category. This process updates the item and category for these lines. You can also include lines for purchasing using the Include for Purchasing option in the scheduled process.

Privileges Required

Verify that you have the Manage External Purchase Prices (SCH_MANAGE_EXTERNAL_PURCHASE_PRICES_PRIV) privilege.

Specifications

Review these specifications before you set up the scheduled process:

Specification	Description
Job Type	Scheduled. The process can also be submitted manually to process the records with errors after correcting the errors.
Frequency	The process is recommended to be scheduled to run automatically according to the frequency of item or category mappings created for new manufacturer part numbers.
Time of Day	Scheduled for the end of the day, preferably after work hours at 00:00 a.m.
Duration	Typically less than 5 minutes.
Compatibility	There should be only one instance of the scheduled process running at any time and there is no current functional need to run multiple instances of this process at the same time. This process is automatically placed on hold when any of these other external purchase prices scheduled processes are running: • Import External Purchase Prices • Import Purchase Agreements from External Purchase Prices • Update BU Access for Purchase Agreements Created from External Purchase Prices It automatically resumes after the earlier process is completed.

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Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required
Requisitioning BU	Optional	To run this update only for a specific Requisitioning BU, select a Requisitioning BU from the dropdown. When no Requisitioning BU is selected, all the Requisitioning BUs will be taken into account.	Requisitioning BU	No
Include for Purchasing	Optional	To automatically include for purchasing, external purchase price lines for which an item or a purchasing category mapping was found. Include for Purchasing=Yes or it's left blank. To not include for purchasing, external purchase price lines for which an item or a purchasing category mapping was found. Include for Purchasing =No	Yes or No	No
Include Lines with Purchasing Category	Optional	To convert description-based external purchase price lines into lines with item number, Include Lines with Purchasing Category = Yes. The process checks for items that are created for manufacturer parts without an item number even if they are enabled for. If a trading partner relationship exists, the existing line in the external purchase price is canceled and a new line is created for the manufacturer part number along with the item number. If the external purchase price line exists in a purchase agreement, the purchasing agreement line is also updated with the item number. To not convert description-based external purchase price lines into lines with item number, Include Lines with Purchasing Category =No or if it's left blank.	Yes or No	

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Troubleshooting Information

- You can view the status of the item and category update on the scheduled processes UI.

- The validation errors and warning messages about what prevented the item and category update are displayed in the error log.

- Any interactive warning validations are NOT performed.

- When the program is submitted, you can Resubmit, Put on Hold, Cancel Process, Release Process as provided by the Scheduled Processes UI.

Related Topics
- Import External Purchase Prices
- External Purchase Prices Mappings

Update BU Access for Purchase Agreements Created from External Purchase Prices

When the list of requisitioning BUs mapped to a source organization is updated and a new BU is added to the mapping, this scheduled process is automatically submitted by the system.

This process checks if external purchase prices exist for the mapping. If it exists, the BU access of the purchase agreements created for those external purchase prices are automatically updated with the newly added requisitioning business units. If any purchase agreements couldn't be updated due to errors, this scheduled process can be submitted manually after fixing the errors.

When to Use

The process is automatically run when a new BU is mapped to a source organization. It updates the BU access of the purchase agreements created for any external purchase prices.

After you create or modify the mappings, if any purchase agreements couldn't be updated due to errors, the error status is shown for those mappings in the requisitioning BU mapping page. The external purchase prices work area also displays the number of purchase agreements with errors. Drill down from the card to the purchase agreement exceptions page to view the error details. After resolving the errors, update the purchase agreements by manually submitting the scheduled process.

Privileges Required

Verify that you have the Import Purchase Agreements from External Purchase Prices (SCH_UPDATE_BPA_FROM_EXTERNAL_PURCHASE_PRICES_PRIV) privilege.

Specifications

Review these specifications before you set up the scheduled process:

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Specification	Description
Job Type	Initiated by the system. The process can also be submitted manually to process the records in error after rectifying the errors.
Frequency	The process is automatically submitted when new BUs are mapped to the source organization. Only in case of error, you can manually submit it after fixing the errors. It doesn't need to be scheduled.
Time of Day	Scheduled for the end of the day, preferably after work hours at 00:00 a.m and run manually when needed.
Duration	Typically less than 5 minutes.
Compatibility	There should be only one instance of the job running at any one time and there is no current functional need to be able to run multiple instances of this process at the same time. This process is automatically placed on hold when any of these other External Purchase Prices scheduled processes are running. • Import External Purchase Prices • Import Purchase Agreements from External Purchase Prices • Update Item and Category for External Purchase Prices And it automatically resumes after the earlier process is completed.

Parameters

Parameter	Optional or Required	Description	Parameter Values	Special Combinations Required
Requisitioning BU	Mandatory	Select a Requisitioning BU from the dropdown.	Requisitioning BU	No

Troubleshooting Information

- After you create or modify the mappings, if any purchase agreements couldn't be updated due to errors, the error status is shown for those mappings in the requisitioning BU mapping page.

- The external purchase prices work area also displays the number of purchase agreements with errors. Drill down from the card to the purchase agreement exceptions page to view the error details.

- After resolving the errors, you can update the purchase agreements by manually submitting the scheduled process.

Related Topics
- Import External Purchase Prices
- External Purchase Prices Mappings

Mass Replacement of Items and Supply Sources

The Mass Replacement of Items and Supply Sources scheduled process replaces the open purchase orders or purchase order lines with an alternate item or with an alternate supply source.

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It also sends notifications to the requesters of the requisitions backing these purchase order lines informing them about the changes due to the replacement action.

When to Use

This scheduled process is initiated automatically as part of the item replacement task when you perform the replacement actions on the purchase orders through an item replacement guided process.

Privileges Required

This scheduled process is initiated automatically and not by the user.

Specifications

Review these specifications:

Specification	Description
Job Type	Initiated by the system.
Frequency	Whenever replacement is initiated on the open purchase order lines in a replacement task.
Time of Day	Automatic.
Duration	Run time of this process varies based on the volume of open purchase order lines.
Compatibility	There should only be one instance of the Mass Replacement of Items and Supply Sources process running at one time for a replacement task.

Parameters

Parameter values are automatically passed to the scheduled process when it's called from the Manage Purchase Orders page of the item replacement guided process.

Troubleshooting Information

- You can view the status of the process on the Scheduled Processes UI.

- Error and warning messages encountered while running the process are displayed in the process log file.

- When the process is submitted, you have these options as provided on the Scheduled Processes UI: Resubmit, Put on Hold, Cancel Process, Release Process.

Related Topics
- Submit Scheduled Processes and Process Sets
- Overview of Item Replacement

8 Sourcing Scheduled Processes

Import Negotiation Lines

Use the Import Negotiation Lines process to import negotiation lines from external systems into a large negotiation created in Oracle Sourcing.

When to Use

Use this process to add new lines, update or delete existing lines to existing draft large negotiations. The process also supports addition, update and deletion of line level external cost factors, quantity-based price tiers and price breaks. This process can only be used for large negotiations. A large negotiation must be enabled in the negotiation style. Before you run the import process, you must load the relevant information into the appropriate interface tables.

Privileges Required

To import negotiation lines, you must have this privilege, (PON_EDIT_SUPPLIER_NEGOTIATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Depends on the total number of lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being imported.
Compatibility	There should be only one instance of the job running at any one time for a given negotiation. For different negotiations, you can run multiple jobs in parallel (one per negotiation). Application will throw an error if you try to run multiple jobs at the same time for a single negotiation.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
Procurement BU	Required	Specify the name of the Procurement business unit of the negotiation to which	For example: Vision Operations	None	N/A

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
		the lines should be imported into.			
Negotiation	Required	Number or ID of the negotiation to which the lines should be imported into.	For example: Negotiation = 567893	None	N/A
Batch ID	Optional	To import a specific group of lines or line level child entities from the interface table, enter the value of batch ID parameter as available for these records in the interface table.	For example: Batch ID = 123	None	N/A
ORA_PON_LARGE_ ERROR_THRESHOLD	Required	This administrator profile option sets the error threshold for line level validations while importing.	For example: ORA_ PON_LARGE_ERROR_ THRESHOLD = 50	None	N/A
ORA_PON_IMPORT_ NEGOTIATION_LINES_ PARALLEL_REQUESTS	Required	This administrator profile option controls number of parallel requests that can run at a time for import negotiation lines process.	For example: ORA_ PON_IMPORT_ NEGOTIATION_LINES_ PARALLEL_REQUESTS = 10	None	N/A

Troubleshooting Information

- The validation error messages that prevented the importing of lines are displayed in the job's output report.

- If the line level errors are above the threshold (configurable profile option ORA_PON_LARGE_ERROR_THRESHOLD), then you need to identify the values that caused errors, update the original FBDI template, reload the entire records into interface table and re-run the job.

- If the line level errors are below the threshold (configurable profile option ORA_PON_LARGE_ERROR_THRESHOLD) then lines and child entities without any validation issues are successfully imported to the application. In the job's output report, a BAD ROW XLS file is generated with only the lines and child entities that are having validation issues and the error is displayed inline. You just need to fix the issues in the BAD ROW XLS file itself, load only the fixed records in the interface table and re-run the job.

- Specifying #NULL for a given field during UPDATE operation will empty out already existing value in the application table. Read the descriptions in the FBDI import template for more details.

- You can speed up the import process by increasing the value set to profile option ORA_PON_IMPORT_NEGOTIATION_LINES_PARALLEL_REQUESTS. It is generally recommended not to set this value more than 10.

Related Topics
- How You Import Large Negotiation Lines

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Export Award Lines

Use the Export Award Lines process to export supplier responses to large negotiation lines from Oracle Sourcing for analysis and award decision.

When to Use

Use this process for either awarding the negotiation by lines spreadsheet or for exporting the current saved award decision to a spreadsheet for offline analysis. This process can only be used for large negotiations. A large negotiation must be enabled in the negotiation style.

Privileges Required

To export award lines, you must have this privilege, (PON_ANALYZE_NEGOTIATION_RESPONSE). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Depends on the total number of lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being exported.
Compatibility	You can run multiple instances of this export job at any one time for a given negotiation. This job isn't compatible with the processes, that is, application will throw an error if you try to run this export job when any of these jobs are either already scheduled or running on the negotiation: • Import Award Lines • Award Supplier Response • Submit Response

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
Line Range	Optional	Specify the negotiation's from-line number and	For example: Line Range = 10 - 50100	None	N/A

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Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
		the to-line number for exporting. If nothing is specified, all negotiation lines will be exported.			
Responses	Required	Radio button group to choose either all active supplier responses or only shortlisted responses.	N/A	None	N/A

Troubleshooting Information

- Once the job succeeds, the job output contains the link to download the generated award lines spreadsheet.
- Using the Line range, you can export award line information in smaller batches for easier analysis.

Related Topics
- How You Import Large Negotiation Lines

Import Award Lines

Use the Import Award Lines process to import large negotiation award information from lines spreadsheet into Oracle Sourcing.

When to Use

Use this process for awarding the negotiation by line by importing the award decision from the lines' spreadsheet into the application. This process can only be used for large negotiations. A large negotiation must be enabled in the negotiation style.

Privileges Required

To import award lines, you must have this privilege, (PON_AWARD_SUPPLIER_NEGOTIATION). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.

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Specification	Description
Time of Day	Based on your business needs.
Duration	Depends on the total number of lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being imported.
Compatibility	You can run only instance of this import job at any one time for a given negotiation. This job is also not compatible with the processes, that is, application will throw an error if you try to run this import job when any of these jobs are either already scheduled or running on the negotiation: • Create New Round • Export Award Lines • Award Supplier Response • Submit for Award Approval

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
File Name	Required	Browse and select the file to be imported	N/A	None	N/A

Troubleshooting Information

- If there any errors in the import file, the import process errors out and the validation messages are displayed in the job's output report.

- In case of large number of lines, for easier decision-making, you can export the lines in smaller batches and import the award decision for each batch separately.

Related Topics
- How You Import Large Negotiation Lines

Import Response Lines

Use the Import Response Lines process to import lines from supplier's response into a large negotiation created in Oracle Sourcing.

When to Use

Use this process to upload or update response into a large negotiation. The process also supports responding to line child entities – external cost factors, line level attributes, quantity based price tiers and price breaks. As a supplier bidder, you can use this process to update response by adding prices against line items in the response spreadsheet

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and uploading into Oracle Fusion Sourcing. As a category manager, you can use this process to upload surrogate response on behalf of a supplier bidder. A large negotiation must be enabled in the negotiation style.

Privileges Required

To import response lines, you must have either of these privileges, (PON_CREATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) or (PON_CREATE_SURROGATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Depends on the total number of response lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being imported.
Compatibility	There should be only one instance of the job running at any one time for a given response. For different responses, you can run multiple jobs in parallel (one per response). Application will not allow to run multiple instances of the job at any one time for a given response.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
File Name	Required	Browse and select the file to be imported.	N/A	None	N/A

Troubleshooting Information

- The validation error messages that prevent the importing of lines are displayed in the job's output report.

- When the process is submitted, you can cancel the process.

Export Response Lines

Use the export response lines scheduled process to export negotiation lines for a large negotiation from Oracle Fusion Sourcing to response lines spreadsheet for suppliers to start bidding.

When to Use

Use the export response lines scheduled process to export response lines spreadsheet in a negotiation. As a supplier bidder, you can use this spreadsheet to create a response to a negotiation by adding price against line items. As a category manager, you can use this spreadsheet to create surrogate response on behalf of a supplier bidder. A large negotiation must be enabled in the negotiation style. Before you run the export response lines process, you must have a draft response created and a unique response number generated.

Privileges Required

To export response lines, you must have either of these privileges, (PON_CREATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) or (PON_CREATE_SURROGATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) privilege. If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Depends on the total number of response lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being imported.
Compatibility	There should be only one instance of the job running at any one time for a given response. For different responses, you can run multiple jobs in parallel (one per response). Application will not allow to run multiple instances of the job at any one time for a given response.

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
Line Range	Optional	Specify the response's from-line number and the to-line number for exporting. If nothing is specified, all response lines will be exported	For example: Line Range = 10 - 50100	None	N/A

Troubleshooting Information

- When the process is submitted, you can cancel the process.

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Award Supplier Response

Use the Award Supplier Response process to award the entire negotiation to a single supplier response.

When to Use

Use this process to award the entire negotiation to a single supplier response. Once the process is completed, the new updated award decision is saved, award progress percent and savings are re-calculated accordingly. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To award supplier response, you must have either of these privileges, (PON_AWARD_SUPPLIER_NEGOTIATION_PRIV) or (PON_AWARD_SUPPLIER_NEGOTIATION_OWNED_BY_SELF_PRIV). If you don't have either of these privileges assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only one instance of this job at any one time for a given negotiation. This job is also not compatible with these processes, that is, application will throw an error if you try to run this job when any of these jobs are either already scheduled or running on the negotiation: • Create New Round • Export Award Lines Spreadsheet • Import Award Lines Spreadsheet • Submit for Award Approval

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics
   • Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

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Create Amendment

Use the Create Amendment process to create an amendment to an active large negotiation.

When to Use

Use this process to create an amendment to an active negotiation. Once the job is successfully completed, a draft amendment is created. You can update the draft and publish the amendment. This process can only be triggered from the Oracle Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To create an amendment, you must have this privilege, (PON_CREATE_SUPPLIER_NEGOTIATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only one instance of this job at any one time for a given negotiation. This job is also not compatible with this process, that is, application will throw an error if you try to run this job when this job is either already scheduled or running on the negotiation: • Invite Additional Suppliers

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics
• Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

ORACLE

Create New Round

Use the Create New Round process to create a new round for a large negotiation.

When to Use

Use this process to create a new round to a negotiation. Once the job is successfully completed, a draft new round gets created. You can update the draft and publish the new round. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To create a new round, you must have this privilege, (PON_CREATE_SUPPLIER_NEGOTIATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only one instance of this job at any one time for a given negotiation. This job is also not compatible with these processes, that is, application will throw an error if you try to run this job when any of these jobs are either already scheduled or running on the negotiation: • Import Award Lines • Award Supplier Response • Submit for Award Approval • Import Response Lines (Surrogate Response) • Submit Response (Surrogate Response)

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

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Disqualify Supplier Response

Use the Disqualify Supplier Response process to disqualify an active response in a large negotiation.

When to Use

While disqualifying a response, this process is triggered only when the Rank Indicator for the negotiation is either set to 1,2,3, and so on, or Best or trailing. When Rank Indicator is set to No indicator displayed, this process is not triggered. Once triggered, this process disqualifies supplier response, updates the line level ranking for all the lines and sends a notification to the respective supplier contact. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To disqualify supplier response, you must have either of these privileges,
(PON_CREATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) or
(PON_CREATE_SURROGATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV).

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given response. For different responses, you can run multiple jobs in parallel (one per response). Application will throw an error if you try to run multiple jobs at the same time for a single response.

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics

- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

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Generate Response Document

Use the Generate Response Document process to generate offline document for supplier responses submitted for large negotiation.

When to Use

This process is used by both buyers and suppliers to generate response documents for offline reference. This process generates response document in a zip format containing 2 files. The .PDF contains the contains all the response information and the .CSV spreadsheet contains only lines details. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To generate a response document, you must have either of these privileges,
(PON_CREATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) or
(PON_CREATE_SURROGATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV).

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run multiple jobs at the same time for a single response. For different responses, you can run multiple jobs in parallel (one per response). Application will throw an error if you try to run multiple jobs at the same time for a single response.

Troubleshooting Information

Once the job succeeds, the job output contains the link to download the generated response document.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Generate Negotiation Document

Use the Generate Negotiation Document process to generate offline negotiation document for large negotiation.

When to Use

This process is used by both buyers and suppliers to generate negotiation documents for offline reference. This process generates negotiation document in a zip format containing 2 files. The .PDF contains the negotiation information and the .CSV spreadsheet contains the lines details. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To generate a negotiation document, you must have either of these privileges,
(PON_VIEW_SUPPLIER_NEGOTIATION_SUPPLIER_FACING_PRIV) or (PON_VIEW_SUPPLIER_NEGOTIATION_PRIV).

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	When the negotiation is in draft, you can run only one instance of the job for a given negotiation. Application will throw an error if you try to run multiple jobs at the same time for a single negotiation. After negotiation is published, you can run multiple jobs in parallel for a single negotiation.

Troubleshooting Information

Once the job succeeds, the job output contains the link to download the generated negotiation document.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Invite Additional Suppliers

Use the Invite Additional Suppliers process to invite additional suppliers for a large negotiation after it is published.

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When to Use

Use this process to invite additional suppliers for a large negotiation after it is published. This process generates negotiation invitation notifications with negotiation details as an attachment to all the newly invited suppliers. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To invite additional suppliers, you must have this privilege, (PON_MANAGE_NEGOTIATION_SUPPLIER_INVITATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only one instance of this job at any one time for a given negotiation. This job is also not compatible with the process, that is, application will throw an error if you try to run this job when the job is either already scheduled or running on the negotiation: • Create Amendment

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Notify Award Decision

Use the Notify Award Decision process to communicate the award decision to all the suppliers who participated in the negotiation process.

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When to Use

Use this process to notify all the participated suppliers whether their submitted response received award or not. This process is initiated when you complete negotiation award decision to suppliers. For all the awarded responses, this process also generates awarded line details as a spreadsheet attachment to the notification. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To notify an award decision, you must have this privilege, (PON_COMPLETE_SUPPLIER_NEGOTIATION_AWARD_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given negotiation. For different negotiations, you can run multiple jobs in parallel (one per negotiation). Application will throw an error if you try to run multiple jobs at the same time for a single negotiation.

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Publish Negotiation

Use the Publish Negotiation process to validate and publish a draft large negotiation.

When to Use

Use this process to validate and publish a draft negotiation. This process also generates negotiation invitation notifications to all the invited suppliers. Once published, suppliers can start viewing and submitting responses to the

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negotiation. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To publish a negotiation, you must have this privilege, (PON_SUBMIT_SUPPLIER_NEGOTIATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Depends on the total number of lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being imported.
Compatibility	There should be only one instance of the job running at any one time for a given negotiation. For different negotiations, you can run multiple jobs in parallel (one per negotiation). Application will throw an error if you try to run multiple jobs at the same time for a single negotiation.

Troubleshooting Information

If there any errors in the negotiation, the process errors out and the validation messages are displayed in the job's output report.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Purge Negotiation Interface Records

Use the Purge Negotiation Interface Records process to delete records from the negotiation interface tables. These interface tables are used to import negotiation lines for large negotiations.

When to Use

Use this process to purge records from the negotiation interface tables. Before running Import Negotiation Lines process you need to upload records to these interface tables. In case if you have uploaded erroneous records or for periodic cleaning up of interface tables, you can use the process. You can run this process when needed, or schedule periodic runs (daily, weekly, monthly). This process can only be used for large negotiations. A large negotiation must be enabled in the negotiation style.

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For more information see Import Negotiation Lines, in the Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide.

Privileges Required

To purge negotiation interface records you must have this privilege, (PON_PURGE_NEGOTIATION_INTERFACE_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Depends on the total number of lines and the line level details (external cost factors, quantity-based price tiers, price breaks) being imported.
Compatibility	You can run only one instance of this job at any one time. This job is also not compatible with the process, that is, application will throw an error if you try to run this job when the job is either already scheduled or running for any negotiation: • Import Negotiation Lines

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
Interface Table	Required	Select the name of the interface table from which the records should be deleted.	For example: All, Lines, External Cost Factors, Quantity based price tiers, Price Breaks Default value: All	None	N/A
Records	Required	Select the status of records which needs to be deleted.	For example: All, New, Processed, Rejected, Success Default value: All	None	N/A
Load Request ID	Optional	Number or ID of the Load Interface File for Import process whose interface records needs to be purged.	For example: Load Request ID= 50215	None	N/A
Procurement BU	Optional	Specify the name of the Procurement business unit whose	For example: Vision Operations	None	N/A

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Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
		interface records needs to be purged.			
Negotiation	Optional	Number or ID of the negotiation whose interface records needs to be purged.	For example: Negotiation = 567893	None	N/A
Batch ID	Optional	To delete a specific group of records or line level child entities from the interface table, enter the value of batch ID parameter as available for these records in the interface table.	For example: Batch ID = 123	None	N/A
Purge Data Before	Optional	All records inserted before this date will be purged	For example: Purge Data Before= 30-Dec-2022	None	N/A

Troubleshooting Information

- The output file generated once the process is completed will specify the number of records purged in each table along with any validation messages.

- If the purge process fails, all records that were previously purged during the execution of the job are restored, so you can run the process again to purge the records.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Submit for Award Approval

Use the Submit for Award approval process to raise award approval notifications to the approvers.

When to Use

Use this process to generate award approval notifications. The process also attaches the award decision as an award lines spreadsheet to these notifications. Generated award approval notifications are routed as per approval rules. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

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Privileges Required

To submit for award approval, you must have either of these privileges, (PON_AWARD_SUPPLIER_NEGOTIATION_PRIV) or (PON_AWARD_SUPPLIER_NEGOTIATION_OWNED_BY_SELF_PRIV) privilege. If you don't have it assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only one instance of this job at any one time for a given negotiation. This job is also not compatible with these processes, that is, application will throw an error if you try to run this job when any of these jobs are either already scheduled or running on the negotiation: • Create New Round • Import Response Lines (Surrogate Response) • Submit Response (Surrogate Response) • Import Award Lines • Award Supplier Response

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Submit for Negotiation Approval

Use the Submit for Negotiation Approval process to raise negotiation approval notification to the approvers.

When to Use

Use this process to generate negotiation approval notifications. The process validates the negotiation for any errors before raising the notifications. It also attaches the negotiation document details in a zip format to the notifications.

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Generated negotiation approval notifications are routed as per approval rules. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To submit for a negotiation approval, you must have this privilege, (PON_SUBMIT_SUPPLIER_NEGOTIATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only one instance of this job at any one time for a given negotiation. This job is also not compatible with these processes, that is, application will throw an error if you try to run this job when any of these jobs are either already scheduled or running on the negotiation: • Import Negotiation Lines • Validate Negotiation • Publish Negotiation • Purge Negotiation Interface Records • Generate Negotiation Document

Troubleshooting Information

If there any errors in the negotiation, the process errors out and the validation messages are displayed in the job's output report.

Related Topics
- Oracle Fusion Cloud Procurement: File-Based Data Import (FBDI) for Procurement guide

Submit Response

Use the Submit Response process to submit the supplier response for a large negotiation.

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When to Use

Use this process to validate and submit the supplier response for a large negotiation. As a category manager, you can also use this process to submit surrogate response on behalf of a supplier bidder. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To submit a response, you must have either of these privileges,
(PON_CREATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) or
(PON_CREATE_SURROGATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV).

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of response lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given response. For different responses, you can run multiple jobs in parallel (one per response). Application will throw an error if you try to run multiple jobs at the same time for a single response.

Troubleshooting Information

If there any errors in the negotiation, the process errors out and the validation messages are displayed in the job's output report.

Validate Response

Use the Validate Response process to validate the supplier response for a large negotiation.

When to Use

Use this process to check for any errors in the supplier response before submitting it. As a category manager, you can also use this process to validate surrogate response on behalf of a supplier bidder. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

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Privileges Required

To validate a response, you must have either of these privileges,
(PON_CREATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV) or
(PON_CREATE_SURROGATE_SUPPLIER_NEGOTIATION_RESPONSE_PRIV).

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of response lines and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given response. For different responses, you can run multiple jobs in parallel (one per response). Application will throw an error if you try to run multiple jobs at the same time for a single response.

Troubleshooting Information

If there any errors in the negotiation, the process errors out and the validation messages are displayed in the job's output report.

Validate Negotiation

Use the Validate Negotiation process to validate a draft large negotiation.

When to Use

Use this process to check for any errors before publishing it. Once validated, buyers can publish the negotiation and status becomes active. This process can only be triggered from the Oracle Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To validate a negotiation, you must have this privilege, (PON_EDIT_SUPPLIER_NEGOTIATION_PRIV). If you don't have this privilege assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

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Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of negotiation lines and the line level details (external cost factors, quantity-based price tiers, price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given negotiation. For different negotiations, you can run multiple jobs in parallel (one per negotiation). Application will throw an error if you try to run multiple jobs at the same time for a single negotiation.

Troubleshooting Information

If there any errors in the negotiation, the process errors out and the validation messages are displayed in the job's output report.

Related Topics

- How You Import Large Negotiation Lines

Create Purchasing Documents

Use the Create Purchasing Documents process to generate the purchasing documents to be created for the negotiation award.

When to Use

Use this process to group awarded lines into different purchasing documents based on the criteria such as response number, requisitioning business unit, and sold-to legal entity. After this process generates the purchasing documents to be created, you need to further review and submit, to create the actual documents in the Oracle Purchasing application. This process can only be triggered from the Oracle Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To create purchase orders, you must have this privilege (PO_CREATE_PURCHASE_ORDER_PRIV). To create purchase agreements, you must have this privilege (PO_CREATE_PURCHASE_AGREEMENT_PRIV). If you don't have these privileges assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

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Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines, responses and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given negotiation. For different negotiations, you can run multiple jobs in parallel (one per negotiation). Application will throw an error if you try to run multiple jobs at the same time for a single negotiation

Parameters

Parameter	Optional or Required	Description	Parameter Value	Special Combinations Required	Notes
ORA_PON_CREATE_ PO_MAX_LINES_LIMIT	Required	This administrator profile option sets the upper limit for lines in a purchasing document created from large negotiation award. If this limit is reached, another purchasing document is created for additional lines.	For example: ORA_ PON_CREATE_PO_ MAX_LINES_LIMIT= 10,000	None	The profile option value must not exceed 10,000.

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Submit Purchasing Documents

Use the Submit Purchasing Documents process to create purchasing documents in Oracle Purchasing.

When to Use

Use this process to submit the purchasing documents created from sourcing award to Purchasing. Once the job is successful, the purchasing documents are successfully created in Oracle Purchasing. This process can only be triggered from the Sourcing application when using large negotiations. Large negotiation must be enabled in the negotiation style.

Privileges Required

To submit purchase orders, you must have this privilege (PO_CREATE_PURCHASE_ORDER_PRIV). To submit purchase agreements, you must have this privilege (PO_CREATE_PURCHASE_AGREEMENT_PRIV). If you don't have these privileges assigned already, check with your administrator.

Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines, responses and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	There should be only one instance of the job running at any one time for a given negotiation. For different negotiations, you can run multiple jobs in parallel (one per negotiation). Application will throw an error if you try to run multiple jobs at the same time for a single negotiation

Parameters

None

Troubleshooting Information

If the scheduled process errors out, a log file is generated as an output with the error messages in it.

Reopen Completed Award

Use the Reopen Completed Award scheduled process to reopen an awarded and completed large negotiation.

When to Use

Use this process when one or more of the purchasing documents created for the large negotiation is either canceled or deleted for any reason, and you want to reopen the completed award for changing the award decision and recreating the purchasing documents.

Privileges Required

To reopen completed awards, you must have this privilege (PON_REOPEN_COMPLETED_AWARD_PRIV). If you don't have these privileges assigned already, check with your administrator.

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Specifications

Review these before setting up this scheduled process:

Specification	Description
Job Type	Adhoc
Frequency	Based on your business needs.
Time of Day	Based on your business needs.
Duration	Varies based on the total number of lines, responses and the line level details (external cost factors, quantity-based price tiers, and price breaks) in the negotiation.
Compatibility	You can run only instance of this job at any one time for a given negotiation. This job is also not compatible with these processes, that is, application will throw an error if you try to run this job when any of these jobs are either already scheduled or running on the negotiation: • Cancel Negotiation • Create Purchasing Documents • Cancel Purchasing Document Creation • Submit Purchasing Documents

Parameters

None

Troubleshooting Information

You must cancel or delete all purchasing documents created from the previous award decision if you want to reopen the completed award.

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