

## R12 Oracle Purchasing Fundamentals

**Duración:** 5 Días

### Lo que aprenderá:

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In this course, participants learn how to set up and use R12 Oracle Purchasing to managing the purchasing process.

They learn how to create and manage items, suppliers, requisitions, purchase orders, request for quotations, quotations, and receipts. They also learn how to apply document security, routing and approval methods, as well as how to automate the order creation process.

- Set up and use Oracle Purchasing
- Apply document security
- Create requisitions and purchase orders
- Apply routing and approval methods
- Enter and manage receipts
- Use the Professional
- Buyer's Work Center

### Audiencia:

End Users, Technical Consultant

### Prerequisites:

R12 Oracle E-Business Suite Essentials for Implementers (Recomendados)

Working experience with procurement (Sugeridos)

Thorough knowledge of Oracle Applications (Sugeridos)

### Objetivos del curso:

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- Create purchase requisitions
- Create standard, blanket and contract purchase documents
- Understand how to use the Auto-Create window, Create Releases program and the PO
- Create Documents Workflow process to automate document creation
- Create Standard, Express, Cascade receipts, Substitute receipts, Returns and Corrections
- Set up Pay on Receipt

- Define document approval and routing process
- Define document security and access levels
- Understand the Period Close process for Purchasing
- Understand Purchasing administration
- Describe how the Purchasing process fits into the Procure to Pay lifecycle
- Define and maintain suppliers
- Use the Professional Buyer's Work-center
- Create request for quotations
- Set up and use an approved supplier list and sourcing rules

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**Contenido del curso:**

**Procure To Pay Lifecycle Overview**

Procure to Pay Lifecycle  
Oracle Procure to Pay Process

**Procure to Pay Purchasing Overview**

Overview of Purchasing Process  
Integration with other Oracle Applications

**Locations, Organizations, Units of Measure and Items**

Enterprise Structure  
Defining Locations  
Inventory Organizations  
Establishing Inventory Parameters  
Units of Measure  
Item Categories  
Item Attributes Defining and Maintaining Items

**Suppliers**

Overview of Suppliers  
Supplier Information  
Supplier Site Information  
Managing Suppliers  
Reports  
Financial Options  
Profile Options

**RFQs and Quotations**

Request for Quotation Lifecycle  
Creating and Maintaining Requests for Quotation  
Creating a Supplier List  
Quotations Lifecycle  
Creating and Maintaining Quotations

Reports  
Profile Options

### **Approved Supplier Lists and Sourcing Rules**

Approved Supplier Lists  
Supplier Statuses  
Supplier-Commodity/Item Attributes  
Sourcing Rules  
Profile Options

### **Requisitions**

Requisition Lifecycle  
Notifications  
Requisition Structure  
Creating and Maintaining Requisitions  
Supplier Item Catalog  
Requisition Templates  
Reports  
Profile Options

### **Purchase Orders**

Purchase Order Types  
Purchase Order Components and Record Structure  
Standard Purchase Order Elements  
Contract Purchase Agreements  
Purchase Order Revisions  
Workflow Notifications  
Reports

### **Automatic Document Creation**

Creating Purchase Documents from Requisitions  
Automatic Release Generation  
Workflow Document Creation  
Profile Options

### **Receiving**

Receiving Locations  
Receipt Routing  
Receipt Processing Methods  
Receiving Tolerances  
Entering Returns and Corrections  
Overview of Pay on Receipt  
Reports  
Profile Options

### **Professional Buyer's Work Center**

- Business Benefits of the Buyer's Work Center
- Requisitions in the Buyer's Work Center
- Standard Purchase Orders in the Buyer's Work Center
- Purchase Agreements in the Buyer's Work Center
- Setup
- Implementation Considerations

### **Document Security, Routing and Approval**

- Document Security and Access Levels
- Document Approval - Jobs and Positions
- Position Approval Hierarchies
- Document Types
- Creating Approval Groups
- Reports
- Workflow

### **Purchasing Accounting**

- Overview of Purchasing Accounting
- Closing the PO Period
- Using foreign currency
- Reports
- Setup options

### **Setup Steps**

- Setting Up Document Sequences
- Setting Up Key Profile Options
- Setting Up Descriptive Flexfields
- Defining Purchase Order Matching and Tax Tolerances
- Defining Approval Groups and Assignments
- Defining Purchasing Options
- Setting Up Sourcing Rules and Assignments
- Performing Additional System Administration