IACS Oracle Up-gradation – Purchase Order

User Manual

Version: 1.0

1 Introduction

1.1 Document Structure

This document describes step by step procedure to be followed for Purchase Order process of IACS in Oracle Applications. The document is organized in the following manner:

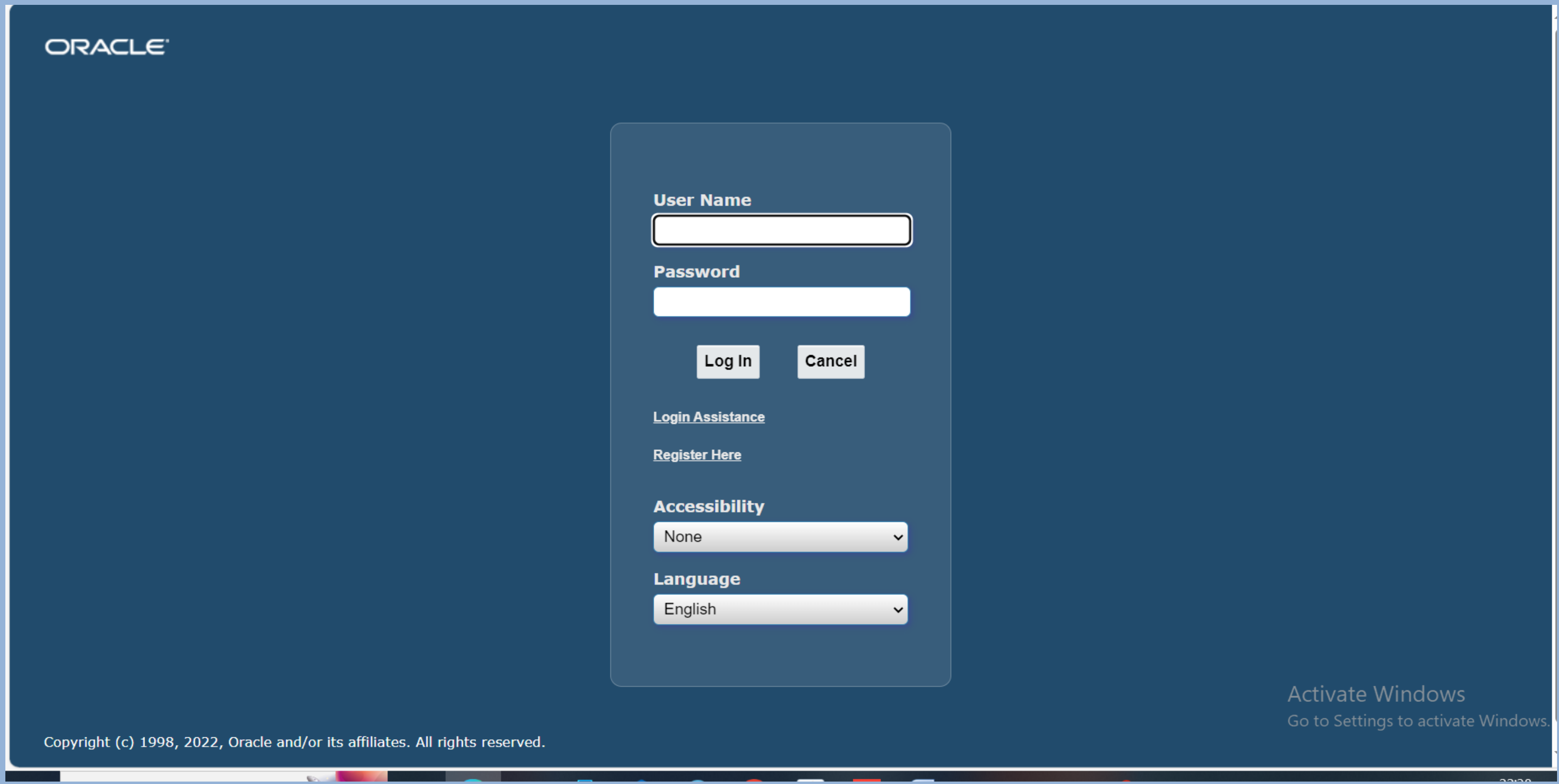
Section 1 covers the document structure along with key business processes of Purchase Order

Section 2 covers the details of key business process flows in Oracle.

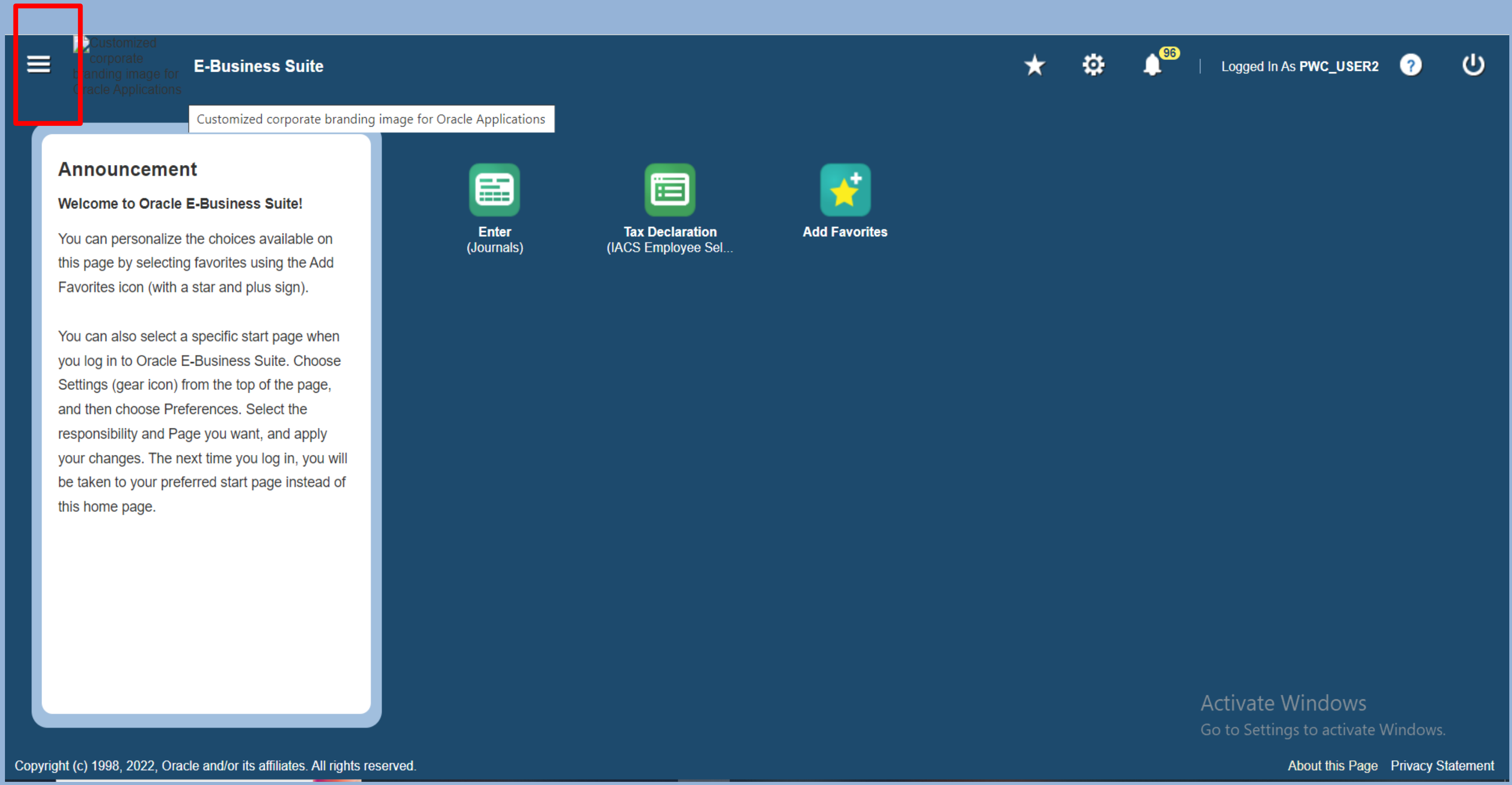
1.2 Key Business Processes

SL.	BUSINESS SCENARIOS	DESCRIPTION
1.	Purchase Order	
1.1	Log In and Open Responsibility	How to login and Open the Requisition Form
1.2	Auto-creation of Purchase Order	Automatically create Purchase Order from an approved Purchase requisition.
1.3	India Localization Taxes	Add India Localization taxes in Purchase Order
1.3	Approve Purchase Order	Approval of Purchase Order
1.4	Cancel Purchase Order	Process of cancelling a purchase order.
1.5	Reassign, Reject and request information Purchase Order	Process of delegating the approval authority and rejection of purchase order. Request for extra information.

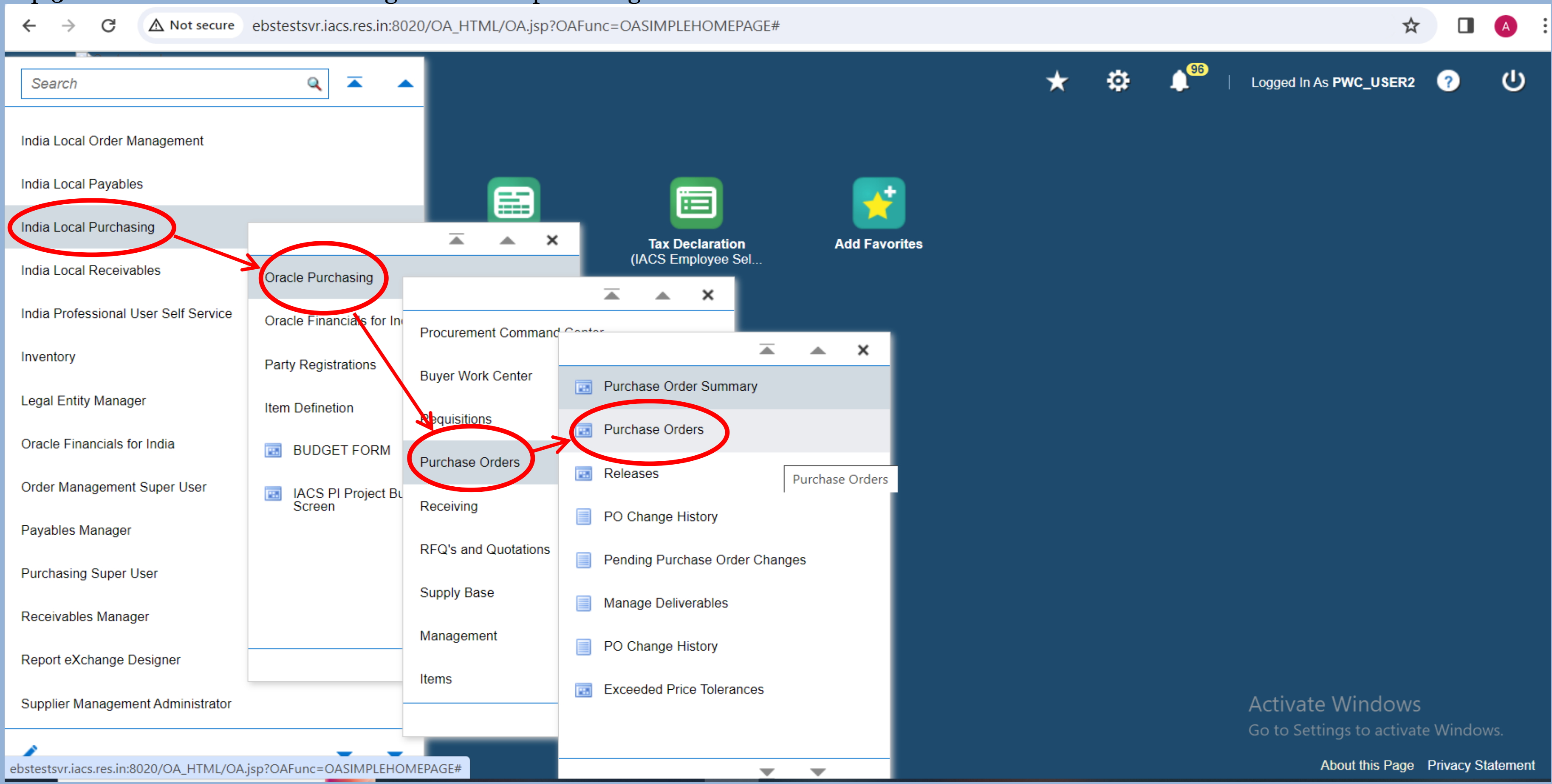
Step 1: Log In using User Id & Password



Step 2 : Click On the Three Lines on the Top Left



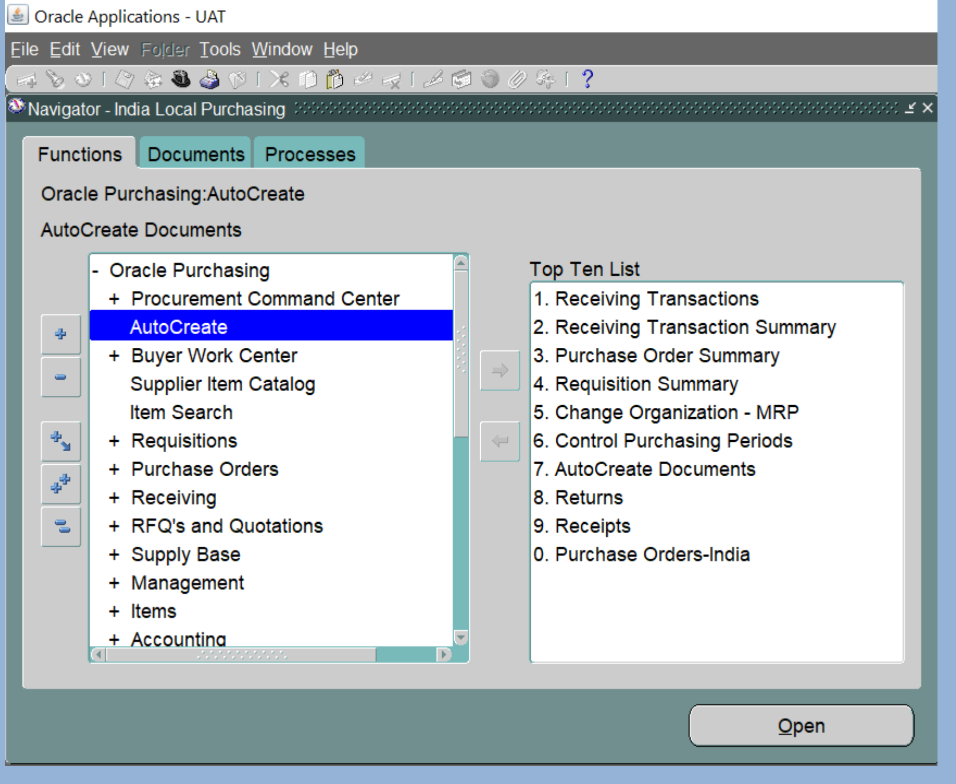
Step 3: Go to India Local Purchasing -> Oracle Uprchasing -> Purchase Order -> Purchase Order



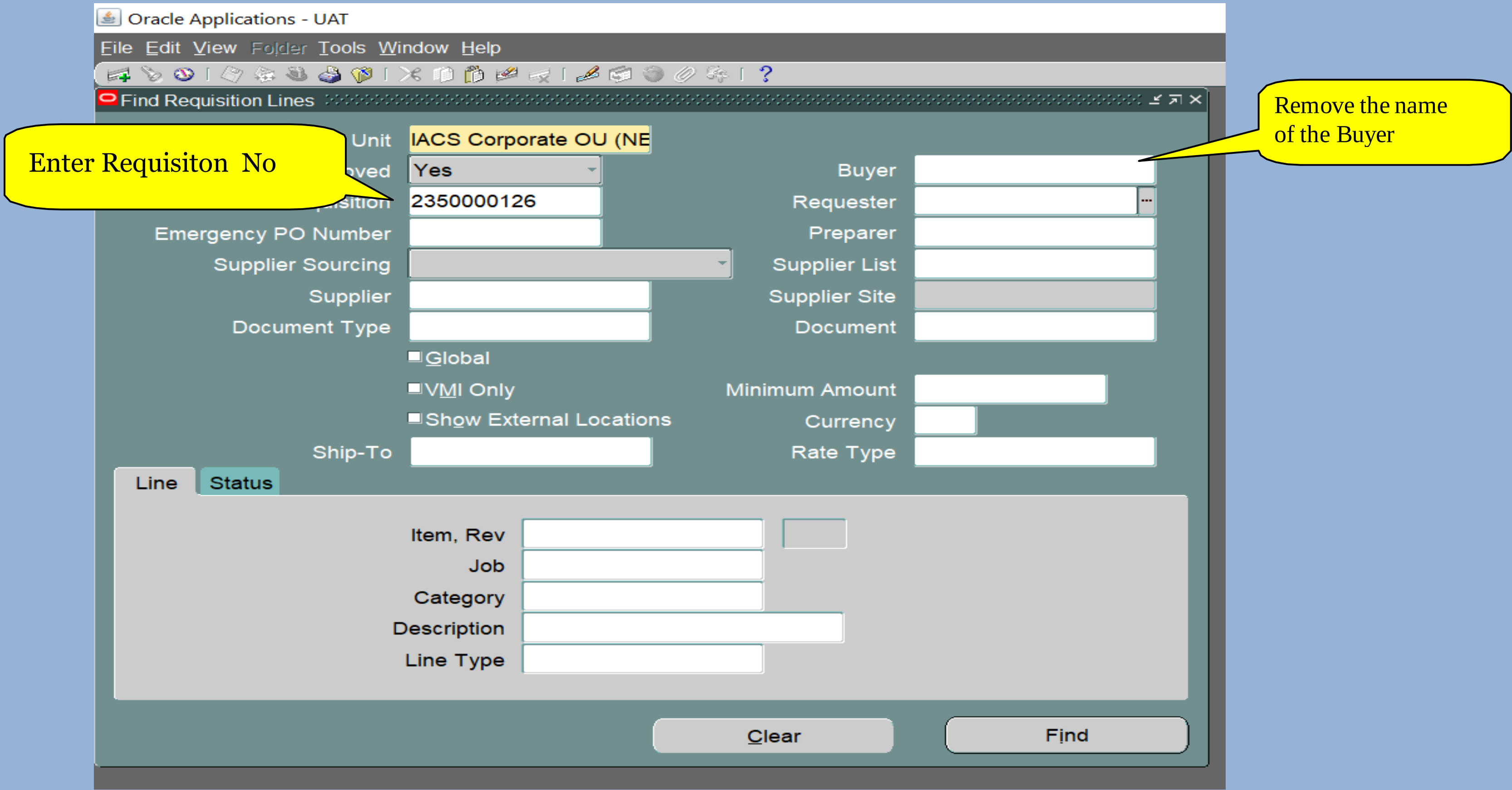
2 Purchase Order

2.1 Auto-creation of Purchase Order

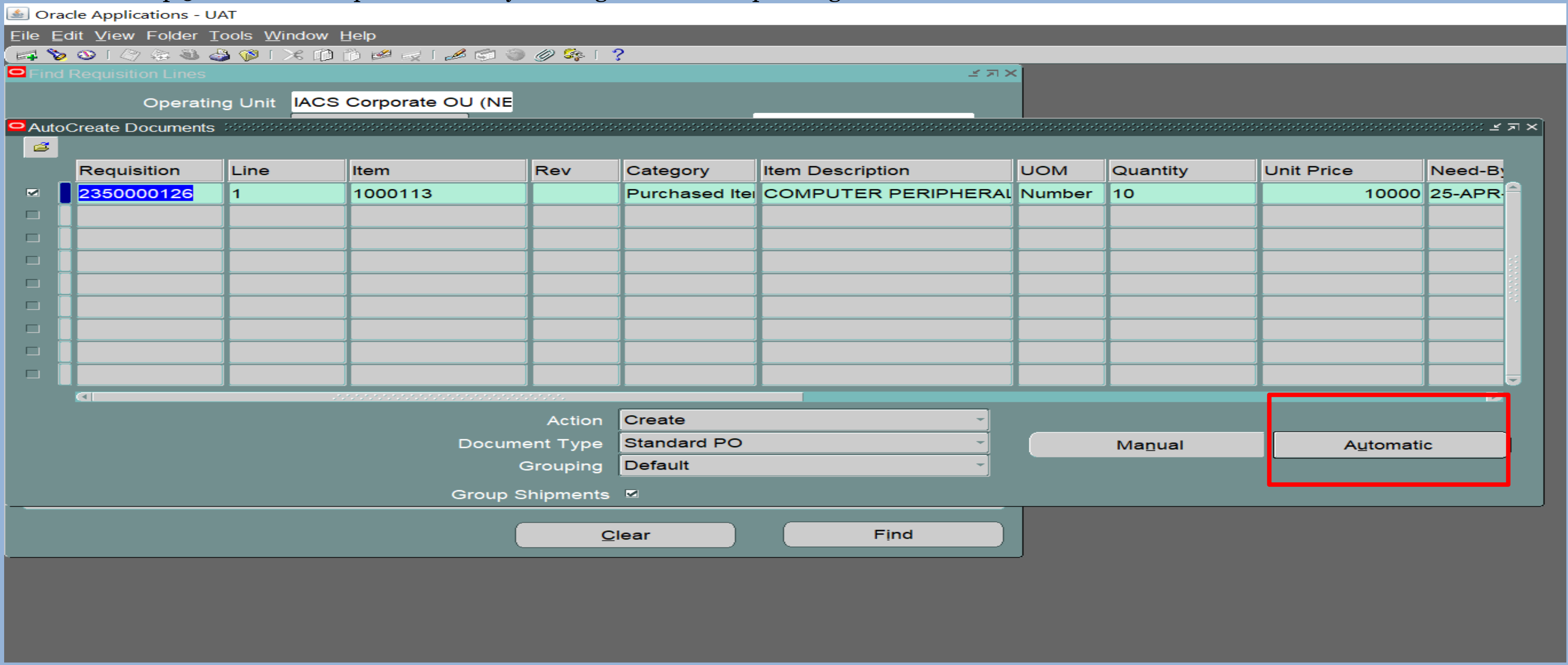
Screen: Auto-create Screen
Purpose: To create a new Purchase Order from an approved purchase requisition.
Navigation: Purchasing Responsibility> Oracle Purchasing>Auto-create



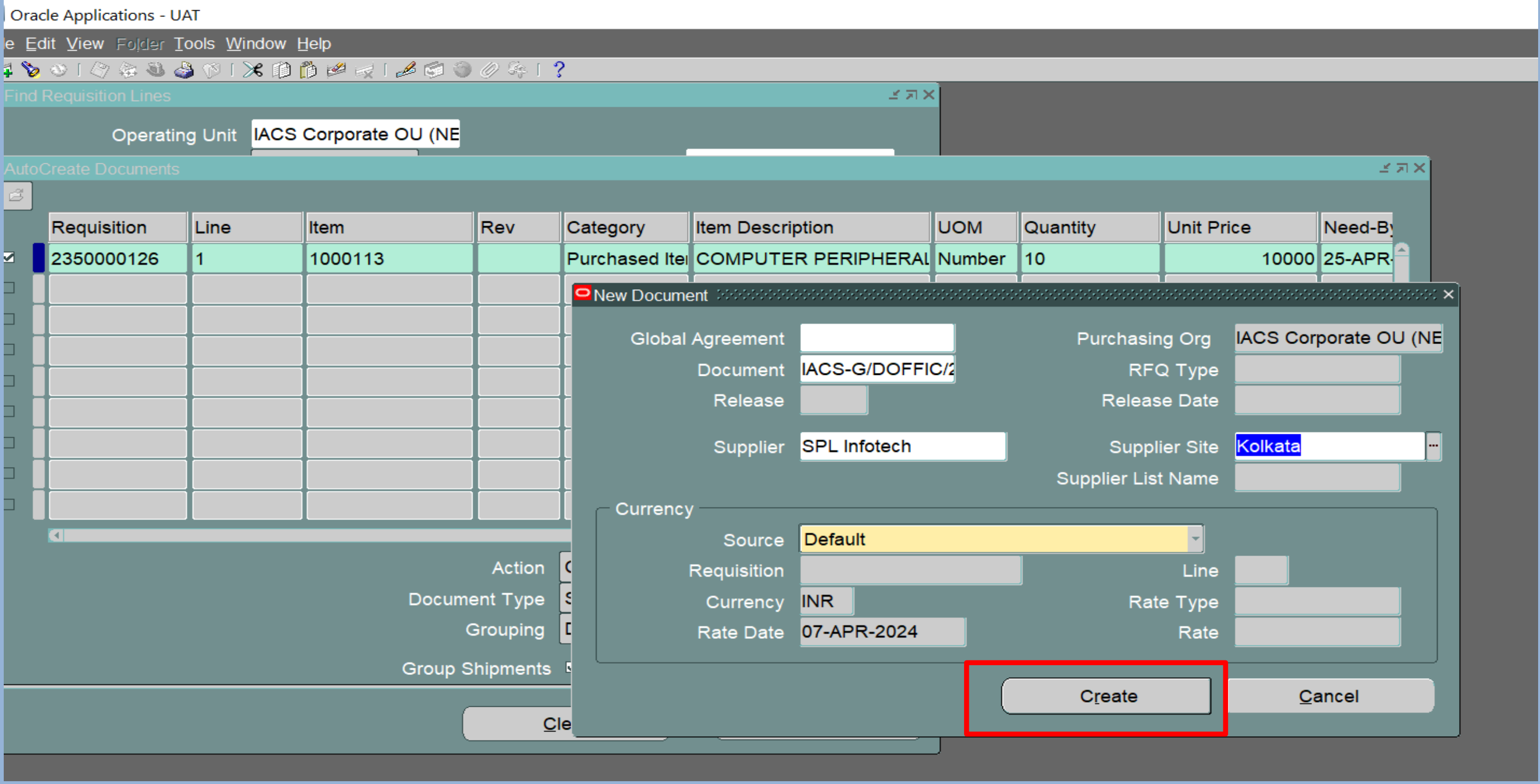
Step1: Enter the approved requisition number which will be converted to a Purchase Order.Step 2: Remove the name of the Buyer and ensure the “Buyer” field is empty. Click on “Find”



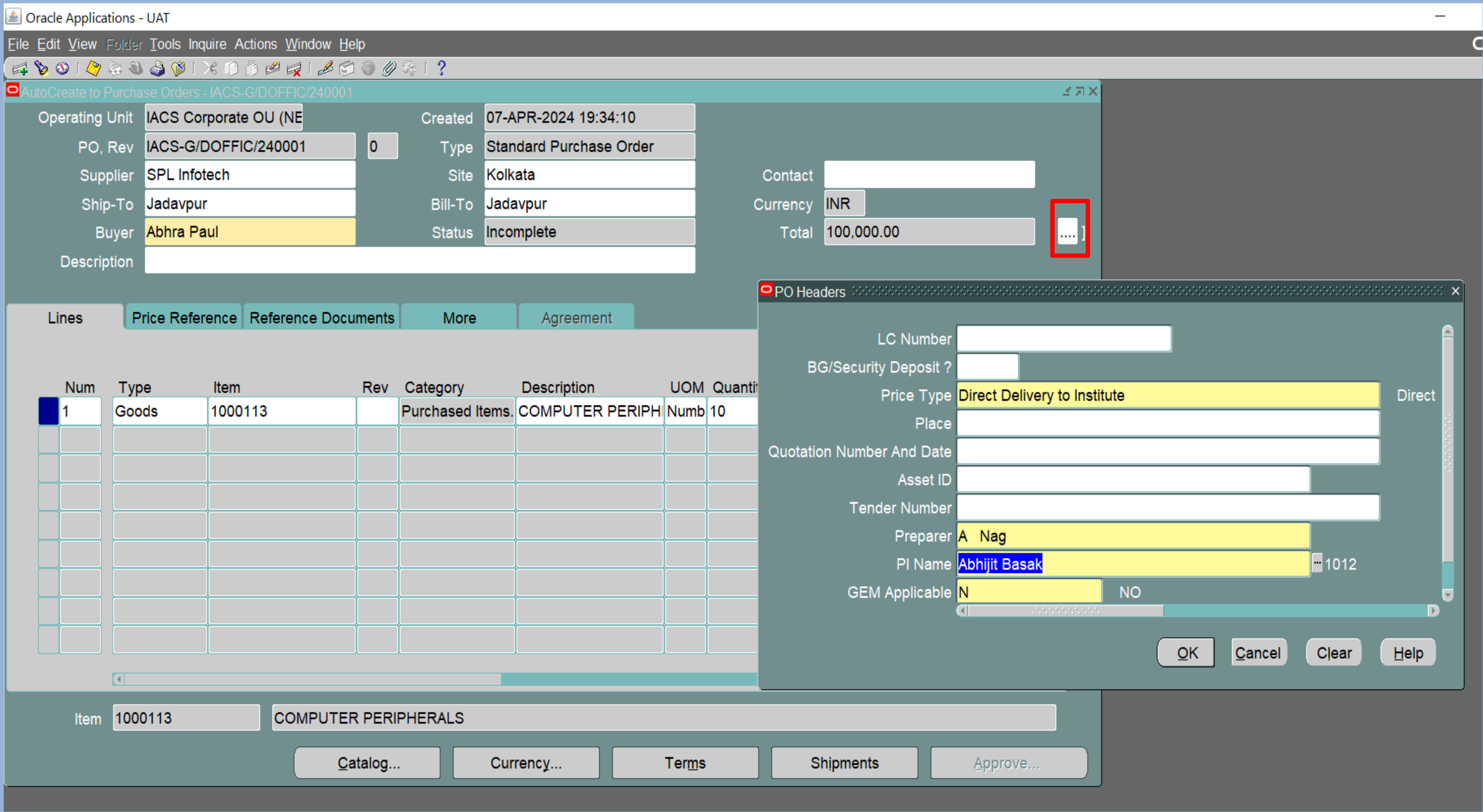
Step 3: Select the Requisition line by clicking on the corresponding checkbox and Click on “Automatic”.



Step 4: Select the “Supplier” and the “Site” to whom the order will be placed. Click on “Create”



Put the value – Price type, Preparer, PI Name, Gem Applicable

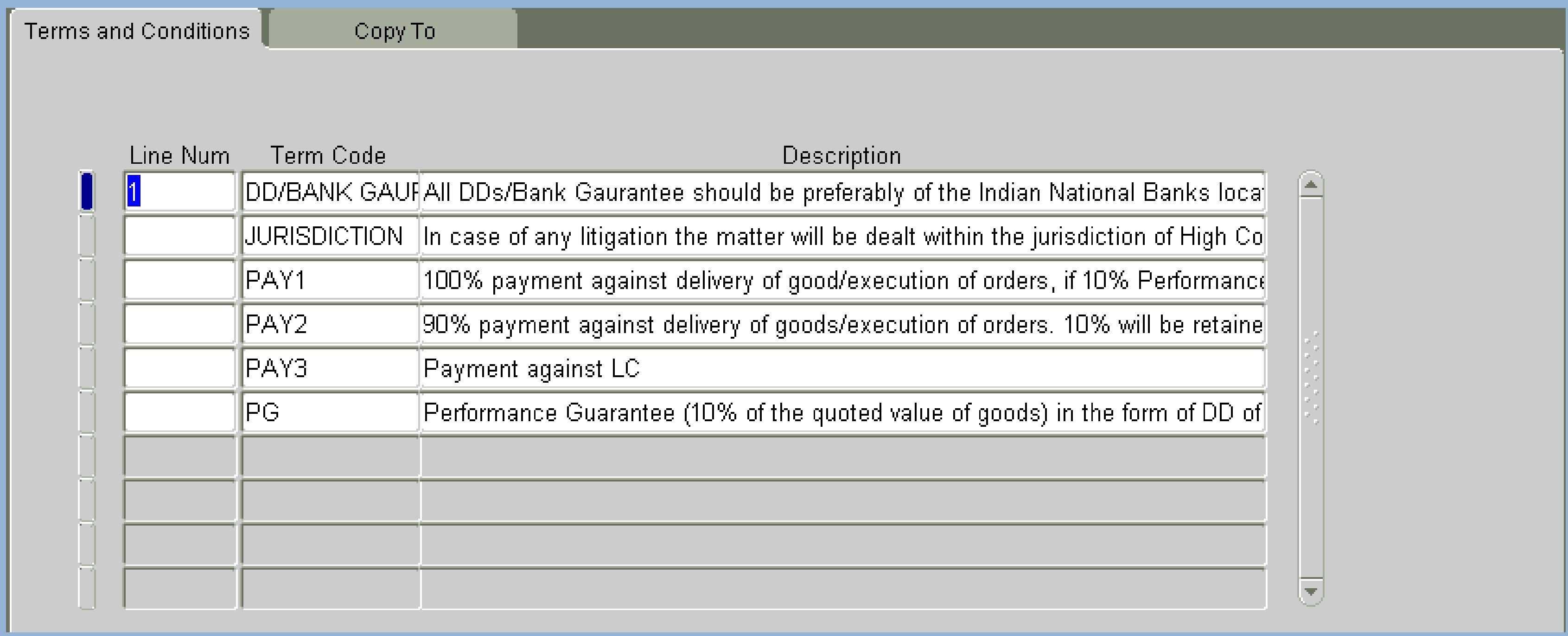


2.1.1 Terms and Conditions

Screen: Purchase Order Screen
Purpose: To specify terms and conditions
Navigation: Purchase Order Screen-> Tools Dropdown -> Choose Terms and Conditions

2.1.2 Copy To

Screen: Purchase Order Screen
Purpose: To specify whom to forward a copy of the particular purchase order
Navigation: Purchase Order Screen->Tools Dropdown-> Choose Terms and Conditions ->Choose the tab named Copy To

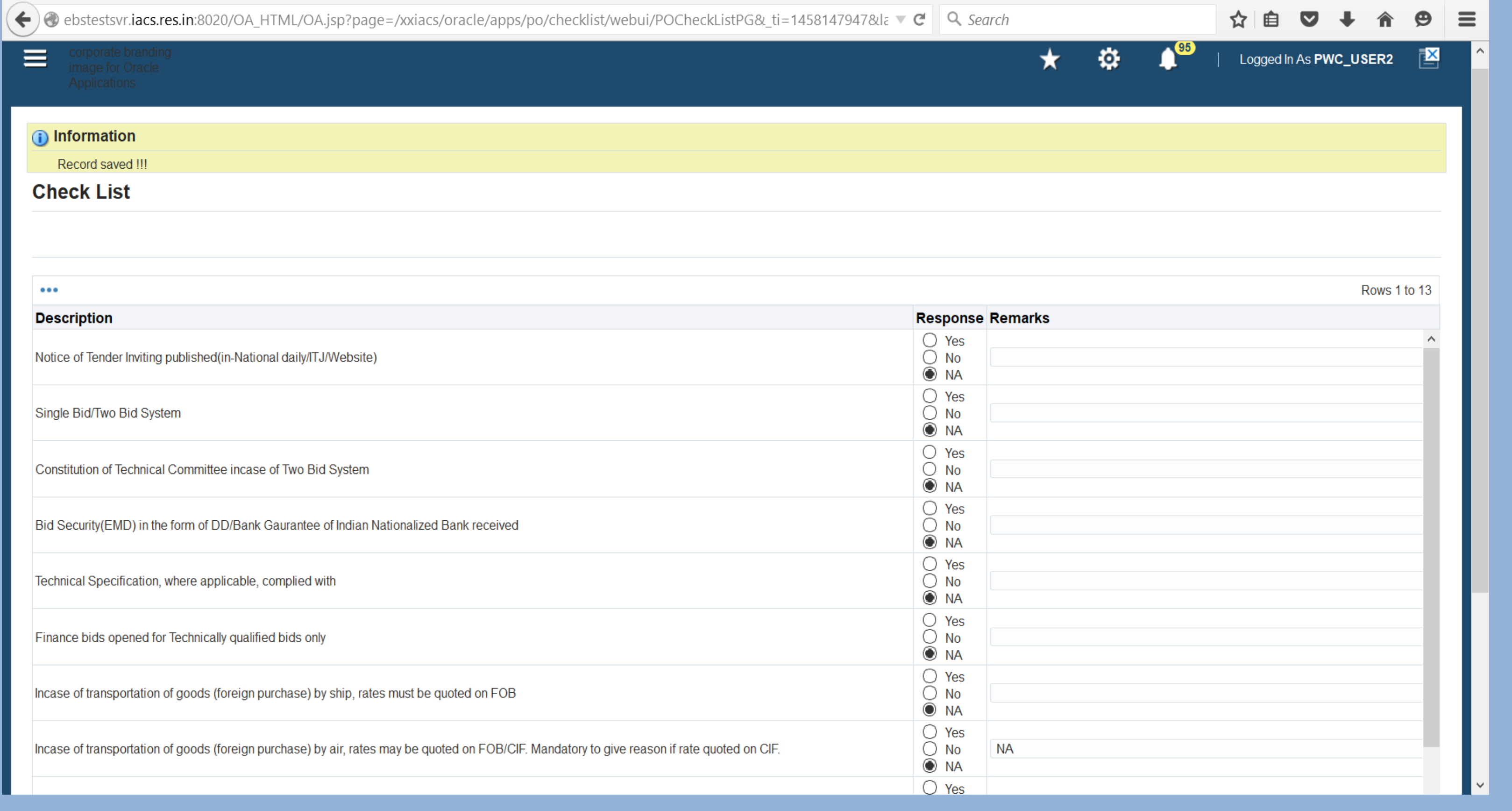


2.1.3 Checklist

Screen: Purchase Order Screen

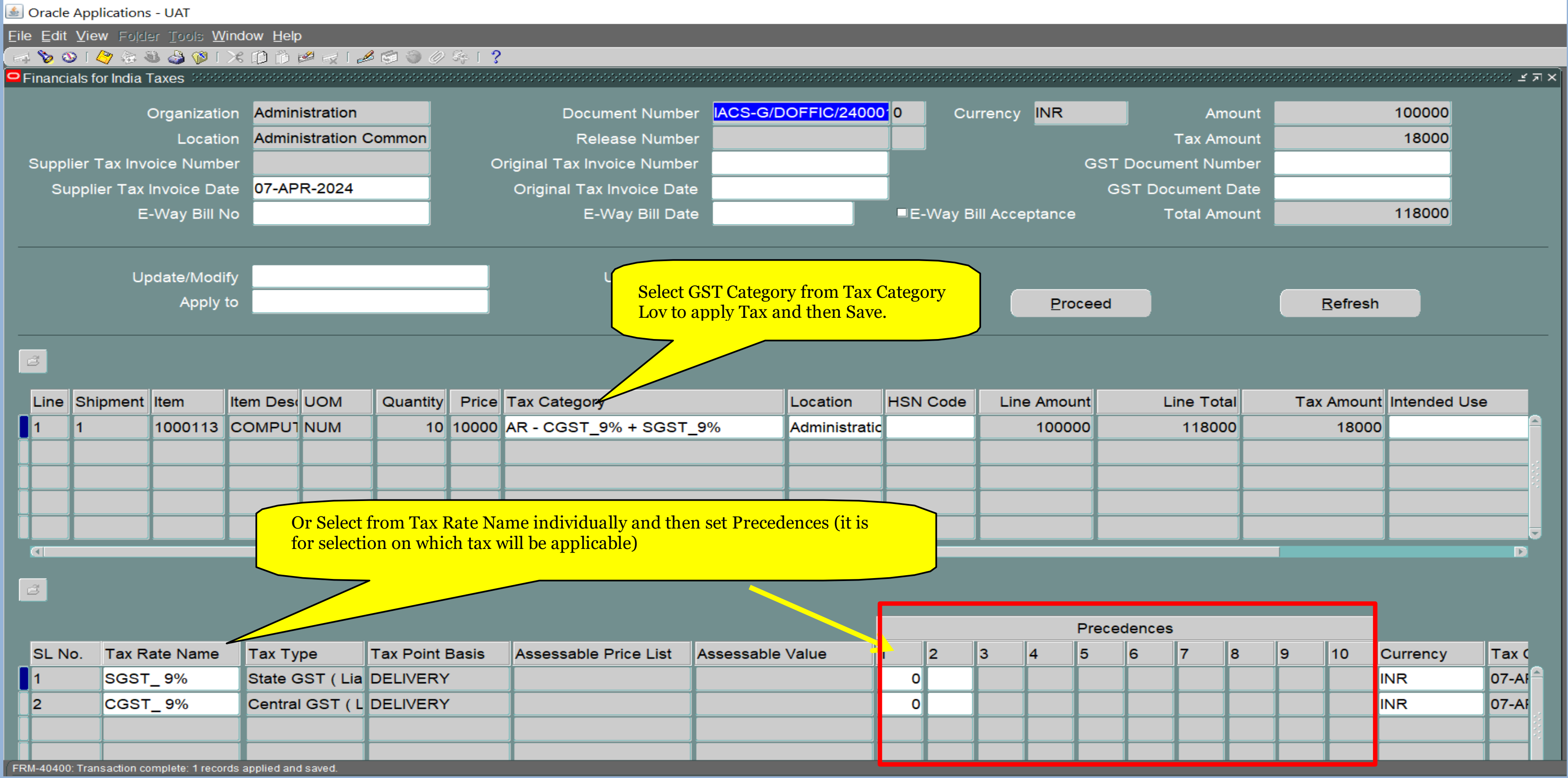
Purpose: Until and unless all the remarks buttons are marked YES/NA the ‘Approve’ button on the PO will not be activated. Also in case of transportation of goods (foreign purchase) by air, rates may be quoted on FOB/CIF and it is mandatory to give reason if rate quoted on CIF after completing all click on Save.

Navigation: Purchase Order Screen->Tools Dropdown->Choose Checklist



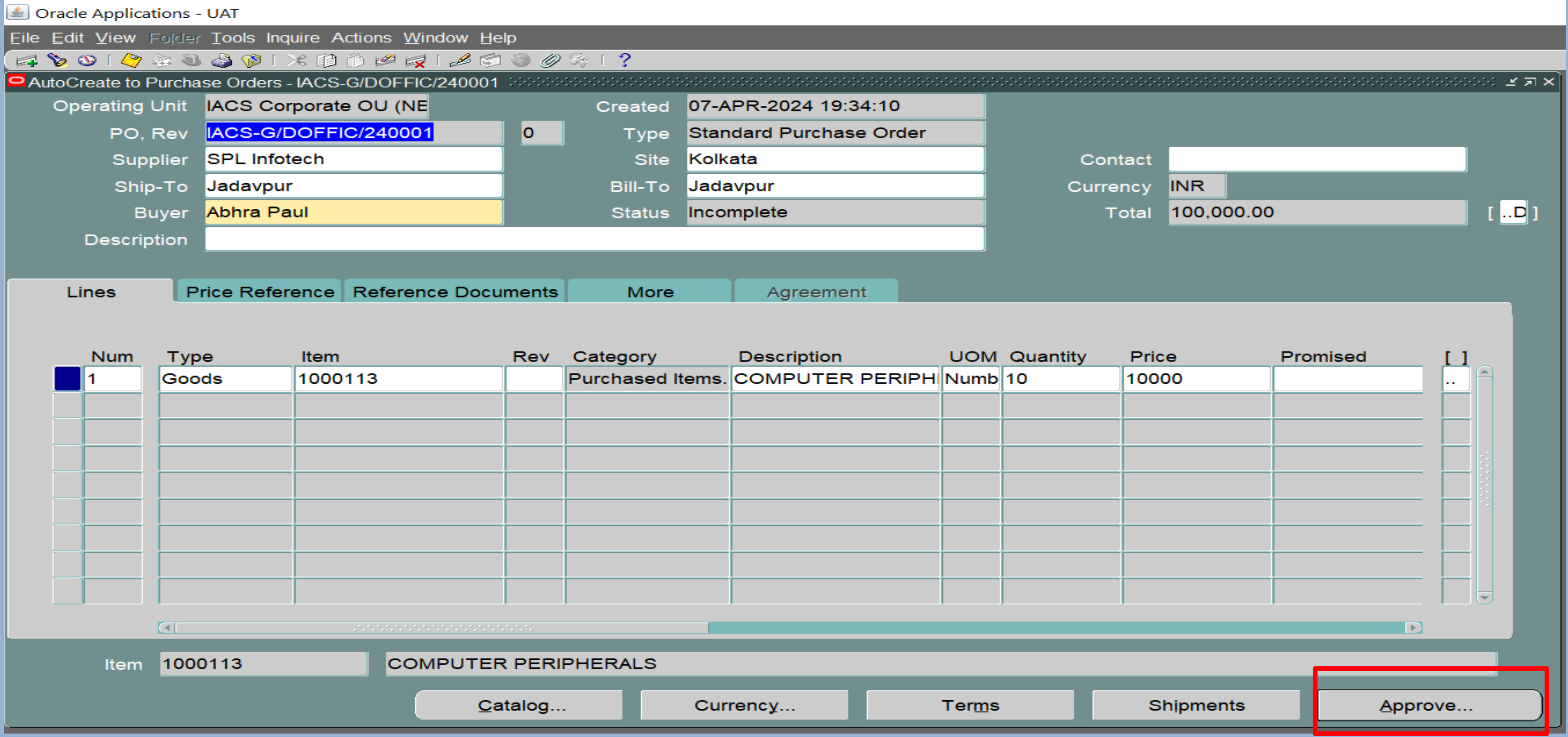
2.2 GST/ Tax/ Other charges applicable to PO

Screen: Purchase Order Screen
Purpose: To attach GST/Taxes/ Other Charges applicable in the purchase order for India.
Navigation: Purchase Order Screen->Tools Dropdown-> India Tax Details

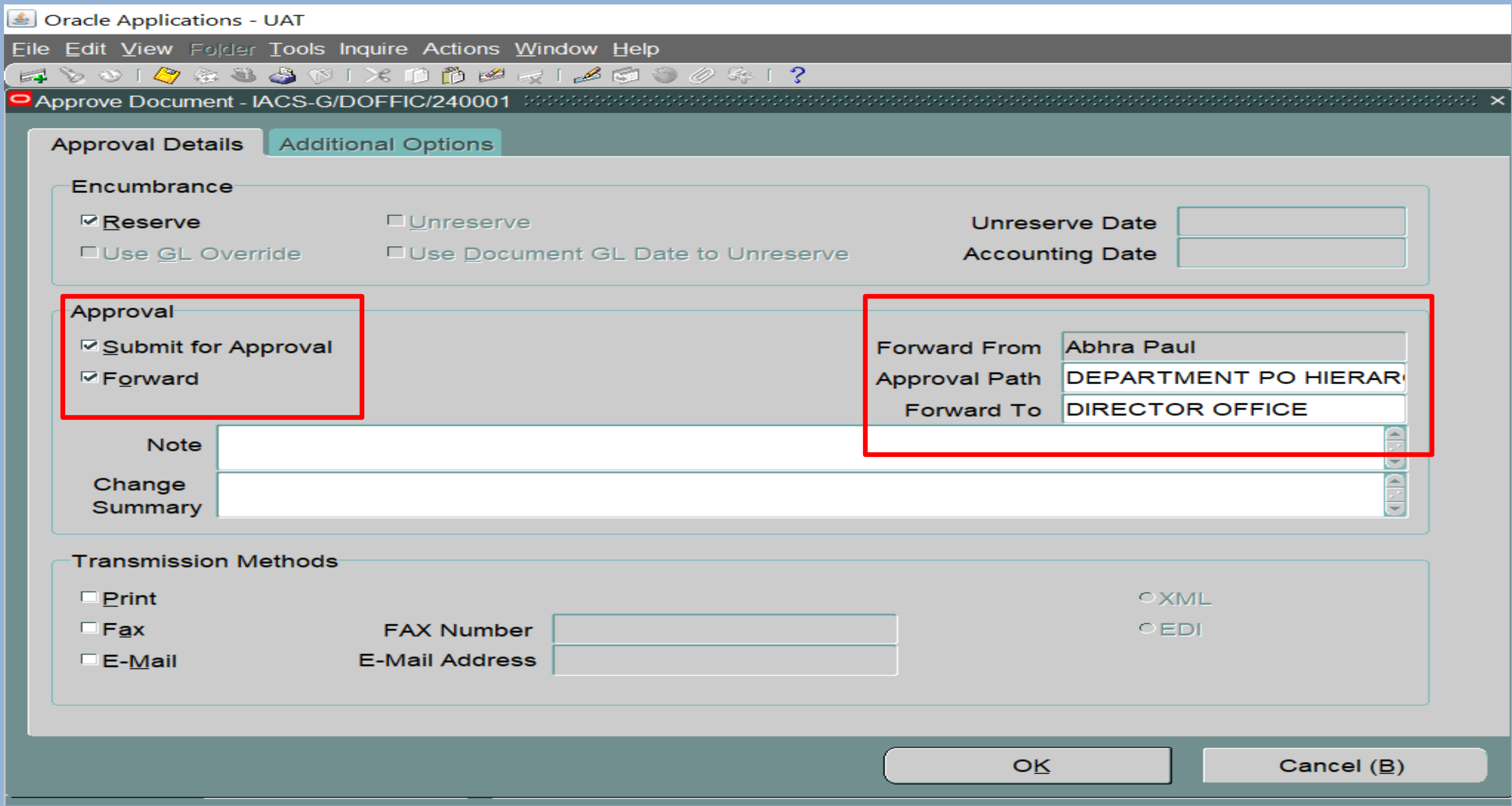


2.3 Approve Purchase Order

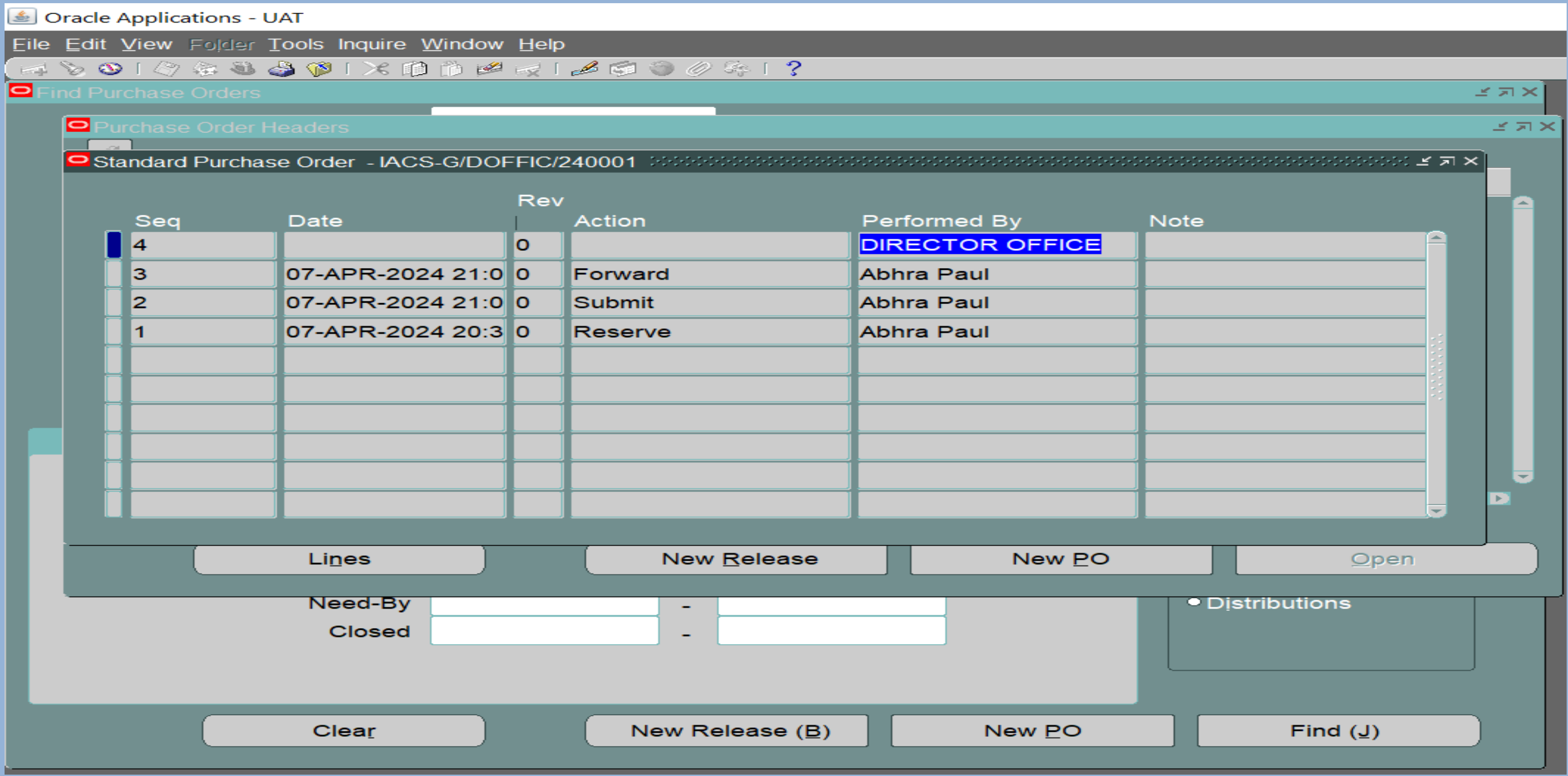
Step 1: Query the Purchase Order from the Purchase Order Summary and Click on “Approve”



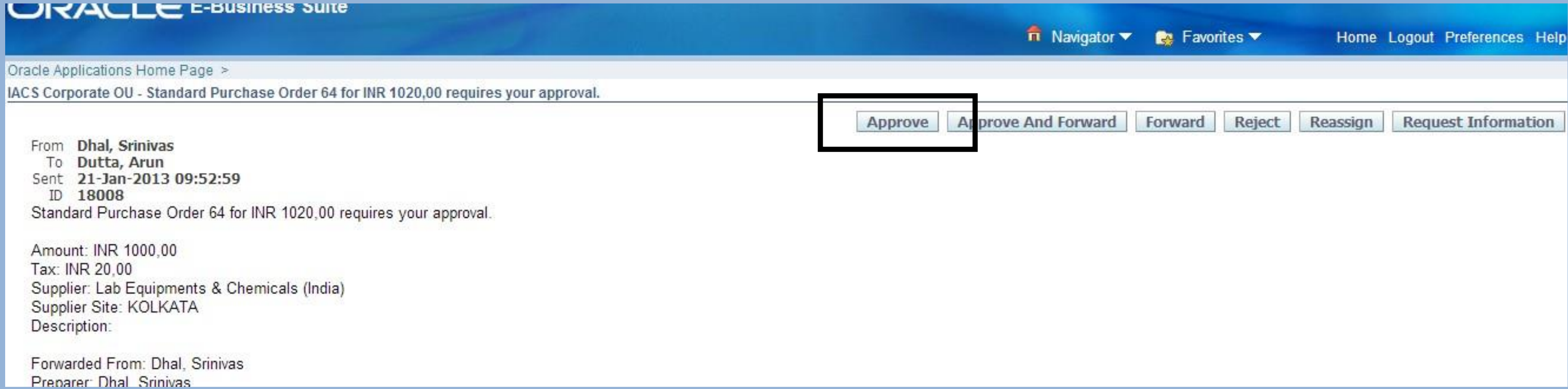
Step 2: Submit the PO for Approval. Click on "OK"
Click on forward and choose the approval path. After select the approval path, then Select Forward To, press on OK button.



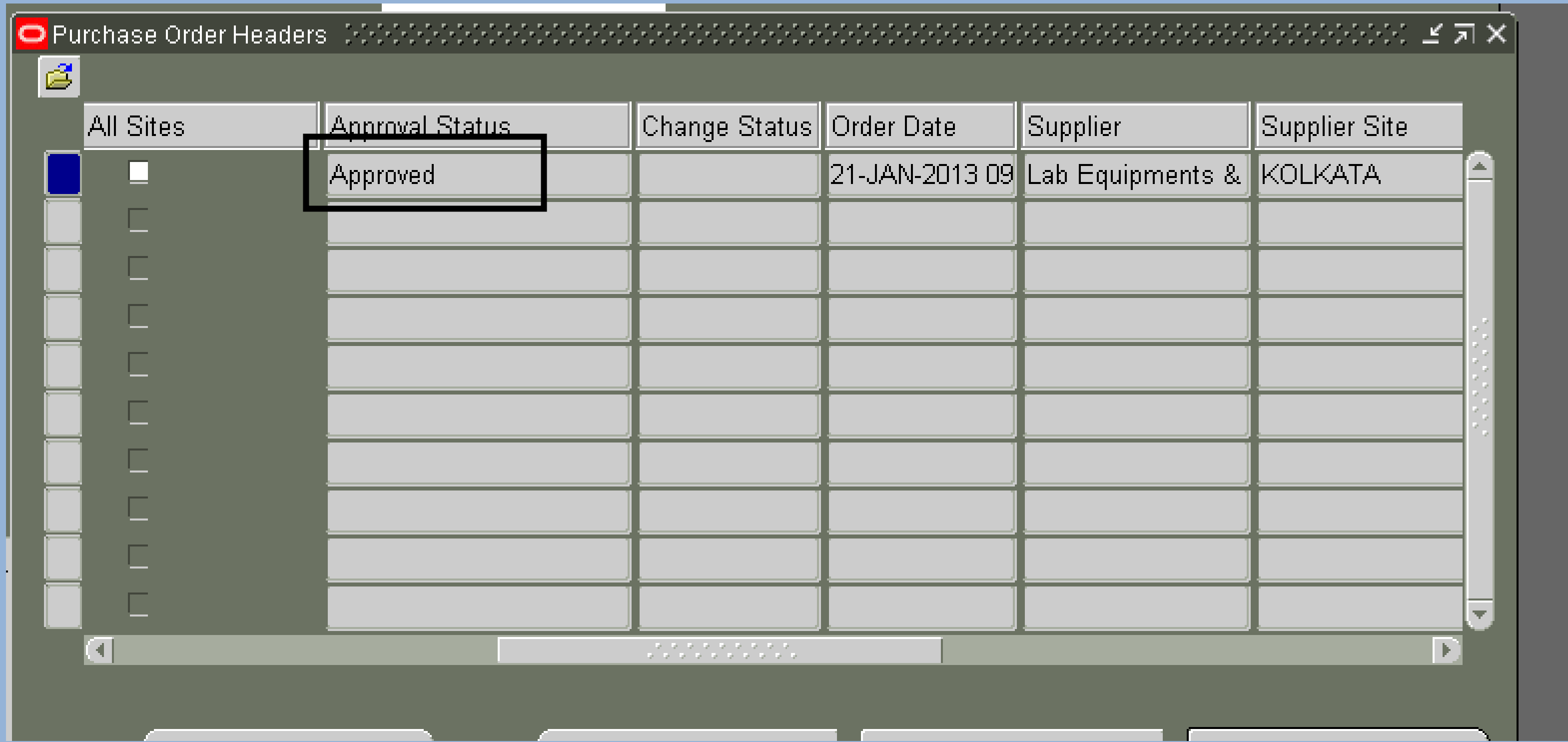
Step 4 : Go to Purchase Order Summery > Enter PO Number > Find > Select the PO > Go to "Inquire"> "View Action History" to identify the approver with whom the PO is pending for approval.



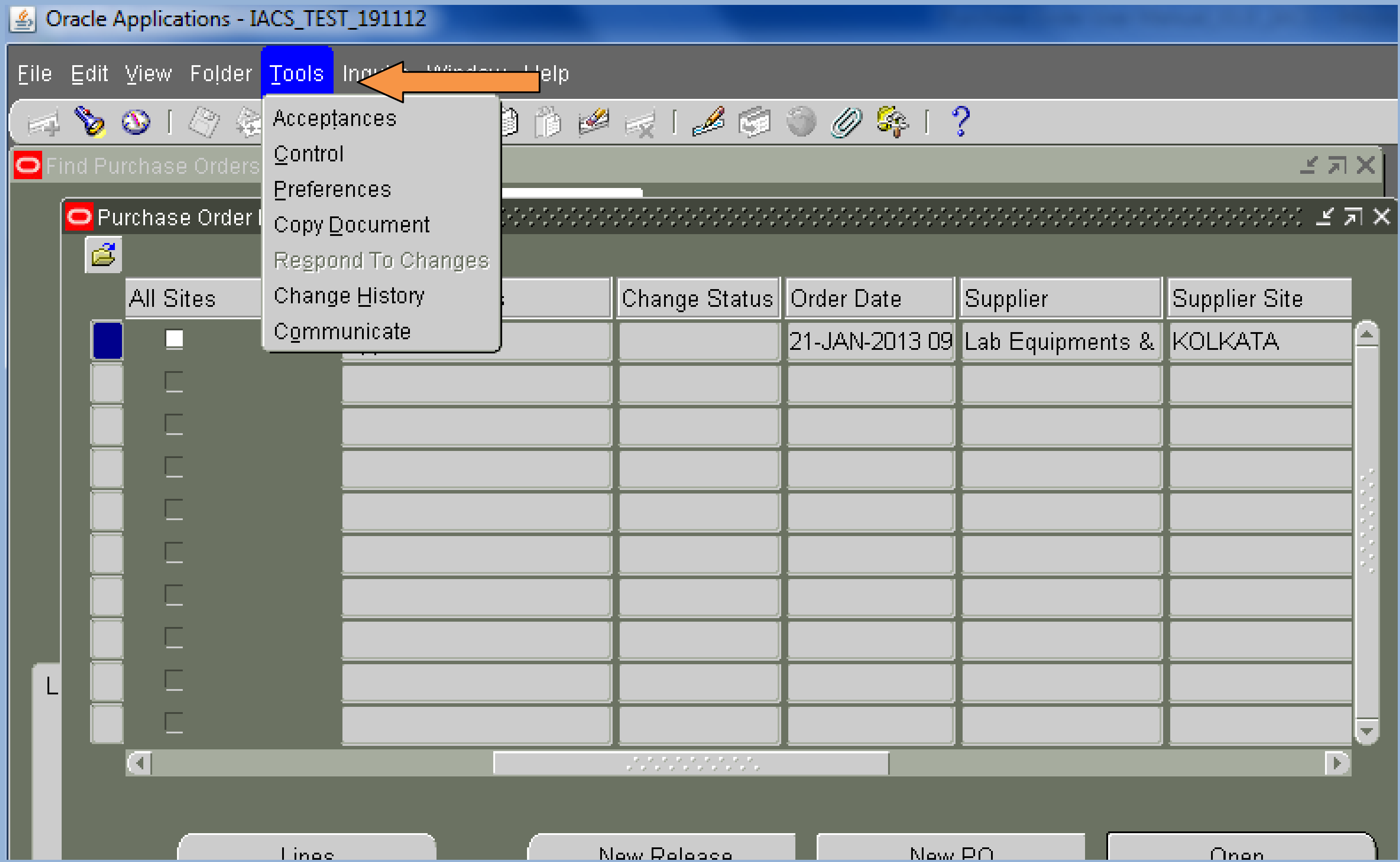
Step 5: The approver logs in to approve the Purchase Order. He opens the notification on his Work List and clicks on the “Approve” tab.

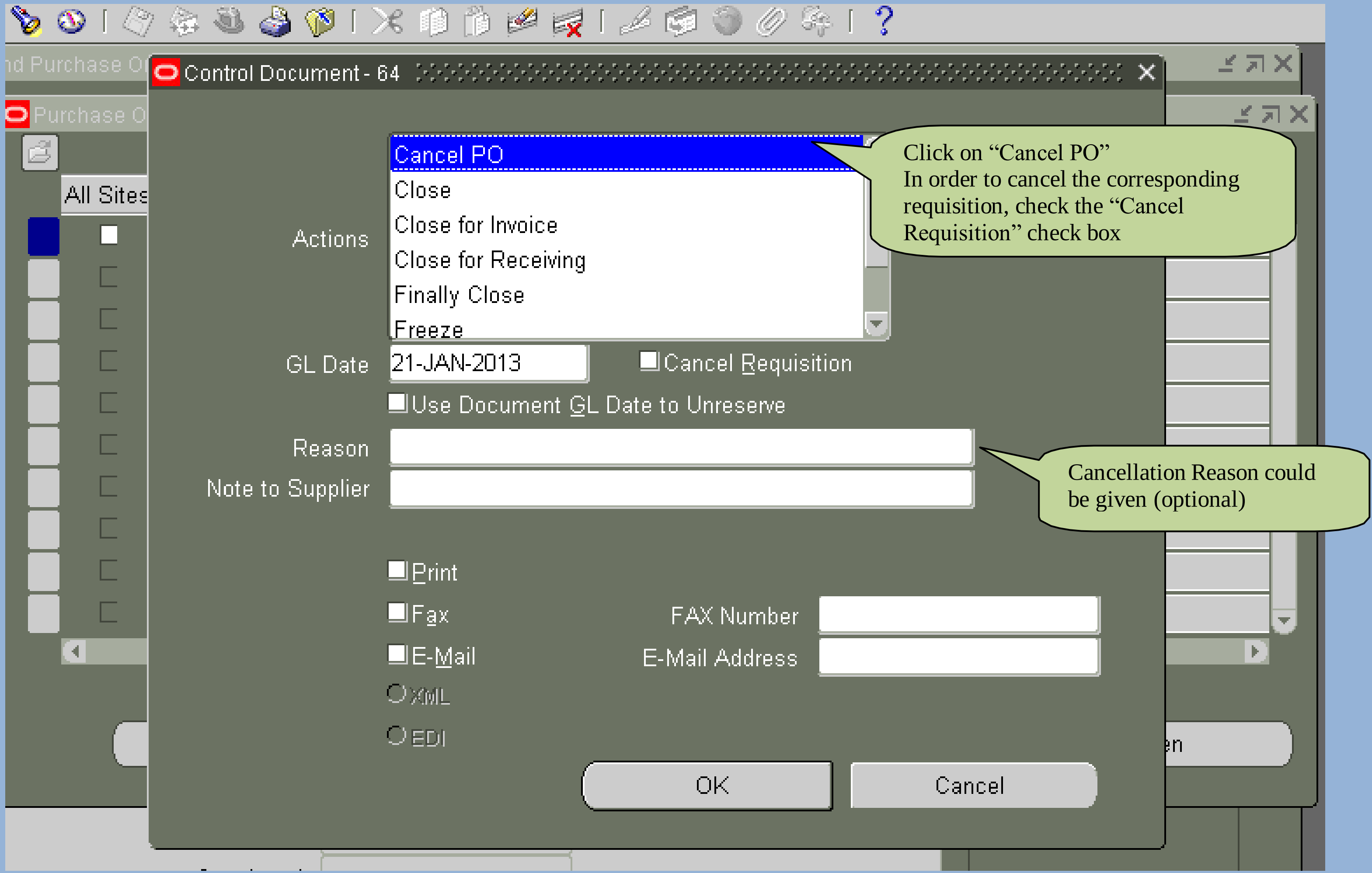


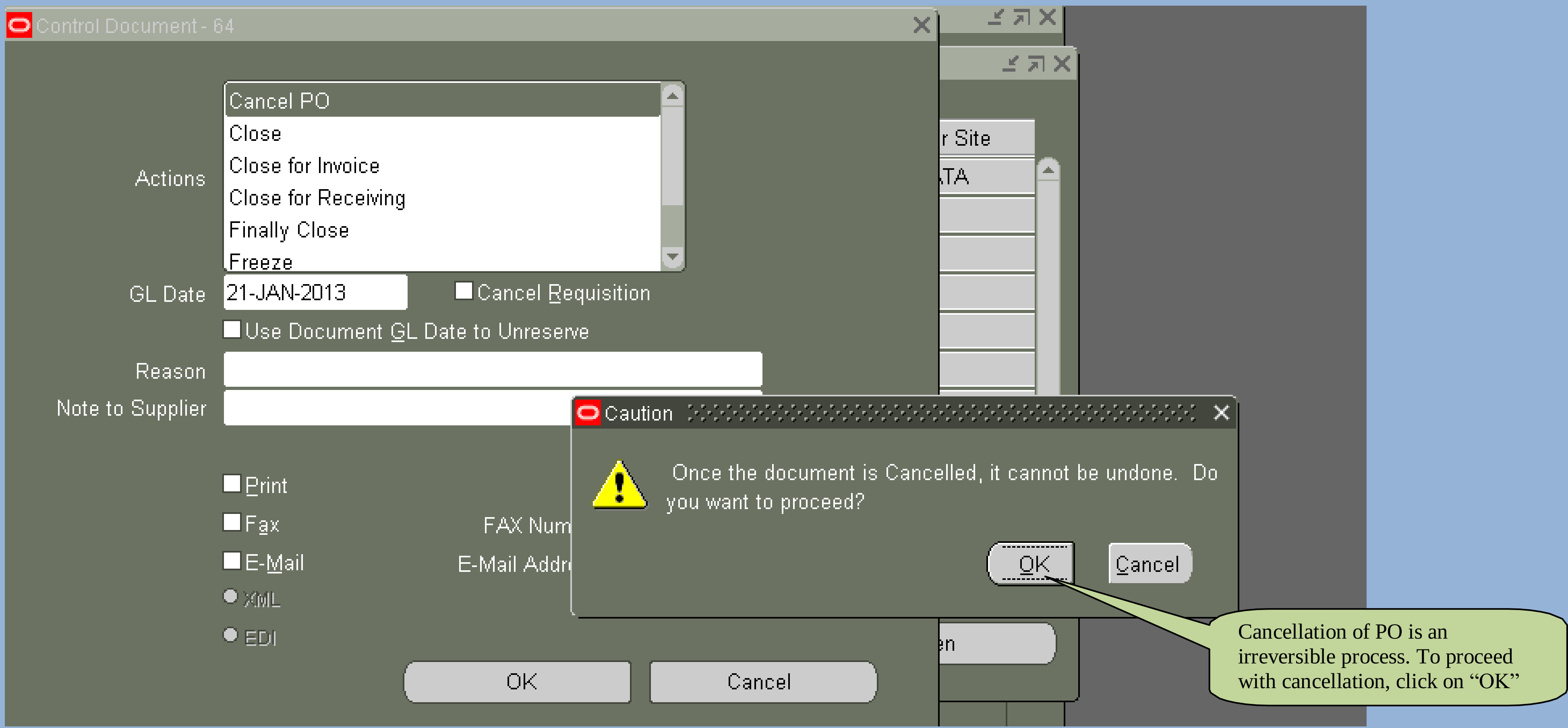
Step 6: The PO Approval Status changes to “Approved”



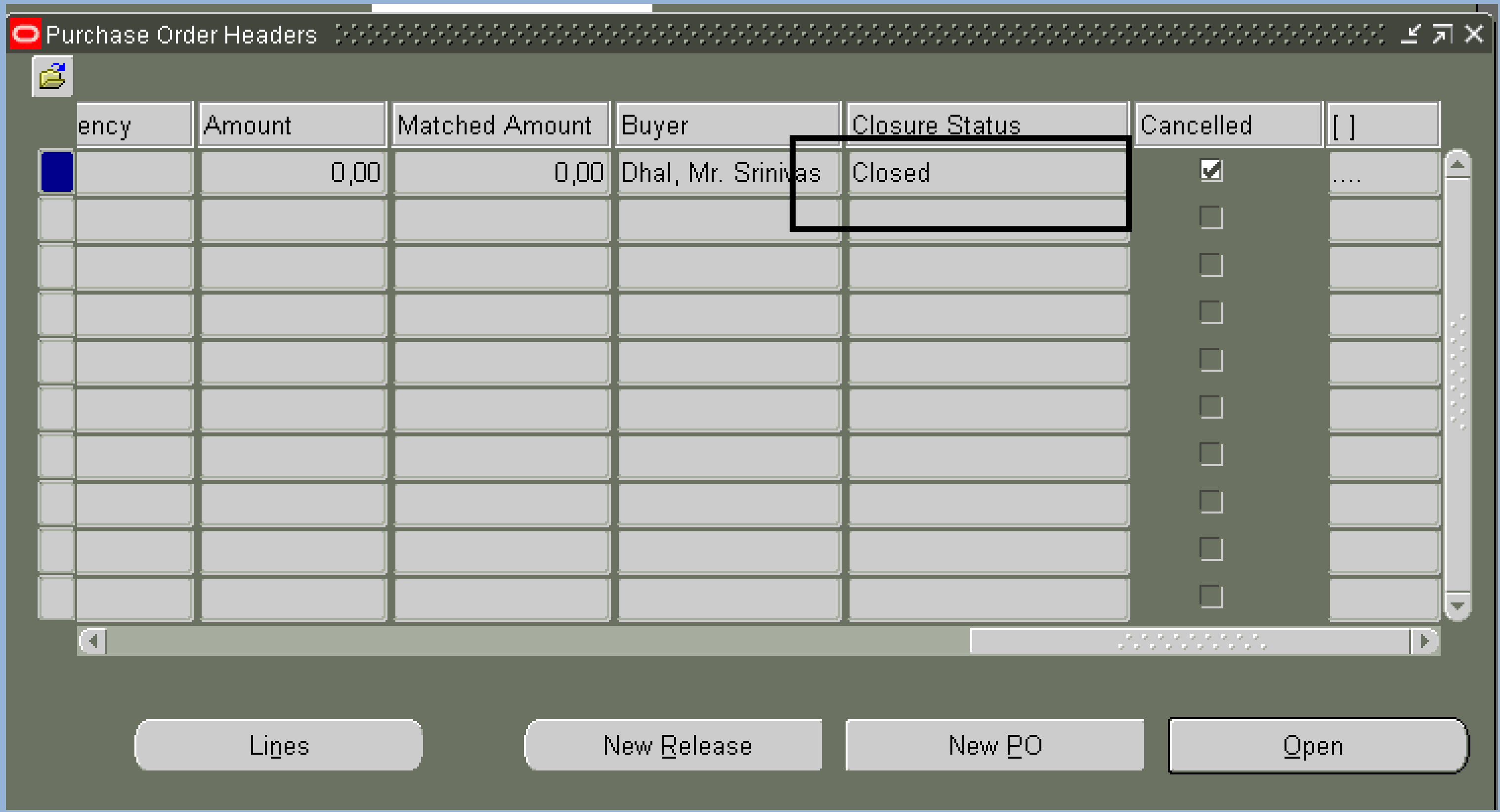
Step 1: Query the Purchase Order to be cancelled from Purchase Order Summary Screen. Go to Tools> Control.
Step 2: Select "Cancel PO" and provide a Reason for cancellation (Optional). Click on OK. This is an irreversible process. So in order to proceed with cancellation click on "OK" in the Caution message.



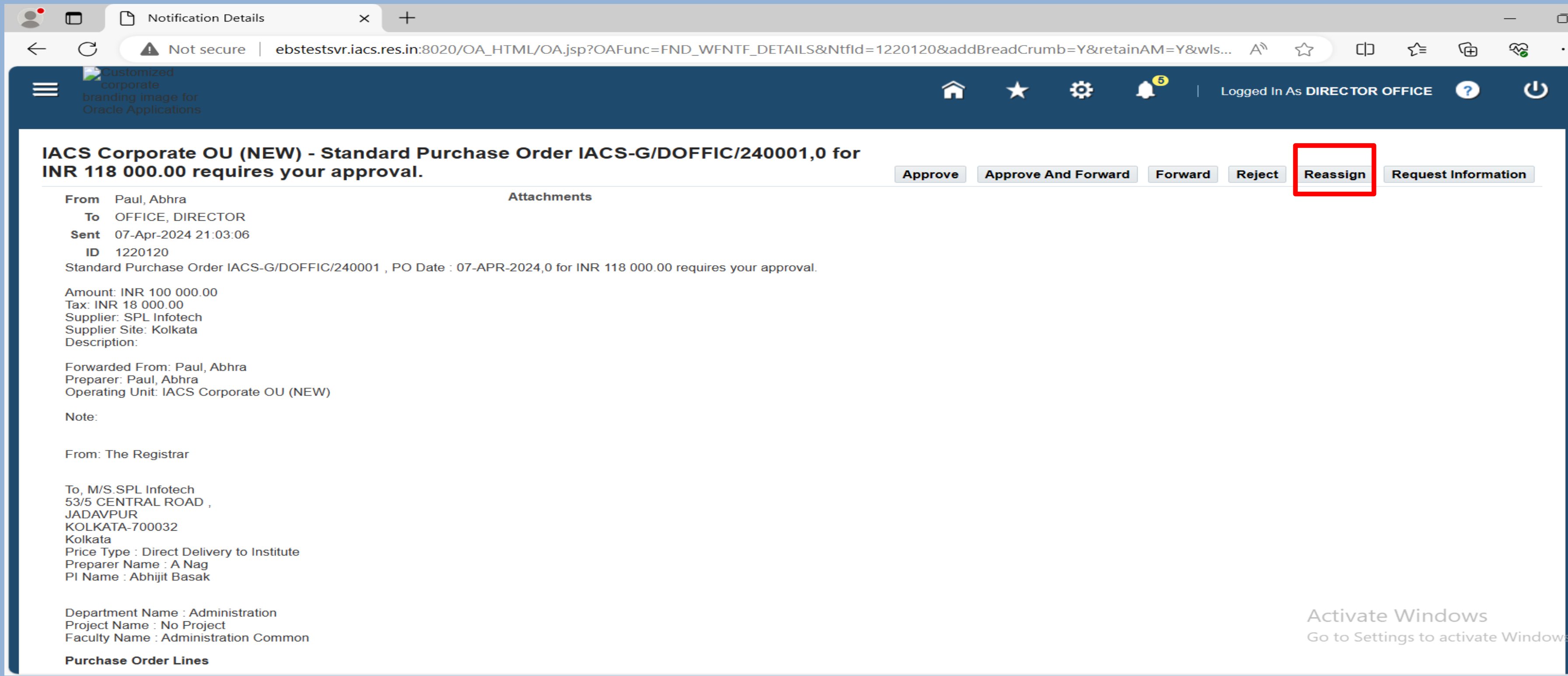

Control Document - 64
Actions
Cancel PO
Close
Close for Invoice
Close for Receiving
Finally Close
Freeze
GL Date
21-JAN-2013
Cancel Requisition
Use Document GL Date to Unreserve
Reason
Note to Supplier
Print
Fax
FAX Number
E-Mail
E-Mail Address
XML
EDI
OK
Cancel
Click on “Cancel PO”
In order to cancel the corresponding requisition, check the “Cancel Requisition” check box
Cancellation Reason could be given (optional)

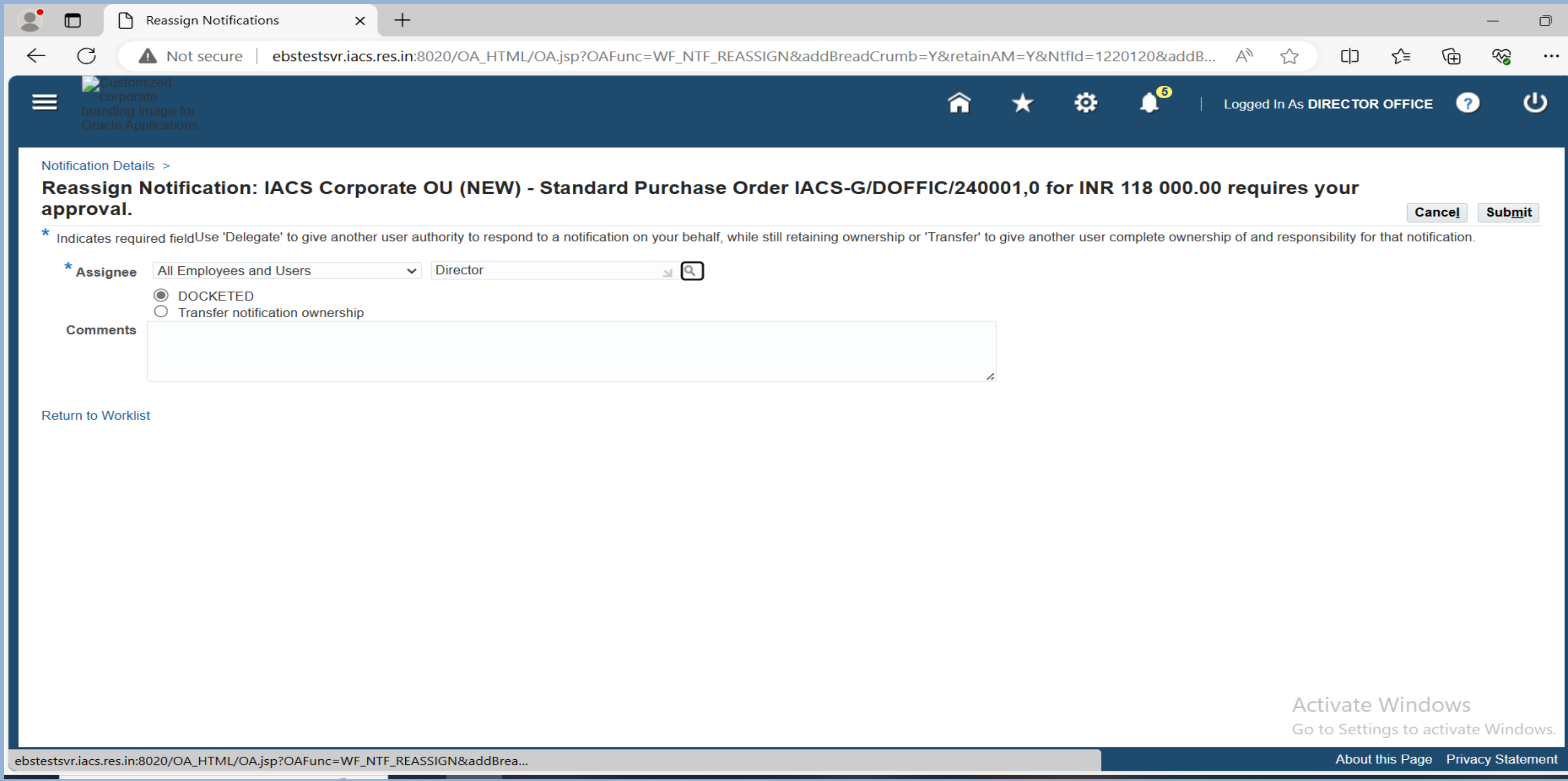

Control Document - 64
Actions
Cancel PO
Close
Close for Invoice
Close for Receiving
Finally Close
Freeze
GL Date
21-JAN-2013
Cancel Requisition
Use Document GL Date to Unreserve
Reason
Note to Supplier
Print
Fax
E-Mail
XML
EDI
FAX Num
E-Mail Addr
OK
Cancel
Caution
Once the document is Cancelled, it cannot be undone. Do you want to proceed?
OK
Cancel
Cancellation of PO is an irreversible process. To proceed with cancellation, click on “OK”

Step 3: The PO “Closure Status” changes to “Closed” and the “Cancelled” checkbox will appear checked.



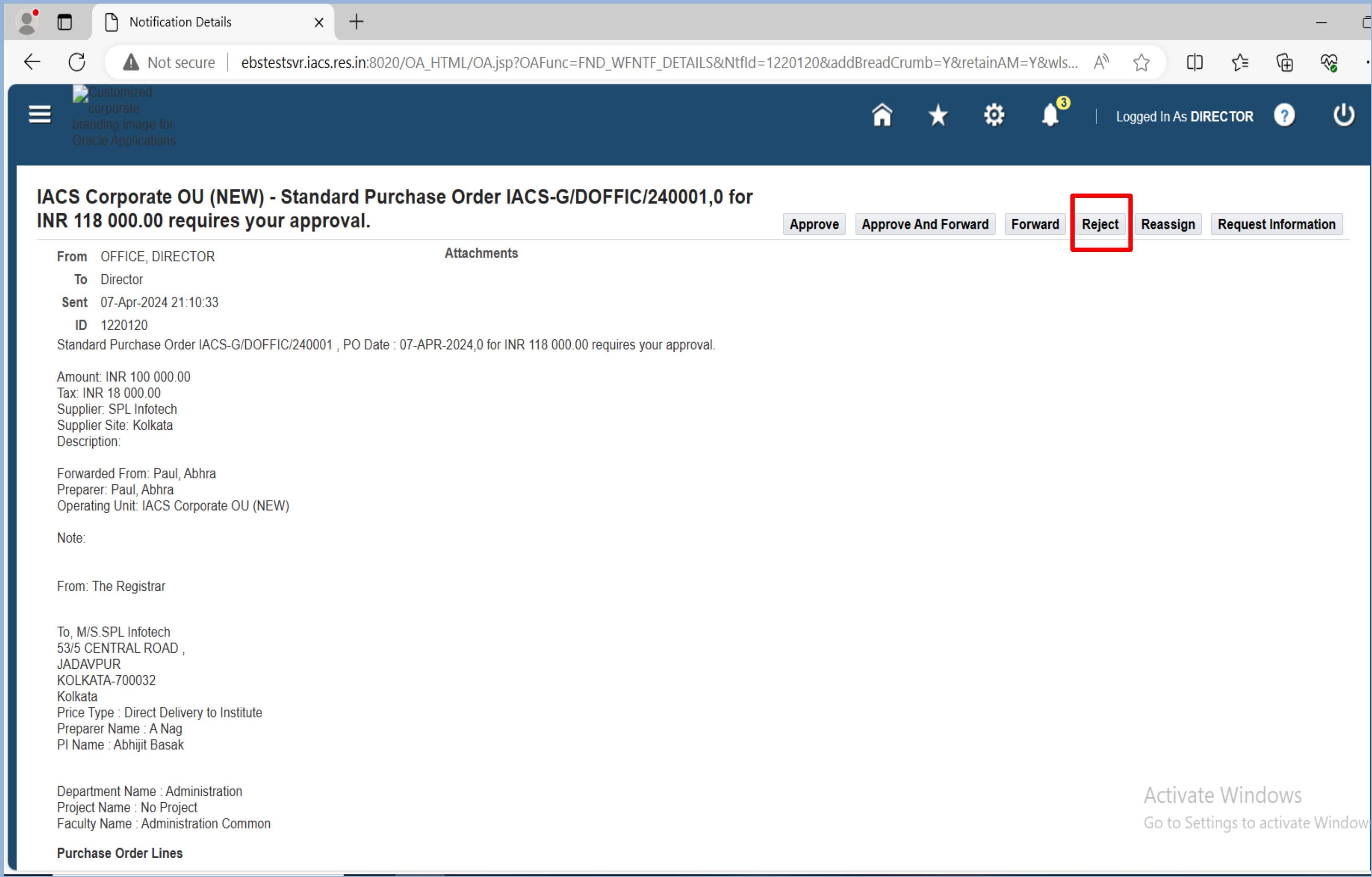
Step 1: The Approver, to whom the Purchase Order is sent to take action, might reassign the notification to someone else by clicking on "Reassign"

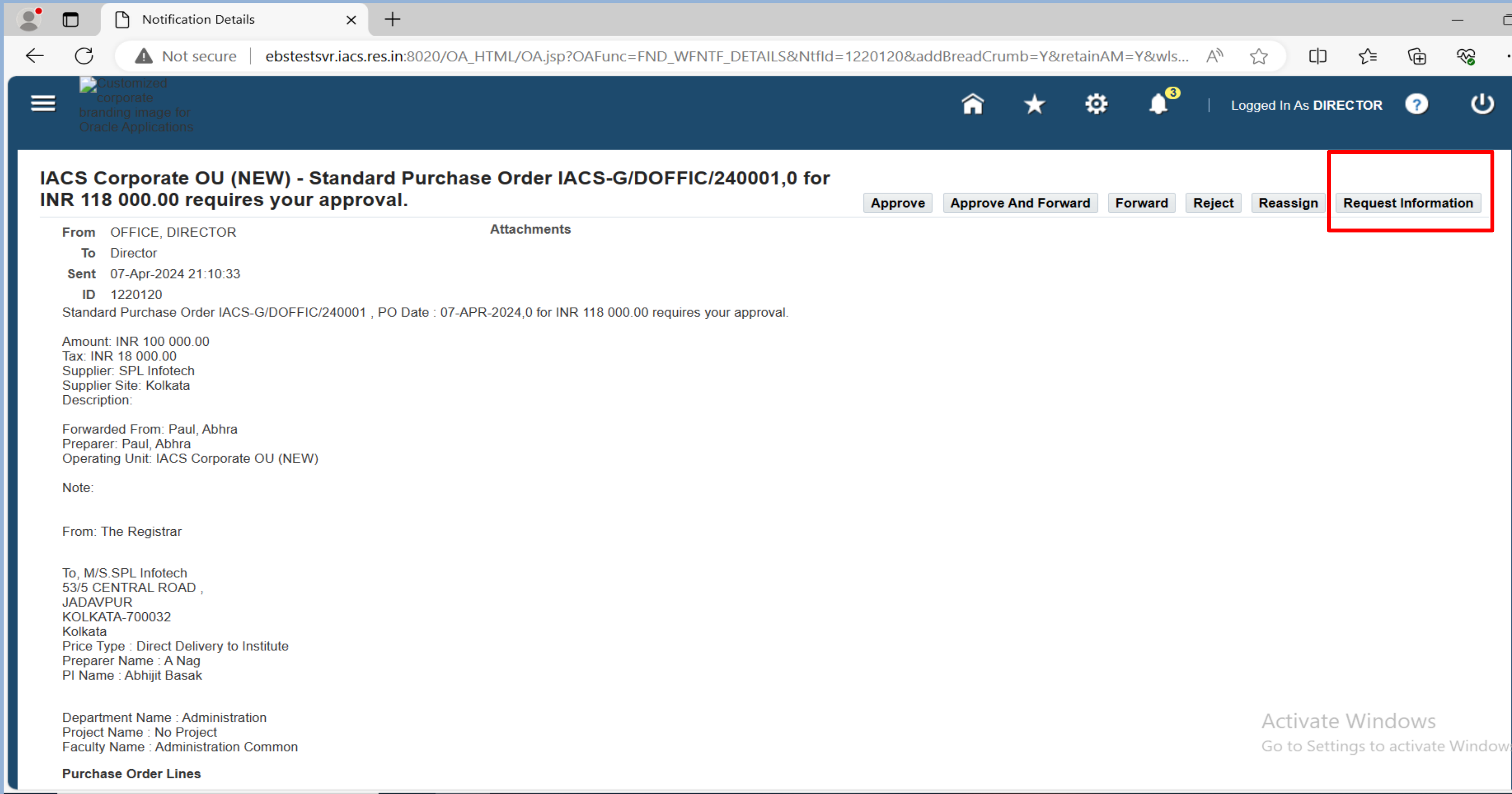




Step 2: Select the Assignee name from the LOV and Click on “Submit”

Step 3: The Approver of a PO can also reject the Purchase Order by clicking on the "Reject" tab. The Approval Status of the PO changes to "Rejected"





Click on request information, which information need write down in "request information" tab then select the person and submit.