

---

## **R12.x Oracle iProcurement Fundamentals**

**Duration: 3 Days**

### **What you will learn**

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

The course provides a thorough explanation of the functionality of Oracle iProcurement. It includes training for both end users and administrators. End users learn how to use the shopping process to create requisitions. They also learn how to use the desktop receiving functionality to receive items and process any corrections or returns. Administrators learn how to analyze information to plan their iProcurement stores. The course includes instructions on setting up local stores.

Learning is accomplished through a series of presentations followed by demonstrations and practices.

### **Learn To:**

- Create requisitions in iProcurement
- Receive items
- Create and manage stores
- Create punch-outs to supplier-hosted catalogs
- Create customized forms
- Set up iProcurement

### **Audience**

End Users, Functional Implementer

### **Course Topics**

#### **Oracle Procure to Pay Process**

- Understanding Procure to Pay Lifecycle
- Understanding Oracle Procure to Pay Process
- Understanding Requisitions
- Understanding Purchase Orders
- Receiving
- Invoicing
- Understanding Oracle Application Integration

#### **Understanding Oracle iProcurement**

- Oracle Advanced Procurement
- Key Procurement Capabilities
- E-Business Suite Integration
- Procurement Suite Integration
- Key Functionality of Oracle iProcurement
- Oracle iProcurement Content Management
- Approval and Document Creation
- Oracle iProcurement Shopping Data Flow

### **Managing Oracle iProcurement**

- Identifying Sources for Item Information
- Identifying Types of Stores
- Creating and Managing iProcurement Stores
- Uploading Item Information using text and XML-Based Spreadsheets
- Creating and Managing Item Descriptions
- Creating Catalog Hierarchies
- Uploading Categories and Descriptors

### **Managing Oracle iProcurement Requisitions**

- Shopping Flow in Oracle iProcurement
- Document Routing
- Using Internally Sourced Requisitions
- Copying, Canceling, and Changing Requisitions
- Automated Document Management
- Using P-Cards in Oracle iProcurement
- Accounting Considerations for Oracle iProcurement
- Personalizing the Home Page

### **Using iProcurement Receiving**

- Oracle iProcurement Receiving Process
- Processing Returns and Corrections
- Receiving Orders
- Finding Receipts
- Entering Returns in Oracle iProcurement
- Receiving Comparison
- Receiving Open Interface

### **Oracle iProcurement Setup Steps**

- iProcurement Setup Steps
- Oracle Application Setup
- Verifying Profile Options
- Creating Requisition Templates