

Oracle® Fusion Applications Procurement Guide

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Preface

This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

Oracle Fusion Applications Help

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.



With a local installation of help, you can add custom help files to replace or supplement the provided content. Help content patches are regularly made available to ensure you have access to the latest information. Patching does not affect your custom content.

Oracle Fusion Applications Guides

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. You can access the guides from the **Guides** menu in the global area at the top of Oracle Fusion Applications Help pages.

Note

The **Guides** menu also provides access to the business process models on which Oracle Fusion Applications is based.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.
- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.
- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

To supplement these guides, which cover specific business processes and offerings, the following guides address common areas:

Other Information Sources

My Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.

Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides visibility into service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production, and changes. In Oracle Fusion Applications, you can use the Oracle Enterprise Repository for Oracle Fusion Applications for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.
- Publishing other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

The Oracle Fusion Applications information is provided as a solution pack that you can upload to your own deployment of Oracle Enterprise Repository for Oracle Fusion Applications. You can document and govern integration interface assets provided by Oracle with other assets in your environment in a common repository.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/us/corporate/accessibility/index.html>.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww@oracle.com. You can use the **Send Feedback to Oracle** link in the footer of Oracle Fusion Applications Help.

Manage Supplier Information

Manage Supplier Profiles

Supplier: Overview

The Suppliers Workarea Overview page is the homepage for the Supplier Administrator to perform day-to-day supplier maintenance and administration activities.

The overview page provides the Supplier Administrator visibility to supplier information in order to carry out tasks ranging from routine maintenance, to event driven administrative responsibilities. In addition, the overview page contains reports that highlight supplier issues requiring attention and provides easy access to maintain and update supplier records. From the overview page, the Supplier Administrator can quickly get in touch with a contact for a reported supplier that requires communication by accessing the Actions menu.

The Suppliers Workarea Overview page contains the following reports:

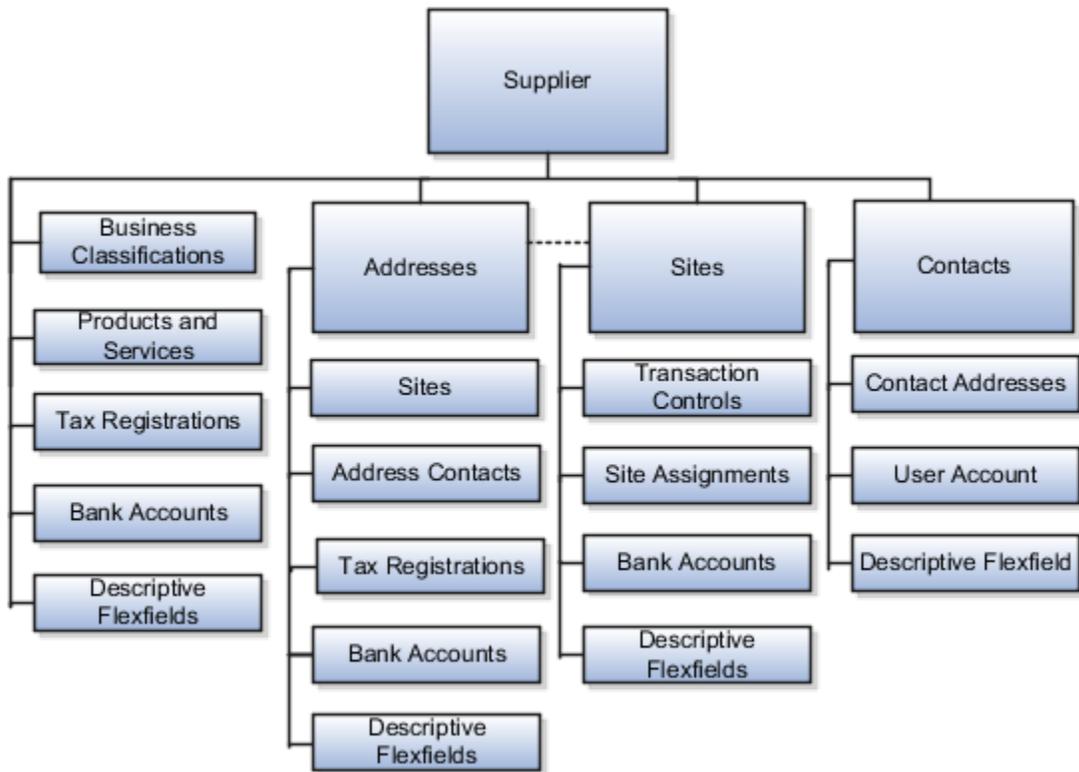
- **Incomplete Suppliers:** Lists suppliers created in the past 30, 60 or 90 days with no active addresses or contacts. An active address is required to procure from a supplier. The Supplier Administrator should take action to complete required supplier setup for this list so that each supplier is transaction ready. This report also helps identify suppliers that need to be inactivated if the buying organization has decided not to do business with the supplier.
- **Expired and Expiring Business Classifications:** Lists suppliers for whom one or more business classification certificates are about to expire or have expired. This report helps the Supplier Administrator keep supplier records that are in risk of losing their diversity status (which could impact the supplier relationship) up-to-date and accurate.
- **Suppliers Pending Review:** Identifies suppliers needing additional internal review to make transaction ready. The application uses the attribute Review Type to determine if the supplier requires additional review. The seeded default for Review Type is Registration to identify suppliers created through Registration. A supplier may register with minimal details and to make them transaction ready, it may be required to provide more complete information including Addresses, Contacts, Bank Accounts, Tax Registration details and so on. The Supplier Administrator can also manually set the Review Type to another chosen value to ensure that the supplier gets marked for additional review and is included in this report.

- **Contact Change Requests Pending Approval:** This report lists all contact change requests pending approval for active and inactive suppliers. The report helps the Supplier Administrator identify the approval queue for contact change requests that need review by the buying organization. This report is only displayed if Oracle Fusion Supplier Portal is implemented.

Supplier Model: Explained

A supplier is modeled as a global entity, meaning it is not created within a business unit or any other organizational context. A procurement business unit establishes a relationship with a supplier through the creation of a site which maintains internal controls for how procure to pay transactions are executed with the supplier. The other entities of the supplier profile capture mostly external information that is provided by the supplier, such as tax identifiers, addresses, contact information, and so on.

The following diagram shows the main profile entities that are maintained for a supplier and how they are organized.



Tax registrations and bank accounts, which include additional payment processing controls, can be defined at different levels of the supplier profile providing more flexibility in conducting business with the supplier. These levels are described below including additional relational aspects between entities.

1. Tax registrations can be created and maintained at the supplier address level.
2. Bank accounts can be created and maintained at three levels: supplier, address and site.
3. A site must be associated with exactly one address. Multiple sites can be created for the same address, which is common when more than one

procurement business unit sources from the same supplier. Note: A site can be created while creating an address, to save time from navigating to the Sites tab after creating the address.

4. Address Contacts and Contact Addresses represent two ways an association can be made between a supplier address and supplier contact. This association can be established when performing maintenance in either entity. One address can be associated to one or more contacts, and one contact can be associated to one or more addresses. Additionally, when a contact is associated with an address, it is implicitly associated with all sites using the address. This establishes the concept of a Site Contact. Some transactions, such as purchasing documents, allow for a Site Contact to be selected on the transaction.

Supplier User Provisioning : How It Works

Supplier User Provisioning refers to the process of establishing suppliers with access to Oracle Fusion Supplier Portal. It enables the buying organization to create and maintain user accounts, job roles, and data access controls for supplier contacts. An important part of supplier user provisioning is to provision job roles, which give users the ability to perform on-line business tasks and functions with the buying organization which are associated with their job.

The content Supplier Users can access and tasks they can perform are tightly controlled by the buying organization. However, a key feature of Oracle Fusion Supplier Portal allows supplier users to assume the responsibility for user account management on behalf of the buying organization by creating and maintaining user accounts for their fellow employees that require access to the Supplier Portal application. The buying organization maintains control by granting provisioning access to their trusted suppliers, significantly reducing their administrative burden.

User Provisioning Job Roles

The seeded job roles that can perform supplier user provisioning are:

- **Supplier Administrator:** This is an internal job role to the buying organization. Users with this role are responsible for maintaining supplier profile information as well as administering user accounts for supplier contacts.
- **Supplier Self Service Clerk (SSC):** This is a supplier job role. Supplier users with this role can maintain contact profiles and request user accounts for their fellow employees. All contact profile updates and user account requests made by the SSC require approval by the buying organization.
- **Supplier Self Service Administrator (SSA):** This is a supplier job role. Supplier users with this role can maintain contact profiles and provision user accounts to their fellow employees, without requiring buying organization approval.

There are several flows in which Supplier Administrators perform user provisioning:

- Supplier registration review and approval.
- Supplier contact change request review and approval.
- Suppliers work area, Edit Supplier flow where supplier contacts are maintained.

In each of these flows the Supplier Administrator is able to create a user account, assign job roles and set data security access for a supplier contact.

Manage Supplier User Roles Setup Page

The Manage Supplier User Roles setup page is used by the buying organization to define the job roles that can be provisioned to supplier users for accessing Oracle Fusion Supplier Portal. This page also controls options for how the supplier job roles are used in the various provisioning flows. These two distinct setup tasks are intended to be performed by two different internal job roles.

The Manage Supplier User Roles page serves two important setup tasks:

1. The core task is to define the list of roles that can be provisioned to supplier users in Oracle Fusion Supplier Portal provisioning flows. The supplier roles are added from the central Oracle LDAP roles repository which stores all Oracle Fusion application job roles. Once the role is added to the table, it is immediately available for provisioning to supplier contacts by the Supplier Administrator. Only the IT Security Manager job role can add and remove roles to avoid the risk of adding an internal application job role inadvertently which could result in suppliers gaining unauthorized access to internal data. This security risk is the reason only the IT Security Manager has the privilege to manage the list of supplier job roles that can be provisioned.
2. Define the supplier role usages. The Procurement Application Administrator is responsible for this setup task, which manages settings for how the supplier job roles are exposed in provisioning flows. The first column controls whether the supplier job role can be provisioned by suppliers in Oracle Fusion Supplier Portal, specifically supplier users with the SSA role.

Additionally, default roles can be established which expedite supplier user account requests by allowing the buying organization to identify the minimum set of job roles that a supplier contact can be granted. This prevents approvers from having to explicitly review and assign job roles for each user account request.

The IT Security Manager can also set supplier role usages as they can access all functions on the setup page, however this is typically performed by the Procurement Application Administrator. The Procurement Application Administrator cannot add or remove roles from the table.

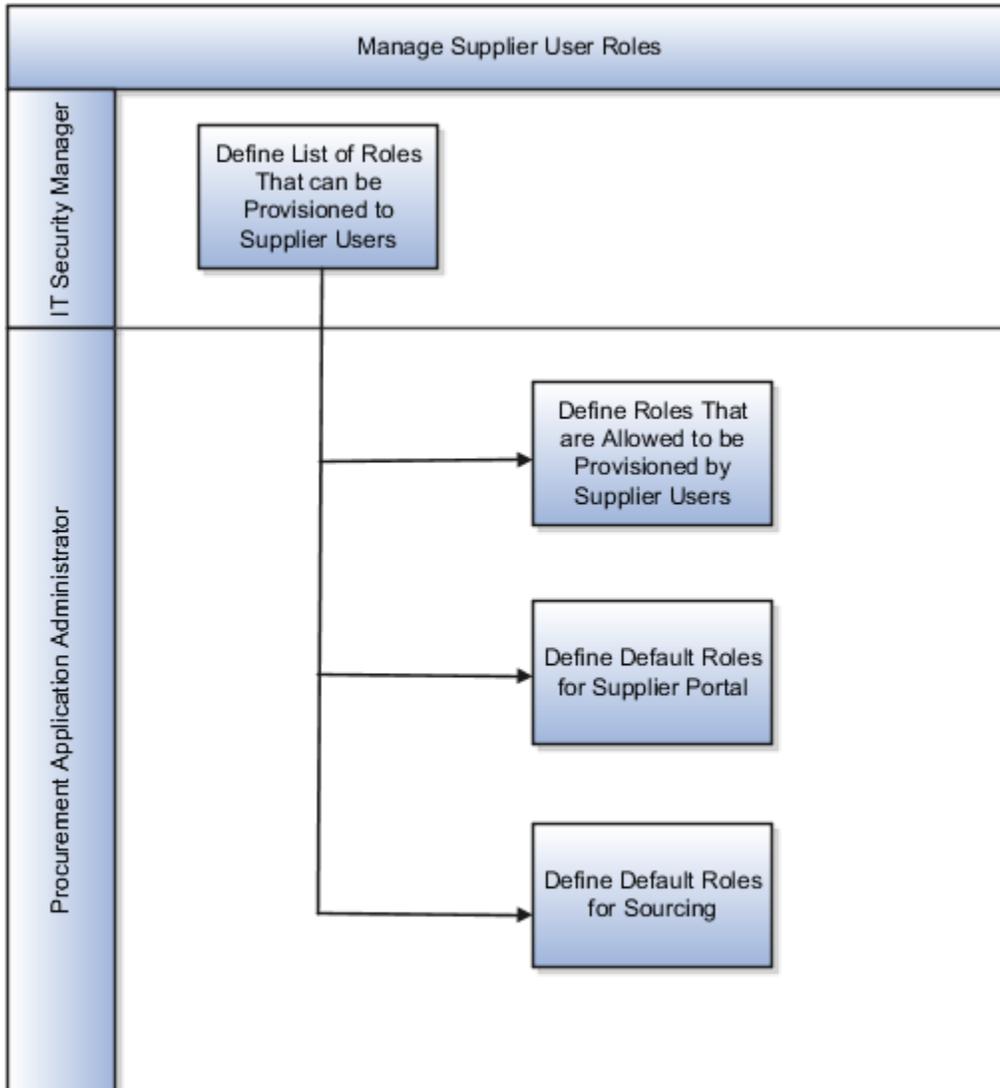
When the role default setup is done correctly, the Supplier Administrator (or approver) can review supplier contact user account requests with job roles selected based on the source of the request, and proceed to approve user account requests with appropriate role assignments.

The three role usages relevant to supplier user provisioning include:

- Allow Supplier to Provision: If selected, the role can be provisioned by the SSA, assuming the role is also assigned to the SSA user.
- Default for Oracle Fusion Supplier Portal: If selected, the role is automatically added to supplier user requests in the provisioning flows enabled by Oracle Fusion Supplier Portal such as supplier registration and supplier profile maintenance.

- Default for Oracle Fusion Sourcing: If selected, the role is automatically added to supplier user requests generated in sourcing flows such as Create Negotiation.

A role in the table can be marked for one or more of the three usages.
The figure below shows the flow for managing supplier user roles.



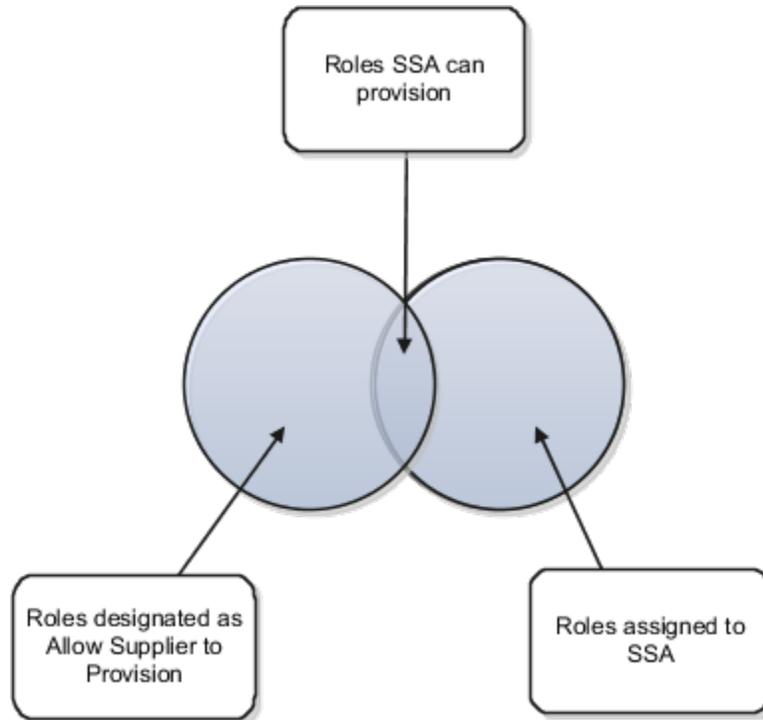
The IT Security Manager and the Procurement Application Administrator access the Manage Supplier User Roles page through the following respective setup tasks in the Oracle Fusion Setup Manager, under Define Supplier Portal Configuration:

- Manage Supplier User Roles
- Manage Supplier User Roles Usages

Note

SSA users should be careful when removing roles from their account because they are not able to add additional roles to their own user account.

To ensure the SSA provisions proper roles to the supplier users in their company, users with the SSA job role are able to provision roles based on those roles checked in the Allow Supplier to Provision column and the set of roles they have already been assigned. This intersection, as depicted in the figure below, determines what roles they can grant to their fellow employees.



Setup Supplier Roles: Examples

The following simple examples illustrate selecting and managing roles for supplier user provisioning .

Scenario

Selecting roles for supplier user provisioning:

Company ABC decides to expand supplier portal deployment and allow suppliers to access orders and agreements. The IT Security Manager navigates to the Manage Supplier User Roles page, searches for the supplier job role, Supplier Customer Service Representative. The IT Security Manager adds Supplier Customer Service Representative to the table. The Procurement Application Administrator then navigates to the Manage Supplier User Roles page and sets Supplier Customer Service Representative as Default for Supplier Portal and Allow Supplier to Provision.

Scenario

Managing default roles and defining roles that the Self Service Administrator (SSA) can provision:

Company ABC determines that all supplier users can be granted access to orders, shipments, receipts, invoices and payments information by default, but access to Agreements will only be granted to select supplier users. The Sales Representative role will not be marked as a default role.

Company ABC recently implemented Oracle Fusion Sourcing and needs to provision the Supplier Bidder role to specific suppliers invited to sourcing

events. The SSA should not be allowed to provision this role as it needs to be controlled by Company ABC. When Supplier Bidder is added to the table, Allow Supplier to Provision should not be checked, but Default Roles for Sourcing is checked.

When a prospective supplier saves the registration with the intent of completing it later, the application sends an e-mail to the prospective supplier containing the URL to be used to return to the registration. The URL contains an identifier which is encrypted using an encryption key. This is done to prevent someone from altering the URL in order to gain access to registrations submitted by other companies.

If it is suspected that registrations have been tampered with, the Procurement Application Administrator can regenerate the encryption key. Once the registration key is regenerated, the registrations which were saved for later will no longer be accessible to the prospective suppliers.

Security for Individual Supplier Information: Explained

Personally Identifiable Information (PII) refers to the framework in Fusion for protecting sensitive data for an individual. For managing supplier profile data, the PII framework allows customers to protect tax identifiers for suppliers which are classified as individual persons by requiring additional security privileges for users to view and maintain such data.

The seeded job role of Supplier Administrator includes the following PII related duty role by default: Supplier Profile Management (Sensitive) Duty

Only users with this duty role can maintain the Taxpayer ID for individual suppliers. Individual suppliers are defined as suppliers with a Tax Organization Type of Individual or Foreign Individual.

Supplier administrators without this duty role can still search and access individual suppliers, but are restricted from viewing or updating the Taxpayer ID for these suppliers.

Similar PII data security is also enforced in the Supplier Registration flows through the duty role: Supplier Registration Management (Sensitive) Duty

Only users with this duty can view or maintain Taxpayer ID and Tax Registration Number information on a registration approval request, for an individual supplier.

Manage Supplier Products and Services Category Hierarchy: Explained

The Manage Supplier Products and Services Category Hierarchy page enables the buying organization to define a category hierarchy for identifying the products and services categories that suppliers and prospective suppliers can provide.

The category hierarchy can be defined with as many levels as needed to capture granular supplier category classifications. The hierarchy navigation allows supplier users to quickly drill down and select their applicable categories. When a parent category is selected, the buying organization assumes that the supplier can provide all the products and services represented as child categories under that parent category.

The two types of categories that are used in the hierarchy are browsing categories and item categories.

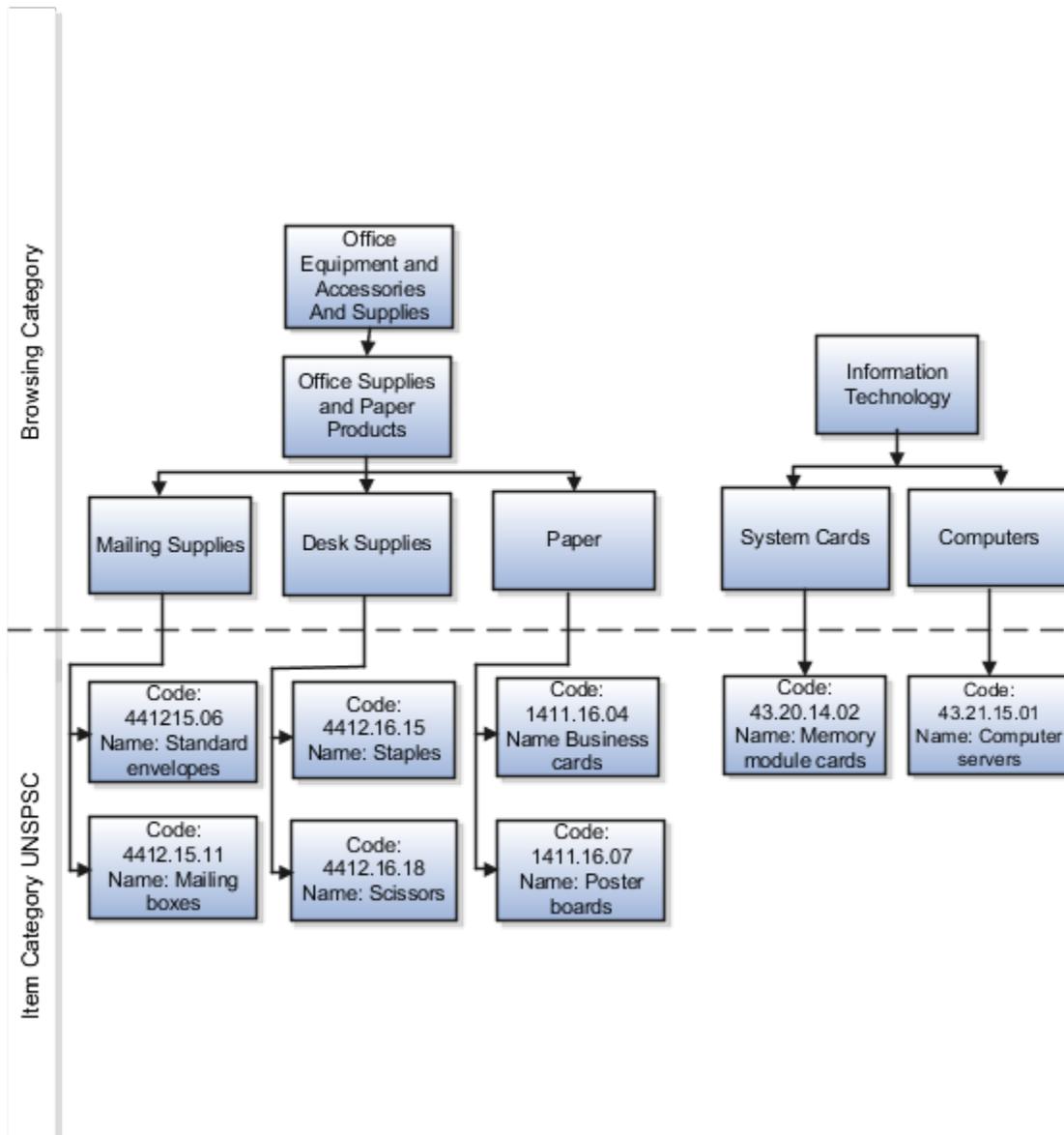
Browsing Categories

Browsing categories, also known as navigation categories, are created to structure the hierarchy and organize the underlying item categories so that users can navigate and select the most appropriate categories applicable to the supplier organization. A browsing category can either be a parent category, or a child to another browsing category.

Item Categories

Item categories are categories from the Purchasing Catalog used during sourcing activities by the buying organization to find all suppliers that can provide a given item category. Item categories cannot be added as a parent category in the hierarchy, they can only be added as the last level in a branch, also referred to as the leaf level.

The figure below shows a sample category hierarchy. It is not required to have the same number of levels in all branches of the hierarchy.



Companies can develop their own method of categorizing products and services, or they can use standard coding systems such as UNSPSC.

If the categories seem too granular to display to end users, companies can control whether or not to show the leaf level item categories by using Display in Supplier Profile check box which is available at the category level in the purchasing catalog.

The Display in Supplier Profile check box determines whether the category will be displayed in the category hierarchy presented to the end users (prospective suppliers and supplier administrators). If the check box is unchecked, it means that the category would only be used internally by downstream flows, such as Sourcing, however it would not be displayed in the category hierarchy presented to the users. Browsing categories are not controlled by this check box, any browsing category created in the hierarchy is always displayed.

Note

If any categories are removed from the hierarchy that were selected on a particular supplier's profile that will cause the deleted category to be dropped from the supplier record.

Request Supplier Contact Change

Supplier Contact Change Requests: Explained

Designated administrators at a supplier have the authority to manage the contact information for themselves and other employees of the company who are existing users or want to become users of the Oracle Fusion Supplier Portal application.

The operations allowed from the Oracle Fusion Supplier Portal application are:

- Creating a new contact.
- Editing existing contact details.
- Requesting new user accounts.

There are two seeded job roles which allow supplier users to maintain contact information: Supplier Self Service Clerk and Supplier Self Service Administrator. The changes made by the users with the Supplier Self Service Clerk job role are subject to review and approval by the buying organization, whereas the changes made by the users with the Supplier Self Service Administrator job role do not undergo such review by the buying organization.

Supplier Contact Change Request

Here is how the supplier contact change request process works:

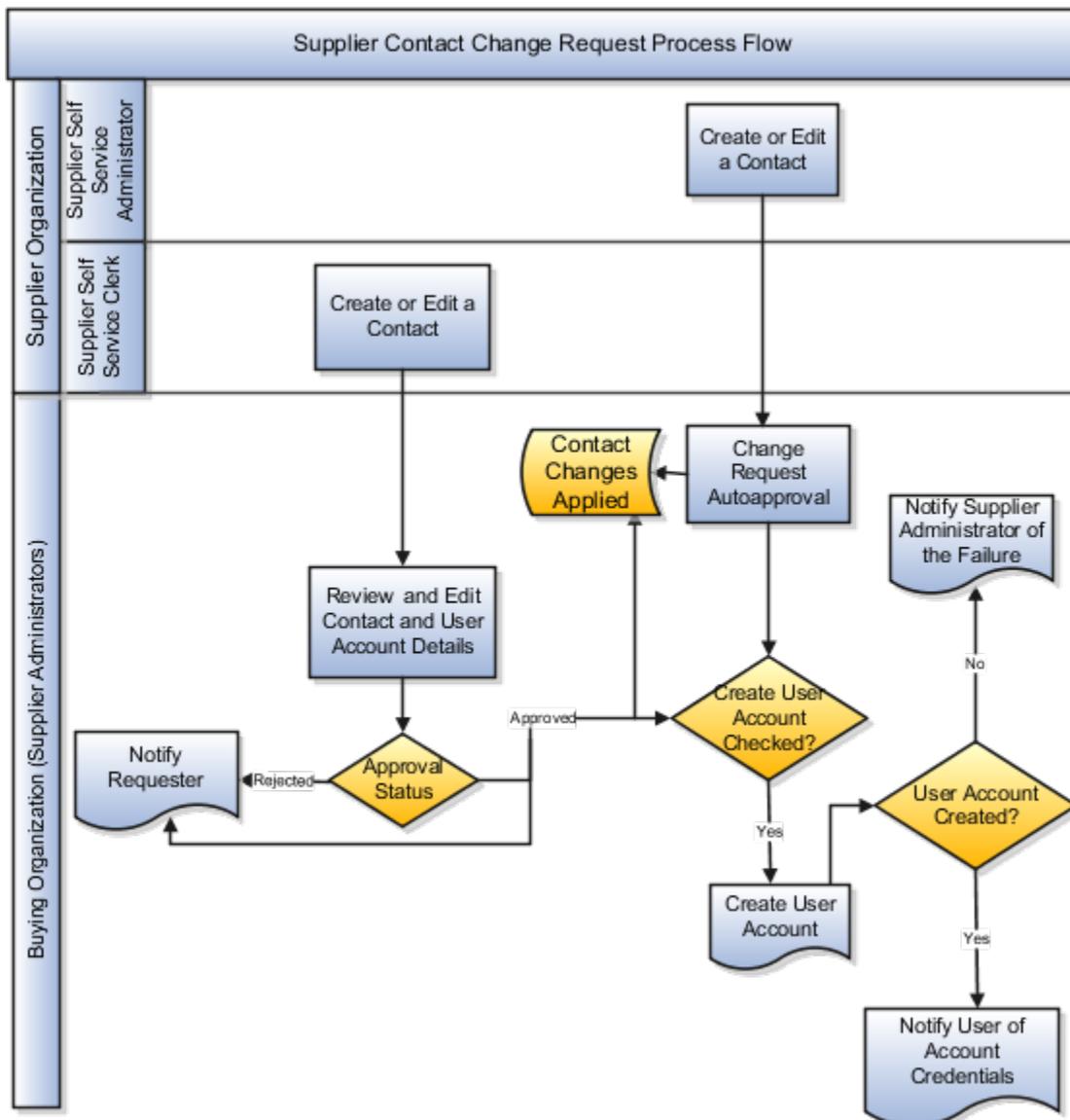
1. The designated administrators make changes to the contact information using the Oracle Fusion Supplier Portal application.
2. The changes made by the supplier users with the Supplier Self Service Clerk job role are submitted for review by the buying organization.

Note

The changes made by the supplier users with the Supplier Self Service Administrator job role are autoapproved and the information is updated in the Supplier Master.

3. The buying organization receives the contact change request, where it goes through a collaborative review process, facilitated by the Approval Management Service (AMX). Approval Management Service is a robust approvals engine that enables administrators to organize and author approval routing rules based on various seeded attributes. Approvers who have the required privileges, like the Supplier Administrator, can edit the contact change request during approval.
4. The outcome of the review is either approved or rejected. E-Mail notification with the contact change request outcome is sent to the user who submitted the contact change request.
5. If a user account is requested, the request is submitted to Oracle Identity Management for processing.
6. Upon successful creation of a user account, an e-mail notification is sent to the user with the account credentials.

The figure below shows the supplier contact change request process flow.



Update Supplier Contacts

Supplier User Account Administration: Explained

User accounts need to be provisioned to allow supplier contacts to access the Oracle Fusion Supplier Portal application. User account maintenance is performed for a specific supplier contact under the Contacts tab. A user account is assigned roles that determine what functions a supplier contact can perform when logging into the application.

Below are Fusion flows where a user account can be requested and managed as part of a supplier contact:

- **Create Supplier Contact:** When creating a supplier contact, the administrator can also request to create a user account for the contact, request roles and grant data access.

Note

Creating a user account for a supplier contact cannot be reversed. Once a user account is created, it cannot be deleted from the system, but it can be inactivated

-
- **Edit Supplier Contact:** The supplier administrator can make changes to supplier contact information as well as create or maintain the user account for the contact.
 - **Approve supplier registration request:** When an approver is approving a supplier registration, the approver can create and edit supplier contacts. Since a user account is part of a supplier contact, the approver has the ability to create a user account and assign roles within this flow.

The Supplier Administrator is responsible for:

- Creating and inactivating supplier user accounts

When Create User Account is selected for a contact, a request is initiated to Oracle Fusion Identity Management (OIM) to provision the account. Status is displayed to the user to communicate provisioning status during this process.

When the process is complete, OIM sends notification to the supplier contact with the username and temporary password to access Oracle Fusion Supplier Portal. If the process fails, a notification is sent to the Supplier Administrator alerting them that a user account was not successfully provisioned for the supplier contact

- Assigning supplier job roles.

The Roles subtab controls function security which determines the business objects and task flows the supplier user can access. Supplier job roles should be assigned based on the job that the contact performs within the supplier organization, such as Customer Service Representative or Accounts Receivable Specialist.

- Assigning data access

The Data Access tab controls data security, or which transactions the user can access for the specific business objects their job role is associated with. There are two levels of data security; Supplier and Supplier Site. By default all supplier

user accounts start with supplier level, meaning they can access all transactions belonging to their supplier company only. For more restrictive access, Supplier Site level, limits user access to transactions for specific Supplier Sites only.

Approve Supplier Contact Change Request

Supplier Contact Change Request Approval: Explained

The approval task which controls the approval routing for supplier contact change requests is called Supplier Contact Change Request Approval.

The approval task is seeded with the following stage for maintaining approval rules: Supplier Contact Change Request Approval Stage.

This stage is seeded with an approval routing rule which adds the following approvers:

- All users setup as Procurement Agents with the Supplier Administration function who have access to any Procurement BU for which the Supplier on the contact change request has an active site. If the Supplier does not have any active sites, the approvers will be all users setup as Procurement Agents with the Supplier Administration function who have access to any Procurement BU.

The voting regime is parallel and set to first responder wins meaning the first approver to take approval action completes the approval.

Once all approvals are complete for the contact change request a notification is sent to the user and other employees of their company using Oracle Fusion Supplier Portal

Create Supplier

Supplier Numbering: Explained

The Procurement Application Administrator is responsible for supplier numbering setup. Suppliers created through the Create Supplier task flow, through the supplier registration process, or supplier import are automatically numbered using a numeric sequence. The starting supplier number is defined in the Specify Supplier Numbering setup page (the seeded default number is 1). The supplier number then increments automatically as numbers are assigned during supplier creation.

Additionally, the next supplier number can be updated at any time, not just during initial setup, if for example there's ever a need to skip a range of supplier numbers. The application will validate that the number is not already used.

Attachments: Explained

Users can attach any supporting documents to the registration describing company background, certifications, product data sheets, specifications, pricing information, and so on. Attachments can be in the form of files, URLs, or text notes.

Business Classifications: Explained

Business classifications support the tracking of supplier certifications that are important to companies for different reasons, such as for supplier diversity

programs. Since classification requirements can vary by country or region the seeded classifications can be changed. The application allows you to capture certification details for each classification such as Certificate Number, Certifying Agency, and Expiration Date.

The following seeded classifications are provided for tracking suppliers.

- Hub Zone
- Minority Owned
 - Subclassification: (African American, American Indian, Asian, Hispanic)
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Woman Owned

The Business Classifications subtab displays an alert if there are certificates that are expired or about to expire. The alert is only raised if a certificate expired in the past 30 days or about to expire in the next 30 days.

Supplier Sites and Supplier Site Assignments: Explained

The site represents a business relationship between a procurement business unit (BU) and the supplier.

Create Site

Sites are created in a procurement BU. A procurement BU represents a specific purchasing or sourcing organization that is responsible for establishing and maintaining supplier relationships. The site, therefore, allows a specific procurement BU to set terms, controls, and policies which govern how procure to pay transactions are executed between its client BUs and the supplier. Many of these site attributes are optional, and only need to be set when there is need to deviate from a BU level policy, for example the supplier might require more restrictive receipt and invoice tolerances. Procurement policy terms and controls that are defined for a supplier are maintained at the supplier site level.

The following information defines the site:

- Procurement BU
- Site name
- Site address
- Site purposes: Purchasing, Pay, Procurement Card, Primary Pay, and Sourcing Only.
 - When a new site is created, the site purposes are defaulted based on the address purposes. The address purposes reflect the sales functions which the supplier claims to perform at their location, whereas the site purpose indicates the equivalent procurement functions the buying organization transacts with the location, which can be a subset of the address purposes.

Note

If address is both RFQ and Ordering, then the site maps to a purpose of Purchasing, because sites with Purchasing purpose are used in both purchasing and sourcing transactions.

Sites also feature an Additional Details region to capture additional information which can be defined by the buying organization, referred to as descriptive flexfield information.

Subtabs capture the controls determining how purchasing, receiving and invoicing transactions are executed with the supplier.

Subtabs on the Sites page include:

- **General:** User can provide additional identifier information including customer number, which is the internal number the supplier uses to identify the buying organization, alternate site name, and a tax reporting indicator.
- **Purchasing:** User can define purchasing terms for this site including communication details, self-billing information, freight, and hold controls.
- **Receiving:** Provide information relating to receiving controls such as over-receipt tolerance, early receipt tolerance, receipt routing etc.
- **Invoicing:** Define invoicing controls and terms such as invoice currency, payment currency, invoice-related holds, match approval levels, payment terms, pay date basis and so on.
- **Payments:** Define supplier bank accounts, preferred payment methods, and other payment processing attributes for the site. Bank account information is used for paying supplier invoices by electronic funds transfer (EFT).
- **Site Assignments:** Maintain the set of client BUs that can use the site for purchasing and invoicing purposes.

Site Assignments

Site assignments control which client BUs can transact with the site. In addition, the sold-to BU associated with the client BU is defined. Sold-to BU represents the organization that assumes the liability for the purchases made on behalf of the client BU. In most cases, the client BU and the sold-to BU are the same. However, users can setup a different sold-to BU for a specific client if required.

The premise of the site assignment model is to leverage the centralized procurement organization which negotiates terms and sets policy controls. These terms and controls established for a supplier site are utilized by the client BUs as a result of being assigned to the site. Without the site assignment model each client BU would be forced to establish its own relationship with the supplier. The service provider relationship between the client BU and procurement BU is defined in the business unit setup.

Creating a Site Assignment

There are two ways to create site assignments. Manually create one at a time by selecting the specific client BU, or autcreate.

Every supplier site must have an active assignment in order to create transactions against the site, such as purchase orders or invoices. In other words,

if a site assignment does not exist or is inactive, you cannot create transactions for that supplier site.

To create a site assignment for a client BU, provide the following information: (Only Client BU and Sold-to BU are required.)

- Client BU: Select the appropriate BU from the list of all requisitioning and invoicing BUs that are serviced by the procurement BU.
- Sold-to BU: If the selected BU performs invoicing, then the same BU can be used as the Sold-to BU. However, in certain instances due to tax or legal reasons the client BU may only perform requisitioning with the supplier and another BU assumes the liability for the purchases. In this case a different sold-to BU is selected. The list of sold-to BUs that can be selected for a given client BU is determined by the Intercompany Transaction Flow setup. In addition, when a separate Sold-to BU acts as an agent to the client BU an assignment must be created for the sold-to BU in order for the BU to process invoices.
- Legal Entity: Read-only field based on the sold-to BU selected.
- Ship-to Location: Identifies the default shipping location used on purchasing documents for the client BU.
- Bill-to Location: Identifies the default billing location used on purchasing documents for the sold-to BU.
- Inactive Date: Determines when the assignment record is no longer active.
- Withholding tax information: Indicate whether withholding tax is enabled for the assignment and if yes, identify the tax group in which it is classified.
- Accounting information: Provide accounting information for the sold-to BUs for defaulting during invoice creation.

Manually create one at a time by selecting the specific client BU, or autcreate.

Supplier B2B Integration: Explained

Oracle B2B Gateway is the infrastructure that supports communication of transactions with Trading Partners (like Suppliers or Customers), whether inbound or outbound. To transact electronically with suppliers, the Oracle B2B Gateway must be configured to receive or send XML documents for a supplier site. Similarly, the supplier site must be configured to communicate with the Oracle B2B Gateway. To confirm the site is correctly mapped to a B2B Trading Partner definition and to view its electronic documents that are setup in Oracle B2B click the Retrieve Document Configuration button. If successful the document configurations will be returned from Oracle B2B and displayed on the supplier site. When a supplier site is configured for B2B transactions, the implementor defines the supplier site as a Trading Partner in the Oracle B2B Gateway. The implementor then defines the Trading Partner definitions specifying a value for the Partner Identifier type: B2B Supplier Site Code, then enters the same value in the Supplier Site page. The configuration will be cross-referenced in the Supplier Site page. The B2B Supplier Site Code on the supplier site must be identical to the trading partner identifier populated in Oracle B2B to establish the mapping.

Note

The B2B Supplier Site Code must be unique across suppliers, but can be the same across sites within a supplier.

Oracle Fusion Purchasing uses the B2B Supplier Site Code to determine if a purchase order must be communicated through B2B. If a value exists for this attribute on a supplier site, then purchase orders created for the site will be communicated to the supplier through B2B.

Merge Suppliers

Merging Supplier Sites: Points to Consider

The Supplier Merge Process is a utility used to maintain supplier records. A supplier record is not explicitly merged by the user, it is only merged as a result of all its sites being successfully merged. Supplier sites can be merged within the same supplier or between two suppliers. A supplier record is not explicitly merged by the user, it is only merged as a result of all its sites being successfully merged. Additionally, the supplier merge process results in updates to transactions when the site is referenced on an order, for example, is merged to another site.

Once a merge is completed, it cannot be undone. The supplier is made inactive (in case of supplier merge) and supplier site is made inactive (in case of supplier site merge).

Reasons for Merging a Supplier or Supplier Site

Suppliers may be merged for any of the following reasons:

- A duplicate supplier was created.
- The supplier was acquired by another company.

Supplier Sites may be merged for any of the following reasons:

- A duplicate supplier site was inadvertently created.
- The supplier moved to a new location.
- A division of a supplier was sold and the appropriate site must be associated to the new supplier that acquired it.

Impacts of Supplier or Supplier Site Merge

The following are impacts of supplier merge:

- All contacts of the supplier are merged.
- All products and services categories are merged.
- All sites are merged (this is a prerequisite for supplier merge).

The following are impacts of supplier site merge:

- All contacts associated with the site are merged.

If the contact has a user account for the Merged-from supplier, the contact will not be able to see any information in Oracle Fusion Supplier Portal about the Merged-to supplier initially. If the contact requires access to the Merged-to supplier, then the user account for the Merged-from supplier contact must be inactivated first before activating the account for the contact in the Merged-to supplier.

How can I view a merged suppliers report?

You can view supplier merge reports from the Processes region of the Merge Suppliers page.

Manage Supplier Registrations

Supplier Portal Overview: Explained

The Supplier Portal Overview provides suppliers a quick glance across transaction flows and highlights urgent tasks which are relevant to a user's job role.

The transactional tabs offer consolidated reporting views across different business objects which provide quick visibility to recent business activity. The Watchlist on the summary tab provides users with a one-stop shop for all the key tasks that need to be performed and important inquiries that need monitoring.

Summary Tab

The overview page serves as the home page in Oracle Fusion Supplier Portal. The page is in a tabbed structure and by default the Summary tab is selected.

The Summary Tab contains the following regions designed to alert suppliers on the latest transaction information as well as communicate general news and provide access to supplier performance reports:

- **Supplier News:** A place where relevant news is posted for supplier users. For example, server down time, upgrade notices, and so on.
- **Worklist:** A list of all notifications sent to the current supplier user. Critical transaction events generate notifications, such as communication of a new purchase order issued by the buying organization. The worklist serves as a convenient place where supplier users can view these notifications.

Note

An e-mail version of most notifications are also sent to the supplier.

- **Watchlist:** Contains a set of saved searches which display counts of urgent or recent transactions, possibly requiring action, such as Orders Pending Acknowledgment. Clicking a watchlist entry navigates the user to begin working on the transactions immediately.
- **Supplier Performance Reports:** Contains a list of transaction reports relevant to the user role. Report criteria can be specified for example Supplier Site, Category, or Item. Reports include:

Report Name	Description
PO Purchases Amount	Provides summary of PO purchase amount for the given set of parameters, which also includes supplemental information such as growth rate and percent of total.

Receipt Date Exceptions	<p>Set of reports providing detailed information on Receipt Date Exceptions (comparing receipt date against the PO schedule for each receipt line to determine being early or late) for the given set of parameters.</p> <p>Early is defined as receiving before the promise date or need-by date if no promise date is available.</p> <p>Late is defined as receiving after the promise date or need-by date if no promise date is available.</p> <p>The Receipt Date Exception Rate provides the exceptions rate for a given time period. The lower the exception rate, the better the delivery performance. This is calculated as: Exception Amount divided by Receipt Amount, multiplied by 100.</p>
Returns	<p>Set of reports providing detailed information on returns for the given set of parameters.</p> <p>The report also includes growth rate, percent of total and its change for all the values.</p>
Invoice Amount	<p>Provides a summary of invoice amount for invoices with or without a matching PO for the given set of parameters.</p> <p>The report also includes growth rate, percent of total and its change for all the values.</p>
Invoice Price Variance Amount	<p>Shows the variance between the invoice price and the purchase price. Payables records invoice price variances when the invoices are matched, approved, and posted.</p> <p>The invoice price variance is the quantity invoiced multiplied by the difference between the invoice unit price and the purchase order unit price.</p> <p>The report also includes growth rate, percent of total and its change for all the values.</p>

Orders Tab

Content within this tab is primarily tailored to the role of Supplier Customer Service Representative. The tab contains the following regions:

- Orders with Recent Activity: A list of orders that are Opened, Changed, or Canceled since the specified date.

- Pending Change Orders: A list of change orders initiated by the supplier company that are either requiring supplier action or are pending review by the buying organization.

Agreements Tab

Content within this tab is primarily tailored to the role of Supplier Sales Representative whose main function is to manage agreements. The tab contains the following regions:

- Agreements with Recent Activity: A list of agreements that are Opened, Changed, or Canceled since the specified date.
- Pending Change Orders: A list of agreements initiated by the supplier company that are either requiring supplier action or are pending review by the buying organization.
- Pending Authoring: A list of draft agreements that are transferred to the supplier for catalog authoring. Catalog authoring is the process by which suppliers enter or upload their catalog items to the agreement for review and approval by the buying organization.

Schedules Tab

Content within this tab is primarily tailored to the role of Supplier Customer Service Representative. The tab contains the following regions:

- Open Schedules: A list of open purchase order schedules that are not received by the buying organization. Any overdue schedules are highlighted with an alert. Open schedules can fall into three categories:
 - Order schedules not shipped.
 - Orders schedules shipped and in transit, but no shipment notice was communicated.
 - Orders schedules shipped and in transit, which have an associated shipment notice.
- Recent Receipts: A list of purchase order schedules recently received.

Negotiations Tab

This transaction tab is tailored to the role of Supplier Bidder. Users are presented with negotiation transactions that the supplier is involved in or is invited to by the buying organization. It provides a quick summary view to easily monitor the status of supplier negotiation responses.

Note

This tab is only visible when Oracle Fusion Sourcing is implemented.

Supplier Products and Services Categories : Explained

Products and services categories can be captured as part of supplier profile which can be used to identify suppliers to invite to sourcing negotiations. The categories are presented in a tree based hierarchy for easy selection, which is available in all flows where supplier profile information is captured, including; supplier registration, internal supplier registration, supplier registration approval, and the supplier master where profiles are maintained by internal supplier administrators.

The hierarchy is defined and maintained by accessing the Manage Supplier Products and Services Category Hierarchy setup task found under the Define

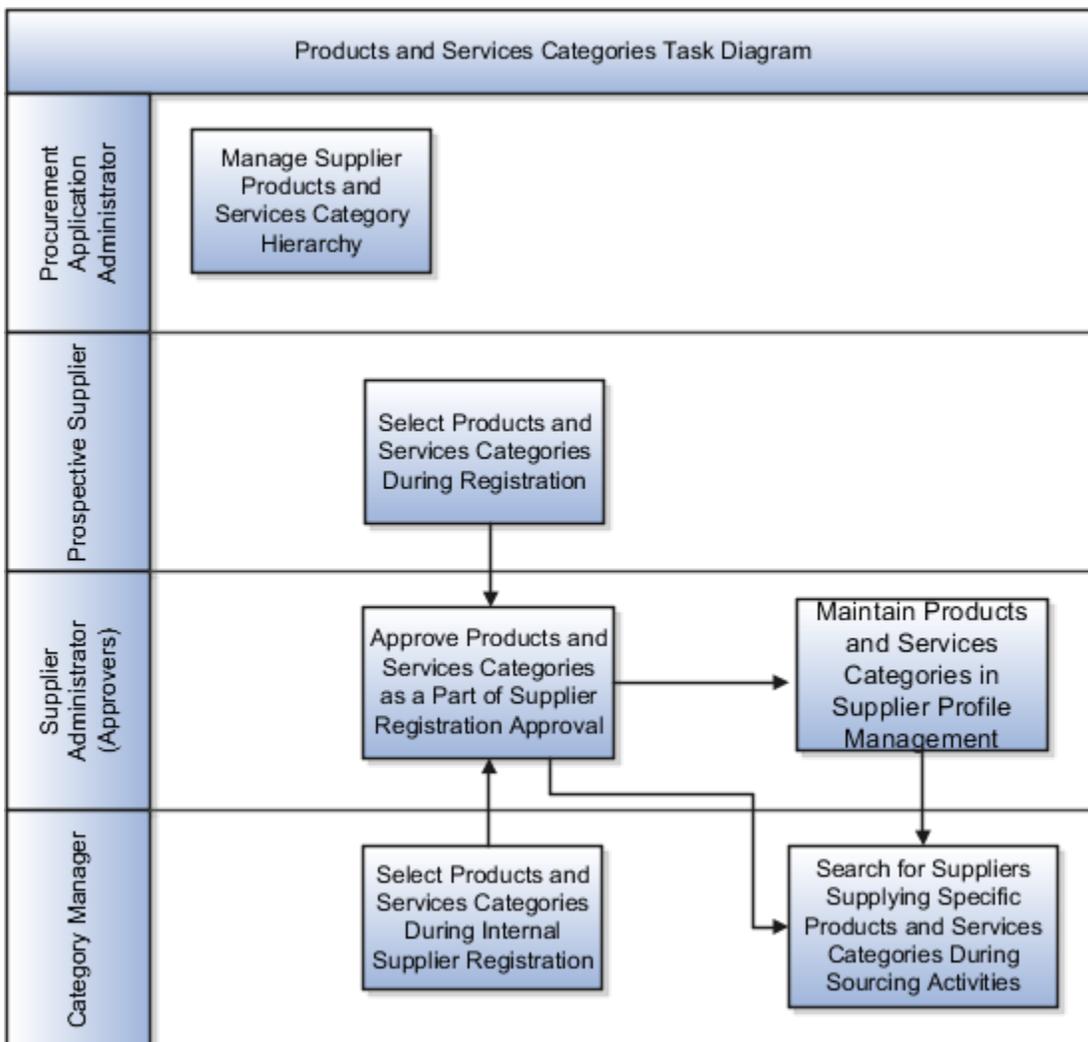
Supplier Configuration setup activity in the Fusion Setup Manager. The buying organization may, at times, decide to reorganize categories exposed to suppliers for selection due to internal reorganization or changes in the business.

Products and Services Categories

The buying organization can collect information about the products and services categories supplied by the company on the registration flow by enabling Products and Services using the Configure Supplier Registration flow. Prospective suppliers can select the categories they are capable of supplying during the registration flow. If the category manager is registering a company while creating or editing a negotiation, they can also select the applicable categories on the registration.

Once the registration is submitted, it goes through an approval process in the buying organization. If the registration is approved, the Products and Services Categories is maintained by the Supplier Administrators as a part of their supplier profile maintenance task. Supplier users are able to review their Products and Services Categories in Oracle Fusion Supplier Portal as part of their supplier profile information.

The figure below illustrates the tasks which use the Supplier Products and Services Categories.



Review Supplier Registration Status

Supplier Registration Process: Explained

The Supplier Registration process is used by companies to submit their registration request in order to become a supplier of the buying organization. The buying organization then reviews the registration request using a collaborative review process and determines if it wants to consider this company as a new source of supply.

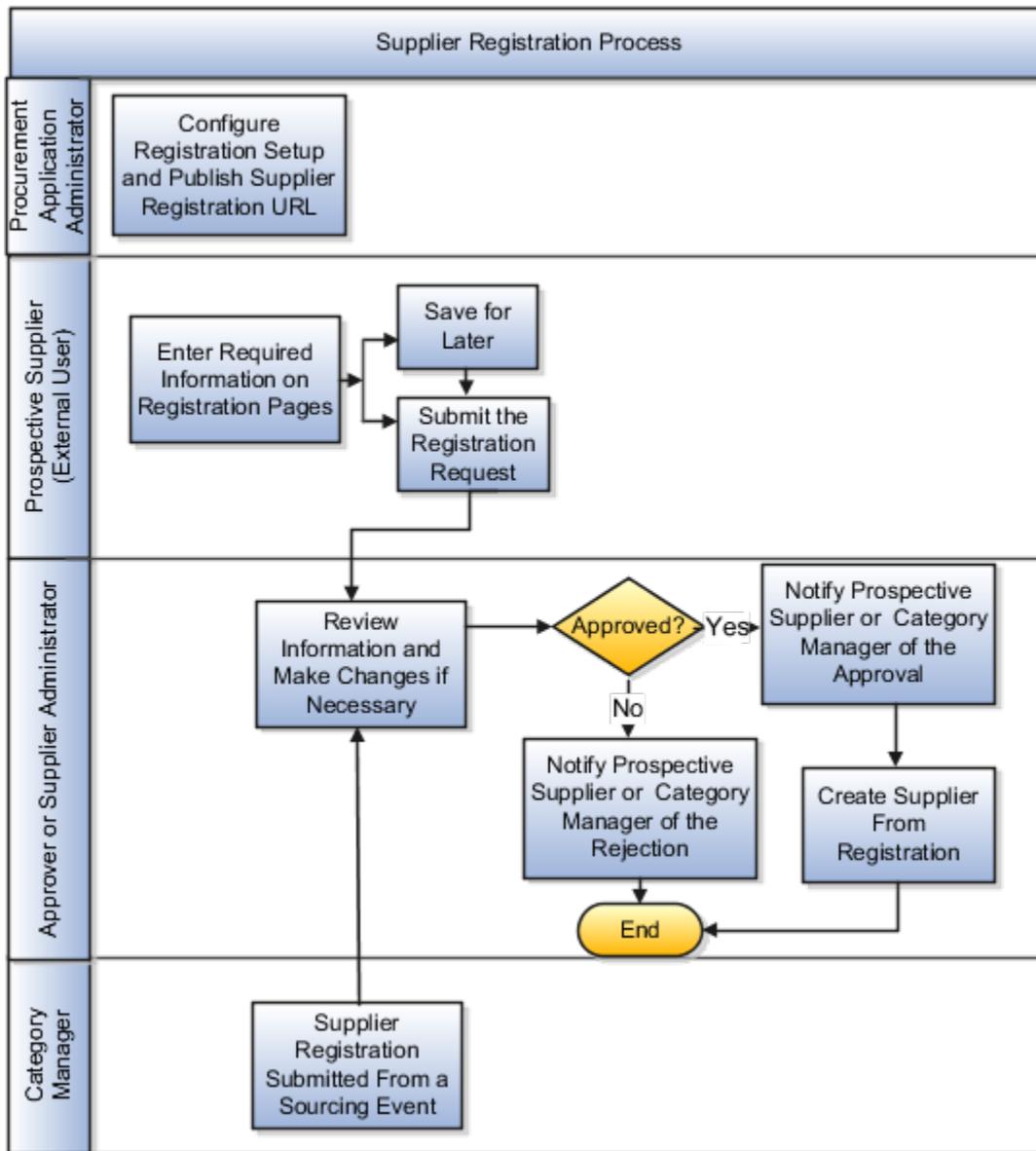
Supplier Registration Flow

Here is how the supplier registration process works:

1. The buying organization makes the supplier registration URL available to the prospective suppliers either by posting it on their website or sending it to them in an e-mail. The buying organization can have multiple procurement business units which may have different supplier onboarding requirements. Therefore, the supplier registration flow is deployed at the procurement BU level and the registrations are processed in context of a procurement BU.
2. The prospective supplier enters all required information and submits the registration request. Prospective suppliers may save their in-process registrations if they need to gather requested information and return to submit the registration later.
3. The buying organization receives the registration request, where it goes through a collaborative review process. The Approval Management Service (AMX) facilitates the approval routing of the registration. AMX is a robust engine that enables administrators to organize and author approval routing rules based on various seeded attributes. During the review process, the company name and tax identifiers are verified against existing records to ensure it is not a duplicate registration. Approvers who have the required privileges, like the supplier administrator, can edit the registration during approval.
4. The outcome of the review is either approved or rejected. E-Mail notification with the registration request outcome is sent to the user who submitted the supplier registration request and any contacts marked as administrative contacts on the registration.
5. An approved registration automatically initiates a process to create a supplier record from the registration. Also, if user accounts were requested for contacts on the registration, then user provisioning requests are sent to Oracle Identify Management for processing.

During a sourcing event, category managers can register a prospective supplier and add supplier contacts to the invitation list while creating negotiations in the Oracle Fusion Sourcing application. This flow is referred to as Internal Supplier Registration. Internal Supplier Registrations also go through a collaborative review process and use AMX for approvals. Upon completion of the review, a notification is sent to the category manager (sourcing user) who submitted the registration request. As it is a separate approval task, administrators can author different sets of approval rules for the Internal Supplier Registration flow.

The following figure shows the supplier registration process flow.



Now let's review the actual registration document. In looking at the registration flow, the prospective supplier is presented with a set of pages which the user navigates through using the navigation buttons. A navigation train, which shows where the user is in the page flow, can also be used to navigate directly to a specific page since there is no dependency in what order the information needs to be entered.

The Supplier Registration flow consists of the following pages (depending on the configuration decided by the deploying procurement BU) in the Configure Supplier Registration Setup page:

- Company Details: Captures identifying information about the company as well as the name and e-mail of the person submitting the registration.
- Contacts: Captures the contact details for those individuals that would be involved in supporting the customer relationship.

- **Addresses:** Captures the supplier addresses and the business functions performed at that address.
- **Business Classifications:** Captures the certification details of any applicable supplier diversity classifications (for example, minority owned, small business, and so on).
- **Bank Accounts:** Captures the bank account details where the company would like to receive payments.
- **Products and Services:** Captures the details of the types of products and services supplied by the company. The buying organization can organize the products and services categories in a hierarchical manner and customize which categories should be presented to the suppliers so that it becomes easier to find the products and services provided by them.
- **Review:** Displays all the entered information for review.

Approve Supplier Registration

Supplier Registration Approval: Explained

In order to support separate approval routing for external supplier registration and the internal supplier registration flows, there are two distinct approval tasks in AMX:

- Supplier External Registration Approval
- Supplier Internal Registration Approval

Both the tasks are seeded with 2 Stages:

- Supplier Registration Approval Stage
- Supplier Registration Bank Account Approval Stage

These stages are modeled as Serial stages. This means all approvals must be completed for the Supplier Registration Approval Stage before routing rules for Supplier Registration Bank Account Approval Stage are executed.

Supplier Registration Approval Stage is seeded with an approval rule called Inviting Procurement BU Rule which adds the following approvers:

All users setup as Procurement Agents with the Supplier Administration function who have access to the Procurement BU in which the registration was created.

The voting regime is parallel and set to first responder wins meaning the first approver to take approval action completes the approval.

The second stage, Supplier Registration Bank Account Approval Stage, is a placeholder stage. It is seeded with an empty rule, which buying organizations can use to author their own approval rules in AMX.

Register Supplier

Prospective Supplier Registrations: Explained

The Supplier Registration process is used by companies to indicate their interest in becoming a supplier of the buying organization.

Users can navigate through the registration using the navigation buttons to enter their information, or they can click on a page link to go directly to a specific page.

If the user needs to gather some information offline, they can save the in-process registration by clicking Save For Later which will send an e-mail containing the URL allowing them to complete their registration at a later time.

Once the registration request is submitted, it goes through a collaborative review process by the buying organization.

Upon completion of the review, an e-mail notification of the review outcome is sent to the user and any other contacts indicated as administrative on the registration.

User Account: Explained

User accounts are created for approved suppliers for all the contacts marked Request User Account. Once a user account is created, the supplier can access their account to make changes or updates.

Post Approval Supplier Creation: Explained

Once the registration request is approved and the registration approval notifications are sent, the application will automatically create the supplier in the Supplier Master.

The following describes the Supplier creation process:

- The supplier number is assigned from the next sequential number, maintained in Supplier Numbering setup.
- A supplier site is created for each address in the procurement BU for which the registration request was created. The address name provided in the registration request is used as the site name. The site purpose is derived from the address purpose.
- A site assignment is created for every client BU having both requisitioning and payables invoicing business functions that is serviced by the procurement BU for which the registration request was created. Site assignments are not created for sites with Site Purpose of Sourcing Only.
- User accounts requested for any contacts entered on the registration are sent to Oracle Fusion Identity Management for processing. After a user account is provisioned, a notification is sent to the contact containing the login details for access to the Oracle Fusion Supplier Portal application.
- The Review Type flag is populated as set on the Configure Supplier Registration setup page.

If any validation errors are encountered preventing the supplier record from being created the error details can be accessed from the Manage Supplier Registration Requests page. If supplier creation fails then the following process takes place:

- Supplier Creation Status on the registration will be marked as Error.

- A notification is sent to the Procurement Agents with the Supplier Administrator function which have access to the procurement BU for which the registration was created.
- Supplier Administrators can view and fix errors by navigating to the Edit Supplier Registration Request page accessed from the notification, or by clicking the Error status link on the Manage Supplier Registration Requests page for the registration.
- Once the errors are fixed, the supplier is created and the Supplier Creation Status is marked as Completed.
- In some cases the user may not wish to proceed with creating the supplier, for example if the error is for a duplicate supplier that already exists. The user then has the option to cancel the supplier creation by clicking on Cancel Supplier Creation on the Edit Supplier Registration Request page.

Why can't I edit the registration request?

Only registration requests in pending approval status can be edited. The user must be the current approver and have Supplier Registration Management Duty (Edit Supplier Registration Request privilege), or Supplier Profile Management Duty (Access Supplier Workarea Overview privilege) to edit the registration.

Manage Supplier Item Information

Approved Supplier List: Explained

Most procurement organizations track suppliers that are authorized to supply them with critical items and services, either formally or informally. Commonly referred to as an approved supplier list, this data is stored in a controlled repository and can be maintained for a particular procurement BU or a specific ship-to organization within a procurement BU.

The approved supplier list can be set up based on how granular companies wish to approve and track authorized supply sources. A list entry can be created for an item and supplier, an item and a supplier site, a category and supplier, and a category and a supplier site. Each entry can have supplier-item or supplier-category ordering attributes specified on procurement BU or ship-to organization levels.

You can perform the following activities using the Manage Approved Supplier List Entries page:

- Manage a list of suppliers, supplier sites, manufacturers or distributors that are either authorized for or restricted from supplying critical items or categories
- Define an approved supplier list entry to be exclusive to a single ship-to organization or apply it across ship-to organizations serviced by a procurement business unit

- Enable purchase order automated buying by specifying ordering requirements on an approved supplier list entry if agreed on with the supplier, such as minimum order amount
- Maintain references to source agreement documents
- Set dates for periodic reviews of approved supplier list entries to reverify supplier qualifications
- Maintain approved supplier list entries to reflect the current business status with suppliers

You can perform the following approved supplier list activities using the Manage Agreement page:

- Create approved supplier list entries automatically from blanket agreements to establish the supplier as an approved supply source

Create Approved Supplier List Entry: Points to Consider

An approved supplier list (ASL) entry controls what item or set of items can be procured from which suppliers (or restrict from procuring). An ASL entry can be created to match just how granular companies wish to approve and track authorized supply sources. Each entry can have supplier-item or supplier-category ordering attributes specified on the procurement BU or ship-to organization levels.

Procurement BU

Procurement business units are responsible for procurement business function related activities including supplier management, contract negotiation and administration, order issuance and administration. Approved supplier list entries can be created at a procurement BU level or for a specific ship-to organization within a procurement BU. You can only create ASL entries for those business units that are identified as clients of your procurement BU.

Scope

Scope is primarily about what level in the buying organization you are tracking authorized suppliers. A scope of Global allows the ASL entry to be used or enforced by all ship-to organizations that roll up to the requisitioning BU or BUs for which the procurement BU is a service provider.

Scope also has to do with how you define multiple attribute sets for different ship-to organizations. When an approved supplier list entry is defined as **Global**, all ship-to organizations that roll up to the requisitioning BU or BUs for which the procurement BU is a service provider will reference the global attribute set. When an approved supplier list entry is defined as **Ship-to Organization**, you create an attribute set for one specific ship-to organization.

Ship-to Organization

As indicated above, the included ship-to organizations define the scope or domain of your approved supplier list entry. That is, the supplier relationship

status maintained on the ASL is only applicable for orders which are for shipment to that specific ship-to organization. For global ASLs different ordering attribute sets can be defined for specific ship-to organizations.

Type

You can associate the supplier or supplier site to an item or a category for an approved supplier list entry by specifying the type. When an approved supplier list entry is defined as **Item**, you are associating the entry to a particular catalog item. When an approved supplier list entry is defined as **Category**, you are associating the entry to a particular procurement category. Using category type allows you to manage the supplier relationship for whole a set of items that roll up to the category.

Status

Status identifies whether the supplier is authorized to supply the item or set of items defined on the ASL. Another key point about status is that it determines whether purchase orders can be sourced and approved. These processing controls can be associated to the status in the Manage Approved Supplier List Statuses page.

Supplier-Item Attributes

You can define the following additional ordering attributes for each supplier-item combination:

- Purchasing UOM
- Country of Origin
- Minimum Order Quantity
- Fixed Lot Multiple

These ordering attributes can be defaulted from the ASL entry when generating orders for a particular ship-to organization.

Source Documents

You can specify blanket purchase agreements and contract purchase agreements as source documents for an ASL entry. The application then automatically defaults source document information such as the buyer, supplier contact, and supplier item number, for the item or category during automated creation of requisition lines.

Creating an Approved Supplier List Entry for a Category: Worked Example

This example demonstrates how to create an approved supplier list entry for a category. This entry links a procurement category with a supplier to ensure orders are placed with authorized suppliers.

Your company, InFusion America, has had success ordering its desktop computers from Bigtop Computers. Your category manager has decided to create an approved supplier list entry for this combination for shipments to the Seattle Manufacturing division and uses the following steps to create the entry for this category and supplier.

Creating an Approved Supplier List Entry

1. She navigates the Create Supplier Agreement task flow to create contract purchase agreement 1002362 for Bigtop Computers.
2. She navigates to the Manage Approved Supplier List Entries page.
3. She clicks the **Create** icon or selects the **Create** link from the Actions menu.
4. On the Create Approved Supplier List Entry page, she enters the information listed in the following table. The application entered values in the other fields are verified and accepted as is.

Field	Data
Scope	Ship-to Organization
Ship-to Organization	Seattle Manufacturing
Type	Category
Category	Computers
Supplier	Bigtop Computers
Supplier Site	Bigtop Main
Status	Approved

5. In the Seattle Manufacturing: Source Documents region she clicks the **Add** icon or selects **Add Row** from the Actions menu to create a new source document line.
6. For this source document line she selects Contract Purchase Agreement for the Type and enters the contract purchase agreement number, 1002362, for Agreement.
7. She clicks **Save and Close**, then click **OK** on the confirmation message.

Creating an Approved Supplier List Entry for an Item: Worked Example

This example demonstrates how an approved supplier list entry for an item is created. This entry links a procurement catalog item with a supplier to ensure orders are placed with authorized suppliers.

Your company, InFusion America, has had success ordering its ergonomic keyboards from Advanced Network Devices. Your category manager has decided to create an approved supplier list entry for this combination for global use within the procurement BU and uses the following steps to create the entry for this item and supplier.

Creating an Approved Supplier List Entry

1. She navigates to the Manage Approved Supplier List Entries page.
2. She clicks the **Create** icon or selects the **Create** link from the Actions menu.
3. On the Create Approved Supplier List Entry page, she enters the information listed in the following table. The application entered values in the other fields are verified and accepted as is.

Field	Data
Item	KB18761
Supplier	Advanced Network Devices
Supplier Site	FRESNO
Status	Approved

4. In the Supplier-Item Attributes region she selects the Purchasing UOM field of the Global attribute line and enters "Case of 10".
5. She then clicks the **Add** icon or selects **Add Row** from the Actions menu to create a new attribute row..
6. For this attribute line she selects Boston Manufacturing for the Ship-to Organization and enters a Minimum Order Quantity of 5.
7. She clicks **Save and Close**, then clicks **OK** on the confirmation message.

Manage Procurement Catalog

Manage Procurement Content

Catalogs: Overview

Oracle Fusion Self Service Procurement offers a flexible solution to catalog and content management, enabling catalog administrators to select from several approaches based on the company business model.

You can use any or all of the following approaches to create catalog content:

Local Catalog

Administrators can define partitions of the local catalog using inclusion and exclusion rules for agreements and categories. Administrators or suppliers on behalf of the buying organization can upload local catalog content either online or in batch. While batch upload is optimized for large data upload, the online authoring is optimized for making small and quick updates to catalog content. The catalog batch upload supports catalogs formatted in XML, standard text, catalog interchange format (CIF), or cXML. Through batch upload or online authoring, administrators can load new catalogs, update existing catalogs, and delete catalog content. Oracle Fusion Self Service Procurement also supports catalogs created in multiple languages and currencies to support requester communities worldwide. Optionally, administrators can organize local catalog content in a hierarchical view for users to navigate to the products they want to buy.

Punchout Catalog

Administrators can setup a punchout to an Oracle Exchange marketplace, such as exchange.oracle.com, or a supplier web store to access their catalogs. The punchout catalog can be a direct link to the store, where the requester searches, shops, and returns items to Oracle Fusion Self Service Procurement.

Informational Catalog

Administrators can define informational catalogs, which contain instructions or links for ordering other items or services at your company. The informational catalog enables Oracle Fusion Self Service Procurement to be your company portal for all order requests.

Public Shopping List: Explained

Public Shopping lists are created in procurement business units and are available to requisitioning business units serviced by that procurement business unit.

The catalog administrator can add item master items and agreement lines to a public shopping list.

The availability of a public shopping list and its items to a preparer is determined by the following:

1. The public shopping list is available to the user based on the content zone assignments.
2. The item master item or agreement lines are available to the user based on the content zone assignments.
3. The item master item or agreement lines are available to the requisitioning business unit of the user.
4. The public shopping list is valid based on its start and end dates.

The catalog administrator can indicate a suggested quantity on a public shopping list item, which will be defaulted when the preparer views the public shopping list or adds the line to a requisition.

The sequence value for the public shopping list items determines the order of display for the public shopping list lines when viewed in Oracle Fusion Self Service Procurement.

Informational Catalog: Explained

Informational catalogs can be used to provide instructions to employees on how to order products. Administrators use the informational catalog page to provide a URL to the page which contains company instructions, policies, guidelines, or other links. Like punchout catalogs, informational catalogs can optionally be associated to categories, so that it will be available when browsing through catalog content.

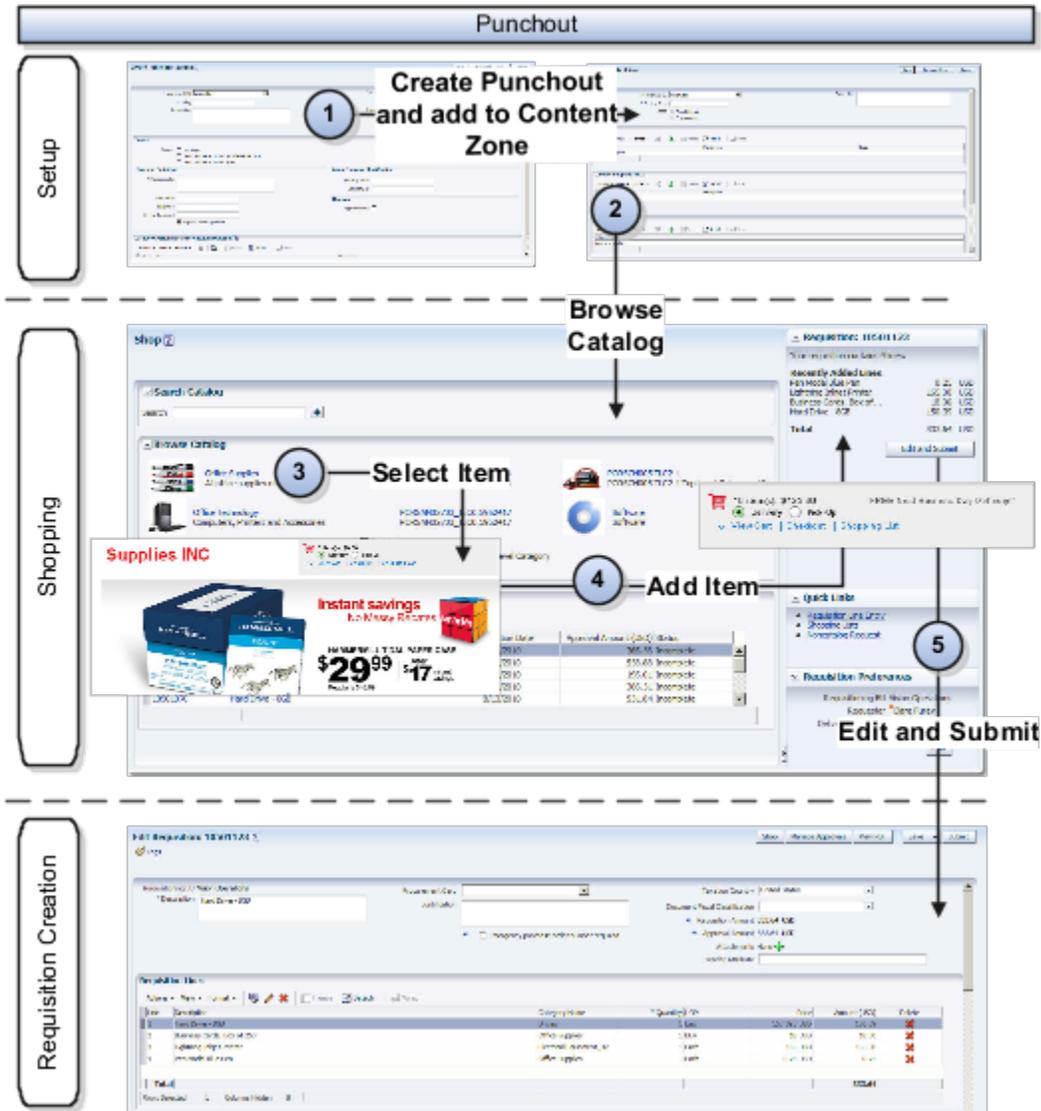
Once an informational catalog is created, administrators must associate it to content zones to make the catalog available to users with the privilege to search catalog items.

Punchout Catalogs: Points to Consider

Punchout enables requesters to click on a link that goes to a supplier catalog, search for items on the supplier site, and return those items directly to the requisition. Requesters can then edit and submit the requisition. Using a punchout allows suppliers to maintain and host their own catalog information. This ensures the latest content and pricing is available to requesters.

Punchout supports both cXML and Oracle native XML standards, depending on the model used.

If a contract agreement exists with a punchout supplier, the shopping cart returned by the supplier can include the contract agreement number. This contract agreement number, if valid, will be stored on the requisition line and will allow the autocreation of a purchase order when the requisition is approved.



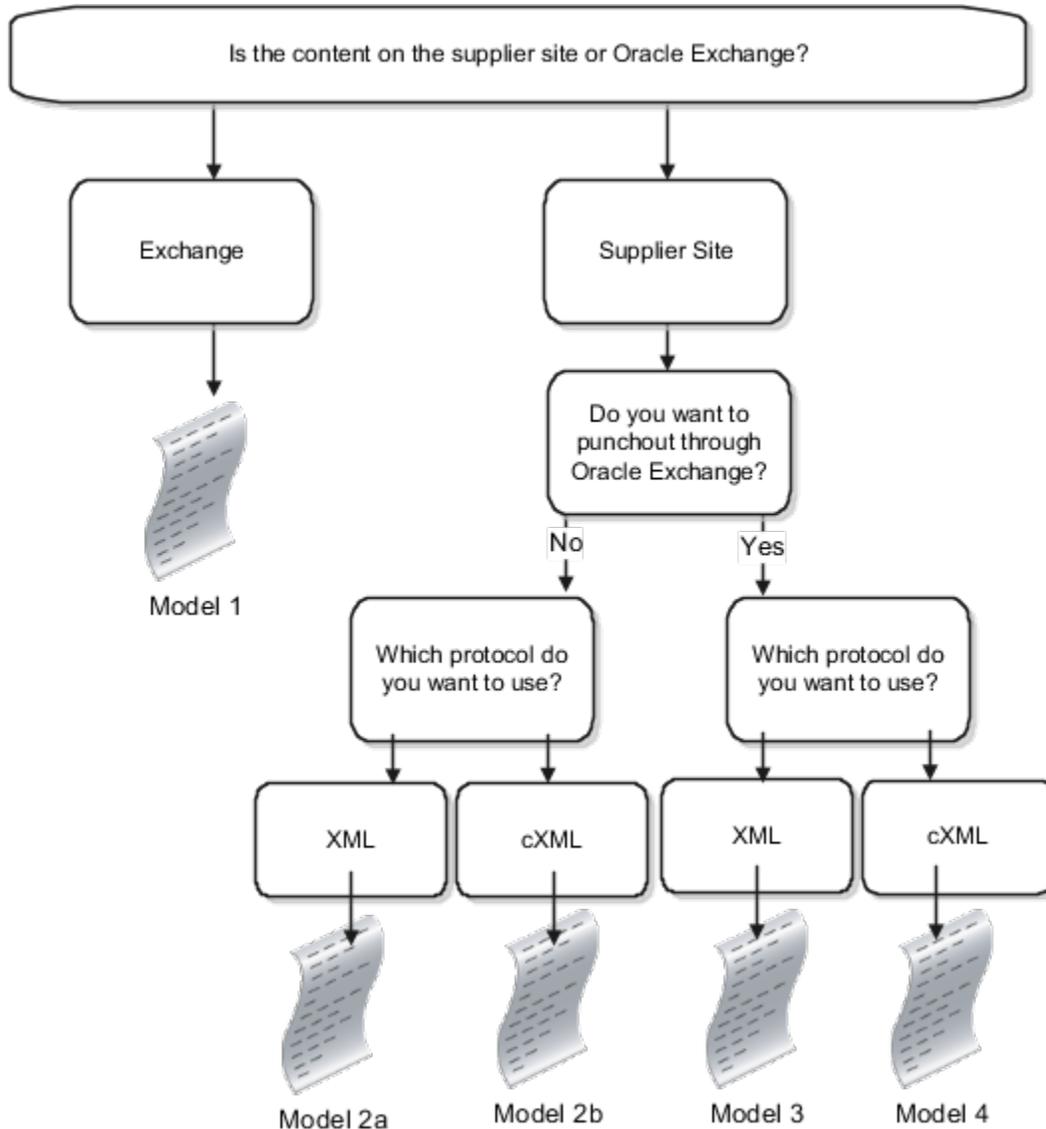
When To Use Punchout

Punchout is particularly useful for products that are configurable or include highly variable or dynamic items and pricing. These products are difficult and costly to maintain in a buyer hosted catalog.

There are a variety of punchout models to provide you with the flexibility to pick the model that best works for you.

Selecting a Punchout Model

The figure below shows the process for deciding which model to use.

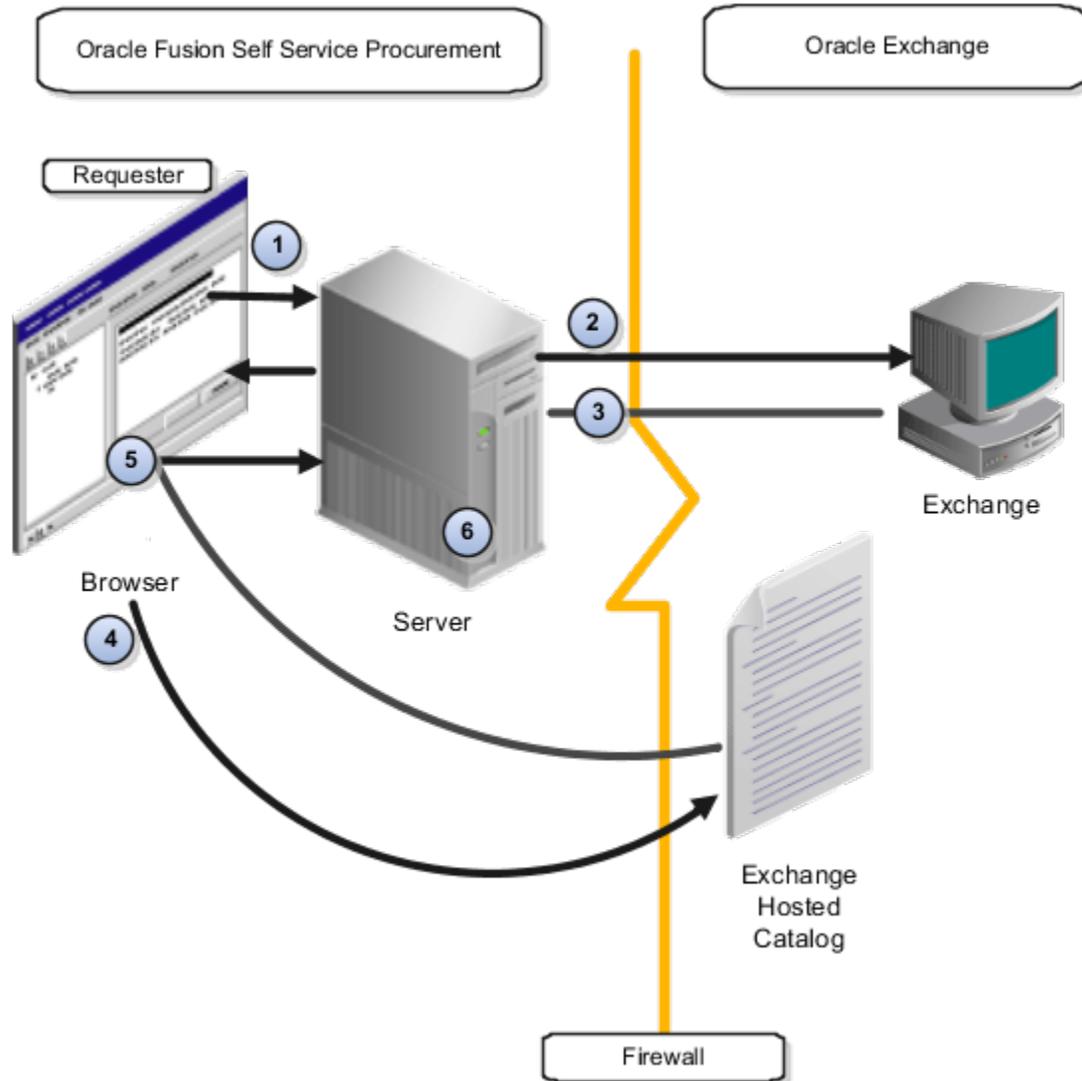


XML (eXtensible Markup Language) is a standard for passing data between applications, and provides a common language for sites to communicate across the internet. cXML (commerce eXtensible Markup Language) is an extension of XML, with standards published by cXML.org.

Model 1: Punchout from Oracle Fusion Self Service Procurement to Oracle Exchange (XML)

In model 1, the supplier loads catalog items directly to Oracle Exchange. The catalog administrator then sets up Oracle Fusion Self Service Procurement to use Oracle Exchange as the punchout hub.

When the user clicks on a punchout link to Oracle Exchange, Oracle Exchange authenticates the requester and returns a response. If the authentication is successful, the user is redirected to the Oracle Exchange site to search for and add items. When the requester finishes adding items to the Exchange shopping cart, Oracle Exchange returns these items to the requisition. The requester then submits the requisition. The illustration below shows Model 1.



Oracle Exchange can be setup as an aggregator site, where requesters can have access to items from different suppliers. Benefits for the suppliers include:

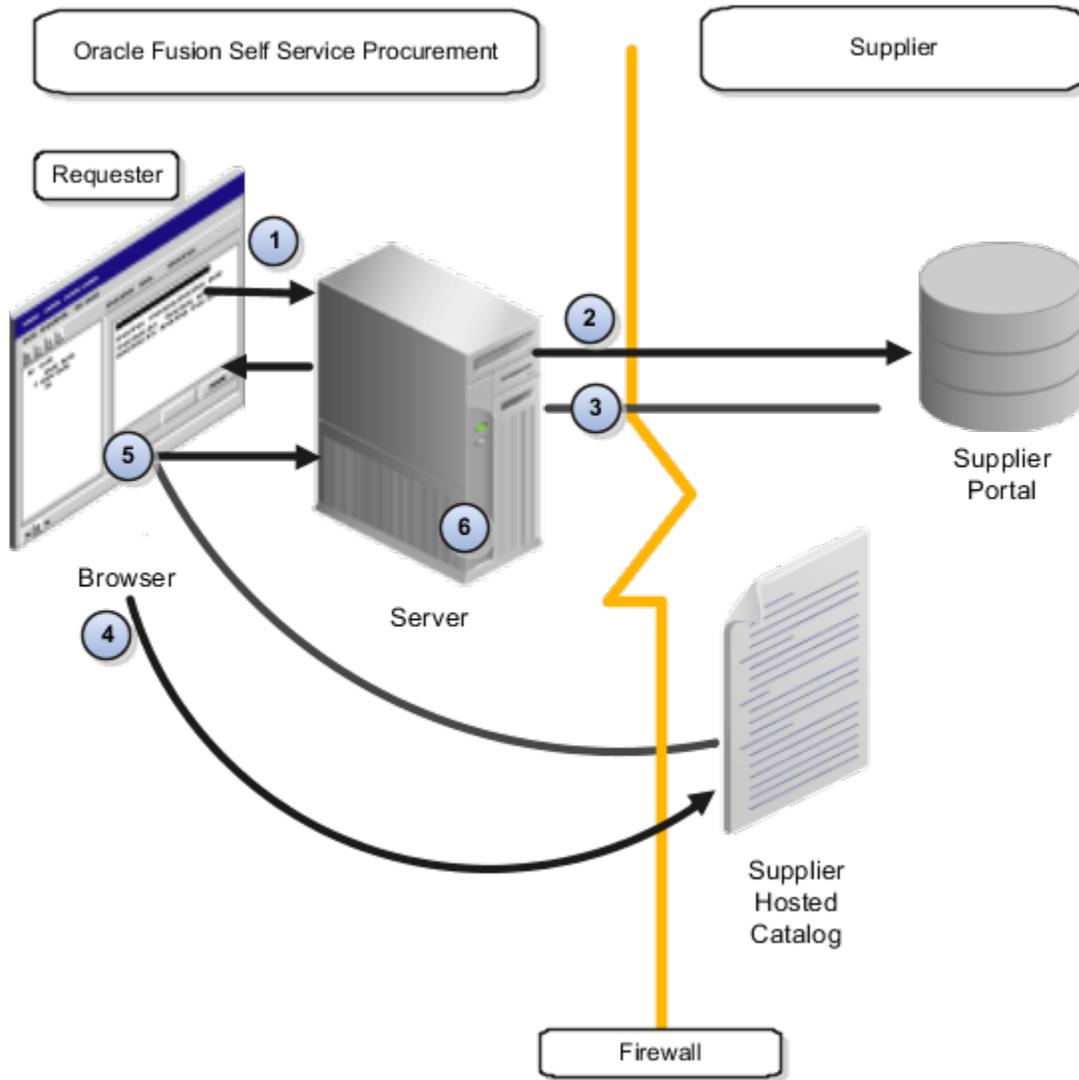
- Suppliers only need to load their catalog items once on Exchange and can reach many Oracle Fusion Self Service Procurement customers in addition to the buyers already registered on Exchange.
- Suppliers can make use of the functionality offered by Oracle Exchange to control pricing.

Model 2a and 2b: Punchout From Oracle Fusion Self Service Procurement to Supplier Hosted Catalog (XML & cXML)

In models 2a and 2b, the supplier hosts the catalog at their own site or web store. The catalog administrator sets up a punchout catalog to use the supplier as a punchout site.

When the requester clicks on a punchout link to the supplier site, the supplier authenticates the requester and returns a response. If the authentication is successful, Oracle Fusion Self Service Procurement redirects the requester to the supplier site to search for and add items. When the requester completes adding items to the supplier shopping cart, the supplier site returns the shopping cart

items to Oracle Fusion Self Service Procurement. The requester then submits the requisition. The illustration below shows Models 2a and 2b.



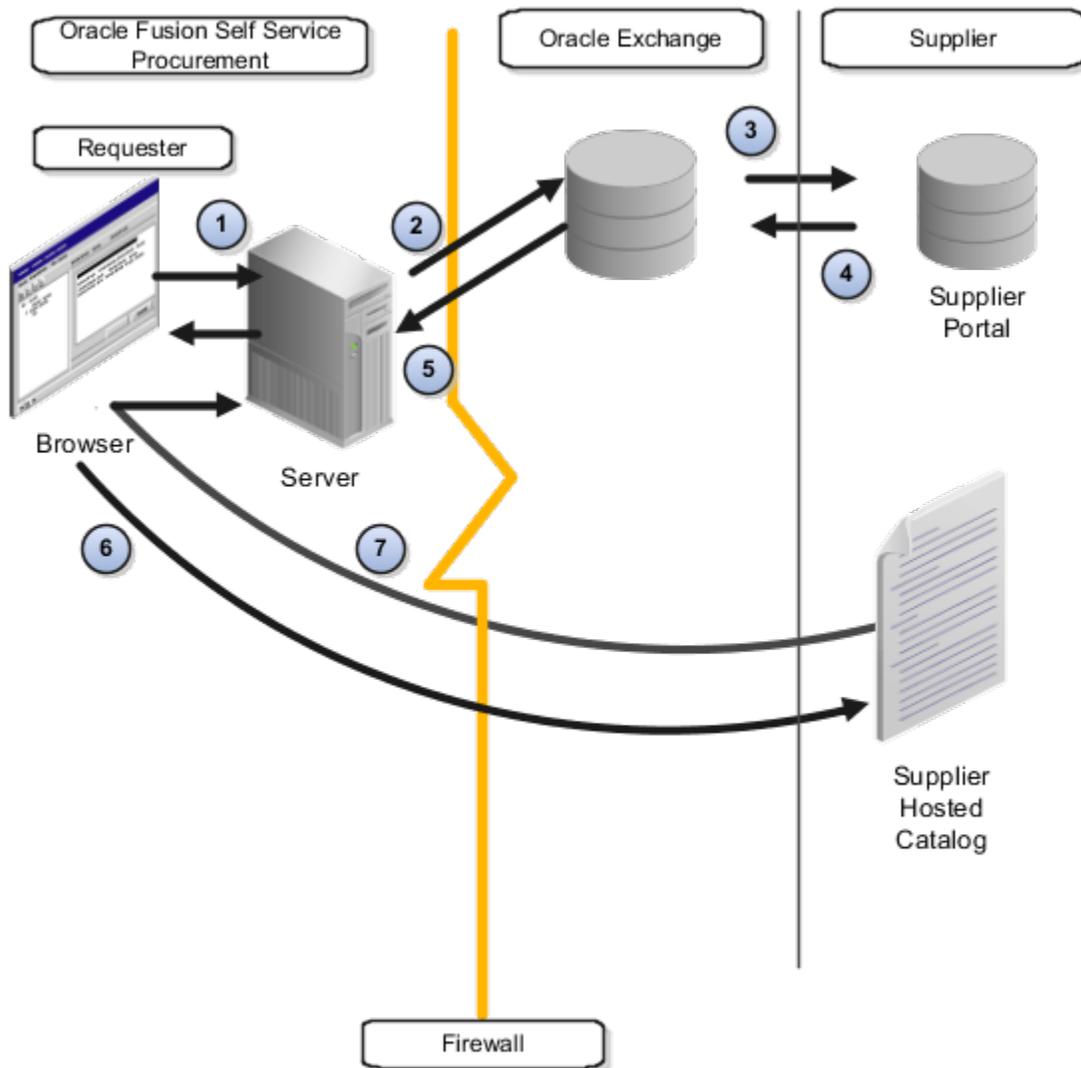
This model provides a unique point to point solution between the buyer and the supplier. The supplier can closely manage the content, and can control access by allowing only certain buyers to access the site. Suppliers who already maintain cXML catalogs can continue to do so, without needing to support XML as well.

Model 3: Punchout From Oracle Fusion Self Service Procurement to Supplier Hosted Catalog Through Oracle Exchange (XML)

In this model, the supplier hosts the catalog at their own site or web store. When the user clicks on the punchout link, the requester is taken directly to the supplier site. Although behind the scenes, the access is through Oracle Exchange. Using Oracle Exchange for the punchout simplifies the initial setup process and the authentication and maintenance of the punchout. The supplier must set up a punchout from Oracle Exchange to their site. To setup access to the supplier site through Oracle Exchange, the catalog administrator needs to download the supplier punchout definition from Oracle Exchange. Downloading the supplier punchout definition seeds the punchout definition from Oracle Fusion Self

Service Procurement to the supplier site through Oracle Exchange, without requiring the catalog administrator to perform manual setup.

The requester clicks on the punchout link, Oracle Exchange authenticates the requester, and sends a punchout request to the supplier. The supplier site then responds to Oracle Exchange, and in turn Oracle Exchange forwards the supplier site response to Oracle Fusion Self Service Procurement. If successful, the requester is redirected to the supplier site for shopping. When the requester completes adding items to the supplier shopping cart, the supplier site returns the shopping cart items to the requisition. The requester then submits the requisition. The illustration below shows Model 3.



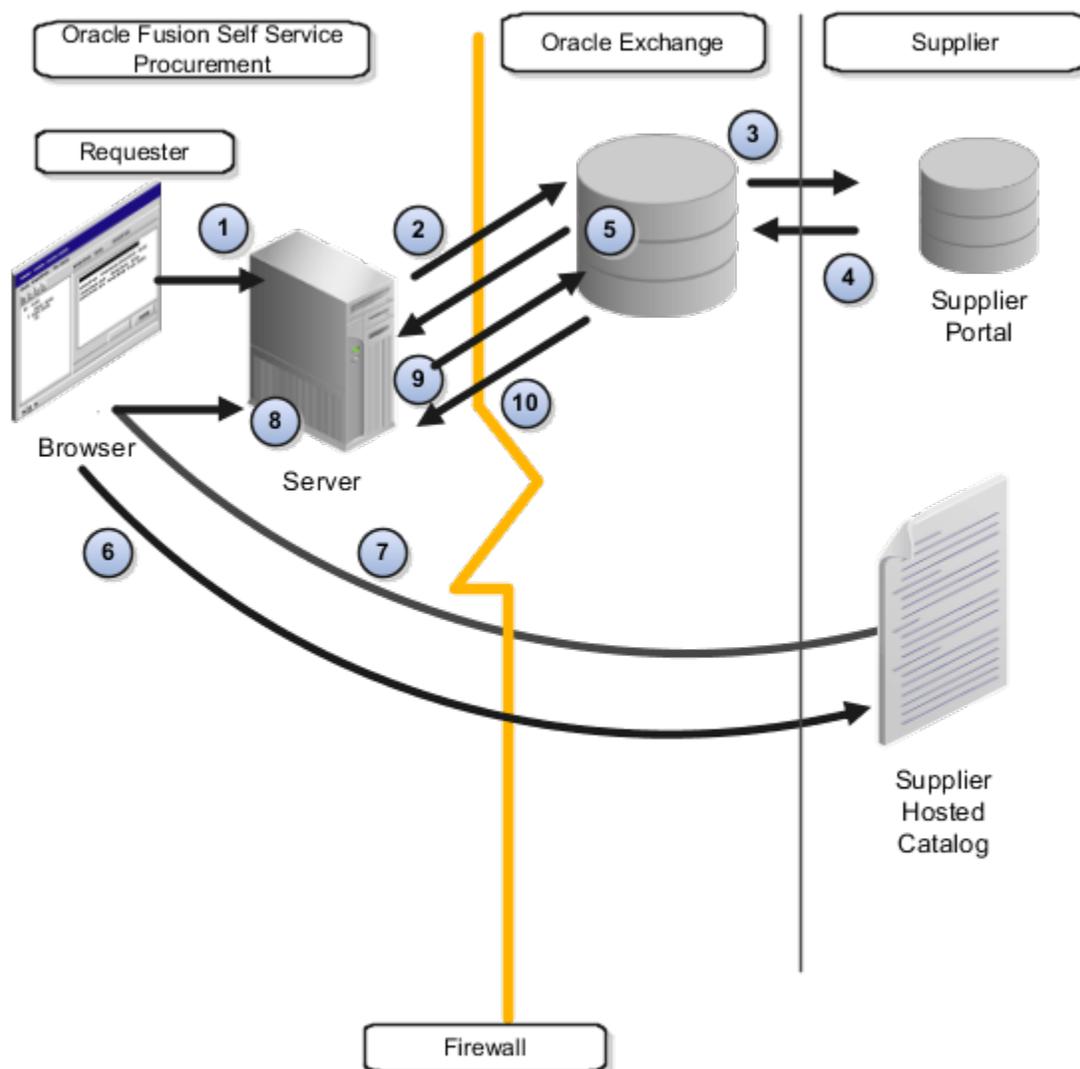
The catalog administrator does not need to configure a punchout for each supplier, but can just download the supplier punchout definition from Oracle Exchange. Suppliers only need to define their punchouts on Oracle Exchange once, rather than configuring punchout separately for each company using

Oracle Fusion Self Service Procurement . When catalog administrators download punchout catalogs, Oracle Exchange sends the supplierSynch document to Oracle Fusion Self Service Procurement that contains the punchout definition.

Model 4: Punchout From Oracle Fusion Self Service Procurement to Supplier Hosted Catalog Through Oracle Exchange (cXML)

In Model 4, the supplier hosts a cXML catalog at its own site or web store. Similar to Model 3, the requester accesses the supplier site (behind the scenes) through Oracle Exchange. The supplier must set up a punchout from Oracle Exchange to its site, and the catalog administrator then downloads the supplier punchout definition from Oracle Exchange when setting up the punchout catalog.

The requester clicks on the punchout link, Oracle Exchange then authenticates the requester, and sends a punchout request to the supplier. The supplier site then responds to Oracle Exchange, and in turn Oracle Exchange forwards the supplier site response to Oracle Fusion Self Service Procurement. If successful, the requester is redirected to the supplier site for shopping. When the requester completes adding items to the supplier shopping cart, the supplier site returns the shopping cart items to Oracle Fusion Self Service Procurement. Oracle Fusion Self Service Procurement then redirects the shopping cart to Oracle Exchange, where Oracle Exchange converts the shopping cart from cXML to XML and returns the items to Oracle Fusion Self Service Procurement. The requester then submits the requisition. The illustration below shows Model 4.



This model provides the same benefits as Model 3. In addition, suppliers already maintaining cXML catalogs can continue to use them without having to also support XML.

Mapping is performed in 2 steps:

1. If mapping exists in Oracle Exchange, the values in the supplier cart will be mapped to the Oracle Exchange value.
2. When the cart is returned to Oracle Fusion Self Service Procurement by Oracle Exchange, the Oracle Fusion Self Service Procurement supplier map set pertains, if applicable.

Double Punchout

As part of Model 1, the requester has access to Oracle Exchange when creating a requisition. When in Oracle Exchange, the user may have the ability to drill out to a supplier punchout site. This is called a double punchout.

Repunchout (cXML)

Oracle Fusion Self Service Procurement provides the capability for requesters and approvers to inspect cXML punchout items through repunchout, if the supplier site supports the inspect or edit operation. This is controlled through the operationAllowed tag in the cXML files. Since Oracle Fusion Self Service Procurement only supports the inspect operations, any changes made on the supplier site during repunchout are not returned to the requisition. If repunchout is enabled, the item will be hyperlinked on the Edit requisition page.

Shopping Lists: Explained

Shopping List is the collective term for Public and Personal Shopping Lists

Public Shopping List

Public Shopping Lists are created by the procurement catalog administrator, and are collections of items available to preparers or requesters for requisitioning. A Public Shopping List is also utilized to support kit requisitions. For example, office supplies, or a new hire kit. The availability of a Public Shopping List is based on the procurement BU in which the list is created, and whether the preparer was granted access to the list. The availability of public shopping lists is driven by the content zone that the list was added to.

Public Shopping Lists are created in procurement business units, and can be shared across the requisitioning business units that the procurement BU services. In the case where the procurement business unit is the same as the requisitioning business unit, only one requisitioning business unit will have access to the Public Shopping List. In the case where a procurement business unit services multiple requisitioning business units, the public shopping lists can be shared across the requisitioning business units that it services.

The procurement catalog administrator can add the following contents to a Public Shopping List through the supplier item catalog:

- Agreement Lines (Both description-only and master item lines)
- Master Items

My Shopping List

My shopping list, also known as a personal shopping list, is a collection of frequently ordered items created by preparers or requesters. The Personal Shopping List allows the preparer or requester to quickly order items for which they often create requisitions.

Embedded Analytics: Explained

Embedded Analytics enables actionable insight for application users by providing access to information or data which will help them to complete a

transaction. With respect to Oracle Fusion Self Service Procurement, Embedded Analytics are metrics which help users select items either based on what is popular among other users, or the average time it takes for an item to be received.

Embedded Analytics is dependent on the availability of Oracle Business Intelligence and Analytics Application. In addition, the profile POR_DISPLAY_EMBEDDED_ANALYTICS needs to have been set to Yes before the metrics are visible to end users.

Item Popularity Rank

Item Popularity Rank helps users determine what items they should add to their requisition based on popularity. The analytic shows how often an item has been requested by other users compared to other items in the same item category in the last 90 days. It is displayed as X out of Y where X is the rank and Y is the total number of items in an item category. For example, an item with a rank of 1 out of 10 is more popular than an item with a rank of 3 out of 10.

Average Requisition to Fulfillment Time

Average Requisition to Fulfillment Time shows and average of how long it will take to receive an item based other orders for the same item.

The analytic shows the total elapsed time from requisition submission to order fulfillment (i.e. receiving the order) for similar items in the last 90 days. It is a summation of Average Requisition Approval Time, Average Requisition Approval to PO Processing Time, and Average PO Fulfillment Time.

1. Average Requisition Approval Time: Average time from requisition submission to requisition approval for similar items in the last 90 days
 - Average equals the Requisition Approval Date minus the Requisition Submission Date.
 2. Average Requisition Approval to PO Processing Time: Average time from requisition approval to PO open for similar items in the last 90 days.
 - Average equals the PO Open Date minus the Requisition Approval Date.
 3. Average PO Fulfillment Time: Average time from PO open to Item fulfilled for similar items in the last 90 days.
 - Average equals the Item Receipt Date minus the PO Open date.
- Or
- Average equals the Item Invoice Date minus the PO Open Date.

Note

If the application is performing 2-way matching, the invoice date is used. If the application is performing 3 or 4-way matching, receipt date is used.

Manage Content Zone

Content Zone: Overview

A content zone defines what subset of content (local, punchout, informational, public shopping lists, smart forms) should be available to what users.

Content Zones: Explained

Managing a large number of items and services requires a mechanism for controlling what content should be available to users. The Content Security model provides the ability to control access to catalog content across users. The local catalog provides flexible controls against attributes such as agreements, and categories to determine whether certain items should be included or excluded in the catalog. The content zone will determine which segments of content (local, punchout, informational, and smart forms) should be accessible to what users.

The following features are supported through the content security model using content zones:

- Defining catalogs for local content, punchout, and informational content. Administrators first define the catalogs and then secure the catalogs using content zones. This gives administrators the ability to apply the same catalog definitions to multiple users without having to create multiple content zones.
- Securing catalogs, smart forms and public shopping lists through content zones.
- Searching and browsing for all catalog content. Users are able to search for all content (local content, punchout, smart forms, informational content) regardless how the content is grouped. In addition, administrators are able to group punchout, informational catalogs, and smart forms by category and the browsing feature also retrieves punchout, informational catalogs, and smart forms together with local content.
- Securing content zones by business units or users
- Supporting restrictions by multiple dimensions for local content. The restrictions are by purchasing category and agreements.
- Supporting inclusion and exclusion rules within a dimension for local content.

Creating Content Zones: Points to Consider

Administrators first create smart forms, shopping lists, and catalog definitions for a procurement BU. To make any content available to users, catalog administrators need to associate the catalogs, smart forms, and shopping lists to content zones.

Content Security Considerations

The catalog administrator is responsible for setting up the content security. The administrator determines what subset of the content will be accessible to which users in the procurement application.

Requesters and preparers access the procurement catalog when shopping. The Catalog Administrator accesses the procurement catalog when creating public shopping lists. Buyers access the procurement catalog when creating or updating purchase order, agreement, and requisitions. The content security model restricts what each user can access from the catalog in each flow.

Content Browsing Considerations

Catalog users are able to search for items within the content made available to them through content security. In addition, there is a unified model for browsing and for searching all content (local, punchout, informational, and smart forms) that can be optionally grouped by commodity. Administrators can define as many levels as they want for their category hierarchy. Local content is associated to the purchasing categories. Punchout catalogs, informational catalogs, and smart forms can be associated to any level of the hierarchy structure (browsing or purchasing category).

Create Content Zones

Each content zone is created for a procurement BU and is designated whether the content zone is to be used for procurement, or for requisitioning. This determines the flow to which the content zone applies, and provides administrators with control over who can see what content.

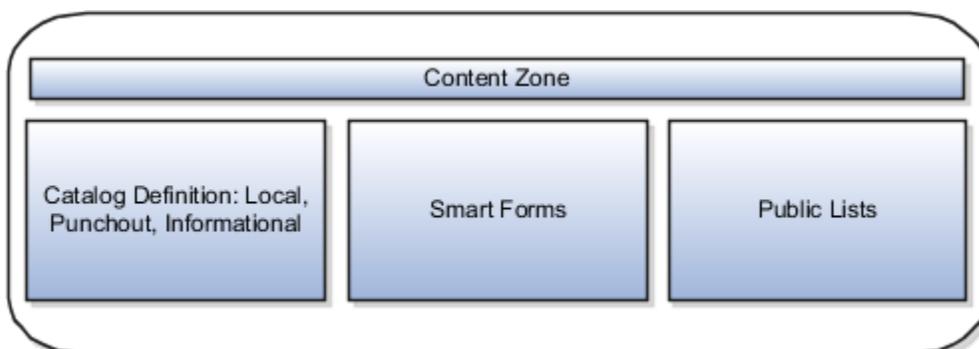
Procurement

A content zone for procurement can be accessible to all users working in the procurement business unit or to specific workers. The content zone applies to users searching the catalog when creating purchase order, agreement or public shopping list.

Requisitioning

A content zone for requisitioning can be accessible to all users working in specific requisitioning business units or to specific users. The content zone applies to buyers updating requisition lines in process requisition, or to self service requesters in Oracle Fusion Self Service Procurement

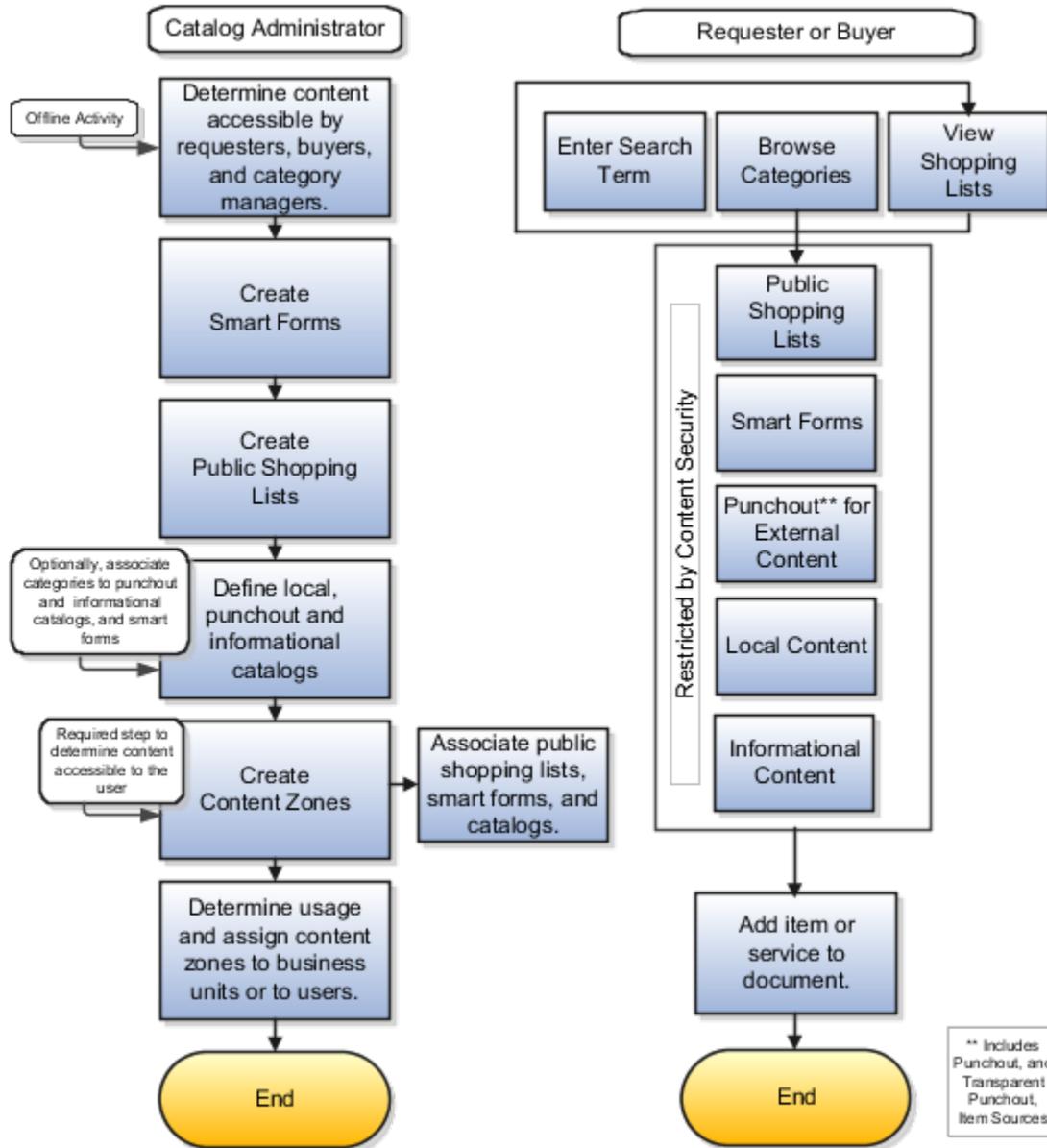
The following graphic shows catalogs, smart forms and public lists associated with a content zone.



Define Content Availability

Determine the content availability by defining which items are included or excluded from the catalog search results, and then apply security to the content definition based on who will have access to the content.

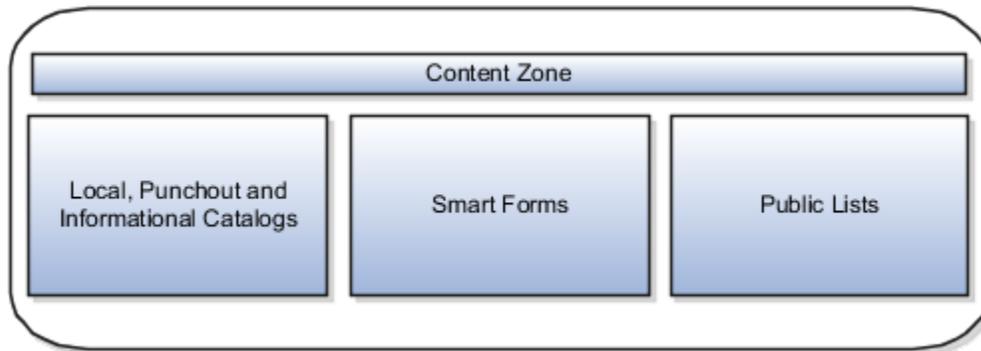
Define which items should be included or excluded from the local catalog based on blanket agreement and category inclusion and exclusion rules.



Content Zones: How They Work with Catalogs, Smart Forms, and Public Shopping Lists

Content zones provide a mechanism for controlling what segments of catalog content should be available to users. Administrators define catalogs, public

shopping lists, and smart forms and then secure access to them using content zones. Content zones enable administrators to apply the same catalog, smart forms, and public shopping lists definitions to multiple users or business units.



Catalogs

Administrators can maintain local, punchout, and informational catalogs in the procurement business units where they have access. Catalogs are associated to content zones to enable one place to secure content.

Smart Forms

Smart forms are configurable templates that enable users to order goods or services that are not available in the catalog. Smart forms are created in a procurement business unit and can be secured using content zones. A smart form is available to a user in Oracle Fusion Self Service Procurement if the user has access to the content zone containing the smart form.

Public Shopping Lists

Associating public shopping lists to content zones enables administrators to control what public shopping lists users can see. Note that even though a user may have access to a public shopping list, the user might not see certain items on the list due to content security restrictions by agreement and category.

Content Zone Security Options: Points to Consider

When content zones are created for procurement business units, administrators indicate whether the content zones are to be used for procurement or for requisitioning. Designating the use of the content zone determines to which flow the content zone is applied.

A content zone for requisitioning can be accessible to all users working in specific requisitioning business units or to specific users. The content zone applies to buyers updating requisition lines in process requisition, or to self service requesters in Oracle Fusion Self Service Procurement.

The following security options will be available depending on the content zone usage:

- Secured by requisitioning BU: This option is available when the content zone is used for requisitioning, which means that it applies to buyers updating requisitions in process requisition, and to requesters or preparers creating requisitions in Oracle Fusion Self Service Procurement.

It is accessible to those requesters who have access to any of the requisitioning BUs assigned to the content zone.

- Secured by worker: This option is always available for procurement or for requisitioning. The content zone is accessible only to those workers assigned to the content zone.
- Available to all procurement users: This option is available when the content zone is used for procurement, which means that it applies to users maintaining purchase orders, agreements, and public shopping lists. It is accessible to all users who have access to the procurement business unit of the content zone.

Requisitioning

When a content zone is used for requisitioning, the catalog administrator needs to specify the requisitioning business units to which the content zone is applicable. When the content zone is assigned to a requisitioning business unit, all users who have access to that requisitioning business unit can access the content zone. To further restrict access to the content zone, the catalog administrator can assign the content zone to individual users (employees or contingent workers).

Procurement

When the content zone is used for procurement, by default, all users who have access to the owning procurement business unit can access the content secured by that content zone. Optionally, the catalog administrator can restrict access to the content secured by the content zone to individual users (employees or contingent workers).

Including a Public Shopping List in a Content Zone: Points to Consider

Associating public shopping lists to content zones enables administrators to control what public shopping lists users can see. Note that even though a user may have access to a public shopping list, the user might not see certain items on the list due to content security restrictions by agreement and category.

Considerations

On the Shopping List page in Oracle Fusion Self Service Procurement, public shopping lists will be available to user if the following are true:

- There are public shopping lists associated with the content zones accessible to the user
- The procurement business unit on the public shopping list is a procurement business function provider for the requisitioning business unit selected for shopping in the user's preference.
- The public shopping list is effective. A public shopping list is effective if the start date is equal to or earlier than today's date, and the end date is equal to or later than today's date.

Then each item is checked to see if the items are available in the requisitioning business unit that the preparer is currently shopping in.

For agreement items, the requisitioning business unit assignment on the agreement will determine if an agreement item will be displayed, that is, an item will be displayed in a requisitioning BU if the agreement has been assigned to the requisitioning BU. The agreement and the agreement lines must be open.

Master Items are checked to see if the item is enabled for the deliver-to organization derived from the deliver-to location specified in the requisition preferences.

Content zones will also be applied on the public shopping list items. Preparers can only see items from the aggregated content zones they have access to.

If the public shopping list header is available in a requisitioning BU, but no items are applicable, then the public shopping list will be displayed without any items.

Smart Form: Overview

Smart Form is a tool used by catalog administrators to define noncatalog request forms. Catalog administrators can define forms for multiple purposes: goods based or fixed price services based request types. A smart form can contain defaulting information and can be extended to use information templates to collect additional information.

Smart Forms: Explained

A smart form is used to define noncatalog request forms. Catalog administrators create smart forms for goods based, or fixed price services based request types. A smart form can contain defaulting information and can be extended to use information templates to collect additional information. The Catalog Administrators can also define a smart form description or instruction text providing detailed information about the smart form.

Smart forms:

- can be associated with contract purchase agreements.
- can be associated with information templates.
- are created in procurement business units and assigned to requisitioning business units through content zones.
- can contain attachments.

Contract Purchase Agreements

By associating a contract purchase agreement with a smart form, all approved requisition lines created with this smart form will be automatically processed onto purchase orders without buyer intervention.

Information Templates

Information templates are used to collect additional information from the preparer before the requisition is submitted. During the definition of the smart form, the procurement catalog administrator can add an information template to the smart form, such that the information template will be displayed when a preparer navigates to the smart form request page. The administrators can define

an information template section with description or instruction text. This text provides preparers with specific instructions on how to fill out the form.

Procurement Business Units

Smart forms are created in a procurement business unit, and can be secured using content zones. Smart forms created in procurement business units can be shared across the requisitioning business units that the procurement BU services.

Attachments

Attachments can be added to individual smart forms. Attachments can provide preparers with more information, such as detailed steps to complete the request.

Supplier attachments can also be added during the creation of a smart form. This is to provide a streamlined process for the organization to send additional information to the supplier. The attachments will be carried forth in the downstream process.

Note

Preparers cannot modify or delete attachments in a smart form that are added by a catalog administrator.

Specifying Values on Smart Forms: Points to Consider

Values are dependent on the Procurement BU in which a smart form is created.

Dependent Values

The following is a list of the dependent values:

- Agreement
- Currency
- Supplier Item
- Manufacturer
- Manufacturer Part Number
- Information Templates
- Supplier Site

These values are reset if the catalog administrator updates the procurement BU before saving the smart form. Once a smart form is saved, the procurement BU field cannot be edited.

The catalog administrator can specify, using the User Editable checkboxes next to each field, to designate whether or not users can override the defaulted values.

Restricting Browsing Categories in Smart Form: Explained

By specifying a browsing category in the Restricted to Browsing Category field, you can restrict the list of item categories that the preparer can use when completing the smart form request in Oracle Fusion Self Service Procurement. The list of categories will be restricted to the item categories belonging to the specified browsing category.

If no value is specified in the Restricted Browsing Category field, the preparer can pick any item category.

Information Templates: Overview

Information templates are used in the creation of a Smart Form. They provide flexibility for your organization to add additional attributes in a smart form in order to gather the required information from a preparer. Information templates are also used to collect more information for specific items or items from a specific category during requisition creation.

Information Template: Explained

An information template is used to gather additional information from a preparer. It can be assigned to an item, a category, or a smart form. Information templates are used in the creation of a Smart Form to provide the flexibility to add additional attributes in a smart form in order to gather required information from a preparer. Information templates are also applicable to item master items and purchasing categories.

The data entered for an information template, which is associated with a smart form, item or category, is available as attachments in downstream products (such as Purchasing) after the requisition is approved. When creating an information template, the catalog administrator selects the attachment category that determines if the attachment will be available to the supplier or buyer.

Using Information Templates

Information Templates are created in a Procurement Business Unit and are available to Requisitioning Business Units serviced by that Procurement BU. In the event where a Requisitioning BU is serviced by multiple Procurement BUs, and more than one service provider had assigned an information template to an item or category, applicable information templates from all service provider Procurement BUs will be returned.

Information templates are available to the preparer if the items or smart forms that the information templates are associated with are available to the preparer.

Procurement catalog administrators can define a unique information template name so they are easily identifiable in a smart form. Information template header information provides users the ability to specify a non-unique Display Name, while creating information templates with unique information template names. For example, more than one procurement BU can maintain information templates to collect business card information. The same Display Name, Business card information, can be used on these information templates to indicate the purpose of these templates when displayed in Oracle Fusion Self Service Procurement. Procurement Catalog Administrators can also define an information template section description or instruction text providing preparers with specific instructions on how to fill out the form.

Information templates can only be deleted if they are not referenced. An information template is considered referenced if it is applied on any requisition lines, whether in completed or incomplete state. This is to prevent deletion of an information template that is currently in use.

Once an information template is deleted, it is no longer returned on the Manage Information Templates page.

Adding Attributes

Information template attributes are maintained as Descriptive Flex Fields (DFFs).

Attributes first need to be setup in the Descriptive Flexfields application, and the catalog administrator specifies the DFF context on the Create and Edit Information Template page to apply the list of attributes.

For example, the catalog administrator set up a context Business Cards Marketing, with the following context sensitive fields:

- Job Title
- Organization
- Office Location

When creating an information template, the catalog administrator can then specify in the Attribute List field the context Business Cards Marketing, which will associate the attributes to the information template.

Note

The maximum number of attributes that can be created for an information template is fifty.

Existing information attributes are maintained as attachments downstream, such as in Purchasing.

Supported Attributes

The following attribute types are supported by DFFs:

- **Text:** Text attributes can be setup using DFF to be added to an information template. For example, the procurement catalog administrator can create an information template called Business Card Information USA to be used for collecting related information when ordering business cards. Examples of text typed fields are Name, Title, Address and so on.
- **Number:** Procurement catalog administrators can create number typed attributes using DFFs, to be used in an information template. For example, Zip Code, Telephone, and Area Code.
- **Standard Date, Standard DateTime and Time:** Procurement catalog administrators are able to define date format attributes in DFFs, to be used in an information template. This allows for automatic date formatting according to globalization requirements, since 09/01/2007 may mean September 1, 2007 in the US, but January 9, 2007 in others.
- **List of Values:** Value sets can be added to Information Templates through DFFs as List of Values. Implementing attributes as List of Values allows enforcement of values that can be populated in these fields. For example, as part of an address, the Country field can be implemented as list of values (LOV) containing only countries that are applicable.
- **Choicelists:** Choicelists make use of value sets as well, similar to List of Values.

End Dates

Procurement Catalog Administrators can specify an End Date on an information template. An information template is inactive if the system date is more than or equal to the End Date.

When an information template is inactive, it will no longer be applied when items (to which this information template is assigned) are added to the requisition. Requisitions created with lines that are associated to this information template will continue to display the information template information.

For incomplete requisitions, the inactive information templates are no longer available at the time the requisition is retrieved.

For copied and withdrawn requisitions, information templates are also no longer available if the information template is inactive at the time the requisition is copied or resubmitted.

Information Templates and Smart Forms : How They Work Together

An information template can be assigned to an item, a category and a smart form.

Adding Information Template to a Smart Form

During the definition of smart form, the procurement catalog administrator adds an information template to a smart form, so that the information template will be available for the preparer to provide additional information when requesting the item specified in the smart form.

Information Templates, Items and Categories : How They Work Together

An information template can be assigned to an item, a category and a smart form.

Items and Categories

The catalog administrator can specify the items and category associations when creating an information template. If the preparer adds an item to the requisition, information templates associated with the item or the category of the item will be available for the preparer to provide additional information before the requisition is submitted.

Define Procurement Content

Configure Requisition Business Function: Explained

The Procurement Application Administrator has access to the Configure Requisition Business Function page for setting up a business unit that has a requisitioning business function associated with it. The attributes specified here are used to default values and behavior of the application when users are creating requisitions and purchase orders for the requisitioning BU.

Requisitioning Section

Next Requisition Number

The Next Requisition Number is used to specify the next number to be used when generating a requisition. When a requisition is created online, the Next Requisition Number is assigned to the requisition; the number specified cannot be in use by an existing requisition. Note that when a requisition is created through the requisition import process, a numeric or alphanumeric requisition number can be specified on the requisition record; it will be accepted if there is not in use by an existing requisition number.

Default Deliver-To Organization

The default organization is used as the deliver-to organization for a requisition line if it is a global location. This organization is used to derive the list of item master items that are accessible to the user when creating a purchase order for the requisitioning BU.

Line Type

The Line Type is the value specified to be defaulted on requisition lines created for the requisitioning BU. Line Type can be modified.

One-Time Location

The One-Time Location is the location code to be defaulted as the deliver-to location for the requisition line when the requester specifies a one-time delivery address on a requisition. The location specified must be a global location that is enabled for the requisitioning BU.

Reapproval required for changes made during an active approval process

Reapproval required for changes made during an active approval process is applicable when allowing approvers to modify a requisition when it is routed for approval. It controls whether the requisition must be sent back for reapproval when the approver submits the modified requisition.

Group Requisition Import

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. On import, requisition lines are grouped first by requisition header number, then by the provided Group Code, then by the value set in the Group-by input parameter (None, Buyer, Category, Item, Location, or Supplier). The specified attribute is used as the default value for Group-by. All remaining requisition lines that have not yet been assigned a requisition number will be grouped together under the same requisition.

Create Orders Immediately for Requisition Import

Create orders immediately after requisition import controls whether the Generate Orders program will run immediately after the requisition import process is complete.

Purchasing News

The contents specified in Purchasing News is displayed in the Purchasing News section on the Shop Home page. If the URL and URL display name are specified, they are displayed on the Shop Home page for the requesters to drill down and view more information.

Context Values for Requisition Descriptive Flexfields

You can extend the attributes of a requisition at the header, line, and distribution level using Descriptive Flexfields. Specifying the context value pulls in the associated descriptive flexfields when the user enters the requisition.

Purchasing Section

Default Procurement BU

A requisitioning BU can be served by multiple procurement business units. If a procurement BU cannot be determined based on information on the requisition line, the Default Procurement BU is used to process all requisition lines.

Price Change Tolerance

The Price Change Tolerance is applicable when there is a price change on the purchase order line associated with a requisition line. If the value is null, no checks will be performed. If the value is a valid numeric value, then any changes made to the price on the purchase order line must be within the tolerance percentage value, or the purchase order cannot be submitted. The tolerance can be specified using the tolerance percentage or tolerance amount. The more restricting of the two tolerances will take precedence if both are specified.

Ship-to Location

When the purchase order cannot derive a ship-to location, the specified Ship-To on the Requisitioning BU is defaulted.

Cancel Backing Requisitions

Cancel Backing Requisitions controls whether a backing requisition should be canceled when there is purchase order cancellation.

Options are:

- Always: When canceling the purchase order, Oracle Fusion Purchasing also cancels the requisition.
- Never: When canceling the purchase order, Oracle Fusion Purchasing does not cancel the requisition, therefore it is available for inclusion on another purchase order.
- Optional: When canceling the purchase order, the buyer is given the option to cancel the requisition.

Allow Requester-To-Agreement UOM Conversion

If a requisition does not have an agreement specified, Allow requester-to-agreement UOM conversion is used to specify whether Requisition UOMs can be converted to Agreement UOMs during agreement sourcing. Checking this box indicates that agreements that meet the sourcing criteria, but have Agreement Line UOMs different from Requisition Line UOMs, can be considered during agreement sourcing. If the box is left unchecked, such agreements will not be considered.

Adding Price Breaks Using Loader: Explained

A price break is a discount when a certain number of items are purchased. Price breaks can be added to a BPA line through the upload process using either the

TXT or XML file format. Multiple price breaks can also be added to a BPA line through Loader.

Loading Multiple Price Breaks with an XML File

Under each line (ITEM tag) which requires multiple price breaks, create multiple PRICE BREAK tags with the relevant details.

For example:

```
<ITEM lineNum="10" lineType="Goods" action="SYNC"
<CATEGORY_NAME>Computers</CATEGORY_NAME>
<DESCRIPTION>Lenovo Laptop</DESCRIPTION>
<PRICE negotiated="Y">
<UNIT_PRICE>2500</UNIT_PRICE>
<UOM>Each</UOM>
<AMOUNT />
<PRICE_BREAK>
<QUANTITY>10</QUANTITY>
<BREAKPRICE>2490</BREAKPRICE>
</PRICE_BREAK>
<PRICE_BREAK>
<QUANTITY>40</QUANTITY>
<BREAKPRICE>2480</BREAKPRICE>
</PRICE_BREAK>
</PRICE>
</ITEM>
```

In this example, the line is meant to have two price breaks, so the PRICE BREAK tag occurs twice within the PRICE tag for the item Lenovo Laptop.

Loading Multiple Price Breaks with a TXT File

To upload multiple price breaks for a line using a TXT file, first include a line which has both the item details and the price break. Then include another line immediately after, and remove all other attributes except for the price break. For example:

Line Number	Description	Category Name	Internal Item Number	Manufacturer	Price	Quantity	Price Break
10	Lenovo Laptop	Computers		Lenovo	2500	10	2490
						40	2480
20	Dell	Computers		Dell	2400		

In this example, the item Lenovo Laptop has two price breaks. The first line in the table contains the item details and the first price break. The second line in the table is another price break for the first line that is the Lenovo Laptop. Note that on the second line the item details fields are all blank. Only the price break fields (Quantity and Break Price) contain data.

Tips

The following are tips for working with price breaks through Loader:

1. To prevent multiple occurrence of the same price break for a line, if you wish to modify a line with an existing price break, you can do any of the following:

- Remove the price break component from the upload file before running the upload.
 - First, expire the line before reloading the line with the updated attributes. Note that if this approach is used on a BPA with an Open status, this effectively creates a new line in the BPA. If the old BPA line exists on an incomplete requisition, the line will be sourced again when the requisition is submitted for approvals. If the requisition was already approved, or is pending approval, nothing happens to the line.
2. If you wish to update the value for a price break attribute:
- Delete the price break using the user interface (UI), then reload the line with the updated values of the price break elements.
 - Expire the line, update the price break attribute in the upload file, and then reload the line. Note that if this approach is used on a BPA with an Open status, this effectively creates a new line in the BPA. If the old BPA line exists on an incomplete requisition, the line will be sourced again when the requisition is submitted for approvals. If the requisition was already approved or is pending approval, nothing happens to the line.

Note

To expire a line, set the expiration date for the line to: (system date minus 1).

Agreement Upload File Format

Translating Agreement Lines Through Agreement Loader : Critical Choices

Using Loader, a user can load translations for agreement lines.

Note

Translation through Loader is discussed from the point of view of Description-only Items and Item Master Items.

For all items, the following are the translatable catalog attributes:

- Item Description
- Long Description
- Manufacturer
- Alias
- Comments

Note

All other catalog attributes are nontranslatable.

During the upload process, if Loader encounters a line in the upload file which already exists in the agreement and the language is different from the language of the already existing line, Loader will interpret this line to be a translation.

In an upload file, language can be specified at the line level (CIF and cXML file formats) or at the file level (XML and TXT file formats). A language at the line level applies only to that line whereas a language at the file level applies to all the lines in the file.

Language is specified as a two letter language code defined in the ISO 639 standard, followed by a dash and then a two letter country code defined in the ISO 3166 standard. For example, en-US, ko-KR.

Before loading translations for items, the line must first exist in the created language of the blanket purchase agreement (BPA) or an error will be returned. The language in which the agreement header is created in is referred to as the Agreement Creation Language.

Description-Only items

If the profile option PO: Load Description Based Items in all Languages is set to Yes, when a line is uploaded in the creation language of the BPA, the translatable attributes are automatically loaded in all the installed languages in the application. If the profile option is set to No, the line is only loaded in the language specified in the upload file.

- Example A:
 - Installed languages are English and French. BPA Creation Language is English. Profile is Yes.
 - In this example, when a line is loaded in English, two lines will be created in the application. One line for English and the other for French. The French version will carry the values loaded for the English line.
- Example B:
 - Installed languages are English and French. BPA Creation Language is English. Profile is No.
 - In this example, when a line is loaded in English, one line will be created in the application and the language will be English.
- Example C:
 - Installed languages are English and French. BPA Creation Language is English. Profile is No or Yes, and a line already exists in English.
 - In this example, when Line 1 is loaded again in French, a new line for the French version is created in the application.
- Example D:
 - Installed languages are English and French. BPA Creation Language is English. Profile is No or Yes, and a line does not already exist in English.

- In this example, when Line 1 is loaded in French, the upload will fail because the line does not yet exist in English which is the creation language of the BPA.

Item Master Items

When an item master item is first added to a blanket purchase agreement (BPA), all existing translations for the item (stored in inventory) will be copied over to the BPA. When a user subsequently loads translations for the item master items, updates from the user will overwrite the existing translations on the BPA.

If a user attempts to load item master items to a BPA where the created language is not one of the languages in which the item has been translated (or created) in inventory, an error is returned to the user.

Points to Consider

Some points to consider and tips are listed below:

- Since CIF and cXML files support line level languages, a user can upload Description-only items in the agreement creation language and other languages in the same loading, that is, using a CIF or cXML file, the user can create a line where the line language is the same as the BPA creation language and a second line with a different line language containing the translated value for the previous line.
- While loading translations, if the user changes the values for a nontranslatable attribute (in the upload file), this new value overwrites the existing value in the application. For example, if a Manufacturer URL already exists for a line in English and while loading a French translation, the user specifies a different Manufacturer URL, this new URL will overwrite the existing Manufacturer URL for the English version of the line.
- Line uniqueness criteria are used to determine which line is being translated. As such, the user should not change the values for any attributes used in line uniqueness identification during a translation upload. For example, in the absence of an Item ID, the supplier Item Number is used for line uniqueness identification. If a line with supplier ID, ABC-01 already exists in English and while loading a French translation for the same line, user changes the supplier ID to ABC-02, Loader will not be able to match this to the existing line with supplier Item Number ABC-01.

Download Punchout: Explained

Download punchout is a mechanism for administrators to automatically download a supplier punchout definition from Oracle Exchange. The supplier definition is stored as a punchout catalog allowing requesters to easily access a supplier site through Oracle Exchange, from the Shop and Search pages.

Suppliers must define their punchout on Oracle Exchange before the punchout can be downloaded. Once the punchout is defined, the download punchout feature from the Manage Catalogs page can optionally be used to download one or more supplier punchout definitions.

Using Download Punchout

The existing punchout catalog is used to connect to Oracle Exchange and download the supplier punchout definitions. From the Supplier Web Store page in Oracle Exchange, you can select the supplier punchout definitions you want to download. When the download operation is successfully completed, a punchout catalog for each downloaded supplier will exist. Optionally, you can edit the punchout catalog to update the punchout name, description, keywords, mapping, and category assignment for browsing. Like any catalog, the downloaded punchout definition must be associated to a content zone to be available to requesters.

Note that for the translatable attributes such as catalog name and keyword, the supplier definition is downloaded for the languages available in Oracle Exchange.

Upload Lines Process: How It Works

The Agreement Loader is used to upload agreement lines in bulk using a data file. The catalog administrator, the buyer, or the supplier of the agreement can use the Agreement Loader. Loader parses the file based on the file format, performs basic validations on the data provided, and raises errors for failed validations. If no errors are found, the uploaded content is processed and the agreement is updated.

Settings That Affect Uploading Agreement Lines

If the number of lines with errors exceeds the error threshold, loader stops processing the remaining lines in the upload file. If the error threshold is not reached, loader continues processing the lines till it gets to the end of the file. In both cases, any of the lines processed successfully will be submitted for update against the agreement.

Examples of some Upload Error scenarios:

- Language is invalid.
- Line Number is not a valid number.
- Either short description or long description is not provided for a line.

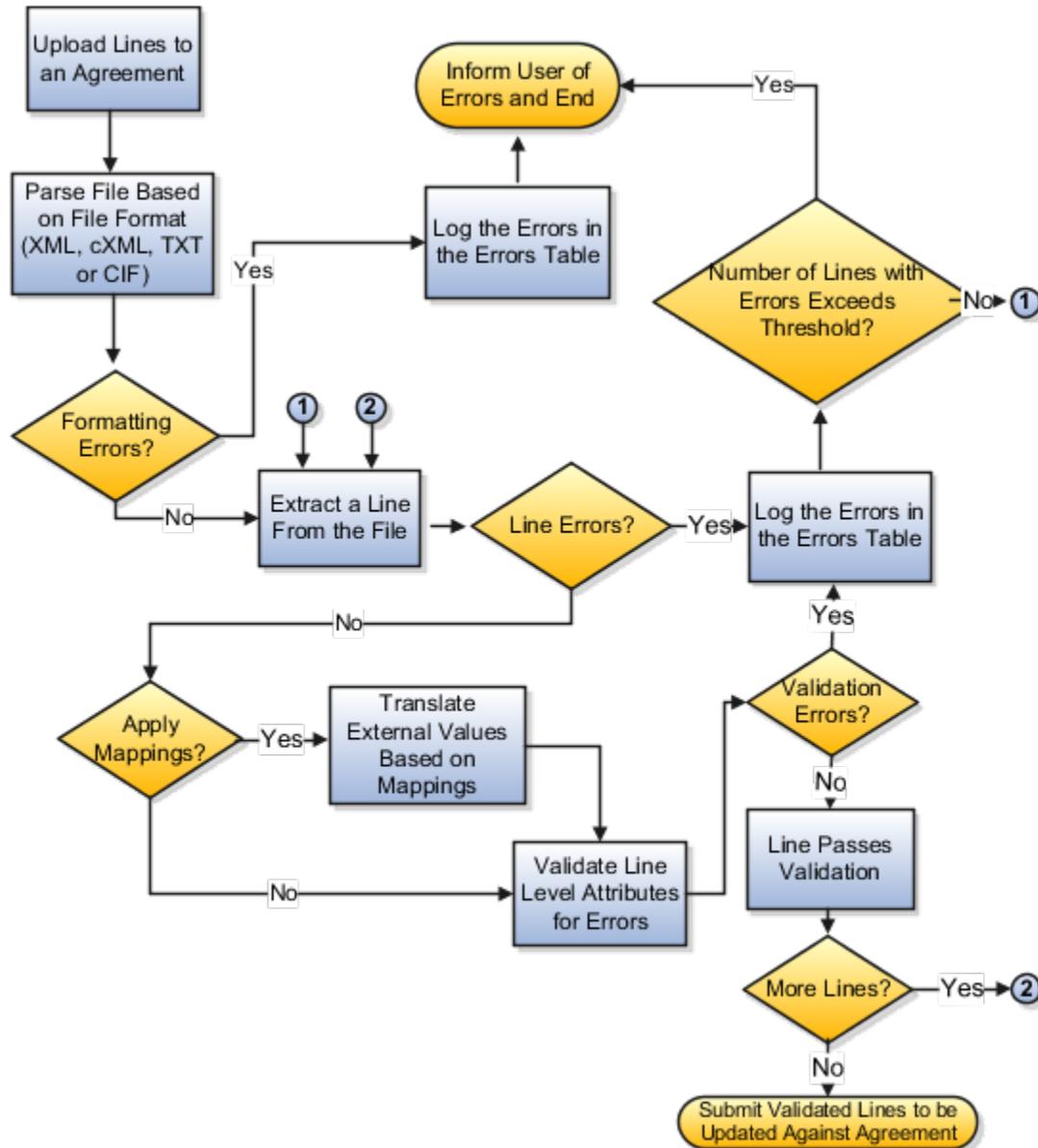
How The Agreement Loader Processes Lines

The agreement loader parses the input file in an accepted file format, and transfers the validated information to be updated against the agreement. The File formats that are supported by the Agreement Loader are CIF, cXML, TXT and XML.

If there are any parsing errors or other formatting issues, the agreement loader issues error messages. Loader performs some preliminary validations, like checking the validity of catalog attribute names, external mapping translations, data checks and so on. If there are any errors in these validations, an error is raised to the user.

If a line passes all the syntax and business validations, then it is submitted for update against the agreement.

The figure below illustrates a flowchart for how the agreement loader processes lines.



During any stage, if the number of lines with errors exceeds the threshold set by the user, the loading process is ended. Any lines which were successfully processed are submitted for updating against the agreement.

FAQs for the Upload Process

What happens if the upload has errors?

The Upload Errors page displays the errors for a given agreement or change order where the latest upload job completed with errors. Access the Upload Errors page by clicking the Error link in the upload status column. The Upload Errors page displays file level errors, parsing errors from XML parser, or

agreement line level data validation errors. You can export the list of errors in a spreadsheet format. The errors displayed on this page are purged based on the value specified in the Error Retention Period (Days) field. This value is controlled through the profile PO_AGRMT_LOADER_PURGE_DAYS.

What's CIF or cXML?

A Catalog Interchange Format (CIF) file is a comma-separated text file. A commerce eXtensible Markup Language (cXML) .xml file is based on the XML language. The loader can process CIF or cXML files to load catalog items. Typically, the supplier gives you a CIF or cXML file they have prepared.

There are two kinds of CIF files: index and contract. Index files contain item definitions and their corresponding pricing. Contract files contain pricing only and are not supported by loader.

CIF files also support two types of loadmode, full and incremental. A full loadmode is a replacement of one catalog file with another, that is, all existing lines in the BPA are marked as having expired and then replaced with the lines from the upload. Also during a full load, the delete column in the upload file is ignored. If the delete flag has been set for a line in the upload file, the line will be loaded (after all existing lines in the BPA has been marked as being expired) and the line will not be marked for deletion.

In an incremental load, the only lines which are affected are those being uploaded. If a line being uploaded already exists on the BPA, this line is updated (or marked for delete if the delete flag for the line was set in the upload file).

If a loadmode is not specified, loader will assume an incremental loadmode. Valid loadmode values for CIF are Full, Incremental, F, I. These values are case insensitive. Valid loadmode values for cXML are FULL and INCREMENTAL. The values F, and I are not supported.

What's XML?

An eXtensible Markup Language (XML) file is a general purpose markup language file with a set of rules for encoding documents in machine-readable form. XML is a subset of Standard Generalized Markup Language (SGML). The primary purpose of XML is to facilitate the sharing of data across different systems. The upload process will parse and process the XML file to load agreement lines and its associated attributes provided that the XML file conform to the XML DTD.

Local Catalogs and Inclusion and Exclusion Rules : Explained

Catalog Administrators can control local catalog content visibility by agreements or category. For example, Administrators can restrict certain requesters to requesting items from a small set of approved agreements. Administrators can define items that should be included or excluded from the local catalog based on blanket agreement and category inclusion and exclusion rules.

Local Catalogs

A Local Catalog consists of items (item master items and agreement lines) and item attributes defined in Oracle Fusion Inventory and Oracle Fusion Purchasing such as categories, descriptions, UOM, and so on.

When defining a local catalog, content must be first separated into logical and manageable partitions. These partitions can be created based on purchasing categories, browsing categories, and blanket agreements. Each of the different options that can be used to define a local catalog is referred to as a dimension.

Once a local catalog is defined, it can be associated to content zones which are made accessible to the users assigned to see that catalog content.

Using Intersection for Restrictions Across Agreements and Categories

In a local catalog, items can be included or excluded based on the agreement and category inclusion or exclusion rules.

In order to determine the available local content, the application will resolve the inclusion or exclusion rules within a local catalog as illustrated in the table below:

- Inclusion rules will always result in the intersection across dimensions as in example D below.
- If there is an exclusion rule in one dimension, it will be treated as the inclusion of the inverse set, and then there will be intersection across dimensions as in examples A and C below.
- If both agreements and categories are specified by exclusion, then the rules are first intersected with all content. The union of the resulting intersections is excluded as in example B below.

Example	Local Catalog Setup (Inclusion versus Exclusion)	Available Content
A	Exclude Agreements {123, 456}, Include Category {Pens, Pencils}	Anything that is in the Pens category or in the Pencils category as long as they are not in Agreements 123 or 456.
B	Exclude Agreement {123}, Exclude Category {Pens}	All content as long as it is not in Pens or Agreement 123. For example, no content from Pens, and no content from Agreement 123.
C	Include Agreement {123}, Exclude Category {Pens, Pencils}	All items from Agreement 123, except those items that belong to Pens category or Pencils category
D	Include Agreement {123}, Include Category {Pens}	Only Pens from Agreement 123

Using Union for Restrictions in Separate Catalogs

Restrictions can also be separated. For example, excluding agreement 123, but including all office supplies content even if it is in agreement 123. In this case, separate catalogs are needed to define restrictions as union.

Example	Local Catalog Setup (Intersection versus Union)	Available Content
A	Catalog 1: Agreement {123} and Category {Pens}	Only Pens from Agreement 123.

B	Catalog 1: Agreement {123} Catalog 2: Category {Pens}	Anything that is in agreement 123 or in the Pens category.
C	Catalog 1: Agreement {123, 456} and Category {Pens}	Pens from agreements 123 or 456. Items must be pens, and they have to be in either Agreement 123 or 456.
D	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456}	Pens from Agreement 123 or anything from Agreement 456.
E	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456} and Category {Chairs}	Pens from agreement 123 or Chairs from Agreement 456.
F	Catalog 1: Agreement {123} and Category {Pens} Catalog 2: Agreement {456} Catalog 3: Category {Chairs}	Pens from Agreement 123 or anything from Agreement 456 or anything in the Chairs category.
G	Catalog 1: Exclude Agreement {123} Catalog 2: Category {Pens}	Anything in the Pens category or anything else not in Agreement 123.

Map Sets: Overview

Manage Supplier Content Map Sets allows the catalog administrator to create, duplicate, edit, and manage mappings between external and internal values for categories, UOMs, supplier names, and supplier sites. These mappings will be used for conversion in business flows such as shopping through Punchout or uploading lines through the Agreement Loader.

Using Supplier Content Map Set With Agreement Loader: Explained

A map set can be used when uploading agreement lines. The applicable attributes that can be mapped are category and unit of measure. The values as stated in the upload file are considered external values in this mapping process. When uploading agreement lines, the user can indicate if mapping should be applied to map the external value to a corresponding internal value for the attribute.

If the user chooses to apply mapping, a map set must be specified.

1. If a default map set is setup for the procurement BU, the value is defaulted. The user can override the value.
2. If no default map set is set up for the procurement BU, the user must then select a map set.

The following steps are used to determine a mapped internal value for the attribute:

1. If a map set is specified, the map set will be searched during the mapping process to identify a matching external value to the attribute being mapped. If a match is found, the mapped internal value is used for further processing.

2. If the external value is not found in the specified map set, the default map set for the Procurement BU of the agreement line will be searched for a matching external value. If a match is found, the mapped internal value is used for further processing.
3. If the external value is still not found in the default map set, then the external value is not mapped, and is used as is for further processing.

Using Supplier Content Map Set With Punchout: Explained

A map set can be associated with a punchout catalog for the requested item's attributes when the shopping cart from a supplier punchout site is returned to Oracle Fusion Self Service Procurement.

When the punchout is to a supplier web store that only sells products from that supplier, mapping of the Category and Unit of Measure attributes are applicable. When the punchout is to an aggregator site, such as Oracle Exchange, mapping of the Category, Unit of Measure, Supplier, and Supplier Site attributes are applicable.

The values returned from the supplier punchout site are considered external values in this mapping process. When defining a punchout catalog, the catalog administrator indicates if mapping should be applied to map external values to corresponding internal values.

If mapping for the punchout catalog should be applied, a map set must be specified.

1. If a default map set is setup for the procurement BU, the value is defaulted. The user can override the value.
2. If no default map set is set up for the procurement BU, the user must then select a map set.

The following steps are used to determine an internal value mapping for the attribute:

1. If a map set is specified, the map set will be searched during the mapping process to identify an internal value for the attribute being mapped. If a match is found, the mapped internal value is used for further processing.
2. If the external value is not found in the specified map set, the default map set for the procurement BU of the punchout catalog will be searched for matching an external value. If a match is found, the mapped internal value is used for further processing.
3. If the external value is still not found in the default map set, then the external value is used as is for further processing.

Manage Catalog Category Hierarchy

Catalog Category Hierarchy: Overview

Category hierarchy presents a hierarchical view of the catalog to users. Category hierarchies allow administrators to create a parent category that includes other

categories, which are known as child categories. When users navigate through the parent category, the child categories appear, helping users to navigate quickly to the category which contains the products they need.

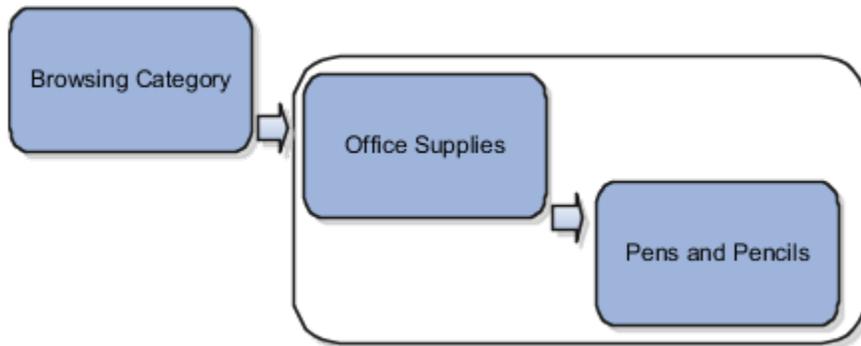
Category Browsing: Explained

There are multiple ways to search for items in the catalog. One way is to browse for items by category.

Browsing by Category

When you enter simple search criteria from the Shop page, the search results appear in a list from which you can sort, compare, add to your shopping list, or add to your requisition. For example if you search for pens your search will yield a list of pens that are available in the catalog.

Alternatively, you can search for pens using a category search. For example, in the Browse Category region on the Shop Page, you can click on the link for the category Office Supplies. The search results will yield a list of all office supplies in the catalog. You can then drill down the category hierarchy from the top level category Office Supplies selected on the Shop page. For example, the figure below shows if you were shopping for pens, you click on the category Office Supplies and then drill down using the category Pens and Pencils.



Category Hierarchy with Catalog Association: Explained

Users can search for all content (local content, punchout, smart forms, informational content) regardless of how the content is grouped. Administrators can group punchout, informational catalogs, and smart forms by category and the browsing feature will also retrieve punchout, informational catalogs, and smart forms together with local content.

Local content (item master items and agreement lines) is associated with purchasing categories. Smart forms, punchout, and informational catalogs can optionally be associated with any level of the category hierarchy (browsing or purchasing category).

Hierarchy With Associated Catalog Content

When the user associates the punchout, informational, local, and smart form to a category, the system travels up and down the tree to associate the punchout,

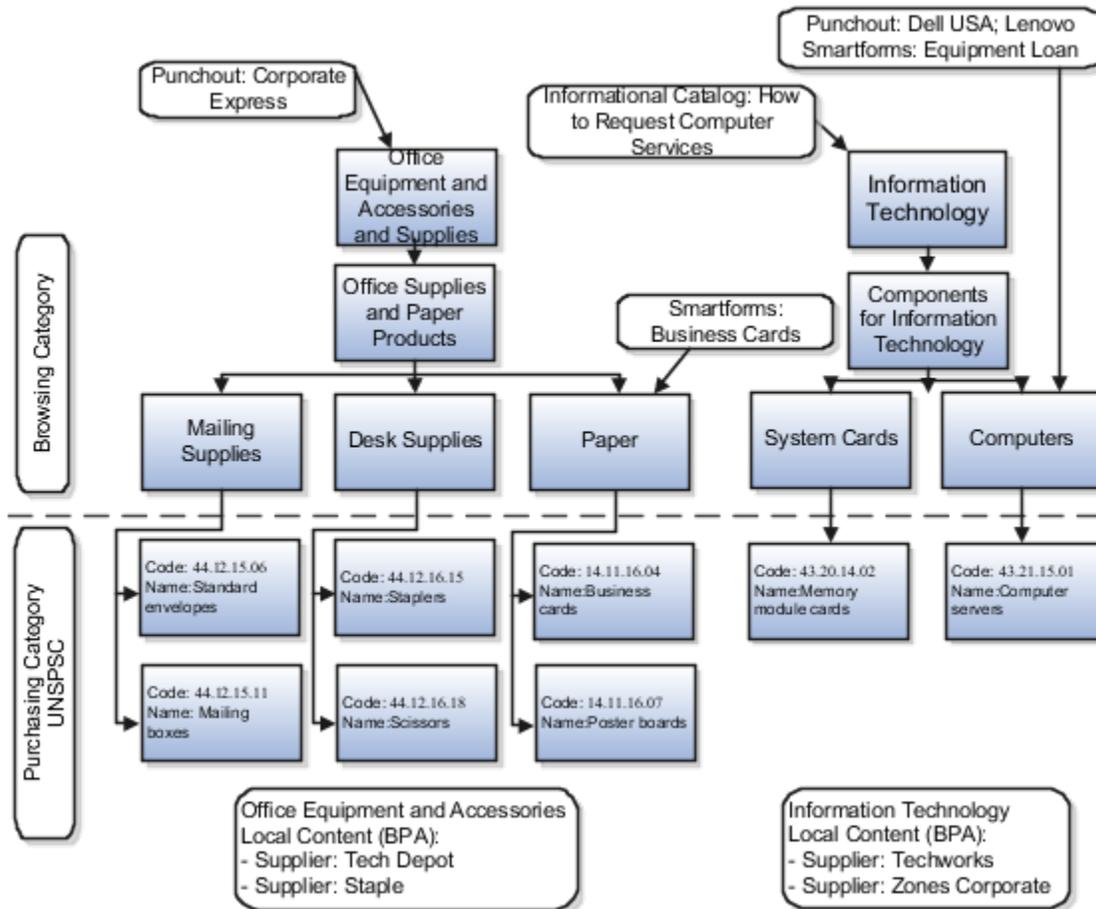
informational, local and smart form with all the browsing and purchasing categories of the same branch. Item master items, and agreement items are indexed with their corresponding purchasing categories. For example, in the illustration below, when the user navigates down the branch from Information Technology browsing category to the Computer Servers purchasing category, the search results will always include the Dell USA punchout which is associated with Computers. The system associates the punchout catalog Dell USA with the categories of the same branch as Computers which are Information Technology, Components for Information Technology, Computers, and Computer Servers.

The informational catalog How to Request Computer Services is associated with the browsing category Information Technology. As the user navigates the branch of Information Technology, the Informational Catalog is seen at the level of Information Technology, Components for Information Technology, System Cards, Computers, Memory Module Cards, and Computer Servers.

Local catalog items also show up during browsing. Using the example in the figure below, items in BPAs with suppliers Techworks or Zones Corporate that are tied to the purchasing categories Memory Module Cards or Computer Servers will show up as the user navigates down the Information Technology branch, based on the content available to the user via content zone.

The procurement catalog index is automatically updated after any changes to the hierarchy are saved.

The figure below shows catalog category hierarchy structure.



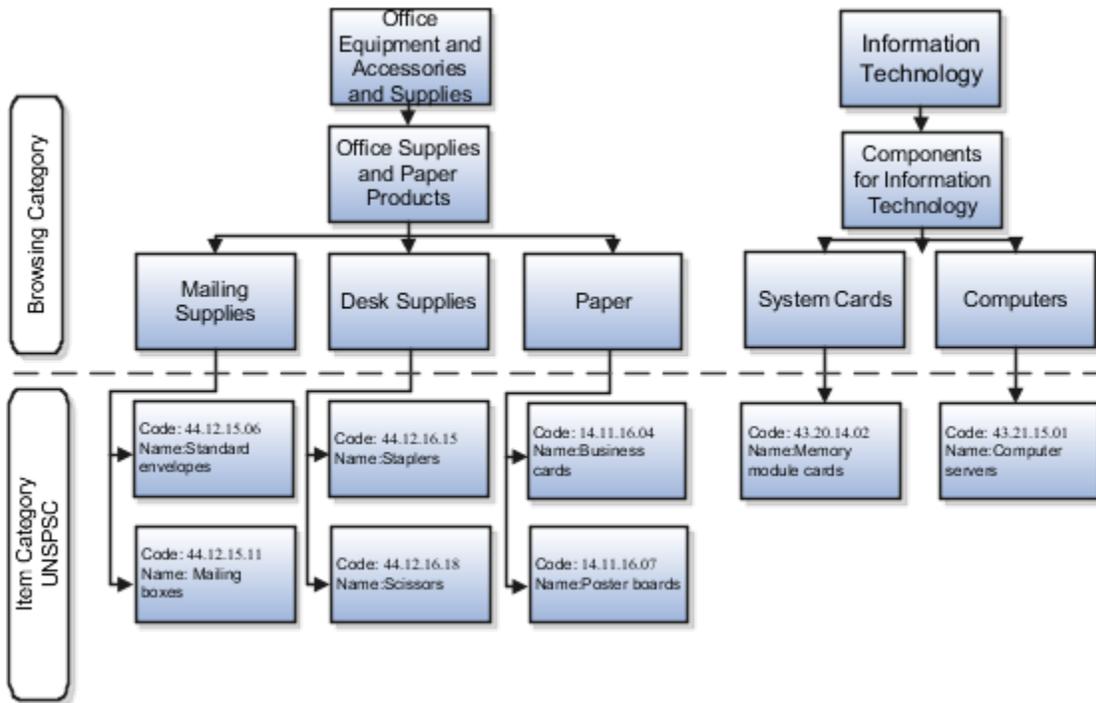
Category Hierarchy: How Browsing Categories and Item Categories Fit Together

If you manage a large number of products and services you may need a mechanism to organize the products in the catalog to make it easier for users to navigate to the products they want to buy. The category hierarchy presents a hierarchical view of the catalog to users.

Category hierarchies allow you to create a parent category that includes other categories, which are known as child categories. When users navigate through the parent category, the child categories appear, helping users to navigate quickly to the category which contains the products they need. Categories are used to classify items.

You can develop your own method of categorizing products or you can use standard coding systems such as UNSPSC. Some of the benefits of adopting a standard coding system are visibility of spend analysis throughout the corporation, cost control optimization, and ability to explore all the ecommerce capabilities.

The figure below shows the category hierarchy for a catalog. There are two types of categories in the catalog that define a catalog hierarchy: Browsing categories and item categories. It is not required to have the same number of levels in all branches of the hierarchy.



Browsing Categories

Browsing categories are also known as navigation categories. They define the category hierarchy for category browsing. The category hierarchy helps users

browse for catalog items. Browsing categories can be either a parent or child to another category, but cannot contain any items. Browsing categories are optional and companies can decide what categories should be enabled for browsing.

You can associate catalogs (local, punchout, informational) and smart forms to the browsing categories. When user navigates to the category, the associated content type will be displayed. An alternative to setting up browsing categories is to tag punchout, informational, and smart forms with keywords, so that users can find them when performing basic search.

Item Categories

Item categories are used to group items for various reports and programs. A category is a logical classification of items that have similar characteristics. For Procurement, every item must belong to an item category. Item categories allow you to:

- Place item categories under browsing categories.
- Search the catalog and sort by item category name. The item category name is displayed in the search pages.
- Bulkload by item category code.

Manage Requisitions

Create Requisition

Requisition Preferences: Explained

Requisition Preferences is used for specifying default information for creating requisitions.

When you search, browse, create noncatlog request, or perform any action that initiates the creation of a requisition, your user preference is validated. In case of error, the preferences window is opened and you can click on the View Errors link to see the errors. You need to fix your preferences before you can proceed with creating a requisition.

On the Requisition Preferences page you select:

- Your default requisitioning BU.
- Your shopping and delivery preferences.
- Your favorite charge accounts for billing purposes.

Requisitioning BU

You are required to select the Requisitioning Business Unit to which your preference settings will apply.

Shopping and Delivery

The Shopping and Delivery section includes the following parameters:

- Requester: Select the default requester for requisition creation.
- Destination Type: You can specify whether an item should default as type Expense or Inventory. If you select Inventory, you can also select a default subinventory. If the destination is expense, then you can enter project information
- Deliver-to Location: Select a default deliver-to location for requisition lines.
- Subinventory: You can select a default subinventory if the Destination Type is set to Inventory.

Favorite Charge Accounts

Favorite Charge Accounts will be used for requisition billing purposes.

Your Favorite Charge Accounts include the following:

- Nickname. Specify a nickname for each charge account number.
- Charge Account. Specify account number.

You can add a new charge account to the list of previously saved accounts using the Add Row button or from the Action dropdown menu. You can delete a charge account from the list using the Remove button or from the Action dropdown menu. You can select and set a charge account as the default primary account using the Set as Primary button or from the Action dropdown menu.

The billing region also has projects in addition to favorite charge accounts. The fields in the region are from projects and apply only when the destination type is expense.

Search Options: Explained

When you search for items to add to your requisition it is important to know how the search works, and what options you have while searching.

There are three different search capabilities:

- Wildcards
- AND Searches
- Hyphens or Special Characters

Searching with Wildcards

You can use a wildcard character (either the % or the *) in the middle of or after your search character value. For example, a search on o% returns Oracle and Open Markets Inc., and a search on op% returns Open Markets Inc.

Performing AND Searches

When you enter keywords in the Search field, it automatically performs an AND search. For example, entering red pen returns items containing the words red and pen.

Using Hyphens or Special Characters in Searches

You can enter the following special characters while searching:

- wildcard characters (% or *)
- hyphens (-)

Keywords with hyphens or underscores are treated as whole words. For example, you can search for post-it or AB_22ZL. A search on post or AB does not find post-it or AB_22ZL. To search part of a word, use wildcard characters.

Special characters such as a slash (/) and ampersand (&) are ignored. For example, a search on red, white & green looks for items containing red and white and green.

If you are searching in a catalog language that uses language-specific characters, the search supports them.

Stemming

Stemming matches words with their plural form and with their other tenses.

Fuzzy

Fuzzy matches words with similar spelling and pronunciations.

Begins With

Begins With matches words that begin with the word specified.

Expanded Search

Clicking the expand search link performs Stemming, Fuzzy, and Begins With searches on any words on the search string.

FAQs for Creating Requisitions

What's the difference between amount and quantity?

Some items are services, which can display an amount instead of a quantity and price.

The quantity of items is needed for ordering goods. You can change the quantity of goods before you submit the requisition.

What's the difference between an emergency requisition and a requisition flagged as urgent?

An emergency requisition reserves a purchase order number at submission. This purchase order number can be provided to the supplier to expedite the process.

An urgent requisition needs urgent processing, but does not have a purchase order number reserved at submission. You can mark an emergency requisition as urgent.

What's the difference between an emergency requisition and a standard requisition?

An emergency requisition reserves a purchase order number at submission. This purchase order number can be provided to the supplier to expedite the purchase process.

A standard requisition is not assigned a purchase order until after it is approved.

Why would I check the New Supplier box?

Select the new supplier check box if the supplier you want to order from is not an approved supplier. This allows you to enter information for suppliers that are not yet approved for use by your organization.

How can I access a saved requisition?

Access your saved requisition from the Manage Requisitions link in the regional area. You can search for all your requisitions, including the incomplete requisitions, on the Manage Requisitions page. You can also access your saved requisition in the My Requisitions table on the Shop Home page.

How can I shop at a supplier's site?

When you search for an item, you may have an option to shop at a predefined external site. Your company and the supplier set up the site to automatically return you to Self Service Procurement when you finish shopping. The goods from the supplier's site appear as lines in your requisition.

How can I sort my search results?

There are a number of ways items can be sorted. On the Search Results page use the Sort By list for a complete list of sorting choices. Once you select a sort option from the list, you can use the ascending and descending icons to sort.

Submit Draft Requisition

Expand Search: Explained

When you enter simple search criteria from the Shop page, the search results appear in a list from which you can sort, compare, add to your shopping list, or add to your requisition. You can expand your search results by clicking Expand Search on the Search Results page.

Expand Search

If you search for ink pen, the simple search performs a Match All Search Terms search. A matching item must contain all the search terms. In this example it must contain the terms Ink and Pen. Click Expand Search to expand the search using Stemming, Fuzzy and Begins With criteria on any of the words in the search string.

- Stemming: Matches words with their plural form and with their other tenses.
- Fuzzy: Matches words with similar spelling and pronunciations.
- Begins With: Matches words that begin with the word specified.

Creating Accounting Splits: Example

The following scenario shows how you might allocate costs to multiple charge accounts.

Scenario

The cost of the items is automatically charged to the charge account that your administrator has set up for you or your organization. Normally, you would use this charge account. However you can create additional distributions of the charges. Here is an example of how you might do that:

1. On the Edit Requisition page, select the line to split costs.
2. In the billing area for the line click the add row icon.
3. Update the row with the additional charge account and adjust the percentage splits for all rows.
4. Click Submit to finalize your requisition.

FAQs for Submitting Draft Requisitions

Why are some items not found?

There are a few possibilities:

- You are searching on a partial phrase. The search engine returns items that exactly match each keyword. For example, searching for AB does not return item number AB22ZL. Use wildcard characters (such as AB%) to perform a partial match, or click on the expand search which adds the wild card and also does the stemming and fuzzy search.
- The item is not in the catalog you are searching.
- The item is not available to your organization, or you are not authorized to purchase certain items.
- The catalog administrator must provide search keywords for punchout catalogs, informational catalogs and smart forms. Your search may not have matched a defined keyword.
- The item appears only in a different language version of the catalog.

Why can't I edit the quantity?

You cannot edit the quantity for fixed price services lines which are goods or services billed by amount. Quantity is not applicable to these type of lines and therefore cannot be edited.

Why is the price on the Search Results page different from the price on the Edit Requisition page?

The application may have automatically applied price breaks or discounts, based on quantity, your location, or other factors.

What happens if I add an approver?

Your company policies determine the approver for your requisition. You cannot change the default approver list, but if you have been given access you can add approvers. You cannot delete system generated approvers.

You can add approvers anywhere within your existing approval list. For example, your existing approval list is Manager A, Manager B, and then Manager C. You add Manager X. The approval now routes through Managers A, B, C, and then X, stopping at X.

How can I bill to a project?

You can bill to a project if you have an existing project number defined. You can set up the default project values in your requisition preferences, in which

case project details automatically appear for billing. You can bill to one project or to multiple projects by editing the information in the billing region on the requisition line. The destination type in the requisition line must be Expense in order for you to enter project information.

How can I change an incomplete requisition?

From My Requisitions region of the Shop Home page, find the incomplete requisition and drill down to the Requisition Details page by clicking on the requisition link and then choose Edit. You can also search for incomplete requisitions from the Manage Requisitions task.

How can I distribute the requisition line across different charge accounts or projects?

You can charge to different charge accounts or projects by splitting the distributions.

How can I enter a one-time delivery address?

On the edit requisition page select One Time from the Deliver-to Location Type field and then enter the address in the Deliver-to Address field.

How can I find out if my requisition was approved?

The preparer can access requisition details to check the approval status. The preparer also receives a notification of the outcome of approvals (Approved or Rejected) after approval is complete.

How can I make sure that the tax attributes are correct?

On the Add Requisition Line page, there will not be any tax attributes defaulted. After you populate the item information, click Generate Tax Attributes to generate attributes based on the item information

How can I modify configured items ordered from a supplier's site?

You cannot edit the configuration details once you return from the supplier site to Oracle Fusion Self Service Procurement. In order to modify configured items, you need to remove the item from the requisition and punch out to the supplier site again to add the item with the new configuration.

How can I quickly reorder an item?

Items you order frequently can be added to a personal shopping list so you can quickly add those items to a requisition each time you need to place an order. After you search for an item from the search results, select Add to My Shopping List and you can then pick any list you created. You can also create a personal shopping list and add an item simultaneously. Access and manage your shopping list from Quick Links in the contextual area.

How can I reassign a requisition?

You can select a requisition and reassign it to someone else. Select a Reassign To person and choose whether or not to send a notification to this person. The

person the requisition is reassigned to will become the new Entered By person and will be able to view and modify the requisition as if that person was the original preparer.

You can reassign requisitions with any status (Canceled, Incomplete, In process, Approved, Rejected, and Returned).

By default, you can only reassign the requisitions you created. If you have the permission to reassign requisitions created by others, you can reassign all the requisitions you are allowed to search and view on the Manage Requisitions page.

How can I request an item I cannot find in the catalog?

If the item does not exist in the catalog, place a noncatalog request by clicking the Noncatalog Request link under Quick Links in the contextual area.

How can I view the list of approvers for a requisition?

From the Edit Requisitions page, click the Manage Approvals button.

When do I need to edit requisition lines?

Edit lines if you want to do any of the following:

- Edit the default account information. This information is already entered for you, based on your preferences and system setup, but you can change it unless one of the following scenarios exist:
 - If the line has an inventory destination type.
 - If project information is specified, and charge account update is not allowed.
- Vary information (such as delivery information) by line.
- Add line-level attachments.
- Add notes to the buyer.
- Specify project information.

FAQs for Create Noncatalog Requests

What's a Noncatalog Request?

Noncatalog requests allow you to purchase goods and services not available in the catalog. You can use noncatalog requests to order goods billed by quantity, services billed by quantity, or goods or services billed by amount.

What's the difference between a catalog request and a noncatalog request?

A catalog request is a request for any item, you can search for and select in the catalog.

A noncatalog request is a request for an item not found in the catalog. For noncatalog requests, information is manually entered for the item.

FAQs for Create Requisition from Catalogs

What's a punchout catalog?

A punchout catalog consists of items that the supplier maintains. The user clicks a link to the external supplier site from Shop Home or the Search Results page, and adds items from the external site to the user's requisition.

Where do I check out goods purchased from a supplier's site?

After shopping at a supplier's site, you will be returned to Self Service Procurement where you will see the lines added to your requisition. Follow the normal process to edit and submit the requisition.

What happens if I get an error while accessing a supplier's site?

If you receive a message that the supplier's site is not responding or cannot be reached, then something is wrong with the connection between Oracle Fusion Self Service Procurement and the site. If you receive a message that the user name or password is incorrect, then your administrator needs to verify the setup for the site. Your administrator is notified when a connection error occurs. Try again later.

What's a local catalog?

A Local Catalog consists of items (item master items and agreement lines) and item attributes defined in Oracle Fusion Inventory and Oracle Fusion Purchasing such as categories, descriptions, UOM, and so on.

What's an informational catalog ?

An informational catalog is a special type of catalog that captures instructions, procurement policies, and links for how to order items and services that may not be supported by the other catalog types. For example, informational content can contain a link to an existing procurement policy or instructions page in your company.

What's a public shopping list?

Catalog administrators create public shopping lists to make lists of items available to preparers for requisitioning. For example, office supplies or a new hire kit. The availability of a public shopping list is based on the Procurement BU in which the list is created in, and whether the preparer has been granted access to the list.

What's the difference between a Public Shopping List and My Shopping List?

Public shopping lists are created by procurement catalog administrators. The lists are a collection of items available to preparers in Self Service Procurement.

For example, office supplies, or new hire kits. The availability of a public shopping list is based on what procurement BU the list is created in, and whether the preparer is granted access to that list.

With My Shopping List you can create your own list to quickly request items you order frequently.

What's a smart form?

A smart form is used by catalog administrators to define noncatalog request forms.

Catalog administrators can define forms for multiple purposes: goods based or fixed price services based request types.

A smart form can contain defaulting information and can be extended to use information templates to collect additional information.

What's an information template?

Information templates are used in creating smart forms. Information templates provide flexibility to add additional attributes in a smart form in order to gather the required information from the preparer of a requisition.

Information templates can also be associated with items and categories.

Import Requisition

Import Requisitions: Explained

The Import Requisition process can be used to import requisitions from other Oracle or non-Oracle applications. Requisition information and interface tables are required. During the import process, the requisition levels are validated in succession: header, line, and distribution. Any records that fail validation are reported and not included in further processing. The requisition lines are then grouped into individual requisitions and given unique numbers. It is possible that one record in a requisition header interface table may correspond to multiple requisitions being created because of the grouping of lines. The requisitions that are valid, grouped, and numbered, are inserted into the main requisition tables. Finally, depending on the status of the requisition, the value of the input parameter Initiate Approval after Requisition Import, and the value of the requisitioning business function configuration option Create Order Immediately After Requisition Import, one of the following processes is initiated: the Generate Orders program, or Requisition Approval.

The following is a list of parameters:

- **Import Source (optional):** Used to match against the records in the interface table to retrieve the right set of records for processing.
- **Import Batch ID (optional):** Used to match against the records in the interface tables to retrieve the right set of records for processing.
- **Maximum Batch Size (optional):** a number field with a default value of 2500. If this parameter is provided, when a requisition number is not

specified in the interface table, the requisition lines will be processed in batches with size not greater than the maximum batch size. If this parameter is not specified, 2500 will be used as the maximum batch size.

- Requisitioning BU (required): Only the records with the specified requisitioning BU are processed.
- Group By (required): a choice list with the following choices: Item, Buyer, Category, Location, Supplier, and None (where None means group all requisition lines together). This field is dependent on the Requisitioning BU field: When the user selects a requisitioning BU, the Group Requisition Import By value from the BUs Requisition Options will be defaulted here.
- Next Requisition Number (optional): If a value is specified, it will be used for numbering the requisitions when no requisition numbers are specified in the requisition header interface table.
- Initiate Approval after Requisition Import (required): If the value is Yes, requisitions that are imported as draft requisitions will be submitted for approval right after the process completes.

Parameters for Upload Lines: Explained

The following are parameters for Upload Lines.

Parameters:

1. Document style of the agreement (In this case Blanket Purchase Agreement): This field is read only and is populated by the application. It shows the document style of the agreement to which data is being uploaded.
2. File Type: This specifies the format of the file that the user is going to upload. Possible values are CIF (which is the default), cXML, Tab-delimited text (TXT) and XML files.
3. File: The file to be uploaded. It must be of the type selected in the File Type field above.
4. Primary Classification Domain: This is a product classification system such as SPSC or UNSPSC and is used for classifying products or services, that is to group similar items or services into categories. This field is only shown if the file type is CIF or cXML.
 - a. For CIF files, if the primary classification domain field is left blank on the upload lines page, then the upload file should contain, at the most, one classification domain (under the classification code column) per line. If no classification domain is specified for a line, then the user should specify an SPSC code for the line.

If the user specifies multiple classification codes for a line in the upload file, then the primary classification domain field cannot be left blank, and its value must match at least one of the multiple classification domains the user specified for a line or the file level classification code format.

- b. For cXML files, if the primary classification domain field is left blank on the upload lines page, then the upload file should only contain,

at the most, one classification domain per line. If the user specifies multiple classification domains for a line in the upload file, then the primary classification domain field cannot be left blank and its value must match at least one of the multiple classification domains that user has specified.

5. Apply Mapping: This indicates if the user wants to use a map set for converting external values from the supplier, which do not exist in the application to internal values used in the application.
6. Supplier Content Map Set: This field is hidden by default and only appears if the Apply Mapping check box is checked. This field contains the map set the user wants to use for external to internal values conversion.
7. Continue editing after successful upload: This field has two possible values, Yes or No. It functions differently depending on who is carrying out the upload and whether the agreement is being created or changed.

Agreement Authoring: If the buyer is performing the upload, then setting the value of this field to No automatically submits the BPA for approval once loading is successfully completed.

If the catalog administrator or the supplier is performing the upload, setting the value to No automatically transfers the BPA back to the buyer for review once loading is successfully completed. The buyer then initiates the approval process.

For all the three roles, setting the value to Yes, means the user retains control of the document at the end of a successful upload process.

Agreement Change Order: For all the three roles, setting the value to No, automatically submits the document for approval. Note that there is no transfer to the buyer for review even if the role is a catalog administrator or supplier.

For all the three roles, setting the value to Yes, means the user retains control of the document at the end of a successful upload process.

8. Error Threshold: This is an integer number that specifies the maximum number of errors after which the loader abandons processing of the remaining lines in the upload file. For example, if the error threshold is two, loader does not abandon processing of the remaining lines in the upload file when its error count reaches two. Loader will only abandon processing when its error count reaches three which is above the threshold value of two. Also note that if there are some successfully processed lines, loader will pass those lines to PDOI which will attempt to update the agreement with those lines.

Update Draft Requisition

When can I change a requisition?

Many factors determine whether your requisition is eligible for change. If the requisition is on a purchase order, then you cannot change the requisition. You must submit a purchase order change order. Through a change order, you can

change the purchase order and modify the need-by date, adjust the quantity, cancel one or more lines, or cancel the entire order. You can reduce the quantity as long as it is greater than or equal to the quantity received.

For requisitions that are approved and not placed on a purchase order, you can edit the requisition (which will withdraw the requisition from approval), make changes and resubmit it for approval. Cancellations of approved requisition or requisition lines not placed on POs do not require approval.

Approve Requisition

Approve Requisition: Overview

Electronically route the requisition to all identified approvers and record the approval actions.

Reject Requisition Request

How can I reject individual items on a multi-item requisition?

You cannot selectively approve or reject individual items. You can edit the requisition to add or delete items, modify requisition quantity, and then approve the requisition. If the approver needs to reject specific lines on the requisition, the approver should reject the entire requisition. The approver can include comments on the worklist task to highlight the rejection reason. The preparer then needs to update the requisition and resubmit it for approval.

Request Requisition Information

What happens if I need more information about the requisition before I approve it?

On the worklist task you can view requisition details and view document history to get more information.

Review Requisition Request

How can I edit a requisition pending my approval?

If you are an approver and have the privilege to edit a requisition, click the Edit Requisition Link from the worklist task.

What happens if I begin modifying the requisition as an approver?

If you begin modifying the requisition, no other approvers can take action. The requisition will resume or restart approvals after you submit the changes. You must submit the requisition before you can start working on other requisitions.

What happens to the approval routing of the requisition after I submit changes as an approver?

Depending on the system setup for the requisitioning BU, the approvals will either be restarted from the beginning, or continue on the current approval path.

Approve Requisition Request

When do I need to approve a requisition after I submit changes as the approver?

A requisition is automatically approved by an approver who makes modifications and submits the requisition, but the requisition will continue to be routed for approvals if there are additional approvers.

Reassign Requisition Request

How can I setup vacation handling?

You can setup vacation handling for approvals in the worklist application.

Amend Requisition

Amend Requisition: Overview

Withdraw approved requisitions not yet placed on purchase orders.

Cancel Requisition

How can I track or change my change or cancellation request?

For requisitions on approved purchase orders, your changes are made to the purchase order through change requests. From the Requisition Details page, you have access to pending change requests until they are approved. You can also have access to the latest version of the purchase order. From the Document History page you have a view of all submitted change requests to the purchase orders associated with the requisition.

Cancellation of lines on purchase orders are also handled through change requests.

Changes to purchase orders are not reflected on the requisition. The purchase order contains the most up-to-date information.

FAQs for Update Requisition

Why can't I view all my orders?

A purchase order that is not open cannot be viewed. Also, you might not have the permission to view order details.

How can I update multiple lines at one time?

Select multiple lines on the edit requisition page. Click Edit on the table. Changes made to the line will overwrite information on selected lines.

Submit Requisition

What happens to a submitted requisition?

After you complete and submit a requisition, your approvers receive it. Your requisition will either be rejected, or approved. Approved requisitions then become orders with the appropriate supplier.

Manage Requisition Lifecycle

Requisition Life Cycle: Explained

Requisition Life Cycle refers to the complete business flow starting from requesting goods or services, to receiving the goods or services, and suppliers being paid.

By viewing the life cycle of a requisition you can find out the latest status of requested items. You can also see if there are issues with a requisition, or simply get an overview of all processing information associated with a requisition or requisition line.

When the requisition life cycle for a requisition is viewed, the information is grouped by negotiation or purchase order, if one exists. For example, if all lines on the requisition are placed on one purchase order, all the related downstream documents are visible on one page. If the lines on the requisition are placed on two purchase orders, the life cycle information can be viewed separately for the two groups of requisition lines.

Life Cycle Information

Depending on how the application is setup, on the Requisition Life Cycle page summary information can be seen about the following:

- Requisition Lines
- Negotiations
- Orders
- Shipments
- Receipts
- Invoices

If permission is granted to view the details of these documents, it is possible to drill down further to:

- Negotiation Details
- Order Details
- Shipment Details
- Receipt Details
- Invoice and Payment Details

Track Requisition Lifecycle

Document History: Explained

Document History is a view of a sequential list of all actions that were performed on a given requisition.

Document History can include:

- Approvals (For example Submitted, Approved, Rejected)
- Approvals and change information for purchase orders to which requisition lines are sourced.
- Changes (For example Change Submitted, and Change Approved)
- Other Actions (For example Canceled, Returned, or Reassigned)

Document History Table

View document history from the Manage Requisitions page or from the Action menu on the table, after selecting a requisition.

The Document History Table will capture the following items:

- Action Performed
- Performed By
- Action Date
- Reference Document
- Additional Information

Actions

Links within the Document History Table provide further drill down.

The following table lists possible links and where that link leads:

Link	Takes user to:
PO Number (in Reference Document column)	View Order page in Oracle Fusion Purchasing
PO Change Order Number (in Reference Document column)	Review Changes page in Oracle Fusion Purchasing
Submit (as displayed in the Action Performed column)	Shows the approval path for the requisition, including any approval actions already taken.

Submit purchase order (as displayed in the Action Performed column)	Shows the approval path for the purchase order, including any approval actions already taken.
Submit purchase order change (as displayed in the Action Performed column)	Shows the approval path for the change order, including any approval actions already taken.

Statuses: Explained

You can view the status of requisitions in the My Requisitions table and on the Manage Requisitions page.

Status Description

The following table lists all requisition statuses and provides a brief description for each of the statuses.

Requisition Status	Description
Approved	A requisition is Approved when it has completed the approval process with all required approvals. If a requisition does not require approval, it could appear as Approved immediately after it is submitted.
Canceled	A requisition is Canceled if all lines on the requisition were canceled.
In process	A requisition is In process if it was submitted for approval and is in the middle of the approval process. For example, it is not Approved or Rejected.
Incomplete	A requisition is Incomplete when it not submitted for approval, or when it is withdrawn for further modifications after it was submitted for approval.
Rejected	A requisition is Rejected when it is rejected by approvers in the approval process.
Returned	<p>A requisition is Returned if at least one of the lines was returned by buyers from Process Requisitions.</p> <hr/> <p>Note</p> <p>When a buyer selects a requisition line to return, all other lines on the same requisition that were not placed on any orders will also be returned. Lines that were already placed on purchase orders will continue to be processed by the Purchasing Department</p>

What happens if the order associated with my requisition is canceled or on hold?

Canceled may mean that the buyer has decided to place your items on a different order. On Hold may also be temporary. Contact your purchasing department for

information. If the buyer made an error and canceled your request, you need to create another requisition.

Process Requisition Lines

Process Requisition Lines: Overview

In Oracle Fusion Purchasing combine approved requisition lines to initiate procurement.

Evaluate Approved Requisition Lines

Document Creation from Requisitions: Explained

The Process Requisitions page allows you to access and aggregate existing requisition demand to create new procurement documents.

Using entered or saved search parameters, you can quickly select all requisition lines that meet the unique set of criteria of your procurement needs. Once you have identified the appropriate requisition lines it is a simple task to add them to the document builder and create your order or negotiation.

- Search for requisition lines
- Add selected lines to the document builder
- Define the document builder outcome using document type, document style, and line grouping

Reassign Requisition Lines to Buyer

What's the difference between return and reassign?

If the requisition line should not be used in a document, you can return it to the requester. For example, the buyer requires additional information in order to process the order.

If the requisition line should be assigned to a different buyer, you can reassign it.

Analyze Requisition Lines

Process Requisition Saved Searches Explained

Some of the most common search use cases are predefined for you to use. You can personalize these saved searches further to meet your unique requirements, or you can create your own.

Requisition Line Searches

Although the Procurement BU that you specify narrows down the available requisition lines you can process, search is your primary tool to consolidate random requisition lines into a collection of just those you are interested in.

Basic search is accomplished by simply filling in a few of the provided fields. With advanced search, you can perform queries that require entries to find matches using a relationship other than just an equal to match as is done in a basic search. Optionally you can choose from the Saved Searches list that lets you save and reuse any frequently used set of search criteria.

On the Purchasing Overview page, these saved searches appear as tabs in the Requisitions section.

Predefined Saved Searches

This type of saved search has already been created for you.

Some examples are:

- My requisition lines that failed automation

Requisition lines assigned to you that require some analysis to determine further action after failing automatic document creation. For example, a requisition line that is still in the requisition pool despite having one of the following:

- The line references a procurement card.
- The line references an emergency purchase order number.
- The line references a source agreement that is configured for automatic ordering.
- My requisition lines requiring negotiation

Requisition lines assigned to you for which you need to create a negotiation.

- All my requisition lines requiring action

This saved search shows all requisition lines in your processing queue.

Personalized Saved Searches

You can change some attributes of a predefined saved search by selecting **Personalize**. For example, you could set the "My requisition lines that failed automation" search to be the default search when you open the page.

Custom Saved Searches

If you often have the need to look up the same combination of requisition lines, you can save your basic or advanced search as a custom search. Simply enter your criteria in either basic or advanced search and click **Save**.

Update Requisition Lines

Splitting a Requisition Line: Worked Example

Use the Split window to split an existing requisition line into multiple requisition lines. For example, if the requisition line quantity is so large that a single supplier cannot fill the entire order by the need-by date, then you need to fill this order from more than one supplier. Any new requisition lines can then be split as well.

In this scenario you have decided to split the requisition between two suppliers. To do that, you must split the original line, and then include each line in a separate purchase order for the supplier. The table below shows the split lines. The original requisition line quantity was 50.

Requisition	Line	Item	Line Description	Quantity	UOM
1050555	2	ZL455-S505	Zoobo Satellite Laptop	30	Each
1050555	3	ZL455-S505	Zoobo Satellite Laptop	20	Each

You decide to purchase 30 units from Atlantic Tech and 20 units from Acme Office Supplies. Once you select the line and apply the **Split** action, you can enter the new quantities for the split requisition lines:

1. Select the requisition line to be split.
2. Select **Split** from the Actions menu.
3. The Split window opens with the original line and a duplicate of it with zero quantity.
4. Change the original line quantity and the new line quantity.
5. Click **Save** and **Close** to return to the Process Requisition work area.

Manage Purchase Orders

Create Purchase Order

What's the difference between a purchase order, a purchase agreement, and a contract agreement?

Oracle Fusion Purchasing provides the following purchase order types: purchase order, blanket purchase agreement, and contract purchase agreement.

Note that your organization can change the names of these documents to suit your business needs, but in their basic form the following describes their function:

- **Purchase Order**
You generally create a purchase order for a one-time purchase of various items. You create a purchase order when you know the details of the goods or services that you require, estimated costs, quantities, delivery schedules, and accounting distributions.
- **Blanket Purchase Agreement**
You create blanket purchase agreements when you know the details of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules. You can use blanket purchase agreements to specify negotiated prices for your items before actually purchasing them. Prices for items can be negotiated on a blanket purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.
- **Contract Purchase Agreement**
You create a contract purchase agreement with your supplier to agree on specific terms and conditions without indicating the goods and services that you will be purchasing. You can later issue purchase orders referencing your contracts using terms negotiated on a contract purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.

Defaults: How They Work in Purchasing Document Headers

To minimize document creation time and reduce errors, a comprehensive defaulting mechanism is used to provide most required purchasing document header information.

Purchasing Document Header Defaulting Rules

The header or general information portion of a purchasing document contains the details that apply to the entire order.

- "Default" in this context means that the application provides this information for you. It does not mean that you can always change the defaulted information.
- The table lists the header information label that appears on the page and then the following columns indicate where the default comes from for that document type.
- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.
- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Automatically Generate Orders		Procurement Business Function Configuration of the Procurement BU	
Automatically Submit for Approval		Procurement Business Function Configuration of the Procurement BU	
Bill-to Location	<ol style="list-style-type: none"> 1. Supplier Site Assignment record of the supplier site in the Sold-to BU 2. Common Payables and Procurement Configuration setting for the Sold-to BU <p>note to self: conref source #2</p>		
Buyer	Current logged in user who launches the create document window	Current logged in user who launches the create document window	Current logged in user who launches the create document window
Carrier	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Communication Method	<ol style="list-style-type: none"> 1. Supplier Site 2. 'None' 	Same as purchase order	Same as purchase order
Confirming order	Unchecked	Unchecked	Unchecked
Conversion Date	Current system date		
Conversion Rate Type	<ol style="list-style-type: none"> 1. If currency is fixed rate as defined in GL then set to EMU Fixed 2. Common Payables and Procurement Configuration setting for the Sold-to BU 		

Currency	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Primary ledger currency (functional currency) of the Sold-to BU 	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as blanket purchase agreement
Default Ship-to Location (If only Services, the attribute name is Default Work Location)	<ol style="list-style-type: none"> 1. Supplier Site Assignment record in the Requisitioning BU 2. Requisitioning Business Function Configuration of the Requisitioning BU 		
E-Mail (If Communication Method is E-mail)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
FOB	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Fax (If Communication Method is Fax)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
Freight Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Group Requisitions		Procurement Business Function Configuration of the Procurement BU	
Group Requisition Lines		Procurement Business Function Configuration of the Procurement BU	
Pay on Receipt	<ol style="list-style-type: none"> 1. Supplier Site 2. Unchecked 	Same as purchase order	Same as purchase order
Payment Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Purchase Order Style	Style Display Name for the Purchase Order document type as specified in the Style "Standard Style"	Style Display Name for the Blanket Purchase Agreement document type as specified in the Style "Standard Style"	Style Display Name for the Contract Purchase Agreement document type as specified in the Style "Standard Style"

Procurement BU	<ol style="list-style-type: none"> 1. Assigned Procurement BU of the worker, if there's one and only one active assignment. 2. Profile option "Default Procurement Business Unit" If there are more than one active assignment for the worker 	Same as purchase order	Same as purchase order
Retroactive Pricing Terms		Procurement Business Function Configuration of the Procurement BU	
Required Acknowledgment	"None"	"None"	"None"
Requisitioning BU	<ol style="list-style-type: none"> 1. Client of the Procurement BU if there's only active client. 2. Buyer's Procurement BU Assignment details, if there are multiple clients of the Procurement BU 	Same as purchase order	Same as purchase order
Supplier Site	Supplier, if there's only one active purchasing site for the Procurement BU with an active site assignment for the Requisitioning BU	Supplier, if there's only one active purchasing site for the Procurement BU	Supplier, if there's only one active purchasing site for the Procurement BU
Supplier Contact	Supplier Site, if there's only one active contact for the site	Same as purchase order	Same as purchase order
Taxation Country	Country of the Legal Entity of the Sold-to BU		
Use Need-by Date		Procurement Business Function Configuration of the Procurement BU	
Use Ship-to Organization and Location		Procurement Business Function Configuration of the Procurement BU	

Defaults: How They Work in Purchasing Document Lines

To minimize document creation time and reduce errors a comprehensive defaulting mechanism is used to provide most required purchasing document line information.

Purchasing Document Line Defaulting Rules

The line portion of a document contains the details that apply to the lines.

- "Default" in this context means that the application provides this information for you when you create a new line. It does not mean that you can always change the defaulted information.
- The table lists the line information label that appears on the page and then the following columns indicate where the default comes from for that document type.
- These rules do not apply to the case when a line is brought over from the catalog or requisition line.
- When information labels are listed as 1-2-3, the application looks first to the option specified as 1. If information is not available in this source, it uses the next numbered source.

Line Information	Purchase Order	Blanket Purchase Agreement
Allow Price Override		Unchecked for goods lines and checked for services lines
Category	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 	Same as purchase order
Deliver-to Location	<ol style="list-style-type: none"> 1. Requester's location if its ship-to location matches the ship-to location of the line 2. Ship-to location of the line 	
Description	Item as defined in the Ship-to Organization	
Destination Type	<ol style="list-style-type: none"> 1. "Inventory" if item is stockable in Ship-to Organization 2. "Expense" 	
Hazard Class	<ol style="list-style-type: none"> 1. Source Agreement Line 2. UN Number 3. Item as defined in the Ship-to Organization 	<ol style="list-style-type: none"> 1. UN Number 2. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
Invoice Close Tolerance Percent	<ol style="list-style-type: none"> 1. 100 if procurement card on the header 2. Item as defined in the Ship-to Organization 3. Configure Procurement Business Function 4. Set it to "0" 	
Invoice Match Option	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site 4. "Order" 	
Location	<ol style="list-style-type: none"> 1. Header 2. BU assignment record of the source agreement corresponding to the Requisitioning BU 3. Supplier Site Assignment record of the supplier site in the Requisitioning BU 4. Requisitioning Business Function Configuration of the Requisitioning BU 	

Match Approval Level	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site 4. Procurement Business Function Configuration of the Procurement BU 5. "2-Way" <p>Note that if the default value is "4-Way" and the purchase basis is services then set to "3-Way."</p>	
Negotiated	<ol style="list-style-type: none"> 1. Source Agreement 2. Unchecked 	Checked
Organization	<ol style="list-style-type: none"> 1. Inventory Organization associated with the line Ship-to Location 2. Inventory Organization associated with the header Ship-to Location 3. Deliver-to Organization from the Requisitioning Business Function Configuration of the Requisitioning BU 	
Price	<ol style="list-style-type: none"> 1. Source agreement 2. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU 	Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
Price Break Type		Procurement Business Function Configuration of the Procurement BU
Secondary Quantity	Based on the conversion of the primary UOM and secondary UOM if the Defaulting definition of the UOM for the item is "Fixed" or "Default"	
Supplier Item	Source agreement	
Type	<ol style="list-style-type: none"> 1. Procurement Business Function Configuration of the Procurement BU 2. Document Style 3. "Goods." 	Same as purchase order
UN Number	<ol style="list-style-type: none"> 1. Source agreement line 2. Item as defined in the Ship-to Organization 	Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU
UOM	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 	<ol style="list-style-type: none"> 1. Item as defined in the Inventory Organization on Procurement Business Function Configuration of the Procurement BU 2. Line Type

Defaults: How They Work in Purchase Order Schedules

To minimize document creation time and reduce errors a comprehensive defaulting mechanism is used to provide most required purchasing document schedule information.

Purchase Order Schedule Defaulting Rules

The shipment portion of an order contains the details that apply to the schedules.

- "Default" in this context means that the application provides this information for you when you create a new schedule. It does not mean that you can always change the defaulted information.
- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.
- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Schedule Information	Purchase Order
Accrue on Receipt	<p>If Destination Type is "Inventory" then checked</p> <p>If Destination Type is "Expense" then:</p> <ol style="list-style-type: none"> 1. Checked if receipt is required ("3-Way" or "4-Way" Match) and the Accrue Expense Items of Common Payables and Procurement Configuration is set to "At Receipt" 2. Unchecked if receipt is NOT required
Allow Substitute Receipts	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. Unchecked
Country of Origin	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site
Destination Type	<ol style="list-style-type: none"> 1. Line 2. If item in the ship-to organization is stockable, then default to 'Inventory' 3. "Expense"
Deliver-to Location	<ol style="list-style-type: none"> 1. Requester's location, if requester is specified and if ship-to location matches that of the line. 2. Ship-to Location of the schedule
Early Receipt Tolerance in Days	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. "0"
Invoice Close Tolerance Percent	<ol style="list-style-type: none"> 1. 100 if procurement card on header 2. Item as defined in the Ship-to Organization 3. Procurement Business Function Configuration of the Procurement BU 4. "0"
Invoice Match Option	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site 4. "Order"

Late Receipt Tolerance in Days	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. "0"
Location	<ol style="list-style-type: none"> 1. Ship-to Location from line 2. BU assignment record of the source agreement corresponding to the Requisitioning BU 3. Supplier Site assignment of the Requisitioning BU 4. Requisitioning Business Function Configuration of the Requisitioning BU
Match Approval Level	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 3. Supplier Site 4. Procurement Business Function Configuration of the Procurement BU 5. "2-Way" <p>Note: If the default value is "4-Way" and the line's purchase basis is services then set to "3-Way"</p>
Organization	<ol style="list-style-type: none"> 1. Inventory organization associated with the Location 2. Inventory organization associated with the Location of the line 3. Deliver-to organization from the Requisitioning Business Function Configuration of the requisitioning BU
Over-receipt Action	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. "None"
Over-receipt Tolerance Percent	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. "0"
Receipt Close Tolerance Percent	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Line Type 3. Procurement Business Function Configuration of the Procurement BU 4. "0"
Receipt Date Exception Action	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. "None"
Receipt Routing	<p>If line type has purchase basis of goods:</p> <ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization <p>If the line type has purchase basis of services: "Direct Delivery"</p>
Secondary Quantity	From primary quantity, based on the conversion of the primary UOM and secondary UOM if the defaulting definition of the UOM for the item is "Fixed" or "Default"

Ship-to Exception Action	<ol style="list-style-type: none"> 1. Item as defined in the Ship-to Organization 2. Supplier Site 3. Receiving Options of the Ship-to Organization 4. "None"
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Defaults: How They Work in Purchase Order Distributions

To minimize document creation time and reduce errors a comprehensive defaulting mechanism is used to provide most required purchasing order line distribution information.

Purchase Order Distribution Defaulting Rules

The distribution portion of an order contains the details that apply to the distributions:

- "Default" in this context means that the application provides this information for you when you create a new schedule. It does not mean that you can always change the defaulted information.
- The table lists the distribution information label that appears on the page and then the following columns indicate where the default comes from for that document type.
- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.
- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Distribution Information	Purchase Order
Conversion Date	Header
Conversion Rate	Header
Deliver-to Location	<ol style="list-style-type: none"> 1. Schedule 2. Requester's location, if the ship-to location matches that of the schedule 3. Ship-to Location of the associated schedule

Purchasing Document Validation Checks: How They Work

The application validates the document against a set of rules to insure that this is a valid procurement document. If it is not, an error or warning is provided.

Document Validation Checks

You can validate your document or change order using the **Validate** action. If there is an error or warning, the application displays a dialog listing all errors and warnings for you to review. Submitting a document or a change order for approval executes the same validation checks. Some of these validations are performed prior to a change order creating a new version of the document. This ensures that the changes are still relevant in the context of the current state of the document life cycle. For example, any reduction in ordered quantity takes into account any recent receipts and does not reduce the quantity beyond what has already been received.

Listed below are some of these validation checks:

Validation	Level	Purchase Order	Blanket Purchase Agreement	Contract Purchase Agreement
The agreement must be assigned for usage to at least one requisitioning BU.	Header		X	X
The amount limit must be greater than or equal to the minimum release amount.	Header		X	X
Amount limit of an agreement cannot be reduced below the amount that has already been released.	Header		X	X
The document must have a supplier site	Header	X	X	X
The document must have a supplier.	Header	X	X	X
The document must have at least one line.	Header	X	X	
Total amount released cannot exceed the amount limit on the agreement.	Header	X		
The amount released against an agreement on the order must be greater than or equal to the minimum release amount specified on the agreement.	Header	X		
The amount released against an agreement line on the order must be greater than or equal to the minimum release amount on the agreement line.	Header	X		
If supplier hold enforcement is in place, supplier site on the document must not be on purchasing hold.	Header	X	X	X

If retroactive pricing is enabled for open orders only and any accounting has happened on the line then price cannot be changed.	Line	X		
The line ordered amount must be equal to the sum of the ordered amount of all schedules of the line.	Line	X		
The line price change exceeds the price update tolerance specified on the blanket purchase agreement.	Line		X	
The price limit must be greater than or equal to the price if price override is allowed.	Line		X	
The purchase order line price must be less than or equal to the source agreement price limit.	Line	X		
The purchase order line quantity must equal the sum of its schedule quantities.	Line	X		
The ordered amount cannot exceed the approved amount of the requisition line by more than the price change tolerance amount specified for the requisitioning BU.	Schedule	X		
The ordered amount must be greater than or equal to the received amount for service lines.	Schedule	X		

The ordered quantity must be greater than or equal to the received quantity for goods lines.	Schedule	X		
The price on the order cannot exceed the price on the requisition line by more than the price change tolerance percentage specified for the requisitioning business unit.	Schedule	X		
The purchase order schedule quantity must equal the sum of its distribution quantities.	Schedule	X		
The schedule order amount must be equal to the sum of its distribution ordered amounts.	Schedule	X		
The secondary quantity is required for a dual UOM controlled item.	Schedule	X		
The supplier must be an approved supplier for items requiring an approved supplier.	Schedule	X	X	
The supplier must not be a debarred supplier.	Schedule	X	X	X
The ordered amount must be greater than or equal to the billed amount.	Distribution	X		
The ordered amount must be greater than or equal to the delivered amount.	Distribution	X		
The ordered quantity must be greater than or equal to the billed quantity.	Distribution	X		

The ordered quantity must be greater than or equal to the delivered quantity.	Distribution	X		
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Purchase Order Pricing: Explained

If your order line is sourced to a blanket purchase agreement, the order line price is determined based on either a matching price break from the agreement line or in the absence of any matching price breaks, the price from the agreement line itself.

Purchase Order Pricing

In order to identify a matching price break, the application performs the following checks:

1. For noncumulative price breaks, if the price break quantity is not less than the ordered quantity from the current order.
2. For cumulative price breaks, if the price break quantity is not less than the ordered quantity from the current order plus any quantity that has already been ordered.
3. If the pricing date is within the effective period of the price break.

The pricing date by default is the need-by date from the order line or the current calendar date if the order line does not have a need-by date specified. Your administrator may alter the default pricing date determined by the application through customization.

4. If the price break ship-to organization or the location when specified matches those from the current order line.

If more than one price break satisfies the conditions listed above, then the application picks the lowest price from these price breaks. Your administrator may have custom logic to alter the default price determined by the application through customization.

Cancel Purchase Order

What happens if a purchasing document is canceled?

As a procurement agent, you can terminate an existing contract to buy from a supplier by canceling document headers, lines, or schedules. Canceled documents can be communicated to the supplier. The communicated documents are marked with a cancellation notice to highlight this action to the supplier.

When you cancel a purchase order entity, you are still able to receive or pay for canceled items and services as well as pay for all previously received orders up to the over-receipt tolerance based on the new ordered after cancellation.

As a supplier, you can also terminate an existing contract to supply items by canceling document headers, lines, or schedules. Such cancellation request requires review and approval by the buying organization.

You cannot modify a canceled entity or its components. For example, if you cancel a line you cannot modify the associated schedules and distributions.

Use the Actions menu to cancel a document.

Create Purchase Order from Requisition

Document Creation from Requisitions: Explained

The Process Requisitions page allows you to access and aggregate existing requisition demand to create new procurement documents.

Using entered or saved search parameters, you can quickly select all requisition lines that meet the unique set of criteria of your procurement needs. Once you have identified the appropriate requisition lines it is a simple task to add them to the document builder and create your order or negotiation.

- Search for requisition lines
- Add selected lines to the document builder
- Define the document builder outcome using document type, document style, and line grouping

Create Purchase Order Online

Purchase Order Creation: Points to Consider

A purchase order is a commercial document that is used to request a seller to supply a product or service in return for payment. In Oracle Fusion Purchasing a purchase order can be created through an automated process or entered manually. Consider the following overall key attributes when creating a purchase order.

- Business Units: Procurement BU, Requisitioning BU, Sold-to BU
- Document Style
- Supplier, Supplier Site, and Supplier Contact
- Communication Method
- Bill-to Location
- Currency

Procurement BU

Procurement business units are responsible for procurement business function related activities including supplier management, contract negotiation and administration, order issuance and administration. As a buyer, you can only create purchase orders for those business units who are identified as Clients of your Procurement BU.

Depending on business requirements, a procurement business unit can either perform these functions in response to its own requirements for purchased goods and services or can be set up as a shared procurement service center that can process requisitions from multiple "client" business units.

Your procurement business unit affiliation also gives you access to process those requisitions originating from these clients and identified for processing in your procurement BU

Sold-to BU

The requisitioning BU, the business unit where the items are needed, is also typically the business unit that will bear financial responsibility for the purchase. However in certain scenarios, especially those dealing with global trade or supply chain, businesses find it beneficial to channel purchases through international subsidiaries instead of directly dealing with suppliers. The reasons range from country specific legal requirements to favorable tax treatment. The sold-to BU on the purchase order represents the business unit with the financial responsibility of the purchase and in order to support the above scenarios can be different from the requisitioning BU of the order. Purchase order documents are sequenced uniquely within a sold-to business unit.

Oracle Fusion Purchasing automatically derives the sold-to BU during order creation based on the requisitioning BU and the supplier site from the corresponding supplier site assignment entry.

Supplier, Supplier Site, and Supplier Contact

Enter or select the name of the Supplier for this purchase order. To submit a purchase order for approval, you must provide a supplier.

Note

You cannot change the supplier after the purchase order is open. The purchase order becomes a legal document when you and the supplier approve it (acknowledgment optionally may be required). To change the supplier after you approve a purchase order, you must cancel the existing purchase order and create a new one for the other supplier.

Enter or select the Supplier Site for this purchase order. If the supplier you choose has only one site, it is defaulted into this field. Before you can submit a purchase order for approval, you must provide a supplier site.

You can optionally enter the name of the contact at the supplier site. If the supplier you choose has only one contact name, it is defaulted into this field.

Communication Method

You can communicate your purchase orders and agreements along with any amendments, attachments, contract terms, and contractual deliverables to suppliers using print, fax, or e-mail. Purchase orders can also be communicated using B2B messaging if the supplier site is configured to receive the document electronically through the Oracle Fusion B2B Gateway.

Communication Method is defaulted on the document based on the specified supplier site's preferred communication method.

If a communication method other than None is specified on the document or the supplier site is setup for communication by means of B2B messaging, the application automatically initiates the communication process upon approval of the document.

Alternatively, you can communicate documents to your supplier in batch by means of print, fax or e-mail by scheduling the Communicate Purchasing Documents process.

If the automatic communication fails for any reason, or if you simply need to resend your document, you can do so by choosing the Communicate action. This action also allows you to use a communication method that is different from the supplier's preferred communication method to facilitate communication when the preferred channel is out of service for some reason.

Bill-to Location

Enter the Bill-to Location for the purchase order. If you entered a supplier and supplier site, the location defaults reflect the location you assigned to the supplier or supplier site. You can accept these values or change them to another location.

Currency

Enter or select the Currency for the purchase order. You can change currency information until the purchase order is approved. Note that changing the purchase order supplier to one that uses a different currency overrides any information you have entered.

Purchase Order Terms: Points to Consider

Use the Terms region to enter terms and shipping information for a purchase order. Key attributes to consider here are:

- Acknowledgment
- Payment Terms
- Freight Terms
- FOB
- Pay on receipt
- Confirming order

Acknowledgment

Select an acknowledgment method if you require the supplier to accept your document before it becomes legally binding and can be executed. If you select a

method, you can enter the Acknowledgment Within Days, which indicates when you require the supplier to return an acknowledgment for your order.

Choices for Acknowledgment method are:

- Document: This method applies to all purchasing documents. The supplier must accept or reject the document in its entirety, no exceptions allowed.
- Document and Schedule: This method applies only to purchase orders. This option allows suppliers to provide order acknowledgment response (accept or reject) on a schedule by schedule basis. Using this option allows suppliers to fulfill the accepted items on the order while renegotiating the other items using a change order.
- Document and Line: This method applies only to blanket purchase agreements. This option allows suppliers to provide an acknowledgment response (accept or reject) on a line by line basis. Using this option allows suppliers to accept a subset of agreement lines and renegotiate the other lines.
- None: Acknowledgment is not required to execute against the document.

Pay on Receipt

Pay on receipt means that the application will automatically generate an invoice for this purchase order when it is received. Pay on receipt automates the settlement process eliminating the need for suppliers to send a separate invoice, especially paper invoices. This reduces the load on your Accounts Payable department.

Confirming Order

Select Confirming order to indicate that the purchase order is a confirming order. A confirming order is an order that you are submitting formally to confirm a verbal order already placed with the supplier. For confirming orders, the following is printed on the purchase order header: "This is a confirming order. Do not duplicate."

Purchase Order Lines: Points to Consider

Use the Lines region to enter the details of the goods or services being ordered on a purchase order. Key attributes to consider here are:

- Line type
- Item
- Category
- Shipping and Delivery
- Source Document

Line Type

The line type feature allows you to differentiate purchases for various commodities such as goods and services. Goods are ordered by quantity and price, whereas services are ordered by price.

Implications of your selection of line type:

- The style of the document you are creating can limit the line types that you can choose from. For example, if the style only allows for purchases of fixed price services then only fixed price services line types are available to choose from.
- The line type is not editable once the line is saved. If you need to change your line type after saving it, you must delete the line and add another.
- When you enter a line type, the application automatically defaults attributes for the line being created.

Item

Enter the Item you want to purchase. Typically the item is an identifier of goods already defined in your procurement catalog. If you enter a defined item, the application displays the purchasing category, item description, unit of measure, and unit price associated with the item. To create a purchase order line for a one-time item, simply skip the item number field and enter a purchasing category and an item description.

Category

When entering a line, enter or select the purchasing category of the item you want to purchase. If you choose an item, the application displays the purchasing category for the item. You cannot change the purchasing category if you choose an item.

Shipping and Delivery

The shipping and delivery location, as well as organization should default from the purchase order header information you provided. Enter or select the Need-by Date when the requester needs the item. If the supplier provided a promised delivery date of the items, enter that.

Source Document

When you are creating an order for a predefined item, the application automatically tries to detect an available source agreement that can be leveraged for this purchase.

Based on several transaction attributes like the supplier, supplier site, item, ship-to organization and location, the application looks for the appropriate approved supplier list entry. From the approved supplier list entry it deduces the source blanket or contract agreement. If there is no approved supplier list

entry, then it tries to directly look for the appropriate blanket agreement based on the transaction attributes. If there is no blanket, then it tries to find a contract agreement.

Purchase Order Line Types: Examples

These examples demonstrate why the line type feature is an important part of the purchase order. It enables you to clearly differentiate orders for goods from those for services.

Quantity-Based Purchasing

Use quantity-based line types when you want to specify the quantity, unit of measure, and unit price for the items you are ordering. Oracle Fusion Purchasing provides Goods as an initial quantity-based line type. You can modify this line type or create new quantity-based line types to satisfy your business needs.

Type	Item	Quantity	UOM	Price
Goods	AS54888	8	Each	\$1,107

Fixed Price Services Purchasing

You can use fixed price-based line types when you want to order general business services by a fixed amount. Oracle Fusion Purchasing provides Fixed Price Services as an initial fixed price-based line type. You create an order for fixed price service by selecting a fixed price services line type, category, item description, and total amount of the service. You can receive and match fixed price services by amount.

Type	Description	Category	Price
Fixed Price Services	Office Cleaning	Office Miscellaneous	\$1,350

Purchase Order Schedules: Points to Consider

A purchase order schedule specifies the quantity, ship-to location, date you want your supplier to deliver the items on a purchase order line, and country of origin for the items. Use the Schedules region or page to enter multiple shipment schedules for standard purchase order lines and to edit schedules that were automatically created for you. When you save your work, purchase order distributions are created if sufficient valid default information is available and if there are no existing distributions. Key areas to consider for schedules are:

- Shipping and delivery
- Billing

Shipping and Delivery

Each purchase order line has one or more due dates and external delivery locations carried on a schedule. Create a schedule for each unique delivery

address and due date. The critical information for a single schedule defaults from the line. For additional schedules the key delivery attributes are ship-to location, quantity, and required date.

Billing

Like the delivery information, if a further breakdown of the billing information is required additional schedules may have to be created for a purchase order line. For additional schedules the key billing attributes are approval matching and invoice matching,

Purchase Order Schedules: Examples

A purchase order schedule specifies the shipment details about the item on a purchase order line. The following scenarios illustrate both the required single schedule per line and when you might have multiples. These examples only highlight common fields.

Scenario

A purchase order line requires at least one schedule per line.

Schedule	Location	Quantity	Need-by Date
1	V1- New York City	9	8/15/2012

Scenario

Here is an example of schedules for a line that required multiple delivery dates. This was achieved by means of splitting the schedule and modifying the quantity and need-by date on the schedules.

Schedule	Location	Quantity	Need-by Date
1	V1- New York City	3	8/15/2012
2	V1- New York City	3	9/15/2012
3	V1- New York City	3	10/15/2012

Purchase Order Distributions: Points to Consider

A purchase order distribution specifies how the purchase order schedule is to be charged to the organization. The purchase order Distributions tab or page is used to enter distribution information for purchase order schedules or to view distributions that were automatically created for you. You can enter multiple distributions per schedule.

Billing

Enter the purchasing accounts. When you save your changes in this window, the application automatically creates the following accounts for each distribution:

- PO Charge Account: the account to charge for the cost of this item in the purchasing operating unit
- PO Accrual Account: the payables accrual account in the purchasing operating unit
- PO Variance Account: the invoice price variance account in the purchasing operating unit

Purchase Order Distributions: Examples

A purchase order distribution specifies the internal billing details about a purchase order schedule line. The following scenarios illustrate both the required single distribution per schedule and when you might have multiples. These examples only highlight common fields.

Scenario

A purchase order schedule requires at least one distribution per line.

Distribution	Destination Type	Deliver-to Location	Quantity	PO Charge Account
1	Expense	New York HQ	4	01-510-7530-0000-000

Scenario

Here is an example of distributions for a schedule that required multiple delivery locations and corresponding charge accounts. This was achieved by means of splitting the distribution and modifying the quantity and deliver-to location on the distribution lines

Distribution	Destination Type	Deliver-to Location	Quantity	PO Charge Account
1	Expense	New York HQ	2	01-510-7530-0000-000
2	Expense	New York Finance	2	01-550-7530-0000-000

FAQs for Create Purchase Order Online

Where do the purchase order defaults come from?

Some document fields are filled in automatically when you first create a purchase order. A comprehensive defaulting mechanism provides most required purchase order information and minimizes document creation time. In most cases, but not all, you can change the defaulted information

What's a document layout?

The document layout determines the appearance of the document when viewed or communicated to the supplier. For purchasing documents other than requisitions, you can select the appropriate layout for a document type. These

layout templates determine what information is displayed along with providing the headers, footers, text style, and pagination of the printed document. You would also select a contract terms layout if procurement contracts is being deployed.

Standard layouts are provided with the application but you can create custom layouts. These are usually defined during application implementation.

How can I add line items from existing blanket purchase agreements to my order?

You can add lines to an order from existing blanket purchase agreements using the **Add from Catalog** action.

Import Purchase Orders

Automated Order Buying For Items From The Open Interface : How It Works

For the application to automatically create orders for items imported through the open interface some prerequisites are required.

Settings for Automated Ordering of Items Imported Through the Open Interface

The setup to enable automated order buying for items imported through the open interface depends on the procurement strategy of the organization. This falls into two scenarios:

1. Item has a primary source for all inventory organizations within a requisitioning BU.

The item has a primary supplier across all inventory organizations within a requisitioning BU being serviced by the procurement BU. For this scenario it is sufficient to have an agreement in place with the requisitioning BU added to the list of business units in the **Business Unit Access** table of the agreement and enable the order creation controls on this agreement to automatically process requisitions sourced to this agreement into purchase orders.

When requisitions are created for this item from any inventory organization of these requisitioning BUs, the system will find the agreement and determine the supplier, terms and conditions, and pricing information needed to create the purchase order.

2. Item has a primary source specific to an inventory organization.

This scenario addresses a more complex procurement strategy wherein the item has a local supplier when purchased from an inventory organization. For this scenario, the following setups need to be performed:

- Create an agreement with the supplier and enable the order creation controls on the agreement.
- Create a local approved supplier list (ASL) entry for this item when it is purchased from the inventory organization. The **Generate Approved**

Supplier List Entries process is available to quickly create ASL entries for the items on the agreement.

When requisitions are created for this item from this inventory organization, the system will find the local ASL entry for this item-supplier combination, and then find the agreement listed on the ASL entry, and determine the supplier, terms and conditions, and pricing information need to create the purchase order.

For both the above scenarios, in case multiple agreements are found, the system prioritizes agreements in the following order:

- Blanket purchase agreements over contract purchase agreements
- Agreements that are owned locally by the requisitioning BU
- Agreements which have the **Automatically generate orders flag** checked

From this list it picks the agreement with the most recent agreement date.

Automated Order Buying For Catalog Items : How It Works

For the application to automatically create orders for catalog items some prerequisites are required.

Settings for Automated Order Buying

To enable automated order buying for catalog items which are to be associated with agreements (items on agreements, punch-out catalog items, items on smart forms), the following setup is required:

- Create an agreement with the supplier with the terms, conditions and pricing.
- Enable purchase order creation controls on the agreement to drive the automation process.

The procurement agent can configure the degree of intervention in the automated process using the agreement order creation controls:

- To automatically generate purchase orders for all requisition lines sourced to this agreement, enable the **Automatically generate orders flag**.
- To submit these automatically generated purchase orders for approval, enable the **Automatically submit for approval flag**.

The agreement also provides grouping controls for requisition lines which are sourced to this agreement:

- If you want to group requisition lines across different requisitions into the same purchase order, enable the **Group requisitions flag**.
- In order to group requisition lines into the same purchase order line, enable the **Group requisition lines flag**. The need-by date and ship-to organization and location can optionally be used to group requisition lines.

Approve Purchase Order

Purchasing Document Approval: Explained

Document approval electronically routes the purchasing document to all identified approvers and records their approval actions.

Oracle Fusion Purchasing leverages the Oracle Approval Management Service (AMX) for purchasing document approvals. Approval Management Service is a robust engine that enables administrators to organize and author approval routing rules based on numerous seeded document attributes such as ordered amount, price, category, and contract terms exist. Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in a sequence. Approvals can be sought using supervisory chain, position or job level hierarchy, or using a list of approvers.

Approval routing rules examples:

Condition	Action
Purchase order amount exceeds a certain threshold	Route to procurement agent's manager
Purchase order amount is greater than backing requisition amount	Route to requester's manager
Line price change percent on a blanket agreement exceeds the Price Update Tolerance Percent	Route for category manager approval
Non-standard contract terms	Route for legal approval
Line category name is "Travel"	Route for travel approval

FAQs for Approve Purchase Order

How can I insert additional approvers and viewers?

As a procurement agent or a requester, you can view the application generated list of approvers using the Manage Approvals page. You can add approvers and viewers on this page based on approval configuration.

How can I view the approval actions performed on a document?

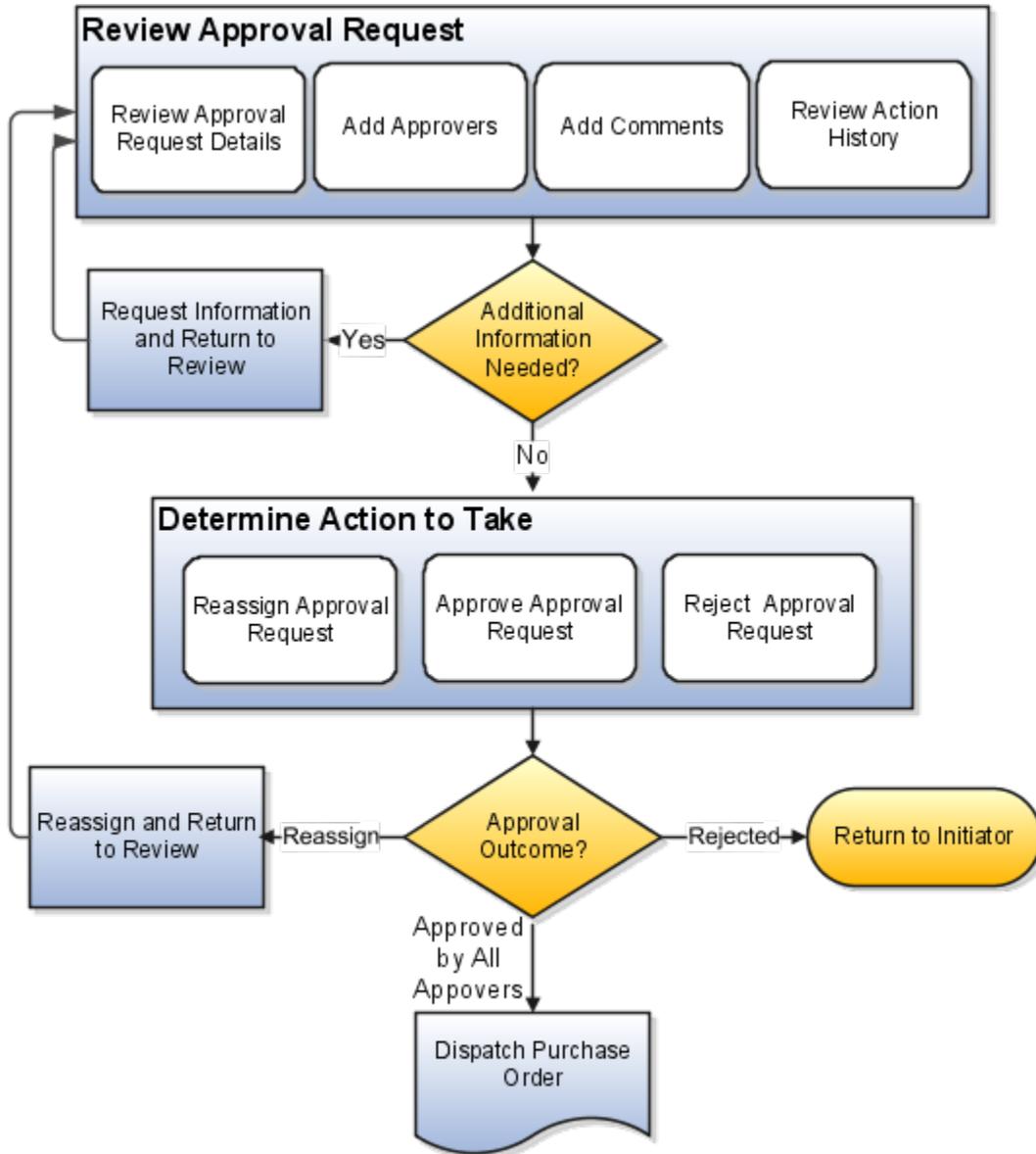
Select your purchasing document in the application and use the **View Document History** action to view all approval actions performed on the document.

Evaluate Purchase Order Approval Status

Purchase Order Approval: How It Is Processed

Document approval electronically routes the purchase order to all identified approvers and records their approval actions. It determines the routing using a rules engine which is configured to accommodate your organization's unique business requirements. Approvers can then review the document details, add comments, and add attachments before approving, rejecting, or routing the document to additional approvers.

Simplified Document Approval Flow



Settings That Affect Purchase Order Approval

Settings for approval are performed in Set Up Procurement Detailed Business Process using the Oracle Fusion Functional Setup Manager.

Key setup tasks:

- Define the approval rules for purchasing approval

How Purchase Order Approval Is Processed

Using the rules engine, the original order or change order is routed to appropriate approvers for their approval.

Routing rules can be based on multiple document attributes including:

- Header: Document Type, Creation Method, Contract Attributes, Amount
- Line: Category, Amount
- Schedule: Need-by Date, Ship-to Organization, Destination Type, Amount

- Distribution: Requester, Project, Cost Center, Amount
- Backing Requisition: Requester, Difference from Requisition Amount

The rules engine enables you freedom of choice over how approval takes place:

- Multiple Stages: Category, Terms, Requisitions, Accounts and Projects
Approval stages are used to create rules based on different sets of document attributes (see above). In addition, stages help you organize the approval rules. For example, all rules pertaining to commercial or legal terms can be authored in the terms stage.
- Voting Regimes
If approvals are sought in parallel these are used to determine if all, only a specified percentage, or only the first of the approvers need to approve. However, only First Responder Wins is currently supported.
- Approval Groups
Set of approvers to whom the approval request needs to be sent. For example, a group of category managers approving all or specific category purchases.
- Participant Types
There are four participant types: Serial, Parallel, Single, and FYI.

Approval routing rules examples:

Condition	Action
Purchase order amount exceeds a certain threshold	Route to procurement agent's manager
Purchase order amount is greater than backing requisition amount	Route to requester's manager
Non-standard contract terms	Route for legal approval
Line's category name is "Travel"	Route for travel approval

How can I find the approver with whom the document or an active change order is pending for approval?

Select your purchasing document in the application and use the **Status** link to open the Action Details page. This page displays all approvers who performed an action, current approvers, and future approvers.

Dispatch Purchase Order

Acknowledge Purchase Order

How can I record a supplier acknowledgment?

In certain circumstances, such as for a document with legal terms and conditions and contractual deliverables, formal acknowledgment may be required before the document becomes legally binding and can be executed against.

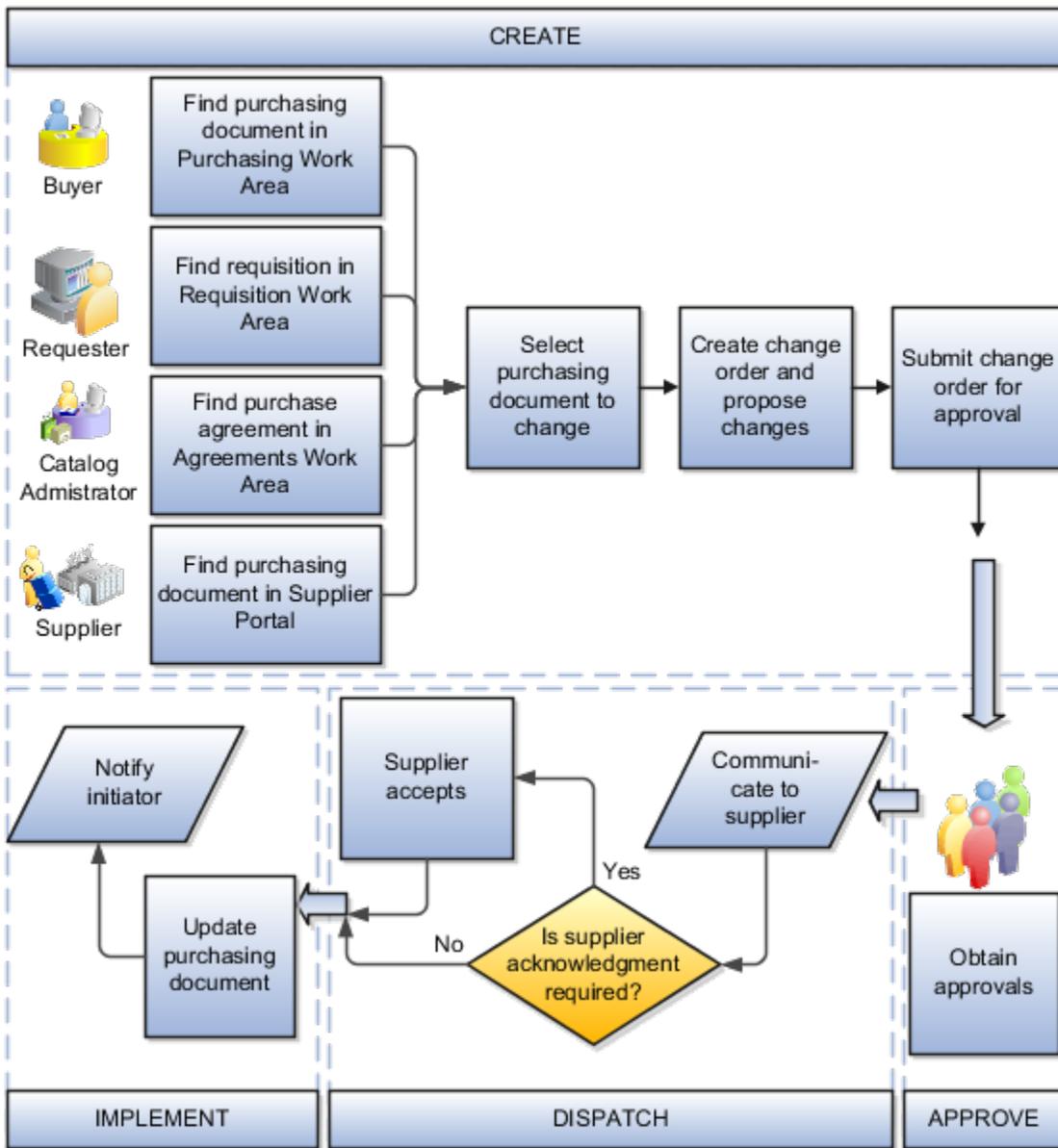
As a supplier using Oracle Fusion Supplier Portal, you can view purchasing documents and change orders awaiting acknowledgment and record your response over the portal. New acknowledgment requests also show up as worklist items on the portal and as e-mail notification.

As a buyer, you can monitor purchasing documents and change orders awaiting acknowledgment on the Purchasing Overview page. Acknowledgment requests past their due date also show up as watchlist items and appear in the Orders Attention Required tab of the Overview page. To record an acknowledgment on your supplier's behalf, use the **Acknowledge** action on the document.

Amend Purchase Order

Change Order Life Cycle: Explained

Change orders enable the procurement agent, requester, supplier, or catalog administrator to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.



Create

As a procurement agent, a requester, a catalog administrator or a supplier you can initiate a change on a purchasing document by accessing the document from your own work area. You can search for the document, create a change order and start proposing changes. The scope of change that you can propose is determined by the work area that you are using to access the document. For example, if you are accessing the document as a buyer from the purchasing work area then you can propose changes to contract terms and conditions or, if you are accessing the document as a supplier from the supplier work area then you cannot propose changes on purchase order distributions, or if you are accessing an agreement as a catalog administrator from catalog administrator work area then you are allowed to upload lines on an agreement. You can review the details of the changes proposed by selecting the Review Changes action. The Review Changes page shows each and every attribute being changed; it's original and changed values. When you submit a change order for approval, the application validates the change order for accuracy, completeness and policy deviations.

Approve

The application uses the same approval workflow to route a change order for approval as a purchasing document. Attributes relevant for a change order are available in the approval management service, based on which routing rules can be authored, such as PO Ordered Amount Changed, Price Change Percent, or Non Standard Clause Modified. As an internal user, you can view the approvers that the application included on your change order, based on the routing rules, using the Manage Approval page. The page allows you to insert additional approvers and viewers, if required.

As an approver you will receive an approval request highlighting critical information needed to make an approval decision such as party initiating the change, amount changed, contract deviations etc. The task detail provides easy navigation to view the purchasing document in its entirety. If needed, you may request more information.

Dispatch

An external change order is communicated to the supplier using supplier preferred means such as B2B, Print, Fax, or E-Mail. Oracle Fusion Supplier Portal users may choose to view changes online. You can manually communicate a change order to the supplier using the Communicate action, or changes can be communicated in batch using Communicate Purchasing Documents program.

As a procurement agent, you may optionally require supplier acknowledgment on an external change order. Using the Acknowledgment page, an Oracle Fusion Supplier Portal user can perform acknowledgment online or a procurement agent can record offline acknowledgments in the application.

Implement

During the implementation phase of a change order the application validates that the change order information is still valid and if it is, changes are propagated to the active purchasing document else the change order is canceled and the change order initiator is notified. The purchasing document is revised

when an external change order is implemented. All change orders, external or internal, are archived and can be accessed using the Change History page. Suppliers can view all external change orders using the Revision History page. The application notifies relevant parties of successful implementation of a change order.

Create Purchase Order Change Order

Change Order: Explained

During the course of an order being issued and fulfilled the procurement agent, requester, or supplier may propose changes to the currently approved version of the document.

Evolving business conditions necessitate changes to active purchasing documents. Changes may originate from the requester whose requisition is being processed in the order, or the buyer who's responsible for administering the document or the supplier who's tasked with fulfilling the order. Requesters may want to postpone or cancel what they had requested. Buyers may want to change commercial terms on the order. Suppliers may want to stagger delivery schedule or revise pricing. Catalog administrators may want to upload revised catalog pricing.

Change orders enable all of the parties mentioned above to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.

It is worth noting that the current version is preserved and used as the source of truth for all downstream activities like receipts, invoices, and sourcing against an agreement until the change order processing is complete. It is only after approval, acceptance, and validation of the change order that it gets applied to create a new version of the purchasing document.

Internal and External Change Orders: Explained

Change orders enable all of the affected parties to propose changes to an active purchasing document by indicating their desired changes to the current version of the document. The change order is considered internal or external depending on the document attributes being changed.

A purchasing document is a contractually binding document between a buying organization and a selling organization, and hence it captures contractual terms like products or services to be delivered, delivery schedule and payment terms. Any change proposed to any of these kind of attributes must be communicated to and accepted by both parties before the changes become binding. These attributes are called supplier facing attributes.

In addition to supplier facing attributes, a purchasing document also contains attributes that are required for administrative purposes within the buying organization, such as cost centers or projects that would be funding the purchase, internal delivery instructions, various tolerances and controls to ensure satisfactory order execution. These attributes are called internal control attributes.

A change order that proposes changes to only internal control attributes is an internal change order, all other change orders are external. Change order type on a change order indicates whether the change order is an internal change order or an external change order. Unlike an external change order, an internal change order does not get communicated to the supplier and does not cause a new revision of the document. Although internal changes do not cause a new revision of the document, history of such changes is maintained in the same manner as external changes and can be accessed from the View Change History page.

FAQs for Create Purchase Order Change Order

How can I create a change order?

A change order is created by selecting the document and using the **Edit** or **Cancel** action. If an active change order does not exist, the application will create a change order for you.

How can I view the change history of a document?

You can view the document change history from the Search, View Purchase Order, or View Purchase Agreement page using the **View Change History** or the **View Revision History** action to view archived change orders relevant to you. Select a change order and take the **Review Changes** action to view the details of the changes that were proposed on the change order.

How can I process multiple change orders on the same document concurrently?

There can be only one active change order on a purchasing document at any point in time. If you have a change to propose and there is an active change order on the same document, you will need to wait for that change order to get processed. As the buyer on a purchasing document, the application allows you to prioritize your changes by allowing canceling the current change order even if it's not initiated by you and creating a new change order for you to propose your changes.

Cancel Purchase Order Change Order

What happens if the change order I submitted is no longer needed?

You can withdraw a change order that is pending approval or pending supplier acknowledgment using the **Withdraw** action, make further edits, and resubmit it for approval. You can also cancel the change order if the change is not required at all.

Update Purchase Order Change Order Details

How can I view the changes proposed on a change order?

You can view all changes proposed for a change order on the Review Changes page. This page shows all changed attributes, their original, and their new values. Changes made to contract terms are also shown. The page hides internal control attributes, as defined in the change order template, from suppliers.

Price Purchase Orders Retroactively

How can I apply my agreement pricing changes to existing open orders?

You can run the **Launch Retroactive Price Update** process to apply price changes from a blanket purchase agreement to purchase order lines created referencing the agreement line. Note that you can set up your agreement to launch this program automatically upon implementation of change orders with changes to pricing.

Manage Purchase Order Lifecycle

Purchase Order Life Cycle: Explained

Managing the purchase order life cycle enables all key stakeholders of the purchase order; the procurement agent, the requester, and the supplier to track and monitor the execution cycle of the order and initiate and manage changes to the order including cancellations.

Life Cycle Tasks

Key Life Cycle Tasks:

- Track fulfillment status
- Reassign order ownership from one agent to another
- Control fulfillment activities
 - Place order on hold
 - Close order for receiving and/or invoicing
- Control amendment activities
 - Initiate order amendments including cancellations
 - Freeze document
- Finally close the document

Life Cycle Features

Key Life Cycle Features:

- Work areas for buyers and suppliers
 - Deliver access to active orders in the queue
 - Highlight life cycle events requiring attention
- Comprehensive life cycle management actions

- Real time order fulfillment status
- Embedded analytics
 - Provide trend statistics on buyer workload and activities
 - Provide supplier key performance indicators
- Center driven procurement
 - Manage orders for multiple requisitioning business units

Purchasing Document Control Actions : How They Work Together

The following matrices describe the effect of control statuses on various actions on purchasing documents.

Purchase Orders

Effect of purchase order control actions.

Control Details	Close	Close for Invoicing	Close for Receiving	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	Yes	Yes	Yes	No	No	No	Yes
Action causes revision change?	No	No	No	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Receive against controlled entity?	Yes	Yes	Yes	Yes, up to overreceipt tolerance	No	Yes	No
Return to supplier against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	Yes
Invoice against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	No
Effect on supply or available to promise	Closed quantity no longer available as supply; supply is recreated when reopened	No effect	Closed quantity no longer available as supply; supply is recreated when reopened	Cancelled quantity no longer available as supply	Finally Closed quantity no longer available as supply	No effect	No effect

Associated Requisitions	No effect	No effect	No effect	Determined by Purchasing Options: Never, Always, Optional	No effect	No effect	No effect
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Purchase Agreements

Effect of purchase agreement control actions.

Control Details	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	No	No	No	Yes
Action causes revision change?	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes
Can release against the document?	No	No	Yes	No

Track Purchase Order Lifecycle

How can I check the current order fulfillment status?

You can check order fulfillment status using the Order Life Cycle page which summarizes all downstream fulfillment and settlement activities including in transit shipments, receipts and invoices and highlights any remaining balances pending such activities. This page also provides links to further examine specific transaction details.

How can I find the history of an order or agreement?

You can view the Document History page using the document's **Status** link. The Document History page provides a comprehensive audit trail of all actions taken, changes proposed, and changes implemented on the document since its creation. This page also provides you with the means to look at and compare previous versions of the document.

Close Purchase Order

What happens if a purchase order is closed?

You can close and reopen purchase orders and their components using the Actions menu. You would close the order if you don't expect any further transactions and want it not to appear on any open document queries. You can reopen either through a manual action or a return of material. In rare occasions, an increase in ordered quantity or the addition of new ordered items results in a reopen.

The application has the ability to automatically set the status to closed for schedules, lines, and entire orders based on controls that are defined by your organization. Once all schedules for a given line are closed, the line is closed. When all lines for a given header are closed, the document is closed.

The closing controls include:

- Receipt Close Tolerance Percent
- Receipt Close Point
- Invoice Close Tolerance Percent

A schedule has a status of Closed for Receiving when it satisfies the two receipt close controls. This does not prevent further receipts but begins the steps necessary to automatically close the document. A schedule has a status of Closed for Invoicing when it satisfies the invoice close control. This status will not prevent you from matching an invoice to the purchase order or to the receipt but begins the steps needed to automatically close the document. Both of these statuses can apply to the header, line, and schedule levels.

Freeze Purchase Order

What happens if I freeze a purchasing document?

Freeze your purchase orders to prevent changes or additions while maintaining the ability to receive and match invoices against received schedules. Freezing a purchase order cancels any pending change order that might exist on the purchase order.

Use the Actions menu to freeze or unfreeze a document.

Hold Purchase Order

What happens if a purchasing document is put on hold?

Place documents on hold to prevent receiving and invoicing until you remove the hold.

Use the Actions menu to hold or remove a hold on a document.

Retire Purchase Order

What happens if a purchasing document status is finally closed?

You can prevent modifications to or actions against completed documents, lines, and schedules by final closing them. You should only final close documents or their components if you are absolutely certain that all desired activities have been completed as you cannot undo a Final Close action.

You cannot perform the following actions against final-closed entities: receive, transfer, inspect, deliver, correct receipt quantities, invoice, return to supplier, or

return to receiving. You can approve documents that include final-closed entities, but you cannot approve documents that are final closed at the header level. You can print final-closed documents; this is an internal control action that has no bearing on your contractual relationship with the supplier.

A schedule is finally closed when an accounts payable clerk indicates a final match while matching an invoice.

Manage Supplier Agreements

Create Supplier Agreement

What's the difference between a purchase order, a purchase agreement, and a contract agreement?

Oracle Fusion Purchasing provides the following purchase order types: purchase order, blanket purchase agreement, and contract purchase agreement.

Note that your organization can change the names of these documents to suit your business needs, but in their basic form the following describes their function:

- **Purchase Order**
You generally create a purchase order for a one-time purchase of various items. You create a purchase order when you know the details of the goods or services that you require, estimated costs, quantities, delivery schedules, and accounting distributions.
- **Blanket Purchase Agreement**
You create blanket purchase agreements when you know the details of the goods or services you plan to buy from a specific supplier in a period, but you do not yet know the detail of your delivery schedules. You can use blanket purchase agreements to specify negotiated prices for your items before actually purchasing them. Prices for items can be negotiated on a blanket purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.
- **Contract Purchase Agreement**
You create a contract purchase agreement with your supplier to agree on specific terms and conditions without indicating the goods and services that you will be purchasing. You can later issue purchase orders referencing your contracts using terms negotiated on a contract purchase agreement by a procurement business unit which can then be made available to multiple requisitioning business units.

Defaults: How They Work in Purchasing Document Headers

To minimize document creation time and reduce errors, a comprehensive defaulting mechanism is used to provide most required purchasing document header information.

Purchasing Document Header Defaulting Rules

The header or general information portion of a purchasing document contains the details that apply to the entire order.

- "Default" in this context means that the application provides this information for you. It does not mean that you can always change the defaulted information.
- The table lists the header information label that appears on the page and then the following columns indicate where the default comes from for that document type.
- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.
- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Automatically Generate Orders		Procurement Business Function Configuration of the Procurement BU	
Automatically Submit for Approval		Procurement Business Function Configuration of the Procurement BU	
Bill-to Location	<ol style="list-style-type: none"> 1. Supplier Site Assignment record of the supplier site in the Sold-to BU 2. Common Payables and Procurement Configuration setting for the Sold-to BU <p>note to self: conref source #2</p>		
Buyer	Current logged in user who launches the create document window	Current logged in user who launches the create document window	Current logged in user who launches the create document window
Carrier	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Communication Method	<ol style="list-style-type: none"> 1. Supplier Site 2. 'None' 	Same as purchase order	Same as purchase order
Confirming order	Unchecked	Unchecked	Unchecked
Conversion Date	Current system date		
Conversion Rate Type	<ol style="list-style-type: none"> 1. If currency is fixed rate as defined in GL then set to EMU Fixed 2. Common Payables and Procurement Configuration setting for the Sold-to BU 		

Currency	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Primary ledger currency (functional currency) of the Sold-to BU 	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as blanket purchase agreement
Default Ship-to Location (If only Services, the attribute name is Default Work Location)	<ol style="list-style-type: none"> 1. Supplier Site Assignment record in the Requisitioning BU 2. Requisitioning Business Function Configuration of the Requisitioning BU 		
E-Mail (If Communication Method is E-mail)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
FOB	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Fax (If Communication Method is Fax)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
Freight Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Group Requisitions		Procurement Business Function Configuration of the Procurement BU	
Group Requisition Lines		Procurement Business Function Configuration of the Procurement BU	
Pay on Receipt	<ol style="list-style-type: none"> 1. Supplier Site 2. Unchecked 	Same as purchase order	Same as purchase order
Payment Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Purchase Order Style	Style Display Name for the Purchase Order document type as specified in the Style "Standard Style"	Style Display Name for the Blanket Purchase Agreement document type as specified in the Style "Standard Style"	Style Display Name for the Contract Purchase Agreement document type as specified in the Style "Standard Style"

Procurement BU	<ol style="list-style-type: none"> 1. Assigned Procurement BU of the worker, if there's one and only one active assignment. 2. Profile option "Default Procurement Business Unit" If there are more than one active assignment for the worker 	Same as purchase order	Same as purchase order
Retroactive Pricing Terms		Procurement Business Function Configuration of the Procurement BU	
Required Acknowledgment	"None"	"None"	"None"
Requisitioning BU	<ol style="list-style-type: none"> 1. Client of the Procurement BU if there's only active client. 2. Buyer's Procurement BU Assignment details, if there are multiple clients of the Procurement BU 	Same as purchase order	Same as purchase order
Supplier Site	Supplier, if there's only one active purchasing site for the Procurement BU with an active site assignment for the Requisitioning BU	Supplier, if there's only one active purchasing site for the Procurement BU	Supplier, if there's only one active purchasing site for the Procurement BU
Supplier Contact	Supplier Site, if there's only one active contact for the site	Same as purchase order	Same as purchase order
Taxation Country	Country of the Legal Entity of the Sold-to BU		
Use Need-by Date		Procurement Business Function Configuration of the Procurement BU	
Use Ship-to Organization and Location		Procurement Business Function Configuration of the Procurement BU	

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Automatically Submit for Approval		Procurement Business Function Configuration of the Procurement BU	
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Buyer	Current logged in user who launches the create document window	Current logged in user who launches the create document window	Current logged in user who launches the create document window
Carrier	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Communication Method	<ol style="list-style-type: none"> 1. Supplier Site 2. 'None' 	Same as purchase order	Same as purchase order
Confirming order	Unchecked	Unchecked	Unchecked
Conversion Date	Current system date		
Conversion Rate Type	<ol style="list-style-type: none"> 1. If currency is fixed rate as defined in GL then set to EMU Fixed 2. Common Payables and Procurement Configuration setting for the Sold-to BU 		

Currency	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Primary ledger currency (functional currency) of the Sold-to BU 	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as blanket purchase agreement
Default Ship-to Location (If only Services, the attribute name is Default Work Location)	<ol style="list-style-type: none"> 1. Supplier Site Assignment record in the Requisitioning BU 2. Requisitioning Business Function Configuration of the Requisitioning BU 		
E-Mail (If Communication Method is E-mail)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
FOB	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Fax (If Communication Method is Fax)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
Freight Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Group Requisitions		Procurement Business Function Configuration of the Procurement BU	
Group Requisition Lines		Procurement Business Function Configuration of the Procurement BU	
Pay on Receipt	<ol style="list-style-type: none"> 1. Supplier Site 2. Unchecked 	Same as purchase order	Same as purchase order
Payment Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Purchase Order Style	Style Display Name for the Purchase Order document type as specified in the Style "Standard Style"	Style Display Name for the Blanket Purchase Agreement document type as specified in the Style "Standard Style"	Style Display Name for the Contract Purchase Agreement document type as specified in the Style "Standard Style"

Procurement BU	<ol style="list-style-type: none"> 1. Assigned Procurement BU of the worker, if there's one and only one active assignment. 2. Profile option "Default Procurement Business Unit" If there are more than one active assignment for the worker 	Same as purchase order	Same as purchase order
Retroactive Pricing Terms		Procurement Business Function Configuration of the Procurement BU	
Required Acknowledgment	"None"	"None"	"None"
Requisitioning BU	<ol style="list-style-type: none"> 1. Client of the Procurement BU if there's only active client. 2. Buyer's Procurement BU Assignment details, if there are multiple clients of the Procurement BU 	Same as purchase order	Same as purchase order
Supplier Site	Supplier, if there's only one active purchasing site for the Procurement BU with an active site assignment for the Requisitioning BU	Supplier, if there's only one active purchasing site for the Procurement BU	Supplier, if there's only one active purchasing site for the Procurement BU
Supplier Contact	Supplier Site, if there's only one active contact for the site	Same as purchase order	Same as purchase order
Taxation Country	Country of the Legal Entity of the Sold-to BU		
Use Need-by Date		Procurement Business Function Configuration of the Procurement BU	
Use Ship-to Organization and Location		Procurement Business Function Configuration of the Procurement BU	

Defaults: How They Work in Purchasing Document Headers

To minimize document creation time and reduce errors, a comprehensive defaulting mechanism is used to provide most required purchasing document header information.

Purchasing Document Header Defaulting Rules

The header or general information portion of a purchasing document contains the details that apply to the entire order.

- "Default" in this context means that the application provides this information for you. It does not mean that you can always change the defaulted information.
- The table lists the header information label that appears on the page and then the following columns indicate where the default comes from for that document type.
- These rules do not apply to the case when a line is brought over from the catalog or a requisition line.
- When information labels are listed as 1-2-3, the application looks first for the option specified as 1. If information is not available in this source, it uses the next numbered source.

Header Information	Purchase Order	Blanket Purchase Agreement	Contract Agreement
Automatically Generate Orders		Procurement Business Function Configuration of the Procurement BU	
Automatically Submit for Approval		Procurement Business Function Configuration of the Procurement BU	
Bill-to Location	<ol style="list-style-type: none"> 1. Supplier Site Assignment record of the supplier site in the Sold-to BU 2. Common Payables and Procurement Configuration setting for the Sold-to BU <p>note to self: conref source #2</p>		
Buyer	Current logged in user who launches the create document window	Current logged in user who launches the create document window	Current logged in user who launches the create document window
Carrier	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Communication Method	<ol style="list-style-type: none"> 1. Supplier Site 2. 'None' 	Same as purchase order	Same as purchase order
Confirming order	Unchecked	Unchecked	Unchecked
Conversion Date	Current system date		
Conversion Rate Type	<ol style="list-style-type: none"> 1. If currency is fixed rate as defined in GL then set to EMU Fixed 2. Common Payables and Procurement Configuration setting for the Sold-to BU 		

Currency	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Primary ledger currency (functional currency) of the Sold-to BU 	<ol style="list-style-type: none"> 1. Invoice Currency of the Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as blanket purchase agreement
Default Ship-to Location (If only Services, the attribute name is Default Work Location)	<ol style="list-style-type: none"> 1. Supplier Site Assignment record in the Requisitioning BU 2. Requisitioning Business Function Configuration of the Requisitioning BU 		
E-Mail (If Communication Method is E-mail)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
FOB	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Fax (If Communication Method is Fax)	<ol style="list-style-type: none"> 1. Supplier Contact 2. Supplier Site 	Same as purchase order	Same as purchase order
Freight Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Group Requisitions		Procurement Business Function Configuration of the Procurement BU	
Group Requisition Lines		Procurement Business Function Configuration of the Procurement BU	
Pay on Receipt	<ol style="list-style-type: none"> 1. Supplier Site 2. Unchecked 	Same as purchase order	Same as purchase order
Payment Terms	<ol style="list-style-type: none"> 1. Supplier Site 2. Procurement Business Function Configuration of the Procurement BU 	Same as purchase order	Same as purchase order
Purchase Order Style	Style Display Name for the Purchase Order document type as specified in the Style "Standard Style"	Style Display Name for the Blanket Purchase Agreement document type as specified in the Style "Standard Style"	Style Display Name for the Contract Purchase Agreement document type as specified in the Style "Standard Style"

Procurement BU	<ol style="list-style-type: none"> 1. Assigned Procurement BU of the worker, if there's one and only one active assignment. 2. Profile option "Default Procurement Business Unit" If there are more than one active assignment for the worker 	Same as purchase order	Same as purchase order
Retroactive Pricing Terms		Procurement Business Function Configuration of the Procurement BU	
Required Acknowledgment	"None"	"None"	"None"
Requisitioning BU	<ol style="list-style-type: none"> 1. Client of the Procurement BU if there's only active client. 2. Buyer's Procurement BU Assignment details, if there are multiple clients of the Procurement BU 	Same as purchase order	Same as purchase order
Supplier Site	Supplier, if there's only one active purchasing site for the Procurement BU with an active site assignment for the Requisitioning BU	Supplier, if there's only one active purchasing site for the Procurement BU	Supplier, if there's only one active purchasing site for the Procurement BU
Supplier Contact	Supplier Site, if there's only one active contact for the site	Same as purchase order	Same as purchase order
Taxation Country	Country of the Legal Entity of the Sold-to BU		
Use Need-by Date		Procurement Business Function Configuration of the Procurement BU	
Use Ship-to Organization and Location		Procurement Business Function Configuration of the Procurement BU	

Create Supplier Agreement Online

Supplier Agreement Creation: Points to Consider

A supplier agreement is a long term agreement for the purchase of goods and services from a supplier. The two types of supplier agreements are blanket purchase agreements and contract purchase agreements.

Procurement agents can create a draft supplier agreement by any of the following methods:

- Create a supplier agreement in the user interface
- Duplicate an existing agreement
- Import a supplier agreement from external systems
- Process a negotiation award into a supplier agreement
- Process a supplier contract deliverable into a supplier agreement

Consider the following main attributes when entering a supplier agreement.

- Document Style
- Business Unit: Procurement BU
- Supplier, Supplier Site, and Supplier Contact
- Currency
- Communication Method
- Agreement Amount and Amount Limit
- Price Update Tolerance Percent

Document Style

Choosing an appropriate document style allows you to reduce the complexity of creating a supplier agreement by exposing only that functionality which needs to be used, on the agreement. For example, you may want to create a blanket purchase agreement with your supplier only for services. You can choose a document style that allows only services lines on the agreement.

Procurement BU

Procurement business units are responsible for procurement business function related activities including supplier management, contract negotiation and administration, order issuance and administration.

Depending on business requirements, a procurement business unit can either perform these functions in response to its own requirements for purchased goods and services or can be set up as a shared procurement service center that can process requisitions from multiple "client" business units.

As a buyer, you can choose the procurement business unit that will own and manage the supplier agreement through its lifecycle. You can then provide the client business units access to the agreement so they can purchase using the agreement.

Supplier, Supplier Site, and Supplier Contact

Enter or select the name of the Supplier for this supplier agreement. To submit a supplier agreement for approval, you must provide a supplier.

Enter or select the Supplier Site for this supplier agreement. If the supplier you choose has only one site, it is defaulted into this field. Before you can submit a supplier agreement for approval, you must provide a supplier site.

You can optionally enter the name of the contact at the supplier site. If the supplier you choose has only one contact name, it is defaulted into this field.

Currency

Enter or select the Currency for the supplier agreement. You can change currency information until the supplier agreement is approved. Note that changing the supplier site to one that uses a different currency overrides any information you have entered.

Communication Method

You can communicate your purchase orders and agreements along with any amendments, attachments, contract terms, and contractual deliverables to suppliers using print, fax, or e-mail. Purchase orders can also be communicated using B2B messaging if the supplier site is configured to receive the document electronically through the Oracle Fusion B2B Gateway.

Communication Method is defaulted on the document based on the specified supplier site's preferred communication method.

If a communication method other than None is specified on the document or the supplier site is setup for communication by means of B2B messaging, the application automatically initiates the communication process upon approval of the document.

Alternatively, you can communicate documents to your supplier in batch by means of print, fax or e-mail by scheduling the Communicate Purchasing Documents process.

If the automatic communication fails for any reason, or if you simply need to resend your document, you can do so by choosing the Communicate action. This action also allows you to use a communication method that is different from the supplier's preferred communication method to facilitate communication when the preferred channel is out of service for some reason.

Agreement and Limit Amount

You can specify the agreement amount, which represents the amount you expect to buy from the supplier over the lifetime of the agreement.

You can specify the limit or maximum amount you intend to buy from the supplier over the lifetime of the agreement. The application will prevent you from issuing purchase orders against the agreement, once the amount limit has been reached.

Price Update Tolerance Percent

The application alerts you if the price change percent on any change order for the agreement exceeds the Price Update Tolerance Percent on any line. Such lines are clearly highlighted in the approval request task detail to enable an approver to make an informed decision.

Supplier Agreement Business Unit Access: Worked Example

In the business unit access region, the procurement agent can specify the client requisitioning business units that will be able to purchase using the agreement.

Agents can allow either all clients of the procurement business unit to purchase using the agreement, or a specific client, or some subset. In addition, the procurement agent can specify the supplier site, the default ship-to location, and bill-to location to be used for purchase orders created for these client business units.

Each client requisitioning business unit can either retain the responsibility of creating and administering their own purchase orders for the goods and services they are buying against the agreement, or can outsource the responsibility to the service provider. The procurement agent can configure the level of business process outsourcing using the Order Locally flag:

1. Order Locally flag is checked: The client requisitioning business unit will create and administer its own purchase orders.
2. Order Locally flag is unchecked: The client requisitioning business unit will outsource the purchase order administration to the service provider.

Let's see how this works in the following scenario:

- Vision Corporation has two business units, Vision Operations and Vision Services, both of which have the requisitioning business function.
- Vision Operations has the procurement business function and provides the procurement service for all requisitions created by its client, Vision Services.
- A blanket purchase agreement with supplier Advanced Network Devices is hosted by Vision Operations, and is made available to Vision Services.
- Vision Operations will handle all purchase order administration for Vision Services.

The setup for this scenario is as follows:

Business Unit Access

1. Add a business unit access record for Vision Services. This business unit will now be able to access the agreement content.
2. Ensure that the Order Locally flag is not checked. The purchase orders created for Vision Services will be administered by the procurement business unit Vision Operations.
3. Specify the supplier site that will fulfill the purchase orders created for Vision Services, along with other information like the ship-to and bill-to locations that need to be used on the purchase order.

Supplier Agreement Order Automation Controls: Explained

The application uses an automated order creation process to automatically convert an approved requisition into a purchase order and communicate it to the supplier with no manual intervention from a procurement agent.

Automated Order Process

In order to enable the automated order process, you need to set up an agreement for frequently purchased items, enable the agreement in the business units where the items are needed and indicate on the agreement that requisitions for these items should be automatically converted into purchase orders.

Flexible controls are available on the agreement for you to configure the degree of automation desired:

- Automatically generate orders: Select this checkbox to automatically create orders for requisitions purchasing using the agreement.
- Automatically submit for approval: Select this checkbox to automatically submit these auto-generated orders for approval.

You can opt for complete automation, where the application automatically creates an order for the requisitions and submits the order for approval. Optionally for agreements with high value items, you can configure the automation to allow a review of the order after it is created and then manually submit the order for approval.

You also have control on how requisitions and requisition lines are grouped on the purchase order using the group requisitions and group requisition lines options. See the related link for complete details.

Blanket Purchase Agreement Lines: Points to Consider

Blanket purchase agreement lines include details of the goods or services to be purchased from the supplier. The line does not contain delivery dates or individual delivery quantities or amounts.

A blanket purchase agreement line can be created in the following ways:

- Add a line manually
- Duplicate an existing line
- Add a line from the procurement catalog
- Add lines using the upload process

Consider the following attributes when entering a blanket purchase agreement line.

- Line Type
- Item
- Category
- Price Break Type
- Item Attributes

Line Type

The line type feature allows you to differentiate purchases for various commodities such as goods and services. Goods are ordered by quantity and price, whereas services are ordered by price.

Implications of your selection of line type:

- The style of the document you are creating can limit the line types that you can choose from. For example, if the style only allows for purchases of fixed price services then only fixed price services line types are available to choose from.
- The line type is not editable once the line is saved. If you need to change your line type after saving it, you must delete the line and add another.
- When you enter a line type, the application automatically defaults attributes for the line being created.

Item

Enter the Item you want to purchase. Typically the item is an identifier of goods already defined in your procurement catalog. If you enter a defined item, the application displays the purchasing category, item description, unit of measure, and unit price associated with the item.

Category

When entering a line, enter or select the purchasing category of the item you want to purchase. If you choose an item, the application displays the purchasing category for the item. You cannot change the purchasing category if you choose an item.

Price Break Type

This attribute is applicable only to blanket purchase agreements. The price break type control allows you to leverage cumulative pricing functionality on your blanket purchase agreements and drive pricing discounts based on cumulative purchases across all the client business units buying off the agreement. Select Cumulative if you want the application to choose the price break by considering previous purchase order released quantities for the blanket line. Select Noncumulative if you want the application to choose the price break by using the individual purchase order line quantity.

The following example illustrates how this works.

Blanket Purchase Agreement Line Price = \$10

Price Breaks:

Quantity	Price Break
< 100	10
101-200	9
> 201	8

Example Price Breaks Based on Line Quantity:

Purchase Order	Line	Quantity	Cumulative Pricing	Noncumulative Pricing
ABC-US-1001	1	120	9	9
ABC-US-1002	1	90	8	10
ABC-US-1003	1	410	8	8
Total Released Amount			\$5080	\$5260

Item Attributes

This feature is applicable only to blanket purchase agreements. You can provide more information about the item or the service using the item attributes on the agreement line. This information is then displayed to requesters when they view the agreement content on the catalog.

Some of these item attributes are also translatable into the other languages installed in your application. You can use the agreement loader process to add translations of the item attributes.

Blanket Purchase Agreement Price Breaks: Worked Example

Price breaks are reductions in the price of an item depending on certain conditions such as purchasing in bulk or from a certain location. The Price Break region of the Lines page enables you to enter price break information for blanket purchase agreement lines.

Suppliers often offer a reduction in per-unit price if your order exceeds a specified quantity. Price breaks are entered as basic price lists based on quantity ordered combined with either the price or the discount. You can also specify start and end dates.

Note

Price breaks can be specified to be cumulative or noncumulative. Cumulative indicates that you want to choose the price break by adding the current order schedule quantity to the total quantity already ordered against the blanket purchase agreement line. Otherwise, the price break is chosen by using the individual order line quantity.

In this scenario the procurement agent, Mathew Mancina, enters the following price breaks for some paper supplies for the New York office while creating the blanket purchase agreement line.

Ship-to Organization	Location	Quantity	Price	Discount Percent	Start Date	EndDate
V1	V1 - New York City	100	294	2.0		

V1	V1 - New York City	200	291	3.0		
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Entering Price Breaks

1. He enters the V1 ship-to organization. If an item was entered, only organizations in which the item is defined can be selected.
2. He enters the New York shipping location for the price break. You can select only locations for this organization or locations for which no organization is defined.
3. He enters the minimum quantity, 100, that must to ordered to obtain this price break.
4. He enters the price of \$294 for this quantity. The application calculates the discount percent. Optionally he could enter a Discount Percent to have the price calculated.
5. Optionally he could enter a start date that this price break becomes effective.
6. Optionally he could enter an end date that this price is no longer effective after.
7. He adds an additional line and repeats 1 to 6 for one additional price break.

Cancel Supplier Agreement

What happens if a purchasing document is canceled?

As a procurement agent, you can terminate an existing contract to buy from a supplier by canceling document headers, lines, or schedules. Canceled documents can be communicated to the supplier. The communicated documents are marked with a cancellation notice to highlight this action to the supplier.

When you cancel a purchase order entity, you are still able to receive or pay for canceled items and services as well as pay for all previously received orders up to the over-receipt tolerance based on the new ordered after cancellation.

As a supplier, you can also terminate an existing contract to supply items by canceling document headers, lines, or schedules. Such cancellation request requires review and approval by the buying organization.

You cannot modify a canceled entity or its components. For example, if you cancel a line you cannot modify the associated schedules and distributions.

Use the Actions menu to cancel a document.

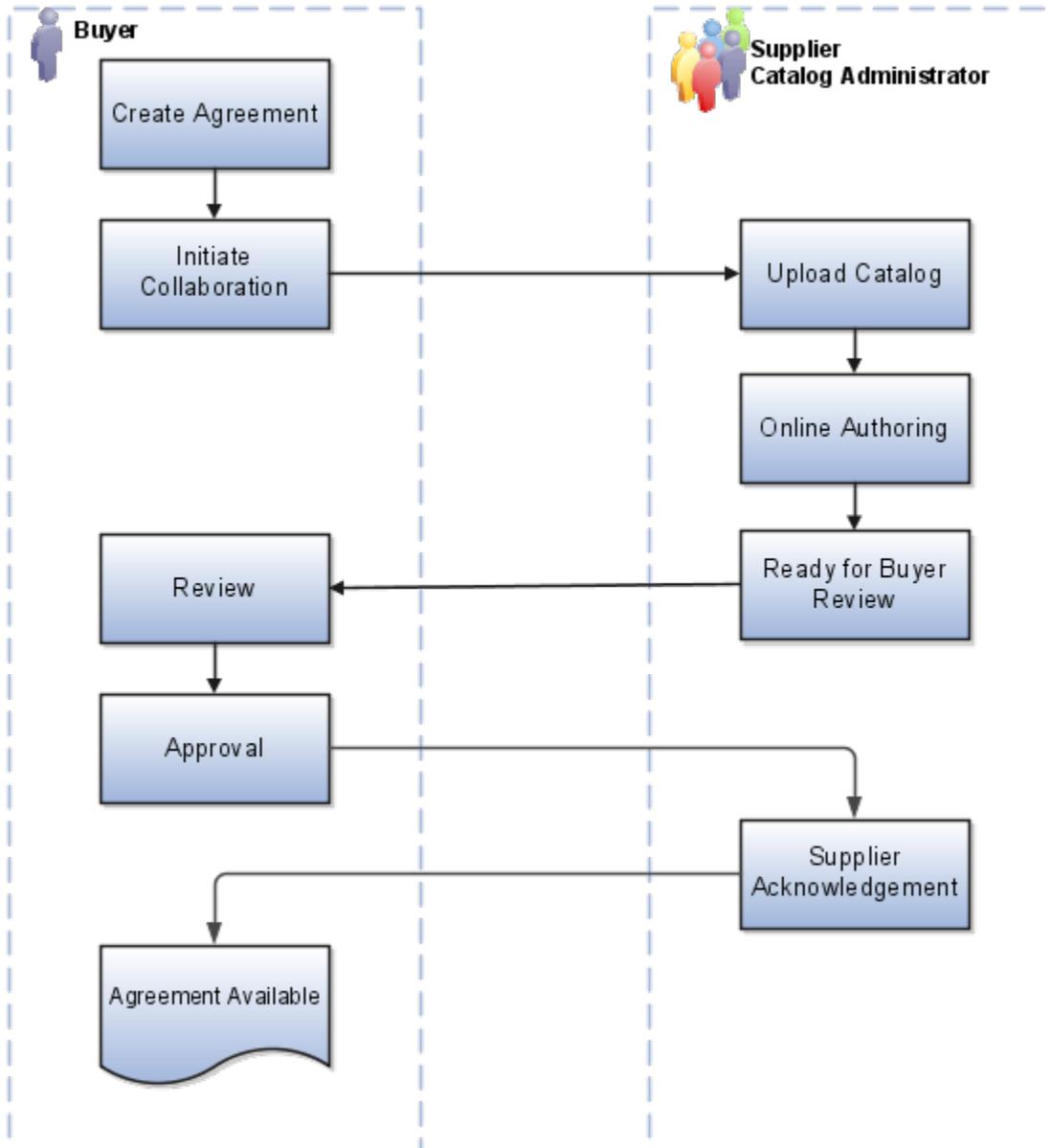
Author Supplier Agreement Catalog Content

Collaborative Catalog Authoring: Explained

Collaborative Catalog Authoring allows procurement agents to establish the terms, and suppliers or catalog administrators to provide the catalog content.

This allows agents to transfer the catalog content management workload to the supplier, and refocus their efforts on more strategic tasks.

The collaborative catalog authoring process is shown below:



The agent can create the skeleton blanket purchase agreement and transfer the document either to the supplier or the catalog administrator to provide the catalog content.

The supplier or catalog administrator can add content to the agreement either by uploading in XML, cXML, CIF, and tab delimited formats or by using online authoring and then transfer the document back to the agent after authoring is complete.

The agent can then review the content added, make necessary changes, and submit the document for any required approval or supplier acceptance.

Approve Supplier Agreement

Purchasing Document Approval: Explained

Document approval electronically routes the purchasing document to all identified approvers and records their approval actions. Oracle Fusion Purchasing leverages the Oracle Approval Management Service (AMX) for purchasing document approvals. Approval Management Service is a robust engine that enables administrators to organize and author approval routing rules based on numerous seeded document attributes such as ordered amount, price, category, and contract terms exist. Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in a sequence. Approvals can be sought using supervisory chain, position or job level hierarchy, or using a list of approvers. Approval routing rules examples:

Condition	Action
Purchase order amount exceeds a certain threshold	Route to procurement agent's manager
Purchase order amount is greater than backing requisition amount	Route to requester's manager
Line price change percent on a blanket agreement exceeds the Price Update Tolerance Percent	Route for category manager approval
Non-standard contract terms	Route for legal approval
Line category name is "Travel"	Route for travel approval

FAQs for Approve Supplier Agreement

How can I insert additional approvers and viewers?

As a procurement agent or a requester, you can view the application generated list of approvers using the Manage Approvals page. You can add approvers and viewers on this page based on approval configuration.

How can I view the approval actions performed on a document?

Select your purchasing document in the application and use the **View Document History** action to view all approval actions performed on the document.

Evaluate Supplier Agreement Approval Status

How can I find the approver with whom the document or an active change order is pending for approval?

Select your purchasing document in the application and use the **Status** link to open the Action Details page. This page displays all approvers who performed an action, current approvers, and future approvers.

Dispatch Supplier Agreement

Acknowledge Supplier Agreement

How can I record a supplier acknowledgment?

In certain circumstances, such as for a document with legal terms and conditions and contractual deliverables, formal acknowledgment may be required before the document becomes legally binding and can be executed against.

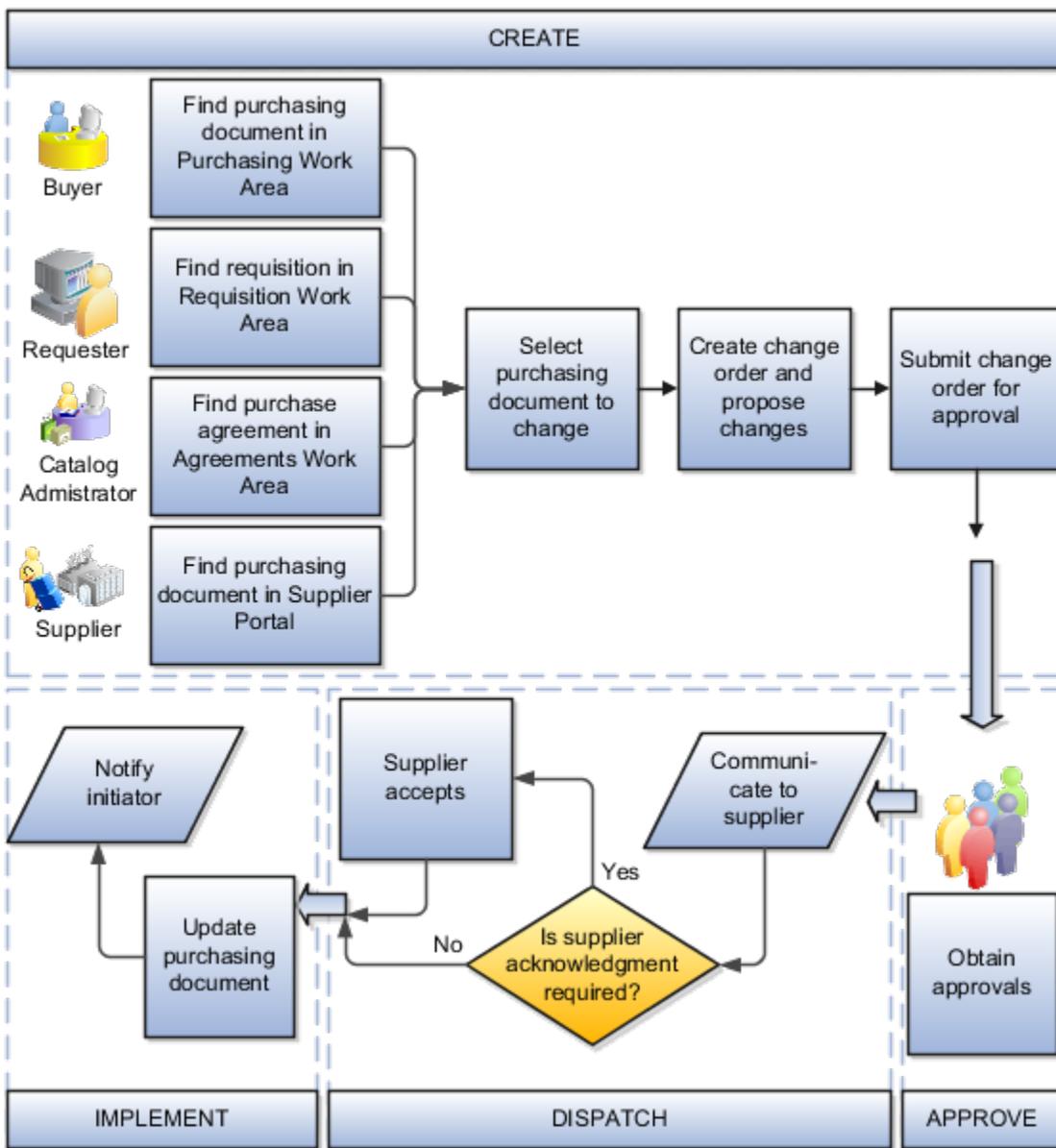
As a supplier using Oracle Fusion Supplier Portal, you can view purchasing documents and change orders awaiting acknowledgment and record your response over the portal. New acknowledgment requests also show up as worklist items on the portal and as e-mail notification.

As a buyer, you can monitor purchasing documents and change orders awaiting acknowledgment on the Purchasing Overview page. Acknowledgment requests past their due date also show up as watchlist items and appear in the Orders Attention Required tab of the Overview page. To record an acknowledgment on your supplier's behalf, use the **Acknowledge** action on the document.

Amend Supplier Agreement

Change Order Life Cycle: Explained

Change orders enable the procurement agent, requester, supplier, or catalog administrator to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.



Create

As a procurement agent, a requester, a catalog administrator or a supplier you can initiate a change on a purchasing document by accessing the document from your own work area. You can search for the document, create a change order and start proposing changes. The scope of change that you can propose is determined by the work area that you are using to access the document. For example, if you are accessing the document as a buyer from the purchasing work area then you can propose changes to contract terms and conditions or, if you are accessing the document as a supplier from the supplier work area then you cannot propose changes on purchase order distributions, or if you are accessing an agreement as a catalog administrator from catalog administrator work area then you are allowed to upload lines on an agreement. You can review the details of the changes proposed by selecting the Review Changes action. The Review Changes page shows each and every attribute being changed; it's original and changed values. When you submit a change order for approval, the application validates the change order for accuracy, completeness and policy deviations.

Approve

The application uses the same approval workflow to route a change order for approval as a purchasing document. Attributes relevant for a change order are available in the approval management service, based on which routing rules can be authored, such as PO Ordered Amount Changed, Price Change Percent, or Non Standard Clause Modified. As an internal user, you can view the approvers that the application included on your change order, based on the routing rules, using the Manage Approval page. The page allows you to insert additional approvers and viewers, if required.

As an approver you will receive an approval request highlighting critical information needed to make an approval decision such as party initiating the change, amount changed, contract deviations etc. The task detail provides easy navigation to view the purchasing document in its entirety. If needed, you may request more information.

Dispatch

An external change order is communicated to the supplier using supplier preferred means such as B2B, Print, Fax, or E-Mail. Oracle Fusion Supplier Portal users may choose to view changes online. You can manually communicate a change order to the supplier using the Communicate action, or changes can be communicated in batch using Communicate Purchasing Documents program.

As a procurement agent, you may optionally require supplier acknowledgment on an external change order. Using the Acknowledgment page, an Oracle Fusion Supplier Portal user can perform acknowledgment online or a procurement agent can record offline acknowledgments in the application.

Implement

During the implementation phase of a change order the application validates that the change order information is still valid and if it is, changes are propagated to the active purchasing document else the change order is canceled and the change order initiator is notified. The purchasing document is revised when an external change order is implemented. All change orders, external

or internal, are archived and can be accessed using the Change History page. Suppliers can view all external change orders using the Revision History page. The application notifies relevant parties of successful implementation of a change order.

Create Supplier Agreement Change Order

Change Order: Explained

During the course of an order being issued and fulfilled the procurement agent, requester, or supplier may propose changes to the currently approved version of the document.

Evolving business conditions necessitate changes to active purchasing documents. Changes may originate from the requester whose requisition is being processed in the order, or the buyer who's responsible for administering the document or the supplier who's tasked with fulfilling the order. Requesters may want to postpone or cancel what they had requested. Buyers may want to change commercial terms on the order. Suppliers may want to stagger delivery schedule or revise pricing. Catalog administrators may want to upload revised catalog pricing.

Change orders enable all of the parties mentioned above to propose changes to an active purchasing document by indicating their desired changes to the current version of the document including cancellation of the document.

It is worth noting that the current version is preserved and used as the source of truth for all downstream activities like receipts, invoices, and sourcing against an agreement until the change order processing is complete. It is only after approval, acceptance, and validation of the change order that it gets applied to create a new version of the purchasing document.

Internal and External Change Orders: Explained

Change orders enable all of the affected parties to propose changes to an active purchasing document by indicating their desired changes to the current version of the document. The change order is considered internal or external depending on the document attributes being changed.

A purchasing document is a contractually binding document between a buying organization and a selling organization, and hence it captures contractual terms like products or services to be delivered, delivery schedule and payment terms. Any change proposed to any of these kind of attributes must be communicated to and accepted by both parties before the changes become binding. These attributes are called supplier facing attributes.

In addition to supplier facing attributes, a purchasing document also contains attributes that are required for administrative purposes within the buying organization, such as cost centers or projects that would be funding the purchase, internal delivery instructions, various tolerances and controls to ensure satisfactory order execution. These attributes are called internal control attributes.

A change order that proposes changes to only internal control attributes is an internal change order, all other change orders are external. Change order type on

a change order indicates whether the change order is an internal change order or an external change order. Unlike an external change order, an internal change order does not get communicated to the supplier and does not cause a new revision of the document. Although internal changes do not cause a new revision of the document, history of such changes is maintained in the same manner as external changes and can be accessed from the View Change History page.

FAQs for Create Supplier Agreement Change Order

How can I create a change order?

A change order is created by selecting the document and using the **Edit** or **Cancel** action. If an active change order does not exist, the application will create a change order for you.

How can I view the change history of a document?

You can view the document change history from the Search, View Purchase Order, or View Purchase Agreement page using the **View Change History** or the **View Revision History** action to view archived change orders relevant to you. Select a change order and take the **Review Changes** action to view the details of the changes that were proposed on the change order.

How can I process multiple change orders on the same document concurrently?

There can be only one active change order on a purchasing document at any point in time. If you have a change to propose and there is an active change order on the same document, you will need to wait for that change order to get processed. As the buyer on a purchasing document, the application allows you to prioritize your changes by allowing canceling the current change order even if it's not initiated by you and creating a new change order for you to propose your changes.

Cancel Supplier Agreement Change Order

What happens if the change order I submitted is no longer needed?

You can withdraw a change order that is pending approval or pending supplier acknowledgment using the **Withdraw** action, make further edits, and resubmit it for approval. You can also cancel the change order if the change is not required at all.

Manage Supplier Agreement Lifecycle

Supplier Agreement Life Cycle: Explained

Managing the supplier agreement life cycle enables all key stakeholders of the supplier agreement; the procurement agent, the catalog administrator, and the supplier to track and monitor the execution cycle of the agreement and initiate and manage changes to the agreement including cancellations.

Life Cycle Tasks

Key Life Cycle Tasks:

- Open agreement for release once approved and accepted
- Track agreement execution status
- Reassign agreement ownership from one agent to another
- Control downstream activities
- Control amendment activities
- Notify agent when agreement nears expiration
- Finally close the document

Life Cycle Features

Key Life Cycle Features:

- Streamlined work centers for agents and suppliers
 - Quick access to active agreements
 - Highlight lifecycle events requiring attention
- Comprehensive life cycle management actions
- Renegotiate agreements
 - Initiate sourcing events for expiring agreements
- Monitor agreement execution status
 - Quick access to release documents
 - Simplified drill down to document history, revision history, and change history

Purchasing Document Control Actions : How They Work Together

The following matrices describe the effect of control statuses on various actions on purchasing documents.

Purchase Orders

Effect of purchase order control actions.

Control Details	Close	Close for Invoicing	Close for Receiving	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	Yes	Yes	Yes	No	No	No	Yes
Action causes revision change?	No	No	No	Yes	No	No	No

Communicate document?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Receive against controlled entity?	Yes	Yes	Yes	Yes, up to overreceipt tolerance	No	Yes	No
Return to supplier against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	Yes
Invoice against controlled entity?	Yes	Yes	Yes	Yes	No	Yes	No
Effect on supply or available to promise	Closed quantity no longer available as supply; supply is recreated when reopened	No effect	Closed quantity no longer available as supply; supply is recreated when reopened	Cancelled quantity no longer available as supply	Finally Closed quantity no longer available as supply	No effect	No effect
Associated Requisitions	No effect	No effect	No effect	Determined by Purchasing Options: Never, Always, Optional	No effect	No effect	No effect

Purchase Agreements

Effect of purchase agreement control actions.

Control Details	Cancel	Finally Close	Freeze	Hold
Modify controlled entity?	No	No	No	Yes
Action causes revision change?	Yes	No	No	No
Communicate document?	Yes	Yes	Yes	Yes
Can release against the document?	No	No	Yes	No

Freeze Supplier Agreement

What happens if I freeze a purchasing document?

Freeze your purchase orders to prevent changes or additions while maintaining the ability to receive and match invoices against received schedules. Freezing

a purchase order cancels any pending change order that might exist on the purchase order.

Use the Actions menu to freeze or unfreeze a document.

Track Supplier Agreement Lifecycle

How can I check the current order fulfillment status?

You can check order fulfillment status using the Order Life Cycle page which summarizes all downstream fulfillment and settlement activities including in transit shipments, receipts and invoices and highlights any remaining balances pending such activities. This page also provides links to further examine specific transaction details.

How can I find the history of an order or agreement?

You can view the Document History page using the document's **Status** link. The Document History page provides a comprehensive audit trail of all actions taken, changes proposed, and changes implemented on the document since its creation. This page also provides you with the means to look at and compare previous versions of the document.

Hold Supplier Agreement

What happens if a purchasing document is put on hold?

Place documents on hold to prevent receiving and invoicing until you remove the hold.

Use the Actions menu to hold or remove a hold on a document.

Manage Supplier Negotiations

Create Negotiation

Create Negotiation from Agreement

How can I renegotiate an existing agreement?

The Expiring Agreements area displays agreements for which you are either the owner or a collaboration team member that will expire within the next sixty days or which are up to ninety days past their expiration date. To negotiate an existing blanket agreement, highlight the agreement and click the Renegotiate button. You can access the negotiation document, modify it as needed, and publish the new negotiation for responding.

Create Negotiation Online

Creating a Negotiation: Explained

Your negotiation document specifies the details of the negotiation for potential suppliers. While being developed, your document can be stored as a draft until you are ready to publish it. You can create a collaboration team of other users, giving them access to update the document and allowing them to perform actions on the negotiation.

As you create your negotiation, a series of trainstops appear at the top of every page. These identify major sections of the negotiation document for which you may need to enter information, depending on the goal of the negotiation. The following descriptions describe the purpose for each negotiation section. Note that depending on which negotiation style you are using, one or more of the sections may not be available for use and so may not appear among the trainstops.

Writing a Cover Page and Specifying Overview Information

You can create a cover page to associate with your negotiation document. Overview information specifies negotiation level controls

Your cover page can include standard company text as well as document specific details. You can use variables to represent values that are used throughout the document and which may be updated often. An example could be important dates for deadlines in the document timeline. Using variables ensures that values are always in synch. A cover page is optional.

On the Overview page, you specify many negotiation controls such as preview, open and close dates. For multilingual negotiation, you can define allowable currencies and exchange rates. Also, you can specify many ranking and response controls.

Adding Requirements

Requirements solicit company level information. You can use a supplier's answers to requirement questions in addition to the other response information to help evaluate the supplier's response. You can have the application score responses automatically, or you can score them yourself. Requirement scores can also be weighted to more accurately reflect their importance within the negotiation.

Defining Negotiation Lines

Your lines are the heart of your negotiation. They identify the items and services which you are sourcing. You can add individual lines or lots or line groups. You can specify quantity details such as price breaks and line details such as line attributes for use in response ranking. Cost factors identify additional line costs such as shipping or insurance.

Adding Contract Terms

If Oracle Fusion Procurement Contracts is installed and configured, you can access contract information created and stored in Procurement Contracts and associate it with your negotiation document. Such information could identify important deliverables or contract clauses suppliers must provide along with the timeline governing the deliverable management. See help information on Procurement Contracts for details on contract terms and clauses.

Inviting Supplier Contacts

The Suppliers trainstop gives you access to the Supplier-related pages. Using these pages, you specify the suppliers and their contacts whom you wish to notify about the negotiation. You can use the search capabilities of the Supplier pages to find and identify incumbent suppliers, suppliers who are approved sources for a particular item or service, and suppliers to whom the negotiation is of particular interest. Suppliers you identify are sent notifications with information about the negotiation and are invited to participate. If the response control: Restrict to invited suppliers is enabled, only suppliers on the invitation list can participate.

Reviewing and Publishing the Negotiation Document

The application validates your work as you create the negotiation document. As you move from one page to another, the application checks your work and displays any error messages applicable to the work you have completed so far. Additionally, you can use the Validate option from the Actions menu at any time. You can also use the Review trainstop to review your work at a higher and more complete level. The review display presents a column of links you can use to access a particular section of the document. If you wish to update a section, you can click the trainstop at the top of the page.

Once you are finished creating the negotiation document, you publish it to make it viewable and accessible within the application. Suppliers can view the negotiation during the preview period (if any) and can create draft responses, but they cannot submit the response to the negotiation until its open date is

reached. You can always modify the negotiation internally, for example, by inviting additional suppliers or updating the collaboration team, however, once you publish a document, you must create an amendment to make any changes the suppliers see.

Using Variables In Negotiation Documents: Explained

When creating a negotiation document, you can use placeholders called variables to represent textual entries in the document. The variables refer to pieces of information defined elsewhere in the document. After the value of the referenced information is entered, users can see the variable substituted with that value in the Preview window as well as on the Review page. Using variables allows you to ensure that the document is current and that any necessary updates are made consistently throughout the entire document.

Using Variables

For example, on a negotiation document cover page, the title and open and close dates could be specified as variables. Then at a later point during document creation, when the title and open/close dates are actually specified, the variable values on the cover page would be assigned. Also, if at a later date, the title, open or close dates are modified, the variable values are automatically updated.

Negotiation Controls: Examples

Negotiation controls determine which features are available to a negotiation and how they are used. The availability and default values for these controls are specified by which negotiation style you select when you begin defining your negotiation, however, you can override the values here.

General Controls

There are three controls that control the visibility of supplier responses and the general appearance of the negotiation document.

- Response visibility
Response visibility controls when suppliers can see information from competing responses.
 - Open - in an open negotiation, suppliers can see competing response information while the negotiation is active.
 - Blind - in a blind negotiation, suppliers can only see the best bid value (if allowed).
 - Sealed - in a sealed negotiation, buyers cannot see any responses until they are unlocked, and suppliers cannot see any competing response information until the responses are unsealed.
- Negotiation layout, response layout, contract terms layout - specify which document layouts for printing.

Controlling Requirements

Requirements are questions presented to participating suppliers to elicit high level information. Supplier responses to requirements can be assigned scores for use when evaluating among competing responses.

- Enable weights

If you enable this control, you can weight the negotiation requirements to reflect their relative importance.

- Display scoring criteria to suppliers

If you enable this control, the scoring criteria specified by the negotiation author is displayed to the suppliers.

- Default maximum score

The default maximum score sets a default value for the highest value you can enter when scoring supplier responses. You can override this value when creating the actual requirement. However, if many of the requirements you will create share the same maximum value, you can simply specify it here as the default to automatically appear.

Controlling Lines

You use the line control section to specify whether price tiering is available for the negotiation lines. You also specify how line rank is calculated and indicated.

- Price tiers

The kind of price tiers you have available depends on the negotiation outcome. If the outcome is a standard purchase order, you can only use quantity based price tiers. If the outcome is a blanket purchase agreement, you can use either price breaks or quantity based price tiers. If you choose none, you will not be able to create any price tiering information.

- Rank indicator

You can choose whether the top responses are ranked using a numeric ranking (1-3), or whether only the best response is indicated. You can also choose to have no ranking shown.

- Ranking method

You can choose whether a supplier response will be ranked using the price alone, or whether responses to any line attributes are also used when evaluating response rank. If you do not select Multiattribute scoring, you can define line attributes, but you cannot score them.

Staggered Closing: Explained

You can use staggered closing to cause the closing time for a negotiation's lines to cascade through the negotiation once the negotiation's initial close time is reached. You specify the close time and date for the first negotiation line and then specify a staggered closing period. The first negotiation line closes at the negotiation time originally defined in the negotiation document. The second (and remaining) negotiation line remains open. After the specified staggered closing period, the next line closes. The remaining lines close in a similar fashion, each line closing after its preceding line. Lines in lots or groups have the same close time. When using staggered closing, the lines close in the order they are defined in the document, the sequence in which the lines appear on the negotiation document is important.

Using Autoextensions: Critical Choices

You can choose to have the close time of your auction automatically extended if a new winning bid is received during the final minutes of your auction. These extensions are called autoextensions and are only available with auctions.

Settings that Affect Autoextensions

The following parameters work together to control how autoextensions are performed by the applications.

Allow autoextend - allows autoextensions to be defined for this negotiation. Checking Allow autoextend displays the following autoextend controls.

Lowest Triggering Response Rank - You can choose to have an autoextension triggered for any number of the top ranked bids. For example, you could choose to have autoextension triggered whenever you receive a better bid for not only the current winning bid, but also for the current second or third best bids as well. If you know you will award this line to multiple suppliers, the feature allows you to encourage competition on not just the top bid, but competing bids as well. Enable this feature by specifying the bid rank for which the receipt of a bid ranked in this position or higher will trigger autoextend.. If this field is left blank, any bid will trigger autoextensions.

Lines to Autoextend - Identifies individual lines to autoextend. You can choose to autoextend all lines or only the lines that triggered the autoextend.

Start Time of Autoextensions - You can start autoextensions from the scheduled close time of the auction or the time that a triggering bid is received during the triggering period prior to the close time. For example, if you enable an autoextend start time of 30 minutes and a triggering bid is received within the final 30 minutes of the auction, your auction will automatically extend for 30 minutes past the scheduled close time of the auction if you select "Close date." However, if you select "Receipt time of triggering response," your extension will begin as soon as a triggering bid is received within the triggering period.

Triggering Period - the period prior to close date in which responses can trigger autoextend.

Length of Extensions - the duration of each autoextension

Number of Extensions - the number of times a negotiation autoextend. Leaving this field blank will an unlimited number of autoextensions.

For example, you could specify a triggering period of 30 minutes, an extension length of 20 minutes, and a start time of close date. With these settings, if a triggering bid is received at any time within the last 30 minutes of the auction, the close date is moved to 20 minutes past the original close date and time.

Negotiation Response Rules: Examples

There are several settings you can specify to control how suppliers must respond to your negotiation. Many of the default values are inherited from the negotiation style which you select when you begin creating the negotiation, but you can override them here as necessary.

Restricting Supplier Participation

Unless otherwise restricted, a supplier can search and see any negotiation in preview or active status that is associated with a business unit to which the supplier has access. The supplier can participate in any visible negotiation unless you specify that the participants are limited to those suppliers explicitly invited. For example, you might wish to limit participation in a negotiation to only incumbent suppliers. In this case, you select the "Restrict to invited suppliers" response rule.

The default for RFQs is to restrict to invited suppliers.

Allowing Line Selection

You can require a supplier to respond to all lines in the negotiation, or allow the supplier contact to select which lines she replies to. For example, if you have a large negotiation with many lines covering many different product types, you may wish to allow suppliers to only respond to the items or services they provide.

Displaying the Best Price

In open negotiations, suppliers can see information from competing responses. In blind negotiations however, suppliers cannot see any other suppliers' responses. In a negotiation that allows multiple responses within the same round, you may wish to display the best price value so the supplier knows how much to reduce the response price to become competitive again. You can do this by enabling the "Display best price to suppliers" response control.

Allowing Multiple Responses Per Round

Typically, a single response is allowed per supplier contact per round. However, you can allow supplier contacts to submit multiple responses within the same round. For example, you might wish to allow multiple responses to foster competition among several suppliers.

Collaboration Teams: Explained

When creating a negotiation, category managers can nominate collaboration team members to participate in the creation and administration of the sourcing document. This can include actions over the entire life of the sourcing document from the initial creation through the award process.

Users must have the authority to manage the collaboration team.

Team Members

The negotiation creator and the creator's manager are included as team members by default. Other persons can be added to the team. The negotiation creator can send new members notifications when they are added to the team. Team members can be added throughout the life of the negotiation. The person adding the member can specify whether the new member has full access or read only access to the document.

Member Tasks

Each member can be assigned specific tasks. Such tasks could include defining the item attributes, monitoring participating and inviting additional suppliers, awarding business to supplier, and generating purchasing documents. The negotiation creator can assign a date by which all the tasks must be completed.

Creating Collaboration Teams: Worked Example

Category managers can nominate collaboration team members to participate in the creation and administration of the sourcing document.

The category manager for InFusion Corporation is defining a new RFQ

Defining a Collaboration Team

When initially authoring the negotiation, the category manager defines a collaboration team.

1. On the Edit Negotiation: Overview page, she clicks the Collaboration Team tab. She sees that she and her manager are already defined as team members. She needs to add two more members to handle the participants and monitor the responses.
2. She clicks the green plus sign icon to add a new row to the Members table. In the resulting row, she clicks in the Team Member cell and uses the Search and Select: Team Member query to select John Finn and add him to the collaboration team. She accepts the default of Full access, and in the Task text box, she enters "Monitor supplier participation and add additional suppliers as necessary." She sets the Target Date to the date when the negotiation ends
3. She adds a new row to the table. Her manager has asked her to add a new employee to the team so he can gain experience in monitoring negotiations. She gives him view access and does not assign him any task.

FAQs for Creating Negotiations

What's a cover page?

You can use a cover page with your negotiation document to provide a summary of details about the negotiation. This could include standard boilerplate text used with all negotiations or specific details such as open and close dates, responding guidelines or award process explanations. Cover pages are optional and their availability depends on the negotiation style you are using to create your document. You can set up default text for the cover page in the style as well.

What are automatic extensions?

You have several possible ways to modify the close time of a negotiation. You can always manually close the negotiation early or extend the negotiation past its original close date and time. Automatic extensions are also a method you can use to control when a negotiation closes. You define the automatic extension criteria, consisting of the triggering period (a time period prior to the close date/time), the extension length, and the extension scope. Then if a qualifying response is received during the triggering period, the closing time for any negotiation line that falls within the scope of the autoextension is extended by the extension length to become the new close time.

Requirements

Negotiation Requirements: Explained

You can request that participants in your negotiation provide high-level information. This information is beyond that applying to the negotiation

lines, and it often solicits details about the supplier company itself. Note that participants supplying this information can be both external, such as the suppliers themselves, or internal, such as collaboration team members. Such high-level pieces of information are referred to as requirements for the negotiation.

Examples of requirements might be:

- The number of years the supplier has been in business.
- The supplier's business structure (public or private).
- The supplier's business status (minority or woman owned).
- Any appropriate certifications or licenses.

Using requirements allows you to obtain important information on aspects of a supplier such as past performance, personnel qualification, and financial visibility. Knowing such information provides you with a better understanding of the supplier and allows you to make a more informed award decision.

Requirement Properties: Explained

Negotiation requirements request additional information about a supplier company. For example, such information could include company history, structure, personnel or industry certifications. Supplier answers to requirements are used in combination with prices offered when evaluating competing responses. Requirements can also be used internally by other evaluators, for example members of a collaboration team.

When creating requirements for a negotiation, you use the requirement's properties to control its behavior.

Response

You can control the supplier's interaction with the requirement by specifying the response type. Suppliers do not have to respond to optional requirements, but must respond to required ones. Suppliers can view requirements which are display only, but cannot respond to them. Internal requirements can be viewed and answered by participants within the company.

Value Type

The value type controls the data type that can be entered. There are four value types available. A text value accepts characters and numbers. A numbers value accepts only numbers and the decimal point. Date values accept dates you select using the calendar picker. A URL value type accepts a URL in the format `http://url.name.here`. URLs also accept `https`:

Target

For each requirement, you can define a target value. This is the value which is most desirable for this requirement. You can display the target value to the supplier or keep it hidden.

Scoring

Responses to requirements can be assigned a numeric score. The application uses response scores when evaluating competing responses to a requirement. Scoring indicates the method used to assign such scores: manually, automatically, or

none. If you select None, scores cannot be entered for responses, and no scoring calculations can be made. If you choose automatic, you must additionally define the acceptable response values and a score for each. The application then scores responses when they are submitted by the supplier. If you choose to manually score a response, you (or others) must enter scores once the negotiation is closed.

Weight

Requirements can be weighted according to their importance. Any requirement being scored must have a weight assigned. Weights are used in conjunction with scores to calculate the requirement's (and requirement section's) weighted score. The sum of all requirement weights cannot exceed 100. You enable weights on the General tab of the Overview page. If weights are disabled, the application uses the maximum score field to limit the max score allowed for each requirement.

Knockout Score

You can specify a minimum score value that all responses must meet or surpass for that response to be shortlisted for awarding. When you begin awarding the negotiation, you apply the knockout score. All responses having a requirement response value that doesn't meet the knock out value are marked as not shortlisted for awarding.

Maximum Score

The maximum score indicates the maximum number which can be entered for a response to this requirement.

Requirement Scores: Explained

Requirements are high-level questions that solicit information from suppliers who respond to a negotiations. This can include such information as history, corporate structure, and applicable certifications, among other things.

Supplier responses to these requirements can be evaluated and rated by giving the responses scores. Scores can be weighted to indicate the relative importance among other requirements and can also be aggregated to obtain a total response score.

Types of Requirement Scores

Requirements are used to solicit information from suppliers. How this information is used is up to the buyer who defines the requirement.

Requirements can have a score method of None, in which case the response from the supplier is for information only and is not used to determine awards.

Requirements can be scored automatically, in which case scoring criteria defined by the buyer is used by the application to obtain a score for the supplier response. Finally, scores can be manually viewed by an evaluator who determines a score value and entered it into the document. Score values entered either automatically or manually can be used to help determine award decisions.

How Score Values are Calculated

When the buyer defines the requirements, a maximum score value is set for all requirements which will be scored. Requirements with a scoring method of None are not scored and therefore have no maximum score value. At award time, the score value (either entered manually or generated automatically) is divided by

the value for Maximum Score and the result multiplied by the weight of the Requirement. The weighted scores are rolled up to the response level, that is, a weighted score is calculated for each requirement, each requirement section, and the response as a whole.

Acceptable Requirement Values: Explained

You can specify what values are acceptable to enter as answers to requirement questions. If you define the acceptable values, any value a respondent enters must be allowable. Specifying acceptable values is optional unless you specify a scoring method of automatic. In this case, you must specify both the acceptable values and their scores.

The format you use to specify your acceptable values depends on the value type

Acceptable Values: Text

For text values, you can specify a list of values from which the supplier can select. Any value not defined to the list is not accepted. Text values can include both characters and numbers.

Acceptable Values: Numbers and Dates

For number and date values, you can define value ranges in terms of From Value and To Value. If you omit a From Value, that range includes everything up to the To value. Likewise, if you omit a To value, the range includes all values starting at the From value and above. Ranges cannot overlap. You can specify a single number by defining it as both the From and To values. You can use the date picker to enter dates to ensure they conform to the correct date format.

Importing Requirements

This file contains the instructions for importing requirements to negotiations using a spreadsheet. Spreadsheets facilitate easy and efficient offline development and importing of negotiation requirements. Spreadsheet import is very useful when dealing with negotiations that have many requirements.

The table below describes each spreadsheet field and indicates which fields are required and which are optional. Required fields are marked with an asterisk (*) and you must enter a value for them.

For fields which have specific possible values (for example, Yes or No), entries are case sensitive.

Add Requirements Columns Explanations

Column Name	Explanation	Comments
* Requirement	Text of the requirement.	Maximum of 4000 characters long (for non multibyte languages. Length for multibyte languages are smaller).
Section	Section with which to associate the requirement.	You can create a new section or use an existing section. See Using the Requirements Section File below. Maximum of 240 characters long.

* Response	Requirement behavior.	Possible values are: Required (a supplier response is mandatory), Optional (a supplier response is not mandatory), Display only (informational), or Internal (available for internal viewing and scoring).
* Value Type	Data type allowable for the requirement's response.	Possible values are Text, Number, Date, and URL.
Target	The target response.	Maximum of 4000 characters long. (for non multibyte languages. Length for multibyte languages are smaller).
Display Target	Indicates whether the target is shown to suppliers.	Possible values are Yes, No, Y, or N.
* Scoring	Type of response scoring to be used.	Possible values: None, Automatic, and Manual. For Manual, you must also specify a maximum score (if there is no default) and a weight (if weights are enabled). For Automatic, you must also specify From/To Response values. You must specify Score. You must specify Weight if weight is enabled.
Maximum Score	Numeric value indicating the maximum possible score for this requirement.	Must be a positive whole number. If the Maximum Score is not specified in the spreadsheet, the system will use the default maximum specified for the negotiation (if any) and default that value for the requirement during import.
Weight	Indicates the importance of this requirement relative to the other requirements defined.	The total of all requirements must be equal to 100.
Knockout Score	Minimum score a supplier must attain to be shortlisted for award.	Once the negotiation closes and the requirements are scored (either automatically or manually), applying the knockout scores automatically removes all suppliers having a score less than the knockout score from the shortlist. Knockout score must be a positive whole number.
Response Value	The acceptable response value for a text requirement, similar to From Response Value and To Response Value that are for number/date requirements.	Maximum of 25 characters long.

From Response Value	The beginning of a value range for a number or date value type.	Specify only if Value Type is number or date, Scoring is automatic, and Response is required. From/To response values cannot overlap All date/time and price format settings should be the same as your user preference settings in the application; for example, 1212,40 versus. 1,212.40. When entering numeric values into the specified fields, set the cell format as text; other formats might result in error upon importing. If the format is text and the length is longer than 255 characters, set the cell format as general.
To Response Value	The end of a value range for a number or date value type.	Specify only if Value Type is number or date, Scoring is automatic, and Response is required. From/To response values cannot overlap All date/time and price format settings should be the same as your user preference settings in the application; for example, 1212,40 versus. 1,212.40. When entering numeric values into the specified fields, set the cell format as text; other formats might result in error upon importing. If the format is text and the length is longer than 255 characters, set the cell format as general.
Score	Reflects the desirability of this response value.	If scoring is automatic, a Score value is required for each range defined. You can have duplicate score values, but no score value can be greater than 100. Score must be a positive whole number.
* End of Line Delimiter	Enter EOL.	

Using the Requirements Section File

The Requirements Section file contains the names and descriptions of requirement sections that are defined in the application. If you wish to associate any of the requirements you are creating with an existing section, you can use the information in this file to do so.

Column Name	Explanation
Section	The section name. This is the name you enter in the Add Requirements spreadsheet to associate the requirements with this section.
Description	Description of the requirements section.

Negotiation Lines: Explained

Your negotiation lines are the heart of your negotiation. Here you describe the items and services you wish to purchase. You can use the application to easily define all your negotiation information, pricing information as well as other aspects of the line you wish to negotiate with the prospective supplier.

As you create your negotiation lines, remember the following points.

Required Fields

As you create your negotiation lines, required values are marked with asterisks. You must enter a value for this column, although in many cases there will be a default value present already. Which fields are required varies depending on the negotiation outcome.

Pricing Calculations and Controls

There are two optional fields you can use to control and report on price competition. The Start Price value controls responding and requires that the supplier enter the initial response at a price lower than the Start Price value. The Current Price value specifies how much you are currently spending for one unit of the item or service. If you enter a current price value, the application can calculate the savings. The savings values are useful later when analyzing competing responses.

Additional Line Information

In addition to price, there is other information you can add to your lines and negotiate with your potential supplier.

Cost factors identify additional costs which may be associated with the item or service. Such additional costs could include custom duties, storage, or transportation. You can identify these costs with your negotiation line and include supplier responses into the total cost of the line when analyzing responses.

You can use price breaks and price tiers to negotiate pricing structures. You can create price breaks for negotiations with a purchase agreement outcome based on location, quantity, and start/end dates. You can define price tiers for all negotiation outcomes based on quantity alone.

You can use line attributes to obtain detailed information about the supplier's response to the negotiation line. Line attributes target information other than price which could be important when evaluating supplier responses. You can allow suppliers to enter free form text, or require them to select from a predefined list of acceptable values. If the negotiation is a multiattribute negotiation, you can enter response score values, and the application will calculate the score for a particular response. A line can have multiple attributes and each attribute can be weighted to reflect the relative importance of that attribute for the line.

Using Lots, and Groups

Category managers can define lots that contain a collection of lines, giving a hierarchical structure to the sourcing document. A lot may be an assembled product or lines may be organized into lots to obtain the most competitive response. Suppliers are required to evaluate the entire lot and place a response at the lot level. Suppliers may optionally provide line-level responses as well.

category managers analyze the responses and make award decisions at the lot level. When the category manager creates a purchasing document from the award, awarded lots are transferred to purchasing document lines.

Negotiation lines can also be organized into groups for ease of analysis and award. Groups are collections of related lines that allow Category managers to model market baskets. Suppliers respond to individual lines within the group, and pricing information is automatically rolled up to the group level for enhanced analysis. Category managers can analyze and make award decisions for the entire group, or they can choose to select the best supplier responses for individual lines within the group. Awarded lines are transferred to the purchasing document, if the category manager created one from the award.

A lot is a complete negotiation line on its own. As such, it can have line attributes, cost factors, and any other characteristics a negotiation line. A group is simply a named collection of negotiation lines. Groups have no attributes other than price (which is the sum of all its line price values). Lots and groups must have at least one subordinate line defined. You cannot imbed lots within groups or groups within lots. You can add independent lines into lots and groups (although you cannot move a line with a backing requisition into a lot), and you can move lot lines and group lines into other lots and/or groups.

Spreadsheet Import

You can use the spreadsheet import feature to streamline the creation of large numbers of lines. You simply export a spreadsheet. Using the reference information, you complete the spreadsheet with your line information. Once the spreadsheet is completed, you import it back into the application. During the import process, each line is verified. If any error is found, all line information is reversed, and error messages alert you to the problems the application found. You can correct the spreadsheet and reimport to correct the problems.

Importing Lines to Negotiations

Importing negotiation lines via spreadsheet allows you to effectively reduce negotiation creation time by completing a spreadsheet file offline and then using that file to import your line information. This feature is especially useful for negotiations with a large number of lines or complex lines with multiple attributes. This topic contains instructions on how to complete the spreadsheet file and import it to your new negotiation.

The zip file you export contains a template for you to fill out. There will be other reference files containing any cost factors, UOM values, and attribute groups that exist in the application in case you need to use them.

Once you have exported the appropriate spreadsheet files, fill in the template file with your negotiation line information. The table below describes each spreadsheet field in detail and indicates which fields are required and which are optional. Required fields are marked with an asterisk (*). You must enter a value for a required field. You do not have to enter a value for an optional field.

The table also explains each field's length restrictions. If a field's maximum data length is 4000 characters, the length for a multi-byte language such as Japanese the limit will be smaller. If the field length is less than 4000 characters, the maximum length is the same for both single-byte and multi-byte languages.

The following table shows the fields as they appear in the exported spreadsheet. Some columns always appear while other columns appear depending on which negotiation outcome is chosen, standard purchase order or blanket/contract purchase agreement. Generally, you can rearrange the column sequence but should not change the column titles. The attribute and cost factor columns are an exception to this rule. They should not be rearranged. The cost factor columns need to immediately precede the attribute columns and the attribute columns

need to immediately precede the End of Line Delimiter column. Be sure that the End of Line Delimiter column is the last column of your spreadsheet. You may also delete optional columns; see the Note below the table for more details.

Notes: All date/time and price format settings should be the same as your user preference settings in the application; for example, 1212,40 vs. 1,212.40. When entering numeric values into the specified fields, set the cell format as Text; other formats might result in error upon importing. If the format is Text and the length is longer than 255 characters, set the cell format as General.

Note that the application treats the values you enter as case sensitive. For example, Lot line is correct, Lot Line is not and will cause an error.

Add Negotiation Lines Spreadsheet Column Explanations

Column Name	All Outcomes	Purchase Order Outcome Only	Purchase Agreement Outcome Only
Line with Price and Quantity (applicable to RFIs only)	Enter Yes if you want to create a line requiring price and quantity values.		

* Type	<p>Select the type of line you are defining. Valid entries include Line, Lot, Lot line, or Group, Group line.</p> <p>To create a lot, first define a row for the lot, and then define a row for each of the lot lines.</p> <p>Lots and lot lines are defined the same way as regular lines. That is, they can have line attributes, cost factors and other line-related characteristics. Make sure you define your lot lines immediately after the lot row.</p> <p>To create a group, first define a row for the group, and then define a row for each of the group lines. Group level rows are defined differently from regular lines. They cannot have line attributes, cost factors or other line-related characteristics. When defining a group level entry, enter values only for the Type, Description and End of Line Delimiter columns. Make sure you define your group lines immediately after your group row.</p> <p>Group lines rows are defined the same way as regular lines and can have attributes, cost factors, and other line-related characteristics.</p>		
Description	<p>Enter a description of each line you want to purchase.</p> <p>This column has a maximum length of 2500 characters.</p>		
Requisitioning BU	<p>The business unit requesting the item or service.</p>		

Line Type	Distinguishes between quantity-based and services-based lines. Select one of the predefined values setup in the application.		
Item	Enter the item number based on the value in the Item Master in the application.		
Revision	Enter the item revision number.		
Category Name	The category name describes the broad family or category to which the line belongs. The application has predefined categories for all items.		
Quantity		Enter the number of units (in terms of the unit of measure you defined above) you wish to purchase.	
Estimated Quantity			The estimated number of units of the item required, in the buyer's specified unit.
UOM	Enter the unit of measure in which you want to negotiate for the line. Not entering a line in the spreadsheet will result in the use of the default unit of measure value associated to that line type. See the AddLinesUOM.txt file in the zip for available UOM values.		
Location		Enter the name of the address where you want the item or service to be delivered. Not entering a location results in the default location being used. If this is a new location, you must first enter the location online before you can use it in this template.	

Need by Date		To request delivery to your location address on a specific date, enter that delivery date in this column Make sure you use the same format in the spreadsheet as the date format in your user preferences for the application.	
Estimated Total Amount			Estimated amount of business in dollars that you expect to pay for this line.
Minimum Release Amount			Enter the minimum amount which can be released against an agreement.
Current Price	Enter the price at which you currently buy one unit of the item or service. If you plan to add cost factors to a line, this value represents the Total Current Price for one unit of the item or service. The price should be entered in numeric format (for example, 5.75).Five seventy-five is invalid. Omit currency signs. Current price is used by the application when calculating savings.		
Start Price	Enter the starting response price for one unit of the item or service you wish to purchase. If you plan to add cost factors to a line, this value represents the Start Price Total for one unit of the item or service. Use the unit of measure and currency you have specified for this negotiation. The price should be entered in numeric format (for example, 5.75). Five seventy-five is invalid. Omit currency signs.		

Target Price	Enter the price at which you wish to purchase one unit of the item or service. If you plan to add cost factors to a line, this value represents the Target Total Price for one unit of the item or service. State the price in terms of the unit of measure and currency that you have specified for this negotiation. The price should be entered in numeric format (for example, 5.75). Five seventy-five is invalid. Omit currency signs.		
Display Target Price	Enter Yes or No to indicate whether you want to display the target price to the suppliers. The application will default to No if you do not enter a value.		
Note to Suppliers	Enter a text note to the suppliers who will submit responses on the item or service you wish to purchase. This column has a maximum data length of 4000 characters.		
Line Target Price	Enter the total target price of your line excluding any cost factors. This column only appears if cost factors are enabled for this negotiation.		
Display Line Target Price	Enter Yes or No to indicate whether you want the line target price to be displayed to suppliers . This column only appears if cost factors are enabled for this negotiation.		

Cost Factor	<p>Enter the name of any cost factor to which you want the suppliers to respond. This column only appears if cost factors are enabled for the negotiation.</p> <p>A text file AddLinesCostFactors.txt is included in the exported zip.</p> <p>The Cost Factor column and the following three columns comprise the group of columns used to define a single cost factor for this line. Insert and complete a new group of the four columns for each additional cost factor associated with this line.</p>		
Pricing Basis	<p>Enter Per unit, Fixed Amount or Percentage of line price, to specify how the particular cost factor value will be calculated. This column only appears if cost factors are enabled for the negotiation</p>		
Cost Factor Target Value	<p>Enter the target value of the cost factor. This column only appears if cost factors are enabled for the negotiation</p>		
Display Cost Factor Target	<p>Enter Yes or No to indicate whether you want the cost factor's target value to be displayed to suppliers. This column only appears if cost factors are enabled for the negotiation</p>		

Attribute	<p>Enter the name of the line attribute you wish to define (Example: PPM rate, grade).</p> <p>The Attribute column and the five following columns comprise the group of columns used to define a single attribute for this line. Insert and complete a new group of the six columns for each additional attribute associated with this line.</p>		Maximum character length 4000 characters
Attribute Group	Used to categorize attributes. If a value for Attribute Group is not defined, the default Attribute Group value will be used. See the AddLineAttributeGroups spreadsheet included in the .zip for the group values available to this negotiation.		Maximum length 240 characters
Attribute Response	Enter Required, Optional or Display only to indicate how you want the suppliers to respond, and whether or not entering a response value is required or optional. If this is a multiattribute scoring negotiation and you want to score the attribute, then it must be Required.		
Attribute Value Type	This is the format of the attribute value you want to specify and need suppliers to enter. Enter Text for text, Number for number, Date for date or URL for URLs. Text can display all types. .		
Attribute Target	The target value for the attribute. Your entry must match the Attribute Value Type you specify.		Maximum length 4000 characters
Display Attribute Target	Enter Yes or No to indicate whether you want the attribute target to be displayed to suppliers. .		
* End of Line Delimiter	Enter EOL.		

The spreadsheet template contains the six columns (Line Target Price , Display Line Target Price, Cost Factor, Pricing Basis, Cost Factor Target Value, Display Cost Factor Target) that are required to define one cost factor. If you wish to enter more cost factors, for each additional cost factor, copy the last four columns (Cost Factor, Pricing Basis, Cost Factor Target Value, Display Cost Factor Target) and insert them after the existing six columns. You can enter as many cost factors as you wish. Cost factor columns can be blank. For example, you may want to have the first cost factor for every line to be Tooling. However, if Tooling does not apply to a particular line, simply leave the columns referring to Tooling blank for that line.

The spreadsheet template contains the six columns (Attribute, Attribute Group, Attribute Response, Attribute Value Type, Attribute Target, Display Attribute Target) that are required to define one attribute. If you wish to enter more attributes, simply copy the attribute columns and insert them at the end of the spreadsheet immediately preceding the End of Line Delimiter column. You can enter as many attributes as you wish. Attribute columns can be blank. For example, you may want to have the first attribute for every line to be Grade. If Grade does not apply to a particular line, simply leave the columns referring to Grade blank for that line.

You can customize the spreadsheet files by deleting any of the optional columns although you cannot delete the following columns: Action (when creating amendments or new rounds of responding), Type, Internal Line ID (when creating amendments or new rounds of responding), End of Line Delimiter. . Also, the six attribute columns and the six cost factor columns need to be treated as a group: either all columns are deleted or none is deleted.

If you are creating a multiattribute scoring negotiation, you need to enter the scores and weights details online after the lines are imported.

Lookup Files

There are three lookup files included in the zip file you export from the application. These files contain the values defined in the application for

- Attribute groups
- Cost Factors
- UOM values

You can use values contained in these file to complete the template as appropriate. If you try to use a value that does not exist, your import process will return an error. If you need additional or different groups, cost factors, or UOM values, you must define them in the application first.

Name	Description
Attribute	The name of the attribute group
Description	Description of the type of attributes appropriate for this group.

Name	Description
Cost Factor	Name of the cost factor.
Description	Description of the cost factor.
Pricing Basis	Method used to calculate the cost factor.

Name	Description
UOM	Name of the UOM.
Description	Description of the UOM value.

Importing Your Line Information

1. Once you have completed your spreadsheet, save it to the drive/location of your choice. Your spreadsheet must be saved as a tab delimited file.
2. Return to the application. Follow the directions to import your completed spreadsheet.
3. When the application receives your spreadsheet for import, the spreadsheet validation process occurs and your imported lines appear on the screen.
4. If the system discovers errors on your spreadsheet, the spreadsheet lines on which those errors occurred will be identified, and the system will note the specific error that occurred. Errors are diagnosed in 3 phases:
 - Phase one checks file errors.
 - Phase two checks column errors.
 - Phase three checks field errors.

Errors are listed in a table, which identifies the Spreadsheet Row Number, Column Title, Value, and Error that occurred. Common errors include:

- File errors occur when your spreadsheet file type or file format does not match the import format type supported by the system. For example, if you import a word processing file which the system does not recognize, a file error will occur.
 - Format errors occur when information that you entered in your spreadsheet cannot be understood by the system. For example, if you enter alphabetic characters into fields where only numeric characters are expected, a format error will appear. Also check that the column names and column sequence in the file you are importing matches the names and sequence in the file you exported.
 - Validation errors occur when information that you entered on your spreadsheet does not match corresponding information already held within the system. For example, if you enter values for UOM or, Category Name that the system does not recognize, a validation error will occur.
5. If any of your spreadsheet lines contain errors, the application will indicate the necessary corrections. Open the spreadsheet file you tried to import, make changes where necessary, save the file, browse to locate the updated file, and run the import process again. Note: If any error occurs during the import, none of the lines are loaded. Note also that since the errors are checked in phases, you may need to try importing more than once to fix all the errors and obtain a clean import.
 6. If the application detects no error on your spreadsheet, all of your negotiation lines import successfully. You can then edit any of your lines.

7. Once your negotiation lines import successfully, continue the negotiation creation process.

Importing Lines into a Negotiation: Example

In this example the category manager uses spreadsheet export and import to add lines to an agreement negotiation for janitorial supplies that she is creating. Specifically, she will add

- 10 lots of cleaning supplies. Each lot has
 - One line for 100 dozen cleaning brushes,
 - One line for 90 dozen cleaning rags,
 - One line for 50 dozen cleaning brooms,
- A group of cleaning solutions consisting of
 - 20 gallons of cleaning solvent.
 - 15 gallons for cleaning disinfectant.

Following the instructions, she exports the spreadsheet zip, opens it, and completes the template according to the details in the tables described earlier. Notice that possible cost factors and line attributes are not shown in this example, but could also be included if appropriate. Once the template is finished, it looks like the following:

Type	Description	Line Type	Item	Revision	Category Name	Estimated Quantity	UOM	Other Columns	End of Line Delimiter
Lot	Cleaning Supplies	Goods			Miscellaneous maintenance supplies	10	EA		EOL
Lot line	Cleaning brushes	Goods			Miscellaneous maintenance supplies	100	Dozen		EOL
Lot line	Cleaning rags	Goods			Miscellaneous maintenance supplies	90	Dozen		EOL
Lot line	Cleaning brooms	Goods			Miscellaneous maintenance supplies	50	Dozen		EOL
Group	Cleaning Solutions								EOL
Group line	Solvent	Goods			Miscellaneous maintenance supplies	20	Gallon		EOL
Group line	Disinfectant	Goods			Miscellaneous maintenance supplies	15	Gallon		EOL

She returns to the application and imports the completed spreadsheet. If there are any errors, they are displayed. She corrects the errors and imports again.

Note that since errors are checked in phases, it may require more than one import to correct all errors.

Additional Instructions for Multiple Rounds of Responding or Amendments

You can use the line import spreadsheet to amend the list of lines in a subsequent round of responding. When you start a new round of responding you can add, delete, and update lines from a spreadsheet. This gives you the flexibility to quickly launch the new round. To adjust the list of lines using a spreadsheet you will typically follow these steps:

1. Export the spreadsheet template. It will include the lines already available from the previous round.
2. Make the appropriate changes to the line.
3. Import the modified spreadsheet.
4. Confirm the modifications.

The spreadsheet template you import between rounds of responding is slightly different than the one used to create the original negotiation lines. The main differences are:

- The exported spreadsheet is populated with the lines available from the previous round.
- The template includes five additional columns as shown.

Column Name	Description
From Requisition	The Yes or No value indicates whether the line was created from a requisition in the previous round. If the value is Yes, then you should not modify the following values for the next round: Requisitioning BU, Line Type, Item, Revision, Description (if Item is specified), Category Name, UOM, and Location.
From Agreement	The Yes or No value indicates whether the line was created from an agreement in the previous round. If the value is Yes, then you should not modify the following values for the next round: Line Type, Item, Description (if Item is specified), and Category Name.
Line Type	The line type from the previous round. This is an existing column in multiple round.
Item	The item number from the previous round. It is for reference only and should not be modified. This is an existing column in multiple round.
Revision	The revision number from the previous round. It is for reference only and should not be modified. This is an existing column in multiple round.
Line	The current line number as displayed in the negotiation. This column is for reference only and helps you identify the lines that you want to update or delete. Do not modify the values in this column. Leave this column empty if you are adding a new line. Note that existing line numbers do not change.

Action	<p>Specify to add, update, or delete the line. You can enter one of the following values:</p> <ul style="list-style-type: none"> • + to add a new line. • - to delete an existing line. • # to update an existing line. <p>If you leave the Action column blank, the application will ignore the row, leaving the line unchanged.</p> <p>Note: If you are using Excel, use the Tab key to exit the Action column.</p>
Internal Line ID	<p>Application generated ID that is populated when you export the spreadsheet template. Do not change the values in this column.</p> <p>If you are adding a new line, leave the Internal Line ID column blank.</p> <p>Internal Line ID must be the last column before the End of Line Delimiter column.</p>

For example, assume your initial spreadsheet looks like this:

Line Number	Action	Type	Description	UOM	Quantity	Other Columns...	Internal Line ID	End of Line Delimiter
1		Lot	Cleaning Supplies	EA	10		123.221	EOL
1.1		Lot line	Cleaning Brushes	Dozen	100		123.321	EOL
1.2		Lot line	Cleaning Rags	Dozen	90		234.432	EOL
1.3		Lot line	Brooms	Dozen	50		345.654	EOL
2		Group	Cleaning Solutions				345.745	EOL
2.1		Group line	Solvent	Gal	20		346.234	EOL
2.2		Group line	Disinfectant	Gal	15		3467.121	EOL

Amend the line list and import the spreadsheet.

- To modify a line, enter a '#' in the Action column. You can change any attribute between rounds of negotiating. Scores and weights are automatically copied over to the next round if matching attributes are found.
- To delete a line, enter a '-' in the Action column.
- To add a line, enter a '+' in the Action column and follow the steps indicated in the previous section to complete the remaining columns. Lines are defined the same way that you entered them when you created

the previous round of negotiation. Do not enter a value for the internal line ID for the line that you are adding.

Continuing the example, you can modify the spreadsheet to delete line 1.2, change the Quantity of line 1.3, and add a new line:

Line Number	Action	Type	Description	UOM	Quantity	Other Columns	Internal Line ID	End of Line Delimiter
1		Lot	Cleaning Supplies	EA	10		123.221	EOL
1.1		Lot line	Cleaning Brushes	Dozen	100		123.321	EOL
1.2	-	Lot line	Cleaning Rags	Dozen	90		234.432	EOL
1.3	#	Lot line	Brooms	Dozen	75		345.645	EOL
	+	Lot line	Mops	Dozen	5			EOL
2		Group	Cleaning Solutions				345.745	EOL
2.1		Group line	Solvent	Gal	20		346.234	EOL
2.2		Group line	Disinfectant	Gal	15		3467.121	EOL

Line Number	Action	Type	Description	UOM	Quantity	Other Columns	Internal Line ID	End of Line Delimiter
1		Lot	Cleaning Supplies	EA	10		123.221	EOL
1.1		Lot line	Cleaning Brushes	Dozen	100		123.321	EOL
1.3		Lot line	Brooms	Dozen	75		345.645	EOL
1.4		Lot line	Mops	Dozen	5		568.245	EOL
2		Group	Cleaning Solutions				345.745	EOL
2.1		Group line	Solvent	Gal	20		346.234	EOL
2.2		Group line	Disinfectant	Gal	15		3467.121	EOL

Cost Factors

Cost Factors: How They Are Calculated

All cost factors are added to the line price to obtain the bid/quote price.

How Cost Factors Are Calculated

Bid or quote price is calculated as follows (assuming a negotiation line has a single cost factor of each type):

Calculation

$$\text{line price} + ((\text{line price} * \text{percentage of line cost factor}) + \text{per-unit cost factor} + (\text{fixed amount cost factor} / \text{response quantity}))$$

Example

The following example shows a supplier's response, adjusted to take into account all the cost factors defined by the buyer. The numbers represent the values entered by the supplier for the line price and all the cost factors.

Factor	Value
Line price	30
Percentage of line cost factor	35
Per-unit cost factor	5
Fixed amount cost factor	15
Response quantity	100

Calculation:

$$30 + ((30 * 0.35) + 5 + (15/100)) = \$45.65 \text{ (bid price)}$$

Cost Factors and Cost Factor Lists: Explained

Cost factors allow you to identify and negotiate on additional costs related to a line.

You can use cost factors to obtain a more realistic idea of the total cost of an item or service by factoring in any additional costs beyond just price. Such costs could include additional costs such as consulting or training. Cost factors can be added to a negotiation line, to lines in negotiation templates, or to collections of cost factors (called cost factor lists). A negotiation line can have more than one cost factor (of any type) defined to it. There are three types of cost factors you can create.

Fixed Amount Cost Factors

Fixed amount cost factors are specified as a set value for the line, regardless of the quantity of units being asked for by the line.

Per-Unit Cost Factors

Per-unit cost factors are specified as a set value that is multiplied by the quantity of units being asked for by the line.

Percentage of Line Price Cost Factors

Percentage of line price cost factors are specified as a percentage. The percentage of line price is calculated by multiplying the unit price by the percentage of line price cost factor value.

Cost Factor Lists

Once you create cost factors for your additional costs, you can create lists of cost factors. Buyers can then apply these cost factor lists to negotiation lines to quickly identify the commonly occurring secondary costs that also need to be negotiated. Buyers can create their own personal cost factor lists using cost factors that have been defined to the system.

What's a cost factor list?

A cost factor list is a collection of cost factors that you can apply to a negotiation line. When you apply a cost factor list, all the cost factors on the list are associated with that line. You can delete any cost factors you don't need. Cost factor lists allow you to quickly associate a group of related or commonly used cost factors with a negotiation line. This speeds up the creation process.

Creating Cost Factor Lists: Worked Example

A cost factor list is a set of cost factors which are commonly used together. Once cost factors are placed on a list, you can apply the list to a negotiation line, and all the cost factors on the list are carried over to the line. Once applied to the line, you can delete unneeded cost factors or add additional cost factors as appropriate. Applying cost factor lists allows you to quickly associate a large number of cost factors with a negotiation line. Once the procurement application administrator has added the cost factors to the system, you can create a new cost factor list.

Vision Corporation is expanding into a new branch items and services. Negotiations dealing with this new area will need to negotiate new transportation-related costs with suppliers. The procurement application administrator has previously defined several cost factors and is now going to define a new cost factor list that contains them.

Defining a Cost Factor List

1. On the Manage Cost Factor Lists page, the procurement application administrator clicks the icon to add a new list.
2. On the Cost Factor List page, she enters "Shipping List" as the cost factor list name and "Common shipping charges" as a description
3. The she clicks the plus sign icon, or selects Add from the Actions menu.
4. When the new line appears, she clicks in the Cost Factor cell for the line. From the drop down menu, she searches for and selects the cost factor appropriate for the new list. The pricing-basis and description for the cost factor is set and can not be changed. She adds the cost factor named Shipping to the list and then uses the plus icon to add Hazardous materials charge and Import tax to the list.
5. When finished adding cost factors, she saves the list.

Price Breaks and Tiers

Price Breaks and Price Tiers: Explained

Quantity based price tiers and price breaks allow you to negotiate line prices with your supplier based on characteristics of your order. For example, with both price tiers and price breaks, you may expect to receive a discount from your supplier if you buy a large quantity of units, and you may specify several quantity levels and the prices you are willing to pay at each. Or by negotiating using price breaks, you may additionally choose to pay more per unit if your supplier can ship the order to a special location, or by a certain deadline.

There are two types of price adjustments you can define for a negotiation document: quantity based price tiers and price breaks. If tiers or breaks are

defined, suppliers must reply by entering prices, or modifying the tiers or breaks (if the negotiation creator allows price break modifications). If there are no tier/breaks defined, the supplier can add tiers/breaks. You can only use quantity based price tiers or price breaks if the negotiation style you are using allows them.

Quantity Based Price Tiers

Quantity based price tiers apply only to the quantity of units for your negotiation line. You can add quantity based price tiers to all negotiations regardless of negotiation outcome. Suppliers can respond to the defined price tiers, modify or delete the defined price tiers, or add their own. For quantity based price tiers, only the price tier in effect for the awarded line is passed to the purchasing application.

Price Breaks

You can specify price breaks for a location, a date range, and quantity. You can allow suppliers to modify and offer different price breaks. Price breaks can only be used with purchase agreements. For price breaks, the information on the entire price break structure applicable to the awarded line is passed to the purchasing application.

What's the difference between a price break and a price tier?

Both price breaks and price tiers are used to identify price reductions being asked for by the buyer or being offered by the supplier. The main difference is that price tiers are available with all negotiation outcomes, but price breaks are only available with documents having a purchase agreement negotiation outcome. Also, price breaks used with purchase agreements can be cumulative across the life of the agreement.

Additionally, price breaks can base price reductions on Ship-to Organization, Location, Quantity, and Start and End dates. Price tier reductions are based only on Quantity.

For quantity based price tiers, only the price tier in effect for the awarded line is passed to the purchasing application. For price breaks, the information on the entire price break structure applicable to the awarded line is passed to the purchasing application.

Attribute Lists

Line Attribute Properties: Explained

Line attributes identify additional information about an item or service requested by the category manager. Use the following properties to describe your line attribute when defining it.

You use a line attribute's properties to control its behavior and how the supplier should respond.

Response

You can control the supplier's interaction with the attribute by specifying the response type. Optional responses do not require a supplier to offer a response. Suppliers must however provide a value for a required response. Suppliers can view attributes which are display only, but cannot respond to them.

Value Type

There are four value types available. A text value accepts characters and numbers. A number value accepts only numbers and the decimal point. Date values accept dates that you select using the calendar picker. A URL value type accepts a URL in the format `http://url.name.here`. URLs also accept `https`:

Target

For each attribute, you can define a target value. This is the value which is most desirable for this attribute. You can display the value to the supplier or keep it hidden.

Acceptable Values

For text values, you can specify a list of values from which the supplier can select. Any value not defined to the list is not accepted. For number and date values, you can define value ranges in terms of From Value and To Value. If you omit a From Value, that range includes everything up to the To value. Likewise, if you omit a To value, the range includes all values starting at the From value and above. Ranges cannot overlap. You can specify a single number by defining it as both the From and To values. Dates are defined similar to numbers.

Line Attributes and Multi Attribute Scoring Negotiations

In a multiattribute scored negotiation, you can have the application include the response values from the supplier along with the price offered when calculating the rank of that supplier's response. To perform this calculation, you give each possible response value a numeric score and then weight the attribute among the other attributes for the line. Note that while each value's score can be between 0 and 100, the weights for all the attributes must add up to 100.

Line Attributes: Examples

Line attributes make your negotiation line more descriptive and can also be used to ensure that all responses submitted for the line include specific details not included elsewhere in the line information. The response values suppliers provide can also be used together with price offered when ranking responses in multi attribute ranked negotiations.

Scenario

For example, a category manager can create an auction to buy vehicles for a delivery service. When she adds the line (for example, called vehicle) to the auction, she can then set up ranges of mileage from which the supplier could pick. Furthermore, if the category manager marks this attribute as required, then suppliers must specify the mileage of any response.

Scenario

Line attributes can call attention to common or industry-specific characteristics. For example, retail industry negotiation items can include such attributes as "color," "style," and "SKUnumber." Metal industry negotiation items can include "grade of metal" as an attribute. Adding these as required item attributes that are displayed to suppliers can customize your negotiation items to your specific industry.

Creating Attribute Lists: Worked Example

Attribute lists are collections of line attributes that are commonly used together. Procurement application administrators can create public attribute lists for use

when creating negotiations. When a negotiation author associates an attribute list with a negotiation line, all the attributes on the list are associated with the line. Any attributes on the list that are not needed can be deleted, and additional line attributes can be created if necessary. Attribute lists are an efficient way to streamline the negotiation creation process. They can also be used to encourage standardization and best practices.

In this example, the procurement application administrator is going to create an attribute list.

Creating an Attribute List

1. On the Manage Attribute Lists page, she clicks the create icon.
2. When the Create Attribute List page appears, she enters the new list name.
3. She clicks the Actions menu option or the Add Group button to create an attribute group.
4. Once the new attribute group is created, she can create new attributes and save them as entries on the list.

What's an attribute list?

A line attribute list is a collection of line attributes that you can apply to a negotiation line. When you apply an attribute list, all the line attributes on the list are associated with that line. Once applied to the line, you can modify the line attributes if necessary. You can also delete any attributes that are not appropriate to the line.

Creating Attribute Lists: Worked Example

Attribute lists are collections of line attributes that are commonly used together. Procurement application administrators can create public attribute lists for use when creating negotiations. When a negotiation author associates an attribute list with a negotiation line, all the attributes on the list are associated with the line. Any attributes on the list that are not needed can be deleted, and additional line attributes can be created if necessary. Attribute lists are an efficient way to streamline the negotiation creation process. They can also be used to encourage standardization and best practices.

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3. She clicks the Actions menu option or the Add Group button to create an attribute group.
4. Once the new attribute group is created, she can create new attributes and save them as entries on the list.

Controlling Supplier Access: Worked Example

For suppliers you invite to a negotiation, you can control access at the line level. If you do not grant a supplier access to a line, the supplier contact cannot see the

line and therefore cannot respond to that line. You must grant a supplier access to at least one line.

Defining Supplier Access

In this example, the category manager is defining a RFQ to negotiate with InFusion's suppliers. Among the lines defined to the negotiation are the two shown below. Due to past performance, the category manager wishes to keep BWP Distributors, Inc. from quoting on line one and Office Supplier, Inc. from quoting on line two. The resulting access authorizations are shown in the table below.

Line Number	Office Supplies, Inc.	BWP Distributors, Inc.	M and H International
office credenza 50 EA	yes	no	yes
printer paper 500 BOX	no	yes	yes

1. After adding the three suppliers to the invitation list for the negotiation, the category manager highlights the row for Office Supplies, Inc. and then selects the Control Line Access option from the Actions menu.
2. On the Suppliers: Control Line Access page, she deselects the checkbox for negotiation line two and then clicks Save and Close.
3. When the Suppliers: Control Line Access page appears again, she uses the same procedure to restrict BWP Distributors Inc. from accessing negotiation line one. Note that the default is to allow M and H International to access both negotiation lines, so the category manager does not need to alter those access specifications.

Inviting Suppliers to Negotiations: Explained

You can select one or more suppliers (and their contacts) and invite them to participate in the negotiation. For those suppliers you identify, notifications are sent containing information on the negotiation. If you enable the response control: Restrict to invited suppliers, only suppliers in the invitation list can participate. Otherwise, any supplier who can view the negotiation can participate. You can only invite a supplier once, but you can invite multiple sites for that supplier. There are several methods you can use when inviting suppliers.

If you know all the supplier contact information, you can enter it directly into the negotiation. This is the quickest way to invite suppliers.

You can use the supplier search capabilities to identify and invite suppliers based on multiple search criteria such as business classification, Approved Supplier List status, or transaction history.

You can register a new supplier while creating the negotiation. Selecting the Register and Add option from the Actions menu on the Edit Negotiation: Suppliers page takes you to the Register and Add Supplier page where you can enter information about the new company and create a company contact.

Reviewing a Negotiation: Explained

At any point while you are creating your negotiation, you can review your work. The application validates your work as you create the negotiation document,

checking your work and displaying any error messages as you move from one page to another. At any point, you can use the Validate option from the Actions menu to check your work so far.

Once you complete your negotiation document, you can use the Review trainstop to review your work at a higher and more complete level. The review display presents a column of links you can use to access a particular section of the document. If you wish to update a section, you can click the trainstop at the top of the page to navigate to the initial page of that section of the document in edit mode. You can also print a .pdf copy of the negotiation document for offline reviewing.

FAQs for Inviting Suppliers

How can I invite suppliers to my negotiation?

You can select one or more suppliers (and their contacts) and invite them to participate in the negotiation. For those suppliers you identify, notifications are sent containing information on the negotiation. If you enable the response control: Restrict to invited suppliers, only suppliers in the invitation list can participate. Otherwise, any supplier who can view the negotiation can participate. You can only invite a supplier once, but you can invite multiple sites for that supplier. If you know all the supplier contact information, you can enter it directly into the invited suppliers table. Otherwise, you can use the supplier search capabilities to identify and invite suppliers based on multiple search criteria such as Approved Supplier List status or transaction history.

What happens if I invite suppliers to my negotiation?

You can select one or more suppliers (and their contacts) and invite them to participate in the negotiation. For those suppliers you identify, notifications are sent containing information on the negotiation. If you enable the response control: Restrict to invited suppliers, only suppliers in the invitation list can participate. Otherwise, any supplier who can view the negotiation can participate.

Create New Negotiation Round

Initiating a New Round of Responding: Worked Example

If you reach the end of a negotiation with no clear winners, you may choose to close the round and initiate a new round of responding. Once a new round has been started, all participants can enter responses again. This is useful when there are participants you have restricted to a single response per round.

To start a new round of responding, you close the active negotiation, and then create a new round, giving it a new close date. Note that there is a response control you can enable to require that a supplier's new response price must be lower than that supplier's last response price in the previous round. The new round has a number suffixed to the original negotiation number. For example, if the original negotiation was number 500, the new round is 500-2.

Initiating a New Round of Responding

InFusion Corporation is conducting an auction for high end electronics. The auction is close to its close date but the responses have not been acceptable.

The category manager decides to take the negotiation to a subsequent round of responding.

1. From the Negotiation Workarea Overview page, the category manager accesses the negotiation.
2. From the negotiation summary page, the category manager selects the Close suboption from the Manage option of the Actions menu. She chooses to close the negotiation immediately and submits the close request.
3. After the negotiation is closed, she selects the Create New Round suboption from the Manage option of the Actions menu.
4. She accepts the defaults on the Create New Round popup.
5. On the Edit Negotiation page, she enters a new close date. She makes any other changes to the negotiation and publishes it, opening it to a new round of responding. All suppliers on the invitation list are sent notifications apprising them of the new round.

Amend Negotiation

Create Negotiation Amendment

Negotiation Amendments: Explained

After publishing a negotiation, you can update information defined in the document if necessary. This update is called an amendment. Once you publish an amendment, respondents are notified that the sourcing document has been amended and are required to review and acknowledge the amended information and resubmit it in accordance with the amendment. Amendments can be created anytime after the negotiation has been published and before it is closed.

The amended negotiations are indicated by suffixing a comma followed by a number to the end of the original negotiation number. The table below shows an example of an original negotiation, the original negotiation number, and the amended negotiation number.

Original Negotiation	Original Negotiation Number	Amended Negotiation Number
New Denver Office Furniture	4562231	4562231,1

The application ensures that the amended information must be acknowledged by the supplier before a response is accepted.

Amending the Document

Once you choose to amend a document, you are returned to the initial page of the create negotiation flow, and you proceed through the flow as if you were defining a new negotiation. Some details of the existing document cannot be changed, and those details will be viewable only. At review time, the application displays all the updates you have made to the document that are viewable by suppliers.

Supplier Responses to an Amendment

Once you have published it, the suppliers who you invited and any other responding suppliers are notified about the amendment. If they attempt to submit a response, they receive a warning message that they must view the amendment and acknowledge it before they can continue. If they have already submitted a response, it is marked as 'resubmission required,' and they have to view the amendment and submit another response to be considered for award. The new draft response pages will contain the updated amendment information.

Amending a Negotiation: Worked Example

You can make changes to a negotiation while it is active and receiving responses by creating an amendment. Once you have issued an amendment, notifications of the amendment are sent to all suppliers who were invited and all suppliers who have responded. The suppliers can then view the amendments. Once suppliers view and acknowledge the amendment, they can create a new response to the negotiation.

The original negotiation number is augmented with a suffix to indicate the amended version. For example, if the original negotiation number was 500, the first amended version is numbered 500,1.

If a supplier is restricted to a single response and had already responded prior to the amendment, a notification is sent to the supplier. The supplier may view the amendment, acknowledge the changes and submit a new response, in which case it becomes the supplier's new single best response.

You can view the changes by selecting View Amendments from the Manage option of the Actions menu.

In the following example, the category manager decides that, based on responses to an existing line, she will add a new line to the negotiation.

Amending a Negotiation

1. From the Overview page, the category manager accesses the negotiation.
2. From the Actions menu on the Manage Negotiations page, she selects the Create Amendment suboption from the Manage option.
3. On the Edit Negotiation page, she enters a description for the amendment, and a new close date. She saves her changes.
4. She clicks the Lines train stop and uses the Edit Negotiation: Lines page to add a new line.
5. After she has finished entering the new line information, she clicks Publish. Any suppliers attempting to create a response will now be required to view and acknowledge the amendment before they can respond.
6. Once the amendment is published, she can view all the amendments and their changes by selecting the Amendments suboption of the View option of the Actions menu on the negotiation summary page.

Capture Supplier Response

Acknowledge Participation

What happens if I acknowledge my intent to participate in a negotiation?

Acknowledging your intent to participate in a negotiation only notifies the buyer company that you are interested in responding to the negotiation. Acknowledgement does not obligate future participation, nor is it required to participate.

Create Response

Responding to a Negotiation

Once you have exported the spreadsheet, you can open it in Microsoft Excel (version 2003 or later). Excel automatically formats the display based on the style format that you selected. The spreadsheet will consist of multiple worksheets. The sections below describe the information contained in each worksheet, and the tables in the sections describe each spreadsheet field for that worksheet. As you use the spreadsheets, note the following:

- Entries in yellow are required.
- Entries in green are optional

Your spreadsheet can have multiple worksheets, depending on the content of the negotiation. Use the instructions in the table below to complete the spreadsheet. Once you have completed the spreadsheet, import it back to the application.

Response Worksheet Section	Contents
Common Section	This section provides general information about the negotiation. You do not enter any information into this section.
General Section	In this section, you can enter your response to negotiation requirements and enter other general information like a note to the category manager.
Lines Worksheet	Use this worksheet to enter your response information as required by the category manager.
Requirements Scoring Worksheet	This worksheet will show any requirements scoring information if it is provided by the category manager. You do not need to enter any response in this worksheet.
Attributes Scoring Worksheet	This worksheet will show any attributes scoring information for line items if it is provided by the category manager. You do not need to enter any response in this worksheet.

Using Spreadsheet Processing

This file contains the instructions for creating and importing responses in negotiation using an XML spreadsheet. Spreadsheets allow suppliers to easily respond to negotiations offline. Spreadsheet import is very useful when dealing with large negotiations having many requirements or lines, or having complex lines with many attributes or price tiers. Spreadsheet processing effectively speeds up the response process by allowing you to enter data into your spreadsheet offline and import the entire spreadsheet in a single operation

General Section

The common information section appears at the top of each worksheet and contains overview information about the negotiation.

Field Title	Meaning
Negotiation Title	Title of the negotiation as defined by the category manager
Negotiation	Type of negotiation (Auction, RFQ, RFI) and the number assigned by the application
Close Date	Date and time when the negotiation closes and responses are no longer accepted. Note that the category manager may optionally choose to extend the negotiation or close it early.
Negotiation Currency	Currency defined for the negotiation by the category manager
Response Currency	In a multi-currency negotiation, the currency you chose when you initiated your response.
Price Precision	Price precision to be applied to the response currency
Conversion Rate	In a multi-currency negotiation, the exchange rate or conversion currency conversion rate.
Company	Name of the buying company
Buyer	Name of the buyer.
Phone	Phone number of the category manager
E-mail	E-mail address of the category manager
Supplier	Your company name, as registered with the application.
Supplier Site	Your company site

At the bottom of each worksheet, the spreadsheet download time appears.

General Worksheet

The General worksheet displays information about your response. It also displays the Requirements the category manager defined for the negotiation.

Field Title	Meaning
Response Valid Until	Enter a date after which your bid should no longer be considered valid.
Reference Number	Enter a number or ID by which you wish to track this bid internally within your own organization.
Note to Buyer	Field in which you can enter a note to the buyer.

The requirements section contains questions the category manager wishes you to answer. Your responses will be used by the category manager when evaluating your response. If requirements are scored and the category manager has provided scoring information, then you can see it by clicking the View Scoring Criteria link.

Field Title	Meaning
View Scoring Criteria	Link to the Requirement Scoring Worksheet. This link only appears if the category manager has chosen to score requirements and provide scoring related information.
Requirement	The gray row displays the name of the requirement section or the text of the requirement itself.
Response Value	Your response to the requirement. If the category manager defined a target value and chose to display it, a pop-up box appears when you click in this field. If the category manager has defined acceptable values for this field, you can display them by clicking in the field and then clicking the down arrow.

Lines Worksheet

The Lines worksheet displays the line information defined for this negotiation. Note that some fields appear depending on whether the negotiation outcome is purchase order or purchase agreement. The table below contains descriptions of all possible columns regardless of negotiation outcome.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Name	Meaning
Proxy Decrement Amount or Proxy Decrement Percentage	Enter the amount or percentage by which your response price should be reduced by the application before submitting a subsequent bid in a proxy negotiation.
Response Amount	This value is automatically calculated as you enter your responses into the spreadsheet.
Line	Line number and description as entered by the category manager
Item	The item number of the item that the category manager wants to purchase.
Revision	The item revision of the item that the category manager wants to purchase.
Rank	The rank of this response among competing responses.
Start Price	The starting response price for one unit of the item or service being negotiated. Your response price cannot be higher than the response start price.
UOM	The unit of measure in which the category manager plans to buy the desired item.
Response Quantity	The number of units the buyer wishes to purchase.
Estimated Quantity	The quantity estimated to be bought over the life of the agreement.
Estimated Total Amount	The estimated total amount that the buyer will pay for a fixed price line item over the period of the agreement.

Target Minimum Release Amount	The minimum amount the category manager wishes to release against this blanket agreement line.
Response Price	<p>The price for one unit of the item or services to be negotiated in your chosen currency for this auction. Use numbers only. Omit currency signs.</p> <p>This is a required field for any lines on which you wish to bid. For lines that you do not want to bid on, you can leave all the bid-related columns blank. This only applies to auctions that do not require you to bid on all lines.</p> <p>If this line has cost factors, you do not need to enter a value for this field. Instead enter the line price in the Cost Factors table (see below). Response Price will be calculated automatically based on your line price and cost factor responses.</p>
Proxy Minimum	Enter the minimum price that you are willing to proxy bid for this line. See the online help for a discussion of how proxy bidding works.
Response Quantity	<p>The number of units of the item that you will buy.</p> <p>This is a required field for all lines on which you wish to bid. If this bid does not accept partial quantities, this field displays the Quantity value and is protected against update.</p> <p>For lines that you do not want to bid on, you can leave all the bid-related columns blank. This applies only to RFQs that do not require you to bid on all lines.</p> <p>If the line doesn't allow partial quantity bids, this field displays the Quantity value and is protected against update.</p>
Promised Date	The date by which you can promise to deliver the item or service to the category manager's location.
Response Minimum Release Amount	Enter the minimum release amount you offer for this agreement line.
Note to buyer	Enter any text note to the buyer on additional information for this negotiation line.
Need-by Date	The date by which the item or service the category manager wants to purchase will be needed at his location.
Target Price	The target bid price for one unit of the item or service to be purchased.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.

The Cost Factor section displays cost factor information defined by the category manager for this line. The first row of this table will be named Line Price. This is where you should enter your per-unit price (instead of Response Price above).

Field Name	Meaning
Cost Factor	Name of the cost factor defined by the category manager
Pricing Basis	How this particular cost factor will be calculated. It can be a fixed amount, a per-unit amount, or a % of line price amount.
Target Value	The amount the category manager expects for this cost factor.
Response Value	Your response to the cost factor.
Response Price	The response value converted to a per-unit price.

Price breaks are only available for purchase agreement outcome negotiations. If there are empty rows in the table, the category manager has defined the price breaks as optional. In this case, you can enter your own price breaks in the empty rows and/or modify the existing ones.

Field Name	Meaning
Location	The category manager's site address for which this break applies
Quantity	The quantity bought
Effective from	The date this break begins
Effective to	The date this break ends
Target Price	The price the category manager is expecting. This is shown only if the price break optional.
Price Discount Percentage	Whether the Price value you enter is an actual price or discount percentage of the line price.
Price	The price offered or the discount percentage of the line price.

Quantity-based price tiers can be used in negotiations with any outcome. They function similarly to price breaks in purchase agreements enter your own price tiers in the empty rows and/or modify the category manager-defined price tiers.

Field Name	Meaning
Minimum Quantity	The minimum number of units available for this price
Maximum Quantity	The maximum number of units available for this price
Price	The price per unit offered for this quantity range

Information on the line's attributes is displayed in the Attributes table. You enter your response in the response value field. If this field is yellow, a response is required, and you must enter one. If this field is green, a response is optional.

If the category manager defined weights and scores for this attribute, the View Scoring Criteria link and the Weighted Score columns appear.

Field Name	Meaning
View Scoring Criteria	Link that takes you to the Attribute Scoring worksheet. For Multi-attribute Weighted Scoring auctions, you should consult the scoring information the category manager has defined. This link only appears if the category manager defined scoring information for at least one attribute and made the information viewable to suppliers.
Attribute	Gray rows display the name of the attribute group. White lines display the name of the attribute.
Target Value	The target value entered by the category manager for the attribute
Response Value	Your response to the attribute. If the category manager has defined acceptable values for this field, you can display them by clicking in the field and then clicking the down arrow.
Weighted Score	This field is calculated by the application when you enter a value in the Response Value field. This field only appears if the category manager defined scoring criteria and made the information viewable to suppliers.
Total Weighted Score	This field is calculated by the application as you enter values in the response Value fields. It is the sum of all the Weighted Score fields. It only appears if the category manager defined scoring criteria and made the information viewable to suppliers.

Requirements Scoring Worksheet

The Requirements Scoring worksheet only appears if scoring criteria was defined by the category manager and is viewable by the supplier. All requirements will be displayed, including ones that do not have scoring criteria. View the Requirements Scoring worksheet to determine how the category manager will evaluate your responses to the negotiation's requirements.

Field Name	Meaning
Requirement	The name of the requirement.
Response	The acceptable response values for the attribute as defined by the category manager. For a text attribute, this will be a list of values. For numeric and date type attributes, it can be a set of numbers or one or more ranges of numbers (ranges cannot overlap).
Score	For each acceptable response value, the numeric score assigned to that value by the category manager.
Weight or Maximum Score	If weights are enabled, for each requirement, the numeric value assigned to it by the category manager to reflect that requirement's importance, relative to any other requirements; otherwise, the Maximum Score for the requirements is displayed as defined by the category manager.

Attributes Scoring Worksheet

The Attribute Scoring worksheet only appears if at least one line attribute has scoring information defined and the category manager has chosen to display scoring information to the supplier. There will be a table for each line that has an attribute for which the category manager has entered score information. Additionally, if there is a table for a line, entries for all attributes for that line will appear, even if no scoring information was defined for a particular attribute. You can view the Attribute Scoring worksheet to determine how the category manager will evaluate your responses to line attributes.

Field Name	Meaning
Attribute	The name of the attribute.
Response	The acceptable bid values for the attribute as defined by the category manager. For a text attribute, this will be a list of values. For numeric and date type attributes, it can be a set of numbers or one or more ranges of numbers (ranges cannot overlap).
Score	For each acceptable bid value, the numeric score assigned to that value by the category manager.
Weight	For each attribute of the line, the numeric value assigned to it by the category manager to reflect that attribute's importance, relative to any other attributes for the line.

Responding to Negotiation Requirements

This file contains the instructions for responding to negotiation requirements using a spreadsheet. Spreadsheets facilitate easy and efficient offline responding. Spreadsheet import is very useful when dealing with negotiations that have many requirements. Spreadsheet response effectively speeds up the response process through the elimination of redundant data entry.

The table below describes each spreadsheet field and indicates which fields are required, which are optional, Required fields are marked with an asterisk (*) and you must enter a value for them; referenced fields do not require any action on your part and should not be modified.

Note that the term negotiation is used throughout this file to refer to any negotiation type: auction, RFQ or RFI. The term response refers to bid (for auctions), quote (for RFQs), and response (for RFIs).

Requirements Response Column Explanations

Column Name	Explanation	Comments
Negotiation Number	Automatically generated and assigned by the system.	
Requirement	A question from the buyer. .	
Section	The name of the group to which this requirement belongs.	

Type	Describes how the you should respond to the requirement. Valid values are Optional, Required, or Display Only. You must respond to a Required attribute, but do not have to respond to an Optional attribute. You can see Display Only attributes but cannot respond to them.	
Value Type	The data format of the attribute value you must enter. This can be text, numeric, URL or date format.	
Target Value	Any value the buyer has targeted for the attribute.	
Response Value	Your response to the requirement.	Maximum data length 4000 characters
Line Delimiter	EOL must be entered in this field.	

Responding to Negotiation Requirements: Explained

Requirements are questions the Category Manager added to the negotiation document to solicit extra information. Many times, these questions concern your company, its history and structure. Requirements might ask about certifications your company has achieved. Your answers to requirements can be used by evaluators when considering your response to the negotiation.

If there are requirements for you to answer, a Requirements train stop will appear at the top of the Create Response page. Clicking the train stop opens the Create Response: Requirements page, where you enter your requirement answers.

Responding to Requirements

Requirements can be grouped into sections. When you first access the Create Response: Requirements page, you will see the requirements for the first section displayed. If there are additional sections, you can access them from the pull down menu at the top right of the page.

The response area is divided into multiple columns, displaying the requirements questions, providing you an area where you enter your responses, and possibly scoring information is the author chose to display it. You can also use this area to associate any attachments with your response.

In some cases, the Category Manager may have defined target values for a requirement. There are three methods you can use to answer to requirement questions, depending on how the Category Manager defined the requirements:

- You can enter free form text in the text boxes provided.
- You can select a single entry from a defined list of entries.
- You can select range of values from a defined list of ranges.

Responses to requirements can be required or optional. If you have not answered a required question, a message appears when you attempt to publish your response.

Responding to Requirements: Worked Example

In this example, the supplier contact is responding to a negotiation that contains requirements. These requirements solicit information about the company's certification history and corporate structure.

The supplier responder has accessed the negotiation and sees that there are requirements defined (since there is a Requirements train stop that appears).

Entering Responses to Requirements

1. She clicks the Requirements train stop.
2. On the Create Response: Requirements page, she views the requirement questions, any target values the Category Manager defined and marked as viewable.
3. Once she understands the information the requirements is requesting, she enters her response into the Response Value column. Note that the response could be free form text entered in a text box, or an entry she selected from available values specified by the Category Manager.
4. If she wishes to add any attachments, she can upload them for inclusion in the response.
5. After responding to all the requirements, she clicks Save and proceeds to respond to the negotiation's lines.

Mass Price Reduction: Explained

Mass Price Reduction is a method of rebidding by which you can update the response price on multiple lines with a single rebid action. Mass Price Reduction is useful when you have bids on many similar lines.

When submitting a second or subsequent bid in an auction, the Reduce Price button appears on the Create Response: Lines page. Clicking the Reduce Price button displays the Reduce Price popup, which allows you to specify how you wish your bids to be updated.

Reduction Price %

You enter a reduction as a percentage. After you enter your percentage reduction amount, clicking the Recalculate button displays the new bid values. Since the reduction amount is calculated from your current bids (not the current best bids), your new bid prices may still not become the new best bids, so you may need to reduce and recalculate until you are satisfied with your new bids. When finished, click Submit.

Apply to

You can select which lines to reduce. You can reduce prices for all negotiation lines you currently have bids on or apply the reduction only to your losing lines. Or you can select which of your lines to update.

Proxy Bidding: Explained

Proxy bidding allows you to have the application automatically rebid on your behalf by a set amount whenever a bid that improves on your bid is received. Proxy bidding frees you from having to constantly monitor and react to competing bids.

When creating a bid for a negotiation in which you wish to use proxy bidding, you must specify two bid controls: proxy decrement and proxy minimum. These two values control how the applications proxy bids on your behalf.

Proxy Decrement

The proxy decrement is the value by which the application will underbid any competing bid which beats your bid. The negotiation author specifies whether

the proxy decrement value you enter is considered a flat amount or a percentage of the current best bid. If the value is being used as a percentage, a percent sign appears at the end of the entry field.

Proxy Minimum

The proxy minimum is the amount at which the application ceases proxy bidding on your behalf. The application will not proxy bid for you if the resulting bid would be less than the proxy minimum you specify.

Proxy Bids: How They Are Calculated

The proxy bidding process uses the two proxy bid controls you defined (Proxy Decrement and Proxy Minimum) and the current best bid to determine which new bid value to submit on your behalf.

How Proxy Bids Are Calculated

When you submit your initial bid amount, you can enter a number as your proxy decrement. This is treated by the application as either a fixed amount or as a percentage of the current best bid. Either way, this is the amount used by the application when calculating your next bid price. You also declare the proxy minimum amount, which functions as the floor below which you will not bid.

Proxy Bidding Scenario

In the following example, your initial bid is \$1000 with a proxy decrement value of 10% and a proxy minimum amount of \$500.

Competing Bid	Your Proxy Bid
\$995	\$895.5 (\$995 reduced by 10%)
\$763	\$686.7 (\$763 reduced by 10%)
\$660	\$594 (\$660 reduced by 10%)
\$540	Proxy bids no longer submitted because they would drop below your proxy minimum of \$500.

Responding to Price Breaks: Worked Example

Price breaks are reductions in the price of an item depending on certain conditions such as purchasing in bulk or from a certain location. For example, a seller might ask a certain price for a purchase of a up to nine cases of widgets but offer a lower price for a purchase of more ten or more cases. Price breaks can be cumulative or noncumulative. Noncumulative price breaks apply only to quantity bought on a single release against the agreement. Cumulative price break amounts accumulate over the life of the agreement. The category manager can choose to allow the supplier to modify the existing price breaks, including even offering new price breaks.

In this scenario, the category manager for InFusion corporation has defined a negotiation to renegotiate an existing catalog with Office Supplier's Inc., one of the company's suppliers. Since this is a purchasing agreement outcome, the negotiation contains price breaks on many of the lines. The category manager has chosen to allow the supplier to modify and/or offer different price breaks. The price breaks are cumulative over the life of the agreement.

James Ng, Office Supplies Inc.'s customer service representative for the InFusion account, responds to the negotiation, including responding to the price breaks.

Responding to Price Breaks

1. After viewing the Overview and Requirements pages (if present) and accepting the terms and conditions, he accesses the negotiation line by clicking the Lines train stop at the top of the Overview page.
2. He enters all the appropriate negotiation line information and then notices the icon under the Required Details for one of the negotiation lines. He clicks the icon to access the Lines: Edit Line page.
3. He sees that the line has additional requested information to which he should respond. This information could include price breaks/tiers, cost factors, and line attributes. For this line, there are price breaks. He views the price breaks suggested by the buyer and replies with the price his company will offer.
4. When finished, he clicks Save and Close to continue responding to the negotiation.

Responding to Price Tiers: Worked Example

Price tiers are reductions in the price of an item in return for purchasing it in bulk. For example, a supplier might ask a certain price for a purchase of a up to nine cases of widgets but offer a lower price for a purchase of ten or more cases. Price tiers are used by the buyer and seller to minimize the amount paid per unit and to maximize the number of units sold.

In this scenario, the Category Manager for InFusion corporation has defined a negotiation to renegotiate an existing agreement with Office Supplies, Inc., one of the company's major suppliers, and has specified price tiers on many of the lines. John Angelo, is Office Supplies, Inc's customer representative for the InFusion account, and so responds to the negotiation.

Responding to Price Tiers

1. After completing the Overview and Requirements page, John accesses the negotiation line by clicking the Lines train stop at the top of the page.
2. He enters all the appropriate negotiation line information and then notices the icon under the Required Details for one of the negotiation lines. He clicks the icon to access the Lines: Edit Line page.
3. He views the existing price tier values that were entered by the negotiation creator. He can enter a different price level structure if he wishes. For example, the original price tiers suggested by the Category Manager might be:

Minimum Amount	Maximum Amount	Price
1	500	16
501	1000	14

4. However, Tom wishes to propose a different structure and so enters the following table:

Minimum Amount	Maximum Amount	Price
1	300	16

301	600	14
601	1000	12

5. He also enters a response price. Note that, depending on the quantity he is offering to sell, the price must match the price reflected in the price tiers he is suggesting.
6. Once Tom has finished entering his line information, he clicks Save and proceeds creating his response.

Responding to Cost Factors: Worked Example

When creating a new negotiation, a category manager can add cost factors to any line in the negotiation. Cost factors identify additional costs associated with a line which need to be negotiated in addition to the line price. When you respond to a negotiation that includes cost factors, you can view these specific line details (if allowed by the buyer) and enter the additional information requested.

There are three types of cost factors:

- Fixed amount: A fixed amount can be specified for the entire negotiation quantity.
- Per unit: Charges are applicable per unit of the line item. .
- Percentage of line price: Charges are applicable as a percentage of entered line price for the line item.

Your final response price for the line will be calculated by adding all the cost factors for the line per unit.

When you review the cost factors for the negotiation line, consider how each is calculated as you prepare your response. The negotiation creator may have also displayed target values for some of the cost factors.

The following scenario shows how Vijay Singh responds to the cost factors on a negotiation line. Vijay works for an import company with business in Asia and South America.

Responding to Cost Factors

1. Vijay accesses the negotiation and navigates to the Lines tab. He sees an icon in the Required Details column for the line he is responding to. He clicks the icon and accesses the Lines: Edit Line page.
2. On the Lines: Edit Line page, he sees that there are three cost factors associated with the line. He also notices that there is a target of \$100 for the shipping charge.

Cost Factor	Pricing Basis
Shipping	Fixed amount per line
Hazardous material charge	Amount per unit
Insurance	Percentage of line price

3. Vijay enters \$200 as the unit price offered, \$125 for the Shipping cost factor, \$50 for hazardous materials charge, and 20 for Insurance. Since Vijay is offering to sell 100 units, this results in a response price of \$6251.65 for the line: $(200 \times 100 + 125 + 50 \times 100 + 200 \times 20 / 100) \times 100$

4. Once he has entered the values for the cost factors, Vijay continues responding to the negotiation.

Responding to Line Attributes: Explained

The negotiation document author may have asked you to respond to certain important attributes of a particular negotiation line. Such attributes do not deal with price or additional costs of a line, but instead they are concerned with characteristics of the line.

Line attributes may be required or optional. If a line attribute is optional, you do not have to respond to it. You must respond to all required attributes.

Line attributes can be used when evaluating responses to a negotiation. Such negotiations are called multiattribute scored negotiations. In multiattribute scored negotiations, all required attributes of type text, number, or date, have a list of acceptable values defined by the negotiation author. When you reply to a required attribute in a multiattribute scored negotiation, you must select your response from the predefined values. You can enter a value for a required attribute of the type URL. If the negotiation is not a multiattribute scored negotiation, there are no lists of acceptable values, and you can enter any value appropriate for the attribute data type.

The negotiation document author may have defined some additional information you can use when deciding on your response to the line attribute. If the author specifies a target value for a line attribute, she may choose to display the target value. Additionally, in a multiattribute scored negotiation where there are required attributes, the allowable values are assigned a numeric score that indicates that value's desirability. The author may choose to display this information as well. You should check any targets and scores that are displayed when planning your response to the attribute.

When ready to reply to the attribute, you select an acceptable value from the lists supplied if required or enter the value directly if allowed.

Manage Negotiation Deliverables

Managing Contract Terms Deliverables: How It Works for Suppliers

Use the Manage Contract Terms Deliverables task to communicate the status of deliverables to the purchasing department and to submit any required documents.

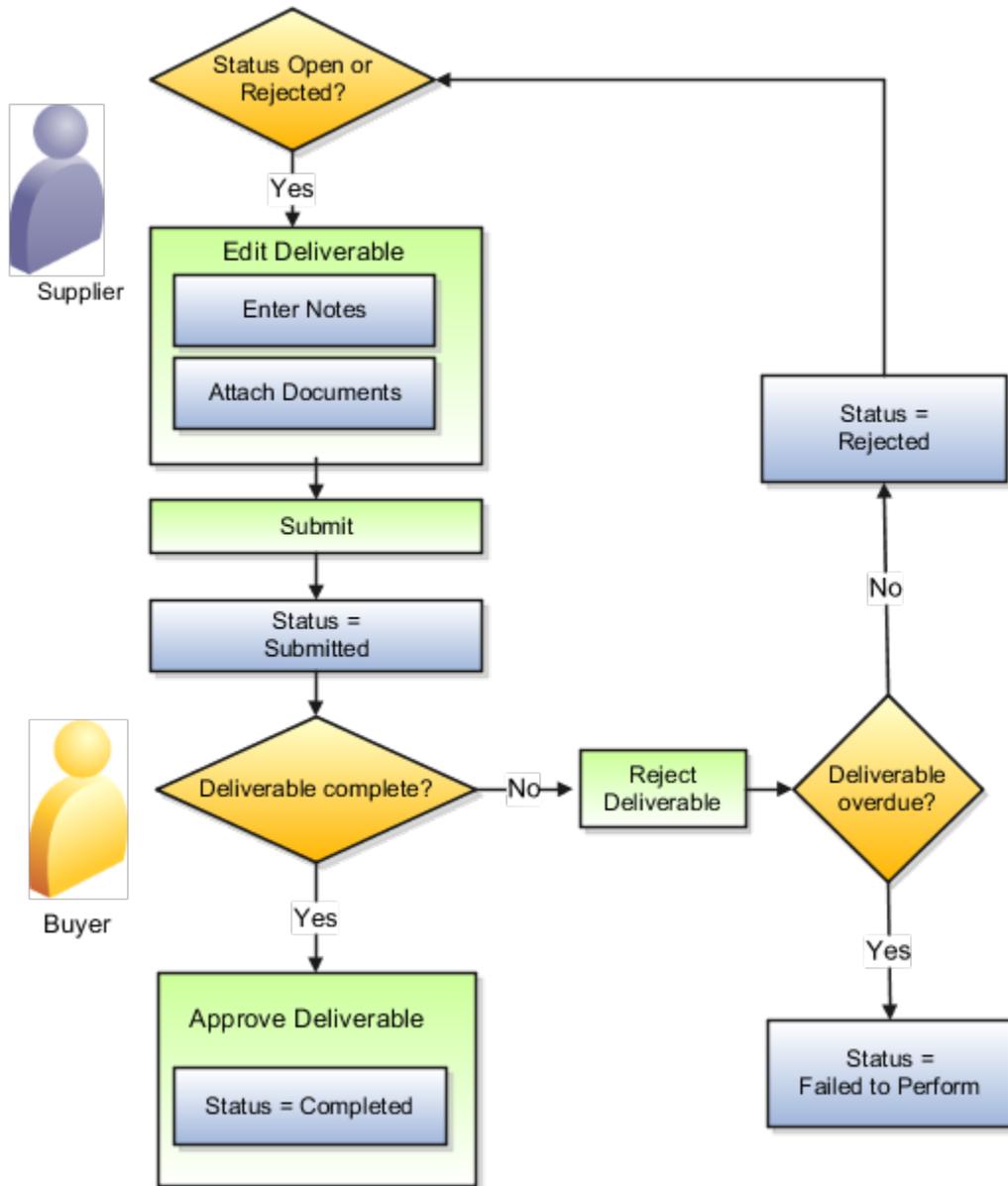
Contract terms deliverables are created by the buyer as part of the contract negotiations and are listed in the contract terms. Each deliverable includes information about the due date and can automatically notify you before it is due.

If a particular deliverable is due periodically, then the application creates separate instances for each of the due dates. Such repeating deliverables share the same name but have different due dates. For example, a safety report that is due every month after the contract is signed, results in multiple instances of the same deliverable each with the appropriate due date.

The following diagram outlines how you use contract terms deliverables to communicate with the buyer:

1. Before the due date or when you receive a notification, you log onto the supplier portal. You can edit any deliverable in the Open or Rejected status.

2. You can add a comment to the deliverable and attach any required files and submit the deliverable for buyer review.
3. They buyer reviews your submission and indicates if the deliverable is accepted.
4. If the buyer rejected the deliverable and it is in the Rejected status, then you can edit it and submit it for approval again.
5. If the buyer rejects the deliverable and it is past due, the buyer changes the status to Failed to Perform. You cannot edit deliverables with this status.



Buyer Role in Terms Deliverable Management

The buyer reviews the submission:

- If the buyer accepts your submission, the application sets the deliverable to the Completed status.

- If the buyer rejects the deliverable and it is not yet overdue, the application sets it to the Rejected status. If the rejected deliverable is overdue, then the buyer sets it to the Failed to Perform status. The buyer can also cancel the deliverable or modify the due dates on the deliverable by amending the contract.

Automatic Notifications

If you, the supplier, are the responsible party for the deliverable, then the buyer can set up notifications that inform you automatically:

- Prior to the deliverable due date
- When one of the parties changes the status of the deliverable
- When a deliverable is overdue

Manage Negotiation Amendment

Acknowledging an Amendment: Worked Example

Acknowledging a negotiation amendment.

Helen Morgan has already submitted one quote and is monitoring the negotiation using View Active Negotiations. The negotiation is an open RFQ, and she notices that her response is now trailing a lower response. She decides to submit a new response and clicks the Create Response button. She is presented with a warning message saying the negotiation has been changed, and she must first acknowledge the amendments before she can continue placing a new quote.

Acknowledging an Amendment

1. She clicks Yes to continue.
2. The Acknowledge Amendments page displays summary information about the changes (amendments) to the existing negotiation document. She views this information on the negotiation document change (in this case, a new negotiation line has been added) and decides whether the change affects her new quote. In this case, she decides that not only will she update her existing quote amount, but that she will also submit a quote on the newly added negotiation line.
3. After viewing the details about all the amendments, she selects the checkbox stating that she has reviewed and acknowledged the amendments. She clicks Submit.
4. A confirmation page appears from which she continues placing her new and updated quotes.

Monitor Negotiation

Monitoring an Active Negotiation: Examples

There are several displays and graphs available for monitoring active negotiations. Displays are divided between Overview and Line level displays. Also, you can select two displays to view at the same time.

Note that the monitoring displays are based on price offered only. They do not include additional response details such as cost factor, price break, or line attribute responses. Savings display's require that the Current Price was specified when the negotiation was defined. Blanket and contract purchase agreements negotiations must have an estimated quantity defined to generate certain graphs.

Overview Displays

- **Negotiation Summary**
Summary information based on combined supplier responses
- **Responses by Supplier**
Information displayed by supplier response.
- **Savings by Supplier**
The savings on the negotiation obtained by accepting that supplier's response for the entire negotiation.
- **Responses by Time**
Displays the negotiation responses as they are received over the course of the negotiation

Line Displays

- **Unit Prices by Time**
Displays the unit prices as they are received over the course of the negotiation.
- **Responses by Time**
Displays the line responses as they are received over the course of the negotiation.
- **Savings by Supplier**
The savings on the line obtained by accepting that supplier's price.
- **Unit Price Savings by Supplier**
The same as the Savings by Supplier display, but on a per unit basis.

Extending a Negotiation

Sofia Hernandez, a Category Manager, is monitoring a negotiation that is approaching its close time. She checks the line level Responses by Time display and sees that there is an increasing number of responses for a particular negotiation line. She decided to extend that line to allow more responses to be accepted.

Adding Participants

Mario Tesca is a collaboration team member for an active negotiation. His collaboration team task is to monitor the behavior of the participating suppliers. He notices that for one of the negotiations he is watching, all of the invited

suppliers have responded, but the offers are not as low expected. He decides to invite additional suppliers to the negotiation, hoping the new suppliers will offer lower prices for the negotiation.

Comparing Responses

Jane Nakamura, a negotiation author, notices that a particular supplier is offering much lower prices for several negotiation line groups. she checks the line Savings by Supplier display for that line and verifies that the supplier is offering a significantly lower price for the line. However, when she checks the negotiations Savings by Supplier display, she sees that the overall savings available from this supplier is similar to other suppliers participating in the negotiation.

Manage Negotiation Lifecycle

Monitor Negotiation

Monitoring Active Negotiations: Explained

The Live Monitor feature allows you to graphically view and compare responses to a negotiation in real time. It gives you a single location from which you can generate many in-depth graphic and text displays. You can use these graphs to assist in analyzing your negotiation responses both while a negotiation is active and after it closes.

Live Monitor displays summary information for the negotiation. This includes information on participation levels, potential savings, and participating suppliers. Additionally Live Monitor can generate the several displays at the negotiation and line levels. These displays are updated in real time to provide the most current displays. Based on the real-time information displayed on the monitor page, user can take suitable action on the negotiation directly from the Live Monitor.

Overview and lines level information is displayed in different tabs. Users gets all the information to monitor the negotiation effectively without leaving the page. Highly advanced graph components support zooming and scrolling. User can drill down to a response from the graph. Alerts are visible directly on the elements.

The Live Monitor page automatically refreshes. You have the choice between manually refreshing the page or using the autorefresh option. Change indicator icons highlight the changes between consecutive page refreshes.

Bars representing a response are labeled either by the response number or the supplier name. If there are ties among responses, they are distinguished by time submitted. Suppliers are identified on XY charts by shaped icon. Moving your mouse over a graph point or a chart bad displays the time, amount, supplier and supplier site for that response.

If a negotiation is amended or taken to a new round of responding, response information from the previous version is discarded. Pausing a negotiation does not affect Live Monitor information. For charts that track responses over time,

the time the first response is received becomes the leftmost entry in the graph. The right side of the graph is the close date. The time indicators are adjusted and displayed accordingly.

Live Monitor displays are not available for:

- RFIs
- Contract purchase agreements which have no lines
- Sealed negotiations. The responses must first be unlocked to be viewable in Live Monitor.
- Additionally, to generate savings displays, a Current Price value must be provided in the negotiation document.

Responses by Supplier (Negotiation Level)

The graph shows all responses to the negotiation sorted by response amount (the lowest response value appears first). If the supplier has multiple responses, all responses for that supplier are shown.

Savings by Supplier (Negotiation Level)

The graph displays the cumulative savings available from each supplier participating.

Savings by Time (Negotiation Level)

The chart shows savings from each response plotted against time of response submission. No chart is displayed if current prices were not specified for the negotiation lines.

Unit Prices by Time (Line Level)

This graph shows all the responses to the negotiation. If the supplier has multiple responses, all responses for that supplier are shown, both active and archived. The chart shows the responses for the line, lot, or group line. This is a scatter graph which plots the responses from multiple suppliers in both active and archived status for the selected negotiation line. The data points (responses) pertaining to a single supplier/supplier site combination are connected by line. The Y axis shows the response price offered for that line unit. The X axis shows the time range over which the responses have been submitted. Vertical lines indicate the close date, the current price (if a current price was defined when the negotiation was created), and the target price (if a target price was defined when the negotiation was created).

Responses by Time (Line Level)

This chart shows all responses for the line, lot, or group line. The Y axis shows the response line amount offered for the line. This is calculated as price * quantity. The X axis shows the time range over which the responses have been submitted. Vertical lines indicate the close date, the current price (if a current price was defined when the negotiation was created), and the target price (if a target price was defined when the negotiation was created).

Savings by Supplier (Line Level)

The chart shows all responses to the negotiation. If the supplier has multiple responses, all responses for that supplier are shown. The Y axis shows the

savings percentage offered for the line. The X axis shows the time range over which the responses have been submitted. Values can be positive or negative. If no current price was entered when the buyer created the negotiation, an empty graph is displayed with a message that savings could not be calculated.

Unit Price Savings by Supplier (Line Level)

The chart shows the savings for the line, lot, or group line. If the supplier has multiple responses, all responses for that supplier are shown. The Y axis shows the savings percentage offered for the line. The X axis shows the time range over which the bids have been submitted. Values can be positive or negative. If no current price was entered when the buyer created the negotiation, an empty graph is displayed with a message that savings could not be calculated.

Extending Auctions: Examples

When you create a negotiation document, you set a close date/time. This is the time when the application stops accepting responses to the negotiation. However, if the negotiation is an auction, and you find that the volume of bids has increased close to the end time, you can extend the auction to allow for more bids be accepted.

You can extend the auction manually or tell the system to automatically extend the auction by enabling the autoextend feature. You enable autoextend by specifying extension values when you define the negotiation document.

Extending Auctions: Examples

To manually extend an auction, select Extend from the Manage submenu of the Actions menu on the negotiation summary page. In the Extend Negotiation section, you supply a new close date and time and submit your change. All participants are notified of the new close date.

To set up the Autoextend feature, you specify parameter values when defining the negotiation document. These parameters control when the autoextension gets triggered, how many autoextensions are allowed, and the length of each extension.

To update the autoextend parameters for an ongoing auction, select Extend from the Manage submenu of the Actions menu on the negotiation summary page. In the Autoextend section enter the new parameter values and click submit.

Monitoring Supplier Activities: Examples

The Monitor Supplier Activities page displays information on the activities of the suppliers who are participating in the negotiation. This includes the time the last activity was completed. The page also allows you to control a supplier's access to the negotiation..

Monitoring Supplier Activities

InFusion Corporation is currently conducting an auction for supplies and services it will use to set up a new West Coast office. Currently there are responses from three suppliers in the auction, two who were originally invited

and a third who found the auction during a search. The Category Manager performs the following actions using the Monitor Activities page:

- She wishes to see detailed information on the second supplier's activity, so she highlights the row in the Supplier Activities table. The Activities table in the lower half of the page refreshes with the information on the supplier site(s), supplier contacts(s), and any activity they have performed on the negotiation. .
- The Category Manager notices that the uninvited participant has not entered a response. She recognizes the supplier name and remembers that this supplier has accessed several negotiations in the recent past without ever responding. She suspects the supplier has no intention on responding and is only monitoring the progress of the negotiation to obtain competitive information, so she locks the supplier, preventing any further access.

Maintain Negotiation

Managing Negotiations: Examples

There are many operations you can perform to manage a negotiation while it is active. You perform these tasks by selecting the appropriate suboption from the Manage options of the Actions menu.

Managing a Negotiation's Close Time

There are many actions you can take while a negotiation is active and receiving responses.

- The Category Manager may receive inquiries from a supplier asking for clarification about a negotiation requirement or line attribute. The Category Manger pauses the negotiation while she is conducting a discussion with the supplier.
- A negotiation may unexpectedly start receiving a large number of responses in the last few minutes before the close time. The Category Manager may decide to manually extend the negotiation to allow all responses to be submitted. Note that you can also define the application to automatically extend negotiations.
- The Category Manager may have decided to begin a new round or responding. She may have decided that enough valid responses have been received that she can begin awarding the negotiation. For either action, the negotiation must be closed before it can be processed further.
- If the negotiation is not receiving any responses or the responses are unsatisfactory, you can cancel the negotiation ahead of its close time. A negotiation that has been canceled can no longer be processed.

Managing Collaboration Teams

There is a new employee in the procurement department. The Category Manager adds the new employee to the collaboration teams for several ongoing negotiations. She can also manage the access level of the new employee between view-only and full access.

Managing Requirements

You can manage requirements for a negotiation while the negotiation is active. You can add new internal requirements and can change the weighting of external requirements.

Inviting Additional Suppliers

You can invite additional suppliers to an active negotiation. The suppliers are notified and can begin responding just like the suppliers who were included on the original invitation list.

Creating Negotiation Amendments

You can update details of the negotiation while it is active. For example you could add additional negotiation lines or change the award date. Such changes are used to create an amendment to the negotiation. When you create an amendment, participating suppliers are notified. They must access the negotiation, view the amendment, acknowledge the changes, and resubmit their responses.

Inviting Additional Suppliers to an Active Negotiation: Examples

Suppliers can access your negotiation in different ways: suppliers can find your negotiation by searching online; other suppliers you explicitly invited to participate. For example, you can research suppliers from the supplier search page and then specifically invite them by adding them to the supplier invitation list while creating the negotiation document. Then when the negotiation is published, invitation notifications are sent to the suppliers you indicated.

Additionally, you can invite other suppliers after the negotiation has been published. You might want to invite additional suppliers if the response prices are not to your liking, if the responses are not meeting negotiation targets, or if new suppliers contact you and ask to be allowed to participate (there is a response control which you can enable that restricts participation to only those suppliers who have been explicitly invited).

Scenario

Consider a public sector RFQ soliciting quotes for the construction of a new public library. After reading information on the RFQ, a new plumbing company contacts the negotiation's owner and asks to participate in the bidding. The negotiation owner accesses the negotiation summary page and, using options from the Actions menu, adds the company as an authorized participant.

Managing a Collaboration Team: Examples

Collaboration team members have the ability to view and manage a negotiation throughout its life cycle. They can participate in the creation of the draft, the evaluation of the supplier responses, and the awarding of the negotiation. They can also be assigned tasks for completion along the way. You can add new collaboration team members or change the capabilities of existing members as needed during the negotiation.

Updating a Collaboration Team

Consider a collaboration associated with a long-running RFQ. Since this RFQ may be active for a considerable length of time, there are numerous changes that could be appropriate as the negotiation moves from one status to another. Such changes could include:

- One of the team members leaves the company or is transferred to another department. That member should be removed from the team.
- Alternatively, two new employees are hired. For training purposes, you could add them with View Only access and allow them to watch as the negotiation progresses.
- As one member's tasks are completed, she could be assigned new tasks that are appropriate for the new stage of the negotiation.

Managing Requirements: Examples

You can update and manage a negotiation's requirements even after it has been published. This includes updating existing requirements and adding new internal requirements.

Updating an External Requirement

Suppliers can respond to external requirements, so change the weight. Additionally, if the responses have not been as low as anticipated, you may wish to change the knockout score to make more responses eligible for further processing.

Updating Internal Requirements

You can add internal requirements while the negotiation is still active. For example, based on the suppliers who have responded, you may decide to additionally solicit information on supplier history from internal participants and use this extra information when evaluating the supplier responses. Also, if the negotiation is a long-running RFQ with many requirements, the importance of some of the requirements may change in relation to other requirements. You could update the weighting factors for these requirements to reflect their changed importance.

View Negotiation Work Area

Negotiation Calendar: Explained

Different types of negotiations, auctions, RFQs, and RFIs are displayed in different colors. These are the negotiations for which you are either the owner or a collaboration member, and published negotiations which you can access. Draft negotiations are not shown. Amended and Round Complete negotiations are displayed as separate negotiation.

- If the preview date and award date are specified, then duration shown is from preview date to award date. If the preview date is not specified, then the preview date is the same as the open date. If award date is not specified, then the award date is the same as the close date. For

negotiations in amended or round completed status, only close date is used even if award date is specified.

- If the award date is not specified and staggered closing is used, then the close date is the close date of the last staggered line.
- If a negotiation is paused, then the event duration does not change until the negotiation is resumed. Then the event duration is adjusted according to new close and/or award date.

The beginning and ending times displayed depend on the negotiation definition.

Additionally, the calendar shows Task events. Task events are displayed in violet regardless of which type of negotiation they relate to. There are two different kinds of task events.

- Tasks assigned to the user as a collaboration team member. These events will be displayed as all-day tasks on the target date of the task specified in the negotiation. Even if the negotiation is still a draft, this event will appear in the calendar. Tasks without a target date will not be displayed on the Negotiation calendar.
- Tasks assigned to other users in negotiations for which the user is the owner. These events will be displayed as all-days tasks on the target date. Even if the negotiation is still a draft, this event will appear in the calendar. Tasks without a target date will not be displayed on the Negotiation calendar.

Detail Information Available

You can obtain detailed information from the calendar display. You can view detailed information about the negotiation by clicking and drilling down from the negotiation entry in the calendar. You can view detailed information for an event by hovering over the event.

Views Available

There are two views available when viewing calendar information. My View shows you the negotiations and negotiation tasks for which you are either the owner or a collaboration member. Company views shows you everything that is in My View as well as the negotiations in the same Procurement BU to which you have either full or view access.

Using the Ongoing Negotiations Section: Explained

The Ongoing Negotiations section of the Negotiation Workarea Overview page provides a quick and efficient way, to access and to work on all ongoing negotiations for which the user is either the owner or a collaboration team member.

Using the Ongoing Negotiations section, users can:

- Analyze the negotiation
- Award the negotiation
- Generate and view a pdf version of the buyer facing information
- Monitor the negotiation

Negotiations in the following statuses are considered as ongoing.

- Preview
- Active
- Paused
- Closed
- Award in progress
- Award completed
- Allocation in progress
- Allocation failed
- Completed, purchasing document creation process initiated
- Completed, purchasing document creation process failed
- Completed, purchasing document creation process reinitiated

Sealed Negotiations

For negotiations with a sealed response style, additional statuses will be included in the above list relating to locked or sealed context.

Using the Recent Activity Table: Explained

The Recent Activity section of the Negotiation Workarea Overview page gives you the status of your current negotiations and also lists any recent activity the negotiations have undergone. It reminds you of any pending tasks and recommends any appropriate action based on the type of activity. If there is a task recommended, clicking the link takes you to the page where you can perform the task. If you do not have authorization to perform the task, the link is disabled. Pending tasks are removed once the task is completed.

Controlling Activity Display

Only negotiation activities for which you are either the owner or a collaboration team member are displayed. For activities which have not yet been performed, no activity date or performer is displayed. You can control the display of the Recent Activity information by entering a date in the Activity Since field. When you generate the display, only activity since the date you entered is displayed (pending tasks are always displayed).

Award Negotiation

Analyzing an RFI

Once you have exported the spreadsheet, you can open it in Microsoft Excel (version 2003 or later). Excel automatically formats the display based on the style format that you selected. The spreadsheet will consist of multiple worksheets. The sections below describe the information contained in each worksheet, and

the tables in the sections describe each spreadsheet field for that worksheet. As you use the spreadsheets, note that some fields are automatically calculated and updated as you enter values into the spreadsheet. These fields are enclosed by a thick cell border. There are also fields in green which all you to enter provisional values for requirements and observe the results.

Excel will also automatically format date fields according to your user preferences into the spreadsheet.

Your spreadsheet can have multiple worksheets, depending on how the negotiation was defined (for example, if no attributes were defined, the Attributes Scoring Worksheet does not appear). Once you have completed the spreadsheet, import it back to the application.

This topic contains the instructions for analyzing responses in RFIs using an XML spreadsheet. Spreadsheet import is very useful when dealing with large negotiations (for example, many requirements or many lines) or complex lines (many attributes) and effectively speeds up the analysis process by allowing you to analyze your response data offline. The spreadsheet does not include all the negotiation details that can be found either online or in the PDF file.

The Line Summary Worksheet displays the information defined for the negotiation lines as well as information for any responses on those lines. The worksheet name will specify the range of lines it contains. The Line Summary has entries for each regular line, lot, group, and group line. It does not contain entries for lot lines. In Line Summary table, for each negotiation line, multiple rows are displayed, one for each response received for the negotiation, even though that response may not have responded to that particular line.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Name	Meaning
Line	Line number and description as entered by the category manager.
Item	The item number of the item that the category manager wants to purchase.
Item Revision	The item revision of the item that the category manager wants to purchase.
Supplier	The name of the supplier who responded to this line.
UOM	The unit of measure in which the category manager plans to buy the desired item.
Quantity	The number of units the category manager wishes to buy.
Response Price	The price the supplier is offering for one unit of the item or service.
Response Quantity	The number of units offered by the supplier
Promised Date	The date by which the supplier promises to deliver the item or service.
Supplier Site	The supplier site which submitted the response.
Response	The number the application assigned this response.

Need-by Date	The date by which the item or service the category manager wants to purchase will be needed at the Location.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.
Line Type	The type of line being negotiated, for example, goods or amount-based.

The Overview Worksheet shows header information for the negotiation. The Overview Worksheet is the default worksheet that appears when you open the spreadsheet. Supplier responses are displayed in different columns to provide for easy side-by-side comparison.

Field Title	Meaning
Supplier company name and response number	The name of the supplier who response on this negotiation and the number assigned to the response by the application.
Supplier Site	The supplier site from which this response was submitted.
Supplier Contact	Contact who submitted the response.
Response Status	The status of the response.
Shortlist Status	Whether the response is included on the shortlist.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Conversion Rate	The exchange rate defined between the RFI currency and the response currency (if multiple currency responses are allowed).
Response Total (Response Currency)	The amount of the supplier's response (response price * quantity) in the supplier's currency (if multiple currency responses are allowed).
Response Total (RFI Currency)	The amount of the supplier's response (response price * quantity) in response currency.
Time of Response	The time the response was received by the application.
Response Valid Until	The time the response was received by the application.
Reference Number	Number assigned by the application for this response
Note to Buyer	A text note entered by the supplier.
Attachments Flag	Flag that indicates the presence of an attachment that can be downloaded online.

If Requirements were defined for this negotiation, information on the supplier responses is displayed in the Requirements section. For each Requirement, supplier responses are displayed in side-by-side columns for easy comparison. If scoring criteria is defined, you can click the View Scoring Criteria link to

access the Requirements Scoring Worksheet to see the scoring criteria. If the Requirement is internal, there will be no supplier response.

If you are a member of a collaboration team for this negotiation, you may not be able to view and/or update certain information, based on your access level.

Field Title	Meaning
View Scoring Criteria	Link to the Requirement Scoring Worksheet. This link only appears if the category manager defined scoring information for at least one requirement and made the information viewable to suppliers
Title	The name of the Requirement section (gray lines) or the text of the Requirement itself.
Weight	The weight assigned to this Requirement (a section's weight is the sum of its Requirements' weights). If manual or automatic scoring is defined for this Requirement, you can change its weight by entering new numbers into the spreadsheet.
Target Value	The target value defined by the category manager.
Score and Weighted Score (Requirement)	The score and weighted score for this Requirement, based on the supplier response. If the Requirement is manually scored, you can enter scores and the weighted score is calculated automatically.
Score and Weighted Score (Section)	The score or weighted score (if weight is enabled) for this Requirement section, based on the supplier response.
Total Weighted Score	The total score or total weighted score (if weight is enabled) for this supplier's response.
Supplier's Response Value (per Requirement)	The response value entered by the supplier

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Name	Meaning
Line	Line number and description as entered by the category manager
Line Type	The type of line (for example, goods or amount-based)
Item	The Item Number of the item that the category manager wants to purchase.
Item Revision	Item revision of the item that the category manager wants to purchase.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.
UOM	The unit of measure for this line.
Target Price	The target response price entered by the category manager.

Current Price	The current price the category manager is paying for this item or service. The Current Price value is used by the application to calculate savings amounts.
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The response section of the Lines Worksheet displays information on the responses received for this line. The Target Value column displays any target values the category manager has defined. Following the Target Value column, responses for individual suppliers are displayed in side-by-side columns to allow easy comparison.

Field Name	Meaning
Supplier Site	The supplier site that submitted the response.
Response Status	Status of the response.
Requirement Score	The score for this requirement.
Shortlist Status	Whether the response is included on the shortlist.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Response Price (Response Currency)	The price offered by the supplier. In a multi-currency negotiation, this value is in the supplier's chosen currency.
Response Price (RFI Currency)	The price offered by the supplier. In a multi-currency negotiation, this value is in the negotiation currency.
Response Quantity	The quantity offered by the supplier's response.
Unit Price Savings	The difference between the current price being paid for the line as defined by the category manager and the price being offered in the supplier's response.
Unit Price Savings Percent	The Unit Price Savings amount converted to a percentage.
Promised Date	The date the supplier commits to delivering the item or service (purchase order only).
Note to Buyer	A text note entered by the supplier.
Attachments Flag	A flag that indicates whether the supplier also submitted an attachment with the response.

The Requirements Scoring Worksheet only appears if scoring criteria was defined by the category manager. All Requirements will be displayed, including ones that do not have scoring criteria.

Field Name	Meaning
Title	The name of the requirement.
Acceptable Response Values	The acceptable response values for the attribute as defined by the category manager. For a text attribute, this will be a list of values. For numeric and date type attributes, it can be a set of numbers or one or more ranges of numbers (ranges cannot overlap).
Score	For each acceptable response value, the numeric score assigned to that value by the category manager.

Weight or Maximum Score	If weights are enabled, for each requirement, the numeric value assigned to it by the category manager to reflect that requirement's importance, relative to any other requirements; otherwise, the Maximum Score for the requirements is displayed as defined by the category manager.
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Analyzing and Awarding an Auction or RFQ

Once you have exported the spreadsheet, you can open it in Microsoft Excel (version 2003 or later). Excel automatically formats the display based on the style format that you selected. The spreadsheet will consist of multiple worksheets. The sections below describe the information contained in each worksheet, and the tables in the sections describe each spreadsheet field for that worksheet. As you use the spreadsheets, note the following:

- Entries in yellow are required.
- Entries in green are optional
- Some fields are automatically calculated and updated as you enter values into the spreadsheet. These fields are enclosed by a thick cell border.

Excel will also automatically format date fields according to your user preferences into the spreadsheet.

Your spreadsheet can have multiple tabs, depending on the negotiation content. Use the instructions in the table below to complete the spreadsheet. Once you have completed the spreadsheet, import it back to the application.

Worksheet Tabs	Contents
Line Summary Tab	Use this tab to view a summary of all responses to each line in the negotiation including any award decisions made. The Line Summary worksheet displays all groups, group lines, lots, and regular lines. It does not display lot lines
Overview Tab	Use this tab to view the responses' header and requirement information side by side for easy comparison. You can optionally enter or change the scores given to the requirement responses and see how it impacts the Total Weighted Score for the supplier.
Lines Tab	Use this tab to view all the responses' line detail information (for example, cost factors, price breaks, and attributes.) side by side for easy comparison. You can award the lines to the responses and can specify other details like award/agreement quantity and award reason in this worksheet. All the lines defined in the negotiation are displayed except for lot lines.
Requirements Scoring Tab	Use this section to view any Requirements scoring information.
Attributes Scoring Tab	Use this section to view any line attribute scoring information.

This file contains the instructions for analyzing and awarding responses in negotiations using an XML spreadsheet. Spreadsheet import is very useful when dealing with large negotiations (for example, many requirements or many lines) or complex lines (many attributes) and effectively speeds up the response

process by allowing you to enter data into your spreadsheet offline and import the entire spreadsheet in a single operation. You can enter award values in the spreadsheet and import to the system using the Import option. The spreadsheet displays only the necessary information for analyzing and awarding responses. You can easily experiment with different award decisions and see how it impacts the overall savings or other award criteria. The spreadsheet does not include all the negotiation details that can be found either online or in the PDF file.

At the top of each worksheet, there are fields displaying negotiation information such as negotiation type, open date, negotiation currency, as well as supplier information and response details.

The application imports the information entered into the Line Summary Worksheet into the application when processing your award decisions. For straightforward negotiations, for example a simple negotiation, you may wish to enter your award values directly into the Line Summary Worksheet.

For more complex negotiations however, for example large negotiations with many additional aspects (cost factors, line attributes, price breaks), you may wish to use the Lines Worksheet. You can use the Lines Worksheet to perform in-depth analysis using the additional supplier response values. For example, you can perform what-if analysis, side-by-side comparison, and additional award and savings calculations that are only available on the Lines Worksheet. You can enter and adjust award quantities to see the effect on the award total.

As you enter award quantities into the Lines Worksheet, the values are automatically copied up into the Line Summary Worksheet, so once you determine your award quantity amounts using the Lines Worksheet, you do not have to reenter the values in the Line Summary Worksheet for uploading into the application.

Note that if you enter values directly into a field in the Line Summary Worksheet, the formula to copy that field's values from the Lines Worksheet is erased.

The Line Summary worksheet displays the information defined for the negotiation lines as well as information for any responses on those lines. The worksheet name will specify the range of lines it contains. The Line Summary has entries for each regular line, lot, group, and group line. It does not contain entries for lot lines. In Line Summary table, for each negotiation line, multiple rows are displayed, one for each response received for the negotiation, even though that response may not have responded to that particular line.

Any award information you enter into the Lines worksheet (see below) is displayed in summary form on the Line Summary worksheet. Alternatively, you can enter award decisions into the Line Summary worksheet, but be aware that if you enter award information in the Line Summary worksheet directly, any award information on the Lines worksheet will not be copied automatically to the Line Summary worksheet for upload.

Field Name	Meaning
Line	Line number and description as entered by the category manager.
Item	The Item Number of the item that the category manager wants to purchase.
Item Revision	The item revision of the item that the category manager wants to purchase.
Supplier	The name of the supplier who responded to this line.

UOM	The unit of measure in which the category manager plans to buy the desired item.
Quantity	The number of units the category manager wishes to buy.
Response Quantity	The number of units offered by the supplier.
Estimated Quantity	The number of units the category manager wishes to buy.
Estimated Total Amount	Estimated amount of business you expect to pay for this line over the life of this agreement. Values only appear if this line is a service line type.
Award	Valid selections are Yes or No. For amount-based and fixed price services line types for a purchase order, select Yes or No to indicate an award to this supplier. For purchase agreements, you can enter a value regardless of line type.
Award Quantity	For goods-based line types, enter number of units awarded to this supplier.
Agreement Quantity	Enter the number of units awarded to this supplier (for goods and rate-based temp labor lines only).
Award Reason	Optional text note to the supplier.
Rank	The rank of this supplier's response among the other responses.
Response Price	The price offered by the supplier for one unit of the item.
Score	If the ranking method for this negotiation is Multiattribute Weighted Scoring, displays the overall line attribute score received by the response.
Promised Date	The date by which the supplier promises to deliver the item or service.
Response Minimum Release Amount	The minimum release amount offered by this supplier.
Supplier Site	The supplier site which submitted the response.
Response	The number the application assigned this response.
Need by Date	The date by which the item or service the category manager wants to purchase will be needed at the location.
Target Minimum Release Amount	The minimum release amount asked for by the category manager.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.
Line Type	The type of line being negotiated, for example, goods or amount-based.

This worksheet displays the responses' header and requirement information side by side for easy comparison. You can optionally enter or change the scores given

to the requirement responses and see how it impacts the Total Weighted Score for the supplier.

Field Title	Meaning
Supplier company name and Response number	The name of the supplier who submitted a response on this negotiation and the number assigned to the response by the application.
Supplier Site	The supplier site from which this response was submitted.
Supplier Contact	Contact who submitted the response.
Response Status	The status of the response.
Shortlist Status	Whether the response is included on the shortlist.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).
Conversion Rate	The exchange rate defined between the negotiation currency and the response currency (if multiple currency responses are allowed).
Response Total (Negotiation Currency)	The amount of the supplier's response (response price * quantity) in the negotiation currency (if multiple currency responses are allowed).
Response Total (Response Currency)	The amount of the supplier's response (response price * quantity) in response currency.
Total Award Amount	The total amount awarded to this supplier (award price * award/agreement quantity) in the response currency. This field automatically updates as you enter award decision information into the Lines worksheet.
Time of response	The time the response was received by the application.
Response Valid Until	The date after which the response is no longer valid.
Reference Number	A number entered by the supplier for internal tracking.
Note to Buyer	A text note entered by the supplier.
Attachments Flag	Flag that indicates the presence of an attachment that can be downloaded online.

If Requirements were defined for this negotiation, information on the supplier responses is displayed in the Requirements section. For each Requirement, supplier responses are displayed in side-by-side columns for easy comparison. If scoring criteria is defined, you can click the View Scoring Criteria link to access the Requirements Scoring Worksheet to see the scoring criteria. If the Requirement is internal, there will be no supplier response.

You can use this section of the Overview worksheet to manipulate scores for manually scored requirements. You can enter different values in the Score and Weighted Score fields for supplier responses and observe the resulting total and weighted score values.

If you are a member of a collaboration team for this negotiation, you may not be able to view and/or update certain information, based on your access level.

Field Title	Meaning
View Scoring Criteria	Link to the Requirement Scoring Worksheet. This link only appears if the category manager defined scoring information for at least one requirement.
Title	The name of the requirement section (gray cells) or the text of the requirement itself.
Weight	The weight assigned to this requirement (a section's weight is the sum of its requirements' weights). If manual or automatic scoring is defined for this requirement, you can change its weight by entering new numbers into the spreadsheet.
Target Value	The target value defined by the category manager.
Score and Weighted Score (Requirement)	The score and weighted score for this requirement, based on the supplier response. If the requirement is manually scored, you can enter scores and the weighted score is calculated automatically.
Score and Weighted Score (Section)	The score or weighted score (if weight is enabled) for this requirement section, based on the supplier response.
Total Weighted Score	The total score or total weighted score (if weight is enabled) for this supplier's response.
Supplier's Response Value (per Requirement)	The response value entered by the supplier

These fields are automatically updated as you process the spreadsheet.

Field Name	Meaning
Number of Awarded Lines	The current number of lines you have awarded.
Number of Awarded Suppliers	The current number of suppliers who have been awarded business.
Total Current Value	The sum of all current amounts. The value of this negotiation based on the price currently being paid for this item by the category manager (total current amount = number of units being awarded * current price).
Total Award Amount	The value currently awarded for this negotiation. This is the sum of all current award totals. This field is automatically updated as you enter award decision information into the spreadsheet.
Total Savings Amount	The current amount you have saved.
Total Savings Percent	The current Total Savings Amount converted into a percentage.

If your negotiation contains many lines, you can control the display by clicking the down arrow at the top left of the lines table. You have several options including sorting the lines by line number or using the Custom option to display specific lines.

Field Name	Meaning
Line	Line number and description as entered by the category manager

Line Type	The type of line (for example, goods or amount-based)
Item	The Item Number of the item that the category manager wants to purchase.
Item Revision	Item revision number of the item that the category manager wants to purchase.
Start Price	The starting response price for one unit of the item or service being negotiated. Your response price cannot be higher than the response start price.
Category Name	The category name describing the broad family or category to which this line belongs.
Location	The address where the item or service should be delivered.
UOM	The unit of measure for this line.
Current Price	The current price the category manager is paying for this item or service. The Current Price value is used by the application to calculate savings amounts.
Award Quantity	For purchase order outcomes, the number of units currently awarded to all suppliers for this line. This field is automatically updated as you enter award decision information into the spreadsheet.
Agreement Quantity	For purchase agreement outcomes, the number of units currently awarded to all suppliers for this line. This field is automatically updated as you enter award decision information into the spreadsheet.
Award Amount	The total amount awarded for this line. This amount is calculated automatically as you enter award decisions into the spreadsheet.
Savings Amount	The Savings Amount gained based on the award quantity. .
Savings Percent	The Savings Amount converted into a percentage. This percent is calculated automatically as you enter award decisions into the spreadsheet.

The response section of the Lines Worksheet displays information on the responses received for this line. The Target Value column displays any target values the category manager has defined. Following the Target column, responses for individual suppliers are displayed in side-by-side columns to allow easy comparison.

Field Name	Meaning
Supplier Site	The supplier site that submitted the response.
Response Status	Status of the response.
Shortlist Status	Whether the response is included on the shortlist.
Rank	The rank of this response among other suppliers' responses.
Requirement Score	Total score for the response.
Response Currency	The currency in which the supplier submitted the response (if multiple currency responses are allowed).

Response Price (Response Currency)	The price offered by the supplier, including any cost factors (assuming the entire response quantity is awarded). In a multi-currency negotiation, this value is in the supplier's chosen currency.
Response Price (Negotiation Currency)	The price offered by the supplier, including any cost factors (assuming the entire response quantity is awarded). In a multi-currency negotiation, this value is in the negotiation currency.
Total Score	The score attained by this supplier, based on responses to line attributes.
Response Quantity	The quantity offered by the supplier's response.
Unit Price Savings	The difference between the current price being paid for the line as defined by the category manager and the price being offered in the supplier's response.
Unit Price Savings Percent	The Unit Price Savings amount converted to a percentage.
Response Minimum Release Amount	The minimum monetary amount for a release against this agreement (purchase agreements only) offered by the supplier's response.
Award	For a purchase agreement outcome, select Yes or No to enter an award to this supplier. You can optionally also enter a Agreement Quantity value. This field is enabled when the outcome is a purchase agreement or when the outcome is a purchase order and line type is fixed price services. Select Yes or No to enter an award for this supplier
Award Quantity	If this is a purchase order negotiation for a Goods-Based line type, enter the quantity of units you are awarding this supplier.
Agreement Quantity	Enter the number of units you are awarding this supplier (for purchase agreements only).
Award Price	The response price adjusted based on the number of units awarded to this supplier. This is only displayed if the line has any quantity-based price tiers and/or fixed-amount cost factors where award price will be dependent on the quantity awarded to the suppliers.
Award Amount	The amount of this supplier's award and is calculated as Award Price * Award Quantity or Agreement Quantity.
Award/Reject Reason	Enter an optional text note to the supplier.
Promised Date	The date the supplier commits to delivering the item or service (purchase orders only).
Note to Buyer	A text note entered by the supplier.
Attachments Flag	A flag that indicates whether the supplier also submitted an attachment for this line with the response.

The cost factors section displays any cost factors the category manager applied to the line. There will always be at least two rows. The first, Line Price (Per Unit), represents the response price offered by the supplier for one unit of the item or service. This row is followed by one or more rows representing the additional

cost factors for this line. The values in the Target Value column display the category manager's target value. The values under the supplier columns display the cost factor amounts applied to that supplier.

Field Name	Meaning
Cost Factor Name (Pricing Basis)	The name and pricing basis of cost factor. The first row will always be called Line Price (Per Unit) and represents the price for one unit of the item or service.
Target Value	The target value defined by the category manager.
Supplier Response(s)	The value offered by the supplier for this cost factor.

If the category manager defined price breaks for this negotiation, the Price Breaks section displays the information defined by the category manager and any supplier responses. The Target Value column displays the price break information specified by the category manager. Following the Target column, there are columns displaying the suppliers' responses side by side for easy comparison. If the category manager allows the price breaks to be modified and suppliers defined any of their own price breaks, there will be rows showing the breaks offered by that supplier.

Field Name	Meaning
Ship to Organization	The organization to which the location is defined.
Location	The location to which this price break applies.
Quantity	The unit quantity to which the price break applies.
Start Date	The date when the price break begins.
End Date	The date the price break expires.
Price	The price offered.
Price Discount Percentage	The discount offered.

The category manager can specify price variations based on quantity. These function similarly to price breaks, but are based on quantity only. In the Quantity-Based Price Tiers section, there is one row for each price tier.

Field Name	Meaning
Minimum Quantity	The minimum quantity for this price tier.
Maximum Quantity	The maximum quantity for this price tier.
Response Price	The supplier's price offered for this price tier.

The Requirements Scoring Worksheet only appears if scoring criteria was defined by the category manager. All Requirements will be displayed, including ones that do not have scoring criteria.

Field Name	Meaning
Title	The name of the requirement.

Acceptable Response Values	The acceptable response values for the attribute as defined by the category manager. For a text attribute, this will be a list of values. For numeric and date type attributes, it can be a set of numbers or one or more ranges of numbers (ranges cannot overlap).
Score	For each acceptable response value, the numeric score assigned to that value by the category manager.
Weight or Maximum Score	If weights are enabled, for each requirement, the numeric value assigned to it by the category manager to reflect that requirement's importance, relative to any other requirements; otherwise, the Maximum Score for the requirements is displayed as defined by the category manager.

The Attributes Scoring tab shows the attribute scoring criteria for all attributes under all lines.

Field Name	Meaning
Attribute	Name of the attribute.
Acceptable Response Values	The acceptable response values for the attribute as defined by the category manager. For a text attribute, this will be a list of values. For numeric and date type attributes, it can be a set of numbers or one or more ranges of numbers (ranges cannot overlap).
Score	For each acceptable attribute value, the numeric score assigned to that value by the category manager.
Weight	If weights are enabled, for each attribute the value assigned to it by the category manager to reflect that attribute's importance, relative to any other attributes for the line.

Awarding Negotiations: Explained

When you create a negotiation, you specify a close date when the negotiation should end. You can use automatic extensions, (either closed manually by you or generated by the application) to lengthen the negotiation if necessary. Once you have received sufficient supplier responses to your negotiation, you can close the negotiation and begin awarding the business. Your first task should be to analyze the responses you have received with a view to your negotiation goal. There are many analysis tools available to you.

After you have analyzed the responses you received and made your award decisions, there are several methods you can use to enter your award decision information into the application:

- You can accept and use the decisions generated by the Automatic Award Recommendation feature.
- You can enter award decisions directly into the application.
- You can download the responses into a spreadsheet, enter award information, and upload the spreadsheet back to the system.

The Award process consists of several steps

- Close the negotiation

You can either wait for the negotiation to reach its defined close (including any staggered closing or autoextensions), or you can close it early.

- Access the responses

If the negotiation is sealed, you must unlock it before you can view the responses. (You must also unseal it before the suppliers can view the responses.)

- Analyze the responses

There are many displays you can use to compare and analyze your supplier responses to arrive at the optimal award decisions, including the Automatic Award Recommendation

- Apply Knockout Criteria

The buyer may have defined a minimum level of acceptability for responses. You define knockout scores for each requirement indicating the lowest acceptable score for requirement. If any supplier response to requirement has a score below the knockout score, that supplier response will not be placed on the short list once the buyer applies the knockout results. Knockout scores are only applicable for requirements and do not apply to requirement sections. If you have many responses, applying knockout criteria is a quick way to eliminate many unacceptable responses.

- Enter Scores

If the buyer defined any negotiation requirements with a scoring method of manual, you must view the supplier responses and enter a score value to reflect the acceptability of that response. Evaluators use requirements scored in addition to other response information when determining awards.

- Enter award decisions

After you have decided how you will award the negotiation business, you enter the award information online, or you can download a spreadsheet, enter the award information into the spreadsheet, and then upload the spreadsheet back into the system. As you enter your decisions, the Award Progress bar is updated to show the percentage of the negotiation lines which have been awarded.

- Generate purchasing documents

Once you have saved the award decisions, you can generate the appropriate purchasing documents. The purchasing order document information is transferred into the purchasing system.

Using the Automatic Award Recommendation Feature

The Automatic Award Recommendation feature analyzes all the responses from suppliers who participated in the negotiation and generates award decisions

based on the details of those responses. Automatic Award Recommendation decisions are based on the response ranking generated by the system.

Entering Award Decision Information Directly Into the Applications

You can use the online application functionality to enter your award decisions.

Using a Spreadsheet to Award the Negotiation

If your negotiation has many lines or complex lines having many attributes or cost factors, you may wish to export the responses you received to a spreadsheet file and save it locally. You can then access this file and analyze the responses offline. After you have made your award decisions, you enter this information into the spreadsheet and import it back to the system.

What happens if I don't award all the negotiation business?

After you have awarded the negotiation, any outstanding requisition demand not allocated to a purchase order line is returned to the requisition pool for future processing.

Award Strategies: Explained

There are several ways you can break down your award decisions, depending on the responses you receive and the needs of your negotiation. You can award the negotiation and choose to not create a purchase order; however, any backing requisitions not allocated to purchase order lines are returned to the requisition pool.

Awarding a Negotiation to a Single Supplier

You can easily award all the lines of a negotiation to a single supplier. Awarding at the negotiation level allows you to quickly enter your award specifications since you do not have to enter an explicit award decision for each negotiation line. All the lines on which the supplier quoted/bid are awarded to that supplier. Any lines the supplier did not quote/bid on are not awarded.

Awarding an Individual Line to a Single Supplier

You can award all the business for a single negotiation line to single supplier. If the supplier offered only a partial quote/bid, the supplier is awarded as many units as were quoted/bid. The remaining units remain unawarded. If there were backing requisitions for the units, the unawarded requisition units are returned to the requisition pool.

Dividing a Negotiation Line Among Multiple Suppliers

If necessary, you can split a line between multiple suppliers. This happens often when none of the responses to a particular line offers to sell the entire quote/bid quantity asked for. For example, if you are looking to buy 100 monitors, and supplier A offers to sell 75 monitors for \$300 each, but supplier B offers to sell 60 monitors for \$250 each, you might wish to award supplier B the first 60 monitors and award the remaining 40 to supplier A.

Awarding a Negotiation by Line: Worked Example

When you have a negotiation with many supplier responses, you may need to break up the award and give different lines to different suppliers. This is typical when the response rules of the negotiation allow suppliers to select lines on which they respond.

In this example, the catalog manager's company is expanding into a new region of the country and is looking to acquire new suppliers. They have opened the negotiation to allow responses from as many new suppliers as possible. Additionally, the negotiation allows the suppliers to choose which lines they respond to. The catalog manager decides to award the negotiation by line.

Awarding by Line

1. She accesses the negotiation from the home page.
2. On the negotiation summary page for the negotiation, from the Actions Menu, she selects Award > Award Negotiation.
3. On the Award Negotiation page, she clicks the Lines tab. The Award table has an entry for the negotiation's lines, lots and groups.
4. She highlights the first line she wants to award and clicks Award.
5. On the Award Line page, she enters the award decision for the line. This includes identifying which supplier(s) are receiving awards and their awarded quantity. She can award an entire line to a single supplier or split a line between multiple suppliers by selecting the suppliers for award and entering the awarded quantity for each (groups awarded at the group level cannot be split although the individual group lines can). . Note that the entire line quantity does not have to be awarded.
6. Once all the award decisions have been entered, she clicks Save and returns to Award Negotiation page.

Awarding a Negotiation by Response: Worked Example

Vision Enterprise has just finished conducting a negotiation on computer supplies it needs to open a new office in Denver. It has received responses from several suppliers. Some of the suppliers are new but several are incumbent suppliers who have worked with Vision Enterprises for many years.

In this scenario, you need to decide whether it makes sense to award at the line level, or does it make sense to award the entire negotiation to a single supplier.

Supplier	Status	Address	Total Response Amount
Acme Office Supplies	Incumbent	4532 Des Plaines Rd., Schaumburg, IL	\$1,350,00
Your Office Supplies	New	8776 Rolling Branch Dr., Kansas KS	\$1,250,00
Rocky Mountain Tech Suppliers	New	4135 Nugget Rd., Denver CO	\$1,124,00

Atlantic Tech	Incumbent	235 Silver Maple Rd., Baltimore, MD	\$1,325,00
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To award this negotiation, you need to perform the following tasks:

View Responses and Make Award Decision

1. Close the negotiation if it is not already closed.
2. Unlock the responses (if the negotiation is Blind). If the negotiation is also sealed, you can also unseal the responses to let the suppliers view the responses.
3. Select Analyze Negotiation to view and analyze the responses. See ??? for more information about analyzing responses and making award decisions.

Enter Award Decision

1. Access the negotiation.
2. From the Suppliers tab, you can Score requirements that require manual scoring.
3. Click Award.
4. On the Award Responses page, you can view the responses from each supplier and compare them side by side. When you are ready, you select the target supplier and award the negotiation.

Awarding a Negotiation by Splitting Negotiation Lines: Worked Example

Vision Enterprise has just finished conducting a negotiation on computer supplies it needs to open a new office in Denver. It has received responses from several suppliers. Some of the suppliers are new but several are incumbent suppliers who have worked with Vision Enterprises for many years. The ranges of prices offered in the responses varies widely in some cases, and additionally, since the negotiation did not require total unit amount to be offered, several suppliers offered to sell only partial line amounts.

In this scenario, since the offers for the lines have varied so widely, you have decided to award the negotiation to multiple suppliers. To do that, you must award each line individually, and must decide how to award each line among the suppliers who have responded. The table below shows the prices offered for an office desk. The negotiation document asked for the supplier to sell 10 desks at \$250 each.

Desks	Negotiation Document	Acme Office Supplies	Rocky Mountain Tech Suppliers	Atlantic Tech
Target Price (per unit)	\$250	\$300	\$325	\$200
Target Quantity	10	7	8	5

Use the Award by Line option to split this line.

Splitting a Line Among Multiple Suppliers

1. Access the negotiation.
2. Close the negotiation if it is open.
3. On the negotiation summary page, select the Award from the Actions menu.
4. On the Award Negotiation page, select the Lines tab.
5. Select the line, group, group line, lot, or lot line, and click Award. (Note that group lines cannot be award individually.)
6. On the Award Line page, the negotiation line targets are shown and all of the responses to that line are displayed horizontally for ease of comparison. When evaluating responses, also note that some responses may have notes or attachments.
7. When you have made your award decisions, enter the number of awarded units in the Award Quantity for each response. In this example, you would award five units (desks) to Atlantic Tech for \$200 each, and the remaining five units to Acme Office Supplies.

Awarding a Negotiation to Multiple Suppliers: Worked Example

Vision Enterprise has just finished conducting a negotiation on computer supplies it needs to open a new office in Denver. It has received responses from several suppliers. Some of the suppliers are new but several are incumbent suppliers who have worked with Vision Enterprises for many years. The ranges of prices offer in the responses varies widely in some cases, and additionally, since the negotiation did not require total unit amount to be offered , several suppliers offered to sell only partial line amounts.

In this scenario, since the offers for the lines have varied so widely, you have decided to award the negotiation to multiple suppliers. To do that, you must award each line individually, and must decide how to award each line among the suppliers who have responded. The table below shows the prices offered for an office deck. The negotiation document asked for the supplier to sell 10 desks at \$250 each.

Negotiation Line	Negotiation Document Target Line Total	Acme Office Supplies	Rocky Mountain Tech Suppliers	Atlantic Tech
Line One Chairs	\$3000	\$2700	\$3250	\$23100
Line Two Filing Cabinets	\$750	\$800	\$750	\$1000
Line Three (Group) Reception Area Furniture	\$2000	\$3000	\$2100	\$1900

Use the Award by Line option to award a specific line to a specific supplier..

Awarding Different Lines to Different Suppliers

1. Access the negotiation.
2. Close the negotiation if it is open.
3. Select the Award from the Activities menu.
4. On the Award Negotiation page, select the Lines tab.
5. Select the first line, group, lot, or lot line, and click Award. (Note that group lines cannot be award individually.)
6. On the Award Line page, the negotiation line targets are shown and all of the responses to that line are displayed horizontally for ease of comparison. When evaluating responses, also note that some responses may have notes or attachments.
7. Enter the award quantity in the Award Quantity for the selected supplier. Leave Award Quantity empty for the remaining suppliers' responses.
8. Save your award decision. Return to the Award Line page and continue with the remaining lines.

Automatic Award Recommendation: How It Is Calculated

You can have the system generate a default award recommendation that you can accept and use as the basis of your award decision. The automatic award recommendation is a recommendation only. To use it, you must accept it and complete the award process.

How the Automatic Award Recommendation Is Calculated

The automatic award recommendation is based on price offered in the supplier responses (if Multiattribute Scoring is in effect, the recommendation is based on price/score). No additional response adjustments such as cost factors, manually scored header requirements, or price breaks are considered.

For each line, the system awards the full quantity from the best supplier response to that line. If the line quantity being asked in the negotiation is still not full, the system awards the quantity from the next best supplier responses and so on until the line quantity is satisfied.

Using the Automatic Award Recommendation: Worked Example

While suppliers are responding to the negotiation, the application maintains a suggested award recommendation. You can view this recommendation while the negotiation is open and suppliers are still responding. After you have closed the negotiation to responding, you can have the application generate the automatic award recommendation. This recommendation considers response price and responses to any weighted and/or automatically scored requirements or line attributes. It does not consider the effects of any supplier responses to any cost factors, or any price breaks or tiers.

Once the automatic award recommendation is generated, you can close the negotiation and accept it to use for your award decisions.

Using the Automatic Award Recommendation

1. Access the negotiation. From the Actions menu on the negotiations summary page, select the Award option.
2. On the Award Negotiation page, select View Automatic Award Recommendation from the Actions menu.
3. Review the details of the recommended award decision. The Automatic Award Recommendation page shows which supplier(s) were chosen by the application, how many units were awarded to each, and the savings obtained. .
4. If you are satisfied with the application's recommended award decisions, click Accept Recommendation.
5. When you are returned to the Award Negotiation page, you can click Complete Award to continue and generate purchasing documents.

Cost Factors in Awards: How They're Calculated

When comparing competing supplier responses, any fixed-amount cost factors must be adjusted according to the quantity the supplier response is offering. This results in a per-unit price that reflects both the offer price and the effects of all cost factors, allowing you to more effectively evaluate competing responses.

How Cost Factors in Awards are Calculated

Any fixed amount cost factor(s) are added together and the total is divided by the number of units being offered by the supplier. That value is then added to the price being offered by the supplier together with other percentage of line and per-unit cost factors.

Equation: (line price + (line price * % of line price cost factor(s)) + per-unit cost factor) + (fixed amount cost factor / quantity offered by supplier)

Allocate Award to Requisition Lines

Default Requisition Allocation: How It's Calculated

If your negotiation line has backing requisitions, the application generates a default allocation to consume any backing requisitions as efficiently as possible. You can accept this default allocation or modify it as you see fit.

How the Default Requisition Allocation Is Calculated

The requisitions with the earliest Need-by Date are allocated first, followed by requisitions with increasingly later Need-by Dates until the required number of units for the line is allocated. If there are requisitions with the same Need-by Date, the requisition with the earlier creation date is allocated first.

For example, assuming a negotiation with a standard purchase order outcome for 2000 widgets, given the requisition information shown below, the three requisitions would be allocated in the order shown in the table.

Requisition Number	Need By Date	Creation Date	Quantity
3257894	11/1/2010	6/15/2010	1200
2357198	11/1/2010	6/30/2010	300
3487230	11/30/2010	6/14/2010	500

Suppliers are awarded based first on promised date (standard purchase order negotiations only), then quantity, then price, then response number. For fixed-price services, the first awarded supplier response is allocated. For example, given the response information shown below, the four supplier responses would be allocated as shown (note that the last response is not awarded or allocated its full offer quantity because the negotiation is only for 2000 units).

Supplier Name	Response Number	Promised Date	Quantity	Price
Acme Distributors	57784	8/1/2010	500	\$25
Office Supplies Inc.	46798	8/1/2010	500	\$75
Midwest Supplies	34189	8/1/2010	250	\$20
Premier Supply Company	88346	10/3/2010	1000 (750 awarded/ allocated)	\$15

You can modify the default allocation as needed. Any unconsumed requisition demand is returned to the requisition pool and becomes available for other negotiations.

Modifying the Default Requisition Allocation: Worked Example

Once you generate the purchase order document, any backing requisitions will be allocated by default. You can accept this allocation or modify it as necessary.

To modify the default allocation, you should first view the default allocation. If the default allocation does not reflect your award decision, you can easily modify it.

Viewing the Allocation

1. On the Create Purchasing Documents page, click View Allocations.
2. On the Line Allocations page, the Lines with Requisitions tab shows the default allocations for each line.

Modify the Allocation

1. On the Line Allocations page, highlight the line whose allocations you wish to modify, and click the Edit icon.
2. The Edit Allocation page displays the current allocations. The Requisition Lines table shows the requisition lines that are currently allocated to the negotiation line. The Supplier Allocation Details table displays

information on the suppliers who have been awarded units from the negotiation line and how many requisition units they have been allocated.

3. To modify the allocation, enter the appropriate numbers in the Allocation Quantity column in the Requisition Lines table.
4. When finished, click Save.

Complete Award

Completing Your Award: Explained

Once you have entered and saved your award decisions, you can complete the award. Completing the award process finalizes the award decisions. Once you complete the award process, you cannot change your award decisions.

When you choose to complete your award, a popup menu appears. Depending on the options you choose, you can

- Continue to the purchase order creation process immediately.
- Return to your negotiation at a later time to create the purchase order.
- Finalize the award without creating any purchase order.
- For agreements that have backing requisitions, immediately create purchase orders once the agreement is created.

Additionally, you can optionally choose to send notifications to awarded suppliers immediately.

Generate Purchasing Document

Creating Supplier Purchase Documents: Explained

Purchase documents are created for every supplier who is awarded business in the negotiation. The application creates purchase documents according to the following logic.

For a given awarded supplier, the purchasing documents are created based on the Requisitioning BU value on the Awarded Lines page. In addition, tax attributes apply whenever the lines have backing requisition lines in the negotiation. For every unique combination of Requisitioning BU, taxation country and document fiscal classification, one purchase document is created. All lines that fall into this classification will be grouped into the same purchasing document.

Additional information about the negotiation such as responses to negotiation requirements, cost factors and line attributes are passed to the application as attachments.

Generating Purchase Documents: Points to Consider

When you generate purchasing documents, consider the following parameters to control how the application processes the purchasing document.

- Required Acknowledgement
- Acknowledge Within Days
- Initiate Approval

Additionally, if this is a purchase agreement, there are other parameters available by editing the agreement header.

- Agreement Start and End Dates
- Requisitioning BUs
- Automatic Processes

Required Acknowledgement

This column specifies whether and what type of supplier acknowledgement the buyer requires. The options are:

- None
- Document (standard purchase order, blanket purchase agreement, contract purchase agreement)
- Document and Schedule (standard purchase order only)
- Document and Line (blanket purchase agreement)

Acknowledgement Within

This column allows you to specify the number of days within which the supplier must acknowledge receipt of the purchasing document. A value is required here unless Required Acknowledgement is None.

Initiate Approval

If you have an approval procedure enabled in the purchasing application, checking this box initiates the document approval action. Notifications are sent to all suppliers who have been awarded any business.

Agreement Start and End Dates

For purchasing agreements only, the beginning and end dates of the agreement.

Requisitioning BUs

For purchase agreements only, the requisitioning BUs which can create releases against this purchase agreement.

Automatic Processes

For purchase agreements only, the procurement automatic processes consist of the settings to be enabled and the processes to be run while generating

this purchase agreement or processing releases against the agreement. Also, automatic processes control retroactive pricing options..

Evaluate Negotiation

Score Supplier Responses

Scoring Negotiation Requirement Responses: Explained

You can score a supplier's response to a negotiation requirement if the requirement was created with a scoring method of manual. Requirements can also be scored automatically by the application (or not require any scoring). If the requirement is scored, supplier responses are assigned numeric values (either manually or automatically). The score values interact with the weights assigned to the requirement. You can use the weighted scores to compare responses when making award decisions. You must first close the negotiation before you can score requirements.

To obtain the weighted score, the score is divided by the value for Maximum Score, and the result is multiplied by the weight of the requirement.

Scoring Requirements: Worked Example

Using scoring requirements in the negotiation.

June Tsai is awarding business in a negotiation. One goal of the negotiation is to identify possible new suppliers for several items. There are several requirements in the negotiation to solicit information about new companies who responded. The negotiation has ended, and June has closed it for responding. She continues evaluating the responses to make her award decisions. The first two requirements deal with company information.

Requirement	Type	Maximum Score	Weight
Mission Statement	Text	10	40
Years in business	Number	20	60

Scoring Requirements

1. After closing the negotiation, June selects the View Response History suboption of the Award option from the Actions menu.
2. On the View Response History, she clicks the link in the Response column for the first response.
3. On the Response page, she selects the Enter Scores option from the Actions menu.
4. She views the supplier's response to the requirements. She clicks in the first requirement's cell in the Score column. This opens the cell for entry.

5. She enters her score for the first requirement response, and then continues to the second requirement. In this scenario, she entered 9 for the first requirement and 16 for the second. Once she has entered her scores for the requirements, the values for the two requirements are:

Requirement	Type	Maximum Score	Weight	Score Entered	Weighted Score
Mission statement	Text	10	40	9	36
Years in business	Number	20	60	16	48

Analyze Negotiation Response

Analyzing Supplier Responses: Examples

There are several ways you can analyze supplier responses to your negotiation. You can view and analyze responses both while the negotiation is open and receiving responses, and after the negotiation ends. You can also view the Automatic Award Recommendation generated by the application.

The Monitor Negotiation page provides you with a centralized location to obtain information about all the responding suppliers and their responses while the negotiation is still open. You can obtain information at the response level, or drill down to the line level. Using the displays available, you can easily view competing responses and spot any trends over time. Also, the Response History page lets you view the responses in the order they were received. If appropriate, you can disqualify any responses from the Response History page.

Once you have closed the negotiation, there are many tools and displays available to you to support the analysis of responses.

- Scores

If requirements were defined for the negotiation, automatically scored requirements have already been assigned scores by the application. If there are manually scored requirements, you or an authorized member of the collaboration team can enter scores.

- Using knockout criteria and shortlisting

Once you have scored your requirements, you can apply the knockout criteria to eliminate any responses which do not meet the minimum score value. This is an easy way to remove many suppliers from further consideration and analysis.

By default, all responding suppliers are placed on the short list for . However, you can remove any suppliers from further award consideration by changing their shortlist status.

If you have a large number of supplier responses, using knockout criteria and shortlisting is a good way to reduce the number of responses for analysis.

- Analytic charts and graphs

There are several graphs available to you when making your award decisions. Some are at the response level, some at the line level. These displays are updated in real time, allowing you to enter provisional award decisions and then change the values and view the new graph results until you obtain the exact decision you need. For charts that deal with requirement scores, you should enter values for any manually scored requirements before generating the charts. For charts that display savings amounts, you should enter provisional award values first.

- Spreadsheet analysis

You can download the responses into a spreadsheet and view and analyze the responses offline. You can enter your award decisions into the spreadsheet and upload it back to the applications. Offline analysis is useful when there are many negotiation lines to be considered or there are many supplier responses.

Scenario

Office Supplies, Inc. is conducting an RFQ on several new items they wish to add to their inventory. Mary Wang, the buyer responsible for awarding the negotiation has been checking the responses coming in and is now ready to enter her award decisions

Mary closes the negotiation. She sees there are many responses, so she and other collaboration team members view and score any manually scored requirements.

She applies the knockout criteria. This removes most of the supplier responses. She views the list of remaining suppliers and decides that no more suppliers need to be removed, so she does not change any of the remaining suppliers' shortlist status.

For the remaining suppliers, she generates the supplier level displays by selecting the suppliers and clicking Award. She sees that there is a group of responses that offer substantial savings, but that they are very close in price. She decides to split the award among the suppliers, so she generates the line level displays to decide the best amount to award to each supplier.

Glossary

category

Catalog component that is associated to a catalog to classify items.

client business unit (BU)

Represents a BU that can requisition and process invoices for a specific supplier site. A client BU is serviced by one or more Procurement BUs.

Cost Factor

Cost factors allow a buyer to identify and control for additional costs associated with a negotiation line. Cost factors can be calculated as either a per-unit cost, a percentage of the line price, or a fixed amount for the line.

freight on board

(FOB) The point or location where the ownership title of goods is transferred from the seller to the buyer.

freight terms

Terms, negotiated with a supplier, to determine whether you or the supplier pays for freight charges on goods you order from that supplier.

Line Attribute

When you add a line to a negotiation, you may choose to add one or more line attributes to that line. Line attributes define unique specifications that you set for a negotiation line and the details that a supplier should provide when responding to that negotiation line. Line attributes can be used to ensure that all responses submitted for the line include important details beyond just the price offered for the line.

negotiation requirement

Questions to solicit high-level information about the suppliers responding to your negotiation. This information can come from the suppliers themselves or internal evaluators.

payment terms

The due date and discount date for payment of an invoice. For example, the payment term "2% 10, Net 30" lets a customer take a two percent discount if payment is received within 10 days, with the balance due within 30 days of the invoice date.

procurement business unit (BU)

The business unit that manages, owns, and is responsible for the purchasing transactions generated from the purchasing document.

prospective supplier

A company interested in establishing a business relationship to supply goods or services with the buying organization.

purchasing category

Used to group items for various reports and programs. A category is a logical classification of items that have similar characteristics. For procurement, every item must belong to a purchasing item category.

purchasing document open interface (PDOI)

An Oracle Fusion Purchasing open interface that lets you import catalog information and procurement documents from your suppliers. It receives the data electronically, verifies and processes the data, and imports the data directly into the application as blanket purchase agreements, agreement lines in bulk into a purchase agreement, or as standard purchase orders.

requisitioning business unit (BU)

The business unit that manages and owns the requisitioning transaction.

sold-to business unit (BU)

The business unit responsible for the payment transactions for a purchasing transaction.

unit of measure

A division of quantity that is adopted as a standard of measurement.