

# Oracle iProcurement



Oracle® iProcurement is the self-service requisitioning application that influences employee purchasing. It is a key component of Oracle Advanced Procurement, the integrated suite that dramatically cuts all supply management costs.

## KEY FEATURES

- Advanced approval capability
- Position hierarchy support
- Parallel approvals
- FYI notifications for viewers
- Graphical display of approval path
- Requester Driven Procurement
- Change management for Internal Requisitions
- Spot buy

## WEB-SHOPPING INTERFACE

- Familiar interface leverages user experience with consumer sites
- Automated step-through requisition process
- Online “stores” organize content
- Powerful search engine
- Smart forms for non-catalog requests
- Information templates

## NEXT GENERATION CATALOG ENGINE

- Multiple catalog search
- Parametric search
- Advanced sorting and filtering
- Categorization
- Ranked list support for matching items and major categories
- Simultaneous local and remote content search
- Inline item images

## Self-Service Requisitioning that Streamlines Buying, Enforces Policy and Slashes Cost

Paper-based procurement processes are not only slow and expensive; they create barriers to enforcing spending policy. Oracle iProcurement automates requisitioning through self-service shopping. Users create, manage and track their own orders in an intuitive web interface, while purchasing retains central control. Oracle iProcurement ensures that purchasing policies and preferred pricing agreements are reflected in every transaction. Easy online ordering and self-service tracking and receiving provide better service while reducing routine purchasing inquiries and non-sourced purchasing. This frees procurement professionals to focus on supplier relationships and strategic sourcing.

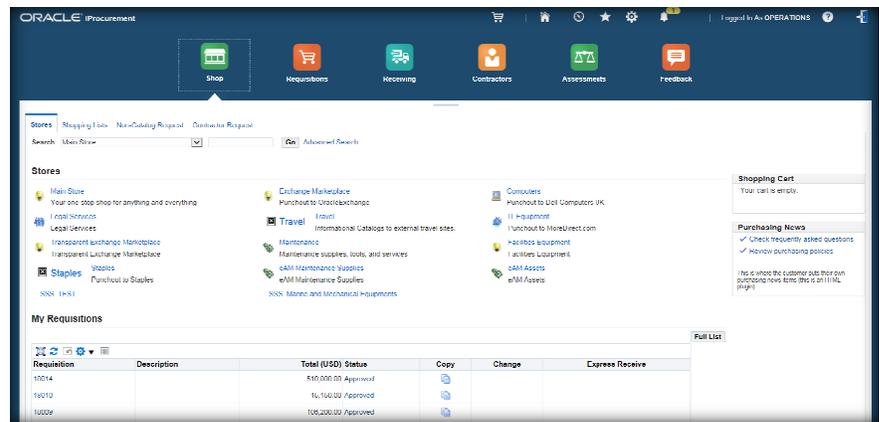


Figure 1: Intuitive and familiar shopping interface

With Oracle iProcurement you can:

- Streamline employee ordering
- Enforce spending policy
- Slash procurement costs

- Multiple item comparisons

#### COMPLETE CATALOG & CONTENT MANAGEMENT

- Content access from Oracle Purchasing
- Blanket purchase agreements
- Item master
- Web-based supplier catalog loading
- Punchout to external web stores or content hubs
- Transparent Punchout to remote web stores without leaving iProcurement
- Non-catalog buying
- Pre-built Oracle Supplier content

#### EASY TO USE SIGN-ON AND HOME PAGE

- User-friendly Home Page
- Organization-specific purchasing policies
- User preferences and personalization

#### STREAMLINED ORDER PLACEMENT

- Shopping lists
- Saved shopping carts
- Dynamic pricing calculation
- Copy prior requisitions
- Internal and external requisitions for goods and services
- Automatic document creation
- Inventory replenishment requests
- One-time delivery address
- Multiple currency support
- PO placement via email, fax, EDI, or Oracle Supplier Network

#### REQUISITION AND PO CHANGE MANAGEMENT

- Order and line cancellations
- Change request for orders: quantity, need by date, price
- Requester-led tracking
- Full life cycle visibility

#### APPROVAL MANAGEMENT

- Configurable approvers list
- Notes for approvers, buyers, and suppliers
- Support for attachments
- Mobile Applications for iOS and Android
- Vacation periods and proxy approvers

## Streamline Employee Ordering

Self-service ordering eliminates error-prone paper processes, improving productivity and control.

## Shopping Interface Ensures Rapid Deployment and Adoption

Oracle iProcurement lets you influence purchasing by all employees because it is easy for employees to use. Oracle iProcurement gives employees an intuitive shopping interface that is instantly familiar to anyone who has shopped online. Powerful search features and logically grouped online stores lead users to the products and services they need. Requesters can place and track orders from their web browser. This web architecture also allows rapid deployment to every employee because there is no desktop software to install. Your employees can have immediate access to the system, and an interface they can use right away.

## Content Control Guides User Choice

With Oracle iProcurement, purchasing departments control the products, services and views that users see based on organization, responsibilities and more. Users' access can be further restricted by Content Zones that partition content based on item category, browser category, supplier and supplier site. Content can be easily loaded into iProcurement and your existing supplier agreements. Buyers, suppliers, and catalog administrators can manage content either via file upload or through a powerful online interface; generating real time updates. This ensures the most up-to-date catalog information is always available to users when browsing. Users find items using a configurable category structure or by employing powerful advanced search capabilities. You can provide rich information on the items so employees make informed decisions. Suppliers can also manage content on your behalf by providing supplier hosted catalogs. Oracle iProcurement allows users to punch-out to supplier-hosted stores to select items, returning to iProcurement for checkout and approval. Additionally, iProcurement's unique Transparent Punch-Out allows users to access content from external sites without ever leaving the familiar iProcurement interface. By providing flexible options for user content, Oracle iProcurement gives you unparalleled ability to guide users to make compliant purchasing choices.

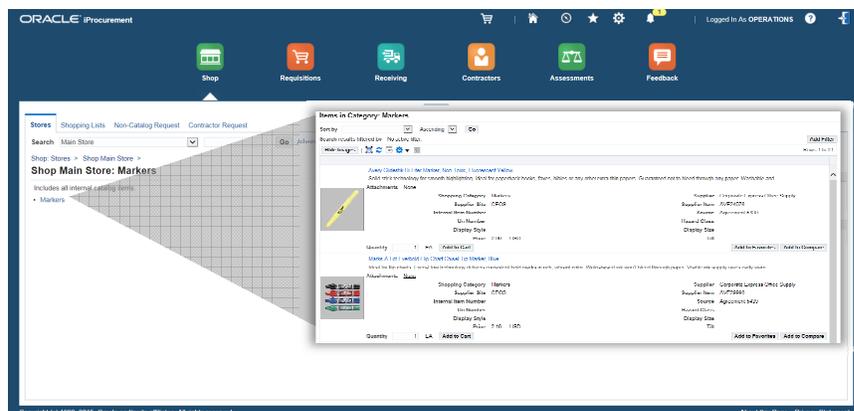


Figure 2: Employees make informed decisions based on rich item information

**POLICY ENFORCEMENT**

- On-line funds-checking prior to approval
- Procurement cards (P-card) to pay for requested items
- Tax exempt purchases support
- Pre-defined favorite charge accounts
- Multiple charges for accounts/projects/task/awards per line
- Contract compliance
- Preferred suppliers enforcement rules

**KEY BENEFITS**

With Oracle iProcurement you can

- Streamline employee ordering
- Enforce purchasing policies
- Slash procurement costs for goods and services purchasing

As a part of Oracle Advanced Procurement, iProcurement

- Delivers measurable savings
- Reduced maverick spend
- Greatly simplified process for purchasing goods and services
- Requesters can quickly purchase the items they need with an easy to use interface that provides all the information they require to make purchases while directing them to preferred vendors and pricing
- For purchasing managers iProcurement provides powerful tools for managing catalogs in real time, stores and Content Zones

**RELATED PRODUCTS**

Oracle Advanced Procurement includes additional complementary solutions that provide valuable integration to iProcurement

- Sourcing
- Procurement Contracts
- Services Procurement
- Procurement Command Center Plus
- Purchasing
- iSupplier Portal
- Payables
- Procurement and Spend Analytics

## Requester Fulfillment Tracking and Change Management Saves Purchasing Staff Resources

Purchasing departments are inundated with status calls, wasting valuable staff time. Oracle iProcurement's requestor-led fulfillment tracking frees your purchasing department from routine tracking, receiving and change management. Requesters can track approvals and delivery status, change or cancel line items, and acknowledge receipt of goods from any web browser. Tolerances and options determine whether the buyer needs to approve a given change. When requester changes are approved, Oracle iProcurement automatically revises purchase orders and notifies suppliers. It even proactively alerts requesters about non-received orders and lets them return faulty goods. So procurement professionals are free to focus on high-value tasks rather than routine requestor requests.

## Enforce Spending Policy

Robust policy enforcement gives you unprecedented control and governance support.

## Approval and Accounting Enforcement Ensure Compliance

Oracle iProcurement builds policy enforcement into every transaction, from requisition through payment. The approval management capabilities are configurable, ensuring that every requisition has the right approvals based on the requestor, the amount, and even the department or project in question. iProcurement provides parallel approvals, approvals based on position hierarchy, and view only approvals so the right people can provide approvals in the shortest possible time. What's more, users can instantly view the status of requisitions in the graphical approval chain. Support for key accounting methods including budget, encumbrance, projects and grants ensure correct fiscal control. Administrators can set up tolerances for commitments against a budget. Requesters can allocate costs to one or more projects or grants and validate funds availability in real time. With built-in policy enforcement, routine compliance is improved and exceptions are bubbled up to management by purchasing professionals.

Sequence	Approver	Organization Name	Action	Action Date	Notes
1	Stock, Ms Pat	Vision Corporation	Submitted	04-Aug-2016 11:36:53	Need it for new office
2	User: Ms. Catherine	Vision Corporation	Pending		
3	Horton, Connor	Vision Corporation			
4	Baker, David	Vision Corporation			

Figure 3: Instantly view the status of requisitions in the graphical approval chain

## Smart Forms put Purchasing in Control of Non-Catalog Requests

Often a user needs goods or services that aren't available in the catalog. With Oracle iProcurement's Smart Forms, Purchasing can easily gather and organize these non-catalog purchases. Smart Forms are fully configurable templates that default key information, such as preferred suppliers, category, and price on the request and gather other information needed to validate and execute the order. By associating a contract or agreement with a Smart Form, you can have all approved requisitions automatically placed on purchase orders without buyer intervention. So routine non-catalog orders

**RELATED SERVICES**

The following services are available from Oracle Support Services:

- Oracle E-Business Suite on Oracle Cloud
- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers
- Oracle University
- Oracle Consulting

flow just as efficiently as orders for catalog items.

## Supplier Pricing and Contract Enforcement Flow Correct Terms into Every Order

Oracle iProcurement ensures that the prices and terms of your supplier agreements save money in every order. The power of Blanket Agreements allows you to setup a supplier agreement once and use it across the enterprise if desired. The system also helps your buying organization comply with centrally authored supplier agreements by directing users to preferred suppliers and allowing you to aggregate demand for quantity discounts. With Oracle iProcurement, the savings you negotiate with suppliers consistently reach your bottom line.

## Slash Procurement Costs

Lower procurement costs by cutting transaction overhead, controlling maverick purchasing, and realizing the full value of your preferred supplier agreements.

## Process Automation Lowers Transaction Costs

Transaction overhead accounts for a significant share of the cost of procurement. Oracle iProcurement slashes the cost of thousands of procurement transactions by allowing end users to place thousands of orders for the goods and services without costly intervention from purchasing professionals.

To help ensure efficient processing, catalog content is managed through a powerful online interface, generating real time updates. This ensures the most up to date catalog information is always available to users when browsing in stores.

Efficient and error free transaction processing begins when suppliers, buyers, and catalog administrators use powerful catalog maintenance the drive the real-time updates needed to ensure accurate item and pricing information.

Once requisitions are approved, the intelligent workflow can automatically place the requested goods and services on purchase orders and issue them to suppliers. Oracle iProcurement supports print, fax, and email order delivery. To drive down costs further, customers may choose to use electronic transaction delivery via XML using the Oracle Supplier Network. From requisition to fulfillment, Oracle iProcurement drives transaction overhead down.

## Easy Single Point of Purchase Controls Maverick Purchasing

Maverick purchasing is notoriously hard to control because users naturally route their purchases through the path of least resistance. But Oracle iProcurement is so convenient that it's actually easier for requesters to buy through it than to go outside the system. By providing an easy-to-use single point of entry for all requisitions, iProcurement encourages requesters to use it every time. As former maverick spenders are drawn into using the system, iProcurement guides their purchasing choices and captures detailed information on their purchasing. So not only are your policies automatically enforced, your spend data is available for advanced analysis that will yield future savings opportunities.

## Spot buy for Privileged Requesters

Certain business users have buying insight and authority to make purchasing decisions for their organizations for certain commodities. Spot Buy empowers these requestors to create requisitions that convert to a purchase order document without buyer intervention or with minimal buyer intervention. Spot Buy reduces procurement involvement in transactions where procurement adds little value. Spot Buy lets buying organizations empower requesters for whom buyers provide minimal guidance, a workflow improvement that leads to reduced buyer workload.

## Price Modeling and Compliance Realizes Preferred Supplier Savings

Pricing structures in supplier agreements can be so complex that savings from negotiated discounts fail to show up correctly on purchase orders. Oracle iProcurement's solves this problem with a formula-based engine that calculates discounts based on complex price models. Pricing complexity is hidden from end users, who simply see the correctly discounted prices in their shopping carts. So requesters can take advantage of negotiated savings without becoming purchasing experts, and your buying organization never leaves money from negotiated discounts on the table.

## Stay Productive While On-The-Go with Mobile Applications

Approve Requisitions on-the-go with the Approvals mobile-app. Monitor progress and perform self-service receipts on requisitions and contact relevant stake-holders directly from your phone using the iProcurement mobile app. Ability to perform self-service receipts paves the way to implement 3-way-match for your employee-driven procurement needs. Both apps are available on iOS and Android

## Oracle E-Business Suite – the Complete Solution

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on a unified information architecture. This information architecture provides a single definition of customers, suppliers, employees, and products—all aspects of the business. Whether one module or the entire Suite is implemented, Oracle E-Business Suite enables procurement professionals to share unified information across the enterprise and make smarter decisions with better information.

### CONTACT US

For more information about Oracle iProcurement, visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.



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## Integrated Cloud Applications & Platform Services

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