
The Oracle E-Business Suite 12.1 Purchasing Essentials (1Z0-520) Exam Study Guide is designed to provide students with the training information meant to help them pass the Oracle E-Business Suite 12.1 Purchasing Essentials (1Z0-520).

Please note this exam targets intermediate-level implementation consultant. It is highly recommended that individuals planning to take the exam have attended current release level training or done extensive current release level self-study and possess strong field experience. The typical target audience for this type of exam is a functional consultant with two or more years of experience implementing the Oracle E-Business Suite Purchasing product and has participated in two or more full implementation cycle.

The exam objectives are defined by learner or practitioner level of knowledge.

Learner-level: questions require the candidate to recall information to derive the correct answer

Practitioner-level: questions require the candidate to derive the correct answer from an application of their knowledge, which can only be attained by extensive experience with the product.

For each exam topic there have been identified alternative training options that are available at Oracle. Please note that some of the training recommended can cover multiple exam topics.

The exam covers 21 topics.
The exam consists of two Sections: E-Business Essentials and Purchasing.
E-Business Essentials covers 6 topics and Purchasing covers 15 topics.

E-Business Essentials

Topic 1: Navigating in R12 Oracle Applications

Objectives

| Log in to Oracle Applications                     | Level   |
| Navigate from Personal Home Page to Applications  | Learner |
| Choose a responsibility                          | Learner |
| Create Favorites and set Preferences             | Learner |
| Use Forms and Menus                              | Learner |
| Enter data using Forms                           | Learner |
| Search for data using Forms                      | Learner |
| Access online Help                               | Learner |
| Run and monitor Reports and Programs              | Learner |
| Log out of Oracle Applications                   | Learner |
Training Options

- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course

Topic 2: Introduction to Oracle Applications R12

Objectives

<table>
<thead>
<tr>
<th>Level</th>
<th>Explain the footprint of R12 E-Business Suite</th>
<th>Practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Describe the benefits of R12 E-Business Suite</td>
<td>Practitioner</td>
</tr>
<tr>
<td></td>
<td>Describe R12 E-Business Suite architecture</td>
<td>Practitioner</td>
</tr>
</tbody>
</table>

Training Options

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Topic 3: Shared Entities and Integration

Objectives

<table>
<thead>
<tr>
<th>Level</th>
<th>Explain shared entities within R12 E-Business Suite</th>
<th>Practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Describe key integration points and business flows between products in EBS</td>
<td>Practitioner</td>
</tr>
<tr>
<td></td>
<td>Identify Key Business Flows and products involved in E-Business Suite</td>
<td>Practitioner</td>
</tr>
</tbody>
</table>

Training Options

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- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle E-Business Suite Essentials for Implementers
- Self-Study CD
  - R12 Oracle E-Business Suite Essentials for Implementers - Self-Study CD Course
**Topic 4: Fundamentals of Flexfields**

**Objectives**
- Describe Flexfields and their components
- Identify the steps to implement a Flexfield
- Define value sets and values
- Define Key Flexfields
- Define Descriptive Flexfields

**Level**
- Learner
- Practitioner

**Training Options**
- Online Training
  - **R12 Oracle E-Business Suite Essentials for Implementers Ed 1**
- Boot Camp
  - **Oracle E-Business Suite Essentials Implementation Boot Camp**
- Instructor Led Training (delivered by Oracle University)
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- Self-Study CD
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**Topic 5: Fundamentals of Multi-Org**

**Objectives**
- Define Multiple Organization (Multi-Org)
- Describe the types of organizations supported in the Multi-Org model
- Explain the entities of Multi-Org
- Explain how Multi-Org secures data
- Identify key implementation considerations for Multi-Org
- Define Multi-Org Access Control
- Explain Multi-Org preferences
- Explain Enhanced Multiple-Organization Reporting
- Explain the concepts of subledger accounting

**Level**
- Learner
- Practitioner

**Training Options**
- Online Training
  - **R12 Oracle E-Business Suite Essentials for Implementers Ed 1**
- Boot Camp
  - **Oracle E-Business Suite Essentials Implementation Boot Camp**
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**Topic 6: Fundamentals of Workflow and Alerts**

**Objectives**
- Explain Workflow concepts
- Describe the benefits of Workflow

**Level**
- Learner
Training Options

- Online Training
  - R12 Oracle E-Business Suite Essentials for Implementers Ed 1
- Boot Camp
  - Oracle E-Business Suite Essentials Implementation Boot Camp
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Purchasing

**Topic 1: Procure to Pay Lifecycle Overview**

**Objectives**
- Describe the procure to pay process flow  
  - **Level**: Learner
- Describe the key areas in the procure to pay process  
  - **Level**: Practitioner
- Describe how the procure to pay process fits into the Oracle E-Business Suite of applications  
  - **Level**: Learner

**Training Options**
- **Boot Camp**
  - Oracle E-Business Suite R12.1 Purchasing Essentials Implementation Boot Camp
- **Instructor Led Training (delivered by Oracle University)**
  - R12.x Oracle Purchasing Fundamentals
- **Self-Study CD**
  - R12 Oracle Purchasing Fundamentals

**Topic 2: Oracle Purchasing Overview**

**Objectives**
- Describe how the Procurement process fits into the Procure to Pay lifecycle  
  - **Level**: Learner
- Describe the Procurement process flow  
  - **Level**: Learner
- Describe the key areas in the Procurement process  
  - **Level**: Practitioner
- Identify Purchasing integration points  
  - **Level**: Practitioner
- Identify Purchasing open interfaces and APIs  
  - **Level**: Practitioner

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**Topic 3: Enterprise Structure –Locations, Organizations, and Items**

**Objectives**
- Describe the Oracle Applications Enterprise Structure  
  - **Level**: Learner
- Define Inventory Organizations and Locations - Understand process only  
  - **Level**: Learner
- Explain some Multi-Org Considerations in defining Inventory Orgs  
  - **Level**: Learner
Training Options

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Topic 4: Suppliers

Objectives

<table>
<thead>
<tr>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define suppliers</td>
</tr>
<tr>
<td>Define supplier sites</td>
</tr>
<tr>
<td>Manage suppliers</td>
</tr>
<tr>
<td>Identify Standard Reports for Suppliers</td>
</tr>
<tr>
<td>Define setup options for suppliers</td>
</tr>
<tr>
<td>Identify and define additional implementation considerations for suppliers</td>
</tr>
<tr>
<td>Understand Global vs Local Suppliers</td>
</tr>
</tbody>
</table>

Training Options

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Topic 5: Document Security, Routing and Approval

Objectives

<table>
<thead>
<tr>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define your document security and access levels</td>
</tr>
<tr>
<td>Define your document approval and routing process</td>
</tr>
<tr>
<td>Identify key reports related to document security and routing</td>
</tr>
<tr>
<td>Describe setup options for document security, routing and approval</td>
</tr>
<tr>
<td>Identify implementation considerations for document security</td>
</tr>
<tr>
<td>Explain some Multi-Org Considerations in defining document approval and routing process (include across Business Groups)</td>
</tr>
</tbody>
</table>

Training Options

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- Instructor Led Training (delivered by Oracle University)
  - R12.x Oracle Purchasing Fundamentals
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  - R12 Oracle Purchasing Fundamentals
Topic 6: **RFQs and Quotations**

**Objectives**

- Create RFQs
- Create quotations
- Identify key reports related to RFQs and quotations
- Describe setup options for RFQs and Quotations
- Describe implementation considerations for RFQs and quotations

**Level**

- Learner
- Learner
- Learner
- Learner
- Learner

**Training Options**

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Topic 7: **Approved Supplier Lists and Sourcing Rules**

**Objectives**

- Define supplier statuses
- Set up and use an approved supplier list
- Set up and use sourcing rules
- Describe how sourcing information defaults to requisitions and purchase orders
- Describe implementation considerations for approved supplier lists and sourcing rules
- Understand Intercompany sourcing rules and processes

**Level**

- Learner
- Learner
- Learner
- Learner
- Learner
- Practitioner

**Training Options**

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Topic 8: **Requisitions**

**Objectives**

- Create purchase requisitions
- Create Internal Requisitions
- Describe Requisition document interfaces
- Identify Standard Reports for requisitions
- Define setup options for requisitions
- Identify additional implementation considerations for requisitions

**Level**

- Learner
- Learner
- Practitioner
- Learner
- Practitioner
- Practitioner
Training Options

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  - Oracle E-Business Suite R12.1 Purchasing Essentials Implementation Boot Camp
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Topic 9: Purchase Orders

Objectives

Create standard, blanket, contract, and planned purchase documents (Learner)
Create purchasing document releases (Learner)
Describe purchasing document interfaces (Practitioner)
Maintain purchase orders (Learner)
Identify Standard Reports for Purchase Orders (Learner)
Define setup options for Purchase Orders (Learner)
Identify additional implementation considerations for purchase orders (Practitioner)

Training Options

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Topic 10: Automating Document Creation

Objectives

Use the Auto Create window to automate the creation of purchase documents (Practitioner)
Use the "Create Releases" program to automatically generate blanket purchase agreement releases (Practitioner)
Use the "PO Create Documents" workflow to automate the creation of purchase documents without buyer intervention (Practitioner)

Training Options

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Topic 11: **Professional Buyer's Work Center**

**Objectives**

| Use the Buyer’s Work Center to manage requisitions | Learner |
| Use the Buyer’s Work Center to create and manage standard purchase orders and blanket purchase agreements | Learner |
| Describe how the Buyer’s Work Center is the buyer’s desktop for negotiations and supplier management | Practitioner |

**Training Options**

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Topic 12: **Receiving**

**Objectives**

| Describe the process of receiving goods | Learner |
| Describe receipt routing | Learner |
| Describe receipt processing methods | Learner |
| Create standard, express, and cascade receipts | Learner |
| Describe substitute receipts, unordered receipts, returns and corrections | Learner |
| Describe pay on receipt | Practitioner |
| Describe Receiving Open Interface | Practitioner |
| Identify key receiving reports | Learner |
| Describe receiving setup options | Practitioner |
| Identify implementation considerations for receiving | Practitioner |

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Topic 13: **Purchasing Accounting**

**Objectives**
- Describe the period closing process in Purchasing
- Describe key accounts, accounting events and accounting entries
- Create requisitions and purchase orders in foreign currency
- Identify key reports for purchasing accounting
- Describe setup options for purchasing accounting
- Describe implementation considerations for purchasing accounting

**Level**
- Practitioner
- Practitioner
- Learner
- Learner
- Practitioner

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Topic 14: **Purchasing Administration**

**Objectives**
- Identify Purchasing administration and maintenance tasks
- Identify key concurrent processes
- Describe implementation considerations for purchasing administration

**Level**
- Learner
- Practitioner
- Practitioner

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- Boot Camp
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- Self-Study CD
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## Topic 15: Appendix A - Setup Steps

### Objectives

<table>
<thead>
<tr>
<th>Identify key Reports</th>
<th>Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe setup sequence</td>
<td>Learner</td>
</tr>
<tr>
<td>Describe key reports</td>
<td>Learner</td>
</tr>
<tr>
<td>Describe setup options and implementation considerations</td>
<td>Practitioner</td>
</tr>
</tbody>
</table>

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