OUM

Punjab State Power Corporation Limited (PSPCL).

DO.070 Oracle Purchase, Procurement Contract, Inspection User Manual.

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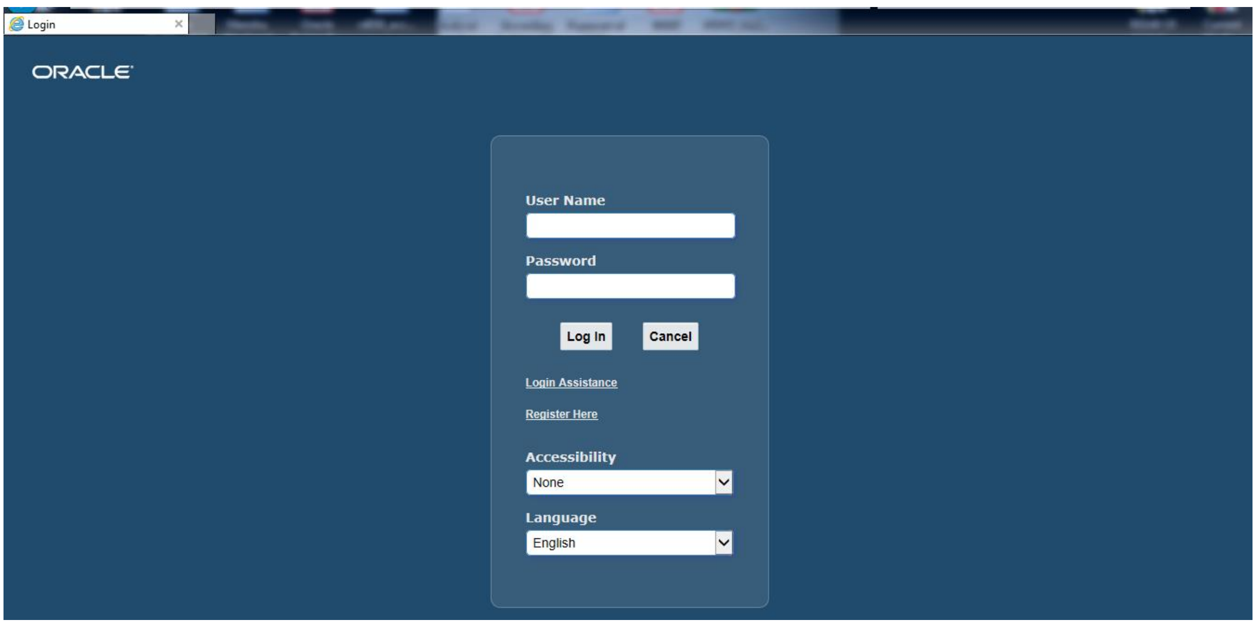
1 LOGIN ORACLE APPLICATION.

To start Oracle Applications, you need to:

- Start up your computer system
- Start your Web Browser
- Start the Oracle Applications program
- Log on to Oracle Applications
- Choose a responsibility
- Navigate to an application window

After starting Oracle Applications, the first window you see is the sign–on window.
You need an Oracle Applications username and password, also known as an Oracle Applications sign–on, to log on to Oracle Applications. It is different from the username and password you use to log on to your computer. If you are not sure of your Oracle Applications sign–on, consult your system administrator.
Oracle Applications security is based on your Oracle Applications sign–on. Your sign–on connects you to your responsibilities, which control your access to applications, functions, reports, and data.



To Log on to Oracle Application:

1. Enter your username in the **User Name** field.

Attention: Do not press [Enter] after entering each item, as [Enter] is normally used to accept the default button. Instead, use [Tab] or the mouse to navigate between fields.

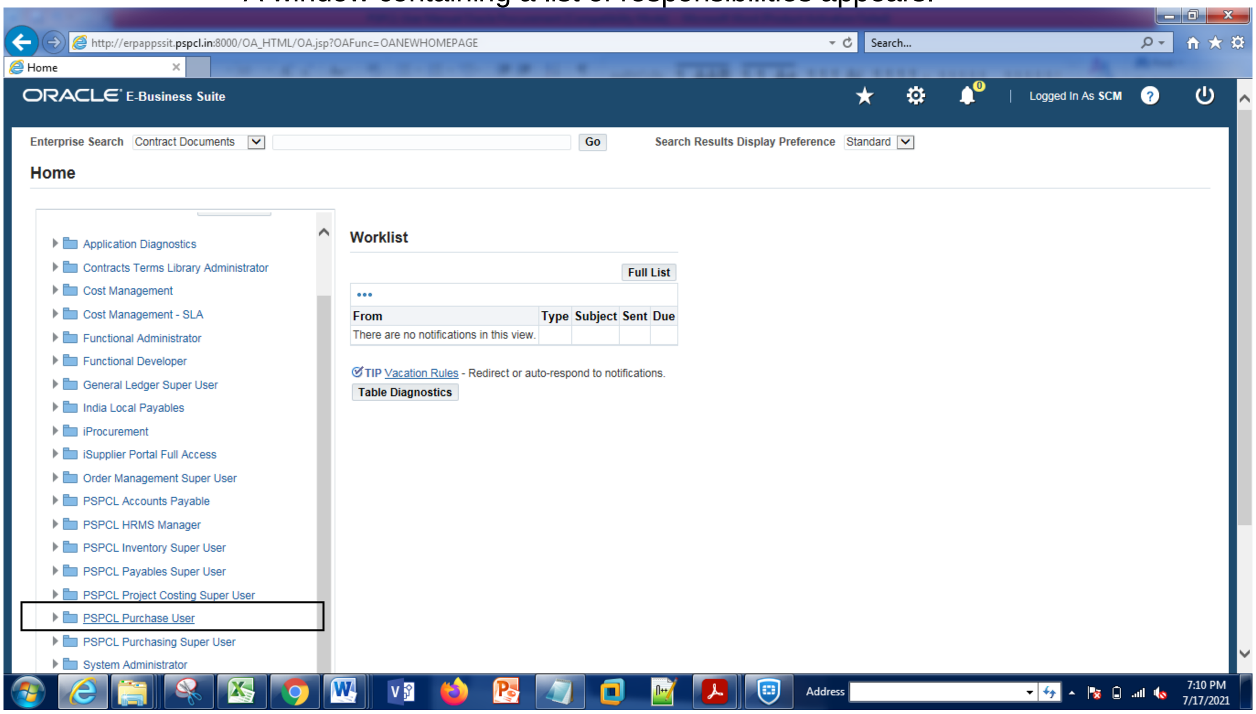
2. Enter your password in the **Password** field.
3. Choose **Connec**t.

Notice your password does not appear as you type it, to prevent others from seeing it. Keep
Your password confidential to prevent access to Oracle Applications by unauthorized users. After successful login, responsibility list will come.

1.1 Choosing a Responsibility.

If you are an authorized user of Oracle Applications, one of two things occurs after you Sign on to Oracle Applications:

- The Navigate window appears listing your current responsibility in the window title.
- A window containing a list of responsibilities appears.

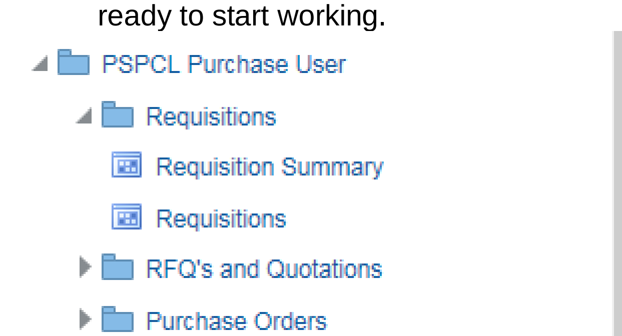


To choose a responsibility:

If your sign–on displays a Responsibilities window, use one of the following methods to choose a responsibility:

1. Use the [Up arrow] and [Down arrow] keys to select a value and press [Return].
2. Use your mouse to select a value and choose **O**K.
3. Double–click your mouse directly on a value to choose it.

A Navigate window appears displaying the name of the responsibility you choose. You are now ready to start working.

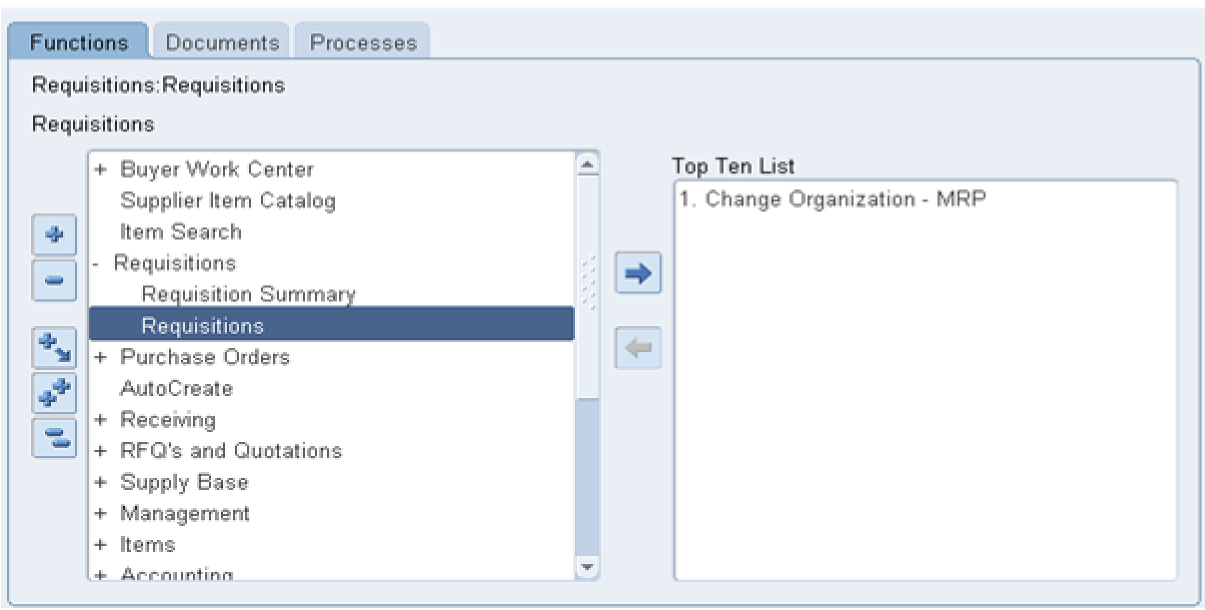


Click on purchase requisition to any form.

2 ENTERING REQUISITIONS:

Purchase Requisition is the document by which the Purchasing Authority is requested to procure goods and services. The Purchase Requisitions shall carry all relevant details about the items or services to be procured and the following are the key data elements in a Purchase Requisition.

1. Item Code and or Description of the Item to be procured along with the Item Category
2. Quantity Required and suggested Price
3. Date when the goods are required. (Need by Date)
4. Justification for the requirement
5. Place and the store where the goods are required
6. Suggested Supplier Name and site
7. Accounting information
8. The Requestor name



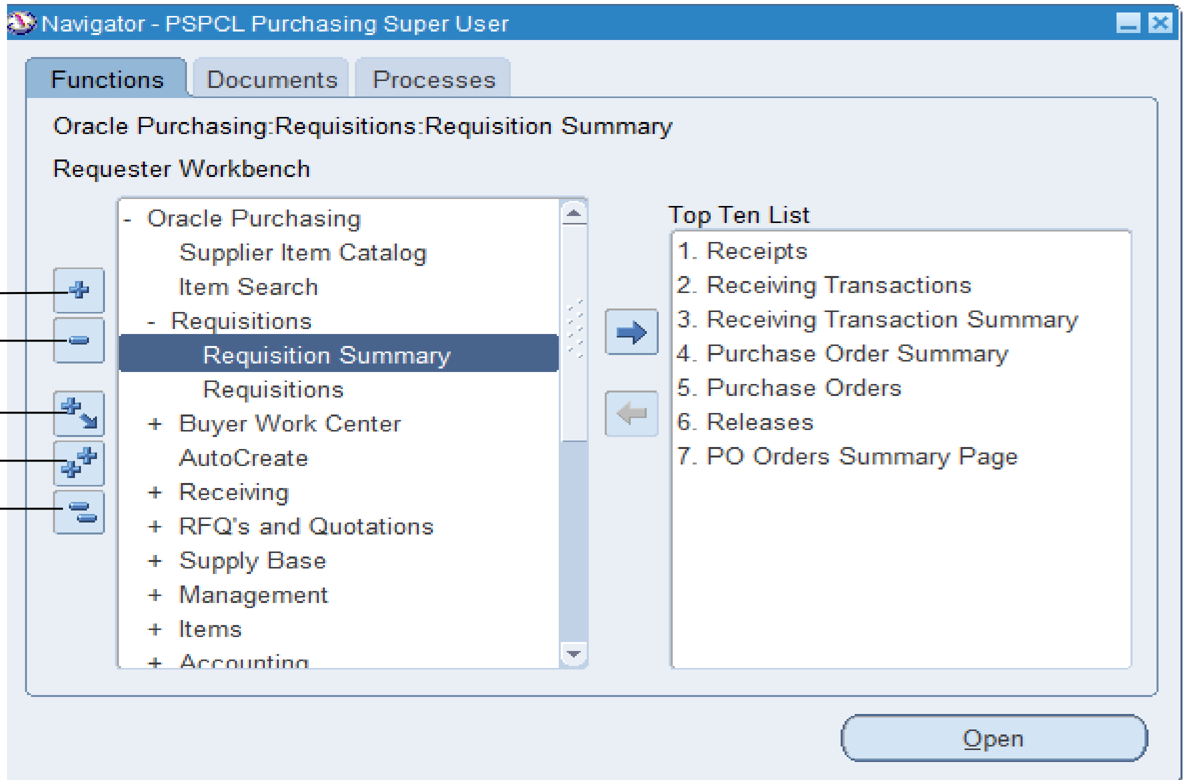
2.1 Creation of Purchase Requisition

In the manual creation of Purchase Requisition Process, Purchase requisitions are raised by using the Requisition Entry Screen where all details about the required item / service are entered and the document is submitted for Approval.

During the manual creation of Purchase Requisitions, the following information has to be entered:

<u>Requisition Headers:</u> This is where the Requisition Number and preparer name is captured along with a brief description for the Requisition.

<u>Requisition Lines:</u> In Requisition lines, the information on the Item/Service requested and the price, required date and all other information about the item, that is being requested must be entered.
<u>Distributions:</u> In this zone, the accounting information for the requisition line will be automatically created depending on the nature of the item.



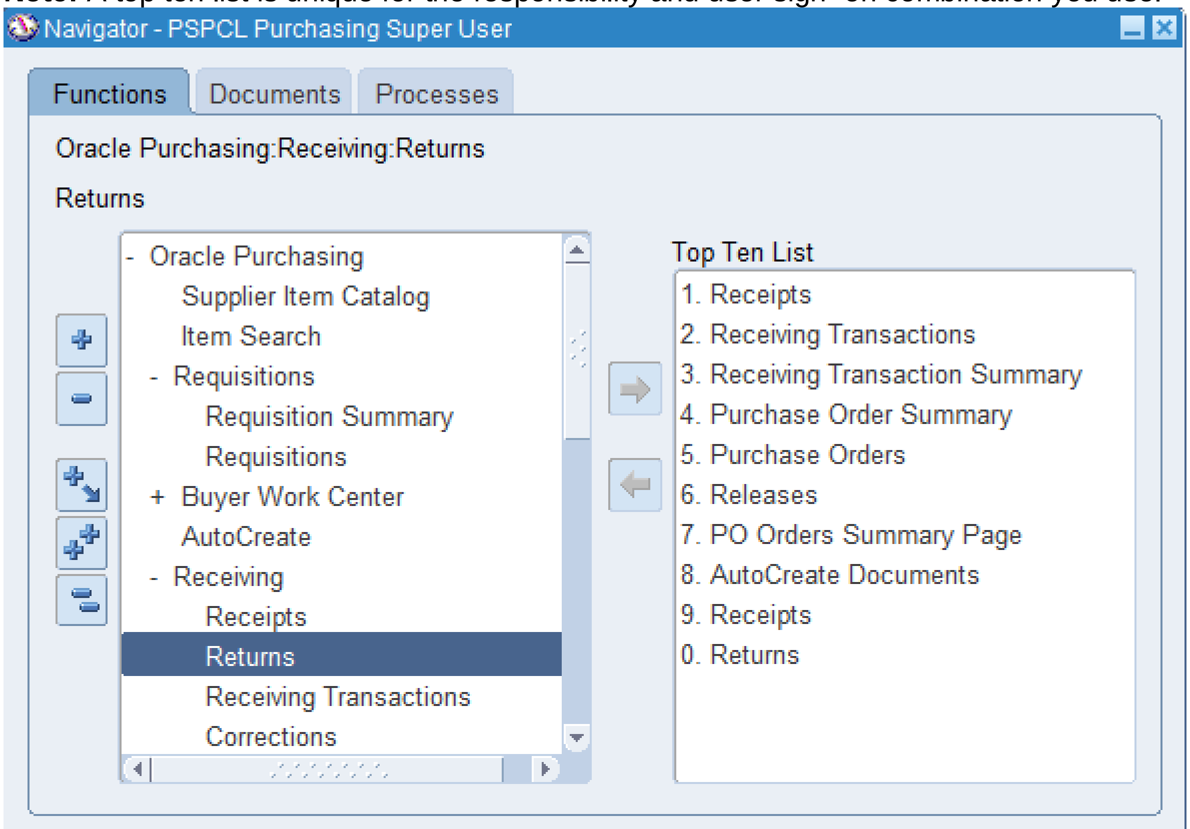
To expand or collapse the navigation list:

1. Choose one of the following methods to expand an expandable item to its next sub–level:
   - Double–click on the item.
   - Select the item and choose **Ope**n.
   - Select the item and choose the **Expand** button.
2. Choose one of the following methods to collapse an expanded item:
   - Double–click on the item.
   - Select the item and choose the **Collapse** button.
3. To expand or collapse several items at once, choose one of the following buttons:
   - **Expand All Childre**n → Expand all the sub–levels of the currently selected item.
   - **Expand All**→ Expand all the sub–levels of all expandable items in the navigation list.
   - **Collapse All** → Collapses all currently expanded items in the navigation list.

2.2 USING THE TOP TEN LIST

If there are forms that you use frequently, you can copy them over to a navigation top ten list located on the right–hand side of the Navigate window. The top ten lists display your forms numerically so you can choose them instantly without having to search for them in the navigation list. You can add a maximum of ten forms to the top ten lists and you can create a different top ten list for each responsibility you have access to.

Note: A top ten list is unique for the responsibility and user sign–on combination you use.



To create Navigation top ten list:

1. Select a frequently used form from the navigation list.
2. Choose the arrow pointing to the Top Ten List.

The form now appears in the navigation top ten list preceded by a top ten list number.

To open a form from the navigation top ten list:

1. Type the top ten list number that precedes the form you want to open. You can also select the form you want and choose **Open,** or double–click on the form name.

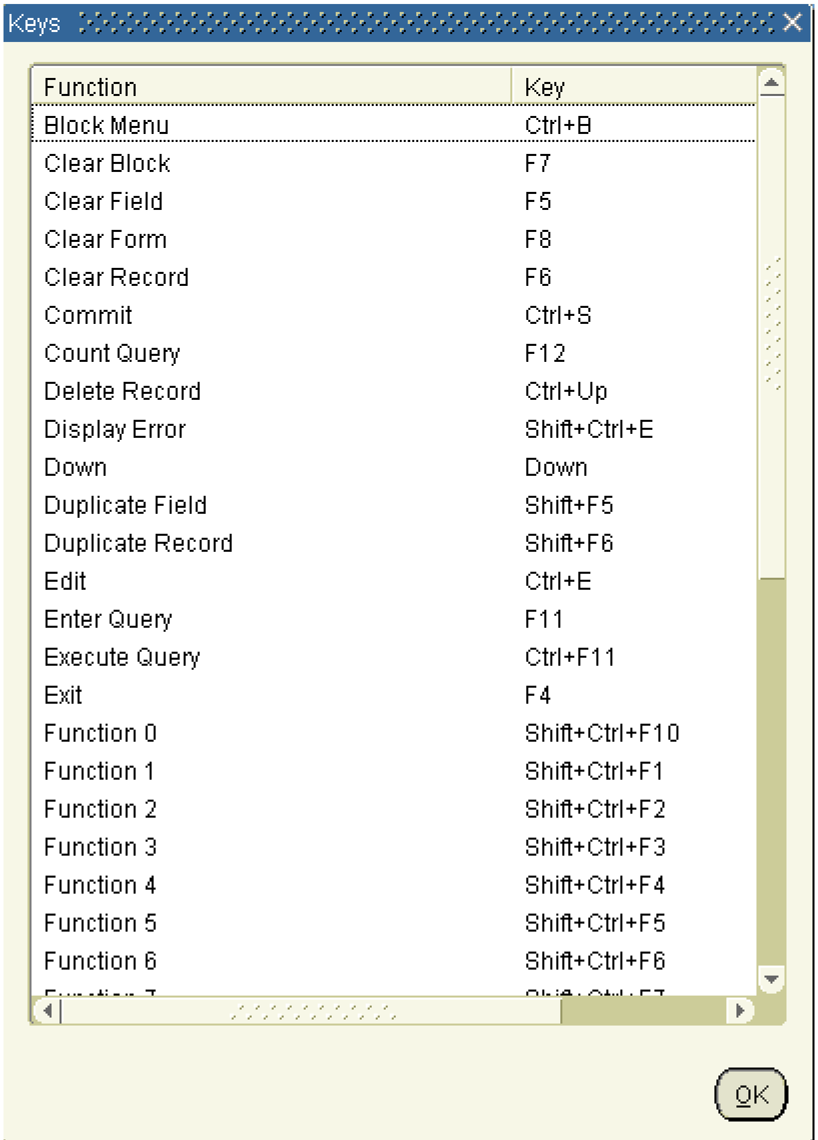
Notice that the name and description of that form also appear in the current selection fields
Above the navigation list.

2.3 ORACLE APPLICATION TOOL BAR

You can invoke functions that are identical to specific menu items by choosing buttons from the toolbar. The toolbar replicates many commonly used menu items so you can invoke heir actions quickly without having to search for them in the menu. The following table is representing the applications toolbar.

	**Save**	**Save and Pending Changes**
	**Print**	**Prints the Current Screen**
	**Find**	**Invokes the Query Mode**
	**Show Navigator**	**This will show the main Navigator Screen**
	**Switch Responsibility**	**This will Switch the Responsibility**
	**Close Form**	**This will Close the Current Form**
	**New Record**	**Creates a New Record**
	**Clear Record**	**Clear all data pertaining to the current record**
	**Delete Record**	**Deletes thee current record from the database** **(NOTE : You must Save to complete delete)**
	**Edit**	**Opens the Editor window for current field**
	**Translations**	**Opens the Translation Window**
	**Attachment**	**Opens the Attachment Window**
	**Window Help**	**Display General help for the current application**

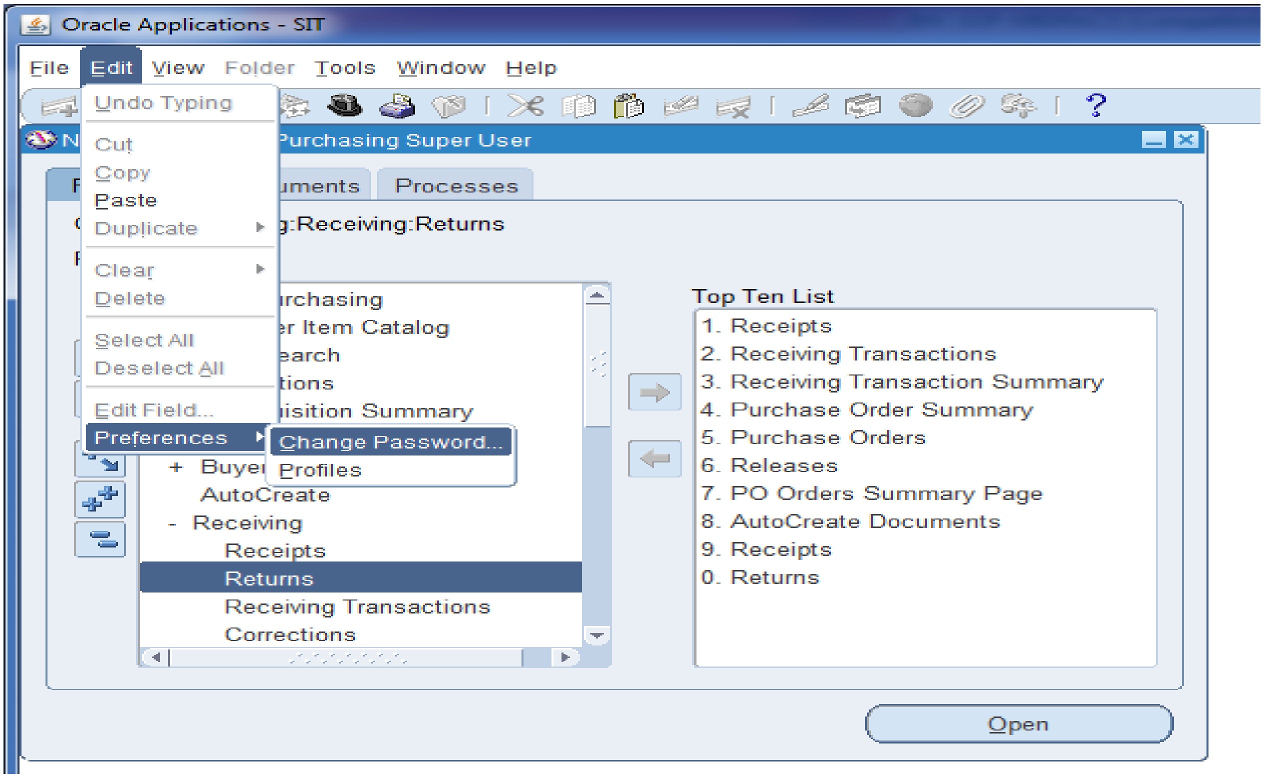
list of keyboard shortcuts:

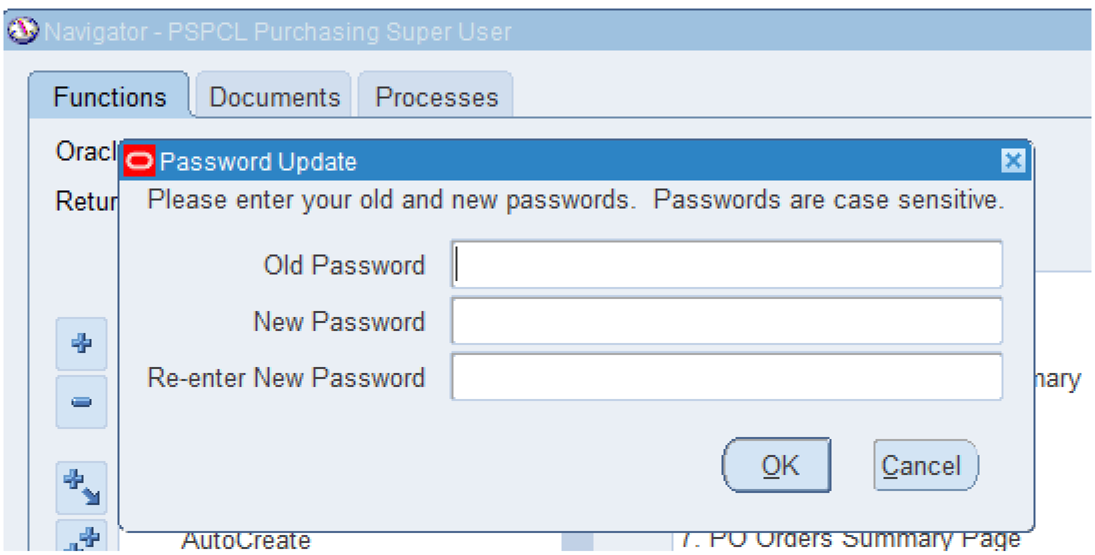


Function	Key
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5
Function 6	Shift+Ctrl+F6

2.4 To Change password form level

1. Click in the Navigate window or choose **Navigator** from the Window menu to make the Navigate window active.
2. Choose **Change Password...** from the Edit, Preferences menu, to display the Password Update window.





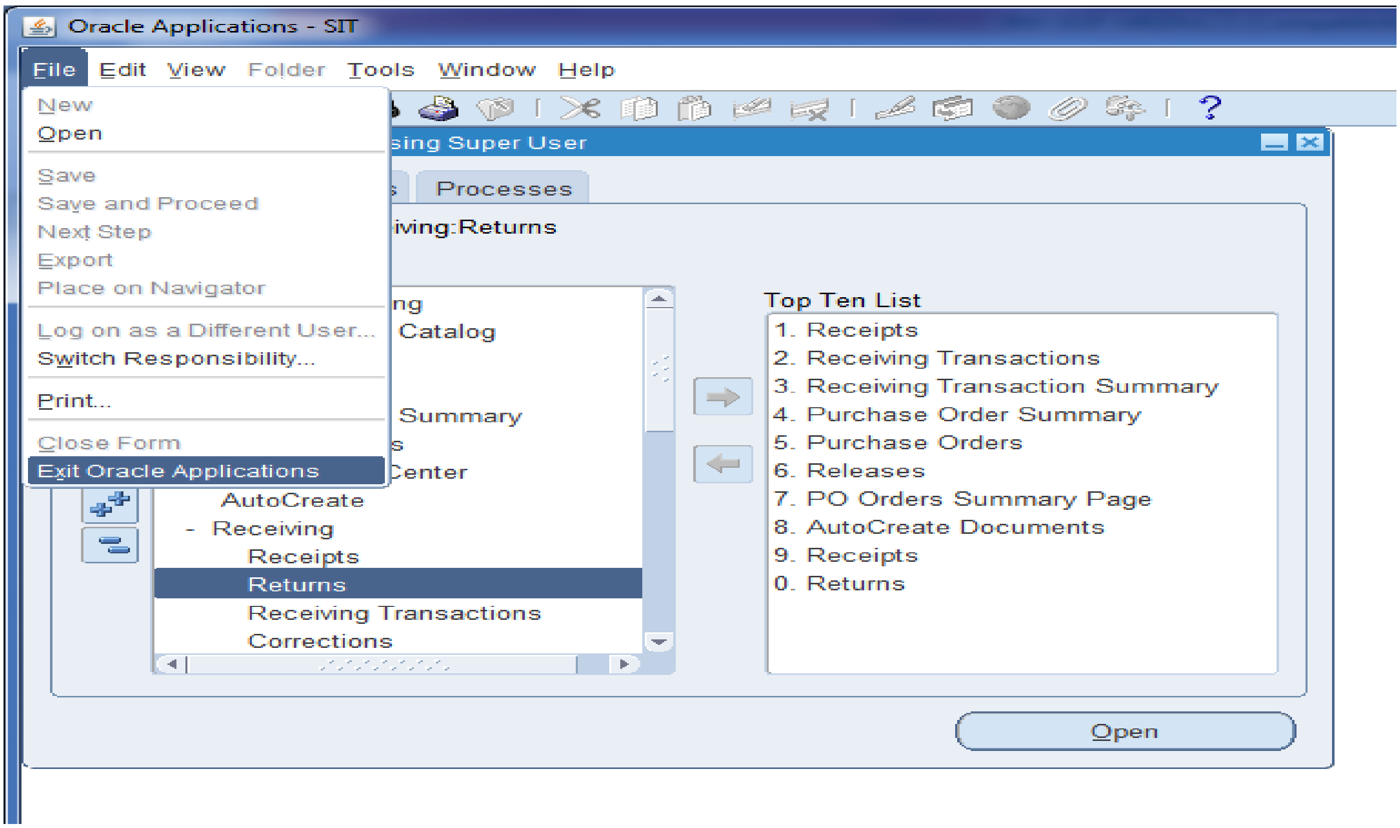
3. Enter your old password in the Old Password field.
4. Enter your new password in the New Password field.
5. Enter your new password again in the **Re–enter New Password** field.
6. Choose **O**K.

If the second entry of your new password does not match your first, Oracle Applications asks You to re–enter your new password again, until both entries match. Your new password takes effect immediately.

Note: If you change your mind and do not want to alter your password, choose Cancel to close the Password Update window.

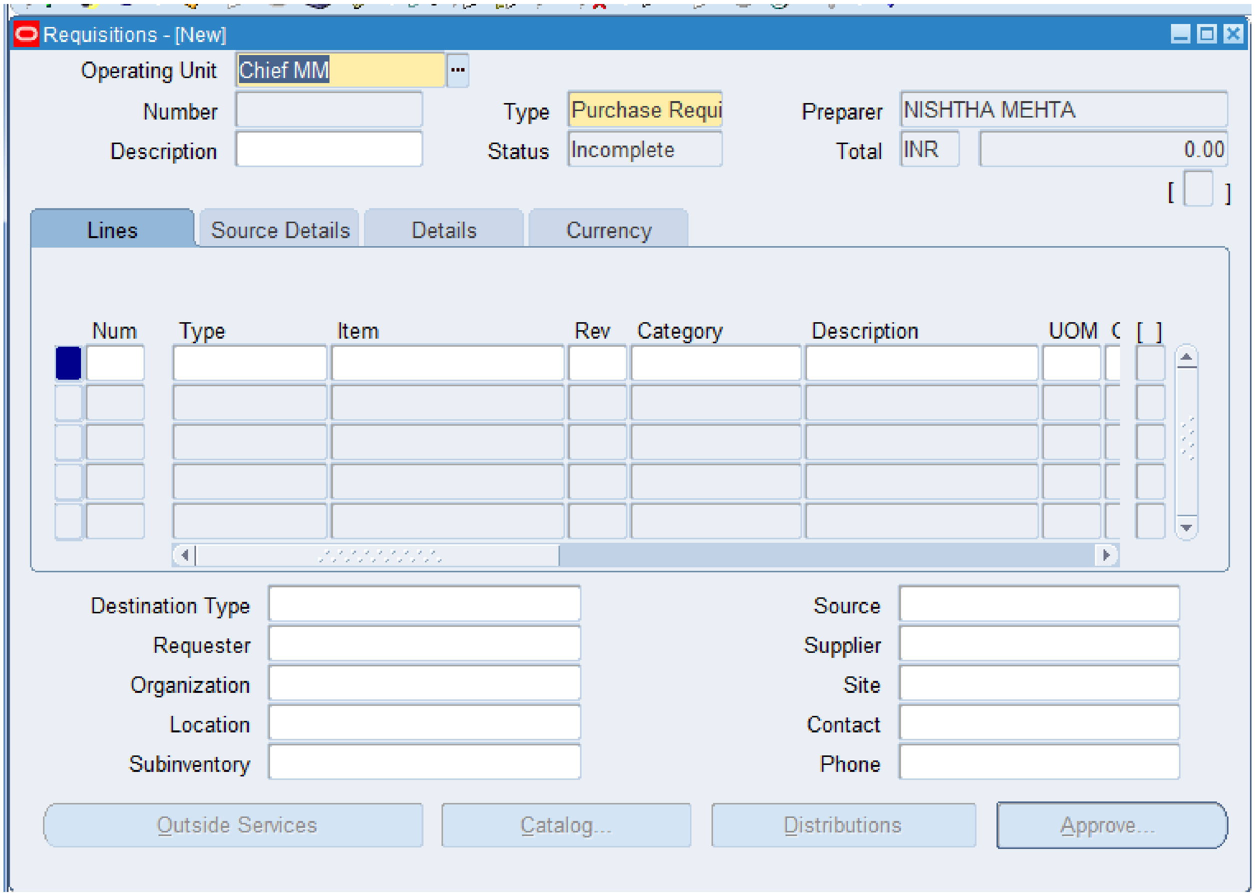
2.5 EXITING THE ORACLE APPLICATIONS

When you complete your work, you can choose to save or discard any unsaved work in your form(s) before exiting Oracle Applications.



1. Choose **Exit Oracle Applications** from the Action men**u.** If there are no changes to save in your window or windows, Oracle Applications asks you to confirm your exit.
2. Choose **OK** to exit Oracle Applications and return to your desktop. If there are recent changes that you have not yet saved, a window appears as shown:
3. Choose **Save** to save the changes before exiting. Choose **Discard** to exit without saving any changes. Choose **Cancel** to close this window and cancel the exit.

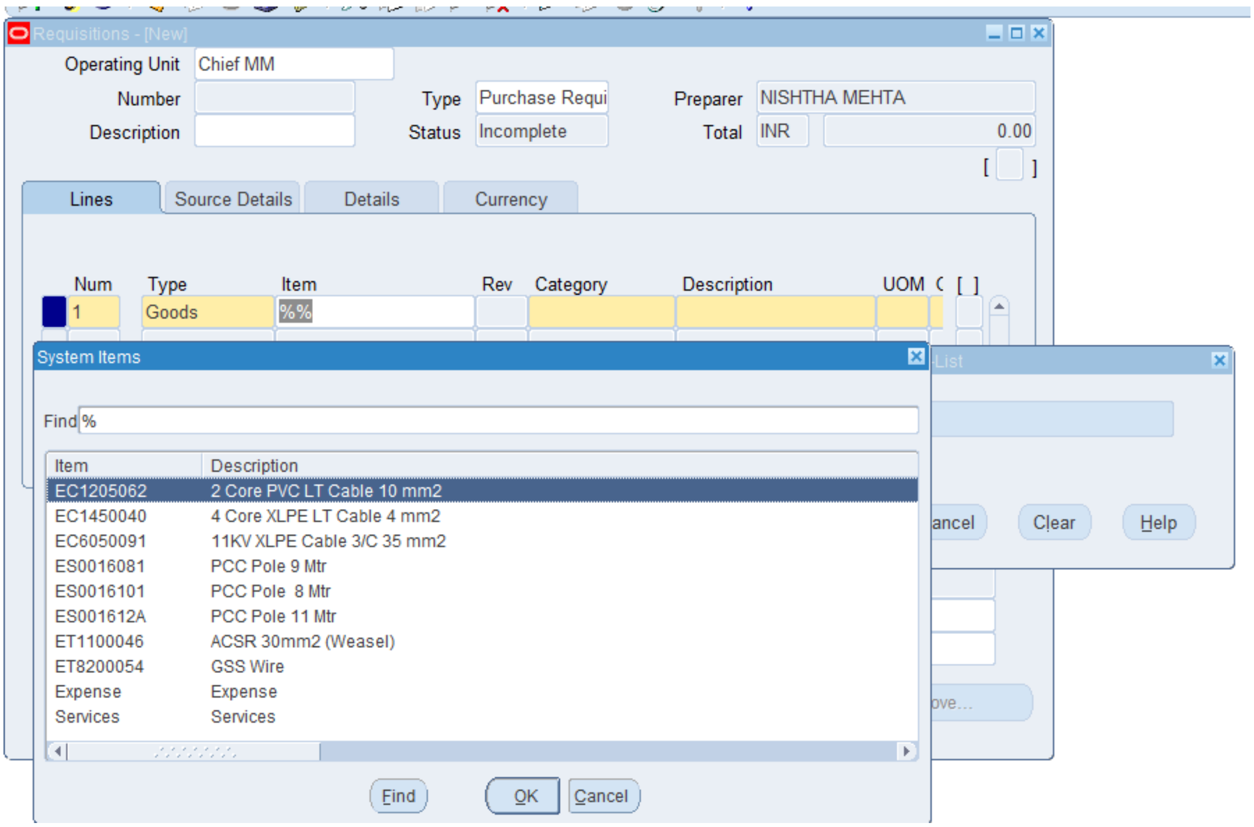
Online Purchase Indent/Purchase Requisitions:-→ To find the Oracle purchase requisition form, double-click on “Requisitions”. The following window will appear:



2.6 Requisition Headers

- Select the requisition type as 'Purchase'. This will default when the form is opened.
- Enter the requisition title in the 'Description' field - This could be a brief narration of the requisition.
- The rest of the information at the header like preparer, status and total etc. will be appearing by default based upon the employee name attached to the user and the system setup.
- Data entry begins in the PR header section. The header section contains general information about the PR type, such as the description, the preparer and so on. The header also contains the Description field that preparer my use to enter the business justification.
- You will notice that the preparer field is already populated with your name.

2.7 Requisition Line Details



Requisition Lines

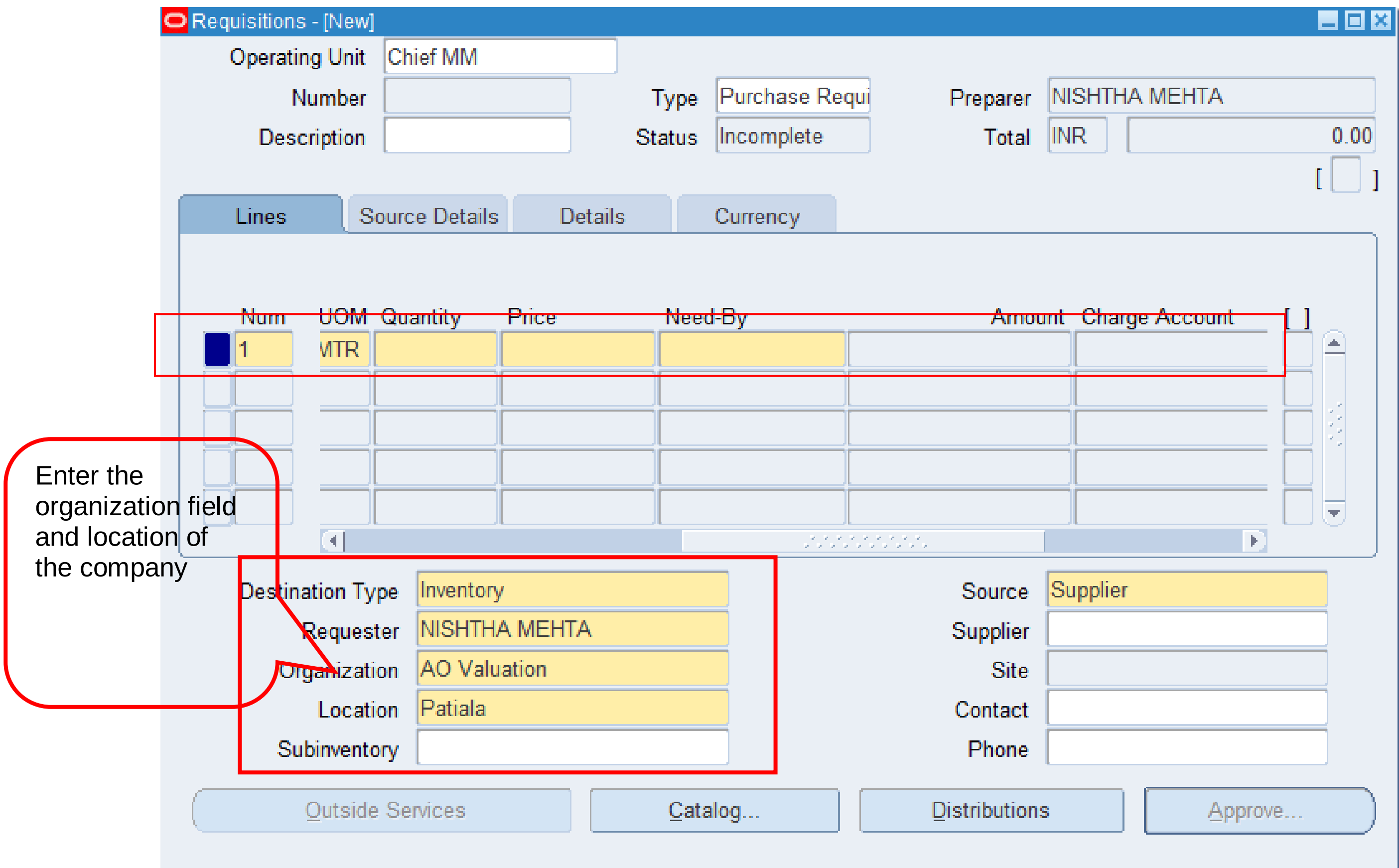
- Navigate to the Requisition Line Region
- Enter a line Type for the requisition line. Line types help in defining the categorization of the items. The default Line Type is Goods. Additional Line Type such as Services, outside process has been defined to meet the requirements of PSPCL. Based on the kind of items / services to be entered on the requisition line, the user should select the appropriate line type.
- If the item is defined and assigned to the Ship-To inventory organization, then select the appropriate item code.
- If the item is not defined & goods have to be procured, then the requisitioned will skip the item field and enter the item details in the description field after choosing the appropriate purchasing category combination.
- In case the requisition template is defined, the requisitioned may refer the ‘Catalog’ option when the Item is not defined . This is done by selecting the ‘Catalog’ button and using the related ‘Requisition Template’. All the related requisition lines for that item will be defaulting and the user will only be entering the required quantity in the related field. Similarly, the item and value can be chosen from the Prior purchases window or from the Negotiated Sources options under the catalog.
- Enter the purchasing category. The category cannot be changed if an item code is entered in the Item field. The category shall default from the Item category as entered at the item level.
- When an item code is entered, purchasing displays the item description from the Items window. This description can be changed, as the item is defined with “Allow Description Update” attribute checked.
- Enter the Quantity for the item being requested.

- Enter the UOM (Unit of Measure) to be used for the requisition line. If an item code is entered, Purchasing defaults this UOM from the Item Master.
- Enter the unit Price for the item. The price can be entered in decimal format. If an item code is entered, Purchasing defaults the list price for this item, but the user can change this value.

Enter the Need by date for the requested items. A date greater than or equal to the requisition creation date must be entered. This is the date by which the goods / services are needed by the
.

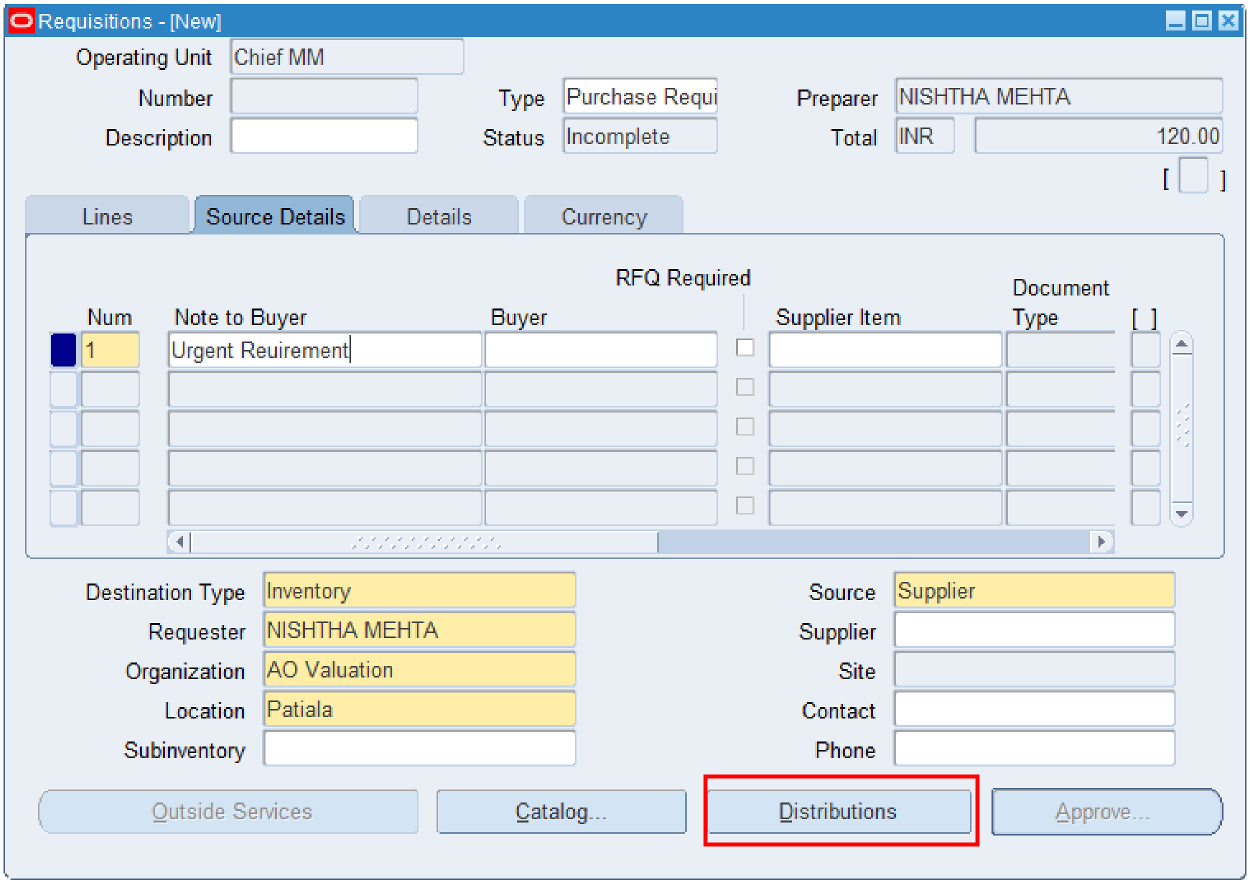
Click on the Item field. Enter the item for which the requisition is being raised. You can search for the item, if you do not know the full item number. Click on Ctrl+L or %% tab List of Values and will come . Alternatively, if you know few characters of the item enter then enter some of the character & then use % and press the TAB key. List of item will come & select the item name as per requirement.

On the basis of item category will come by default. Scroll to the right of your screen and enter the quantity that you wish to raise the requisition for. If you know the price of the item, you may enter it in the price column.



The Preparer Name automatically Defaults. Enter Item Number, Qty, price and Need by date. Then Click Distribution and ensure whether the account information correct.

Click on Source details tab of there is any note to be put for the buyer. Buyer who makes purchase order.



Enter the Requisition Distributions

- Navigate to the Distributions window by selecting the Distributions button in the Requisitions window.
- Enter the Quantity. In case of multiple distributions, quantities must total to the requisition line quantity.

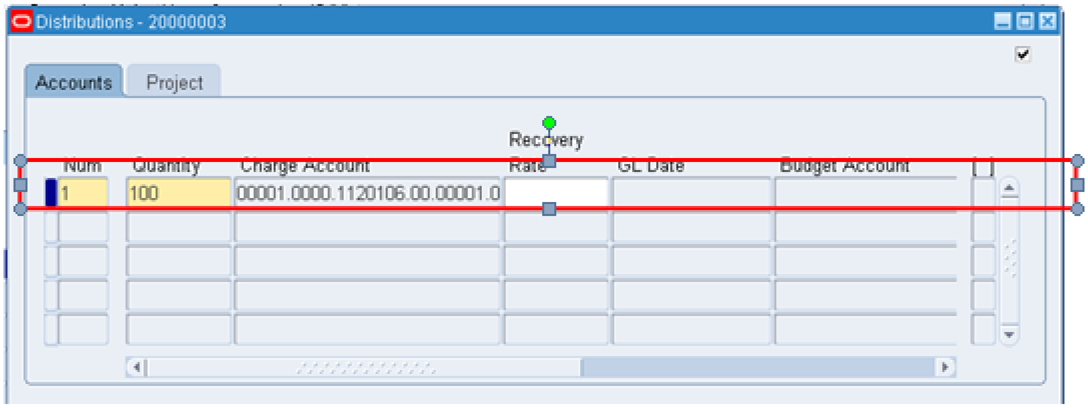
The Account Generator, (a function provided by the Application to generate account codes) will generate the following accounts in the distribution region.

- Charge: The charge account
- Accrual: The AP accrual account
- Variance: The invoice price variance account
- Budget: The budget account to account for encumbrance

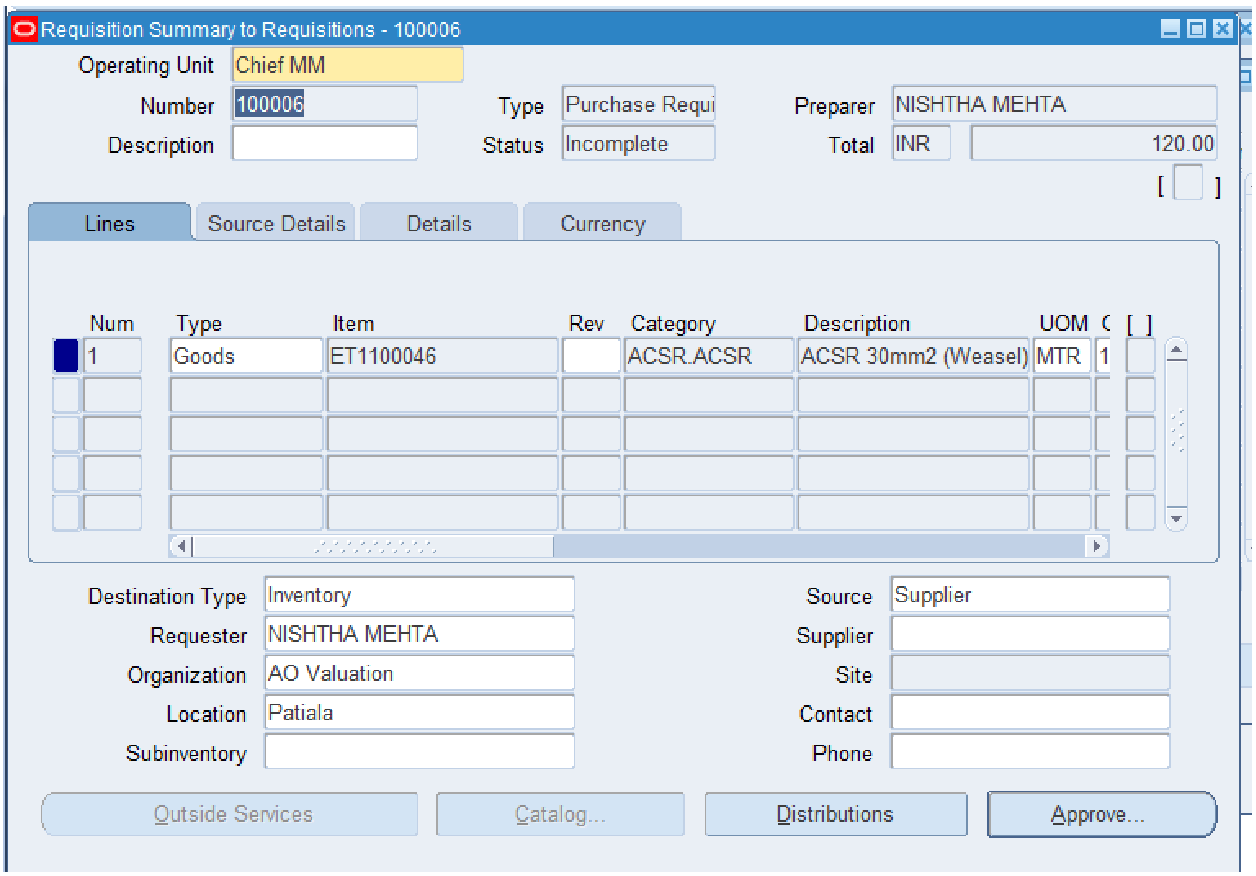
Note: With one exception, the user cannot create or update these accounts manually. In case the requisition line destination type is “Expense", the user can change the default charge account supplied by Account Generator. Account Generator automatically builds the accounts (charge, variance, accrual & budget) based on the logic specified as part of the setup.

If the destination type is Inventory, the account codes cannot be changed.

Then Click Distribution and ensure whether the account information correct.

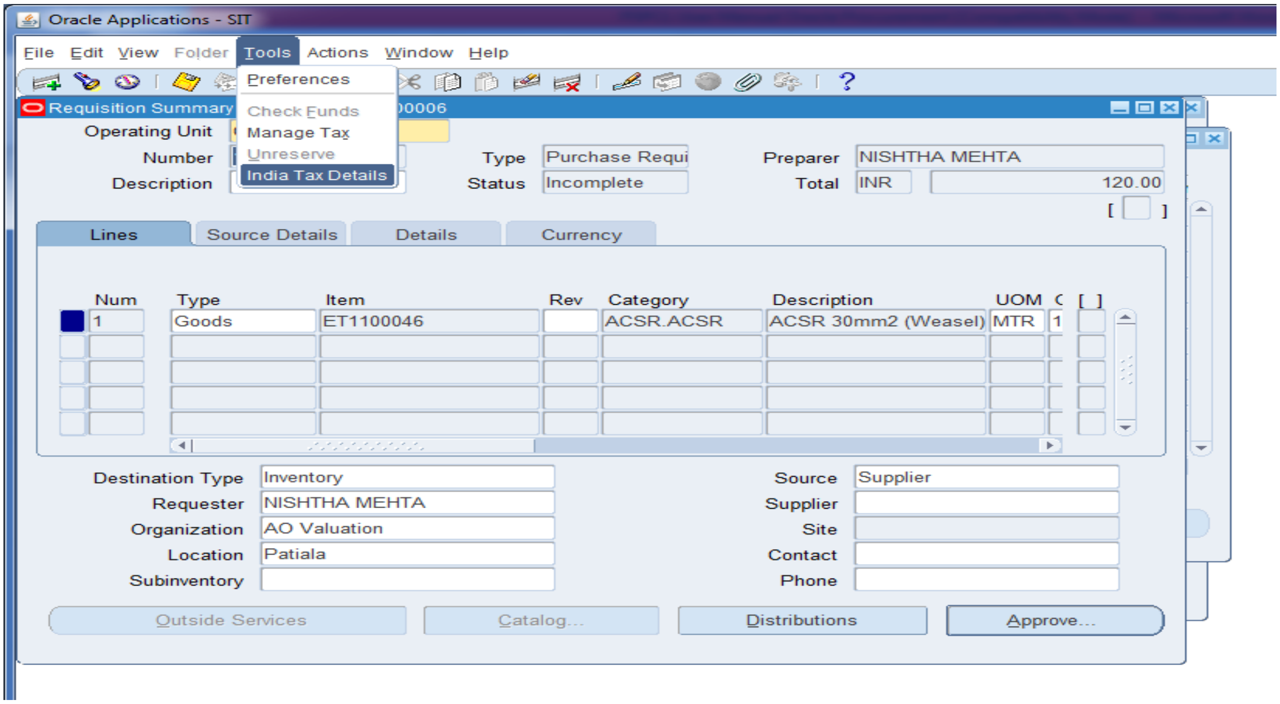


Then save the information. Requisition number is generated automatically. Click on the Approve Button.

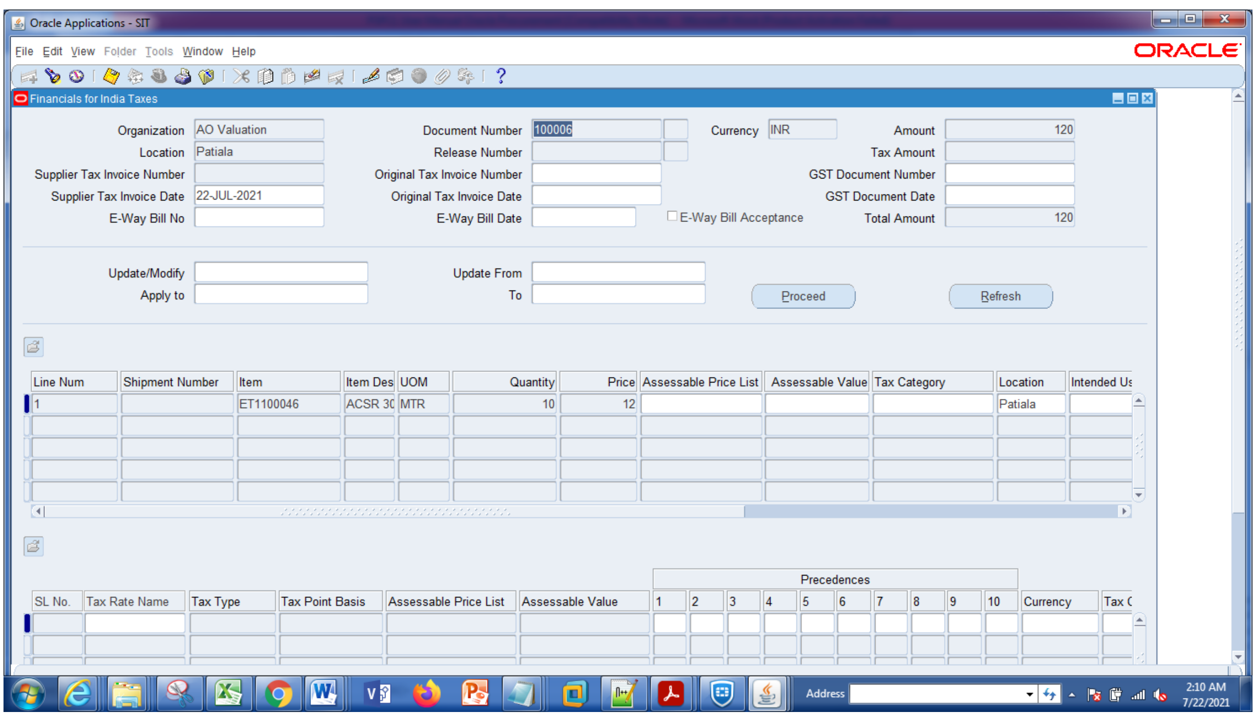


Requisiiton number has been generated.

Apply Taxes to the Requisition:→Tool→India tax details.

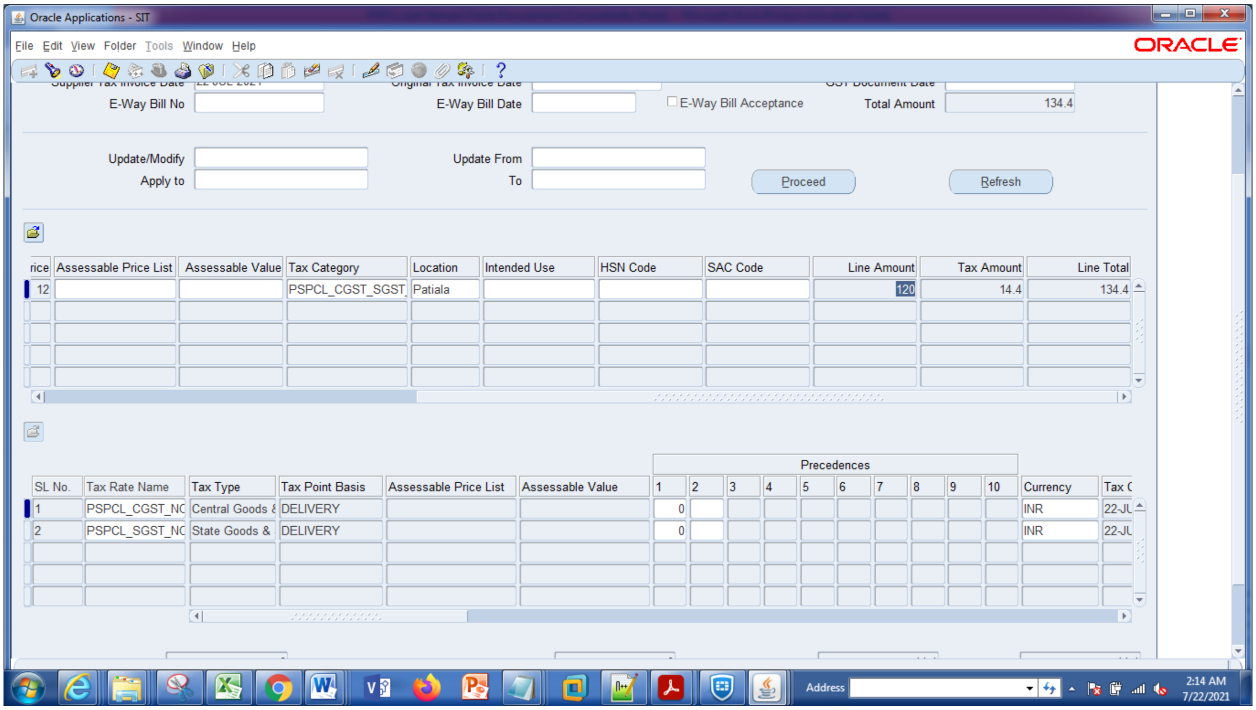


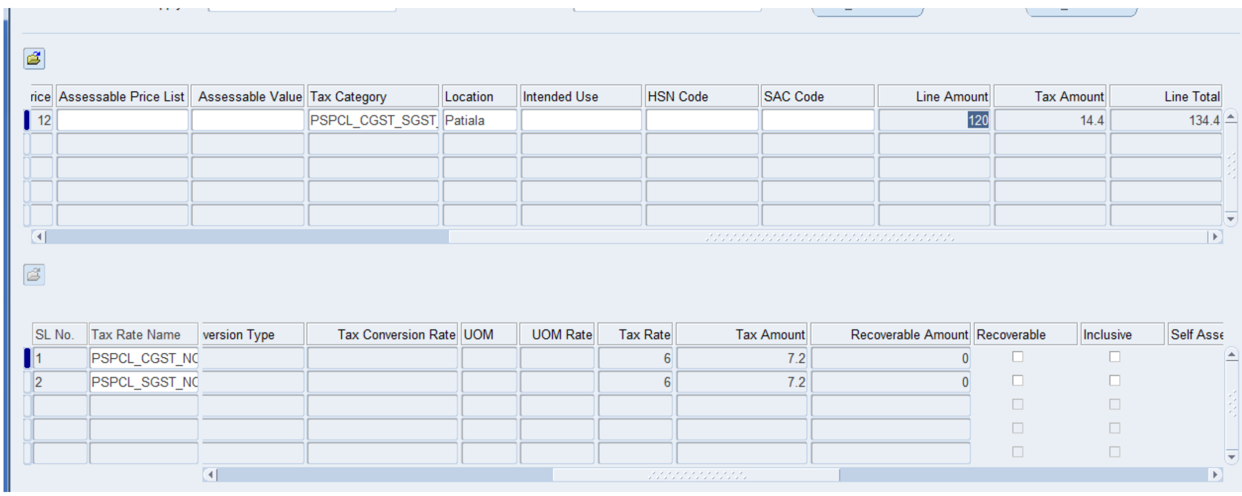
System will open as new screen to apply GST tax.



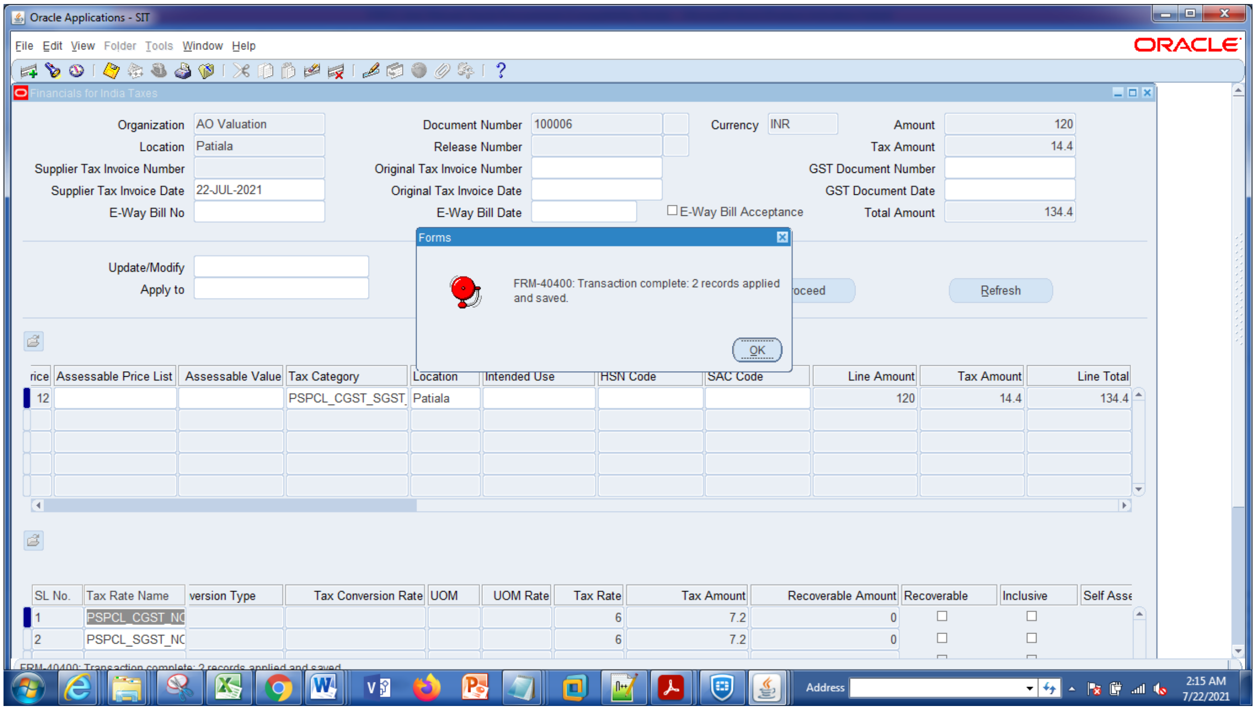
Select the line on to which tax category to be applied. Use Ctrl+L or %%+Tab or enter the exact name tax name which is to be applied.

Save the details by using Ctrl+S. System will automatically apply tax as per tax category.



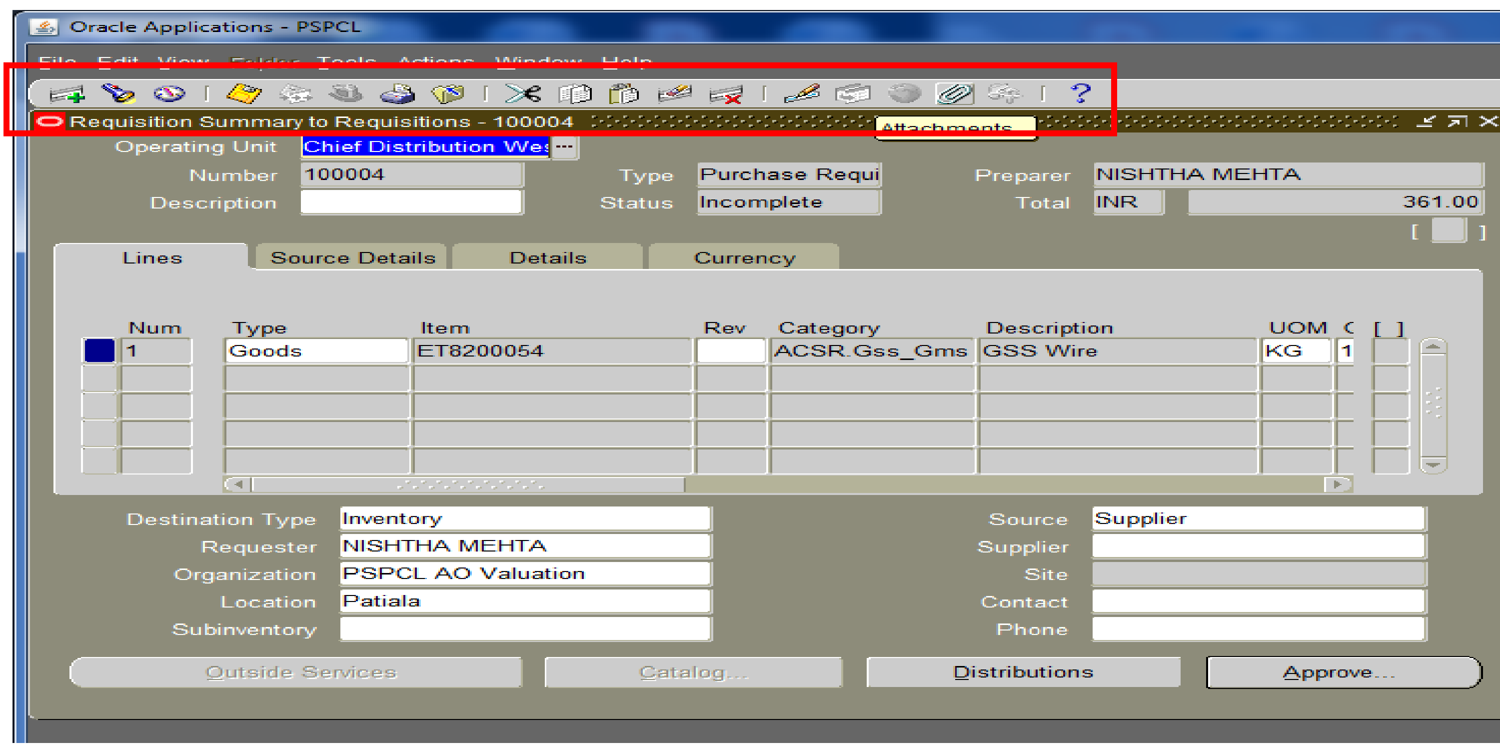


Use the scroll bar to move toward right to see the details.

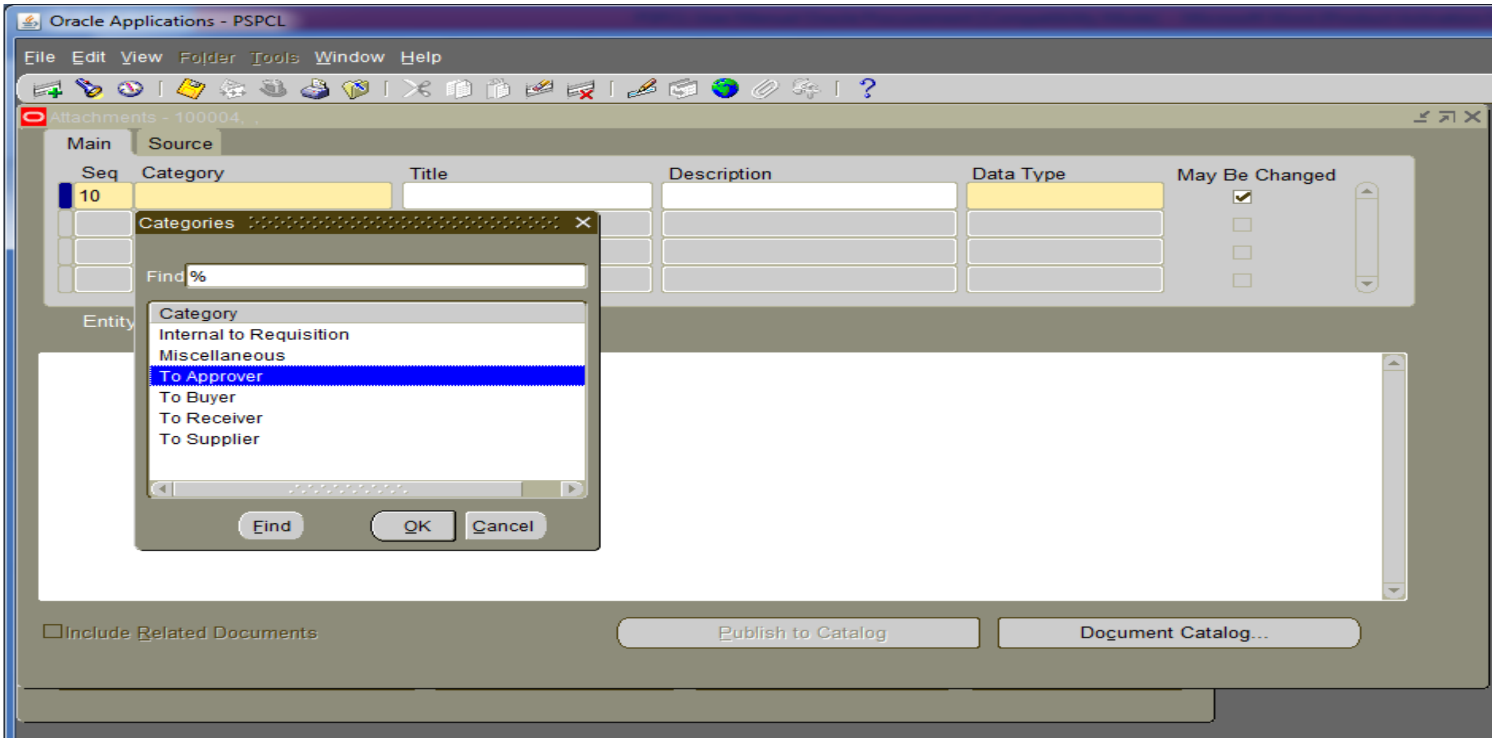


Now exit form the form by closing it & system will ask for the save or not confirmation click on yes & system will give the confimation message.

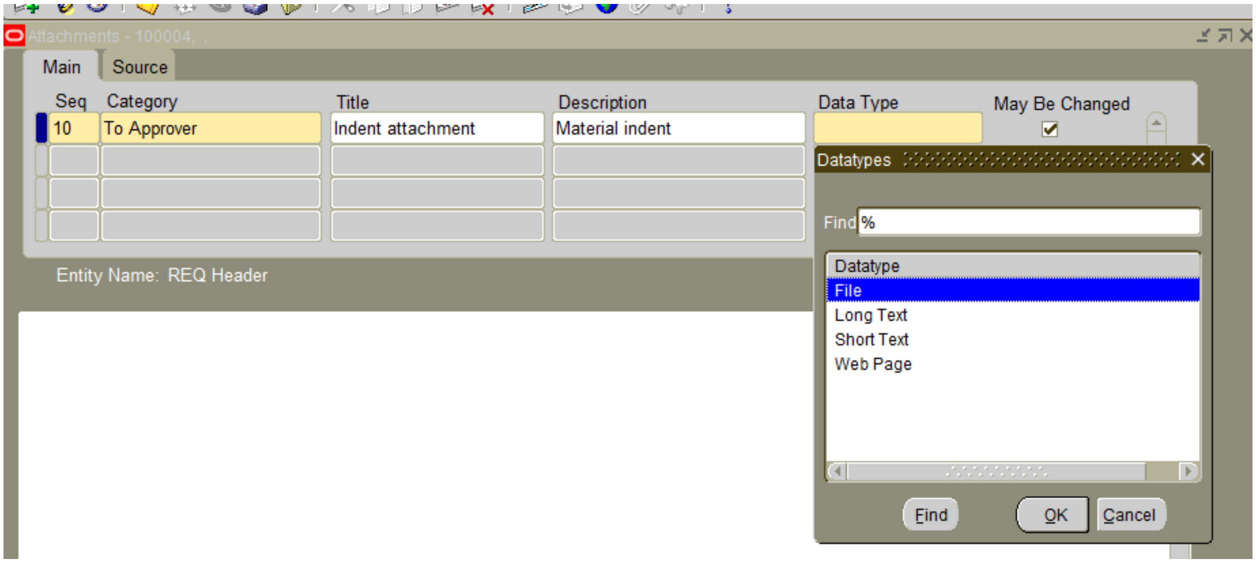
2.8 Attachment in Purchase Requisition



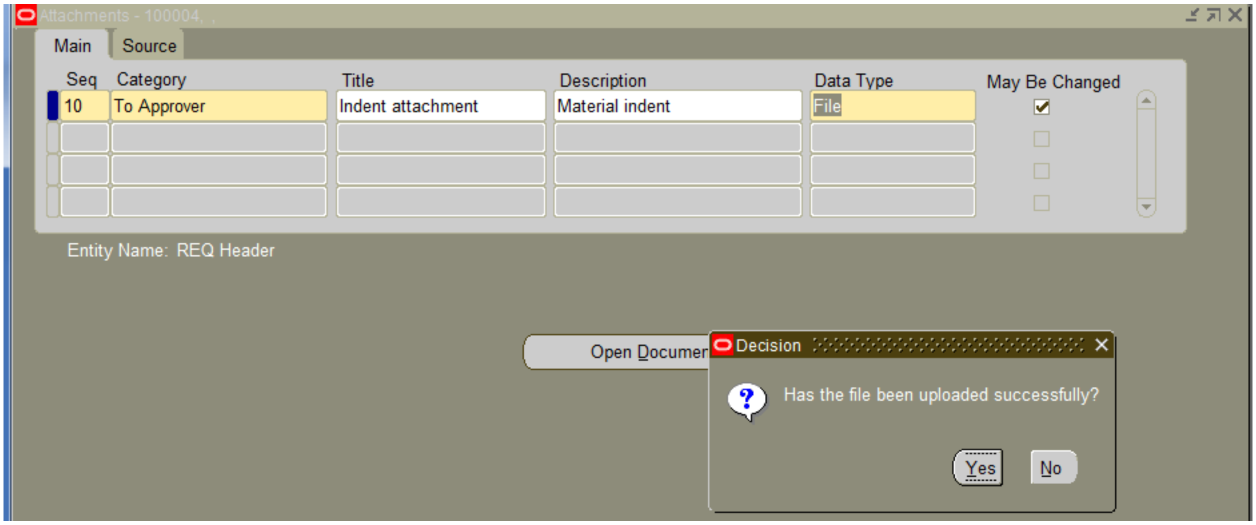
As soon we click on attachement the system will open a new window.



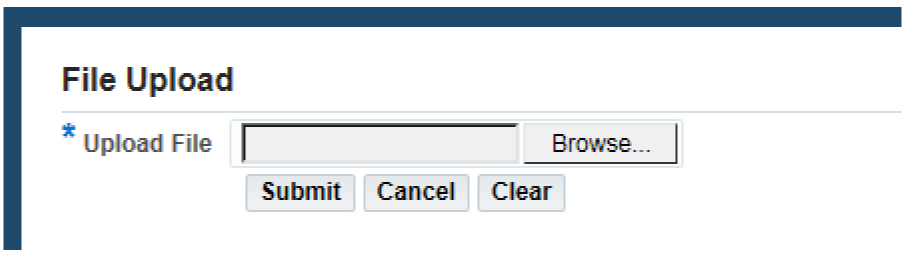
Selcte the category as per requirement.



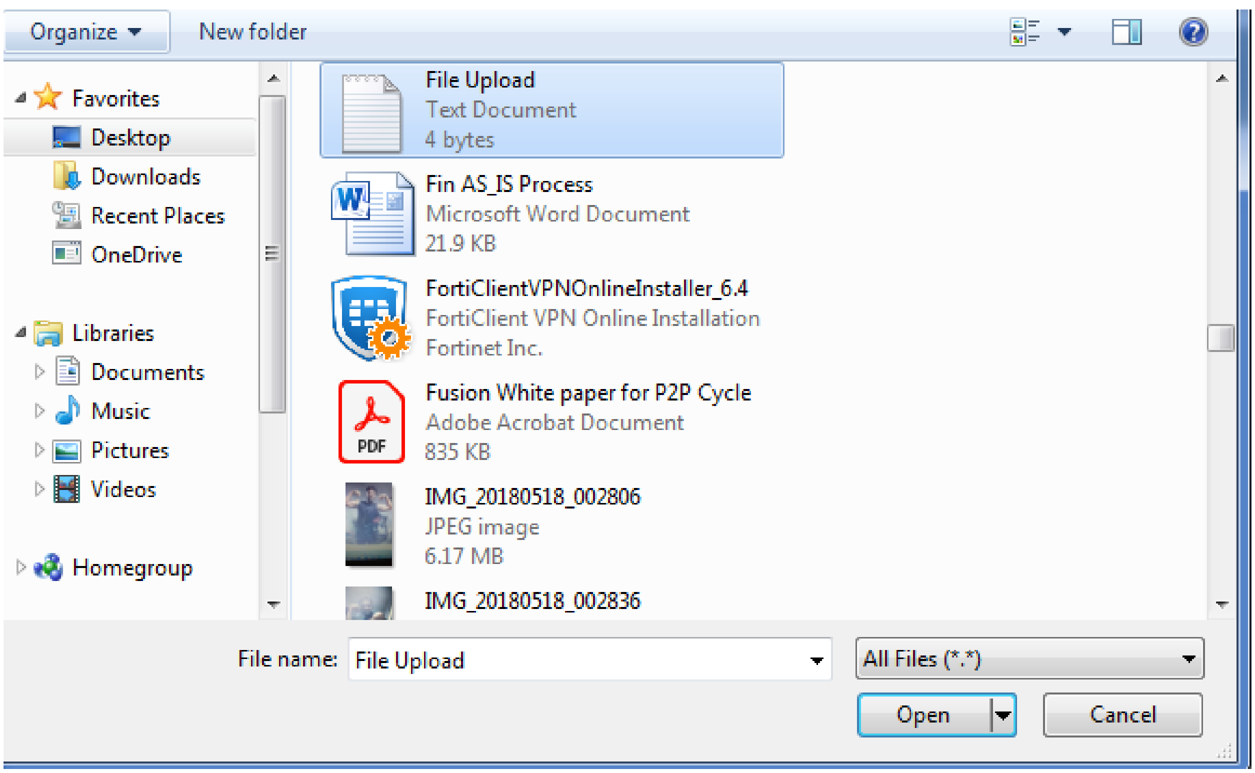
Select the data type if a specific file has to be the select the file type as file, If long text has to be write the select the as long text.



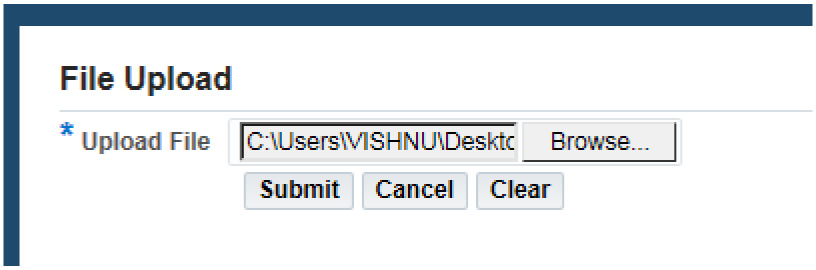
In the back ground system will open a web page where file has to be uploaded.



Click on browse.Select the file document which is to be uploaded.

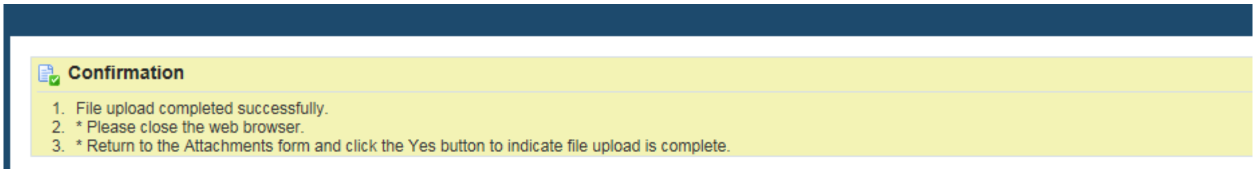


Click on open.

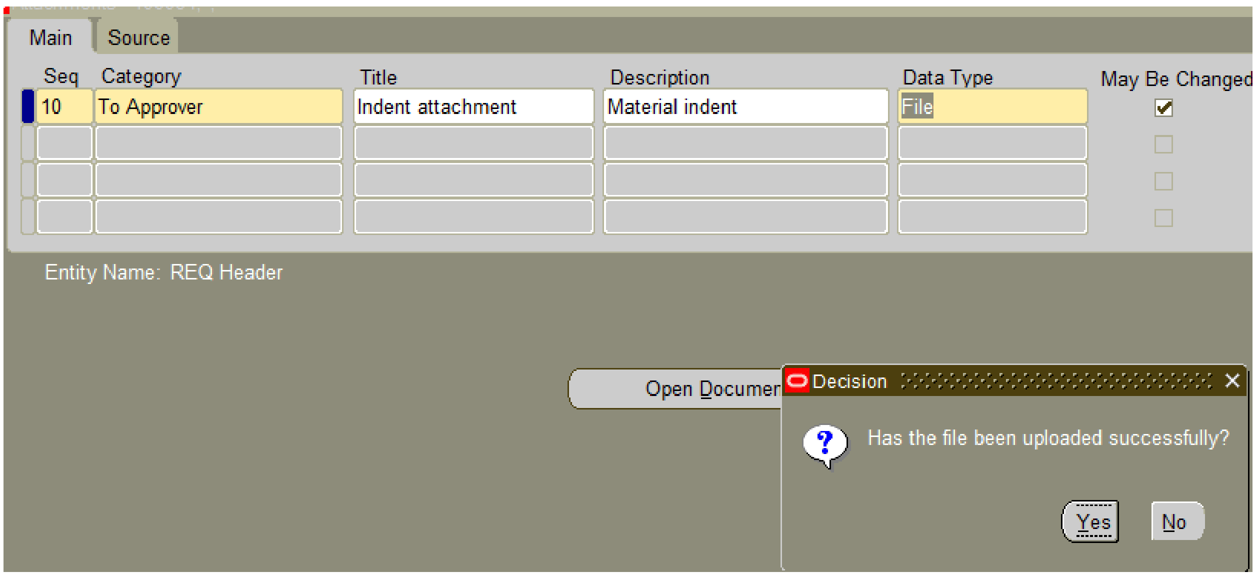


File has been selected for upload on purchase requisiiton.Click on submit.

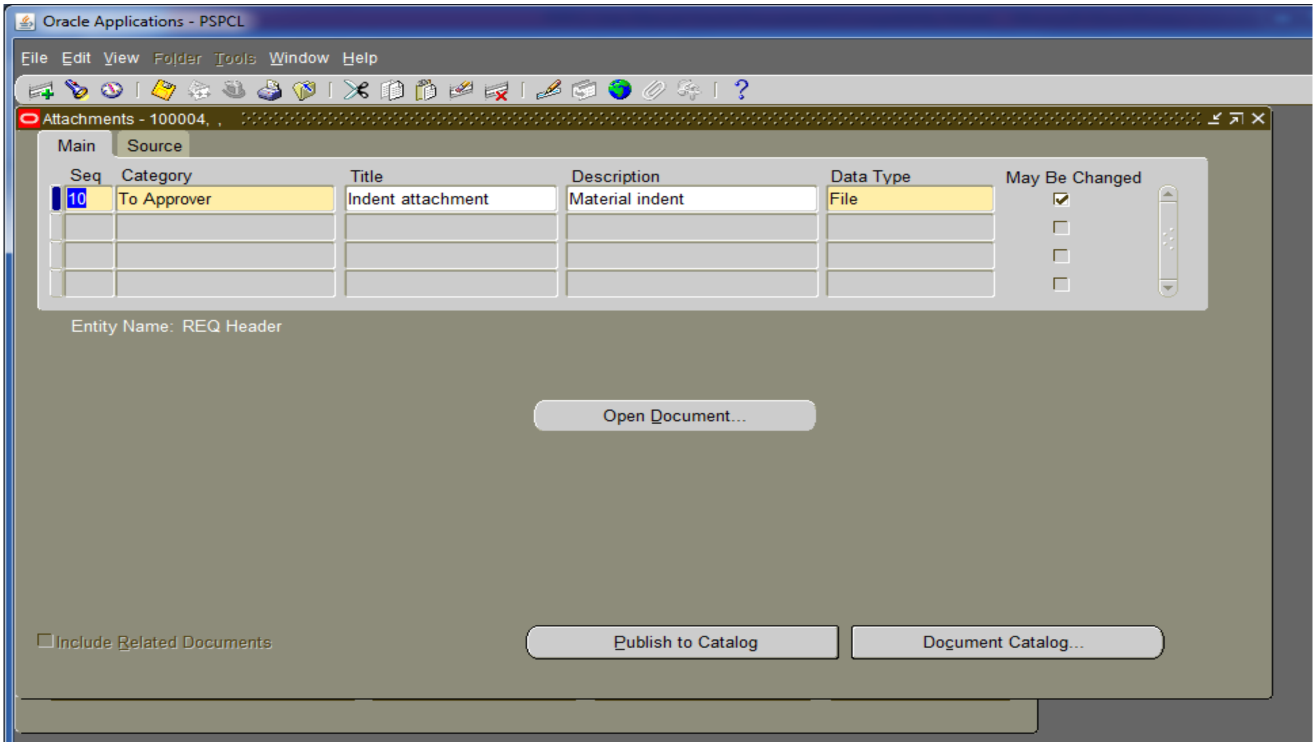
System will give the confirmation.



Go back to the main page click on yes.



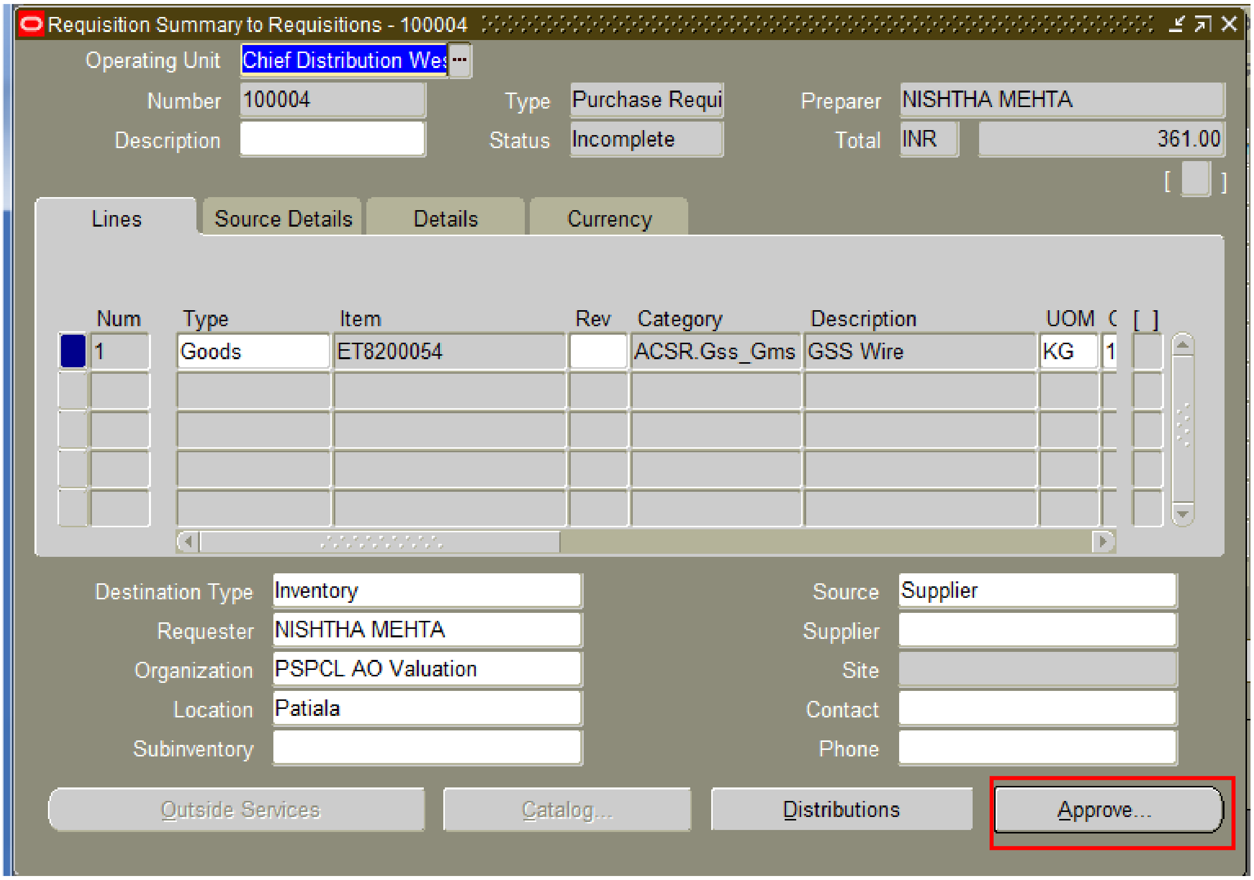
Click on yes.



Open document have been enable. Click on open document if user want to see the uploaded document.

System will give the message.Either open the file or save the file.

2.9 Forwarding And Approving Purchase Requisition



Click on appove.

- Navigate to the Approve Document window by selecting the Approve button. The requisition approval power is controlled as per the rules framed in the Requisition Hierarchy. The requisition preparer will only forward the document to the requisition approver for further action.
- Following are the approval actions available for the preparer and the approver. There are two different actions and two separate check boxes are available for these actions. If both approve and forward is to be applied then both check boxes have to be selected.
- Approve - Approve the document. (Applicable when the approver and the preparer are the same person). The preparer will choose this option always to ensure that the document entered automatically gets forwarded to the immediate supervisor as defined in the approval hierarchy.
- Forward - Forward the document to the approver.

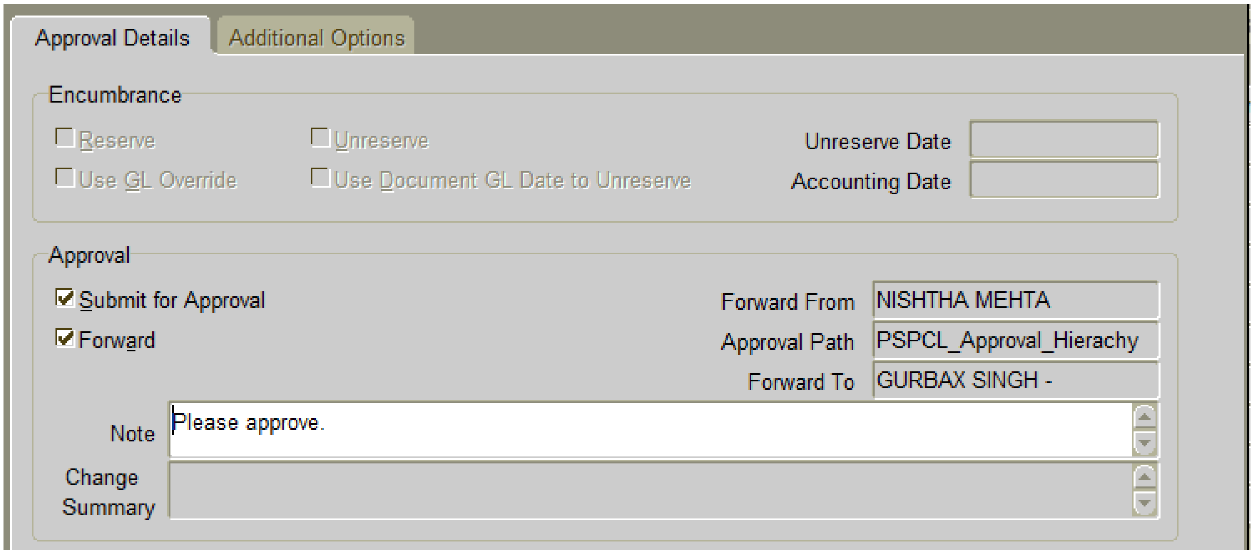
  (Note: If a requisition has to be approved by more than 1 person or if some action is needed to be performed by a different approver, then the preparer shall have to select both the Submit for Approval and the Forward option.)

- Approval Hierarchy and the forward to employee name will appear by default in the corresponding fields. If the default forward to is not appropriate then choose an appropriate employee name to whom the requisition must be forwarded.

- Enter notes in the Note field. This note will be appearing in the notification window of the 'Forward To' employee.
- Select the OK button.

2.10 Approving a requisition

This action will be taken by the Managers of the concerned purchasing authorities and others who are authorized to approve requisition and defined in the system accordingly. The designated approver will navigate to the notification summary screen to perform this action.



Now as per the hierarchy system will send the notification to concern person.

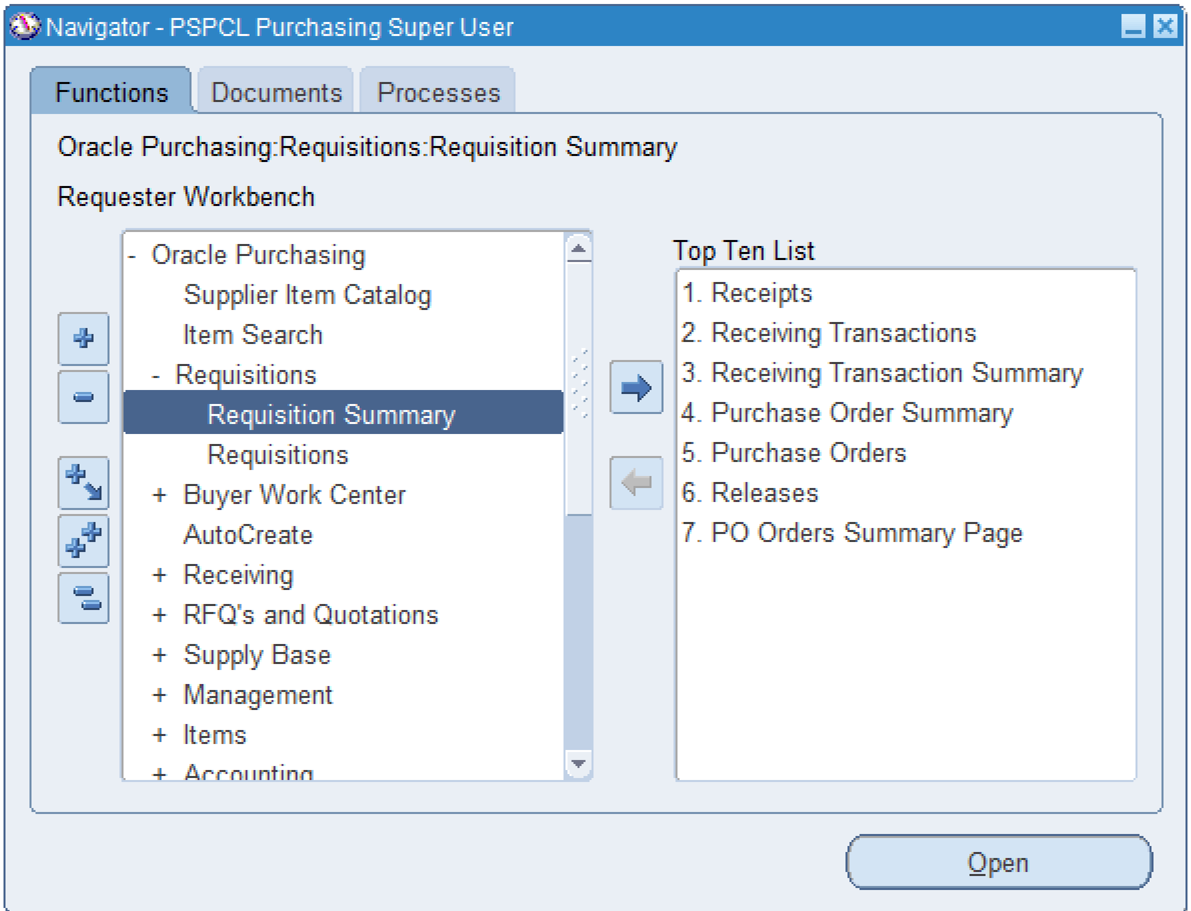
VIEWING REQUISITION STATUS:→

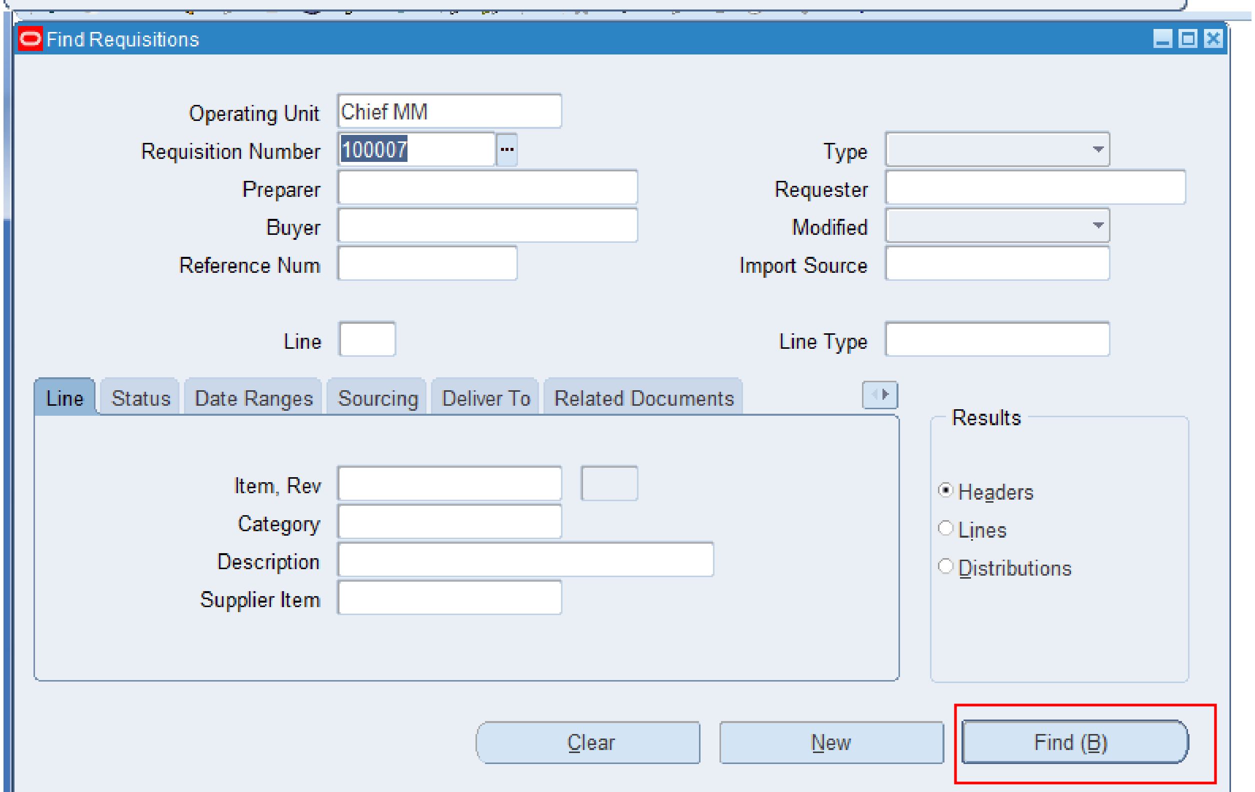
The status of the requisitions submitted for approval can be viewed from Requisition Summary form. Here all requisitions could have any one of these statuses i.e. Approved, In process, Pre-approved or Incomplete.

If the requester has sufficient approval authority the document status will be approved. Else it would show a status In Process. The document will be available with the next person in Requester's Hierarchy .

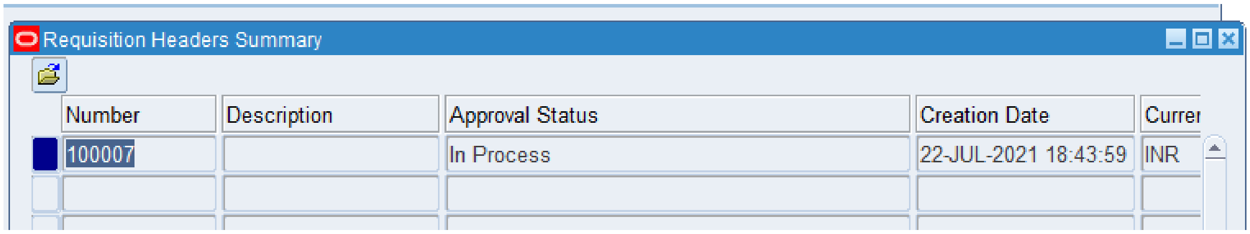
Navigation: Requisition > Requisition Summary

In Requisition Summary form, one can view requisition status using various sorting criteria. User has to select a criteria, from the various options available in the Find requisitions form. Screenshot of Requisition criteria form and Requisition summary form are given below:



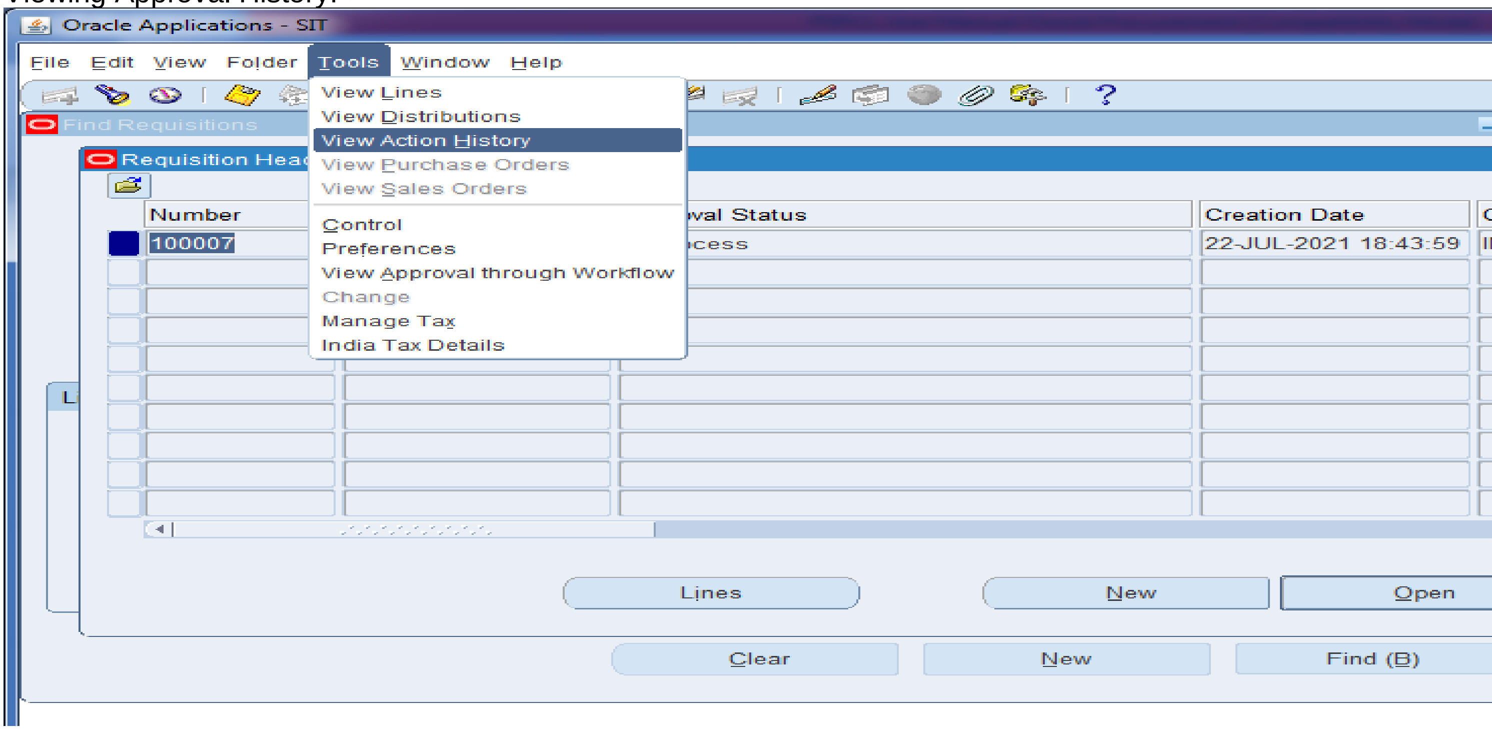


Click on find

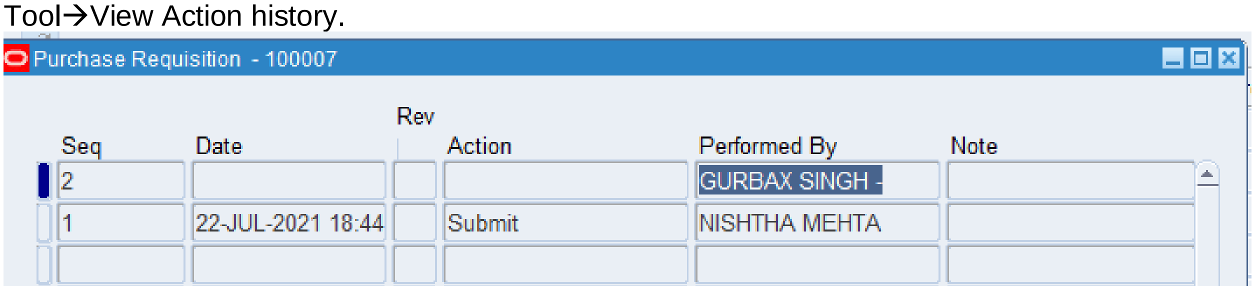


The current status of the document including action taken on it can be viewed in the View Action History Window by the requester Tools menu.

Viewing Approval History:->



Tool→View Action history.

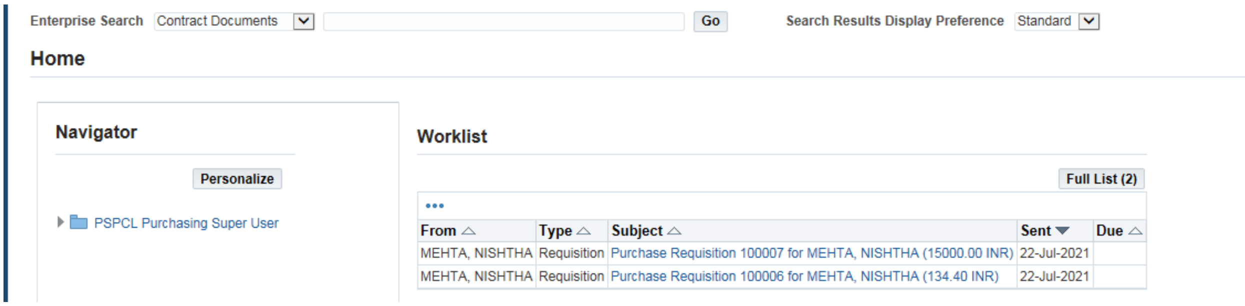


Now approver will login by his /her user name & password & system generated notification will be received in to his notification.

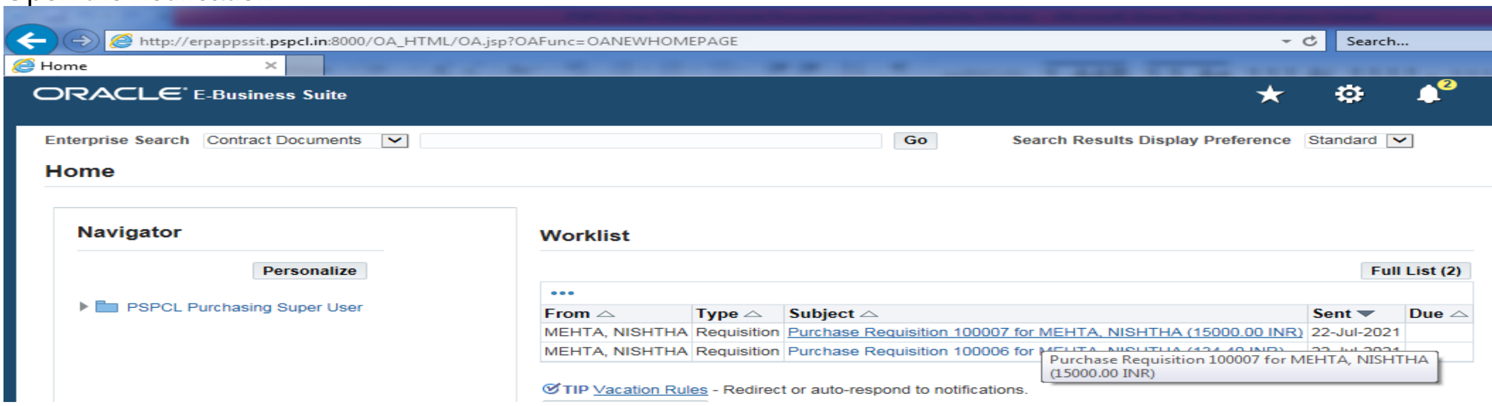
Approving a requisition

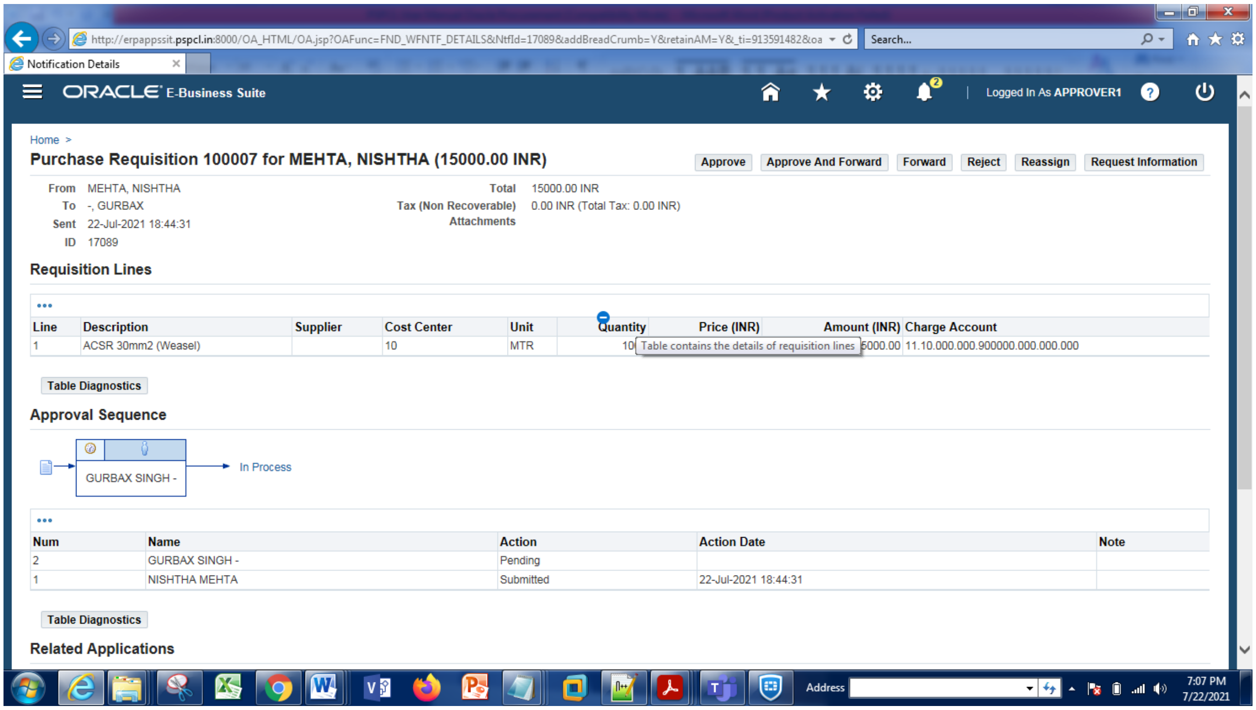
This action will be taken by the approver of the concerned purchasing authorities and others who are authorized to approve requisition and defined in the system accordingly. The designated approver will navigate to the notification summary screen to perform this action.

Login screen of approver:->



Open the notification.





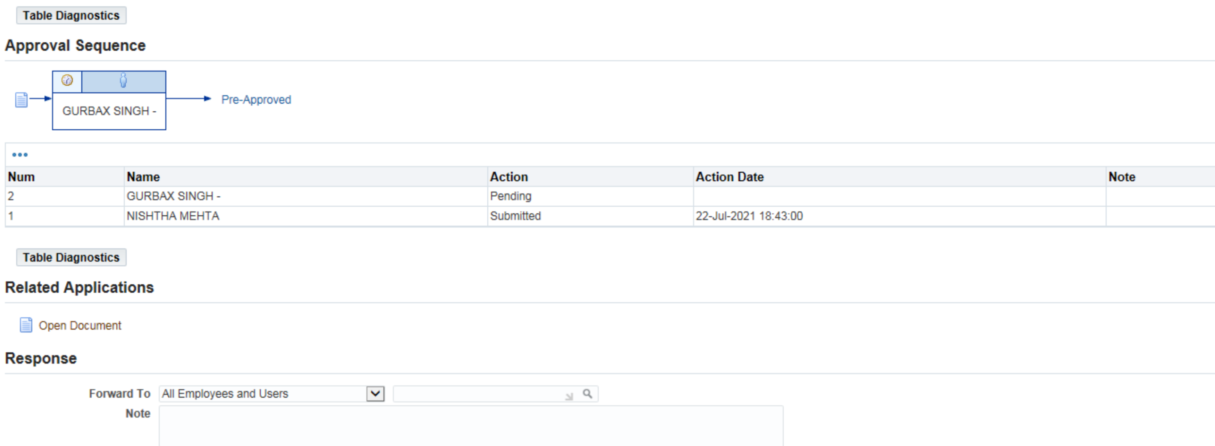
Now the approver can take one of the below actions:

- Approve - This action will be performed by choosing the Approve option. This will forward the documents automatically to the next higher authority in the approval process if the approver does not have adequate approval limits. Any other information can be entered in the Notes Field.
- Approve & Forward –This action will be performed by choosing the said option and entering the Forward To person name. If this option is chosen, the document will be forwarded to the specified person with the status of either In process or Pre-approved depending on the approval limits of the forwarder. Enter the notes to convey any information to the receiver.
- Forward – In case the concerned manager does not have approval power or he wants this requisition to be approved by someone else, then he can forward the same to others using this option after selecting the name of the employee whom he is forwarding the requisition to.
- Reject – This decision will return the requisition to the requisition preparer. Always enter the cause of rejection in the ‘Note’ field.
- Reassign – In case this notification is to be assigned to be someone else, then using this option, one can reassign the notifications.
- Request Information – Using this option, one can ask for more information either from the requestor or from someone else.

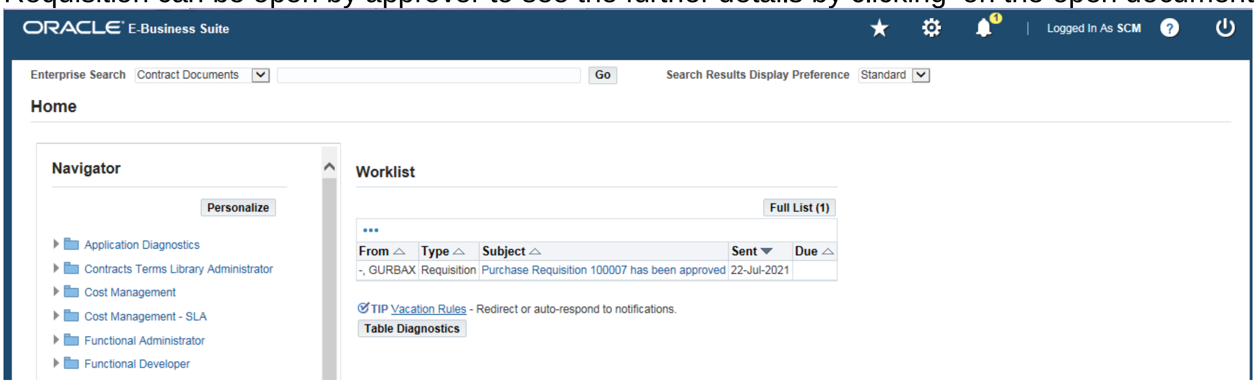
After any of the actions above, a notification would be sent back to the requisition creator.

Note:

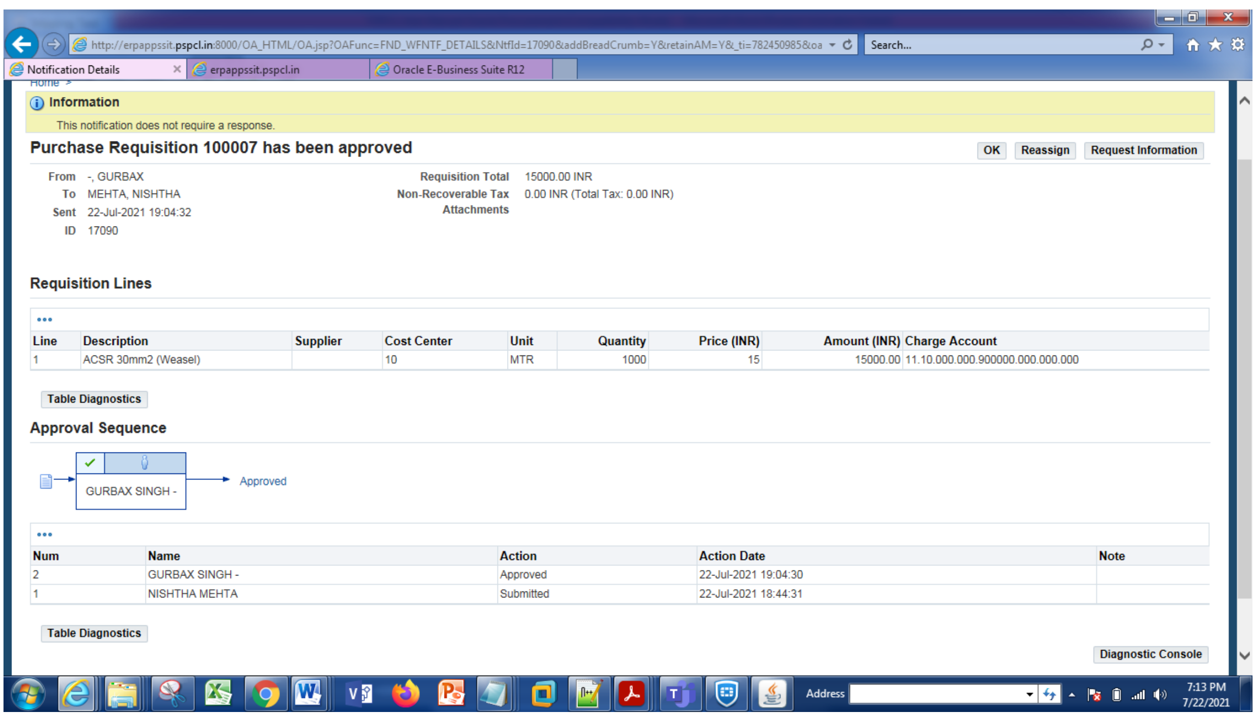
- After approval, the requisition lines are transferred to the Requisition Pool for further action by the concerned buyer only when there is a buyer defined in the Purchase Requisition.
- In such a case, where a new item code is assigned, the buyer should modify the requisition line (using Core Purchasing > Auto create > Tool > Modify option) after the item is created and process the same for procurement/fulfillment. Intimation of such changes to requester is to be controlled manually.



Requisition can be open by approver to see the further details by clicking on the open documents.

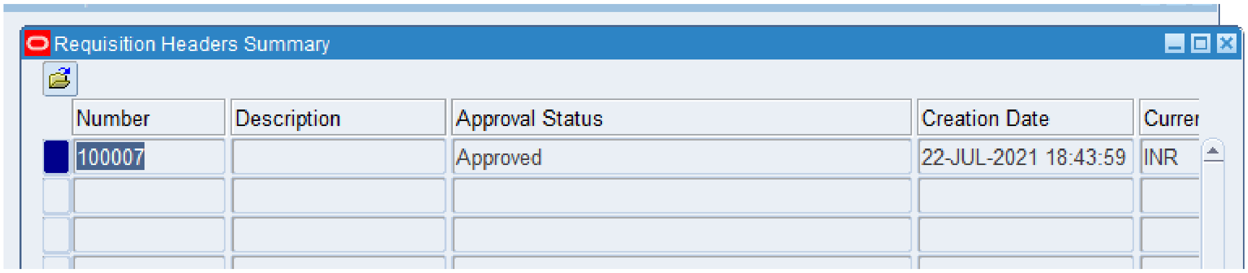


Login as the preparer & system will sent the notification in the preparer notification box.

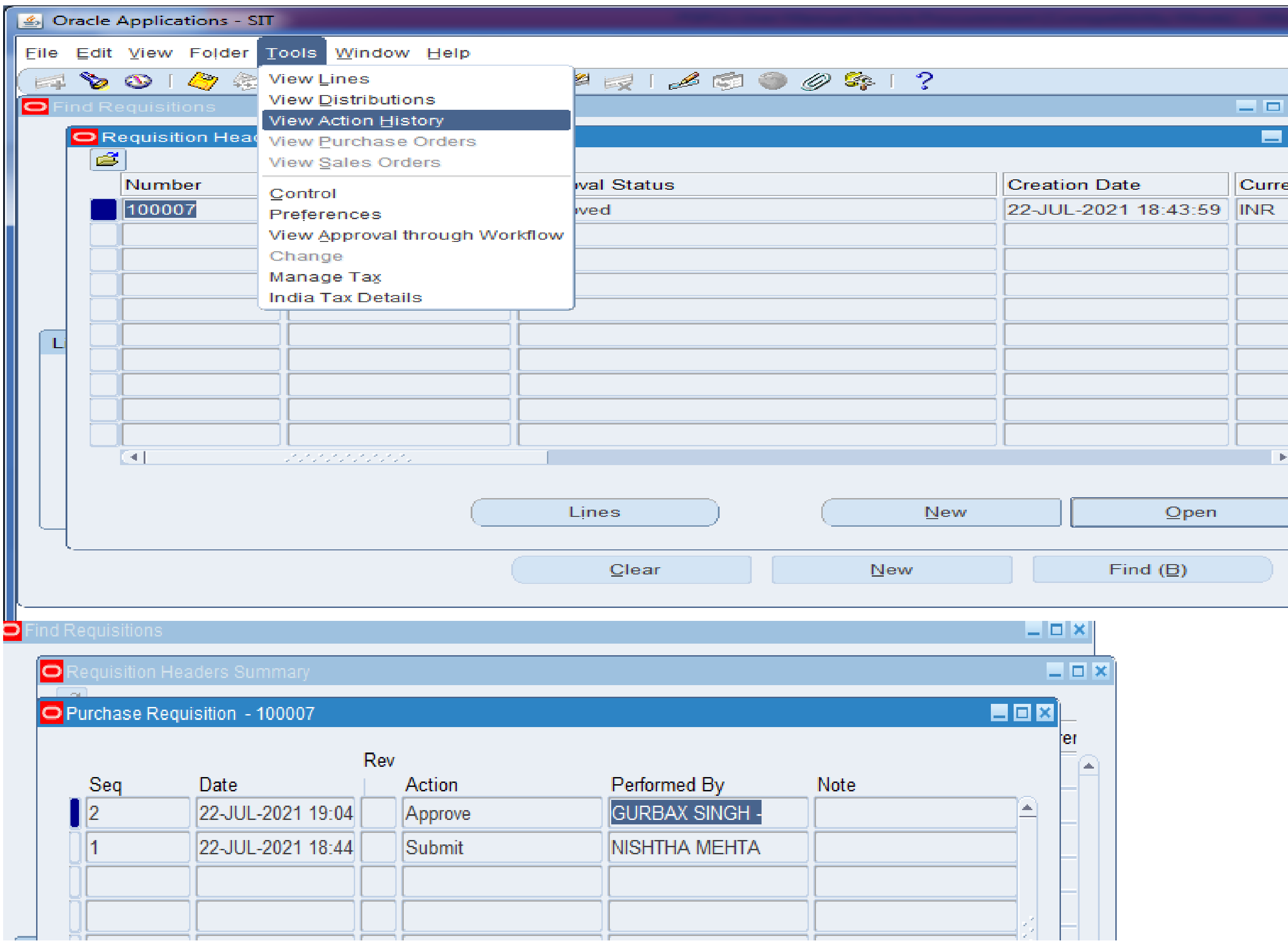


Preparer can open notification by clicking on it.

Status can be seen from the requisition summary.



2.11 Action History.



2.12 Ammendment / Cancellation of Requisition

Overview:→ Requisitions prepared by the Users can be amended either by the Users or by the Approver of the document if they deem it fit or by the Buyer where necessary.

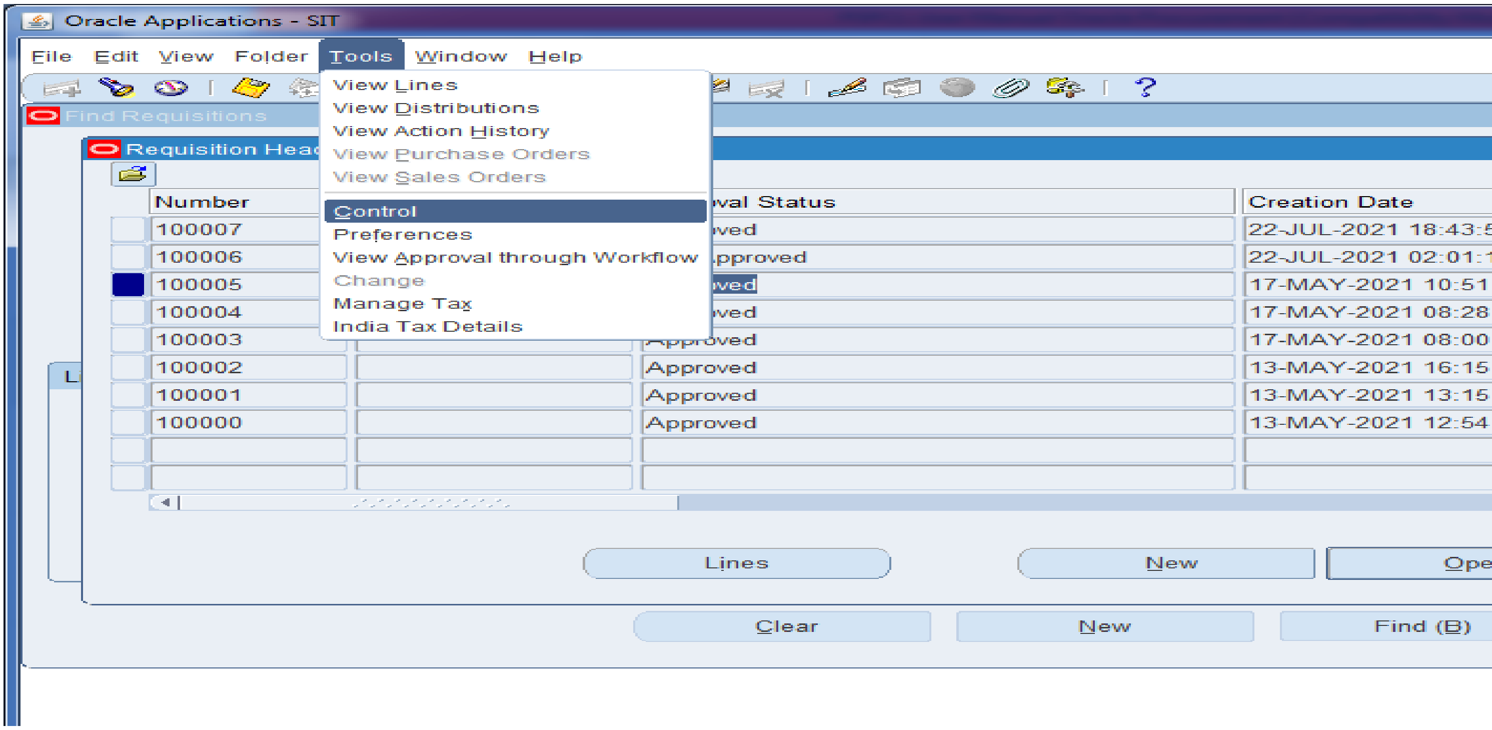
Where the Users who created the requisition want to amend the same, they can do so any time until the Requisition is converted into a Purchase Order/Release. The approvers can amend only if the document is pending for approval with them. Buyers can amend the requisition only after the requisition is approved and awaiting further action in the Requisition Pool.
Similarly, only the preparer of the requisition (Owner of the document can do cancellation of requisitions) or any person defined as the Buyer & the requisitions are submitted for approval (status other than incomplete). The Owner can cancel such requisition only until the requisition is converted into a Purchase Order. Once converted, only the buyer can cancel the purchase Order and also cancel the underlying requisition. However, this cancellation by the Buyer would be only optional so that the buyer cancels the Requisition only when found necessary/relevant or when he has received a communication to this effect from the Requestor.

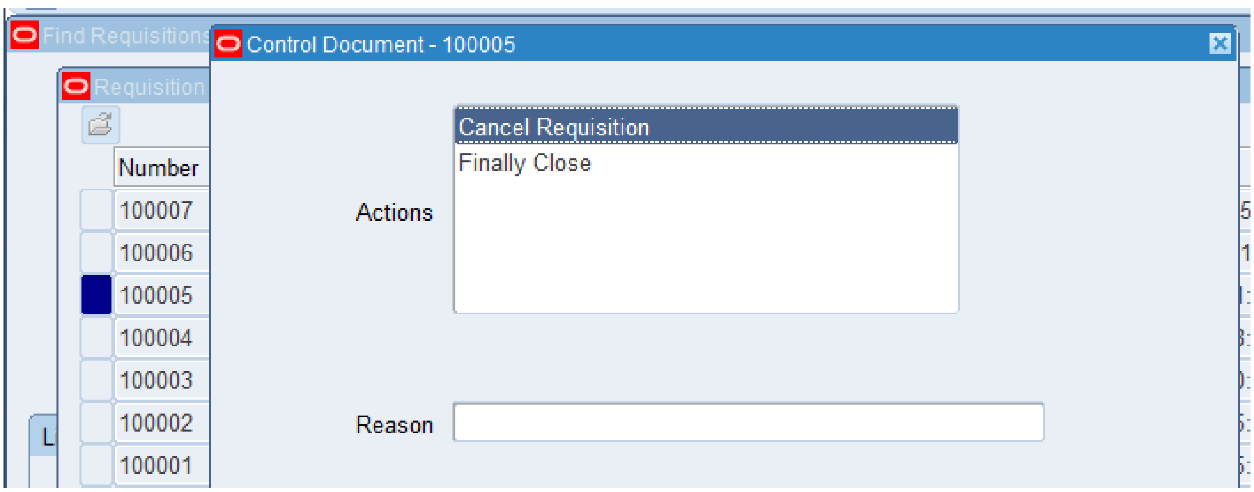
The pre-requisites for cancellations are process dependent and hence covered as part of the amendment process in the subsequent pages.
necessary/relevant or when he has received a communication to this effect from the Requestor.

2.13 Performing Amendment / Cancellation by Preparer / Approver

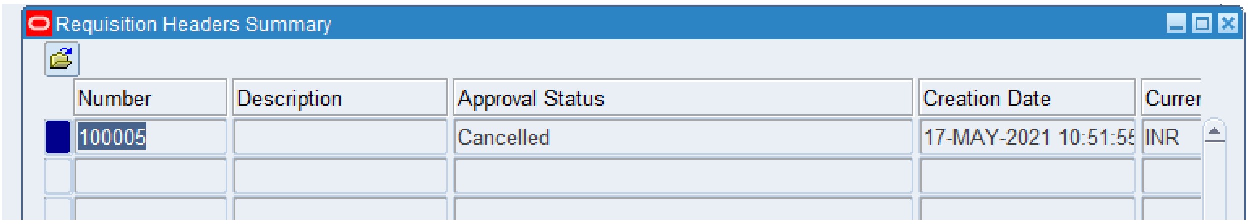
Navigation: Requisition > Requisition Summary

- Using the 'Requisitions Summary' in Oracle Purchasing, Users to query for the requisition that needs to be amended or cancelled.
- For the purpose of amendment:
  Select appropriate requisition & click on "Find" button. Only the Requisition with 'incomplete' or 'rejected' status can be opened. On opening of the requisition, necessary amendments could be performed on the requisition before submitting for approval by the preparer.
- For the purpose of Cancellation:
  Select appropriate requisition, Click on Tools Menu and Control Function. The Preparer can cancel only the requisitions that have a status of 'Approved' and 'Pre-approved'.





- Where the requisition is pending for approval, the approver can amend the requisition during the Edit requisition function and then exercise his approval authority. The approver can review the requisition based on the links provided in the approval notification.
- Where the approver wants the amendments to be performed by the preparer, he/she can then reject the requisition with appropriate comments to inform the preparer of the required amendments.
- After withdrawing, the preparer can then make necessary amendments to the Requisition as desired and resubmit the same for approval.
- If a requisition needs to be cancelled, the Users can use the Cancel function to perform the same. As stated earlier, a requisition can not be cancelled if it has been placed on a Purchase Order/Release.



Status of Requsition will become cancelled.

3 Spot/Standard Purchase Orders (Spot Purchase).

Standard purchase orders can be created either from the approved requisitions automatically or can be manually entered without any requisition reference. Also the product and price references from the approved quotations can be copied onto Purchase Orders. Following are the methods to be adopted for raising the standard purchase order.

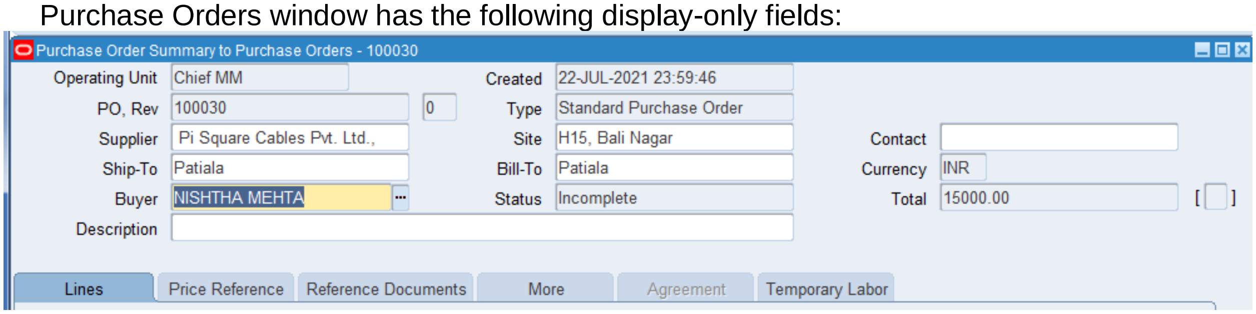
3.1 Manual Entry of Purchase Orders

Navigation: Purchase Orders > Purchase Orders

- Purchase Orders can also be entered manually without any reference to a Requisition. This can be performed by directly navigating to the Purchase Orders form as per the above navigation.
- On both manually entered Purchase Orders and auto created Purchase Orders, price reference can be copied using the Catalog option.
- To enter the line details from the quotation, the buyer will press the catalog button and by giving the appropriate parameters, he will select the approved quotation from the 'Negotiated Sources' block. The details of the approved quotations will be copied to the PO lines.

Standard Purchase Order Header

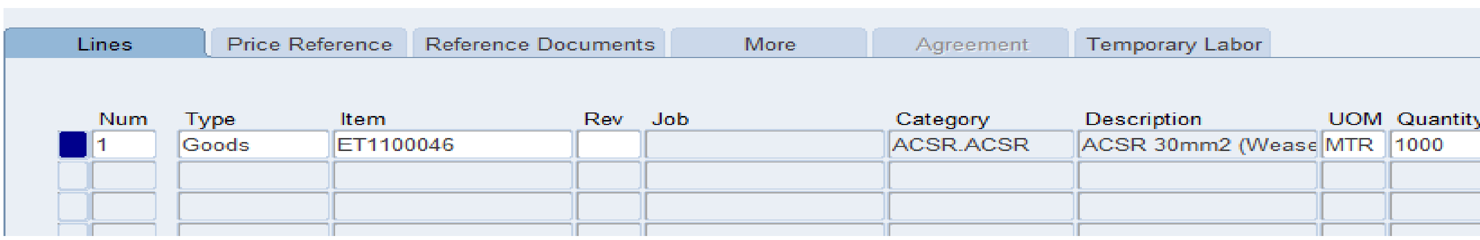
- Purchasing will open the Standard Purchase Orders window when the user has completed Auto creation of a purchase order or when the creation form is opened manually. The upper part of the Purchase Orders window has the following display-only fields:



- Created - The system date is displayed as the creation date.
- Status - Possible order status values are:
  - ❖ Incomplete - The order has not been approved.
  - ❖ Approved - The order has been approved. It can be printed and items can be received against it.
  - ❖ Requires Re approval - The PO was approved and then made changes that require that the preparer process the document again for re approval. Items cannot be received against such PO.
  - ❖ In process - The purchase order has been prepared and has been forwarded for approval, as the person who has submitted for approval is not having sufficient authority to approve.
  - ❖ Rejected- The purchase order has been rejected by the approving authority and has been sent back to the preparer.
- Total - For standard and planned purchase orders, Purchasing displays the current total order amount of the lines on the purchase order.
- Currency - Purchasing displays the functional currency. This is overridden by supplier currency information. To change the currency of the Purchase Order, choose the Currency Button in the form and enter the currency details.

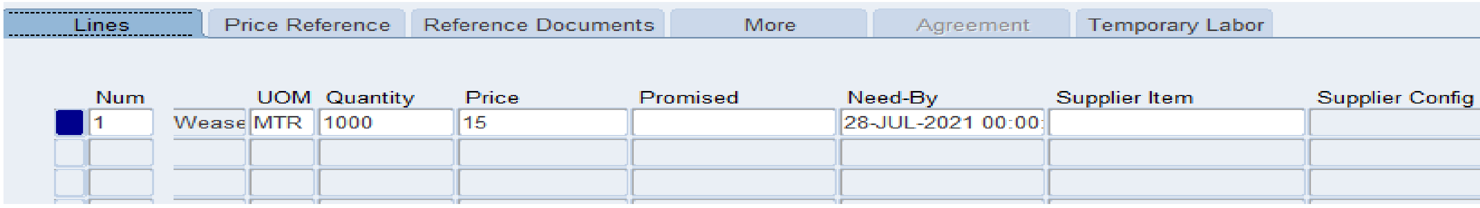
- Purchase order number is auto created. Please note that at the beginning of the new calendar year, the purchasing setup needs to be modified to have the new purchase document sequences in place. The reference of the Calendar year is captured in the document numbers for Requisitions, Purchase Orders, RFQ's and Quotations. Refer the setup document for detailed information.
- Enter the name of the Supplier for this purchase order. To approve a purchase order, supplier name & supplier site name must be provided.
- Note: The supplier cannot be changed once the purchase order is approved. The purchase order becomes a legal document when it is approved. To change the supplier after a purchase order has been approved, the existing purchase order must be cancelled and a new one created for the other supplier.
- Enter the supplier site. If the selected supplier has only one site, it is defaulted into this field. Before approving a purchase order, supplier site must be provided.
- Optionally enter the name of the Contact at the supplier site. If the selected supplier has only one contact name, it is defaulted into this field.
- Enter the Ship To and Bill To locations for the Purchase Order. The Bill-To Location will be the Accounts Payable Dept and the Ship To location will be the location where the goods are to be delivered. In case, if the goods are to be delivered to a Freight Forwarder, select the final destination where the goods are to be forwarded by the Freight Forwarder in the Ship To Field. The Freight Forwarder information will be captured under the Freight Carrier Field in the Terms Region.
- The buyer name will default.
- The brief title of the PO will have to be entered in the 'Description' field, This is optional field.

Standard PO Lines



- Select the items alternative region in the Purchase Orders window.
- Purchase line number defaults from auto create action or the quotation if the Purchase Order Lines are copied using the catalog. Purchasing displays the next sequential line number for the next line available. The preparer can accept this number or enter any line number that does not already exist. This number is used for all alternative regions in the Purchase Orders window.
- Line Type defaults from requisition or the quotation or can be manually chosen. Select Goods for procuring Items and services, which have been already coded in the Item Master. Also for text items, either goods or services can be selected on a case-by-case basis.
- The Item / Services to be purchased are defaulted from the requisition/quotation. The associated purchasing category, item description, unit of measure associated with the item will default.
- In case of services / one time item purchases which does not require an item code to be defined, the item code field should be left blank and only the Category and description field to be filled up or copied from Requisition/Quotation. Any valid category combination can be chosen by the Buyer to identify the nature of Goods / Services being procured.
- Enter the total quantity to be purchased. The Price will have to be copied from the Quotation.
- To refer to the quotation and price, catalog button has to be pressed and the relevant active and approved quotation has to be queried. On availability of approved and active quotation it has to be selected on to the PO lines.

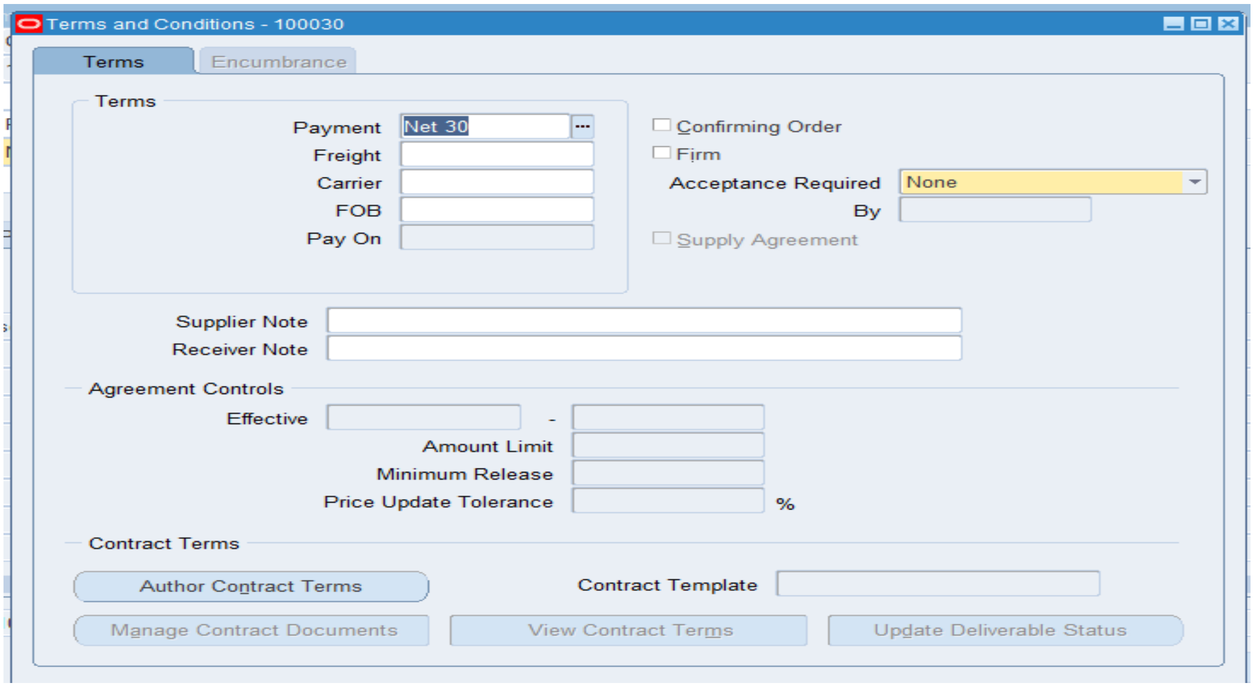
- Enter either the Promised date or the Need by date. Where the Purchase Order is auto created from the requisition the Need By date will default from the requisition line. In case the Purchase Order is copied from the quotation or manually entered, these dates shall have to be entered.
- Use the MORE regions to enter any instruction to the supplier for the line item. This will have to be entered in the NOTE TO SUPPLIER field.



Scroll the line details to see price/need by date, promise date or same can be consider to be CDP dates.

Terms

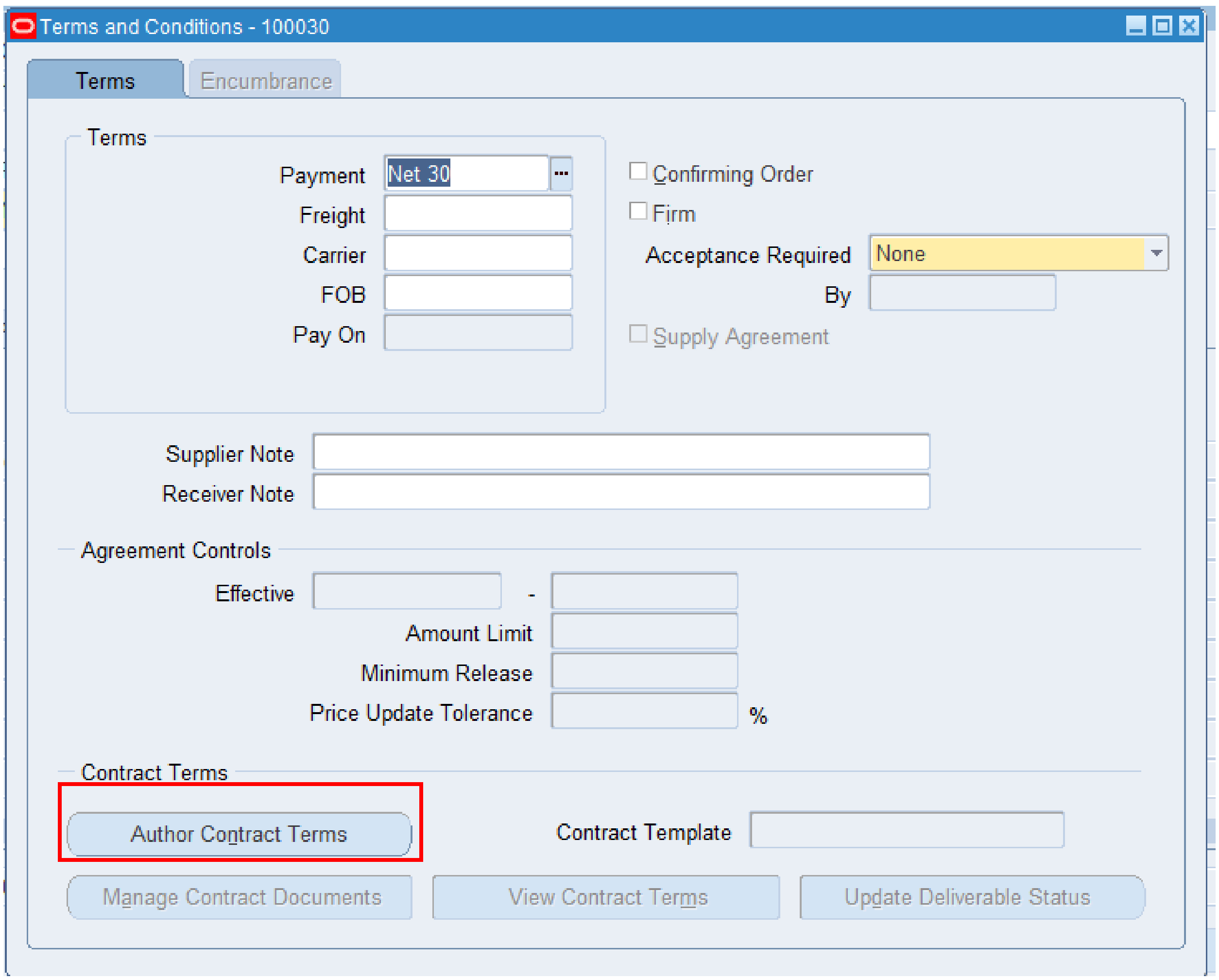
Navigate to the purchase order details window by selecting the Terms button in the purchase orders window.



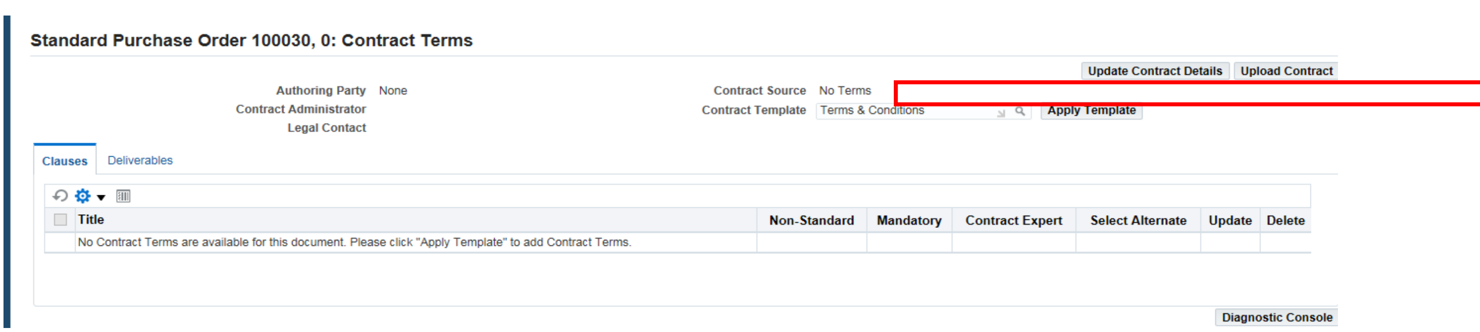
- Enter the Payment terms for the purchase order.
- Enter the Freight terms for the purchase order.
- Select the Freight Forwarder information in the Freight Carrier field. Please note that One Purchase Order can have only one Freight Forwarder.
- Enter the FOB point for the purchase order. This is the point when the responsibility of the Supplier for the goods ends.
- Firm field is *not relevant* here as the same is used for manufacturing planning control.
- Agreement Control region indicates the effective dates and the amount limit for the PO and this will appear grayed out in standard purchase order.

- Enter a Supplier Note and a Receiver Note. Any special instructions to the Supplier in connection with the Purchase Order can be entered in the Supplier Note field. Enter any special instructions to the Receiver in the Note to Receiver field.
- The user may provide the header and the line level attachments for approver, supplier, receiver and the Payables Section.
- Save the work.

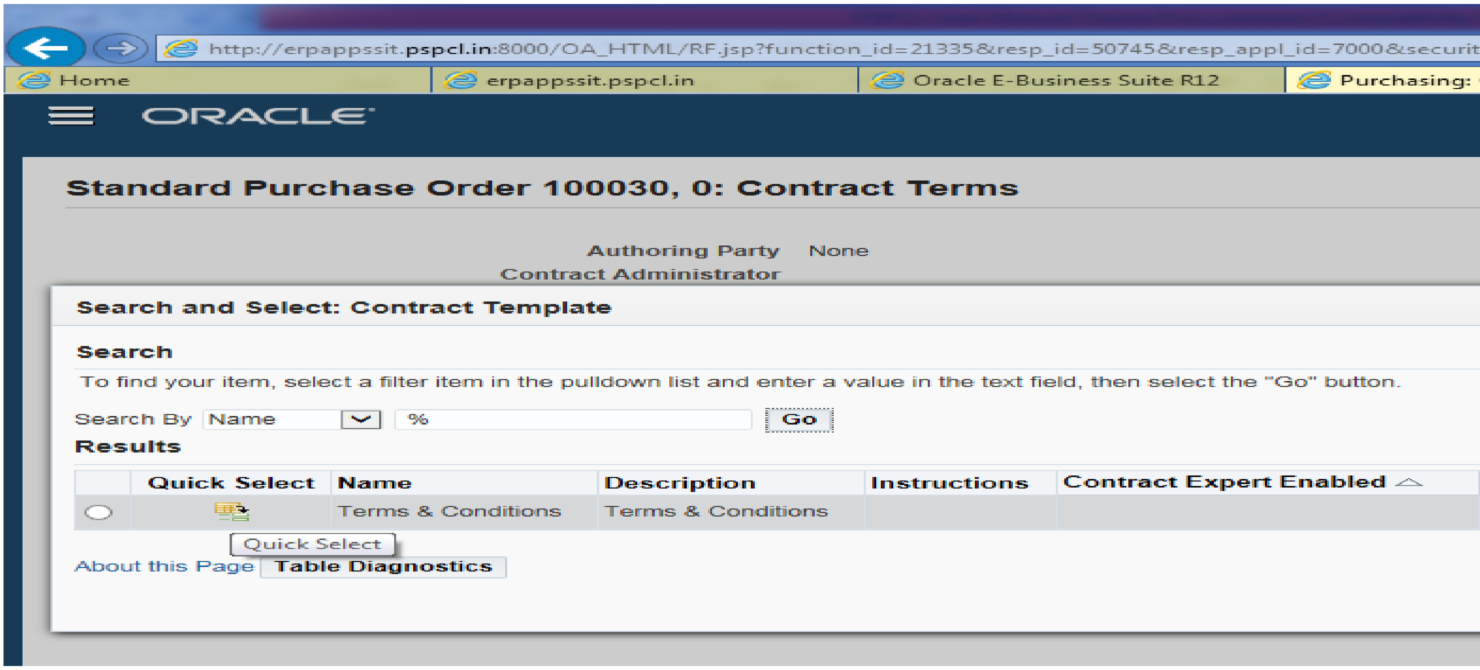
For applying terms & condition click on author Contract terms



System will open the web page in the back ground.

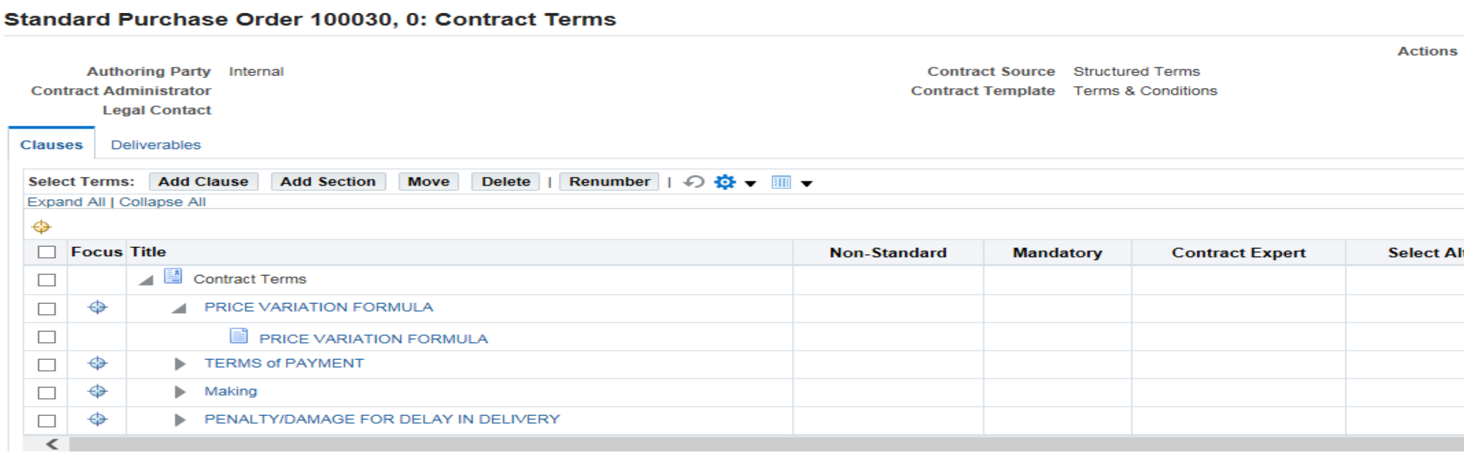


- Select the contract template that you created in Contract Terms Library administrator responsibility. Click on the torch button next to apply template button.

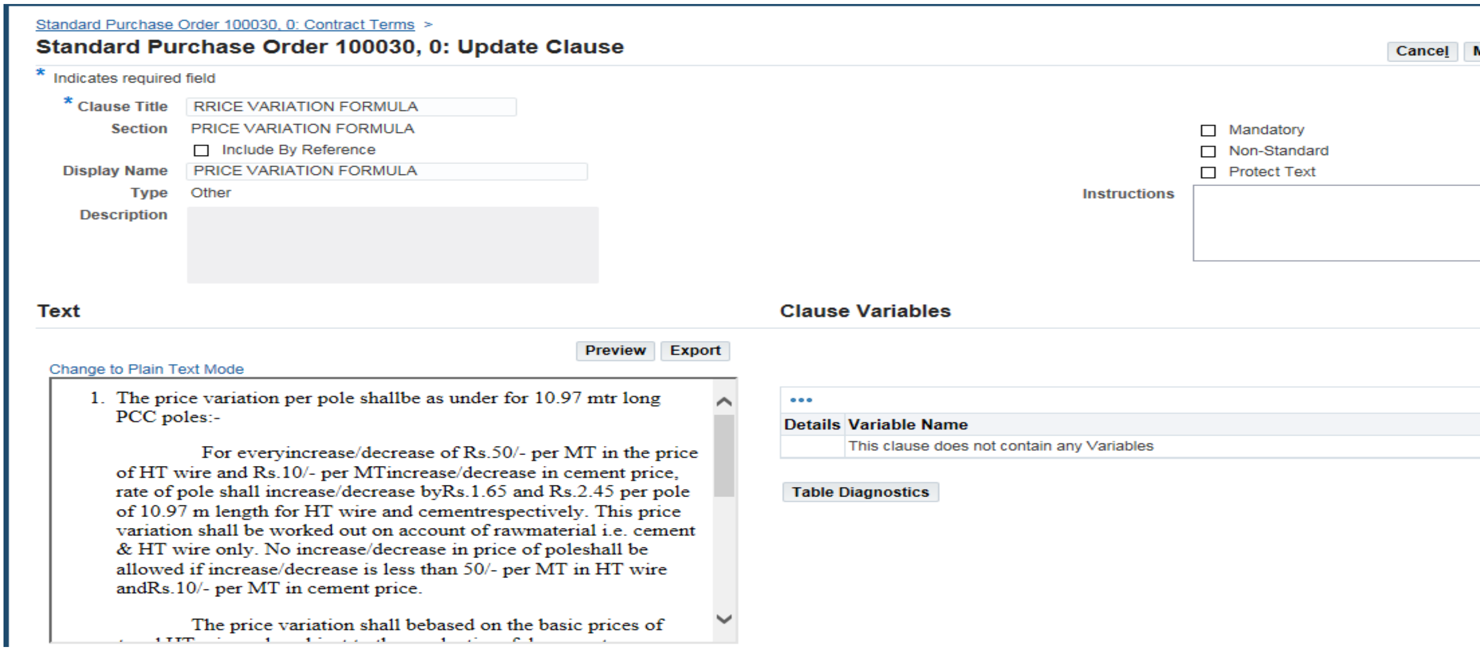


- Now select the Contract template which you want to attach against this spot purchase.

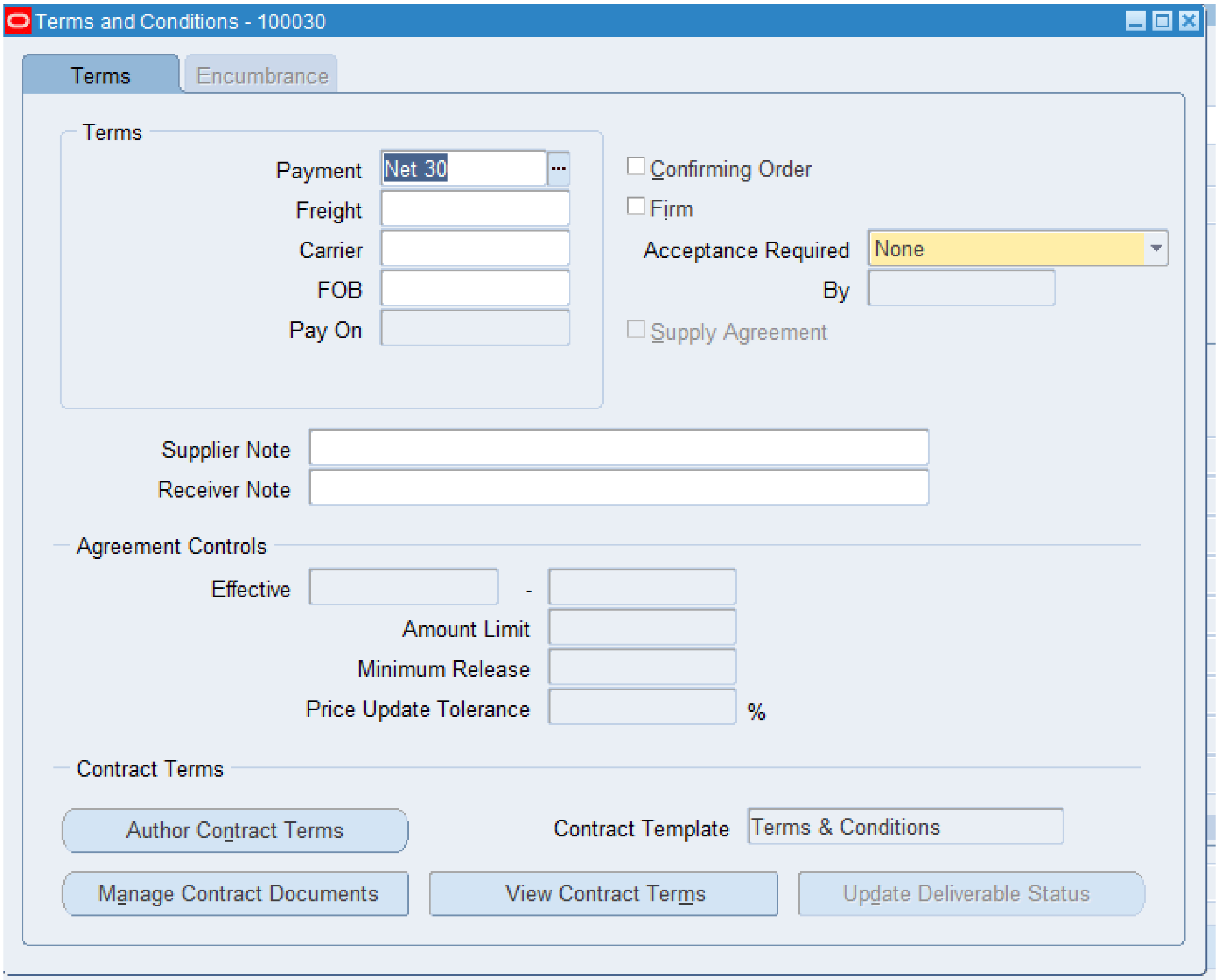
- Expend the contract terms to see further details. Select **Update Contract Details, Click on the pencil icon** and click on go.



Select the clause & then click on pencil icon.



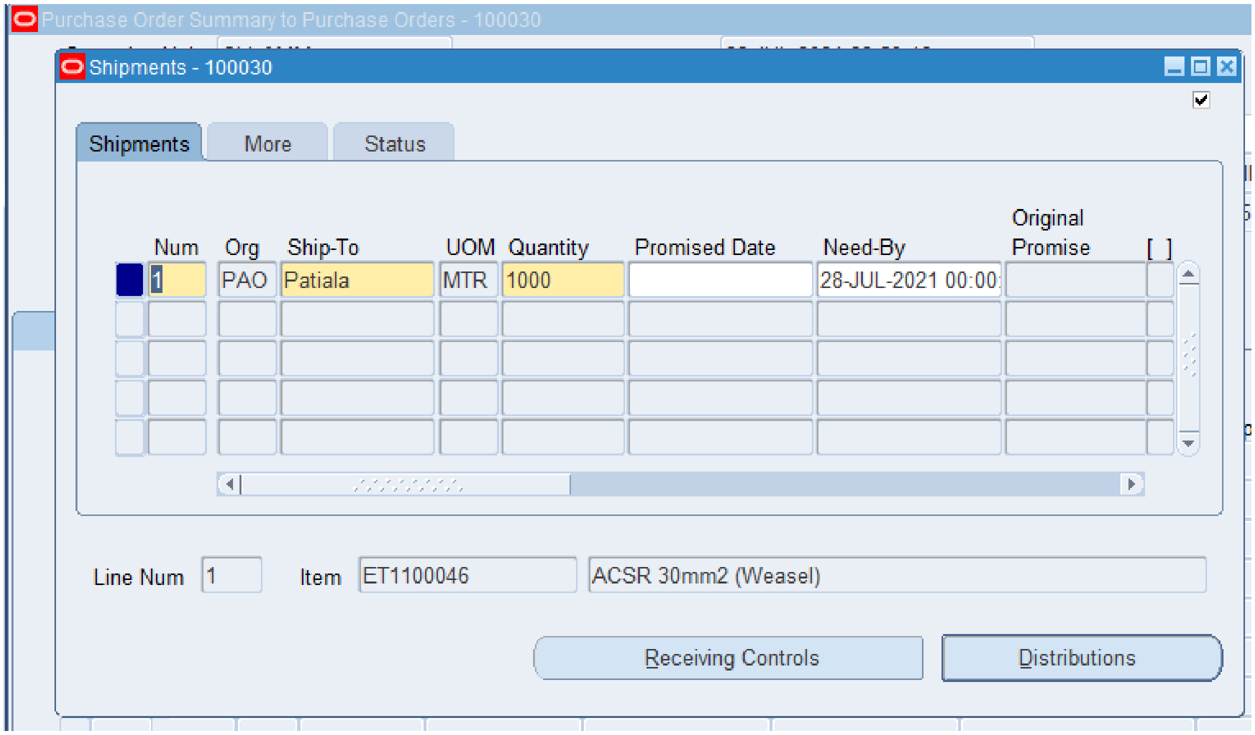
Update the details as per requirement & click on save/Apply.



Here system will now reflect the contract template which has been applied.If contract terms has to be viewed then we need to click on view contact.

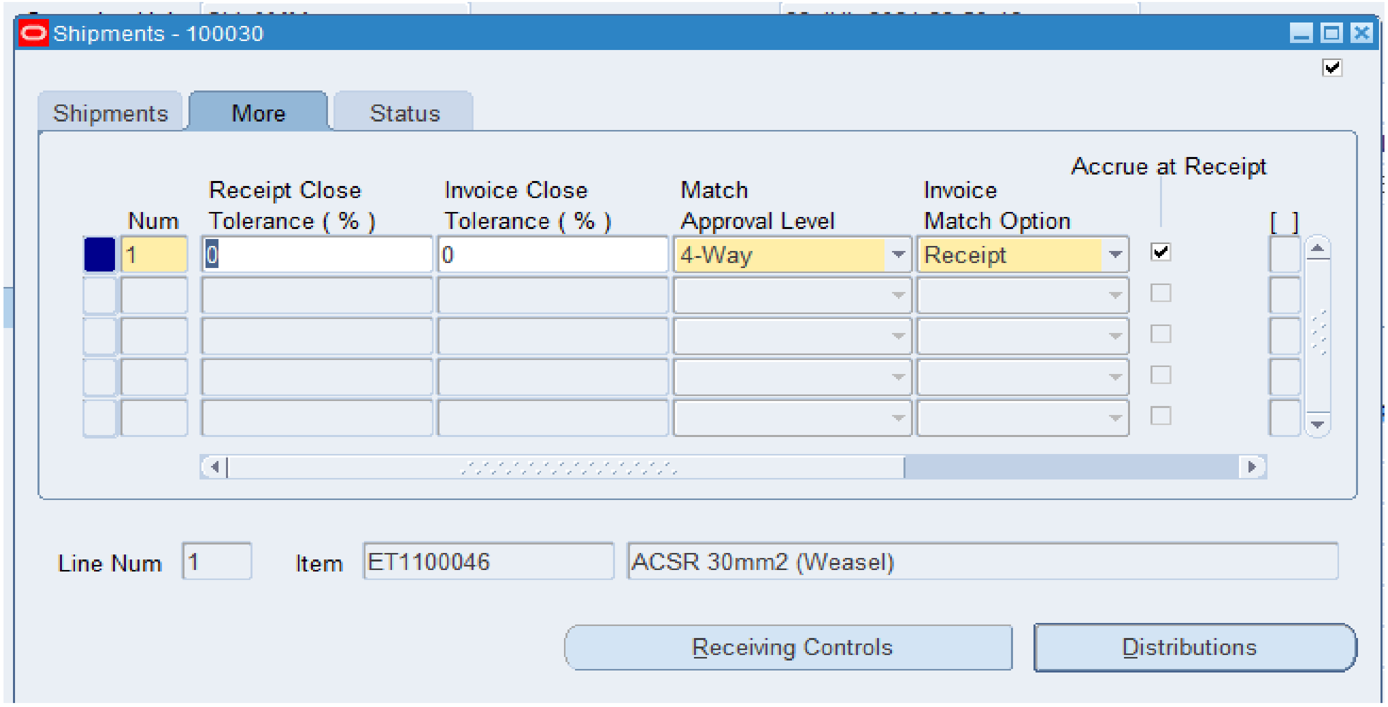
PO Shipments.

- Use the Shipments window to enter multiple shipments for standard and planned purchase order lines and to edit shipments that Purchasing automatically created for you in the auto created screen. A purchase order shipment specifies the quantity, ship-to organization and location, and date the supplier should deliver the items on a purchase order line.
- For entering the purchase order shipment information, navigate to the Shipments window by selecting the Shipments button in the Purchase Orders window.
- The first alternative region in the Shipments window is the Shipments alternative region. In addition to the enterable fields discussed in the following steps, this region displays the UOM, the Charge Account, the line Amount and a check box to indicate whether funds have been reserved.



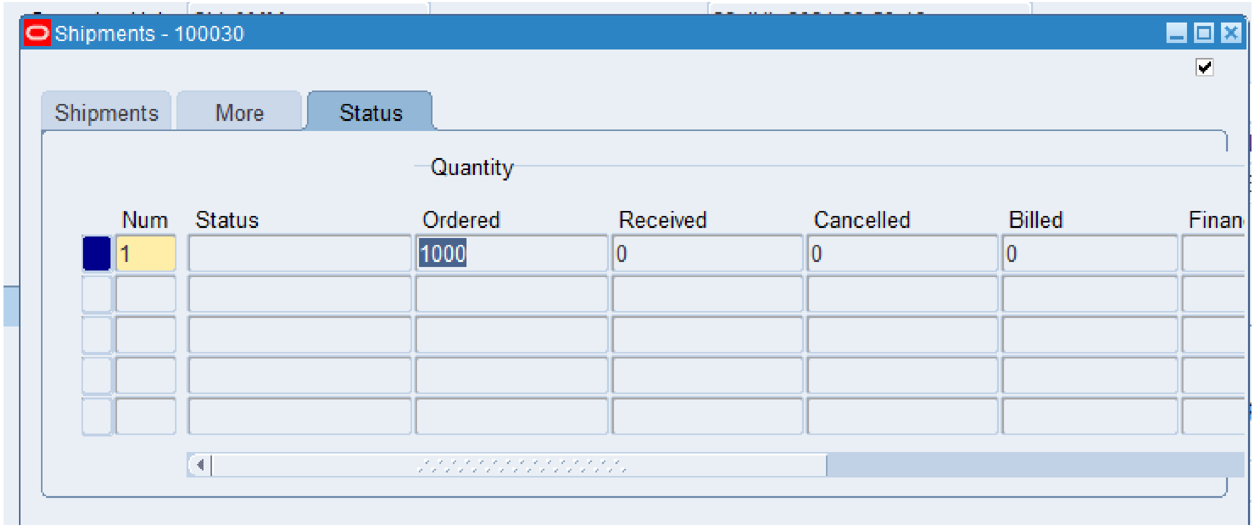
- If a new shipment line is entered, Purchasing displays the next sequential line number available. Enter the ship-to Organization.
- Note: The organization cannot be updated once the work has been saved if the shipment has distributions. To modify, you need to delete the shipment row, save the record and then enter a fresh shipment line.
- Enter the Ship-To location for the shipment.
- Enter the Quantity for the shipment. This value must be greater than zero. The quantity on the Shipment line defaults from the corresponding Purchase Order Line. If this quantity is decreased, Purchasing automatically defaults the quantity ordered of the next line to the total quantity that have not yet been placed on a shipment line. The UOM is displayed next to the Quantity.
- Enter the Promised by date when the requestor needs the item. This date is printed on the purchase order. The default is from the Purchase Order Preferences window.
- Save the work.

To Display And Enter More Shipment Information



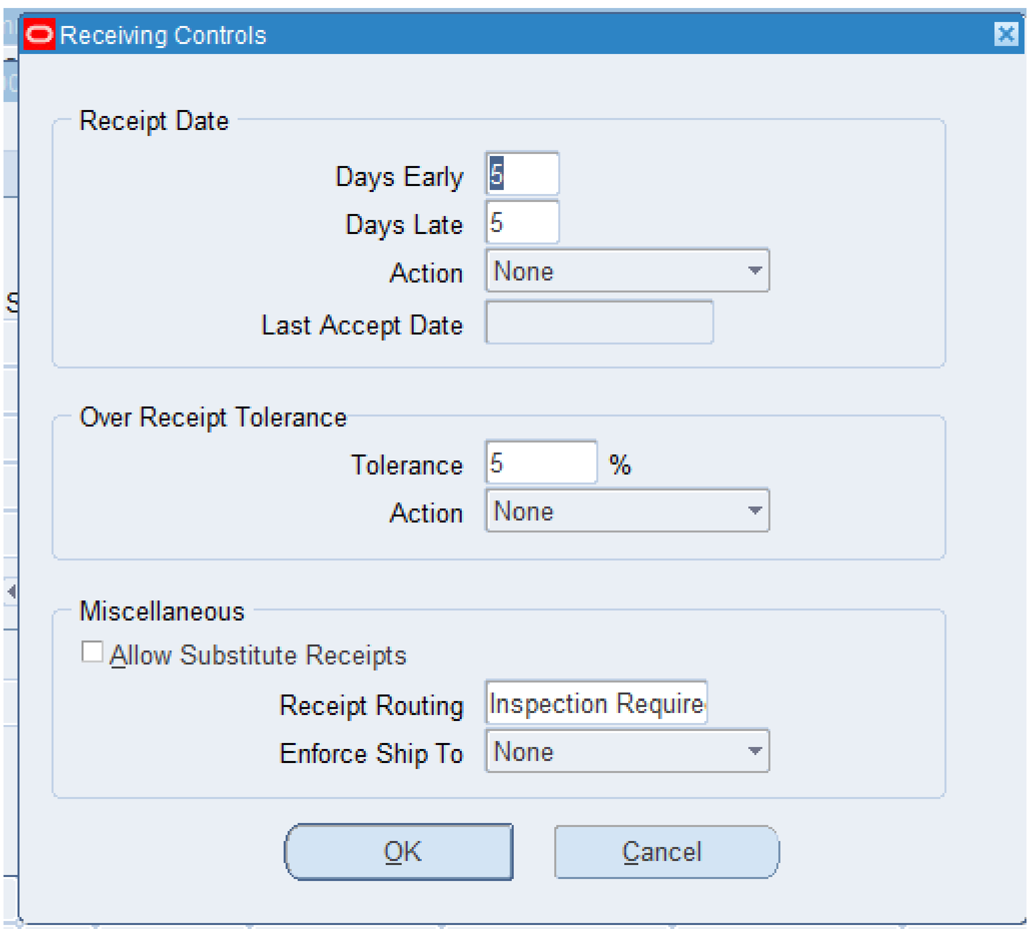
- Select the More alternative region in the Purchase Order Shipments window.
- Enter the Receipt Close Tolerance percent for the shipments. Purchasing automatically closes a shipment for receiving if it is within the receiving closing tolerance at the receiving close point. The receiving close point is set in the Purchasing Options window.
- Enter the Invoice Close Tolerance percent for the shipments. Purchasing automatically closes a shipment for invoicing if it is within the invoicing closing tolerance at billing, when Payables matches invoices to purchase orders.
- Available Invoice Matching options:
- Two-Way: Purchase order and invoice quantities must match within tolerance. All service items and In-tangible items will have to follow this matching level.
- Three-Way: Purchase order, receipt and invoice quantities must match within tolerance.
- Four-Way: Purchase order, receipt, accepted and invoice quantities must match within tolerance.
- Select Accrue on Receipt to indicate that the items on this purchase order line accrue on receipt. Both expense and Inventory items are always accrued on receipt.
- Save the work.

To Display Status Information



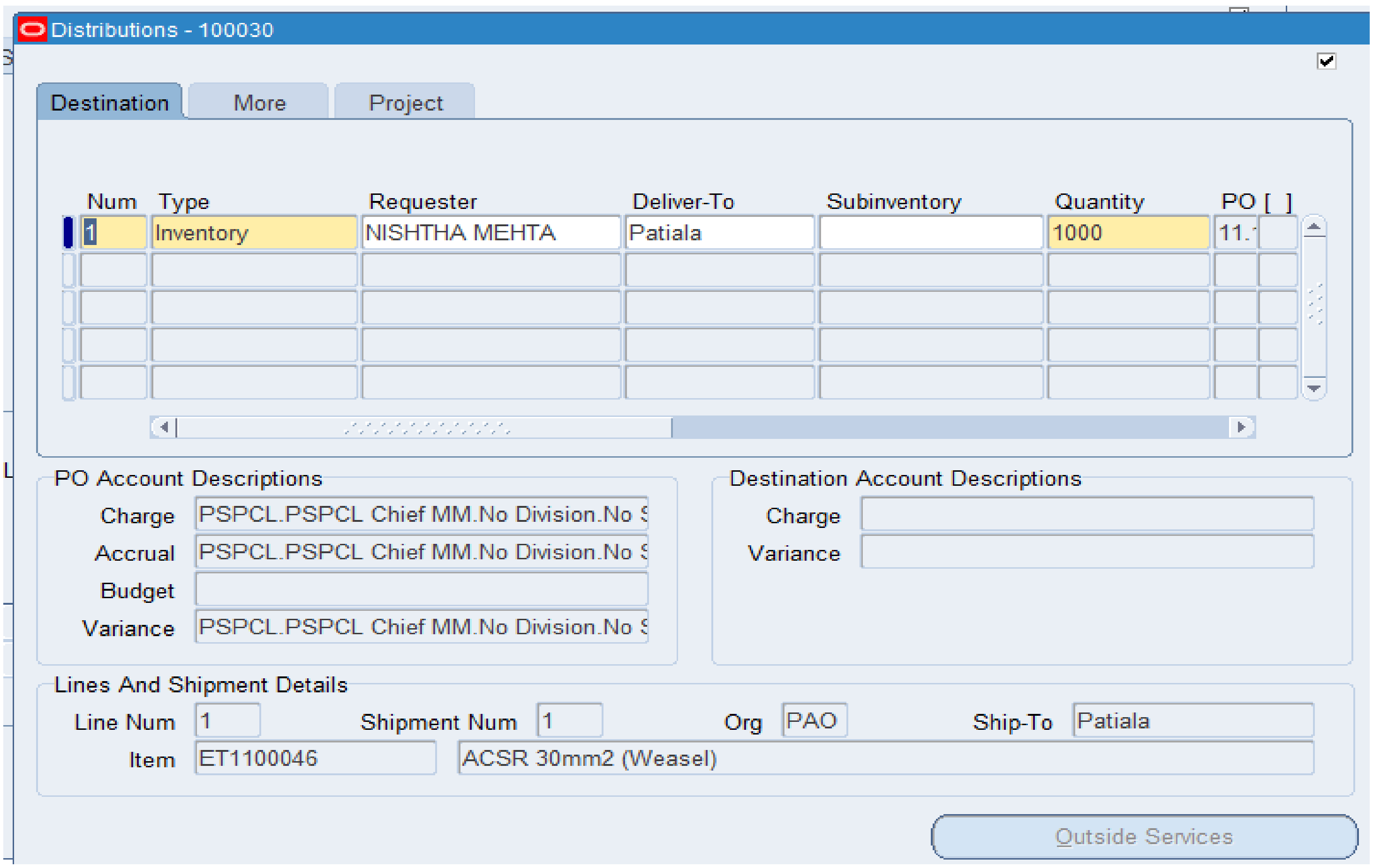
- Select the Status alternative region in the Purchase Order Shipments window.
- For each shipment, Purchasing displays the Status and the Quantity Ordered, Received, Cancelled, and Billed.

To Enter Receiving Control Information.



- Select the Receiving Controls button to open the Receiving Controls window. The receiving controls defaults from the item for an Item based PO line's shipments. In case the item is either one time (text item) or a service item, the receiving controls will default from the PO options.
- The receiving control of 'Warning' will only provide the warning to the user but he would be able to undertake the required action irrespective of violation of the 'Date' or the 'Quantity' type controls. In case of 'Reject' control, the user will not be able to perform any action if either of the mentioned controls is being violated**.**

To Enter Purchase Order Distribution Information

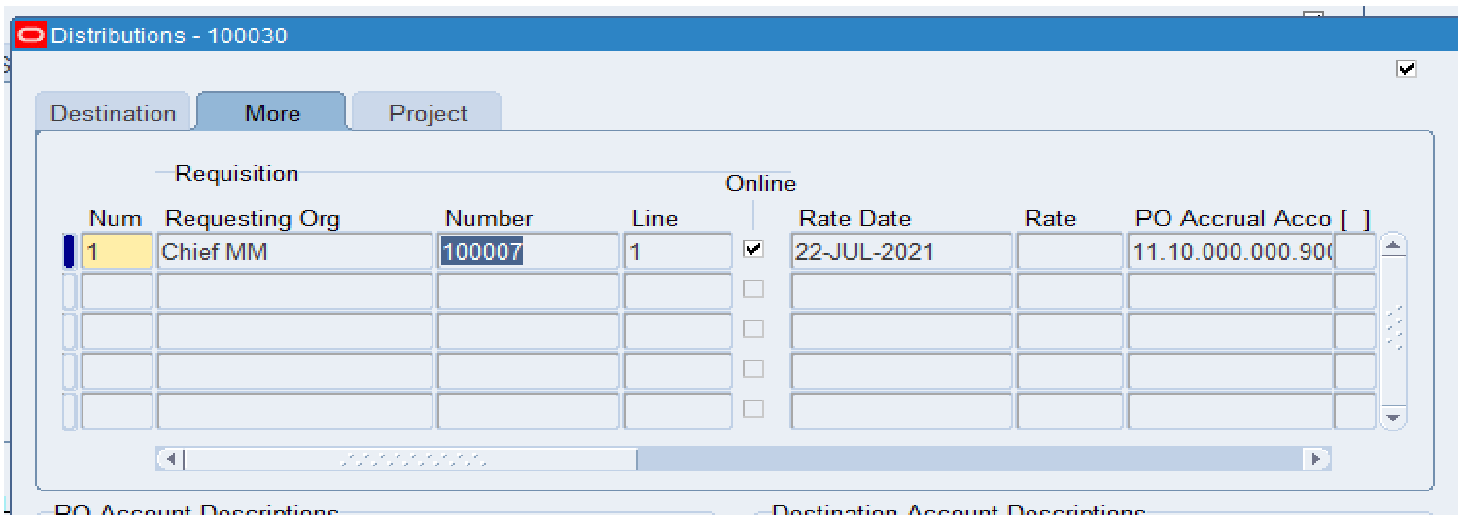


- Use the purchase order Distributions window to enter distribution information for purchase order shipments and to view distributions that Purchasing has automatically created. Multiple distributions can be entered per shipment line.
- Navigate to the Distributions window by selecting the Distributions button in the Shipments window. The Shipments window is accessed from the Purchase Orders window.
- Enter the line Number for the distribution line.
- The destination type determines the final destination of the purchased items. Choose one of the following options:
- Expense - The goods are delivered to the requestor at an expense location. The destination sub-inventory is not applicable. This will be used for all non-stock items and services and any other item, which need not be tracked in Inventory against this Purchase Order. <u>All Capital items should have the destination type set to EXPENSE</u>.
- Inventory - The goods are received into inventory upon delivery. Enter the Requestor and Deliver To location for this distribution. If the destination type is Inventory, the sub inventory also has to be

entered. This will be used for stock items and other items, which needs to be stored in Inventory before being issued for consumption.

- Enter the Quantity of the purchase order shipment that is to be charged to the Accounting Flex field. The default value comes from the quantity entered in the Shipments window. If the default quantity is decreased, Purchasing automatically defaults on the next distribution line the total quantity not yet assigned to a distribution line.
- Enter the Charge Account. When navigating to this field or when the document is saved after entering the Shipment information, the system builds the charge account. Purchasing uses the Account Generator function to automatically create the following accounts for each distribution:
    - Charge: the account to charge for the cost of this item
    - Accrual: the AP accrual account
    - Variance: the invoice price variance account
    - Budget: the encumbrance budget account
- The account code built by the system can be changed if the destination type is Expense. The other codes are automatically built and not changeable.
- The Reserved check box indicates whether the funds have been successfully reserved for this purchase order distribution. The distribution is reserved when the purchase order is approved. Any purchase order distribution that has already been encumbered cannot be changed.

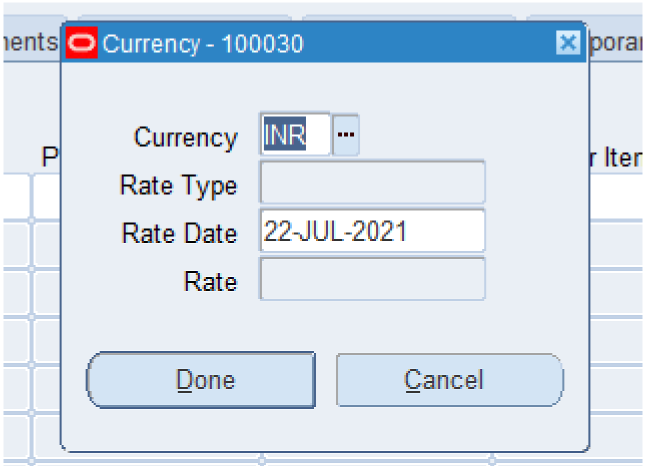
To Enter Distribution Detail Information



- Select the More alternative region.
- The requisition line from where this PO is auto created would be shown here. If the PO is not auto created, then the requisition number can be entered here (please note that the requisition number can't be selected from LOV).
- The *online* check box indicates whether this distribution is part of an on-line requisition. If so, Purchasing displays the requisition number and line number.
- Purchasing displays the budget account, accrual account, and variance account numbers supplied by Account Generator.

Currency Information

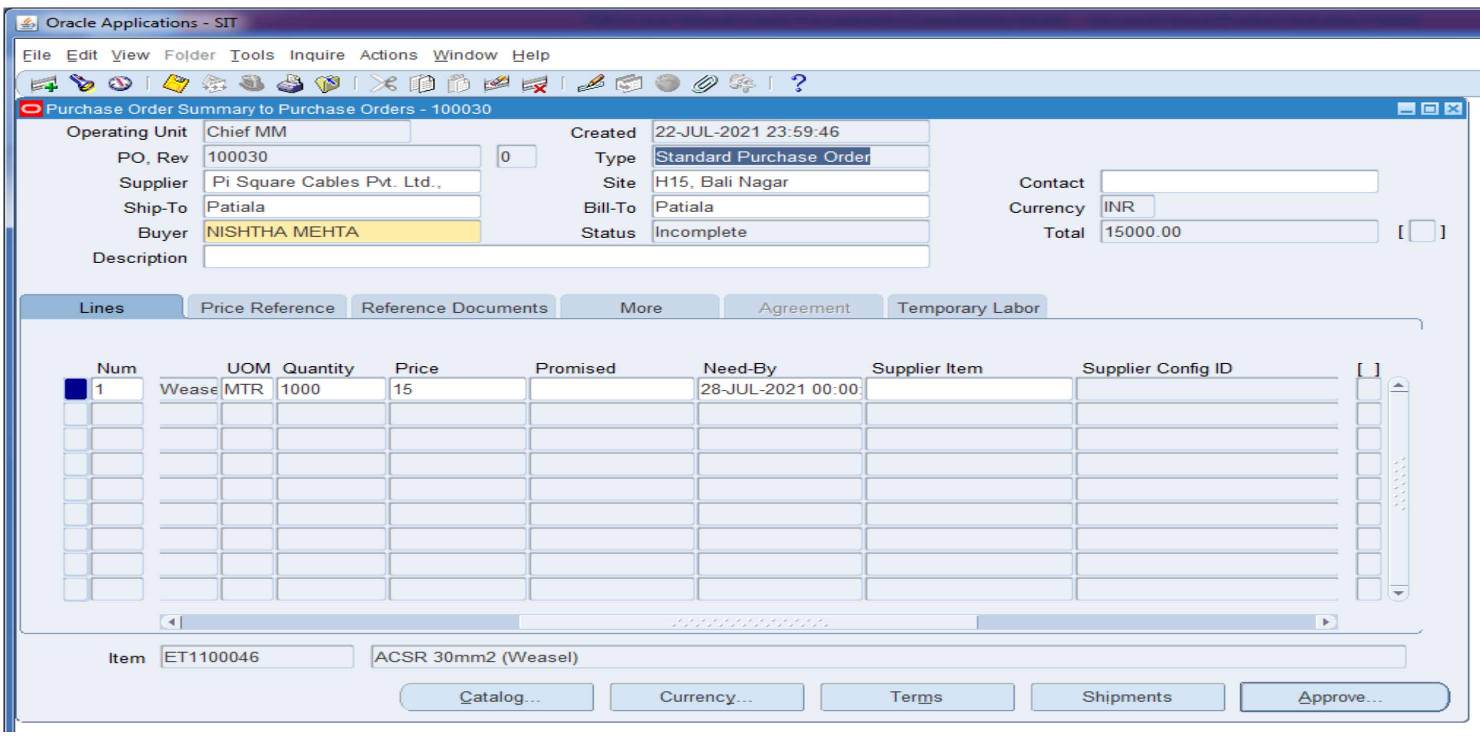
- Use the currency window to enter and change currency information for purchase orders.
- For purchase orders, currency information can be changed until the purchase order is approved or encumbered. Note that changing the purchase order supplier to one that uses a different currency overrides any information entered in this region.



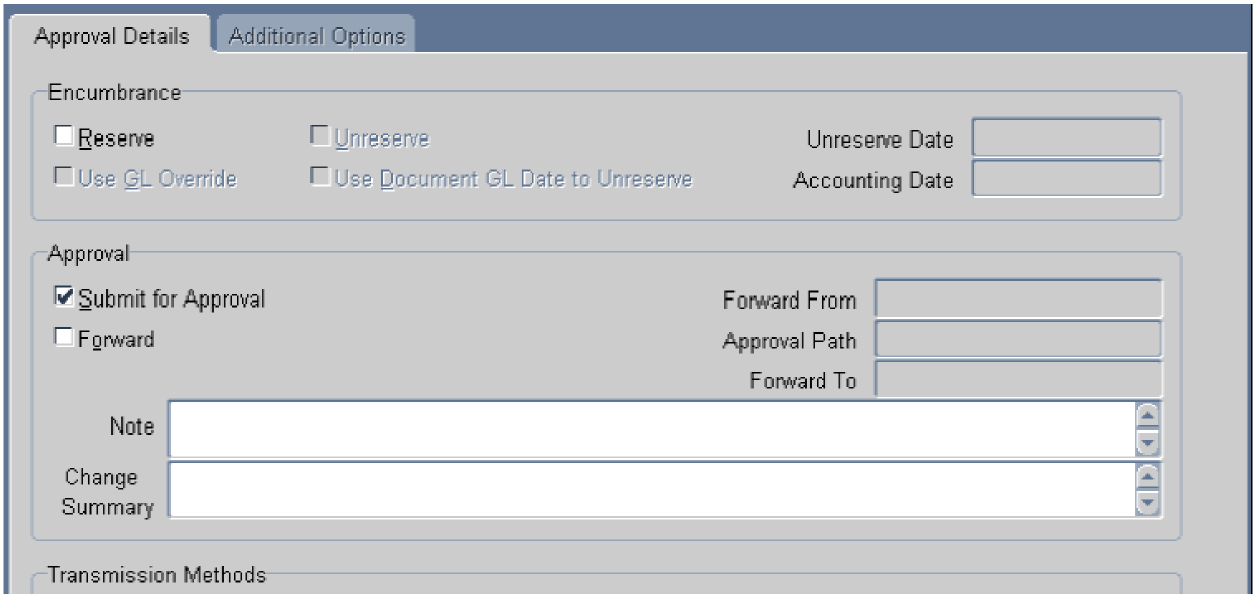
Apply attachment for spot purchase if any.Attachement process remain same as explained above.

Forwarding and Approving Standard Purchase Order:→

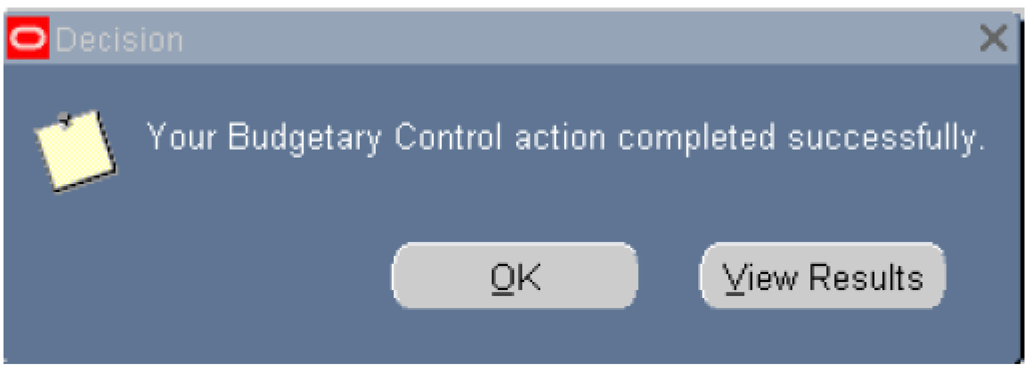
- Navigate to the Approve Document window by selecting the Approve button. The buyer will select the Submit for Approval checkbox to automatically approve the document subject to his own approval limits and automatically forward the documents to the immediate superior for approval in case of insufficient approval limits.
- In case of the immediate approver not on duty, the Buyer or the forwarder shall have to select the Forward To option and choose the name of the person to whom the document has to be forwarded to in the appropriate field.



Click on Approve.



Select the reserve. A PO creates an obligation to pay referred to as an encumbrance. These entries are sent to the General Ledger (GL) and. An encumbrance is simply money set aside for planned purchases.



Click on Approve.& approval process remain same as mention the PR approval.

The approvers will receive the documents electronically in their Notification Box. (Navigation: Purchasing Responsibility > Notification Summary).

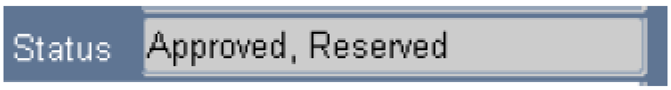
The various actions that could be performed against each of the Notification which is pending for approval are:

- Forward - Forward the document to another employee for approval without attempting to approve it. In such an option, select the Employee Name of the employee to whom the document is to be forwarded.
- Reject - Reject the document to indicate that it is not to be approved because of any reason. Purchasing returns the document to its owner for modification and resubmission to the approval process if appropriate. Please note that if an approver wants to send the purchase order / other purchasing documents back to the buyer; he has to exercise the option of 'Reject' rather than the option of forward. Only subsequent to the 'Reject' option, the buyer will be able to make changes in the P.O.
- Approve - This action will be undertaken to approve the standard P.O subject to the approval limits. In case of insufficient approval limits, the document will be automatically forwarded to the next immediate position in the Purchasing Approval Hierarchy.

- Approve and Forward - This option has to be used if the document has to be forwarded to another employee in the same hierarchy whose concurrence needs to be obtained for the procurement or whose opinion is sought. If this option is chosen, enter the employee name whose concurrence is sought in the Forward To field. The document gets forwarded with 'PRE-APPROVED' or 'IN PROCESS' status depending on the approval limit of the forwarder. In case sufficient approval limits exists for the person taking action, status will become pre-approved & in case of insufficient approval limit, the status will be In process.

- Note: Once the PO is approved and if any changes are made to that Approved PO with respect to Item, Qty, Price, and date it will revise the document and requires re-approval will follow the same approval process like a new PO

- Once the purchase order has been approved, you will see that it is in Approved, Reserved status.



VIEWING PURCHASE ORDER STATUS

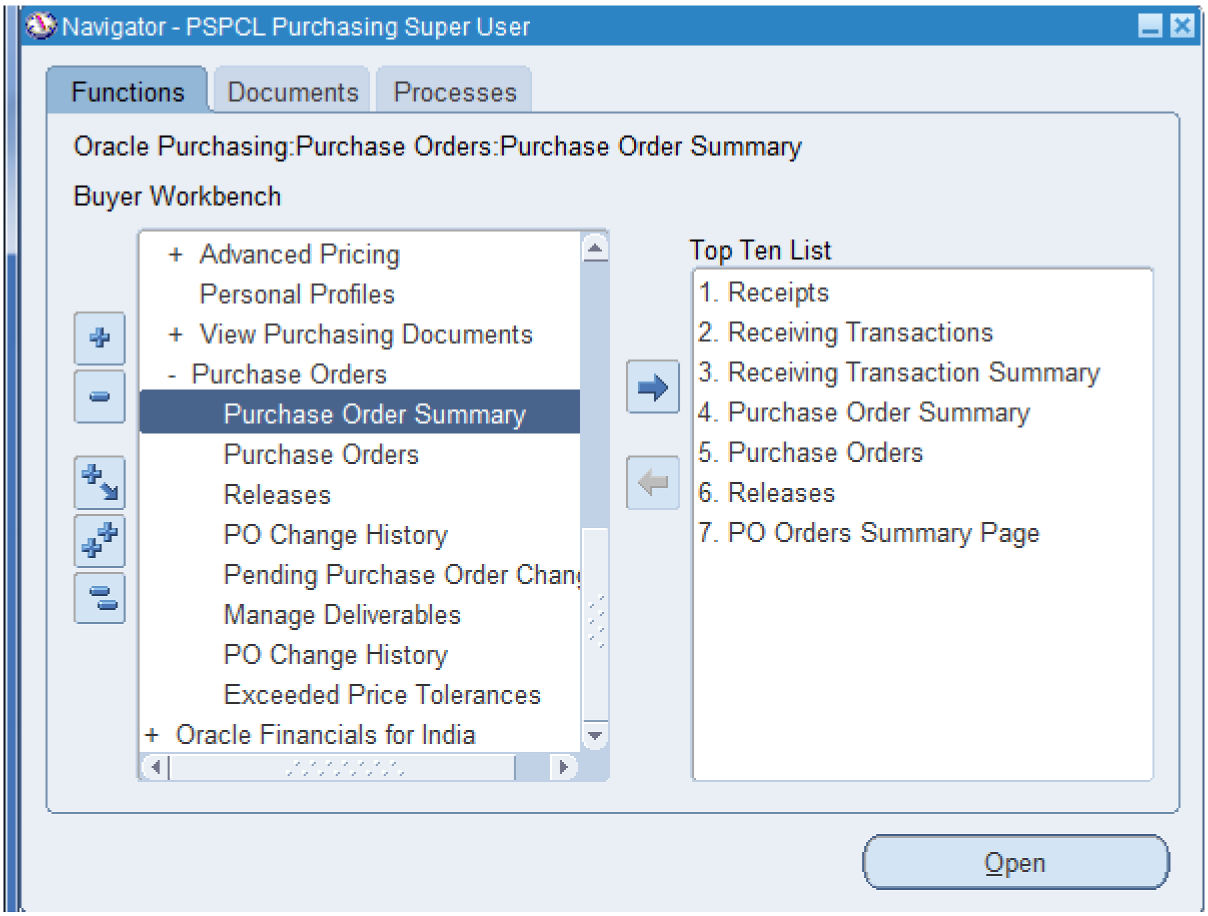
The status of the purchase orders submitted for approval can be viewed from Purchase Order Summary form. If the approver has sufficient approval authority the document status will be approved. Else it would show a status In Process. The document will be available with the next person in the approver's hierarchy.

4 PURCHASE ORDER STATUS IN PURCHASE ORDER SUMMARY.

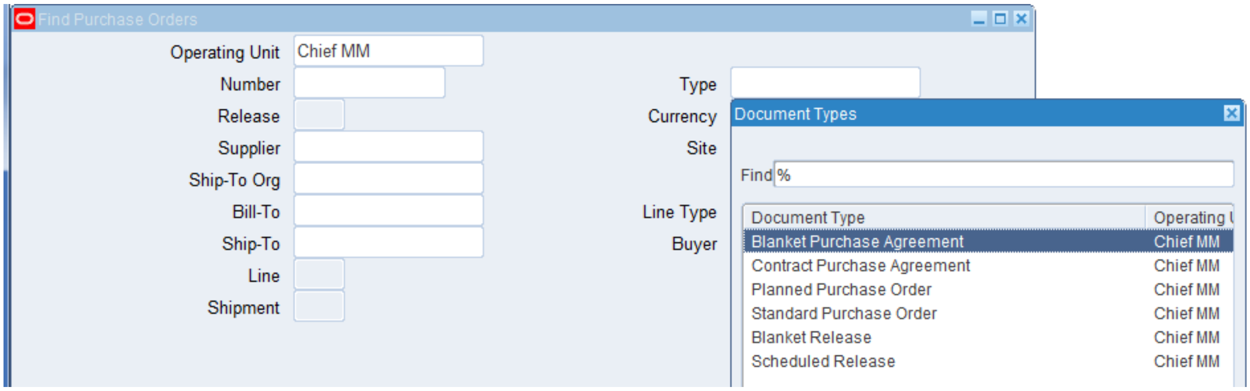
Navigation: Purchase Order > Purchase Order Summary (

This query would open ‘Purchase Order Summary India form wherein the details of all the spot PO with tax details can be seen.

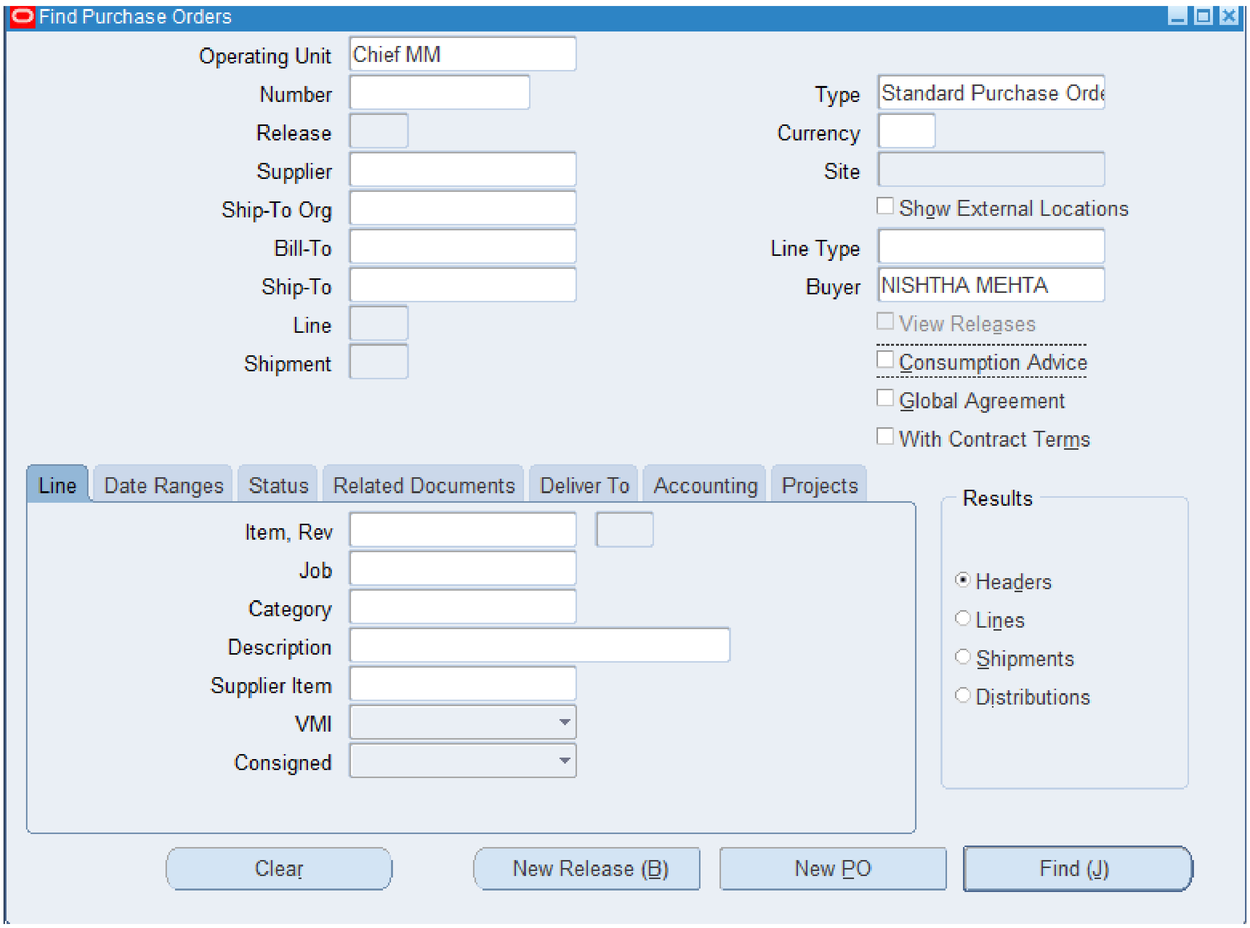
In Purchase Order Summary form of base apps, one can view Purchase Order status using various sorting criteria. User has to select a criteria from the various options available in the ‘Find Purchase Order's form.



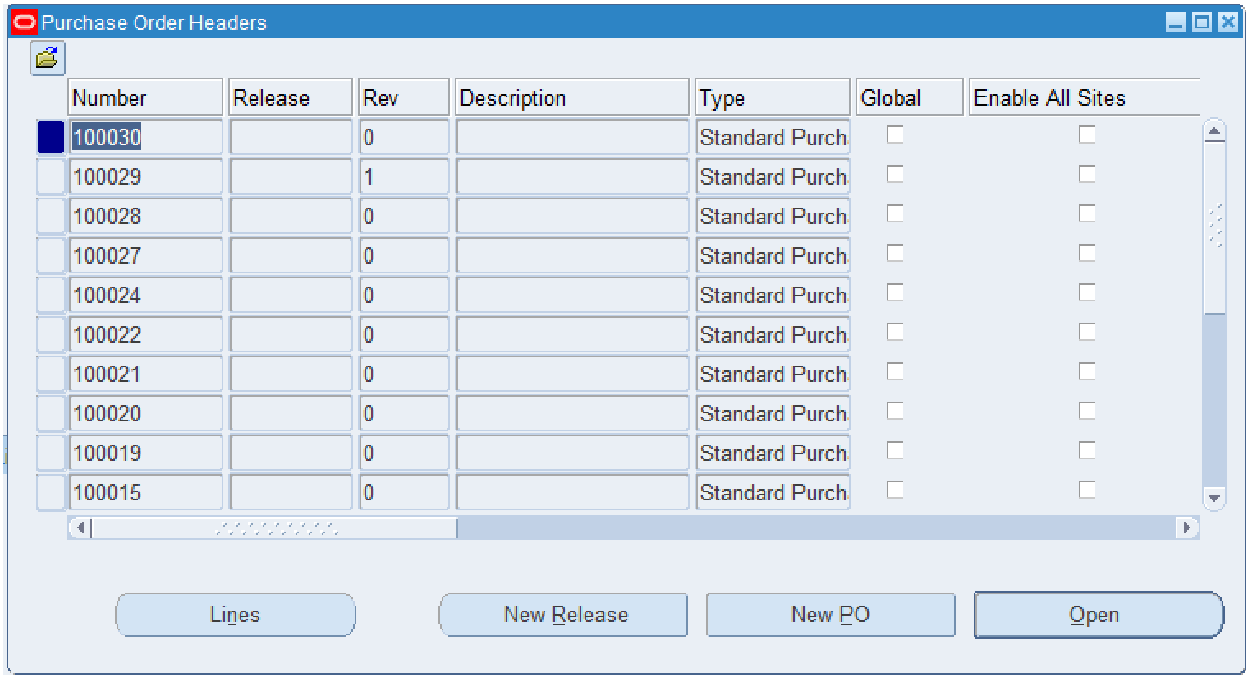
One can directly query to PO Headers / Lines / Shipments / Distributions depending on the query criteria. On pressing the ‘Find’ button, the relevant window opens.



Select the type as per requirement.Enter the po number, Buyer name,Click on find.



Click on find.



Note:→In progress po can not be open & action can be see as per mantion in the PR.

FOLDER WINDOW

The window thus opened is a 'Folder Window' i.e. the fields in this window can be rearranged to suit one's needs in order not to scroll right to see the details. Note the 2 statuses – Close & Cancelled.

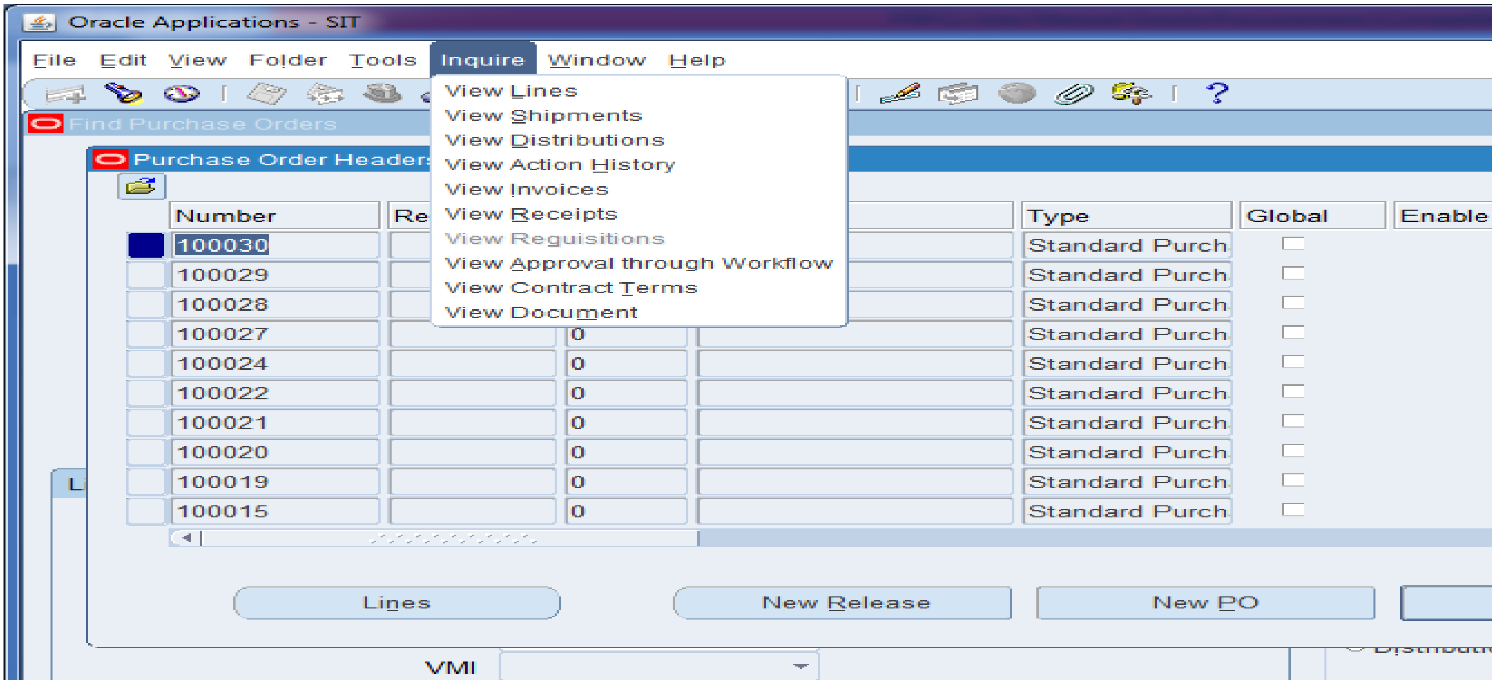
- Closure status indicates whether the Purchase Order is closed for receiving & invoicing. If it is closed, then there cannot be any receipts made or invoices booked against this PO.
- Cancelled status indicates whether the PO has been cancelled in the header level.

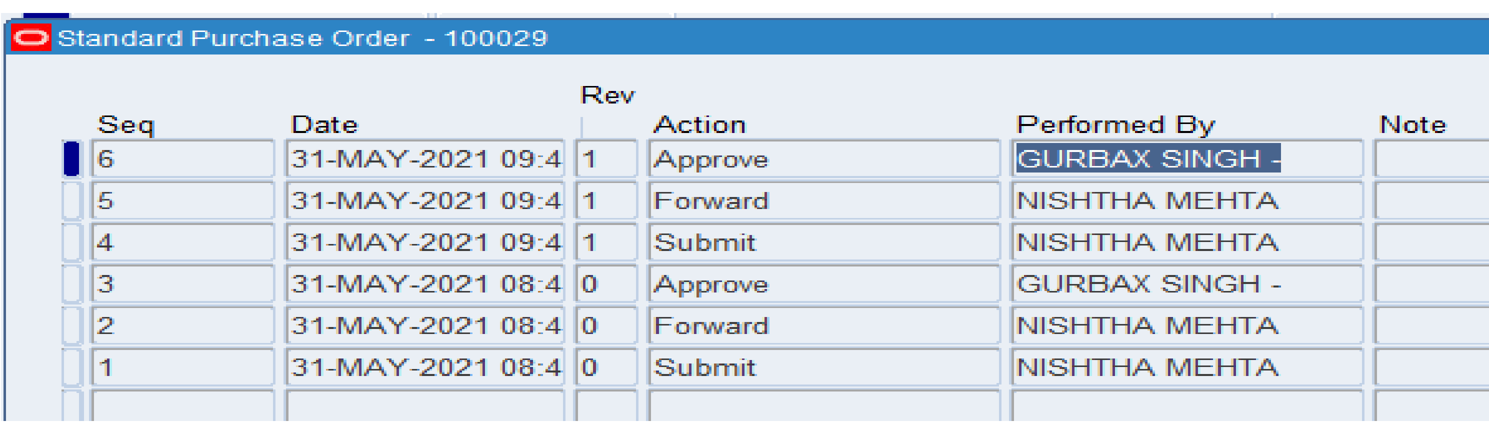
5 VIEW ACTION HISTORY

Navigation: From Purchase Order Summary > (T) Inquire > View Action History

The View Action History would show the details regarding the purchase users right from the creator to the final approver and date on which a particular action has been done on the PO.

If in case a PO is not yet approved, then it can be known that on whose notifications the In Process PO is lying. Also note that each of these transactions are date tracked.

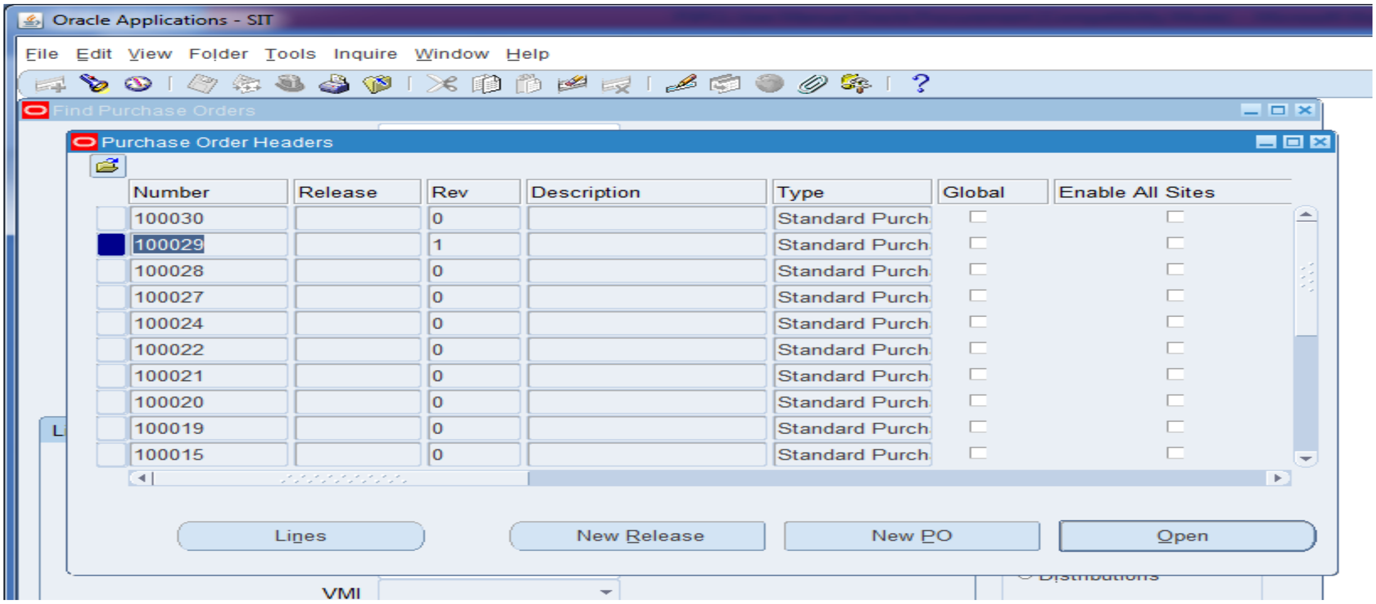




VIEW PO SUMMARY LINES

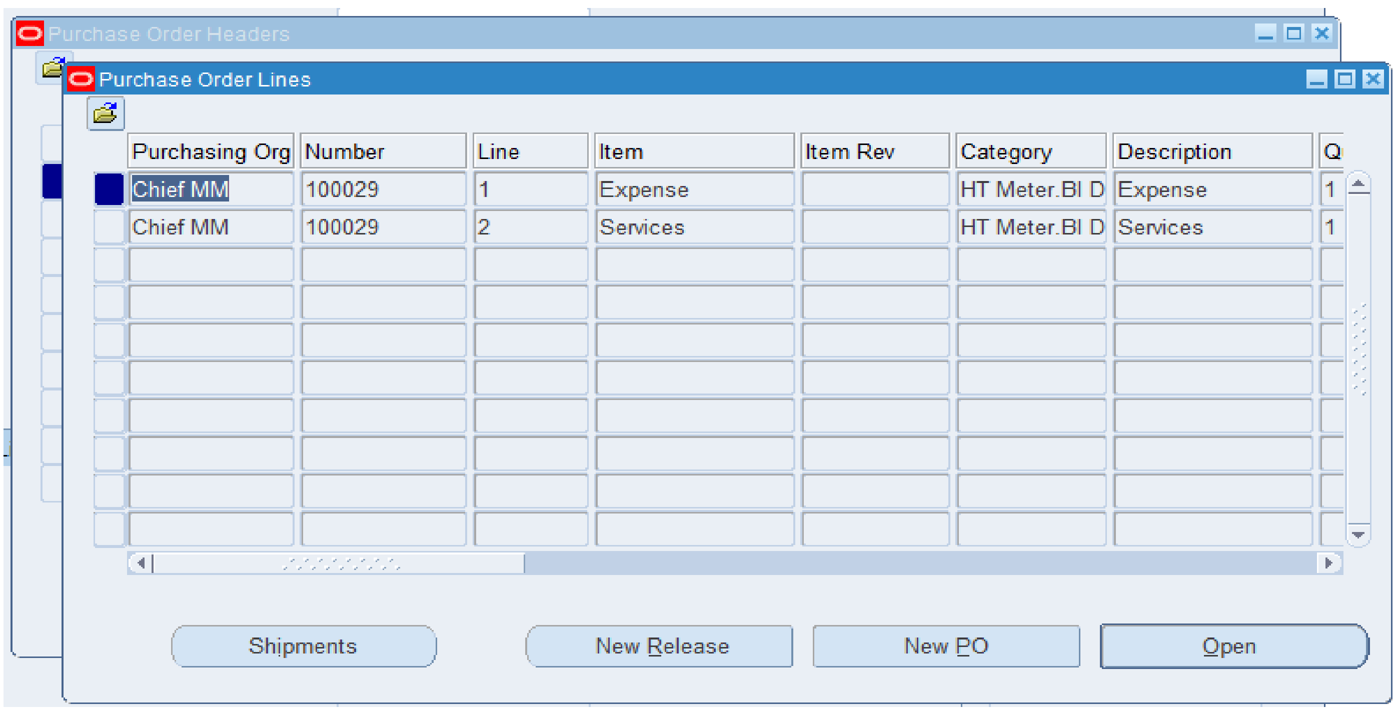
Navigation: From Purchase Order Headers Summary > (B) Lines

Here the details of the PO lines can be seen. In line level also, there are 2 statuses – Cancelled & Closure, which are explained above. Also note that this is also a folder window.



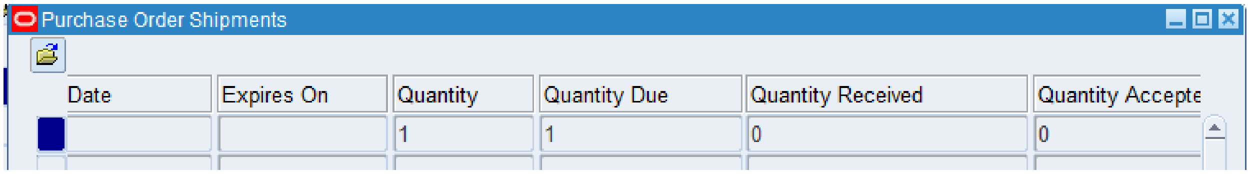
VIEW PO SHIPMENTS SUMMARY

__Navigation:__ From Purchase Order Lines Summary > (B) Shipments



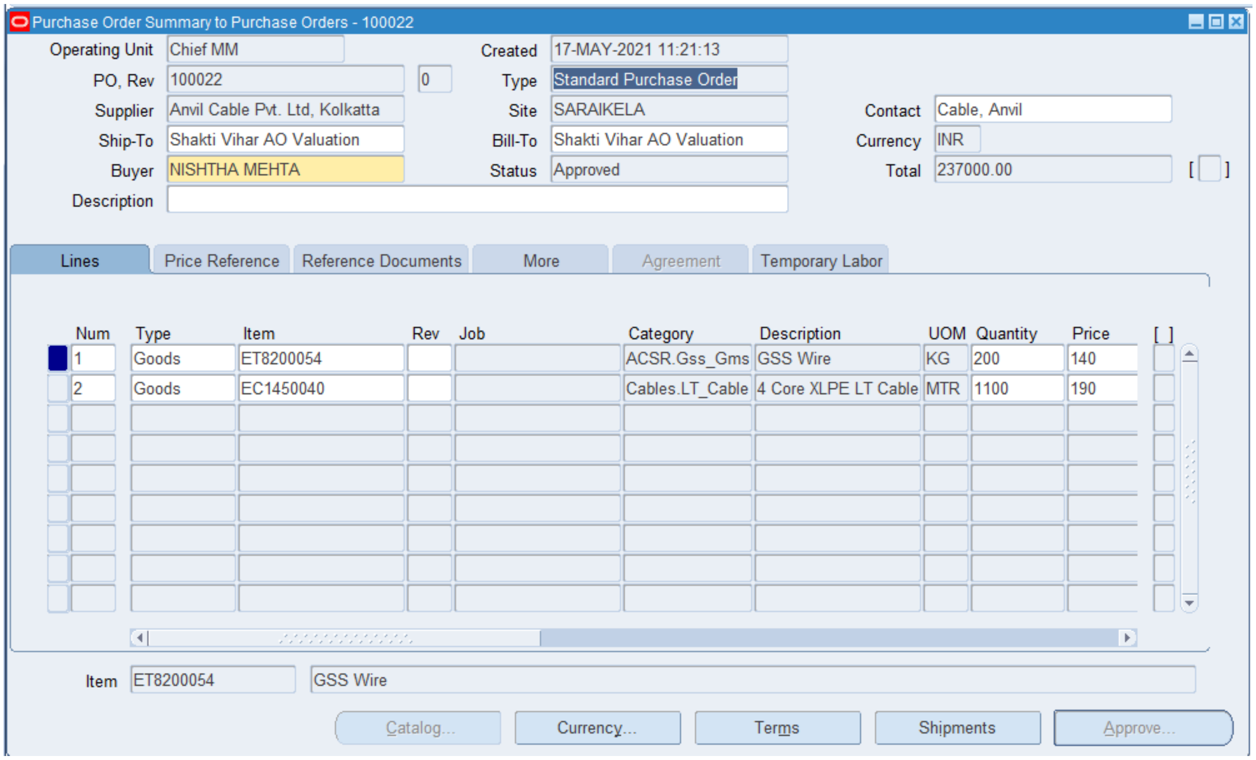
Click on shipment.

Here the details regarding quantities – due, received, accepted, rejected, billed & cancelled can be seen.

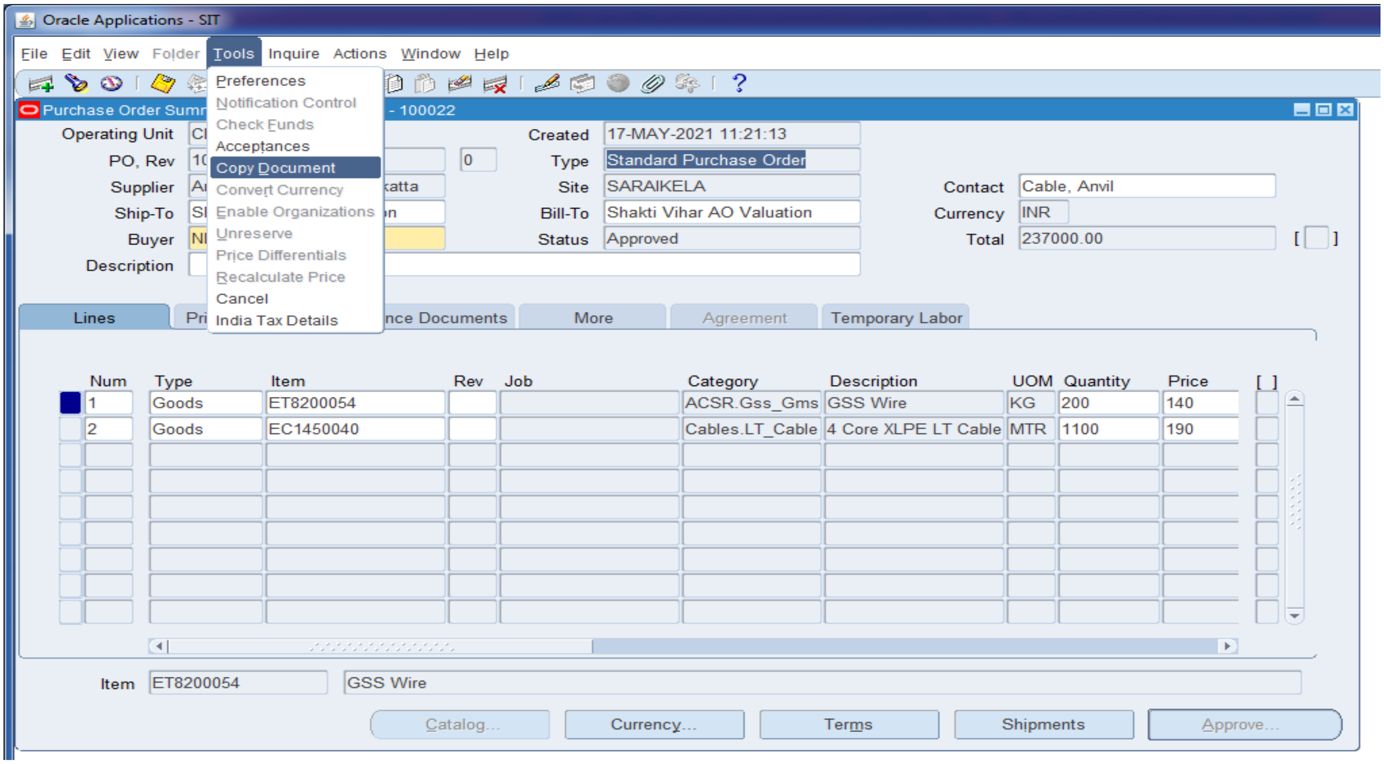

Purchase Order Shipments
Date
Expires On
Quantity
Quantity Due
Quantity Received
Quantity Accepte
1
1
0
0

6 COPYING PO.

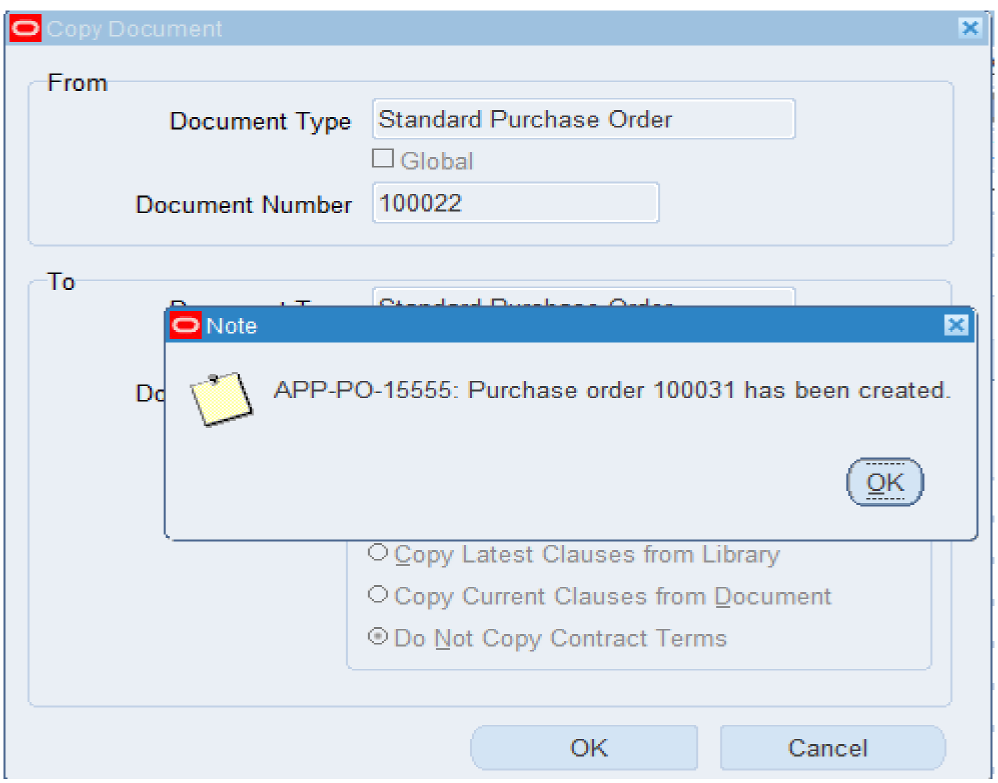
Open the approved PO.



Click on tools→Copy document.



System will open another window click on approve.



System has already po number of 100031.Quary po number 100031 & po status will be in incomplete status.

7 PURCHASE ORDER CANCELLATION.

This Procedure covers Cancelling of Purchase orders.

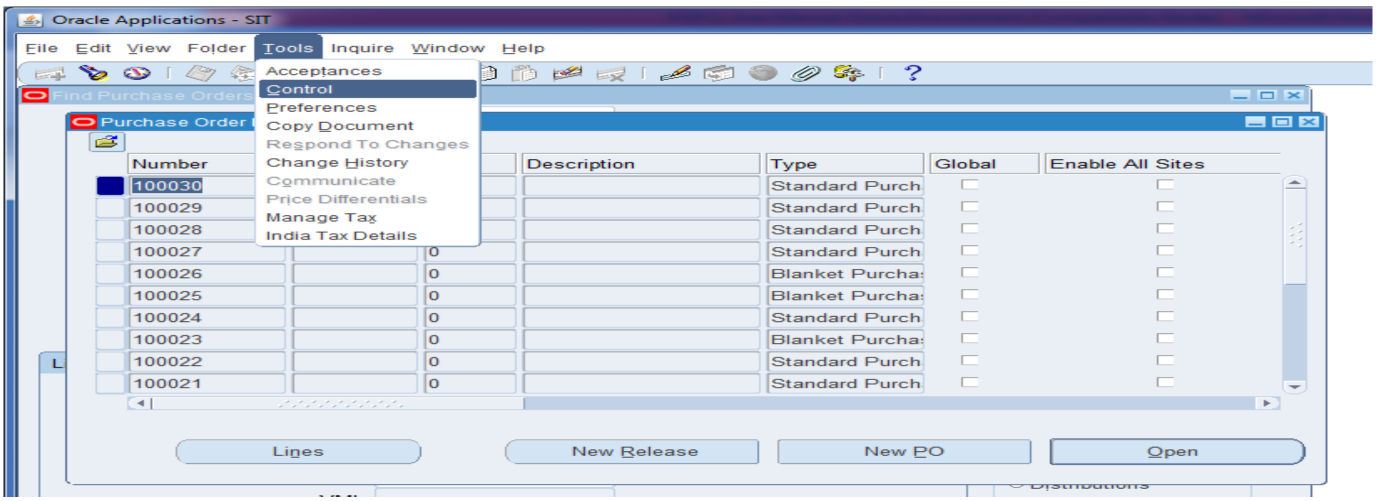
Note1: The PO with following status cannot be cancelled

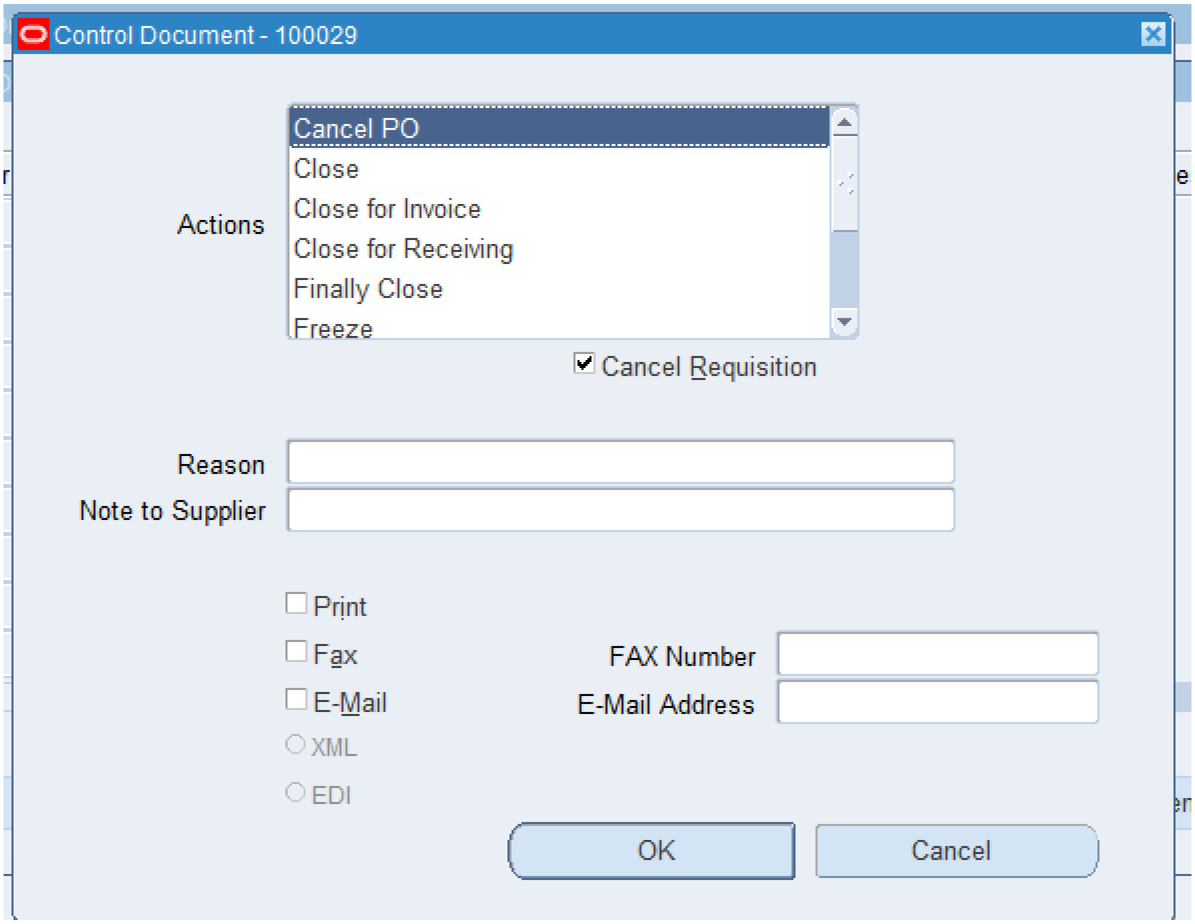
1. Incomplete
2. In process
3. Approved and closed

Note2: The PO for which the full Qty is received can also be not cancelled.

<u>Navigation is as follows:</u>

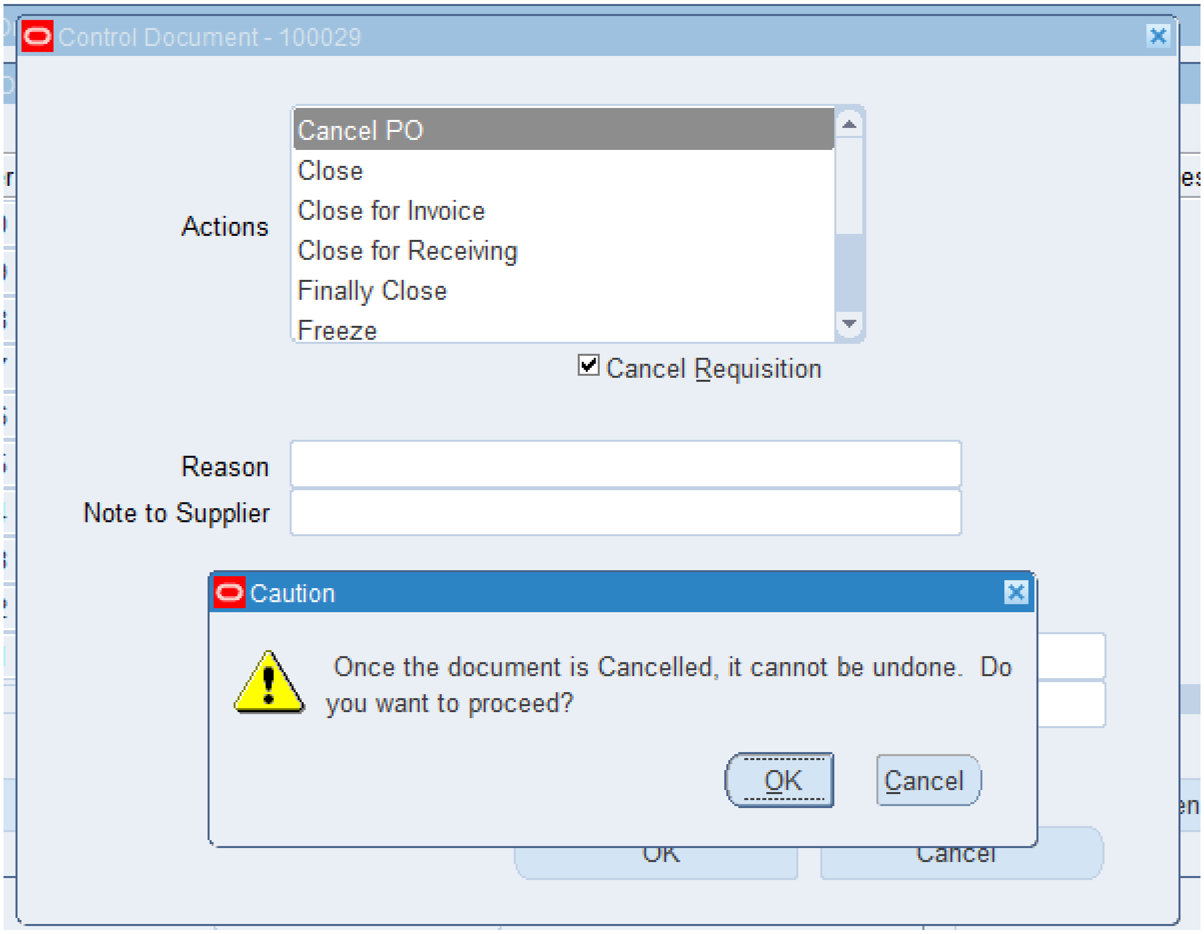
Click on Purchase Order Summary option. Tool→Control Action.

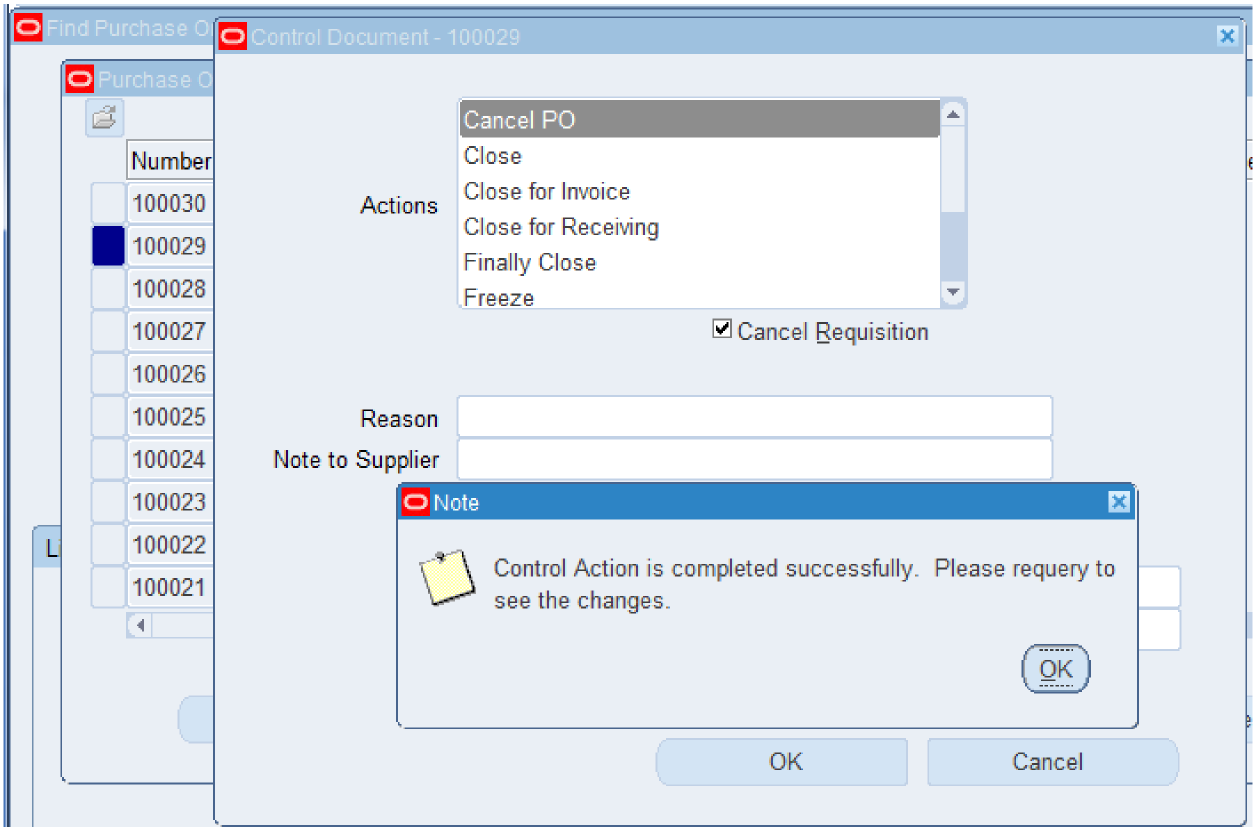


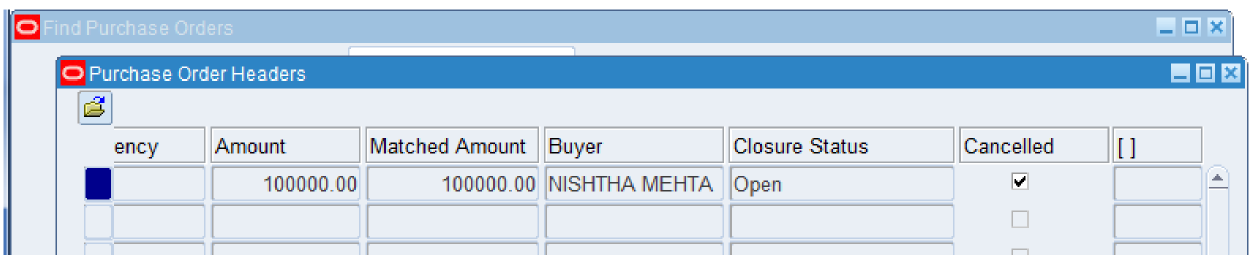


Select the control actions & provide the valid reason & click on ok.

System gives caution message.


Control Document - 100029
Actions
Cancel PO
Close
Close for Invoice
Close for Receiving
Finally Close
Freeze
Cancel Requisition
Reason
Note to Supplier
Caution
Once the document is Cancelled, it cannot be undone. Do you want to proceed?
OK
Cancel





Cancellled check box has been checked.

8 PLANNED PURCHASE ORDER/ QUANTITY BASE AGGREMENT PO.

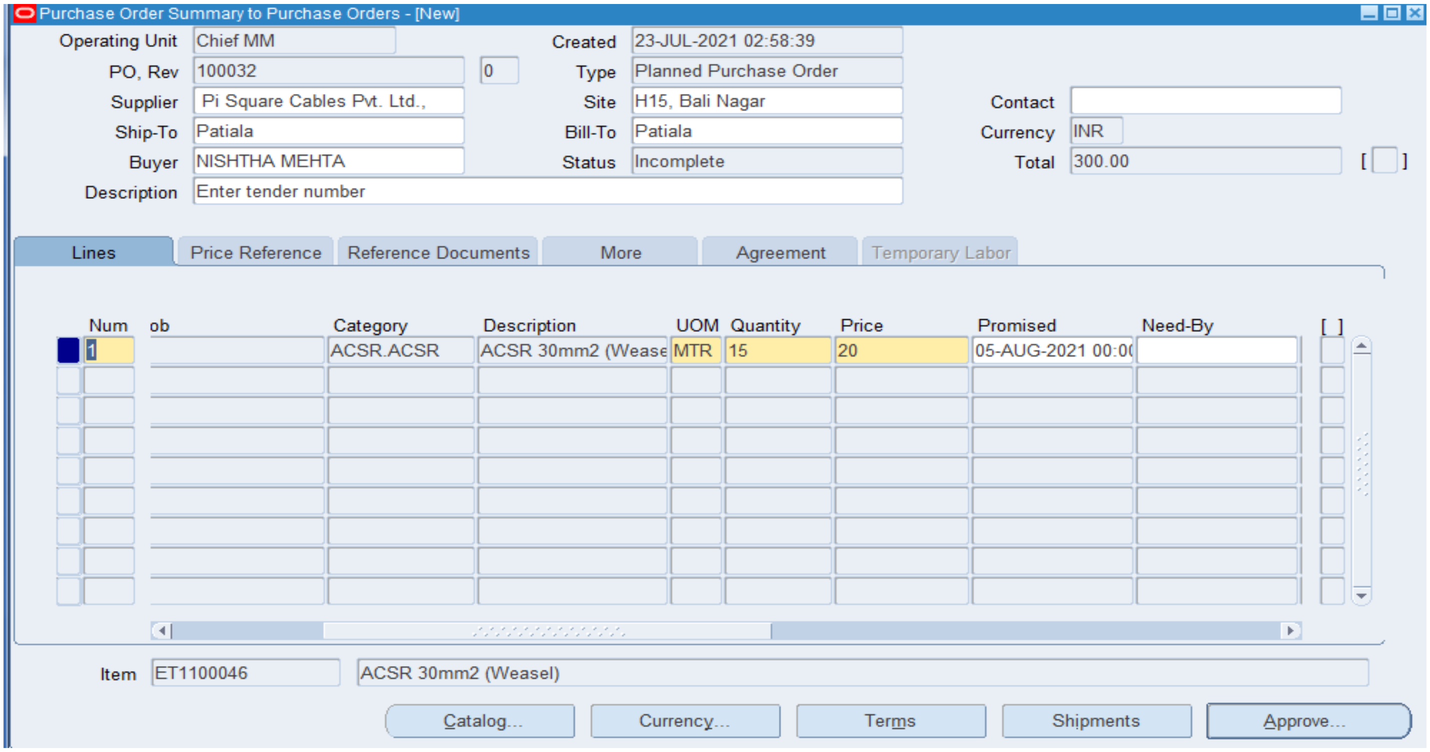
A planned purchase order is a long–term agreement committing to buy items or services from a single source. You must specify tentative delivery schedules and all details for goods or services that you want to buy, including charge account, quantities and estimated cost.

You can issue scheduled releases against a planned purchase order to place the actual orders. If you use encumbrance accounting, you can use the planned purchase order to reserve funds for long term agreements.

You can also change the accounting distributions on each release and the system will reverse the encumbrance for the planned purchase order and create a new encumbrance for the release.

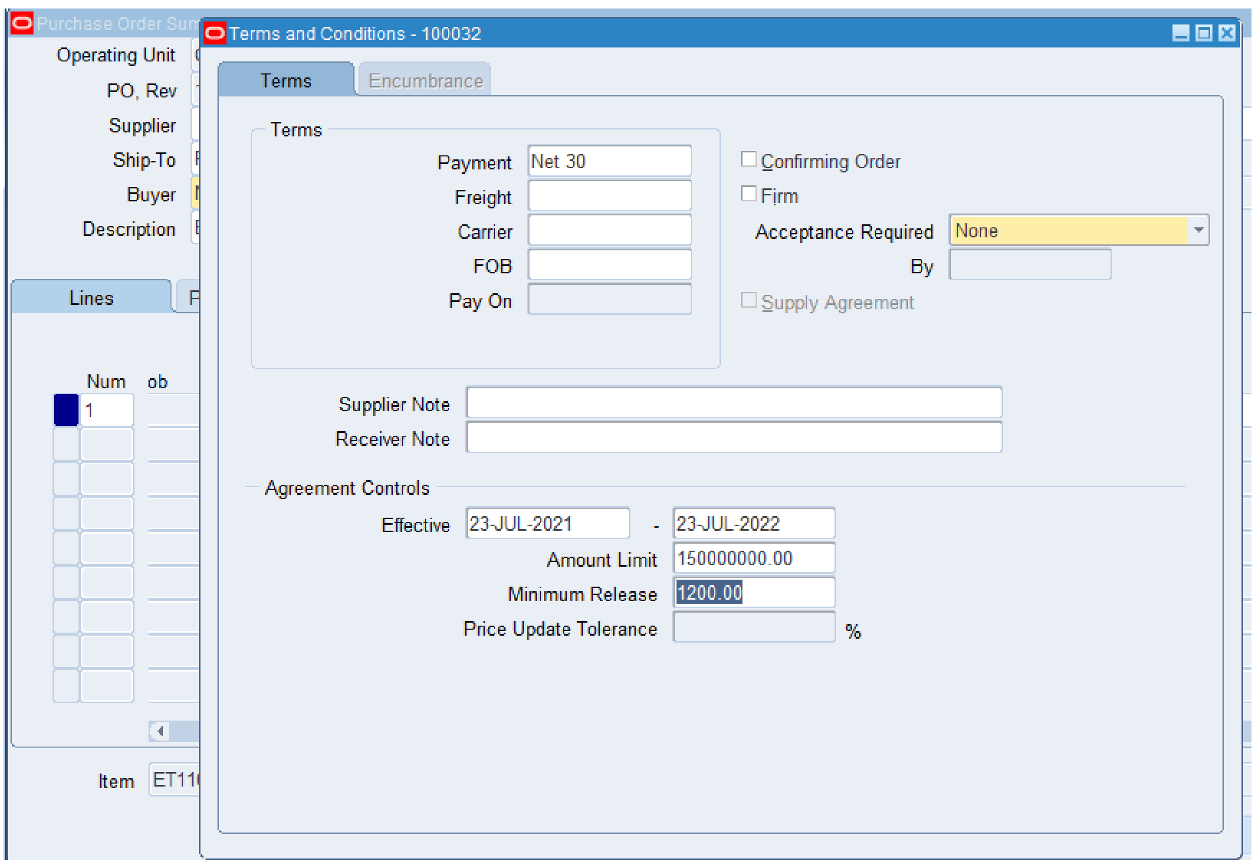
Navigation: Purchase Orders → Purchase Orders

Select type as '**Planned Purchase Order**' & fill other header details. Enter **Item**, **Quantity**, **Price** and **Promised / Need By date**.



Enter Header, Line, Shipment, Distribution, Receivig control,Other details same as the spot purchase.

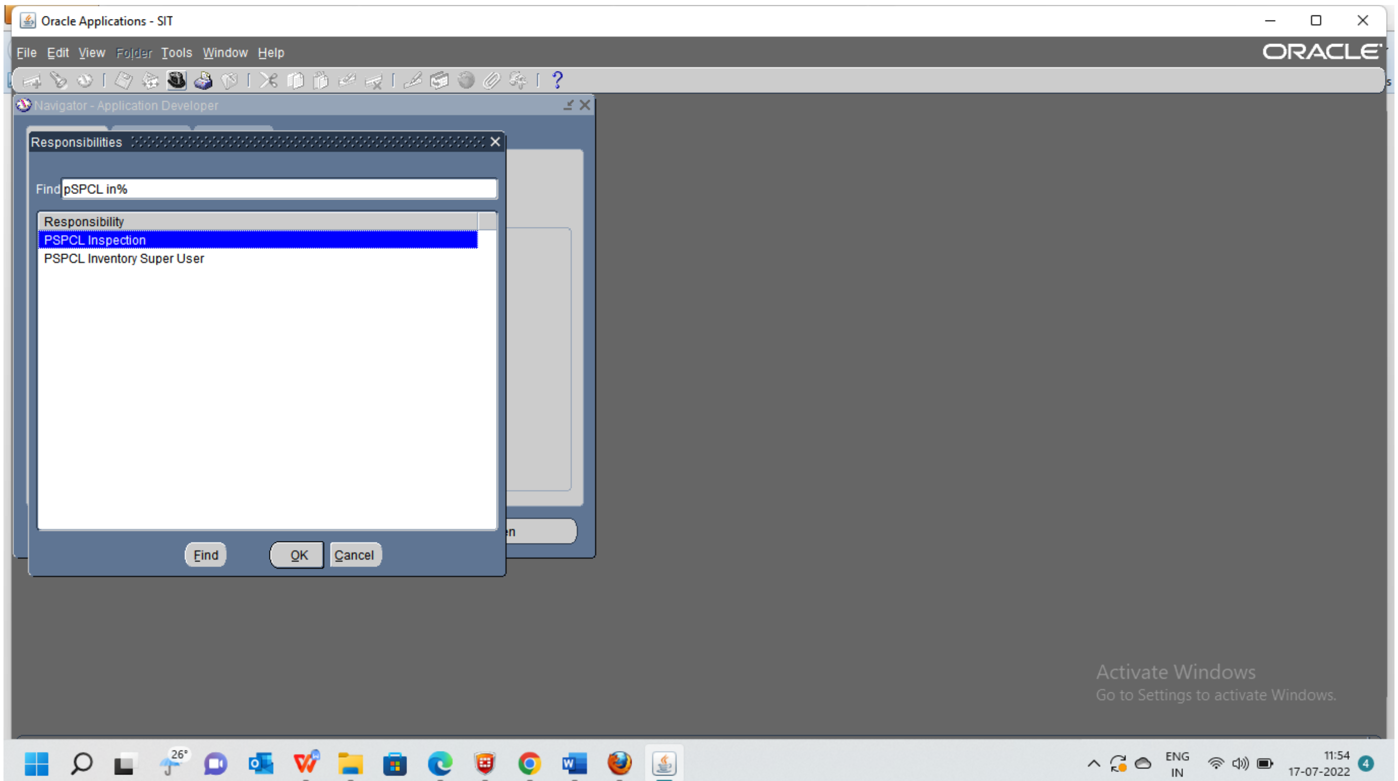
Click on terms to set the aggrement amount limit.Terms limit defined as per BPA/rate contract.



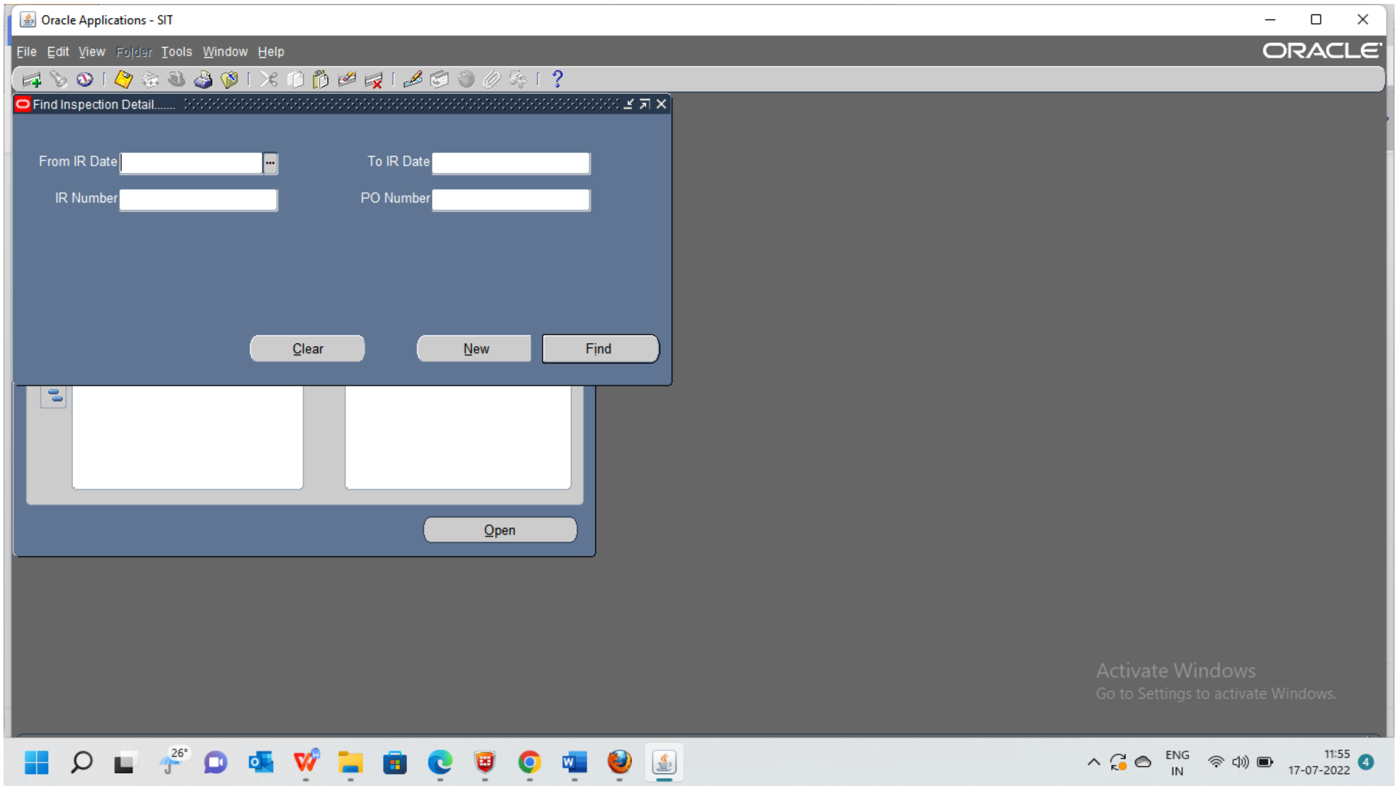
Approve the po as per spot./rate contract.

IR (Inspection Process) --

Navigation - PSPCL Inspection -> PSPCL Inspection



To create a New Inspection Request Click on New ,

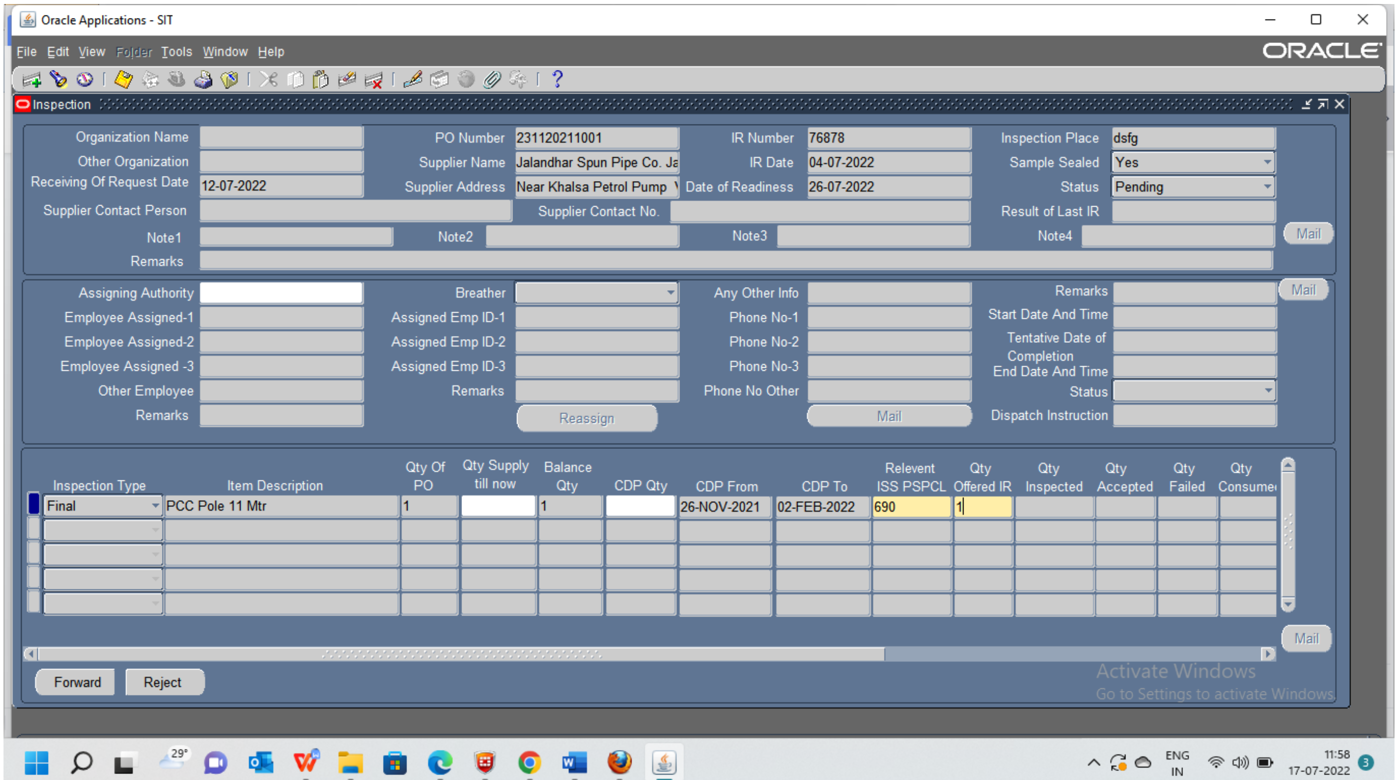


Fill The details -

Header Section

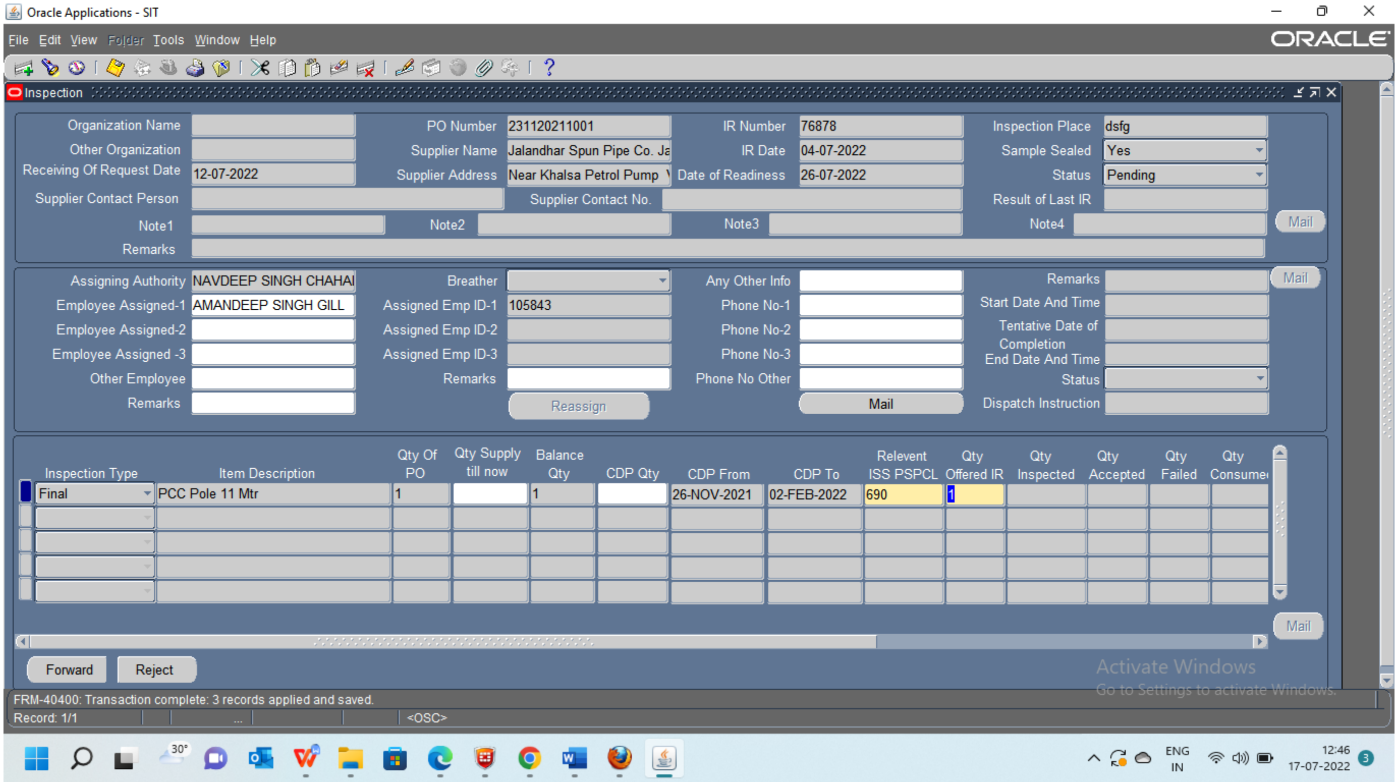
PO Number, IR Number, Attach the attachment, Inspection Place, IR Date, Sample status, Receiving of Request Date, Date of Readiness.

Line section Fill in the details

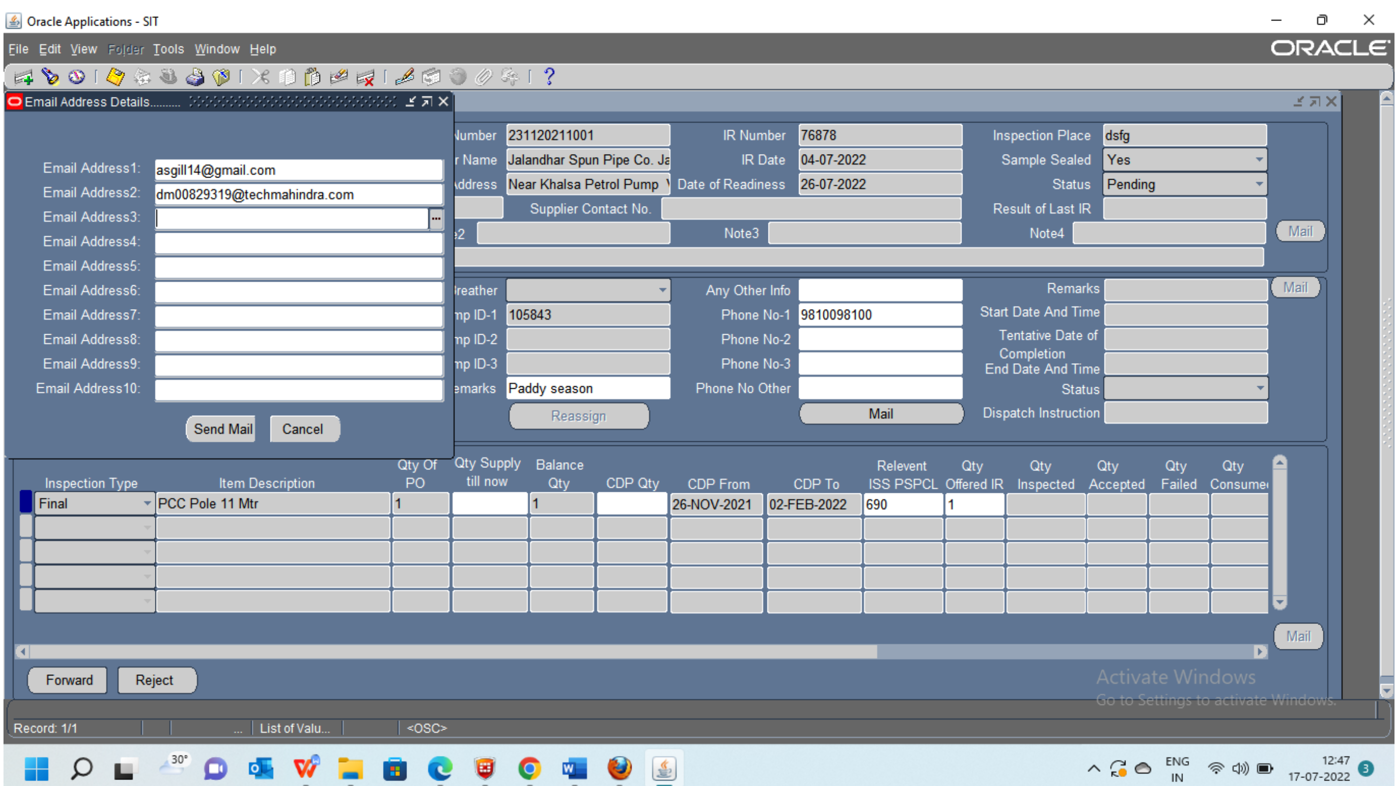


The IR Form will be saved and

SEMS Officer will Assign Inspecting officer the IR



Send the mail

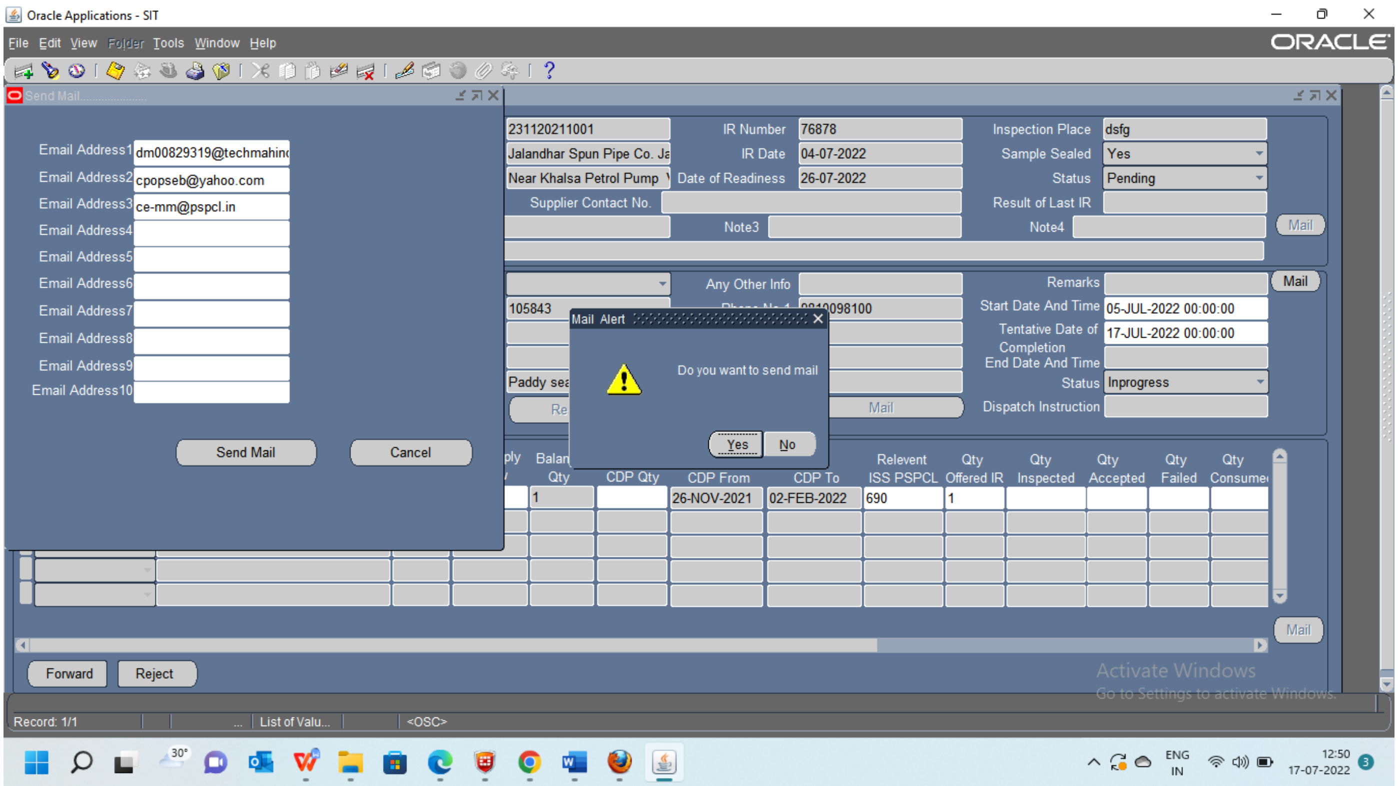


The Inspecting Officer will Fill the details -

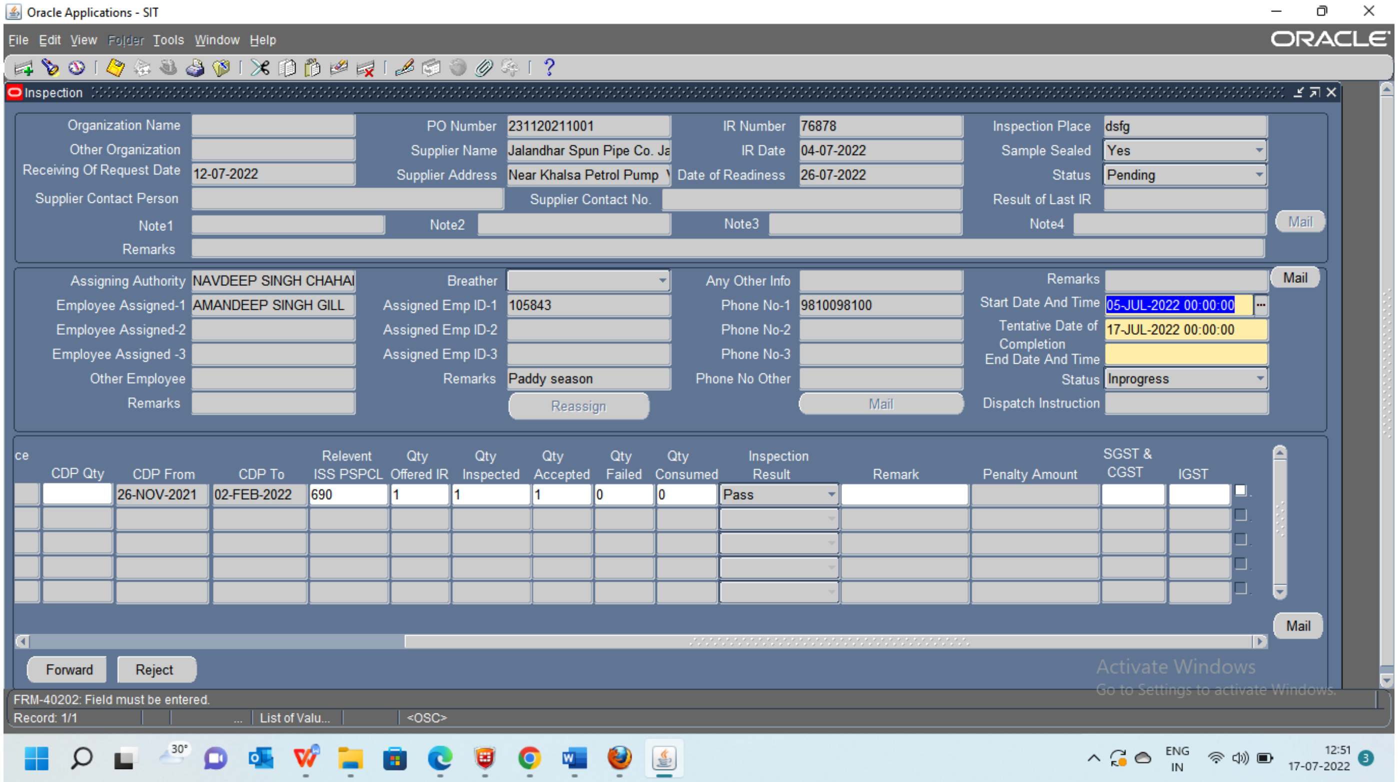
Start Date and Time -

Tentative Date of Completion -

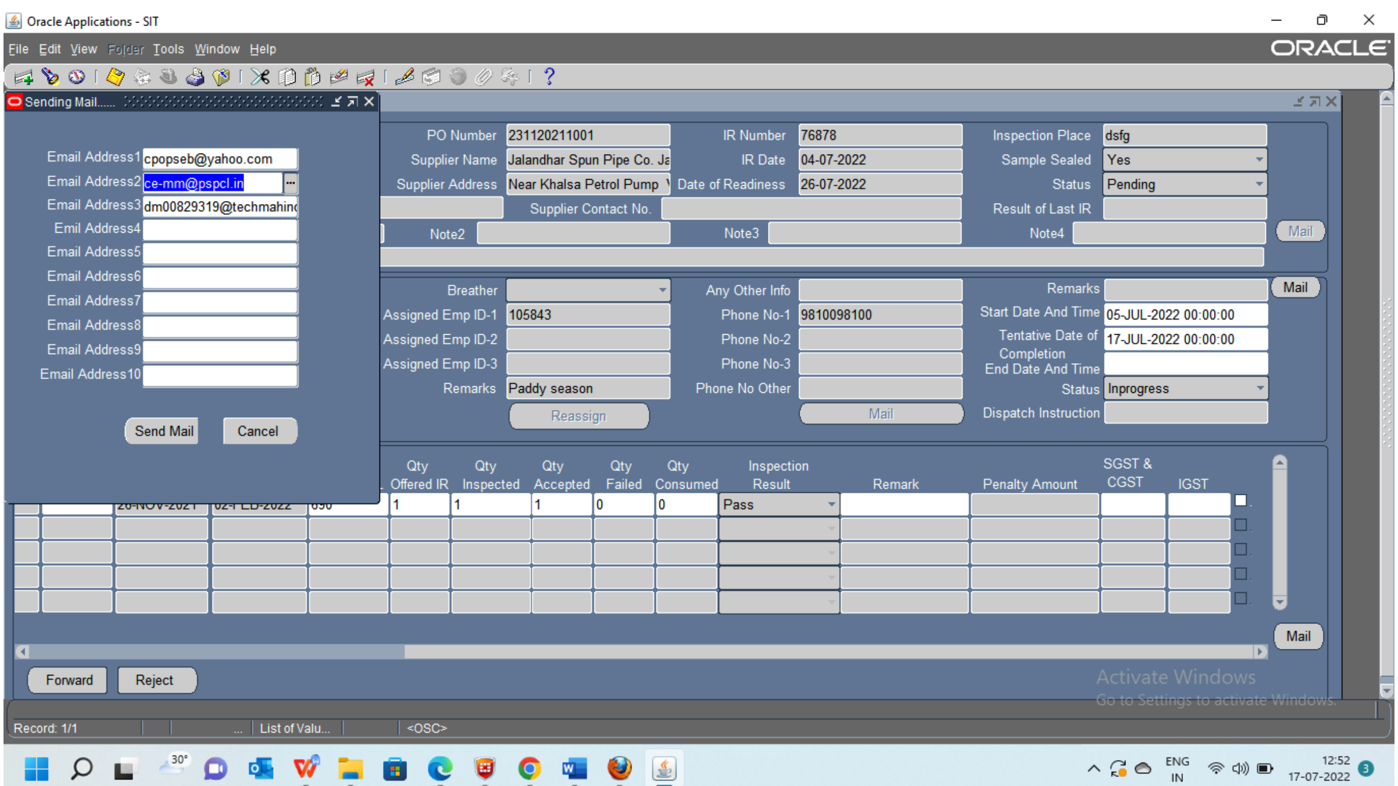
And send the mail of start of Inspection.



The Officer will do the inspection and fill the details -



The inspection is completed and messages are sent to the concerned officers -



Change the status to complete and fill the End Date and Time -