

# ORACLE PURCHASING

## KEY FEATURES

- Professional Buyers Work Center
- Contingent Labor Users
- Multi-Organization Access Control
- Flexible Document Styles
- Tolerance Based Auto-approvals
- Support for Complex Work

### Global Procurement

- Support for Centralized or Decentralized procurement models that can cross operating unit boundaries
- Multi-organization access controls providing security and business rule defaults
- Foreign currency transactions
- Multiple languages
- User preferred time zone date display
- Multiple Tax definitions supporting recoverable, unrecoverable, GST and VAT
- Aggregate demand across organizations and define centralized global agreements that can be used by multiple organizations

### Procurement

- Access electronic supplier price catalogs to create requisitions
- Source requisitions from agreements and catalogs using approved supplier lists
- Distribute expenses across multiple cost centers, projects, or departments
- Use requisition templates for frequently requested items
- Model Complex Pricing with Oracle Advanced Pricing integration
- Retroactively change prices on purchasing documents
- Auto-Create POs from on-line requisitions
- Provide multiple shipment schedules per PO line

*Oracle® Purchasing is the application for professional buyers that drives operational excellence in Procurement processes. It is a key component of Oracle Advanced Procurement, the integrated suite that dramatically cuts supply management costs.*

### Automated Purchasing that Keeps You in Control

Supply management is vital to profitability, making effective purchasing systems key strategic assets. But to keep saving you money every year, those systems must efficiently handle all purchasing needs and adapt to changing business requirements. Oracle Purchasing does just that. Oracle Procurement streamlines purchasing to make buyers more productive, improves management of the supply base and may be configured to support any procurement process.

As the heart of the Oracle Advanced Procurement suite, Oracle Purchasing provides a rich store of policy and supplier information, a robust workbench for buying professionals, and consolidated visibility into all spending. Oracle Purchasing streamlines the procurement by executing routine transactions without intervention, making buyers more productive while enforcing compliance at every step. So procurement professionals spend less time processing paper, and more time discovering and exploiting new savings opportunities.

Oracle Purchasing:

- Automates the entire procure-to-pay cycle
- Improves supply base management
- Adapts to any purchasing practices

### Automate the Entire Procure-to-Pay Cycle

Oracle Purchasing helps you define suppliers and agreements, and then enables you to automate your entire procurement cycle from purchase order to settlement.

### Efficiently Process Demand with the Professional Buyers Work Center

Oracle Purchasing's Professional Buyers Work Center (PBWC) efficiently manages buyer workload, turning demand into purchase orders with the least possible manual work. All exceptions – demand that requires some interactive processing – are immediately available into the buyer's work center. The system gives buyers full visibility into their work queues; allowing buyers to view, search and sort demand and reassign their workload as needed.

When managing the queue, the buyer determines the appropriate supply source and uses Oracle Purchasing's powerful AutoCreate capability to gather lines from multiple purchase requisitions to generate a purchase order, blanket release or a

- Access sourcing and inventory information on-line while building POs
- Communicate POs and change orders in a variety of methods which include print, fax, PDF, e-mail, XML and EDI
- Record supplier acceptances
- Reassignment of POs to another buyer en masse
- Outsource manufacturing of Customer Specific Product Configurations to Contract Manufacturers
- Outsource maintenance of inventory level to Supplier (Vendor Managed Inventory)
- Defer ownership of inventory till it is actually used (Consigned Inventory)

**Supply Base Management**

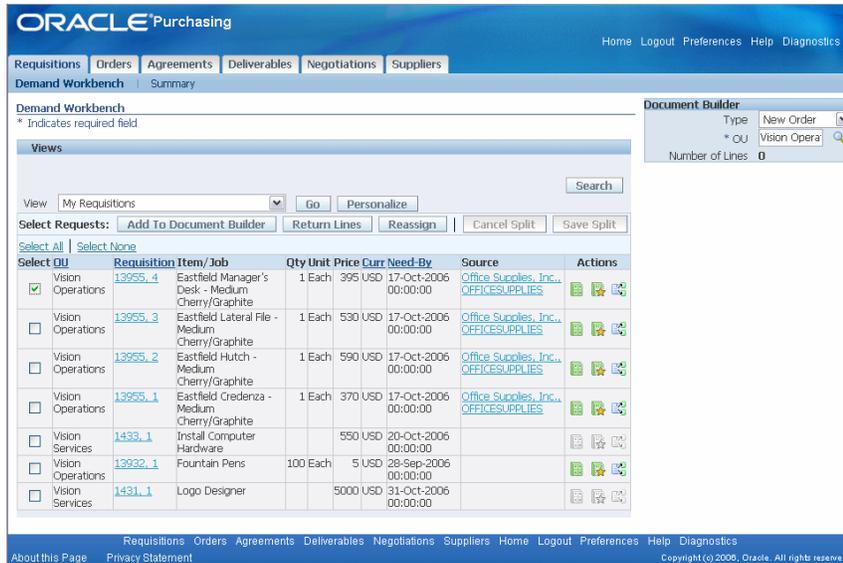
- Create and rank approved supplier lists by item or commodity
- Prevent purchases from suppliers debarred from future business
- Specify supplier/item specific order modifiers such as minimum order quantity and lot quantity restrictions
- Specify country of origin on purchased inventory for tracking and international trade requirements
- Compile Intrastat/Extrastat transaction reports for governmental authorities
- Assess supplier price, service, and quality performance

**Document Approvals and Security**

- View, modify, approve, and forward documents from the Workflow Notification Viewer
- Enable contingent workers to be requisitioners, approvers and buyers
- Control approvals by amount, cost center, budget, account, item, category, and location
- Control document access and route documents according to your management structure
- Escalate documents to the next approver when a timely response is not received

negotiation document such as an RFQ.

The Professional Buyers Work Center enables you to organize the purchasing process and eliminate error-prone manual re-keying, to make your buyers more productive and your organization more responsive.



**Figure 1: Demand Workbench in the Professional Buyers WorkCenter**

**Execute Touchless Buying with Sourcing Rules**

Oracle Purchasing makes your buyers even more productive by taking them out of repetitive transactions entirely with “touch-less” buying. The need for goods or services can be initiated in many ways in your enterprise: from a planning system, a maintenance application, an employee requisitioning application, etc. Oracle Purchasing lets you establish sourcing rules to automatically determine how to handle this incoming demand.

Using these configured rules based on the defined company supply policies, the application processes the demand requirements, determines the correct allocation to one or more suppliers, and creates purchase orders without any buyer intervention. The newly created purchase orders flow through approvals and if needed, budget checks to enforce compliance. The procurement documents are then delivered to suppliers via fax, email, XML, EDI or the Oracle Supplier Network. Exceptions are sent to the appropriate person for resolution using workflow, allowing reporting of exceptions, and measurement of responsiveness.

So you retain complete control of automated buying while freeing your buyers from repetitive tasks.

**Speed Receiving and Settlement with Procure-to-Pay Integration**

Oracle Purchasing saves your organization time, money, and rework with electronic integration of receiving and payables. Powerful receiving features provide dock-to-stock tracking of orders, receipts and inspections; whether goods are delivered to receiving or directly to office and stock locations.

**Budgetary Control**

- Use budgetary control for expense or inventory purchases
- Activate encumbrance and budgetary control by account
- Check funds availability before approving documents
- Control budgets at a summary or detail level
- FDA 21CFR part11 compliant

**Receiving**

- Receive items into receiving/ inspection, directly to inventory, or the shop floor
- Subdivide receiving dock for increased control and manageability
- Cascade receipts of consolidated deliveries
- Record Shipment Notices from Suppliers via XML messaging
- Receiving support for Lot and Serial Number control
- Receiving based on License Plate Numbers or containers
- Receive unordered items and later match them to POs
- Track dock-to-stock movement of receipts
- Receive substitute items

**Invoice Matching and Payment**

- Match invoices to PO shipments
- Optionally match individual invoices to one or more receipt transactions
- Prevent payment of invoices until the quantities on invoices match the quantities ordered, received, and inspected
- Create invoices automatically based on receipt information at document level (Payment on Receipt)
- Automatically Create Debit Memos based on return to supplier transaction
- Full integration with Oracle iProcurement and Oracle Payables to import Procurement card transactions and statement files from card issuer

Receiving functions support multiple operating models configurable by category and supplier, including vendor-managed inventory (VMI) and consigned inventory. As an option, Oracle Purchasing ensures that you'll get the early payment discounts you've negotiated by supporting the Evaluated Receipt Settlement (ERS) process. ERS automatically creates an invoice in Oracle Payables upon receipt. Complex Settlement arrangements for complex work activities, such as retainage, recoupment and multiple payments based on milestones are available with Services Procurement, ensuring the approved amounts are available for payment. Electronically integrating receiving and payment with purchasing reduces errors and saves time and money.

**Improves Supply Base Management**

Oracle Purchasing gives you central control of all supplier and item master information, and tightly integrates suppliers into your organization by leveraging advanced supply management capabilities.

**Centralize and Manage Supplier Information with Supplier Master, ASL and Supplier Item Catalogs**

The Professional Buyers Work center in Oracle Purchasing brings together all of your supplier data, reducing time wasted conducting redundant supplier research or chasing down contact or item information. Extending the rich repository of supplier data in your supplier master, the Approved Supplier List (ASL) lets you flexibly define and view the certification status of suppliers for items. Supplier Item Catalogs make it easy to locate items and pricing on past purchases. Together these capabilities make it easy to locate the most qualified suppliers for each item and source from the most current agreements to capture preferred supplier and volume discounts.

**Expand Contract Utilization with Shareable Agreements**

With Oracle Purchasing, you can establish all of your blanket purchase and contract purchase agreements. These define the key aspects of your business arrangement with particular suppliers; such as goods and services, base pricing, price breaks, payment terms, agreed amounts, and much more. These agreements can be used for purchases within a single operating unit or can be shared across multiple units – making it easy for all business units to benefit from global sourcing.

When requisition demand comes in, the application can automatically find the appropriate agreement and pricing to issue orders. In certain industries or commodity categories, complex price modeling is needed to determine the appropriate price on orders. With Oracle Advanced Pricing, you can model these pricing formulas and Oracle Purchasing utilizes the resulting price.

**Leverage Oracle Advanced Procurement with Integrated Solutions**

Because Oracle Purchasing is the heart of the Oracle Advanced Procurement suite, you can easily extend your solution to integrate suppliers and internal groups. Oracle Supplier Network's transaction delivery hub lets Oracle Purchasing exchange electronic transactions with a community of suppliers with one simple configuration. Oracle iSupplier Portal lets you collaborate online with all of your suppliers via a

web browser, even if they do not have their own electronic messaging capability.

Internally, Oracle Purchasing enables an integrated procure-to-pay process. Employees and Contingent Workers are able to create demand using the iProcurement Requisition application, which upon approval, become available in the Professional Buyers Work Center for disposition to Purchase Orders or a Sourcing Event. Services Procurement enables complex work definitions, with complex milestone payments, multiple payees, retainage withholding and recoupment accounting on advances. Oracle Sourcing enables reverse auctions and complex requirement negotiation and attribute scoring. At the award of an event in Oracle Sourcing, the result is immediately available to Oracle Purchasing, as a purchase order or blanket agreement. Oracle Procurement Contracts establishes a structured set of terms, conditions and deliverables that are tied to supplier agreements and purchase orders. These advanced capabilities lower administrative costs, decrease cycle time, ensure compliance and improve supplier service.

### **Adapts to Any Purchasing Practices**

Oracle Purchasing adapts to your organization's purchasing practices with uniquely configurable policies and an open architecture that integrates legacy and supplier systems.

### **Achieve and Document Global Savings with Center-Led Procurement**

Center-Led Procurement allows your organization to optimize efficiency, cost savings and potential tax benefits by decoupling the demand source from where the buying actually takes place. Oracle Purchasing supports Center-Led Procurement with flexible processes for any combination of shared services, distributed and hybrid purchasing. Multi-organization access control functionality allows you to define the security access of your users to the organization business units easily and efficiently.

Orders are issued in the appropriate business unit, the system processes receipts and invoices, and financial reconciliation between the requesting group and the group that issued the order is automatically processes.

Oracle Purchasing enables Purchasing professionals to document savings and measure policy compliance, even when the actual buying is conducted within individual business units. Oracle Purchasing drives, extends and measures the positive influence of procurement experts throughout even the most distributed enterprises.

### **Drive Compliance with Consistent, Enterprise-Wide Policy Enforcement**

Oracle Purchasing gives you a single point for defining and enforcing enterprise policy; including tax regulations, localization rules, receiving options, matching rules, approval policies, and more. Best practice procurement processes come pre-modeled, with configurable approval flows already built in. The system fully supports budget-based and encumbrance procurement. Oracle Purchasing even shares policies with other applications in the Oracle Advanced Procurement suite to ensure policy is observed at all stages of the 'procure to pay' process. So compliance is assured from requisition to sourcing, buying and payment.

**KEY BENEFITS**

AUTOMATE THE ENTIRE  
PROCURE-TO-PAY CYCLE  
BY

- Defining suppliers and agreements; then automate your entire purchasing cycle from purchase order to settlement
- Improve Supply Base Management by taking central control of all supplier and item master information; tightly integrating suppliers into your organization by leveraging advanced supply management capabilities
- Adapt to Any Purchasing Practice by adapting the application to your organization's purchasing practices; with uniquely configurable policies and an open architecture that integrates legacy and supplier systems

**RELATED PRODUCTS**

Oracle Advanced Procurement includes additional complimentary solutions that provide valuable integration to Purchasing

- Sourcing
- Procurement Contracts
- iProcurement
- Services Procurement
- iSupplier Portal
- Oracle Supplier Network
- Payables
- Daily Business Intelligence

**RELATED SERVICES**

The following services are available from Oracle Support Services:

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

**Leverage Legacy and Supplier Systems with Open Architecture**

Oracle Purchasing integrates other Oracle applications, legacy and supplier systems into your purchasing environment via available interfaces and integration tools. For Oracle E-Business Suite customers, the single common data model eases implementation and allows rich cross-product business flows. For organizations with distributed systems infrastructures, a comprehensive set of Application Programming Interfaces (APIs) can gather demand from planning systems, process legacy outside purchase orders, work with 3<sup>rd</sup> party warehouse systems, and drive closed loop settlement through financial applications. Oracle Purchasing provides a scaleable, open procurement platform that keeps up with your changing business needs.

**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.

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