Oracle Finance Procurement:
PunchOut For The Everyday User

March 2019
What We Will Cover

- Introduction to Procurement
  - Procurement Concept
  - Workflow Chart
- Navigating Oracle
  - General Navigation
- Chart of Accounts
- Set Preferences
- PunchOut/Exercise
- Approvals/Exercise
- Managing Notifications
- Other Available Procurement Workshops
- Resources
- Questions
Introduction to Procurement

What is Procurement?

The act of strategically sourcing goods or services for an organization. Basically it’s professional purchasing!

Procurement Concept

- Requisitioning: Requesting the purchase
- Sourcing: Developing supplier relationships via bids & quotes
- Insuring prompt and satisfactory delivery
- Purchasing: P-Card & Purchase Orders
- Maintaining: Sustaining the supplier/user relationship remains strong and ethical
Fostering Collaboration

Procurement Workflow Chart

Can I buy my goods/services through one of our PunchOuts? (Amazon, B&H Photo, Fisher Scientific, W.B. Mason)

<table>
<thead>
<tr>
<th>Yes</th>
<th>Log into Oracle and place your PunchOut order!</th>
</tr>
</thead>
</table>

- Buy it with your P-Card! Don’t forget to reconcile!

Can I order it on a P-Card?

<table>
<thead>
<tr>
<th>Yes</th>
<th>Log into Oracle and enter your request for purchase (requisition)</th>
</tr>
</thead>
</table>

| No   | Place the order directly and have the invoice sent to you for entry into Oracle for payment |

*Is your supplier on the PO Supplier list or a Guest Speaker?

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<tr>
<th>Yes</th>
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| No   | Place the order directly and have the invoice sent to you for entry into Oracle for payment |

No
Oracle Purchasing Definitions

- **A REQUISITION** is an electronic Oracle document that employees fill out to request a new purchase.

- **A PURCHASE ORDER**, or PO, is a formal document issued in Oracle. It specifies – per the requisition – the types, quantities, and prices for the goods and/or services the supplier (the seller) will provide the Business Unit (the buyer).

- **Differences:**
  - A requisition remains an internal document requesting your order.
  - PO (after approval if applicable) will be released to the supplier to fulfill the order.

- Refer to your Oracle Procurement Glossary should you have any questions.
Set Preferences
Set Preferences – Section 1.0

Let's go to Oracle and follow these steps:

1. Go to the Procurement Tab
2. Choose Purchase Requisitions
3. Go to the “More Tasks” dropdown
4. Choose “Update Requisition Preferences”

Set defaults for:
- Shipping & Delivery
- Billing

And
- Create Favorite Charge Accounts
Important Note on Delivery

ALWAYS
Double-check your Deliver-To and Billing information whenever performing a Self-Service Procurement action.
You may not want to use your default.
What is a PunchOut Supplier?

- Used in Oracle to place an order
- Oracle channels you out to the supplier page to request your order
- Add items to the cart and “PunchOut” your order

Our Current PunchOut Suppliers:

- Amazon
- B&H Photo
- Fisher Scientific
- W.B. Mason

Benefits:

- No more p-card reconciliation
- Electronic approval process
- Contract pricing at your fingertips

Let’s Go!
Procurement Approval Flow

Procurement Approvals – Section 7.0

Goods/Services < $500.00
Requisition Submitted
PO auto-created & auto-approved

Goods/Services > $500.00
Requisition Submitted
PO auto-created
PO goes out for approval
Procurement Approvals
Procurement Approvals – Section 7.0

- **Who**
  - Cost/Budget Managers or Principal Investigators (P.I.)

- **What**
  - Purchase Orders over $500.00
  - Change Orders over 10% or $10,000

- **When**
  - Upon Receipt

- **Why**
  - Checks/Balances/Transparency

What do they look like?
PunchOut Purchasing - Modifications

Purchase Order Misc. – Section 6.0a

When you need to modify:
- Adding shipping to match your invoice
- Adding taxes for Middlebury Monterey Campus Only

See Reference Guide 6.0a
What Happens Next?

- Oracle notifies you when your purchase order is created, and again when approved (if applicable)
- Purchase Order is electronically sent to PunchOut supplier via Oracle
- Depending on the PunchOut supplier, you will receive an email from the supplier that your order has been received
- Order is delivered
- Invoice is sent for invoice processing (Invoice Workshop available to you by your local Finance Team)
Managing Notifications

Outlook Email Rules

Google Email Rules
https://support.google.com/mail/answer/6579?hl=en
Available Procurement Workshops

- Non-Catalog Requisitioning with Supplier Registration
- Smart Forms (webinar)
- Supplier Registration (webinar)
Resources

▪ Procurement Knowledge Base [https://www.gmhec.org/procurement-knowledge-base/](https://www.gmhec.org/procurement-knowledge-base/)
  ▪ Procurement Glossary of Terms
  ▪ Reference Guides
  ▪ Videos
  ▪ Upcoming webinars

▪ Web Portal
  ▪ Follow me on the Oracle Social App
  ▪ Oracle → Other → Social App
Questions? Email me cheryl.foster@gmhec.org