



Oracle Finance Procurement: PunchOut For The Everyday User

March 2019

What We Will Cover



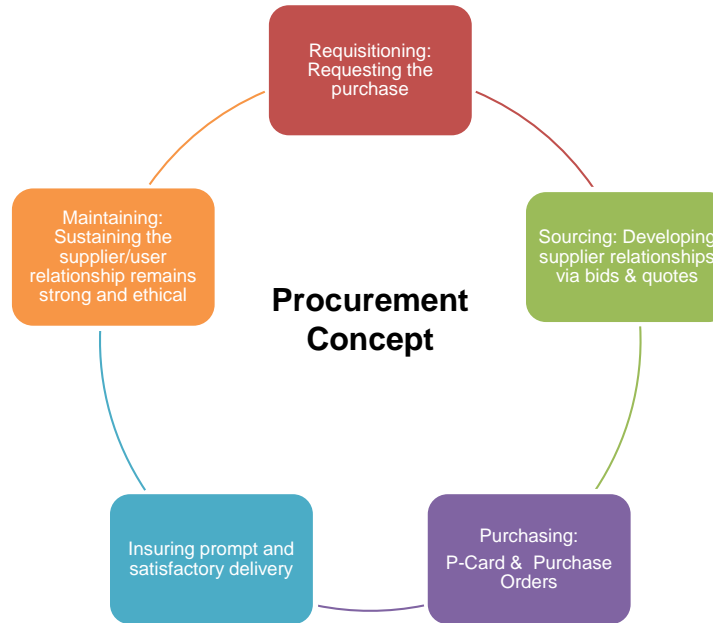
- Introduction to Procurement
 - Procurement Concept
 - Workflow Chart
- Navigating Oracle
 - General Navigation
- Chart of Accounts
- Set Preferences
- PunchOut/Exercise
- Approvals/Exercise
- Managing Notifications
- Other Available Procurement Workshops
- Resources
- Questions

Introduction to Procurement

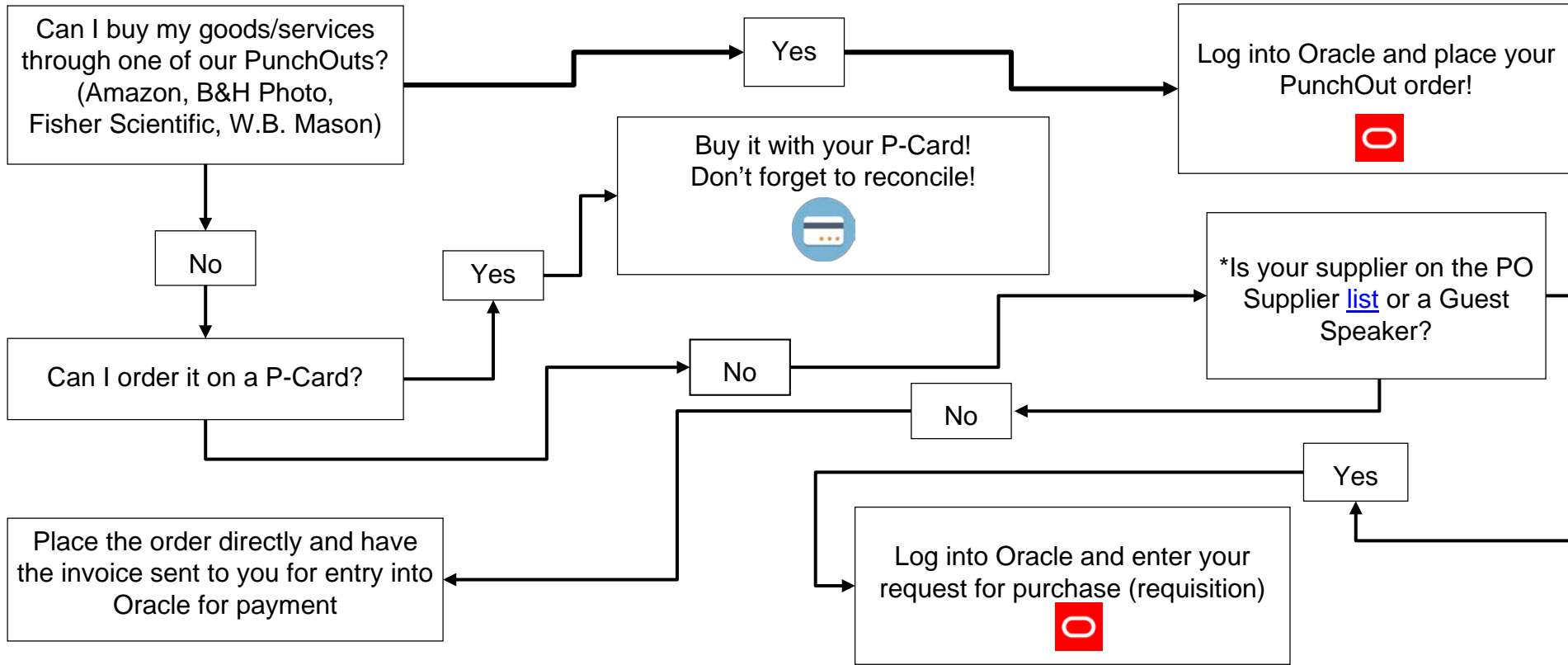


What is Procurement?

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



Procurement Workflow Chart



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 – Section1.0



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

A screenshot of the 'Edit Requisition Preferences' dialog box. The title is 'Edit Requisition Preferences'. Below the title is the instruction 'Select the requisitioning BU where your preferences will be applicable.' The 'Requisitioning BU' is set to 'GMHEC BU' in a dropdown menu. There are three sections: 'Shipping and Delivery', 'Billing', and 'Favorite Charge Accounts'. Under 'Shipping and Delivery', there are fields for '* Requester' (Foster, Cheryl), '* Deliver-to Location' (Middlebury, VT - Main Campus), and 'Destination Type' (Expense). Under 'Billing', there is a '+' icon. Under 'Favorite Charge Accounts', there is a table with columns: Primary, * Nickname, * Charge Account, and Delete. The table is currently empty, with the text 'No data to display.' below it. At the bottom right, there are 'Save and Close' and 'Cancel' buttons.

Edit Requisition Preferences

Select the requisitioning BU where your preferences will be applicable.

Requisitioning BU: GMHEC BU

▲ Shipping and Delivery

* Requester: Foster, Cheryl

* Deliver-to Location: Middlebury, VT - Main Campus

Destination Type: Expense

▲ Billing

▲ Favorite Charge Accounts

Primary	* Nickname	* Charge Account	Delete
No data to display.			

Save and Close Cancel

ALWAYS

Double-check your Deliver-To and Billing information whenever performing a Self-Service Procurement action.

You may not want to use your default.

PunchOut Purchasing

PunchOut Requisitions – Section 3.0

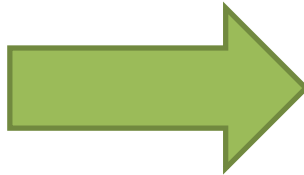


What is a PunchOut Supplier?

- 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



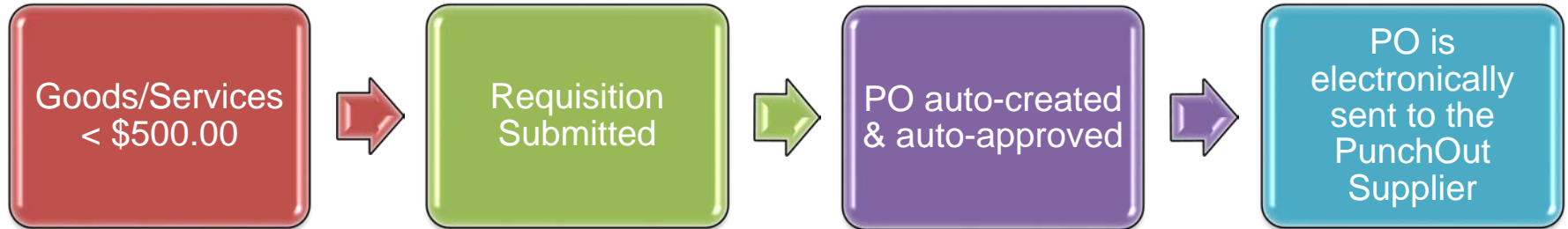
Benefits:

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

Let's Go!

Procurement Approval Flow

Procurement Approvals – Section 7.0



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 possible taxes

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
- 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

<https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59>

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/>
 - 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

