

Leverage Your Procurement Workflows in Release 12

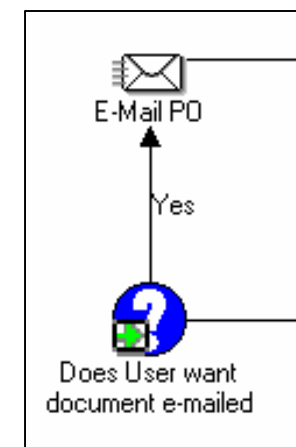
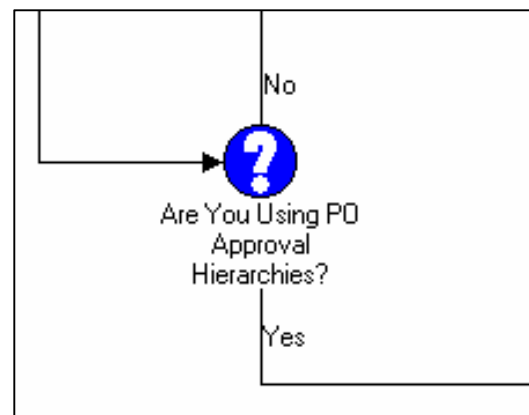
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Learning Objectives

- After this presentation, you will be able to:
 - Understand workflows in Advanced Procurement
 - Analyze and design configuration options
 - View common methods for extending these workflows
 - Understand main challenges with deployment
 - Leverage workflows for operational efficiency

Oracle Workflow

- Process based to support business application
- Defines business rules for actions
- Provides routing information for transactions
- Uses Java or PL/SQL stored procedure/function



Advanced Procurement Workflows

- Req Account Generator
- Requisition Approval
- PO Change Request Tol
- Requestor Change Order
- PO Change Approval for Req
- Confirm Receipts

iProcurement

Sourcing

- Negotiation Published Event
- Response Published Event
- Response Disqualified Event
- Negotiation Submitted for Award
- Negotiation Award Completed
- PO Creation Initiated Event

iSupplier Portal

- Supplier Registration
- PO Acknowledgement
- Advance Shipment Notice
- Supplier Change Order
- Update Capacity
- Order Modifiers

Purchasing

- PO Create Documents
- PO Account Generator
- PO Approval
- PO Approval Error
- PO Send Notifications
- PO Catalog Price Tolerance

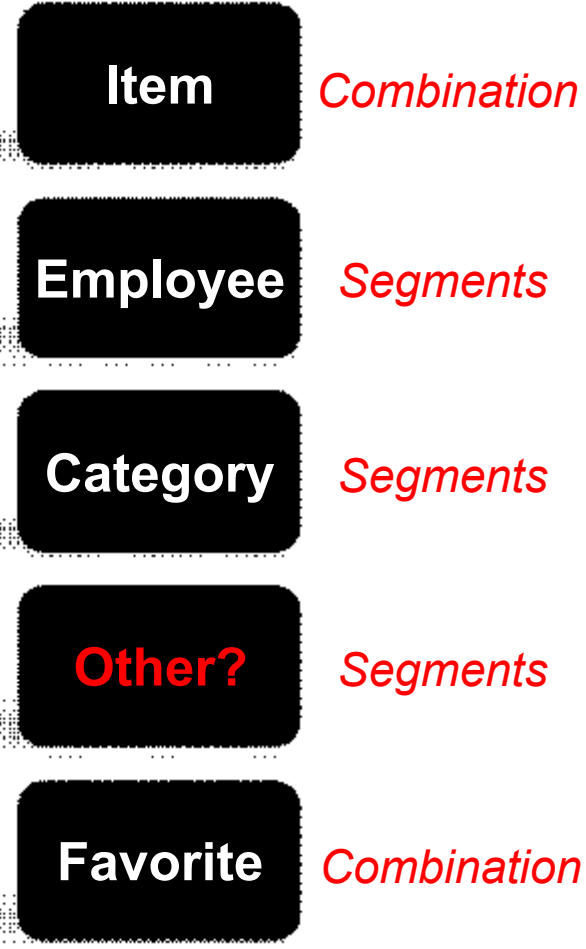
Procurement Contracts

- Standard Contracts
- Template Expired
- Clauses Exist
- Deliverables Exist
- Clauses Amended
- Deliverables Amended

Requisition Account Generator

- **Purpose**
 - Defaults charge, budget, variance accounts
 - Check cross validation, security rules
 - Generate project, task, expenditure types

- **Application Setup Dependencies**
 - Inventory Item Attribute
 - Item organization expense account
 - Employee default expense account
 - Account category mapping
 - User default in iProcurement



Requisition Account Generator

- **Design and Analysis**
 - Determine logic for building charge combination
 - Evaluate use of standard default sources
 - Design alternate sources of account segments
- **Extension Opportunities**
 - Use aliases associated to other objects
 - Item or category for task and expenditure types
 - Dynamic account generation
- **Challenges**
 - Copy Requisition includes distribution
 - Simplify maintenance requirements

Requisition Approval

- **Purpose**
 - Determine completeness
 - Verify Approval Authority
 - Notify Approvers
 - Process Responses
- **Application Setup Dependencies**
 - Financial Options
 - Document Types
 - Approval Groups
 - Approval Assignments
 - Profile Options

**Document Total
Account Range
Items
Categories
Locations**



- *Approve*
- *Forward*
- *Reject*
- *Reassign*
- *Request Info*

Requisition Approval

- **Design and Analysis**
 - Determine authorities and routing
 - Use AME or Purchasing structure
 - Review notification attributes and actions
 - On-line or deferred
- **Extension Opportunities**
 - Use item and category for special approvals
 - Use project resources for project approvals
 - Use new approval actions for processing
 - Initiate PO Create Documents Workflow
- **Challenges**
 - Managing timeouts (Number, Duration, Business Calendar)
 - AME limitations
 - Error processing

**Approvals
Management
Engine**

or

**Oracle
Purchasing**

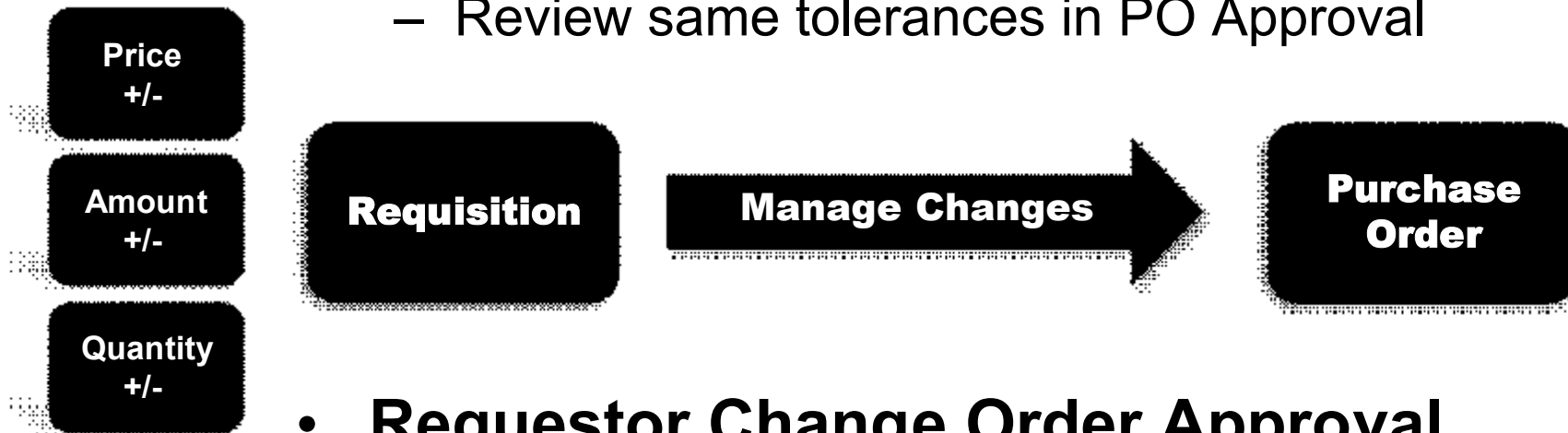
PO Create Documents

- **Purpose**
 - Evaluate eligibility of requisition Lines
 - Create standard orders or releases
- **Analysis and Design**
 - Automatic Document Sourcing
 - Sourcing Documents
 - On-line or deferred processing
 - Determine business rules for automation
 - Initiate PO Approval
- **Extension Opportunities**
 - Group requisition lines
 - Generate ship-to location
 - Notify requestors
 - Isolating automatic creation processing
 - Managing errors



- **PO Change Request Tolerance Check**

- Manage changes after PO Creation
- Determines re-approval rules
- Set upper and lower tolerances
- Review same tolerances in PO Approval



- **Requestor Change Order Approval**

- Calls PO Change Request Tolerance Check
- Submits the requisition for approval
- Submits changes to buyer for approval
- Initiates PO Change Approval for Requestor
- Evaluate notifications and automatic responses

Purchase Order Workflows

- PO Account Generator

- PO Approval

- PO Approval Error

- Change Order Approval

**Standard
Purchase
Order**

**Blanket
Release**

**Blanket
Purchase
Agreement**

**Contract
Purchase
Agreement**

Follow same analysis-design used for requisition!

PO Approval Error

- **Purpose**

- Capture timeout errors (180 sec)
- Capture DAM errors (not active)
- Capture Exceptions
- Notify Last Approver
- Notify Sysadmin
- Retry Workflow

Timeout

**Manager
Down**

Exception

*Notify and
Resubmit*

- **Opportunities and Challenges**

- Automatically resubmit timeout and DAM errors
- Determine sysadmin_user_name
- Doesn't address various PL/SQL errors

See Metalink note 224028.1

PO Confirm Receipts

- **Purpose**
 - Notify requestors of overdue receipts
 - Process responses
 - Create receipts from notification response
 - Notify buyers of exceptions
- **Design opportunities**
 - Notify receiver vs. requestor
 - Pro-active notification
 - Partial receipt processing
 - Supplier notification
 - Timeout processing
 - Determine scheduling of program

**Direct
Routing**

**3-Way
Match**

Expense

Past Due



Notify Requestor

- *Full Receipt*
- *Partial*
- *Not Received*

PO Send Notifications for Docs

- **Purpose**

- Notify requestors of incomplete requisitions
- Notify Buyers of incomplete documents
- Notify Buyers of past due acceptance
- Notify Buyers of quotes expiring
- Notify Contactor assignment ending
- Notify amount billed near budget

- **Design opportunities**

- Review notification attributes
- Evaluate message and action (may be misleading!)
- Analyze who may benefit from notification
- Determine scheduling of program (compare to timeouts)

iSupplier Portal Workflows

Users

- New
- Invite
- Register

- Supplier Registration
- PO Acknowledgement
- Advance Shipment Notice
- Supplier Change Order
- Update Capacity
- Order Modifiers

Purchase Documents

Shipment Notices

Products

Invoices

- Optimize Process
- Review Notifications
- Determine Recipients
- Automate Actions
- Include Attachments

Invoice Approval

- **Purpose**
 - Manage Approval Routing of Invoices (intended for non-PO)
 - Setup Rules in AME
 - Setup Routing in AME
- **Opportunities and Challenges**
 - PO matching holds
 - Miscellaneous charges
 - Freight charges and exceptions
 - Distribution Changes
 - Error Notification Recipient
 - Invoice Approval History Status



Tolerance Exception

Notify Approver

Sourcing Workflows

- Negotiation Published Event
- Response Published Event
- Response Disqualified Event
- Negotiation Submitted for Award
- Negotiation Award Completed
- PO Creation Initiated Event

Request for Information

Request for Quotation

Buyer Auction

Design Events

Review Notifications

Evaluate Participation

Determine Recipients

Include Attachments

Contracts Workflows

- Clause Approval
- Template Approval
- PO Approval
- Repository Approval

Clauses

**Contract
Templates**

**Contract
Agreements**

**Repository
Contracts**

Design Events

Review Notifications

Determine Recipients

Include Attachments

Leverage Your Workflows

- **Analyze**
 - Determine areas with inefficiencies
 - Design optimal process flow
- **Design and Build**
 - Review all workflow features
 - Configure attributes
 - Enable time-outs
 - Build extensions
 - Capture and manage errors
 - Do not send too many notifications
- **Implement**
 - Review internal and external user feedback
 - Ensure notifications include necessary information
 - Monitor new workflow features during upgrades

