

iProcurement User

Delegates:

This course is designed primarily for end users of Oracle iProcurement, who may have no other involvement with Oracle Financials. No prior knowledge will be assumed.

Objectives:

Delegates will learn how to:
Manage Requisition
Process Receipts and Returns

Topics Covered:

- Requisitions
 - Shop for Items from a Store
 - Browse Categories
 - View a Requisition
 - Use Shopping lists
 - Make a non-catalogue request
 - The Checkout process
 - Sending for Approval
 - Adding Attachments
- Copy a Requisition
- Change a Requisition
- Edit Requisition Lines
- Cancel a Requisition
- Receiving processes
 - Receive
 - Express receive
 - Returns
 - Corrections
 - View receipts
- Notifications and Approvals processes

Requirements:

A basic working knowledge of the procurement process in the delegate's own business would be desirable.

Follow-On Courses:

- Purchasing (PO)

- Accounts Payable