Oracle R12 iProcurement Super User

Duration: 1 Day   **Course Code: FPSURR12**   **Delivery Method: Virtual Learning**

Overview:

This course is designed for buyers,finance staff,systems administrators and any other user who needs to be able to administer Oracle iProcurement content.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

This course is designed primarily for buyers,finance staff,and systems administrators who will be involved in catalog administration tasks in Oracle iProcurement. The Oracle R12 iProcurement Super User course will be helpful to delegates from organisations which have adopted a devolved approach to purchasing where many iProcurement users have no other requirement for access to Oracle Financials.

Objectives:

- By the end of this course delegates will be able to use Oracle iProcurement Catalog Administration to review or make changes to local content such as stores and content zones. They will also be able to explain key set up steps in relation to externally-managed content.

Prerequisites:

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

Follow-on-Courses:
- Oracle R12 Purchasing (PO) (FPOR12)
- Oracle R12 Accounts Payable (FAPR12)

Content:

Oracle R12 iProcurement Super User Training Course   Course Contents - DAY 1

Course Introduction

- Administration and Course Materials
- Course Structure and Agenda
- Delegate and Trainer Introductions

Session 1: OVERVIEW OF ORACLE iPROCUREMENT

- Introduction
- Oracle iProcurement in the Procure to Pay Flow
- Content Management
- Shopping and Checkout

Session 2: STORES

- Store types
- Creating Local Stores
- Sequencing Stores
- Test Stores Set Up

Session 3: CONTENT ZONES

- Content Zone Types
- Create a Local Content Zone
- Content Zone Security
- Assign Content Zone to a Store
- Create an Informational Content Zone
- Delete a Content Zone
- Content Zone Schema
- Create Item Categories
- Create Browsing Categories
- Add or Remove Category Mapping

Session 4: ADDING INTERNAL ITEMS

- Introduction
- Raising Blanket Purchase Agreements

Session 5: UPLOADING ITEMS FROM CATALOG ADMINISTRATION

- Introduction
- Raising Blanket Purchase Agreements
- Downloading Resource Files
- Completing the Template
- Uploading the Template
- Monitor and Test the Upload

Session 6: DESCRIPTORS

- Base Descriptors
- Add Edit or Delete a Base Descriptor
- Hide the Images in Search Results
- Category Descriptors
- Add Edit or Delete a Category Descriptor

Session 7: SMART FORMS

- Create a Smart Form
- Enter Header information
- Enter Default Item and Supplier Details
- Assign an Information Template
- Assign Smart Forms to a Store
- Edit Copy or Delete a Smart Form
- Define an Information Template
- Create Template Association
- Create Validation Sets
- Test Set Up

Session 8: PUNCHOUT OVERVIEW

- Overview of Punchout and Transparent Punchout
- Oracle Exchange
- Punchout
- Transparent Punchout
- Double Punchout
- Set up Steps for the Buyer

Session 9: IPROCUREMENT EXERCISES

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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