



Oracle R12 iProcurement User

Duration: 1 Day **Course Code: FPURR12** **Delivery Method: Company Event**

Overview:

The Oracle R12 iProcurement User course is designed for anyone who needs to raise requisitions or process receipts using Oracle R12 iProcurement.

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

Target Audience:

This course is designed for end users of Oracle iProcurement who may have no other involvement with Oracle Applications. They may work in a Buying or Procurement role or a line manager with budgetary responsibility.

Objectives:

- By the end of this course delegates will be able to use Oracle iProcurement to manage the requisition process. They will learn how to search for items to purchase, make comparisons between similar items and create a Shopping List for frequently purchased items. The approval process will be demonstrated so that delegates know how to monitor the progress of their requests. Delegates will learn how to process receipts, make corrections and record details of any returns.
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Prerequisites:

Delegates should have a working knowledge of the procurement process within their own organisation. No prior knowledge of Oracle Applications will be assumed.

Follow-on-Courses:

- Oracle R12 Purchasing (PO) (FPOR12)
 - Oracle R12 iProcurement Super User (FPSURR12)
 - Oracle R12 Accounts Payable (FAPR12)
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Content:

Oracle R12 iProcurement 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
- Checkout
- Requisition Tracking and Management

Session 2: PURCHASE ORDER PROCESSING

- Introduction
- AutoCreate a Standard Goods Purchase Order

Session 3: RAISING iPROCUREMENT REQUISITIONS

- Introduction
- Shopping
- Checkout Process

Session 4: RECEIPTING A PURCHASE ORDER IN iPROCUREMENT

- Introduction
- Express Receive
- Standard Receipting
- Returning Ordered Items
- Receipt Corrections
- View Receipts

Session 5: NON-CATALOG REQUESTS

- Smart Forms
- Information Templates
- Requisition Information
- Review Approver List
- Review and Submit

Session 6: 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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