



Oracle R12 iProcurement User

Duration: 1 Day **Course Code: FPURR12** **Delivery Method: Virtual Learning**

Overview:

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

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 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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