

# **Issue RFQs to Obtain Bids and Quotations**

**Student Guide**

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# Preface

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## Profile

### Before You Begin This Course

Before you begin this course, you should have the following qualifications:

- Thorough knowledge of production activities in various manufacturing environments.
- Working experience with navigating Oracle Applications.

### Prerequisites

- Overview of the Supplier Management Process
- Overview of the Requisition Process
- Create, Manage, and Approve Requisitions

### How This Course Is Organized

Issue RFQs to Obtain Bids and Quotations is an instructor-led course featuring lecture and hands-on exercises. Online demonstrations and written practice sessions reinforce the concepts and skills introduced.

## Related Publications

### Oracle Publications

Title	Part Number
Oracle Purchasing User's Guide	A82913-01

### Additional Publications

- System release bulletins
- Installation and user's guides
- *read.me* files
- *Oracle Magazine*

# Typographic Conventions

## Typographic Conventions in Text

Convention	Element	Example
Bold italic	Glossary term (if there is a glossary)	The <b><i>algorithm</i></b> inserts the new key.
Caps and lowercase	Buttons, check boxes, triggers, windows	Click the Executable button. Select the Can't Delete Card check box. Assign a When-Validate-Item trigger to the ORD block. Open the Master Schedule window.
Courier new, case sensitive (default is lowercase)	Code output, directory names, filenames, passwords, pathnames, URLs, user input, usernames	Code output: <code>debug.set ('I', 300);</code> Directory: <code>bin</code> (DOS), <code>\$FMHOME</code> (UNIX) Filename: Locate the <code>init.ora</code> file. Password: User <code>tiger</code> as your password. Pathname: Open <code>c:\my_docs\projects</code> URL: Go to <code>http://www.oracle.com</code> User input: Enter <code>300</code> Username: Log on as <code>scott</code>
Initial cap	Graphics labels (unless the term is a proper noun)	Customer address ( <i>but</i> Oracle Payables)
Italic	Emphasized words and phrases, titles of books and courses, variables	Do <i>not</i> save changes to the database. For further information, see <i>Oracle7 Server SQL Language Reference Manual</i> . Enter <code>user_id@us.oracle.com</code> , where <i>user_id</i> is the name of the user.
Quotation marks	Interface elements with long names that have only initial caps; lesson and chapter titles in cross-references	Select "Include a reusable module component" and click Finish.  This subject is covered in Unit II, Lesson 3, "Working with Objects."
Uppercase	SQL column names, commands, functions, schemas, table names	Use the <code>SELECT</code> command to view information stored in the <code>LAST_NAME</code> column of the <code>EMP</code> table.

Convention	Element	Example
Arrow	Menu paths	Select File—> Save.

Brackets	Key names	Press [Enter].
Commas	Key sequences	Press and release keys one at a time: [Alternate], [F], [D]
Plus signs	Key combinations	Press and hold these keys simultaneously: [Ctrl]+[Alt]+[Del]

## Typographic Conventions in Code

Convention	Element	Example
Caps and lowercase	Oracle Forms triggers	When-Validate-Item
Lowercase	Column names, table names	SELECT last_name FROM s_emp;
	Passwords	DROP USER scott IDENTIFIED BY tiger;
	PL/SQL objects	OG_ACTIVATE_LAYER (OG_GET_LAYER ( 'prod_pie_layer' ) )
Lowercase italic	Syntax variables	CREATE ROLE <i>role</i>
Uppercase	SQL commands and functions	SELECT userid FROM emp;

## Typographic Conventions in Navigation Paths

This course uses simplified navigation paths, such as the following example, to direct you through Oracle Applications.

(N) Invoice > Entry > Invoice Batches Summary (M) Query > Find (B) Approve

This simplified path translates to the following:

1. (N) From the Navigator window, select Invoice > Entry > Invoice Batches Summary.
2. (M) From the menu, select Query > Find.
3. (B) Click the Approve button.

### Notations :

(N) = Navigator

(M) = Menu

(T) = Tab



(I) = Icon

(H) = Hyperlink

(B) = Button

## Typographical Conventions in Help System Paths

This course uses a “navigation path” convention to represent actions you perform to find pertinent information in the Oracle Applications Help System.

The following help navigation path, for example—

(Help) General Ledger > Journals > Enter Journals

—represents the following sequence of actions:

1. In the navigation frame of the help system window, expand the General Ledger entry.
2. Under the General Ledger entry, expand Journals.
3. Under Journals, select Enter Journals.
4. Review the Enter Journals topic that appears in the document frame of the help system window.

## Getting Help

Oracle Applications provides you with a complete online help facility.

Whenever you need assistance, simply choose an item from the Help menu to pinpoint the type of information you want.

### To display help for a current window:

1. Choose Window Help from the Help menu, click the Help button on the toolbar, or hold down the Control key and type 'h'.

A web browser window appears, containing search and navigation frames on the left, and a frame that displays help documents on the right.

The document frame provides information on the window containing the cursor. The navigation frame displays the top-level topics for your responsibility, arranged in a tree control.

2. If the document frame contains a list of topics associated with the window, click on a topic of interest to display more detailed information.

3. You can navigate to other topics of interest in the help system, or choose Close from your web browser's File menu to close help.

## **Searching for Help**

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left frame of the browser window when viewing help, then click the adjacent Find button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand document frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document doesn't fully answer your questions, use your browser's Back button to return to the list of titles and try another.

# **Issue RFQs to Obtain Bids and Quotations**

## **Chapter 1**

# Issue RFQs to Obtain Bids and Quotations

Release 11i

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### Objectives

**After completing this course, you should be able to do the following:**

- **Create requests for quotations**
- **Record quotation responses**
- **Define iSupplier Portal**
- **Describe Oracle Exchange and Oracle e-Commerce Gateway RFQ features**
- **Perform setup and implementation requirements for RFQs**

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# Agenda

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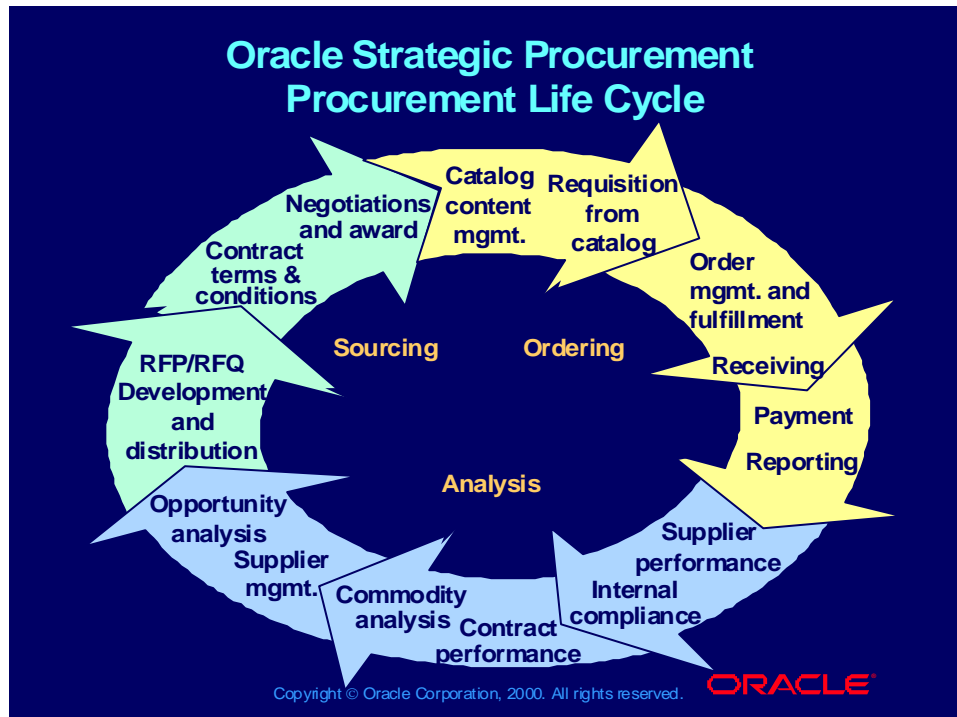
## Agenda

- **RFQs and Supplier Sourcing Introduction**
- **Manually Creating Requests for Quotation (RFQ)**
- **Autocreating RFQs**
- **Entering Quotations**
- **Suppliers Responding by way of iSupplier Portal**
- **Oracle Exchange: Creating a Buyer's Auction**
- **Setup and Implementation Considerations**

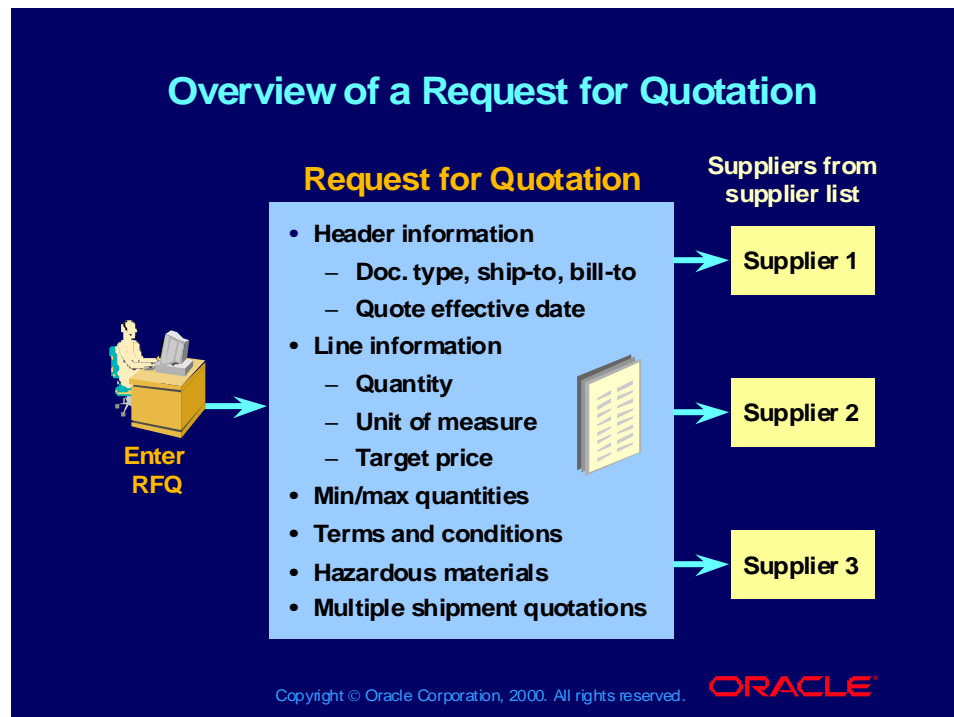
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## Oracle Strategic Procurement-Procurement Life Cycle



## Overview of a Request for Quotation



### Request for Quotation

A request for quotation (RFQ) is a document you use to solicit supplier quotations for those goods or services. Not all purchase requisitions require an RFQ, and you do not need a purchase requisition to create an RFQ. However, if the RFQ required check box is selected on a requisition, an RFQ is required for that requisition.

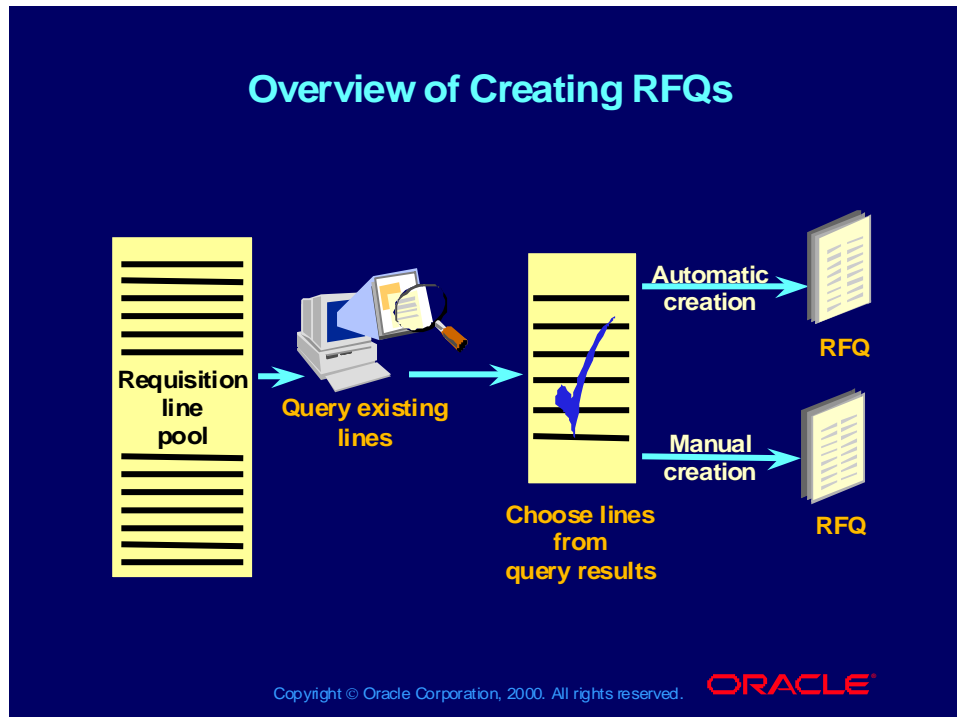
### Supplier Lists

Although you may send an RFQ to one supplier, usually you will want to send a request for quotation to many suppliers to ensure that you get the best price and terms possible. With Oracle Purchasing you create supplier lists so that you can predefine groups of suppliers to whom you want to send RFQs. You can establish supplier list according to criteria you define, such as item, manufacturing category, geographic location or more.



## Overview of Creating RFQs

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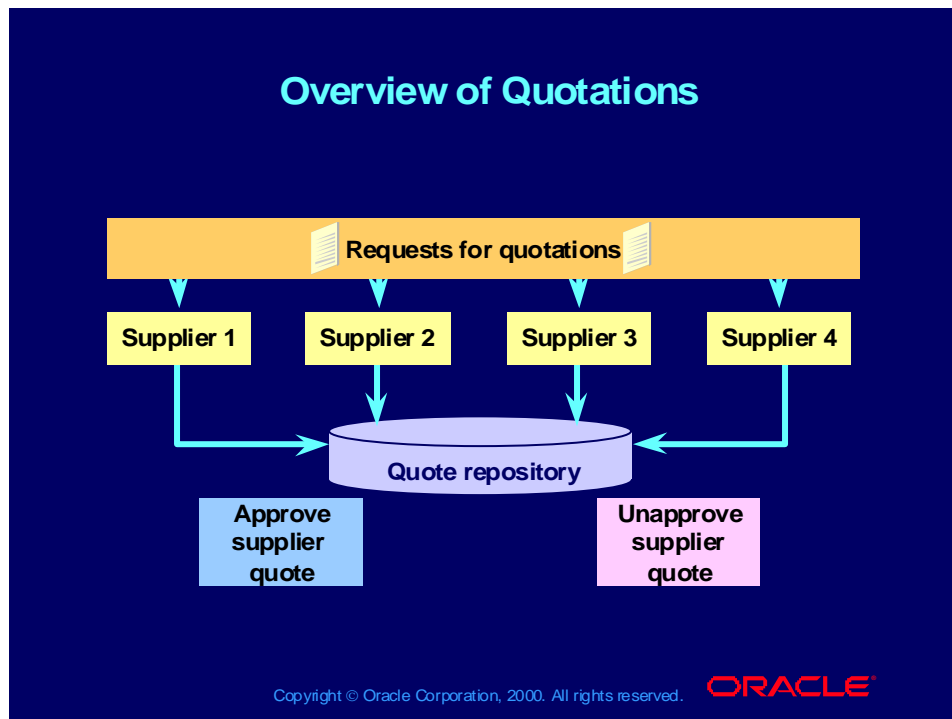


### AutoCreating Request for Quotations

Oracle Purchasing provides automatic creation capabilities for documents. All purchase requisition lines available for autocreation go into a single requisition pool. Buyers can retrieve any of the requisition lines from the pool and use the AutoCreate Documents window to create request for quotations (RFQs).

## Overview of Quotations

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### Quotations

A Quotation is a statement of the price, terms and conditions of sales a supplier offers you for an item or service. Suppliers consider quotations as an offer to sell when given in response to an inquiry such as a request for quotation.

A quotation may be verbal or written. You often get verbal quotations for minor purchases by telephone. You usually send a request for quotation if you want a written quotation from the supplier. Written quotations often have an effective date and an expiration date.

Purchasing lets you approve quotation shipment for specific purposes so that you can control the use of your sourcing information. You can approve quotation information for specific purposes so that you can control the use of your sourcing information.

## Overview of the Approved Supplier List

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### Overview of the Approved Supplier List

When ordering items, you can restrict your supplier options to use only approved suppliers with the:

- Approved Supplier List
- Sourcing rules

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### Approved Supplier List

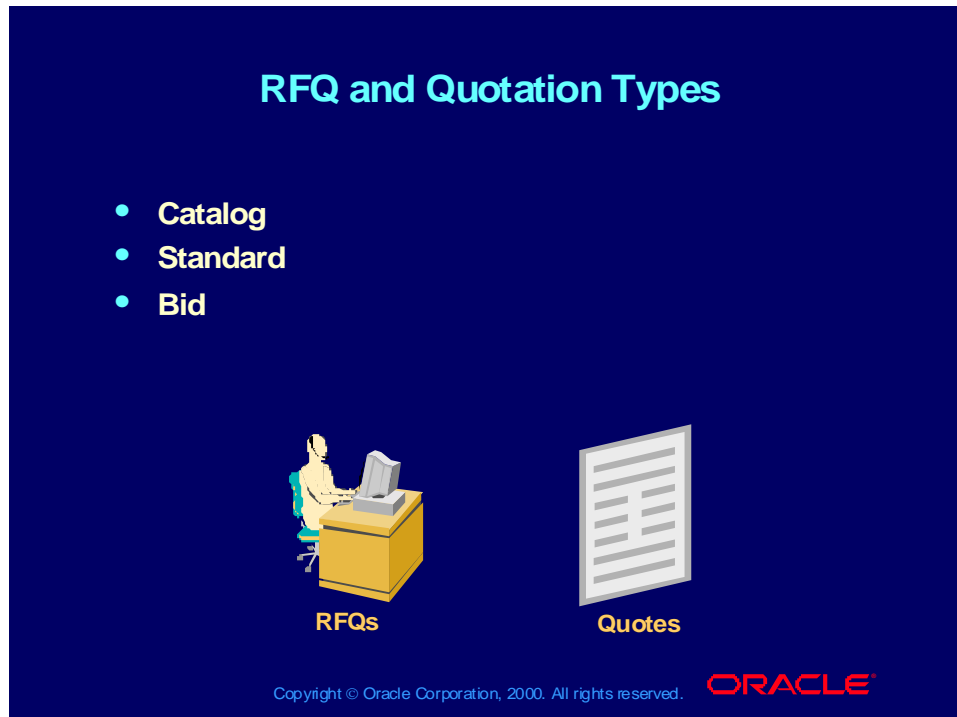
For each commodity or individual item, you associate a list of suppliers and relevant information about this relationship. Oracle Purchasing enables you to set up and control your Approved Supplier List entries as global procurement policies, or as local procurement options for a given plant or organization. The Approved Supplier List is used in conjunction with Enhanced Sourcing rules. For more information see the *Manage the Approved Supplier List* component.

### Enhanced Sourcing Rules

Enhanced Sourcing rules enable you to define relationships between the Approved Supplier List and your business rules for sourcing items and commodities. Sourcing defaults can dramatically increase operational efficiency.

## RFQ and Quotation Types

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### Types of RFQs and Quotations

#### Catalog

- Used for high volume items or items which suppliers send information regularly
- Includes price breaks at different quantity levels
- Quotations can be used for automatic sourcing

#### •Standard

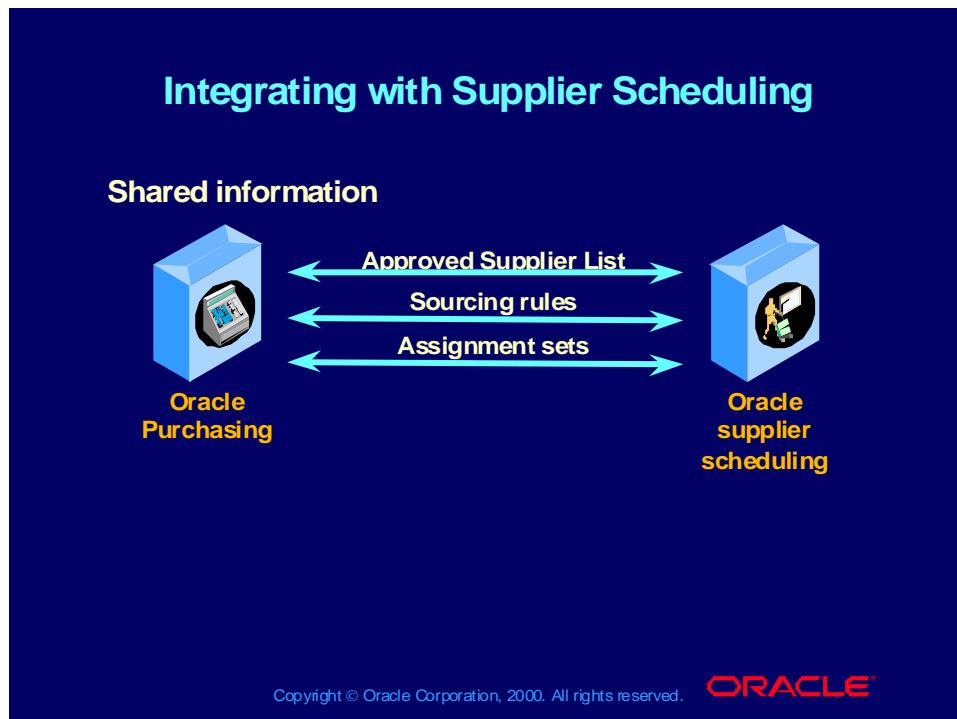
- Used for items ordered once or infrequently but not for a specific, fixed quantity, location, and date
- Includes price breaks at different quantity levels

#### •Bid

- Used for a first time, single, large, or expensive item
- No price breaks

## Integrating with Supplier Scheduling

---



### Supplier Sourcing with Oracle Supplier Scheduling

When Oracle Supplier Scheduling and Oracle Purchasing are used in conjunction they share supplier sourcing information. The following information is shared.

- Approved Supplier List
- Sourcing rules
- Assignment sets

## Agenda

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### Agenda

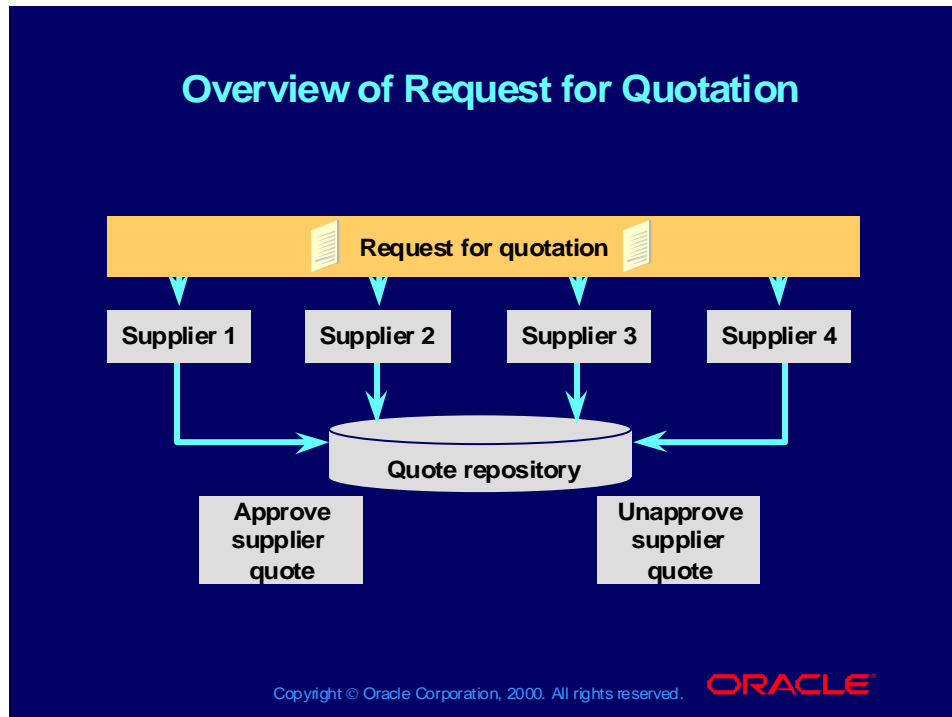
- RFQs and Supplier Sourcing Introduction
- **Manually Creating Requests for Quotation (RFQ)**
- Autocreating RFQs
- Entering Quotations
- Suppliers Responding by way of iSupplier Portal
- Oracle Exchange: Creating a Buyer's Auction
- Setup and Implementation Considerations

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## Overview of Request for Quotation

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### Request For Quotation

You can send the RFQ to as many suppliers you want and decide how much item information to provide to the suppliers. Each RFQ consists of header, line and shipment information. In the header you define the RFQ Document Type, the Ship-To and Bill-To locations and the Quote effectivity dates. The line region is where you define the goods or services for which you want the supplier to quote. Included in this information are your requirements such as unit of measure and optionally, a target price for negotiation purposes. You may also include minimum and maximum order quantities and classification for hazardous materials. You specify the terms and conditions for the RFQ. You can request as many shipments quotation as you want. You might want to provide multiple shipments if you want to receive quotations from your suppliers for different ship-to locations, quantities or other criteria.

## Defining Supplier Lists

---

### Defining Supplier Lists

Use the **Supplier Lists** window to create or locate unique lists of suppliers to aid in the procurement activities.

**(N) Oracle Purchasing > Supply Base > Supplier List**

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### **(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Defining Supplier Lists**

Supplier Lists can be used repeatedly to decrease the amount of time spent creating an RFQ.

**Note:** When you copy a supplier list onto your RFQ supplier list, Oracle Purchasing copies every unique combination of supplier and supplier site that does not already appear on the current RFQ supplier list.



## Creating a Request for Quotation

---

### Creating a Request for Quotation

Use the RFQs window to:

- enter and edit a request for quotation
- review and edit an RFQ autocreated from on-line requisitions

**(N) Oracle Purchasing > RFQs and Quotations > RFQs**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating RFQs**

- ... > Entering RFQ Headers
- ... > Entering RFQ Lines
- ... > Entering RFQ Supplier Information
- ... > Entering RFQ Terms Information
- ... > Entering RFQ Shipment Information
- ... > Entering RFQ Price Break Information

## Entering RFQ Lines

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### Entering RFQ Lines

Use the RFQs window to enter and edit RFQ lines.

(N) Oracle Purchasing > RFQs and Quotations > RFQs  
(T) Items

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(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
Supply Base Management > Creating RFQs

- ... > Entering RFQ Headers
- ... > Entering RFQ Lines
- ... > Entering RFQ Supplier Information
- ... > Entering RFQ Terms Information
- ... > Entering RFQ Shipment Information
- ... > Entering RFQ Price Break Information

## Selecting RFQ Currency Information

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### Selecting RFQ Currency Information

Use the Currency window to select the currency of the RFQ and enter exchange rate information (if applicable).

**(N) Oracle Purchasing > RFQs and Quotations > RFQs  
(B) Currency**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating RFQs**

- ... > Entering RFQ Headers**
- ... > Entering RFQ Lines**
- ... > Entering RFQ Supplier Information**
- ... > Entering RFQ Terms Information**
- ... > Entering RFQ Shipment Information**
- ... > Entering RFQ Price Break Information**

### Editing RFQ Terms and Conditions

Use the RFQ Terms window to edit the RFQ terms and conditions defaulting from the Financials Options window.

**(N) Oracle Purchasing > RFQs and Quotations > RFQs  
(B) Terms**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
Supply Base Management > Creating RFQs**

- ... > Entering RFQ Headers**
- ... > Entering RFQ Lines**
- ... > Entering RFQ Supplier Information**
- ... > Entering RFQ Terms Information**
- ... > Entering RFQ Shipment Information**
- ... > Entering RFQ Price Break Information**

## Entering RFQ Price Break Information

---

### Entering RFQ Price Break Information

Use the RFQ Price Breaks window to enter pricing information for an RFQ.

**(N) Oracle Purchasing > RFQs and Quotations > RFQs  
(B) Price Breaks**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
Supply Base Management > Creating RFQs**

- ... > Entering RFQ Headers**
- ... > Entering RFQ Lines**
- ... > Entering RFQ Supplier Information**
- ... > Entering RFQ Terms Information**
- ... > Entering RFQ Shipment Information**
- ... > Entering RFQ Price Break Information**

## Selecting Suppliers

---

### Selecting Suppliers

Use the RFQ Suppliers window to:

- enter the suppliers that will receive the RFQ
- review supplier activity

**(N) Oracle Purchasing > RFQs and Quotations > RFQs  
(B) Suppliers**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
Supply Base Management > Creating RFQs**

- ... > Entering RFQ Headers**
- ... > Entering RFQ Lines**
- ... > Entering RFQ Supplier Information**
- ... > Entering RFQ Terms Information**
- ... > Entering RFQ Shipment Information**
- ... > Entering RFQ Price Break Information**

## Entering RFQ Shipment Information

---

### Entering RFQ Shipment Information

Use the RFQ Shipments window to enter and review shipment information for BID RFQs.

(N) Oracle Purchasing > RFQs and Quotations > RFQs  
(B) Shipments

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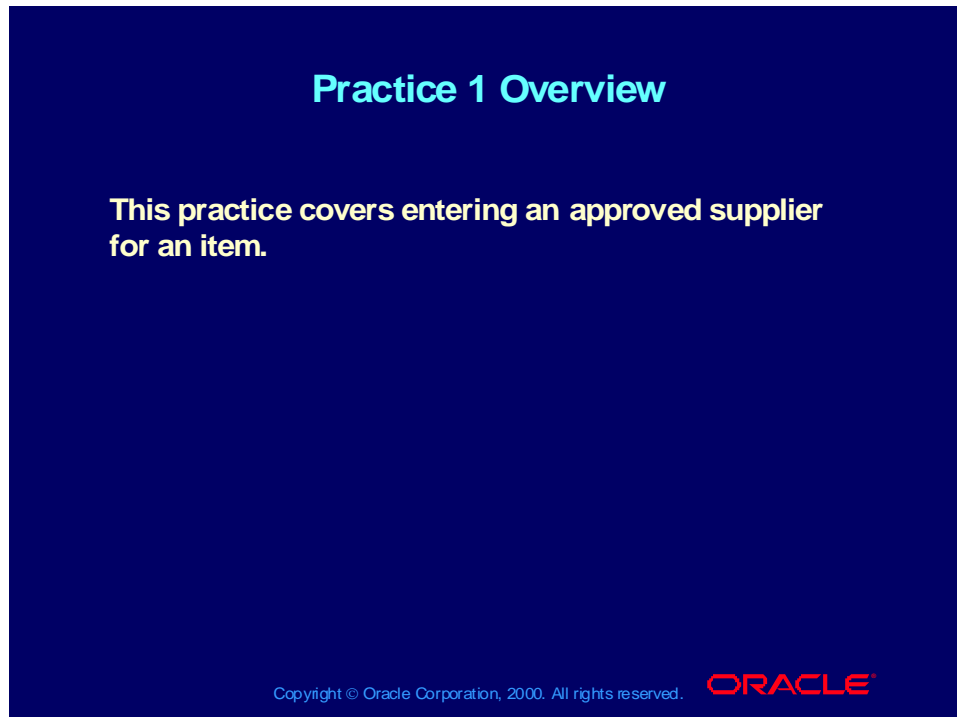
**ORACLE**

(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating RFQs

- ... > Entering RFQ Headers
- ... > Entering RFQ Lines
- ... > Entering RFQ Supplier Information
- ... > Entering RFQ Terms Information
- ... > Entering RFQ Shipment Information
- ... > Entering RFQ Price Break Information

## Practice 1 Overview

---

A blue rectangular slide with white text. The title 'Practice 1 Overview' is at the top. Below it, a paragraph states: 'This practice covers entering an approved supplier for an item.' At the bottom right is the Oracle logo, and at the bottom left is the copyright text: 'Copyright © Oracle Corporation, 2000. All rights reserved.'

### Scenario

Your instructor has asked you to enter an approved supplier for an item you created. You will also use the supplier you created. Make this supplier approved for this item, select the Using AutoCreate release method.



## Practice 1 Solutions

---

### Practice 1 Solutions

**This practice covers entering an approved supplier for an item.**

- 1. Entering Key Attributes Tabbed Region**
- 2. Recording Details Tabbed Region**
- 3. Defining the Attributes of an ASL Entry**

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### Practice 1 Solutions

Step 1: Key Attributes Tabbed Region

1. Open the Approved Supplier List window:

(N) Purchasing, Vision Operations > Supply Base > Approved Supplier List

2. Select M1 organization
3. Select Item from the Type drop-down list.
4. Select an item for which you will define an entry.
5. Go to the Suppliers region.
6. In the Business field, use the list of values to select the business type Direct.
7. In the Name field, use the list of values to select the supplier's name.
8. In the Site field, enter the appropriate supplier site.
9. In the Status field, use the list of values to select Approved.
10. Optionally enter the supplier item.
11. Optionally specify a review-by date. You can use this date to determine when a proactive business review should be performed for the supplier.

### Step 2: Record Details Tabbed Region

1. In the Global field choose Yes or No from the drop-down list to indicate whether this item and supplier site combination should be available to all organizations.
2. In the Owning Organization field, the organization that owns this item and supplier site combination will default for you.
3. Click the Attributes button to access the Supplier-Item Attributes window.

### Step 3: Defining the Attributes of an ASL Entry

1. In the Purchasing UOM field, use the list of values to select the purchasing UOM.
2. In the Release Method field, use the list of values to select the release method Release Using AutoCreate.
3. In the Source Documents region, select your Catalog Quotation.
4. Save your work.

## Practice 2 Overview

---

### Practice 2 Overview

**This practice covers the following topics:**

- Creating a supplier list
- Creating an RFQ

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### Scenario

Your company requires that when you negotiate new contracts and agreements with suppliers a request for quotation be sent out to at least three suppliers.

## Practice 2 Instructions with Solution

---

### Practice 2 Instructions with Solution

#### 1. Create a supplier list

- Name the supplier list (Make sure you have named it with a prefix of your initials)
- Make the list inactive in three months
- Use the list of values from the toolbar to select vendors and sites
- Add two suppliers you create to your list, as well as the following two suppliers: Advanced Network Devices and Advantage Corp.

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### Practice 2 Solutions

#### Step 1: Create a Supplier List

1. Open the Supplier Lists window:  
(N) Supply Base—>Supplier Lists
2. Name the Supplier List. (Make sure you have named it with a prefix XX—your initials or your terminal number.)
3. Make the list inactive in three months.
4. Add two suppliers you create to your list, as well as the following suppliers (use the list of values from the toolbar to select vendors and sites):
  - Advanced Network Devices
  - Advantage Corp
5. Save your work.

## Practice 2 Instructions with Solution

---

### Practice 2 Instructions with Solution

#### 2. Create a catalog RFQ (request for quotation)

- Change status to active
- Let the due date fall two weeks from today
- Close date is two weeks and one day away
- Quote approval is required
- The quote is effective for one year starting today

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### Practice 2 Solutions

Step 2: Create a Catalog RFQ

1. Open the RFQs window:

(N) RFQs and Quotations—>RFQs

2. In the Type field, use the list of values to select Catalog RFQ.

3. In the Status field, use the list of values to select Active.

4. Enter a date in the Due Date field two weeks from today.

5. Enter a date in the Close Date field two weeks and one day away.

6. In the Reply Via field, use the list of values to make your choice.

7. Enter a description in the Description field.

8. Select the Quote Approval Required check box.

9. In the Quote Effectivity fields, let the quote be effective from today's date to one year from today.

## Practice 2 Instructions with Solution

---

### Practice 2 Instructions with Solution

#### 3. Complete the terms

- Enter a line for two items you've created
- Ask for price breaks at 10, 25, and 50 for each item
- Reference your supplier list
- Add a note to the supplier asking for an expedited response

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### Practice 2 Solutions

Step 3: Complete the Terms.

1. Enter a line for two items you created.
2. Ask for price breaks at 10, 25, and 50 for each item. (Do not enter pricing, supplier will reply with pricing information.)
3. Reference your supplier list.
4. Complete the terms. Click the Terms button.
5. Add a note to the supplier asking for an expedited response.
6. Save your work.

## Agenda

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### Agenda

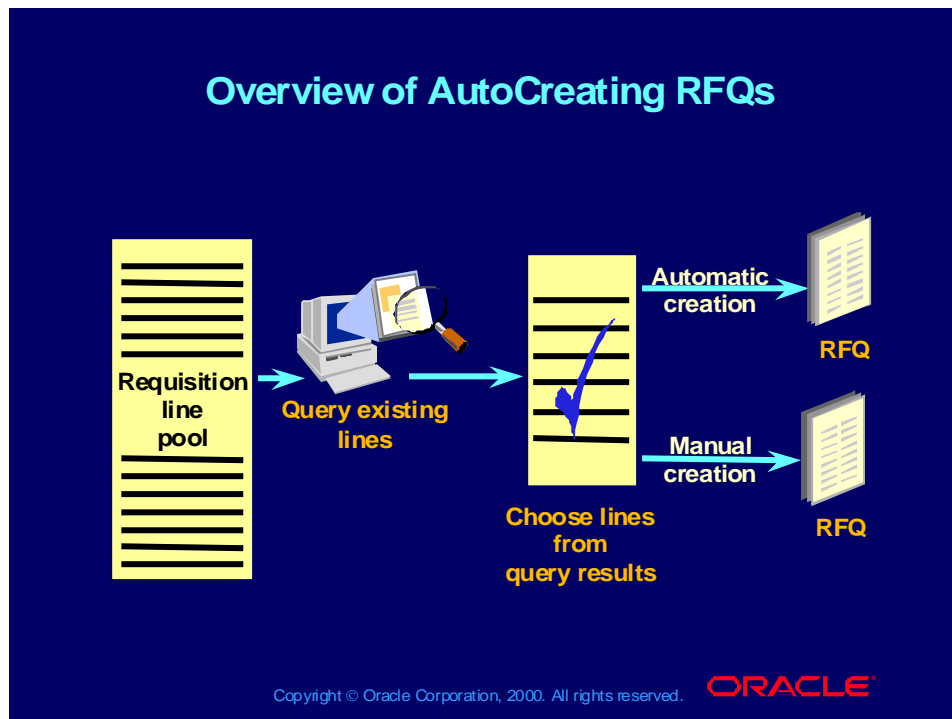
- RFQs and Supplier Sourcing Introduction
- Manually Creating Requests for Quotation (RFQ)
- **Autocreating RFQs**
- Entering Quotations
- Suppliers Responding by way of iSupplier Portal
- Oracle Exchange: Creating a Buyer's Auction
- Setup and Implementation Considerations

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## Overview of AutoCreating RFQs

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### AutoCreating RFQs

#### Automatic Creation

Automatic Creation Mode lets you create RFQs with a minimum number of keystrokes. You provide search criteria to locate the requisition lines you want to place on an RFQ. After reviewing the requisition lines, you select all lines that you want. Then you select the Automatic button to create the RFQ.

#### Manual Creation

Manual Creation Mode lets you specify which requisition lines you want to place on a document. You decide which requisition lines you want to combine and where you want them to appear on the document. Then you select the Manual button to create the document.



## Finding Requisition Lines

---

### Finding Requisition Lines

Use the Find Requisition Lines window to specify search criteria for requisition lines that you will use to autocreate RFQs.

**(N) Oracle Purchasing > AutoCreate**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > AutoCreate > Finding Requisition Lines for AutoCreate**

### AutoCreating RFQs

Use the AutoCreate Documents window to create an RFQ or other order documents.

**(N) Oracle Purchasing > AutoCreate (B) Find**

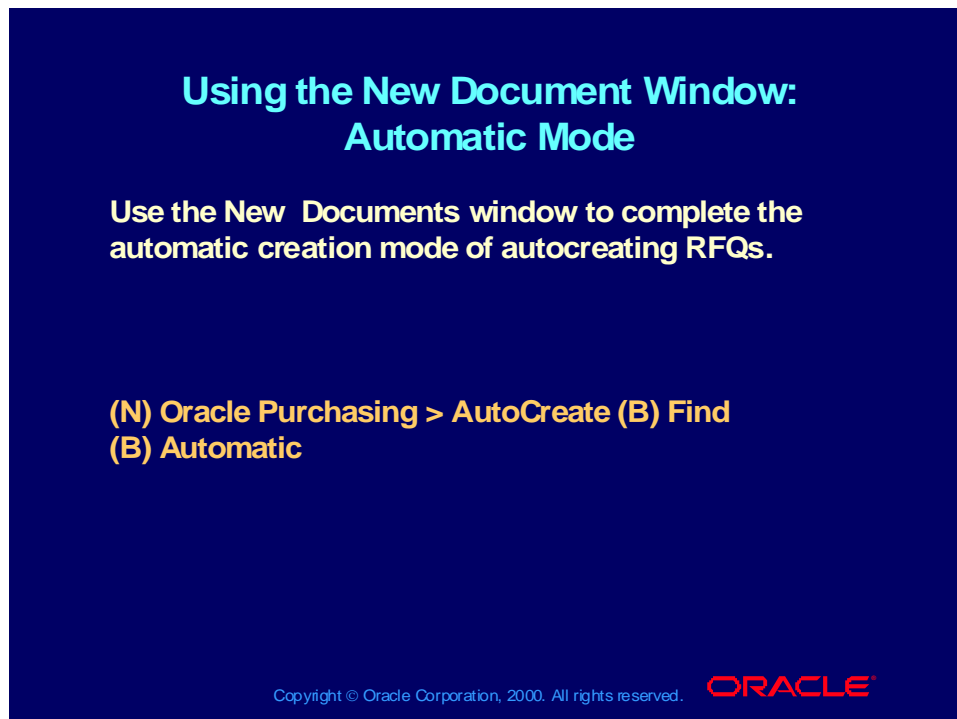
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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > AutoCreate > Selecting AutoCreate Criteria**

## Using the New Document Window: Automatic Mode

---



**(Help) Oracle Manufacturing Applications > Oracle Purchasing > AutoCreate > Entering Document Information and Completing AutoCreate**

### **Automatic Creation Mode**

1. When you choose Create as your action and are in Automatic creation mode, the New Document window is displayed.
2. Enter the New Document details and click create.
3. A new document is created.
4. Accept or edit the new document.

## Using the Document Builder: Manual Mode

---

### Using the Document Builder: Manual Mode

Use the AutoCreate Documents window to complete the manual creation mode of autocreating RFQs.

**(N) Oracle Purchasing > AutoCreate (B) Find  
(B) Manual**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
AutoCreate > Using the Document Builder**

## Adding to a Document

---

### Adding to a Document

Use the Add to Document window when adding to an existing RFQ document.

**(N) Oracle Purchasing > AutoCreate (B) Find  
(B) Manual or Automatic**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
AutoCreate > AutoCreate Document Options**

## Practice 3 Overview

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### Practice 3 Overview

**This practice covers the following topics:**

- Finding requisition lines
- Selecting autocreation criteria

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## Practice 3 Solutions

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### Practice 3 Solutions

**This practice covers the following topics:**

- **Finding requisition lines**
- **Selecting autocreation criteria**

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### Practice 3 Solutions

1. Open the Find Requisition Lines window:  
(N) AutoCreate
2. In the Approved field, select Yes and leave all other fields blank.
3. Click Find to initiate the search and open the AutoCreate Documents window.
4. To select your requisition, click the control button on your keyboard and left click your mouse.
5. Click the Automatic button.
6. In the New Document window, accept the default, and click Create to complete autocreation of the document.
7. Click OK.
8. The AutoCreate to RFQs window appears.
9. Fill in the remaining fields.
10. Save your work.

## Agenda

---

### Agenda

- RFQs and Supplier Sourcing Introduction
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- Autocreating RFQs
- **Entering Quotations**
- Suppliers Responding by way of iSupplier Portal
- Oracle Exchange: Creating a Buyer's Auction
- Setup and Implementation Considerations

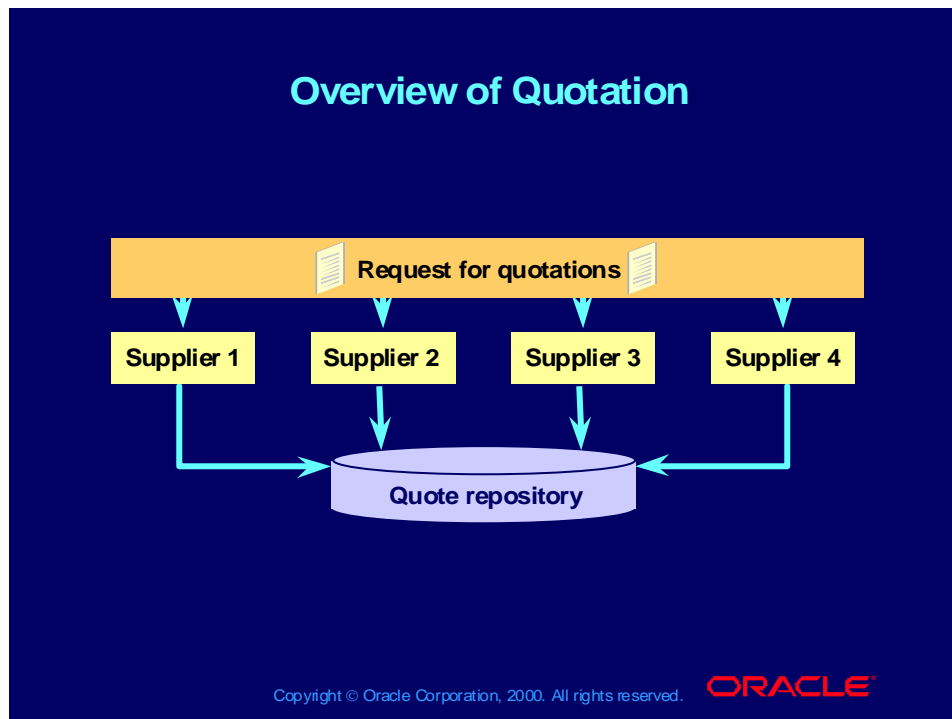
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## Overview of Quotation

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### Overview

Oracle Purchasing provides you with predefined quotation types.

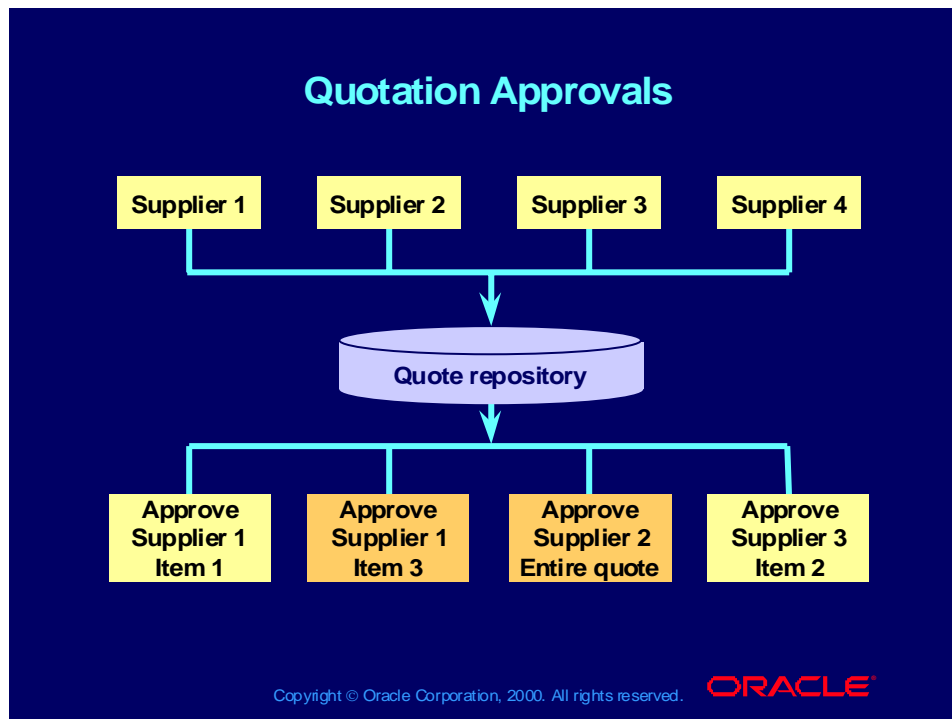
- Bid
- Catalog
- Standard
- Quotations

When a supplier responds to a request for quotation, either verbal or written, you will want to have a record of the pricing and terms commitments that are made. You have two options to record quotation information:

- You can manually enter the quotation in the system or,
- You can use the Copy Documents window to create quotation directly from RFQs.

## Quotation Approvals

---



### Quotation Approvals

Depending on your business requirements, you may approve or unapprove entire quotations or a specific shipment in a quotation. You need to approve quotation shipment if you want requestors or buyers to be able to reference the shipments on purchase orders or requisition. Oracle Purchasing lets you approve quotation shipment for specific purposes so that you can control the use of your sourcing information. Status of a quotation must be Active to be able to approve.

## Creating Quotations

---

### Creating Quotations

Use the Quotations window to:

- enter and edit quotations
- review and edit quotations copied from RFQs

**(N) Oracle Purchasing > RFQs and Quotations > Quotations**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating Quotations**

**... > Entering Quotation Headers**

**... > Entering Quotation Lines**

**... > Entering Quotation Terms Information**

**... > Entering Quotation Shipment Information**

**... > Entering Quotation Price Break Information**

## Entering Quotation Lines

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### Entering Quotation Lines

Use the Quotations window to enter and edit quotation lines.

**(N) Oracle Purchasing > RFQs and Quotations > Quotations (T) Items**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating Quotations**

- ... > Entering Quotation Headers**
- ... > Entering Quotation Lines**
- ... > Entering Quotation Terms Information**
- ... > Entering Quotation Shipment Information**
- ... > Entering Quotation Price Break Information**

### Editing Default Currency

Use the Currency window to edit the default currency of the quotation and enter exchange rate information (if applicable).

**(N) Oracle Purchasing > RFQs and Quotations > Quotations (B) Currency**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating Quotations**

- ... > Entering Quotation Headers**
- ... > Entering Quotation Lines**
- ... > Entering Quotation Terms Information**
- ... > Entering Quotation Shipment Information**
- ... > Entering Quotation Price Break Information**

### Editing Terms and Conditions

Use the **Quotations Terms** window to enter terms and conditions information for quotations.

**(N) Oracle Purchasing > RFQs and Quotations > Quotations (B) Terms**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating Quotations**

- ... > Entering Quotation Headers**
- ... > Entering Quotation Lines**
- ... > Entering Quotation Terms Information**
- ... > Entering Quotation Shipment Information**
- ... > Entering Quotation Price Break Information**

## Entering Price Breaks

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### Entering Price Breaks

Use the quotation Price Breaks window to enter pricing information for catalog quotations.

**(N) Oracle Purchasing > RFQs and Quotations > Quotations (B) Price Breaks**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating Quotations**

- ... > Entering Quotation Headers**
- ... > Entering Quotation Lines**
- ... > Entering Quotation Terms Information**
- ... > Entering Quotation Shipment Information**
- ... > Entering Quotation Price Break Information**

## Entering Shipment Information

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### Entering Shipment Information

Use the Quotation Shipment window to enter shipment information for bid quotations.

**(N) Oracle Purchasing > RFQs and Quotations > Quotations (B) Shipments**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Creating Quotations**

- ... > Entering Quotation Headers**
- ... > Entering Quotation Lines**
- ... > Entering Quotation Terms Information**
- ... > Entering Quotation Shipment Information**
- ... > Entering Quotation Price Break Information**



## Autocreating a Quotation

---

### Autocreating a Quotation

Use the Copy Document window to create quotations directly from RFQs.

**(N) Oracle Purchasing > RFQs and Quotations > RFQs (M) Tools > Copy Document**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Copying Quotations from RFQs**

## Finding Quotations for Approval

---

### Finding Quotations for Approval

Use the Find Quotations window to search for quotations to approve.

**(N) Oracle Purchasing > RFQs and Quotations > Quote Analysis (B) Find**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Finding Quotations for Approval**

## Analyzing Quotations

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### Analyzing Quotations

Use the Analyze Quotations window to review and approve general or specific quotation information of an item or a purchasing category.

**(N) Oracle Purchasing > RFQs and Quotations > Quote Analysis (B) Find > Analyze Quotations**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Supply Base Management > Approving Quotation Shipments**

## Approving Entire Quotations

---

### Approving Entire Quotations

Use the Approve Entire Quotation window to approve or unapprove all shipments for a single quotation.

**(N) Oracle Purchasing > RFQs and Quotations >  
Quote Analysis (B) Find > Analyze Quotations >  
Approve Entire Quotation**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing >  
Supply Base Management > Approving Entire Quotations**

## Copy Documents

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### Copy Documents

- Reduces redundant data entry
  - Standard PO → Standard PO
  - Blanket PO → Blanket PO
  - Planned PO → Planned PO
  - Bid Quotation → Standard PO
  - Bid Quotation → Planned PO
  - Catalog Quote → Blanket Purchase Agreement
- Automatically assigns next document number

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### Copy Documents

(N) Query PO > Tools > Copy Document > Include/Exclude Attachments

You can copy one purchase order to another. For example, if you want to renew a blanket purchase agreement that contains hundreds of lines, you can copy the previous agreement to a new agreement and change the effectivity dates. You can create new purchase orders and agreements by copying standard, blanket, planned purchase orders, as well as bid and catalog class quotations.

**Note:** If manual numbering is set up, then add document number. Cancelled lines are copied (not cancelled).

### Approve after copy

There is no validation at time of copy, but at time of approval, except encumbrance:

- Item attributes
- Supplier site
- Encumbrance

## Practice 4 Overview

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### Practice 4 Overview

**This practice covers the following topics:**

- **Creating a quotation automatically**
- **Approving an entire quotation**

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## Practice 4 Solutions

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### Practice 4 Solutions

**This practice covers the following topics:**

- **Creating a quotation automatically**
- **Approving an entire quotation**

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### Practice 4 Solutions

Step 1: Automatically create a quotation from an RFQ. Copy the entire RFQ, but do not include an attachment.

1. Open the Copy Document window:

(N) RFQs and Quotations—>RFQs (M) View —> Find (M) Tools—>Copy Document.

2. In the Copy Document window, select Edit to choose the list of values.

3. Use the list of values to choose the copy-from action: Entire RFQ.

Note: Enter a quotation number if you are using manual quotation numbering. If your setup is for automatic quotation numbers, Oracle Purchasing will assign a number when you save your work.

4. Use the list of values to enter the type.

5. Use the list of values to enter the supplier.

6. Use the list of values to enter the site.

7. Use the list of values to enter the contact.

8. Click OK to copy the RFQ.

9. Enter supplier pricing. Include price breaks for requested quantity.

10. Change the status to Active.

11. Save your work.

## Step 2: Approve an Entire Quotation

1. Click the Approve button.
2. In the Approve Entire Quotation window, select Edit to choose the List of Values.
3. Use the list of values to enter the approval type of your quotation.
4. Use the list of values to enter the approval reason.
5. Use the list of values to enter the effective date range.
6. Enter comments about the approval in the Comments field.
7. Click OK to approve.



# Agenda

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## Agenda

- RFQs and Supplier Sourcing Introduction
- Manually Creating Requests for Quotation (RFQ)
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- Oracle Exchange: Creating a Buyer's Auction
- Setup and Implementation Considerations

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### Oracle iSupplier Portal Overview

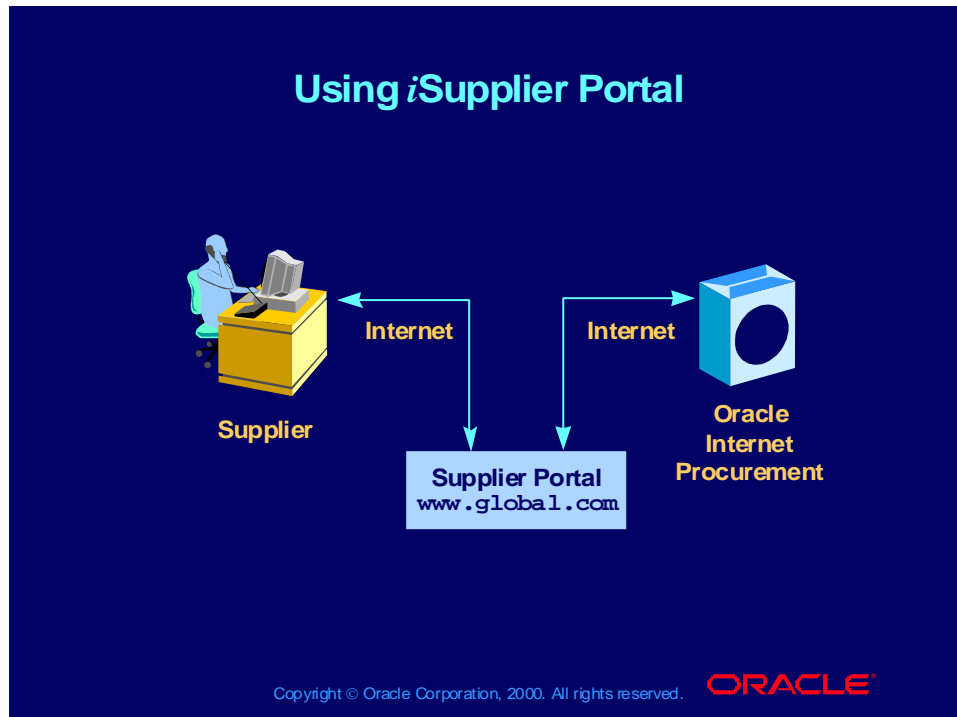
- Gives suppliers direct access to information that affects them
- Gives suppliers visibility across the plan-to-procure-to-pay lifecycle
- Suppliers can perform transactions using the Internet
- Provides a collaborative environment where suppliers become integrated partners

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## Using iSupplier Portal

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### Benefits of *i*Supplier Portal

**Suppliers proactively service themselves, accessing the information they need to serve you — the customer — better:**

- Reduces operating costs
- Frees up staff time
- Compresses cycle times
- Improves service

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### Information Available for Supplier Review

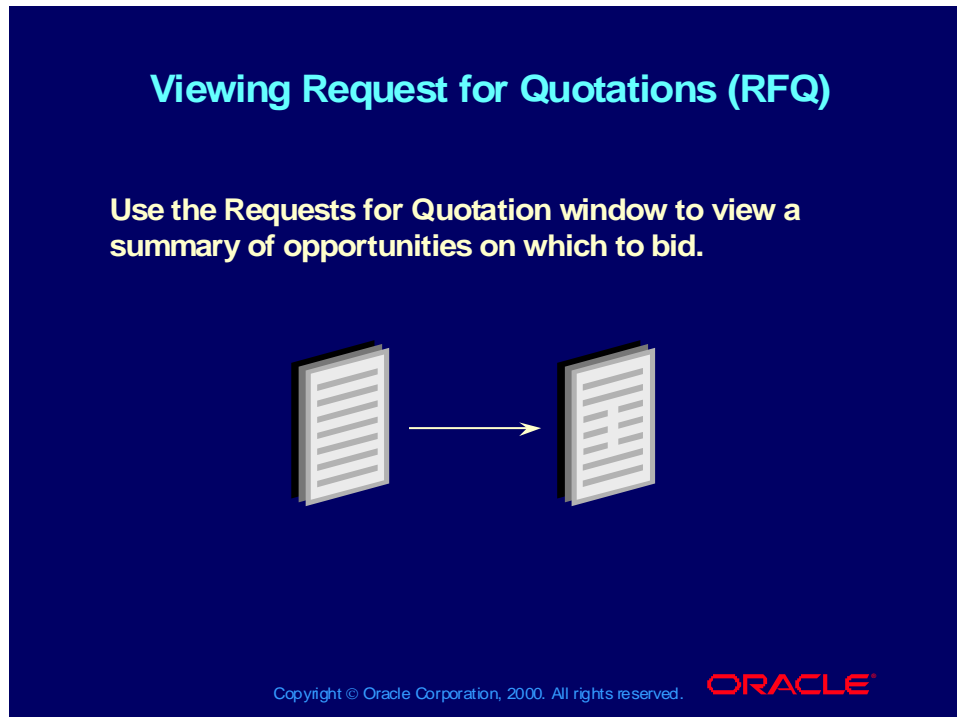
- RFQs
- Purchase orders and change history
- Receipts, open deliveries, delivery performance, and returns
- Invoice and payment information
- Supplier item summary
- Consolidated shipping and planning schedules

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## Viewing Request for Quotations (RFQ)

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### Viewing Requests for Quotation

(N) Supplier Services by Supplier > View Request for Quotations (B) Search Suppliers can review requests for quotation created in Oracle Purchasing. They can search for requests for quotation using various search criteria. They will have access to all documents for which they are listed as a potential supplier. The information displayed can be exported into a file that can be uploaded to the supplier's own system to generate a response. Those responses can then be sent back through the Oracle eCommerce Gateway. Drill-down capabilities allow suppliers to drill-down to RFQ details.

## Agenda

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### Agenda

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## Overview - Auctions

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**Overview - Auctions**

- **Auction Type**
  - Buyer's Auction
  - Seller's Auction
- **Process Flow**
  - Create Auction
  - Place Bid
  - Award Auction
  - Inquiries

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### Overview

Oracle Internet Procurement will support RFQs & Quotations that are a result of a Buyer Auction (Reverse Auction) in Oracle Exchange.

#### **Buyer's Auction:**

Buyer publishes items they want to purchase

#### **Seller's Auction:**

Seller publishes items they want to sell



## Creating an Auction

---

### Creating an Auction

- **Business terms and conditions**
  - Auction currency and price precision
- **Load items**
  - Online, Spreadsheet, Catalog items
  - Setup bid attributes for each item
- **Bid controls**
  - Autoextend, Open vs. Sealed, Bid All items
- **Invite members or non-members to bid**
- **Review and Publish**

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### **XML**

Enables the auctioneer, at the time of auction award, to generate an XML PO which can be integrated into a wide variety of back-end systems, including ERP applications.

## Placing a Bid

---

### Placing a Bid

- Search by auctioneer, item or events
- View auction details and current best bid
- Bid on price, lead time and quantity
- Attribute based bidding
- Review bid changes and submit
- View bid status and monitor bidding action
- Optionally, export auction and bid offline

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### AutoExtend

- Ability to automatically extend the auction closing time if a new lowest priced bid is received within the last specified number of minutes.
- Auction extends from the time the new lowest bid was received
- Prevents a bidder from undermining the ability of other bidders to re-bid on the current best price

## Awarding an Auction

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### Awarding an Auction

- View bid history
- Export all bids for offline analysis
- Compare all active bids for each item
- Award each item to multiple bidders
- Automatically notify bidders of award decision

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### Proxy Bid

- Bidder enters current bid, proxy bid inc/dec, and proxy max/min bid. As better bids are received, the system will automatically re-bid based on the entered information
- Once bidding reaches min/max price, bidder can manually bid or reset proxy bidding
- Bidder can proxy bid on some items and manually bid on other items

### Power Bid

- When re-bidding, the bidder can elect to change all current bid prices systematically by a specified %.

### AutoRefresh

- After placing a bid, a bidder can monitor the bidding in an auction or event at pre-specified automatic intervals.
- Continual updates allow bidder to watch changes rather than hit reload

## Agenda

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### Agenda

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## Setup Requirements

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**Setup Requirements**

Setup requirements and options enable you to:

- Choose sourcing rules
- Create and control default information
- Provide or restrict authorization to create, modify, and approve documents



Setup requirements  
and options

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### Oracle Purchasing Setup Options

Setup is required in Oracle Purchasing to facilitate supplier sourcing activities such as these:

- Sourcing options
- Requests for quotations
- Quotations

## Implementation Considerations

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### Implementation Considerations

#### Issues to consider:

- RFQ and quotation usage
- Supplier sourcing conversion
- Supplier sourcing maintenance
- Data mapping
- Data cleanup

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#### Issues to Consider

1. RFQ and quotation usage
  - What types of purchases will require RFQ's and quotations?
  - Will approval of quotations be required?
2. Supplier sourcing conversion
  - Will current RFQ's and quotations be converted?
  - How will existing RFQ's and quotations be converted; automated conversion, manual data entry, or both?
3. Supplier sourcing maintenance
  - Who will create and maintain RFQ and Quotation data?
4. Data mapping
  - How will your data mapping be done?
  - What data in legacy system will determine values in Oracle Purchasing tables?
  - How will additional fields be derived and loaded?
5. Data clean up
  - Will expired quotations be converted?

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## Requisition Numbering

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### Requisition Numbering

Use the Purchasing Options window to setup automatic numbering for:

- RFQs
- Quotes

**(N) Oracle Purchasing > Setup > Organizations > Purchasing Options (T) Numbering**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Setting Up > Defining Purchasing Options**

## Document Types

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### Document Types

Use the Document Types window to define access, security, and control specifications for all Purchasing document types.

**(N) Oracle Purchasing > Setup > Purchasing > Document Types**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Setting Up > Defining Document Types**



## Line Types

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### Line Types

Use the Line Types window to clearly differentiate orders for goods from those for Amount-based services or outside processing.

**(N) Oracle Purchasing > Setup > Purchasing > Line Types**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Setting Up > Defining Line Types**

## Hazard Classes

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### Hazard Classes

Use the Hazard Classes window to identify and classify hazardous materials and print information on your RFQs and purchase orders to ensure that your suppliers pack, label, and ship hazardous materials according to the regulations.

**(N) Oracle Purchasing > Setup > Purchasing > Hazard Classes**

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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Setting Up > Defining Hazard Classes**

### UN Numbers

Use the UN Numbers window to:

- define United Nations identification numbers for hazardous material.
- associate a hazard class with multiple identification numbers.
- assign an identification number and hazard class to each item you define.

**(N) Oracle Purchasing > Setup > Purchasing > UN Numbers**

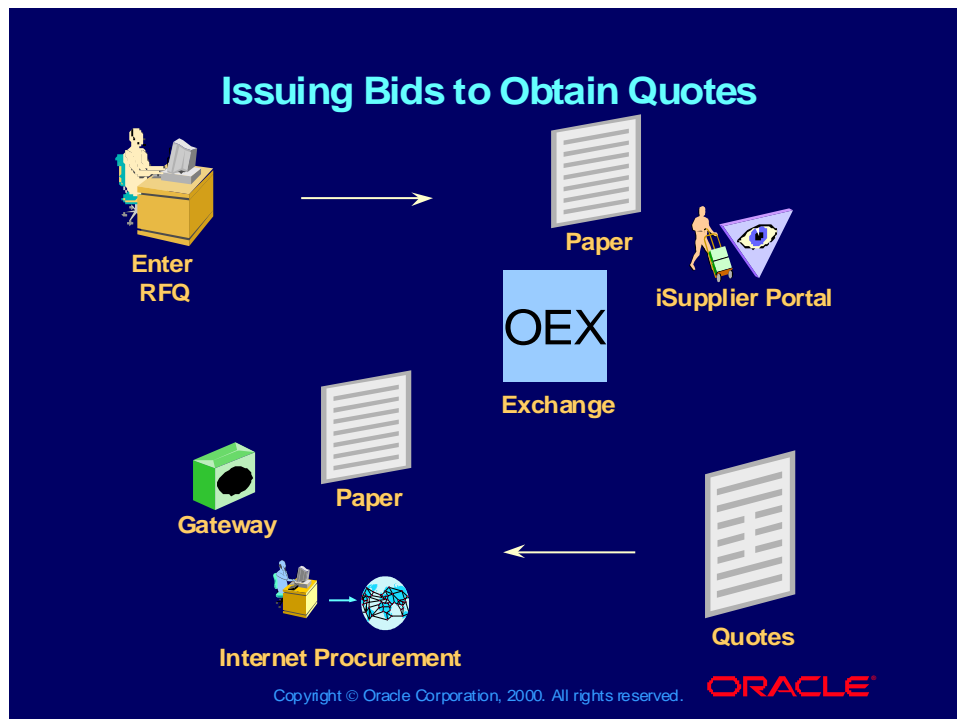
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**(Help) Oracle Manufacturing Applications > Oracle Purchasing > Setting Up > Defining UN Numbers**

## Issuing Bids to Obtain Quotes

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## Summary

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### Summary

In this course, you should have learned how to:

- Create requests for quotations
- Record quotation responses
- Describe Oracle Exchange and Oracle e-Commerce Gateway RFQ features
- Perform setup and implementation requirements for RFQs

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### Summary

Oracle Purchasing provides you with request for quotation (RFQ) and quotation features to handle your sourcing needs. You can create an RFQ from requisitions, match supplier quotations to your RFQ, and automatically copy quotation information to purchase orders.

Although you do not need a purchase requisition to create requests for quotation, they often provide the signal to procure material. Oracle Purchasing lets you source your items so you can negotiate the best deals with your suppliers.

