

## Fusion Procurement Work Sheet

S.No	Description	Task	Value
	<b>Enterprise Structure Creation</b>		
1	Create a custom Human Resource Specialist role	Manage Data Role and Security Profiles	Grant View All privilege for all
2	Create Implementation users for Enterprise Structure Configuration	Create Implementation users or Security Console	Display Name : a01_imp_User
3	Roles for a01	Add Roles	ALL USERS Application Implementation Consultant IT Security Manager Employee
4	Import User and Roles	ESS Job Import User and Role Application Security Data	
5	Login with a01_imp		
6	Configure Offerings		Check all for Procurement
7	Manage Enterprise HCM Information. The start date must point to 1/1/1951 so that any employee record, who has joined in the year 1960 can even be pulled into the system. Ensure People Group Flexfield is populated.	Manage Enterprise HCM Information	This is a one time definition of the top Enterprise. To be done only in the beginning of enterprise structure configuration..
8	Create Locations	Manage Locations	a01_loc_0, 1 and 2
9	Create Locations Madras Residence and Bombay Residence	Manage Locations	They are for SSP for emp 2 and 3
10	Create our Legal Address	Manage Legal Address	a01_legal_Addr1
11	Manage Legal Entity	Manage Legal Entity	
12	Manage Legal Entity HCM Information. Select the LE in scope before the	Manage Legal Entity HCM Information	
13	Manage Chart Of Accounts Value Sets	Manage Chart Of Accounts Value Sets	a01_CO, Ind, Char, Length :2 a01_Dept, Ind, Char, Length :3 a01_Acct, Ind, Char, Length :4
14	Manage Accounting Calendars. It self validates, upon saving.	Manage Accounting Calendars	Name : a01_Acctg_Cal Budgetary Control Only : NIL Monthly, Adj period at year end
15	Manage Chart Of Account Structures. For Application General Ledger...Manage Structures. Attach the respective value sets.	Manage Chart Of Accounts Structures	Name : a01_COA Segments : a01_Company.... Primary Bal. Seg a01_Dept.... Cost Centre a01_Account.... Natural Account
16	Manage Structure Instances		Instance Code : a01_COA
17	Deploy Flexfield		Concurrent runs.

18	Manage Chart Of Accounts Value Sets.... query all value sets and add values	Manage Chart Of Accounts Value Sets	CO : 10,11 Dept : 100, 101 Acct : 1000, 1 ,2 , 3
19	Manage Primary Ledgers	Manage Primary Ledgers	Primary Ledger : a01_Ledger COA : a01_COA Cal : a01_Acctg_Cal Cur : USD Convention : Standard Accrual
20	Specify Ledger Options	Manage Primary Ledgers in FSM	Specify Retained earnings Account and language. Save
21	Assign Legal Entities...Select and Add		Scope is selected as a01_LE
22	Assign Balancing Segment Values to Legal Entities: a01_Ledger		
23	Review and Submit Accounting Configuration: a01_Ledger		Submit. Create Accounting process is submitted.
24	Manage Primary Ledgers	Manage Primary Ledgers	Look at the status "confirmed" with a tick mark for our Ledger
25	Manage Business Units	Manage Business Unit	Create a01_BU1..Location : a01_Loc1 ,
26	Assign Business Unit Business Function. Upon saving the BU roles get provisioned to the BU	Assign Business Unit Business Function	Scope : Select and add : a01_BU1 Business functions : Materials Management Requisitioning Receiving Primary ledger : a01_ledger Below legal entity ...Enabled Legal entity : a01_LE
27	Manage Business Unit Set Assignment. Here use the common set for procurement. Other modules may use a different Reference Data sets for their functionality.	Manage Business Unit Set Assignment	We use Common set for the three Reference data Objects Locations, Jobs and Departments. Do not modify others.
28	Manage Business Units..Go to Actions...Manage Service providers	Manage Business Unit	View the service providers
29	View Service clients	Manage Business Unit	View Service Clients
30	Manage Facility Shifts. Inventory orgs allows 24 hour transactions,	Manage Facility Shifts	Name : a01_facility_Shift
31	Manage facility workday Patterns	Manage Facility Workday Patterns	Name : a01_Work_Day_Pattwern
32	Manage facility Schedules	Manage Facility Schedules	Name : a01_Schedule
33	Manage Inventory Organisation	Manage Inventory Organizations	Name : a01_Master_Org / Code a010
34	Create two Child orgs in the same page	Manage Inventory Organisation	Name : a01_Inv1 / Code a011 Name : a01_Inv2 / Code a012
35	Tie org to locations for all the three orgs	Manage Locations	

36	Create sub Inventories for both Child Orgs	Manage Subinventories and Locators	
37	Manage Job	Manage Job	a01_JM Level : 1001 a01_AM Level : 1002 a01_DM Level : 1003
38	Manage Department	Manage Departments	a01_Dept
39	Manage Positions. They are date effective names. It must show your above jobs. If not, change the start date to point to Enterprise start date	Manage Positions	a01_JMM a01_AMM a01_DMM
40	Create users	Manage users	a01_emp1 2 and 3 with respective jobs. Associate Madras and Bombay residence locations for emp2 and 3
41	Assign Positions and Managers for Employees 1 2 and 3	My Client Groups - Person Management	
42	Assign Roles to all the 3 Procurement Requestors.		Provision all rolls to the first user. Application Implementation Consultant IT Security Manager Employee Advanced Procurement Requester Inventory Manager Receiving agent Warehouse Manager a01_Human Specialist Procurement Manager Accounts Payables...Manager , Specialist and Supervisor. Product Data Steward Supplier Manager Supplier Administrator General Accountant General Accounting Manager
43	Login as a01_emp1		
44	Specify Supplier numbering	Specify Supplier Numbering	Specify the start number of Suppliers
45	Manage task Configuration for Procurement	Manage Task Configurations for Procurement	Seeded tasks for approvals. No need to change. Change notification, if required.
46	Manage sub Ledger Accounting options	Manage Subledger Accounting Options	Query for your ledger. Expand your ledger . Click on Update option. Against Transaction Account Defenitionfield..Choose Purchasing TAB Default Accounting.
47	Manage Payment Terms	Manage Payment Terms	Add our reference Data set

48	Manage Transit Timea	Manage Transit Times	
49	Create Carrier	Manage Carrier	
50	Manage Freight terms	Manage Freight Terms Lookup	
51	Manage Purchase Profile Options	Manage Purchasing Profile Options	All profiles are of lesser importance
52	Manage Procurement Document Numbering	Manage Procurement Document Numbering	PR and Purchase Agreement Numbers are BU specific. PO numbers are Legal Entity Specific
53	Manage Purchasing Line Types	Manage Purchasing Line Types	Ensure Goods and Fixed Price services are there. Set it to 3 way- Receipt
54	Manage Document Styles	Manage Document Styles	Manage document Style
55	Manage Lifecycle Phases	Manage Lifecycle Phases	A01_Production
56	Manage item statuses	Manage Item Statuses	Retain the def statuses of Active and inactive
57	Transaction Reasons	Manage Inventory Transaction Reasons	
58	Manage Common Options for Payables and Procurement. First select the scope.	Manage Common Options for Payables and Procurement	
59	Configure requisitioning Business Function	Configure Requisitioning Business Function	
60	Configure Procurement Business Function	Configure Procurement Business Function	
61	Ensure Data Governance and Data consolidation are disabled in Opt In Features of Product Management Offering		
62	Creation of a template for Item Creation	Manage Item Classes	Creation of a template for Item Creation
63	Item Creation in PIM	Create Item In Product mgmt - Product Information Mgmt	
	<b>1st Pillar : Procurement</b>		
64	Failure on creation of a Purchase Requisition		Charge and Variance Accounts are missing
65	Explanation of Procure to Pay Business Process highlighting Charge , Accrual and Variance accounts		
66	Setting Manage Mapping set for Cost management for PR creation for Asset Item	Manage Mapping Set in FSM ( Cost Management )	Specify Material Charge Account and Invoice Price Variance Account
67	Creation of a Purchase requisition		
68	Demonstrating the 6 ways of approval of a PR ( Auto Approval , Approval by a worker , Approval Group , Job level , Supervisory level and Position level approvals.)	Manage Requisition Approvals	
69	Various menthods of populating the Charge account in a Purchase Requisition		For Asset and Expense Items into Asset and Expemce Sub Inventories
70	Manage Supplier Registration Approvals`	Manage Supplier Registration Approvals	
71	Manage Supplier Profile Change Approvals	Manage Supplier Profile Change Approvals	

72	Manage Supplier Spend Authorization Approvals	Manage Supplier Spend Authorization Approvals	
73	Create a Prospective supplier. It will not have a Site		Create from Configure procurement Business Function
74	Supplier creation and failure on site creation.		Procurement Agent setup is missing
75	Create Procurement Agent and complete Site Creation	Manage Procurement Agents	Make a01 emp1 as the Procurement Agent
76	Convert Prospective Supplier into spend Authorised Supplier		
77	Failure on creation of a Purchase Order		Accrual Account is missing
78	Setting Manage Mapping set for Cost management for PO creation ( Accrual account )		
79	Manage Purchasing Document Approvals	Manage Purchasing Document Approvals	
80	Creation of a standard Purchase order		
81	Setting and testing of PR-CPA-SPO		
82	Setting and testing of PR-BPA-SPO for auto create of PR into PO		
83	Touchless Buying		
84	Direct , Standard and Inspection Receipt Routing		
85	Corrections		
86	Return to supplier		
87	Substitute receipts		
88	Unordered receipts		
89	Process all lines together		
90	Print Receipt Traveller		
91	Include closed POs for receipts		
92	Allow routing override		
93	Blind Receiving		
94	Other controls in receiving parameters		
95	Setting Payables-Invoice Options		
96	Open periods of GL and AP		
97	Create a ERS invoices upon receipt with summary level as pay site and		
98	GRN Number in Invoice Number		
99	Debit memo on RTS		
100	Setting up of Costing		
101	Demo of Costing transactions		
	<b>2nd Pillar : Self Service Procurement</b>		
102	Create Categories a01_Desktop and a01_Laptop	Manage Functional Area Catalogs	Attach images

103	Create a01_Desktop and a01_Laptop and a01_Visiting_Card items. Do not assign them to child orgs and associate the respective Categories	Product Information Management - Create Items	
104	Create a BPA for all the above three items		
105	Create Catalog Administrator legal user	Manage users	a01_cat_admin
106	Assign Catalog Administrator Role	Security Console	Procurement Catalog Administrator and Application Implementation Consultant Roles
107	Login at Catalog Admin		
108	Make Cat Admin as a Procurement Agent	Manage Procurement Agents	
109	Create Catalog Category Hierarchy	Catalog - Manage Catalog Category Hierarchy	Create a hierarchy of Browsing and Item Categories below the root
110	Create Local Catalogs for Desktop and Laptop	Catalogs - Manage Catalogs	
111	Create Content Zones	Catalogs - Create Content Zones	Create a requisition and procurement Content Zones for Cat Admin
112	Create Information Template Descriptive Flex Fileds	Manage Information Template Descriptive Flexfields	
113	Create Information template	Catalogs - Manage Information Templates	
114	Manage Public Shopping Lists	Catalogs - Manage Public Shopping Lists	
115	Manage Purchasing News	Catalogs - Manage Purchasing News	a01 Please visit our company website for optimizing the spend , before processing your demand.
116	Manage Smart Forms	Catalogs - Manage Smart Forms	
117	Manage Supplier Content Map Sets	Catalogs - Manage Supplier Content Map Sets	
118	Create Content Zones	Catalogs - Create Content Zones	Create Senior Office and Junior Officer Content Zones
119	Set Requisition Preferences for a01 Madras Location		
120	Create Requisition from emp2 for Description based item		
121	Observe Auto Creation of PO.upon approval		
122	Change Requisition Preferences to a01_loc_0 Location		
123	Create Requisition for inventory Item		
124	Observe Auto Creation of PO.upon approval		
125	Receive Requisition		
126	Correct Receipts		
127	Return Receipts		
	<b>3rd Pillar : Sourcing</b>		



155	View Automatic Award Recommendations		
156	Award Negotiation and Submit for approval		
157	Complete the award by creating PO.		
	<b>Two Stage RFQ</b>		
158	Create a 2 Stage RFQ template with technical and Commercial sections		
159	Create a two stage RFQ with Line attributes		
160	Upon approval it will become Active and Locked		
161	Submit a response from both the suppliers		
162	View response History as Sealed		
163	Close the negotiation		
164	Unlock stage - technical		
165	Analyse negotional and view Responses		
166	Look at the technical Requirements		
167	Price will not be visible on the Lines		
168	Unseal Stage Technical		
169	Buyers and Suppliers can view responses of technical stage		
170	Complete Stage - Technical		
171	Unlock Commercial stage		
172	Buyers can only see the responses		
173	Unseal Commercial stage		
174	Award negotiation - Choose the Supplier		
175	Submit for Approval		
176	Award Approved ( Unsealed )		
177	Complete Award and create a Approved PO		
	<b>Request For Information ( RFI )</b>		
178	Create a RFI template		
179	Create a RFI negotiation and approve		
180	Submit response from Supplier		
181	Analyse the negotiation		
182	Close and Complete RFI		
	<b>Reverse Auction</b>		
183	Create a Auction Negotiation Style		

184	Creatre a Reverse Auction negotiation		
185	Add Lines , submit and approve		
186	Respond from First Supplier		
187	Provide the following Proxy Decrement Amount = 25 Response price = 470 Proxy Minimum = 400 and. Submit the response		
188	Respond from Secod Supplier with a Response price only as 440		
189	Analyse the negotiation and find the Best Transformed price as 440-25 = 415		
190	Submit a second response from 2nd Supplier as 410. The Best Response price will not go below 400.		
191	Analyse the neg and award the Contract.		
192	Approve negotiation		
193	Complete by Creating SPO		
	<b>4th Pillar : Procurement Contracts</b>		
194	Create Legal User p01_emp1 with the requisite roles for Procurement Contract		Application Implementation Consultant
			IT Security Manager
			Employee
			Supplier Contract Administrator
			Supplier Contract Team Member
			Business Practices Director
			Procurement Manager
			Supplier Manager
			Product Data Steward
195	Similarly Create user p01_emp2 with AIC , IT secu Mgr and Employee roles		
196	Run the ESS job : Import User and Role Application Security Data		
197	Run the ESS job : Import User and Role Application Security Data		
198	Login with p01_emp1		
199	Enable Contract Terms in Offerings		Offerings - Enterprise Contract - Procurement Contract

200	Create Administrator Role for c01_emp1	Manage Resources	Action - Create. Search for c01_emp1 Add as a resource. Role : Contract Administrator
201	Check in Manage Users - The Resource		
201	Make p01_emp1 as Procurement Agent	Manage Procurement Agent	
203	Create Supplier p01_sup_1		
204	Create Item p01_item1		
205	Enable Procurement Contract Management	Assign Business Unit Business Function	
206	Make US1 Business Unit as Project and Task Owning Org	Manage Project Organization Classifications	Search for US1 Business Unit and Clasify
207	Make the Default BU for CRM as US1 Business Unit	Manage Common CRM Business Unit Profile Options	
208	Specify Supplier Contract Management Business Function Properties	Specify Supplier Contract Management Business Function Properties	
209	Create document sequence p01_Contracts for Application Enterprise Contracts	Manage Document Sequences	Module : Contract Documents for a BU Determinat with an initial value. Under Assignment : Authoring Category Name as US1 Business Unit
210	Create document sequence p01_Clause Sequence for Application Enterprise Contracts		Module : Contract Documents for a BU Determinat with an initial value. Under Assignment : Clause Sequence Categoryry as US1 Business Unit
211	Manage Contract Party Roles	Manage Contract Party Roles	
212	Manage Contract Role Sources	Manage Contract Role Sources	
213	Create two lines with Source as Item , Buy and Free Form Buy	Manage Contract Line Types	Create two Lines as buy Line with the first as Item Buy and another with Free Form Buy.
214	Create p01_Contract_type for above two optioins	Manage Contract Types	
215	Create p01_Contract_Clause	Manage Contract Clause Types	
216	Set Approvals for Contracts Clause , Contracts and Terms Template.Search for ContractClauseApproval, ContractsApproval and TemplateApprovalHumanTask	Manage Task Configurations for Customer Relationship Management	Note down the Respective Approval Groups as ClauseApprovalGroup, ContractApprovalGroup and TemplateApprovalGroup Change it to p01_emp2
217	Set the Approvers for all the three above as p01_emp2	Manage Approval Groups	
218	Manage Contract Risks	Manage Contract Risks	
219	Create two Sections in Terms Library		p01_Section_Warrenty p01_Section_Insurance
220	Creating two Clauses with text and Instructions		p01_Clause and p01_Alternate_clause
221	Get them approved by p01_emp2		
222	Create Terms Template and submit for approval		Type : Structured

223	Create a Question and Activate.		p01_Evaluation. Prompt : On a scale from 1 to 10, how do you rate this class?
224	Create Constant		Constant Value = 6
225	Create Rule and Activate the rule		p01_Rule1 Type : Clause Selection.. Description : Question related to scaling the value. Results : If the answer is greater than 6..choose Clause 2
226	Mention the Template in the Rule.	Check for the Rule in Terms Template	
227	Create the First Contract		
228	Populate Lines		
229	Run Contract expert		
230	Delete Warranty Clause		
231	Auto Create PO Lines		
232	Validate and correct errors		
233	Submit for approval		
234	Auto Create Purchase orders		
235	Create Contract using Wizard		
	<b>5th Pillar : Supplier Qualification</b>		
236	Create New Business Unit with RDS = US1BUSET	Manage Business Unit	s01_business_unit
237	Enable Material Management , Requisitioning, Receiving and Procurement Functions	Assign Business Unit Business Function	
238	Create Location s01_loc_1 and 2	Manage Locations	Create Two locations
239	Create Master and Child org	Manage Inventory organizations	S010 and S011
240	Tie org to Locations	Manage Locations	Tie both the master and Child org to their respective locations
241	Create three Legal Users	Manage Users	s01_emp1 , s01_emp2 and s01_emp3
242	Assign four roles to all the users	Security Console Add the three common roles for all the three users along with Supplier Qualification roles	Application Implementation Consultant
			IT Security Manager
			Employee
243	Login as s01_emp1		Supplier Qualification
244	Make all the three users as Buyers	Manage Procurement Agent	
245	Set the Requisitioning Business Function	Configure Requisitioning Business Function	
246	Set the Procurement Business Function	Configure Procurement Business Function	
247	Add s01_Supplier	Manage Supplier Type Lookup	
248	Add s01_Small_Business	Manage Business Classification Lookup	
249	Add a Category	Manage Supplier Products and Services Category Hierarchy	

	<b>Questions to be Duplicated</b>	<b>From Originals Questions</b>	
250	s01_ Code of Conduct	Code of Conduct	
251	s01_ Compliance Review	Compliance Review	
252	s01_ Disclose Fin Info?	Disclose Fin Info?	
253	s01_ Public Company?	Public Company?	
254	s01_ Employee Count	Employee Count	
255	s01_ CFY Revenue	CFY Revenue	
256	s01_ ISO 14001 Certification	ISO 14001 Certification	
257	s01_ Forbes Sustainability List - Top 100?	Forbes Sustainability List - Top 100?	
258	s01_ Office Recycling	Office Recycling	
	<b>Qualification Areas to be duplicated</b>	<b>From originals Qualification Areas</b>	
259	s01_ Environmental Sustainability	Environmental Sustainability	
260	s01_ Financial Viability	Financial Viability	
261	s01_ Compliance	Compliance	
	<b>Model to be Duplicated</b>	<b>From Original Model</b>	
262	s01_ Compliance for Sourcing Eligibility	Compliance for Sourcing Eligibility	
263	Manage Supplier Spend Authorization Approvals	<a href="#">Manage Supplier Spend Authorization Approvals</a>	Use PRC00.Instructor as approver
264	Manage Rule Sets		
265	<b>Create a new Rule set s01_SR1</b>	Make emp 2 as Internal Responder	<b>Do not duplicate.</b>
266	<b>Create a Spend Authorised Supplier</b>	<a href="#">Configure Procurement Business Function</a>	Take a copy of the URL from Configure Procurement Business Function
267	Change the Business Classification and answer the questionnaire	Vision's Spend Authorised Supplier registration URL is as below	
268		<a href="https://adc3-zpvx-fa-ext.oracle.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000046987012&amp;busRel=rD9W%2Fp06FSo0iMYvikoUUe4HBkAWwwbbCQ%3D%3D&amp;_afrLoop=111170714058707&amp;_afrWindowMode=0&amp;_afrWindowId=null&amp;_adf.ctrl-state=10pz6d987m_280&amp;_afrFS=16&amp;_afrMT=screen&amp;_afrMFW=1440&amp;_afrMFH=767&amp;_afrMFDW=1440&amp;_afrMFDH=900&amp;_afrMFC=8&amp;_afrMFCI=0&amp;_afrMFM=0&amp;_afrMFR=96&amp;_afrMFG=0&amp;_afrMFS=0&amp;_afrMFO=0">https://adc3-zpvx-fa-ext.oracle.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000046987012&amp;busRel=rD9W%2Fp06FSo0iMYvikoUUe4HBkAWwwbbCQ%3D%3D&amp;_afrLoop=111170714058707&amp;_afrWindowMode=0&amp;_afrWindowId=null&amp;_adf.ctrl-state=10pz6d987m_280&amp;_afrFS=16&amp;_afrMT=screen&amp;_afrMFW=1440&amp;_afrMFH=767&amp;_afrMFDW=1440&amp;_afrMFDH=900&amp;_afrMFC=8&amp;_afrMFCI=0&amp;_afrMFM=0&amp;_afrMFR=96&amp;_afrMFG=0&amp;_afrMFS=0&amp;_afrMFO=0</a>	
269	Use this sample IBAN Number during Registration	IBAN Number	GB98MIDL07009312345678
270	Submit for approval		
271	Observe the creation of new initiative to qualify the Supplier		

272	Approve by PRC00.Instructor		
273	Respond to Internal questionnaire by ( a01_emp2 )		
274	Manage qualifications by admin		
275	Manage Assessment by Admin		
276	Observe that the Initiative is completed on all the 4 ( Supplier Response, Internal response, Qualifications and Assessments )		
277	<b>Create a new initiative for a Model which has both Internal and Supplier Questionnaire</b>		
278	Make emp2 as Internal Responder and emp3 as Evaluation Team member		
279	Launch the initiative		
280	Respond to the questionnaire from Supplier Portal		
281	Respond to the Internal query from emp 2 login		
282	Evaluate the initiative from the evaluator's login ( emp3 )		
283	Since it is a re-qualification...assessment is not necessary.		
284	Observe that the Initiative is completed on all the 3 ( Supplier Response, Internal response and Qualifications )		
	<b>6th Pillar : Supplier Portal</b>		
285	Configure Supplier Registration and Profile Change Request	Configure Supplier Registration and Profile Change Request	
286	Change Supplier Profile Change Request as <b>Approval Required</b> for the desired profiles		
287	Manage Supplier Profile Change Approvals	Manage Supplier Profile Change Approvals	Make PRC00.Instructor as the approver for Supplier profile change Requests.
288	Login to supplier Portal and change the Business Classification profile. ( Extend the end date of certification )		
289	Submit for approval		
290	Approve by PRC00.Instructor from bell notification		
291	Observe the warning message vanished in manage Profile of Supplier Portal		
292	Create a Supplier with Pay On Receipt Enabled.	Make the contact as Supplier User	Reset the password and change the User name...as desired
293	Create a PO		
294	Observe the population of PO in Manage Orders in Supplier Portal	Orders - Manage Orders	In Supplier Portal

295	Manage schedules	Orders - Manage Schedules. Click on the hyperlink on the PO and see all the shipment schedules.	Click on the Inbuilt Intelligence on the right by clicking on <b>View Details</b> Button. Observe the In-Transit shipments ( For ASN and ASBN ), Receipts and invoices
296	Create a partial receipts in PRC00.Instructor login. Note down the GRN number. Observe the receipt details in Supplier Portal.		Observe the partial receipts in View Details of PO in Supplier Portal
297	Run <b>Send Pay On Receipt</b> ESS job for the GRN number In PRC00.Instructor login	Orders - Manage Schedules. Click on the hyperlink on the PO and see all the shipment schedules in Supplier Portal	
298	Observe the creation of Invoice in Supplier Portal		Observe Invoice details in View Details of PO
299	Create a Blanket Purchase Agreement		
300	Observe the population of BPA in Manage Agreements	Agreements - Manage Agreements	In Supplier Portal
301	Create Advanced shipment Notice ( ASN ) and submit	Shipments - Create ASN	In Supplier Portal
302	Go to Manage Shipments and View Details	Shipments - Manage Shipments	In Supplier Portal
303	Receive the ASN in PRC00.Instructor login.. Note down the GRN number		
304	Run <b>Send Pay On Receipt</b> ESS job for the GRN number of ASN Receipt	Orders - Manage Schedules. Click on the hyperlink on the PO and see all the shipment schedules.	Observe Invoice details in View Details of PO
305	Create Advanced Shipment cum Billing Notice.	Shipments - Create ASBN	
306	Tax details to be populated by the Supplier	Shipments - Manage Shipments to view the created ASBN.	
307	Receive the ASN. Note down the GRN number	In PRC00.Instructor login	
308	Observe the creation of invoice in Supplier Portal. No need to run Send Pay On Receipt		Observe Invoice details in View Details of PO
309	View receipts in Supplier Portal	Shipments - View Receipts	
310	Enable Debit Memo on RTS	Manage suppliers	Under Sites - Purchasing tabbed region
311	Make a Rerun for one of the GRN in PRC00.Instructor login with Create Debit Memo enabled		
312	Observe the creation of Debit Memo in Supplier Portal. No need to run any ESS jobs		Observe Invoice details in View Details of PO
313	View Returns in Supplier Portal	Shipments - View Returns	
314	Add Contract terms in the PO. Add Deliverables and submit for approval in PRC00.Instructor login	Query the Po in manage orders and create the change order	
315	Observe the population of Deliverables in Supplier Portal	Deliverables - Manage Deliverables	
316	Consigned Inventory	Observe all activities of Consigned Inventory like Consigned receipts, Transfer to regular and Consumption Advise in Supplier Portal	Supplier contact to be created with User Login...and perform all activities fo Consigned Inventory
317	Invoices and Payments.	Create Invoice for the delivered item and Create invoice without Po	Take the help of Financial Team

318	Negotiations	Covered during Sourcing	
319	Auctions from Seller	Covered during Reverse Auction	
320	Qualifications	Covered during Supplier Qualification Management	
321	Manage Products	Procuts - Manage Products	Supplier can add the Products and Services
322	Manage Profile	Covered in the beginning for supplier Profile Change requests	Company Profile - Manage Profile