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Oracle iprourement user guide

18/20. Settings Preference How Do I Use iProcurement Preferences? What is the difference between iProcurement and general preference? What is Shopping Preference? How do I create multiple favorites list? What is delivery downtime? What is Billing Defaults? What is your favorite charge account? How do I reset my password? What is Notification Management? What is the relationship between Request and Deliver-to-Where? How do I keep one-time addresses? How do I use iProcurement preferences? Click the Preferences link at the top of any page to set your preferences. Preferences automatically fill out specific information on various checker pages. Preference to expedite shopping and saving time. To use these preferences, make your selections and click Apply. Some changes may not take effect until your next login. What is the difference between iProcurement and general preference? General preferences can be applied to other applications that you have access to, not just Oracle iProcurement. For more information, click the Online Help in the General Preferences page. What is Shopping Preference? My Favorite Store: The store you selected appears as the default store in the menu next to the Search field on the store pages. Search results per page: Your entries here determine how many requisitions you see on the Received and Requisition pages. Search results Shopping per page: Your entry here determines how many items appear for each catalog on the search page before you click Next. Sort Shopping search results by Select a search attribute (descriptor) that you would rather see your search results sorted by. Additionally, you can choose whether your results are sorted by which attribute in Ascending or Descending command. Shopping Search Layout Results: Select either Grid view or Paragraph View for your search results. Grid view presents the results in a chart range format such as a spreadsheet. Paragraph view presents the results and all the grouped information items together in a style similar to a print catalog. If you choose Paragraph view and you don't want small, thumbnail images of items and the Catalog appear on the Results results page, select them to hide them. (You can click Show Images on a particular search page if you change your mind.) Frequently ordered Items/Services Use this section to enter the details of frequency of order items and restrict services frequently listed by Enter the value on how you want to restrict the list. For example 1 year. Restrict the number of items in frequently ordered list to enter the number of items. How do I create multiple favorites list? In the Favorites region of the iProcurement Preferences page, click Add Another Row. Enter a name for your new favorite list and click Apply. If you want this list to be your default, select it and click Set as Primary. Your lists are displayed in the Select drop down list. You can move items from one favorite list to another by selecting the item in search results and click Move. Note: If you search an item in English and add it to favorites, in the favorites list you only find the English instance, even if the item is translated into multiple languages. What is delivery downtime? Need-By Date Offset: Number of days after the order date that you want your date to default. You can change the need-by date during the check-up. Need-By Date Time: Default time that you want to use for need-by your date. (For example, you usually need the items by 12:00 on need-by the date. You can change the time during checker.) Request Name: Normally, this is your name but if you are responsible for placing orders for others in your organization, you can change the name. Delivered- to location: This is where you are, but if you need to regularly ship to a different location, change it here. Unless the system has been configured to disallow it, you can also change this location during checkout. Subinventory: If your orders are normally going to be released to a subinventory of Deliver-to location, select the Deliver in a subinventory box and identify the subinventory. Notify me with my Purchase Order status updates: If this checkbox is selected, the request receives a notification when a purchase order is created, or approved. The POR profile option: Notify Request on Order Creation and Approval to determine the default value of this checkbox in the preferences page. The default value of the Preferences cascading page in the Requisition pages. What is Billing Defaults? Project Number: If your organization uses Project Oracle and your purchase normally be part of a specific project, enter this number here. Task Number: If your organization uses Project Oracle and your purchase normally be part of a specific task, enter this number here. Premium Numbers: If your organization uses Oracle Grants and your purchase normally be part of a specific award, enter this number here. Expense type: If your organization uses Oracle Grants and your purchases normally be part of a specific expense type, enter that number here. Expense org: If your organization uses Oracle Grants and your purchases normally be part of a specific organization, enter this number here. Expense Date Offset items: If your organization uses Oracle Grant and your purchase normally be at a specific item date, enter this number here. This is the number of days after the order date that you want to date your spending item in the billing details of default during checker. What is your favorite charge account? Charges accounts are the General ledger accounts where they will be charged a purchase. Normally a buyer is charged to the account associated with your employee record. If you often order things that should be loaded into other accounts, you can set them up in this section and give them an easy-to-remember rapper. You can also select the account that you want to use by default during lens, you can a Favorite Account Loading on your default account, using the iProcurement Preferences page. If you select the Employee Charge account check box, then the application automatically overrides the Employee Account with the Primary Favorite Charge Account. If the Favorite Account Primary is not specified, then the application will not be done on the top. What is Notification Management? Click the Notify me with status updates for my purchases checkbox in order to choose whether the request is notified when a requisition is converted to a purchase order document and/or approved. You cannot modify the checkbox value when the requisition approval is in progress. However this checkbox can be edited when the requisition during draft or edit steps. Additionally, when a purchase order is created in the requisition, or approved, the checkbox can be updated. The value of the POR profile option: Notify requests on order creation and approval to determine the value of this checkbox in the iProcurement Preferences. The value of the Cascading Page Preferences of the requisition pages. If the value of the profile option is set to Yes, the checkbox is selected by default. Otherwise the checkbox is not selected by default. How to change my password? General preference access. What is the relationship between Request and Deliver-to-Where? The location is linked to the request in the Deliver-to Location field when a new request is selected. This is out of the setting preferences for the request. Modifying the request during any of the checkup processes can result in a new Deliver-in Location. If enabled to configure your administrator of the system, you can modify the Deliver-in Location from either the list of values or manually. How do I keep one-time addresses? The preferences page contains a tumor address region, showing all the addresses entered at one-time. Using this region, you can add, and delete one-time addresses. Simply click on the relevant add, or Delete button after selecting one or more one-time addresses. You can update the one-time address field with the Alias field. Managing Notifications Manage Notifications What is the To-Do List? How do I do reassign my notifications while away from office? What's the Difference Between Vacation Rules and Vacations? What Are Vacation Rules and Worklist Access? What is the To-Do List? Under the Requisition tab, click Notifications. See To make notifications. These notifications specify that a document requires your approval, to dismiss a requisition or approval, or you should confirm that they have received a requisition. How do I do reassign my notifications while away from office? Under the Requisition tab, click Notifications. Click Vacation Rules. Set a start date and end date along with the notification recipient. What's the Difference Between Vacation Rules and Vacations? Reassign allows you to select or more notifications to reassign someone else. (See Help online at the open notification for more information.) Vacation rules allocate all of your notifications during an extended time frame that you define. What Are Vacation Rules and Worklist Access? Use vacation rules to reassure your notifications temporarily from someone else. Use the access task list to allow someone else to have access to your notifications. Records the system that humans as the actor. Similarly, if someone gives you access to his or her or her work list, then you can click Change Users to view and act on that person's notification. Purchasing Purchase Policy varies by company or by organization in a company. The purchasing administrator for your organization should replace this page with a detailed purchasing policy page for your company or organization. Contact Contact the Purchasing Department This is an assignment. Create a detailed record of the procedure to contact your Purchase Department and replace this file. Contact Technical Support Contact This technique is an assignment. Create a detailed file of the procedure to contact your technical support group and replace this .complate file.

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