



Requisition Wizard

Benefits

- Fast and easy to use
- No system configuration required
- Easy to customize
- Close to zero implementation effort
- Cuts down data entry time
- Eliminates re-keying errors
- Correct errors quickly
- Robust integration between Excel and Oracle

Requisition Wizard allows you maintain your Oracle Requisition transactions from Excel. Forget about manual data entry when you can now download your template, requisition, quotation or purchase order information into Excel as the basis for new requisitions, make the necessary changes and then upload the changes directly into Oracle Purchasing. You can also use the download to simply populate requisition information into Excel for analysis.

Requisition Wizard is robust, fast, easy to use and flexible.

Enjoy the smoothest integration from your desktop to Oracle Purchasing.

Feature Overview

- Based on Microsoft Excel
- Control the entire process from the spreadsheet
- Optional Forms for data entry validation and error correction
- Load any number of Lines and Distributions
- Create requisitions by copying from a template, another requisition, a quotation or a purchase order
- Sourcing options available to limit data entry

Requisition Wizard - Steps Playground										
Batch ID	Request ID	Req Number	Req Type	Status	Req Description	Req Note to Buyer	Req Forward To	Req Appro		
40046	2931106	1181	Purchase	Incomplete						
PROCESSING STATUS										
Line	Line ID	Line Status	Line Error	Dist ID	Dist Status	Dist Error	ITEMS			
10	1697992	Processed		487	Processed		Goods		SUPPLIES.FAC	Carbide-Tip
11	1697993	Processed		482	Processed		Goods		SUPPLIES.OFF	Sterile Gau
12	1697994	Processed		483	Processed		Goods		SUPPLIES.FAC	Carbide-Tip
13	1697995	Processed		484	Processed		Goods		SUPPLIES.OFF	Sterile Gau
14	1697996	Processed		485	Processed		Goods		SUPPLIES.FAC	Carbide-Tip
15	1697997	Processed		486	Processed		Goods		SUPPLIES.OFF	Sterile Gau
16	1697998	Processed		487	Processed		Goods		SUPPLIES.FAC	Carbide-Tip
17	1697999	Processed		488	Processed		Goods		SUPPLIES.OFF	Sterile Gau
18	1698000	Processed		489	Processed		Goods		SUPPLIES.FAC	Carbide-Tip
19		Required	Category or Item must be populated when Quantity				Goods			Sterile Gau

Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Uses Oracle Applications function security
- XML Web-based Communication
- No client install
- Install and setup in minutes

Download

- Download Template, Requisition, Quotation or Purchase Order information to the worksheet
- Use this data to create new requisitions

Requisition Header & Requisition Lines

- Fields are validated using list of values
- Fields color coded to indicate if mandatory or optional
- Pop up Calendars
- Search facility for Item, Category, Requestor and Supplier

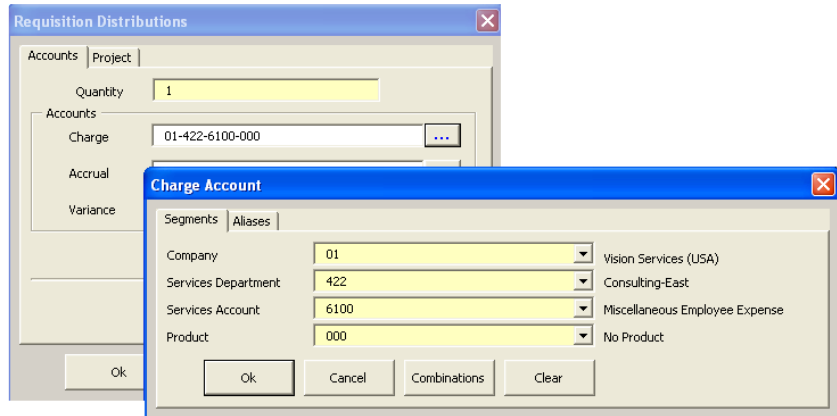
iProcurement Catalog

- Search facility to query the iProcurement catalog
- Search by category, item or supplier

Distributions

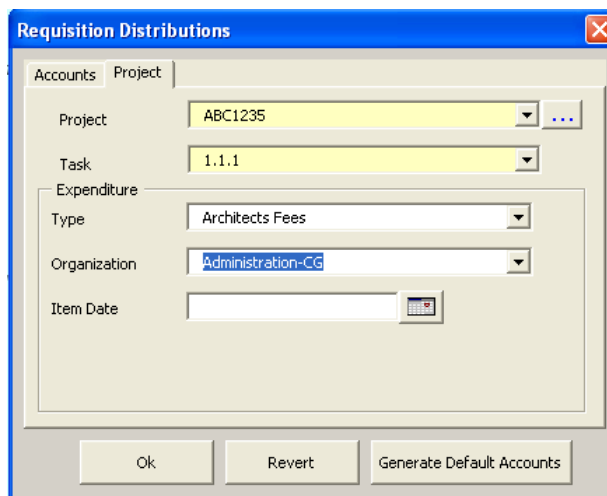
By Accounts

- Full workflow defaulting for Charge, Accrual and Variance Accounts using the business rules defined in the application
- Supports Account Aliases



By Project

- Search facility for Projects
- Drop down LOVs for Tasks and Expenditure Organizations
- Checks transaction against PA charge controls



Example Worksheet

Below is an example of the Requisition Wizard worksheet, showing several requisitions being loaded into Oracle Purchasing.

The status columns enable the user to quickly see the progress of the records. You can see that all but one requisition line has been successfully loaded. The rejected row can be quickly corrected and loaded.

8	Line						Distribution						Items						
9	Line ID	Line Status	Line Error	Dist ID	Dist Status	Dist Error	Line Type	Item	Category	Description	UOM	Location	Line Type	Item	Category	Description	UOM	Location	
10																			
11																			
12	1697958	Processed		447	Processed		Goods		SUPPLIES.FACI	Carbide-Tip	EA	VS- Was							
13																			
14	1697959	Processed		448	Processed		Goods		SUPPLIES.OFFI	Sterile Gau	BX	VS- Was							
15																			
16																			
17		Error	Location Code is Invalid.				Goods		SUPPLIES.OFFI	Carton of w	CARTON	V1- New							
18																			
19	1697960	Processed		449	Processed		Goods		SUPPLIES.FACI	Carbide-Tip	EA	VS- Was							
20																			
21	1697961	Processed		450	Processed		Goods		SUPPLIES.OFFI	Sterile Gau	BX	VS- Was							
22																			
23																			
24	1697962	Processed		451	Processed		Goods		SUPPLIES.FACI	Carbide-Tip	EA	VS- Was							
25																			
26	1697963	Processed		452	Processed		Goods		SUPPLIES.OFFI	Sterile Gau	BX	VS- Was							

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