ORACLE BUSINESS NETWORK PROCESS GUIDE

OBN Punchout Redirect

Prepared by Oracle Product Development

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Oracle Business Network Punchout Redirect

Overview

This document describes the process for an Oracle customer to implement punchout access for their employees to a supplier web catalog via the Punchout Directory on Oracle Business Network. The guide details the setups required for both the Oracle customer & the supplier, and covers connectivity for the following Oracle business application suites:

- Fusion Cloud Procurement (Self Service Procurement)
- E-Business Suite (iProcurement)

Content Management Overview

Oracle business application suites provide the following content management options to catalog administrators/buyers who need to enable the business users within their organization to shop for curated, prenegotiated or ad hoc items or services they wish to purchase as part of their job role.

Local Catalogs:

Purchase Agreements are used to store the details of the goods or services you plan to buy from a specific supplier over a particular time period, but when you do not yet know the detail for your delivery schedules. Blanket purchase agreements can be used to specify the pricing that has been negotiated with the respective supplier for the items.

A purchase agreement document is 'owned' by the Oracle customer, though they can be authored by a buyer or the relevant supplier (through the Supplier Portal). Any internal or supplier-initiated changes to the content in an agreement are required to go through a category manager/buyer approval workflow.

Punchout Catalogs:

Many suppliers host their own product catalog on their public website, allowing customers/users to shop their content and purchase directly from the supplier. A punchout catalog provides access to the same or a curated subset of product content but has a couple of key differences to the public website. The pricing in a punchout catalog may be specific to a single customer or group of customers, and after an employee has finished shopping in a punchout catalog, they do not complete the purchase on the supplier's website but bring their shopping cart back to their internal shopping application & submit the selected supplier items as a requisition for internal approval & subsequent ordering.

Punchout catalogs are 'owned' by the supplier who can make changes to the content available and pricing without the need to provide any notification to the Oracle customer (unless such an arrangement has been negotiated into the contract between the two organizations).

Punchout Search Items (Self Service Procurement):

By default, items on a punchout catalog can't be searched as they're hosted on the supplier's website, which means a user has to first navigate to the punchout catalog to look for an item that might not be there.

To save time, a supplier can provide an Oracle customer with a list of the items they have, and the catalog administrator can then create an index for these 'punchout items'. This index is called the Punchout Item Search Index. The availability of the index lets users search these items locally in Self Service Procurement without first having to go to the punchout site. The punchout index file can either be provided by the supplier in the required upload format, or the catalog administrator can prepare the upload file based on the information provided by the supplier.

Local Punchout Catalogs (E-Business Suite):

For customers that have deployed the ECC Consumer-Like Shopping extension for iProcurement, there is an option to import a punchout catalog content file from a punchout supplier to allow punchout items to appear alongside local content in the iProcurement shopping search results. Users can then click on a search result and be taken directly to the item details page in the punchout supplier's web catalog. This avoids the double-search

problem where a user may search for an item, find & click the link to a punchout supplier, and then have to redo their search from the homepage of the punchout website.

Punchout Models for Supplier Catalog Access

Punchout enables a business user to browse the content on a supplier's online web catalog and return any items they are looking to purchase directly to the user's procurement application shopping cart for submission as a requisition for approval.

Model A: Traditional Setup for Direct Punchout

The traditional way for administrators to setup access to a supplier's punchout catalog is to gather punchout definition details from each supplier and then go through the process of configuring this locally within their shopping/requisitioning application. This creates an administrative burden for both Oracle customers and their suppliers as this setup process and associated testing activity has to be repeated for every new relationship. In addition, updates to any of the handshake protocols used to secure the punchout session connection or any modifications to the punchout definition itself have to be coordinated & timed between suppliers & each of their customers.



Fig. 1: Model A - Direct Punchout process flow

Model B: OBN Punchout Redirect

The OBN punchout redirect process allows any supplier to maintain a single set of their own punchout definitions for use by any of their customers that are running either of Oracle's Cloud Procurement or E-Business Suite applications.

Once configured by an Oracle customer, any request from a business user to initiate a punchout session is redirected through the OBN server to the supplier's catalog system. This enables a supplier to maintain a single, secure connection between their catalog server and OBN for use by any Oracle customer running the Self-Service Procurement or iProcurement modules.

Oracle Customer ERP	OBN Punchout Directory Pu	
		unchout Supplier
Catalog admin connects Requisition apps to OBN punchout library	Redirect request Punchout session request	Punchout admins maintaintheir own punchout definition Punchout manager maintains custome catalog & pricing
	Employee returns with shopping cart	

Fig. 2: Model B – OBN Punchout

The basic process flow is as follows:

- B1. Supplier creates an OBN punchout directory listing
 - a) This can contain as many punchout definitions as required. OBN allows for a single, universal definition that will be used for all customers or a supplier can create multiple definitions that are specific to an individual or group of customers.
 - b) Oracle customers use OBN to request punchout access from each supplier. When approving the request, the supplier assigns the appropriate punchout definition from their profile to the customer.
- B2. An Oracle customer catalog administrator selects to add punchouts from their OBN profile into their requisitioning application for use by their business users.
- B3. Each supplier punchout catalog will be available to an Oracle customer's business users as a link within their Oracle shopping application.
- B4. When a business user selects the punchout link, an automatic request to initiate a punchout session with the supplier is sent from the requisitioning application to OBN for authentication. This request will include the cart return URL for the specific customer.
- B5. Once the punchout login request has been authenticated by OBN, OBN redirects a punchout setup request to the supplier catalog server using the current punchout definition assigned to that Oracle customer by the supplier.
 - a) This punchout setup request will contain the password/shared-secret from the punchout definition maintained by the supplier on OBN.
 - b) The From details in the request will identify the Oracle customer whose business user originated the punchout request. The request from OBN will also include the customer-specific cart return URL.
 - c) The supplier's punchout server authenticates the session request and returns a login response to allow the Oracle requisitioning application to redirect the business user's browser to the punchout catalog site.
- B6. The business user will be redirected to the punchout catalog and can browse or search for items in the supplier's catalog, adding any items they require to the supplier shopping cart.

- B7. When the business user completes their punchout catalog shopping, the punchout application returns the contents of the shopping cart directly to the Oracle requisitioning module to create a draft purchase requisition (PR).
 - a) The business user can then complete the checkout process, submit the PR, and when approved it will be processed into a purchase order (PO).
 - b) If configured, the PO will be transmitted to the supplier via OBN.

Benefits of Managing Punchout Catalogs through OBN

The key benefits of using the OBN Punchout Redirect are:

- Each supplier sets up & maintains their own punchout definition(s)
- Each Oracle customer is no longer required to store & maintain a local copy of the punchout access and credential information
- A supplier can make changes to their punchout definition and it will automatically apply to any customers connecting to them through OBN
- A supplier does not have to coordinate certificate updates or handshake protocol changes individually with each customer accessing their punchout website, as they only need to apply these changes to their single connection with OBN
- After a supplier establishes their initial punchout connection for an Oracle customer through OBN, their listing in the OBN Punchout Directory becomes visible to any Oracle customer setup to use OBN

OBN Punchout Redirect Setup Process

The following section details the setup steps required by the Oracle customer & supplier to enable access to the supplier's punchout catalog using the OBN redirect. The sequence is detailed in chronological order & is as follows:

- a) Oracle customer & their supplier register on OBN
- b) Supplier sets up their OBN Punchout Directory listing
- c) Oracle customer enables access to the OBN Punchout Directory from their shopping application
- d) Oracle customer requests to add a supplier punchout to their OBN profile
- e) Supplier acknowledges the request and activates the OBN punchout after completing setup in their backend catalog management system
- f) Oracle customer adds the activated OBN punchout to their shopping application
- g) Oracle customer enables access to the OBN punchout for the appropriate set of business users

Each step indicates whether it applies to the Oracle customer or the supplier. For Oracle customer steps, the process to be followed typically varies depending on the which Oracle business application suite the customer has implemented.

1 ORACLE CUSTOMER: Registering on OBN

1.1 Fusion Cloud Procurement: Self-Service Procurement

Fusion customers are no longer required to submit a separate OBN registration request. Instead, you can automatically create an OBN account from within your Fusion Cloud Applications system through the Collaboration Messaging Framework module.

Navigate to Tools > Collaboration Messaging > Manage Collaboration Messaging Service Providers > Search for Name = Oracle > edit Oracle Business Network > Account Setup > Create Account.

Provide the company identity, a unique identifier (such as a DUNS number) and the type of instance (Production or Test) that you are connecting to OBN. The Connection Credentials will be the user name and password assigned to the OBN account that is created for the individual specified as the primary contact.

The credentials of a valid Fusion user account must also be provided. These will be automatically inserted into the Delivery Method in your OBN account used to send documents to your Fusion instance. This will enable OBN to include these credentials for authentication by Fusion in the message header of any documents sent to your instance. If these credentials are subsequently updated in Fusion (password is changed), the same change will need to be applied to the Delivery Method in your OBN account profile.

Edit Collaboration Messaging Service	e Provider: Oracle Busin	ess Network ⊘			Account Setup *
Name Oracle Ductores Network Provider (D) OracleBusines/Vetwork ED Type Name — Enable message delivery status upde	Oracle Business	Normen's Account ID -1			
Outbound Collaboration Messages Incound Collabora	don Messages	Create Account: Oracle Business Network		×	
Actions • View • + 🗎 🔀		Company Identification	Primary Contact		•
* Name	* Collaboration Message I	" Name " Identifier \$88877771	Title * First Name	Status	Retention Duration Retention Duration Unit
ORA_OBN_OAQ_PROCESS_PO_807_OUT	ORCL_CNW_PROCESS_PO	* ID Type DUNS 🐱	Middle Name	Active	*
ORA_OEN_OAG_CHANGE_PO_006_OUT	ORCL_CNK_CHANGE_PD_0	* Construction from the second	* Last Name	Active	•
Proposed (CBN) and Passo		Connection Credentials * Network User Pessence	Cractic Cloud User Name	Rage Cant	Grads Friedon Used Dend Password

Fig. 3: Creating an OBN account through CMK in Fusion Cloud

After a few minutes, you can check that you are able to sign on to OBN using the Connection Credentials you provided at https://businessnetwork.oracle.com/

More detail about the registration process can be found in the Oracle Support note Doc ID 2765461.1: How To Submit The Initial Oracle Business Network Registration For The Client

1.2 E-Business Suite: iProcurement

EBS customers are required to register on the OBN website.

As part of the registration process, you are required to log a service request (SR) with Oracle Support as this is used to validate your status as a valid Oracle customer. When submitting the Service Request, enter the Problem Summary as "OBN Registration Approval Request, (YOUR_COMPANY_NAME)".

To register, go to the OBN website (https://businessnetwork.oracle.com) and click the Register as an Oracle Customer link.

1.2.1 Identify your Company

Register as an Oracle Customer		
Let us know you are a person to proceed. Enter Captcha Text W8k5 Submit Select the Oracle Applications solution you are using at your organization that will be connecting to the Oracle Busine	Reset Continue	
Oracle Application E-Business Suite Select your country and then lookup your company name from the millions of profiles stored in Oracle's DataFox glob	ibal company directory.	
Country Vinited States Q Company Name	Can't find your company? Try our <u>Advanced Search</u>	
Oracle Fusion Cloud customers can automatically create their Oracle Business Network account directly within their Cl For more details, check our <u>FAQs</u> , or refer to the online Collaboration Messaging Framework (CMK) documentation.	Cloud applications.	

1.2.2 Provide Contact Details

You are registering as		
We have the following corporate address for your organization. You can n	nake any corrections to these details in the "Company Address" sections	on below.
If this is not your organization, please go back and try your search again.		
 Company Contact Information 		
The initial company contact must be an employee for		
Your registration request will be rejected if you submit with a contact who After account creation, you will be able to add further user accounts as ne	o has an email domain that does not match your company domain. eeded.	
It is recommended to always have at least 2 employees with OBN use	r accounts that have Administrator privileges.	
Title		
First Name	Middle Name	Last Name
Required		Required
Email Address		
	ed	
Ilsername	Password	Please provide a password with at least 8 characters, that includes at
Osemanie	Fassword	least an upper and lower case character, a number, and a special character.
Demind	Denvi	

1.2.3 Provide Address. Identifier and CSI/SR Details

Company Addresses							
Address Type	Address	State/0	County	Country	Zip/Postal Code	Actions	
No data to display.							
Messaging Details							
Identifier Type		•	Identifier Value				
		Required			Required		
Customer Support Identifier (C	SI)		Service Request Nu	mber			
		Required			Required		
							Back Cont

Fig. 4: EBS Customer OBN account registration as Trading Partner

After agreeing to the Terms of Service, your registration request will be reviewed by the OBN Administrator.

2 SUPPLIER: Registering on OBN

If your customer has asked you to register on Oracle Business Network so that they can setup access to your punchout catalog (& potentially send you purchase orders or receive invoices from you) through OBN, then you will need to register as a Trading Partner on the OBN website.

To complete your registration, you will need the exact Trading Partner name or OBN ID of the Oracle customer that has asked you to sign-up. Once you have entered all the required registration details, your registration request will be sent to the administrator at your customer for their review and approval - so you should reach out to your customer contact if there are any delays in approval.

Register as a Ti	rading Partner	
Let us know you are a person	to proceed. Continue Continue Reset Continue Reset Continue Reset Continue Reset Continue	
Use this page to request an Oi To get started, please let us kr	racle Business Network account if you have been asked to join the platform by another organization with whom you do business. now which organization asked you to register on OBN. You can enter their exact OBN company name, or you can provide us with their OBN ID.	
Enter your Trading Partner's:	Trading Partner Name Of OEN ID	
Select your country and then l	lookup your company name from the millions of profiles stored in Oracle's DataFox global company directory.	

Fig. 5: Supplier OBN account registration as Trading Partner

3 SUPPLIER: Creating Your OBN Punchout Directory Listing

3.1 Punchout Directory Profile

Each supplier is required to create and publish a company profile in order to be listed & visible to any Oracle customer in the OBN Punchout Directory.

ORACLE Business Network	Update Company Listing
Punchout	Vision corp data opticals and accessories
My Punchout Catalogs Pending Customer Requests Data Mapping	Punchout Directory Company Listing Published
Company Listing Description Punchout Directory Company Listing Vision corp data opticals and accessories Published	O URL
Search by Customer Name, Punchout Name, Description	Choose File Selected Image:
	Vision Corp
Vision Corp - Main catalog Public https://prod.visioncorp.com/api/v2/punchout/service	
Vision Corp - Optical products Public https://prod.visioncorp.com/api/v1/punchout/service	
☐ Home I Profile	Cancel Update

Fig. 6: Create an OBN Punchout Directory listing

3.2 Creating a Punchout Catalog Access Definition

Each supplier can create one or more punchout catalog access definitions. The OBN Punchout Directory then enables you to control which of these definitions will be assigned to & used by each of your Oracle customers.

OBN allows you to setup one or more punchout definitions depending on how your backend catalog management system controls punchout catalog access for your customers.

			Update Punchout Catalog Definition					
Punchou			Purchast Catalog Name Vision Corp - Main catalog Prodution Mode Purchast UR. https://orgd.vision.com/ani/v2/punchast/service	Communication Protocol CXML				
My Punchout Catalo Company Listing Descrip Vision corp data op	tion ticals and accessories	Data Mapping	Use Basic Authentication v					
Search by Custome	Name, Punchout Name, Description		Punchout URL https://prod.visioncorp.com/api/v2/punchout/service	Password				
Punchout Name <u>Vision Corp - Main</u>	Directory Visibility	Production Mode UR	Punchout Directory Listing Punchout Catalog Display Name	Status				
<u>Vision Corp - Optic</u>	al products Public	https://prod.visionco	Vision Corp – Main catalog Punchout Description Primary catalog containing a full range of microscopes, telescopes, mirrors, lenses,	Public •				
🗋 Home 📓 Profile 🖈 Messag	ng [외 Partners 더 Puncho	ut ⑦ Help		Cancel Test Punchout Update				

Fig. 7: Supplier Punchout Catalog Definition on OBN

3.2.1 Oracle Customer Identification

When a business user at an Oracle customer clicks a punchout link from the OBN punchout directory in their shopping/requisitioning application, a redirect request is passed to OBN for authentication. If it is a request from a trusted source, OBN redirects the request to the punchout definition assigned to that Oracle customer by the supplier.

The cXML punchout setup redirect request from OBN to you will include the following header information:

 <From> Identifies the Oracle customer requesting access to your punchout catalog using their primary OBN identifier

- **<To>** Identifies you as the supplier using the primary identifier from your OBN profile
- <Sender> Includes the <SharedSecret> from the punchout definition you have assigned to the customer on OBN

If you have a single (universal) punchout access endpoint URL, Oracle recommends that you use the Sender SharedSecret to authenticate & trust that a punchout access request is a legitimate redirect through OBN, and the From Credential & Identity to identify the Oracle customer that originated the punchout session request. This will enable you to setup a single punchout definition on OBN and assign it to multiple/all of your Oracle customers.

If you use the Sender SharedSecret in a punchout request to identify the customer or have a dedicated punchout URL for each customer (or group of customers), then you will need to create individual punchout definitions on OBN per customer/group.

3.2.2 Production & Test Mode

For each punchout access definition, you need to specify a production URL and, if you support it, a corresponding test system URL. If you do not make a test catalog available to your customers, then you should set both URLs to the same production setting.

When an Oracle customer's user submits a punchout setup request, the redirect through OBN will use the appropriate URL based on whether the user initiated the request from a production instance or a QA/test instance.

3.2.3 OBN Punchout Definition Visibility

When you create a punchout definition, you must choose whether it is public or hidden. The names of any punchout definitions marked as public will be visible-to & requestable-by any Oracle customer looking to access your catalog via the punchout directory. Hidden punchout definitions will not be listed for the Oracle customer when requesting punchout catalog access but can be assigned by you in response to a request. If all your punchout definitions are marked as hidden, any Oracle customer will only be able to request 'general' punchout access from your organization.

You have the option to change/move a customer between any of your punchout definitions either when the Oracle customer is initially requesting access or after the customer has been connected to your catalog.

Within a punchout catalog access definition, you can maintain separate URL endpoints & credentials for production and test mode access.

4 ORACLE CUSTOMER: OBN Punchout Directory Set Up

4.1 Enabling Punchout Directory Access from the Shopping Application

To access supplier punchout definitions from OBN, an Oracle customer must first connect their shopping application (Self-Service Procurement in Cloud Procurement & iProcurement in E-Business Suite) to the Punchout Directory on OBN. This is done using the catalog administration tools to create a dedicated 'OBN access' catalog.

OBN now allows suppliers to maintain a different punchout URL for production and test mode purposes. To access these separate modes, the OBN access catalog needs to be setup separately for the live production system and any development/sandbox/QA instances. (any number of non-production instances can be configured to use the test mode punchout). This is explained in the next section.

4.1.1 Fusion Cloud Procurement: Self-Service Procurement

Login to SSP: Procurement > Catalogs > Manage Catalogs > Create Punchout Catalog

- Catalog Name: "OBN Punchout Directory Access" (suggested name)
- Source "Oracle Business Network"

• Punchout URL:

If this is your live production environment, - use <u>https://businessnetwork-prod.oracle.com/punchout/punchoutloginserver</u> If this is any type of test environment, - use <u>https://businessnetwork.oracle.com/punchout/punchoutloginserver</u>

- Username: OBN Username
- Password: OBN Password
- Company Name: This must be the exact company name from your OBN trading partner account profile (found on OBN under Profile > Company Profile)
- Company ID: This must be the primary identifier for the company from your OBN trading partner account (found on OBN under Messaging > Identifiers)

Edit Punchout Cat	talog: Oracle Business Network ⑦		Upload Punchout Search Items	Save Save and Close Cancel
Procurer	ment BU Vision Operations	* Keywords	OBN	
	Catalog Oracle Business Network			li
Des	scription	Image URL		
	Æ	Image Preview N	No image specified.	<i>re</i>)
Source				
Source 🔵 I	Direct cXML supplier punchout			Test Connection
01	Direct Oracle native XML supplier punchout			
	Oracle Business Network			
Punchout Definition		Buyer Company Identification		
Default Category Name	Q,	* Company Name Vision Operation	ons	
* Punchout URL h	https://businessnetwork- prod.oracle.com/punchout/punchoutloginserver	Company ID		
* User Name	m m m m m m m m m m m m m m m m m m m	Mapping		
* Password •		Apply mappi	ping	
>	All prices are negotiated			
	Allow price override on purchase order lines			
Punchout Search Items				
	No punchout search items exist for this catalog.			

Fig. 8: Define Punchout Catalog in Self Service Procurement

4.1.2 E-Business Suite: iProcurement

Login to EBS: iProcurement Catalog Administrator > Homepage > Stores > Content Zone > Create Punchout Catalog Zone

- Content Zone Name: "OBN Punchout Directory Access" (suggested name)
- Source "Exchange"
- Punchout URL:
 - If this is your live production environment, - use <u>https://businessnetwork-prod.oracle.com/punchout/punchoutloginserver</u> If this is any type of test environment,
 - use https://businessnetwork.oracle.com/punchout/punchoutloginserver
- Username: OBN Username
- Password: OBN Password
- Company Name: This must be the exact company name from your OBN trading partner account profile (found on OBN under Profile > Company Profile)
- Company ID: This must be the primary identifier for the company from your OBN trading partner account (found on OBN under Messaging > Identifiers)

* Indicates required feld * Name Oricle Business Network Business Exclange Business <	Jpdate Punchout Content Zone				Cancel Apply
Buyer Company Identification Punchout Definition Punchout Definition Provent Definition Provided to provide the sequence	Indicates required field * Name Description Image Source	Oracle Business Network			
* Company Name Company Name Company Name Punchout Identification Keywords Segurate keywords with space. Mapping * Key 1 ON * Key 1 ON * Constate Sale rest Secure by operating units Secure by operatin	Buyer Company Identification		Punchout Definition		
* Key 1 CBN ssign Content Zone Security Accessible to all users Secure by presponsibilities Table Diagnostics Table Diagnostics Dagnostics Dagnostics Dagnostics Dagnostics Dagnostic	* Company Name Company ID Punchout Identification Keywords Separate keywords with spaces. Mapping		* Punchout URL * User Name * Password * Retype Password	Intgo://builenessnetwork.prod oracle com/purchoutip. For example, thip //www.supplecompany.com/face/wileness //purchoutip. oratable User name and passional privided by the exchange. Prevent changes to items returned from punchout site Detind user's idle session timeout during punchout All prices are negotiated	
Accessible to all users Secure by responsibilities Table Diagnostics Table Diagnostics Diagnostic	* Key 1 OBN				
	Accessible to all users Secure by operating units Secure by responsibilities Table Diagnostics Table Diagnostics				Diagnostic Consol
					Diagnostic Consoli

Fig. 9: Define Punchout Content Zone in iProcurement

4.2 Adding Supplier Punchouts to Your OBN Account

In order to connect the shopping application to a punchout definition on OBN, an Oracle customer must first add the required supplier punchouts to their OBN My Punchouts list.

The Oracle application catalog administrator will login to OBN and navigate to the Punchouts profile section.

Search the list of available suppliers in the Punchout Directory.

To request access, click the Action icon

	ORACLE	Business Network				johnray@bigcomputers.com (OBN-120-2298) 🔻	
	Punchout						
	Punchout Directory My	y Punchouts Pending Requests D	ata Mapping				
	Search by Supplier Name,	Description, OBN ID		Sort By Punchout listing date	•	Reset Search	
	Logo	Supplier Name 🗘	Company Description	٥	OBN ID 🗘	Action	
		Small Inc	Physiotherapy physiog	ears and sports accessories	OBN-120-2307	٦	
	≫ 8 Ү ₩ ♣♠	Seven Corporation	Agricultural equipment	s and wide range of che	OBN-120-2306	٦	
	Vision Corp	Vision Corp	Vision corp data optica	ls and accessories	OBN-120-2309	٦	
	副	Large Inc	alndustrial equipments	and multi utility products	OBN-120-2299	G	
🛆 Home 🔝	Profile <a> Profile	 ፼ Partners ເ⊃ Punchout (?) Help				

Fig. 9: Punchout Directory of Published Supplier Punchout on OBN

You can simply request punchout access from the supplier or, if available, select a specific public punchout definition from the dropdown list.

Process Guide - Oracle Business Network Punchout Directory

	ORACLE	Business Network			johnray@	Request Punchout Access
	Punchout					Supplier Name Small Inc
	Punchout Directory My	/ Punchouts Pending Requests Da	ita Mapping			Note to Supplier
	Search by Supplier Name,	Description, OBN ID		Sort By Punchout listing date	Res	
	Logo	Supplier Name	Company Description	\$	OBN ID 🗘	
		Small Inc	Physiotherapy physiogea	irs and sports accessories	OBN-120-2307	
	⇒ s Y₩M	Seven Corporation	Agricultural equipments	and wide range of che	OBN-120-2306	
	Vision Corp	Vision Corp	Vision corp data opticals	and accessories	OBN-120-2309	
		Large Inc	alndustrial equipments a	nd multi utility products	OBN-120-2299	
🛆 Home 📰 P	rofile 🔬 Messaging	Partners GP Punchout ⑦	Help			Cancel Request

Fig. 10: Request Punchout Catalog Access

After you submit the request, it will be listed under the Pending Requests tab along with its status.

Punchout	t						
Punchout Directory	My Punchouts	Pending Requests	Data Mapping				
Search by Supplier I	Name, Punchout Name,	, OBN ID				Reset Search	
Logo	Supplier Na	ame ≎	Punchout Name 🗘	OBN ID 🗘	Request Date	Status	
	Spruce Hos	pitals	Health Services	OBN-120-2308	16-Oct-2023	Pending Acknowledgement	
	Small Inc			OBN-120-2307	13-Jan-2024	Pending Acknowledgement	

Fig. 11: Pending Request of Punchout Catalog

You can expect to receive an Initial acknowledgement of your request from the supplier, indicating that they have now started to carry out the setups in their backend catalog management system to enable punchout access for your users.

Once the supplier has completed set up in their backend catalog system, they will activate the punchout and it will appear in your My Punchouts list.

Process Guide - Oracle Business Network Punchout Directory

ORACL	Business Network			johnray@bigcomputers.com (OBN-120-2298)			
Punchou	ıt						
Punchout Directory	My Punchouts Pending Requests	Data Mapping					
Search by Supplie	r Name, Punchout Name, Punchout Tags, OBN ID				Reset	Search	
Logo	Supplier Name 🗘	Punchout Name 🗘	Punchout Tags 🗘	OBN ID 🗘	Approved Date	Action	
VC	Vision Corp	Vision Corp - Optical product	s	OBN-120-2309	17-Oct-2023	•••	
	Large Inc	Industrial division		OBN-120-2299	20-Oct-2023	•••	
Θ	Large Inc	Miscellaneous Accessories		OBN-120-2299	23-Oct-2023	•••	
	Large Inc	Stationary Products		OBN-120-2299	23-Oct-2023	•••	
☐ Home 🔝 Profile रू. Messa	ging [외 Partners ⓒ Punchout	⑦ Help					

Fig. 14: Activated Punchout Catalog added to My Punchouts in Oracle customer profile

5 SUPPLIER: Responding to Punchout Access Requests

There is a 2-step process for responding to Oracle customer requests for access to your punchout catalog.

After you receive a notification with the details of the customer request, you should login to OBN and acknowledge the request. This step is intended to indicate to the Oracle customer that you are aware of the request and have now started configuration in your backend catalog management system to enable access for their users.

You have the option to change the punchout definition that will be used by the Oracle customer during acknowledgement. You can also change the punchout catalog assignment during the second, activation step.

(ORACLE	Business Network				megk	Review Punchout Request		
	Punchout						Note from Customer		
	My Punchout Catalogs	t Catalogs Pending Customer Requests Data Mapping							
	Search by Customer Name	e, Punchout Name, OBN ID							
	Customer Name 🗘	OBN ID 🗘	Identifier Type 🗘	ldentifier 🗘	Punchout Name 🗘	Status			
	First Software	OBN-120-2303	DUNS	543543005	Vision Corp - Main c	Pending Ackno			
🗋 Home 📓 P	rofile 武 Messaging	Partners	nchout ⑦ Help				Cancel Reject Acknowledge		

Fig. 12: Supplier to Acknowledge Punchout Request from Buyer Trading Partner

After you complete the setups in your backend catalog system, you need to Activate the punchout request on OBN so that the Oracle customer can carry out their remaining configuration steps to link their shopping application to the punchout definition you have assigned to them on OBN.

	ORACLE	Business Network					Activate Punchout
		Welcome to		ails of what's changed. S	Still want to use the old version, c	lick h	Note from Buyer
	Punchout						Assign Punchout Catalog Dell ar cessories
	My Punchout Catalogs	Pending Customer Reques	sts Data Mapping				
	Search by Customer Nam	e, Punchout Name, OBN ID					
	Customer Name 🗘	OBN ID 🗘	ldentifier Type 🗘	ldentifier 🗘	Punchout Name 🗘	Stat	
	ORACLE BUYER	OBN-120-1502	DUNS	991345149	Dell accessories	Pen	
	ORACLE BUYER	OBN-120-1502	DUNS	991345149		Pen	
	ORACLE BUYER	OBN-120-1502	DUNS	991345149		Pen	
	ORACLE BUYER	OBN-120-1502	DUNS	991345149		Pen	
	ORACLE BUYER	OBN-120-1502	DUNS	991345149		Pen	
🗋 Home	e 🔗 Profile 🚓 M	essaging 🔉 Partners	G⊃ Punchout ⑦ ⊢	łelp			Cancel

Fig. 13: Supplier to Activate Punchout Request from Buyer Trading Partner

Again, you have the option to change the punchout definition that will be used by the Oracle customer during activation.

6 ORACLE CUSTOMER: Adding OBN Punchout Links to Your Shopping Application

To enable your business users to access a punchout definition from your OBN My Punchout list, you need to add each required definition to your shopping application.

6.1 Fusion Cloud Procurement: Self-Service Procurement

Login to SSP: Procurement > Catalogs > Manage Catalogs

Search for the "OBN Punchout Directory Access" catalog created in step.4.1.1, click on Action and select "Download Punchout" option.

Overview Manage Catalogs ×							
Manage Catalogs ⊘							Done
IN THE OWNERS PARTY OF		MANY MAY ALLAN	CARDEN PT / BE	IN THE OWNER WATER OF	VARIABLE MARKEN		CONTRACTOR OF L
Search							
Search Results Actions ▼ View ▼ Format ▼	■ / × 严 Ⅲ P	eeze 📓 Detach 🚽 Wra	P Create Local Catalog V				
Procurement BU	Catalog	Catalog Type Desci	iption			Content Zone Assignment	Punchout Upload Status
Vision Operations	Oracle Business Network	Punchout				Oracle Business Network	

Manage Catalogs ⑦ Search Search Search Results Attom v Vew v Format v v vew v Format v vew v Vew v Format vew v vew v Vew v Format vew v vew vew	Manage Catalogs ×								
Search S	Manage Catalogs 🕐								
Search Results Attors View Format Freeze Detach Wrap Create Local Catalog Duplicate Catalog Type Description Cont Edit ness Network Punchout Oracle Export to Excel Create	earch		and the second						
Actions View Format Image: Process in the proceses in the process in the process in t	earch Results								
Duplicate Catalog Type Description Cont Edit ness Network Punchout Oracle Export to Excel Create Punchout Punchout	s 🔻 View 🔻 Format 👻 📗 🥒 刘								
Edit ness Network Punchout Oracl Delete Export to Excel Create Create	Duplicate	Content Zone Assignment	Punchout Upload Status						
Export to Excel Create	Lait Delete	Oracle Business Network							
Create	Export to Excel								
	Create >								
Download Punchout Uaload Punchout Search Items	Joload Punchout								
View Punchout Upload Status Details	/iew Punchout Upload Status Details								

Fig. 15: Add OBN Punchout Directory on SSP

This will bring up the OBN Punchout listing page for your organization. You can select to add one or more punchouts from OBN to SSP.

					Back to Oracle iProcurement					
My F	My Punchouts									
Select	Select each punchout link you want to add to your Oracle iProcurement shopping application.									
When	When a user clicks the link in the shopping application, the punchout session will be initiated using the OBN punchout access definition assigned to you by the supplier.									
Add										
	Logo ¢	Punchout Name 🗘	Punchout Description \$	OBN ID 🗘	Company Name 🗘					
	OfficeMax	Office Max Inc.	Office Max Inc office supplies	OBN-120-0014	OfficeMax, Inc					
	CDW)	CDW-Peoplesoft	CDW for Peoplesoft Demo	OBN-120-7311	EPRO_SUPPLIER					
	Lyreco,	Lyreco Inc.	Lyreco Inc.	OBN-120-9601	Lyreco Inc					
	Dell	Dell Laptops and Desktops	Dell Laptops and Desktops	OBN-120-9602	Dell					

Fig. 16: Punchout Directory available to Buyer via OBN

After you click the "Download" button, you will be returned to SSP with confirmation of the punchouts that have been added.

Overview Manage Catalogs ×						
Manage Catalogs ⑦						Done
Search	She da Shan 1999				17.07%/HOD	
Procurement BU			~	Content Zone	~	Ξ
Catalog				Agreement	٩	0,
Catalog Type	~			Confirmation X		
				Added Punchout Definitions		Search Reset
Search Results				IPrint		
Actions ▼ View ▼ Format ▼	■ / × 严	Freeze 📆 Detach	🚽 Wrap 🛛 Cri	<u>a</u>		
Procurement BU	Catalog	Catalog Type	Description		Content Zone	Punchout Upload

Fig. 17: Successful addition of punchout catalog on SSP

Note: When an OBN punchout definition is added to SSP, the download process passes a unique punchout ID reference from OBN to be stored in SSP. When a shopping user selects the punchout, this ID is used for the request, which OBN redirects using the current definition stored in the supplier's OBN punchout profile. This ensures any supplier changes to their punchout definition (modifications to the URL or credentials) do not affect access for any of their customers.

You will then need to complete the setup of each Punchout Catalog in SSP.

- Provide a set of keywords for the items that users would typically need to request from this punchout catalog
- Select the supplier that matches to the punchout catalog
- Select the Supplier Site
- Provide a default category name

Edit Punchout Catalog:	iPrint ⑦			Upload Punchout Search Items	Save Save and Close
					Separate keywords with a s
Procurement BU	Vision Operations		* Keywords	iPrint	
* Catalog	iPrint]			h.
Description	iPrint is a leading source for high-qua custom rubber stamps and stationer stock artwork, simple-to-use templation of custom options, you can design an	ality business cards, y supplies. Featuring es and a wide range nd order the items	image URL	http://s3.amazonaws.com/coupons-for/iprint-	com/logo.jpg
			Image Preview		
Source					
					Test Connection
Punchout Definition			Mapping		
Supplier	Q		Apply mi	pping	
Supplier Site	~				
Default Category Name	Q				
Il price	es are negotiated				
Allow p	rice override on purchase order lines				
Punchout Search Items					
	No punct	hout search items exist for this catalog.			

Fig. 18: Added Punchout Catalog in Procurement Cloud

6.1.1 Assign each Punchout Catalog to a Content Zone

After you have added the supplier punchout to SSP, it needs to be assigned to a content zone. You have the option to create a new content zone or use an existing one as required.

Overview Manage Catalogs × Mar	nage Content Zones ×		
Create Content Zone	0		Save Save and Close
P	Procurement BU Vision Operations	✓ Description	
	* Content Zone iPrint		
	Usage Requisitioning		****
	O Procurement		
Catalogs			
Actions View Format	🗙 🛃 🔅 Freeze 🛣 Detach 🚽 Wrag	3	
Catalog	Description		Туре
iPrint	iPrint is a leading source for	high-quality business cards, custom rubber stamps and stationery supplies. Featuring stock artwork, sim	ple-to-use t Punchout
Public Shopping Lists			
Actions View Format	🗙 🛃 💿 Freeze 📓 Detach 🚽 Wrag	3	
Public Shopping List	Description		
No data to display.			
▲ Smart Forms ⑦			
Actions T View Tormat T	V E E Franza S Datach el	Wrap	

Fig. 19: Add Punchout Catalog to Content Zone

Once you have added the punchout a content zone, you can then go about using the content zone to control access by your business users.

6.2 E-Business Suite: iProcurement

Login to EBS: iProcurement Catalog Administrator > Homepage > Stores > Content Zones

Search for the "OBN Punchout Directory Access" content zone you created in step 4.1.2, click the "Download Punchout" option.

e oracle'i	Procurement			Gan Horr	★ Favorites	Settings	Worklist	Logged In As O	PERATIONS	し Logout
Agreements Stores Scher	ma Configuration									
Stores Content Zones	Smart Forms									
Search										
Specify parameters and value	s to filter the data that	is displayed in your results se	et.							
Match All O Any										
Content Zone Name	is	✓ Oracle Business Network	ork							
Туре	is	~	~							
Stores	is ie	~	~							
Operating Unit	ie	•	2 C							
Responsibility	Go Clear	Add Another Conten	Zone Name V Add							
Create Local Content Zone	× 1	Go •••								
Content Zone 🗻		Туре 🛆	Store Assignment	Downlo	ad Punchout		Update	Сору	Delete	
Oracle Business Network		Punchout			53		1	6	1	
Table Diagnostics		Punchout			66			4	U	

Fig. 20: Add Punchout Catalog Content to iProcurement

This will bring up the OBN Punchout listing page for your organization. You can select to add one or more punchouts from OBN to iProcurement.

					Back to Oracle iProcurement						
Myl	My Punchouts										
Select	Select each punchout link you want to add to your Oracle iProcurement shopping application.										
When	When a user clicks the link in the shopping application, the punchout session will be initiated using the OBN punchout access definition assigned to you by the supplier.										
Add											
	Logo ¢	Punchout Name 🗘	Punchout Description 🗘	OBN ID 🗘	Company Name 🗘						
	() OfficeMar	Office Max Inc.	Office Max Inc office supplies	OBN-120-0014	OfficeMax, Inc						
	CDW)	CDW-Peoplesoft	CDW for Peoplesoft Demo	OBN-120-7311	EPRO_SUPPLIER						
	Lyrreco,	Lyreco Inc.	Lyreco Inc.	OBN-120-9601	Lyreco Inc						
	Dell	Dell Laptops and Desktops	Dell Laptops and Desktops	OBN-120-9602	Dell						

Fig. 21: Punchout Directory available to Buyer via OBN

After you click the "Download" button, you will be returned to iProcurement with confirmation of the punchouts that have been added.

Note: When an OBN punchout definition is added to iProcurement, the download process passes a unique punchout ID reference from OBN to be stored in iProcurement. When a shopping user selects the punchout, this ID is used for the request, which OBN redirects using the current definition stored in the supplier's OBN punchout profile. This ensures any supplier changes to their punchout definition (modifications to the URL or credentials) do not affect access for any of their customers.

You will then need to complete the setup of the Content Zone.

- Provide a set of keywords for the items that users would typically need to request from this punchout catalog
- Provide the mapping key
- Select the supplier that matches to the punchout catalog
- Select the Supplier Site
- Select the appropriate content zone security

Stores: Content Zones >			
A Warning			
Low-level Diagnostic Logging is turned on. This may	y temporarily reduce performance.		
Update Punchout Content Zone			Cancel Apply
* Indicates required field * Nam Description	 iPrint iPrint is a leading source of high-quality business cards, custom rubber stamps and statistionery supplies. 		
Personalize Table Layout: (PunchoutDetailsRN)	4	Bunchaut Definition	
Personalize "Punchout Identification" Keywords Separate keywords with spaces.	ě.	Personalize "Punchout Definition"	
Personalize "Mapping" * Key 1 Supplier Supplier Stee Assign Content Zone Security	9 K		
Personalize "Assign Content Zone Security" Personalize Stack Layout. (Securety(N) @ Accessible to all users O Secure by operating units O Secure by responsibilities Table Diagnostics Table Diagnostics			
yright (c) 1998, 2020, Oracle and/or its affiliates. All right	ts reserved.		About this Page Privacy Statem

Fig. 22: iProcurement Content Zone Setup for an OBN Punchout

6.2.1 Assign each Catalog Content Zone to a Store

Once you have completed setup of the content zone for the OBN punchout, you will need to add it to a Store. You can create a new Store or use an existing one as required.

Agreements Stores	Schema Configuration						
Stores Content Zones Smart Forms							
Stores >							
A Warning							
Low-level Diagnostic Logging is turned on This may temporarily reduce performance							
Update Store: Assign Content Cancel							
Indicates required field							
* Name	Oracle Business Network						
Image							
Description	Image URL such as http://www.abc.com/abc.gif, or image file name such as abc.gif.						
Long Description							
besonption	MT						
	li li						
Assign Content Zones							
Personalize "Assign Content Zones" Personalize "Initiable contains all the content"							
Add Content Zone	•••						
Content Zone		T	/pe	Remove			
Oracle Business Netwo	ork	P	unchout				
Table Diagnostics							
Assign Smart Fo	orms						
Personalize "Assign Smart Forme"							
Add Smart Forms	enterno da uno ornare						
Smart Form		Item Type	Operating Unit	Remove			
No Smart Forms Assig	ned		_				
Table Diagnostics							

Fig. 23: Punchout Catalog assigned to a Store in iProcurement