

Oracle E-Business Suite: Punchout Redirect Configuration Guide for Oracle Supplier Network

v1.0 | April 19, 2017

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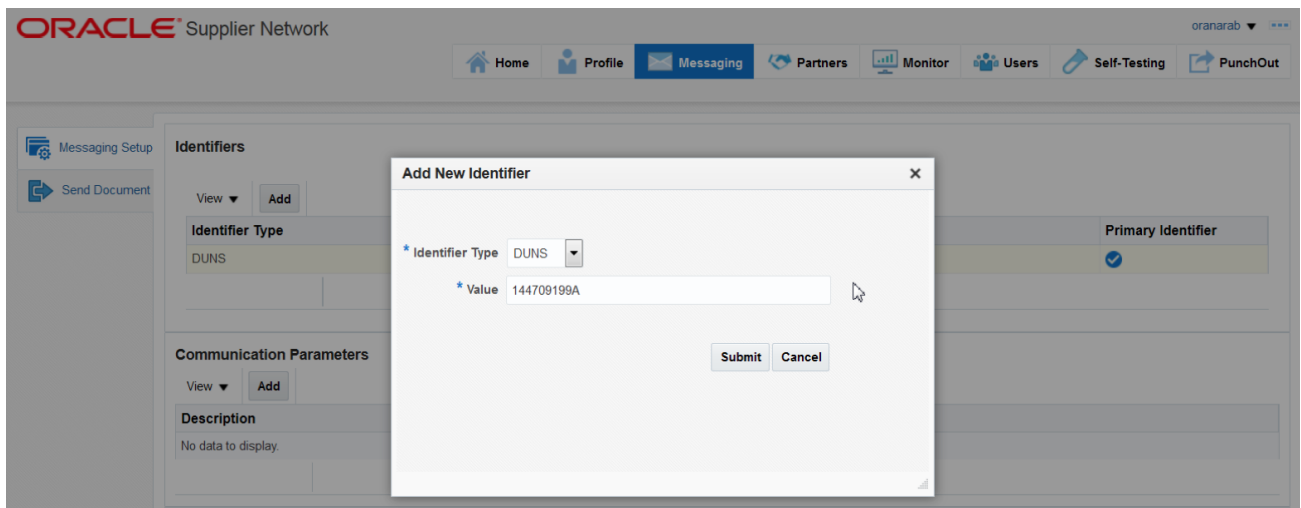
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For Buyers

Follow these instructions in the order specified.

Step 1: Register on Oracle Supplier Network (OSuN)

1. If you do not have an account on [Oracle Supplier Network \(OSuN\)](#), [register](#) your company to create an account. For detailed instructions, refer to the [Trading Partner User Guide](#) - section titled "Company Registration". Note, you will be required to create a Service Request through My Oracle Support to allow the OSuN administration team to validate your registration request (you will be required to include your Customer Support Identifier and the SR# with your registration details).
2. Login and create other users as you deem fit. It is recommended that you create at least 2 separate Administrator accounts to ensure personnel changes don't result in a loss of access to the platform. See section titled "User Management" in the Trading Partner User Guide for detailed instructions.
3. Set up your E-Business Suite environment to communicate with OSuN. It is likely that this step can only be completed with the assistance of the System Administrator for your EBS instance. Refer to [Oracle Supplier Network Buyer's Guide to connecting Oracle E-Business Suite](#). You may need to configure XML Gateway and OXTA. Refer to the [XML Solution Guide](#) for more details.
4. Login to OSuN with the username and password you entered while registering, and navigate to **Messaging Messaging Setup** and add your DUNS number as an identifier. Ensure that the DUNS number is marked as the Primary Identifier.



Step 2: Add Access to a PunchOut Supplier on OSuN

1. Ask your punchout suppliers to register on Oracle Supplier Network. You will need to provide each supplier with your exact Trading Partner Name and Alias to ensure that when they register, their request will be routed to you for approval.
2. Each time one of your supplier's registers their company details on OSuN, you will receive the approval request as an email from OSuN. Approve each supplier's registration request.
3. Once their account is active, each supplier will be required to configure their punchout details, setup connectivity and then test the connection with OSuN. You will need to wait until each supplier has confirmed that they have completed these steps before you can 'activate' their punchout connection.
4. Once each supplier has confirmed that they have configured and tested their connection to OSuN, click on **PunchOut Buyer Access**, and click on **Add Punchout**. A pop-up window will open listing all available suppliers offering punchout information. Select one or more and click **Add Access**.

Add Punchout(s) [X]

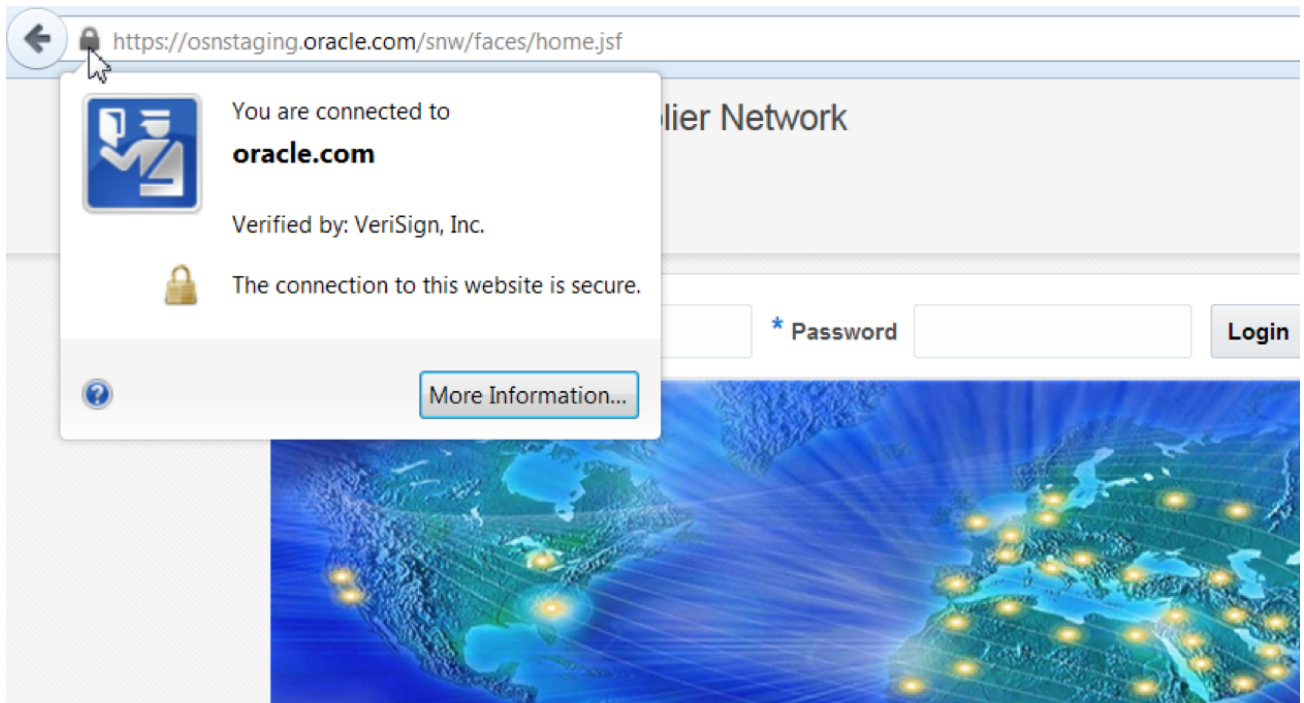
Published Punchout(s) [Add Access]

Selec	Logo	Company Name	Company Description
<input type="checkbox"/>		Sigma Aldrich Inc	MilliporeSigma A business of Merck KGaA, Darmstadt, Germany Sigma-Aldrich develops, manufactures and distributes the broadest range of high quality biochemicals, organic chemicals, chromatography products and diagnostic reagents available in the world. The Company's products are used in high-tech research and development in universities and industry, in the diagnosis of disease, and as specialty chemicals for pharmaceutical and other manufacturing purposes in more than 160 countries.
<input type="checkbox"/>		Staples	Staples

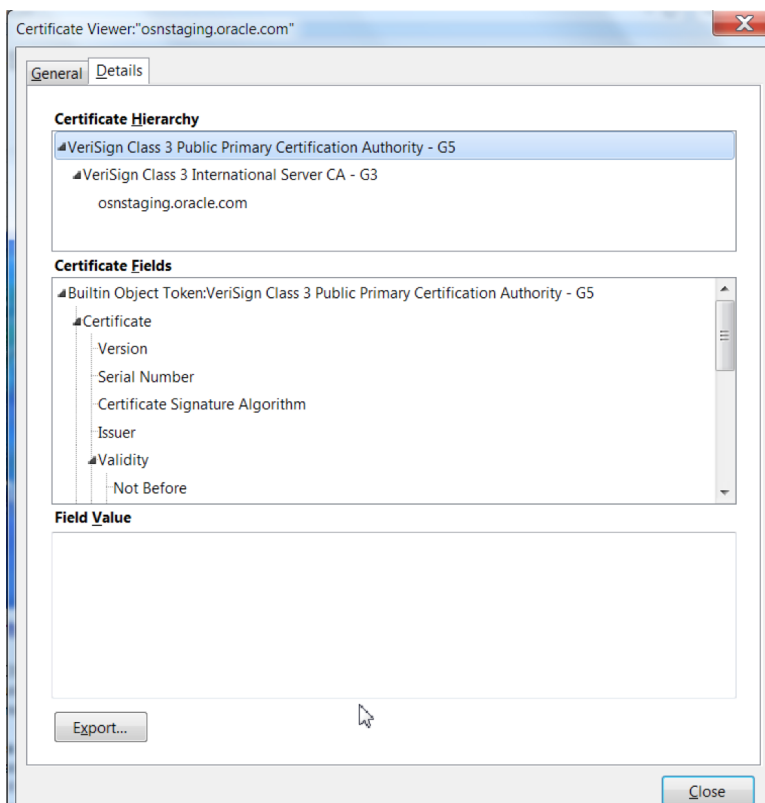
5. The selected punchout will now be visible in the **Available Punchout section**.

Step 3: Secure E-Business Suite Connectivity to OSuN

1. This step can only be completed with the assistance of the System Administrator for your EBS instance. Access <https://osn.oracle.com> from your browser. The instructions provided here are for Mozilla Firefox.
2. Click the padlock icon in the address bar and select **More Information**.



3. In the pop-up, under **Security**, select View Certificates. You will see the certificate viewer. Click on **Details** tab.



4. Select each level in the certificate hierarchy (you can select multiple elements) and click Export. Download the certificates files in the X.509 Certificate (PEM) format. Refer to [My Oracle Support Note 1915517.1](#) for additional information about certificate management.
5. Login to your E-Business Suite test environment, and access the **System Profiles** form through **System Administrator** responsibility. Query the profile POR: CA Certificate File Name. Access this file and add all the certificates downloaded above to this file. With this, the connection between OSuN and your E-Business Suite environment is authenticated.

Step 4: Configure your E-Business Suite Environment

1. This step can only be completed with the assistance of the System Administrator for your EBS instance. Login to your E-Business Suite test environment that is connected to OSuN, navigate to **eCommerce Gateway Setup Code Conversions Define Code Conversion Values**, and define your UOM and Item Category mappings. While making entries, define Key1 as **OSN** (or give it another appropriate name). For more information, refer to Appendix II at the end of this page, and get additional details at [Oracle E-Commerce Gateway Implementation Manual](#).
2. Login to your E-Business Suite test environment that is connected to OSuN, access the responsibility **iProcurement Catalog Administrator**, navigate to **Stores Content Zone** and create a new Punchout Content Zone. Select source as **Exchange**. Set Punchout URL to <https://osn-prod.oracle.com/punchout/punchoutloginserver> and enter your OSuN username and password. The value of Key1 entered here is the same as Key1 entered in the previous step.

The screenshot shows the 'Update Punchout Content Zone' form. At the top, there are tabs for 'Stores', 'Content Zones', and 'Smart Forms'. Below the tabs, the title is 'Update Punchout Content Zone' with 'Cancel' and 'Apply' buttons. A note indicates that fields with an asterisk are required. The form is divided into several sections: 'Name' and 'Description' (both with text input fields), 'Image' (with a text input field and a note about image URLs), 'Source' (with radio buttons for 'Exchange', 'Direct Supplier Punchout (Oracle Native XML)', and 'Direct Supplier Punchout (cXML)'), 'Buyer Company Identification' (with 'Company Name' and 'Company ID' fields), 'Punchout Identification' (with a 'Keywords' field and a note to separate keywords with spaces), 'Mapping' (with a 'Key 1' field), and 'Assign Content Zone Security' (with radio buttons for 'Accessible to all users', 'Secure by operating units', and 'Secure by responsibilities'). On the right side, there is a 'Punchout Definition' section with 'Punchout URL', 'User Name', 'Password', and 'Retype Password' fields, and three checkboxes: 'Prevent changes to items returned from punchout site', 'Extend user's idle session timeout during punchout', and 'All prices are negotiated'.

3. Save the content zone. Back in the **Content Zones** tab, click on the **Download Punchout** icon for the new content zone you just created. You should see the list of suppliers whose punch-outs you have accessed from OSuN.
4. Create a new store and assign the new content zone to the store.
5. Now navigate to the **iProcurement Home Page**, access your store and check if the system redirects you to your supplier's e-commerce page.

For Suppliers

Your customer wants you to register on OSuN and to maintain your Punchout configuration on OSuN. Follow these instructions in the order specified.

Step 1: Register on OSuN

1. If you do not have an account on [Oracle Supplier Network \(OSuN\)](#), [register](#) your company to create an account. For detailed instructions, refer to the [Trading Partner User Guide](#) - section titled "Company Registration". Note that you should have received the Trading Partner Name and Alias from the customer who has requested you to create the account. You have to enter this information without any typos for the registration to be successful.
2. Wait for your customer to approve your registration request. You should receive an email confirmation once approved.
3. Login and create other users as you deem fit. It is recommended that you create at least 2 separate Administrator accounts to ensure personnel changes don't result in a loss of access to the platform. See section titled "User Management" in the Trading Partner User Guide for detailed instructions.

Step 1: Setup Punchout Configuration on OSuN

1. Login to OSuN with the username and password you entered while registering, and navigate to **Messaging Messaging Setup** and add your DUNS number as an identifier. Ensure that the DUNS number is marked as the Primary Identifier.

The screenshot shows the Oracle Supplier Network interface. A modal dialog titled 'Add New Identifier' is open. It contains two fields: 'Identifier Type' with a dropdown menu set to 'DUNS', and 'Value' with the text '144709199A'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons. In the background, the 'Identifiers' section of the 'Messaging Setup' page is visible, showing a table with one entry for 'DUNS' marked as the 'Primary Identifier' with a blue checkmark.

2. Select the **PunchOut** tab and then click on the **Supplier Setup** sub-tab. Here is where you will enter the information about your Punchout configuration that your customer should use to re-direct employees to your e-commerce website from their self-service procurement tool. You will need the following information in order to complete this step:
 1. PunchOut URL - The URL which customer's procurement tool should use to allow their employees to see your e-commerce website
 2. Password - The password that your customer should use to authenticate themselves on your server
 3. Communication Protocol - Select the protocol that your server supports (XML / cXML)
 4. User Interface Identification: These fields are used when your customer uses to look you up and add your Punchout configuration to their system
 1. Display Name: Enter your company name
 2. Logo URL: Enter the URL for your company logo. This appears next to your company name, and aids easy identification of your company in the list
 3. Company Description: Enter details such as what categories / commodities you offer through your Punchout catalog
 5. Publish - Check this box if you want your punchout configuration to be published to your customer

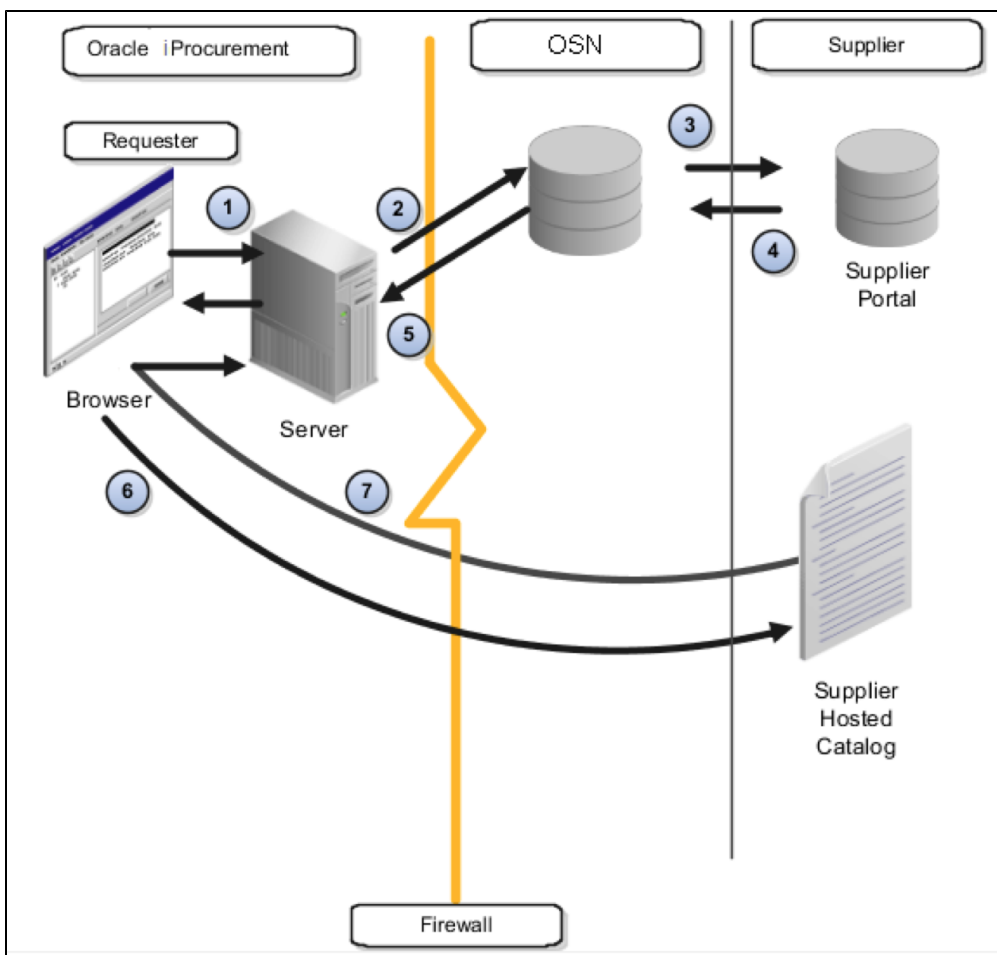
The screenshot shows the 'Configure Punchout' page in the Oracle Supplier Network. The page is divided into several sections: 'Punchout Definition', 'Access', 'Communication Protocol', 'User Interface Identification', and 'Control Availability'. The 'Access' section has fields for 'Punchout URL' (https://abc.com/invokerB2BDirectEntry/processDocument) and 'Punchout Password' (masked with dots). The 'Communication Protocol' section has radio buttons for 'XML' and 'cXML', with 'cXML' selected. The 'User Interface Identification' section has fields for 'Display Name' (ABC Supply), 'Logo URL' (ABC Supply), and 'Company Description' (ABC Supply). The 'Control Availability' section has a 'Published' checkbox which is checked. At the bottom of the page are 'Save', 'Cancel', and 'Test Punchout' buttons.

3. Save and test your configuration by clicking **Test Punchout**. If your configuration is correct, you should receive a confirmation from OSuN that it was able to connect to your punchout server. If there OSuN is unable to connect to your server, an error message will be displayed. Correct the configuration and test it again until successful.
4. Write back to your customer that you have completed the setup. The customer will download your punchout information into their system, and attempt a punchout transaction to reach your e-commerce website.

Step 3: Authenticate Connection Between OSuN and Your Server

1. If your server is using active certificates from any of the supported certifying agencies, OSuN will be able to authenticate the connection with your server. There can be cases where OSuN is unable to authenticate your server's certificates. If this happens, please click on **Contact Us** link at the bottom of the page, and provide all necessary details that will help the OSuN team to add your certificate to the OSuN wallet.

Appendix I: The internals



When the user clicks on the punchout link, the requester is taken directly to the supplier e-commerce website, which is hosted and managed by your supplier. Using OSuN for the punchout simplifies the initial setup process and the authentication and maintenance of the punchout. The supplier must set up a punchout from OSuN to their site. To set up access to the supplier site through OSuN, the catalog administrator needs to download the supplier punchout definition from OSuN. Downloading the supplier punchout definition seeds the punchout definition from Oracle iProcurement to the supplier site through OSuN, without requiring the catalog administrator to perform manual setup.

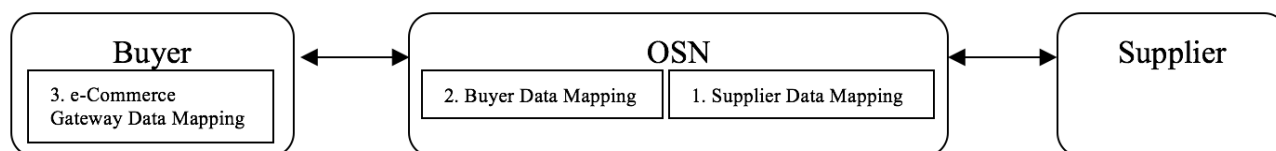
In the illustration above:

1. The requester logs on to iProcurement.
2. From iProcurement, the requester clicks a link to the supplier site.
3. OSuN authenticates the requester and sends a punchout request to the supplier.
4. The supplier site responds to OSuN.
5. OSuN forwards the supplier site response to iProcurement.

6. iProcurement redirects the requester's browser to the supplier site for shopping.
7. When the requester finishes shopping, the supplier site returns the shopping cart items to iProcurement via the requester's browser.
8. The requester completes the checkout process, and iProcurement processes the order

Appendix II: Data-Mapping on OSuN

Data mapping enables user to define the conversions between Buyer codes and Supplier codes. For example, a buyer uses the unit of measure (UOM) code 'EA' for Each. The supplier uses 'E'. Customer can use either OSuN or iProcurement (specifically,E-Commerce Gateway) to map these codes.



Mapping can be performed with the following options:

1. OSuN looks for Supplier's Data Mappings, if any
2. OSuN looks for Buyer's Data Mappings, if any
3. Alternatively data mapping can be done in e-Commerce Gateway

Model	Mapping Method	Mapping Performed
Redirect Punchout – Punchout from Oracle iProcurement to Supplier-Hosted Catalog via OSuN	Use OSuN to perform data mapping for codes UOM, Currency. You can use e-Commerce Gateway as well to perform the data mapping	OSuN performs the mapping before the cart is returned to iProcurement from Supplier Site.

The main considerations for buyers and suppliers implementing data mapping include the following:

- Data mapping is an optional step. Perform the below steps for 'Punchout to supplier-hosted catalog through OSuN.
- Use this step to map the codes that are used in OSuN to the codes that you use, if they are different.
- Data mapping allows OSuN to recognize codes that are passed to it by the supplier or to send codes to the buying organization that its system recognizes.
- For punchout, the buyer and supplier can use OSuN to map the following codes:
 - Currency codes
 - Unit of measurement (UOM) codes
- If you perform no mapping on OSuN, the value is passed as is from OSuN to the buying organization's system. The buying organization may have set up data mapping in its system.
- It is important to decide on the data mapping type that buyers and suppliers want to use. Decide which data mapping the buyer and the supplier will need to do.

Setting Up Data Mapping

1. Login to OSuN and navigate to **PunchOut Data Mapping**. Review any mapping previously created for Currency and Unit of Measure by selecting the appropriate Mapping Type in the drop-down. If you wish to make changes, you can do so.

ORACLE Supplier Network kkramseller1 ▾

Home Profile Messaging Partners Monitor Users Self-Testing PunchOut

Data Mapping

Select a data type from dropdown to view the mapping data. You can modify data to map the Oracle Supplier Network values to your preferred values for transactions sent to and from your company. Mapping data can be exported to excel and can be imported back after modification.

Export Import Clear Save

View ▾ MappingType Unit of Measurement ▾

UOM Description	OSN Standard	My Company To OSN	OSN To My Company
Dozen	DZ	DZ	DZ
Each	EACH	EACH	EACH
Envelope	ENV	ENV	ENV
Fahrenheit	F	F	F
Foot	FOT	FOT	FOT
Square foot	FTK	FTK	FTK
Cubic foot	FTQ	FTQ	FTQ
Gigajoules	GJ	GJ	GJ

Detach

For example, select **Unit of Measure** as the **Mapping Type**. You will see the UOM Description and the OSuN standard.

1. If you are a supplier, enter your company standard UOM against OSuN Standard in **My Company to OSN** column
 2. If you are a buyer, enter your company standard UOM against OSuN Standard in **OSN to My Company** column
2. Alternatively, you can export existing OSuN mapping data to a spreadsheet. Download the spreadsheet, make any changes, save the spreadsheet and uploaded it back. Review the imported data-mapping.

ORACLE Supplier Network kkramseller1 ▾

Home Profile Messaging Partners Monitor Users Self-Testing PunchOut

Data Mapping

Select a data type from dropdown to view the mapping data. You can modify data to map the Oracle Supplier Network values to your preferred values for transactions sent to and from your company. Mapping data can be exported to excel and can be imported back after modification.

Export Import Clear Save

View ▾ MappingType Unit of Measurement ▾

UOM Description	OSN Standard	My Company To OSN	OSN To My Company
Dozen	DZ		
Each	EA		
Envelope	ENV		
Fahrenheit	F		
Foot	FOT		
Square foot	FTK		
Cubic foot	FTQ	FTQ	FTQ
Gigajoules	GJ	GJ	GJ
Gallon	GLL	GLL	GLL

Detach

Opening MapData.csv

You have chosen to open:

MapData.csv
 which is: Microsoft Office Excel Comma Separated Values File
 from: <https://osnstaging.oracle.com>

What should Firefox do with this file?

☐ Open with Microsoft Office Excel (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

3. Review your work and save the changes.