iProcurement Online Requisition

Login to iProcurement [1]

Not all internet browsers are compatible with iProcurement. If you are experiencing difficulties logging into the system from the link above, please contact CCS helpdesk or your IT personnel for help.

iProcurement is an online system that is used for preparing and submitting internal pre-approved requests for issuing purchase orders for goods or services of $3000 or greater.

Who Can Use iProcurement?

iProcurement can be used by employees of the University of Guelph once they have been setup as an authorized user.

How To Request The Access To iProcurement?

New users should complete the iProcurement User Application [2] form and submit the completed form to iProcurement help desk.

Who To Contact When Having Trouble With iProcurement Including Login?

Please note the iProcurement login user name and password is the same as your ADI user name and password. It's NOT the University's central login ID and password.

If you have any questions or problems using the iProcurement including request for resetting password, please contact iProcurement help desk by emailing myreq@uoguelph.ca [3], our staff will be happy to assist you.

Who To Send The Requisitions To?

Requisitions should be sent to the buyer according to the commodity code of the goods or services you're buying. View the complete list of Commodity Codes by Buyer [4].

How To Request Order Change For Existing POs?

Currently the following types of Order Change Requests are accepted via email:

- Order Cancellation
- Order Amount Decrease
- GL Coding Change
- Order Amount Increase Below $3000
For order amount increase that's over $3000, a new requisition is required to revise an order. This is to ensure the accuracy of order revisions and a consistent process is followed in issuing high value purchase orders.

Why Are Requisitions Returned?

A requisition may be returned for various reasons. Please refer to the comments by buyer in the email notification to you for the specific reasons for the return.

Some of the most common reasons for requisition returns are:

- Missing backup document such as quote(s) or Single/Sole Source
  Please do not send these documents via email. We require all back up documentation being attached with the requisition.
- Didn't select a proper P-site
  All iProcurement supplier sites should begin with “P”. If the site you use is not a P-site or is not set up in the system, stop the requisition process, email myreq@uoguelph.ca [3] to have the site revised to P-site or set up, then resume the requisition process.
- Didn't select a proper Ship-To address
  All Ship-To address should begin with the four digit unit number followed by a sequence number, such as 1234-01. Correct Ship-To address ensures that your department receives a copy of the PO and suppliers can ship your order to the right receiving address.
- Items with different taxes being entered in the same line
  Every PO line can only be applied with one tax treatment. If different items are taxed differently, they have to be entered in different lines. For example: professional services are HST taxable. Reimbursed travel expenses are tax exempt. If one requisition has both items, they must be entered on two different lines.

Radioactive Material Purchases

All radioactive material, regardless of dollar value, must be purchased with High Value Purchase Order (HVPO). Low Value Purchase Order (LVPO) or PCard must not be used for radioactive material purchases.

Requisitions for radioactive material will be routed to Environmental Health and Safety Department for approval prior to being processed by Purchasing Services.

Please make sure the category code for radioactive material on your requisitions is RADSUPP. Any requisitions for radioactive material that's not using this category code will be returned.

Live Animal Purchases

All live animal, regardless of dollar value, must be purchased with High Value Purchase Order (HVPO). Low Value Purchase Order (LVPO) or PCard must not be used for live animal purchases.

Requisitions for live animals will be routed to Animal Care Services (ACS) for approval prior to being processed by Purchasing Services. This is to ensure the AUP (Animal Utilization Protocol) number has been assigned for live animal tracking purposes.

Please ensure the commodity code for live animal on requisitioin is ANIM3SUPP. Any requisitions for live animals not using this category code will be returned. Please quote the AUP number provided on requisition.
iProcurement Training Support

iProcurement Training Module [5] is an excellent tool to learn about the process of submitting an online requisition. Please take 15 minutes to go through this training program before you start working with the system.

For customized one on one training on iProcurement, please inquire with our iProcurement help desk.

UofG Departmental Open POs Report

Starting March 1, 2015, departments will be receiving a report called UofG Open POs for every department’s outstanding high value purchase orders (HVPOs) on the 1st day of each month. This report provides you a snap shot of all HVPOs that are outstanding for your department at the end of each month. The report is in CSV format, which can be viewed and edited in Excel. The report will be emailed to the email address your department currently uses to receive HVPOs.

To understand what type of information this report provides and how to open, edit and save the report, please review the Open POs Report FAQs [6].

We hope this report makes it easier for you to manage your department's HVPOs, especially in areas of approving invoices, managing blanket POs and commitments. For example, the report can be used to:

- review the remaining amount on the blanket POs and determine if you need to make any changes for the remainder of fiscal year or the remainder of the PO term;
- review any invoices against your outstanding POs before approving them for payment to ensure it is not an overbilling and the invoice is paid against the POs;
- understand the PO commitments in your FRS account and alert us if the commitments are incorrect.

If you have questions regarding this report, please contact myreq@uoguelph.ca [3].

Stay Connected with iProcurement Updates

As part of our continuous improvement efforts, the iProcurement team sends out periodic iProcurement Updates via email to all iProcurement users to keep everyone informed of all changes and updates made to the iProcurement system and the HVPO process.

The following is the list of iProcurement Updates we have sent out so far:

If you are an iProcurement user but did not receive these updates, please let us know by emailing iProcurement help desk myreq@uoguelph.ca [3]. We will make sure you are on the iProcurement communication list.

Also, we would love to hear any suggestions and comments you might have on the iProcurement system or the HVPO process. Please do not hesitate to email us.

Stay connected.

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