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 $5000 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.

**Items Must be Procured Through iProcurement System**

Below categories, regardless of dollar value, must be procured using High Value Purchase Order (HVPO) through iProcurement system. Low Value Purchase Order (LVPO) or PCard must not be used for these purchases. Please use the correct category code for each specific type of items. Requisitions not using the right category codes will be returned.

1. **Denatured Alcohol (DA) and Specially Denatured Alcohol (SDA)**

   DA and SDA are items regulated by the Excise Act, 2001 and related regulations. As a SDA registrant, the University is required to maintain adequate books and records such as purchase orders. Requisitions for DA and SDA shall use category code CHEM3.SUPP.

   Denatured Alcohol (DA) refers to spirits that have been mixed with prescribed denaturants rendering the product non-potable for human consumption and making recovery of spirits difficult. Duty and excise tax exemptions do not apply to DA.

   Specially Denatured Alcohol (SDA) refers to spirits that have been denatured for scientific or industrial uses in accordance with prescribed grade-specific specifications. Duty and excise tax exemptions apply to SDA.

2. **Radioactive Materials**

   Requisitions for radioactive material will be routed to Environmental Health and Safety Department for approval prior to being processed by Purchasing Services. The category code for radioactive material is RAD.SUPP.
3. Live Animal (Vertebrates)

Requisition for live animal (vertebrates) will be routed to Animal Care Services for approval prior to being processed by Purchasing Services. The category code for live animal (vertebrates) is ANIM3.SUPP. Please ensure the Animal Utilization Protocol (AUP) number has been assigned by ACS prior to entering requisition and the AUP is clearly indicated on the requisition.

4. Biological Hazardous Materials

Requisitions for biological hazardous materials will be routed to Environmental Health & Safety for approval prior to being processed by Purchasing Services. The category code for biological hazardous materials is BIOHAZ.SUPP.

Biological hazardous material, also known as biohazards, refer to biological substances that pose a threat to the health of living organisms, both human or animals. Biohazardous materials include infectious agents, (i.e., pathogens), or materials produced by living organisms, (i.e., biological toxins), which may cause disease in other living organisms. Examples of biohazards are: recombinant DNA, medical waste or samples of a microorganism, virus, bacteria, molds or fungus.

5. Hazardous Material Disposal Services

Requisitions for hazardous material disposal will be routed to Environmental Health & Safety for approval prior to being processed by Purchasing Services. The category code for hazardous material disposal is WASTE.SUPP.

The Environmental Health & Safety Department manages the University's hazardous waste disposal program. Please contact EHS before you initiate any requisition for hazardous material disposal services. For more information on the hazardous waste disposal procedure, please visit https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs-laboratory-safety/hazardous-waste [5].

iProcurement Training Support

iProcurement Training Module [6] 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 [7].

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.

Source URL: https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition

Links:
[1] https://forest.cs.uoguelph.ca:4443/
[3] mailto:myreq@uoguelph.ca
[4] https://www.uoguelph.ca/finance/node/1353
[5] https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs-laboratory-safety/hazardous-waste
[7] https://www.uoguelph.ca/finance/uofg-open-pos-report-frequently-asked-questions
[8] https://www.uoguelph.ca/finance/sites/default/files/public/home/lisali/documents/iProcurement%20Update%202014.08.25.docx
[9] https://www.uoguelph.ca/finance/sites/default/files/public/home/lisali/documents/iProcurement%20Update%202015.03.02.docx
[10] https://www.uoguelph.ca/finance/sites/default/files/public/home/lisali/documents/iProcurement%20Update%202015.05.07.docx