

Stay Connected with iProcurement Training and System Updates

iProcurement Training

Purchasing Services has developed iProcurement training resource documents which you can access at any time from your own desktop. Please see below for:

- iProcurement reference manual
- How-to update Requisition Line, Supplier, Deliver to, Currency
- How-to update Requisition Attachments
- How to reset Error building Approval List

iProcurement System Update





As part of our continuous improvement, the iProcurement team constantly seeks opportunity to improve the system and the process. Whenever any change is made to the system, we will send out iProcurement Updates to all iProcurement users to keep everyone informed of all changes and updates.

If you are an iProcurement user but did not receive these updates, please email purchasing.helpdesk@uoguelph.ca [1]. We will make sure you are added to the iProcurement communication list.

iProcurement User Group Feedback

We would love to hear any suggestions and feedbacks you might have about the iProcurement system or the HVPO process. Please do not hesitate to let us know. Together, we could make it better.

Stay connected.

Attachment	Size
 iProcurement reference manual [2]	1.58 MB
 How-to update Requisition Line, Supplier, Deliver to, Currency [3]	587.94 KB
 How-to update Requisition Attachments [4]	715.58 KB
 How to reset Error building Approval List [5]	120.56 KB

Source URL: <https://www.uoguelph.ca/finance/stay-connected-iprocurement-training-and-system-updates>

Links

[1] <mailto:myreq@uoguelph.ca>

[2] <https://www.uoguelph.ca/finance/sites/default/files/iProcurement%20reference%20manual.pdf>

[3] <https://www.uoguelph.ca/finance/sites/default/files/How-to%20update%20Requisition%20Line%2CSupplier%2CDeliver%20to%2C%20Currency.docx>

[4] <https://www.uoguelph.ca/finance/sites/default/files/How-to%20update%20Requisition%20Attachments.docx>

[5] <https://www.uoguelph.ca/finance/sites/default/files/How%20to%20reset%20Error%20building%20Approval%20List.docx>