



## 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 information
- How-to update Requisition Buyer field

### 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](mailto: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
 <a href="#">How-to update Requisition Buyer field.pdf</a> [2]	116.97 KB
 <a href="#">How-to update Requisition information 2020.07.17.pdf</a>	195.39 KB
[3]  <a href="#">iProcurement reference manual 2020.07.16.pdf</a> [4]	959.25 KB

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

### Links

[1] <mailto:myreq@uoguelph.ca> [2] <https://www.uoguelph.ca/finance/sites/default/files/How-to%20update%20Requisition%20Buyer%20field.pdf> [3] <https://www.uoguelph.ca/finance/sites/default/files/How-to%20update%20Requisition%20information%202020.07.17.pdf> [4] <https://www.uoguelph.ca/finance/sites/default/files/iProcurement%20reference%20manual%202020.07.16.pdf>