Reference Manual

How to enter a Requisition in Oracle iProcurement
Contents
1. Log into the system: .................................................................................................................... 4
2. Start a New Requisition: ............................................................................................................ 6
   2.1 Item Type: ............................................................................................................................ 6
   2.2 Supplier Name: ..................................................................................................................... 7
   2.3 Item Description: .................................................................................................................. 11
   2.4 Category: ............................................................................................................................. 11
   2.5 Quantity/Unit of Measure/Unit Price/Amount: ................................................................. 12
   2.6 Currency: ............................................................................................................................ 12
3. Requisition Information ............................................................................................................. 14
   3.1 Requisition Description ....................................................................................................... 14
   3.2 When do you need these items? ......................................................................................... 14
   3.3 Where do they need to be delivered? .................................................................................. 15
4. Additional Header Information: ............................................................................................... 15
   4.1 Ship to Contact ................................................................................................................... 15
   4.2 Contact Phone/Ext .............................................................................................................. 15
   4.3 Carrier Account No.: ......................................................................................................... 15
   4.4 Freight/GL ............................................................................................................................ 15
   4.5 Bid/Quote Ref ...................................................................................................................... 15
5. Delivery and Billing: ................................................................................................................. 15
   5.1 End User .............................................................................................................................. 15
   5.2 Suggested Buyer ................................................................................................................ 16
6. Edit and Submit Requisition: ................................................................................................... 16
   6.1 General Ledger Account....................................................................................................... 18
1. **Log into the system:**
Using the iProcurement user ID and password.

You will be taken to your home screen which will show your menu/navigator access. To enter requisitions, click on the iProcurement home page link on the left side:
Your home screen shows:

a) a list of the requisitions you have initiated
b) if you have any items in your shopping cart
c) a header section at the top
2. **Start a New Requisition:**

When the shopping card is empty, click on the **Non-Catalog Request** tab at the header to start a new requisition. The screen will bring up a blank form to enter information of an item. This is the first line on your requisition.

* Any fields identified with the asterisk sign in front are mandatory entry fields.

Helpful hints and tips are shown in **blue text** to help you understand the field requirements.

**2.1 Item Type:**

Depending on which Item Type you choose, the screen will update the information required:
The screens for the different Item Types:

**Goods or Services:**
- Item Type: Goods or Services
- Item Description
- Category
- Amount
- Currency: CAD

**Goods:**
- Item Type: Goods
- Item Description
- Category
- Quantity
- Unit of Measure
- Unit Price
- Currency: CAD

**Services:**
- Item Type: Services
- Item Description
- Category
- Quantity
- Unit of Measure
- Rate per Unit
- Currency: CAD

**Note:** if you use either **Goods** or **Services** item type, invoice amounts must match your quantity and pricing exactly or there will be issues with invoice payment processing.

For example:

- If your order item type is “Goods or Services”, the Amount is 6000, the first invoice comes in at $2,553.25. Payment services can match the invoice 2,553.25 to the Amount 6000 leaving the correct amount of 3446.75 available for future invoicing.
- If your order item type is “Goods”, the Quantity is 1, price $6000, the first invoice comes in at quantity 1, amount $2,553.25. Payment services will not be able to match as there will be a price variance.

### 2.2 Supplier Name:

The next field which should be entered is the Supplier information. This is a mandatory field and has a list of values to choose from. To access the list click on the to open the search screen.
Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By Supplier ▼

Go

Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Supplier</th>
<th>Site</th>
<th>D-U-N-S Num</th>
<th>Tax Reg Num</th>
<th>TIN</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No search conducted.

In the search field you can enter a partial value of the supplier name with % before and/or after and the system will provide a listing of values that match your criteria. For example, if your supplier is Test Supplier, you can enter Test% into the field and then click on the Go button.

Search By Supplier ▼ Test%

Go

Note all values containing “Test” at the beginning of the name will be shown:

Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Supplier</th>
<th>Site</th>
<th>D-U-N-S Num</th>
<th>Tax Reg Num</th>
<th>TIN</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TEST EQUIPMENT CONNECTION</td>
<td>LAKE MARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TEST PRODUCTS INTL LTD</td>
<td>MILTON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TESTBOURNE LTD</td>
<td>HAMPSHIRE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TESTEK INSTRUMENTS</td>
<td>H51786</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Supplier</td>
<td>P-CAD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Supplier</td>
<td>P-GBP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Supplier</td>
<td>P-USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Ventas SRL</td>
<td>WIRE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TestAmerica Laboratorias Inc</td>
<td>DALLAS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This will show you the Supplier, Site information as well as contact information. You can select by using the Quick Select or by clicking in the select radio button and then Select. If there is more than one contact or site set up for the supplier, you will see the supplier listed several times with the information. The site you wish to use needs to have a “P-” in the front of the site name to ensure the purchase order will be routed to the supplier when created.

If you do not see the information you require, or there is no “P-“site available, please Note the supplier will need to be updated in the system before proceeding. Please see the iProcurement website (https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition-hvpo) for details on what required information is needed in your emailed request to purchasing.helpdesk@uoguelph.ca to have your supplier set up. In your email subject line please use supplier setup.

**Note:** The information will need to be set up in the system BEFORE proceeding further.
Once you select your supplier from the list the system will populate the Supplier fields:

- **Supplier Name**: Test Supplier
- **Site**: P-CAD
- **Contact Name**: Customer Service
- **Phone**: 866 000-0000
- **Email**: purchase@uoguelph.ca

To see the Site location information, you can click on the <button> beside the Site:

Search By: Site [P-CAD] Go

### Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Site</th>
<th>Address</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>P-CAD</td>
<td>address line 1 CAD P0S 0C0 CA</td>
<td>Customer Service</td>
<td>866 000-0000</td>
</tr>
</tbody>
</table>

If you wish to see all the sites (or change the site) you can remove Search By information and click the Go. This will display all the sites for the supplier, with location and contact information.
You can select/change your information by selecting the radio button or the Quick Select button.

**2.3 Item Description:**

Enter your item description, please include related information such as part number, make, model, etc.

**2.4 Category:**

This is a mandatory field and has a list of values to choose from. To access the list, click on the **to open the search screen. You can Search by Category or by Description. To search by description, initiate the dropdown list from the right arrow and select description.
Then you can enter a partial value to limit the list of return values:

Search By Category ▼ comp Go

Results

<table>
<thead>
<tr>
<th>Quick Select</th>
<th>Category ▲</th>
<th>Description ▲</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMP1.SUPP</td>
<td>Computer - Hardware, Accessories &amp; Peripherals</td>
</tr>
<tr>
<td></td>
<td>COMP2.MAIN</td>
<td>Computer - software apps &amp; websites - Repair Services, Preventative Maintenance, Support</td>
</tr>
<tr>
<td></td>
<td>COMP2.SUPP</td>
<td>Software applications both locally hosted or cloud (SaaS)</td>
</tr>
</tbody>
</table>

2.5 Quantity/Unit of Measure/Unit Price/Amount:

* Quantity
* Unit of Measure ▼
* Unit Price

Enter the applicable information in the displayed fields. Note the fields displayed will be determined by your item type (section 2.1).

2.6 Currency:

* Currency ▼ CAD

The Currency defaulted here is CAD. Please verify and make sure your currency is what your quote is in. Update if applicable to one of the following system choices: USD; EUR; GBP; CAD. If your currency is not available in the system, please select CAD and make a note to the buyer advising what currency the payment will need to be in.

Add item(s) to Shopping Cart:

Once you have completed the fields you can add the item to your Shopping Cart by clicking on the Add to Cart button.
If you have more items to enter from the same supplier, start with the Item Type field again and add/update the fields as required to add a second (or more) items as needed. For example, we are going to add a Good or Services. Therefore, we will need to update some of the currently displayed fields. The supplier information will remain the same. Note one requisition should have only one supplier. If you change the Item Type the form will reset as the fields will change. Please make sure to update the information as required.

Once you add the second item (or others) to your cart, you will see the information on the right under Shopping Cart:
3. **Requisition Information**

3.1 **Requisition Description**: should be updated to describe the purchase requirement and if the purchase is for a period of time, that time period should also be included in the field information.

3.2 **When do you need these items?** enter the date the goods/services are needed for, note that you can click on the icon ![Calendar](calendar_icon) to have a calendar display which you can choose the date from.
3.3 **Where do they need to be delivered:** enter the location number code (format ####-#..) for where goods/services should be shipped. If the number code is not known enter the four digit unit #, then press the tab key. From the drop down list choose the correct shipping address.

4. **Additional Header Information:**

4.1 **Ship to Contact:** enter the contact person that will receive the goods/services

4.2 **Contact Phone/Ext:** enter the contact person phone and extension

4.3 **Carrier Account No.:** if you have the carrier account number that will be used please enter the information here, otherwise leave blank

4.4 **Freight/GL:** If you have the GL coding to be used for Freight charges please enter here, otherwise leave blank

4.5 **Bid/Quote Ref.:** enter the supplier quote number

5. **Delivery and Billing:**

Click on the Show Delivery and Billing to open and populate the following fields:

5.1 **End User:** enter/choose from the list the person who is requesting the purchase. Please update this if you are not the person requesting the purchase.
5.2  **Suggested Buyer**: enter the buyer for the commodity you are purchasing. If you are unsure of whom to enter, please go to the iProcurement website and access the Commodity Codes by buyer list. ([https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition](https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition)) or ([https://www.uoguelph.ca/finance/node/1353](https://www.uoguelph.ca/finance/node/1353))

View your current items and make changes if required:

If you need to add further items, use the continue shopping button to take you back to the “shop” tab. See section 2.

6. **Edit and Submit Requisition**

If your information is correct, click the edit button to add the general ledger charge account information. You will notice that a requisition number is now shown at the top of the screen:
From the above screen you will need to select the first line and click the update button to move to the area where GL coding can be entered:
6.1 General Ledger Account:

You can directly type in your GL code with periods between the segments. Note all segments must be completed.

or there is a search list available, by clicking on the icon beside the field, it will open a search and select window.
You can enter the segments here or use the \( \text{Search} \) to search on individual segments. If using this search function, you will need to click on the search button once you have entered some of the values and the Results will show code combinations for your to choose from:

![Search interface]

Results

Create

<table>
<thead>
<tr>
<th>Code Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.002098.00000.000000.0000000000</td>
</tr>
<tr>
<td>100.002098.000000.000000.0000000000</td>
</tr>
<tr>
<td>100.002098.000000.000000.51404.0000000000</td>
</tr>
</tbody>
</table>
Once the coding information has been entered you can allocate how much of the funds are committed to the coding. Click on the radio button to the left of the coding you wish to use and then the select button [Select] located at the top right of the window. The system will default is 100% of the line value to this coding.

Once the coding information has been entered you can allocate how much of the funds are committed to the coding. The default is 100%.

6.2 Multiple Charge Accounts:

If you need to split the charges you can update one of the fields to the right (percent, quantity, amount) and then add another row to the form for a different coding. You can apply the coding allocation to all applicable requisition lines by check off the box at the bottom left of the form.

TIP Total allocation must equal 100% of the selected line values.

NOTE: If you have multiple charge accounts against one line item all invoices for that line will be split this way. For example the above coding will result in every invoice being split and paid 50% to each account for this line item 1. If you receive an invoice where you wish the full amount to be paid by only one of the GL codes you will need to do a separate line item on the requisition.

If you have several items and did not use the function, you will need to select and update those items with GL coding.
6.3 Attachments:
The final step is to add your attachments and notes. This is the backup information for your purchase, such as the quote, agreement, any proforma invoices, etc.

Notes And Attachments

Requisition Attachments

Add Attachment…

There are two areas for this. If you wish to give the buyer a quick note that remains only on the requisition you can use the Note to Buyer:

Before:

After information entered:

As discussed over the phone, supplier is waiting for a purchase order to be able to process this order.

Add Attachment…

To add an attachment click on the Add Attachment button. Change the attachment type if needed (choices include Text; File; Url). If you change the type it will update the screen:
Short Text type: allows typing a note into the text box
Long Test type: allows typing a note into the text box
File type: allows adding files
Other Type: (not used at present)

Add a Title for your note (especially if you have several)
Choose the Category: To Buyer (please update from default if needed)

Add the text or file and Apply. A confirmation window will appear:
6.4 Review and Submit:

Finally, you can review the requisition, print the page if you choose and Submit the requisition by clicking the applicable button:
Once you submit the requisition to the procurement system for processing, you will receive a confirmation:
From your Requisitions tab you can see all requisitions you have processed and the status of them. If the requisition has an associated purchase order it will be shown under the Order field. You can click on the Order number to view details:

![Requisitions Table]

Note if the Order number is NOT underlined it is in process. If the Order number is underlined you can click on it to see details.
Standard Purchase Order: 202001436, 0 (Total CAD 200,000.00)

Terms and Conditions
- Payment Terms: NET 30
- Carrier: FOB
- Freight Terms: FOB Destination
- Shipping Control: See FOB Table below

Summary
- Total: 200,000.00
- Received: 0.00
- Invoiced: 0.00
- Payment Status: Not Paid

Order Information
- Total: 200,000.00
- Supplier: Test Supplier
- Supplier Site: P-CAD
- Supplier Contact: Customer Serv., address line 1
- Buyer: KUNDERSMA LTD
- Order Date: 10-Feb-2020 14:11:43
- Description: Computer and server with new tax code HST-15%, PRV/FED Line 1 and TESTz tax line 2
- Status: Approved
- Note to Supplier: UnitG Main Operating Unit
- Operating Unit: UnitG Main Operating Unit
- Supplier Order Number:

PO Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Line</th>
<th>Type</th>
<th>Item/Job</th>
<th>Supplier Item</th>
<th>Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Price</th>
<th>Amount</th>
<th>Status</th>
<th>Attachments</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td>Computer with new tax code HST-15%, PRV/FED</td>
<td>Currency 1</td>
<td>1</td>
<td>100,000</td>
<td>0.00</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Goods</td>
<td></td>
<td></td>
<td>Computer server, product code 2345698 with TESTz tax</td>
<td>Each</td>
<td>2</td>
<td>50,000</td>
<td>100,000</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>