

Reference Manual

How to enter a Requisition in Oracle iProcurement

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ORACLE

User Name

Password

[Login Assistance](#)

[Register Here](#)

Accessibility
None ▼

Language
English ▼

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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:





Enterprise Search Search Results

Home

Navigator

- ▶ UofG Field Users
- ▶ UofG Internet Procurement
- ▶ iProcurement Home Page

Worklist

| From | Type | Subject | Sent | Due |
|--|------|---------|------|-----|
| There are no notifications in this view. | | | | |

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

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

Shop | Requisitions

Home | Shopping Lists | Non-Catalog Request

Search [Advanced Search](#)

Stores


[Main Store](#) [Exchange.Oracle.com](#)

Main Store

Shopping Cart

Your cart is empty.

My Requisitions

| Requisition | Description | Total (CAD) | Status | Copy | Change |
|-------------|---|-------------|----------|---|--------|
| 1026348 | Computer and server with new tax code HST-15% PRV/FED | 200,000.00 | Approved |  | |

2. Start a New Requisition:

When the shopping card is empty, click on [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.

Non-Catalog Request Clear All Add to Cart Add to Favorites

* Indicates required field

* Item Type
Please select "Goods or Services" unless your item(s) are quantity based with a locked in unit price and will be billed by quantity

* Item Description

* Category

* Quantity

* Unit of Measure

* Unit Price

* Currency

New Supplier

Supplier Name

Site

Contact Name

Phone

Email

Shopping Cart
Your cart is empty.

* 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:

* Item Type






Goods or Services.I can provide description and Total Amount

Goods.I can provide description, item price and quantity

Services.I can provide description, rate and quantity

Depending on which Item Type you choose, the screen will update the information required:

The screens for the different Item Types:

| Goods or Services: | Goods: | Services: |
|--|---|---|
| <p>* Item Type Goods or Services. I can provide description and Total Amount <small>Please select "Goods or Services" unless your item(s) are quantity based locked in unit price and will be billed by quantity</small></p> <p>* Item Description <input type="text"/></p> <p>* Category <input type="text"/> </p> <p>* Amount <input type="text"/></p> <p>* Currency <input type="text" value="CAD"/></p> | <p>* Item Type Goods. I can provide description, item price and quantity <small>Please select "Goods or Services" unless your item(s) are quantity based locked in unit price and will be billed by quantity</small></p> <p>* Item Description <input type="text"/></p> <p>* Category <input type="text"/> </p> <p>* Quantity <input type="text"/></p> <p>* Unit of Measure <input type="text"/> </p> <p>* Unit Price <input type="text"/></p> <p>* Currency <input type="text" value="CAD"/></p> | <p>* Item Type Services. I can provide description, rate and quantity <small>Please select "Goods or Services" unless your item(s) are quantity based locked in unit price and will be billed by quantity</small></p> <p>* Item Description <input type="text"/></p> <p>* Category <input type="text"/> </p> <p>* Quantity <input type="text"/></p> <p>* Unit of Measure <input type="text"/> </p> <p>* Rate per Unit <input type="text"/></p> <p>* Currency <input type="text" value="CAD"/></p> |


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. Total value entered should be before tax.

For example:

- If your order item type is “Goods or Services”, the Amount is 6000, the first invoice comes in at \$2,553.25 before tax. 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 before tax. Payment services will not be able to match as there will be a price variance.

2.2 Supplier Name:

* 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 pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier

Results

| Quick Select | Supplier | Site | D-U-N-S Num | Tax Reg Num | TIN | Contact | Phone |
|----------------------|----------|------|-------------|-------------|-----|---------|-------|
| No search conducted. | | | | | | | |



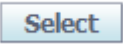
In the search field you can enter a partial value of the supplier name with % before and/or after and the system will provide a listing of values that match your criteria. For example, if your supplier is Test Supplier, you can enter Test% into the field and then click on the button.

Search By Supplier

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

Results

| | | | | | | | | Rows 1 to 27 |
|-----------------------|--------------|------------------------------|-----------|---------------|---------------|-------|-----------------|--|
| | Quick Select | Supplier ▲ | Site ▲ | D-U-N-S Num ▲ | Tax Reg Num ▲ | TIN ▲ | Contact | Phone |
| <input type="radio"/> | | TEST | SCOTLAND | | | | | |
| <input type="radio"/> | | TEST EQUIPMENT CONNECTION | LAKE MARY | | | | COX, KERI | 407 804-1780 X137 |
| <input type="radio"/> | | TEST PRODUCTS INTL LTD | MILTON | | | | | |
| <input type="radio"/> | | TESTBOURNE LTD | HAMPSHIRE | | | | | |
| <input type="radio"/> | | TESTEK INSTRUMENTS | H51786 | | | | | |
| <input type="radio"/> | | Test Supplier | P-CAD | | | | Customer Servic | 866 000-0000 |
| <input type="radio"/> | | Test Supplier | P-GBP | | | | Customer Servic | 866 000-0000 |
| <input type="radio"/> | | Test Supplier | P-USD | | | | Customer Servic | 866 000-0000 |
| <input type="radio"/> | | Test Veritas SRL | WIRE | | | | | |
| <input type="radio"/> | | TestAmerica Laboratories Inc | DALLAS | | | | | |
| <input type="radio"/> | | TestAmerica Laboratories Inc | DURHAM | | | | Wesley Dobbie | 1-800-351-1833 |

This will show you the Supplier, Site information as well as contact information. You can select by using the  or by clicking in the select radio button  and then . 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.

Search and Select: Supplier Name


 

Search

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

Search By

Results

| | | | | | | | | Rows 1 to 27 |
|----------------------------------|---|---------------------------|-----------|---------------|---------------|-------|---------------|--|
| <input type="radio"/> | Quick Select | Supplier ▲ | Site ▲ | D-U-N-S Num ▲ | Tax Reg Num ▲ | TIN ▲ | Contact | Phone |
| <input type="radio"/> |  | TEST | SCOTLAND | | | | | |
| <input type="radio"/> |  | TEST EQUIPMENT CONNECTION | LAKE MARY | | | | COX, KERI | 407 804-1780 X137 |
| <input type="radio"/> |  | TEST PRODUCTS INTL LTD | MILTON | | | | | |
| <input type="radio"/> |  | TESTBOURNE LTD | HAMPSHIRE | | | | | |
| <input type="radio"/> |  | TESTEK INSTRUMENTS | H51786 | | | | | |
| <input checked="" type="radio"/> |  | Test Supplier | P-CAD | | | | Customer Serv | 866 000-0000 |
| <input type="radio"/> |  | Test Supplier | P-GBP | | | | Customer Serv | 866 000-0000 |
| <input type="radio"/> |  | Test Supplier | P-USD | | | | Customer Serv | 866 000-0000 |

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:

New Supplier

Supplier Name

Site

Contact Name

Phone

Email

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

Search By

Results

| | Quick Select | Site ▲ | Address | Contact | Phone |
|-----------------------|--------------|--------|-------------------------------|-----------------|--------------|
| <input type="radio"/> | | P-CAD | address line 1 CAD P0S 0C0 CA | Customer Servic | 866 000-0000 |

If you wish to see all the sites (or change the site) you can remove Search By information and click the . This will display all the sites for the supplier, with location and contact information.

Search By

Results

| | Quick Select | Site ▲ | Address | Contact | Phone |
|-----------------------|--------------|--------|-------------------------------------|-----------------|---|
| <input type="radio"/> | | P-CAD | address line 1 CAD P0S 0C0 CA | Customer Servic | 866 000-0000 |
| <input type="radio"/> | | P-GBP | Address line 1 - GBP GBP P0S 000 GB | Customer Servic | 866 000-0000 |
| <input type="radio"/> | | P-USD | address Line 1 USA USAAK 000000 US | Customer Servic | 866 000-0000 |

You can select/change your information by selecting the radio button or the Quick Select button.

2.3 Item Description:

* Item Description

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

2.4 Category:

* 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.

Search By

Then you can enter a partial value to limit the list of return values:

Search By

Results

| | Quick Select | Category ▲ | Description △ |
|-----------------------|--------------|------------|--|
| <input type="radio"/> | | COMP1.SUPP | Computer - Hardware, Accessories & Peripherals |
| <input type="radio"/> | | COMP2.MAIN | Computer - software apps & websites - Repair Services, Preventative Maintenance, Support |
| <input type="radio"/> | | COMP2.SUPP | Software applications both locally hosted or cloud (SaaS) |

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

* Quantity * Unit of Measure * Unit Price
 * Amount

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

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 button.

Non-Catalog Request

Clear All **Add to Cart** Add to Favorites

* Indicates required field

| | | |
|--------------------|---|---|
| * Item Type | Goods.I can provide description, item price and quantity <input type="button" value="v"/> <small>Please select "Goods or Services" unless your item(s) are quantity based with a locked in unit price and will be billed by quantity</small> | <input type="checkbox"/> New Supplier |
| * Item Description | Computer server, product code 2345698 | Supplier Name <input type="text" value="Test Supplier"/> <input type="button" value="Q"/> |
| * Category | COMP1.SUPP <input type="button" value="v"/> <input type="button" value="Q"/> | Site <input type="text" value="P-CAD"/> <input type="button" value="Q"/> |
| * Quantity | 2 | Contact Name <input type="text" value="Customer Servic"/> |
| * Unit of Measure | Each <input type="button" value="v"/> <input type="button" value="Q"/> | Phone <input type="text" value="866 000-0000"/> |
| * Unit Price | 50000 | Email <input type="text" value="purchase@uoguelph.ca"/> |
| * Currency | CAD <input type="button" value="v"/> | |

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:

Shopping Cart

Your cart contains 2 lines.

Recently Added Lines

| | | |
|--------------------|------------|------|
| Computer server... | 2 | Each |
| Testing for new... | 100,000.00 | CAD |

NOTE: If you have items that have different taxes applicable, you will need to make sure they are entered as separate lines on your requisition. An item can only have one tax associated with it.

When you have all your items added to the cart for this supplier's purchases you can View Cart and Checkout

This will move you to a screen to view your current items and add additional information:

Shopping Cart

* Requisition Description

* When do you need these items?

* Where do they need to be delivered?

Additional Header Information

* Ship to Contact

* Contact Phone/Ext

Carrier Account No.

Freight / GL


* Bid/Quote Ref.

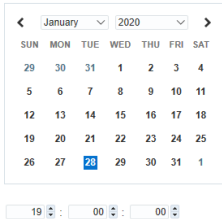
[▶ Show Delivery and Billing](#)

| Line | | Item Description | Unit | Quantity | Price | Amount (CAD) | Delete |
|--------------|-------------------------------------|---------------------------------|------------|-------------------------------------|--|-------------------|--------|
| 1 | <input checked="" type="checkbox"/> | Computer with new tax code HST- | Currency 1 | <input type="text" value="100000"/> | 1 CAD | 100,000.00 | |
| 2 | <input checked="" type="checkbox"/> | Computer server, product code | Each | <input type="text" value="2"/> | <input type="text" value="50000"/> CAD | 100,000.00 | |
| Total | | | | | | 200,000.00 | |

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  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 Odigit 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 to go the iProcurement website and access the Commodity Codes by buyer list. (<https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition>) or (<https://www.uoguelph.ca/finance/node/1353>)

View your current items and make changes if required:

Shopping Cart

* Requisition Description Computer and server with new tax code HST-15% PRV/FED

* When do you need these items? 12-Feb-2020 00:00:00

* Where do they need to be delivered? Purchasing Services

Additional Header Information

* Ship to Contact Elmer Fudd

* Contact Phone/Ext 519-824-4129 x44444

Carrier Account No. n/a

Freight / GL n/a

* Bid/Quote Ref. 7777777

Hide Delivery and Billing

Delivery **Billing**

* Requester LI-SHACK, RONG Lisa


Suggested Buyer KUINDERSMA, LIS

| Line | Item Description | Unit | Quantity | Price | Amount (CAD) | Delete |
|-------|---------------------------------|------------|----------|-----------|--------------|--------|
| 1 | Computer with new tax code HST- | Currency 1 | 100000 | 1 CAD | 100,000.00 | |
| 2 | Computer server, product code | Each | 2 | 50000 CAD | 100,000.00 | |
| Total | | | | | 200,000.00 | |

Continue Shopping Edit Save Submit

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:

Edit and Submit Requisition 1026348

[Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

* Indicates required field

Total 200,000.00 CAD
* Description Computer and server with new tax code HST-15% PRV/FED

Select Lines: [Update](#) [Copy](#) [Delete](#) |

| <input type="checkbox"/> | Details | Description | Quantity | Unit | Price | Amount (CAD) | Need By Date | Deliver-To Location | Attachment | SpotBuy | Suppliers | Delete |
|-------------------------------------|---------|---------------------------------|----------|------------|-----------|--------------|----------------------|---|------------|---------|-----------|--------|
| <input checked="" type="checkbox"/> | | Computer with new tax code HST- | 100000 | Currency 1 | 1 CAD | 100,000.00 | 12-Feb-2020 00:00:00 | Purchasing Services Enter one-time address | + | | | |
| <input type="checkbox"/> | | Computer server, product code | 2 | Each | 50000 CAD | 100,000.00 | 12-Feb-2020 00:00:00 | Purchasing Services Enter one-time address | + | | | |
| Total | | | | | | 200,000.00 | | | | | | |

Based on your approval authority, this requisition does not require approval by others.

Approvals

[Manage Approvals](#)

→ No Approvals Required

Notes And Attachments

Notes

Note To Buyer


Requisition Attachments





[Add Attachment...](#)

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |

[Return to Shopping](#)


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:

Select Lines: **Update** Copy Delete | 

| <input type="checkbox"/> | Details | Description | Quantity | Unit | Price |
|-------------------------------------|---|---|----------|------------|-----------|
| <input checked="" type="checkbox"/> |  | Computer with new tax code HST-  | 100000 | Currency 1 | 1 CAD |
| <input type="checkbox"/> |  | Computer server, product code  | 2 | Each | 50000 CAD |

6.1 General Ledger Account:

Billing

| Line | UofG COA | Project | Task | Expenditure Type | Expenditure Organization | Expenditure Item Date | Percent | Quantity | Amount (CAD) | Delete |
|--------------|---|----------------------|----------------------|----------------------|--------------------------|-----------------------|---------|----------|--------------|---|
| 1 | <input type="text" value="Fund.Unit.Grant.Project.Object.TBA"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 100 | 300 | 9,000.00 |  |
| Total | | | | | | | 100 | 300 | 9,000.00 | |

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

Apply this Cost Allocation information to all applicable requisition lines

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

| | | |
|---|---|---|
| 1 | <input type="text" value="100.002098.000000.000000.622"/> | <input type="text" value="Fund.Unit.Grant.Project.Object.TBA"/> |
|---|---|---|

or there is a search list available, by clicking on the icon beside the field, it will open a search and select window.

Search

* Fund

* Unit

* Grant

* Project

* Object

* TBA

You can enter the segments here or use the 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

* Fund
General Operating

* Unit
PURCHASING SERVICES-PURCHASING

* Grant


* Project

* Object

* TBA


Results



| | Code Combination |
|-----------------------|--|
| <input type="radio"/> | 100.002098.000000.000000.50914.000000000 |
| <input type="radio"/> | 100.002098.000000.000000.50933.000000000 |
| <input type="radio"/> | 100.002098.000000.000000.51404.000000000 |

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  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  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.

| Line | UofG COA | Project | Task | Expenditure Type | Expenditure Organization | Expenditure Item Date | Percent | Quantity | Amount (CAD) | Delete |
|--------------|---|---------|------|------------------|--------------------------|-----------------------|---------|----------|--------------|---|
| 1 | 100.002098.000000.000000.62552 <small>Fund.Unit.Grant.Project.Object.TBA</small> | | | | | | 50 | 150 | 4,500.00 |  |
| 2 | 8.000000.000000.62502.00000000 <small>Fund.Unit.Grant.Project.Object.TBA</small> | | | | | | 50 | 150 | 4,500.00 |  |
| Total | | | | | | | 100 | 300 | 9,000.00 | |

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

Apply this Cost Allocation information to all applicable requisition lines

Once the information is entered click on 

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

Apply this Cost Allocation information to all applicable requisition lines

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

Notes

Note To Buyer

Requisition Attachments

Add Attachment...

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |

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:

Note To Buyer

After information entered:

Note To Buyer

As discuss

Add Attachment...

To add an attachment click on the Add Attachment button. Change the attachment type if needed (choices include Text; File; Url <- do not use). 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 typin a note into the text box
- File type: allows adding files
- Other Type: (not used at present)

Add a Title for you 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:

Notes And Attachments

Notes

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

Requisition Attachments

| Add Attachment... | | | | | | | | |
|-------------------|------------|---------------|------------|-------------------|----------------|----------|--------|--------|
| Title ▲ | Type ▲ | Description ▲ | Category ▲ | Last Updated By ▲ | Last Updated ▲ | Usage ▲ | Update | Delete |
| Undefined | Short Text | | To Buyer | NTERI | 10-Feb-2020 | One-Time | | |

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:

Edit and Submit Requisition 1026348

[Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

* Indicates required field

Total 200,000.00 CAD
* Description Computer and server with new tax code HST-15% PRV/FED

Select Lines: [Update](#) [Copy](#) [Delete](#)

| <input type="checkbox"/> | Details | Description | Quantity | Unit | Price | Amount (CAD) | Need By Date | Deliver-To Location | Attachment | SpotBuy Suppliers | Delete |
|--------------------------|---------|---------------------------------|----------|------------|-----------|--------------|----------------------|---|------------|-------------------|--------|
| <input type="checkbox"/> | | Computer with new tax code HST- | 100000 | Currency 1 | 1 CAD | 100,000.00 | 12-Feb-2020 00:00:00 | Purchasing Services Enter one-time address | | | |
| <input type="checkbox"/> | | Computer server, product code | 2 | Each | 50000 CAD | 100,000.00 | 12-Feb-2020 00:00:00 | Purchasing Services Enter one-time address | | | |
| Total | | | | | | 200,000.00 | | | | | |

Based on your approval authority, this requisition does not require approval by others.

Approvals

[Manage Approvals](#)

No Approvals Required

Notes And Attachments

Notes

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

Requisition Attachments

[Add Attachment...](#)

| Title ^ | Type ^ | Description ^ | Category ^ | Last Updated By ^ | Last Updated ^ | Usage ^ | Update | Delete | Publish to Catalog |
|-----------|------------|---------------|------------|-------------------|----------------|----------|--------|--------|--------------------|
| Undefined | Short Text | | To Buyer | NTERI | 10-Feb-2020 | One-Time | | | |

[Return to Shopping](#)

[Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

Once you submit the requisition to the procurement system for processing, you will receive a confirmation:

Confirmation

Requisition 1026348 has been submitted.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

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:

Shop **Requisitions**

Requisitions | Notifications | Approvals

Requisitions

[Search](#)

Views

View

Indicates requisition with a pending change request.

Select requisition: |

Rows 1 to 30

| | Requisition | Description | Total | Quantity | Qty Delivered | Qty Cancelled | Open Quantity | Creation Date | Status | Order |
|-----------------------|-------------|---|----------------|----------|---------------|---------------|---------------|----------------------|----------|------------------|
| <input type="radio"/> | 1026348 | Computer and server with new tax code HST-15% PRV/FED | 200,000.00 CAD | 2 | 0 | 0 | 0 | 10-Feb-2020 11:43:21 | Approved | <u>202001436</u> |

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.

| Select | Requisition | Description | Total (CAD) | Creation Date | Status | Order |
|-----------------------|-------------------------|--|-------------|----------------------|----------|---------------------------|
| <input type="radio"/> | 1016474 | Apple fritter machine with training services | 6,700.00 | 30-May-2016 15:36:55 | Approved | 201602476 |

Standard Purchase Order: 202001436, 0 (Total CAD 200,000.00)

Actions [View Receipts](#)

Currency= CAD

Order Information

General

Total 200,000.00
 Supplier Test Supplier
 Supplier Site P-CAD
 Supplier Contact Customer Serv,
 Address address line 1
 CAD, P0S 0C0
 Buyer [KUINDERSMA, LIS](#)
 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
 Operating Unit UofG Main Operating Unit
 Supplier Order Number

Terms and Conditions

Payment Terms NET 30
 Carrier
 FOB FOB Destination
 Freight Terms See FOB Table
 below
 Shipping Control

Summary

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

Ship-To Address

Address Purchasing Services
 University Centre - Level 5
 50 Stone Road East
 Guelph, N1G 2W1

Bill-To Address

Address Accounts Payable
 University Centre - Level 5
 50 Stone Road East
 Guelph, N1G 2W1

PO Details

[Show All Details](#) | [Hide All Details](#)

| Details | Line ▲ | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|---------|--------|---------------|----------|---------------|--|------------|--------|-------|------------|--------|-------------|--------|
| ▶ | 1 | Miscellaneous | | | Computer with new tax code HST-15% PRV/FED | Currency 1 | 100000 | 1 | 100,000.00 | Open | 1 | |
| ▶ | 2 | Goods | | | Computer server, product code 2345698 with TESTz tax | Each | 2 | 50000 | 100,000.00 | Open | 1 | |