



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

TABLE OF CONTENTS

Introduction	2
Execution	2
Registration Process	3
Step 1 – Registration	3
Step 2 – System Operation, Notifications & Problem Solving.....	3
Step 3 – Login Process.....	3
Create Requisitions	4
Step 1 – Login I-Procurement	4
Step 2 – Select Non-Catalog Requests	5
Step 3 – Select Item Type	6
Step 4 – Item Description	7
Step 5 – Select Category – OPTION I	8
Step 5 – Select Category – OPTION II	11
Step 6 – Enter Quantity	14
Step 7 – Unit of Measure – OPTION I	15
Step 7 – Unit of Measure – OPTION II	20
Step 8 – Unit Price	22
Step 9 – Currency	23
Step 10 – Select Supplier	24
Step 11 – Add to Cart	29
Step 12 – View Cart & Checkout	30
Step 13 – Check Out –Mandatory Fields	32
Step 13 – Check Out – VI-Tax End Use	34
Step 13 – Check Out – VII - Need-by-Date	38
Step 13 – Check Out – VIII – Requester	39
Step 13 – Check Out – IX – Deliver-to-Location	43
Step 13 – Check out – X – Select Buyer	47
Step 14 – Charge Account	52
Step 15 – Justification, Notes to Buyer & Attachments	59
Step 16 – Checkout – Review & Submit	69
View, revise, Copy Requisitions	71
Appendix A to D – Reference Documents accessed from website under Purchasing Services Forms – Standard Operating Procedures	
PURCHASING METHODS	
• Appendix A> Procurement – Commodity Categories	
• Appendix B> Procurement - Unit of Measure	
• Appendix C> Procurement - End Use Description	
• Appendix D> Procurement - Buyer List	



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

INTRODUCTION

Purpose: To provide an online requisitioning tool for internal users, for faster and more accurate requisition processing. To achieve the ultimate goal of eliminating paper requisition.

Scope: For all High Value Purchase Orders, including live animal, radio-active, alcohol, and hazardous goods.

Note: For orders in Canadian, US, Euro and GBP currencies only.

Type: University internal use.

Responsibility(s):

U of G – Internal User Departments: Enter requisitions by proposing desired suppliers, submitting targeted pricing and ensuring department information (delivery, GL code, etc.)

U of G - Purchasing Services: Validate requisition submission for further purchase order completion.

U of G - CCS: Maintain Internet Procurement (iProcurement).

EXECUTION

Materials / Resources:

Access to University iProcurement website with User I.D. & Password
Access to Help Desk of Purchasing Department



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

REGISTRATION PROCESS

Step 1 Registration Process

Requisitioners will be provided with a user I.D. and password to access University's WebVPN webpage for secure access, if they do not have VPN access.

Upon registration, Purchasing Services will provide another set of user I.D and password for entry into the Oracle iProcurement through WebVPN.

Step 2 System operation, notifications and problem solving

Hours of Operation: Accessible at any time, any day; unless notified otherwise.

Systems Maintenance: The system will not be available during periods of maintenance. An email will be issued to your designated personnel regarding upcoming system maintenance periods.

Help Desk: For assistance regarding:

- access to the iProcurement (no prior notices received)
- data entry related questions, such as setting up new suppliers, new department delivery address
- other

Available personnel in Purchasing Services for problem solving:

- Lynne Harbin, 519-824-4120 ext 58482, lharbin@uoguelph.ca
- Mary Mollison, 519-824-4120 ext 53766, mmolliso@uoguelph.ca
- Hui Zhu, 519-824-4120 ext 52878, huizhu@uoguelph.ca

Step 3 Login Process

Log onto iProcurement: <http://norton.cs.uoguelph.ca:8001/>

After clicking "Apps Logon Links" on the left and "E-Business Home Page" icon will pop up on the right. After clicking on it, a Login screen will appear. Type in the user I.D. and password provided by Purchasing Department.

In case password is forgotten, contact Purchasing Services help desk.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

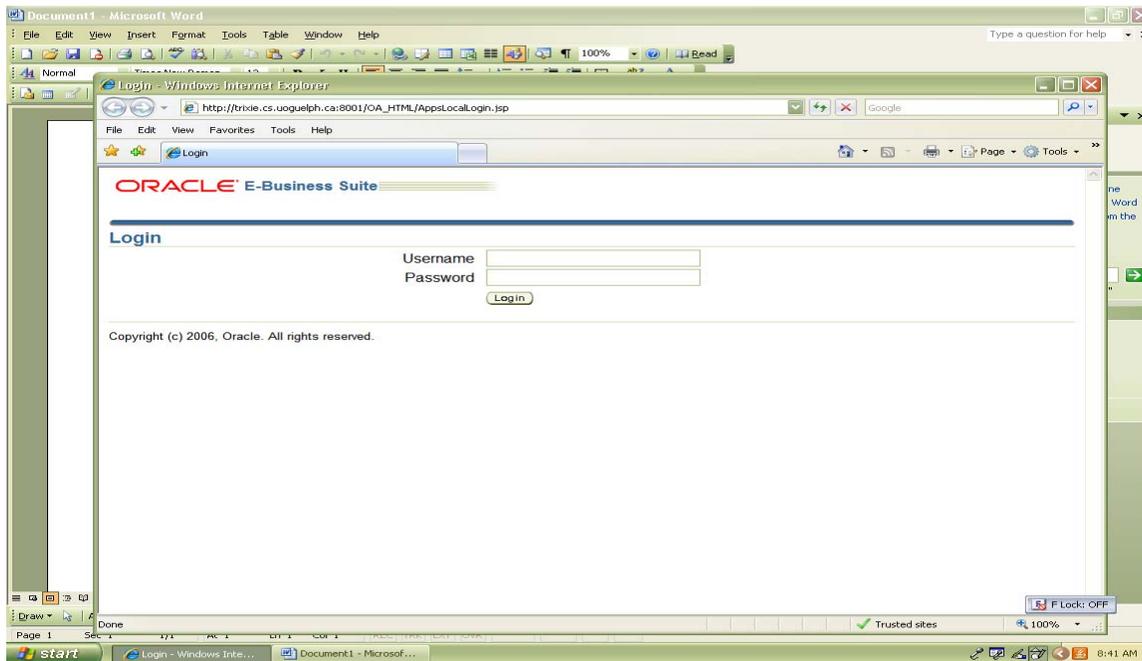
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

CREATE REQUISITIONS

Step 1 Login I-Procurement





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 2 Select Non-Catalog Requests

The screenshot shows the Oracle iProcurement 'Shop' interface. At the top, there are navigation links for 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a search bar with a dropdown menu set to 'Main Store' and a 'Go' button. A 'Shopping Cart' notification box on the right states 'Your cart is empty.' The 'My Requisitions' section contains a table with the following data:

Requisition	Description	Total (CAD)	Status	Copy	Change
253	4 X 4 LITER	87.00	Approved	[icon]	[icon]
252	4 x 4 litre 95 % Ethanol Alcohol	87.00	Approved	[icon]	[icon]
236	4 x 4 litre 95% Ethanol Alcohol	87.00	Approved	[icon]	[icon]
235	95% 4 x4 litre Ethanol	87.00	Approved	[icon]	[icon]
233	95% Ethanol 4 x 4 litre	87.00	Approved	[icon]	[icon]

At the bottom of the page, there are links for 'Shop', 'Requisitions', 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help', along with a 'Privacy Statement' link. The footer text reads 'Copyright (c) 2006, Oracle. All rights reserved.'



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

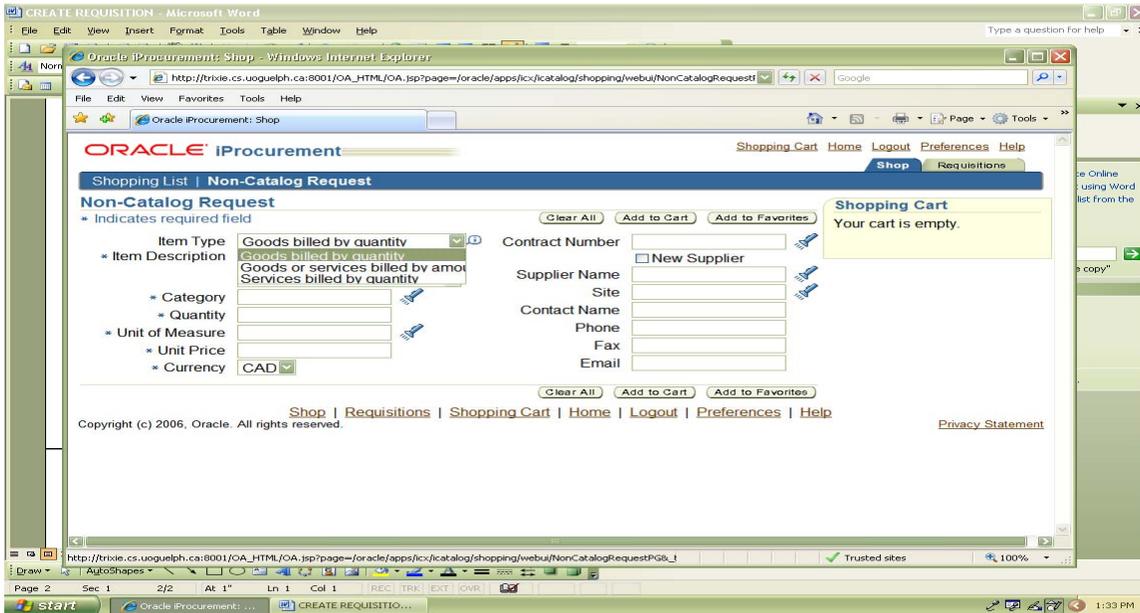
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 3

Select Item Type, click on choices provided:

- Goods billed by quantity
- Goods or services billed by amount
- Services billed by quantity





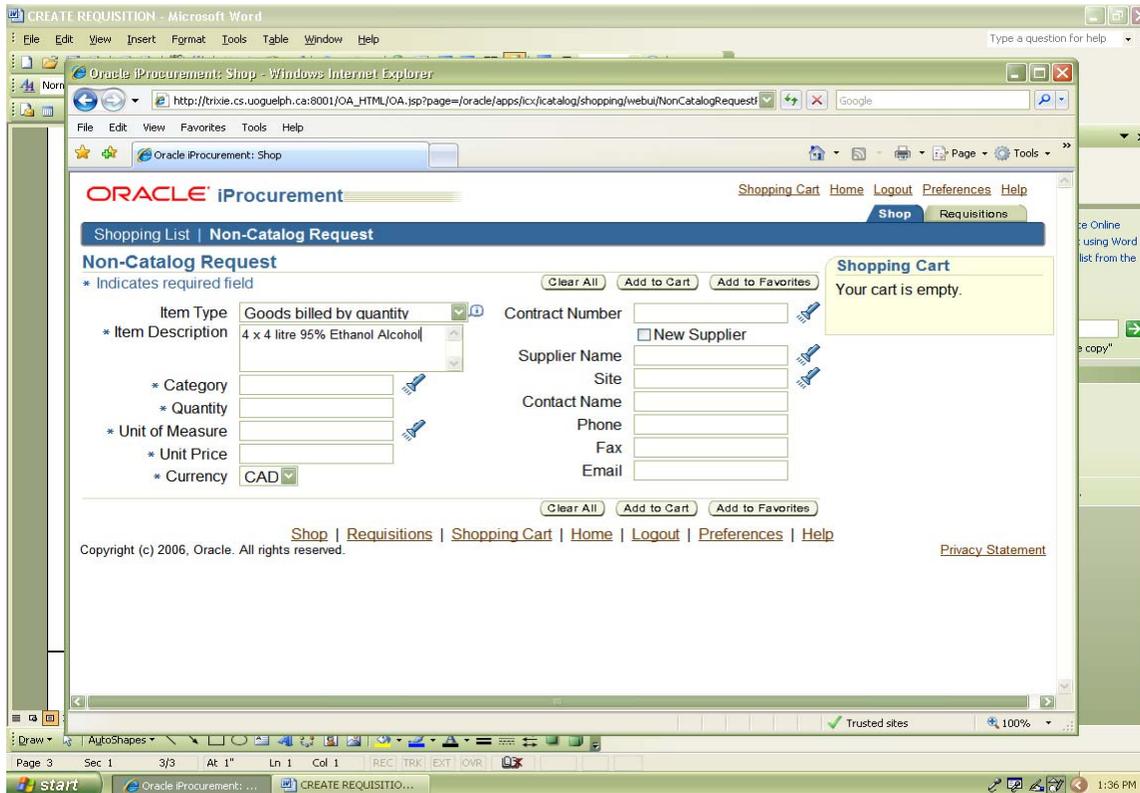
Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 4 Type Item Description – type as much detail as possible





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

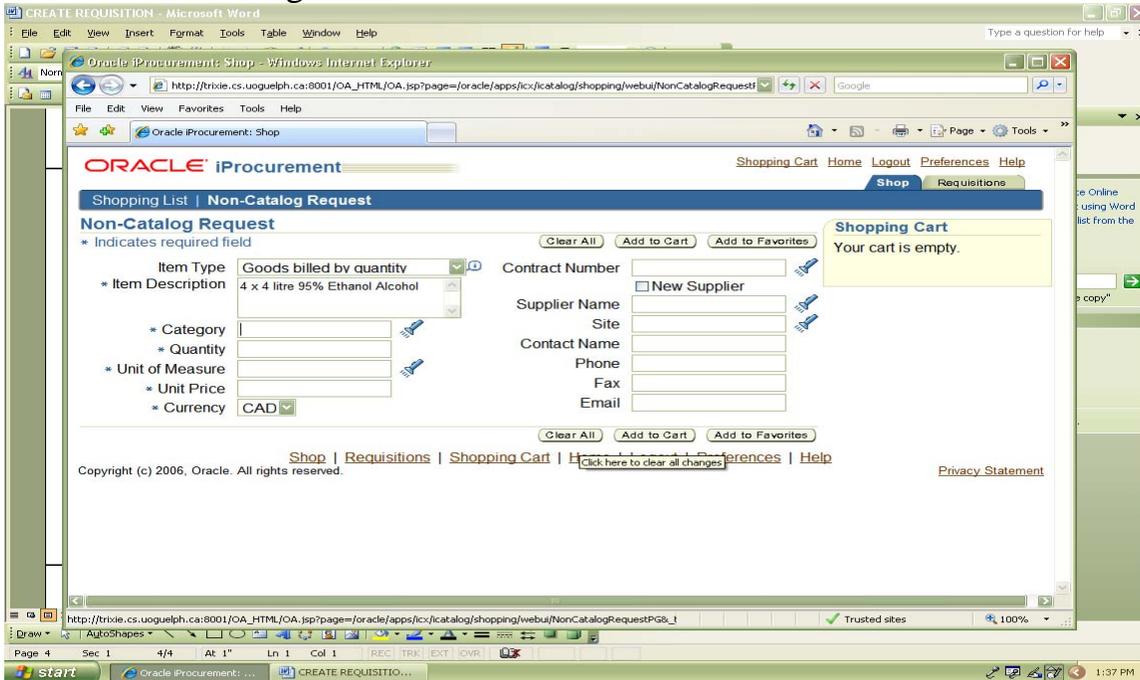
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

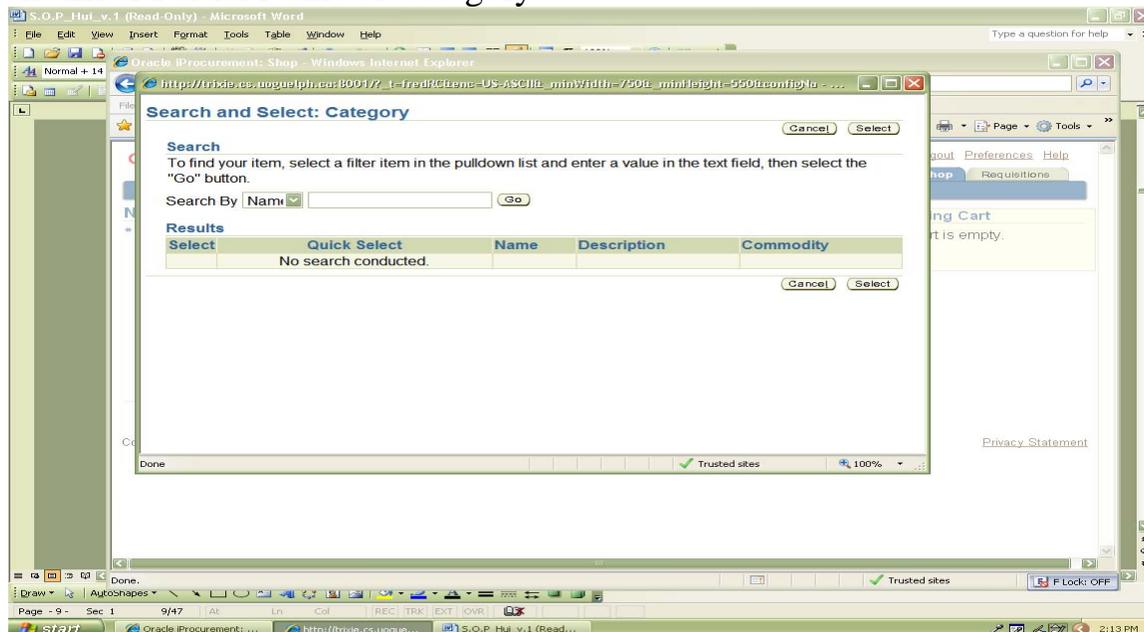
N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 5 - OPTION I Select Category (commodity) – refer to Appendix A for commodity list

-i- Click on Flashlight



-ii- Enter Partial Name of Category





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

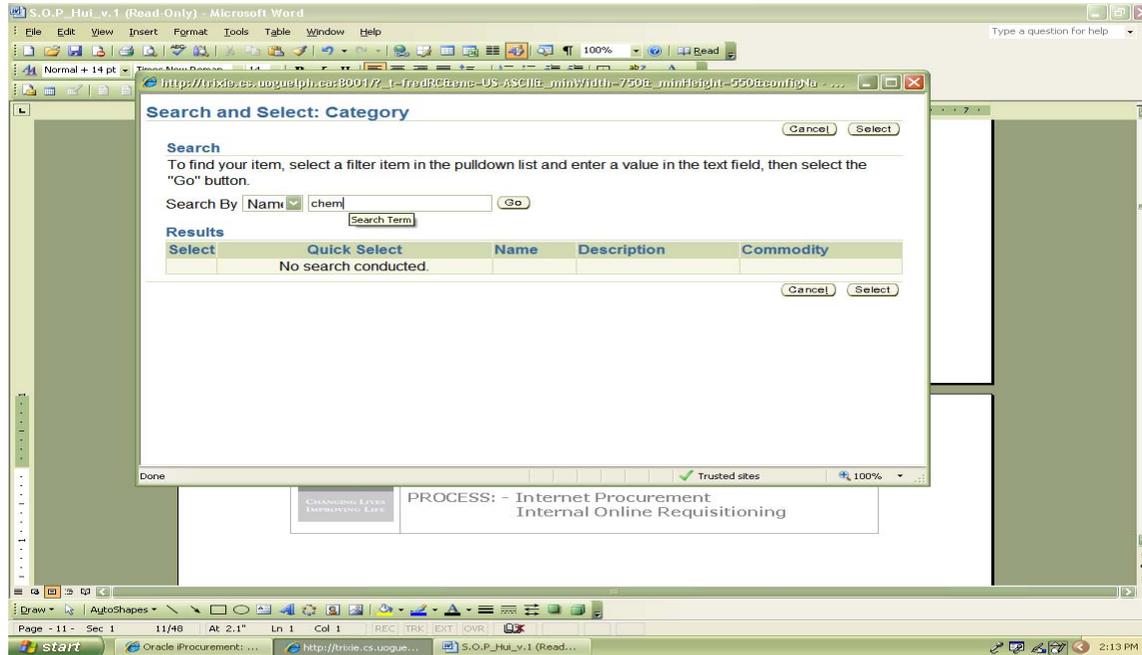
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

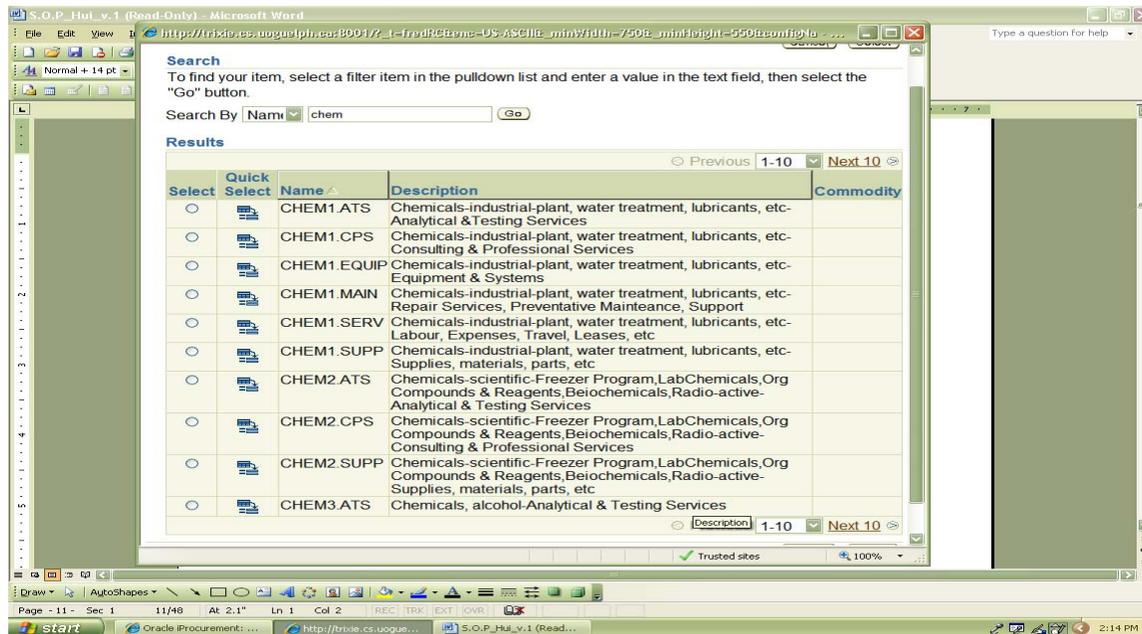
N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 5 - OPTION I Select Category (commodity) - continued – refer to Appendix A for commodity list

-iii- Click on ‘Go’



-iv- Continue - Select “Next 10”





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

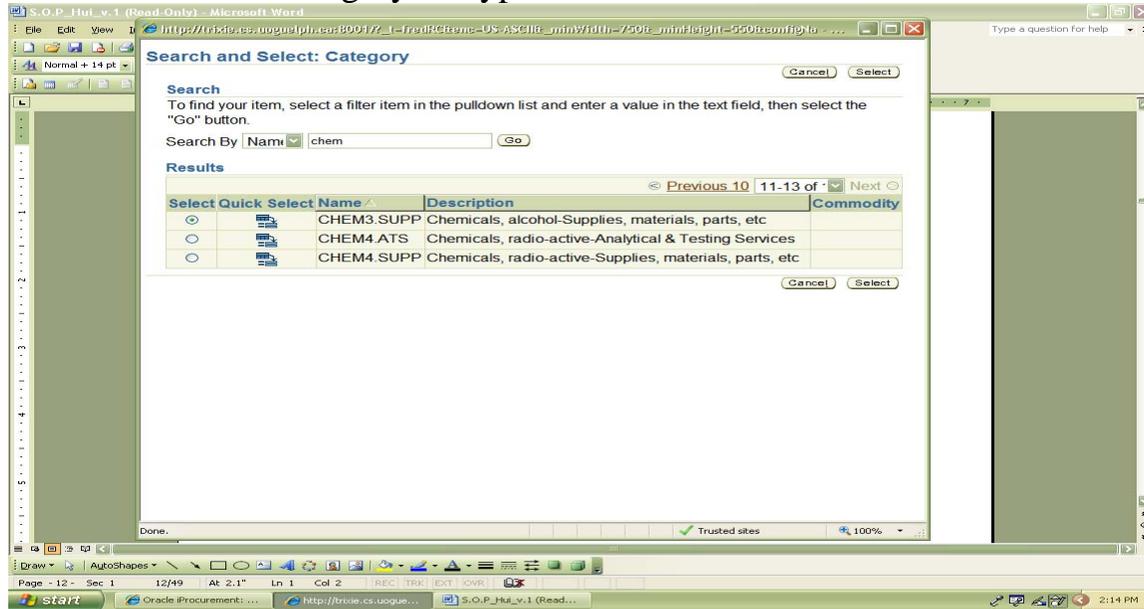
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

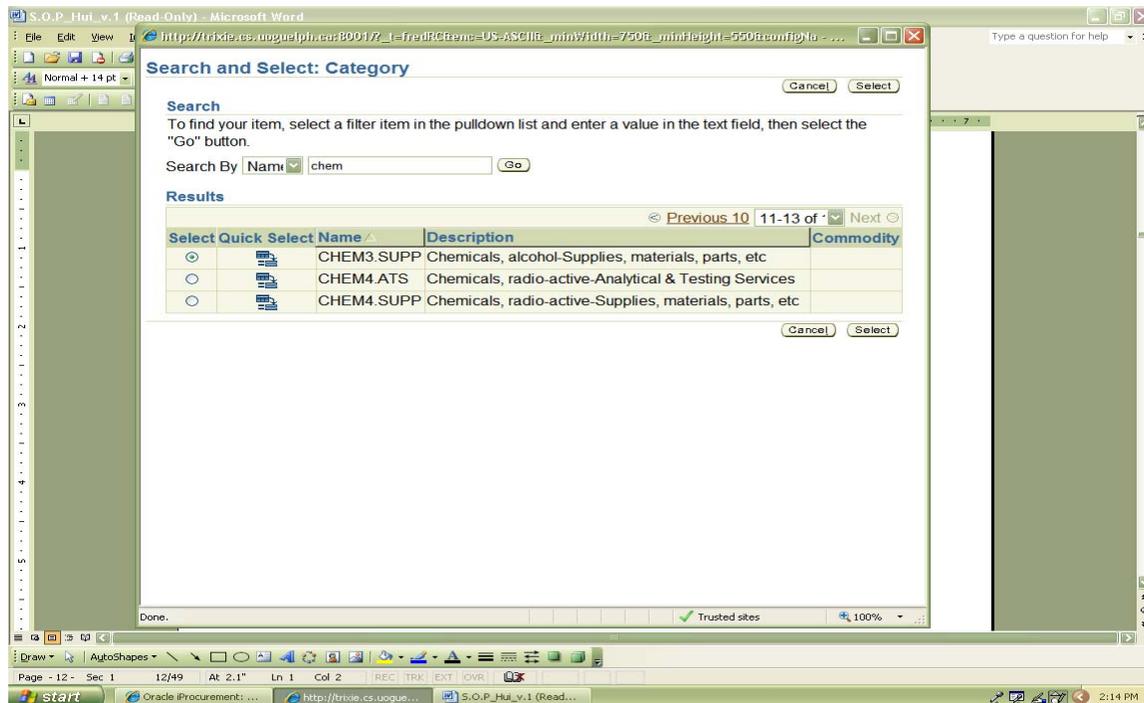
N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 5 - OPTION I Select Category (commodity) - continued – refer to Appendix A for commodity list

-v- Select correct Category & Type



-vi- Click on 'Select'



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

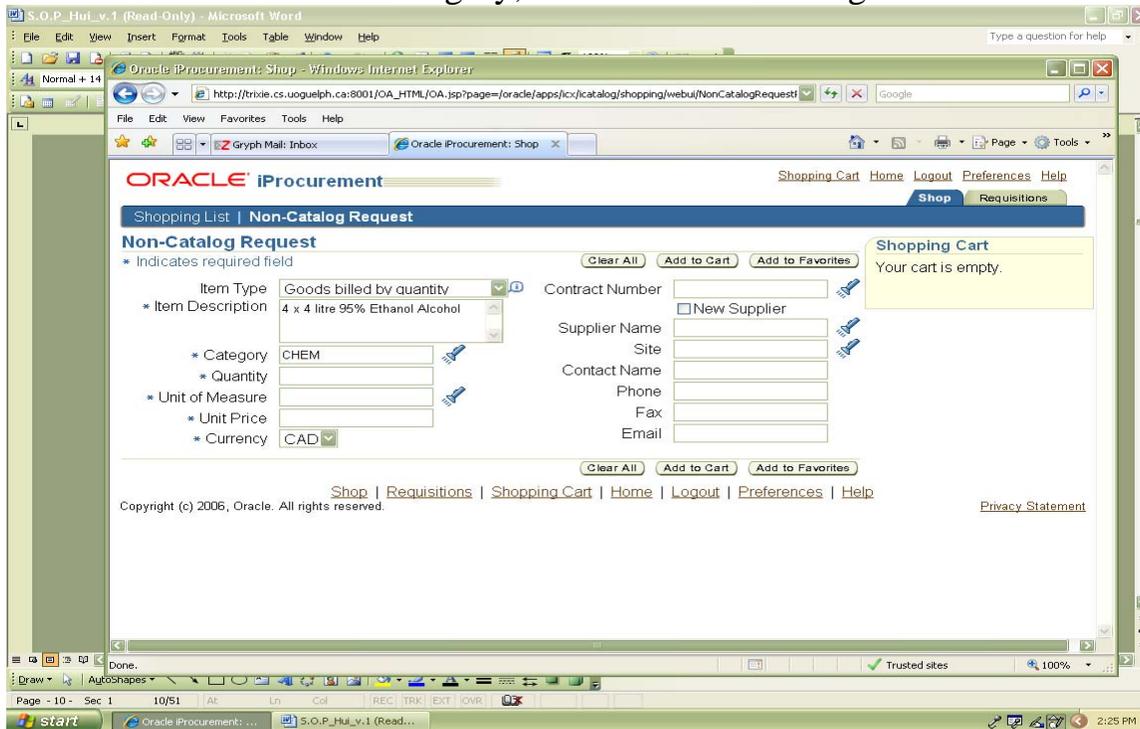
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 5 -OPTION II Select Category (commodity) – refer to Appendix A for commodity list

-i- Enter Partial name of Category; tab or click on flashlight



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

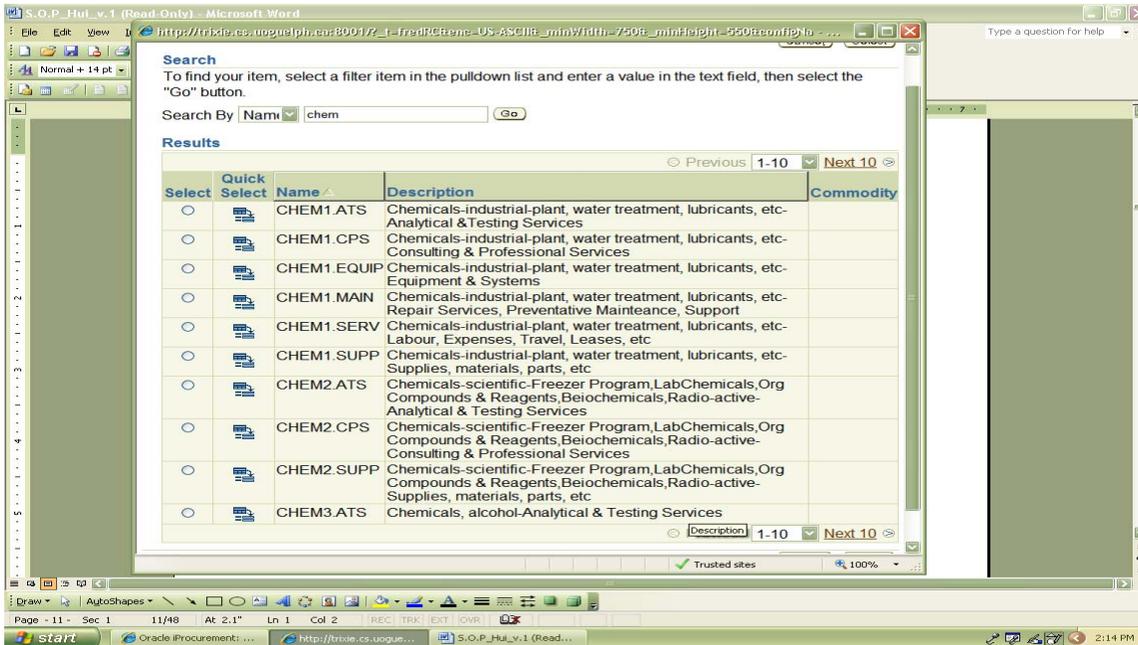
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 5 -OPTION II Select Category (commodity) – refer to Appendix A for commodity list

-ii- Click on ‘Next 10’



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 5 -OPTION II Select Category (commodity) - continued – refer to Appendix A for commodity list -iii- Click on Correct Category & Type



Search and Select: Category

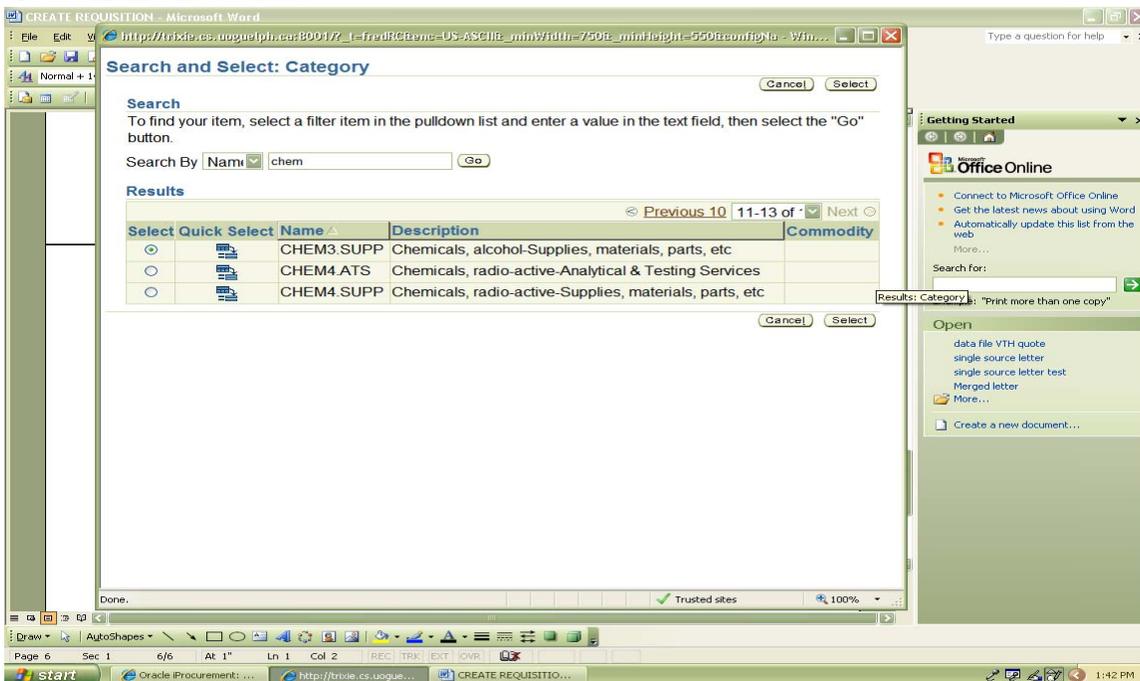
Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name chem

Results

Select	Quick Select	Name	Description	Commodity
<input type="radio"/>	<input type="checkbox"/>	CHEM3.SUPP	Chemicals, alcohol-Supplies, materials, parts, etc	
<input type="radio"/>	<input type="checkbox"/>	CHEM4.ATS	Chemicals, radio-active-Analytical & Testing Services	
<input type="radio"/>	<input type="checkbox"/>	CHEM4.SUPP	Chemicals, radio-active-Supplies, materials, parts, etc	

-iv- Click on 'Select'



Search and Select: Category

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 Name chem

Results

Select	Quick Select	Name	Description	Commodity
<input type="radio"/>	<input type="checkbox"/>	CHEM3.SUPP	Chemicals, alcohol-Supplies, materials, parts, etc	
<input type="radio"/>	<input type="checkbox"/>	CHEM4.ATS	Chemicals, radio-active-Analytical & Testing Services	
<input type="radio"/>	<input type="checkbox"/>	CHEM4.SUPP	Chemicals, radio-active-Supplies, materials, parts, etc	



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 6 Enter quantity

The screenshot displays the Oracle iProcurement 'Non-Catalog Request' form. The form is titled 'Non-Catalog Request' and includes a 'Shopping Cart' notification that says 'Your cart is empty.' The form fields are as follows:

- Item Type: Goods billed by quantity
- Item Description: 4 x 4 litre 95% Ethanol Alcohol
- Category: CHEM3.SUPP
- Quantity: 1
- Unit of Measure: [empty]
- Unit Price: [empty]
- Currency: CAD
- Contract Number: [empty]
- Supplier Name: [empty]
- Site: [empty]
- Contact Name: [empty]
- Phone: [empty]
- Fax: [empty]
- Email: [empty]

The browser window shows the URL: http://trixie.cs.uoguelph.ca:8001/OA_HTML/OA.jsp?page=/oracle/apps/icc/catalog/shopping/webui/NonCatalogRequest



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

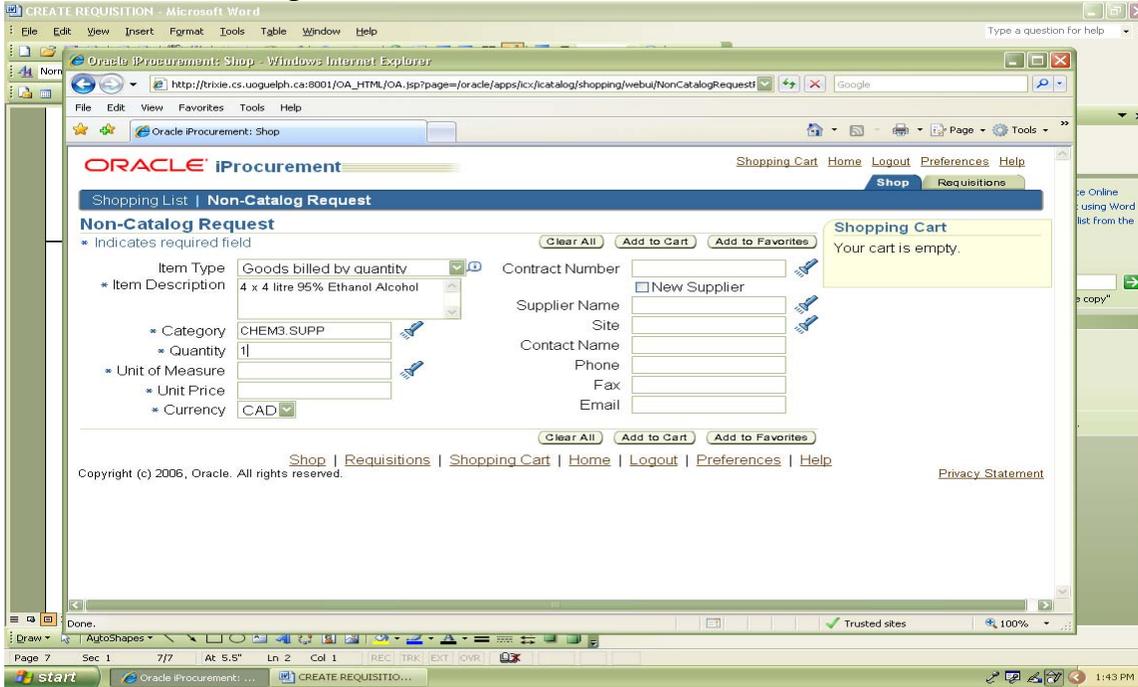
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 7 - OPTION I Select Unit of Measure – refer to Appendix B for Unit of Measure

-i- Click on Flashlight





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

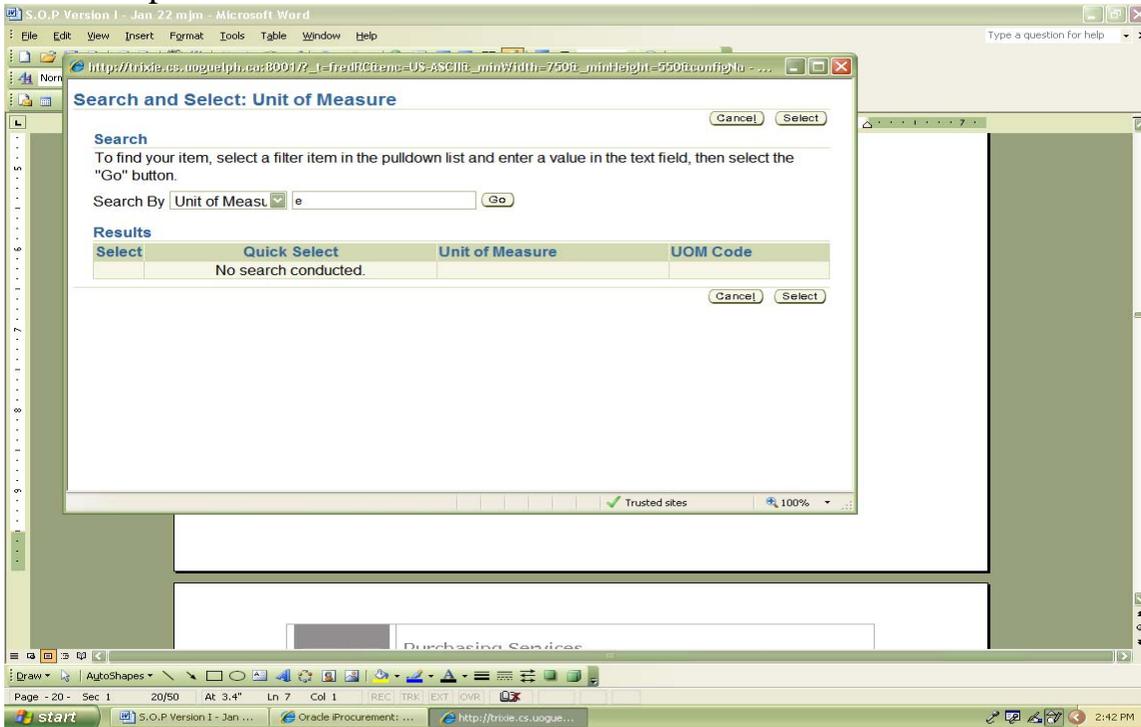
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 7 - OPTION I Select Unit of Measure – refer to Appendix B for Unit of Measure

-ii- Enter partial word to search





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

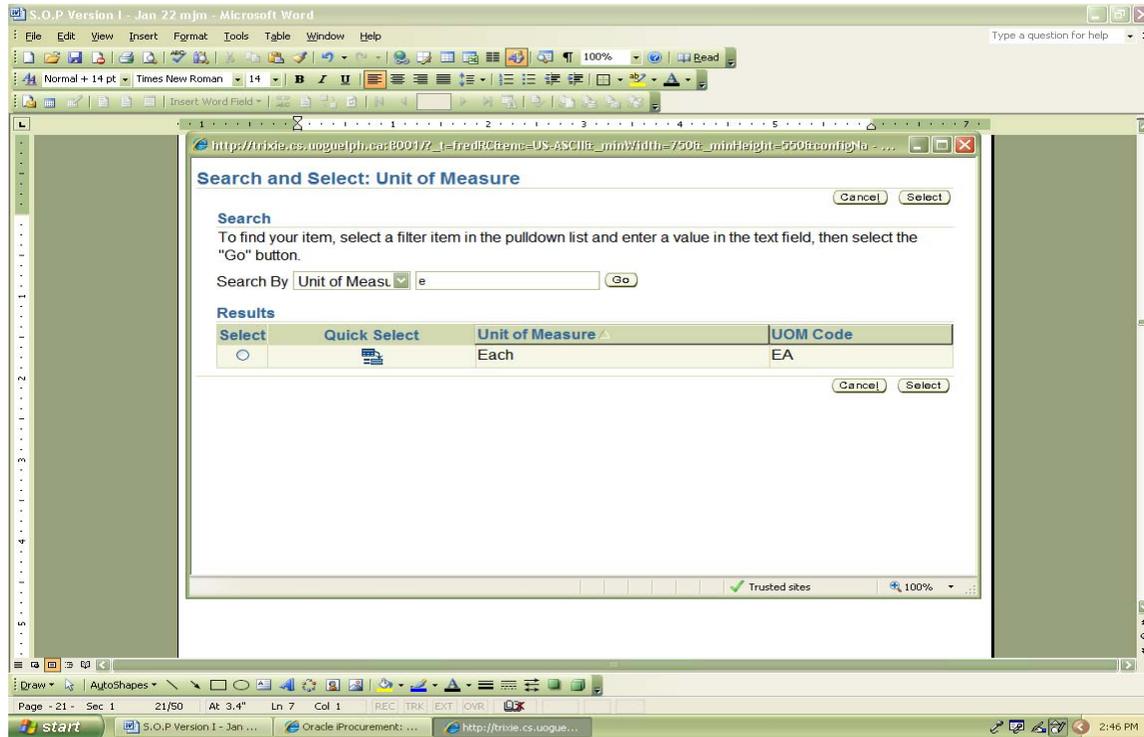
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 7 - OPTION I Select Unit of Measure – refer to Appendix B for Unit of Measure

-iii- Click on ‘Go’





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

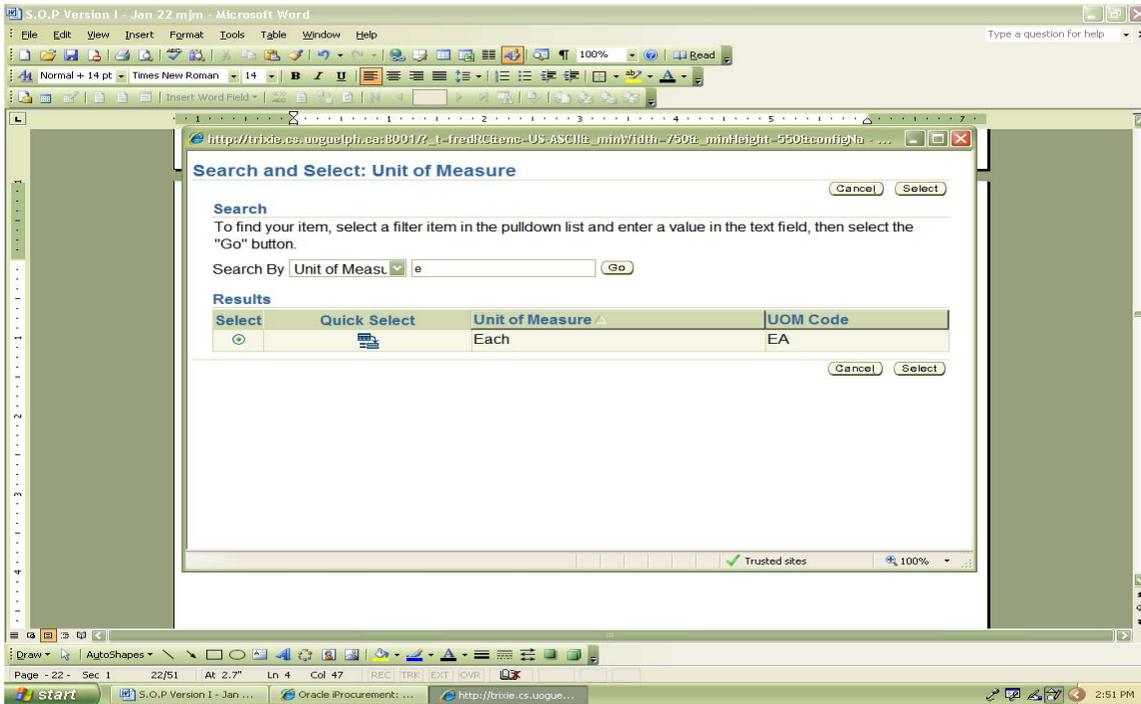
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 7 - OPTION I Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

-iv- Select Correct Unit of Measure from list





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

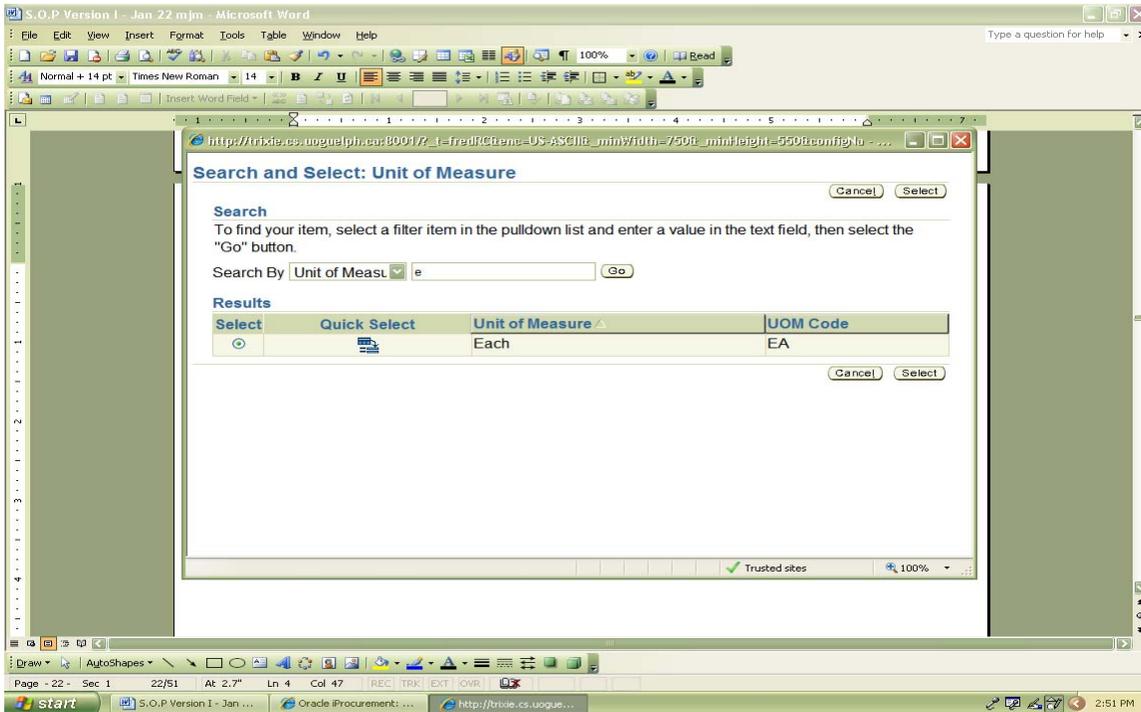
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 7 - OPTION I Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

-v- Click on ‘Select’



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

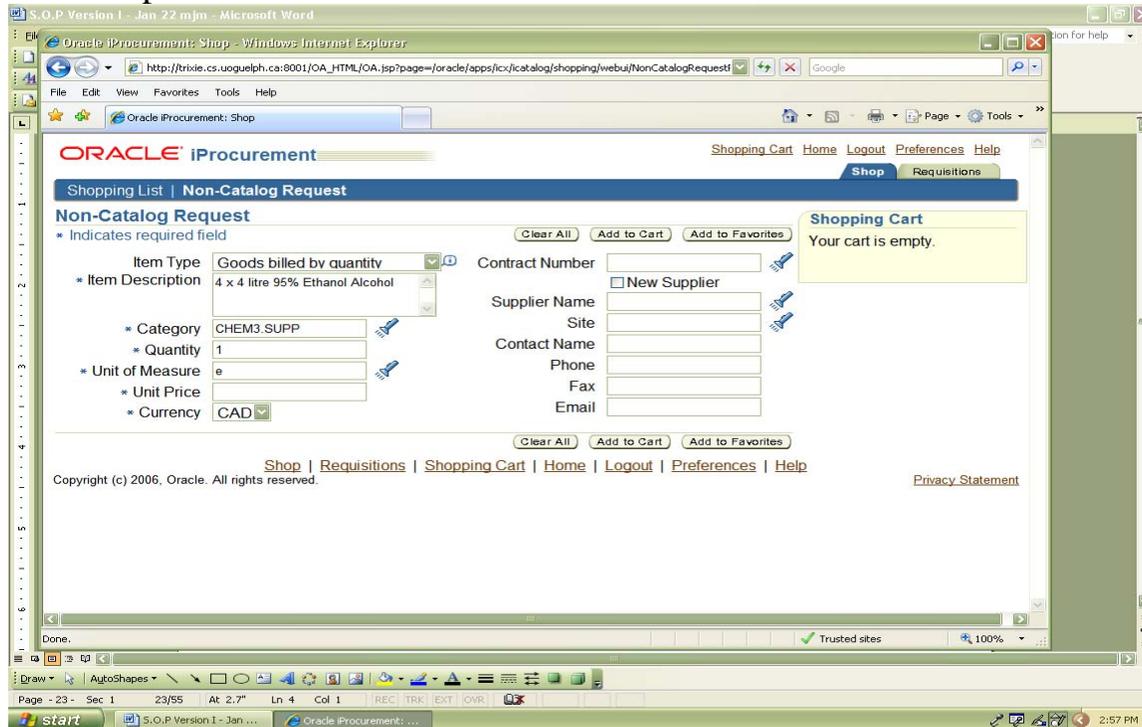
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 7 - OPTION II Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

-i- Enter partial word to search





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

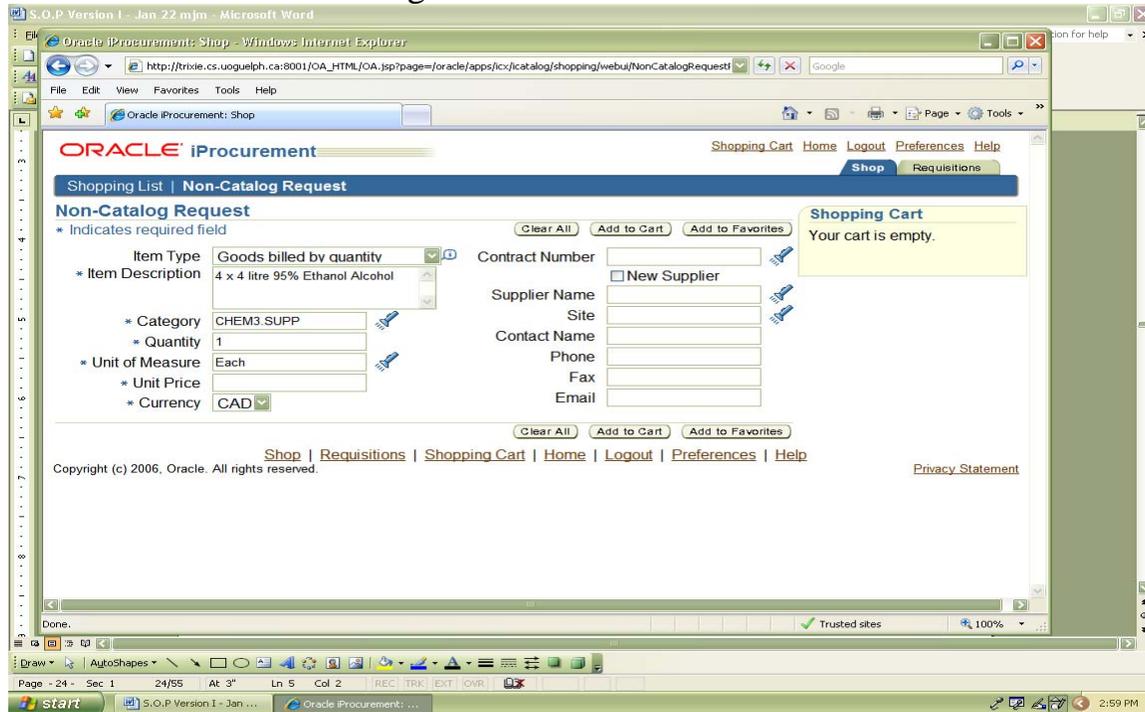
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 7 - OPTION II Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

-ii- Tab or Click on Flashlight





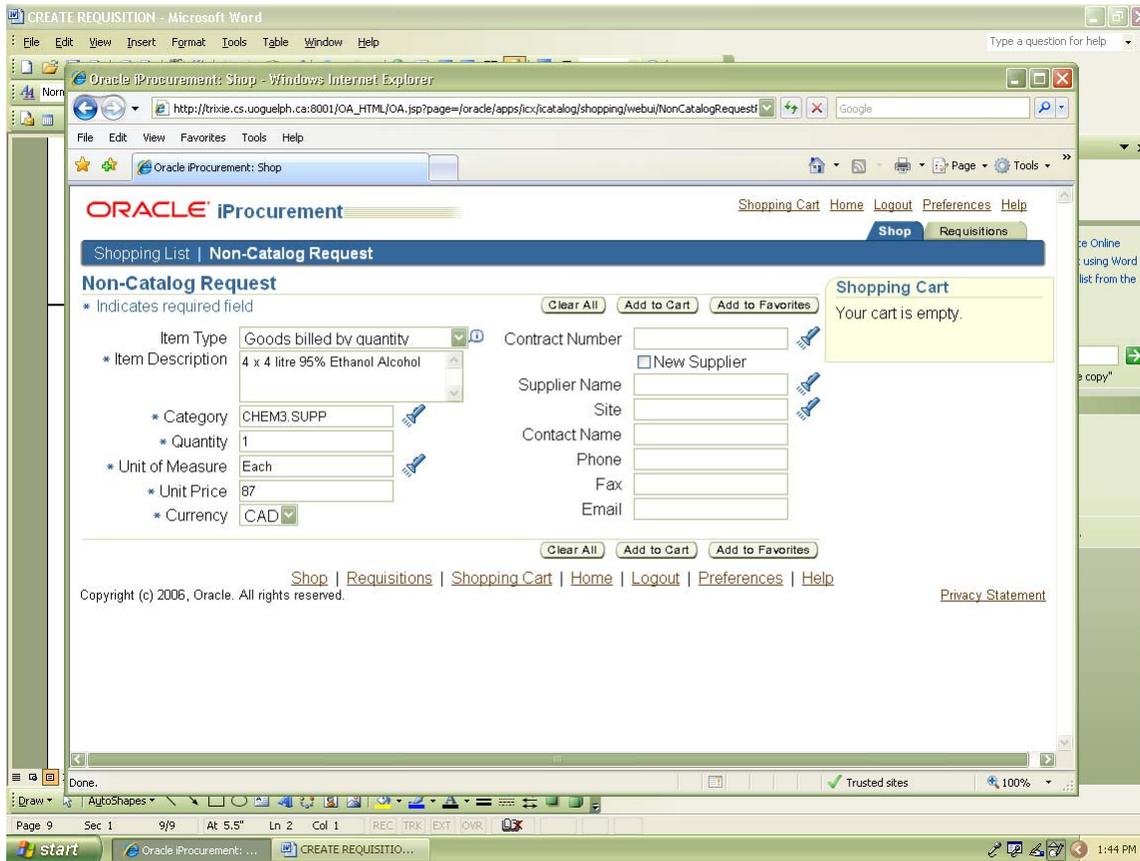
Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 8 Enter unit price



Price entered is the pricing before applicable tax.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

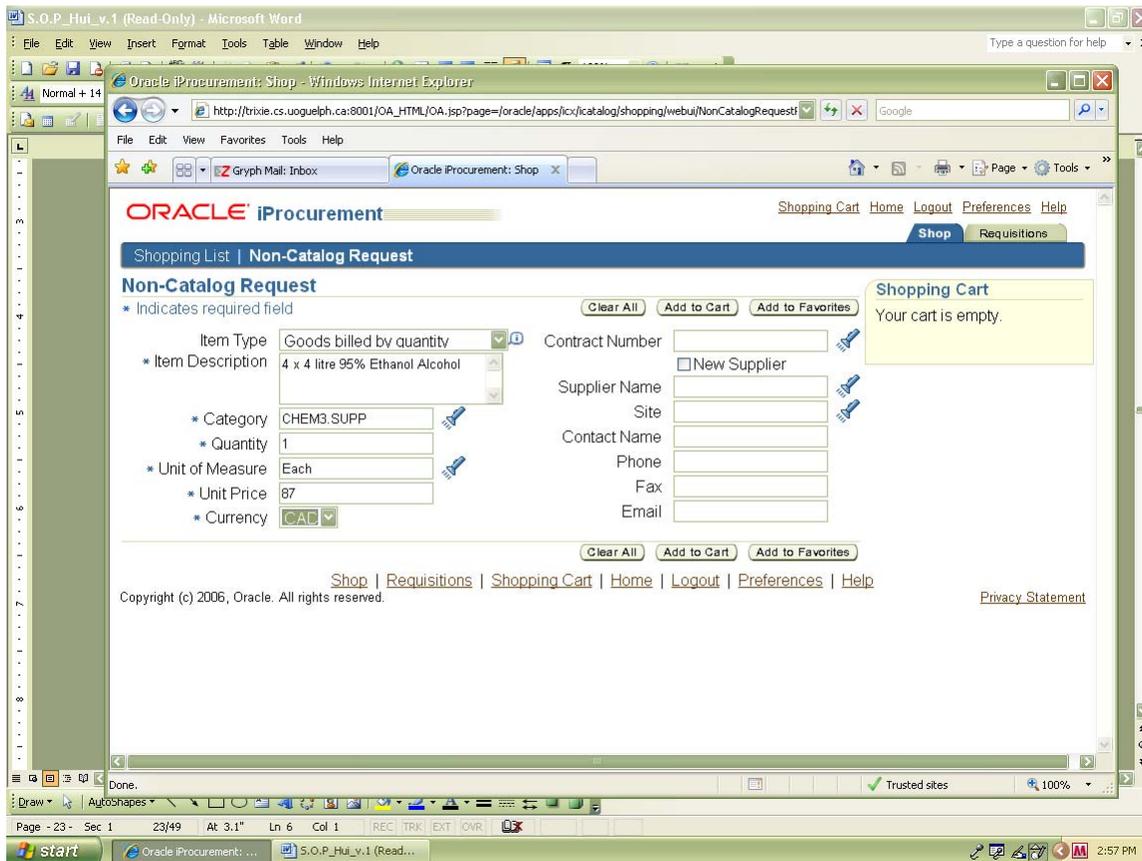
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 9 Enter currency

Click the “search” button and pick up currency from the dropdown list. Only four currencies are available – CAD, USD, EURO, and GBP. CAD is the default currency.





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

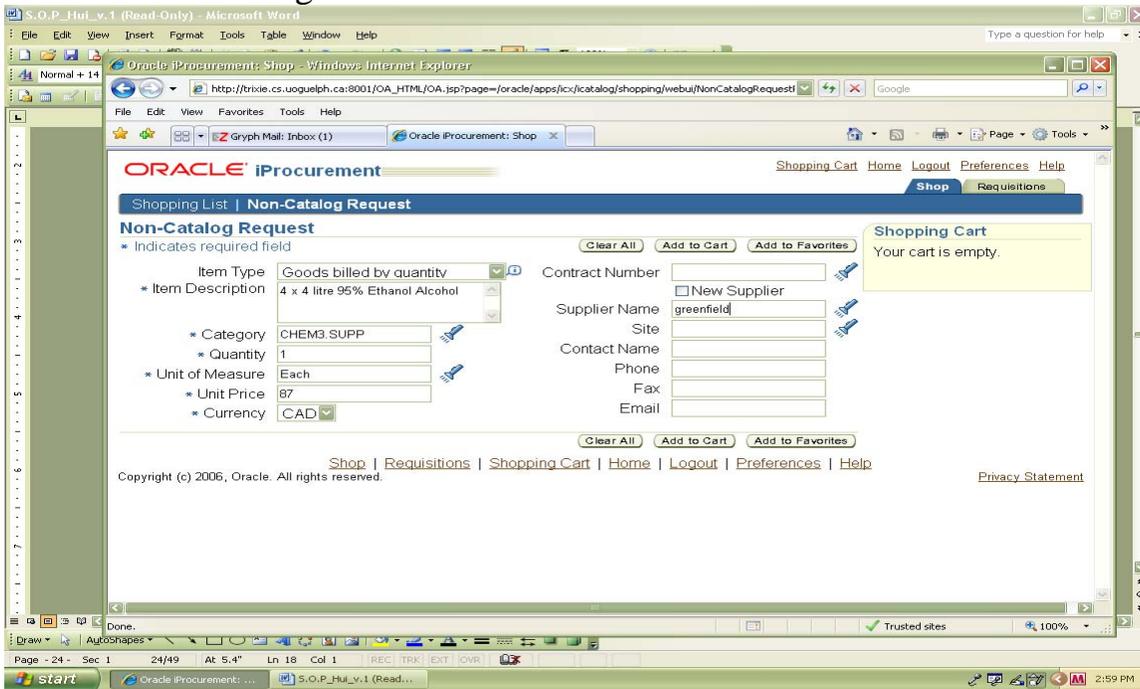
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 10 Select Supplier

- i- Type partial name
- ii- Click on Flashlight to search database





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 10 Select Supplier - continued

-iii- List of Suppliers

Check site and Select ONLY the supplier with 'P'

Search and Select: Supplier Name

Search By:

Select	Quick Select	Supplier	Site	Address	Contact	Phone	Fax	Email
<input type="radio"/>		GREENFIELD COMMUNITY COLLEGE	GREENFIELD	ATTN ACCTS PAYABLE 200 MAIN ST GREENFIELD MA 01301 US				
<input type="radio"/>		GREENFIELD FINANCIAL GROUP INC	TORONTO	20 QUEEN ST W SUITE 316 TORONTO M5H 3R3 CA				
<input type="radio"/>		Greenfield Ethanol Inc	P-BRAMPTON	2 Chelsea Lane Brampton L6T 3Y4 CA	Bastedo, J	1-416-417-7038 cell	1-905-790-7700	j.bastedo@comalc.com
<input type="radio"/>		Greenfield Ethanol Inc	P-BRAMPTON	2 Chelsea Lane Brampton L6T 3Y4 CA	Magee, Marianne	1-800-256-3149 #12	1-905-790-7700	m.magee@comalc.com



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 10 Select Supplier – continued

-iii- List of Suppliers

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

Select	Quick Select	Supplier	Site	Address	Contact	Phone	Fax	Email
<input type="radio"/>		GREENFIELD COMMUNITY COLLEGE	GREENFIELD	ATTN ACCTS PAYABLE 200 MAIN ST GREENFIELD MA 01301 US				
<input checked="" type="radio"/>		GREENFIELD FINANCIAL GROUP INC	TORONTO	20 QUEEN ST W SUITE 316 TORONTO M5H 3R3 CA				
<input type="radio"/>		Greenfield Ethanol Inc	P-BRAMPTON	2 Chelsea Lane Brampton L6T 3Y4 CA	Bastedo, J	1-416-417-7038 cell	1-905-790-7700	j.bastedo@comalc.com
<input type="radio"/>		Greenfield Ethanol Inc	P-BRAMPTON	2 Chelsea Lane Brampton L6T 3Y4 CA	Magee, Marianne	1-800-256-3149 #12	1-905-790-7700	m.magee@comalc.com
<input type="radio"/>		Greenfield, Jamie						
<input type="radio"/>		Greenfield, Laura						
<input type="radio"/>		Greenfield, Peter						



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROCESSD3.pdf).

Step 10 Select Supplier – continued

-iv- Click on ‘Select’

Search and Select: Supplier Name

Search By:

Results

Select	Quick Select	Supplier	Site	Address	Contact	Phone	Fax	Email
<input type="radio"/>	<input type="checkbox"/>	GREENFIELD COMMUNITY COLLEGE	GREENFIELD	ATTN ACCTS PAYABLE 200 MAIN ST GREENFIELD MA 01301 US				
<input checked="" type="radio"/>	<input type="checkbox"/>	GREENFIELD FINANCIAL GROUP INC	TORONTO	20 QUEEN ST W SUITE 316 TORONTO M5H 3R3 CA				
<input type="radio"/>	<input type="checkbox"/>	Greenfield Ethanol Inc	P-BRAMPTON	2 Chelsea Lane Brampton L6T 3Y4 CA	Bastedo, J	1-416-417-7038 cell	1-905-790-7700	j.bastedo@comalc.com
<input type="radio"/>	<input type="checkbox"/>	Greenfield Ethanol Inc	P-BRAMPTON	2 Chelsea Lane Brampton L6T 3Y4 CA	Magee, Marianne	1-800-256-3149 #12	1-905-790-7700	m.magee@comalc.com
<input type="radio"/>	<input type="checkbox"/>	Greenfield, Jamie						
<input type="radio"/>	<input type="checkbox"/>	Greenfield, Laura						
<input type="radio"/>	<input type="checkbox"/>	Greenfield, Peter						



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

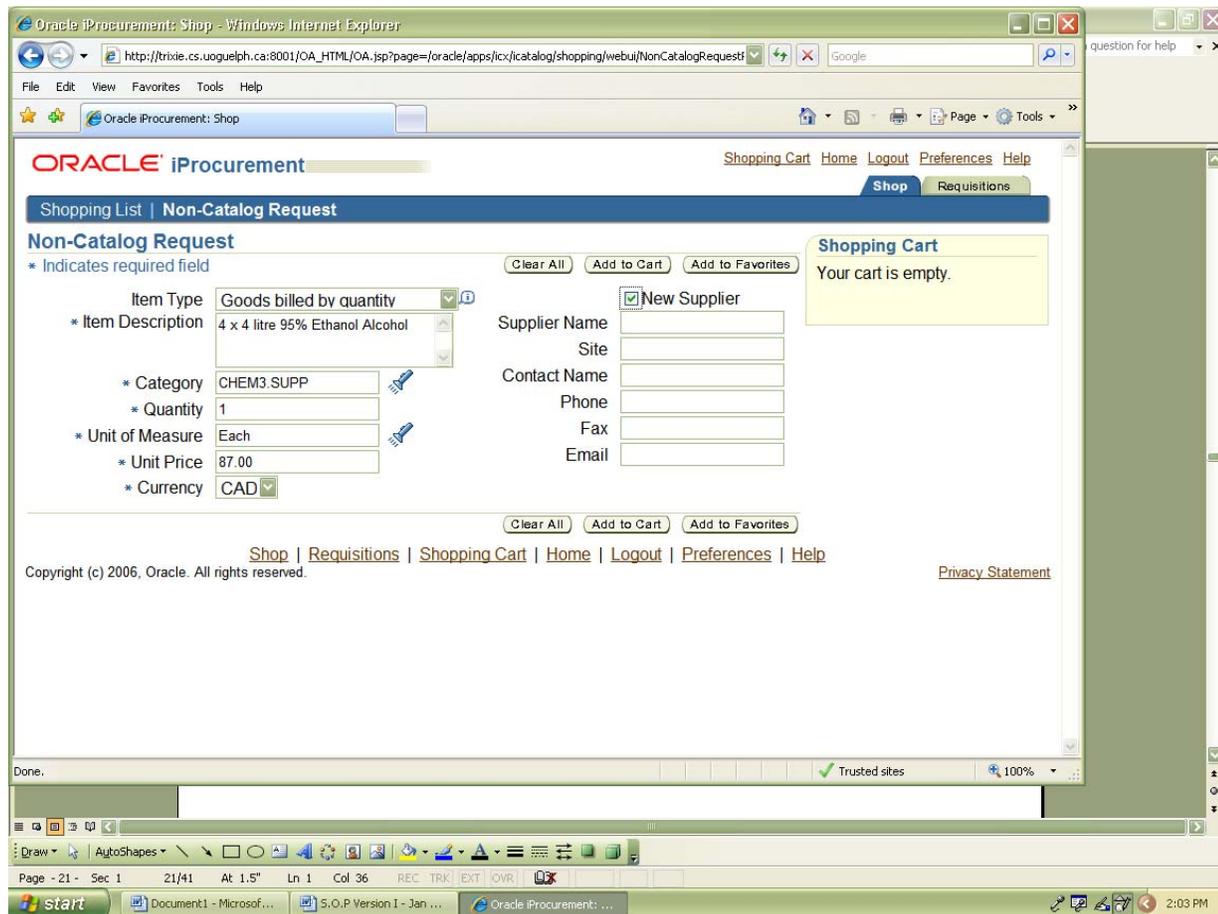
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 10 Select Supplier - continued

NOTE: If supplier has no ‘P’ in the site, click on ‘New Supplier’ and complete the information required. A new ‘P’ site will be added to the database by Purchasing Services

In the case of a Supplier that is ‘NEW’ to the University click on ‘New Supplier’ and complete the information required. This supplier and site information will be added to the database by Purchasing Services after verification.





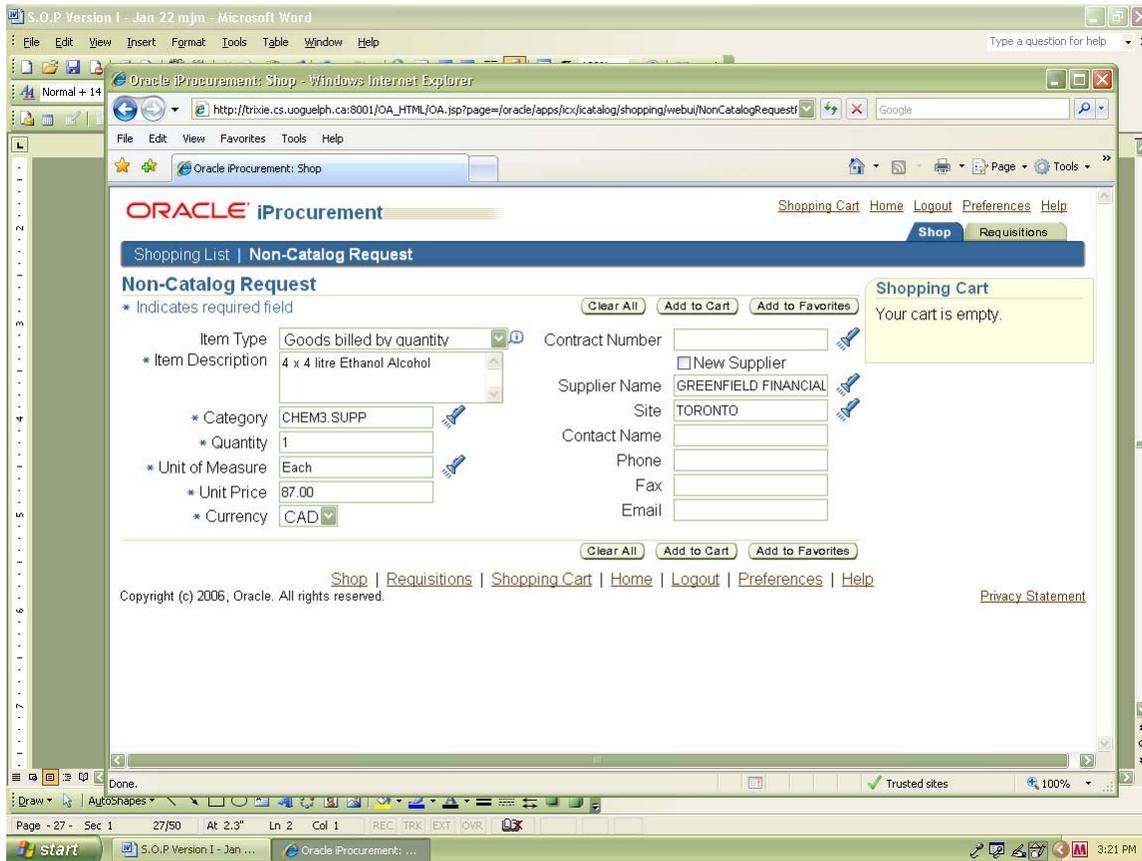
Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 11 Add to Cart



If more than one item is to be ordered on the same requisition, after ‘Add to Cart’ for the 1st item clear ‘Item Description’ and type new information for next line, change ‘Category’, ‘Quantity’, ‘Unit of Measure’, ‘Unit Price’ as required. When information is completed for second line ‘Add to Cart’ and repeat for each new line.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 12 View Cart and Checkout

The screenshot shows the Oracle iProcurement 'Non-Catalog Request' form. The form is titled 'Non-Catalog Request' and includes a 'Shopping List' section. The 'Item Description' is '4 x 4 litre 95% Ethanol Alcohol'. The 'Category' is 'CHEM3 SUPP'. The 'Quantity' is '1', 'Unit of Measure' is 'Each', 'Unit Price' is '87.00', and 'Currency' is 'CAD'. The 'Supplier Information' section includes 'Supplier Name: Greenfield Ethanol Inc', 'Site: P-BRAMPTON', 'Contact Name: Magee, Marianne', 'Phone: 1-800 256-3149 #12', 'Fax: 1-905 790-7700', and 'Email: m.magee@comalc.com'. A 'Shopping Cart' summary on the right indicates 'Your cart contains 1 line. Recently Added Lines: 4 x 4 litre ... 1 Each'. Navigation buttons like 'View Cart and Checkout' are visible. The page footer includes 'Copyright (c) 2006, Oracle. All rights reserved.' and a 'Privacy Statement' link.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 12 View Cart and Checkout - continued

Shopping cart can be viewed
-i- Click on 'Checkout'

Oracle iProcurement Shopping Cart

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (CAD)	Delete
1	4 x 4 litre 95% Ethanol Alcohol		Each	1	87.00 CAD	87.00	
						Total	87.00

Return to Shopping

Shop | Requisitions | **Shopping Cart** | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out

When all items are entered, click “checkout” and enter delivery information (all fields with * are mandatory):

- I- *Ship to contact: the person who is the goods/service receiver
- II- *Contact Phone Ext: telephone number for the person above
- III- Carrier Account No
- IV- Freight / GL
- V- *Bid/quote ref
- VI- *Tax End Use
- VII- *Need-by-Date
- VIII- *Requestor – defaults to name of person entering requisition
- IX- *Deliver-to Location
- X- *Suggested Buyer



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-I-, -II-, -III-, -IV-, -V-

The screenshot displays the Oracle iProcurement 'Checkout' interface. At the top, there are navigation links for 'Shopping Cart', 'Home', 'Logout', and 'Preferences'. A progress bar indicates the current step is 'Requisition Information', with 'Approvers' and 'Review & Submit' as subsequent steps. The main content area is titled 'CHECKOUT: Requisition Information' and includes a 'Cancel', 'Save', 'Submit', and 'Next' button set. The 'Requisition Information' section contains several required fields: 'Requisition Description' (filled with '4 x 4 litre 95% Ethanol Alcohol'), 'Ship to Contact', 'Contact Phone/Ext', 'Carrier account No.', 'Freight / GL', 'Bid/Quote Ref.', and 'Tax End Use'. Below this, there are sections for 'Delivery' and 'Billing'. The 'Delivery' section includes 'Urgent' (unchecked), 'Need-By Date' (10-Jan-2009 00:00:00), 'Requester' (MOLLISON, MARY), 'Deliver-To Location' (Purchasing Services), and 'Suggested Buyer'. The 'Billing' section shows 'Taxable No'. The page footer indicates it is 'Step 1 of 3' and 'Next'.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

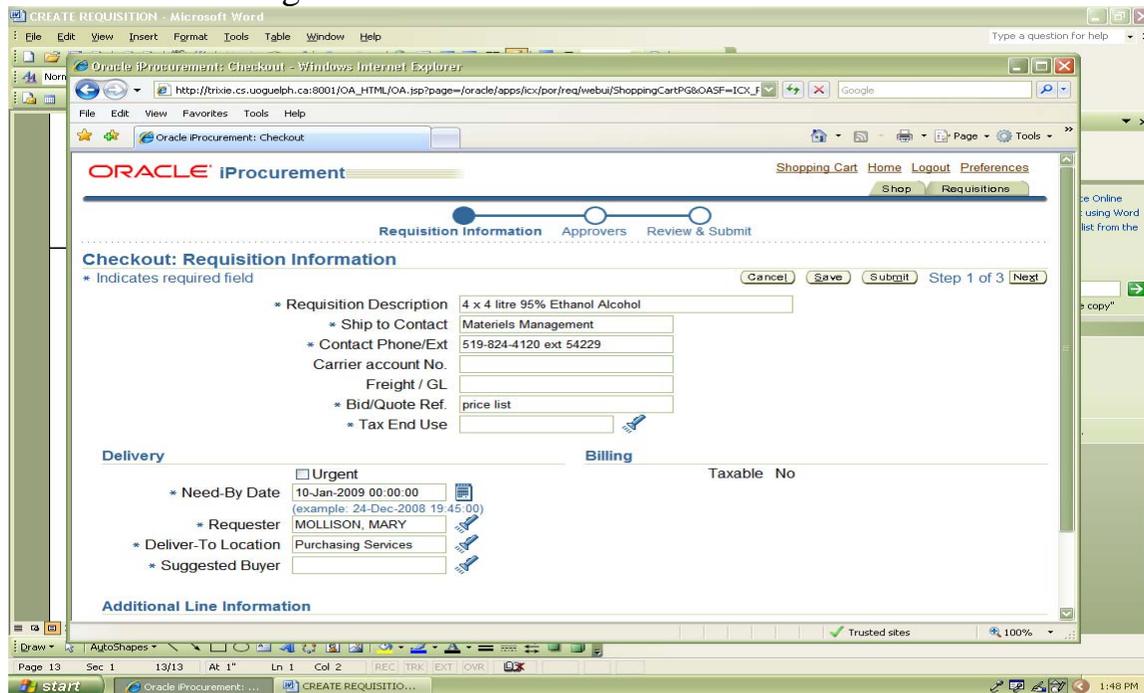
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 13 Check out - continued

- VI- Procedure of choosing * End Use Description
- refer to Appendix C for End Use Description

-i- Click on flashlight





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

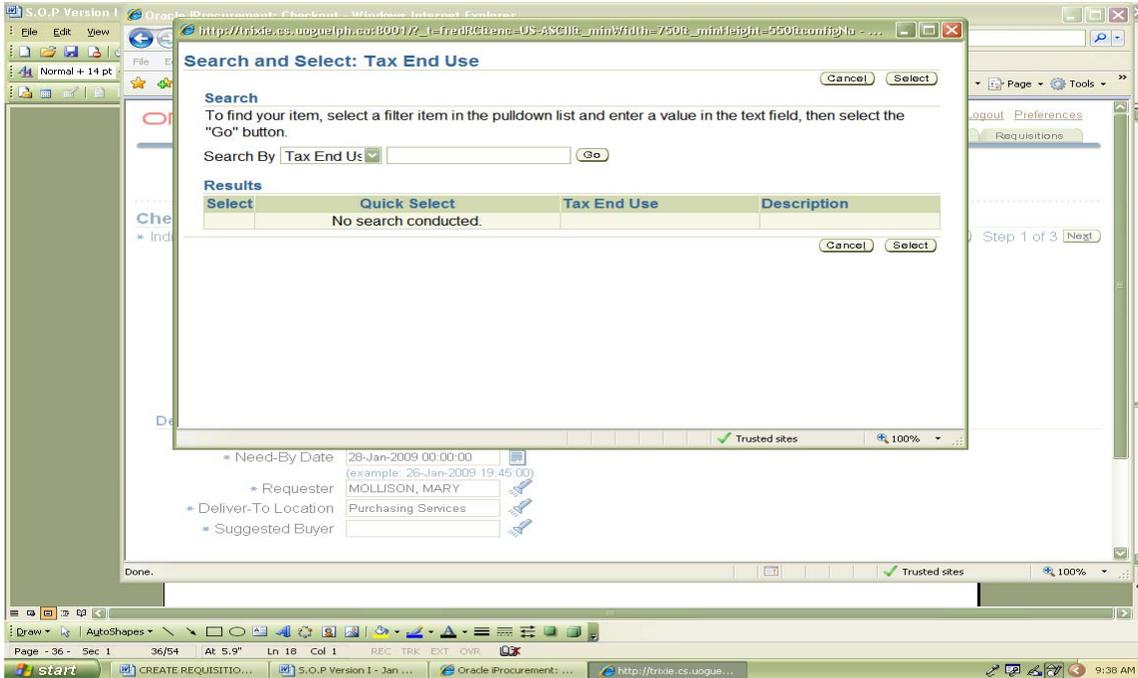
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-ii- Click on 'Go'





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

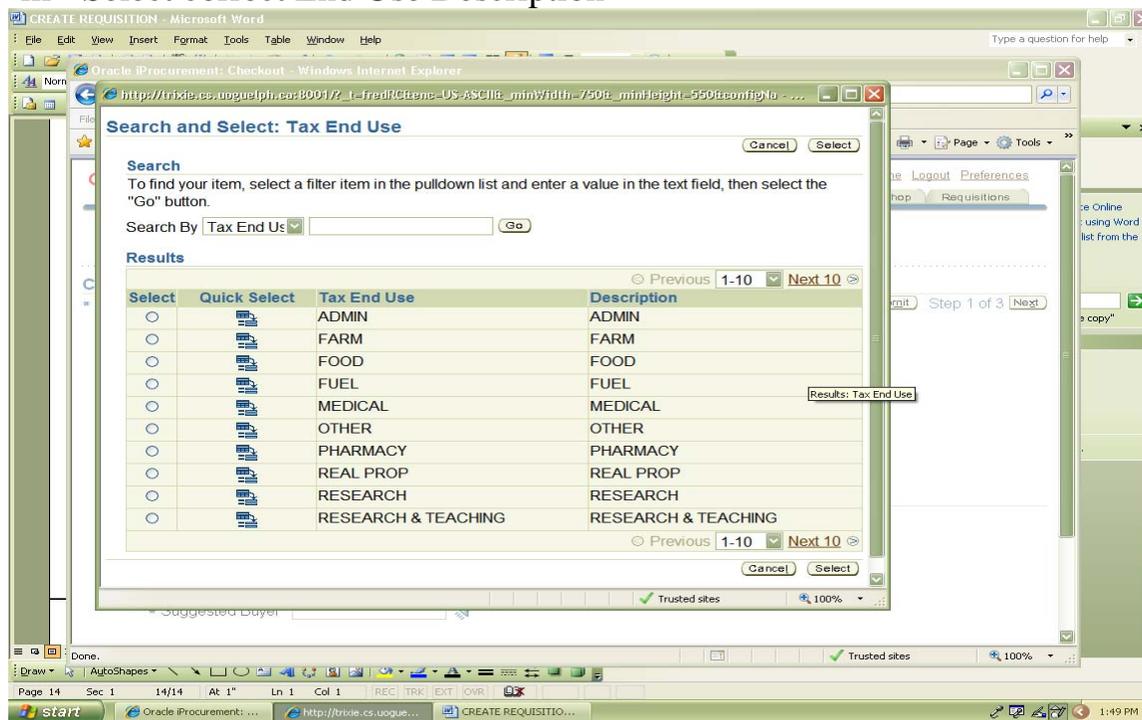
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-VI- Procedure of choosing * End Use Description
- refer to Appendix C for End Use Description

-iii- Select correct End Use Description





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-iv- Click on Select





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

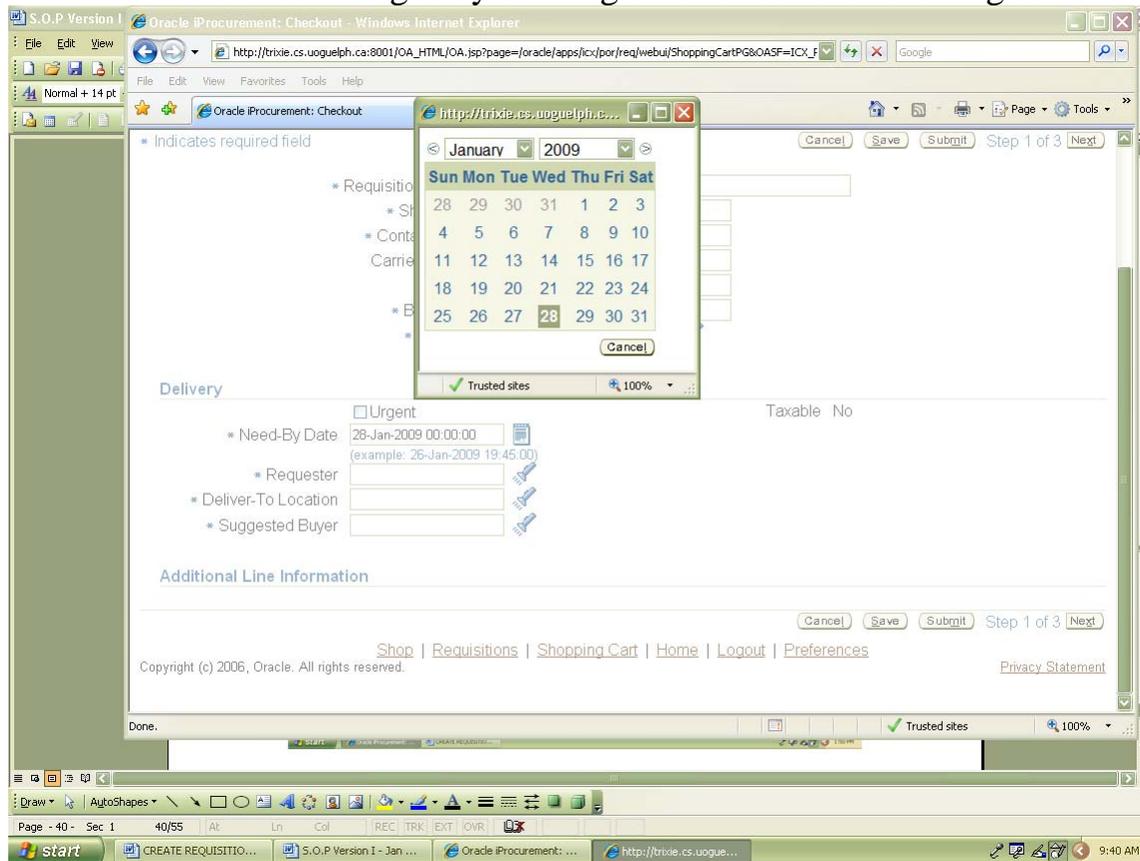
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-VII- Procedure for ‘Need-by-Date’

Default dates can be changed by clicking on calendar and selecting correct ‘Need-by-Date’





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 13 Check out - continued

-VIII-Procedure for ‘Requester’ (Requester name defaults to the requisitioner. However, the requester is either the Principle Investigator or the authorized person for the purchase)

-i- Click on Flashlight

Oracle iProcurement: Checkout - Windows Internet Explorer

http://trixie.cs.uoguelph.ca:8001/OA_HTML/OA.jsp?page=/oracle/apps/icc/por/req/webui/ShoppingCartPG&OASF=ICX_f

Oracle iProcurement: Checkout

Indicates required field

Cancel Save Submit Step 1 of 3 Next

* Requisition Description 4 x 4 litre 95% Ethanol Alcohol

* Ship to Contact Materials Management

* Contact Phone/Ext 519-824-4120-ext 54229

Carrier account No.

Freight / GL

* Bid/Quote Ref. price list

* Tax End Use MEDICAL

Delivery

Billing

* Need-By Date 28-Jan-2009 00:00:00 (example: 26-Jan-2009 19:45:00)

* Requester

* Deliver-To Location

* Suggested Buyer

Additional Line Information

Cancel Save Submit Step 1 of 3 Next

Shop | Requisitions | Shopping Cart | Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

Done. Trusted sites 100%



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-ii- Enter partial name of requester and click on 'Go'



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

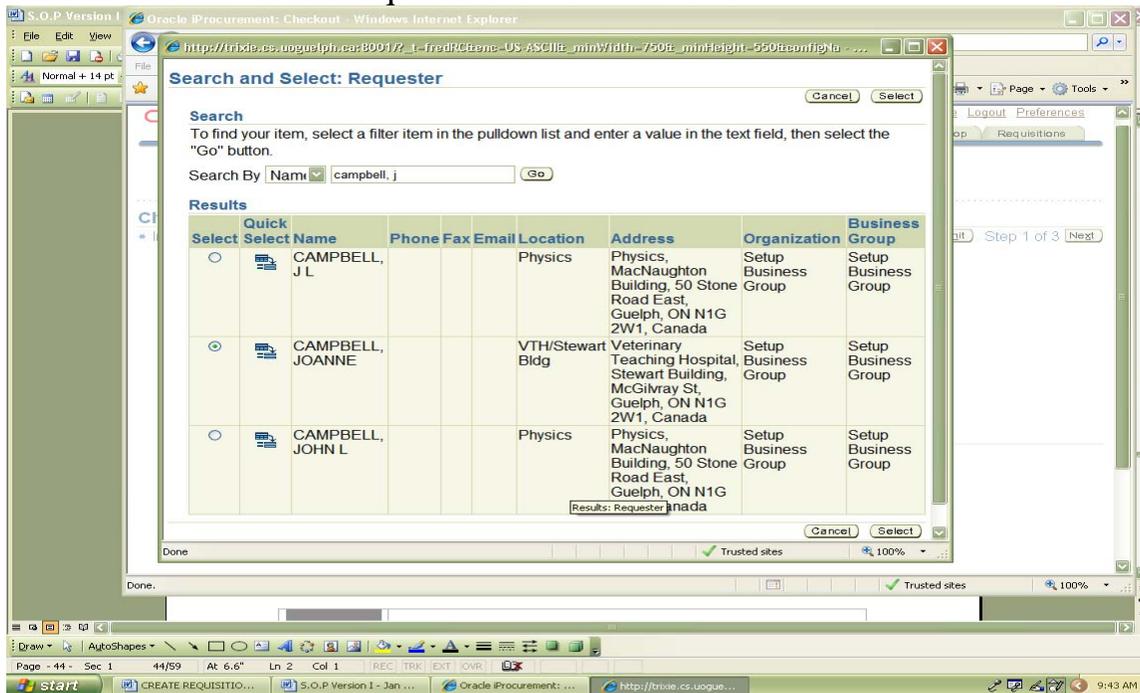
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

- VIII- Procedure for ‘Requester’ – continued
- iii- Select correct ‘Requester’ name from list;
if more names are required click on ‘Next 10’



Search and Select: Requester

Search By: Name | Value: campbell, j | Go

Select	Quick Select	Name	Phone	Fax	Email	Location	Address	Organization	Business Group
<input type="radio"/>		CAMPBELL, J L				Physics	Physics, MacNaughton Building, 50 Stone Road East, Guelph, ON N1G 2W1, Canada	Setup Business Group	Setup Business Group
<input checked="" type="radio"/>		CAMPBELL, JOANNE				VTH/Stewart Bldg	Veterinary Teaching Hospital, Stewart Building, McGivray St, Guelph, ON N1G 2W1, Canada	Setup Business Group	Setup Business Group
<input type="radio"/>		CAMPBELL, JOHN L				Physics	Physics, MacNaughton Building, 50 Stone Road East, Guelph, ON N1G 2W1, Canada	Setup Business Group	Setup Business Group

Results: Requester: nada



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

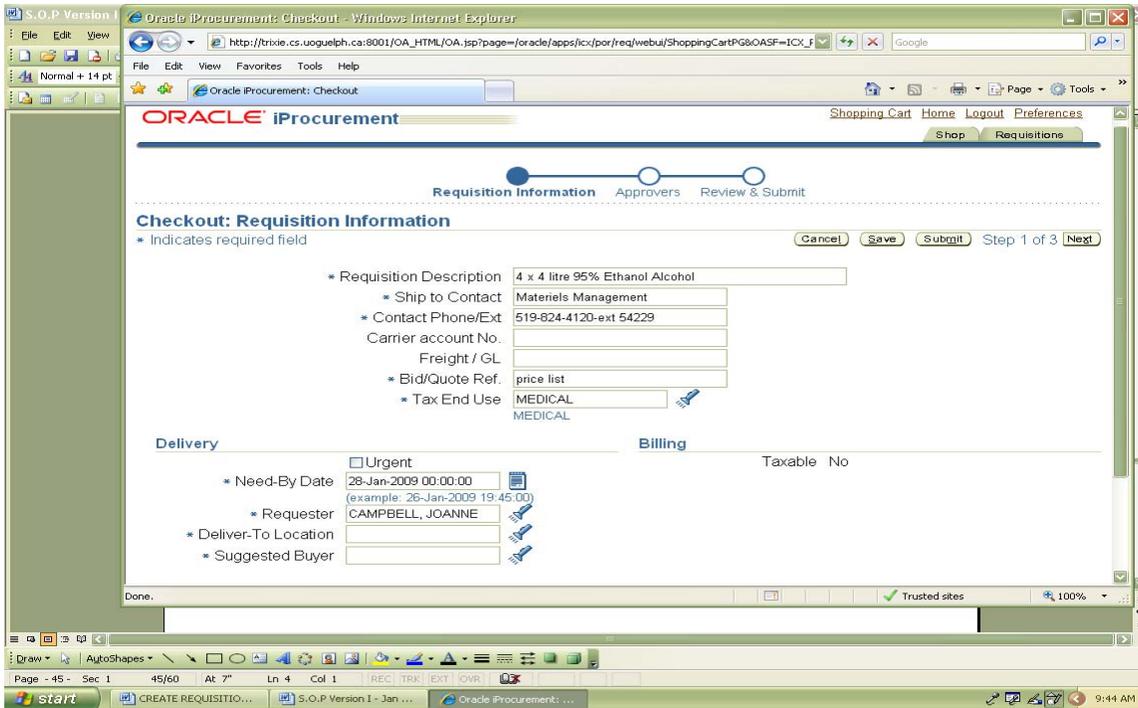
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-iv- Click on ‘Select’





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 13 Check out - continued

-IX- Procedure for ‘Deliver-to Location’

-i- Click on Flashlight

Oracle iProcurement: Checkout - Windows Internet Explorer

http://trixie.cs.uoguelph.ca:8001/OA_HTML/OA.jsp?page=/oracle/apps/ics/por/req/webui/ShoppingCartPG9:OASF=ICX_F

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Submit Step 1 of 3 Next

* Requisition Description 4 x 4 litre 95% Ethanol Alcohol

* Ship to Contact Materials Management

* Contact Phone/Ext 519-824-4120-ext 54229

Carrier account No.

Freight / GL

* Bid/Quote Ref. price list

* Tax End Use MEDICAL

Delivery

Urgent

* Need-By Date 26-Jan-2009 00:00:00
(example: 26-Jan-2009 19:45:00)

* Requester CAMPBELL, JOANNE

* Deliver-To Location

* Suggested Buyer

Billing

Taxable No

Done.

Trusted sites 100%

Page - 45 - Sec 1 45/60 At 7" Ln 4 Col 1 RECI TRK EXT OVR

start CREATE REQUISITIO... S.O.P Version 1 - Jan ... Oracle iProcurement: ... 9:44 AM



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

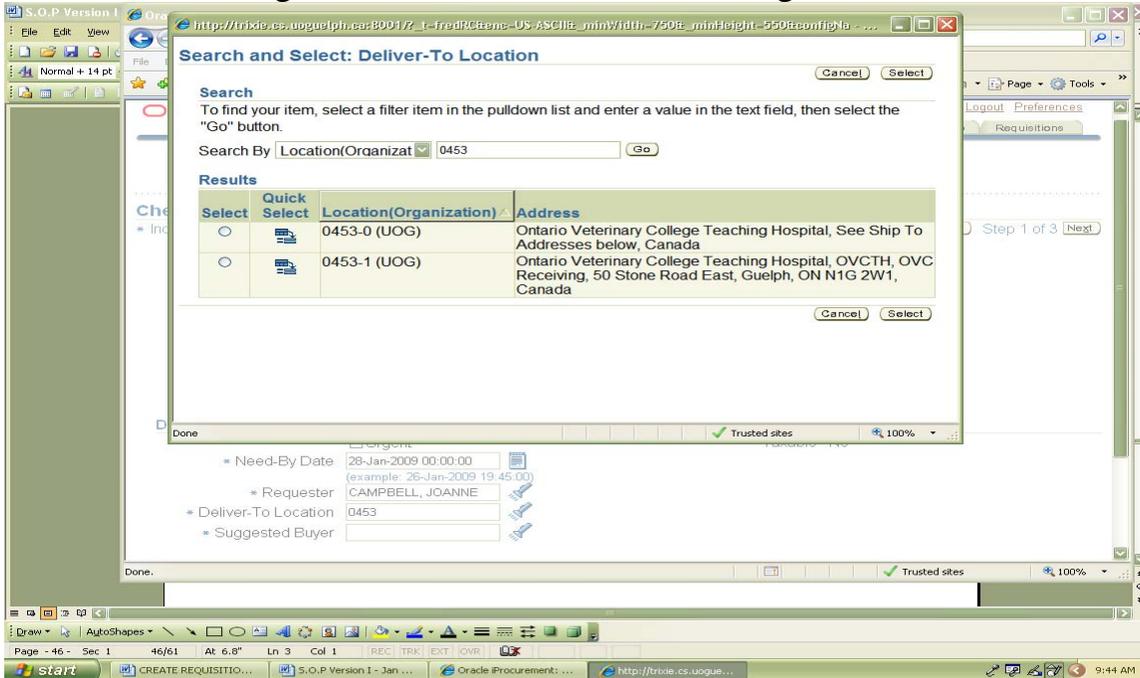
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROCESSD3.pdf).

Step 13 Check out – continued

-ii- Enter first 4 digits of the unit from the GL coding and click on ‘Go’



In a case where there is no 4-digit departmental coding found, please contact Purchasing Help Desk



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

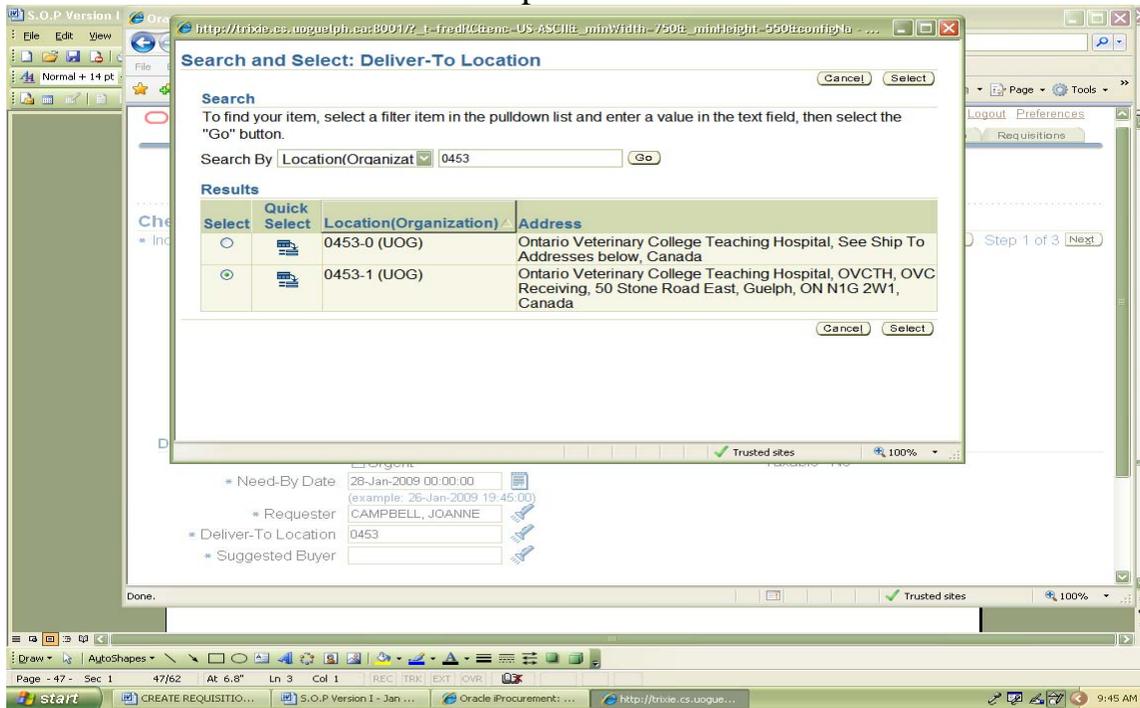
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 13 Check out - continued

- IX- Procedure for ‘Deliver-to Location’ - continued
- iii- Select correct Location for shipment





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

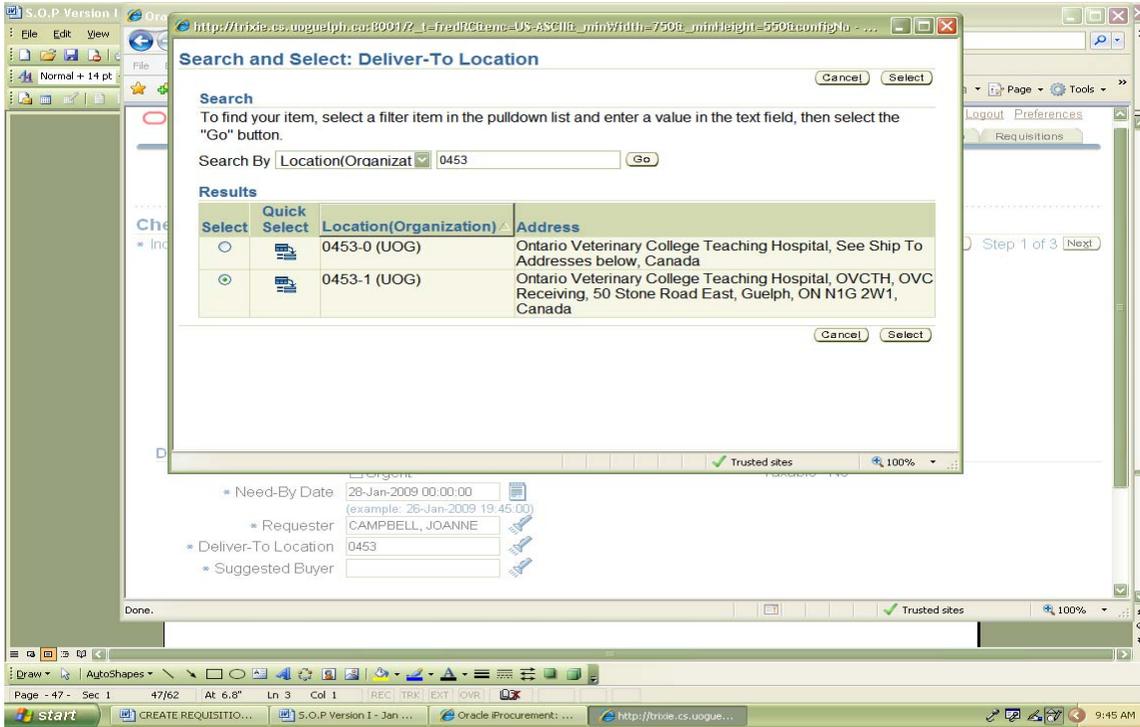
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROCESSD3.pdf).

Step 13 Check out – continued

-iv- Click on ‘Select’





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

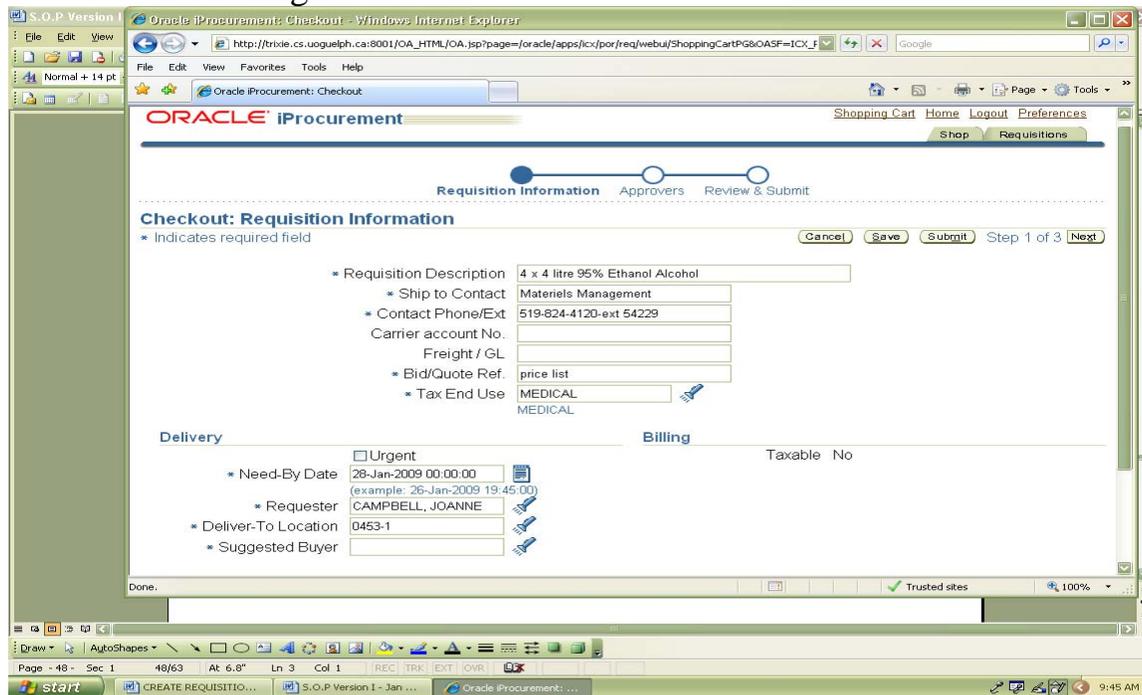
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 13 Check out - continued

- X- Procedure to Select Buyer
- refer to Appendix D

-i- Click on Flashlight





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out – continued

-ii- Enter partial last name of ‘Buyer’ and click on ‘Go’

Search and Select: Suggested Buyer

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 Name mo

Select	Quick Select	Name	Business Group
<input type="radio"/>		MOLLISON, MARY	Setup Business Group

Urgent
* Need-By Date 28-Jan-2009 00:00:00
(example: 26-Jan-2009 19:45:00)
* Requester CAMPBELL, JOANNE
* Deliver-To Location 0453-1
* Suggested Buyer mo



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

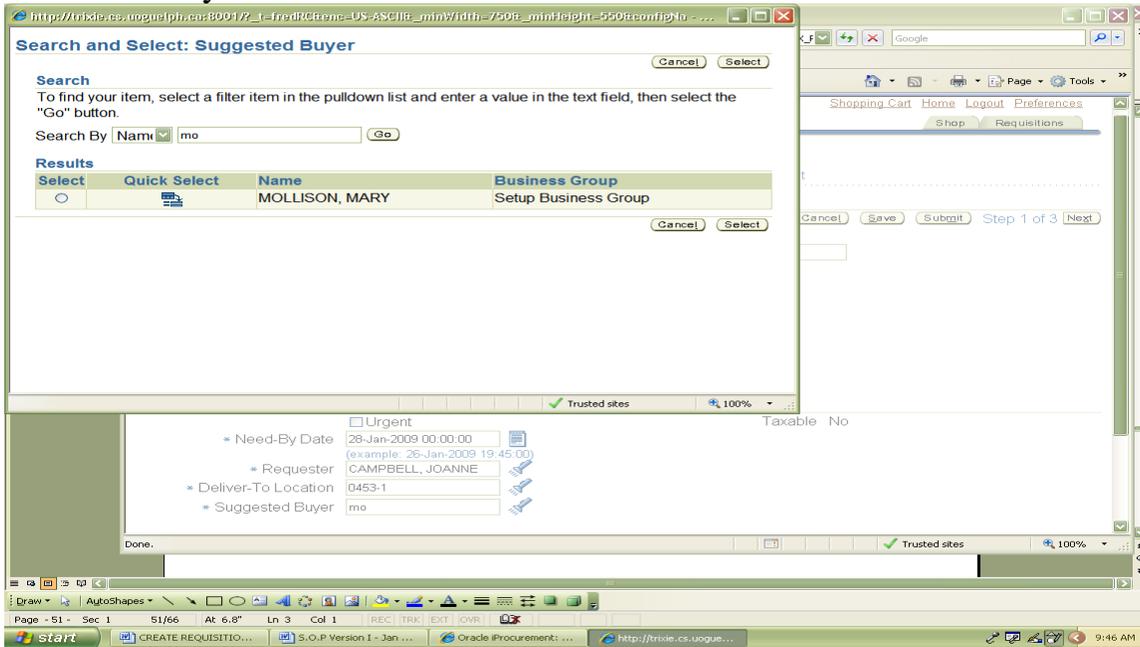
N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-X- Procedure to Select Buyer - continued

- refer to Appendix D

-ii- Select Buyer from list





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

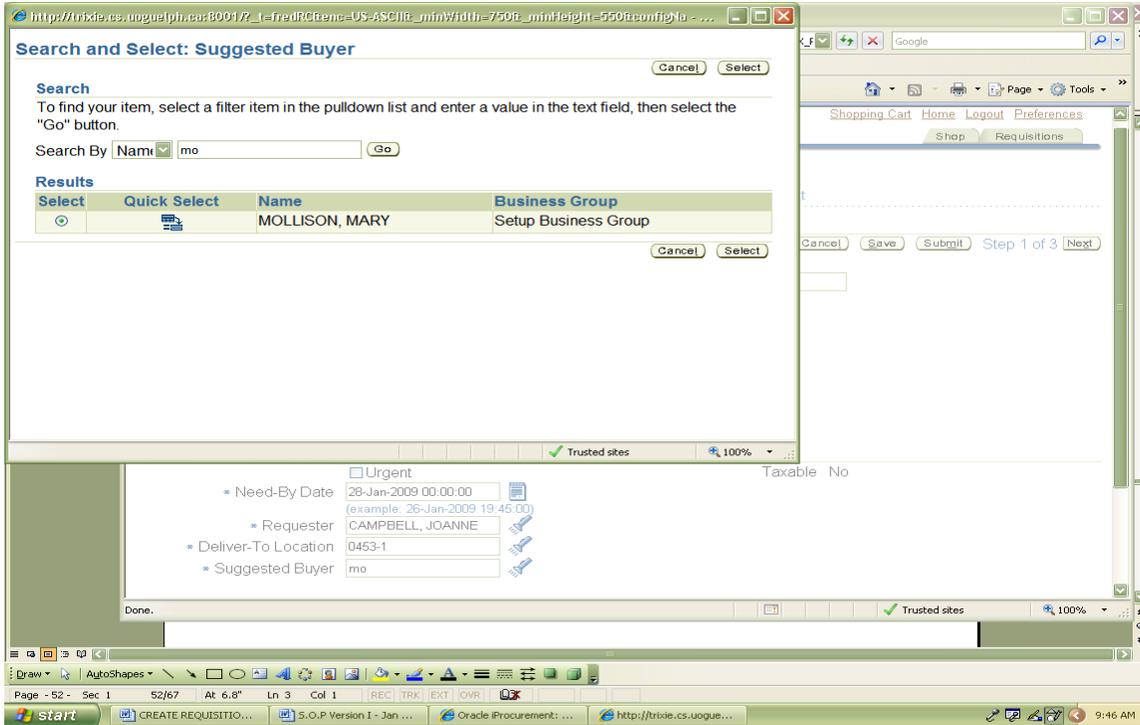
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

-iii- Click on 'Select'





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

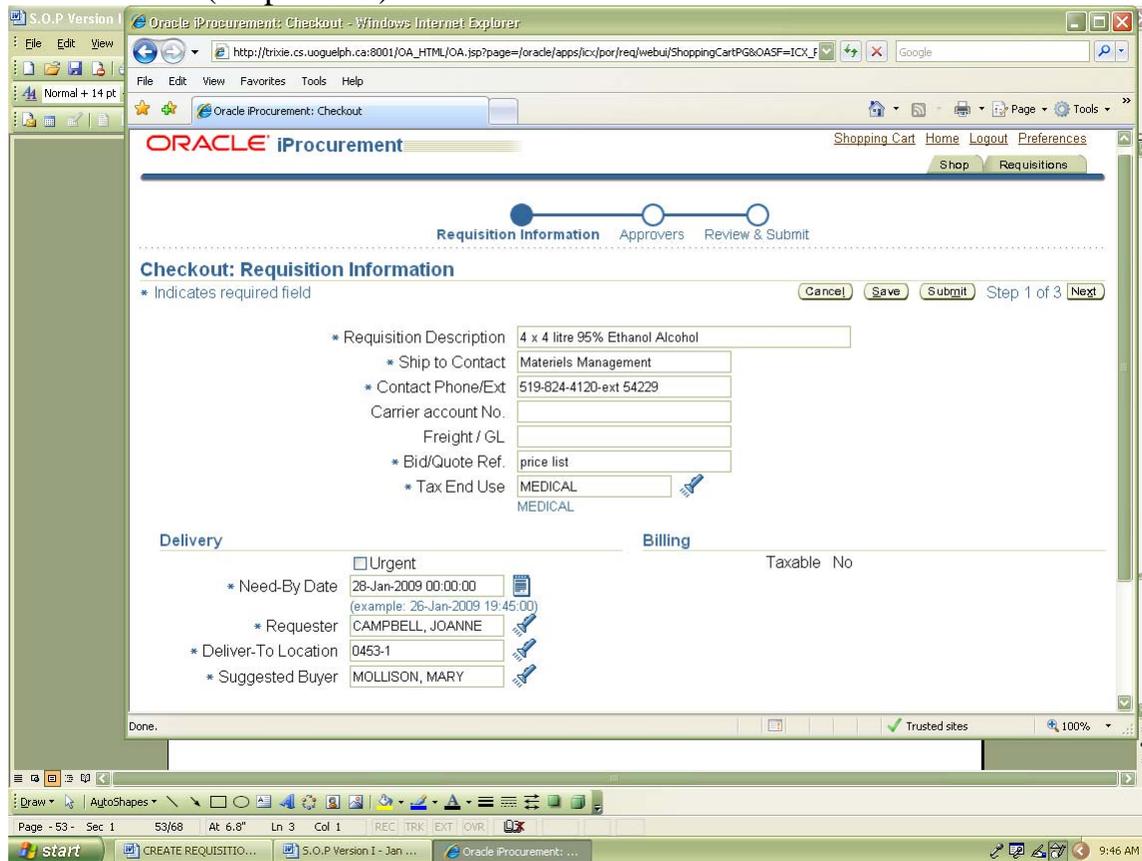
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 13 Check out - continued

MANDATORY FIELDS ARE COMPLETED

Click 'Next' (Step 1 of 3).





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

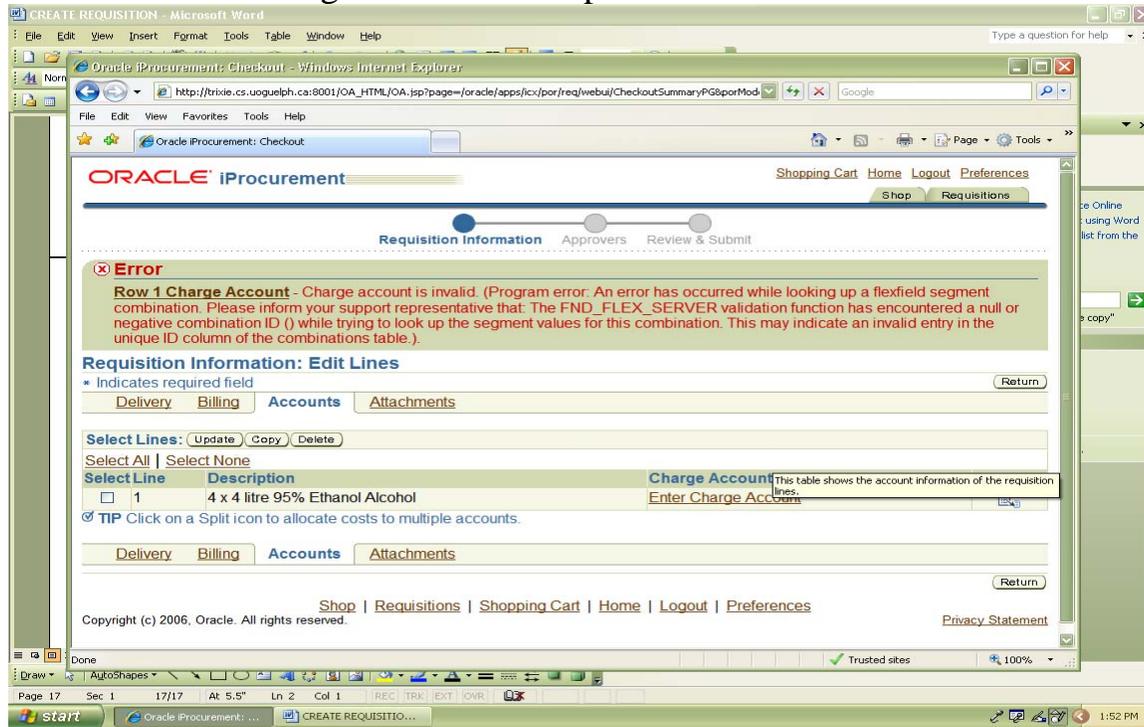
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account'

-i- Click “Enter Charge Account” to input the code



The error message “Row 1 charge Account” is regarded as a reminder to enter charging GL code.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account' – continued

-ii- Click on box for 'UofG COA'

Requisition Information: Split Cost Allocation

* Indicates required field

Selected Line

Line	Description	Unit	Quantity	Price	Amount (CAD)
1	1 4 x 4 litre 95% Ethanol Alcohol	Each	1	87.00 CAD	87.00

Charge Accounts

Line	Nickname	UofG COA	Percent	Quantity	Amount (CAD)	Delete
1		<input type="text" value="UofG COA"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="87.00"/>	<input type="button" value="Delete"/>
Total			100	1	87.00	

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

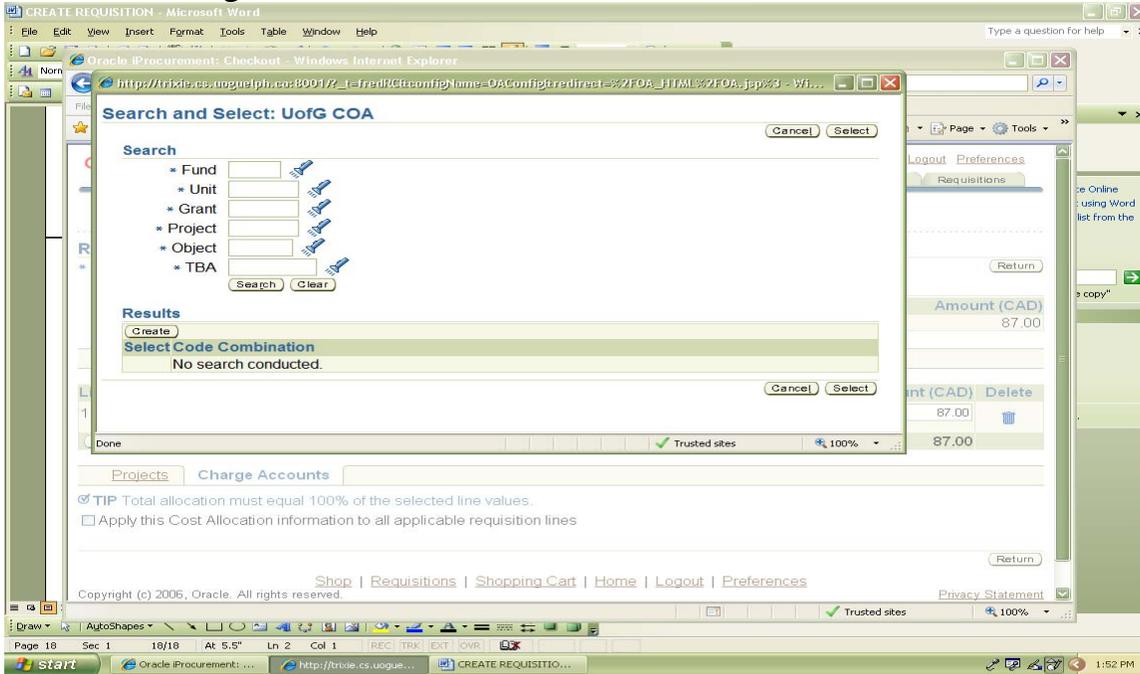
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account' – continued

-iii- Enter charge account





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

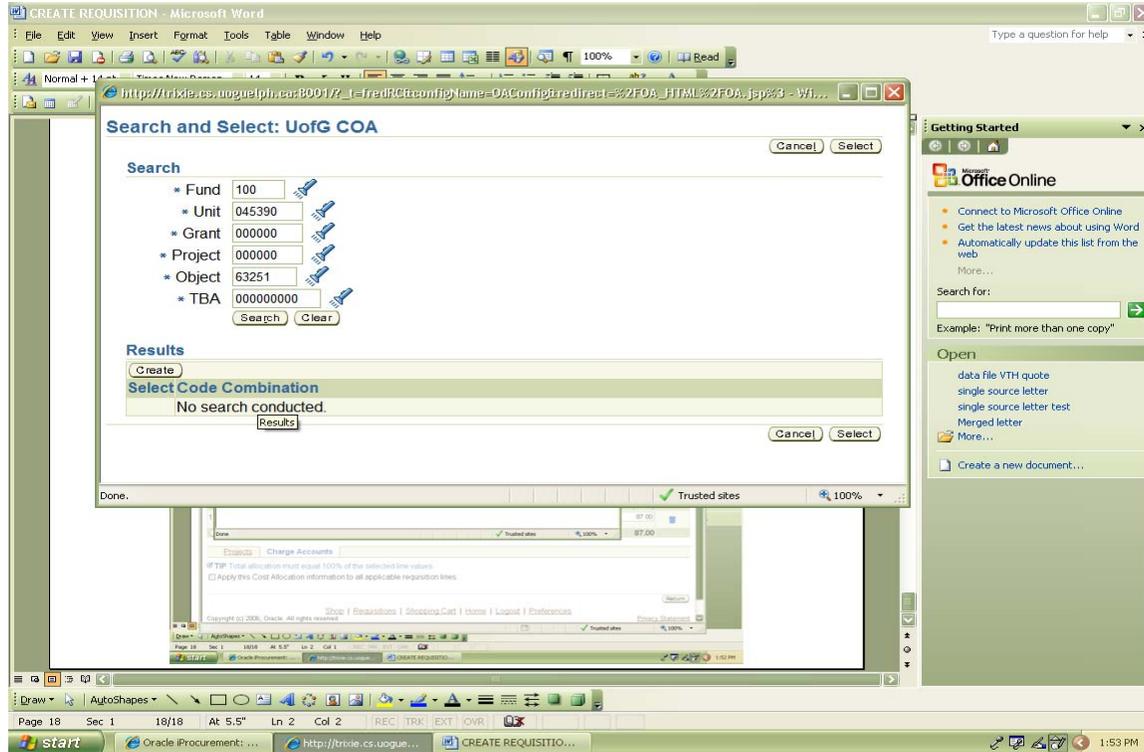
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account' – continued

-iv- Click on 'Search'





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

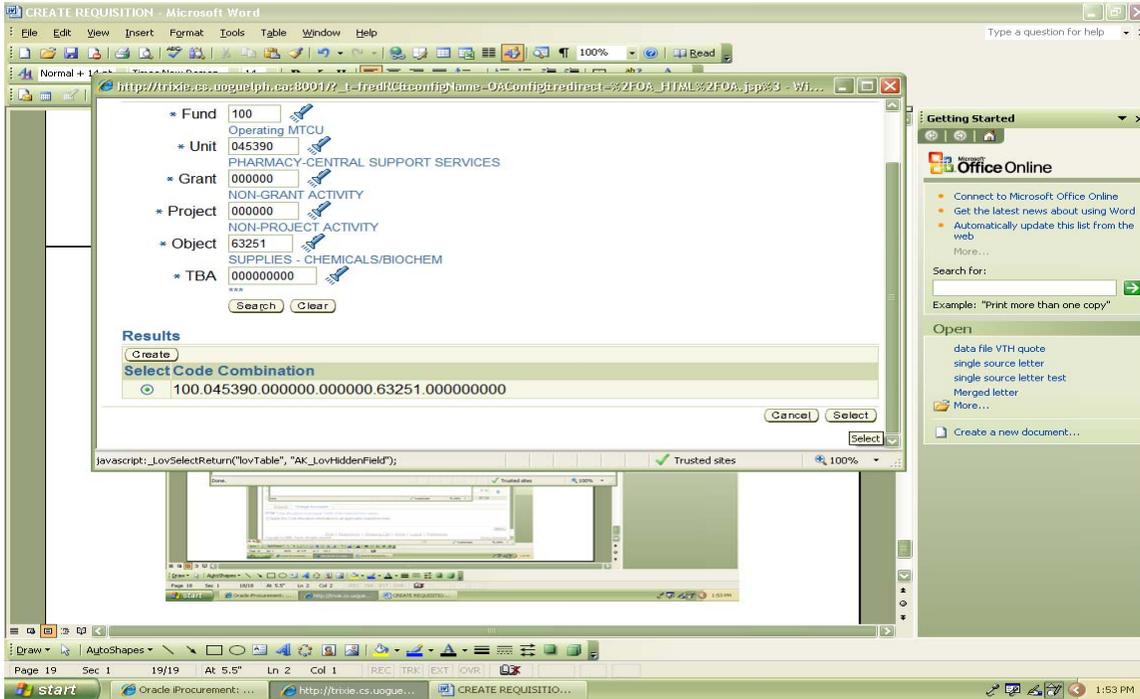
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account' – continued

-v- Click on 'Select'





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account' – continued

-vi- Click on 'Return'

Requisition Information: Split Cost Allocation

* Indicates required field Return

Selected Line

Line Description	Unit	Quantity	Price	Amount (CAD)
1 4 X 4 LITER	Each	1	87.00 CAD	87.00

Projects Charge Accounts

Line	Nickname	UofG COA	Percent	Quantity	Amount (CAD)	Delete
1		100.045390.000000.000000.63251.0	100	1	87.00	
Total			100	1	87.00	

Add Another Row

Projects Charge Accounts

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Return

Shop | Requisitions | Shopping Cart | Home | Logout | Preferences

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

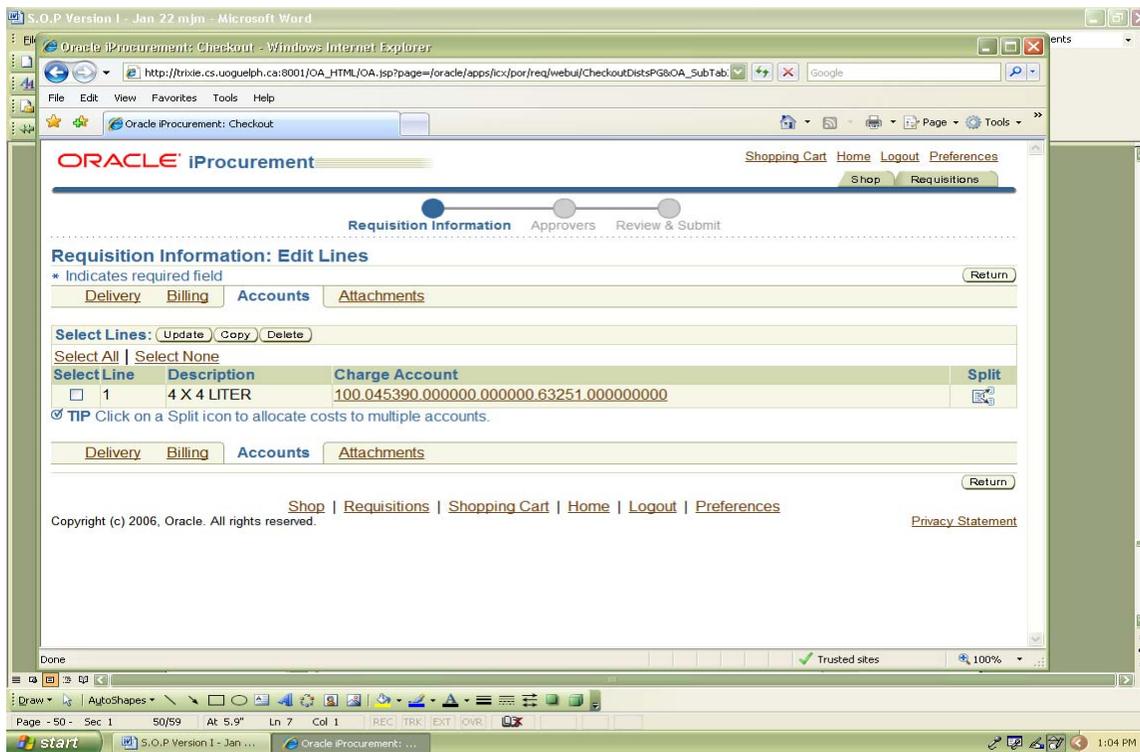
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 14 Procedure to enter 'Charge Account' – continued

-vii- Split coding

In case of splitting coding, you can also change one of the three fields - Percent, quantity, and Amount and then click “add another Row” to provide other GL coding. When it is complete, click on ‘Return’.



Split coding can also be done on this screen by clicking “split”, which brings you back to the previous screen.

-viii- Click on ‘Next’



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

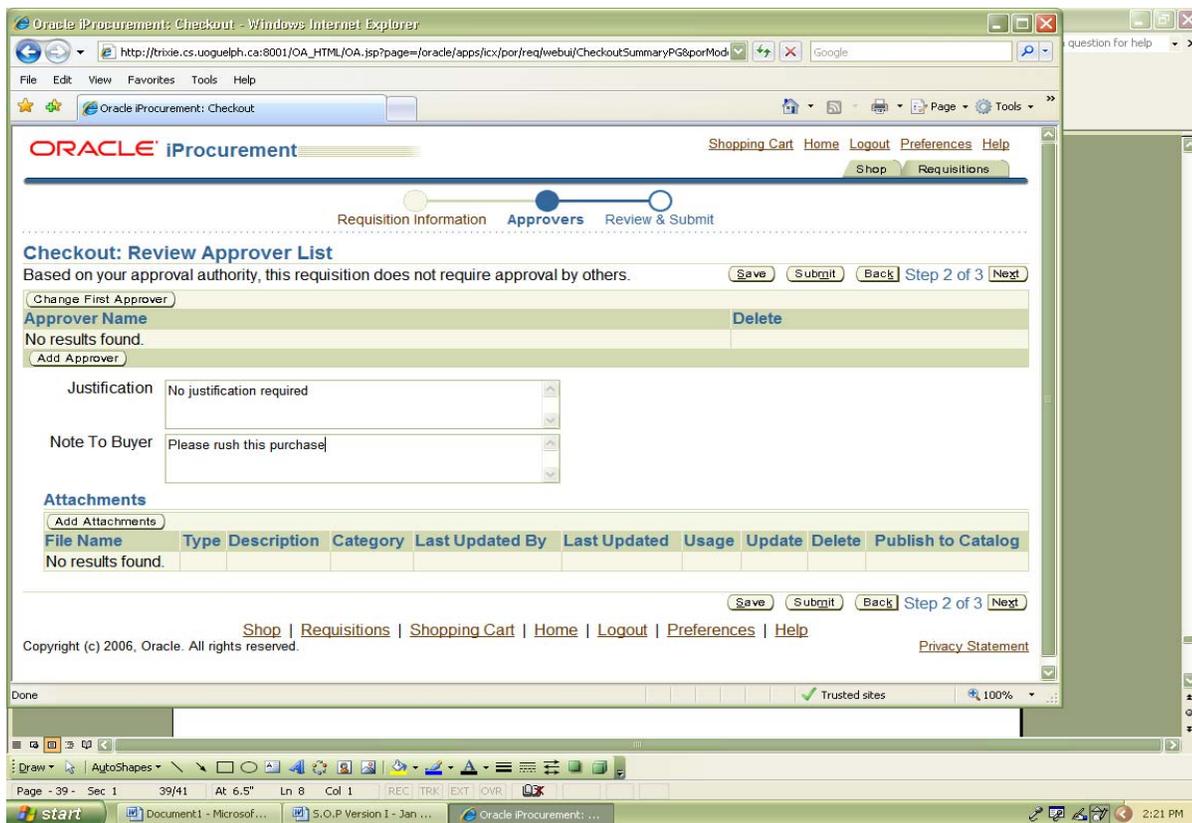
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments

- i- Add Justification if required.
Simply type in the “justification” field.

- ii- Add Special notes to buyer if required.
Type in the “note to buyer” field.





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

-iii- Add Attachments

OPTION I – Add description as attachment(s)

Under “Attachment Summary Information” section, put brief description of the attachment, and choose “**to Buyer**” as category.

Under “Define Attachment” section, select “Text” as type of attachment, type in a Description and click “Apply”



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

OPTION II – Add file(s) as attachment(s)

i - Under “Define Attachment” section, select “File” as type of attachment, click on ‘Browse’ and Select File Name to Attach

Confirmation
Attachment "Quote_#173.pdf" has been added successfully but not saved. Complete your work to save your attachment.

Checkout: Review Approver List
Based on your approval authority, this requisition does not require approval by others. [Save](#) [Submit](#) [Back](#) [Step 2 of 3](#) [Next](#)

[Change First Approver](#)

Approver Name	Delete
No results found.	

[Add Approver](#)

Justification: Sole source. Equipment was purchased from this company two years ago.

Note To Buyer: Please proceed ASAP.

Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Quote_#173.pdf	File	quote	To Buyer	HUIZHU	02-Feb-2009	One-Time	Update	Delete	Publish to Catalog
Undefined	Short Text	attachment	To Buyer	HUIZHU	02-Feb-2009	One-Time	Update	Delete	Publish to Catalog

[Save](#) [Submit](#) [Back](#) [Step 2 of 3](#) [Next](#)

Copyright (c) 2008, Oracle. All rights reserved. [Shop](#) | [Requisitions](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Privacy Statement](#)



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

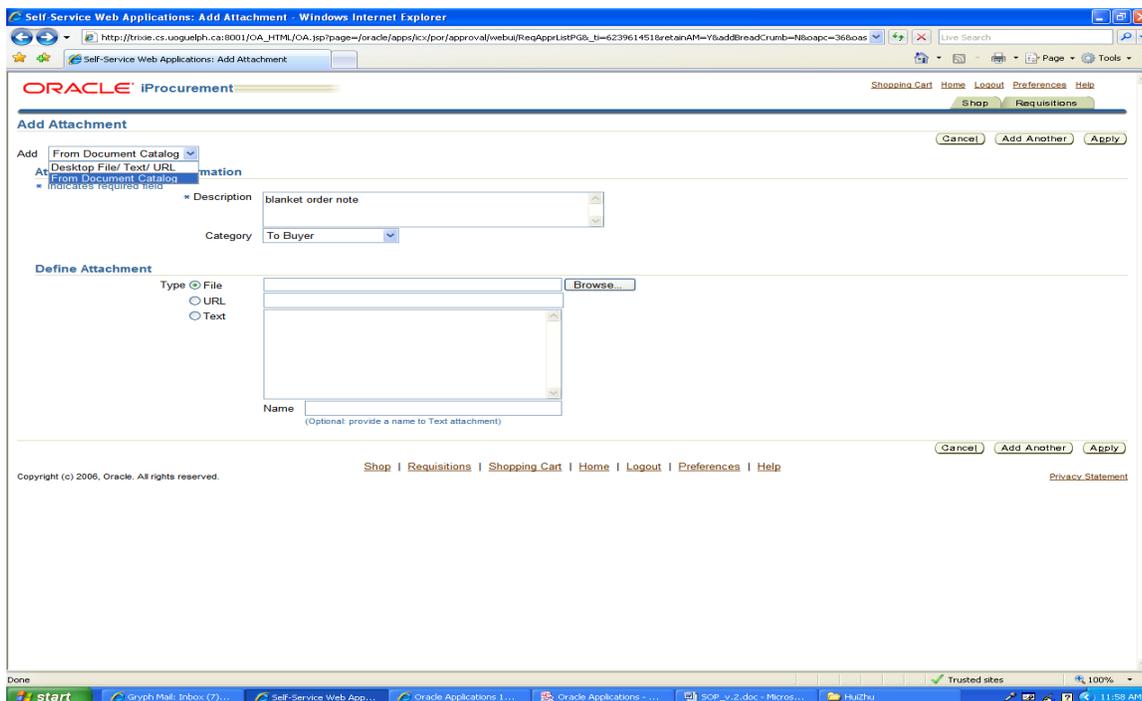
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued Option III – Blanket Order Note as attachment

In case of **blanket order**, use a template to give start and end date:

Choose “From Document Catalog” from the drop-down list:





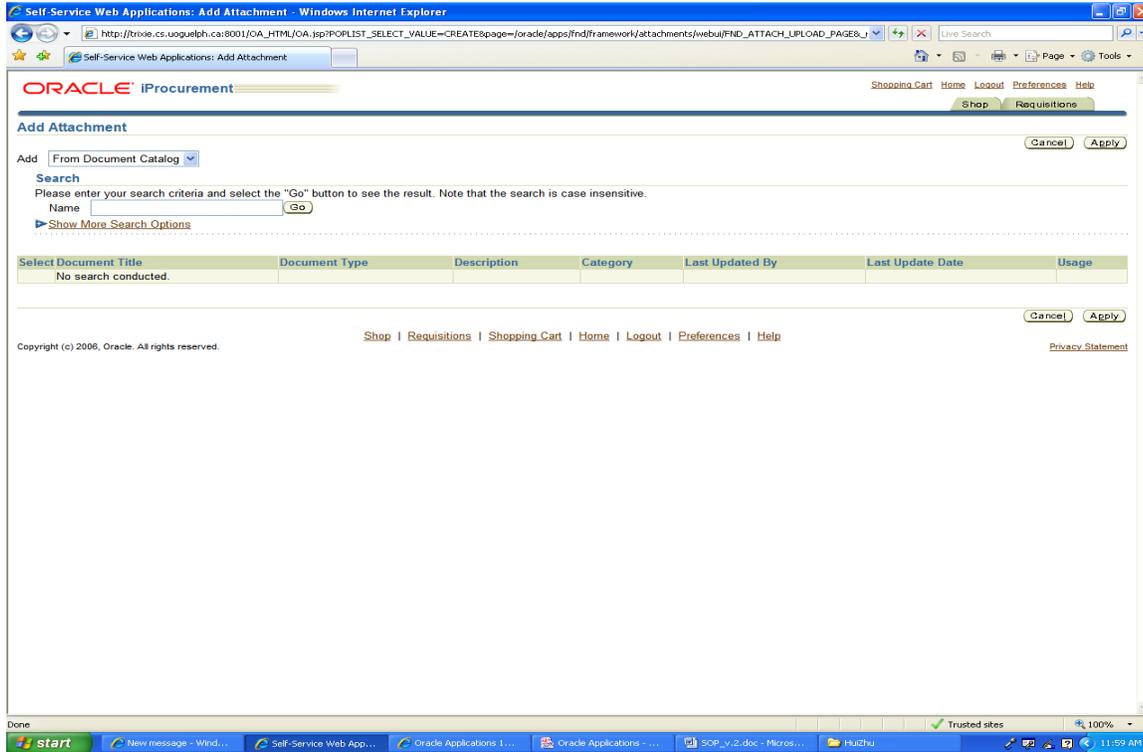
Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

Search the Blanket order template in the “Name” field by clicking “go”:

Self-Service Web Applications: Add Attachment - Windows Internet Explorer

http://frivie.cs.uoguelph.ca:8001/OA_HTML/OA.jsp?POPLIST_SELECT_VALUE=DOCCATALOG&page=oracle/apps/fnd/framework/attachments/webui/FND_ATTACH_UPLOAD_PA

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Add Attachment

Add From Document Catalog

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name

Show More Search Options

Select Document Title	Document Type	Description	Category	Last Updated By	Last Update Date	Usage
<input type="checkbox"/> Undefined	Short Text	Blanket order Y/N	To Buyer	HUIZHU	21-Oct-2008	Template

Copyright (c) 2006, Oracle. All rights reserved.

Shop | Requisitions | Shopping Cart | Home | Logout | Preferences | Help



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

Choose the one with “Blanket order Y/N” description, then click “apply”:

Confirmation
Attachment "Undefined" has been added successfully but not saved. Complete your work to save your attachment.

Checkout: Review Approver List
Based on your approval authority, this requisition does not require approval by others.

Justification: Sole source. Equipment was purchased from this company two years ago.

Note To Buyer: Please proceed ASAP.

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Undefined	Short Text	Blanket order Y/N	To Buyer	HUIZHU	02-Feb-2009	One-Time			
Quote_#173.pdf	File	quote	To Buyer	HUIZHU	02-Feb-2009	One-Time			
Undefined	Short Text	attachment	To Buyer	HUIZHU	02-Feb-2009	One-Time			



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

Then click update on the blanket order attachment, fill in blanket order information and once done, click “apply”:



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

The screenshot displays the Oracle iProcurement 'Update Attachment' interface. The page title is 'Update Attachment: Undefined'. Under 'Attachment Summary Information', the 'Description' field is set to 'Blanket order Y/N' and the 'Category' is 'To Buyer'. The 'Define Attachment' section has a 'Text' field with the following content: 'Blanket order starts: 01-JAN-2009; ends: 31-DEC-2009; cancels and supersedes: PO #200800226'. The 'Name' field is 'Undefined'. The page includes navigation links for 'Shop | Requisitions | Shopping Cart | Home | Logout | Preferences | Help' and a 'Privacy Statement' link. The footer contains 'Copyright (c) 2006, Oracle. All rights reserved.' The browser window shows the URL: http://trivie.cs.uoguelph.ca:8001/OA_HTML/OA.jsp?page=/oracle/apps/ics/por/approval/webui/RegAppListPG8_t=623961451&retainAM=Y&Mode=NORMAL&addBreadcrumb=



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 15 Justification, Notes to Buyer and Attachments – continued

When all justifications, notes and attachments are completed, click on ‘Submit’

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition Save Printable Page Back Step 3 of 3 Submit

Requisition 257: Total 87.00 CAD
 Created By **MOLLISON, MARY**
 Creation Date **27-Jan-2009 14:03:26**
 Description **4 x 4 litre 95% Ethanol Alcohol**
 Justification **No justification required**

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Greenfield Alcohols.xls	File	please check attached quote	Internal to Requisition	MMOLLISO	27-Jan-2009	One-Time			

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
Show	1	4 x 4 litre 95% Ethanol Alcohol	045390	Each	1	87.00 CAD	87.00	
Total							87.00	

Save Printable Page Back Step 3 of 3 Submit

Shop | Requisitions | Shopping Cart | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 16 Checkout: Review and Submit Requisition – continued

-i- Click on ‘Submit’

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition Save Printable Page Back Step 3 of 3 Submit

Requisition 236: Total 87.00 CAD
 Created By **MOLLISON, MARY**
 Creation Date **04-Dec-2008 08:39:36**
 Description **4 x 4 litre 95% Ethanol Alcohol**
 Justification

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
Show	1	4 x 4 litre 95% Ethanol Alcohol	045390	Each	1	87.00 CAD	87.00	
							Total	87.00

Save Printable Page Back Step 3 of 3 Submit

Shop Requisitions Shopping Cart Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

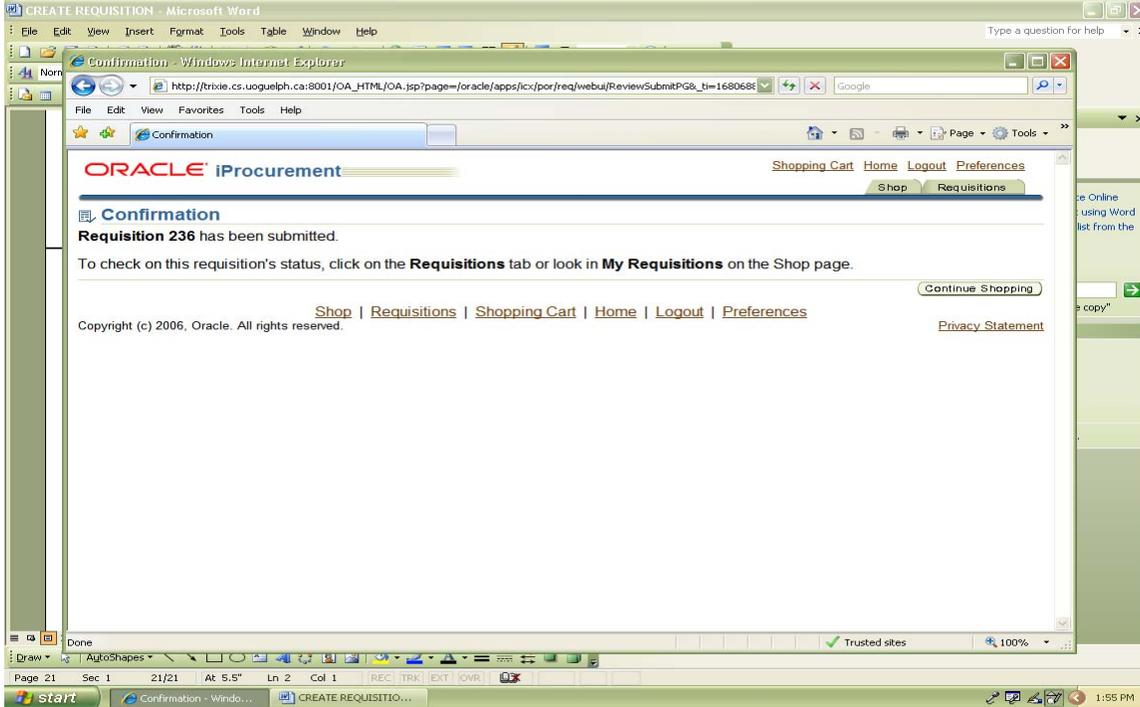
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Step 16 Checkout: Review and Submit Requisition

Confirmation of Submitted Requisition



‘Continue Shopping’ to enter New Requisition or ‘Logout’ to exit



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

VIEW, REVISE, COPY REQUISITIONS

I – Viewing requisitions

Requisitions created can be viewed by clicking on “Requisitions” tab. The status of requisition can be seen under “status”. Once the requisition is assigned with a purchase order, its order number will be listed as well. All underlined field in brown color can be viewed for detailed information.

The screenshot shows the Oracle iProcurement interface. At the top, there are navigation links for Shopping Cart, Home, Logout, Preferences, and Help. Below that, there are tabs for Shop and Requisitions. The main content area is titled 'Requisitions' and includes a search bar and a 'Views' dropdown set to 'All My Requisitions'. A legend indicates that a blue dot next to a requisition number means it has a pending change request. Below this is a table of requisitions with the following data:

Select	Requisition	Description	Total (CAD)	Creation Date	Status	Order
<input type="radio"/>	261	New service agreement for the coming year	26,300.00	02-Feb-2009 11:47:22	Approved	
<input type="radio"/>	254	whatever	3,200.00	26-Jan-2009 13:24:37	Approved	200802065
<input type="radio"/>	251	my own gift	8,400.00	19-Jan-2009 08:13:42	Approved	
<input type="radio"/>	221	my own gift	10,500.00	02-Dec-2008 14:56:09	Approved	200802051
<input type="radio"/>	218	checking orders	2,052.00	26-Nov-2008 12:16:47	Approved	
<input type="radio"/>	217	water samples to be analyzed	6,692.40	26-Nov-2008 11:27:20	Approved	200802044
<input type="radio"/>	214	Christmas shopping - starting now	5,865.20	26-Nov-2008 09:27:26	Approved	
<input type="radio"/>	210	water samples to be analyzed	3,042.00	18-Nov-2008 14:20:49	Approved	
<input type="radio"/>	209	checking orders	1,789.00	18-Nov-2008 11:01:51	Approved	
<input type="radio"/>	208	checking orders	2,052.00	17-Nov-2008 15:27:57	Approved	200802041

A tooltip is visible over the 'Order' column for requisition 208, stating: 'This table displays a listing of requisitions, their creation date as well as status.' The bottom of the page shows a copyright notice for Oracle (c) 2006 and various navigation links.



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

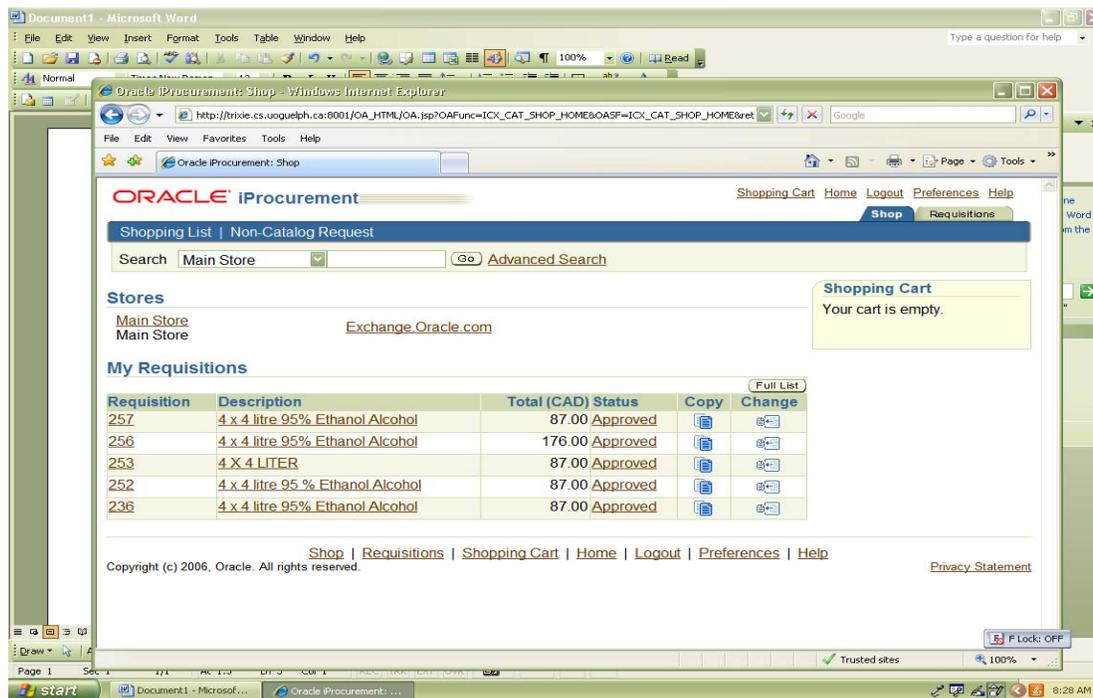
Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

II – Revise / Change Requisitions

Requisitions can be revised before they are assigned with Purchasing Order by Purchasing Services. Check-out information can be revised. However, only limited information on the item can be modified, such as quantity.

click the requisition needs to be revised/changed and click “change”:





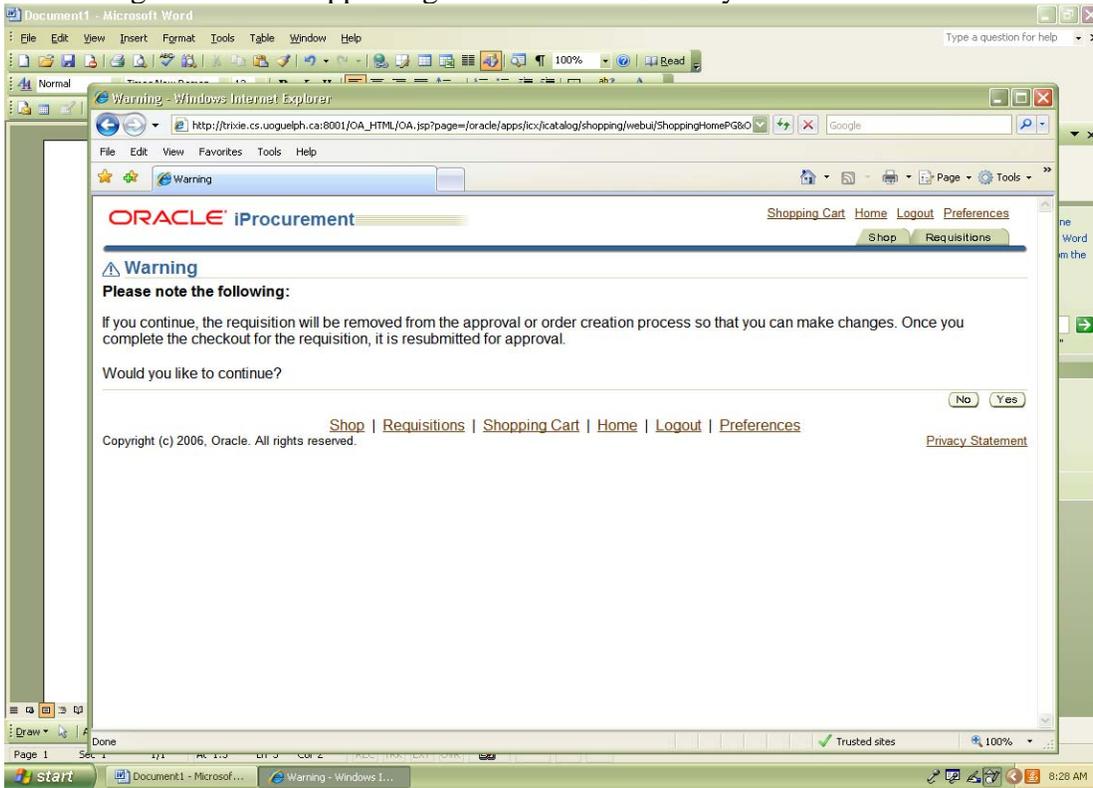
Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

A Warning note will be appearing on the screen. Click “yes”:





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

Change the quantity for the item:

The screenshot shows the Oracle iProcurement Shopping Cart interface. The cart contains one item:

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (CAD)	Delete
1	4 x 4 litre 95% Ethanol Alcohol		Each	1	87.00 CAD	87.00	
						Total	87.00

Navigation links: [Shop](#) | [Requisitions](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Proceed with check-out information:

ORACLE iProcurement Shopping Cart Home Logout Preferences Shop Requisitions

Requisition Information Approvers Review & Submit

Checkout: Requisition Information Cancel Save Submit Step 1 of 3 Next

* Indicates required field

- * Requisition Description: 4 x 4 litre 95% Ethanol Alcohol
- * Ship to Contact: Materiels Management
- * Contact Phone/Ext: 519-824-4120 ext 54229
- Carrier account No.:
- Freight / GL:
- * Bid/Quote Ref.: price list
- * Tax End Use: MEDICAL

Delivery Urgent

- * Need-By Date: 30-Jan-2009 00:00:00 (example: 28-Jan-2009 19:45:00)
- * Requester: CAMPBELL, JOANNE
- * Deliver-To Location: 0453-1
- * Suggested Buyer: MOLLISON, MARY

Billing Taxable: No

Additional Line Information



Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Once done, click “submit”:

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition Save Printable Page Back Step 3 of 3 Submit

Requisition 236: Total 87.00 CAD
 Created By **MOLLISON, MARY**
 Creation Date **04-Dec-2008 08:39:36**
 Description **4 x 4 litre 95% Ethanol Alcohol**
 Justification

Requisition Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (CAD)	Attachments
Show	1	4 x 4 litre 95% Ethanol Alcohol	045390	Each	1	87.00 CAD	87.00	
							Total	87.00

Save Printable Page Back Step 3 of 3 Submit

Shop | Requisitions | Shopping Cart | Home | Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. Privacy Statement

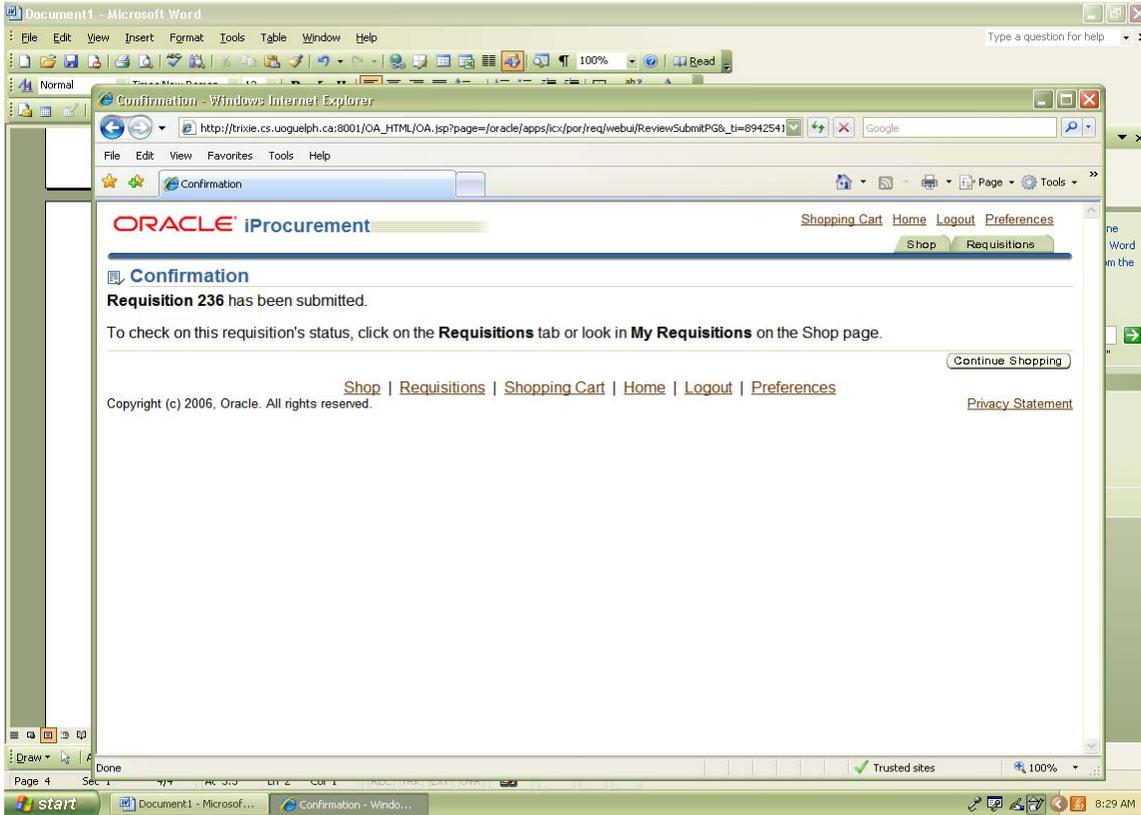


Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

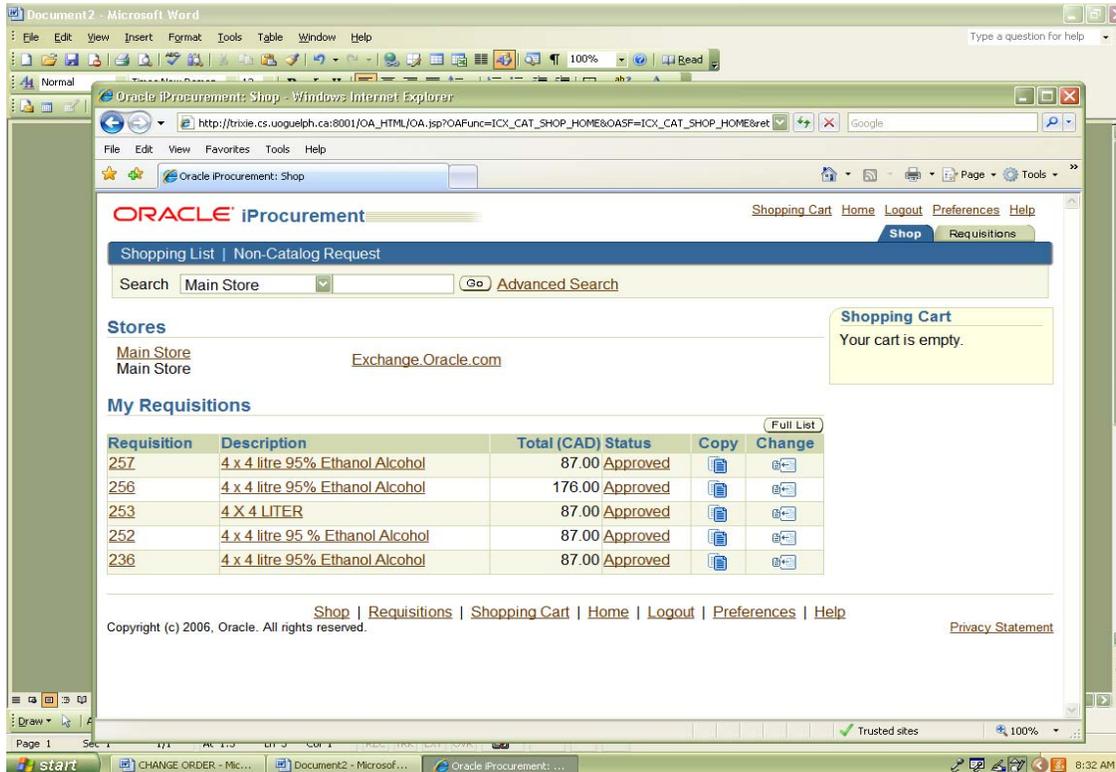
PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

III - Copy requisitions

Click “copy” on the requisition to be copied from and Proceed with check-out:





Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_PO_IPROPROCESSD3.pdf).

