

# iProcurement

## Instructions For Ordering Computers Using DELL PUNCHOUT



Office of Business & Financial Affairs

Saint Paul Public Schools



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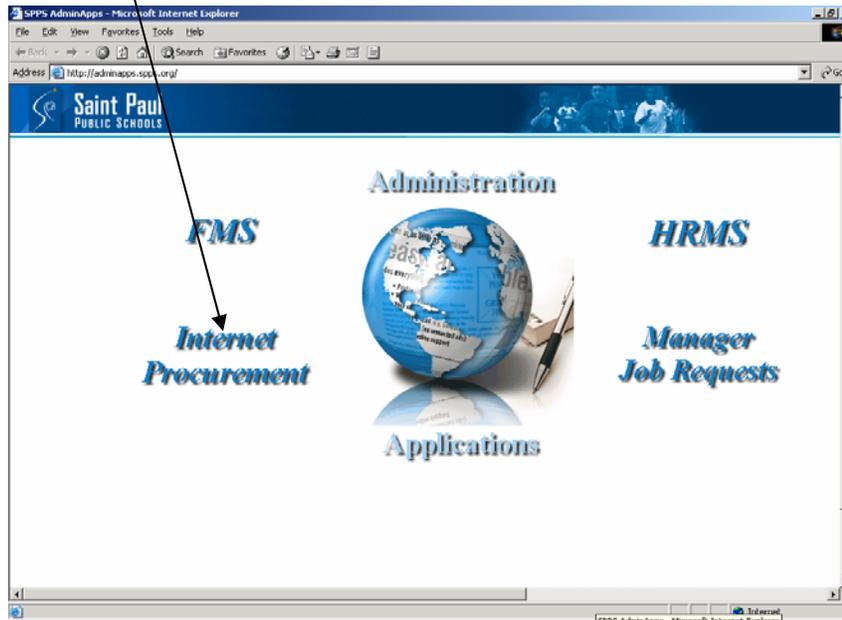
## Helpful Hints on Using iProcurement

- If a field has the Flashlight icon, click on the flashlight to search for and select values for that field.
- Don't use the Back and Forward buttons on the internet browser toolbar. Use the links or buttons on the web pages to navigate.
- Budget codes are validated by the system. If an incorrect or inactive code is entered you will receive an error message. Contact your accountant to verify the proper code to enter.
- **BACKUP DOCUMENTATION FOR APPROVALS:** If your Principal/Budget Administrator does not approve requisitions electronically, you must have backup documentation that shows they approved the expenditure. This documentation can be in any format, such as an email, handwritten note, "Teachers Request to Principal" form, or a screen print of the requisition with the Principal/Administrator's signature on it.

## Logging On to iProcurement

### *Using the Administration Applications Web Portal*

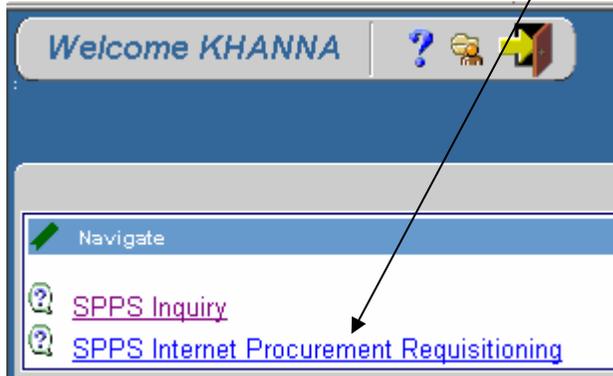
1. Open Internet Explorer or Firefox and go to the web address <http://adminapps.spps.org>. This web portal allows you to access the login page for several different systems all in one place. Click the link for *Internet Procurement*.



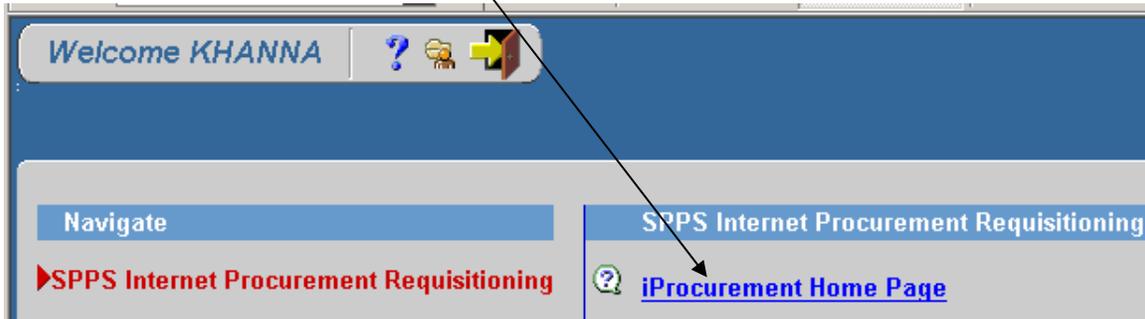
2. On the login page enter your username and password, and click the Connect button.

A screenshot of the login page for the Saint Paul Public Schools Financial Management System. The page features the Saint Paul Public Schools logo on the left, which includes the text 'Saint Paul PUBLIC SCHOOLS' and 'A World of Opportunities'. To the right of the logo is a green box with the text 'Financial Management System'. Below the logo and text is a yellow school bus illustration. To the right of the bus are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a 'Connect' button.

3. Click the “SPPS Internet Procurement Requisitioning” link.



4. Click the “iProcurement Home Page” link.



## Using the DELL Store

The **DELL Computers** link will take you to the Dell Premier web site which is customized for Saint Paul Public Schools.

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**ORACLE** iProcurement Shopping

**Shop** Requisition

**Stores** | Categories | Shopping Lists | Non-Catalog Request | Contractor Request

Search   [Advanced Search](#)

**Stores**

<a href="#">Main Store</a> Main Store	<a href="#">Dell Computers</a> Dell Computers	<a href="#">Storehouse Software</a> Storehouse Software
--	--	--

**My Requisitions** Full List

Requisition	Description	Total (USD)	Status	Copy
<a href="#">138762</a>	<a href="#">Training Class "FMS: 11i Install, Patch, and Maintain Oracle Applications" for Ajmer Kharengra. 5 Days Sep 22-26, 2008.</a>	3,750.00	Approved	
<a href="#">138285</a>	<a href="#">OptiPlex 755 Desktop; Intel REG Core TM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB) 2HD</a>	1,041.00	In Process	
<a href="#">137911</a>	<a href="#">Lexmark Toner Cartridges for 1930 Como.</a>	1,025.97	Approved	
<a href="#">137873</a>	<a href="#">Dell AC Adapter, 65 Watt, for Dell Latitude D600/500/400. Quote #434332857. For Marilee Kistler's laptop.</a>	45.00	Approved	
<a href="#">137855</a>	<a href="#">Infinite Campus License and Support from July 1, 2008 to June 30, 2009. Invoice number ANNUAL000634, invoice date 5/22/08.</a>	257,926.50	Approved	

The Dell web site displays the list of standard computer equipment available to order. To see detailed specifications click the **Customize** link (you can't customize the equipment but you can view the specs). Click the **Add to Cart** link for each item you want to order.

If an item you want to order is not on the list, contact the Purchasing department or Information Technology department to make sure the item you want to order is compatible with the district's existing technology. To create a requisition for items not on the Dell web site go back to iProcurement and create a Non-Catalog Request (see page 15 for detailed instructions).

St Paul Public Schools

**DELL** Products Services Solutions Purchase Help Premier

Systems Software & Peripherals Standard Configurations E-Quotes

You are here: Premier Home

## Premier Welcome SPPS Educators!

### Standard Configurations

**District Standard PC**

Optiplex 755 Small Form Factor	\$1,041.00	<a href="#">Customize</a>	<a href="#">Add to Cart</a>
Optiplex 755 Desktop	\$1,041.00	<a href="#">Customize</a>	<a href="#">Add to Cart</a>
Optiplex 755 Minitower	\$981.00	<a href="#">Customize</a>	<a href="#">Add to Cart</a>

**District Standard Laptop**

Latitude D630	\$1,356.41	<a href="#">Customize</a>	<a href="#">Add to Cart</a>
---------------	------------	---------------------------	-----------------------------

**District Standard Printers**

5110CN Color Network Laser Printer	\$1,328.98	<a href="#">Customize</a>	<a href="#">Add to Cart</a>
------------------------------------	------------	---------------------------	-----------------------------

**Toner Cartridges**

Toner Cartridges		<a href="#">Customize</a>	<a href="#">Add to Cart</a>
------------------	--	---------------------------	-----------------------------

**Projector**

2400MP Projector	\$999.00	<a href="#">Customize</a>	<a href="#">Add to Cart</a>
------------------	----------	---------------------------	-----------------------------

### Messages

**Important Information!**

EMPLOYEE PURCHASE MEMBER ID: KS29278227

[Read More](#)

[Contact Your Account Team](#)

### New At Dell

 **Latitude E-Family: How to image your System**

Need help imaging your new Latitude E-Family systems? Click on the link below for a document detailing the steps required to re-image Dell E-Family notebooks with Microsoft<sup>®</sup> operating systems.

[More Details](#)

The My Cart page displays all the items in the shopping cart. If you want to add more items click the Continue Shopping link. If you are done shopping, click the green “Create Order Requisition” button.

St Paul Public Schools

**DELL** Products Services Solutions Purchase Help Premier

Systems Software & Peripherals Standard Configurations E-Quotes

Dell recommends Windows Vista® Business.

You are here: Premier Home B

## My Cart [Take Our Cart/Checkout Survey](#)

[Cart](#) [E-Quotes](#)

[Summary View](#) | [Detail View](#)

[Print Cart](#) [Continue Shopping](#) [Save as E-quote](#) [Create Order Requisition](#)

Optiplex 755 Small Form Factor <a href="#">Remove Item</a>	Qty	Unit Price
<p><b>Estimated 36 Month Business Lease: \$36/month</b></p> <p><b>OptiPlex 755</b> Intel® Core™ 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB), Genuine Windows Vista® Business Downgrade, XP Professional Installed, E</p> <p><a href="#">Adjust System</a></p>	<input type="text" value="1"/> <a href="#">Update Total</a>	\$1,013.00
<p><b>Asset Recovery Service Label for recovery of one IT piece (NTB,DSK,MON,etc)</b></p> <p><a href="#">Product Details</a></p>	1	\$28.00
<b>Sub-total</b>		<b>\$1,041.00</b>

**Sub-total \$1,041.00**

[Print Cart](#) [Continue Shopping](#) [Save as E-quote](#) [Create Order Requisition](#)

**When you click the green button that says “Create Order Requisition” the Shipping page displays. Leave the default of No Charge. If you make a different selection it will be ignored when the requisition is created.**

**Dell** Products Services Solutions Purchase Help Premier  
Systems ▾ Software & Peripherals ▾ Standard Configurations ▾ E-Quotes

Dell recommends Windows Vista® Business.

You are here: Premier Home

Shipping Secure Shopping Guarantee Take Our Cart/Checkout Survey

SHIPPING PAYMENT VERIFY & SUBMIT ORD

\* Indicates Required Fields

**Shipping & Handling Method**

**Shipping Method**  
Shipping and handling timeframes listed below do not include the time required to build and test products.

No Charge - Lowest Cost 3-5 Day Delivery

Next-Day Delivery

2nd-Day Delivery

Designated Carrier

\* Carrier name (Required only when choosing a Designated Carrier)

\* Account# with carrier (Required only when choosing a Designated Carrier)

\* Method of delivery (Required only when choosing a Designated Carrier)

**In the Trade Compliance section at the bottom, click the button “I WILL NOT export this order outside the United States”, then click the green Continue button.**

\* **Trade Compliance**

I WILL NOT export this order outside the United States.

I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

Continue

**On the Verify & Submit Order Requisition page you can see the detailed technical specifications for the items you are ordering. If you would like a printout of this information click the View/Print Cart link. When ready to continue click the green “Submit Order Requisition” button at the bottom of the page.**



St Paul Public Schools

Products

Services

Solutions

Purchase Help

Premier

Systems

Software & Peripherals

Standard Configurations

E-Quotes

Dell recommends Windows Vista® Business.

You are here: Premier Home

## VERIFY & SUBMIT ORDER REQUISITION



Secure Shopping Guarantee



Take Our Cart/Checkout Survey

SHIPPING

PAYMENT

VERIFY & SUBMIT ORDER REQUISITION

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

[View/Print Cart](#)

### Shipping & Handling Information

#### Shipping & Handling Method

No Charge - Lowest Cost 3-5 Day Delivery

[Edit](#)

### Contact Information

### Order Requisition Date and Time:

December 17, 2008

2:11 PM CST

### Billing Information

#### Payment Method

Credit Terms

#### Contract Code

N3004

- V
- V
- V
- V
- V

### ACCESSORIES

**Asset Recovery Service Label for recovery of one IT piece (NTB,DSK,MON,etc)**

Qty 1

Dell Part# 985-3817

Unit Price \$28.00

Manufacturer Part# 94443

Dell Part# 985-3817

**TOTAL: \$1,041.00**

Total Price

**Sub-total \$1,041.00**

REMINDER: Please use the link located at the top of the page above to print your Order details before you submit your order requisition

The items from the Dell web site are transferred into your iProcurement Shopping Cart. If you need to change the Quantity you can update it on this page. When ready, click the Checkout button to complete the requisition.

**ORACLE**  
iProcurement

Shopping Cart

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	OptiPlex 755 Small Form Factor, IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB)	EA	1	1041 USD	1,041.00	
<b>Total</b>					<b>1,041.00</b>	

Return to Shopping

There are three Checkout screens. On the first checkout screen modify the delivery information as needed, then click the Edit Lines button.

Checkout: Requisition Information

\* Indicates required field

\* Requisition Description: OptiPlex 755 Small Form Factor, IntelREG CoreTM 2 Duo

Delivery	Billing
* Need-By Date: 01/21/2009 00:00:00 <small>(example: 12/22/2008 19:45:00)</small>	Taxable: No
* Requester: Shields, Colleen	GL Date: 12/22/2008
* Deliver-To Location: Business & Financial	

Click the Accounts link.

Requisition Information: Edit Lines

\* Indicates required field

Delivery | **Accounts** | Billing | Attachments

Select Lines: Update Copy Delete

Select All	Select None	Select Line Description	Urgent	Need-By Date	Requester	Deliver-To Location
<input type="checkbox"/>	<input type="checkbox"/>	1 OptiPlex 755 Small Form Factor, IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB)	<input type="checkbox"/>	01/21/2009 00:00:00	Shields, Colleen	Business & Financial <small>Enter one-time address</small>

Delivery | **Accounts** | Billing | Attachments

If you have Favorite Charge Accounts set up in your Preferences a budget code will display. If not, Click the Enter Charge Account link (ignore the error message at the top of the screen).

**Requisition Information: Edit Lines**

\* Indicates required field (Check Funds) (R)

[Delivery](#) [Billing](#) [Accounts](#) [Attachments](#)

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

Select All | Select None

Select Line	Description	Charge Account	GL Date
<input type="checkbox"/> 1	OptiPlex 755 Small Form Factor;IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB)	<a href="#">Enter Charge Account</a>	11/22/2008

**TIP** Click on a Split icon to allocate costs to multiple accounts.

Enter the budget code in the Accounting Flexfield and click the Return button.

**Requisition Information: Split Cost Allocation**

\* Indicates required field (R)

**Selected Line**

Line Description	Unit	Quantity	Price	Amount
1 OptiPlex 755 Small Form Factor;IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB)	EA	1	1041 USD	1,041.00

[Projects](#) [Charge Accounts](#)

Line	Accounting Flexfield	GL Date	Percent	Quantity	Amount (USD)
1	[01-005-141-000-6555-0000]  Fund-Organization-Program-Finance-Object-Course	11/22/2008 	100	1	1,041.00
<a href="#">Add Another Row</a>			<b>Total</b>	<b>1</b>	<b>1,041.00</b>

[Projects](#) [Charge Accounts](#)

The next screen displays the budget code as a link. Click the Return button again. You will be returned to the first checkout screen. Click the Next button to move to the 2nd checkout screen.

**Requisition Information: Edit Lines**

\* Indicates required field (Check Funds) (Return)

[Delivery](#) [Billing](#) [Accounts](#) [Attachments](#)

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

Select All | Select None

Select Line	Description	Charge Account	GL Date
<input type="checkbox"/> 1	OptiPlex 755 Desktop;IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB) 2HD	<a href="#">01-005-141-000-6401-0000</a>	12/30/2008

**TIP** Click on a Split icon to allocate costs to multiple accounts.

[Delivery](#) [Billing](#) [Accounts](#) [Attachments](#)

(Check Funds) (Return)

**On the 2<sup>nd</sup> checkout screen enter the notes as follows:**

**Note to Approver – “Approved by (Principal or Budget Administrator’s Name)”**

*TITLE I REQUIREMENTS: If using Title I funds, also indicate in the Note to Approver field the purpose for the goods being purchased, so the Title I staff can determine if this is an appropriate Title I expenditure. A Title I Order Form does not need to be submitted for requisitions entered in iProcurement.*

**Note to Buyer – Name and phone number of person who can answer questions about this order.**

**Click the Next button to move to the 3<sup>rd</sup> checkout screen.**

#### Checkout: Review Approver List

Your requisition will be sent to the following list of approvers.

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

Approver Name	Delete
Baumann, Michael A	
Miller, Bradley T	
* Note to Approver	Approved by Mrs. Principal.
Note To Buyer	Contact Jane Doe at 603-7654 if questions.

**This is your final screen before submitting the requisition. To get a complete, nicely formatted printout click the [Show](#) link next to one of the line items, then click the [Printable Page](#) button. A separate browser window opens, click the printer icon, then close the extra browser window.**

#### Checkout: Review and Submit Requisition

[Save](#) [Printable Page](#) [Back](#) [Step 3 of 3](#) [Submit](#)

##### Requisition 138285: Total 1,041.00 USD

Created By **Shields, Colleen**  
 Creation Date **07/15/2008 10:56:35**  
 Description **OptiPlex 755 Desktop;IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB) 2HD**  
 Justification **Approved by Mrs. Principal.**

##### Requisition Attachments

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

##### Lines

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attach
<a href="#">Show</a>	1	OptiPlex 755 Desktop;IntelREG CoreTM 2 Duo Processor E7200 (2.53GHz, 3M, 1066MHz FSB) 2HD	005	EA	1	1,041.00 USD	1,041.00	
<b>Total</b>							<b>1,041.00</b>	

**Click the Submit button and wait for the confirmation message indicating the requisition has been forwarded to your accountant.**

---

 **Confirmation**

**Requisition 138285** has been submitted to [Baumann, Michael A](#) for approval.

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

---

## Creating a Non Catalog Request

If the items you want to order are not listed on the Dell website, click on the Non-Catalog Request link in the blue navigation bar. The instructions below will describe what to enter in each field.

Item Type  

Use the default value of “Goods billed by quantity” for all requisition types.

\* Item Description  

Enter a detailed description of the item you are ordering. You can continue typing and a scroll bar will appear on the right side. You know you have met the limit of characters when you are typing and nothing shows up on the screen.

\* Category  

Click the flashlight next to the “Category” field to search for a value.

**Search**

To find your item, select a filter item in the pulldown list and enter a search value.

Search By

Enter “2” in the search field and click the Go button.

**Results**

Select	Quick Select	Name ▲	Description
<input type="radio"/>		200-10	Athletic Clothing
<input type="radio"/>		200-85	Uniforms and other clothing
<input type="radio"/>		204-00	Computer Hardware and Peripherals, Printers, Scanners, Etc., (PC/Dell)
<input type="radio"/>		206-00	Computer Hardware and Peripherals, Printers, Scanners, Etc., (Apple)
<input type="radio"/>		207-00	Computer Accessories and Supplies
<input type="radio"/>		208-00	Computer Software
<input type="radio"/>		240-00	Foodservice Supplies including Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, and Supplies

**The search results show all Categories related to computer equipment. Click the Quick Select icon for the appropriate Category.**

\* Quantity

**Enter the desired quantity in the Quantity field.**

\* Unit of Measure  

**Type “each” in the field.**

\* Unit Price

**Enter the Unit Price. No formatting is needed (dollar sign, commas, decimal point).**

\* Currency

**Use the default value of “USD”.**

Contract Number  

**Skip this field – it is not being used at this time.**

Supplier Name  

**Click the flashlight to search for the supplier name.**



**Search and Select: Supplier Name**

Cancel Select

**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   Go

**Results**

Select	Quick Select	Supplier	Site	Address	Contact	Phone	Fax	Email
No search conducted.								

[About this Page](#)

Cancel Select

**Enter the supplier name (dell) in the search field and click the Go button.**

**Search and Select List of Values -**

**Search and Select: Supplier Name** Cancel Select

**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**

Previous 1-10 Next 10

Select	Quick Select	Supplier ▲	Site	Address	Contact	Phone	Fax	Email
<input type="radio"/>		DELL COMM INC	4860 MUSTANG CI	4860 MUSTANG CIRCLE MOUNDS VIEW MN 55112	JASON	763 783-0035		
<input type="radio"/>		DELL COMM INC	PO BOX 802816	DELL MARKETING LP C/O DELL USA LP PO BOX 802816 CHICAGO IL 60680-2816				
<input type="radio"/>		DELL COMPUTER CORP	H1 DELL WAY	1 DELL WAY ROUND ROCK TX 78682 USA	RUSSOM, MELISSA	888 977-3355		
<input type="radio"/>		DELL COMPUTER CORP	H1 DELL WAY	1 DELL WAY ROUND ROCK TX 78682 USA	..	877 955-3355		

**Multiple supplier records may display for the same supplier. It's usually because they have multiple addresses or contact people. Click the Quick Select icon for Dell Computer Corp at 1 Dell Way, Round Rock, TX.**

When all fields are completed click the Add to Cart button. The Shopping Cart will show the line items as they are added. To add another line item, simply erase the information in the fields and type the new information. When you are ready to check out click the View Cart and Checkout button.

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Stores | Categories | Shopping Lists | **Non-Catalog Request** | Contractor Request

Shop Requisitions Receiving Contractors

Non-Catalog Request

\* Indicates required field

Item Type: Goods billed by quantity

\* Item Description: Dell Optiplex Computer, Model XYZ

\* Category: 204-00

\* Quantity: 5

\* Unit of Measure: Each

\* Unit Price: 1,300.00

\* Currency: USD

Contract Number: [ ]

New Supplier

Supplier Name: DELL COMPUTER CORP

Site: H1 DELL WAY

Contact Name: [ ]

Phone: 888 820-7454

Clear All Add to Cart Add to Favorites

**Shopping Cart**

Your cart contains 1 line.

**Recently Added Lines**

Dell Optiple... 5 Each

View Cart and Checkout

Clear All Add to Cart Add to Favorites

Go back to page 11 for instructions on completing the checkout screens and submitting the requisition.

## Ordering Software from the Storehouse

For every computer ordered you also need to order a Microsoft Office software license from the district Storehouse. To create a requisition for software, on the home page click the [Storehouse Software](#) link.

The screenshot shows the Oracle iProcurement home page. At the top, there is a navigation bar with links for Stores, Categories, Shopping Lists, Non-Catalog Request, and Contractor Request. Below this is a search bar with a dropdown menu set to 'Main Store' and a 'Go' button. The 'Storehouse Software' link is circled in red.

In the Search field type “office” and click the Go button.

The screenshot shows the Oracle iProcurement search results page. The search field contains the word 'office' and is circled in red. Below the search bar, there is a section titled 'Shop Storehouse Software' with a description: 'This store is used to order software through the school District's Storehouse'. Underneath, there is a section titled 'Available Catalogs' with a table listing the available catalogs.

Name	Description	Type
STOREHOUSE	STOREHOUSE SOFTWARE	Local

Choose either MS Office for Windows or Mac, indicate the quantity and then click the Add to Cart button.

The screenshot shows the Oracle iProcurement interface. At the top, there is a navigation bar with links for Stores, Categories, Shopping Lists, Non-Catalog Request, and Contractor Request. Below this is a search bar with the text 'office' entered and a 'Go' button. A breadcrumb trail shows 'Shop: Stores > Shop Storehouse Software >'. The main heading is 'Search Results from STOREHOUSE: office'. There are sorting options: 'Sort by' (a dropdown menu), 'Ascending' (a dropdown menu), and a 'Go' button. Below the sorting options is a 'Hide Images' button. The search results are displayed in two rows. The first row is for 'SW MS Office Win / Lic'. It shows 'Category: SW - MS Current (57)', 'Supplier: STOREHOUSE', 'Supplier Item: 57-0020', 'Internal Item Number:', 'Price: 51.01 USD', 'Unit: Each', and a 'Quantity' input field with '1' and an 'Add to Cart' button. The second row is for 'SW MS Office Mac / Lic'. It shows 'Category: SW - MS Current (57)', 'Supplier: STOREHOUSE', 'Supplier Item: 57-0035', 'Internal Item Number:', 'Price: 41.40 USD', 'Unit: Each', and a 'Quantity' input field with '1' and an 'Add to Cart' button.

The items will be added to the Shopping Cart. Go back to page 11 for instructions on completing the checkout screens and submitting the requisition. Use the Note to Buyer field to cross-reference the requisition for computers so the buyer can match up the orders.

To order other types of software, in the Search field type “%” and browse the list. If the software you want is not on the list, create a Non-Catalog Request, provide a complete description of the software, enter 208-00 as the Category code and enter “Storehouse” as the Supplier.

## Adding an Electronic Attachment to a Requisition

Attachments can be files, web addresses, or text (maximum of 2000 characters). To add an attachment, click the Add Attachments button.

**ORACLE** iProcurement Shopping Cart Home Logout Preferences

Shop Requisitions Receiving Contractors

Requisition Information Approvers Review & Submit

**Requisition Information: Edit Lines** R

\* Indicates required field

Delivery Billing Accounts **Attachments**

**Requisition Attachments**

Add Attachments

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

**Requisition Line Attachments**

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Attachment
1	Stainless Steel Kenmore 18.8 cu.ft. Top Freezer Refrigerator for FACS department.	Each	1	1,199.00 USD	1,199.00	
2	White Kenmore 7.2 cu.ft. Chest Freezer for FACS department.	Each	1	199.00 USD	199.00	

**TIP** Click on an Attachment icon to add or update attachments for a particular line.

Delivery Billing Accounts **Attachments** R

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

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**If you want your attachment only to be seen internally (by accountants and purchasing staff) select a Category of “Internal to Requisition”. If you want the attachment to show on the Purchase Order that goes to the vendor, leave the default of “To Supplier”.**

***NOTE: If you are using a MAC and doing a file attachment, you must add a file name extension of ".tif" after the file name (for example, if the file name is “books” you must change it to “books.tif”). Hard copy attachments can be faxed or sent via inter-office mail to the Purchasing Office. The Requisition number must be written on all hard copy attachments so the Purchasing Office can match the electronic requisition to the attachments..***

ORACLE iProcurement Shopping Cart Home Logout Preferences H

Shop Requisitions Receiving Contractors

**Add Attachment** Cancel Add Another A

Add

**Attachment Summary Information**

\* Indicates required field

\* Description

Category

**Define Attachment**

Type  File

URL

Text

Name   
(Optional: provide a name to Text attachment)

Cancel Add Another A

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

**After you add the attachment you'll receive a Confirmation message. Click the Return button to continue the checkout process.**

The screenshot shows the Oracle iProcurement Checkout interface. At the top, there's a navigation bar with "Shop", "Requisitions", "Receiving", and "Contractors". Below this is a progress indicator with three steps: "Requisition Information" (active), "Approvers", and "Review & Submit".

A green confirmation banner states: "Attachment 'Shipping and Warranty Information' has been added successfully but not saved. Complete your work to save your attachment." Below this is the "Requisition Information: Edit Lines" section, which includes a "Return" button and tabs for "Delivery", "Billing", "Accounts", and "Attachments".

The "Requisition Attachments" section contains an "Add Attachments" button and a table with the following data:

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="#">Shipping and Warranty Information</a>	Short Text	Shipping and Warranty Information	To Supplier	KHANNA	03/19/2008	One-Time			

The "Requisition Line Attachments" section features a table with the following data:

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Attachments
1	Stainless Steel Kenmore 18.8 cu.ft. Top Freezer Refrigerator for FACS department.	Each	1	1,199.00 USD	1,199.00	
2	White Kenmore 7.2 cu.ft. Chest Freezer for FACS department.	Each	1	199.00 USD	199.00	

A tip below the table reads: "TIP Click on an Attachment icon to add or update attachments for a particular line." At the bottom, there are tabs for "Delivery", "Billing", "Accounts", and "Attachments", along with another "Return" button.

## Saving a Requisition

If you have started creating a requisition and you want to save your work and finish it later, you can save the requisition. On any screen click the Save button.



ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Contractors

Shopping Cart

Save Checko

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Del
1	Stainless Steel Kenmore 18.8 cu.ft. Top Freezer Refrigerator for FACS department.		Each	1	1,199.00 USD	1,199.00	
2	White Kenmore 7.2 cu.ft. Chest Freezer for FACS department.		Each	1	199.00 USD	199.00	
<b>Total</b>						<b>1,398.00</b>	

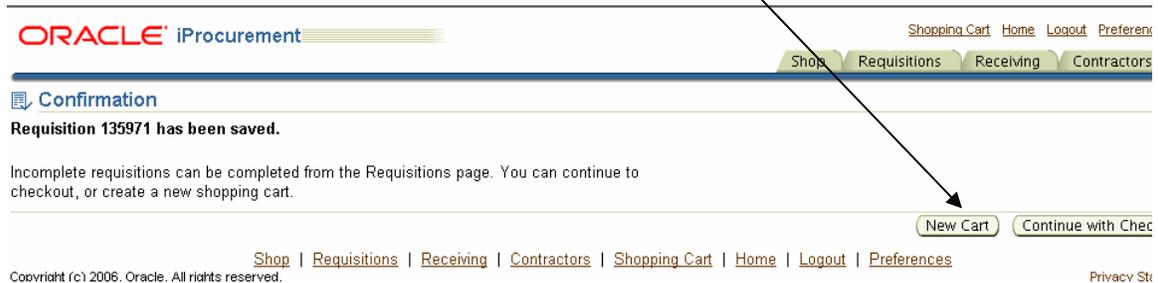
Return to Shopping

Save Checko

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

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You will receive a Confirmation message that the requisition has been saved. Click the New Cart button to clear out your shopping cart. At this point you can log out of the system, or proceed to other functions.



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Shopping Cart Home Logout Preferen

Shop Requisitions Receiving Contractors

Confirmation

Requisition 135971 has been saved.

Incomplete requisitions can be completed from the Requisitions page. You can continue to checkout, or create a new shopping cart.

New Cart Continue with Chec

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

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To find the saved requisition click the Requisitions tab in the top right corner of the screen. The requisition will show a Status of “Incomplete”. Select the requisition and click the Complete button to open and finish it.

ORACLE iProcurement Shopping Cart Home Logout Preferences

Shop **Requisitions** Receiving Contract

Requisitions | Notifications | Approvals

Requisitions

Views

View

Indicates requisition with a pending change request.

Select requisition:    Previous 1-12 Next

Select Requisition	Description	Total (USD)	Creation Date	Status
<input type="radio"/> 135971	Stainless Steel Kenmore 18.8 cu.ft. Top Freezer Refrigerator for FACS department.	1,398.00	03/19/2008 10:10:36	Incomplete
<input type="radio"/> 135970	Pearson Digital Learning		03/19/2008 10:08:35	Incomplete
<input type="radio"/> 135969	SFA CONTRACT 2007-08		03/19/2008 10:07:37	Incomplete

## Viewing Requisition Status/Approval History

On the Home Page, under the *My Requisitions* section, click the link in the *Status* column. If the requisition is not listed on the Home Page, click the *Requisitions* tab to see all the requisitions you've submitted.

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, Requisitions, Receiving, and Contractors. The 'My Requisitions' section contains a table with the following data:

Requisition	Description	Total (USD)	Status	Action
135978	Labels - Laser Printer 1 in x 2 5/8 in Avery 5160 Bx/3000	144.03	Incomplete	Copy Change

The 'Status' column for requisition 135978 is circled in red. A 'Full List' button is located to the right of the table. A 'Shopping Cart' sidebar on the right indicates 3 items in the cart.

The Action column will show “pending” if the requisition is waiting for someone to review and approve it. It will show “approved” when the buyer in the purchasing office is ready to turn it into a Purchase Order.

The screenshot shows the 'Approval History for Requisition 135975' page. The table below details the approval process:

Sequence	Approver	Organization Name	Status	Action	Action Date
1	Shields, Colleen	Setup Business Group	✓	Submitted	03/20/2008 11:44:36
2	Shields, Colleen	Setup Business Group	✓	Reserved	03/20/2008 11:44:40
3	Shields, Colleen	Setup Business Group	✓	Forwarded	03/20/2008 11:44:41
4	Baumann, Michael A	Setup Business Group	✓	Pending	
5	Bolen, Carolyn M	Setup Business Group	.		