


New Features in iProcurement

As part of Purchasing's **Advanced Procurement Project**, new enhancements to OHSU iProcurement responsibility (IP Requestor OHSU) will make requisitioning more user-friendly. Two major changes will be available on May 8th: a re-organized iProcurement Home Page, and a re-organized Checkout Summary Page.

To make requisitioning easier, the iProcurement Home Page has been organized into three main channels: Catalog Request, Punchout, and Non-Catalog Request.

- 1. Catalog Request:** To order from suppliers who are not Punchout vendors, go to the Catalog Request link to shop from the new Oracle online catalog. Click on Catalog Request and you will be taken to a screen where you can search for items to requisition. You can do a simple search based on description, catalog number, or supplier, or you can use the Advanced Search feature to narrow the search and return the results in the order you choose. New items are being added every day, and some suppliers are providing pictures of their products!

[pH Test Kit, Electrochemistry Accessory, Orion; Pure Water pH Test Kit; increases accuracy, reduces drift, eliminates sample contamination. Includes Pure Water buffers A and B, pH/ISA Adjuster, syringe, instructions 1/EA](#)




Category: **Electrochemical measuring instruments and accessories** Supplier: **FISHER SCIENTIFIC COMPANY LLC** Supplier Item: **13641735**

Contract Number: **1312570**

Price: **177.6 USD** Unit: **EA**

Quantity

[Kit, UV Detector, Performance Validation, w/all Solutions, Template, Detector Connector, Syringes, Instructions, C of A 1/EA](#)



Category: **Chromatographic measuring instruments and accessories** Supplier: **FISHER SCIENTIFIC COMPANY LLC** Supplier Item: **1337561**

Contract Number: **1312570**

Price: **699.33 USD** Unit: **EA**

Quantity

As of May 8th, there will be 455 unique suppliers with products available from which to shop in the new Oracle Online Catalog. The list is available at

<http://ozone.ohsu.edu/financial/cfs/news08/iprocurementsupplierlist.pdf>

2. **Punchout:** When ordering from Fisher Scientific, VWR, Sigma Aldrich, or Invitrogen, just click on the Punchout link, and you will “punch out” of Oracle and go directly to the supplier’s website, where you can shop from their online catalog. When you have made your selections and clicked the checkout button, your order will be brought back to Oracle to create an Oracle requisition.

3. **Non-Catalog Request:** If you are unable to find your items from the Punchout vendors or the online catalog, use this feature to manually enter your requisitions. One of the benefits of using IP Requestor OHSU instead of PO Requestor OHSU is the ability to pull a requisition back that is waiting for Fiscal Approval if you would like to make a change to the requisition, instead of having to get your approver to reject the requisition back to you.

Checkout Summary Page: This page has been re-organized to make viewing and entering accounting information easier. Now your default account string is visible, and you can click on it to make changes. Also, the GL accounting information is visually separated from the Grant or Project accounting information for clarity.

The screenshot shows the Oracle iProcurement interface for a requisition checkout. At the top, there is a navigation bar with the OHSU logo, 'iProcurement' title, and links for 'Shopping Cart', 'Home', 'Logout', and 'Preferences'. Below this is a progress indicator with three steps: 'Requisition Information' (active), 'Approvers', and 'Review & Submit'. The main content area is titled 'Checkout: Requisition Information' and includes a 'Cancel' button, 'Save' button, 'Edit Lines' button, and 'Next' button. The 'Requisition Description' field contains 'Needles, Blood Collection; BD Vacutainer; Sterile; Dispo:'. The 'Delivery' section includes fields for 'Need-By Date' (29-May-2008 00:00:00), 'Requester' (Ray, Mary K), 'Deliver-To Location' (MCW 2040), and 'Suggested Buyer'. The 'Billing' section includes 'GL Account' (Charge Account: 0151-87510-39-5390-000-0000-000, GL Date: 29-Apr-2008) and 'Grant or Project Account' (Project, Task, Award, Expenditure Type, Expenditure Organization, Expenditure Item Date, Taxable: No). At the bottom, there are 'Cancel', 'Save', 'Edit Lines', and 'Next' buttons, along with a footer containing copyright information and a 'Privacy Statement' link.

New Documentation: The Oracle Requisitions manual has been updated. Most of the changes were to Chapters 1 & 5. However, some screenshots were updated in other chapters as well. Navigate to the training documentation link below to see the latest updates...

<http://ozone.ohsu.edu/ais/trainingDocuments/req/>