



iProcurement Introduction.....	2
Creating a Catalog Requisition.....	2
Creating a non-catalog Requisition.....	3
Check out: 3 methods	4
Viewing the Requisition in iProcurement	10
iProcurement Features	10
Approving a requisition	11
Approval delegation.....	12
Receiving and returning under iProcurement.....	14
Receiving a purchased item against an approved requisition.....	14
Part receiving against a requisition	15
Receiving against a specific item	16
Receiving against several requisitions.....	17
Returning a receipted Item under iProcurement	18
My Profile	20

iProcurement Introduction

empowers any employee to enter and submit a requisition online, eliminate the need for the buyer to re-key data, enforce Company's requisition approval authority hierarchy, enforce Purchasing Policy, automatically source requisitions from outstanding blanket purchase agreements or quotations received from suppliers, deliver electronic notifications where action or advice to an interested party is required (i.e. Approval or Confirmation of approval / rejection).



Managing Requisitions

Company XYZ Inc purchases both direct items and indirect items:

- Direct items are items for re-sale. These items include both tangible and non-tangible products and services.
- Indirect items are non-Company XYZ Inc product items that are not used for re-sale. These items include operational goods and services such as stationery, consultancy services, fixed assets, sales and marketing material, etc.

A requisition is required to be created for all purchases.

There can be a few exceptions to this rule

- Company XYZ Inc Inc. Purchase Orders - Purchases of Company XYZ Inc . product do not require requisitions. Purchase Orders will be created directly from the Company XYZ Inc. invoice
- Order Directly from Supplier Web Site - Certain indirect purchases will not require a requisition or purchase order to be created in Oracle as items are ordered directly on supplier web .The supplier's invoice is sent to the Company XYZ Inc Operating Unit's Accounts Payable Dept. This invoice will be uploaded into Oracle AP and paid.
- Self-use items – Internal purchases of items by departments for departmental use may not use Oracle requisitions or purchase orders. 'Self Use' orders can be entered in Order Management to perform the issue of these items to internal department location.

Creating a Catalog Requisition

SHOP TAB

Search main store	Enter the product name or part of it. The search engine can search on partial descriptions as well. Press the "go" button to proceed the search. The search brings up a search results page listing all the items that match the search criteria entered (please refer to next section). The search engine looks through both internal and externally loaded items internal or supplier's catalogs).
Categories	It is possible for the user to search the catalogs by categories, rather than items. (i.e. stationery, computer supplies ...). This search method can be used, for example, when the name of an item is unknown.
Shopping Lists	The user can shop by browsing their "My Favorites" list or a "Public" list of items.

Other stores If the company has elected to connect to a supplier site, the user can click on the hyperlink and browse through a supplier's catalog.

The search results are displayed as can be seen from the screenshot below. You can enter the required quantity in the quantity field and next click on Add to Cart to store the in the requisition.

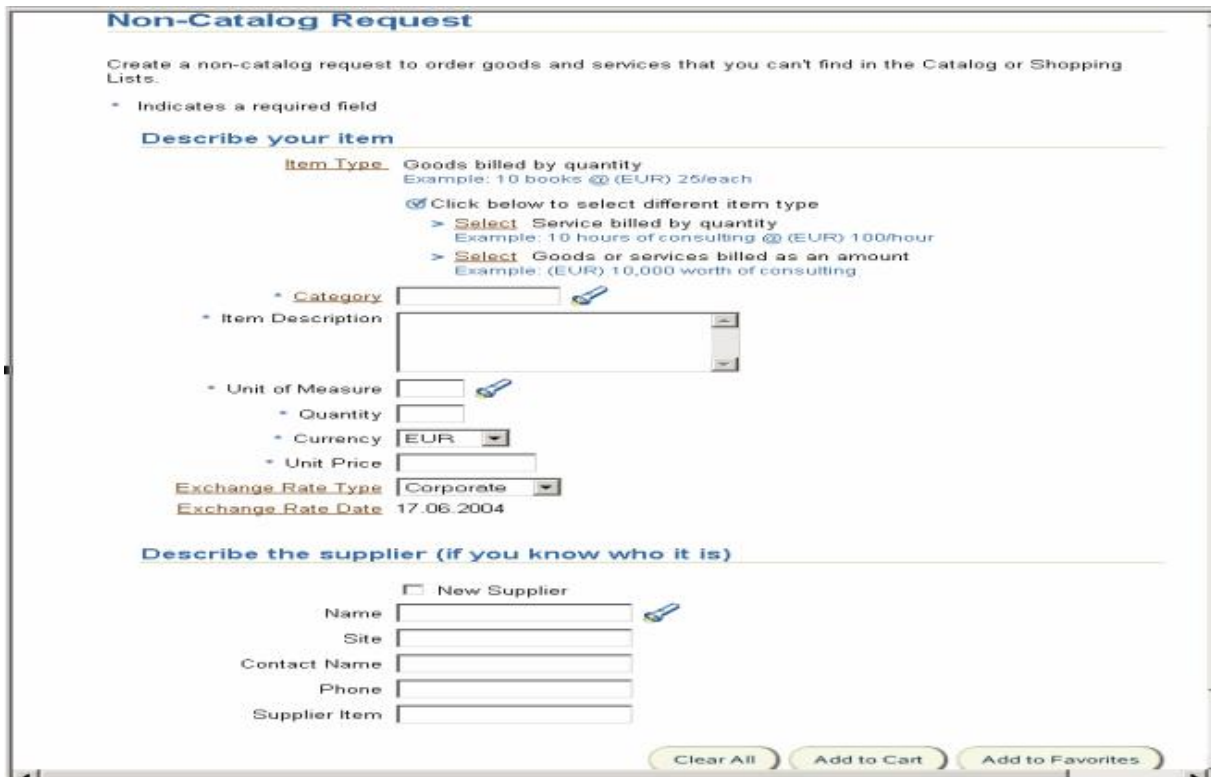


Creating a non-catalog Requisition

iProcurement enables the users to make requisitions, on catalog or non-catalog items. A non-catalog requisition can be created for a one time expense request or for a new item that has not been entered into any catalog yet. As for a catalog requisition, there are 3 steps to a non-catalog requisition creation: Product description, Cart management and Checkout.

Internet Procurement > Home Page > Create Non-catalog request

Internet Procurement > Shop > Non-catalog request



Item type

Flag one of the three choices:

- § Goods billed by quantity (i.e. books, pens...)
- § Service billed by quantity (i.e. 10 days of consulting)
- § Goods or services billed as an amount (i.e. 1000 worth of consulting)

Category i.e. stationery, computer supplies ... The select button will give you a list of values

Item Description Enter a description of the item needed

Unit of Measure i.e. unit, box, container, The select button will give you a list of values

Quantity Enter the quantity of item needed (in the unit of measure mentioned above)

Currency Choose the currency in which the unit price is given

Unit Price Price of a unit of the item, in the currency the item has been dealt in. You are supposed to give a estimated here if you do not know the exact price.

Exchange rate type Choose from corporate, spot, user or EMU fixed

Exchange rate date Today's date defaults

Describe the supplier (if you know who it is): This section enables you to give information about the supplier you want to buy this product from, either an existing or new supplier.

New Supplier Flag this check box if the information enter regards a non existing supplier

Name if entering a new supplier, use the search anyway to prevent from using an already existing supplier

Site Enter the supplier's site name

Contact name If known, enter a contact name

Phone A phone number can be entered in this field

Supplier Item The supplier's item code can be entered in that field

Once all the necessary field have been field in, the item can be add to cart or add to favorites (refer to the module create a catalog requisition). The fields can also be cleared by using the "clear all" button.

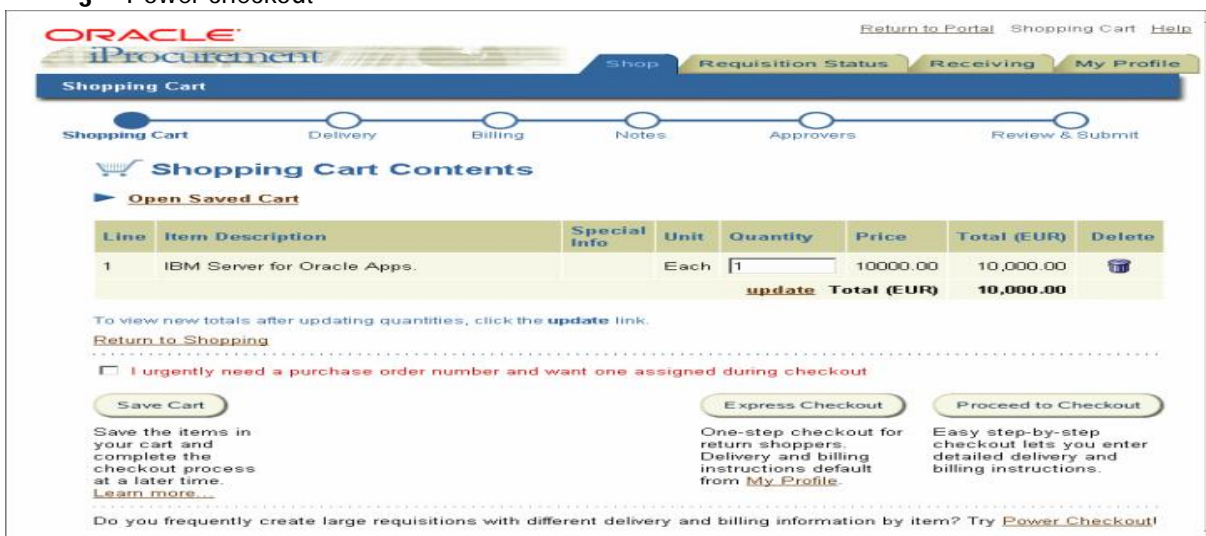
The process is then the same as for a catalog requisition.

à Once the requisition details have been entered, the check out needs to be done, detailing the delivery and billing addresses and several points, as follows.

Check out: 3 methods

There are three ways to check-out:

- § Normal check-out
- § Express checkout
- § Power checkout



After clicking on the "Proceed to Checkout" button on the shopping cart contents page, the delivery information

page is displayed.

Urgent Requisition Click this checkbox if the requisition is urgent.
Using the Normal checkout process

Internet Procurement > Shopping Cart > Proceed to Checkout

ORACLE[®] iProcurement

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Checkout

Shopping Cart Delivery Billing Notes Approvers Review & Submit

Enter Delivery Information

* Indicates a required field

When do you need the items on your requisition?

Urgent requisition

* Need-By Date
(Example: 30.04.2005)

Who is requesting the items?

* Requester

Where are the items going?

* Deliver-To Location
Need to have your items delivered to a special address that hasn't been predefined?
[Enter a one-time address...](#)

Does this delivery information apply to all the items on your requisition?

Yes
 No, delivery information differs by item

[Clear Checkout Changes and Return to Shopping Cart](#)

After clicking on the Continue Button, the Billing Information page is displayed.

ORACLE[®] iProcurement

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Checkout

Shopping Cart Delivery Billing Notes Approvers Review & Submit

Enter Billing Information

Are the items taxable?

Taxable

Tax Code

What project do you want to bill?

Project Number

Task Number

Expenditure Type

Expenditure Org

Expenditure Item Date
(Example: 30.04.2005)

Does this billing information apply to all items on your requisition?

Yes
 No, billing information differs by item

[Clear Checkout Changes and Return to Shopping Cart](#)

ORACLE® iProcurement [Return to Portal](#) [Shopping Cart](#) [Help](#)

Shop Requisition Status Receiving My Profile

Checkout

Shopping Cart Delivery **Billing** Notes Approvers Review & Submit

Review Charge Accounts

Click on a Charge Account link to edit or allocate the item cost to multiple accounts.

Line	Item Description	Unit	Quantity	Price	Total (EUR)	Charge Account
1	IBM Server for Oracle Apps.	Each	1	10000.00	10,000.00	ABX1.232000.0.00.000.ZZ.00.000.0000.00000
Total (EUR)					10,000.00	

Enter Notes & Attachments

* Indicates a required field

Describe your requisition

* Requisition Description
 Click here to [automatically default the requisition description](#) based on the first line item's description. You can always edit this default.

Add notes and attachments

Note to Buyer

Note to Approver

Add Attachments

Attention To	Type	Description

[Clear Checkout Changes and Return to Shopping Cart](#) Continue

Continue Put the user through next step of the process

Review Approver List & Enter Justifications

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

Approver List

Click here to [change the first approver](#).

Sequence	Approver Name	Required?
1	Zondervan R.P.	Yes

[Add Another Approver](#)

Additional Information for Approvers

Note to Approver

Attach Justifications

Attention To	Type	Description

[Clear Checkout Changes and Return to Shopping Cart](#) Continue

Review and Submit Requisition

Please review your requisition carefully to verify that everything's OK.

- Ready to complete this transaction?** Press the **Submit** button.
- Need to make corrections?** Use your browser's Back button.

Submit

Requisition 156 Total (EUR) 5,000.00

Created by **Weeren van J.** Urgent Requisition **No**
 Creation Date **17.06.2004** P-Card Number
 Description **IBM server for Oracle apps.**
 Note to Approver
 Note to Buyer

Add Attachments

Attention To	Type	Description

Items

To view all the information for a line item, click its **View** link.

Line	Item Description	Unit	Quantity	Price	Total (EUR)
View 1	IBM server for Oracle apps.	Each	1	5000.00	5,000.00
				Total (EUR)	5,000.00

[Clear Checkout Changes and Return to Shopping Cart](#) Submit

Submit Requisition A confirmation page is displayed with a Requisition number. The Internet Procurement Requisition creation process is completed.

Using the Express Checkout Process If the user wants to speed up the checkout process, and checked the set up of their personal profile, they can click on the Express Checkout Button to proceed to a faster checkout after they have filled their shopping cart.
Internet Procurement > Shopping Cart > Express checkout

Express Checkout

Express Checkout uses the delivery and billing preferences you defined in **My Profile**. If you need to enter delivery and billing information yourself, use your browser Back button and select the step-by-step checkout option.

Enter checkout information and press the **Review and Submit** button below if you want to review the requisition before submitting it. Press the **Submit Now** button if you want to skip the review step.

- * Indicates a required field

When do you need the items on your requisition?

- * Need-By Date (Example: 30.04.2005)

Describe your requisition

- * Requisition Description Click here to [automatically default the requisition description](#) based on the first line item's description. You can always edit this default.
- Note to Buyer
- Note to Approver

Using Power Checkout

If you frequently create large requisitions with different delivery and billing information by item, Power Checkout is a quick way to checkout your shopping cart. After you have completed filling your shopping cart and you are ready to start the checkout process, click on the Power Checkout hyperlink.

Power Checkout

Power Checkout lets you enter all your requisition information in one place. If you'd prefer a step-by-step checkout, click the **Clear Checkout Changes and Return to Shopping Cart** link below.

- * Indicates a required field

Requisition Information

- Urgent requisition
- * Requisition Description Click here to [automatically default the requisition description](#) based on the first line item's description. You can always edit this default.
- Note to Buyer

Add Attachments:

Attention To	Type	Description

Items

Edit item checkout information by selecting the item(s) and pressing the **Edit** button. You may also duplicate or delete items already added to your requisition. Press the **Continue** button at the bottom of the page when you're ready to proceed with your checkout.

Select line(s) and....

Select All

Select	Line	Item Description	Special Info	Price	Unit	Quantity	Total (EUR)
<input type="checkbox"/>	1	IBM server for Oracle apps.		5000.00	Each	<input type="text" value="1"/>	5,000.00
update Total (EUR)							5,000.00

Viewing the Requisition in iProcurement

ORACLE® iProcurement

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Requisitions Notifications Approvals

View

Click a requisition number link to see its details.
 ● Indicates requisition with a [pending change request](#).

Last 10 Requisitions

Select requisition and....

Sort by Ascending Descending

Previous 1 - 10 Shown of 10 Next

Select	Requisition	Description	Total (EUR)	Creation Date	Status
<input type="radio"/>	156	IBM server for Oracle apps.	5,000.00	17.06.2004	In Process
<input type="radio"/>	155	IBM Server for Oracle Apps.	5,000.00	17.06.2004	In Process
<input type="radio"/>	153	reter RFQ	1.00	17.06.2004	Approved
<input type="radio"/>	139	Euro stool zonder armleuningen	150.00	10.06.2004	In Process
<input type="radio"/>	138	Canon Business card	12.50	10.06.2004	In Process
<input type="radio"/>	132	Evo N610c	1,300.00	03.06.2004	Approved
<input type="radio"/>	129	Desktop	0.00	02.06.2004	Approved
<input type="radio"/>	122	Business cards	50.00	03.06.2004	Approved

iProcurement Features

Shopping Cart The cart management screen enables the user to view and modify its requisition at any time. The 6 steps the shopping process will go through to complete a requisition are shown at the top of the page: Shopping cart, Delivery, Billing, Notes, Approvers, Review and Submit. These steps are detailed hereafter.

Internet Procurement > Shopping Cart

ORACLE® iProcurement

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Shopping Cart

Shopping Cart Delivery Billing Notes Approvers Review & Submit

Shopping Cart Contents

▶ [Open Saved Cart](#)

Line	Item Description	Special Info	Unit	Quantity	Price	Total (EUR)	Delete
1	HP Laptop		Each	<input type="text" value="1"/>	1000.00	1,000.00	<input type="button" value="Delete"/>
2	Laptop bag		Each	<input type="text" value="1"/>	100.00	100.00	<input type="button" value="Delete"/>
3	Docking station		Each	<input type="text" value="1"/>	100.00	100.00	<input type="button" value="Delete"/>
4	I& inch LCD Monitor		Each	<input type="text" value="1"/>	500.00	500.00	<input type="button" value="Delete"/>
update Total (EUR)						1,700.00	

To view new totals after updating quantities, click the **update** link.

[Return to Shopping](#)

I urgently need a purchase order number and want one assigned during checkout

Save the items in your cart and complete the checkout process at a later time. [Learn more...](#)

One-step checkout for return shoppers. Delivery and billing instructions default from [My Profile](#).

Easy step-by-step checkout lets you enter detailed delivery and billing instructions.

Shop Tab > Shopping Lists >

Shopping Lists

Select items and press the Add to Cart button to place them in your shopping cart. [View Public Lists](#)

Shopping Cart

You have saved carts. [Click here to view your saved carts.](#)
[Proceed to Checkout](#)

Items in My Favorites List

Select Item(s) and ... [Add to Cart](#) [Delete](#)

[Select All](#) | [Select None](#)

Select	Item Description	Item	Unit	Price (DKK)	Supplier
<input type="checkbox"/>	business cards		Each	1.00	
<input type="checkbox"/>	room		Each	500.00	

Approving a requisition

After a requisition is submitted for approval the approvers are notified via mail and their iProcurement to-do list that an approval is required.

Shop

My Favorite Store
Main Store
Main Store
Search Main Store [Go](#) [Advanced Search](#)

Other Stores
Exchange_Oracle.com

Manage Requisitions

Requisitions at a Glance

Requisition	Description	Status
131	desktop again	Approved
130	desktop	Approved
111		Rejected
102	bla	Approved
59	test change approva...	Approved

To-Do List

Going Away? [Click here to reassign your notifications.](#)

- Purchase Requisition 159 for Weeren van J. (5000.00 EUR) requires approval
- PO WF NOTIF REMINDER 41, Requisition 110 Change Request (100.00 EUR) for Weeren van J. requires approval
- Final reminder: Purchase Requisition 156 for Weeren van J. (5000.00 EUR) requires approval
- Final reminder: Purchase Requisition 155 for Weeren van J. (5000.00 EUR) requires approval

§ Clicking on the approval request link will show the details of the requisition.

§ Clicking on [Click here to reassign your notifications](#) allows you to select another person to act on your behalf.

After having clicked on a approval request. The requisition approval screen is shown. It shows all requisition details

From: Weeren van J.
To: Zondervan R.P.
Sent: 21.06.2004 12:10:56
Due: 22.06.2004 12:10:56
Notification ID: 6528

Description: IBM server for Oracle apps.
Requisition Total: 5000.00 EUR
Estimated Tax: 0.00 EUR
Justification:

[Approve](#) [Approve And Forward](#) [Forward](#) [Reject](#) [Reassign](#) [Request Information](#)

Requisition Lines

Line	Item Description	Supplier	Cost Center	UOM	Quantity	Price (EUR)	Line Amount (EUR)
1	IBM server for Oracle apps.	IBM NEDERLAND NV	000	Each	1	5000	5000.00

[View Requisition Details](#) | [Edit Requisition](#)

Approval Sequence

Who	Action	Date	Note
3 Zondervan R.P.			
2 Weeren van J.	Forward	17.05.2004	
1 Weeren van J.	Submit	17.05.2004	

Response

Forward To:

Note:

[Return to Worklist](#)
 Display next notification after my response

[Approve](#) [Approve And Forward](#) [Forward](#) [Reject](#) [Reassign](#) [Request Information](#)

e-mail the approval request is also sent as for any other workflow approval request.

Approval delegation

In case of absence you can select another person to act on your behalf. After clicking on [Click here to reassign your notifications](#) the following screen is shown.



Click on create rule.



Select the type of notification to delegate. I.e. PO's and or requisitions.



- § Select *requires approval* if somebody else in your place will approve requisitions.
- § Select *has been approved* if you simply will approve all requisition automatically in your absence.



In the case that you select *has been approved* the screen above appears and you should enter start date, end date and a message, which will be send with each notification.

Item Type Notification **Rule Response**

Rule Response

Complete the form below to set up the proper response for the rule.

Item Type: **PO Requisition Approval**

Notification: **... for ... requires approval**

Start Date:

(example: ddMM/yyyy)

End Date:

(example: ddMM/yyyy)

Message:

Comments will display with each routed notification

Reassign:

Delegate authority for responding to this notification

Transfer ownership of this notification

Respond

Forward To:

Note:

Action:

Deliver notifications to me regardless of any general rules

Home | Dashboard Status | Reporting | My Profile | Return to Portal | Shopping Cart | Help

Once you have created a routing rule you can re-use it by selecting update.

Receiving and returning under iProcurement

Receiving a purchased item against an approved requisition

The receiving can be made in different ways: against a requisition, against a specific item, or against several requisitions (in the same time). These are detailed in the following parts.

I-Procurement > Receiving

Receiving

Select the receiving action you want to perform.

- Receive Items
- Return Items
- Correct Receipts
- View Receipts

Requisitions to Receive

Click **Express Receive** to directly create receipt(s) with the receipt values automatically defaulted.

Requisition	Requisition Description	Supplier	Order Number	Express Receive
35	New laptop and screen and docking station.	MK ELECTRONICS DENMARK	15000031	
30	business cards	OFFICE SERVICE PARTNER	15000030	
19		OFFICE SERVICE PARTNER	15000012	
13	huge amount of cards	OFFICE SERVICE PARTNER	15000004	
12	cards yep	OFFICE SERVICE PARTNER	15000009	

My Receipts at a Glance

Click **View Details** to view receipt details.

Receipt Item	Description	Receipt Date	Transaction Date	Supplier	View Details
20	business cards	16.06.2004	16.06.2004	OFFICE SERVICE PARTNER	
19	MS-dos 3 3 Dutch version and Lotus 123 and Harvard Graphics	16.06.2004	16.06.2004	MK ELECTRONICS DENMARK	
16	Mercury Test director replacement	16.06.2004	16.06.2004	MK ELECTRONICS DENMARK	
17	b-cards	16.06.2004	16.06.2004	OFFICE SERVICE PARTNER	
15	business Cards	16.06.2004	16.06.2004	OFFICE SERVICE PARTNER	

Receiving Process

- Receive**: Record receipt of the items you ordered, or receive on behalf of others. [Receive Items](#)
- Return**: Need to send items back to the supplier? [Return Items](#)
- Correct**: Did you record the wrong receipt quantity? [Correct Receipts](#)
- View**: View receipts with all associated returns and corrections. [View Receipts](#)

Receive Items: Review and Submit

Review your receipt details and press the **Submit** button when you are done.

Receipt Information

Receipt Date: 24.06.2004
Receipt Comments:

Received Item Details

Requisition	Item Description	Unit	Receipt Quantity	Waybill	Packing Slip	Item Comments	Supplier
30	business cards	Each	1				OFFICE SERVICE PARTNER

If you did receive exactly the correct quantities of all requisition lines you can click submit here and complete the goods receipt for this requisition.

Part receiving against a requisition

When the goods arrived, a requisition number can be stated on the enclosed paperwork, or sometimes, the requisitioner can trace it easily.

I-Procurement > Receiving>receive-items.

iProcurement Shop Requisition Status Receiving My Profile

Receive Requisitions

Cancel Express Receive

Search
Enter search criteria and press the Go button to find the requisitions you want to receive.

Requester
Created By
Requisition Number
Supplier
Order Number

Go

Results
Select this requisition you want to receive and press the Express Receive button to directly create receipt(s) for all eligible item(s) on the requisition with the receipt values automatically defaulted.

Select Requisition	Requisition Description	Supplier	Creation Date	Total (DKK)	Order Number
<input type="checkbox"/> 5	business cards again	OFFICE SERVICE PARTNER	09.06.2004	41200.00	15000026
<input type="checkbox"/> 30	business cards	OFFICE SERVICE PARTNER	16.06.2004	1.00	15000030
<input type="checkbox"/> 19		OFFICE SERVICE PARTNER	15.06.2004	2.00	15000012
<input type="checkbox"/> 13	huge amount of cards	OFFICE SERVICE PARTNER	11.06.2004	48000.00	15000004
<input type="checkbox"/> 12	cards yep	OFFICE SERVICE PARTNER	11.06.2004	44000.00	15000009

Cancel Express Receive

Select Items Receipt Information Review & Submit

Receive Items: Select Items to Receive

Cancel Clear Changes Express Receive Step 1 of 3 Next

Search
Enter search criteria and press the Go button to find the items you want to receive.

Requester: WVeeren van J.
Requisition Number
Supplier
Order Number
Shipment Number
Items Due: Any Time
(Enter at least one additional search criterion when selecting Items Due Any Time)

Go

Results
Select the items you want to receive, enter receipt quantities and press the Next button when you are done. Express Receive allows you to receive items more quickly by bypassing the 'Enter Receipt Information' screen.

Select All | Select None

Select Requisition	Item Description	Need-By	Unit	Receipt Quantity	Quantity Ordered	Already Received	Supplier	Order Type	Order Number	Shipment Number
<input checked="" type="checkbox"/> 157	Evo N610c	19.06.2004	Each	1	1	0	COMPAQ HP	Purchase	449	
<input type="checkbox"/> 157	Docking Station	19.06.2004	Each	1	1	0	COMPAQ HP	Purchase	449	

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Cancel Clear Changes Express Receive Step 1 of 3 Next

Shop Requisition Status Receiving My Profile

Select Items Receipt Information Review & Submit

Receive Items: Enter Receipt Information

Cancel Back Step 2 of 3 Next

* Indicates required field

Receipt Information

* Receipt Date: 17.06.2004
(example: 31.12.2000)

Waybill
Packing Slip
Receipt Comments

Cancel Back Step 2 of 3 Next

Shop Requisition Status Receiving My Profile

Select Items Receipt Information Review & Submit

Receive Items: Review and Submit

Cancel Back Step 3 of 3 Submit

Review your receipt details and press the Submit button when you are done.

Receipt Information
Receipt Date: 17.06.2004
Receipt Comments

Received Item Details

Requisition	Item Description	Unit	Receipt Quantity	Waybill	Packing Slip	Item Comments	Supplier
157	Evo N610c	Each	1				COMPAQ HP

Cancel Back Step 3 of 3 Submit

Confirmation

Receipt 106 has been created for you.

Receive Items: Confirmation Details

Receipt Information
Receipt Date: 17.06.2004

Received Item Details

Receipt	Requisition	Item Description	Unit	Receipt Quantity	Packing Waybill Slip	Item Comments	Receipt Comments	Supplier
106	157	Evo N610c	Each	1				COMPAQ HP

A receipt has been created, this window shows the receipt number. Click on the "Return to Receiving" link to create extra receipts.

Receiving against a specific item

Items Search and status

On the requisition status window, by clicking on the "Receiving" subfolder, all expected receiving items are displayed. This view shows you the all the requisitions that have approved purchase orders and could be received against. Enter the quantity received in the "Receipt Quantity" box for the line item you are receiving against. You can receive partial or complete quantities.

I-Procurement > Requisition Status Tab > Receiving subfolder

Shop Requisition Status **Receiving** My Profile

Select Items Receipt Information Review & Submit

Receive Items: Select Items to Receive Cancel Clear Changes Express Receive Step 1 of 3 Next

Search
Enter search criteria and press the **Go** button to find the items you want to receive.

Requester: Hoybye, Mr. Gyrd

Requisition Number:

Supplier:

Order Number:

Shipment Number:

Items Due: (Enter at least one additional search criterion when selecting Items Due Any Time)

Go

Results
Select the items you want to receive, enter receipt quantities and press the **Next** button when you are done. **Express Receive** allows you to receive items more quickly by bypassing the 'Enter Receipt Information' screen.
[Select All](#) | [Select None](#)

Select	Requisition	Item Description	Need By	Unit	Receipt Quantity	Quantity Ordered	Already Received	Supplier	Order Type	Order Number	Shipment Number
<input checked="" type="checkbox"/>	12	rfq		Each	2	2	0	OFFICE SERVICE PARTNER	Purchase	15000012	
<input type="checkbox"/>	13	huge amount of cards	13.06.2004	Each	1000	40000	35000	OFFICE SERVICE PARTNER	Purchase	15000004	
<input type="checkbox"/>	12	cards yes	13.06.2004	Each	44000	44000	0	OFFICE SERVICE PARTNER	Purchase	15000009	
<input checked="" type="checkbox"/>	5	cards yes business cards again	11.06.2004	Each	600	600	0	OFFICE SERVICE PARTNER	Purchase	15000003	

Shop Requisition Status **Receiving** My Profile

Select Items **Receipt Information** Review & Submit

Receive Items: Enter Receipt Information Cancel Back Step 2 of 3 Next

* Indicates required field

Receipt Information

* Receipt Date: (example: 31.12.2000)

Waybill:

Packing Slip:

Receipt Comments:

Cancel **Back** Step 2 of 3 **Next**

16

Receiving against several requisitions

It is also possible, within Oracle iProcurement to receive goods via the requisition-status link.
 I-Procurement > Requisition Status Tab

The screenshot shows the Oracle iProcurement interface. At the top, there are navigation tabs: Requisitions, Notifications, Approvals, Shop, Requisition Status (selected), Receiving, and My Profile. Below the tabs, there is a search area with a dropdown menu set to 'Last 10 Requisitions', a 'Go' button, and an 'Expanded Search' link. A message states: 'Click a requisition number link to see its details. Indicates requisition with a pending change request.' Below this is the section 'Last 10 Requisitions'. It includes a toolbar with buttons: 'Select requisition and....', 'Copy to Cart', 'Cancel', 'Change', 'View Change History', 'Resubmit', and 'Receive'. There is also a 'Sort by' dropdown set to 'Creation Date', radio buttons for 'Ascending' and 'Descending' (with 'Descending' selected), and a 'Go' button. At the bottom right of the toolbar area, it says 'Previous 1 - 10 Shown of 10 Next'. The main content is a table with the following data:

Select	Requisition	Description	Total (DKK)	Creation Date	Status
<input type="radio"/>	39	-	500.00	25.06.2004	Approved
<input type="radio"/>	37	Barcelona 04/08/04	0.00	23.06.2004	Cancelled
<input type="radio"/>	36	1 single room Paris 01/08/04	100.00	23.06.2004	Approved
<input type="radio"/>	35	New laptop and screen and docking station.	74,360.00	24.06.2004	Approved
<input type="radio"/>	34	business cards	50,000.00	22.06.2004	Approved
<input type="radio"/>	33	New Oracle server	50,000.00	22.06.2004	Approved
<input type="radio"/>	31	desktop	4,000.00	16.06.2004	Approved
<input type="radio"/>	30	business cards	1.00	16.06.2004	Approved

Returning a receipted Item under iProcurement

The following explains how to return items under iProcurement. If the items to return have not been receipted yet, this is not a return but a refusal. This is not handled by the system and has to be dealt directly with the customer. In any case, the customer has to be contacted before returning an item. If the items are refused (not receipted at all in the system), and if the item is not needed anymore (too long delay for example), the Purchase Order has to be closed in the system (please refer to the "Manage Purchasing documentation" module). If the items are returned, the return can be entered by the requester under iProcurement. This is what is explained in this documentation. The first step to return an item is to retrieve it in the system. This can be through a requisition number, order number, or receipt number. Once logged in iProcurement, the user will have to go to the "Receive" Tab and search the system.

I-Procurement > Receive Tab

There are two ways to retrieve the items to be returned. One is to use the "search" area on top of this window and is explained here after. The other, clicking on the "return items" link will directly take you to the "return items, select items to return window, which is explained next.

Receiving

Select the receiving action you want to perform.

- [Receive Items](#)
- [Return Items](#)
- [Correct Receipts](#)
- [View Receipts](#)

Requisitions to Receive

Click **Express Receive** to directly create receipt(s) with the receipt values automatically defaulted. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Express Receive
153	retesr RFQ	GROEN OFFSET HOOFDORP BV	446	

My Receipts at a Glance

Click **View Details** to view receipt details. [Full List](#)

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
107	Docking Station	17.06.2004	17.06.2004	COMPAQ HP	
106	Evo N610c	17.06.2004	17.06.2004	COMPAQ HP	
99	cable again	10.06.2004	10.06.2004	3M ITALIA SPA	
100	mouse	10.06.2004	10.06.2004	3M NEDERLAND BV	
101	cable	10.06.2004	10.06.2004	GROEN OFFSET HOOFDORP BV	

Receiving Process

- Receive**
Record receipt of the items you ordered, or receive on behalf of others.
[Receive Items](#)
- Return**
Need to send items back to the supplier?
[Return Items](#)
- Correct**
Did you record the wrong receipt quantity?
[Correct Receipts](#)
- View**
View receipts with all associated returns and corrections.
[View Receipts](#)

Return Items: Select Items To Return

Search

Enter criteria and press the **Go** button to find the items to return.

Receipt Created By: Weeren van J.

Items Received: This Week
(Enter at least one additional search criterion when selecting Items Received Any Time)

Receipt:

Requisition Number:

Order Number:

Supplier:

Go

Results

Enter return quantities for the items you want to return (Note that you may have created multiple receipts for a single requisition line). Press the **Next** button when you're done.

Indicates an adjusted receipt quantity

Receipt	Requisition	Item Description	Unit	Return Quantity	Quantity Received	Supplier	Order Number
107	157	Docking Station	Each	<input type="text"/>	1	COMPAQ HP	449
106	157	Evo N610c	Each	<input type="text"/>	1	COMPAQ HP	449
99	58	cable again	Each	<input type="text"/>	2	3M ITALIA SPA	242
100	56	mouse	Each	<input type="text"/>	10	3M NEDERLAND BV	219
101	57	cable	Each	<input type="text"/>	6	GROEN OFFSET HOOFDORP BV	221
101	119	@mail notificatie	Each	<input type="text"/>	1	GROEN OFFSET HOOFDORP BV	326
98	132	Wireless Mouse	Each	<input type="text"/>	1	COMPAQ HP	327
96	132	Evo N610c	Each	<input type="text"/>	1	COMPAQ HP	327

TIP Use the Previous/Next navigation tool to make selections across multiple pages

Once the items to be returned are retrieved, enter the return Quantity in the "return quantity" field and click on the next button.

ORACLE iProcurement

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

Cancel Back Step 2 of 3 Next

Return Information

Reason

Return Material Authorization

Comments

Cancel Back Step 2 of 3 Next

Enter a reason for return in this window -> Review the return demand and submit it

ORACLE iProcurement

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Find Receipt Return Information Review and Submit

Return Items: Review and Submit Return(s)

Cancel Back Step 3 of 3 Submit

Review your return details and press the **Submit** button when you're done.

Return Information

Item Receipt	Description	Unit	Quantity Returned	Quantity Received	Supplier	Reason	Return Material Authorization	Comments
107	Docking Station	Each	1	1	COMPAQ HP			

Cancel Back Step 3 of 3 Submit

My Profile

You can use the MY profile page to:

- Set default delivery and billing information;
- Define favorite charts of accounts;
- Set certain user interface preferences;
- Change your password.

iProcurement Shop Requisition Status Receiving My Profile

My Profile

Edit your profile information and press the **Apply Changes** button below to save your changes.
* Indicates a required field

Delivery Defaults

The delivery values you enter will default during the Checkout process.

Need-By Date **Order Date + 2 Days**

* Requester Name

* Deliver-To Location

Deliver to a subinventory

Subinventory

Billing Defaults

The billing values you enter will default during the Checkout process.

Project Number

Task Number

Award Number

Expenditure Type

Expenditure Org

Expenditure Item Date

/Evaawntp/ 10/04/2005