

iP01 - Submit a Purchase Requisition

Objectives

There is a guiding principal within all organisations in the University that instructions to suppliers to provide goods or services must be supported by a purchase order that has been prepared and approved prior to instructing the supplier.

To help fulfil this principal the iProcurement Self Service forms have been designed to allow a staff to quickly prepare a purchase requisition and submit that requisition for approval.

When the requisition is subsequently authorised, a purchase order record is automatically created which can be printed and sent to the supplier.

This purchase requisitioning process is therefore designed to fulfil several objectives:

- ✓ To ensure that expenditure is reviewed and approved before creating a legal commitment with a supplier.
- ✓ To ensure that requisitions and hence orders can only be raised with suppliers that have previously been approved and entered into the system.
- ✓ To ensure that every request to incur expenditure is reviewed and approved by at least one other person, normally the budget holder for the cost centre to which the orders and subsequent expense are to be assigned.
- ✓ To ensure that the right account coding is applied to expenditure by asking the person in charge of the purchase process to describe the goods or service and identify the cost centre or project.

Authorities

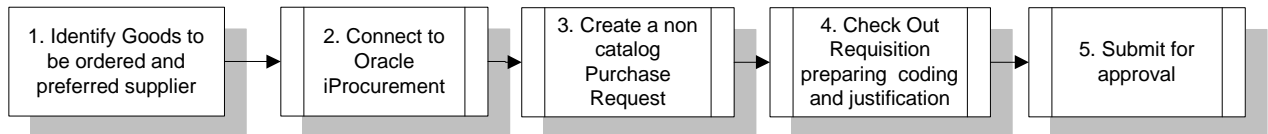
Access to the Oracle Self Service iProcurement forms will require

- ✓ An Oracle Username and Employee Record
- ✓ The Internet Procurement responsibility appropriate to your organisation
- ✓ Completion of position and job information for the requestor and placement of that requestor within the Purchasing Hierarchy.

In addition there is a requirement for a user to attend training in the iProcurement process before being granted access to the system.

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Process Flow



Prerequisites

- ✓ Supplier details must be entered to Oracle before an order can be placed
- ✓ Requestor must be identified in the system and approval authorities granted to a purchasing hierarchy

Process and Forms

Stage	Who	Process
1	User	<p>Identify the items to be ordered</p> <p>iProcurement, in the format implemented for Middlesex University is a requisition and approval system, as such it requires you to already know the specific details of the requisition (and hence order) you wish to raise.</p> <p>Before accessing the system Identify the items to be ordered and establish:</p> <ul style="list-style-type: none">✓ Which entity (MU, MUFL or MUV) is raising the order✓ The name of the supplier✓ The Cost Centre or Project & Task to which the costs are to be charged✓ The description of the goods or services to be requested✓ The expected unit cost of the goods or service and the units in which they are to be ordered✓ Any ancillary charges, such as delivery costs, that can be anticipated✓ The name of the budget holder who will be approving the expenditure
2	User	<p>Connect to Oracle iProcurement</p> <ul style="list-style-type: none">a) Log on to the Middlesex University network and navigate through the MU Firewallb) Connect to Oracle Financials and log in using your Oracle User IDc) Open iProcurement using either the MDX, MUV or MFL Self Service iProcurement responsibility – depending on the entity that will be raising the requisition.

IP01 - SUBMIT A PURCHASE REQUISITION

Oracle iProcurement: Shop

muVentures Limited iProcurement

Shopping Cart Home Logout Preferences Help Personalize Page

Shop Requisitions Receiving Contractors

Stores Categories Shopping Lists Non-Catalog Request Contractor Request

Non-Catalog Request

* Indicates required field

Item Type: Goods billed by quantity

* Item Description: 15mm Blue Widgets boxed as 12 units

* Category: HB Lavatorial Supplies (inc)

* Quantity: 12

* Unit of Measure: Box

* Unit Price: 4.99

* Currency: GBP

* Supplier Name: 3663

* Site: S2442

Contact Name: Joe Bloggs

Phone: 020 1234 000000

Supplier Item: BW15MM-1DOZ

Shopping Cart: Your cart is empty.

Clear All Add to Cart Add to Favorites

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help Personalize Page

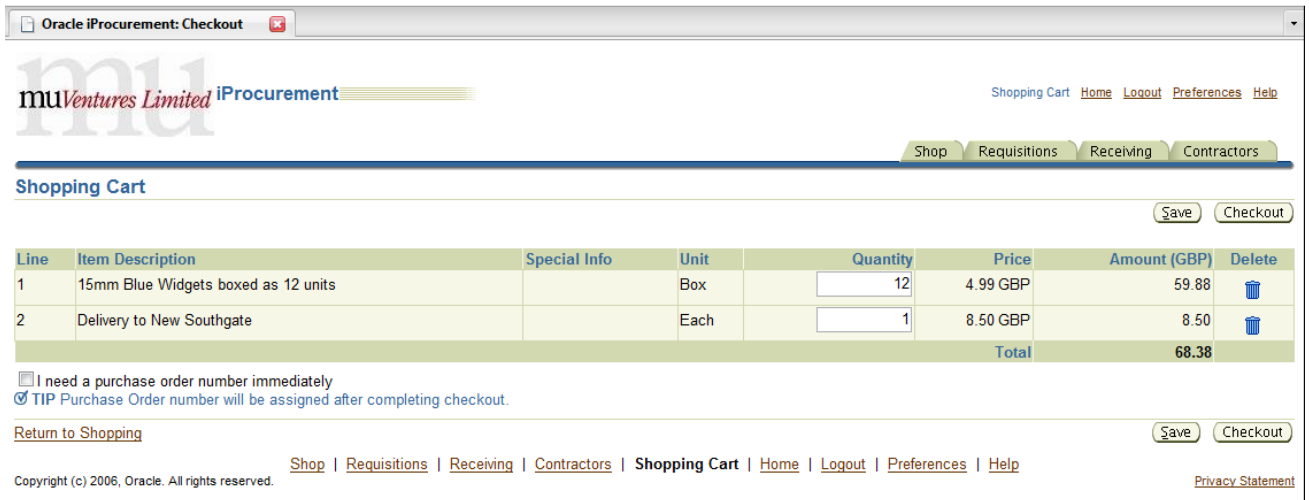
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Stage	Who	Process
3a	User	<p>Create a Non – Catalog Purchase Request</p> <p>From the main form, select the Shop tab and the Non-Catalog Request sub tab to open the Non-Catalog Request form.</p>
3b	User	<p>Prepare the Non Catalog Request Line</p> <p>Complete the fields that appear on this form to describe the item or service that you wish to obtain and the supplier you wish to use.</p> <p>Our objective in entering a request line is to, as near as is possible, reproduce the details that we expect to see on the supplier’s invoice. Hence one requisition line should be completed for each expected invoice line.</p> <p>If a supplier also charges delivery costs these must be entered as an additional request line. Entries for this line are to be against Category “QC Freight Services” which allocates to account 64050 – Freight Charges.</p> <p>Item Type: If there is a known unit of measure choose between</p> <ul style="list-style-type: none"> ✓ Goods billed by quantity or Services billed by quantity <p>If we simply know the value of the order you should choose</p> <ul style="list-style-type: none"> ✓ Goods or Services billed by amount - <i>This will hide the UoM and Quantity fields and will automatically enter the value as XX units @ £1.00</i> <p>Item Description: This is a free text field that allows you to type in a precise description of the goods to be ordered, please be precise when describing the goods or service.</p> <p>Category: Select the appropriate category to describe the goods or services. Accuracy here is vital as it drives the coding of the expense in the GL.</p> <p>Quantity: Enter the quantity of items to be</p> <p>Unit of Measure: Select the unit of measure to be applied, there are a variety of options including each, day, hour, box etc.</p> <p>Unit Price: Enter the unit price in GBP (Sterling) before VAT. If the supplier is likely to charge in a different currency, note the fact in the item description and enter an estimated GBP equivalent value.</p>

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Stage	Who	Process
		<p>Currency: This field will default to GBP, which, at present, is the only currency supported by the system.</p> <p>Supplier Name: Select the name of the supplier that you wish to use. The select list attached to this field will show all suppliers – regardless of operating entity. You should therefore select only those suppliers that have a valid site created for the entity you are using (MU, MUFL, MUV)</p> <p>Site: This will normally default from the selected supplier site, be aware that one supplier may have many sites (addresses) and you need to select the correct one.</p> <p>Contact Name/Phone: These two fields will default from the supplier site, if known.</p> <p>Supplier Item: Use this field to record the suppliers catalog number for the item on order</p>

3c	User	<p>Save & Prepare the next Non-Catalog Request Line</p> <p>Once entry of this requisition is complete, press Add to Cart to save.</p> <p>Repeat this process for every line on the requisition.</p>
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Oracle iProcurement: Checkout

muVentures Limited iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Contractors

Shopping Cart

Save Checkout

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (GBP)	Delete
1	15mm Blue Widgets boxed as 12 units		Box	12	4.99 GBP	59.88	
2	Delivery to New Southgate		Each	1	8.50 GBP	8.50	
Total						68.38	

I need a purchase order number immediately
 TIP Purchase Order number will be assigned after completing checkout.

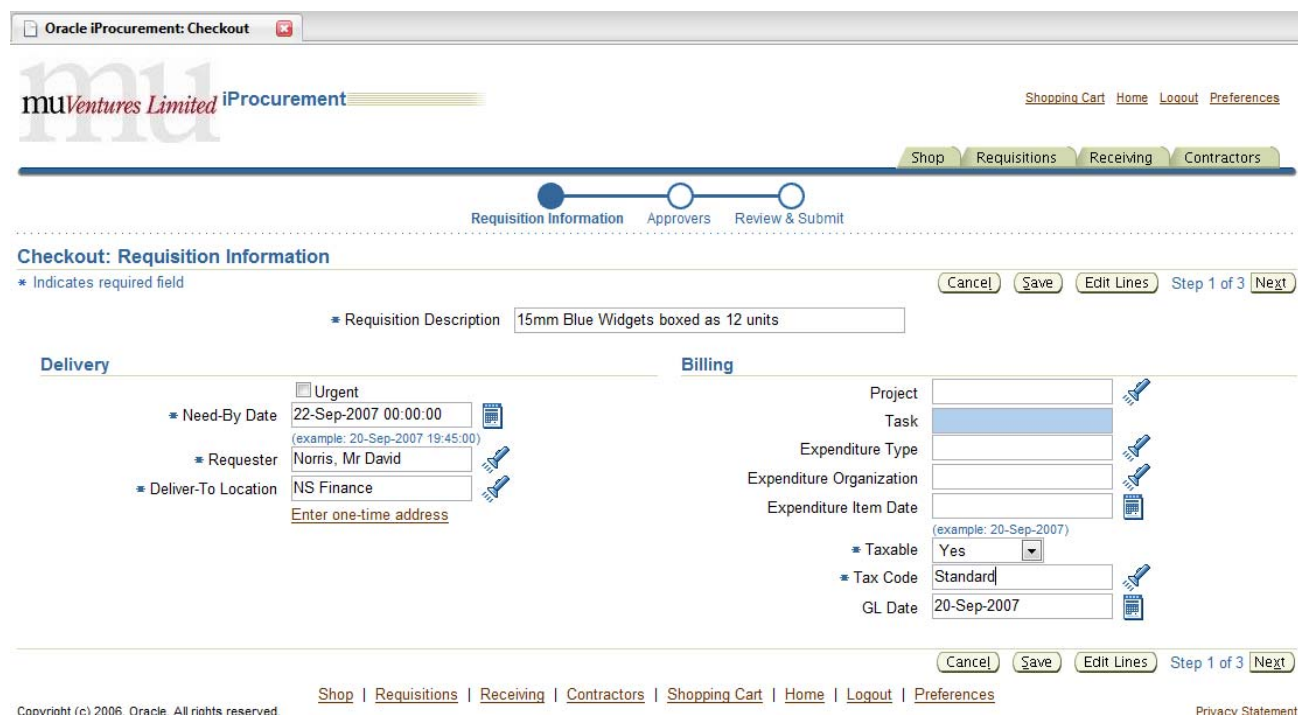
[Return to Shopping](#) Save Checkout

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

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Stage	Who	Process
4a	User	<p>Check Out – View Cart</p> <p>Once all of the requisition lines have been completed and passed to the Shopping Cart you can then move to the cart using the View Cart and Check Out button</p> <p>The first form displayed will show a summary of all items in the shopping cart, you should review and confirm these entries before pressing the Checkout button to move to the next screen.</p>

IP01 - SUBMIT A PURCHASE REQUISITION



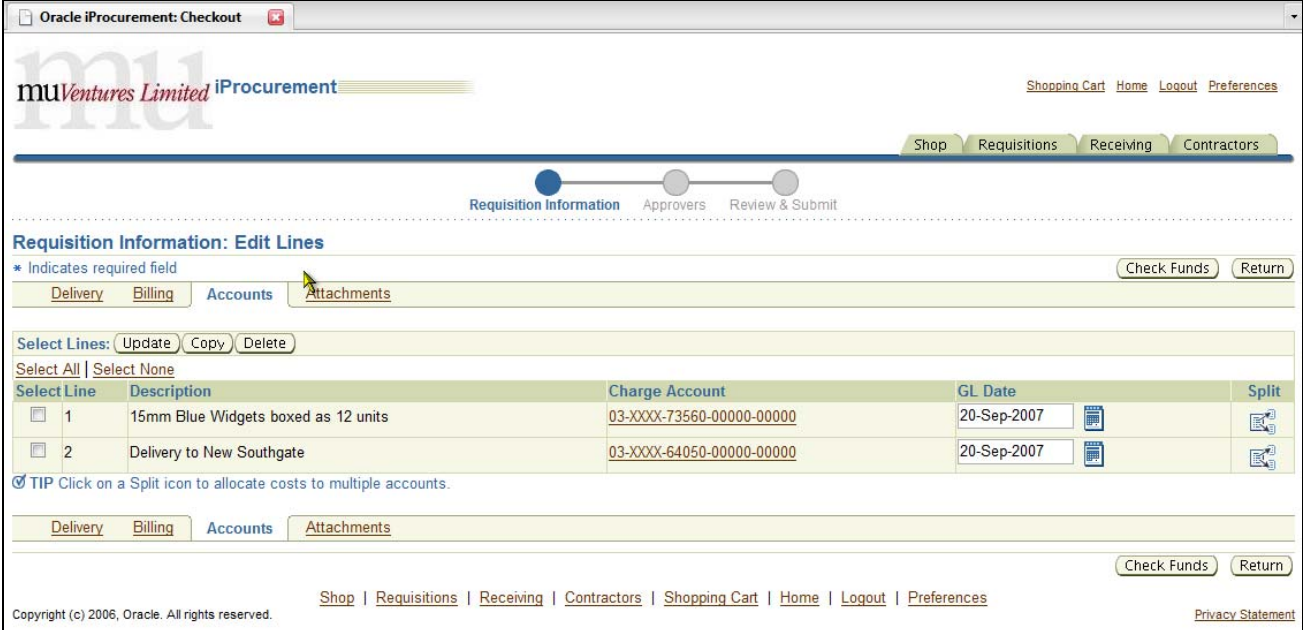
The screenshot shows the Oracle iProcurement Checkout interface. At the top, there's a navigation bar with 'Shop', 'Requisitions', 'Receiving', and 'Contractors'. Below this is a progress indicator with three steps: 'Requisition Information' (current), 'Approvers', and 'Review & Submit'. The main content area is titled 'Checkout: Requisition Information' and includes a 'Requisition Description' field with the text '15mm Blue Widgets boxed as 12 units'. There are two columns of fields: 'Delivery' and 'Billing'. The 'Delivery' section includes 'Urgent' (unchecked), 'Need-By Date' (22-Sep-2007 00:00:00), 'Requester' (Norris, Mr David), and 'Deliver-To Location' (NS Finance). The 'Billing' section includes 'Project', 'Task', 'Expenditure Type', 'Expenditure Organization', 'Expenditure Item Date', 'Taxable' (Yes), 'Tax Code' (Standard), and 'GL Date' (20-Sep-2007). Navigation buttons like 'Cancel', 'Save', 'Edit Lines', and 'Next' are visible throughout the form.

Stage	Who	Process
4b	User	<p>Complete Requisition Information</p> <p>You are now asked to complete the standing information for the requisition header.</p> <p>Description: This will default to the description of the first requisition line, optionally amend this to a more meaningful description</p> <p>Urgent: This box should be left un-ticked</p> <p>Need by Date: This will default to two days time, you should update with the true date that you require the goods or services by so that the system can generate prompts at appropriate times.</p> <p>Requestor: This will default to your name, select a different person if you are entering the requisition on their behalf. This will control who appears on the PO as the requestor.</p> <p>Deliver To This will default to your normal location code (as noted on your employee record) it can be amended to any purchasing location code in the system or you can enter a one-time delivery address</p> <p>Project: For MU Only – Optionally select or enter the predefined Project code number</p> <p>Task: For MU Only – Optionally select or enter the predefined Project task number</p> <p>Expd Type: For MU Only – Optionally select or enter the predefined Project Expend Type</p> <p>Expd Org: For MU Only – Optionally select or enter the predefined Project Expd Org</p> <p>Expd Date: For MU Only – Optionally select or enter the predefined Project Expd Date</p> <p>Taxable: The taxable status of this requisition will be determined by a combination of the Supplier record, Expenditure Category and Cost Centre. This should only be amended if you have a clear instruction that the information returned is incorrect.</p>

IP01 - SUBMIT A PURCHASE REQUISITION

Tax Code: The tax code for this requisition will be determined by a combination of the Supplier record, Expenditure Category and Cost Centre. This should only be amended if you have a clear instruction that the information returned is incorrect.

GL Date: This will default to the requisition date



Oracle iProcurement: Checkout

muVentures Limited iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving Contractors

Requisition Information Approvers Review & Submit

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	Split
<input type="checkbox"/> 1	15mm Blue Widgets boxed as 12 units	03-XXXX-73560-00000-00000	20-Sep-2007	
<input type="checkbox"/> 2	Delivery to New Southgate	03-XXXX-64050-00000-00000	20-Sep-2007	

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

Delivery Billing Accounts Attachments

Check Funds Return

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences

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Stage	Who	Process
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4c	User	Edit Lines for MUV Requisitions
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MDX and MUFL Purchase Requisitions

No further action is required in this form and you can press the **Next** button to move on to step 4d below

MUV Purchase Requisitions

You will now need to press the **Edit Lines** button and move on to the **Accounts** tab to edit the account coding that has been assigned to the requisition lines so as to record the correct cost centre and (if so required) Mini Project Code

- *In MUV we do not use the Oracle Projects module, instead items that belong to a project are to be coded to a specific combination of Cost Centre and Mini Project Code (the fifth segment).*

In order to populate as many segments as possible when a new requisition is created we default the costing on each new requisition line to 03-XXXX-CATEG-00000-00000. With CATEG being the account code defined by the expenditure category.

For every requisition line that appears on the accounts tab you will need click on the **hyperlink** that is the account code combination assigned to the line so that you can edit that combination.

IP01 - SUBMIT A PURCHASE REQUISITION

Oracle iProcurement: Checkout

muVentures Limited iProcurement Shopping Cart Home Logout Preferences

Shop Requisitions Receiving Contractors

Requisition Information Approvers Review & Submit

Requisition Information: Split Cost Allocation

* Indicates required field Return

Selected Line

Line Description	Unit	Quantity	Price	Amount (GBP)
1 15mm Blue Widgets boxed as 12 units	Box	12	4.99 GBP	59.88

Projects Charge Accounts

Line	*Cost Centre	*Mini Project	GL Date	Percent	Quantity	Amount (GBP)	Delete
1	XXXX Invalid Cost Centre	00000 Default	20-Sep-2007	100	12	59.88	
Total				100	12	59.88	

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

Stage	Who	Process
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4c	User	Edit Account Coding for MUV Requisitions
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This will take you to the selected lines form, where you can overwrite the Cost Centre and (optionally) the Mini Project code.

In all cases the Cost Centre will need to be amended (as XXXX is not a valid cost centre code).

Where the costing is to a mini project you should refer to the coding list that is issued by MUV Finance to identify which cost centre should be applied to the project code you wish to record.

Once amended press the **Return** button to move back to the Edit Lines form where you can repeat the process for each line on the requisition.

When all lines are amended press the Return button on the Edit Lines form to return to the Requisition Information form where you can press the **Next** button to move on to step 4d below

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Oracle iProcurement: Checkout

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Contractors

Requisition Information **Approvers** Review & Submit

Checkout: Review Approver List

Your requisition will be sent to the following list of approvers. Save Back Step 2 of 3 Next

Change First Approver Reset Approval List

Approver Name	Delete
Meagher, Lesley	

Add Approver

Justification: Normally quarterly supply of Widgets, you'll be pleased to see that we got the price below £5.00 per box

Note To Buyer:

Note To Supplier: As agreed, please deliver in waterproof containers

Attachments

Add Attachments

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

Save Back Step 2 of 3 Next

Stage	Who	Process
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4d	User	Review Approver List
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The next form in the checkout process will display a suggested first approver, being the first position in the upward approval chain that has authority over the expenditure to be incurred.

Optionally you may change this first approver, should you believe that there is a more appropriate person to approve this expenditure.

You may also enter notes for the Approver and even the Supplier (these will print on the final PO)

In some circumstances you may choose to attach documents to the requisition, to support the request, to provide a record of specifications or perhaps attach a costing / payback.

Once complete, press Next to move

IP01 - SUBMIT A PURCHASE REQUISITION



Oracle iProcurement: Checkout

ORACLE iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving Contractors

Requisition Information Approvers **Review & Submit**

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 6000031: Total 68.38 GBP

Created By Norris, Mr David
 Creation Date 20-Sep-2007 12:10:10
 Description 15mm Blue Widgets boxed as 12 units
 Justification Normal quarterly supply of Widgets, you'll be pleased to see that we have got the cost per box down below £5.00

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 (GBP)	Attachments
Show	1	15mm Blue Widgets boxed as 12 units	F001	Box	12	4.99 GBP	59.88	
Show	2	Delivery to New Southgate	F001	Each	1	8.50 GBP	8.50	
Total							68.38	

Save Printable Page Back Step 3 of 3 Submit

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

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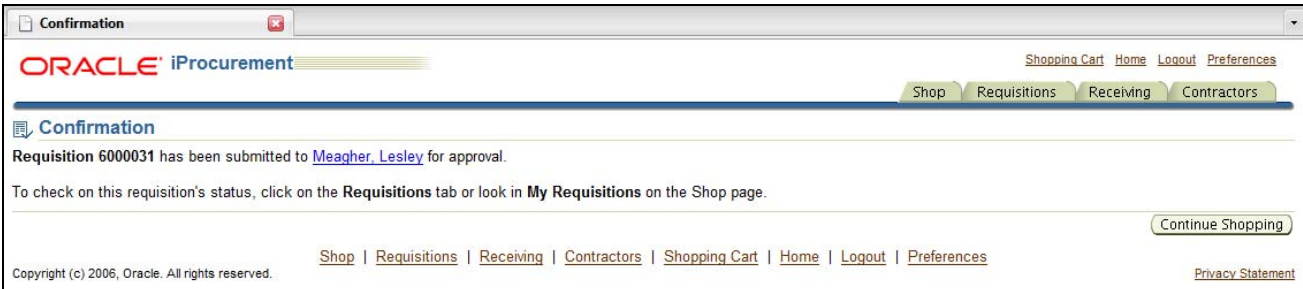
Stage Who Process

5a User **Review and Submit**

The final stage in the process is to review the requisition before submission for approval.

At this stage you can choose to save the work to date and return to it, or to print the page for your records.

Finally, choose Submit to pass the requisition on to workflow for validation and approval. You will receive confirmation of the submission.



Confirmation

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving Contractors

Confirmation

Requisition 6000031 has been submitted to [Meagher, Lesley](#) for approval.

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

Continue Shopping

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

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IP01 - SUBMIT A PURCHASE REQUISITION



Stage	Who	Process
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5b	User	Monitor Submissions
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Using the home screen you can see the status of each of your recent submissions. These may be:

In Process – ie Submitted but not approved

Rejected – ie approver has rejected the requisition

Approved – at which point a purchase order number should be generated and displayed

Incomplete – ie failed validation and returned to your requisition listing for resubmission

Pre Approved – ie approved by one person but passed to another for further validation

Version History

Date	Author	Version	Change History
21 May 02	David Norris	1.0	Initial draft
09 Jun 02		2.0	Spell check and graphics changes
10 Jul 02		3.0	Added Catalog and Shopping List pages
20 Sep 07		4.0	Major revision for MUV