

# Purchasing using Oracle iProcurement

Oracle R12

## What is the RCUK SSC Ltd all about?

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### Why have a Shared Services Centre?

The Research Councils have established a Shared Services Centre (SSC) based in Swindon, offering services in Human Resources (HR), Finance, Procurement, IT and Grants processing to the Research Councils and their Institutes.

Jointly owned by the Research Councils, the SSC is governed by a Board of Directors made up of representatives from all seven Research Councils. The focus for us is on customer service. When fully functional we will employ around 600 people. Many of these are being transferred from the Research Councils, bringing complementary skills and knowledge of the customers who will be using the new Shared Services Centre.

By adopting shared services the Research Councils make financial savings for investing back into research, but also increase their operational efficiency. The main objective of the SSC is releasing £450m to front line, world class research over the next 10 years.

The SSC began providing services to the Research Councils from mid 2008. Roll out across the remaining Research Councils continues in 2009 and early 2010.

### What we do

Our services include Human Resources, Payroll, Finance, Procurement, IT and Grants administration.

HR and Payroll	Finance	Procurement	Grants	Information Systems
Starting work At work Increasing capability Attendance Reward and recognition Leaving work HR strategy and employment framework Payroll	Record to reporting Order to cash Purchase to pay Invest to refresh (Assets) Performance management Project management Cash management	Category management Strategic sourcing Supplier performance & relationship Management regional customer account management Business performance management Procurement policy Procurement strategy E-Procurement	Receive and check proposals Peer review arrangements Applications processing Post award management Payment profiles	Incident management Availability Change / release management Security management Application management
Management information and reporting				
Process management and continuous improvement				

While all of these services are being underpinned by technology, considerable emphasis is on individuals managing their own information. This is supported by professional, customer focused teams, as well as qualified specialists dealing with all issues and activities requiring a human touch.

## **The way we do things – our vision and values**

We're ensuring that our vision and values are embedded in the way we do business, the way our employees work and in the way we treat others.

***Our vision** – professional people working together to deliver quality services for the benefit of the research community.*

### **But what does this mean in practice?**

**Professional people working together** - the SSC is discovering and developing ways its people can work as teams by sharing knowledge. At the SSC the word professional describes the way people work.

**Deliver quality services** – delivering quality services is crucial to support the Research Councils. Quality cannot be compromised as the consequences of failure could be far-reaching, such as supplies not reaching a base in remote or hostile environments.

**For the benefit of the research community** - a key driver for establishing the SSC is delivering increased benefit to research. Some benefits will derive from savings made through combining resource in one place, while others will come from sharing best practice and working together.

### **SSC values**

**Flexibility** – taking on new tasks and responsibilities by being adaptable, willing and always keen to try something new. Achieving the goal by modifying approach or style.

**Service excellence** - providing a courteous and professional service and consistently striving for excellent service delivery.

**Valuing self and others** - recognising the contributions of others, dealing with people honestly, dignity and fairness. Value diversity.

**Empowerment and accountability** - Involving others effectively and giving them responsibility to achieve specific goals whilst providing coaching and advice. Involving people in decisions and thereby obtaining their commitment.

**Positive engagement** - acting on own initiative, and demonstrating energy and determination to achieve results.

The SSC provide various publications to keep employees up to date with what is ongoing on around the business. This includes Catalyst and SSC News update, both of which can be found on the SSC intranet. A monthly team brief is also presented to each department.

## About this Guide

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### How to use this Guide

This guide explains how to enter data, query data and navigate within the Oracle Application.

### Text Formatting and Abbreviations

**Blue** text represents an item that needs to be selected.

**Red** text represents a value that needs to be entered.

Notes about a topic are presented inside grey boxes.

### Best Practice

Users can help to ensure that the system operates to the highest performance levels at all times by adhering to the following:

- Do NOT leave an action or a process waiting for a User response
- Close the form when you have finished an action or process
- Close your session when leaving your PC
- Logout of Oracle when you have completed your tasks
- Always use the correct logout routine – never just switch off the PC
- Fewer open applications on your PC will help to improve system performance

### Data

All data used is purely for training purposes and will not affect the live system. Any changes will not be reflected in the live system.

### iProcurement Hints and Tips

- To view how much VAT will be added to your requisition click on “Next” twice on the Checkout screen before you click on “Submit”.

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# Purchasing using Oracle iProcurement

iProcurement is a simple portal that is used by the Research Councils and the SSC to order goods and services.

## **How to Buy**

### **Goods**

In Oracle goods can be ordered using the Science Warehouse catalogues. It is the simplest way to order and it is the first type of order that we create.

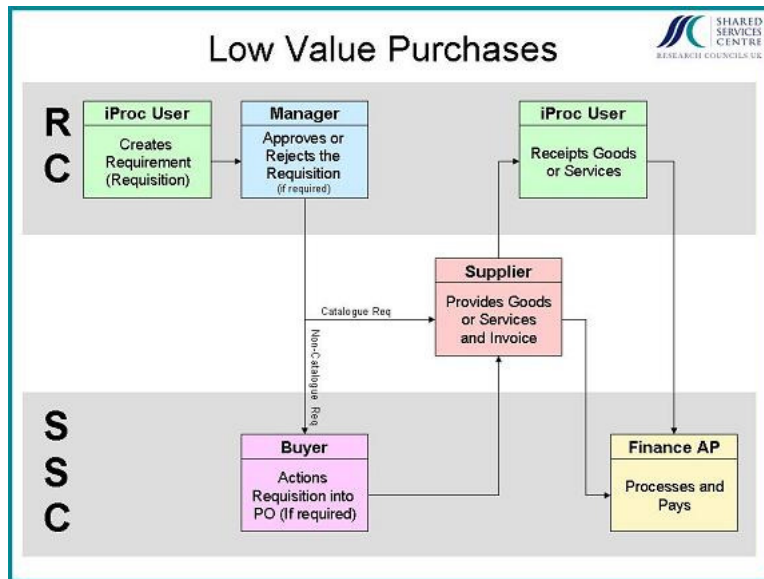
### **Services**

In Oracle you will be able to order services through “Smart Forms”. Smart Forms are designed to guide you through the purchasing process to ensure the supplier is given sufficient information.

### **Large or Specialised Items**

Any items that cannot be ordered through the Science Warehouse catalogues or Smart Forms can be put through as a non-catalogue request. All non-catalogue requests will be picked up by a buyer in the SSC and actioned.

## How it Works



This is a simplified diagram to show how Oracle deals with your order.

1. It all starts with you creating a requisition in Oracle.
2. Depending on your council your manager may need to approve your requisition before it goes to the supplier or a buyer.
3. If you use a catalogue or a smart form a purchase order will be created automatically and your order will go out to the supplier.

If you used a non-catalogue request your requisition will go to a buyer first who will either create a purchase order or a tender.

4. The supplier supplies the goods or services
5. You receive the goods or services in Oracle
6. Finance processes and pays the suppliers invoice



# 1. Requisitioning

A requisition is an internal requirement document for goods or services. Once processed these documents will generate purchase order numbers which are then sent to the suppliers.

There are several types of requisitions in Oracle. They are:

- Catalogue Requisitions
- Smart Form Requisitions
- Non-Catalogue or Free-Text Requisitions

## 1.1 Science Warehouse Catalogue Requisition

In this example we use Science Warehouse to order a laptop case.



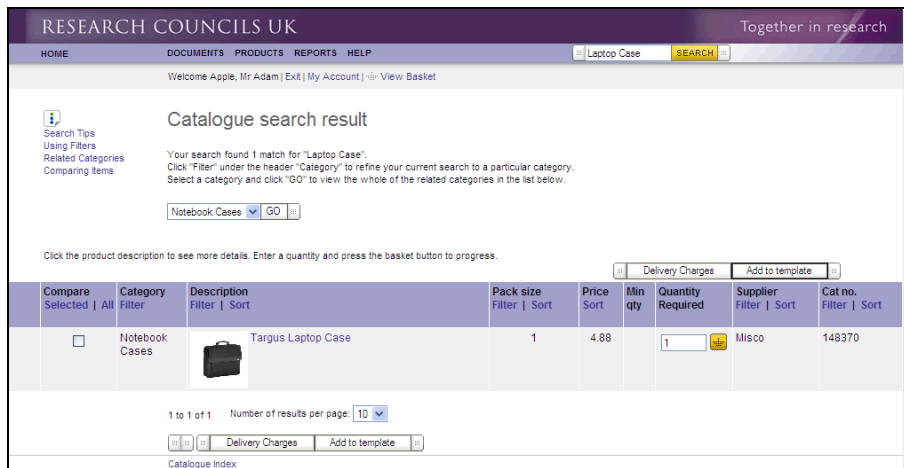
1. Click the **STFC iProcurement** link.

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000059	Microscope Exacta BSP Bin 40x-1000x	1875.00	Approved			
300000054	Camera - a good one	899.95	Approved			
300000041	Cars and stuff	88299.00	Approved			
300000039	LOGITECH OPTICAL WHEEL MOUSE	63.00	Approved			
300000037	HP Cyan Toner Cartridge C9731A	12338.60	Approved			

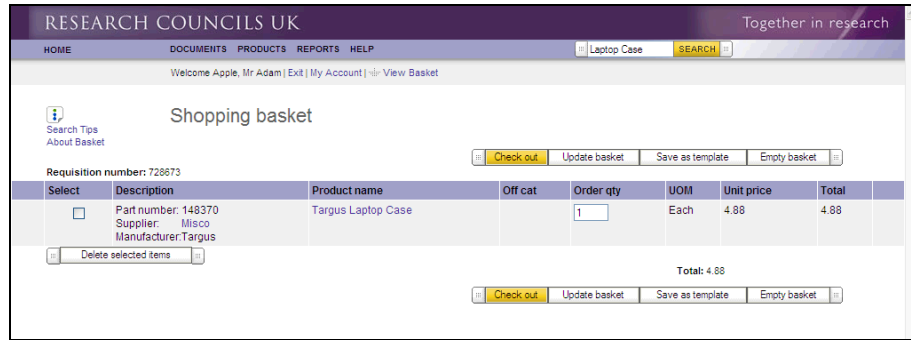
2. Click the **Science Warehouse** link under **Stores**.



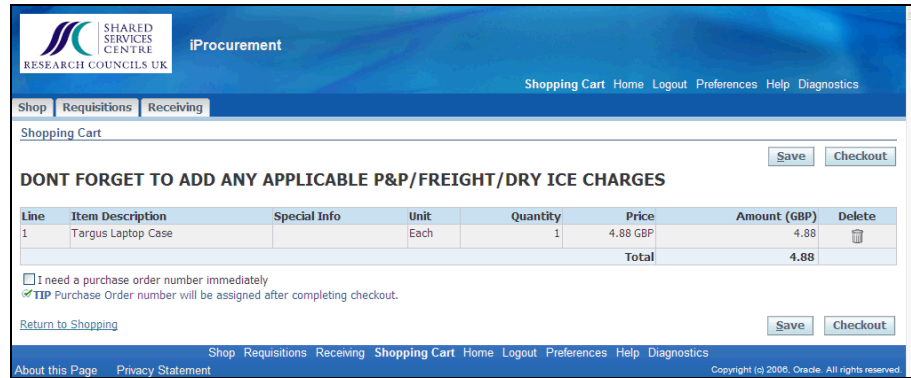
3. Click in the **Search Catalogue** field.
4. Enter the required information into the **Search Catalogue** field.  
Enter a valid value e.g. "**Laptop Case**".
5. Click the **SEARCH** button.



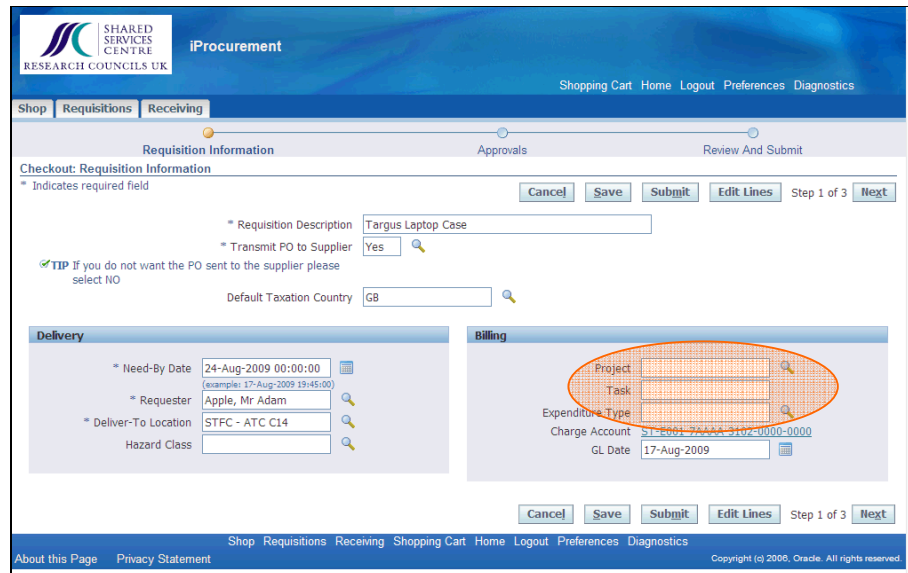
6. Click in the **Quantity Required** field.
7. Enter the required information into the **Quantity Required** field.  
Enter a valid value e.g. "**1**".
8. Click the **Add to Cart** button.



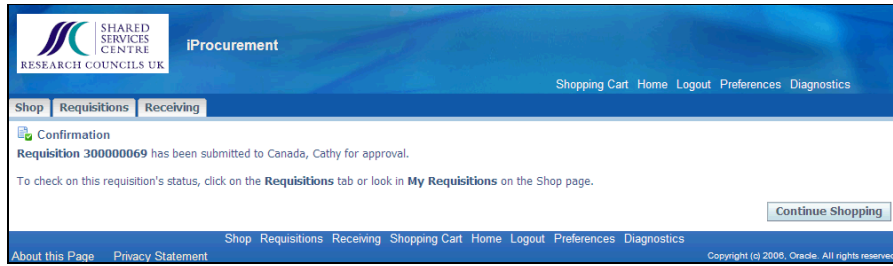
9. Click the **Check out** button.



10. Click the **Checkout** button.



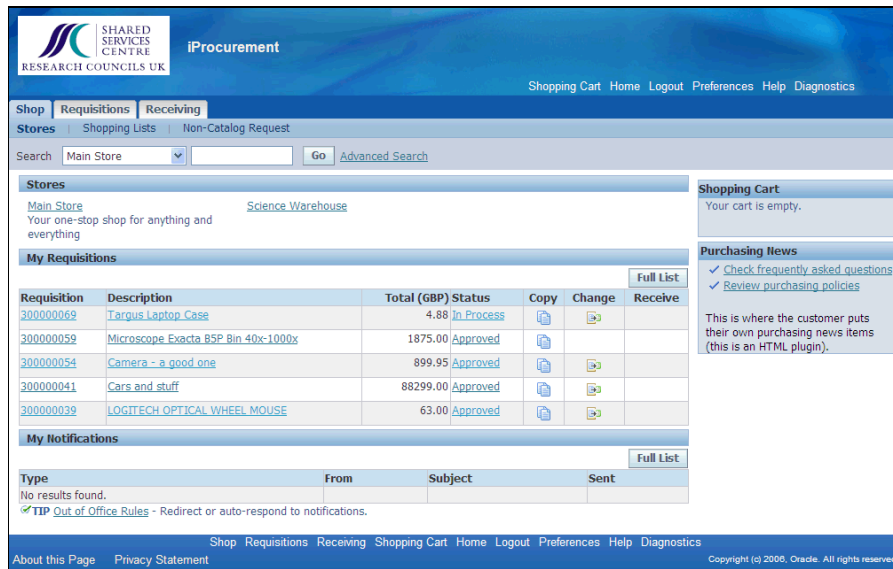
11. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.



You should get a confirmation message similar to the one below:

**Confirmation**  
**Requisition 30000069** has been submitted to Canada, Cathy for approval.

- Click the **Continue Shopping** button to go back into iProcurement.



## 1.2 Smart Form Requisition

Smart Forms requisitions are setup to guide you through purchasing items that are not suitable for the Science Warehouse catalogues. Initially the SSC will use Smart Form requisitions for services such as legal and transport services.

In this example we create a Smart Form requisition for a rental car.

### Procedure



1. Click the **STFC iProcurement** link.

The screenshot shows the iProcurement main interface. At the top, there is a logo for 'SHARED SERVICES CENTRE RESEARCH COUNCILS UK' and the text 'iProcurement'. Below the logo, there are navigation links: 'Shopping Cart', 'Home', 'Logout', 'Preferences', and 'Help'. The main content area is divided into several sections:

- Stores:** A list of stores including 'Main Store', 'Labour', 'Catering Services', 'Hazardous Chemicals', and 'Travel Services'.
- My Requisitions:** A table with columns for 'Requisition', 'Description', 'Total (GBP)', 'Status', 'Copy', 'Change', and 'Receive'. The table contains three rows of data:

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000430	Vehicle Hire	19.00	In Process			
300000425	Digital Camera with at least 6MP and 5x Optical Zoom	500000.00	Approved			
300000350	Wanna Asymmetrical Diamante Shoes	49.99	Approved			

- My Notifications:** A section with columns for 'Type', 'From', 'Subject', and 'Sent'. It currently shows 'No results found.'
- Shopping Cart:** A section stating 'Your cart is empty.'
- Purchasing News:** A section with two links: 'Check frequently asked questions' and 'Review purchasing policies'.

At the bottom of the page, there is a footer with 'Privacy Statement' and 'Copyright (c) 2008, Oracle. All rights reserved.'

2. Click the **Travel Services** link.

The screenshot displays the Oracle iProcurement interface for a requisition. The header includes the Shared Services Centre Research Councils UK logo and the iProcurement title. Navigation tabs for Shop, Requisitions, and Receiving are visible. The main content area is divided into sections for 'Travel Services' and 'Car Hire'. The 'Travel Services' section includes fields for Item Type (Goods billed by quantity), Item Description (Vehicle Hire), Category (Travel Services.Uk.Vehicle Hire), Quantity (1), Unit of Measure (Each), Unit Price (19), and Currency (GBP). The 'Car Hire' section includes fields for Transmission (Manual), Insurance (Yes), Deliver To (Polaris House Reception), Sat Nav Required, and Vehicle Class (A - Ford Ka). A 'Shopping Cart' section on the right indicates the cart is empty. Buttons for 'Clear All', 'Add to Cart', and 'Add to Favorites' are present. The footer contains a Privacy Statement and copyright information.

3. Enter the required information into the **Unit Price** field.  
Enter a valid value e.g. **"19"**.
4. Enter the required information into the **Transmission** field.  
Enter a valid value e.g. **"Manual"**.
5. Enter the required information into the **Insurance** field.  
Enter a valid value e.g. **"Yes"**.
6. Enter the required information into the **Deliver To** field.  
Enter a valid value e.g. **"Polaris House Reception"**.
7. Enter the required information into the **Vehicle Class** field.  
Enter a valid value e.g. **"A - Ford Ka"**.
8. Click the **Add to Cart** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

**Travel Services**

\* Indicates required field

Clear All Add to Cart Add to Favorites

Item Type Goods billed by quantity  
 Item Description Vehicle Hire

Contract Number 408000007  
 Supplier Name BUSINESS WORLD TRAVEL LTD  
 Site GREAT YARMOUTH  
 Contact Name  
 Phone  
 Supplier Item

Category Travel Services.Uk.Vehicle Hire

\* Quantity 1  
 \* Unit of Measure Each  
 \* Unit Price 19  
 Currency GBP

**Shopping Cart**

Your cart contains 1 line.

**Recently Added Lines**

Vehicle Hire 1 Each

View Cart and Checkout

**Car Hire**

\* Transmission Manual  
 \* Insurance Yes  
 \* Deliver To Polaris House Reception

Sat Nav Required  
 \* Vehicle Class A - Ford Ka

Clear All Add to Cart Add to Favorites

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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9. Click the **View Cart and Checkout** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

Shopping Cart

Save Checkout

**DONT FORGET TO ADD ANY APPLICABLE P&P/FREIGHT/DRY ICE CHARGES**

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (GBP)	Delete
1	Vehicle Hire	Car Hire	Each	1	19 GBP	19.00	
						<b>Total</b>	<b>19.00</b>

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 Shopping Cart Home Logout Preferences Help

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10. Click the **Checkout** button.

11. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.

You should get a confirmation message similar to the one below:

**Confirmation**  
**Requisition 300000440** has been submitted to Hawaii, Harry for approval.



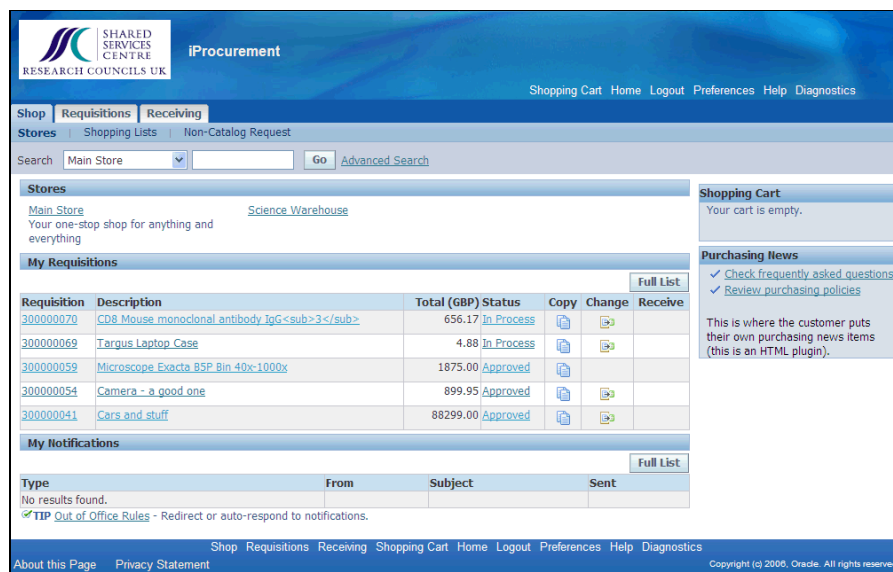
### 1.3 Non-Catalogue Request for Goods

A non-catalogue request should only be created if the item cannot be ordered in the Science Warehouse catalogue or on one of the Smart Forms.

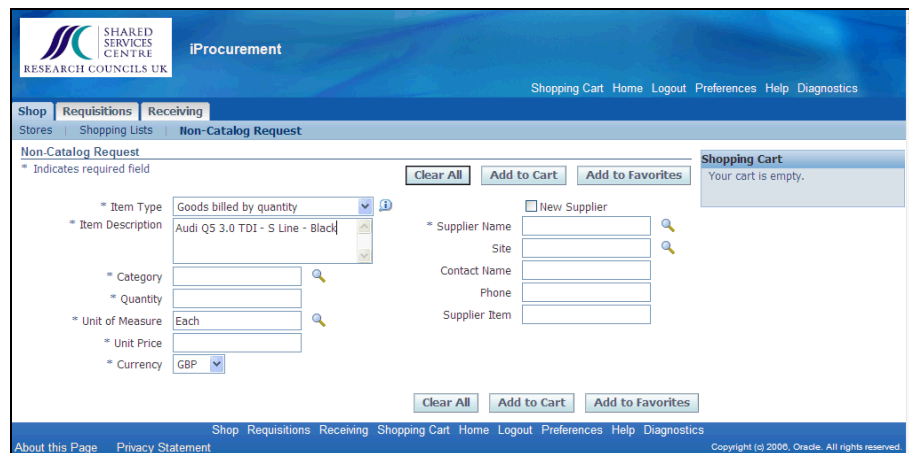
In this example we create a non-catalogue request for an Audi Q5.




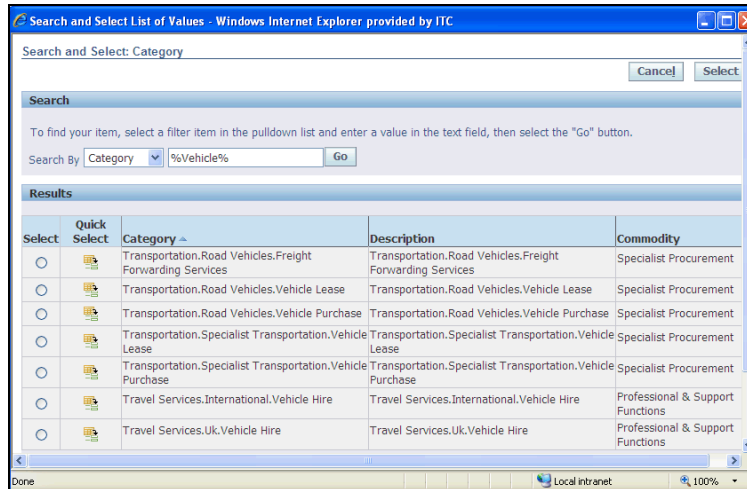
1. Click the **STFC iProcurement** link.





2. Click the **Non-Catalog Request** link.



3. Click in the **Item Description** field.
4. Enter the required information into the **Item Description** field.  
Enter a valid value e.g. "**Audi Q5 3.0 TDI - S Line - Black**".
5. Click the  **Search for Category** button.



6. Click in the **Search By** field.
7. Enter the required information into the **Search By** field.  
Enter a valid value e.g. "**%Vehicle%**".
8. Click the  button.
9. Click the  **Quick Select** button to select **Transportation.Road Vehicles.Vehicle Purchase**.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving Non-Catalog Request

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: Audi Q5 3.0 TDI - S Line - Black

\* Category: Transportation.Road Veh

\* Quantity: 3

\* Unit of Measure: Each

\* Unit Price: 36765

\* Currency: GBP

\* Supplier Name:

Site:

Contact Name:

Phone:

Supplier Item:

New Supplier

Clear All Add to Cart Add to Favorites


Shopping Cart: Your cart is empty.

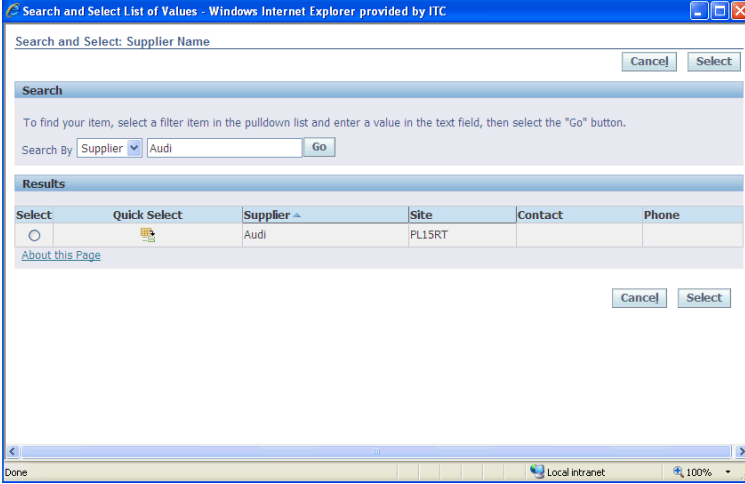
Clear All Add to Cart Add to Favorites

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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10. Click in the **Quantity** field.

11. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "3".
12. Click in the **Unit Price** field.
13. Enter the required information into the **Unit Price** field.  
Enter a valid value e.g. "36765".
14. Click the  **Search for Supplier Name** button.




Search and Select: Supplier Name



Search

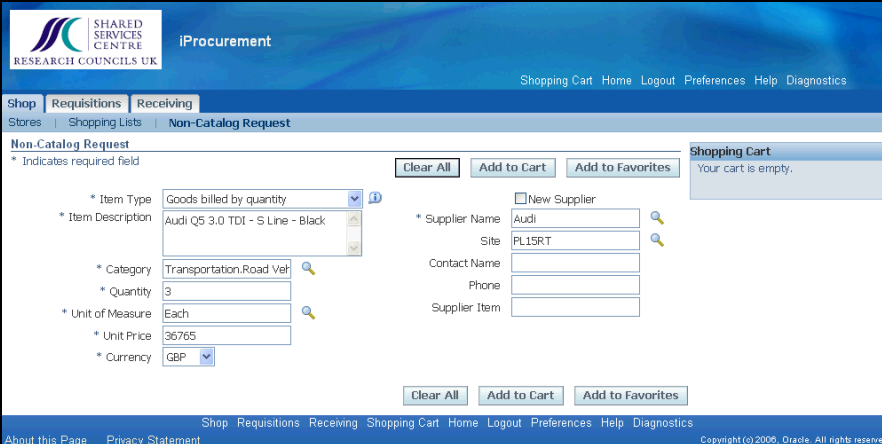
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Supplier Audi Go

Select	Quick Select	Supplier ^	Site	Contact	Phone
<input type="radio"/>		Audi	PL15RT		

Cancel Select

15. Click in the **Search By** field.
16. Enter the required information into the **Search By** field.  
Enter a valid value e.g. "Audi".
17. Click the  button.
18. Click the  **Quick Select** button.



SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

\* Indicates required field

\* Item Type: Goods billed by quantity

\* Item Description: Audi QS 3.0 TDI - S Line - Black

\* Category: Transportation.Road Veh

\* Quantity: 3

\* Unit of Measure: Each

\* Unit Price: 36765

\* Currency: GBP

\* Supplier Name: Audi

Site: PL15RT

Contact Name:

Phone:

Supplier Item:

Clear All Add to Cart Add to Favorites

Shopping Cart: Your cart is empty.

Clear All Add to Cart Add to Favorites

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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19. Click the **Add to Cart** button.

The screenshot shows the 'Non-Catalog Request' form in the Oracle iProcurement system. The form includes fields for Item Type (Goods billed by quantity), Item Description (Audi Q5 3.0 TDI - S Line - Black), Category (Transportation.Road Veh), Quantity (3), Unit of Measure (Each), Unit Price (36765), and Currency (GBP). There are also fields for Supplier Name (Audi), Site (PL15RT), Contact Name, Phone, and Supplier Item. The 'Add to Cart' button is highlighted with a red circle. Other buttons include 'Clear All' and 'Add to Favorites'. A 'Shopping Cart' summary on the right indicates 'Your cart contains 1 line.' and 'Recently Added Lines' with 'Audi Q5 3.0 TDI...' at a quantity of 3. A 'View Cart and Checkout' button is also visible.

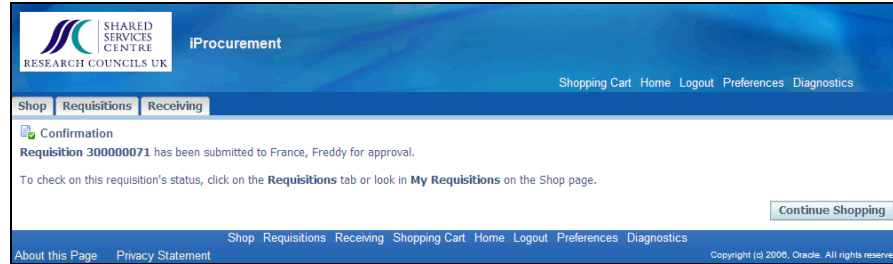
20. Click the **View Cart and Checkout** button.

The screenshot shows the 'Shopping Cart' page. A warning message reads: 'DONT FORGET TO ADD ANY APPLICABLE P&P/FREIGHT/DRY ICE CHARGES'. Below this is a table with columns: Line, Item Description, Special Info, Unit, Quantity, Price, Amount (GBP), and Delete. The table contains one line item: Audi Q5 3.0 TDI - S Line - Black, with a quantity of 3, a price of 36765 GBP, and a total amount of 110295.00. Below the table, there are checkboxes for 'I need a purchase order number immediately' and 'Purchase Order number will be assigned after completing checkout.' The 'View Cart and Checkout' button is highlighted with a red circle. Other buttons include 'Save' and 'Checkout'.

21. Click the **Checkout** button.

The screenshot shows the 'Checkout: Requisition Information' page. It includes fields for Requisition Description (Audi Q5 3.0 TDI - S Line - Black), Transmit PO to Supplier (Yes), and Default Taxation Country (GB). There are also sections for Delivery (Need-By Date: 24-Aug-2009 00:00:00, Requester: Apple, Mr Adam, Deliver-To Location: STFC - ATC C14) and Billing (Project, Task, Expenditure Type, Charge Account: ST-ED01-7AAAA-5203-0000-0000, GL Date: 17-Aug-2009). The 'Checkout' button is highlighted with a red circle. Other buttons include 'Cancel', 'Save', 'Submit', and 'Edit Lines'. The page is labeled 'Step 1 of 3'.

22. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.



You should get a confirmation message similar to the one below:

**Confirmation**  
**Requisition 300000071** has been submitted to France, Freddy for approval.

## 2. Requisition Options

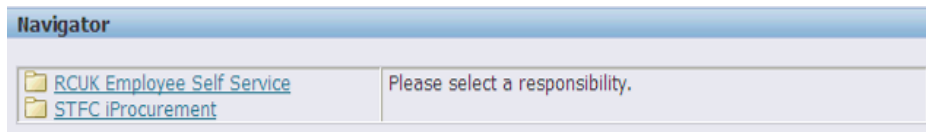
### 2.1 Science Warehouse Comparison Tool

Science Warehouse provides us with a powerful filter and comparison tool that allows you to easily find an item to your exact specification.

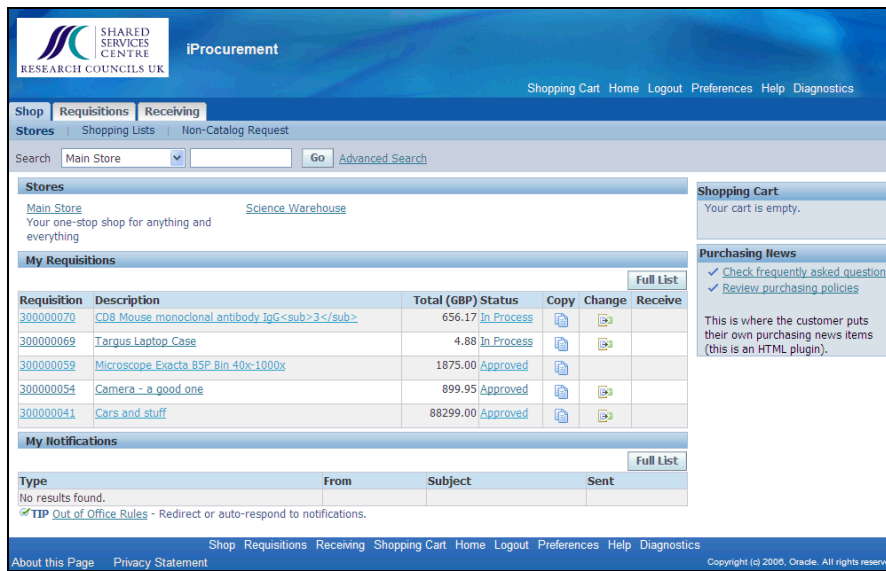
In this example we search for Mouse Antibodies and filter by the category Primary Antibodies.

Once filtered we are able to view the section specific to Primary Antibodies.

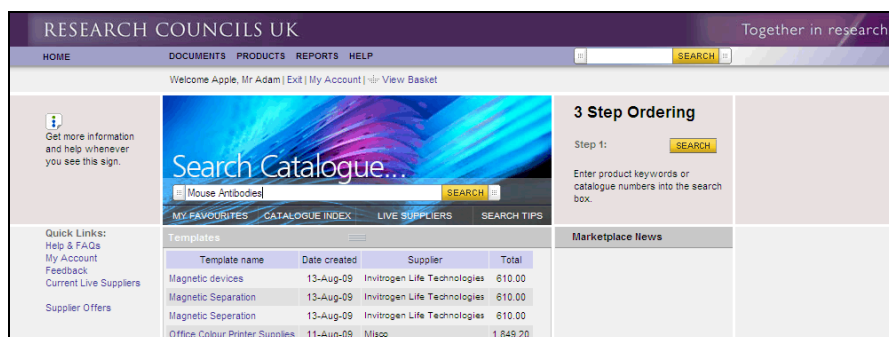
We then utilise the comparison tool to compare our chosen antibodies side-by-side.



1. Click the **STFC iProcurement** link.



2. Click the **Science Warehouse** link.



3. Click in the **Search Catalogue** field.
4. Enter the required information into the **Search Catalogue** field.  
Enter a valid value e.g. "**Mouse Antibodies**".
5. Click the **SEARCH** button.

RESEARCH COUNCILS UK Together in research

HOME DOCUMENTS PRODUCTS REPORTS HELP Mouse Antibodies SEARCH

Welcome Apple, Mr Adam | Exit | My Account | View Basket

**Catalogue search result**

Your search found 14 matches for "Mouse Antibodies".  
Click "Filter" under the header "Category" to refine your current search to a particular category.  
Select a category and click "GO" to view the whole of the related categories in the list below.

Primary Antibodies GO

Click the product description to see more details. Enter a quantity and press the basket button to progress.

Compare Selected   All	Category Filter	Description Filter   Sort	Pack size Filter   Sort	Price Sort	Min qty	Quantity Required	Supplier Filter   Sort	Cat no. Filter   Sort
<input type="checkbox"/>	Primary Antibody Conjugates	CD8, Mouse anti-human, (PerCP)	0.5 ml	155.00		<input type="text"/>	Invitrogen Life Technologies	MHCD0831
<input type="checkbox"/>	Primary Antibodies	CD34, Mouse Anti-Human, (Purified)	0.5 ml	121.00		<input type="text"/>	Invitrogen Life Technologies	CD3458100
<input type="checkbox"/>	Primary Antibody Conjugate Sets	CD3/16+56 Mouse Anti-Human (2 colour)	0.5ml/50 min. tests	233.00		<input type="text"/>	Invitrogen Life Technologies	CD316563CA
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>3</sub>	1 x 1ml	257.50		<input type="text"/>	Fisher Scientific Ltd	AFMA135290
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>3</sub>	1 x 5ml	656.17		<input type="text"/>	Fisher Scientific Ltd	AFMA135291
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 1ml	257.50		<input type="text"/>	Fisher Scientific Ltd	AFMA135294
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120055
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120056

6. Click the **Filter** link under **Category**.

RESEARCH COUNCILS UK Together in research

HOME DOCUMENTS PRODUCTS REPORTS HELP Mouse Antibodies SEARCH

Welcome Apple, Mr Adam | Exit | My Account | View Basket

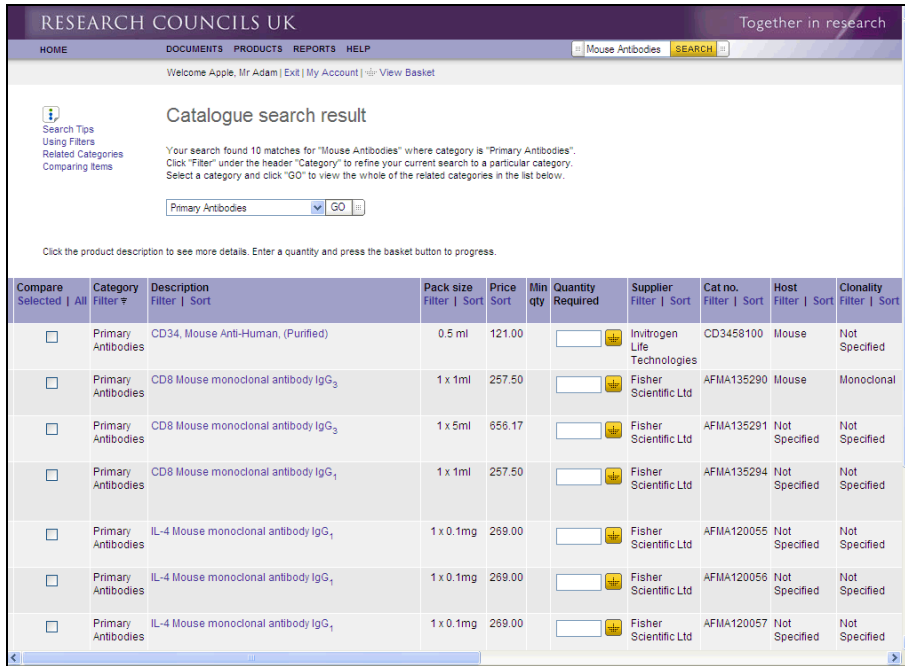
**Refine search results**

Select items from the list:

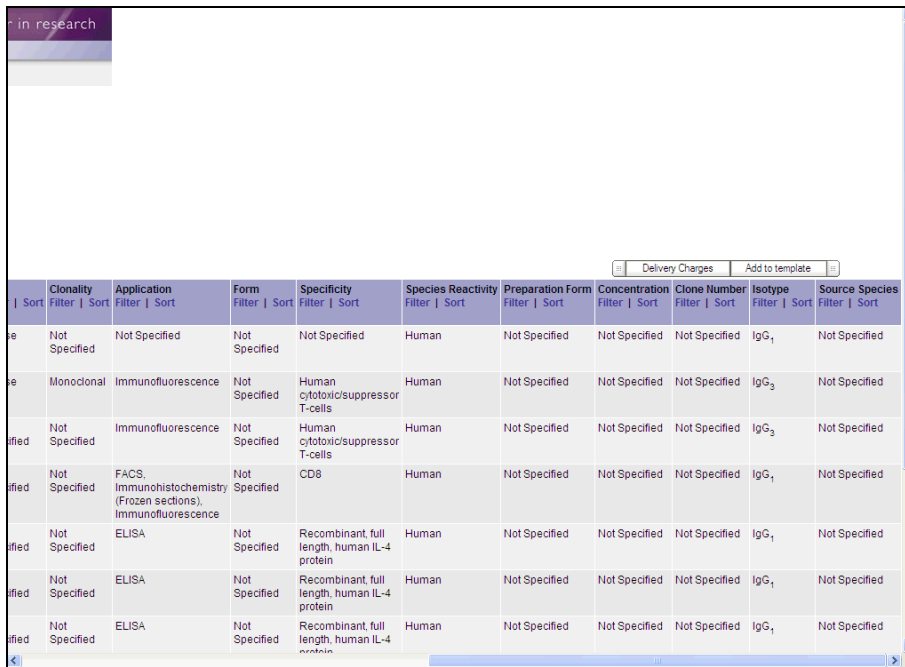
- Primary Antibodies (10 items)
- Primary Antibody Conjugate Sets (1 item)
- Primary Antibody Conjugates (3 items)

Apply filter Back

7. Click the **Primary Antibodies (10 items)** list item.
8. Click the **Apply filter** button.



9. Click the **horizontal** scrollbar to scroll right.



10. This will display the sections unique to the filtered category.

Click the **horizontal** scrollbar to scroll left.



Compare Selected   All	Category Filter ▼	Description Filter   Sort	Pack size Filter   Sort	Price Sort	Min qty	Quantity Required	Supplier Filter   Sort	Cat no. Filter   Sort	Host Filter   Sort	Clonality Filter   Sort
<input type="checkbox"/>	Primary Antibodies	CD34, Mouse Anti-Human, (Purified)	0.5 ml	121.00		<input type="text"/>	Invitrogen Life Technologies	CD3458100	Mouse	Not Specified
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>3</sub>	1 x 1ml	257.50		<input type="text"/>	Fisher Scientific Ltd	AFMA135290	Mouse	Monoclonal
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>3</sub>	1 x 5ml	656.17		<input type="text"/>	Fisher Scientific Ltd	AFMA135291	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 1ml	257.50		<input type="text"/>	Fisher Scientific Ltd	AFMA135294	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120055	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120056	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120057	Not Specified	Not Specified

11. Tick the first **CD8 Mouse monoclonal antibody** box.

12. Tick the second **CD8 Mouse monoclonal antibody** box.

Compare Selected   All	Category Filter ▼	Description Filter   Sort	Pack size Filter   Sort	Price Sort	Min qty	Quantity Required	Supplier Filter   Sort	Cat no. Filter   Sort	Host Filter   Sort	Clonality Filter   Sort
<input type="checkbox"/>	Primary Antibodies	CD34, Mouse Anti-Human, (Purified)	0.5 ml	121.00		<input type="text"/>	Invitrogen Life Technologies	CD3458100	Mouse	Not Specified
<input checked="" type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>3</sub>	1 x 1ml	257.50		<input type="text"/>	Fisher Scientific Ltd	AFMA135290	Mouse	Monoclonal
<input checked="" type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>3</sub>	1 x 5ml	656.17		<input type="text"/>	Fisher Scientific Ltd	AFMA135291	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	CD8 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 1ml	257.50		<input type="text"/>	Fisher Scientific Ltd	AFMA135294	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120055	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120056	Not Specified	Not Specified
<input type="checkbox"/>	Primary Antibodies	IL-4 Mouse monoclonal antibody IgG <sub>1</sub>	1 x 0.1mg	269.00		<input type="text"/>	Fisher Scientific Ltd	AFMA120057	Not Specified	Not Specified

13. Click the **Selected** link under **Compare**.

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HOME DOCUMENTS PRODUCTS REPORTS HELP Mouse Antibodies SEARCH


Welcome Apple, Mr Adam | Exit | My Account | View Basket

Compare products

Delivery Charges Add to template Back

	Product 1	Product 2
Category	Primary Antibodies	Primary Antibodies
Manufacturer	Affinity BioReagents	Affinity BioReagents
Description	CD8 Mouse monoclonal antibody IgG <sub>3</sub> CD8 Mouse monoclonal antibody IgG <sub>3</sub> Nhp	CD8 Mouse monoclonal antibody IgG <sub>3</sub> CD8 Mouse monoclonal antibody IgG <sub>3</sub> Nhp
Pack size	1 x 1ml	1 x 5ml
Minimum quantity		
Quantity	<input type="text" value="1"/>	<input type="text" value="1"/>
Price	257.50	856.17
Supplier	Fisher Scientific Ltd	Fisher Scientific Ltd
Cat no	AFMA135290	AFMA135291
Manufacturer part no	MA1-35290	MA1-35291
UOM	Each	Each
Host	Mouse	Not Specified
Clonality	Monoclonal	Not Specified
Application	Immunofluorescence	Immunofluorescence
Specificity	Human cytotoxic/suppressor T-cells	Human cytotoxic/suppressor T-cells
Species Reactivity	Human	Human
Isotype	IgG <sub>3</sub>	IgG <sub>3</sub>
Specifications		

Delivery Charges Add to template Back

14. Review your selection.  
Click in the **Quantity** field for **Product 2**.
15. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "1".
16. Click the  **Add to Basket** button.

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HOME DOCUMENTS PRODUCTS REPORTS HELP Mouse Antibodies SEARCH

Welcome Apple, Mr Adam | Exit | My Account | View Basket

Shopping basket

Check out Update basket Save as template Empty basket

Requisition number: 728700

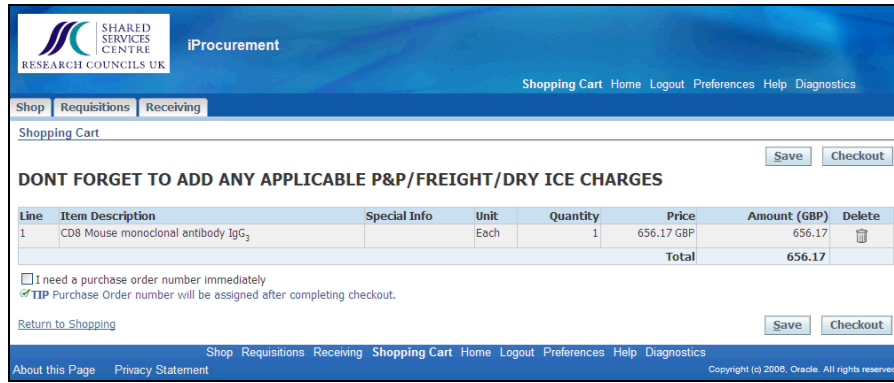
Select	Description	Product name	Off cat	Order qty	UOM	Unit price	Total
<input type="checkbox"/>	Part number: AFMA135291 Supplier: Fisher Scientific Ltd Manufacturer: Affinity BioReagents	CD8 Mouse monoclonal antibody IgG <sub>3</sub>		<input type="text" value="1"/>	Each	856.17	856.17

Delete selected items

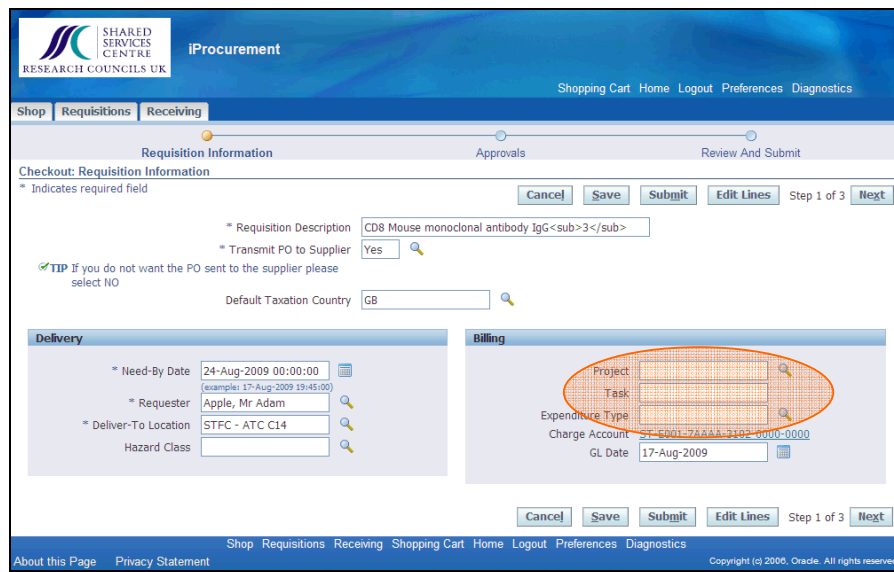
Total: 856.17

Check out Update basket Save as template Empty basket

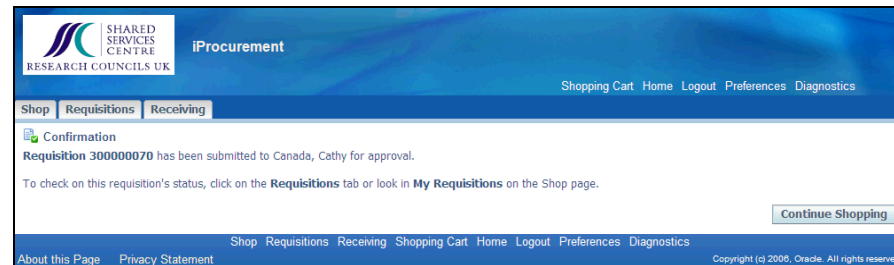
17. Click the  **Check out** button.



18. Click the **Checkout** button.



19. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.



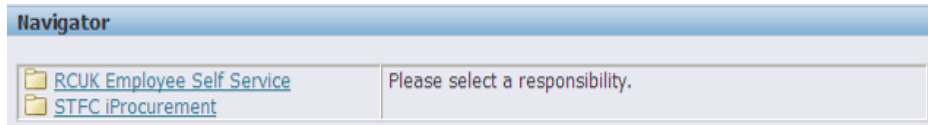
You should get a confirmation message similar to the one below:

**Confirmation**  
**Requisition 300000070** has been submitted to Canada, Cathy for approval.

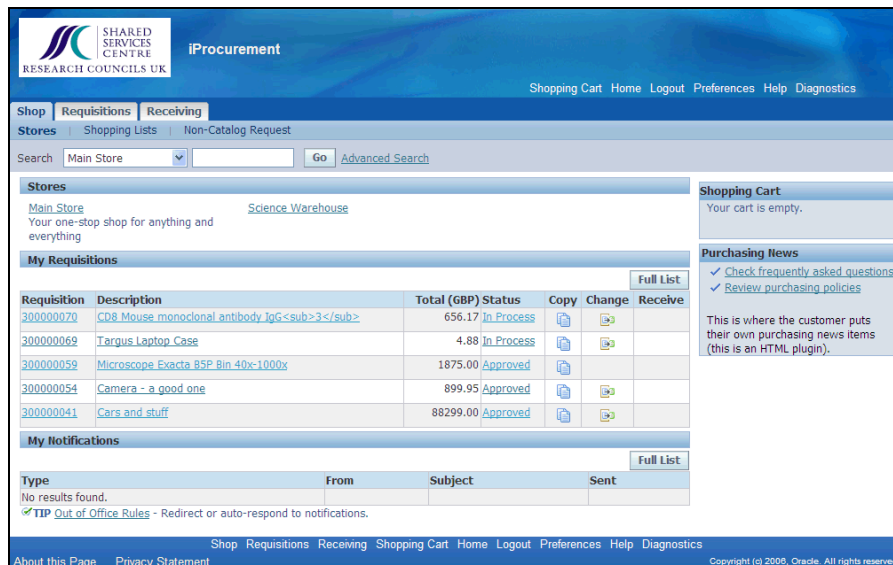
## 2.2 Creating a Science Warehouse Template

Science Warehouse allows you to create a template (or shopping list) for items that you regularly purchase. These templates can be shared with others in your organisation. E.g. you may use a shared template for office stationery.

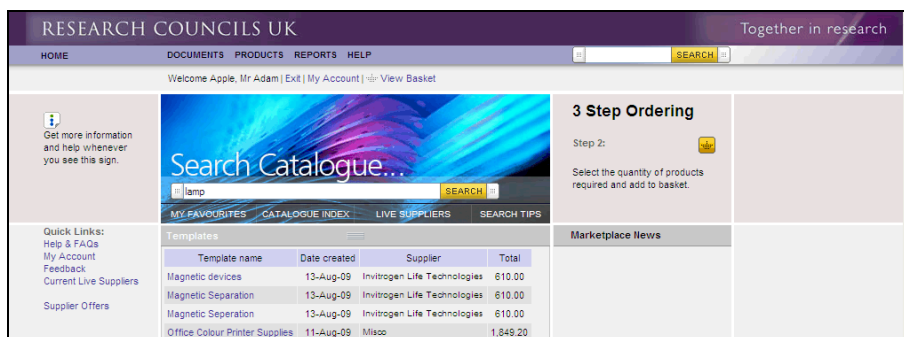
In this example we create a template for replacement parts for a specialist lamp. We also allow two other users to share this template. One user is allowed to modify the template and the other user can only create orders from the template.



1. Click the **STFC iProcurement** link.

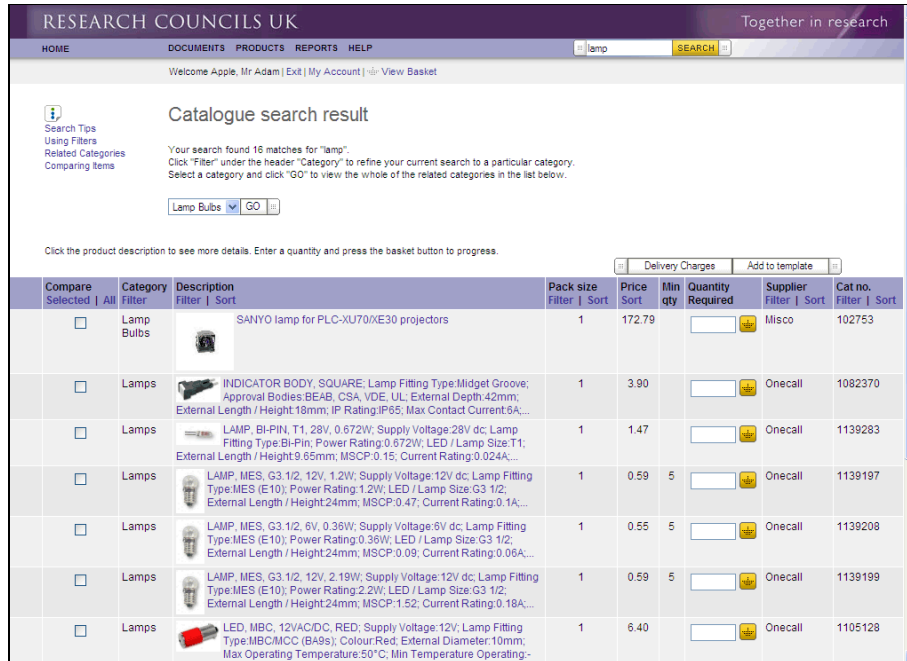


2. Click the **Science Warehouse** link.

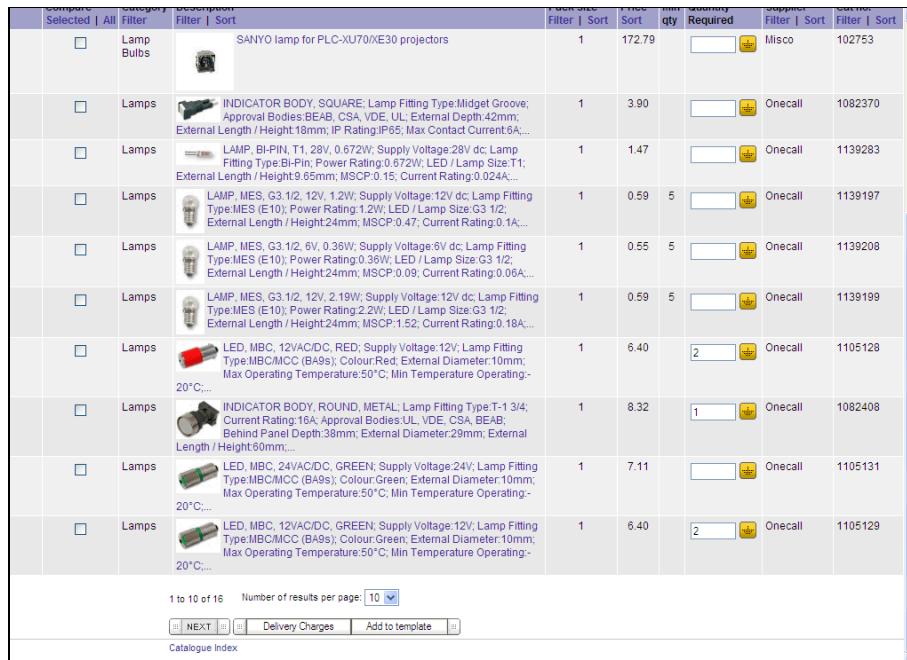


3. Click in the **Search Catalogue** field.

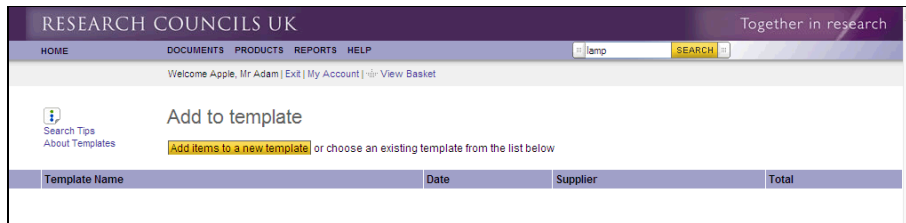
4. Enter the required information into the **Search Catalogue** field. Enter a valid value e.g. **"lamp"**.
5. Click the **SEARCH** button.



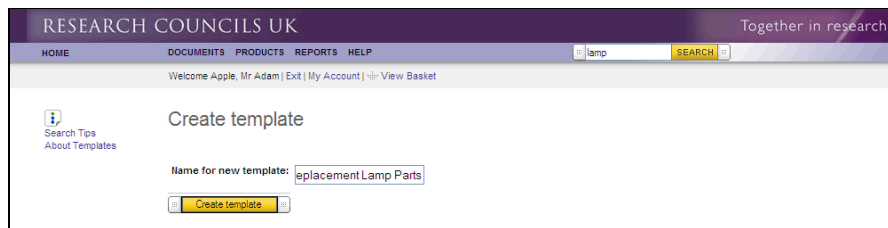
6. Click the **vertical** scrollbar to scroll down if required.



7. Click in the **Quantity** field next to the **Red LED (£6.40)**.
8. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "2".
9. Click in the **Quantity** field next to the **Indicator Body (£8.32)**.
10. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "1".
11. Click in the **Quantity** field next to the **Green LED (£6.40)**.
12. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "2".
13. Click the  button.



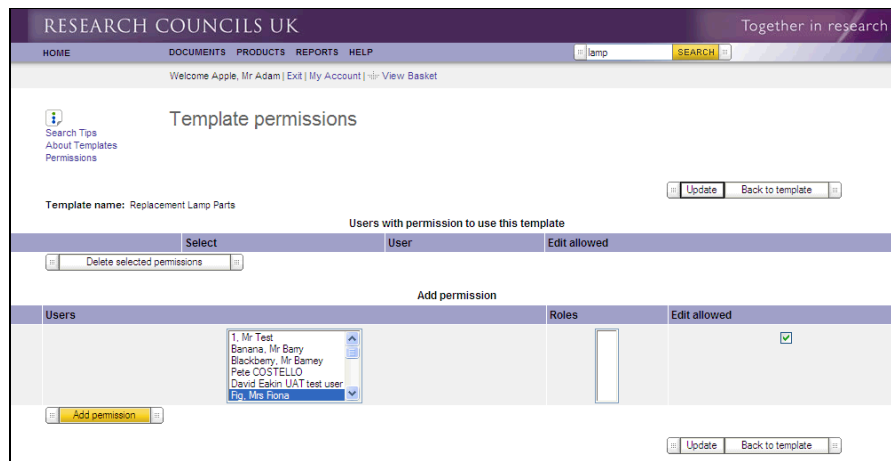
14. Click the [Add items to a new template](#) link.



15. Enter the required information into the **Name for new template:** field.  
Enter a valid value e.g. "**Replacement Lamp Parts**".
16. Click the  button.



17. Click the **Permissions** button.

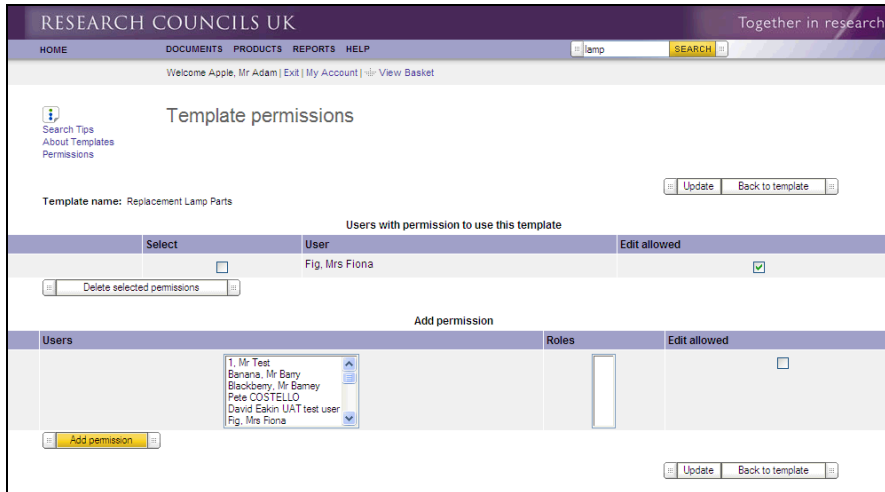


18. Click the **Fig, Mrs Fiona** list item.

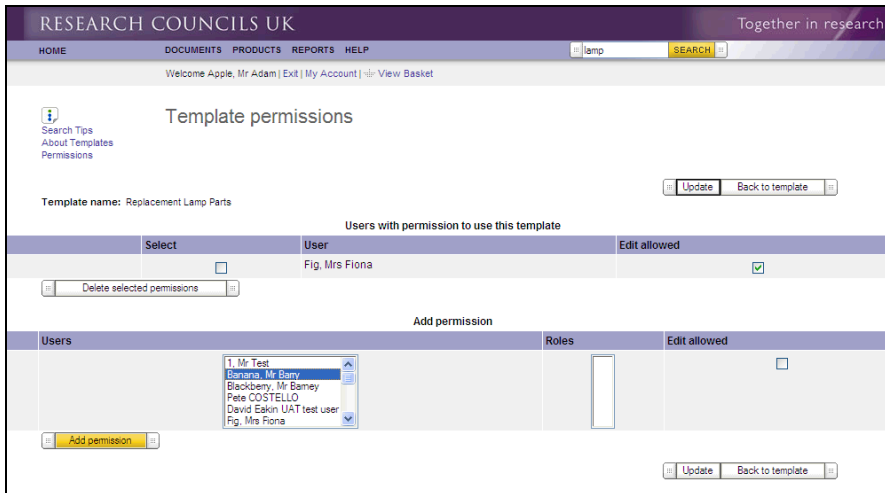
19. If required tick the **Edit allowed** box.

Please be aware that users with editing permission will be able to change your template and give others permissions to view or edit your template.

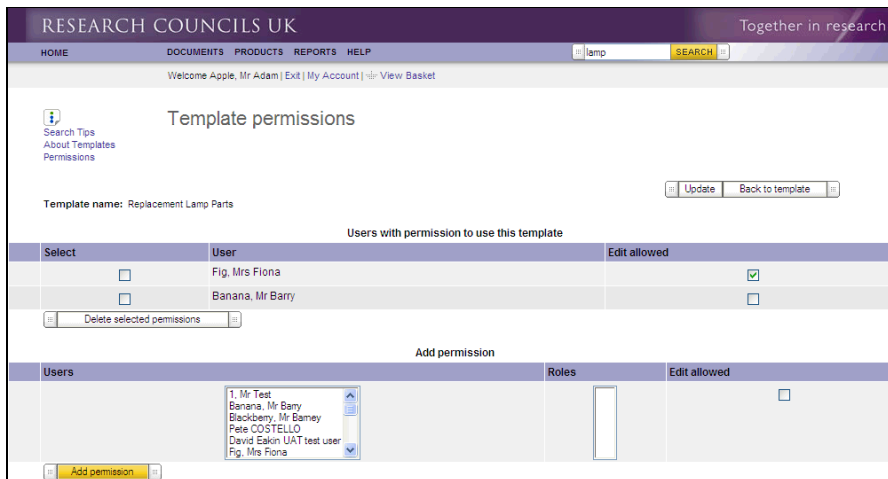
20. Click the **Add permission** button.



21. Click the **Banana, Mr Barry** list item.

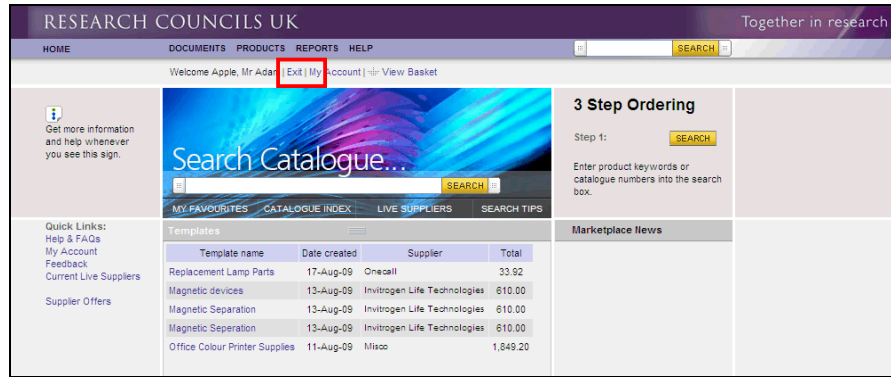


22. Click the **Add permission** button.

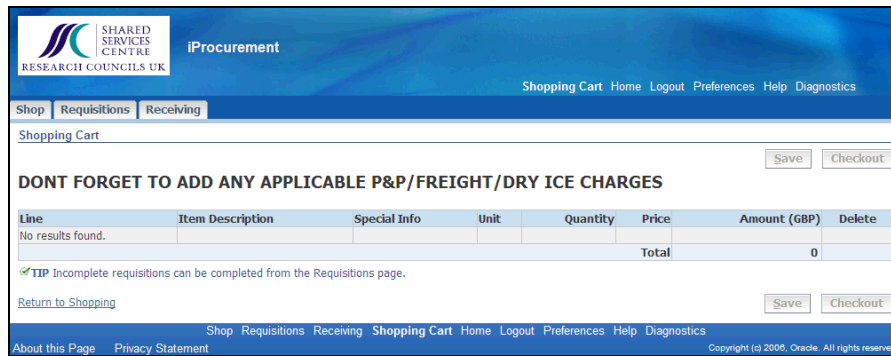




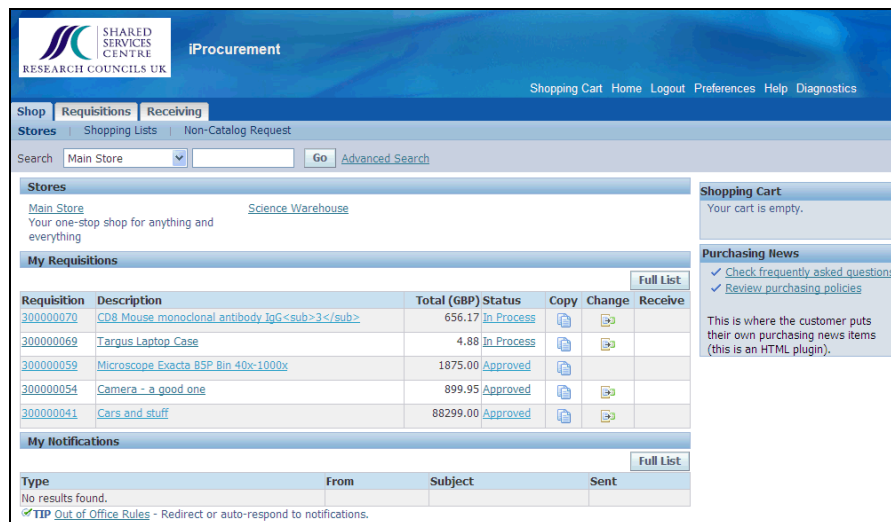
23. Click the **HOME** link in the top left hand corner.



24. Click the **Exit** link.

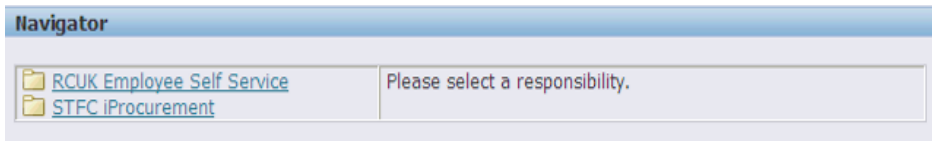


25. Click the **Shop** tab to go back to the iProcurement homepage.

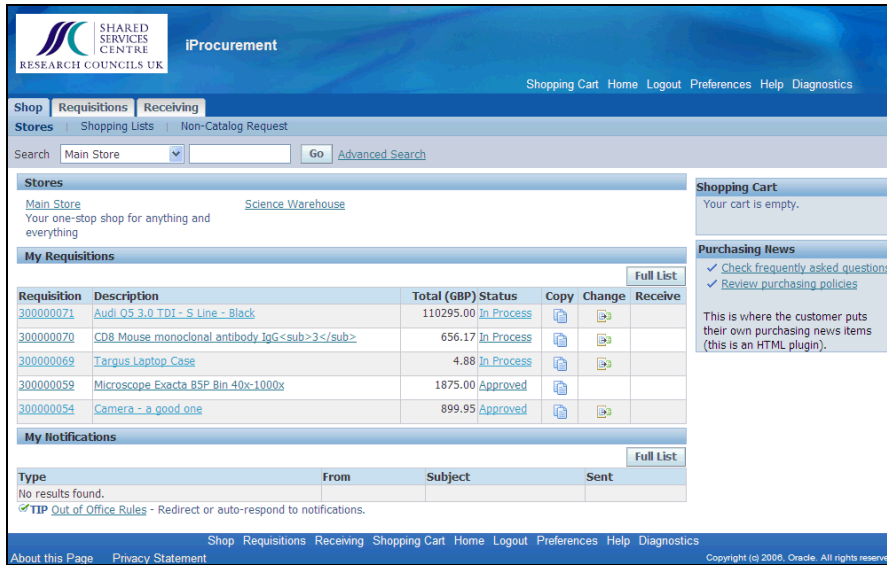


### 2.3 Non-Catalogue Requests for Services

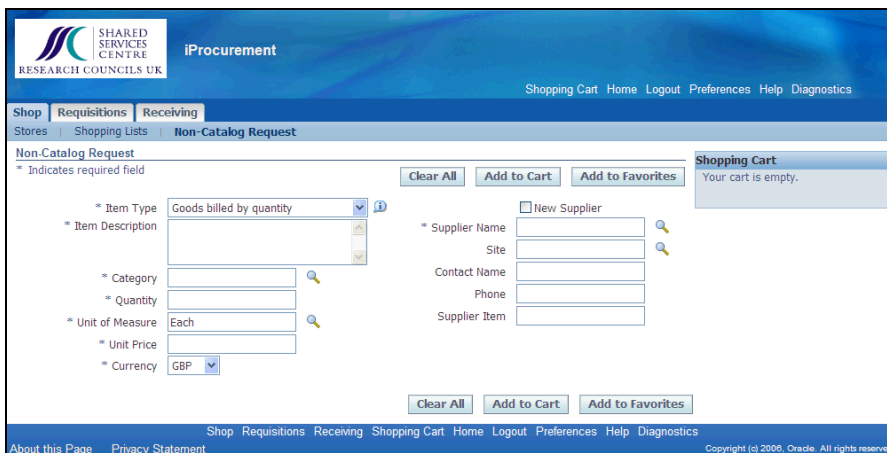
In this example we create a non-catalogue request for window cleaning.



1. Click the **STFC iProcurement** link.




2. Click the **Non-Catalog Request** link.




3. Click the **Item Type** drop-down list.

4. Click the **Goods or services billed by amount** list item.

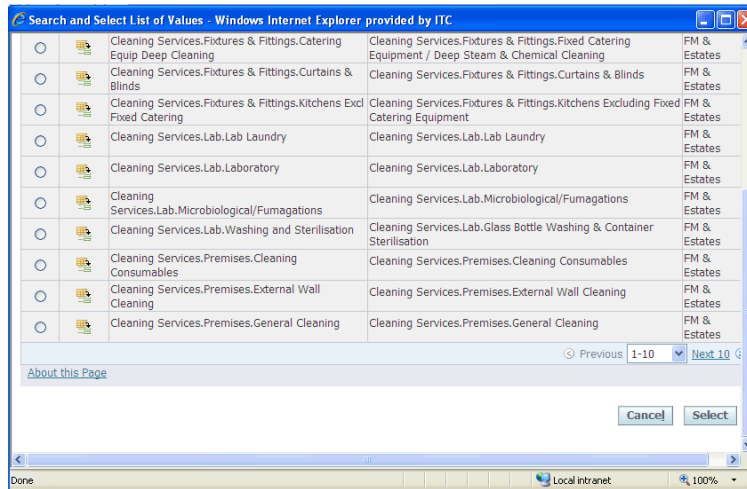
Note that you can also use **Services billed by quantity**. E.g. instead of a service costing a flat amount (i.e. £2500) it may be broken into units such as 5 days at £500 per day.

5. Click in the **Item Description** field.
6. Enter the required information into the **Item Description** field. Enter a valid value e.g. "**Polaris House Window Cleaning**".
7. Click the  **Search for Category** button.

Quick Select	Category	Description	Commodity
	Cleaning Services.Fixtures & Fittings.Catering Equip Deep Cleaning	Cleaning Services.Fixtures & Fittings.Fixed Catering Equipment / Deep Steam & Chemical Cleaning	FM & Estates
	Cleaning Services.Fixtures & Fittings.Curtains & Blinds	Cleaning Services.Fixtures & Fittings.Curtains & Blinds	FM & Estates
	Cleaning Services.Fixtures & Fittings.Kitchens Excl Fixed Catering	Cleaning Services.Fixtures & Fittings.Kitchens Excluding Fixed Catering Equipment	FM & Estates
	Cleaning Services.Lab.Lab Laundry	Cleaning Services.Lab.Lab Laundry	FM & Estates
	Cleaning Services.Lab.Laboratory	Cleaning Services.Lab.Laboratory	FM & Estates
	Cleaning Services.Lab.Microbiological/Fumagations	Cleaning Services.Lab.Microbiological/Fumagations	FM & Estates

8. Click in the **Search By** field.
9. Enter the required information into the **Search By** field. Enter a valid value e.g. "**%cleaning%**".
10. Click the  button.

11. Click the **vertical** scrollbar to scroll down if required.



12. Click the  **Quick Select** button next to **Cleaning Services.Premises.General Cleaning**.

SHARED SERVICES CENTRE  
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iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Non-Catalog Request

\* Indicates required field

Clear All Add to Cart Add to Favorites

\* Item Type Goods or services billed by amount

\* Item Description Polaris House Window Cleaning

\* Category Cleaning Services.Premis

\* Amount 2500

\* Currency GBP

New Supplier

\* Supplier Name

Site

Contact Name

Phone


Supplier Item

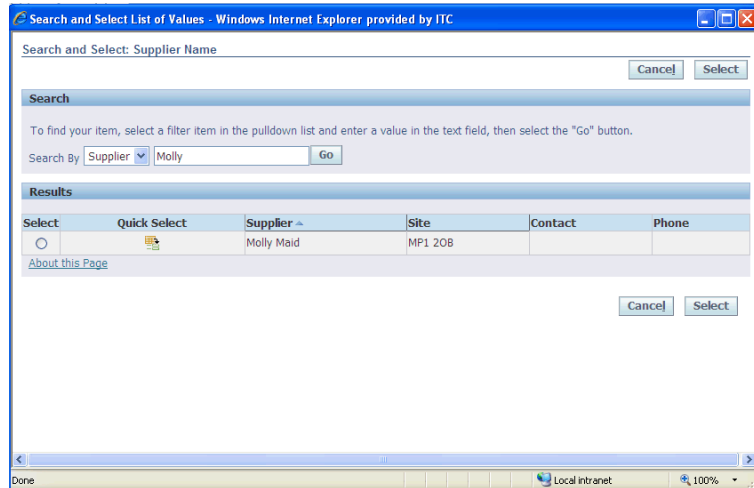
Clear All Add to Cart Add to Favorites

Shopping Cart  
Your cart is empty.

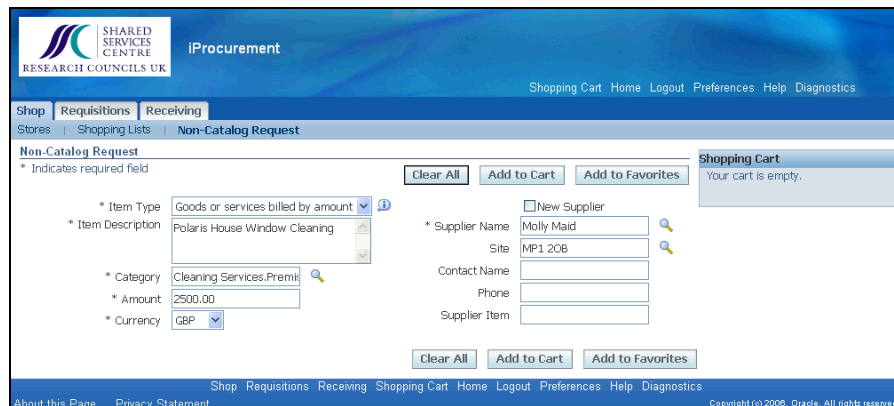
Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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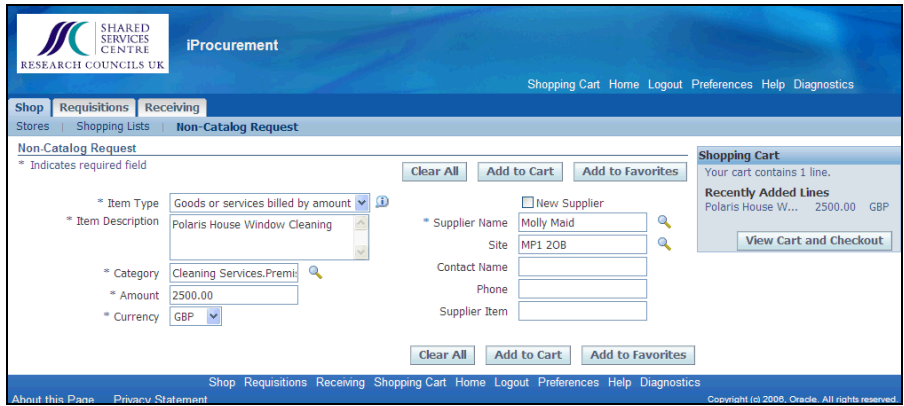
13. Click in the **Amount** field.
14. Enter the required information into the **Amount** field.  
Enter a valid value e.g. "**2500**".
15. Click the  **Search for Supplier Name** button.



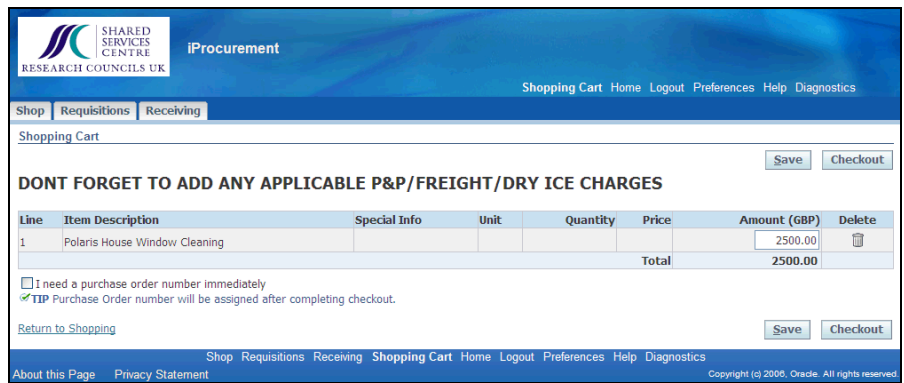
16. Click in the **Search By** field.
17. Enter the required information into the **Search By** field. Enter a valid value e.g. **"Molly"**.
18. Click the **Go** button.
19. Click the **Quick Select** button.



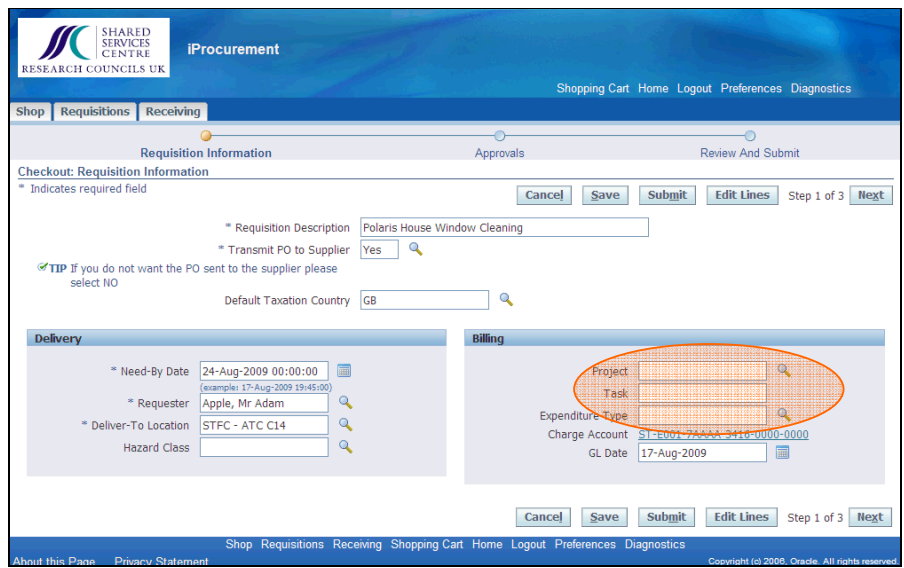
20. Click the **Add to Cart** button.



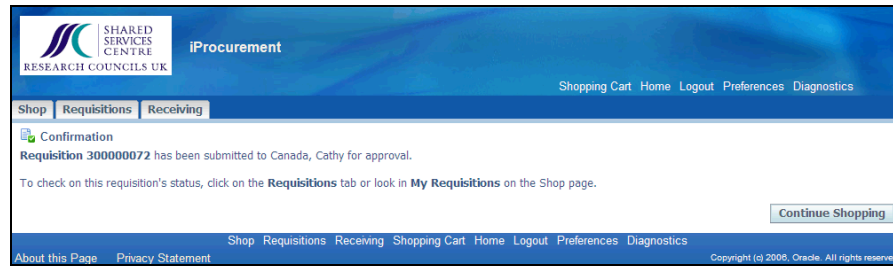
21. Click the **View Cart and Checkout** button.



22. Click the **Checkout** button.



23. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.



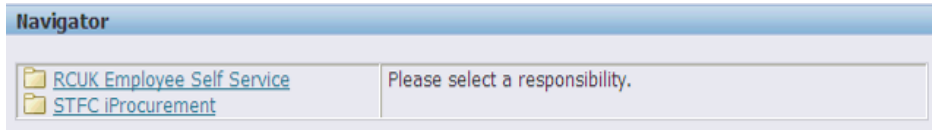
You should get a confirmation message similar to the one below:

**Confirmation**  
**Requisition 300000072** has been submitted to Canada, Cathy for approval.

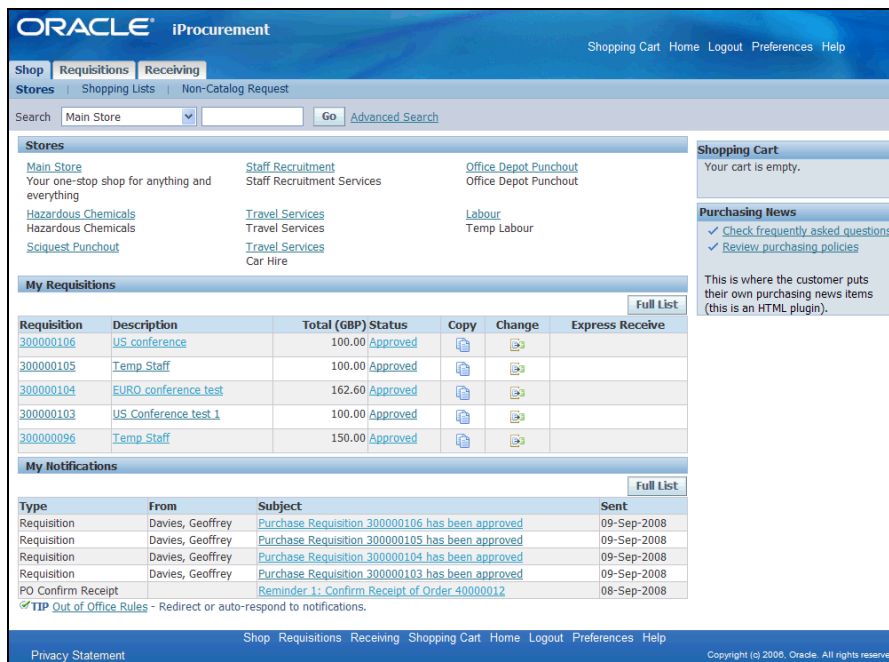
## 2.4 Foreign Non-Catalogue Request

In this example we create a non-catalogue request for a European conference in Euros.

### Procedure




1. Click the **STFC iProcurement** link.









2. Click the **Non-Catalog Request** link under the **Shop** tab.




The screenshot shows the Oracle iProcurement interface for a 'Non-Catalog Request'. The form is titled 'Non-Catalog Request' and includes a 'Shopping Cart' section on the right that says 'Your cart is empty.' The main form area contains several fields: 'Item Type' (a dropdown menu currently showing 'Goods or services billed by amount'), 'Item Description' (a text field containing 'EURO Conference'), 'Category' (a dropdown menu), 'Amount' (a text field), and 'Currency' (a dropdown menu set to 'GBP'). To the right of these fields are fields for 'Supplier Name', 'Site', 'Contact Name', 'Phone', and 'Supplier Item', each with a search icon. There are also 'Clear All', 'Add to Cart', and 'Add to Favorites' buttons. The top navigation bar includes 'Shop', 'Requisitions', and 'Receiving' tabs, and a 'Stores' dropdown menu. The bottom of the page has a 'Privacy Statement' link and a copyright notice for Oracle.

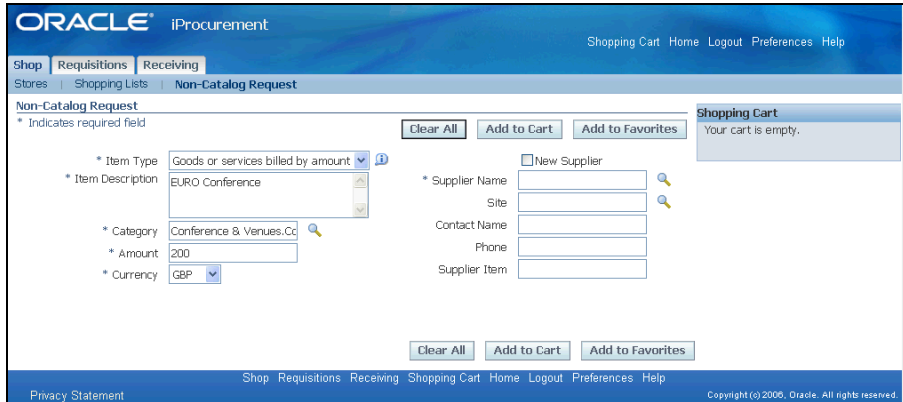
3. Click the **Item Type** drop-down list.
4. Click an entry in the list. Select **Goods or services billed by amount**.
5. Click in the **Item Description** field.
6. Enter the required information into the **Item Description** field. Enter a valid value e.g. "**EURO Conference**".
7. Click the  **Search for Category** button.

The screenshot shows a 'Search and Select List of Values' dialog box in Internet Explorer. The title bar reads 'Search and Select List of Values - Windows Internet Explorer'. The address bar shows a URL starting with 'https://apps.ssc.rcuk.ac.uk:458/OA\_HTML/cabo/sps/a.jsp?\_t=fredRCbenc=UTF-88\_minWidth=7506\_minHeight=550&configName=OAConfig&contextURL=...'. The dialog has a 'Search' section with a 'Search By' dropdown set to 'Category' and a text field containing 'Conference'. A 'Go' button is next to the text field. Below the search bar is a 'Results' section with a table. The table has five columns: 'Select', 'Quick Select', 'Category', 'Description', and 'Commodity'. There are six rows of results, each with a radio button in the 'Select' column and a small icon in the 'Quick Select' column.

Select	Quick Select	Category	Description	Commodity
<input type="radio"/>		Conference & Venues.Corporate Events.Conferences	Conference & Venues.Corporate Events.Conferences	Professional & Support Functions
<input type="radio"/>		Conference & Venues.Corporate Events.Hospitality	Conference & Venues.Corporate Events.Hospitality	Professional & Support Functions
<input type="radio"/>		Conference & Venues.Venues.Event Management	Conference & Venues.Venues.Event Management	Professional & Support Functions
<input type="radio"/>		Conference & Venues.Venues.Function Space	Conference & Venues.Venues.Function Space	Professional & Support Functions
<input type="radio"/>		Conference & Venues.Venues.Seminars	Conference & Venues.Venues.Seminars	Professional & Support Functions
<input type="radio"/>		Conference & Venues.Venues.Sourcing	Conference & Venues.Venues.Sourcing	Professional & Support Functions

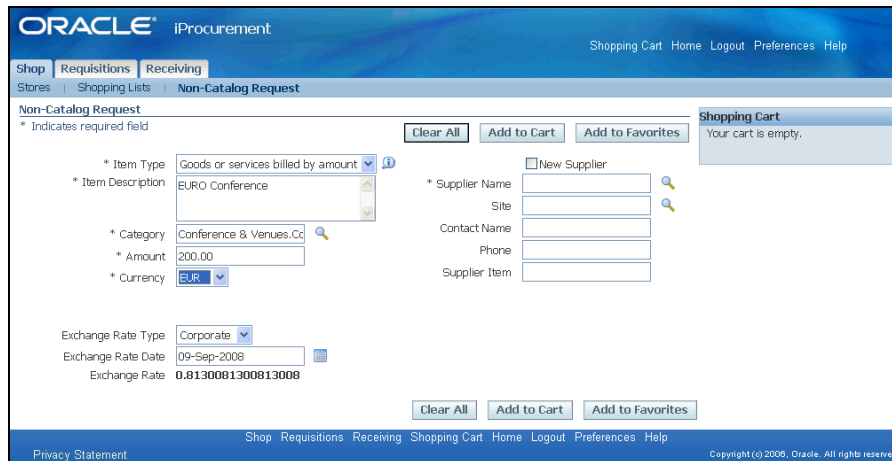
8. Click in the **Search By** field.
9. Enter the required information into the **Search By** field. Enter a valid value e.g. "**Conference**".
10. Click the  button.

- Click the  **Quick Select** button to select **Conference & Venues. Corporate Events. Hospitality.**

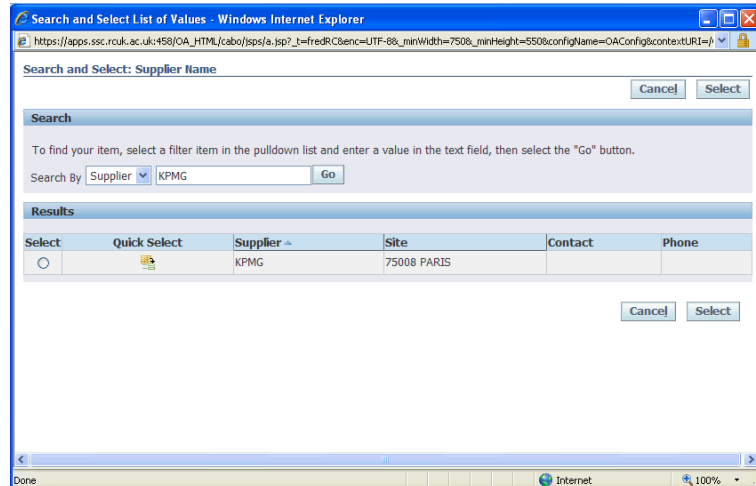


- Click in the **Amount** field.
- Enter the required information into the **Amount** field. Enter a valid value e.g. **"200"**.
- Click the **Currency** drop-down list.
- Click an entry in the list. Select **EUR**.

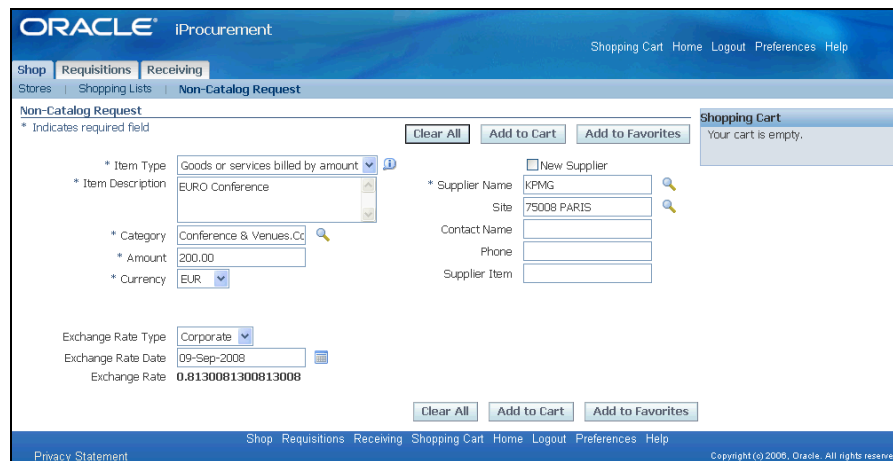
Once you have selected a currency it will default to using the Corporate Exchange Rate as seen below.



- Click the  **Search for Supplier Name** button.



17. Click in the **Search By** field.
18. Enter the required information into the **Search By** field. Enter a valid value e.g. "**KPMG**".
19. Click the **Go** button.
20. Click the **Quick Select** button to select **KPMG**.



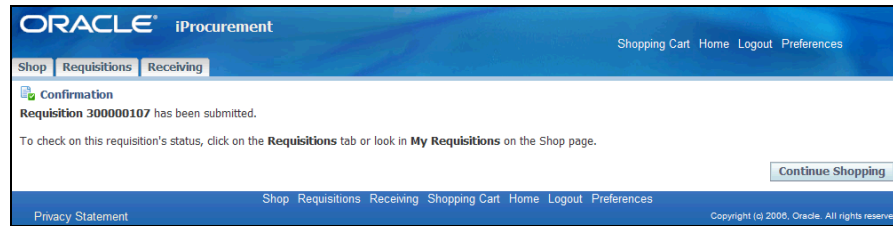
21. Click the **Add to Cart** button.

22. Click the **View Cart and Checkout** button.

Line	Item Description	Special Info	Unit	Quantity	Price	Amount	Amount (GBP)	Delete
1	EURO Conference					200.00 EUR	162.60	
						<b>Total</b>	<b>162.60</b>	

23. Click the **Checkout** button.

24. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.

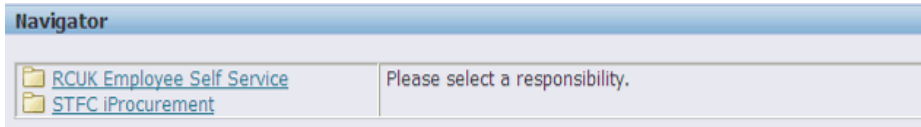


You should get a confirmation message similar to the one below:

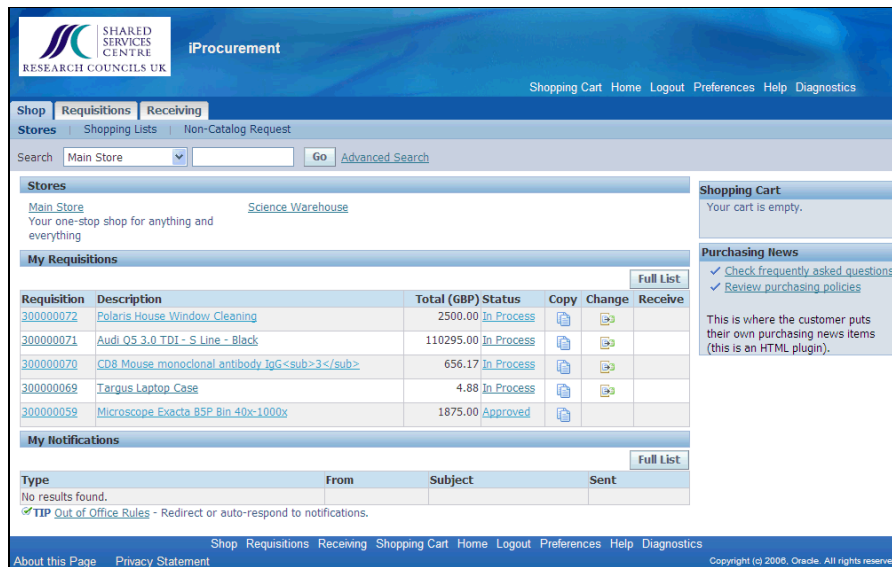
**Confirmation**  
**Requisition 300000107** has been submitted.

## 2.5 Non-Catalogue Request with a New Supplier

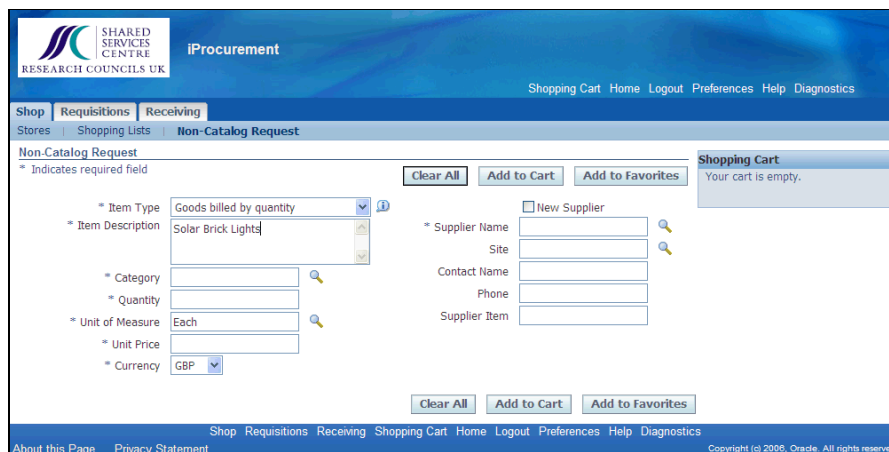
In this example we create a non-catalogue request for some solar brick lights from a supplier that currently does not exist on the system.




1. Click the **STFC iProcurement** link.

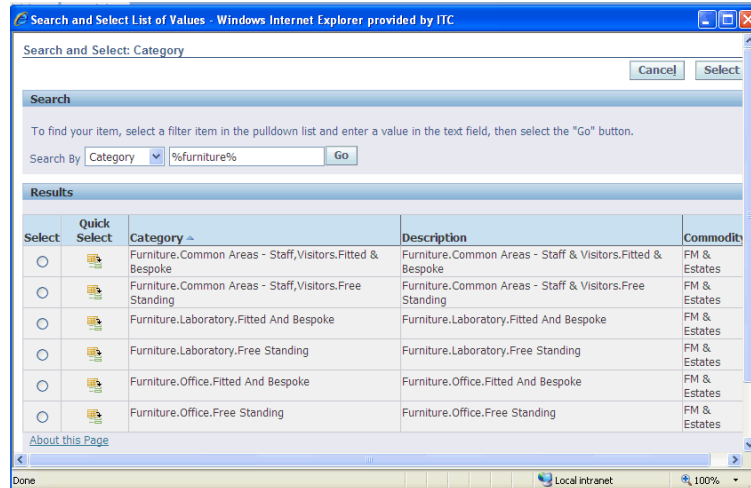




2. Click the **Non-Catalog Request** link.



3. Click in the **Item Description** field.

4. Enter the required information into the **Item Description** field.  
Enter a valid value e.g. "**Solar Brick Lights**".
5. Click the  **Search for Category** button.



6. Click in the **Search By** field.
7. Enter the required information into the **Search By** field.  
Enter a valid value e.g. "**%furniture%**".
8. Click the  button.
9. Click the  **Quick Select** button to select **Furniture.Common Areas - Staff, Visitors.Fitted & Bespoke**.

\* Item Type: Goods billed by quantity  
 \* Item Description: Solar Brick Lights  
 \* Category: Furniture.Common Areas  
 \* Quantity: 150  
 \* Unit of Measure: Each  
 \* Unit Price: 14.99  
 \* Currency: GBP

\* Supplier Name:   
 Site:   
 Contact Name:   
 Phone:   
 Supplier Item:

10. Click in the **Quantity** field.

11. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "**150**".
12. Click in the **Unit Price** field.
13. Enter the required information into the **Unit Price** field.  
Enter a valid value e.g. "**14.99**".
14. Tick the **New Supplier** box.

Ticking the new supplier box will allow you to key in your required supplier. Please note that the Procure to Pay team will also require you to fill in a **new supplier form** before a new supplier can be setup.

The screenshot shows the Oracle iProcurement interface for a 'Non-Catalog Request'. The form is titled 'Non-Catalog Request' and includes the following fields and values:

- Item Type:** Goods billed by quantity
- Item Description:** Solar Brick Lights
- Category:** Furniture.Common Area
- Quantity:** 150
- Unit of Measure:** Each
- Unit Price:** 14.99
- Currency:** GBP
- New Supplier:**
- Supplier Name:** The British Eco Company
- Site:** (empty)
- Contact Name:** (empty)
- Phone:** (empty)
- Supplier Item:** (empty)

Buttons for 'Clear All', 'Add to Cart', and 'Add to Favorites' are present at the top and bottom of the form. The 'Shopping Cart' section on the right indicates 'Your cart is empty.'

15. Click in the **Supplier Name** field.
16. Enter the required information into the **Supplier Name** field.  
Enter a valid value e.g. "**The British Eco Company**".
17. Click the **Add to Cart** button.

The screenshot shows the Oracle iProcurement interface after the 'Add to Cart' button has been clicked. The 'Recently Added Lines' section on the right now displays:

Item	Quantity	Unit
Solar Brick Lights	150	Each

The 'View Cart and Checkout' button is now visible below the 'Recently Added Lines' section. The rest of the form remains the same as in the previous screenshot.



18. Click the **View Cart and Checkout** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Shopping Cart

**DONT FORGET TO ADD ANY APPLICABLE P&P/FREIGHT/DRY ICE CHARGES**

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (GBP)	Delete
1	Solar Brick Lights		Each	150	14.99 GBP	2248.50	
						<b>Total</b>	<b>2248.50</b>

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 Shopping Cart Home Logout Preferences Help Diagnostics

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19. Click the **Checkout** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Diagnostics

Shop Requisitions Receiving

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

\* Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

\* Requisition Description Solar Brick Lights

\* Transmit PO to Supplier Yes

**TIP** if you do not want the PO sent to the supplier please select NO

Default Taxation Country GB

**Delivery**

\* Need-By Date 24-Aug-2009 00:00:00

\* Requester Apple, Mr Adam

\* Deliver-To Location STFC - ATC C14

Hazard Class

**Billing**

Project

Task

Expenditure Type

Charge Account STFC-22444-313-0000-0000

GL Date 17-Aug-2009

Cancel Save Submit Edit Lines Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Diagnostics

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20. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Diagnostics

Shop Requisitions Receiving

Confirmation

Requisition 300000073 has been submitted to Canada, Cathy 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 Shopping Cart Home Logout Preferences Diagnostics

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You should get a confirmation message similar to the one below:

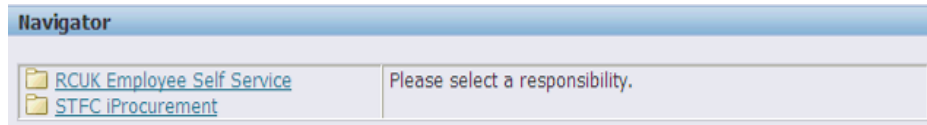
**Confirmation**

**Requisition 300000073** has been submitted to Canada, Cathy for approval.

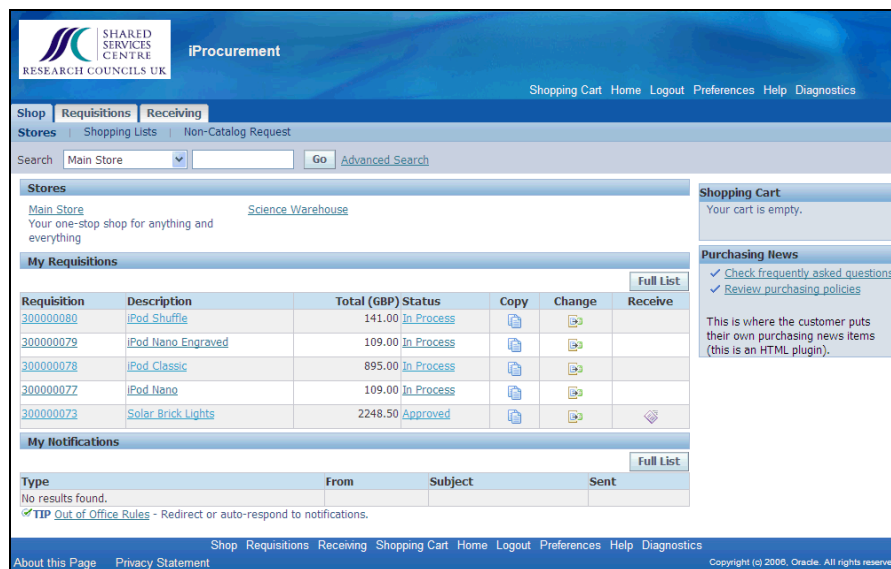
## 2.6 Amend a Requisition before a Purchase Order is Created

Requisition amendments may differ depending on what stage you decide to change your requisition. In this example we add an extra iPod onto an existing requisition that has not yet been processed into a purchase order.

Please note that amendments made to a requisition after a purchase order has been created will result in a change request which is sent to a buyer in the SSC.



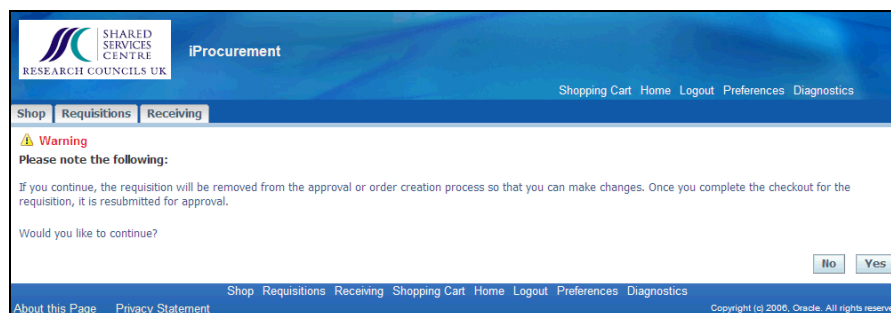
1. Click the **STFC iProcurement** link.



Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000080	iPod Shuffle	141.00	In Process			
300000079	iPod Nano Engraved	109.00	In Process			
300000078	iPod Classic	895.00	In Process			
300000077	iPod Nano	109.00	In Process			
300000073	Solar Brick Lights	2248.50	Approved			

2. Click the  **Change Requisitions** button next to requisition **300000080**.

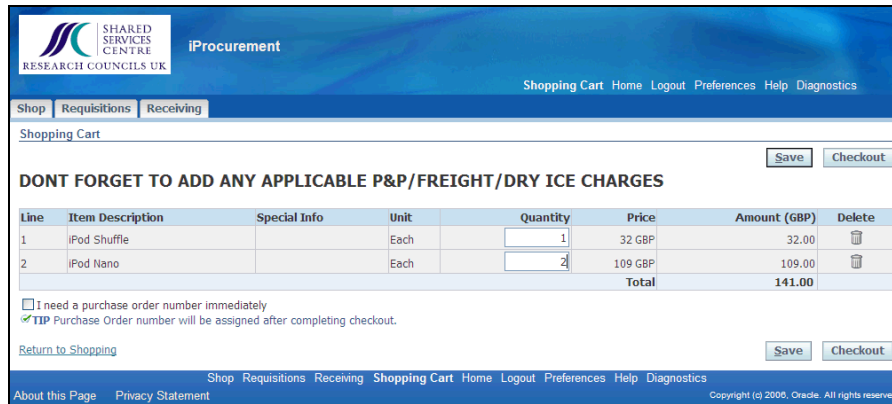
Alternatively you can find your requisition in the **Requisition** tab, select your chosen requisition and click on the **Change Requisition** button.



**Warning**  
Please note the following:  
If you continue, the requisition will be removed from the approval or order creation process so that you can make changes. Once you complete the checkout for the requisition, it is resubmitted for approval.

Would you like to continue?

3. Click the **Yes** button.

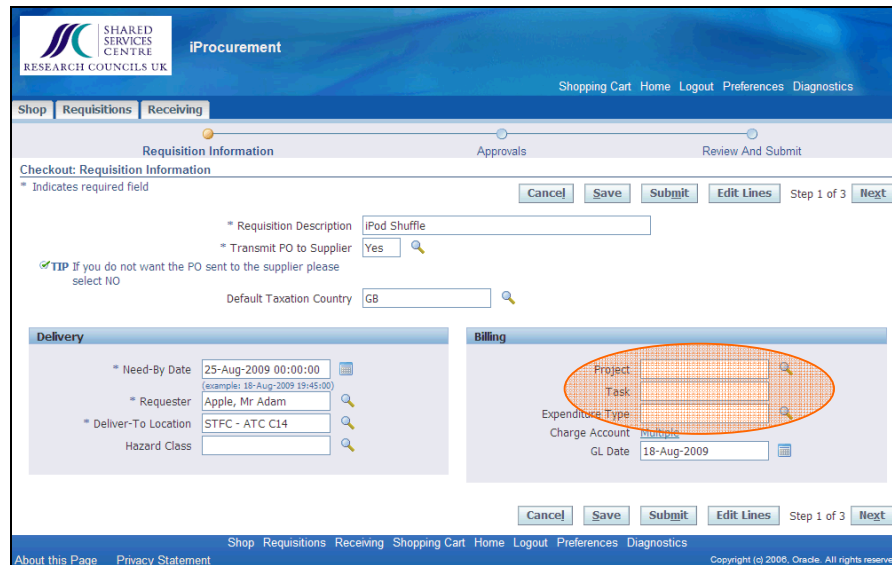


4. At this point you can add or delete items. To add a new item to your Shopping Cart click on the Shop tab.

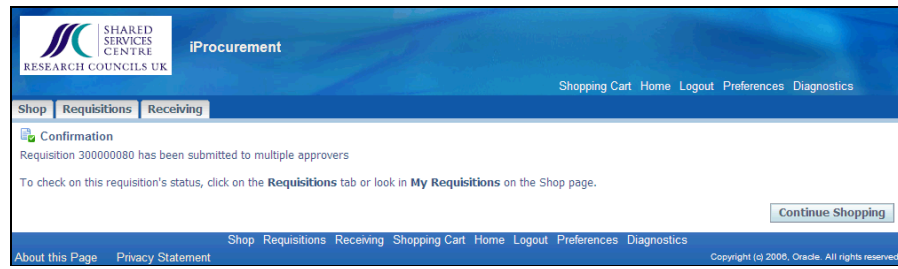
Click in the **Quantity** field next to the **iPod Nano**.

5. Enter the required information into the **Quantity** field.  
Enter a valid value e.g. "2".

6. Click the **Checkout** button.



7. Ensure all the Project Information and Expenditure type is entered before you click the **Submit** button, else the system will not know the Project you're procuring against.



You should get a confirmation message similar to the one below:

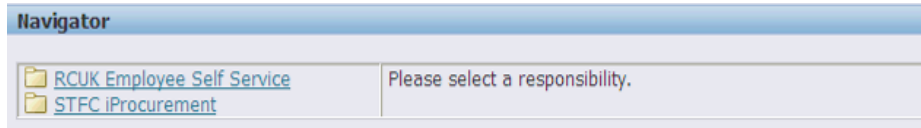
**Confirmation**

**Requisition 300000080** has been submitted to multiple approvers.

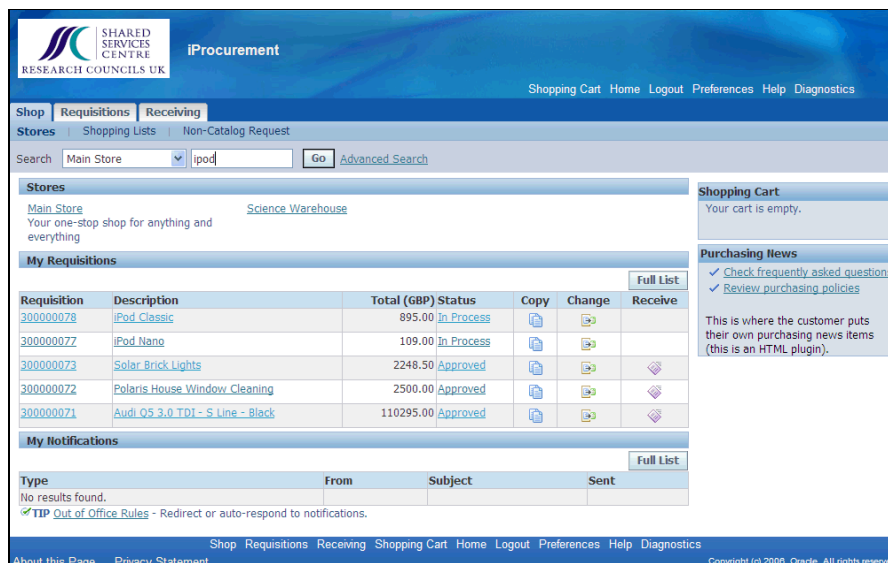
## 2.7 Adding Notes and Attachments to Requisitions

In this example we order an iPod that needs to be engraved.

We add notes to the supplier and an attachment with the engraving instructions. We also change the requisition description so we can easily find it later.



1. Click the **STFC iProcurement** link.



SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Search Main Store ipod Go Advanced Search

Stores  
Main Store Science Warehouse  
Your one-stop shop for anything and everything

My Requisitions [Full List](#)

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000078	iPod Classic	895.00	In Process			
300000072	iPod Nano	109.00	In Process			
300000073	Solar Brick Lights	2248.50	Approved			
300000072	Polaris House Window Cleaning	2500.00	Approved			
300000071	Audi Q5 3.0 TDI - S Line - Black	110295.00	Approved			

My Notifications [Full List](#)

Type	From	Subject	Sent
No results found.			
TIP Out of Office Rules - Redirect or auto-respond to notifications.			

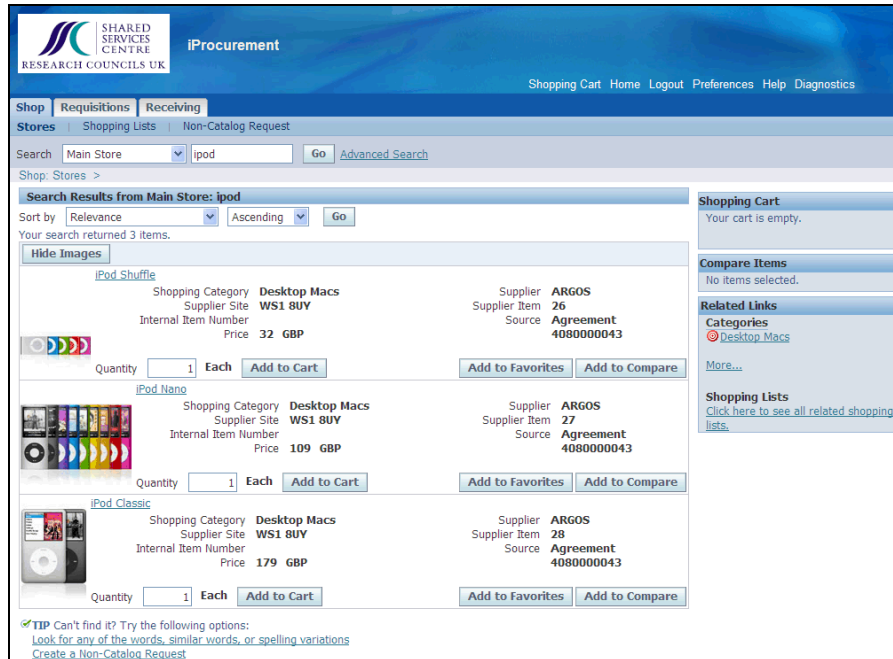
Shopping Cart  
Your cart is empty.

Purchasing News  
[Check frequently asked questions](#)  
[Review purchasing policies](#)  
This is where the customer puts their own purchasing news items (this is an HTML plugin).

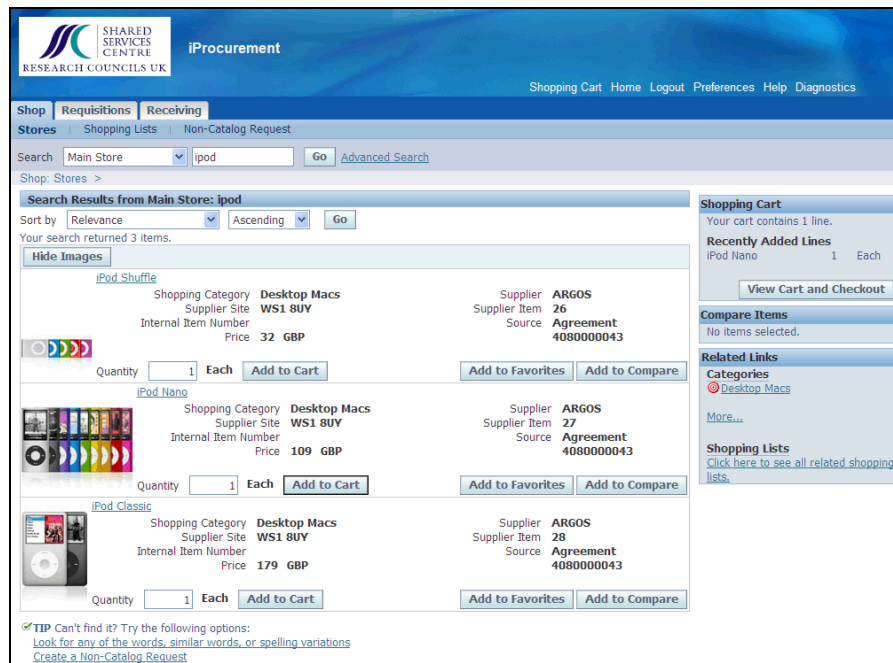
Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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2. Click in the **Search** field.
3. Enter the required information into the **Search** field.  
Enter a valid value e.g. "ipod".
4. Click the **Go** button.



5. Click the **Add to Cart** button next to the **iPod Nano**.



6. Click the **View Cart and Checkout** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Shopping Cart Save Checkout

**DONT FORGET TO ADD ANY APPLICABLE P&P/FREIGHT/DRY ICE CHARGES**

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (GBP)	Delete
1	iPod Nano		Each	1	109 GBP	109.00	
						<b>Total</b>	<b>109.00</b>

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 Shopping Cart Home Logout Preferences Help Diagnostics

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7. Click the Checkout button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Diagnostics

Shop Requisitions Receiving

Requisition Information Approvals Review And Submit

Checkout: Requisition Information

\* Indicates required field Cancel Save Submit Edit Lines Step 1 of 3 Next

\* Requisition Description iPod Nano Engraved

\* Transmit PO to Supplier Yes

TIP If you do not want the PO sent to the supplier please select NO

Default Taxation Country GB

**Delivery**

\* Need-By Date 25-Aug-2009 00:00:00   
(example: 18-Aug-2009 19:45:00)

\* Requester Apple, Mr Adam

\* Deliver-To Location STFC - ATC C14

Hazard Class

**Billing**

Project

Task

Expenditure Type

Charge Account ST-E001-7AAAA-3101-0000-0000

GL Date 18-Aug-2009

Cancel Save Submit Edit Lines Step 1 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Diagnostics

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8. Click in the **Requisition Description** field.
9. Enter the required information into the **Requisition Description** field. Enter a valid value e.g. "**Engraved iPod Nano**".
10. Click the Next button.



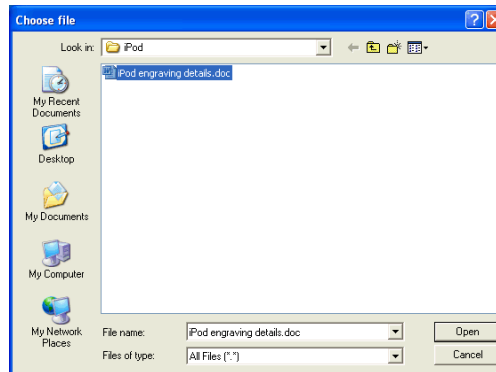
11. Click in the **Note To Supplier** field.
12. Enter the required information into the **Note To Supplier** field. Enter a valid value e.g. "**Please find attached my engraving instructions**".
13. Click the **Add Attachment** button.

14. Click in the **Title** field.

15. Enter the required information into the **Title** field.  
Enter a valid value e.g. "**Engraving Instructions**".

Please be sure to select the correct category. For attachments such as quotations please leave the category as **Internal to Requisition** as this will stop the supplier seeing the attachment. You can also add an attachment that can be seen by the buyer but not the supplier. In this example we attach a file that can be seen by the supplier and all others who can see the order.

16. Click the **Category** drop-down list.
17. Click the **To Supplier** list item.
18. Click the  button.



19. Browse to your file location.  
Click the **iPod engraving details.doc** list item.
20. Click the  button.

21. Click the **Apply** button.

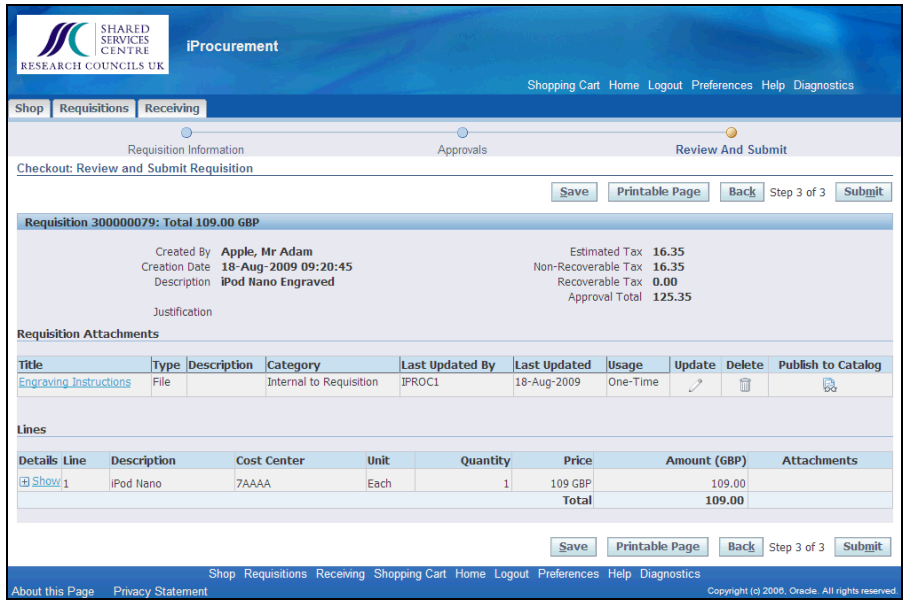
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Engraving Instructions	File		Internal to Requisition	IPROC1	18-Aug-2009	One-Time			

You should get a confirmation message similar to the one below:

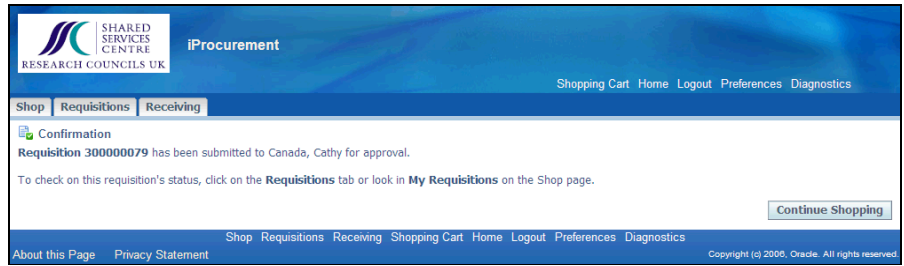
**Confirmation**

Attachment “Engraving Instructions” has been added successfully but not saved. Complete your work to save your attachment.

22. Click the **Next** button.



23. Click the **Submit** button.



You should get a confirmation message similar to the one below:

**Confirmation**  
**Requisition 30000079** has been submitted to Canada, Cathy for approval.

## 3. Approving

### Approving

Before your requisition gets sent to the Procurement Team (non-catalogue requisitions) OR automatically gets turned into a purchase order and sent out to the supplier (catalogue or smart form requisitions) it must be approved.

The approval management process will route your approval via the approval levels set by your Research Council.

### 3.1 Approve a Requisition

In this example the manager, Cathy Canada, approves the requisition for an Apple iMac.

The screenshot displays the Oracle iProcurement interface. At the top left is the logo for the Shared Services Centre, Research Councils UK. The user is logged in as MANAGER1. The main area is titled 'Worklist' and contains a table of requisitions. The table has two columns: 'Subject' and 'Sent'. The first row is highlighted in blue and contains the text 'Purchase Requisition 300000347 for Apple, Adam (799.00 GBP)' and '22-Jun-2009'. Below the table is a 'Navigator' section with two options: 'NERC iProcurement' and 'RCUK Sourcing Buyer'. To the right of the 'Worklist' is a 'Favorites' section with a 'Personalize' button and a message: 'You have not selected any favorites. Please use the "Personalize" button to set up your favorites.'

Subject	Sent
<a href="#">Purchase Requisition 300000347 for Apple, Adam (799.00 GBP)</a>	22-Jun-2009
<a href="#">Purchase Requisition 300000346 for Apple, Adam (99.99 GBP)</a>	16-Jun-2009
<a href="#">Purchase Requisition 300000344 for Banana, Barry (7475.00 GBP)</a>	08-Jun-2009
<a href="#">Purchase Requisition 300000342 for Apple, Adam (99.99 GBP)</a>	04-Jun-2009
<a href="#">Purchase Requisition 300000341 for Apple, Adam (150.00 GBP)</a>	03-Jun-2009

1. Click the **Purchase Requisition 300000347 for Apple, Adam (799.00 GBP)** link.

Purchase Requisition 300000347 for Apple, Adam (799.00 GBP)

Approve Reject Reassign Request Information

To Canada, Cathy Description iMac  
 Sent 22-Jun-2009 13:22:44 Requisition Total 799.00 GBP  
 ID 481712 Non-Recoverable Tax 0.00 GBP

**Requisition Lines**

**\*\* Approval only applies to your appropriate Project / Cost Centre \*\***

Line	Description	Account Code	Category	Project	Task	Supplier	Unit	Quantity	Price (GBP)	Amount (GBP)
1	iMac	NE-C100-60053-3101-0000-0000	Computing Hardware,Personal Computers.Desktop Macs			Aldi	Each	1	799	799.00

**Approval Sequence**

Centre Approver Group 1 → In Process

Num	Name	Action	Action Date	Note
1	Apple, Mr Adam	Submitted	22-Jun-2009 13:22:42	
2	Canada, Mr Cathy (Centre Approver Group 1)	Pending		

**Related Applications**

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

**Response**

Note

2. Click the **Approve** button.

Worklist

Full List

Subject	Sent
<a href="#">Purchase Requisition 300000344 for Banana, Barry (7475.00 GBP)</a>	08-Jun-2009
<a href="#">Purchase Requisition 300000342 for Apple, Adam (99.99 GBP)</a>	04-Jun-2009
<a href="#">Purchase Requisition 300000341 for Apple, Adam (150.00 GBP)</a>	03-Jun-2009
<a href="#">Purchase Requisition 300000340 for Apple, Adam (15860.00 GBP)</a>	03-Jun-2009
<input checked="" type="checkbox"/> TIP Out of Office Rules - Redirect or auto-respond to notifications.	

**Navigator**

NERC iProcurement Please select a responsibility.  
 RCUK Sourcing Buyer

Logout Preferences Help

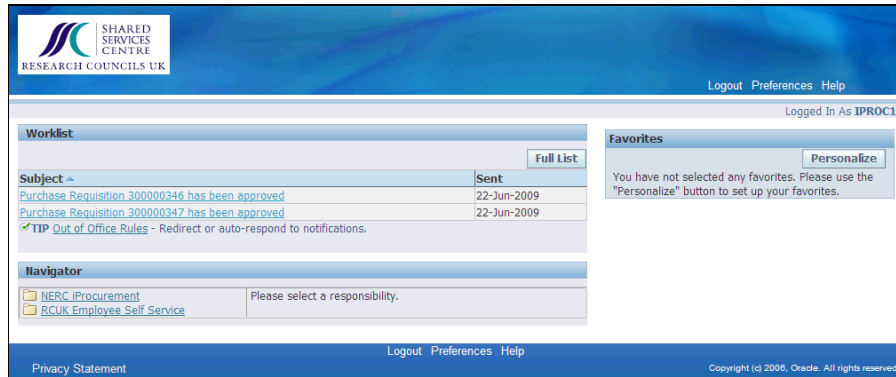
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Once approved the requisition will then disappear from your Worklist.

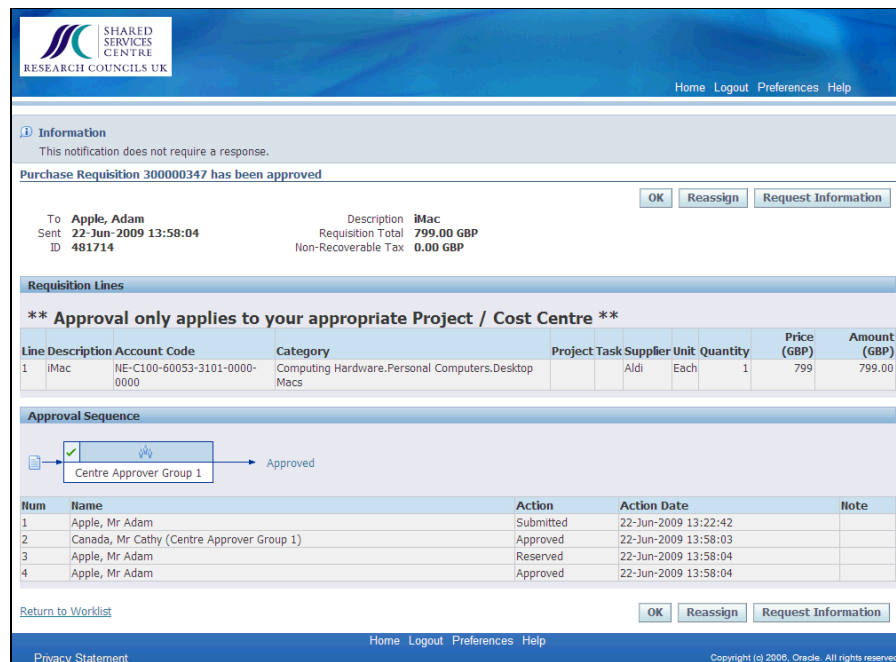
### 3.2 View an Approved Requisition

There are two ways of checking whether or not your requisition has been approved:

- Checking for notifications which tell you the item has been approved
- Checking the item status in iProcurement



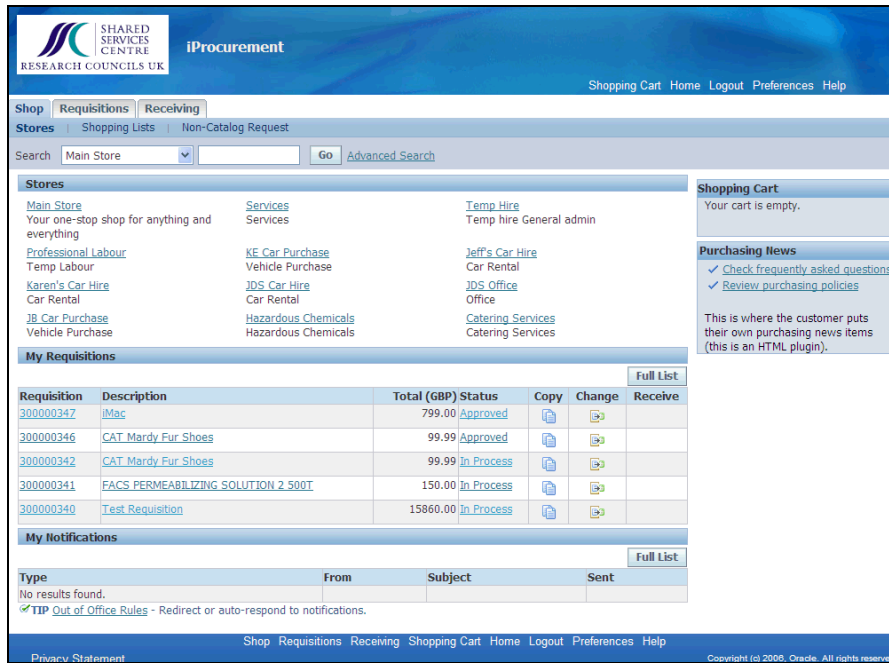
1. You get a notification when your requisition has been approved. Click the **Purchase Requisition 300000347 has been approved** link.



2. Click the **OK** button.



3. Click the **STFC iProcurement** link.



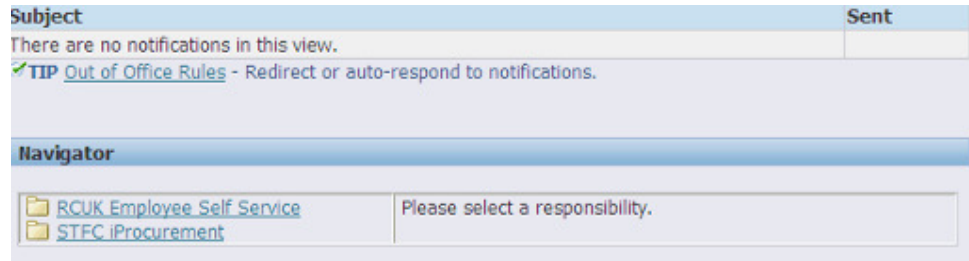
4. Notice that Requisition 300000347 has got an **"Approved"** Status.



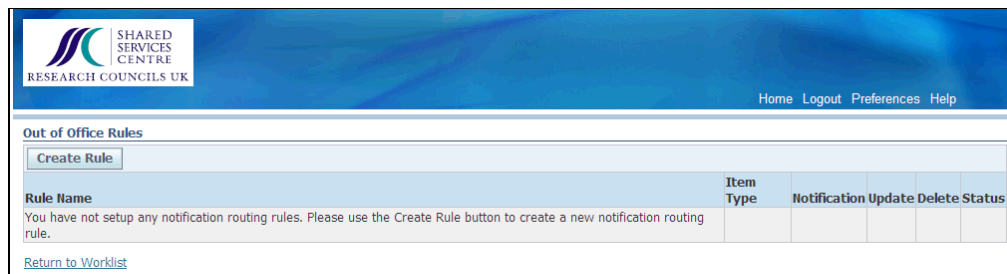
### 3.3 Setting Vacation Rules

For periods of absence it is important that Vacation Rules are set to enable notifications to be redirected to a specified person.

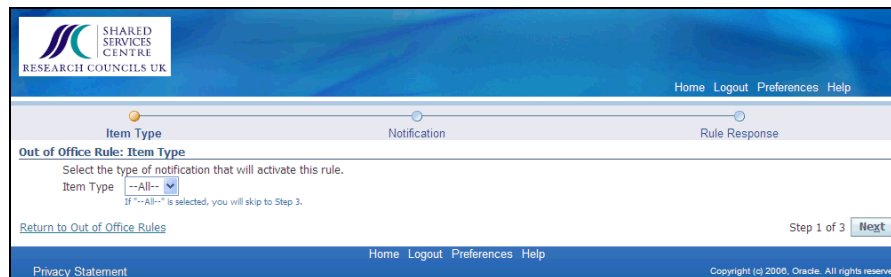
In this example we set a rule that delegates all approvals to another member of staff for a set period of time.



1. Click the **Out of Office Rules** link.



2. Click the **Create Rule** button.



3. In this example we are redirecting all notifications, but it is possible to only redirect requisition notifications by selecting **Requisition** from the **Item Type** list.

Click the **Next** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK

Home Logout Preferences Help

Item Type Notification Rule Response

**Vacation Rule: Response**

\* Indicates required field

Item Type **All**

Notification **All**

\* Start Date 25-Aug-2009 08:05:31  
(example: 25-Aug-2009 08:05:31)

\* End Date

Message

Comments will display with each routed notification

Reassign All Employees and Users

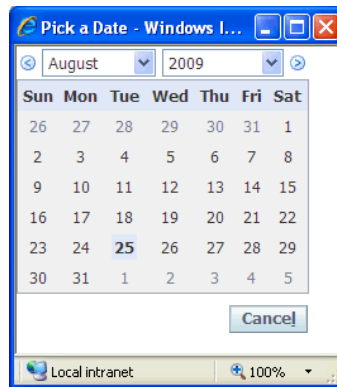
Delegate your response  
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

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- Click the  **End Date** button.



- Select the appropriate date.  
E.g. Click the **28** link.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK

Home Logout Preferences Help

Item Type Notification Rule Response

**Vacation Rule: Response**

\* Indicates required field

Item Type **All**

Notification **All**

\* Start Date 25-Aug-2009 08:05:31  
(example: 25-Aug-2009 08:05:31)

\* End Date 28-Aug-2009 17:00:00

Message

Comments will display with each routed notification

Reassign All Employees and Users


Delegate your response  
A manager may delegate all notification approvals to an assistant.

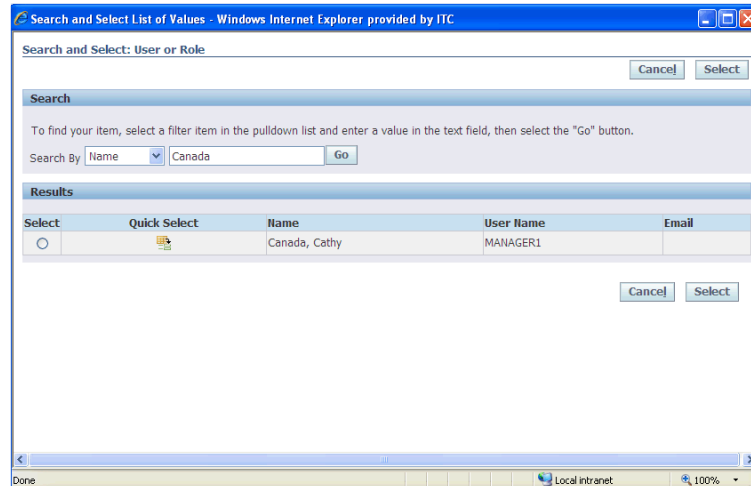
Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

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- Click in the **End Date** field.

7. Enter the required information into the **End Date** field.  
Enter a valid value e.g. "**17:00:00**".
8. Click the  **Search for Employees and Users** button.





Search and Select: User or Role

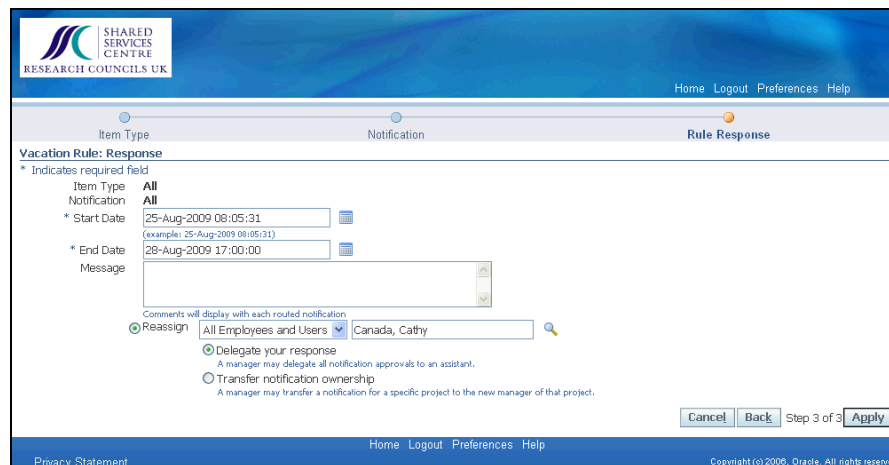
Search

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

Search By: Name Canada Go

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Canada, Cathy	MANAGER1	

9. Click in the **Search By** field.
10. Enter the required information into the **Search By** field.  
Enter a valid value e.g. "**Canada**".
11. Click the **Go** button.
12. Click the  **Quick Select** button to select **Canada, Cathy**.



SHARED SERVICES CENTRE  
RESEARCH COUNCILS UK

Home Logout Preferences Help

Item Type Notification Rule Response

**Vacation Rule: Response**

\* Indicates required field

Item Type All

Notification All

\* Start Date 25-Aug-2009 08:05:31  
(example: 25-Aug-2009 08:05:31)

\* End Date 28-Aug-2009 17:00:00

Message

Comments will display with each routed notification

Reassign All Employees and Users Canada, Cathy

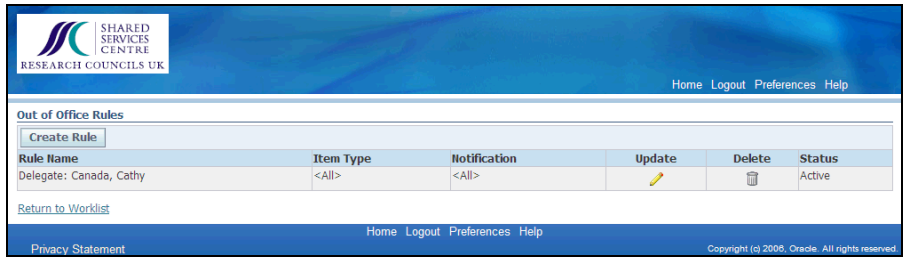
Delegate your response  
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

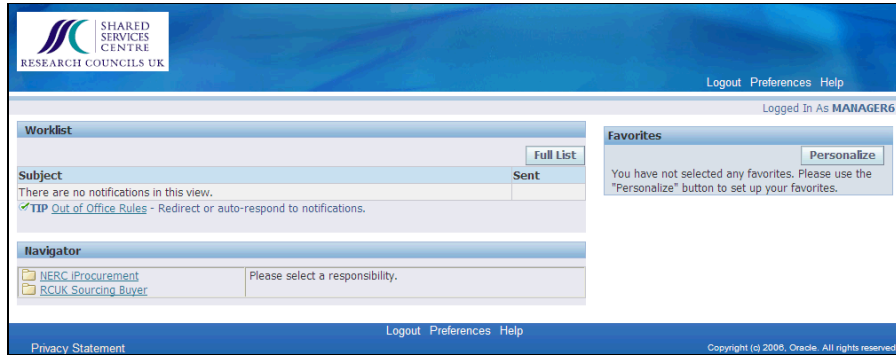
Cancel Back Step 3 of 3 Apply

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13. Click the **Apply** button.



14. Click the **Return to Worklist** link.

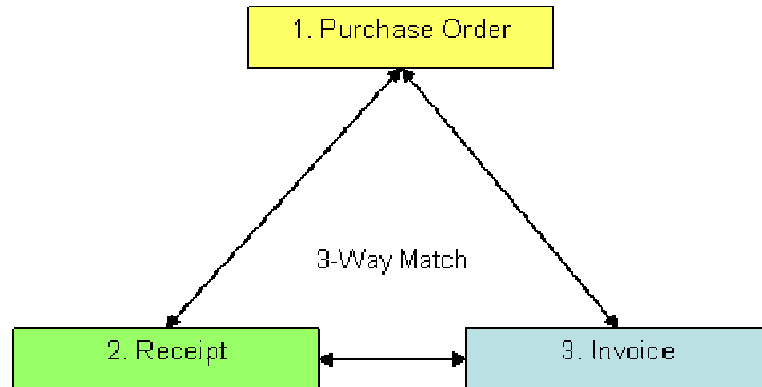


## 4. Receipting

---

It is extremely important to receipt your goods or services once you have received them. If you do not do this the payment of your supplier's invoice may be delayed. If you forget, Oracle will send you a notification to remind you.

The SSC and the Research Councils is using the 3-way match system. The 3-way match means that the goods or services receipt must match the purchase order and the invoice before the supplier is paid.

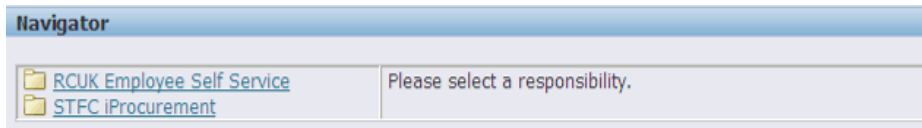


In this section we cover:

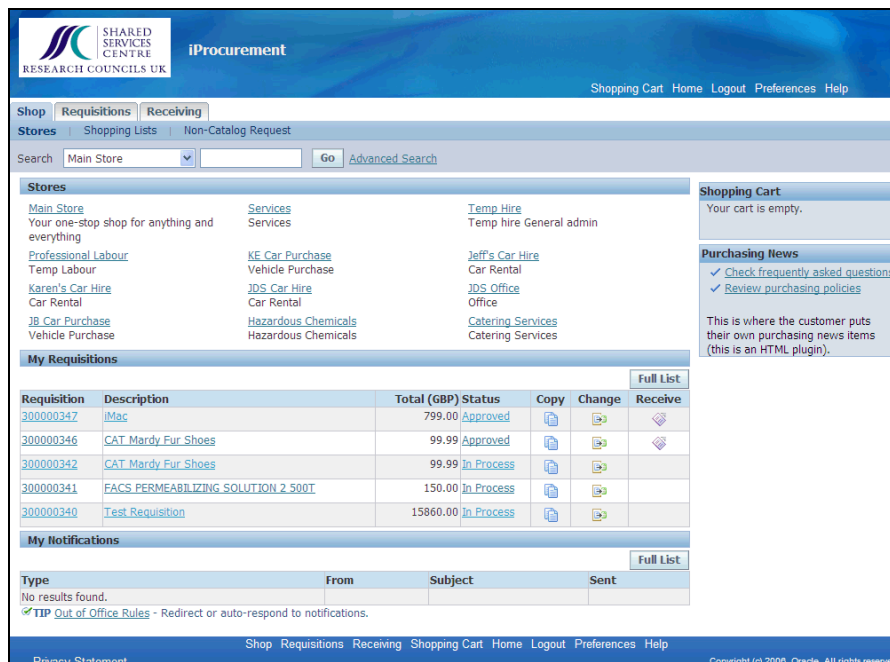
- Full Receipt
- Part Receipt
- Amending a Receipt

## 4.1 Full Receipt – Goods

In this example we receipt the Apple iMac.



1. Click the **STFC iProcurement** link.




**My Requisitions**

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000347	iMac	799.00	Approved			
300000346	CAT Mardy Fur Shoes	99.99	Approved			
300000342	CAT Mardy Fur Shoes	99.99	In Process			
300000341	FACS PERMEABILIZING SOLUTION 2_500T	150.00	In Process			
300000340	Test Requisition	15860.00	In Process			

**My Notifications**

Type	From	Subject	Sent
No results found.			

TIP Out of Office Rules - Redirect or auto-respond to notifications.

2. Click the  **Receive** button on the iMac line. If you cannot find the item you wish to receive on this list you can click on the **Receiving** tab and click on **Full List**.

Requester

Include people from all organizations

Requisition Number

Supplier

Order Number

Shipment Number

Items Due

Select	Requisition	Description	Need-By	Receipt Quantity/Amount Unit	Ordered	Received	Invoiced	Supplier	Type	Order Number	Shipment Number
<input checked="" type="checkbox"/>	300000347	iMac	29-Jun-2009 00:00:00	1 Each	1	0	0	Aldi	Purchase	4060000181	

Step 1 of 3

3. Select the appropriate order.  
E.g. Tick the **300000347** box.
4. Enter the desired information into the **Receipt Quantity/Amount** field.  
Enter a valid value e.g. "1".
5. Click the  button.

\* Indicates required field

\* Receipt Date

Waybill

Packing Slip

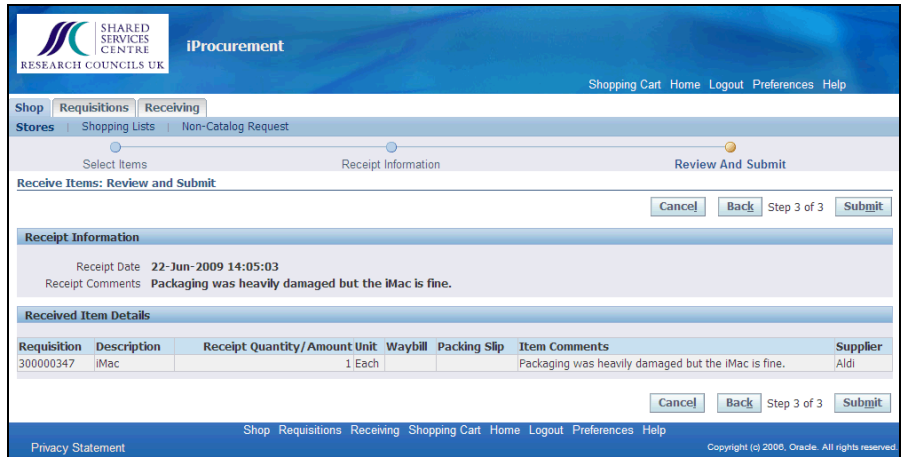
Receipt Comments

Step 2 of 3

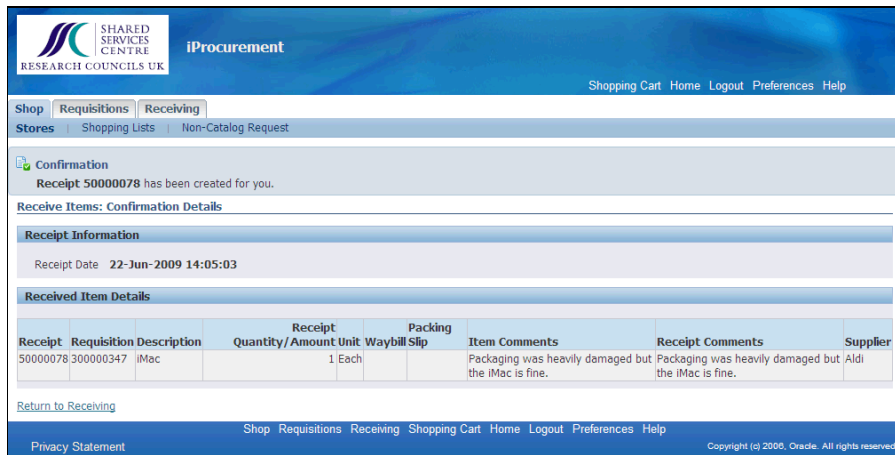
6. Click in the **Receipt Comments** field.
7. Enter the desired information into the **Receipt Comments** field.  
Enter a valid value e.g. "**Packaging was heavily damaged but the iMac is fine.**"

Enter the Waybill (tracking number) and Packing Slip numbers if you have any.

8. Click the  button.



9. Click the **Submit** button.



You should get a confirmation message similar to the one below:

**Confirmation**  
**Receipt 50000078** has been created for you.

10. Click the **Return to Receiving** link.



**SHARED SERVICES CENTRE RESEARCH COUNCILS UK** | **iProcurement** | Shopping Cart | Home | Logout | Preferences | Help

Shop | Requisitions | Receiving

Stores | Shopping Lists | Non-Catalog Request

Search: Items to Receive | Search Attribute | Find by Requisition Number | Search Value: [ ] | Go

**Receiving**

Select the receiving action you want to perform.

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

**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](#)

**Requisitions to Receive**

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
<a href="#">300000346</a>	CAT Mardy Fur Shoes	Schuh	4060000180	
<a href="#">300000325</a>	VW New Beetle	Volkswagen	4060000166	
<a href="#">300000322</a>	Catering for managers meeting	Loaf Catering	4060000152	
<a href="#">300000301</a>	All Star Hi Top Shoes	Schuh	4060000151	

**My Receipts at a Glance**

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

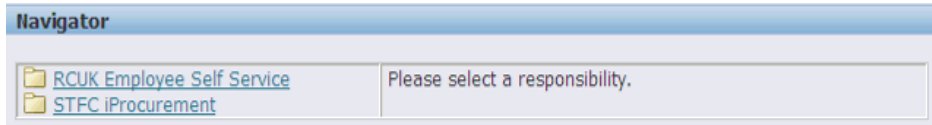
Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
<a href="#">50000078</a>	iMac	22-Jun-2009	22-Jun-2009	Aldi	
<a href="#">50000077</a>	MacBook - White	01-Jun-2009	01-Jun-2009	Aldi	
<a href="#">50000070</a>	VW Golf GTI	21-May-2009	21-May-2009	Volkswagen	

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

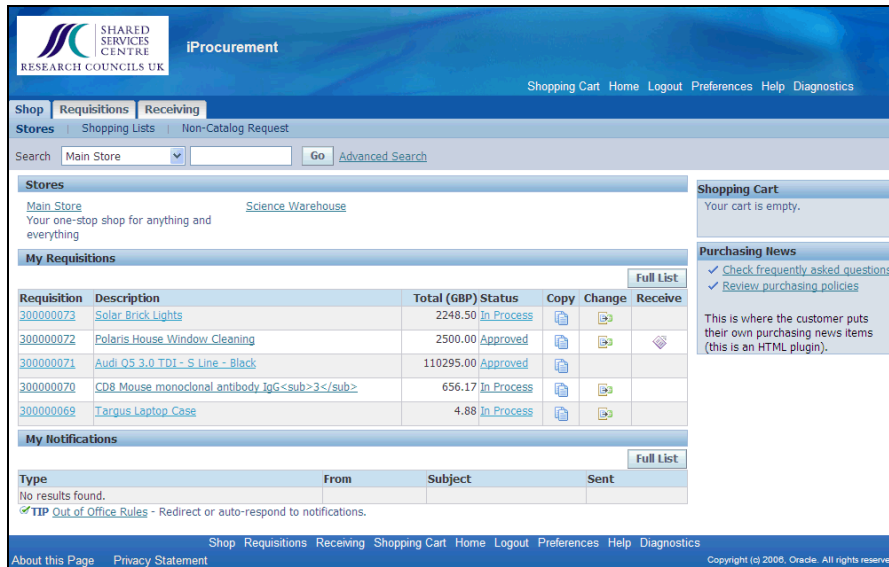
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## 4.2 Part Receipt – Services

In this example we receipt £500 worth of window cleaning. The original requisition was for £2500.



1. Click the **STFC iProcurement** link.



2. Click the  **Receive Requisitions** button next to the Polaris House Window Cleaning line.

3. Tick the **300000072** box.
4. Click in the **Receipt Quantity/Amount** field.
5. Press **[Delete]**.
6. Enter the required information into the **Receipt Quantity/Amount** field. Enter a valid value e.g. **"500"**.
7. Click the **Next** button.

8. Click the **Next** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Select Items Receipt Information Review And Submit

Receive Items: Review and Submit

Cancel Back Step 3 of 3 Submit

**Receipt Information**

Receipt Date 17-Aug-2009 15:21:27

Receipt Comments

**Received Item Details**

Requisition	Description	Receipt Quantity/Amount Unit	Item Comments	Supplier
300000072	Polaris House Window Cleaning	500 GBP		Molly Maid

Cancel Back Step 3 of 3 Submit

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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9. Click the **Submit** button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Confirmation

Receipt 50000034 has been created for you.

Receive Items: Confirmation Details

**Receipt Information**

Receipt Date 17-Aug-2009 15:21:27

**Received Item Details**

Receipt	Requisition	Description	Receipt Quantity/Amount Unit	Item Comments	Receipt Comments	Supplier
50000034	300000072	Polaris House Window Cleaning	500 GBP			Molly Maid

[Return to Receiving](#)

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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You should get a confirmation message similar to the one below:

**Confirmation**  
**Receipt 50000034** has been created for you.

10. Click the **Return to Receiving** link.

**Receiving**

Select the receiving action you want to perform.

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

**Requisitions to Receive**

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
300000072	Polaris House Window Cleaning	Molly Maid	4070000067	
300000037	HP Cyan Toner Cartridge C9731A	Invitrogen Life Technologies	4070000027	

**My Receipts at a Glance**

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

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
50000034	Polaris House Window Cleaning	17-Aug-2009	17-Aug-2009	Molly Maid	
50000029	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	
50000028	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	
50000027	HP Black Toner Cartridge C9730A	13-Aug-2009	13-Aug-2009	ARGOS	
50000026	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	

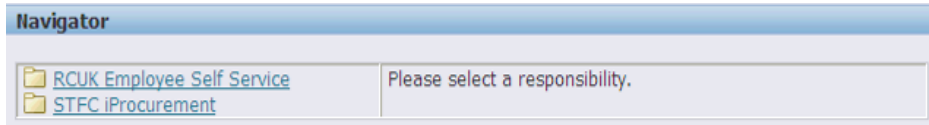
**Receiving Process**

- **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](#)

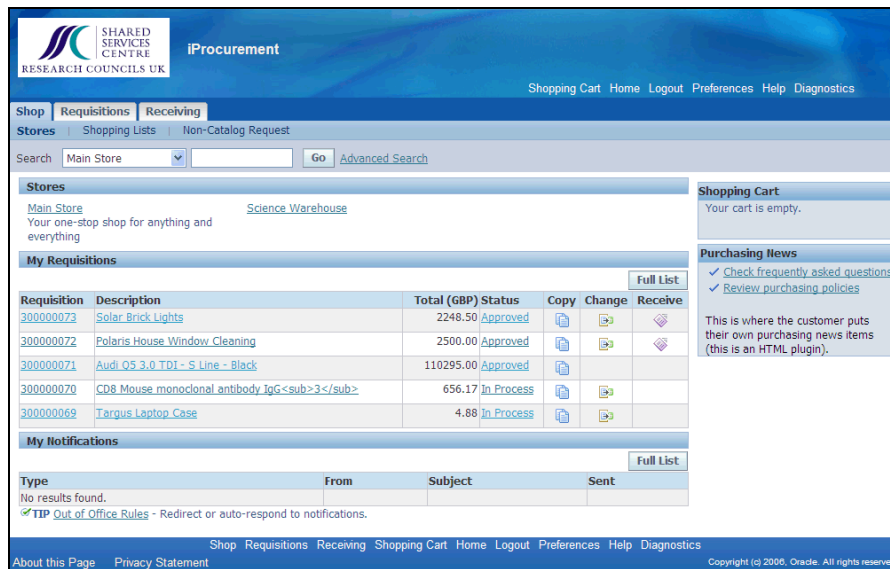
When you do a part receipt you will have a receipt for the part you receipted and the requisition will still be listed in the “Requisitions to Receive” list to receipt the remained for the item. In this example you can see ***Polaris House Window Cleaning*** under both Requisitions to Receive and My Receipts at a Glance.

### 4.3 Amend/Correct a Receipt

In this example we correct a receipt where we received 99 solar bricks instead of 100.



1. Click the **STFC iProcurement** link.



The screenshot shows the Oracle iProcurement interface. The 'Receiving' tab is selected. The 'My Requisitions' table is visible, showing the following data:

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000073	Solar Brick Lights	2248.50	Approved	[Icon]	[Icon]	[Icon]
300000072	Polaris House Window Cleaning	2500.00	Approved	[Icon]	[Icon]	[Icon]
300000071	Audi Q5 3.0 TDI - S Line - Black	110295.00	Approved	[Icon]	[Icon]	[Icon]
300000070	CD8 Mouse monoclonal antibody IgG<sub>3</sub>	656.17	In Process	[Icon]	[Icon]	[Icon]
300000069	Targus Laptop Case	4.88	In Process	[Icon]	[Icon]	[Icon]

The 'Receive' column contains icons for each requisition, indicating the receipt status.

2. Click the **Receiving** link.

**Receiving**

Select the receiving action you want to perform.

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

**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](#)

**Requisitions to Receive**

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
300000073	Solar Brick Lights	British Eco	407000068	
300000072	Polaris House Window Cleaning	Molly Maid	407000067	
300000037	HP Cyan Toner Cartridge C9731A	Invitrogen Life Technologies	407000027	

**My Receipts at a Glance**

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

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
50000036	Solar Brick Lights	17-Aug-2009	17-Aug-2009	British Eco	
50000035	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	17-Aug-2009	17-Aug-2009	Invitrogen Life Technologies	
50000034	Polaris House Window Cleaning	17-Aug-2009	17-Aug-2009	Molly Maid	
50000029	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	
50000028	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	

- Select the appropriate receipt under **My Receipts at a Glance**. Click the **50000036** link.

**Receipt Details**

[Return Items](#) [Correct Receipt](#) [Done](#)

**Receipt 50000036**

Requisition: **30000073**  
 Description: **Solar Brick Lights**  
 Receipt Date: **17-Aug-2009**  
 Supplier: **British Eco**  
 Order Type: **Purchase**  
 Order Number: **407000068**  
 Waybill  
 Packing Slip  
 Comments

**Transaction History**

Net Quantity Received: **99**  
 Original Receipt Quantity: **99**

Transaction	Quantity Unit	Transaction Date	Transacted By
Receive Items	99 Each	17-Aug-2009 15:36:08	Apple, Mr Adam

[Return to Receiving](#) [Return Items](#) [Correct Receipt](#) [Done](#)

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics  
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- Click the **Correct Receipt** button.

Correct Receipts: Select Receipts

Receipt Created By: Apple, Mr Adam

Items Received: Last 7 Days

Receipt: 50000036

Receipt	Requisition	Description	Correct Quantity/Amount Unit	Received Supplier	Order Number
50000036	300000073	Solar Brick Lights	100 Each	99 British Eco	407000068

5. Click in the **Correct Quantity/Amount** field.
6. Enter the required information into the **Correct Quantity/Amount** field. Enter a valid value e.g. **"100"**.
7. Click the **Continue** button.

Correct Receipts: Review and Submit

Receipt	Item Description	Correct Quantity/Amount Unit	Change	Received Supplier
50000036	Solar Brick Lights	100 Each	1	99 British Eco

8. Click the **Submit** button.

Confirmation

Your corrections have been submitted.

Correct Receipts: Confirmation Details

Receipt	Item Description	Correct Quantity/Amount Unit	Change	Received Supplier
50000036	Solar Brick Lights	100 Each	1	99 British Eco

[Return to Receiving](#)



You should get a confirmation message similar to the one below:

**Confirmation**

Your corrections have been submitted.

9. Click the **Return to Receiving** link.

**Receiving**

Select the receiving action you want to perform.

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

**Requisitions to Receive**

Click **Receive** to create receipts for the items on the requisition. [Full List](#)

Requisition	Requisition Description	Supplier	Order Number	Receive
300000072	Solar Brick Lights	British Eco	4070000068	
300000072	Polaris House Window Cleaning	Molly Maid	4070000067	
300000037	HP Cyan Toner Cartridge C9731A	Invitrogen Life Technologies	4070000027	

**My Receipts at a Glance**

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

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
500000036	Solar Brick Lights	17-Aug-2009	17-Aug-2009	British Eco	
500000035	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	17-Aug-2009	17-Aug-2009	Invitrogen Life Technologies	
500000034	Polaris House Window Cleaning	17-Aug-2009	17-Aug-2009	Molly Maid	
300000029	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	
300000028	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	

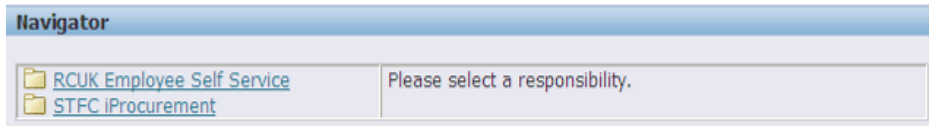
**Receiving Process**

- 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](#)

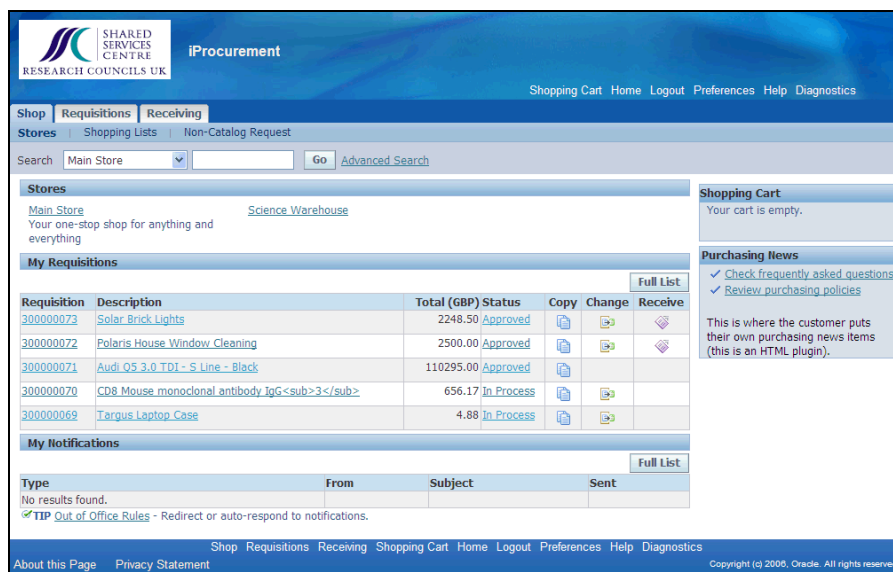
## 5. Returned Goods

### 5.1 Return Goods to the Supplier

In this example we return 20 damaged solar bricks.



1. Click the **STFC iProcurement** link.



The screenshot shows the Oracle iProcurement interface. The 'Receiving' tab is selected. The 'My Requisitions' section displays a table of requisitions:

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
300000073	Solar Brick Lights	2248.50	Approved			
300000072	Polaris House Window Cleaning	2500.00	Approved			
300000071	Audi Q5 3.0 TDI - S Line - Black	110295.00	Approved			
300000070	CD8 Mouse monoclonal antibody IgG<sub>3</sub>	656.17	In Process			
300000069	Targus Laptop Case	4.88	In Process			

The 'My Notifications' section shows 'No results found.' and a tip: 'TIP Out of Office Rules - Redirect or auto-respond to notifications.'

2. Click the **Receiving** tab.

The screenshot shows the Oracle iProcurement interface. At the top, there is a navigation bar with 'Shop', 'Requisitions', and 'Receiving' tabs. Below this, there is a search area with 'Items to Receive' selected. The main content area is divided into two sections: 'Requisitions to Receive' and 'My Receipts at a Glance'. The 'Requisitions to Receive' section contains a table with columns for Requisition, Requisition Description, Supplier, Order Number, and Receive. The 'My Receipts at a Glance' section contains a table with columns for Receipt, Item Description, Receipt Date, Transaction Date, Supplier, and View Details. On the right side, there is a 'Receiving Process' sidebar with options for Receive, Return, Correct, and View.

Requisition	Requisition Description	Supplier	Order Number	Receive
300000073	Solar Brick Lights	British Eco	4070000068	
300000072	Polaris House Window Cleaning	Molly Maid	4070000067	
300000037	HP Cyan Toner Cartridge C9731A	Invitrogen Life Technologies	4070000027	

Receipt	Item Description	Receipt Date	Transaction Date	Supplier	View Details
50000036	Solar Brick Lights	17-Aug-2009	17-Aug-2009	British Eco	
50000035	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	17-Aug-2009	17-Aug-2009	Invitrogen Life Technologies	
50000034	Polaris House Window Cleaning	17-Aug-2009	17-Aug-2009	Molly Maid	
50000029	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	
50000028	AlignFlow&#8482; flow cytometry alignment beads, 2.5 &#0181;m *for 630-660 nm excitation*	13-Aug-2009	13-Aug-2009	Invitrogen Life Technologies	

- Select the appropriate Receipt.  
E.g. Click the **50000036** link.

The screenshot shows the Oracle iProcurement interface displaying the details for receipt 50000036. The page includes a 'Receipt Details' section with fields for Requisition, Description, Receipt Date, Supplier, Order Type, Order Number, Waybill, Packing Slip, and Comments. Below this is a 'Transaction History' section with a table showing the receipt's history. At the top right of the details section, there are buttons for 'Return Items', 'Correct Receipt', and 'Done'. At the bottom right, there are buttons for 'Return Items', 'Correct Receipt', and 'Done'.

Transaction	Quantity	Unit	Transaction Date	Transacted By
Receive Items	99	Each	17-Aug-2009 15:36:08	Apple, Mr Adam
Correct Receipt	1	Each	17-Aug-2009 15:37:58	Apple, Mr Adam

- Click the  button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Receiving Work Confirmations

Find Receipt Return Information Review and Submit

Return Items: Find Receipt

Receipt Created By

Include people from all organizations

Items Received Any Time

Enter at least one additional search criterion when selecting Items Received Any Time

Receipt 50000036

Requisition Number

Order Number

Supplier

Receipt	Requisition	Description	Return Quantity	Unit	Quantity Received	Supplier	Order Number
50000036	300000073	Solar Brick Lights	<input type="text" value="20"/>	Each	100	British Eco	4070000068

Indicates an adjusted receipt quantity

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

Step 1 of 3

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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5. Click in the **Return Quantity** field.
6. Enter the required information into the **Return Quantity** field. Enter a valid value e.g. "20".
7. Click the  button.

SHARED SERVICES CENTRE RESEARCH COUNCILS UK iProcurement

Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Receiving Work Confirmations

Find Receipt Return Information Review and Submit

Return Items: Enter Return Information

\* Reason

Return Material Authorization

Comments

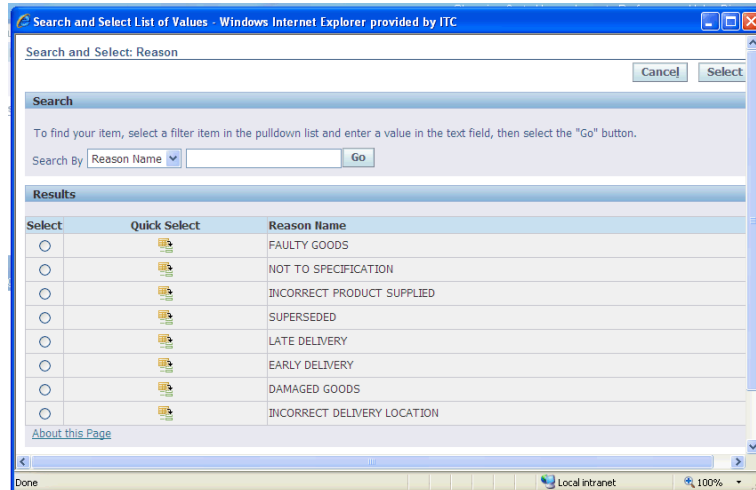
Step 2 of 3

Step 2 of 3

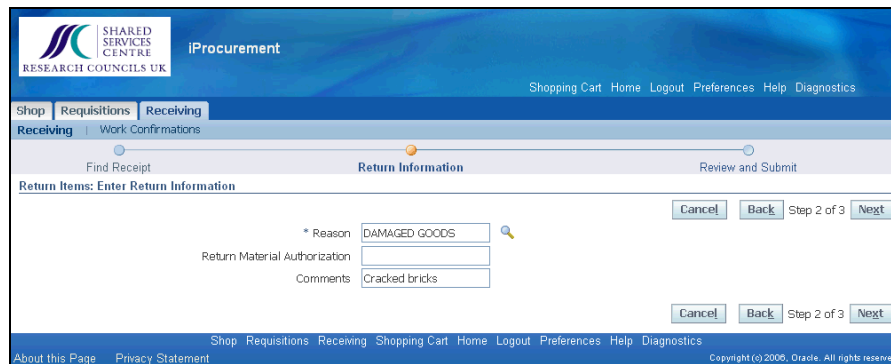
Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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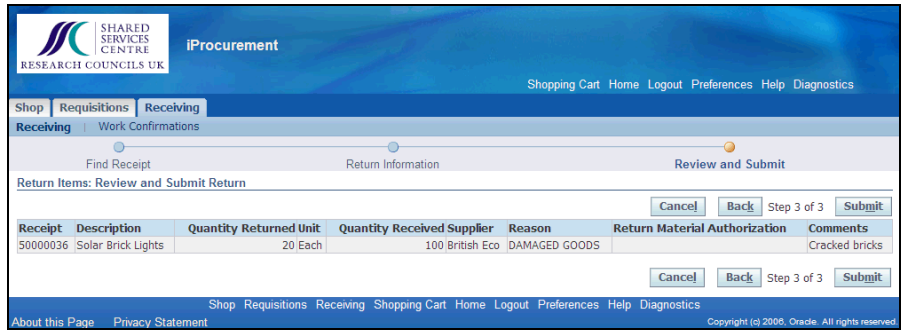
8. Click the **Search for Reason** button.



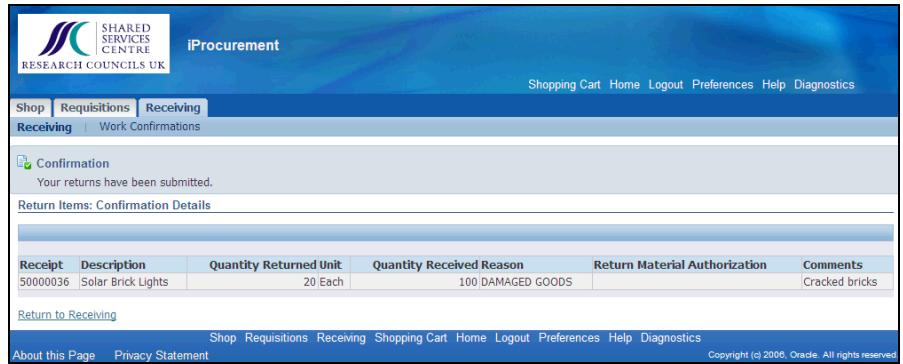
9. Click the button.
10. Click the **Quick Select** button to select the appropriate value. E.g. **Damaged Goods**.



11. Click in the **Comments** field.
12. Enter the required information into the **Comments** field. Enter a valid value e.g. "**Cracked bricks**".
13. Click the button.



14. Click the **Submit** button.



You should get a confirmation message similar to the one below:

**Confirmation**  
Your returns have been submitted

If you wish to view your return details you can click on **Return to Receiving** and then select the receipt number from the list. This will show you a complete audit trail of the receipt, returns and any corrections as well as the current net quantity of items received.