

Frequently Asked Questions about iProcurement

Q: What is iProcurement?

A: iProcurement is the self-service requisitioning application that provides a Web-based shopping system and allows employees to create, manage and track their own orders while the Purchasing Department retains central control. This helps to ensure that policies and preferred pricing agreements are reflected in every transaction. Easy ordering and seamless workflow provide better services.

Q: If iProcurement automatically logs me out, what will happen to my requisition if I didn't save it?

A: The requisition will not be saved, but all items that were placed into the shopping cart to create the requisition will still be in the shopping cart. Items in a shopping cart are cleared out automatically only if a requisition has completely gone through the checkout process and has been submitted for approval or after clicking on the New Cart button after saving a requisition for future use.

Q: Will a user's Personal Favorites shopping lists be maintained from fiscal year to fiscal year, or will they be deleted at the end of each fiscal year?

A: They will not be deleted and can be recalled in future years.

Q: Will requisitions from this current year be archived and available in the future?

A: Yes! One of the best things about iProcurement is that, next year, requisitioners can find the requisitions they created this year for early ordering and simply copy the contents of the old early ordering requisitions, modify them as needed, and submit them for approval. This process is quicker and easier than searching for the same items again individually.

Q: Can I use multiple accounts as funding for a single item?

A: Yes, and the procedure is much simpler than the method required in the current Oracle forms.

Q: If APS gets a discount from a vendor, will the correct amount (total discount) show up immediately on the requisition?

A: Yes, the item price displayed in the shopping cart is the discounted contract price.

Q: Can items from different vendors be on the same requisition?

A: Yes, multiple vendors can be on the same requisition. Purchasing will create separate purchase orders for different vendors.