



Order Process

The End User determines the need for purchase of goods or services. Please refer to the Purchasing Quick Reference Guide (attached) for processes based on dollar amounts.

If it is determined that a Requisition must be used, it will need to be entered in iProcurement. For catalog items, please refer to the help sheet on the Purchasing website.

Requisition

For items that are not in the catalog, please use the Non-Catalog Request and be sure to use the following Item Type:

- Goods - "Goods Billed by Quantity"
- Services – "Goods or Services Billed by Amount"

The Requisition will then go through the approvals.

Standard Purchase Order

Once the Requisition has gone through all approvals, it then shows up in the Purchasing queue to be converted to a Purchase Order (P.O.). Purchasing creates the P.O. and unless it's an FPO (For Payment Only) or a note is included saying not to send to vendor, the P.O. will be e-mailed to the vendor. For vendors who do not have e-mail, the P.O. will be faxed. Oracle will automatically e-mail the requester, informing them that a P.O. has been created, along with a number.

Receiving

All items delivered to the warehouse are receipted in Oracle by the warehouse. Goods delivered to, or services performed at, the school/department location must be received in iProcurement by the End User of the school or department.

Invoices

Invoices are typically mailed to Accounts Payable. However, on occasion, they are sent to the school or department. If that is the case, please forward them on to Accounts Payable letting them know that it is okay to pay the invoice. Accounts Payable will not pay the invoice unless it is accurate and has been receipted in Oracle.