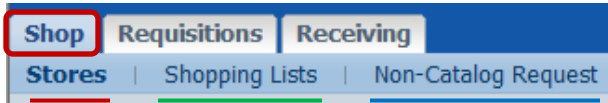


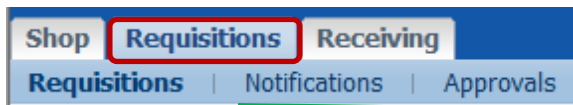
iProcurement

Shop Tab (offers 3 ways to create a requisition)



- **Stores:** Punch out Stores
 - “Punch out” of Oracle by clicking on a supplier’s online store link, and shop on their website.
Example: [BSN Sports](#)
[BSN Sports Online Store](#)
 - Add items to your shopping cart from the supplier’s website
 - After you click on checkout, you will be redirected back to Oracle
 - All of the items you had in your shopping cart from their website are now in your shopping cart in iProcurement. You can then continue with creating your requisition.
 - Several punch outs provided
- **Shopping list**
 - There are several shopping lists with many items we offer from our pick list on APSnet
 - Select a shopping list from the drop down menu to find items you would like to add to your shopping cart
- **Non-Catalog Request**
 - Typically used when ordering from a quote
 - Manually enter the item information (item description, item #, price, supplier name, etc.)

Requisitions Tab

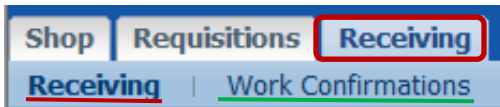


- **Requisitions**
 - Search for orders by requisition#, PO#, creator, etc.
 - Find payment information details
 - Makes changes to a requisition
 - Cancel a requisition
 - “Copy to Cart”: copy items from a previous order, and have them placed in your shopping cart
- **Notifications**
 - Displays notifications regarding your requisitions (also emailed to you)
- **Approvals**
 - Check to see if you have any pending approvals



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Receiving Tab



- Receiving
 - Receive Items: Create a receipt in Oracle when you physically receive an item. Do not receipt items you have not physically received. Items received at the Warehouse will be receipted in Oracle by the Warehouse staff.
 - Correct Receipts: Correct any receipts you created in Oracle
 - Return Items: Enter information on items you have to return
 - View Receipts: View receipts you have entered in Oracle
- Work Confirmations
 - The district does not utilize this feature