

How to Code Your PO Requisition

Once you have created and filled your shopping basket and hit the Checkout button you will arrive at the screen below, which is where you will need to code up your order to the Grant or GL Account you wish to pay for it from.

From here you can also select a delivery address and add comments or attachments to the order to be seen by either NDCN Orders, the Supplier, or both.

The screenshot shows the 'iProcurement' checkout interface. At the top, there are navigation tabs for 'Shop', 'Requisitions', and 'Receiving'. Below this is a progress bar with three stages: 'Requisition Information', 'Approvals', and 'Review And Submit'. The current stage is 'Requisition Information'. The main content area is divided into two panels: 'Delivery' and 'Billing'. The 'Delivery' panel contains fields for 'Need-By Date' (10-Aug-2018 12:00:00), 'Requester' (Schaupp, Miss Anna-Ler), and 'Deliver-To Location' (HM02). The 'Billing' panel contains fields for 'Project', 'Task', 'Expenditure Type', 'Expenditure Item Date', 'Expenditure Organization', and 'Charge Account' (HM9999.61210.00.00000.10.000000). A 'Funds Check' button is located below the 'Charge Account' field. The bottom of the screen features a footer with 'Privacy Statement', navigation links, and a copyright notice for Oracle (c) 2006.

Requisition Description

* Requisition Description

This is how the requisition will appear in your list on R12, so it is up to you how you use this. It defaults to the description on the first line on your request so you can leave it as it is or, if you prefer, change it to something meaningful to you so that you can distinguish this order from others in future.

Delivery Information

This is a close-up of the 'Delivery' panel from the screenshot above. It shows three required fields: 'Need-By Date' with a calendar icon and the value '10-Aug-2018 12:00:00', 'Requester' with a search icon and the value 'Schaupp, Miss Anna-Ler', and 'Deliver-To Location' with a search icon and the value 'HM02'. A prompt 'Please enter a future date' is visible below the 'Need-By Date' field.

This populates automatically. By default the Need-By Date is two days from the raising of the requisition and the Requester's name is your own. Please check the Deliver-To Location is correct for where you want the goods sent and if not please change it, but **only** to another HM location code.

Billing Information

Billing

Project: HMR00440

Task: HM00.01

Expenditure Type: Consumables

Expenditure Item Date: 08-Aug-2018

Expenditure Organization: Clinical Neurosciences

Charge Account: Loading... 0.00.00000.10.000000

Funds Check

This is where you enter the payment information for your order:

Project: This is your Grant number, 8 characters usually (but not always) beginning “HM”

Task: This is the Task on the grant, **always** beginning “HM”

Expenditure Type: Usually “Consumables”, “Travel Expenses” or “Animals Costs”

Expenditure Item Date: Today’s date, selected by clicking on the calendar button.

Expenditure Organisation: This is always “Clinical Neurosciences”

Billing

Project: []

Task: []

Expenditure Type: []

Expenditure Item Date: []

Expenditure Organization: []

Charge Account: HM9999.61210.00.00000.10.000000

Funds Check

If you wish to order from a General Ledger (GL) Charge Account rather than a Grant/Project then please leave this section blank. You can then request the Charge Account coding string be changed by a member of the NDCN Orders Team to the GL code of your choice (see below).

Once you’ve completed the **Requisition Description**, **Delivery** and **Billing** sections you then need to click the **“Next”** button to progress to the Approvals and Notes Screen. (Or, if you’re not ready to place the order just yet you can click **“Save”** to save the basket for later.

Cancel **Save** **Edit Lines** Step 1 of 3 **Next**

Approvals and Notes

UNIVERSITY OF OXFORD iProcurement

Shop Requisitions Receiving

Requisition Information Approvals Review And Submit

Checkout: Approvals and Notes
Your requisition will be sent to the following list of approvers.

Save Submit Back Step 2 of 3 Next

Approvals

UO Position Level 3 Approval Group → UO Tax Group

Manage Approvals

Notes

Note to Dept Finance
Note to Supplier
Note to Receiver

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Save to Library
No results found.									

Save Submit Back Step 2 of 3 Next

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Approvals

Check the Approval chain to make sure it has generated and only has NDCN members in it. If there is no approvals chain or an incorrect department, please contact NDCN Orders for more advice.

Notes

Note to Dept Finance: Please process this from GL Account HM0000

Note to Supplier: Please apply quote# 7654-321

Note to Receiver

This is where you would add any notes that you want seen by the NDCN Orders Team (in Notes to Dept Finance) or the supplier. This could be asking us to use a GL Account (see Billing section), or any other information or justifications needed to help us process the order correctly. In the notes to Supplier, this would most usually be quote information.

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Save to Library
No results found.									

This is where you can attach any relevant files and supporting documents to your requisition, such as quotes. Again, you can select them to go to the supplier or just to the NDCN Orders Team.

Once you're happy that you've completed all the necessary sections and added any relevant notes and/or attachments then you press the "Submit" to send the requisition to NDCN Orders for checking and approval.

Save Submit Back Step 2 of 3 Next