



Department of Paediatrics R12 Shopper Training









Raising a Requisition in R12-Standard Request

1. Click on the 'iProcurement Home Page' link on the left hand side of the screen.



🖃 🛅 UO iProcurement - Finance Preparer iProcurement Home Page

2. The 'iProcurement Home Page' will open which looks like this. If you know the catalogue number or description of the item(s) you need, type here and click go.

Shop Requisition Stores Favourit	ns Receiving test Non-Catalog Request		1000				Citobb	ng oun no	ne coyou rickenico nep
Search R12 Market	tplace Go Advanced Search								
Stores									Shopping Cart
C RI	12 Marketplace	R							Your cart is empty.
A	catalogues and smart forms				5.8				Email Financials Help Desk
0-0		Travel and Conference Store			IIS	tore			Purchasing News
		Jos - Po							Useful Links
		E							Preferred supplers
â		X		(es					Purchasing categories
	1.0	8			AA				Notices
UA	Internal Trade Store	Olgo/Primer Store		Vit		artment Favourite			25 March 2015 To achieve best value for money buying Apple Macs and MacBooks,
My Requisitions									purchase via Apple's UK Higher Education Store. Apple Pads are
								Full List	available from 2-20% lower than
Requisition	Description Call out charges for Brother Printer, EAO Helen Pichmond		Total (GBP) 5	Status	Сору	Change	Express Recei	ive	Oracle R12 Catalogue. Please see
5303233			43.00 2		U	2	V		Apple Purchasing Guidance.
5382499	2 2191 2020 Miles HCb Bitt HK20 100331399		10.83 (Approved	0	1	Ŵ		Single source trial reminder GE
5381396	SEMI CIRCULAR TABLE BEECH LOCATION FSC2		180.08	Approved	Q	D	4		Healthcare consumables - a trial is
<u>5381072</u>	Apple Superdrive-Alex Holmes		54.17	Approved	0		4		won the tender. Please ensure all
<u>5380338</u>	BOX SEALING TAPE BUFF 50MM X 66M ROLL		0.40	Approved	0	B			orders are via Fisher Scientific. This trial runs until May 18th
									Qiagan Promotion - from 25th March an additional 10% of Sample Extraction and Assay System consumables when 2 or more of those products are bought within our

3. For a full list of product categories to choose from click on the which will take you to the screen below.

the second se		11 Navig	ator • 🍯 Pavontes • Shopping Cart	Home Logour Preterences Help
Shop Requisitions Receiving				
Stores Favourites Non-Catalog Request				
Search R12 Marketplace 🔽 🔽 😡	Advanced Search			
Shop: Stores >				
Shop R12 Marketplace				
Includes all hosted catalogues, punchout catalogues and smart forms				- Shopping Cart
Apparel and Luppage and Personal Care Products		Internal trade		Your cart is empty.
Chemicals including Bio Chemicals and Gas Materials		Laboratory and Measuring and Observing and Testing Equipment		
Cleaning Equipment and Supples		Manufacturing Components and Supplies		Email Financials Help Desk
Defense and Law Enforcement and Security and Safety Equipment :	and Supplies	Material Handling and Conditioning and Storage Machinery and their Acco	essnries and Supplies	Compare Items
 Distribution and Conditioning Systems and Equipment and Componies 	ents	Medical Equipment and Accessories and Supples		No tems selected
Domestic Appliances and Supples and Consumer Electronic Product	2	Mineral and Textile and Inedible Plant and Animal Materials		Ho serio sectes.
Drugs and Pharmaceutical Products		Mining and Wel Drilling Machinery and Accessories		
Education and Training Services		 Musical Instruments and Games and Toys and Arts and Crafts and Education 	ational Equipment and Materials and Accessories and	
Electrical Systems and Lighting and Components and Accessories an	id Supples	Supples		
Electronic Components and Supples		 Office Equipment and Accessories and Supplies 		
 Engineering and Research and Technology Based Services 		 Paper Materials and Products 		
 Farming and Fishing and Forestry and Wildlife Machinery and Access 	ories	 Power Generation and Distribution Machinery and Accessories 		
 Food Beverage and Tobacco Products 		 Printing and Photographic and Audio and Visual Equipment and Supplies 		
Fuels and Fuel Additives and Lubricants and Anti corrosive Materials		Published Products		
Furniture and Furnishings		 Resin and Rosin and Rubber and Foam and Film and Elastomeric Material 	<u>s</u>	
Healthcare Services		 Service Industry Machinery and Equipment and Supplies 		
Industrial Manufacturing and Processing Machinery and Accessories		 Structures and Building and Construction and Manufacturing Component 	ts and Supplies	
 Industrial Production and Manufacturing Services 		 Timepieces and Jewelry and Gemstone Products 		
 Information Technology Broadcasting and Telecommunications 		 Tools and General Machinery 		
		 Transportation and Storage and Mail Services 		
Other Content				
Name	Description		Туре	
Del Punchout	Punchout to Del to buy desk tops, laptops, IT equ	upment and accessories	Punchout	
Insight Punchout	Punchout to Insight UK to buy IT peripherals		Punchout	
Life Technologies Ltd Punchout	Punchout to Life Technologies custom oligo/prime	r site.	Punchout	
Sigma Aldrich for chemical "Oligos" purchases Punchout	Punchout to Sigma's Oligo configuration site		Punchout	
RS Components Ltd Punchout	Punchout to RS Components to buy electronics p	roducts.	Punchout	
Onecal Punchout	Punchout to One Call to buy electronic component	its, semiconductors, test & measurement equipment, batteries and tools.	Punchout	



<u>R12 Marketplace</u> All catalogues and smart forms

icon

Department of Paediatrics, Finance Team, 2017 Page | 2





4. To get a quote for Travel and arrange insurance for your journey click on the



5. The 'Travel and Conference Store' icon will take you to the following options.

Shop Travel and Conference Store											
Travel, Conference and Insurance											
Name	Description	Туре									
Oxford - Conference Oxford Enquiry	Enquiry form for Conference Oxford	Informational									
Oxford - Online Travel Quote	Get an Oxford Travel Quote via email	Informational									
Oxford - Register for Travel Insurance	Register for Travel Insurance before Traveling abroad	Informational									



6. For all IT related purchases (with the exception of Apple) click on the icon. This will open the following menu. Select as appropriate

Shop IT Store		
suppliers include Dell, HP, Insight, IT Services, OUCS, Laptops, Servers, Networks		
 Apparel and Luggage and Personal Care Products 	<u>Internal trade</u>	
 Chemicals including Bio Chemicals and Gas Materials 	 Laboratory and Measuring and Observing and 	Testing Equipment
<u>Cleaning Equipment and Supplies</u>	 Manufacturing Components and Supplies 	
Defense and Law Enforcement and Security and Safety Equipment and Supplies	 Material Handling and Conditioning and Stora 	ge Machinery and their Accessories and Supplies
 Distribution and Conditioning Systems and Equipment and Components 	 Medical Equipment and Accessories and Supp 	lies
 Domestic Appliances and Supplies and Consumer Electronic Products 	 Mineral and Textile and Inedible Plant and An 	imal Materials
 Drugs and Pharmaceutical Products 	 Mining and Well Drilling Machinery and Access 	sories
 Education and Training Services 	 Musical Instruments and Games and Toys and 	d Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies
 Electrical Systems and Lighting and Components and Accessories and Supplies 	 Office Equipment and Accessories and Supplie 	85
 Electronic Components and Supplies 	 Paper Materials and Products 	
 Engineering and Research and Technology Based Services 	 Power Generation and Distribution Machinery 	and Accessories
 Farming and Fishing and Forestry and Wildlife Machinery and Accessories 	 Printing and Photographic and Audio and Visu 	ual Equipment and Supplies
 Food Beverage and Tobacco Products 	 Published Products 	
 Fuels and Fuel Additives and Lubricants and Anti corrosive Materials 	 Resin and Rosin and Rubber and Foam and Fi 	ilm and Elastomeric Materials
Furniture and Furnishings	 Service Industry Machinery and Equipment and	nd Supplies
Healthcare Services	 Structures and Building and Construction and 	Manufacturing Components and Supplies
 Industrial Manufacturing and Processing Machinery and Accessories 	 Timepieces and Jewelry and Gemstone Produ 	<u>cts</u>
 Industrial Production and Manufacturing Services 	 Tools and General Machinery 	
 Information Technology Broadcasting and Telecommunications 	 Transportation and Storage and Mail Services 	
Other Content		
Name	Description	Туре
Oxford - OUCS Store	OUCS Booking Store	Informational
Dell Punchout	Punchout to Dell to buy desk tops, laptops, IT equipment and accessories	Punchout
Insight Punchout	Punchout to Insight UK to buy IT peripherals	Punchout

7. When you have found the product you would like to order click 'add to cart'. You can change the quantity here.









8. Once you have finished shopping/adding items, click 'view cart and checkout' to get to the next stage of your order.

			\mathbf{X}	
Shop Requisitions Receiving				
Stores Favourites Non-Catalog Request				
Search R12 Marketplace 🔽 BIC Go Adv	anced Search		\backslash	
Shop: Stores > Shop R12 Marketplace >				
Search Results from R12 Marketplace: BIC				Shopping Cart
Sort by Price V Ascending V Go			\backslash	Your cart contains 2 lines.
Search results filtered by No active filter.			Add Filter	Recently Added Lines
Hide Images			© Previous 1-20 🔽 Next 20 🦻	BXX0 PENS BALLP 1 Each CORRECTION TAPE 2 Each
CORRECTION TAPE	Supplier Office Depot oduct State Each Number Price 10.67 GBP	Suppler Item 2135975 List Price 5.29 Hazard Class C45 number		View Cart and Checkout Email Financials Help Desk Compare Items No items selected.
Quantity 2 Each Add to Cart			Auu to ravorites Auu to Compare	Related Links
<u>рак ни отснак ак. на 16. 46504. 87</u> ——— С	Suppler Office Depot odust Size Box of 12 In Number Price 0.82 GBP	Suppler Item 1018986 Lie Price 13.99 Hazard Class CAS number		Categories Correction film or ta Mechanical pencils Correction fluid

9. Here you can check everything you have in your order, change quantities and delete items.

										1	
Shop	Requisitions Receiving										
Shopp	ing Cart										
											Save Checkout
Line	Item Description	Supplier Item Number	Special Info	Unit	Quantity	Price	Amount (GBP) Item Category	Supplier	Supplier Site	Delete	Add to Favorites
1	CORRECTION TAPE	2135975		Each	2	0.67 GBP	1.34 202.2023	Office Depot	SP104BA POBOX17		÷.
2	BX20 PENS BALLPNT FINE BLUE BIC	538664		Each	1	2.28 GBP	2.28 202.2023	Office Depot	SP104BA POBOX17	Û	÷
						Total	3.62				
€TIP	Purchase Order number will be assigned after completing cheo	ckout.									
Return	to Shopping										Save Checkout
Priv	acy Statement		Shop	Requisition	s Receiving Shopping	Cart Home Lo	ogout Preferences Help			Copy	right (c) 2006, Oracle. All rights reserved
									\sim		

- 10. When you are happy. Click 'checkout'. -
- 11. You will now be taken to the delivery and billing information page. Here you will need to check that the correct 'deliver-to location' is entered. You will also need to input the payment/project information in the 'billing' fields. Make sure every field is populated.

		/				
Shop Requisitions Receiving						
			~ ~		-0	
	Requisition Information		Approvals		Review And Submit	
Checkout: Requisition Information	/					
* Indicates required field		* Regulation Description CORRECTION TAPE Please select Yet' below when you do not wart Confirmation Flag Q	the Supplier to receive a copy of your Purchase Order	, for example where continuing a previously agreed order.	Cancel Save Submit	Edit Lines Step 1 of 3 Negt
Delivery			Billing			
	* Need-By Date 06-Mar-2016 2:00:00			Project	3 9	
	* Remiseter Duer Mrs Meathan			Task		
	* Delayer To Location			Expenditure Type	J 9	
	Deme-10 Dration [HH01 3]			Expenditure Item Date		
				Please enter today's date	10	
				Charoa Account HN0000 61120 00 000	M 10 000000	
				Funds Check		
					Cancel Save Submit	Edit Lines Step 1 of 3 Next
Design Obstances		Shop Requisitions Receiving Sho	oping Cart Home Logout Preferences			
Privacy Statement						Copyright (d) 2005; Chadle: All rights reserved.







12. Once you have checked you have entered the correct information and all of the necessary fields have been populated click 'Submit' and you order will be sent for approval.

Checkout: Requisition Information							
Indicates required field		* Requisition Description Pess Please salect Yea' balo Confirmation Flag No	w when you do not want the Sup	oplier to receive a copy of your Purchase Order, for exam	ple where confirming a previously agreed order.	Cance	ave Submit Edit Lines Step 1 of 3 Next
Delivery				Billing			
	* Need-By Date 17-Apr-2016 12:00:00 Bease enter a future date * Requester Dyer, Mr. Jonathan 3 * Deliver-To Location HN01 3				Project		
				Ex	Charge Account Funds Check		\[
						Cancel	ave Submit Edit Lines Step 1 563 Negt
Privacy Statement		Shop Requisition	ns Receiving Shopping	Cart Home Logout Preferences Help			Copyright (c) 2008, Oracle. All rights reserved.

13. If you would like to add more information click on the 'Next' button which will take you to the following page.

	Requisi	tion Information			Approv	vals				Review And Subm	it	
Checkout: Approvals and Notes												
Your requisition will be sent to the following list of	of approvers.									Save	Submit	Back Step 2 of 3 Next
Approvals												
UO Tax Group												Manage Approvals
Notes												
		Note to Dept Finance		0				Note to	Receiver		^	
		Note to Supplier		R							×	
Attachments												
Pittociments			\									
Add Attachment			\ \									
Title	Туре	Description	Category	Last Updated By		Last Updated	Usa	ge	Update	Delete	Sav	e to Library
No results found.					1							
			```				1115			Save	Sub <u>m</u> it I	Back Step 2 of 3 Negt
				Sind Requisitions Receiving	Shopping Cart Horr	is Logout Preferences	Hep					

14. On this page you can add a note to finance or to the supplier. The 'Note to Finance' field can be used to instruct the departmental buyer to charge to a general ledger (instead of a project) code. Do not use this field to enter quotation or discount information. The 'Note to Supplier' field can be used to give the supplier additional information e.g. more specific delivery instructions.

15. If you have a quotation from the supplier you will need to make sure that you include it with the purchase order. You can do this by clicking the 'Add Attachment' button.

	Requ	usition Information			Approvals			Review And Subm	it	
Checkout: Approvals and Notes					/					
Your requisition will be sent to the follow	wing list of approvers	5.						Save	Submit	Back Step 2 of 3 Next
*eowarale										
Approvals										Manage Approvals
Notes										
		Note to Dect Finance Note to Supplier		0		Note	to Receiver		0	
Add Attachment										
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Si	ve to Library
No results found.										
								Save	Sub <u>m</u> it	Back Step 2 of 3 Negt







16. When you are happy you have all of the information you want to include. Click the 'Submit' button.

	Requisiti	ion Information			Approvals			Review And Submit		
Checkout: Approvals and Notes Your requisition will be sent to the following list	of approvers.								_	
								Save	Submi	t Back Step 2 of 3 Next
Approvals										
UD Tax Group										Manage Approvals
Notes										
		Note to Dept Finance		^		Note	e to Receiver		^	
		Note to Supplier		0					Ĭ	
Attachments										
Add Attachment										
Title	Туре	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete		Save to Library
No results found.										
									¥	
								Save	Submi	t Back Step 2 of 3 Negt

17. Your order will then be sent through for approval.

Raising a Requisition in R12-Non Catalogue Order

- The product you wish to buy may not always be in the R12 catalogue. If this is the case you
  will need to raise a 'Non Catalogue Order'. Before you can enter anything into R12 you will
  need to get pricing information and product codes from the supplier.
- 2. From the iprocurement home page click 'Non Catalogue Request'.

					Navigator 🔻 🛤 Far	rorites V Shopping Cart Home
Shop Requisitions R	eceiving					
Stores   Favourites	Non-Catalog Request					
Search R12 Marketplace	Go Advanced Search					
Stores						
R12 Mark All catalog	atolacs uses and smart forms	Travel and Conference Store		IT Store		
	Internal Trade Store	Oleo / Primer Store		Departm	ent Favourites	
My Requisitions						
						Full List
Requisition	Description		Total (GBP) Status	Сору	Change	Express Receive
3027339	HP 49A Laseijet 1100 1320 Toher 2.5K		40.06 Approved	6		
5623590	Two channel custom NEXUS 1 x Charge + 1 x DeltaTron		4,815.20 Approved	6	<b>B</b> 3	<b></b>
<u>5623569</u>	PinPrick Trigger-A Hoskin		2,885.59 Approved		<b>B</b> 1	<i>©</i>
5623567	PinPrick Trigger		0.00 Cancelled	1		
5623446	PK100 CUT FLUSH FOLDERS CLEAR OD A4 120M		7.05 Approved	0		

3. You will then be taken to the following page.







Shop Requisitions Receiving		11 Navigator 🔻 🐱 Favorites 💌 Shopping Carl Home	Logout Preferences Help
Stores   Favourites   Non-Catalog Request			
Non-Catalog Request			Channing Cast
* Indicates required field		Clear All Add to Cart Add to Favorites	Your cart is empty.
* Item Typ	e Goods billed by quantity 🗸 🔒	New Supplier	
* Item Descriptio	in in its second se	Supplier Name	Email Financials Help Desk
	~	Site 💦	
* Category	~	Contact Name	
Caracteria Caracteria		Phone	
Quantit	<i>x</i>	Email	
<ul> <li>Unit of Measure</li> </ul>	× ×	Supplier Item	
* Unit Pric	.0		
* Currenc	.y GBP 🗸		
Additional Information			
	Radioactive Item		
	Schedule5 Item		
	Hazardous Pam		
		Clear All Add to Cart Add to Favorites	
		Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help	
Privacy Statement			Copyright (c) 2006, Oracle, All rights re-

4. First you will need to select the 'Item Type' from the drop down menu. There are 3 choices: Goods billed by quantity, goods or services billed by amount and services billed by quantity. If you are not sure which to choose you can click on the 'information' bubble.

Shon, Requirillions, Receiving	🖪 Navigator 🔻 🗳 Favorites 👻 Shopping Cart Home Logout Preferences Help
Stores   Favourites   Non-Catalog Request	
Non-Catalog Request	Shopping Cart
- Indicates required tied	Clear All Add to Cart Add to Favorites Your cart is empty.
* Item Type Goods billed by quantity	New Supplier
* Item Description	Supplier Name
	Contact Name
" Category	Phone
* Unit of Measure	Email
* Unit Price	Supplier Item
* Currency GBP 🗸	
Additional Information	
Radioactive Item 🔤 🔍	
Schedule5 Item 📃 🔍	
Hazardous Item 📃 🔍	
	Clear All Add to Cart Add to Favorites
Shop Requisitions Receiving Shopping Cart Hon Privacy Statement	ie Logout Preferences Hey Copyright (c) 2006, Okole. Al rights reserve

5. Once you have selected the correct 'Item Type' you will need to enter the 'Item Description'. You may also want to enter any quotation references you have been given by the supplier.

6. In the next field you will need to select the 'Category'. To bring up the full list of product categories enter a % symbol into the field and press the tab key or click on the magnifying glass icon.

Shop Requisitions Receiving Store Falorities Receiving Request Ren Calling Request	H Hangdor ¥ Kristellar ¥ Shagarg Cat Hone	Logout Preferences Help Shopping Cart
* Dam Type * Bam Depropon * Category (% * Quantity * Unit of Mesaure * Unit of Mesaure * Currency (SSP )	Clear All Add to Cart. Add to Favorites	Your cart is empty.
Additional Information Radoutive Item Q Schedules Tem Q Hazardous Item Q	Clear All Add to Cart Add to Favorites	
Privacy Statement	Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help	Copyright (c) 2008, Oracle. All rights re:







7. The list of categories will automatically appear as shown below. You can then select the appropriate category from the list using the 'next' button.

Shop	Requisitions	Receiving				
Stores	Favourites	Non-Cata	alog Request			
Non-C	atalog Request					
* Indic	ates required fiel	d 🥖 https:/	//r12fin.uas.ox.ac.	uk/?_t=fredRC&e	nc=UTF-8&_minWidth=750&_minHeight=550&configName_OAConf - Internet Expl	Clear All
		Search	and Select: Cat	egory		New Supplier
					Cancel	Select Supplier Name Supplier Name
		Search	h			Site 🔬 🔍
						Contact Name
		To find	d your item, sele	ct a filter item in	the pulldown list and enter a value in the text field, then select the "Go" button.	Phone
		Search	By Category	✓ %	Go	Email
		Result	ts			Supplier Item
Addi	tional Informati	ic Select	Quick Select	Category	Description	modity
		0		101.1011	Museums - Art Exhibits and Museum Collections	
		0	-	101.1012	Museums - Hire & Rental of Art Exhibits and Museum Collections	
		0	-	101.1013	Museums - Conservation & Restoration Materials	
		0	-	101.1014	Museums - Conservation & Restoration Services	
		0	-	102.1021	Construction - Architects	Clear All
Drive		0	-	102.1022	Construction - Engineers	rt Home Logout Preferences Help
Filv	acy statement	0	-	102.1023	Construction - Estate Agents	
		0	<b></b>	102.1024	Construction - Planning	
		0	-	102.1025	Construction - Quantity Surveyors	
		0	<u>.</u>	102.1026	Construction - Construction Services	J III
					O Previous 1-10      N	<u>Vext10</u> G
		11			Cance <u></u> S	Select
					@_ 95	» 15% <del>▼</del>
		<u> </u>				







8. Next you can add the quantity and the unit of measure. You can select the unit of measure in the same way as the category. Enter the % symbol and push the tab key or click the magnifying glass to bring up the meny.

the magn	in ying g	giass to brin	g up the men	<i>y</i> .		
Shop Requisitions Re	ceiving					
Stores   Favourites   N	ion-Catalog Reque	st	/			
* Indicates required field					Clean All Add to Cost Add to Found	Sh
			/		Clear All Add to Cart Add to Favorit	es y
	*1	* Item Type Goods billed by Item Description	quantity V	s	Supplier Name	E
			Z		Site	
		* Category 101.1011			Contact Name	
		* Quantity 12			Phone	
	-	Unit of Measure %			Supplier Item	
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Additional Information						
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Trivacy Statement						
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ndicates required field	Attps://r12fir	n.uas.ox.ac.uk/?_t=fredRC&er	c=UTF-8&_minWidth=750&_min	Height=550&configName=OACon - Internet Ex 📼 💷 🐹		C
	Search and S	elect: Unit of Measure			New Supplier	
				Cancel Select	Supplier Name	
					Site	
	Search				Contact Name	
	To find your	item, select a filter item in t	he pulldown list and enter a valu	e in the text field, then select the "Go" button.	Phone	
	Search By	nit of Measure 🔽 🧏	Go		Email	
		_,			Supplier Item	
	Results			K		
	Select	Quick Select	Unit of Measure 🔺	UOM Code		
dditional Informatio	0		Each	EA		
	0		Kilogram	KG		
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	0		Total	π	Cart Home Logout Preferences Help	
Privacy Statement		-8				
				Cancel Select		
				Cance <u>i</u> Select		
				~		
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				۹ 95% 👻		

9. The Next step is to enter the supplier name. Type in the name and R12 will show you all suppliers/sites that relate to your search or press tab to bring up the full list in a separate window. Some suppliers have multiple sites so make sure you select the correct one.

Store Eventilies Non-Catalon Donmet	· ·			
stores   ravounes   Horr catalog request				
Non-Catalog Request				Shopping Cart
* Indicates required field		Clear All Add to Cart	Add to Favorites	Your cart is empty.
* Item Type Goods billed by quantity 🗸 🗊		New Supplier		
* Item Description	Supplier Name	Oxford University 🚽 🔍		Email Financials Help Desk
	Site	Supplier	Site	Address
	Contact Name	Oxford University (Beijing) Science and Technology O	to Ltd ROOM2001,NORTH	Room 2001, North Tower Kerry Cent
* Category	Phone	Oxford University Africa Society	OX26LH 13BEVING	13 Bevington Road Oxford OX2 6L
* Quantity	Email	Oxford University Aikido Club	OX41EQ C/OSPORT	C/O Sports Federation University Spo
* Unit of Measure 📃 🔍	Cuality Data	Oxford University Air Squadron	OX11RX Falkland	The Adjutant Oxford university Air So
* Unit Price	Supplier term	Oxford University Alternative Pick Up Ice Hockey	OX41EQ C/OSPORT	c/o Sports Federation Iffley Road Or
* Currency GBP V		Oxford University Amateur Boxing Club	OX41EQ UNIVERSI	University Sports Centre Iffley Road
		Oxford University Association Football Club	OX41EQ UNIVERSI	University Sports Complex Jackdaw L
Additional Information		Oxford University Athletics Club	OX41EQ OXFORDU	N Oxford University Sport Iffley Road
		Oxford University Australian Football Club	OX41EQ C/OSPORT	C/O Sports Federation University Spo
Radioactive Item 🔬 🔍		Oxford University Badminton Club	OX41EQ C/OSPORT	C/O Sports Federation University Spo
Schedule5 Item 📃 💊 🔍		Q		
Hazardous Item 📃 🔍				
		Clear All Add to Cart	Add to Favorites	
			Add to resources	
	Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help			
Privacy Statement				Copyright (c) 2006, Oracle, All rights reserved.







## 10. If applicable, enter the part/catalogue number in the 'Supplier Item' field.

			1					
Non-Catalog Request			1					Chapping Cast
* Indicates required field			$\backslash$		Clear All	Add to Cart	Add to Favorites	Your cart is empty.
* Item Type * Item Description * Category	Goods billed by quantity		Supplier Contact	Name Oxford University Air Si Site OX11RX Falkland Name Phone				Email Financials Help Desk
Quantity			N N	Email	Ĩ			
* Unit of Measure			Sunnliar	r Item	1			
* Unit Price			Subbue	12011				
* Currency	GBP ¥							
Additional Information								
	Radioactive Item Q ScheduleS Item Q Hazardous Item Q							
					Clear All	Add to Cart	Add to Favorites	
		Shop Requisitions Receiving Shopping Cart Home	Logout Preferences Help					
Privacy Statement								Copyright (c) 2008, Oracle. All rights re

11. If the supplier you wish to use is not listed you will need to create a new supplier request. To do this follow the previous 10 steps and tick the new supplier box.

Shop Requisitions Receiving			n Navigetor 🔻 🧯 Favorites 👻 Shopping Cart Home	e Logout Preferences Help
Stores   Favourites   Non-Catalog Request				
Non-Catalog Request				E. more the second
* Indicates required field			Clear All Add to Cart Add to Favorites	Shopping Cart Your cart is empty.
* Item Type	Goods billed by quantity 🗸 🗊		New Supplier	
* Item Description	<u></u>	Supplier Name Sitz	e Jon's Cafe	Email Financials Help Desk
* Category		Contact Name	e	
* Origination		Phone	e	
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	Radioactive Item Q Schedule5 Item Q Hazardous Item Q			
			Clear All Add to Cart Add to Favorites	

12. You will also need to enter the contact details (name, tel, email) of the person/department that will receive the orders. A set up email from the purchasing team and the financials helpdesk team will also be sent to this contact so make sure they are aware of the process. It is important that you do not order anything from the supplier until they have been approved and a PO number has generated. If you require pricing and item numbers you can ask the supplier for a quote.







13. If you require assistance with any of the processes in this document the helpdesk can be contacted by clicking this button.

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