

5. Making your Selection - cont

5.6 Enter the **Supplier** details if known, including the Supplier Item Code of the ordered item, if known.

New Supplier

Supplier Name

Site

Contact Name

Phone

Supplier Item

5.7 Click the **Add to Cart** button. Your Shopping Cart is displayed and shows your new item.

5.8 Click **Checkout** and the **Checkout: Requisition Information** screen is displayed.

6. Completing your Requisition

6.1 On the **Checkout: Requisition Information** screen, complete the **Requisition Description** and review the **Delivery** and **Billing** information.

Delivery Requisition Description Billing Next

6. Completing your Requisition - cont

6.2 Click **Next** and the **Checkout: Review Approver List** screen is displayed.

Approver Name Note to Buyer Justification

6.3 Review the **Approver Name** and change for this requisition if required.

6.4 Add notes for justification or to the Buyer if required. Click **Next**.

6.5 The **Checkout: Review and Submit** screen is displayed. You can check on this screen if your requisition details are correct before you submit.

6.6 Review the requisition and if correct click **Submit**. The Submit Confirmation page is displayed

6.7 Click **Shop** to return to the Home Page.

8. Further Information

Further information is available from the NHS SBS Extranet. This is accessed from the following address:

<http://www.sbs.nhs.uk/index.html>

A full User Guide and Self Teach tutorial is available from the NHS SBS Extranet Training Manuals page.

For organisation specific information please speak to your local contact:
Name:
Number:

**Produced by the NHS SBS
Training Services Team**

© NHS Shared Business Services 2010

Oracle iProcurement Requisitioning Non Catalogue Request Quick Reference Guide

Version 3.0
May 2010

1. Introduction

The iProcurement Requisitioning tool is used to order goods from either pre-loaded catalogues or alternatively where items/services do not exist within a catalogue, by completing a free-text form. This is known as a **Non-Catalogue** request.

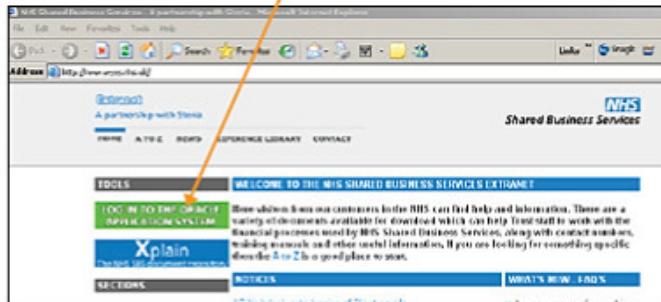
Once the form has been completed it is submitted for approval. Oracle Workflow technology directs the requisition to a pre-defined approver, set up within the system. When the requisition is approved a Purchase Order is created, this is then dispatched to the supplier.

NOTE: Users cannot approve their own requisitions.

2. Accessing Oracle/iProcurement

2.1 Launch Internet Explorer and navigate to the NHS Shared Business Services Homepage on: <http://nww.sharedbusinessservices.nhs.uk>

2.2 Click the 'Log In To The Oracle Application System' button.



2.3 The Oracle Applications page is displayed. Click the SW or WY Oracle Logon button and logon to Oracle using your usual User Name and Password.

2.4 Select the **NHS_XXX_IPROC_GLOBAL** responsibility. The Oracle Navigate page is displayed.

2.5 Click the **Home Page** link. The iProcurement Home Page is displayed.

3. iProcurement Home Page

The **iProcurement Home Page** allows you to Shop, Manage Requisitions and Receipt goods and services. The **Vacation Rule** can be accessed from the bottom of the **Shop** tab.



4. Raising a Non-Catalogue Requisition

4.1 Choose the e-Class code, relevant to the item you wish to purchase from the **Categories** list and make a note of it.

4.2 Click **Non-Catalog Request** at the top of the screen. The Non-Catalog Request screen is displayed.



5. Making your Selection

5.1 Select the **Item Type** for the type of Goods or Service that you require. The options are:

- **Goods billed by quantity** (default)
e.g. 10 chairs at £10 each
- **Service billed by quantity**
e.g. 10 hours consultancy at £100 hour
- **Goods or Services billed as an amount**
e.g. £1000.00 of consultancy

5.2 Enter as much information as possible in the **Item Description** field.

5.2 Enter the e-Class code into the **Category** field and press the Tab key on your keyboard. The full information for that code is shown in the field. You can now move on to **step 5.6**.

5.3 If you do not know the e-Class code, click the torch on the right hand side of the **Category** field. The Select and Search screen is displayed.



Note: It is essential that the correct category is selected as this ensures that the invoice is charged correctly. If you are not sure which category to use please seek advice first.

5.4 Type the relevant code in the **Search By** field and click **Go**. A list of codes matching your search criteria is displayed.

5.5 Click the **Quick Select** option. The Non-Catalogue Request screen is redisplayed and shows your selection in the **Category** field.