



eProcurement Module Upgrade Changes
March 2015

ePro Changes

- Cleaner and faster interface
- No changes affecting the GeorgiaFIRST Marketplace
- Easier to search for suppliers
- Vendors are now referred to as Suppliers

General Requisition Creation

- New look for Create Requisition home page
- New link for GAFirst Marketplace and Special Requisitions

ORACLE Home Worklist

Create Requisition ?

Welcome Durrrough, Patricia S

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

- Web**
Browse Supplier Websites
GAFirstMarketplace
- Express Item Entry**
Create an Express Requisition
- Special Requests**
Create a non-catalog request
- Forms**
Create and Submit Forms
- Favorites**
Browse Favorite Items and Services
- Templates**
Browse Company and Personal Templates
- ePro Services**
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials
- Recently Ordered**
View recently ordered items and services
Row Hall Copier Rental S/N V...
Copier Usage

Special Request Requisitions

- There are no longer three tabs for steps 1, 2 & 3
- When you click on Special Request, you will automatically be taken to the page to manually enter the items being requested.

Create Requisition [?](#) [New Window](#) [Help](#) [Personalize Page](#)

Welcome **Durrough, Patricia S** [Home](#) [My Preferences](#) [Requisition Settings](#) | [0 Lines](#) [Checkout](#)

Request Options [Advanced Search](#)

All Request Options

Web
GAFirstMarketplace

Express Item Entry

Special Requests

Forms

Favorites

Templates

ePro Services
Fixed Cost Service

Special Requests [?](#)


Enter information about the non-catalog item you would like to order:

Item Details

*Item Description	<input type="text"/>		
*Price	<input type="text"/>	*Currency	<input type="text" value="USD"/>
*Quantity	<input type="text"/>	*Unit of Measure	<input type="text"/>
*Category	<input type="text"/>	Due Date	<input type="text"/>

Supplier

Supplier ID	<input type="text"/>
Supplier Name	<input type="text"/>
Supplier Item ID	<input type="text"/>

[Suggest New Supplier](#)  **Center for Business Excellence**

Special Request Requisitions

- Step 1. Define Requisition information is now found in the Requisition Settings link. This is where you can load any defaults to be used on your requisition. Be sure to click on Requisition Settings prior to clicking on the Special Request link.

Enter search criteria or select from the menu on the right to begin creating your requisition.

Request Options Search All Search Advanced Search

Web
Browse Supplier Websites
GAFirstMarketplace

Forms
Create and Submit Forms

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Express Item Entry
Create an Express Requisition

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Browse Favorite Items and Services

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Copier Usage

Special Requests
Create a non-catalog request

Templates
Browse Company and Personal Templates

Requisition Settings

- Requisition Name
- Supplier Name
- Item Category
- Unit of Measure
- Ship To
- Default Accounting Chartstring

Requisition Settings

Business Unit

University of West Georgia

Requisition Name

*Requester

Durrough,Patricia S

Priority

*Currency

Custom Fields

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Supplier

Category

Supplier Location

Unit of Measure

Buyer

Shipping Defaults

Ship To

Add One Time Address

Due Date

Attention

Accounting Defaults

Chartfields1

Chartfields2

Chartfields3

Details

Asset Information

Personalize | Find | First 1 of 1 Last

Requisition Summary

- Requisition Summary containing all items entered on the requisition is found at the shopping cart icon.

The screenshot shows the Oracle Requisition Summary page. At the top, there is a navigation bar with the Oracle logo and links for Home, Worklist, Add to Favorites, and Sign out. Below this, there are utility icons for New Window, Help, Personalize Page, and a browser icon. The main header area includes 'Create Requisition' with a help icon, a welcome message for 'Durrough, Patricia S', and navigation links for Home, My Preferences, Requisition Settings, and a shopping cart icon labeled '1 Line'. A 'Checkout' button is also visible. Below the header, there is a search bar with a dropdown menu set to 'All' and a 'Search' button. On the left side, there is a sidebar with 'All Request Options' and several sub-sections: Web (GAFirstMarketplace), Express Item Entry, Special Requests, Forms, Favorites, and Templates. The main content area is titled 'Special Requests' and contains a form for entering information about a non-catalog item. The form includes fields for Item Description, Price, Quantity, Category, Currency (set to USD), Unit of Measure, and Due Date. At the bottom of the form, there is a 'Supplier' section with a 'Supplier ID' field. A 'Shopping Cart' popup window is open on the right side, showing a table with one item: 'Chair' with a quantity of 1 and a unit of measure of 'EA'. The popup also displays a summary: 'Total Lines: 1' and 'Total Amount (USD): 100.00'. At the bottom of the popup, there are 'Close' and 'Checkout' buttons. Two red arrows point from the text above to the shopping cart icon and the popup window.

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | http

Create Requisition ?

Welcome Durrough, Patricia S

Home | My Preferences | Requisition Settings | 1 Line | Checkout

Request Options

Search All Search Advanced

All Request Options

Web
GAFirstMarketplace

Express Item Entry

Special Requests

Forms

Favorites

Templates

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price

*Quantity

*Category

*Currency

*Unit of Measure

Due Date

Supplier

Supplier ID

Shopping Cart

Description	Qty	UOM
Chair	1	EA

Total Lines 1
Total Amount (USD) 100.00

Close Checkout

Checkout – Review and Submit

- Step 3. Review and Submit is now available at the Checkout button

The screenshot displays the Oracle Requisition system interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > eProcurement > Requisition. The Oracle logo is visible on the left, and navigation links for Home, Worklist, and A are on the right. Below the breadcrumb, there are links for 'New Window' and 'Help'. The main header area includes 'Create Requisition' with a help icon, a welcome message 'Welcome Durrough, Patricia S', and navigation icons for Home, My Preferences, Requisition Settings, and a shopping cart icon showing '1 Line'. The 'Checkout' button is highlighted with a red circle. Below the header, there is a search bar with a dropdown menu set to 'All', a search input field, and a 'Search' button. To the left of the search bar is a 'Request Options' dropdown menu. Below the search bar, there are two main sections: 'All Request Options' with a sub-section 'Web' containing 'GAFirstMarketplace', and 'Special Requests' with a help icon and the text 'Enter information about the non-catalog item you would like to order:'. Below this is an 'Item Details' section.

Review & Submit

- Update/add Requisition Name
- Update Chartstring Information
- Add Line Comments
- Add Requisition Comments
- Update Ship To Information
- Preview Approvals
- Save and Submit

Review & Submit

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | http

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences | Requisition Settings

Requisition Summary

Business Unit: 54000 University of West Georgia
*Requester: pdurroug Durrough, Patricia S
*Currency: USD
Requisition Name:
Priority: Medium

Cart Summary: Total Amount 100.00 USD
Expand lines to review shipping and accounting details

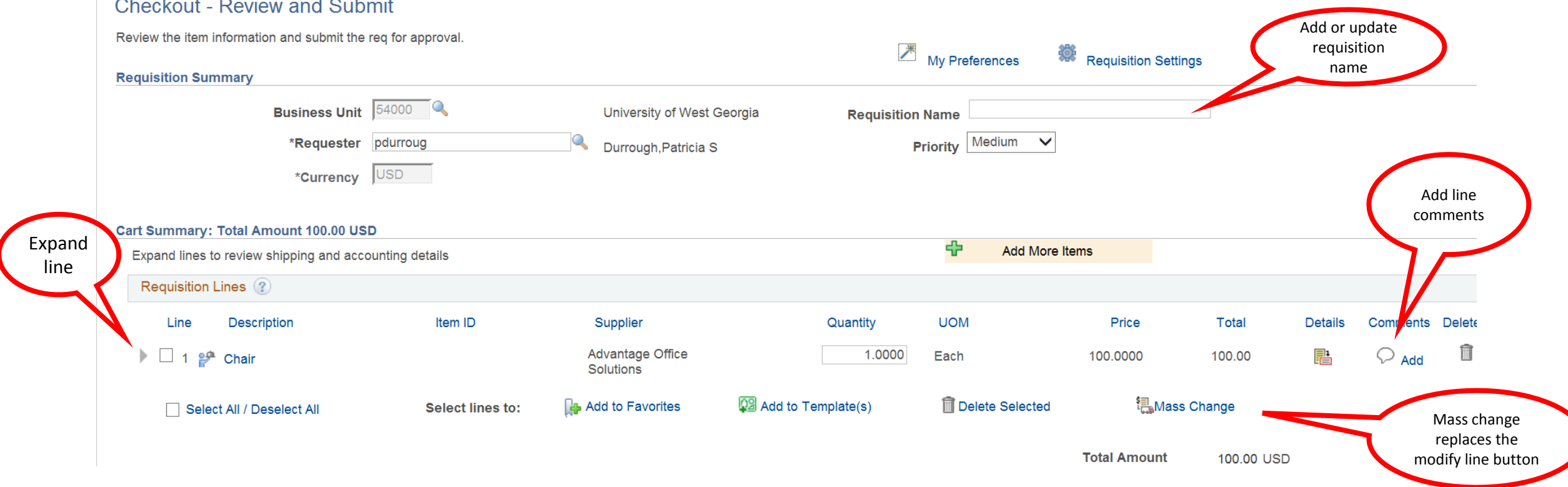
Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input type="checkbox"/> 1	Chair		Advantage Office Solutions	<input type="text" value="1.0000"/>	Each	100.0000	100.00		Add	

Select All / Deselect All | Select lines to: | Add to Favorites | Add to Template(s) | Delete Selected | Mass Change

Total Amount 100.00 USD

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Review & Submit

ORACLE Home | Worklist | Add to Favorites

Shipping Summary

[Edit for All Lines](#) Update ship to

Requisition Comments

Enter requisition comments Add requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition New link to preview approvals.

[Check Budget](#)

[Save & submit](#) Save for Later Add More Items Preview Approvals

Save & Submit

Review & Submit

Expand line to access charstring information

ORACLE

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	De
1	Chair		Advantage Office Solutions	1.0000	Each	100.0000	100.00		Add	

Shipping Line 1

*Ship To: BUS EXCELL

Address: University of West Georgia
Cent Rcvg for Ctr. for Bus. Excellence
1601 Maple Street
Carrollton, GA 30118

Attention To: Durrough, Patricia S

Due Date: []

Quantity: 1.0000
Price: 100.0000

Add One Time Address

Price Adjustment
Pegging Inquiry
Pegging Workbench

Accounting Lines

*Distribute By: Qty

SpeedChart: []

Accounting Lines							Personalize	Find	View All	First	1 of 1	Last
Chartfields1	Chartfields2	Chartfields3	Details	Details 2	Asset Information	Asset Information 2	Budget Information					
*Account	Fund	Dept	Program	Class	Budget Reference							
714100	10500	1045103	16200	11000	2015							

Expand line a second time for chartstring information

Account code is now on the Chartfields 2 tab

Mass Change

- When using Mass Change, must populate the GL Unit on Chartfield Tab 1 or you will not be able to enter a fund code in the Chartstring on Chartfield Tab 2.

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information					Personalize	Find	First	1 of 1	Last
Chartfields1	Chartfields2	Chartfields3	Details	Asset Information					
Percent	Location	GL Unit	Account						
1	<input type="text"/>	<input type="text"/>	<input type="text"/>						

Accounting Lines

Please enter GL Business Unit before selecting other chartfield values

Accounting Information						Personalize	Find	First	1 of 1	Last
Chartfields1	Chartfields2	Chartfields3	Details	Asset Information						
Fund	Dept	Program	Class	Bud Ref						
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Manage Requisitions

- Ability to copy a previous special request requisition into a new requisition

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	<input type="text" value="54000"/>	Requisition Name	<input type="text"/>
Requisition ID	<input type="text"/>	Request State	<input type="text" value="All but Complete"/>
Date From	<input type="text" value="03/09/2015"/>	Date To	<input type="text" value="03/16/2015"/>
Requester	<input type="text" value="pdurroug"/>	Entered By	<input type="text"/>
		Budget Status	<input type="text"/>
		Origin	<input type="text" value="Special Request"/>
		PO ID	<input type="text"/>

[Show Advanced Search](#)

Requisitions [?](#)

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000500027	0000500027	54000	03/16/2015	Pending	Not Chk'd	100.00 USD	<div data-bbox="1829 872 2244 1139"><ul style="list-style-type: none">ApprovalsCancelCheck BudgetCopy ←EditView CycleView Print[Select Action]</div> <input type="button" value="Go"/>

Activity

- Log into the training database with your USERID and the special password
- Complete the Activity