# Purchasing Services - Standard Operating Procedure [S.O.P.] Purchase Order PROCESS: iProcurement Electronic Requisitioning for Purchase Order Subject: Internal On-line Requisitioning Process

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Appendix A to D – Reference Documents accessed from website under <u>Purchasing Services Forms – Standard Operating Procedures</u>

#### PURCHASING METHODS

- Appendix A> Procurement Commodity Categories
- Appendix B> Procurement Unit of Measure
- Appendix C> Procurement End Use Description
- Appendix D> Procurement Buyer List

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	PROCESS:	iProcurement Electronic Requisitioning for		
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## INTRODUCTION

**<u>Purpose</u>**: To provide an online requisitioning tool for internal users, for faster and more accurate requisition processing. To achieve the ultimate goal of eliminating paper requisition.

**<u>Scope</u>**: For all High Value Purchase Orders, including live animal, radio-active, alcohol, and hazardous goods.

Note: For orders in Canadian, US, Euro and GBP currencies only.

Type: University internal use.

#### Responsibility(s):

**U of G – Internal User Departments:** Enter requisitions by proposing desired suppliers, submitting targeted pricing and ensuring department information (delivery, GL code, etc.)

**U of G - Purchasing Services:** Validate requisition submission for further purchase order completion.

**U of G - CCS:** Maintain Internet Procurement (iProcurement).

## EXECUTION

#### Materials / Resources:

Access to University iProcurement website with User I.D. & Password Access to Help Desk of Purchasing Department

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## **R**EGISTRATION PROCESS

#### Step 1 Registration Process

Requisitioners will be provided with a user I.D. and password to access University's WebVPN webpage for secure access, if they are do not have VPN access.

Upon registration, Purchasing Services will provide another set of user I.D and password for entry into the Oracle iProcurement through WebVPN.

#### Step 2 System operation, notifications and problem solving

Hours of Operation: Accessible at any time, any day; unless notified otherwise.

**Systems Maintenance:** The system will not be available during periods of maintenance. An email will be issued to your designated personnel regarding upcoming system maintenance periods.

Help Desk: For assistance regarding:

- access to the iProcurement (no prior notices received)
- data entry related questions, such as setting up new suppliers, new department delivery address
- other

#### Available personnel in Purchasing Services for problem solving:

- Lynne Harbin, 519-824-4120 ext 58482, <u>lharbin@uoguelph.ca</u>
- Mary Mollison, 519-824-4120 ext 53766, mmolliso@uoguelph.ca
- Hui Zhu, 519-824-4120 ext 52878, huizhu@uoguelph.ca

#### Step 3 Login Process

Log onto iProcurement: <u>http://norton.cs.uoguelph.ca:8001/</u>

After clicking "Apps Logon Links" on the left and "E-Business Home Page" icon will pop up on the right. After clicking on it, a Login screen will appear. Type in the user I.D. and password provided by Purchasing Department.

In case password is forgotten, contact Purchasing Services help desk.



# CREATE REQUISITIONS

#### Step 1 Login I-Procurement

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#### Step 3

# Select Item Type, click on choices provided:

- Goods billed by quantity
- Goods or services billed by amount
- Services billed by quantity

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#### Step 4

## Type Item Description – type as much detail as possible

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#### Step 5 - OPTION I

#### Select Category (commodity) – refer to Appendix A for commodity list

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#### Step 5 - OPTION I

#### Select Category (commodity) - continued – refer to Appendix A for commodity list

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#### Select Category (commodity) - continued – refer to Appendix A for commodity list

#### -v- Select correct Category & Type

Step 5 - OPTION I

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#### -vi- Click on 'Select'



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Changing Lives	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process
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# Step 5 -OPTION II Select Category (commodity)

#### - refer to Appendix A for commodity list

# -i- Enter Partial name of Category; tab or click on flashlight

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## Step 5 - OPTION II

#### Select Category (commodity) - refer to Appendix A for commodity list

# -ii- Click on 'Next 10'

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#### Step 5 -OPTION II Select Category (commodity) - continued – refer to Appendix A for commodity list

#### -iii- Click on Correct Category & Type



# -iv- Click on 'Select'





Financial Services

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## Step 6 Enter quantity

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## Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

PROCESS:	iProcurement Electronic Requisitioning for
	Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

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#### Step 7 - OPTION I

#### Select Unit of Measure – refer to Appendix B for Unit of Measure

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# Step 7 - OPTION I Select Unit of Measure

# – refer to Appendix B for Unit of Measure

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#### Step 7 - OPTION I

#### Select Unit of Measure – refer to Appendix B for Unit of Measure

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#### Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

# -iv- Select Correct Unit of Measure from list

Step 7 - OPTION I

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#### Step 7 - OPTION I Select Unit of Measure – continued - refer to Appendix B for Unit of Measure

# -v- Click on 'Select'

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#### Step 7 - OPTION II Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

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#### Select Unit of Measure – continued – refer to Appendix B for Unit of Measure

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Step 7 - OPTION II

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# Step 8 Enter unit price

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Price entered is the pricing before applicable tax.

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#### Step 9 Enter currency

Click the "search" button and pick up currency from the dropdown list. Only four currencies are available – CAD, USD, EURO, and GBP. CAD is the default currency.

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#### Step 10 Select Supplier

#### -i- Type partial name -ii- Click on Flashlight to search database

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#### Step 10 Select Supplier - continued

#### -iii- List of Suppliers

Check site and Select ONLY the supplier with 'P'

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#### Step 10 Select Supplier – continued

#### -iii- List of Suppliers

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#### Step 10 Select Supplier – continued

## -iv- Click on 'Select'

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#### Step 10 Select Supplier - continued

NOTE: If supplier has no 'P' in the site, click on 'New Supplier' and complete the information required. A new 'P' site will be added to the database by Purchasing Services

In the case of a Supplier that is 'NEW' to the University click on 'New Supplier' and complete the information required. This supplier and site information will be added to the database by Purchasing Services after verification.





Step 11 Add to Cart

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If more than one item is to be ordered on the same requisition, after 'Add to Cart' for the 1<sup>st</sup> item clear 'Item Description and type new information for next line, change 'Category', 'Quantity', 'Unit of Measure', 'Unit Price' as required. When information is completed for second line 'Add to Cart' and repeat for each new line.



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## Step 12 View Cart and Checkout





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#### Step 12 View Cart and Checkout - continued

# Shopping cart can be viewed

-i- Click on 'Checkout'

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#### Step 13 Check out

When all items are entered, click "checkout" and enter delivery information (all fields with \* are mandatory):

- -I- \*Ship to contact: the person who is the goods/service receiver
- -II- \*Contact Phone Ext: telephone number for the person above
- -III- Carrier Account No
- -IV- Freight / GL
- -V- \*Bid/quote ref
- -VI- \*Tax End Use
- -VII- \*Need-by-Date
- -VIII- \*Requestor defaults to name of person entering requisition
- -IX- \*Deliver-to Location
- -X- \*Suggested Buyer



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#### Step 13 **Check out - continued**

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#### Step 13 Check out - continued

-VI- Procedure of choosing \* End Use Description - refer to Appendix C for End Use Description

# -i- Click on flashlight

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#### Step 13 **Check out - continued**

#### -ii- Click on 'Go'

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Changing Lives	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
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Financial Services	<b>N.B.</b> : This website change Procedures [S.O.P.] for the	s frequently. Please refer to <a href="http://www.fin.uoguelph.ca">http://www.fin.uoguelph.ca</a> FORMS>Purchasing Services – Standard Operating e most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

#### Step 13 Check out - continued

-VI- Procedure of choosing \* End Use Description - refer to Appendix C for End Use Description

#### -iii- Select correct End Use Description

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#### Step 13 **Check out - continued**

#### -iv- Click on Select

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#### Step 13 Check out - continued

-VII- Procedure for 'Need-by-Date'

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Financial Services	<b>N.B.</b> : This website changes Procedures [S.O.P.] for the	s frequently. Please refer to <a href="http://www.fin.uoguelph.ca">http://www.fin.uoguelph.ca</a> FORMS>Purchasing Services – Standard Operating most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

#### Step 13 Check out - continued

-VIII-Procedure for 'Requester' (Requester name defaults to the requisitioner. However, the requester is either the Principle Investigator or the authorized person for the purchase)

#### -i- Click on Flashlight

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### Step 13 Check out - continued

### -ii- Enter partial name of requester and click on 'Go'



UNIVERSITY #GUELPH	Purchasing S - Purchase C	Services - Standard Operating Procedure [S.O.P.] Order
	PROCESS:	iProcurement Electronic Requisitioning for
CHANGING LIVES		Purchase Order
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process
Financial Services	N.B.: This website change	s frequently. Please refer to http://www.fin.uoguelph.ca FORMS>Purchasing Services - Standard Operating

Procedures [S.O.P.] for the most recent version of this document (Form\_SOP\_PO\_iPROPROCESSD3.pdf).

#### Step 13 Check out - continued

-VIII- Procedure for 'Requester' – continued

-iii- Select correct 'Requester' name from list;

if more names are required click on 'Next 10'





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#### Step 13 **Check out - continued**

#### -iv- Click on 'Select'

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Financial Services	<b>N.B.</b> : This website change	s frequently. Please refer to http://www.fin.uoguelph.ca FORMS>Purchasing Services - Standard Operating

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#### Step 13 Check out - continued

# -IX- Procedure for 'Deliver-to Location' -i- Click on Flashlight

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#### Step 13 Check out – continued

# -ii- Enter first 4 digits of the unit from the GL coding and click on 'Go'

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In a case where there is no 4-digit departmental coding found, please contact Purchasing Help Desk

UNIVERSITY #GUELPH	Purchasing S - Purchase C	Services - Standard Operating Procedure [S.O.P.] Order
CHANGING LIVES	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
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Financial Services	<b>N.B.</b> : This website changes Procedures [S.O.P.] for the	s frequently. Please refer to <a href="http://www.fin.uoguelph.ca">http://www.fin.uoguelph.ca</a> FORMS>Purchasing Services – Standard Operating e most recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).

Step 13 Check out - continued

# -IX- Procedure for 'Deliver-to Location' - continued -iii- Select correct Location for shipment

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#### Step 13 Check out – continued

# -iv- Click on 'Select'

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#### Step 13 Check out - continued

-X- Procedure to Select Buyer - refer to Appendix D

#### -i- Click on Flashlight

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Step 13 Check out – continued

# -ii- Enter partial last name of 'Buyer' and click on 'Go'

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#### Step 13 Check out - continued

# -X- Procedure to Select Buyer - continued - refer to Appendix D

#### -ii- Select Buyer from list

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#### Step 13 **Check out - continued**

# -iii- Click on 'Select'

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Step 13 Check out - continued

#### MANDATORY FIELDS ARE COMPLETED

#### Click 'Next' (Step 1 of 3).

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* Deliver-To Location 0453-1
* Suggested Buyer MOLLISON, MARY
Done.
Page - 53 - Sec 1 53/68 At 6.6" In 3 Col 1 REC TRK EXT OVR DOX



Step 14 Procedure to enter 'Charge Account'

# -i- Click "Enter Charge Account" to input the code

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The error message "Row 1 charge Account" is regarded as a reminder to enter charging GL code.



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#### Step 14 Procedure to enter 'Charge Account' – continued

# -ii- Click on box for 'UofG COA'

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#### Step 14 Procedure to enter 'Charge Account' – continued

-iii- Enter c	harge account
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#### Step 14 Procedure to enter 'Charge Account' – continued

# -iv- Click on 'Search'

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### Step 14 Procedure to enter 'Charge Account' – continued

### -v- Click on 'Select'

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#### Step 14 Procedure to enter 'Charge Account' – continued

# -vi- Click on 'Return'

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CHANGING LIVES	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process
Financial Services	<b>N.B.</b> : This website change	s frequently. Please refer to <u>http://www.fin.uoguelph.ca</u> FORMS>Purchasing Services – Standard Operating

### Step 14 Procedure to enter 'Charge Account' – continued

### -vii- Split coding

In case of splitting coding, you can also change one of the three fields - Percent, quantity, and Amount and then click "add another Row" to provide other GL coding. When it is complete, click on 'Return'.

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Split coding can also be done on this screen by clicking "split", which brings you back to the previous screen.

-viii- Click on 'Next'

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Changing Lives	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order				
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#### Step 15 Justification, Notes to Buyer and Attachments

- -i- Add Justification if required. Simply type in the "justification" field.
- -ii- Add Special notes to buyer if required. Type in the "note to buyer" field.

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#### -iii- Add Attachments

OPTION I – Add description as attachment(s)

Under "Attachment Summary Information" section, put brief description of the attachment, and choose **"to Buyer"** as category.

Under "Define Attachment" section, select "Text" as type of attachment, type in a Description and click "Apply"

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OPTION II – Add file(s) as attachment(s)

i - Under "Define Attachment" section, select "File" as type of attachment, click on 'Browse' and Select File Name to Attach

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# Step 15Justification, Notes to Buyer and Attachments – continuedOption III – Blanket Order Note as attachment

In case of **blanket order**, use a template to give start and end date:

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#### Step 15 Justification, Notes to Buyer and Attachments - continued

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Then click update on the blanket order attachment, fill in blanket order information and once done, click "apply":

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**N.B.**: This website changes frequently. Please refer to <u>http://www.fin.uoquelph.ca</u> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form\_SOP\_PO\_iPROPROCESSD3.pdf).

#### Step 15 Justification, Notes to Buyer and Attachments - continued

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UNIVERSITY #GUELPH	Purchasing Services - Standard Operating Procedure - Purchase Order					
CHANGING LIVES	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order				
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process				
Financial Services	<b>N.B.</b> : This website change Procedures [S.O.P.] for the	s frequently. Please refer to <a href="http://www.fin.uoguelph.ca">http://www.fin.uoguelph.ca</a> FORMS>Purchasing Services – Standard Operating emost recent version of this document (Form_SOP_PO_iPROPROCESSD3.pdf).				

When all justifications, notes and attachments are completed, click on 'Submit'

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### Step 16 Checkout: Review and Submit Requisition – continued

### -i- Click on 'Submit'





vices N.B.: This website changes frequently. Please refer to <u>http://www.fin.uoguelph.ca</u> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form\_SOP\_PO\_iPROPROCESSD3.pdf).

#### Step 16 Checkout: Review and Submit Requisition

### **Confirmation of Submitted Requisition**



'Continue Shopping' to enter New Requisition or 'Logout' to exit

UNIVERSITY & GUELPH	Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order					
	PROCESS:	iProcurement Electronic Requisitioning for				
CHANGING LIVES		Purchase Order				
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process				
Financial Services	N.B.: This website changes	s frequently. Please refer to http://www.fin.uoguelob.ca.EORMS>Purchasing.Services – Standard Operating				

N.B.: This website changes frequently. Please refer to <a href="http://www.fin.uoguelph.ca">http://www.fin.uoguelph.ca</a> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form\_SOP\_PO\_iPROPROCESSD3.pdf).

### VIEW, REVISE, COPY REQUISITIONS

### I – Viewing requisitions

Requisitions created can be viewed by clicking on "Requisitions" tab. The status of requisition can be seen under "status". Once the requisition is assigned with a purchase order, its order number will be listed as well. All underlined field in brown color can be viewed for detailed information.

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CHANGING LIVES	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order					
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process					
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#### II – Revise / Change Requisitions

Requisitions can be revised before they are assigned with Purchasing Order by Purchasing Services. Check-out information can be revised. However, only limited information on the item can be modified, such as quantity.

click the requisition needs to be revised/changed and click "change":

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Changing Lives	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order					
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process					

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### A Warning note will be appearing on the screen. Click "yes":





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Changing Lives	PROCESS:	iProcurement Electronic Requisitioning for Purchase Order			
IMPROVING LIFE	Subject:	Internal On-line Requisitioning Process			

Financial Services

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	PROCESS: iProcurement Electronic Requisitioning for									
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# Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

CHANGING LIVES IMPROVING LIFE PROCESS:iProcurement Electronic Requisitioning for<br/>Purchase OrderSubject:Internal On-line Requisitioning Process

Financial Services

**N.B.**: This website changes frequently. Please refer to <u>http://www.fin.uoguelph.ca</u> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form\_SOP\_PO\_iPROPROCESSD3.pdf).





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## Purchasing Services - Standard Operating Procedure [S.O.P.] - Purchase Order

CHANGING LIVES

PROCESS:	iProcurement Electronic Requisitioning for
	Purchase Order
Subject:	Internal On-line Requisitioning Process

Financial Services

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