Step 1: Log in to Oracle.

This takes you to a new navigation screen.

Step 2: Click on the plus sign next to the responsibility you want to access.

The folder opens and a list of functions appears.

Note: You must click on the plus sign. Clicking on the folder or its name will not open the folder.

Step 3: Click on the name of the function you want to open.

The function opens (in this example, the eProcurement Home Page) and you operate as you normally do.

eProcurement Entering a catalog requisition
Make sure your Shopping Cart is empty. Then click on SciQuest Marketplace.
*There are two types of catalogs.

**Punchout** catalogs for going directly to the suppliers site…as you can see on this screen your choices are Fisher Scientific, IDT, Invitrogen, Sigma-Aldrich, Westnet, Inc., OfficeMax, etc.

Click on Suppliers to see the **Hosted** catalogs. Then go to next page of this document.
Hosted catalogs allow searching and comparing capabilities. On the previous screen I clicked on “Suppliers” and this screen appears which shows the suppliers that have a punchout catalog and which have a hosted catalog.

This is the symbol for a punchout catalog.

This is the symbol for a hosted catalog.

On this screen you can click on the symbol and go directly to that supplier’s items.

Otherwise, click back on the Home Tab to go back to the first screen.
From here you can enter a word “beaker” in the advanced search field and then click on the “Go” button, the system will bring back any item with that word in the description… the item could be available through several suppliers. Go to the next page to see results.
These are a few lines that were in my search results. You can see that for the word “beaker” there are 64 items available from Amersham Life Science, Inc., 204 items from Fisher Scientific, 404 items from Invitrogen, etc. From this page you can select just one supplier, chose a Packaging UOM to display just the items that are packaged according to the way you are ordering, etc.

If you want to order an item you can change the quantity to more than one or leave it at one, and then click on the yellow “Add to Cart” button.

You can also click on three different products by clicking on “Compare” under the yellow “Add to Cart” button. Then after you have the three items selected click on the “Compare Selected: 3” at the top of the list.

This symbol means freight is included.

This symbol means there is a picture of the item.

In the top, right hand corner of the page you will see where your cart is and the number of items you have added to it. You can continue to build your cart with as many items from as many suppliers in the SciQuest Marketplace as you would like. If you want to order more items in the Marketplace, click on the Home tab and proceed with the previous steps. If you are only ordering the beaker you are now ready to checkout. Click on your cart in the top, right hand corner.

eProcurement Entering a catalog requisition
If you are satisfied with your selected items, click on Return to iProcurement and proceed to the next page.

If you wish to change the quantity you can do that and then click Save. Then click Return to iProcurement and proceed to the next page.

If you want to add more items to your cart, from the suppliers catalogs, you can click on the Home tab and keep adding to your cart through the search process. Then refer to the previous page to click on your cart and get to the above step.
*Verify that the information is correct and click on Checkout. If the information is not correct you can change the Quantity or Delete a line item.
By clicking on Checkout, you will get this screen

**Confirming Order Box** – This is a mandatory field. The system automatically enters “No” in this field since this is a SciQuest Marketplace order and these orders are ALWAYS not confirmed. The system processes these orders electronically to the suppliers and they then package the goods and ship them to you.

**Capital Expense Box** – This is a mandatory field. If you enter “No” in this field then the goods are not considered capital equipment or fabricated equipment. The definition of capital equipment is tangible personal property having a useful life of one year or more and an acquisition cost of $5,000 or more per unit. The definition of fabricated equipment is equipment that is assembled or manufactured by the College using purchased materials, in-house machinery or tools and College labor. Fabricated equipment valued at $5,000 or more and having a useful life of one year or more shall be capitalized and recorded on the College’s equipment inventory. If the goods you are procuring fit either of the definitions above, you need to enter “Yes” in the Capital Expense field.

*Enter the Requesters name. Only do this if the correct name does not appear in that field. Enter last name and hit tab.*

*Make sure the Deliver-To Location is correct for the Requester you entered. Do not leave Dartmouth College in this field. You must pick a building and room. If you don’t know how it is in the system, use the flashlight to search.*

*Make sure you enter Suggested Buyer. This is the individual in Procurement Services who will be handling the order with the supplier. Enter last name and hit tab.*

*If you are charging a PTAEO then enter it on this screen. If you are charging a chart string click on Edit Lines. You only need to go to edit lines if you are not charging the chart string that you have set as your primary in your iProcurement Preferences.*
*To change the chart string click on Accounts.
eProcurement Entering a catalog requisition

*To change the chart string click on the underlined Charge Account.
*Now you can click on the arrow in the Nickname field to bring up the correct chart string if you have it saved in your iProcurement Preferences. If it is not in your preferences, click on the symbol at the end of the DC Account String and enter each segment there. Or you can highlight the DC Account String field and type your chart string in that field.

*When done click Return.

*Now do the same steps to make sure the correct chart string is on line #2, #3, #4, etc (if you have more than one line).

*When done click Return twice. This will bring you back to the Checkout:Requisition Information page.
*If you do not have a Note to Buyer, or Attachments such as quotes, a Sole Source form, an Independent Contractor form, etc then you can hit the Submit button.
*If you have further information then you will want to hit Next.

eProcurement Entering a catalog requisition
You should not have to change or add an approver since an approver was setup for you when your systems access was granted.

Type in the justification field if necessary.

Type in the Note to Buyer field if necessary. You don’t need to type “confirming” or “non-confirming” in this field. The information you enter in this field could contain new supplier information, a name of an individual at the supplier’s site that the order needs to be faxed to, prepayment information, or any other information that the Buyer will need to know to process the order.

If you need to Add Attachments click on the button and proceed to the next screen.
*Type in the Description field the name of the form you are attaching.
*In the Category field click on the arrow to pick To Buyer.
*In the Define Attachment section click Browse. This will open up your documents and you can find the one that needs to be attached to this order. (You will want to scan in your Bids, Sole Source form, Independent Contractor form, etc to your desktop prior to browsing.)
*When you have attached all appropriate documents, hit Apply.
*This completes the requisition. You can now hit Submit.
*If you wish to take a copy of the requisition you will want to hit Next and continue from there with Submit.
We recommend that you do not print the requisitions since you can view the information in the system at any time.
*This screen lets you know that the requisition has been submitted. It may have gone to your approver or it may have gone directly to Procurement Services for a Buyer to act upon. This depends on the approval level you have in the system.