iProcurement Shop Page

Once you have selected the relevant iProcurement responsibility the iProcurement shop screen will display.

Button/Link	Description
Navigator	List your CUFS responsibilities and allows you to switch responsibilities
Preferences	Set up default purchasing information specific to you.
Shop Tab	Always displays the main iProcurement home page
Requisitions Tab	This enables you to view your requisitions, receipts, invoices and payments.
Receiving Tab	Receipt, correct receipts and return on CUFS. Not all users will have this tab, it depends on who receipts in the department.
Shopping Lists	Add favourite Non-Catalog items to your list to save time searching for them.
Non-Catalog Request	This is where you go to order items from suppliers that are not on

	the Marketplace
University of Cambridge Marketplace	This is the link to the Marketplace for ordering
Suppliers Link	This will display a list of Marketplace suppliers as well as access to the University Supplier database.
My Requisitions	Lists the last five requisitions you have created, description amount and status. You also have links through to copy, change and receive. Click on More to view more than five. To look at one in more detail click on the relevant requisition number.
My Notifications	Will display requisitions where the approver requires more information and a summary of the requisition you have raised. Click on View Full List for all requisitions or Requisitions Tab. Set up out of office rules in iProc.
Shopping Cart	This displays what items are currently in your shopping cart awaiting checkout.
Purchasing News	This provides links to Financial Regulations, purchasing policies, and acts as a notice board for displaying purchasing news.