

R12.2 update

What's changed in
iProcurement

1-Nov-21

Summary

- Styling has changed throughout.
- The view cart window has changed to display more information.
- The checkout process is now a single page.
- Edit lines has been replaced with an update button.
- The search function in the Buyers Work Centre is now accessed through a dropdown instead of a button.

The screenshot displays the University of Cambridge iProcurement website. The header features the university's crest and logo, the text 'UNIVERSITY OF CAMBRIDGE iProcurement', and navigation icons for shopping cart, home, star, and settings. The user is logged in as 'FINTRAINING107'. Below the header, there are tabs for 'Shop', 'Requisitions', and 'Receiving', and sub-tabs for 'Home', 'Shopping Lists', and 'Non-Catalog Request'. The main content area includes a welcome message, a financial regulations notice, a 'Supplier Database (Search and Request)' link, and a 'My Requisitions' section with a 'Full List' button. A table with columns 'Requisition', 'Description', 'Total (GBP)', 'Status', 'Conv', 'Change', and 'Receive' is partially visible at the bottom.

Welcome, Delegate107, Dell U.F.S PD iProcurement Buyer

Financial regulations (a quotation/tender process) apply to Non-Catalogue orders from £1,000 and Marketplace from £25,000. Refer to the link within the Purchasing News or the Finance Division website

[CUDAR Smart Forms](#)

[Supplier Database \(Search and Request\)](#)

University of Cambridge Marketplace

My Requisitions

TIP Reminder: Do not copy Marketplace requisitions

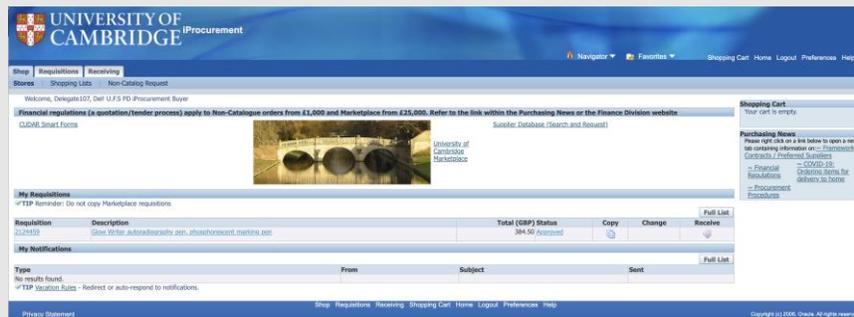
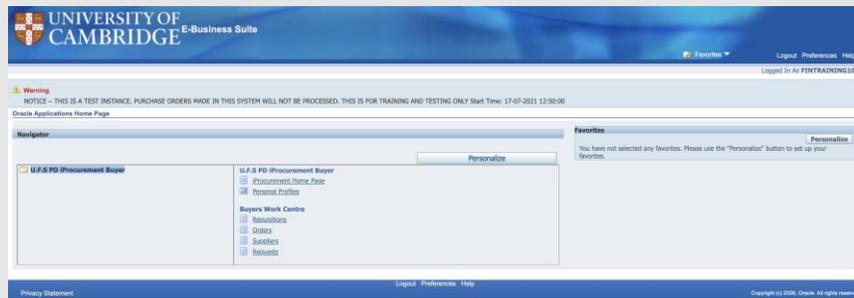
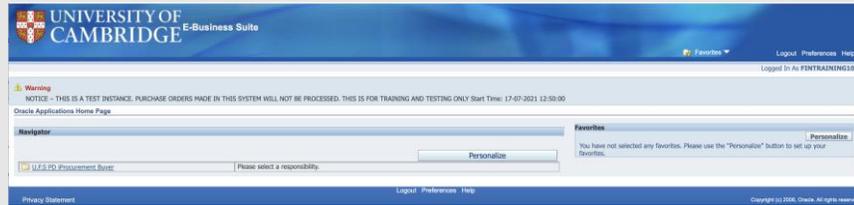
[Full List](#)

Requisition	Description	Total (GBP)	Status	Conv	Change	Receive
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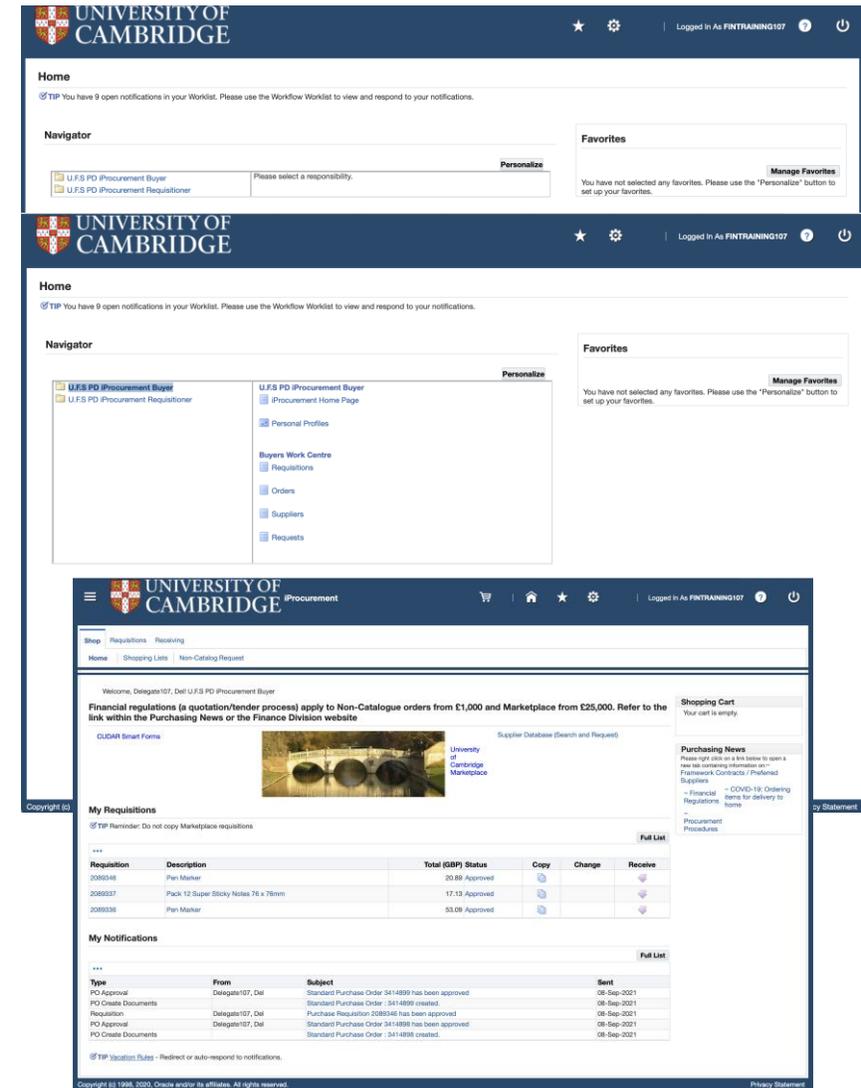
Styling

Current version

The colours and look of iProcurement have changed throughout.



R12.2 version



Log in

Current version

The screenshot shows the current login page for the University of Cambridge. At the top left is the University of Cambridge logo. Below it is a navigation bar with several small images. The main content area features a globe on the left and a login form on the right. The form includes fields for 'User Name' and 'Passphrase', with a note 'Please use your CKSID' under the User Name field. Below the fields are 'Login' and 'Cancel' buttons, a 'Forgotten passphrase' link, and an 'Accessibility' dropdown menu set to 'None'. At the bottom left, there is a 'Select a Language: English' link. At the bottom right, there is a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

R12.2 version

The log in page has changed.

The screenshot shows the R12.2 version of the Oracle login page. The background is a solid dark blue. At the top left is the 'ORACLE' logo. The login form is a light blue box on the right side. It contains fields for 'User Name' and 'Passphrase', 'Log In' and 'Cancel' buttons, a 'Forgotten passphrase' link, a 'Register Here' link, an 'Accessibility' dropdown menu set to 'None', and a 'Language' dropdown menu set to 'English'. At the bottom left, there is a copyright notice: 'Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.'

View cart and checkout

Current version

The checkout screen is split over three pages.

The current checkout process is split into three pages:

- Step 1 of 3:** Requisition Information. Includes fields for Requisition Description, Bill to location, Delivery (Need-By Date, Requestor, Deliver-To Location), and Billing (Project, Task, Award, Expenditure Type, Expenditure Organization, Expenditure Item Date, Charge Account, GL Date, Tax Classification Code). Buttons: Cancel, Save Cart, Submit, Edit Lines, Step 1 of 3, Next.
- Step 2 of 3:** Approvals. Includes a Justification field and a Note to Buyer field. Buttons: Save, Submit, Step 2 of 3, Next, Manage Approvals.
- Step 3 of 3:** Review and Submit Requisition. Shows Requisition 2124549: Total 48.19 GBP. Includes Requisition Attachments and a table for Requisition Lines. Buttons: Save, Printable Page, Back, Step 3 of 3, Submit.

R12.2 version

The checkout screen displays as a single page where you can also *Submit* or *Manage Approvals*.

The R12.2 checkout screen is a single page with the following sections:

- Header:** UNIVERSITY OF CAMBRIDGE iProcurement. Logged In As MS2139.
- Navigation:** Shop, Requisitions, Receiving, Home, Shopping Lists, Non-Catalog Request.
- Section: Edit and Submit Requisition 2089539**
 - Buttons: Check Funds, Refresh, Save, Printable Page, Submit.
 - Fields: Total (200.00 GBP), Description (Microscope), Bill to location.
 - Table: Select Lines (Update, Copy, Delete)

Details	Item Number	Description	Quantity	Unit	Price	Amount (GBP)	Need By Date	Deliver-To Location	Attachment	SpotBuy	Suppliers	Delete
<input type="checkbox"/>		Microscope	1	EA	200	200.00	05-Nov-2021 00:00:00	AG	+			
						Total	200.00					

 - TIP: Select a line and click on the Update button to Track as Asset or to allocate costs to multiple projects.
- Section: Approvals**
 - Text: Based on your approval authority, this requisition does not require approval by others.
 - Text: No Approvals Required.
 - Button: Manage Approvals.
- Section: Notes And Attachments**
 - Text: No Approvals Required.
 - Text: Note To Buyer.
- Section: Requisition Attachments**
 - Text: No results found.
- Footer:** Return to Shopping, Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement.

View cart and checkout

Current version

Edit Lines screen is split over four tabs.

UNIVERSITY OF CAMBRIDGE iProcurement

Shop Requisitions Receiving

Requisition Information

Requisition Description: Trodat Metal Numbering Machine

Delivery: Need-By Date: 21-Sep-2021 00:00:00, Requester: Delegate107, Del, Deliver-To Location: PD

Billing: Project, Task, Award, Expenditure Type, Expenditure Organization, Expenditure Item Date, Charge Account, GL Date, Tax Classification Code

Buttons: Cancel, Save Cart, Submit, **Edit Lines**, Step 1 of 3, Next

UNIVERSITY OF CAMBRIDGE iProcurement

Shop Requisitions Receiving

Requisition Information

Delivery Billing **Accounts** Attachments

Select Lines: Update Copy Delete

Select Line	Need-By Date	Requester	Deliver-To Location
1	21-Sep-2021	Delegate107, Del	PD

Buttons: Apply

R12.2 version

View cart and checkout displays as a single page with a pop-up. You can amend the entire cart here.

Requisition Information : Update Selected line

Item	Supplier	Delivery
Description: Trodat Metal Numbering Machine Category: SC Quantity: 1 Unit of Measure: Each Unit Price: 57.11 Amount: 57.11 Currency: GBP	Supplier: OFFICE DEPOT UK LTD Site: ZMARKETPLACE Contact Name Phone Fax Email: ukcreditcontrol@officedepot.com	

Notes: Note To Buyer, Note To Supplier, Note To Rec

Hide Tax Information

Tax Classification Code	SR20.0%	Product Type	GOODS
Transaction Business Category	PURCHASE_TRANSAC	Intended Use	
Product Fiscal Classification		User Defined Fiscal Classification	

Billing

Line	Accounting Flexfield	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization	Expendi
1	U.PD.PDAA.AAAA.ES CZ.0000 Entity,Department,Cost Centre,Source of Funds,Transaction,Spare	14-Sep-2021						

TIP: Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

Buyers Work Centre

Current version

Selecting the *Search* button opens a page where you can enter any criteria.

The screenshot shows the University of Cambridge Purchasing Demand Workbench interface. At the top, there is a navigation bar with 'Requisitions', 'Orders', and 'Suppliers' tabs. Below this, the 'Demand Workbench' section is visible. A 'Document Builder' panel on the right shows 'Type: New Order' and '* OU: Cambridge Univer'. A 'Search' button is circled in red. Below the search bar, there are options for 'View' (Requisitions for autocreation) and 'Personalize'. A table of requisitions is displayed with columns for 'Select', 'Requisition Line Item/Job', 'Qty Unit', 'Price/Curr', 'Need-By', 'Source', 'Category', 'Creation Date', 'Foreign Curr Note to Unit Price Buyer', 'Requester', and 'Supplier Item'. The first row shows a requisition for 'Blue office chairs' with a quantity of 10 EA and a price of 32.5 GBP.

Select	Requisition Line Item/Job	Qty Unit	Price/Curr	Need-By	Source	Category	Creation Date	Foreign Curr Note to Unit Price Buyer	Requester	Supplier Item
<input type="checkbox"/>	2124480_3 3 Blue office chairs	10 EA	32.5 GBP	07-Sep-2021 00:00:00	LANDMARK OFFICE LTD, NEWPORT	FC	31-Aug-2021 12:02:09		Delegate90, Del	

The screenshot shows the University of Cambridge Purchasing Search interface. The search criteria section is circled in red. It includes radio buttons for 'Show table data when all conditions are met.' (selected) and 'Show table data when any condition is met.'. Below this, there are four search criteria: 'Buyer' (is Delegate107, Del), 'Requisition' (is), 'Category' (is), and 'Supplier' (is). Each criterion has a dropdown menu and a search icon. At the bottom, there are buttons for 'Clear', 'Add Another', and 'Add'.

Show table data when all conditions are met.
 Show table data when any condition is met.

Buyer is Delegate107, Del
Requisition is
Category is
Supplier is

Clear Add Another Buyer Add

Buyers Work Centre

R12.2 version

1. Select the dropdown menu and select *New Search*
2. Select your criteria on the left side of the screen
3. Select *Add* to display a dropdown to add any hidden field required.

Note: searches can still be saved for regular searches

UNIVERSITY OF CAMBRIDGE Purchasing

Requisitions Suppliers Orders

Orders

Indicates Supplier is editing the document
Indicates a pending change request
The document has open modification(s).

TIP To change tax, select the order, select Update, then press Submit

Headers Lines Shipments Distributions

My Incomplete Orders Show Filters

New Search

Approved Orders

My In Process Orders

My Incomplete Orders

My Open Orders

My Orders with Pending Change Requests

My Orders with Rejected Acknowledgments

Manage Saved Searches

Supplier	Site	Creation Date	Order Date	Total Cost
OFFICE TEAM LTD	ZMARKETPLACE	28-Oct-2021	28-Oct-2021	94.40 GE
LIFE SCIENCE UK LTD	ZMARKETPLACE	07-Oct-2021	07-Oct-2021	26.58 GE
JOHN LEWIS PLC	LONDON	07-Oct-2021	07-Oct-2021	60.00 GE
OFFICE DEPOT UK LTD	ANDOVER	04-Oct-2021	04-Oct-2021	102.99 GE
OFFICE DEPOT UK LTD	ANDOVER	04-Oct-2021	04-Oct-2021	102.99 GE
OFFICE DEPOT UK LTD	ANDOVER	04-Oct-2021	04-Oct-2021	102.99 GE

Requisitions Suppliers Orders

Demand Workbench Summary

Demand Workbench

* Indicates required field

New Search Hide Filters

Filters

Buyer

is

Requisition

is

Category

is

Supplier

is

Go Save Add

Assignment Number

Assisting Office Address

Assisting Office Contact Name

Buyer

Category

Currency

Customer Project Code

Destination Subinventory

Document

Document Type