

Insert User Name and Password



*User Name

(example: michael.james.smith)

*Password

(example: 4u99v23)

[Forgot Username or Password? - Click Here!](#)

Oracle Applications Home Page

Navigator

- [iRecruitment Manager](#)
- [USD Employee Self Service](#)
- [USD HR Work Study by Project](#)
- [USD iProcurement](#)
- [USD Manager Self Service](#)
- [USD Noetix Report User](#)
- [USD Project Maintenance](#)
- [USD Requisition Entry](#)

Please select a responsibility.

Personalize

Favorites

Personalize

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Select USD IProcurement

Non-Catalog Request

* Indicates required field

* Item Type: Goods billed by quantity [v] [i]

* Item Description: [text area]

* Category: [dropdown] [magnifying glass]

* Quantity: [text input]

* Unit of Measure: [dropdown] [magnifying glass]

* Unit Price: [text input]

* Currency: USD [v]

RFQ Required

Negotiated



Clear All Add to Cart Add to Favorites

Contract Number: [text input] [magnifying glass]

New Supplier

Supplier Name: [text input] [magnifying glass]

Site: [text input] [magnifying glass]

Contact Name: [text input]

Phone: [text input]

Supplier Item: [text input]

Shopping Cart
Your cart is empty.

Clear All Add to Cart Add to Favorites

1. Select Non-Catalog Request.
 2. Use dropdown to select correct type-usually either Goods billed by quantity or Goods or services billed by Amount.
 - 2a. Click Magnifying Icon when shown on right to help search in that field. Using a % symbol can help narrow search. Placing letters in between % symbols will narrow it down even more, i.e %con%
- Do not include tax in the price. Use subtotal or flat dollar amount.
Fill in Supplier Name and Site, Contact Name & Phone is optional

Search and Select: Category

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Category	Description	Commodity
	No search conducted.			

Cancel Select

Example of selecting the magnifying icon. Next slide shows the % sign to show all possible selections. Use leading characters to shorten search times.

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier

Results

Previous 1-10 Next 10

Select	Quick Select	Supplier	Site	Contact	Phone
<input checked="" type="radio"/>		GoEngineer Inc	MAIN		
<input type="radio"/>		Goebel, Adrienne L ID: S1065054	MAIN		
<input type="radio"/>		Goebels, Evan M ID: S1048476	MAIN		
<input type="radio"/>		Goebels, Greer	AP		
<input type="radio"/>		Goedhuys, Diana	AP1		
<input type="radio"/>		Goehner, Brian J ID: S2075496	MAIN		
<input type="radio"/>		Goehring, Chad ID: S8997361	MAIN		
<input type="radio"/>		Goehring, Kelly	AP1		
<input type="radio"/>		Goehring, Kelly	MAIN		
<input type="radio"/>		Goehring, Marty & Cheryl ID: P1025531	MAIN		




Previous 1-10 Next 10

Cancel Select

Non-Catalog Request

* Indicates required field

* Item Type	Goods or services billed by amount 
* Item Description	Solidworks Premium and Subscription as described by GoEngineer quote#82337
* Category	Misc 
* Amount	5016
* Currency	USD 
	<input type="checkbox"/> RFQ Required
	<input type="checkbox"/> Negotiated

	Clear All	Add to Cart	Add to Favorites
Contract Number	<input type="text"/>		
	<input type="checkbox"/> New Supplier		
Supplier Name	GoEngineer Inc 		
Site	MAIN 		
Contact Name	Dave Alpert		
Phone	800-688-3234x1421		
Supplier Item	<input type="text"/>		

[Clear All](#) [Add to Cart](#) [Add to Favorites](#)

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

Solidworks Prem...	5016.00	USD
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[View Cart and Checkout](#)

1. When completely filling out boxes...Click on **Add to Cart**.
2. If you have more line items per supplier select Clear All and repeat filling in the boxes as many times as necessary.
3. Once completed select **View Cart and Checkout**.
4. Only use one requisition per supplier

Shopping Cart

Line	Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Delete
1	Solidworks Premium and Subscription as described by GoEngineer quote#82337		Dollars	5016	1 USD	5016.00	
Total						5016.00	

[Return to Shopping](#)

1. At this page you can double check your work. Make sure that the amount does NOT reflect the tax. Tax will be added when AP processes the invoice for payment. We are responsible for Sales Tax
2. If you click Save here you can come back later and pick up where you left off or make changes.
3. Usually you will click **Checkout** here.

Requisition Information

Approvals

Review And Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

* Requisition Description Solidworks Premium and Subscription as described by G

Delivery

* Need-By Date 13-Apr-2014 00:00:00
(example: 27-Mar-2014 19:45:00)
* Requester Frocklage, Garry E
* Deliver-To Location Engineering
[Enter one-time address](#)

Billing

Project
Task
Expenditure Type
* Expenditure Organization
* Expenditure Item Date
(example: 27-Mar-2014)
* GL Date 11-Apr-2014

Additional Distribution Information

* Fund Source 10000
Current Unrestricted

Cancel Save Submit Edit Lines Step 1 of 3 Next

Now you will enter the POETS on the right. Use POETS guide if you need help

Search and Select: Project

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Project Number

Results

Select	Quick Select	Project Number	Project Name	Start Date	Completion Date
	No search conducted.				

Cancel

Select

As before select the magnifying icon and put in % sign to view choices.

Search and Select: Project

Cancel










Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Project Number

Results

Select	Quick Select	Project Number	Project Name ▲	Start Date	Completion Date
<input checked="" type="radio"/>		ENGI00000	Engineering	01-Jul-2000	
<input type="radio"/>		ENGI00DEV	Engineering DEV	01-Sep-2013	
<input type="radio"/>		ENGIFACRS	Engineering Fac Research	01-Jul-2000	
<input type="radio"/>		ENGIOther	Engineering OTHER	01-Jul-2000	
<input type="radio"/>		ENGIS2027	Engineerng Math Ed Model Olson	01-Aug-2008	
<input type="radio"/>		ENGIS2036	Fresh Enginerig Lecture Series	27-Jan-2014	
<input type="radio"/>		ENGIS2034	NSF Enhancing Prof Dev Schlr	01-Jul-2011	
<input type="radio"/>		ENGIS2028	NSF Role of Faculty Lord	01-Sep-2008	
<input type="radio"/>		ENGIS2035	NSF Understanding Dvrs Pthwys	01-Sep-2011	

Cancel

Select

Requisition Information

Approvals

Review And Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

* Requisition Description Solidworks Premium and Subscription as described by G

Delivery

* Need-By Date 13-Apr-2014 00:00:00

(example: 27-Mar-2014 19:45:00)

* Requester Frocklage, Garry E

* Deliver-To Location Engineering

Enter one-time address

Billing

Project ENGI00000

Task ME.CODD

Expenditure Type Repairs and Maintenance

* Expenditure Organization School of Engineering

* Expenditure Item Date 11-Apr-2014

(example: 27-Mar-2014)

* GL Date 11-Apr-2014

Additional Distribution Information

* Fund Source 10000
Current Unrestricted

Cancel Save Submit Edit Lines Step 1 of 3 Next

1. A completed POETS as shown.
2. Select Next to add quote.

Checkout: Approvals and Notes

Based on your approval authority, this requisition does not require approval by others.

[Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)
Approvals
[Manage Approvals](#)

No Approvals Required

Notes

Justification

Note To Buyer

Attachments
[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Quote 82337 U of San Diego.pdf	File		Internal to Requisition	GARRYF	11-Apr-2014	One-Time			

[Save](#) [Submit](#) [Back](#) Step 2 of 3 [Next](#)

1. Select Add Attachment.
2. The next slide will pop up and Browse to find it.
3. Select Manage Approvals to route to budget Mgr
4. Once quote is selected as shown, press next.

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title

Description

Category Internal to Requisition

Define Attachment

Type File Browse...

URL

Text

1. Browse to find quote to attach.
2. Select Apply.

Cancel Add Another Apply

 Confirmation

Requisition 18441 has been submitted.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

[Continue Shopping](#)

Review and then Submit Requisition on the next screen - Comes up with requisition number. It will automatically route to budget Manger for approval.