Hello and welcome to our Oracle Procurement Video Guide series. This introduction video to Oracle Procurement will cover purchasing methods, features of the homepage, and creating favorites lists.

To start, there are four purchasing methods at UC San Diego: Procurement Card, Oracle Procurement, Concur, and Non-PO payments.

- The Procurement Card is used for several goods and services with a transaction limit of $4,999 and a monthly limit of $10,000. More information about common and restricted purchases can be found on Blink.
- Oracle Procurement (or creating a Purchase Order) is otherwise the primary ordering method for goods and services at UC San Diego.
- Concur can be used to pay for travel, employee reimbursement, catering, meetings, entertainment and human subject payments.
- Non-PO Payments are used to pay for guest speakers, honorarium, performers, dues, fees, and subscriptions. Other examples of Non-PO payments can be found on Blink.

Now, let's focus on Oracle Procurement. Oracle can be accessed at ofc.ucsd.edu. Click the **Company Single Sign On** option and then enter your Active Directory login information to view the Oracle homepage. Oracle Procurement can be accessed by going to the **Procure to Pay** tab, then **Purchase Requisitions**.

There are several important features on the Oracle Procurement homepage. The first thing you'll want to do here is edit your requisition preferences. Until you set up your requisition preferences, you will be unable to search in the catalog, open punchouts, open request forms or edit requisitions before approving. For more information about this process, please see our separate Setting up Your Requisition Preferences video guide.

The **shopping cart** shows items you're currently in the process of purchasing. Click on the icon to review what's there, delete items from your cart, or begin the checkout process.

The **Manage Requisitions** link will take you to a page where you can search across all UC San Diego orders, and check requisitions status.

News & Tips houses links to recent IPPS newsletters and helpful resources to use while shopping.

The **Recent Requisitions** section shows some of the more recent carts you've worked on. You can click on any of the requisitions here or quickly view their status.

The **Recent Purchases** section shows the most recent items you've ordered. You can add catalog items from here to your cart by clicking the shopping cart icon, or click on a form to open a copy populated with your most recently entered information.

There are three ways to purchase items from Oracle Procurement, the first of which is the Advanced Search. This method is best for purchasing essentials from a select few agreement suppliers.

Advanced Search, can be found on the top left of the Oracle Procurement homepage. You can search by catalog number, by supplier, by item, or by clicking on one of the items that appears on the front of the page. Once you search for an item in the Advanced Search, you are presented with several options to choose from and several filters to utilize. If you click on an item, it will offer you extensive item details as

well as more buying options for price comparison. Add anything to your cart and checkout to return back to the Oracle Procurement homepage and finish the checkout process. Or, scroll to the top and click **Back to Oracle**.

If you cannot find what you're looking for in the catalog or Advanced Search, then try purchasing with one of our more tailored punchouts. **All Punchouts** can be accessed next to the Advanced Search. Any of the displayed links will lead you to that supplier's website populated with a full catalog of UC-Priced items offered by that supplier. Once you finish checking out in their website, you will be returned to Oracle Procurement to complete the checkout process. You can read more about the punchouts offered in our various punchout KBAs.

To get back to any page you were just on in Oracle, click **Done** instead of using the back button in your browser. If you cannot find the item you're looking for in the catalog or punchouts, you can use one of the request forms. A more detailed overview of these forms can be found in our Ordering Goods and Services via Request Forms video guide, as well as the [Oracle Procurement Request Forms Blink page](#).

Your order will begin as a shopping cart, become a requisition once submitted and then generate a Purchase Order once it has been fully approved. Requisitions are 11 digits long beginning with REQ, and Purchase Orders are 11 digits long beginning with PUR.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. All links referenced throughout the training are included in the video description. If you have any further questions, please reach out to us by submitting a case through [Services & Support](#) or by calling us at 858.534.9494.