

Hello and welcome to our Oracle Procurement Video Guide series. This video on ordering goods will cover the Goods – One-Time Shipment form, the Goods – Multiple Shipments form, and when to use each form.

These ordering methods should be used when goods are the primary purchase. Before using these forms, you might consider purchasing using the catalog or one of the punchouts. More details about those ordering methods are in the Introduction to Oracle Procurement video guide.

Both of these forms can be accessed in the Request Forms area of the Oracle Procurement homepage. If you cannot open these request forms, ensure your requisition preferences are set up and refer to the Setting up Your Requisition Preferences video guide for more assistance in that area.

The Goods – One-Time Shipment form is used most commonly when your order will be shipped and invoiced once. It can however be used in any circumstance with the knowledge that a purchase order created from this form will close once the full quantity has been invoiced.

- Once on the form, you can toggle to other forms using the Request Type dropdown.
- The item description, quantity, unit of measure, and price should all be provided by the supplier from whom you're purchasing.
- You can search among the category names by using the [Purchasing Categories Blink page](#) which displays all purchasing categories, their associated account values, their taxability, and examples of when to use each one. Otherwise, you can click the magnifying glass and then click advanced to expand your search. Change the dropdown next to Category Name to contains, and then search for a keyword that describes your purchase. Once you find an appropriate one, select it and click OK.
- You can search for your supplier in the same way, using either the supplier or supplier number fields. You may refer to the [Finding & Adding Oracle Procurement Suppliers Blink page](#) for a list of all suppliers and information on adding your supplier if they do not appear in the request form.
- Once you select a supplier, the Supplier Item field will become available in which you should enter the catalog number provided by the supplier. If this is not a relevant field to your purchase, you can enter NA.
- The EVRD checkbox should only be selected if a potentially conflicting relationship exists between the supplier and UC San Diego. [More information about this can be found in Blink.](#)
- If you are using federal funds and your order is \$10,000 or more, or you are using non-federal funds and your order is \$100,000 or more, then you will need to complete the Source Selection and Price Reasonableness form. A link with guidance on this form, as well as a link to the form itself, are located in the Attachments section. You can attach the form during checkout once it is completed.
- Only the fields with a blue asterisk are required in the Additional Information section, but you should always provide as much information as you have available.

Once all fields have been populated, add the request form to your shopping list to quickly purchase with the same information later or add the completed form to your shopping cart to begin checking out. Do not click the done button as this will return you to the Oracle Procurement homepage and erase the information you've just entered.

You can add more than one line by filling out the form again once the first form has been added to your shopping cart.

The Goods – Multiple Shipments form is most commonly used when the goods being ordered will be shipped and invoiced multiple times. It can however be used in any circumstance with the knowledge that a purchase order created from this form will close once the full amount has been invoiced. The form is similar in structure to the Goods – One-Time Shipment form with some differences in the Additional Information section, and the absence of the quantity and supplier item fields. If your purchase order needs to specify a catalog number or quantity and it will be shipped and invoiced multiple times, you can still use the Goods – One-Time Shipment form. Just ensure you properly set the quantity to account for all invoices and shipments.

Thank you for taking the time to watch our video guide – we hope this information has been helpful. 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.