

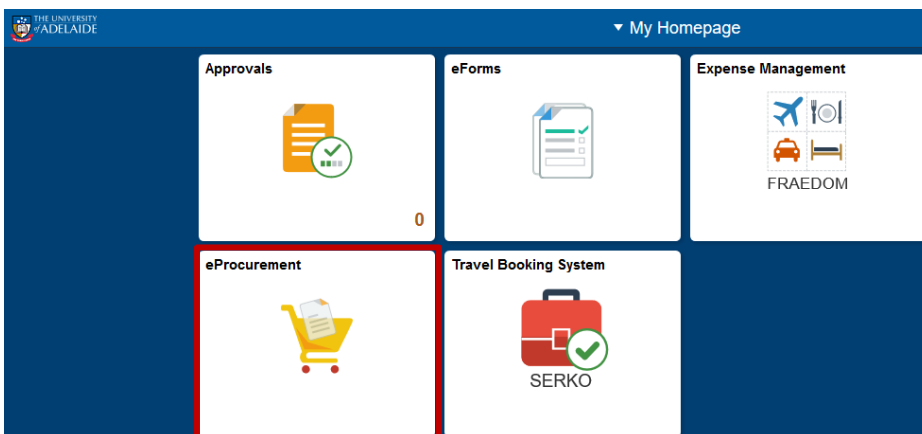
# eProcurement Requisition – Online Catalogues

## Introduction

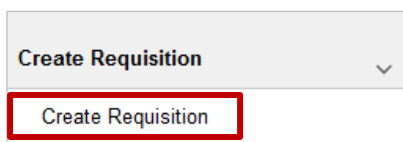
Follow this guide to create a Requisition for an item from one of the University's online supplier Catalogues. Suppliers (merchants) may change at the discretion of the University; to view the University's Preferred Suppliers click [here](#). To practice the steps of creating and receipting a Requisition from an online catalogue, refer to the interactive guides including the purchase of; kitchen supplies, computer goods and gas. The interactive guides, video and other online resources can be found on the [Online Resources page](#).

## Procedure

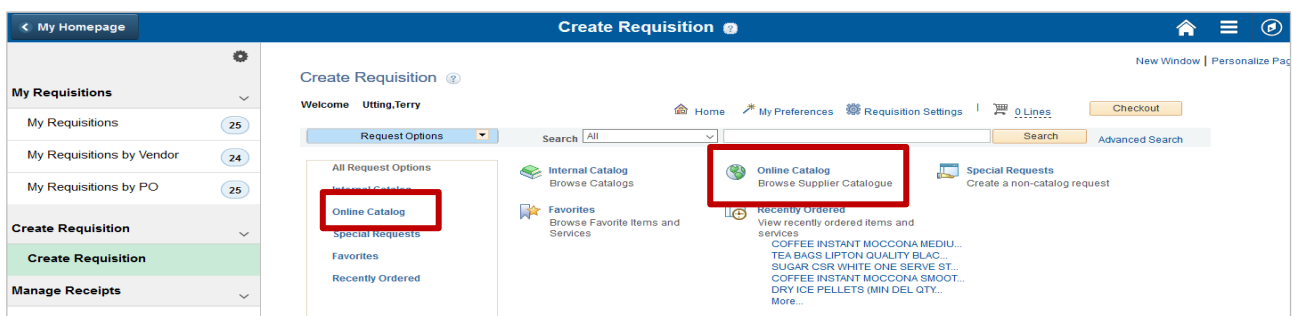
1. From the [Finance Homepage](#) click the **eProcurement** tile



2. Under the heading Create Requisition in the left hand menu, click **Create Requisition**



3. Click on **Online Catalog**



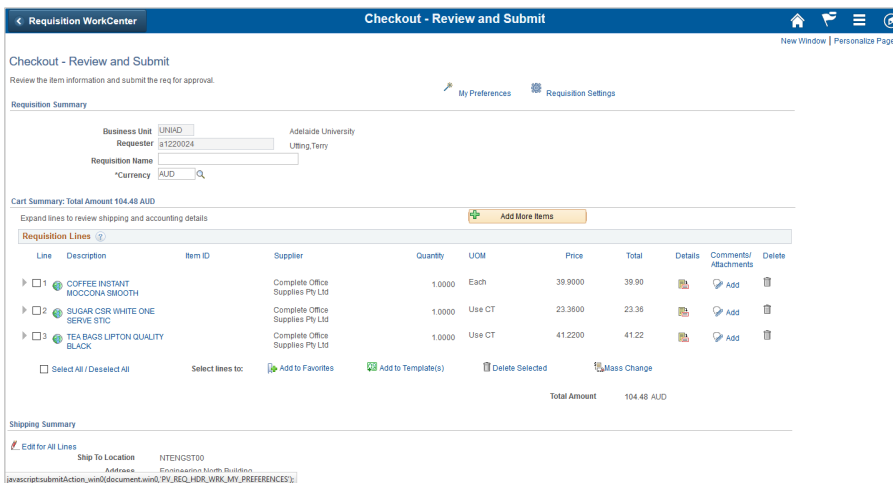
4. Click on the Merchant (supplier) name

Online Catalogue 

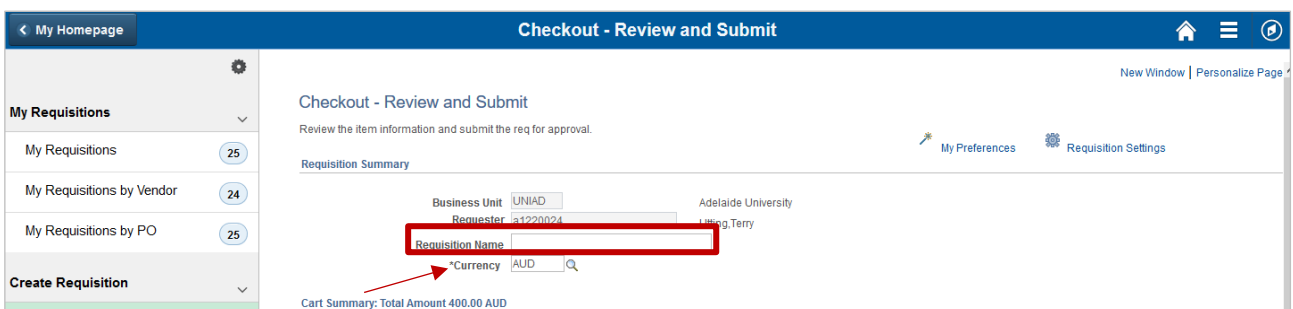
Merchant	Description
<a href="#">Thermo Fisher</a>	Lab equipment, lab consumables and chemicals
<a href="#">WINC - Print Products</a>	Business Cards, Print and Promotional Items
<a href="#">RS Components</a>	Electronic consumables including, semiconductors, interconnect, passives and electromechanical, automation and control, electrical, test and measurement tools
<a href="#">Bio Strategy Pty Ltd</a>	(Formerly VWR) Lab supplies, chemicals and lab equipment
<a href="#">WINC - Office Supplies</a>	Office Supplies, Print and Promotional Items
<a href="#">Thorlabs (Lastek)</a>	Lasers, fibre optic systems and optomechanical component (Thorlabs PO's issued as Lastek.)
<a href="#">BOC Gases Limited</a>	Cylinder and bulk industrial and specialist gases
<a href="#">Life Tech</a>	Life sciences supplies and equipment
<a href="#">Sigma Aldrich</a>	Lab consumables, Life Sciences supplies and oligos
<a href="#">Element 14</a>	Technology products, services and solutions for electronic system design, maintenance and repair
<a href="#">WINC - IT Products</a>	PC's, Laptops, Tablets, USB drives and accessories
<a href="#">Chem-Supply</a>	General chemicals
<a href="#">Blackwoods</a>	General consumables including electrical tools, safety, hardware and fixings
<a href="#">Qiagen</a>	Provider of sample and assay technologies for molecular diagnostics, applied testing, academic and pharmaceutical research

5. From the supplier's online catalogue, select your items and use the shopping cart within the web page to create and submit your order. This process will vary between suppliers

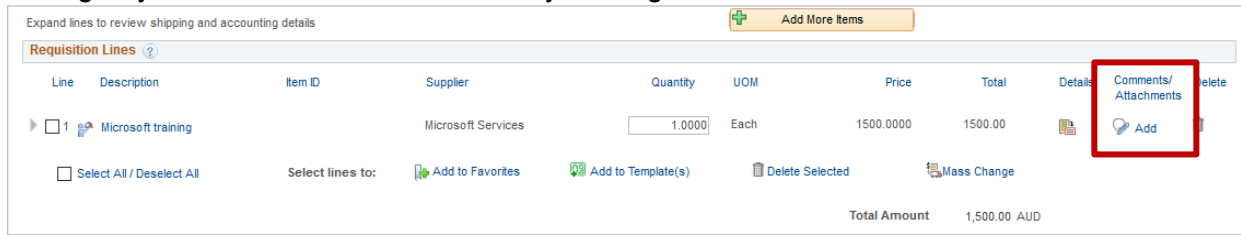
6. When you have completed your order within the supplier catalogue you will be returned to the Finance System **Checkout – Review and Submit** page



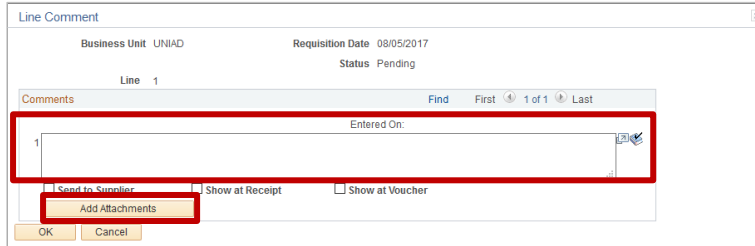
7. Add a **Requisition Name**. The name should relate to the item/s you are purchasing  
The currency will default to AUD. If your supplier is from overseas, select their currency if required



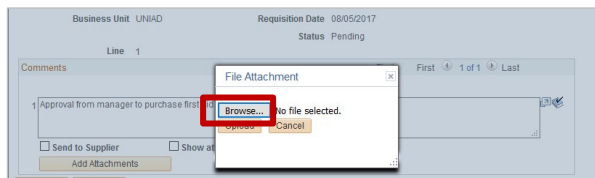
8. If you have supporting documentation or additional comments, such as an approval from your line manager, you can add and review them by clicking **Add**



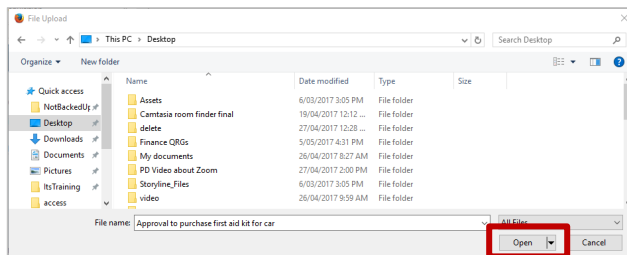
A pop up window will appear. Add a brief comment about your request or the attachment  
 Click **Add Attachments**



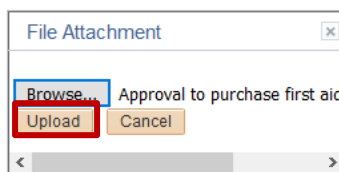
**Browse** to find your document



Select the document and click **Open**



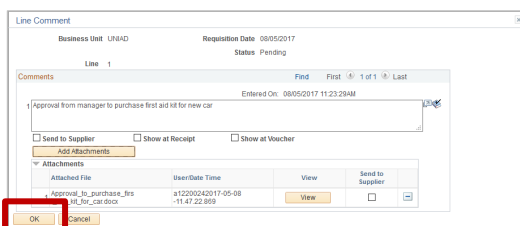
In the pop up window click **Upload**



Review the file name to ensure you have selected the correct one

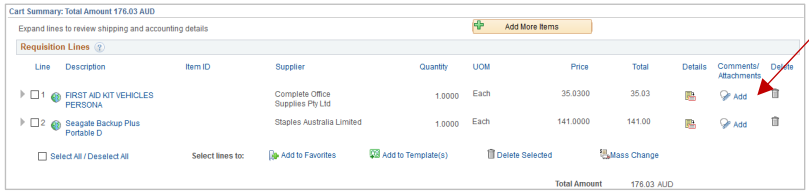
If you are adding additional documents click **Add Attachments**

When you have added all relevant comments and documentation click **OK**

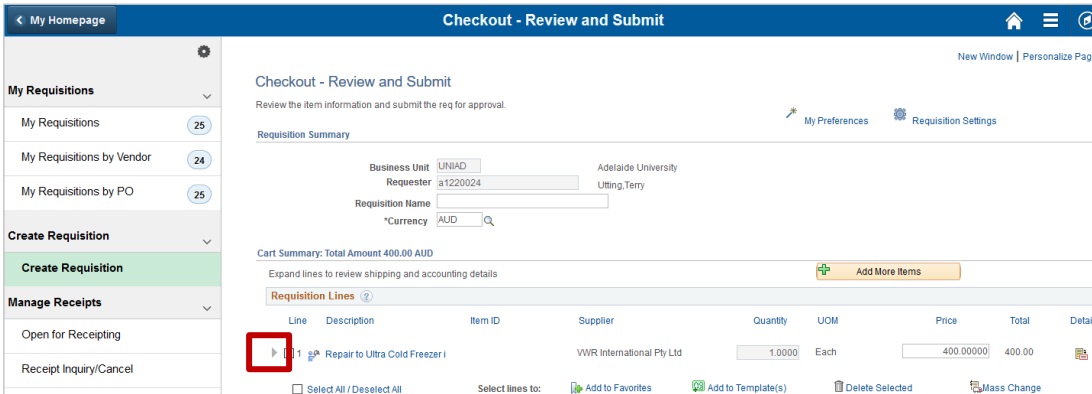


This will return you to the **Checkout - Review and Submit** page

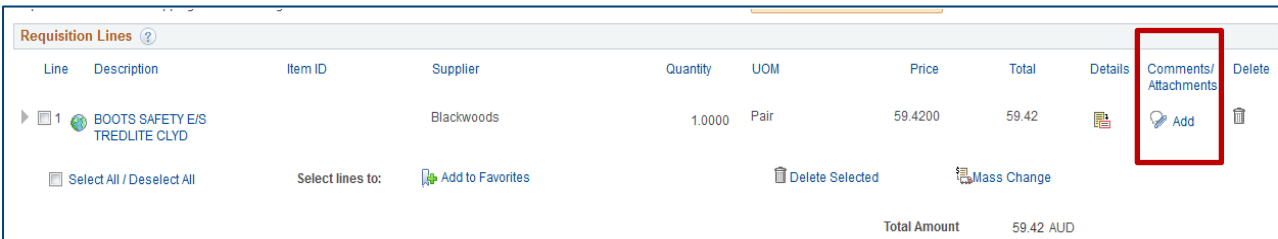
**Note:** If you need to review your attachment click on the **Add** icon



9. Prior to submitting your requisition it is important that you review it. Click on the **arrow** ► next to the item line to see the expanded view



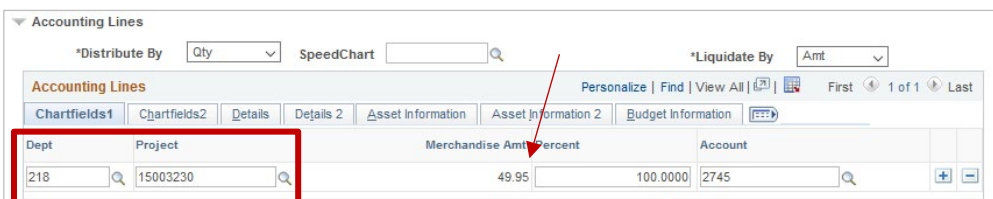
10. If you require to add further comments or change Ship To information different from your default profile, enter in the comments field where you add attachments on the requisition page



11. Review the following details:

- **Department ID (Dept)** – The default ID will be based on your original request to access the finance system. If the goods you are requesting belongs to an alternate department change the code
- **Project Code** - The default project code will be based on your original request to access the finance system. If the goods you are requesting belongs to an alternate project change Project number. If the request is to be split across multiple projects, you can identify this in the **Percent** field. An additional line will need to be added by clicking the + icon
- **Merchandise Amount** – ensure this is the correct amount

**Note:** Your tabs may look different to the image below according to your personalization. If you cannot see the above details, click through the tabs. If you want to personalize your Chartfields1 tab, refer to the [Personalising Requisitions QRG](#). You do not need to change or delete any other pre-populated field such as the Activity ID field.



12. If you have completed your request, click **Save & Submit**

If you want to continue working on your request at a later time, click **Save for Later**

**Note:** You must complete each requisition within the calendar month it was created

If you want to add additional items to your request, click **Add More Items**

Cart Summary: Total Amount 59.42 AUD

Expand lines to review shipping and accounting details + Add More Items

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments/ Attachments	Delete
1	BOOTS SAFETY E/S TREDLITE CLYD		Blackwoods	1,0000	Pair	59.4200	59.42		Add	

Select All / Deselect All      Select lines to:      Add to Favorites      Delete Selected      Mass Change

Total Amount      59.42 AUD

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Shipping Summary

[Edit for All Lines](#)      Multiple values exist for one or more schedules. Expand lines to see shipping details.

Save & submit
Save for Later
Add More Items

13. You will see a **Confirmation** message when your requisition has been submitted

My Requisitions

- My Requisitions: 25
- My Requisitions by Vendor: 24
- My Requisitions by PO: 25

Create Requisition

Manage Receipts

Open for Receipting

Receipt Inquiry/Cancel

Receipt by Purchase Order

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**Confirmation**

Your requisition has been submitted.

Requested For	Utling, Terry	Number of Lines	1
Requisition Name	Freezer Repair	Total Amount	400.00 AUD
Requisition ID	0000041414	Pre-Encumbrance Balance	400.00 AUD
Business Unit	UNIAD		
Status	Approved		
Priority	Medium		
Budget Status	Valid		

[View printable version](#)      [Edit This Requisition](#)

[Create New Requisition](#)      [Manage Requisitions](#)

**Note:** Your Requisition will be reviewed by the Purchasing Team prior to a Purchase Order being created.

You can follow the status of your requisition through the Manage Requisition function

## Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.  
 Telephone: +61 8 8313 3414      Email [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)