Create an eMarketplace requisition
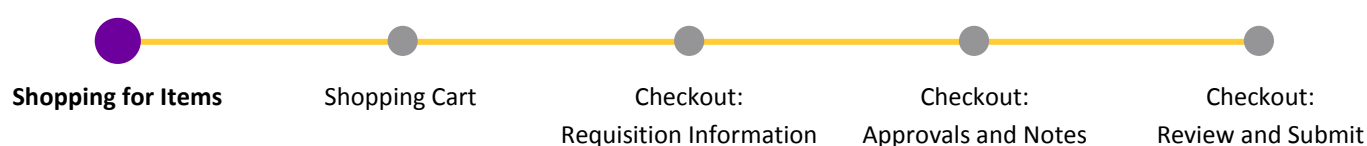
iProc Requisitioner | Oracle Financials

This guide is intended for iProc Requisitioners who need to raise a requisition via eMarketplace in the iProcurement (iProc) part of the Oracle Financials system. It covers the shopping for items part of the requisition process, in this case the items are in eMarketplace.

The requisition process:

| Shopping for Items | Shopping Cart | Checkout: Requisition Information | Checkout: Approvals and Notes | Checkout: Review and Submit |

What is eMarketplace?

eMarketplace is an enhancement tool for iProcurement which provides a quality, easy to browse catalogue of multiple suppliers. It allows for the easy comparison of products across suppliers and will assist end-users to obtain value for money.

The prices shown in eMarketplace have been negotiated by the University's Central Procurement Office and do not include supplier special offers. Please raise a *Non-catalogue Request* for supplier special offers (refer to the [Non-Catalogue Request](#) guide for more information). Suppliers do offer discounted prices for bulk purchases and prices only change once the item is shown in the *Shopping basket*.

You can access Oracle Financials via this link: http://financelive.fin.manchester.ac.uk/

To create an eMarketplace requisition you will need to:

1. Click the **PO Internet Procurement MP (UOM)** responsibility to open iProc.

> **ⓘ** Always ensure your *Shopping Cart* is empty before proceeding with a new requisition.

2. Select **The University of Manchester eMarketplace** link. The *marketplace homepage* appears. You can return to the homepage at any time using the same link.

3. From the *marketplace homepage* you can:
   - View *Marketplace news* which will display the latest eMarketplace information
   - Use the *Browse Suppliers* link to find a list of current live suppliers
   - Use the *Browse Categories* option from the eMarketplace homepage to search for items
   - Select *logout* if you wish to exit eMarketplace at any time and return to iProc

4. Search for a product by entering a keyword or product/catalogue number into the *Search…* field at the top right of the screen, and then press the **Enter** key. Use the **Improve your search** link below the search field for help with searching. You can also use the **magnifying glass** icon to run the search.

> Although it is possible to search by product/ catalogue number it is not always advisable as the benefits of product quality and price comparison will be lost. Please try to make your search as generic as possible.

5. The search results will be returned and the number of matches will be displayed. You can sort, filter and compare the products after searching.

   Sort Products

   You can sort the results using the drop-down menus at the top of the screen, eg *price* or *pack size*.

   Compare Products

   You can compare products by first selecting the *Compare* check boxes for the items you are interested in, which can be found to the right of the products, then select **Compare**. The selected products are now displayed side-by-side to help you compare them on one screen. It is not advisable to use compare for more than 4 products at once.

   Filter Products

   Search results can be filtered in two ways from the left of the screen:
   - If filtering by **Item description**, use the drop-down menu to select if the item does/does not contain the keyword. Then enter the keyword you wish to search for and click **Filter**. The search results will be updated according to the filter criteria applied.
   - You can also filter by other criteria displayed on the left of the screen, such as Supplier, Pack size and Category. Select the appropriate check box to apply the filter. The search results will be updated according to the filter criteria applied. Further filters can be added in the same way. Remove the filters by deselecting the check boxes, or by selecting clear filters.

6. Select the product **Description** to see more details about the product. The product details screen will appear. This screen can include very useful information, such as: technical information; data sheets; storage information; images and PDFs; links to related products that the supplier thinks you may wish to purchase alongside this product.

7. Select any of the tabs (eg *Related products*, *Supplier info*) for additional product information, or select any of the **Further Details** links to view the information.

> To move back a screen, use the **back to search results** link where available, or select **marketplace home**. **Avoid using your browser's back button, as this can cause errors!**

8. After finding the correct product that you wish to order, you should now check the delivery charge information for this product. Click on the **Delivery charges** tab.

Most suppliers do not charge for standard delivery if the order is in excess of their minimum order. If delivery charges do not apply this will be stated with the product overview or in the *Delivery charges* tab, along with any other delivery information. Delivery charges are added as a separate line on a requisition in order to prevent invoices being placed on hold. Select the relevant **Add to basket** button if you wish to add a delivery charge now, but note that they can also be added later on the shopping basket screen before exiting eMarketplace.

9. On the **Basic Info** tab, enter the **Quantity** required for this item and then select **add to basket** to add this item to the shopping basket. The **Shopping basket** screen is displayed.

10. To continue to add items to your basket, select **continue shopping** and repeat from step 4.

> Remember, **Delivery charges** can be added from any screen where you see the *Delivery charge may apply* link. **These must be added before you leave eMarketplace.** If no delivery charges apply this will be stated.

11. Once an eMarketplace requisition has been approved it cannot be amended as it will be sent automatically to the supplier without an Operational Buyer having to convert it into a purchase order. Therefore, make any changes to the **Order quantity** or **Delete selected items** if necessary at this stage. Select **Update basket** after making changes to the quantity.

12. If you have finished adding items to your basket, including any delivery charges, you can click **Checkout** which will take the items from eMarketplace back into iProc. If you don't see the *Shopping basket* screen at this stage you should use the **view basket** option at the top of the screen and then click **Checkout**.

Next step: Follow the guidance in the [Shopping Cart](#) guide.