Departmental Purchasing

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[Image of UVa Integrated System and iProcurement interfaces]
Three Systems

**iProcurement**
- View requisitions ("reqs") and purchase orders ("POs")
- Modify POs
  - By changing requisitions and then approving notifications
- Link to the Marketplace to shop
- Receive or return goods
- Correct receipts

**Marketplace**
- Shop for goods
  - Create reqs
  - Create Pos
- Supplier list
  - Purchasing sites only
- Manage Favorites
- Search Documents
- Cart Preview

**Integrated System**
- Work with POs
- Create payment vouchers
- Search for Suppliers
- Add new Suppliers
- View accounts payable information
iProcurement

Requisitions/Orders
- View Reqs and POs
- Change, cancel, or complete reqs
- Approve notifications
- Print from links
- Search for Reqs/PO’s

Shop (default tab)
- Set initial preferences
- Link to the Marketplace to shop
- View recent reqs
- Change reqs
- Express receive
- Read purchasing news and related purchasing links
- View Help Desk contact info

Receiving
- Receive or return goods
- View receipts
- Correct receipts
Shop
• Search for products
• Create a Marketplace requisition/order
  – In general, use a departmental PO if under $5000 unless with a contract vendor

Orders & Documents
• Search Documents
  • Search for PO’s to print a formatted PO to fax or deliver to the Supplier
• View Saved Searches

Cart Preview
Quick View of Cart
View the item list, remove an item, access the cart via the View My Cart button and return the cart to the Integrated System.

Quick Search
Easy way to search for a PO using the PO number.

My Carts and Orders
• View Active and Draft carts
• View Previous Orders
Integrated System

Purchasing
- View req summary
- Work with POs
- Run reports

Accounts Payable
- Invoice overview
- View payments
- View supplier list

Payment Vouchers
- Reimbursements
- Travel
- Petty Cash
Accessing the Systems

Access to the Purchasing, Accounts Payable, and Payment Voucher modules requires VPN login with your ITS token.