

## **iProcurement Punchout**

**Author Financial System Service (FSS)** 

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## iProcurement Punchout

## **Introduction**

Punchout is the result of a collaboration between EA and Findel whereby items, mainly from Hope, that were previously ordered using the Non-Catalogue method or iProcurement shop

can be ordered much easier though a 'Punchout' link to the Findel website. This website is a customised website specifically for EA only available through the link. It is not accessible by going directly to Findel's website, it is only available through Oracle iProcurement.

After clicking on the Punchout link in Oracle iProcurement, the user will be able to search and add items to the basket using H item code reference or by just browsing through the available categories. Once all required items are added to the basket the checkout button will return the user to the 'Edit and Submit' section within Oracle and they can proceed as usual with their order.

There will be no need to add Item descriptions or calculate any discount as this is done automatically.

Below is a detailed user guide on how to raise an order using Punchout.

User Name		
*****		
Password		
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Log In C	Cancel	
Login Assistance		
<u>Kegister Here</u>		
Accessibility		
None	~	
Language		
English	~	

1. Log into Oracle. NB\*Chrome is not recommended for Oracle, only MS Edge.

2. Click on "EA iProcurement". This is underneath "Navigator" on the left hand side of the page.

Navigator	Worklist
Personalize	
	S 🖸 🖓 🔅
Employee e-Payslip Self-Service, Education Authority BG	From $ riangleq$
EA Employee Self Service, Education Authority BG	
EA iProcurement	
EA iProcurement Pilot	
EA School Income	
EA School Principal -	
EA Timecard Inputter, Education Authority BG	

3. Click on "Findel Punchout Store" (highlighted in yellow below)



4. The Findel store page will appear, either press the categories provided such as "Early Years" etc. or use the search bar to search for desired items, either by typing their description or the Findel item code e.g. HE1691844. An item with 'Product

Restricted' displayed is not part of EA contract and cannot be ordered. If you have any queries with regards to this type of item, please contact EA. Procurement Education Resources. (educationresource.procure@eani.org.uk)



5. Once the item is found, choose the quantity required using the arrows as shown and press "Add to Basket" to add the item to the basket. The number of items in the basket updates by the quantity of items so if you add 3 of one item the basket quantity inside the blue circle will show 3. If you add two more of another item, it will display 5. *Please note: The add to favourites star in Findel punchout is standard but of Findel's website, this is not for EA purposes.* 



6. When the order is complete, press "Basket" to see the basket as shown here.

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FINDE	Search for a produc	t	Q B	asket	
Basket					
Product Code	1 Add		Basket (2 items)		
			Subtotal	£27.98	
<ul> <li>You quality for free deliving</li> </ul>	ery	■ Detail 🖼 List	Discount	-£2.80	
	Classmates HB Easy Grip T	riangular Pencils - Pack 🔋	Delivery	FREE 65.04	
	of 72 Pack of seventy two		Total	£30.22	
	Unit Price £12.59		Purchase Order Number (0	Optional) Apply	
Quantity 2			Promotion Code (Optional)	Apply	
HE1691844					
The formation of the fo			Proceed to C	neckout	
	In stock	Product Subtotal £25.18			
		£30.22 inc VAT	Save Basket Add All	.o Wishlist Y	
Empty Basket					
Empty basket			Share Basket	Share Now	
					B

You will notice that there are a few features here to help you manage your order. You can empty the entire basket using the 'Empty Basket' button, you can delete a single item from the basket using the 'bin icon' against the line or you can change the quantity of any item by removing the current quantity and keying the new quantity.

7. Please note that ANY changes made in the basket will need to be applied so the 'Proceed to checkout' button will neatly change to become 'Apply changes' and after pressing it, it will revert and allow you to checkout.

Image: Basket J Findel Education         x         +           ←         C         A         C           G Google         D         D         Spira         G Attendance           D EA Intranet         D Ocl1/ENV1         Ocl2         Taleo         Staff Email         A R EANI         ■ Mortgage Calculate	ζ'≡	- c	) × (
FINDEL Search for a product Q Basket			-
Home > Basket Basket			
Product Code     Add     Basket (i item)     Subtotal     E13.	99		
You qualify for free delivery     You qualify for free delivery     Classmates HB Easy Grip Triangular Pencils - Pack     Of 72 Pack of seventy two     Unit Price £12.59     Quantity     2     Quantity     2     Promotion Code (Optional)     A	40 EE 52 i.11 spply		
HE1691844 Apply Changes In stock  Product Subtotal £12.59 EI5.11 Inc VAT Save Basket Add All to Wishlist	~		
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The unit price displayed against the item is the net price including discount and you can see in the basket 'Total' on the right, the total discount that is being applied to this order. The Total also displays the VAT but only the net price is brought back into Oracle and VAT is dealt with as usual when the Invoice is keyed in Accounts.

Please note there is still a recommended limit of 15-18 lines per requisition.

The 'Purchase Order Number (Optional)' and 'Promotion Code (Optional)' fields are not in use for EA punchout and do not require details to be entered.

The Findel content on the website e.g. Share Basket, Save Basket, Save to Favourties, Help, Returns, Accounts are Findel's standard website advice and not EA content or advice. If you require advice on EA Procurement processes and procedures please contact EA Procurement.

When you are happy with your order press 'Proceed to checkout'.

8. You will be brought back into Oracle where you will see your order in the 'Edit and Submit' screen. Please do not make any changes at this point as they may not retain. Click on the 'Shop' tab.

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Shop Requisitions Receiving	Feedback							
Edit and Submit Requ	isition 687155				Refresh <u>S</u> ave Print	able Page	Subn	<u>n</u> it
* Indicates required field								
Total * Description Justification Additional Information	45.75 GBP FILES, spring, foolscap with twin colls and metal compressor, for storing punched pe							
Select Lines: Update Copy	Delete   53							
Details Number Descript	ion					Quantity	Unit	
FILES, S	oring, foolscap with twin coils and metal compressor, for storing punched paper, minimum cap	pacity 30mm, mediur	m weight minim	um 280gsm - buff - j	ack of 25. Q-CONNECT 4702600	1	Pack	7.9
Classmat	es HB Easy Grip Triangular Pencils - Pack of 72					3	Pack	12.5
4								+
Your requisition will be sent to the f	ollowing list of approvers.							

9. From there click on 'View cart and checkout' and continue with your order as usual, returning to the Edit section if required.

		〕∃   ♠ ★ ✿ 单	57)   Logged in As 41011116 ?
Shop Requisitions Receiving Feedback			
Home Shopping Lists Non-Catalog Request			
Search Main Store v	Go Advanced Search		
Stores			Shopping Cart
			Your cart contains 1 line.
Main Store	Furniture Purchases	Business Services Purchases	Recently Added Lines Bic 4 Colour 1 Pack Fa
			View Cart and Checkout
	ST.		Purchasing News
ICT Purchases	Miscellaneous Purchases	Transport Purchases	<ul> <li>Check frequently asked questions</li> </ul>
Name and Association			<ul> <li>Review purchasing policies</li> </ul>
	w97	J.	IFS PUNCHOUT REGRESSION TESTING
Equipment and Material Purchases	Stationery and Consumable Purchases	Catering Purchases	ALL QUERIES TO ifs.queries@eani.org.uk

NB\* For Findel punchout any special instructions please continue to use the 'Note to Supplier – Header' field in iProcurement, please do not enter details in the 'note to supplier – line' as this not required for punchout and will impact your delivery label.

END