

PROCURE-TO-PAY

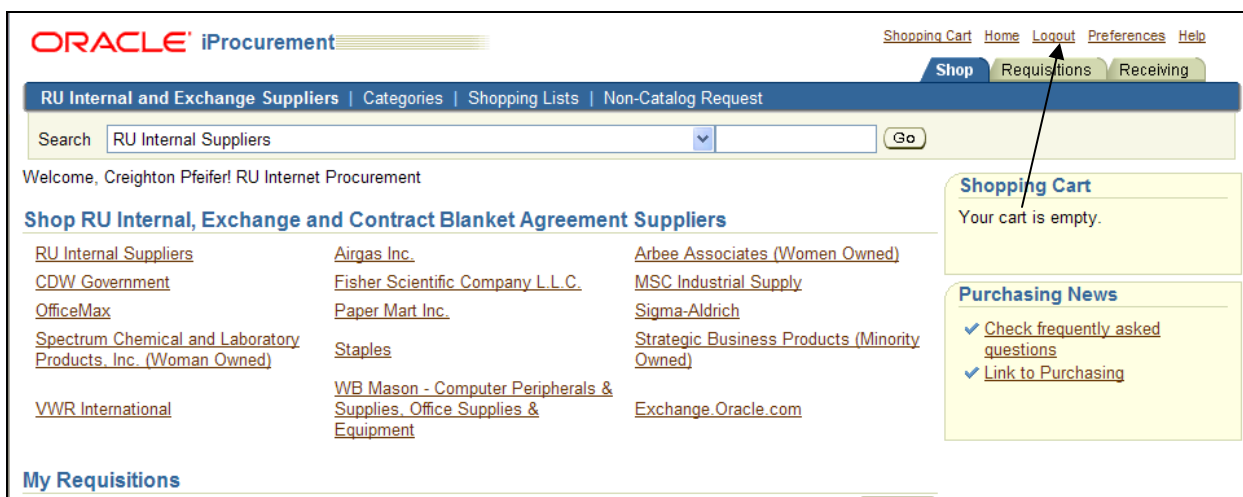
Editing Default Information in Preferences

This procedure covers editing Delivery Defaults and Favorite Charge Accounts profile information in Internet Procurement.

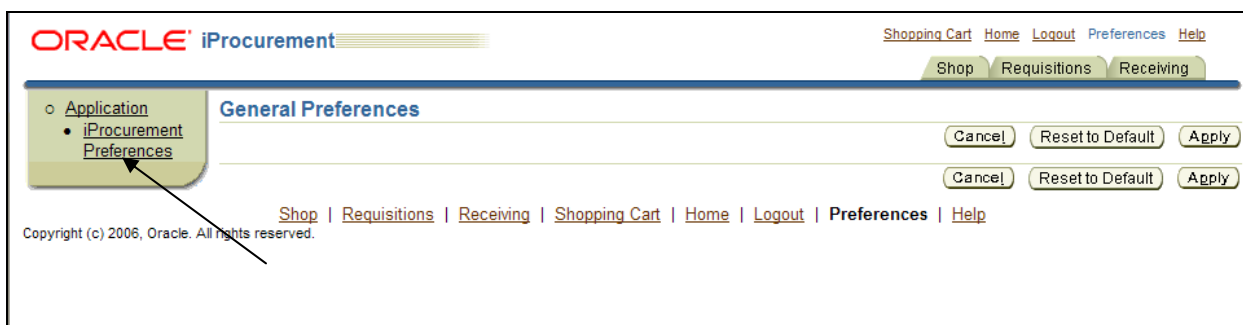
If you change departments, or your department moves to a different building and/or location resulting in your “deliver to” address changing, your “iProcurement Preferences” information must be updated with this new information. If not, the old information will print in “Ship To” area on the purchase order.

To change your deliver to address follow the instructions below:

1. From the Internet Procurement Home Page, Click on the “Preferences” Link (formally “My Profile”)



2. Click on iProcurement Preferences. iProcurement Preferences contains three sections: Shopping, Delivery and Favorite Charge Accounts.



3. Shopping

- In “My Favorite Store”, If not visible, click the drop down arrow and select “RU Internal Suppliers”. This selection should not be changed.
- “Search Results Per Page” and “Shopping Search...” can be left at the default value.

4. In “My Favorite Store To Change Delivery Defaults

- Enter your search criteria in the **Deliver To Location**, search box. It is recommended to search using the 3 letter campus location%building number% to narrow the search. Then press the tab key or click on the flashlight. Example CCC%7593%.
- This search will return your campus location and any room numbers that may be entered. See Next Page.

The screenshot shows the Oracle iProcurement Preferences page. At the top, there are navigation links for Shopping Cart, Home, Logout, Preferences, and Help. Below these are tabs for Shop, Requisitions, and Receiving. The main content area is titled "iProcurement Preferences" and includes a sidebar with "Application" and "iProcurement Preferences".

Shopping Section:

- * My Favorite Store: RU Internal Suppliers (dropdown menu with a downward arrow)
- * Search Results Per Page: 10 (text input field)
- * Shopping Search Results Per Page: 7 (text input field)

Delivery Section:

- * Need By Date Offset: 21 (text input field)
- * Need By Time: 00:00 (text input field)
- * Requester: Pfeifer, Creighton I (text input field)
- * Deliver-To Location: CCC 7593 256 (text input field with a flashlight icon)

Favorite Charge Accounts Section:

Use the Select column to set your primary favorite charge account.
 ✓ TIP During checkout the system automatically generates charge accounts. In some circumstances, the system may select your primary favorite charge account.

Select	Nickname	RU Accounting Flexfield	Primary	Delete
<input type="radio"/>	Purchasing	00-200020-10483-21000-000000-000 Fund Group-Fund Source-Organization-Natural Account-Project-Future Use	<input checked="" type="checkbox"/>	
<input type="radio"/>	Purchasing2	00-200020-10483-71000-000000-000 Fund Group-Fund Source-Organization-Natural Account-Project-Future Use	<input type="checkbox"/>	

Buttons: Clear Changes, Apply Changes

Footer: Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help
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5. Fill in the Select Radio Button and click on Select or click on the Quick Select Icon  Next to your selection.

Search and Select: Deliver-To Location











Cancel Select

Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Location(Organization) CCC%7593% Go

Results

Previous 10 181-190 Next 10

Select	Quick Select	Location(Organization)	Address
<input checked="" type="radio"/>		CCC 7593 256 (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 256, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 257 (RU)	Rutgers, The State University of NJ, Admin Services Bldg III Rm 257, 3 Rutgers Plaza, New Brunswick, NJ 08901-8559, United States
<input type="radio"/>		CCC 7593 258 (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 258, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 258A (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 258A, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 258B (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 258B, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 258C (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 258C, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 258D (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 258D, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 259 (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 259, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 259A (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 259A, New Brunswick, NJ 08901, United States
<input type="radio"/>		CCC 7593 259B (RU)	Rutgers, The State University of NJ, Admin Services Building III, 3 Rutgers Plaza, Rm 259B, New Brunswick, NJ 08901, United States

Previous 10 181-190 Next 10

Cancel Select

- If you wish to enter favorite charge accounts, continue to the next step. Otherwise, click on Apply Changes and the next requisition created will have the new “Deliver To” information.

ORACLE iProcurement [Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Shop](#) [Requisitions](#) [Receiving](#)

iProcurement Preferences [Clear Changes](#) [Apply Changes](#)

* Indicates required field

Shopping

* My Favorite Store
Please select 'Internal Purchase Orders' as your favorite store.

* Search Results Per Page
For best performance, enter a number between 1 and 100.

* Shopping Search Results Per Page
For best performance, enter a number between 1 and 25.

Delivery

* Need By Date Offset

* Need By Time
(Example: 17:30)

* Requester

* Deliver-To Location

Favorite Charge Accounts

Use the Select column to set your primary favorite charge account.
 TIP During checkout the system automatically generates charge accounts. In some circumstances, the system may select your primary favorite charge account.

Select	Nickname	RU Accounting Flexfield	Primary	Delete
<input type="radio"/>	<input type="text" value="Purchasing"/>	00-200020-10483-21000-000000-000 <small>Fund Group-Fund Source-Organization-Natural Account-Project-Future Use</small>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	<input type="text" value="Purchasing2"/>	00-200020-10483-71000-000000-000 <small>Fund Group-Fund Source-Organization-Natural Account-Project-Future Use</small>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Another Row](#)

[Clear Changes](#) [Apply Changes](#)

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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7. To Enter Favorite Charge Accounts

- Click on the RU Search for Accounting Flexfield icon shown above.

8. Enter your accounting information in the 2nd, 3rd and 4th segments. Click on “Search”, then click on the “Create” button, then fill in the “Select” Radio button and complete by clicking on the “Search” Button.

Search and Select: RU Accounting Flexfield

Search

* Fund Group: 00
General Funds

* Fund Source: 200020
Procurement Services

* Organization: 10483
University Procurement

* Natural Account: 21000
Supplies Other

* Project: 000000
Default

* Future Use: 000
Default

Search Clear

Results

Create

Select Code Combination

<input type="radio"/>	00-200020-10483-21000-000000-000
-----------------------	----------------------------------

Cancel Select

9. Designate a charge account as your default by clicking on radio button next to the line number then Set as Primary as shown below.

- Create a brief description for your charge account.
- When finished select Apply Changes.
- Click Add Another Row for additional rows to add more charge accounts. To delete a favorite charge account, select garbage can icon on the line you wish to delete.

ORACLE iProcurement Shopping Cart Home Logout Preferences Help

Shop Requisitions Receiving

iProcurement Preferences * Indicates required field Clear Changes Apply Changes

Shopping

* My Favorite Store RU Internal Suppliers
Please select 'Internal Purchase Orders' as your favorite store.

* Search Results Per Page 10
For best performance, enter a number between 1 and 100.

* Shopping Search Results Per Page 7
For best performance, enter a number between 1 and 25.

Delivery

* Need By Date Offset 21

* Need By Time 00:00
(Example: 17:30)

* Requester Pfeifer, Creighton I

* Deliver-To Location CCC 7593 256

Favorite Charge Accounts
Use the Select column to set your primary favorite charge account.
TIP During checkout the system automatically generates charge accounts. In some circumstances, the system may select your primary favorite charge account.

Select Account: Set as Primary

Select	Nickname	RU Accounting Flexfield	Primary	Delete
<input type="radio"/>	Purchasing	00-200020-10483-21000-000000-000 Fund Group-Fund Source-Organization-Natural Account-Project-Future Use	<input checked="" type="checkbox"/>	
<input type="radio"/>	Purchasing2	00-200020-10483-71000-000000-000 Fund Group-Fund Source-Organization-Natural Account-Project-Future Use	<input type="checkbox"/>	

Add Another Row

Clear Changes Apply Changes

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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