UCR

College of Natural & Agricultural Sciences

Getting Started with Oracle Procurement: How to Create a Requisition

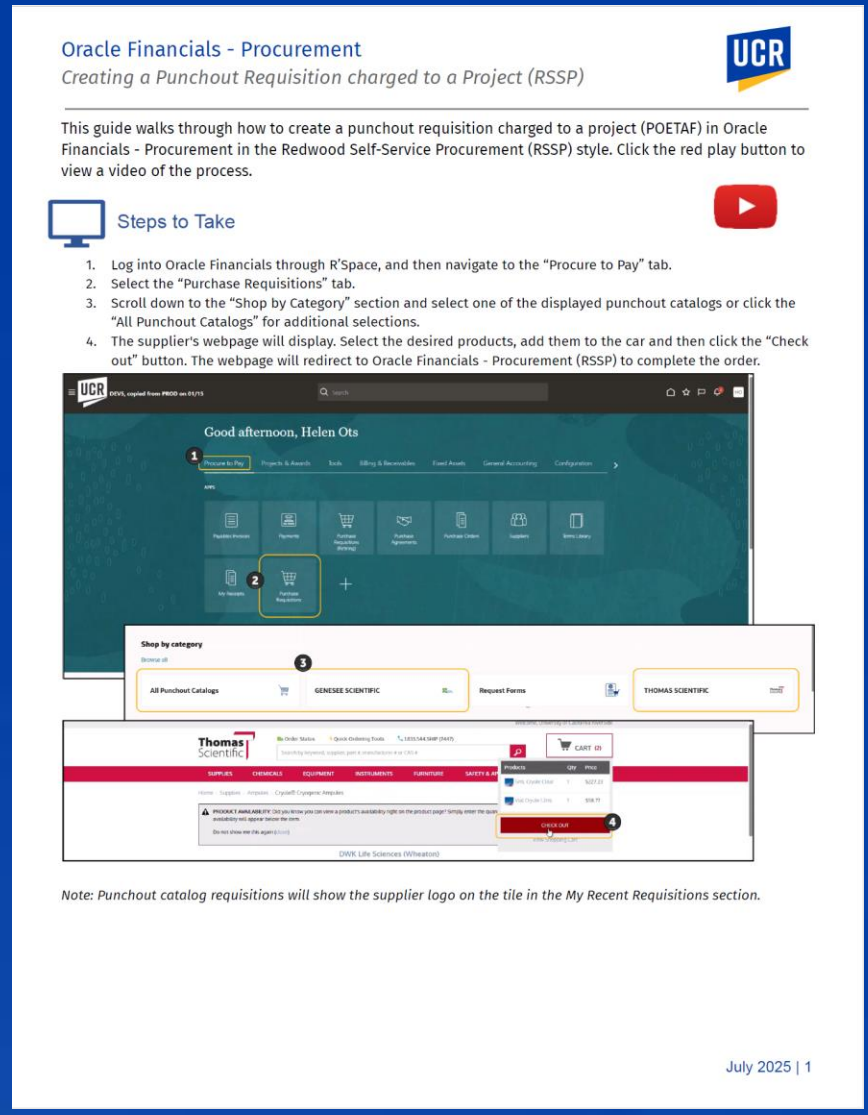
Creating a PunchOut Catalog Requisition

What is a PunchOut Catalog?

- PunchOut Catalogs allow Oracle Procurement users to:
  - Access supplier websites directly from Oracle
  - Shop on supplier sites in real-time
  - Complete checkout and approval processes within Oracle Procurement

Benefits:

- Real-time product availability and pricing
- Seamless integration with Oracle workflows
- Streamlined purchasing experience
- **Click on the image for instructions.**



Oracle Financials - Procurement

Creating a Punchout Requisition charged to a Project (RSSP)

This guide walks through how to create a punchout requisition charged to a project (POETAF) in Oracle Financials - Procurement in the Redwood Self-Service Procurement (RSSP) style. Click the red play button to view a video of the process.

Steps to Take

1. Log into Oracle Financials through R'Space, and then navigate to the "Procure to Pay" tab.
2. Select the "Purchase Requisitions" tab.
3. Scroll down to the "Shop by Category" section and select one of the displayed punchout catalogs or click the "All Punchout Catalogs" for additional selections.
4. The supplier's webpage will display. Select the desired products, add them to the car and then click the "Check out" button. The webpage will redirect to Oracle Financials - Procurement (RSSP) to complete the order.

Note: Punchout catalog requisitions will show the supplier logo on the tile in the My Recent Requisitions section.

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