



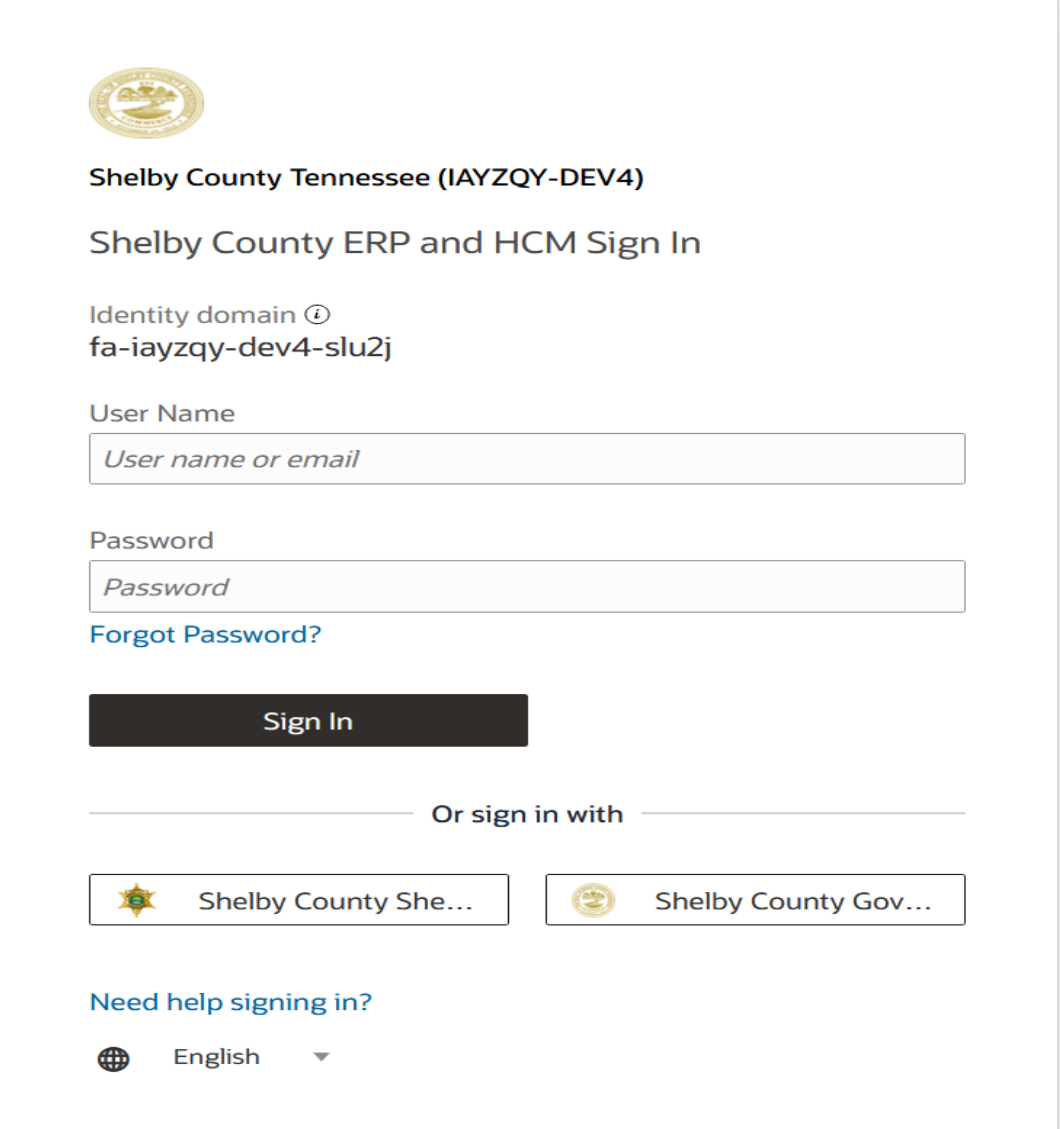
ONE
CONNECT



Log In Instructions

How To Log In To Oracle Cloud

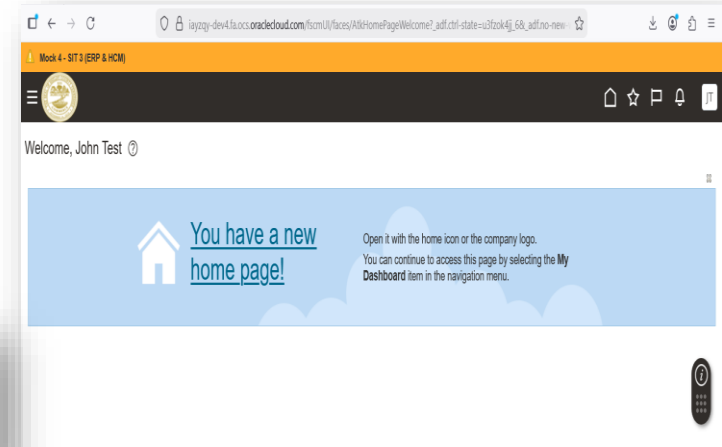
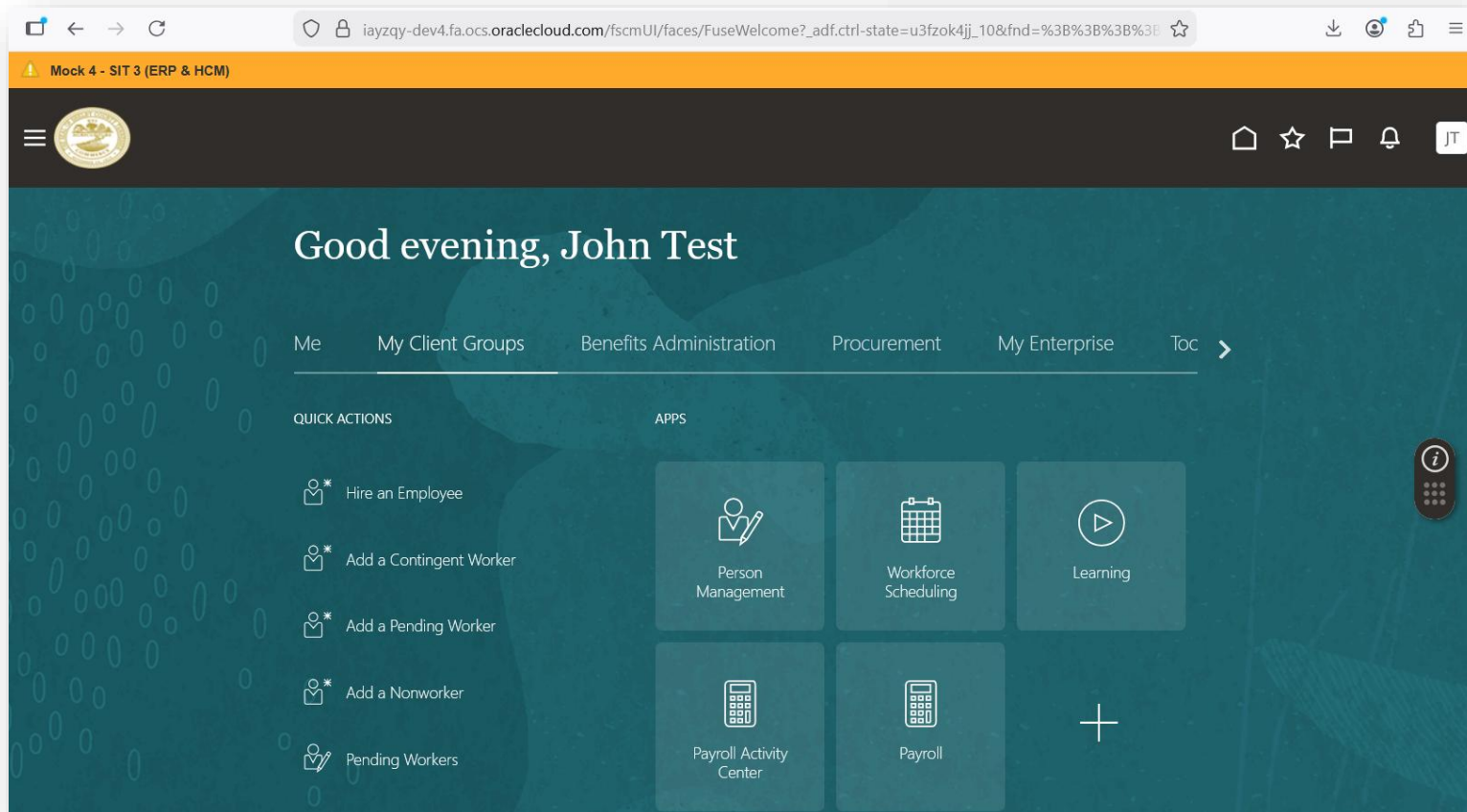
- **Step 1:** Open your web browser,
 - Click on the Dev environment link → <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Enter your organization email address.
 - Enter your network password (the same password you use for Outlook).
 - Click 'Sign In'.
- **Step 3:** Once verified, you'll be redirected to the Oracle ERP Cloud home page.



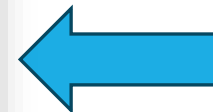
The screenshot shows the Oracle Cloud sign-in interface for Shelby County Tennessee. At the top left is the Oracle logo. Below it, the text reads "Shelby County Tennessee (IAYZQY-DEV4)" and "Shelby County ERP and HCM Sign In". The "Identity domain" is listed as "fa-iayzqy-dev4-slu2j". There are two input fields: "User Name" with a placeholder "User name or email" and "Password" with a placeholder "Password". A link for "Forgot Password?" is located below the password field. A black "Sign In" button is positioned below the input fields. Below the button, there is a separator line and the text "Or sign in with". Two buttons are provided: "Shelby County She..." with a star icon and "Shelby County Gov..." with a government seal icon. At the bottom, there is a link "Need help signing in?" and a language selector showing "English" with a globe icon and a dropdown arrow.

How To Log In To Oracle Cloud

- **Step 4:** After logging in, you will see the Oracle ERP Cloud dashboard.
- **Step 5:** Click on the 'You have a new home page!' link to view the home screen.

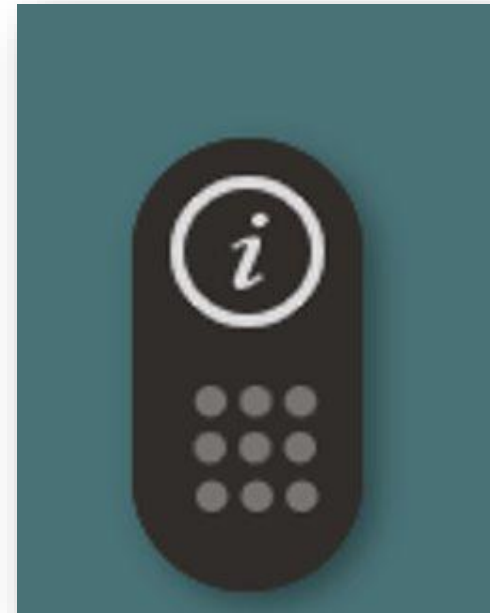


- **Step 6:** Click on icons or tiles to open specific applications.

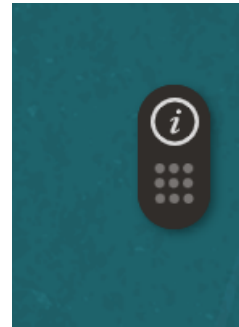


Using Oracle Guided Learning (OGL)

- After logging into the application, you will see the OGL icon on the right side of the page
- This widget contains embedded instructions for all processes. Click the "i" to view available guides.
- Use the Search field to search for a specific guide or navigate through the list.
- Click directly on a guide name to launch step by step directions.
- Note: guided learning must begin on the home screen.



Using Oracle Guided Learning (OGL)



Oracle Guided Learning ✕

🔍 hire ✕

Guides available on the current page

- Hire an Employee - Redwood ⋮
 - Launch Guide
 - Step Guide
 - Video
- Edit a Pending Worker-R
- Make a Task Not Applica
- Fill a Job Requisition - Recruiter - Red... ⋮
- Review New Candidate Applications - ... ⋮

At the bottom of the step guide, use buttons to print steps or email a copy. Click Exit when you are finished.

Print Invisible Steps 🖨️ ✉️ Exit



Module:
ERP (Procurement)
Part 1

**DEPARTMENT USER
TRAINING**

December 2025



Technology, Processes & People

- ❖ Welcome & Introductions
- ❖ Review Today's Agenda

- ❖ Overview: **Procurement**
 - ❖ What it is, why it is important
 - ❖ Process & Subprocesses

- ❖ Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating from Home Page
 - ❖ Using Oracle Guided Learning (OGL)

- ❖ Oracle
 - Requisitions:**
 - ❖ Amazon Punchout Requisition
 - ❖ Non-Catalog Sole Source purchase request (Single Source, Emergency Etc)
 - ❖ Request Forms (Emergency, Encumbrance, State & Cooperative Contracts, Bid Request, Bid Advertising)
 - ❖ Requisition Approvals
 - ❖ View/Copy/Edit Requisitions
 - ❖ Create Receipt

- ❖ Closing

- ❖ Summary

- ❖ Q & A

- ❖ Evaluation

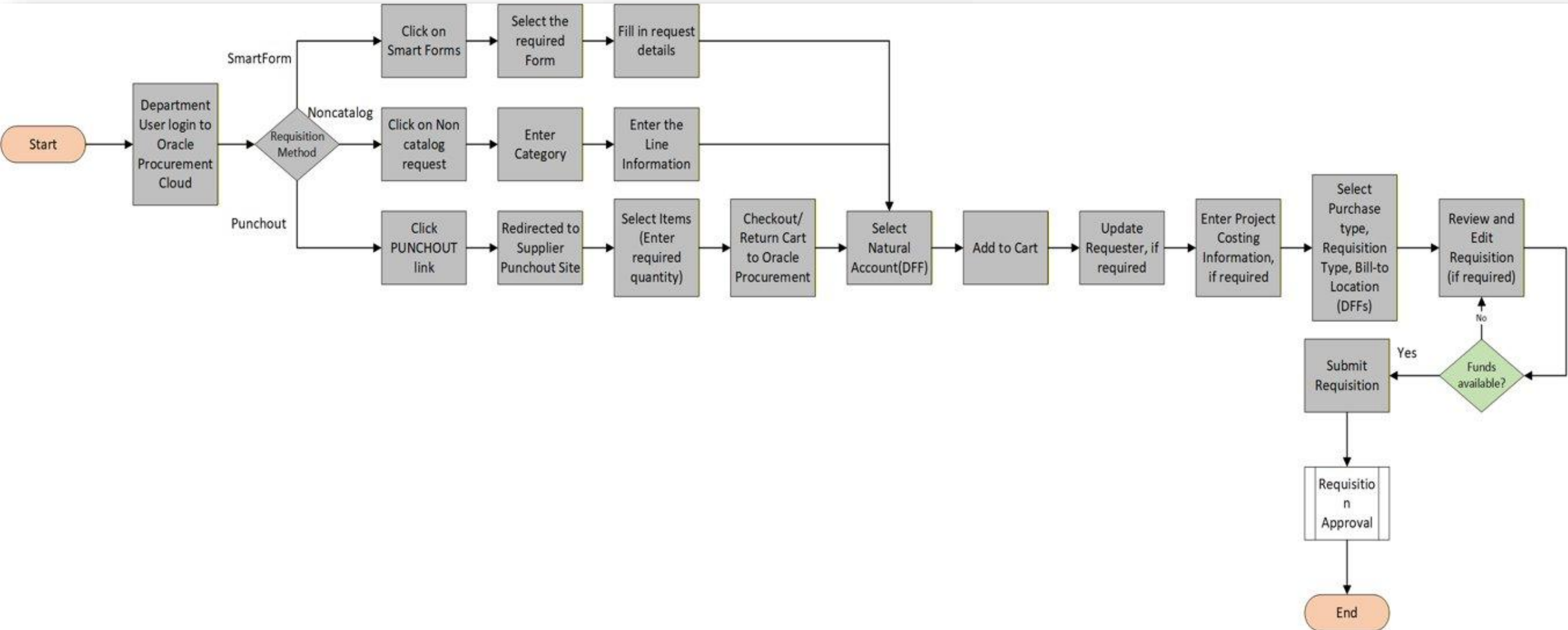
- ❖ Next Steps

- ❖ Adjourn



Overview: **Procurement**

Process Flow



Requisition Types

- **Punchout Catalog Requisition:** Requisition is created by accessing Amazon's external supplier website through Oracle Instance. Users select items directly on Amazon, and the selected items are returned to Oracle as a requisition with Amazon-maintained item details and pricing.
- **Non-Catalog Requisition:** Used to request goods or services that are not available in the catalog. This option allows users to manually enter item or service details for purchases billed by quantity or amount.
- **Request Form Requisition:** Created using predefined request forms designed by catalog administrators to standardize non-catalog requests.

The Smart Forms available are:

- Emergency Request Form
- Encumbrance Request Form
- State or Cooperative Contract
- Bid Request
- Bid Advertising

Procurement Requisition Overview

Self Service Procurement
Shelby County Business Unit | ADMINISTRATION

Search for items or services

My recent requisitions

- Approved Requisition SCPR2025186
TestRule1 and Rule2
1 Line
Buyer JAMES GLOSTER
- Approved Requisition SCPR2025185
Test Rule3
1 Line
Buyer CARLA HAYES
- Approved Requisition SCPR2025184
TestRule1
1 Line
Buyer CANDACE JACKSON

Shop by category
Browse all

PUNCHOUT

REQUEST FORMS

Create Noncatalog Request

Self Service Procurement | My Requisitions | Cart

Oracle Guided Learning

Procurement Overview

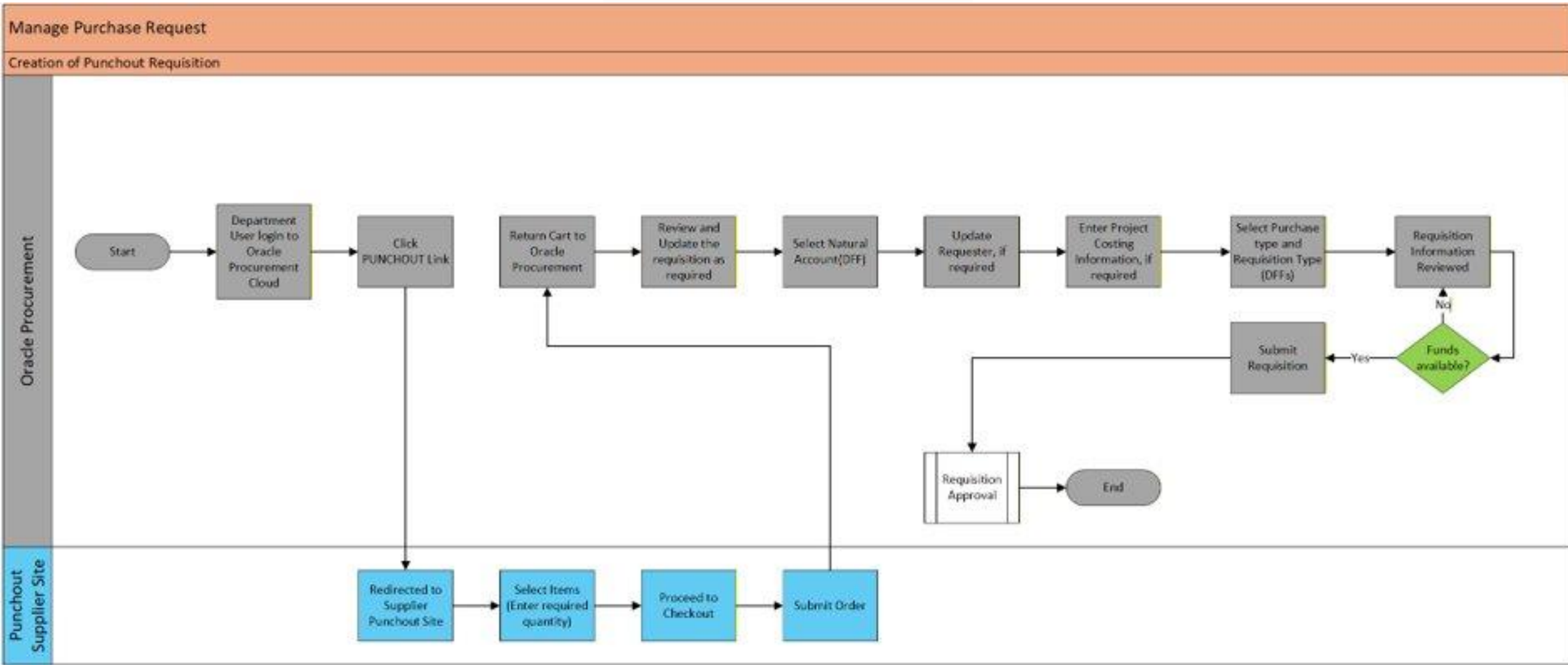
Guides available on the current page

- Procurement Requisition Overview - ...
 - Launch Guide
 - Step Guide
 - Video
- Welcome to Procurement
- Add Approvers to Requisition
- Create Requisitions and Purchase Orders
- Specify a Default Delivery Location - ...

Callouts:

- 'My recent requisitions' shows recently raised requisitions
- Each requester needs to set their 'Preference' for the first time they access this page before system can allow them to enter requisitions. Following attributes are set to default on each requisition which can be updated as required such as Requisitioning BU, Charge Account, and Deliver-to Information, Etc.
- 'Self Service Procurement' shows the default view along with catalog and smartforms link
- 'My Requisitions' shows all the existing requisitions for the current user
- 'Cart' shows the items which are added into the cart and are ready to submit.

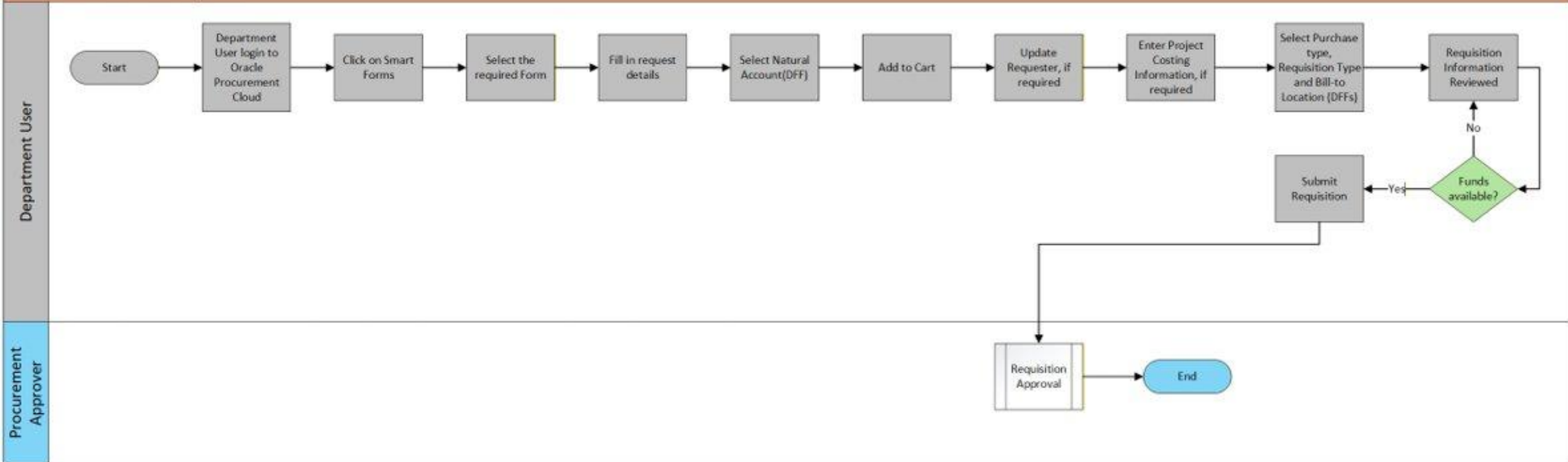
Process Flow of Punchout Requisition



Request Form Requisition

Manage Purchase Request

Creation of Smart Form Requisition





Question & Answer Time

Thank You
for your active
participation
in today's session!