



Module:
ERP (Procurement)
Part 2

**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

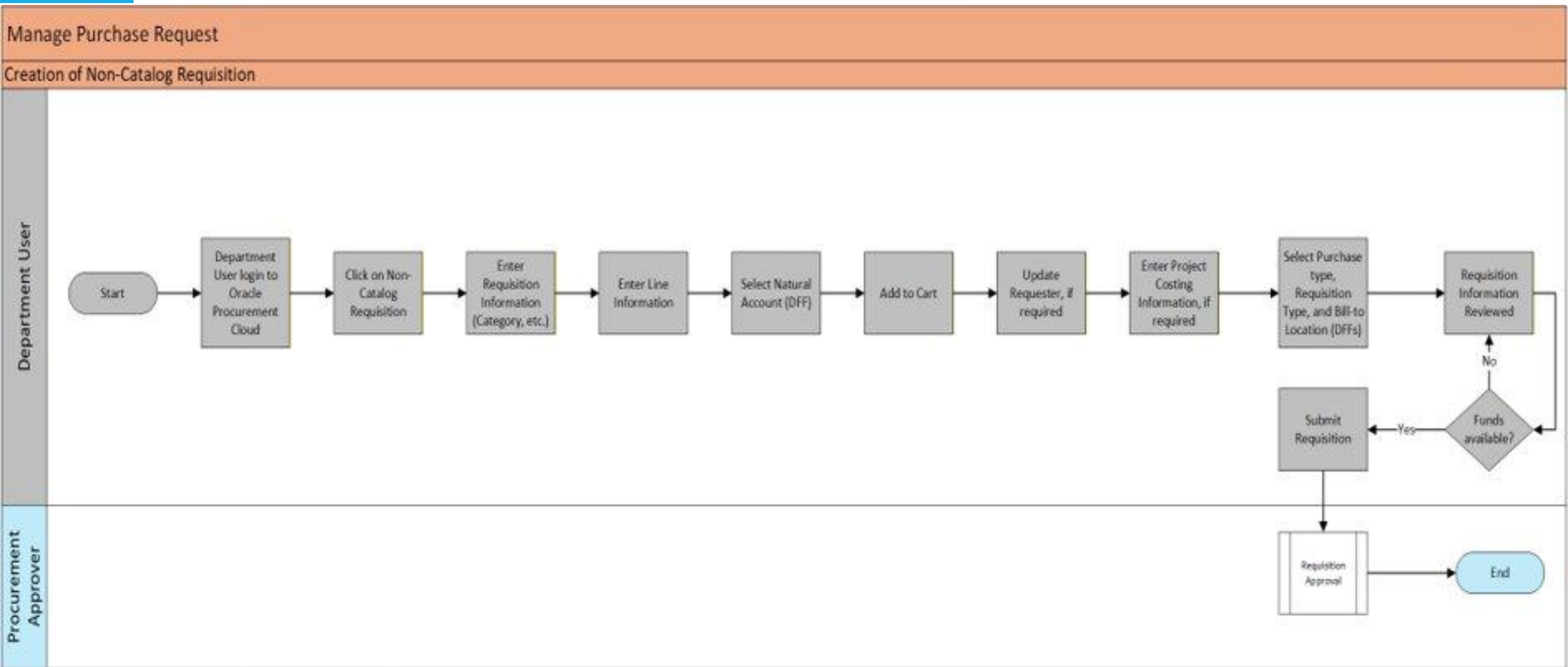
- ❖ Q & A

- ❖ Evaluation

- ❖ Next Steps

- ❖ Adjourn

Process Flow of Non-Catalog Requisition



Non-Catalog Requisition

Oracle Guided Learning



Create Noncatalog Requisition -

Guides available on the current page

Create Noncatalog Requisition - Red...

Create Requisitions and

Launch Guide

Step Guide

Create a Job Requisition

Video

Create Noncatalog Request

Create Noncatalog Request

Cancel

Add to List

Add to Cart

Item Description

Required

Item Type
Goods billed by quantity

Category

Required

Pricing

Quantity
1

UOM

Required

Price

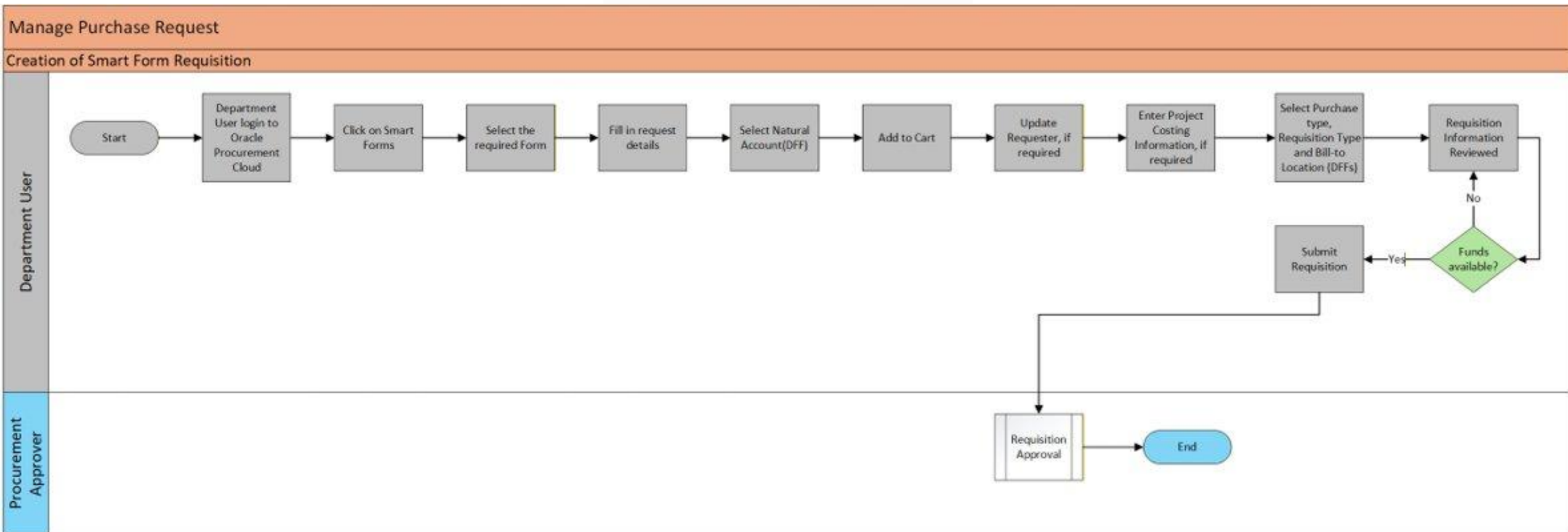
Currency
USD

Required

Once all the required information Entered. Click on Add to cart

Fill in all the required details

Request Form Requisition



Request Forms Requisition

Self Service Procurement

Shelby County Business Unit | COUNTY COUNTY SHERIFF'S OFFICE

Search for items or services

My recent requisitions

Delivered Requisition SCPR2026112

Laptop Webcam

1 Line
Purchase Order SCPO202...



Buyer
John V

Ordered Requisition SCPR202696

Office chair

1 Line
Purchase Order SCPO202656

Buyer
John V

Delivered Requisition SCPR202695

Monitors

1 Line
Purchase Order SCPO202655

Buyer
John V

Shop by category

Browse all

PUNCHOUT



REQUEST FORMS



Click on Request Forms

REQUEST FORMS

Search for items or services

Category 915-02 1

Item Source Smart form 5

5 results

Add to Cart

Add to Shopping List

Select the required Form

<input type="checkbox"/>	Description	Category	Price	UOM
<input type="checkbox"/>	Bid Advertising	915-02		
<input type="checkbox"/>	Bid Request			
<input type="checkbox"/>	Emergency Request Form			
<input type="checkbox"/>	Encumbrance Request Form			
<input type="checkbox"/>	State or Cooperative Contract			

Emergency Request Form

Create Request

Cancel

Add to List

Add to Cart

Emergency Request Form

Please use this form to request all emergency purchases. Please note that form requires the attachment of emergency justification form duly signed by department head, department reviewer and the elected officials

Item Description
Electrical Services

Line Type
Goods

Category
031-59

Pricing

Quantity
2

UOM
EACH

Price
\$ 100.00

Currency
USD

Negotiation required

Negotiated

Enter all required fields, select the appropriate category for the item & Add to Cart

Select the Lines and Submit the Requisition for Approval

Cart

Requisition SCPR2026114

Submit

Requisition summary

Description

Justification

Subtotal
\$200.00

Nonrecoverable Tax
\$0.00

Approval Amount
\$200.00

Funds Status
Not reserved

> More information

Search for lines by description, category, or source

All 1 selected

Duplicate

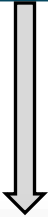
Edit Multiple



Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Edit	Delivery
<input checked="" type="checkbox"/> 1	Electrical Services	031-59	JD WILLIAMS	2	EACH	100.00 USD	200.00 USD	\$200.00		

Encumbrance Request Form

Select the Lines and Submit the Requisition for Approval



Create Request

Cancel

Add to List

Add to Cart

Encumbrance Request Form

This form is to be used to request an encumbrance against a Shelby County Contract. The PO generated after the requisition is approved is to be emailed to the vendor

Item Description
Shelby County Contract Encumbrance Request

Line Type
Fixed Price Services

Category
005-05

Pricing

Amount
\$10,000.00

Currency
USD

Negotiation required

Negotiated

Source

Agreement Type
Contract Purchase Agreement

Agreement
CA25005932

Enter all required fields, select the appropriate category for the item & Add to Cart

Cart

Requisition SCPR2026114

Submit

Requisition summary

Description

Justification

Subtotal
\$200.00

Nonrecoverable Tax
\$0.00

Approval Amount
\$200.00

Funds Status
Not reserved

> More information

Search for lines by description, category, or source

All 1 selected

Duplicate

Edit Multiple



Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Edit	Delivery
<input checked="" type="checkbox"/> 1	Electrical Services	031-59	JD WILLIAMS	2	EACH	100.00 USD	200.00 USD	\$200.00		

State or Cooperative Contract

Create Request

Cancel

Add to List

Add to Cart

State or Cooperative Contract

If you are using a State or Cooperative contract then use this form

Item Description
IT Service

Line Type
Fixed Price Services

Category
838-83

Pricing

Amount
\$10,000.00

Currency
USD

Negotiation required

Negotiated

Enter all required fields, select the appropriate category for the item & Add to Cart

Select the Lines and Submit the Requisition for Approval

Cart

Requisition SCPR2026114

Submit

Requisition summary

Description

Justification

Subtotal
\$200.00

Nonrecoverable Tax
\$0.00

Approval Amount
\$200.00

Funds Status
Not reserved

> More information

Search for lines by description, category, or source

All 1 selected

Duplicate

Edit Multiple



Line	Description	Category	Source	Quantity	UOM	Price	Amount	Amount (USD)	Edit	Delivery
<input checked="" type="checkbox"/> 1	Electrical Services	031-59	JD WILLIAMS	2	EACH	100.00 USD	200.00 USD	\$200.00		

Submit Requisition

The screenshot displays the 'Self Service Procurement' interface for the Shelby County Business Unit | ADMINISTRATION. The page features a search bar, a 'My recent requisitions' section with four items, and a 'Shop by category' section with 'PUNCHOUT' and 'REQUEST FORMS' buttons. A confirmation message is highlighted with a red border, stating 'Confirmation Requisition submitted' and 'Requisition SCPR2025193 was submitted for approval. View requisition'. A blue callout box on the right says 'Requisition Submitted for approval'. The top right corner shows a home icon, a notification bell with '152', and a user profile 'JV'. A 'Preferences' button is also visible in the top right.

Self Service Procurement
Shelby County Business Unit | ADMINISTRATION

Search for items or services

My recent requisitions

- Requisition SCPR2025193
Test
- Requisition SCPR2025190
Fulton Turners Mesh Abrasive Roll 1" X 20' - 5 Assortment Pack with Dispenser -...
- Abrasive Equipment nd Tools
- Requisition SCPR2025186
TestRule1 and Rule2

See more

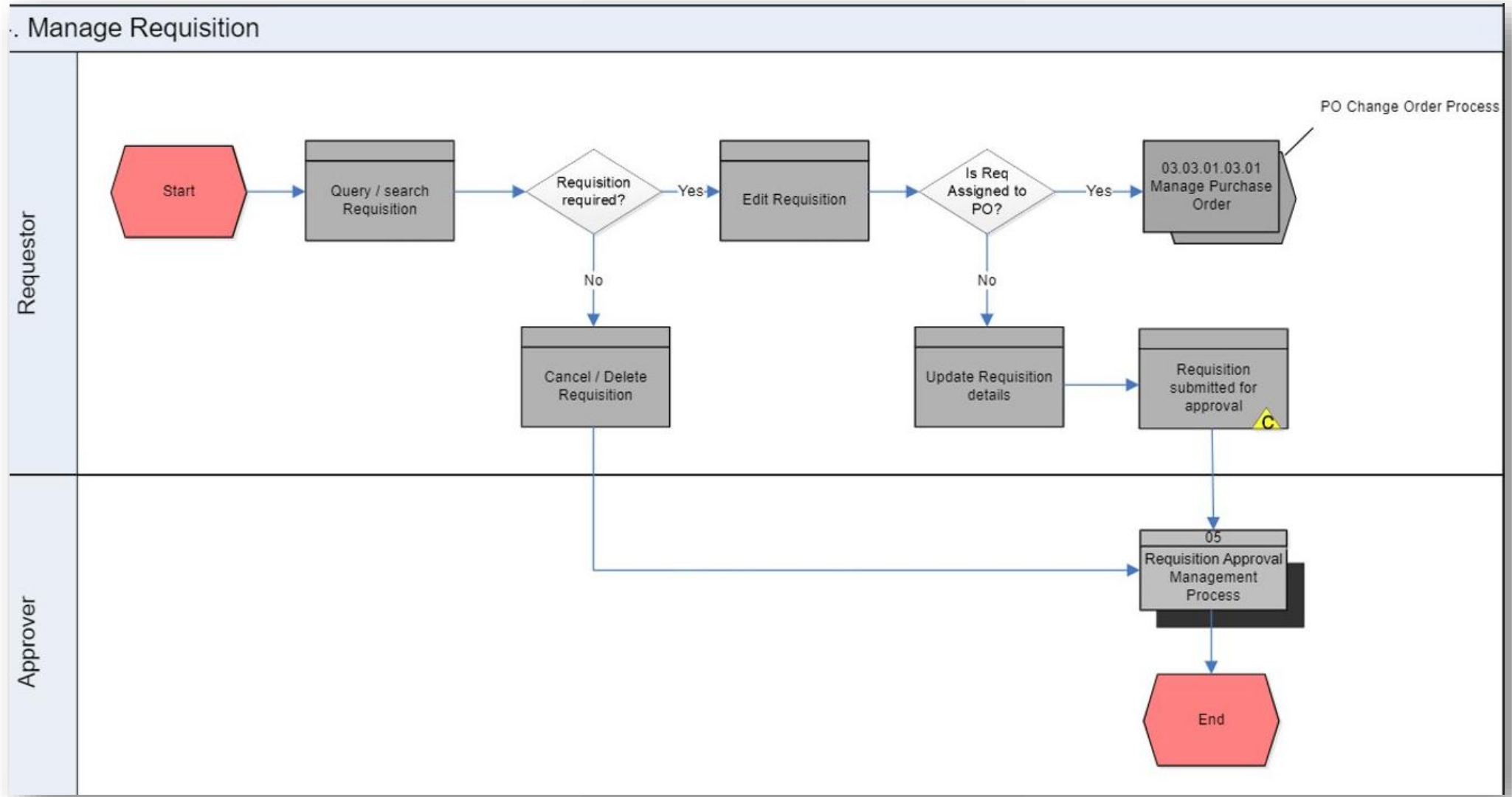
Shop by category
Browse all

- PUNCHOUT**
- REQUEST FORMS**

Confirmation
Requisition submitted
Requisition SCPR2025193 was submitted for approval. [View requisition](#)

Requisition Submitted for approval

Manage Requisition



Manage Requisition

My Requisitions

Entered By John V Search for requisitions

Category 010-62 3 Requisition Status Approved 0 Line Status Approved 0 Requester Harsha V 2

4 items

Requisitions Lines

Ordered	SCPR202696 Office chair Entered By John V	Purchase Order: SCPO202656 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00	...
Ordered	SCPR202695 Monitors Entered By John V	Purchase Order: SCPO202655 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00	...
Delivered	SCPR202694 Office chair Entered By John V	Purchase Order: SCPO202654 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00	...
Delivered	SCPR202693 Insulation, Interior Entered By John V	Purchase Order: SCPO202653 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00	...

- View Details
- View Order
- Edit**
- Duplicate
- View Document History
- View Life Cycle
- Reassign
- View PDF
- Cancel

Self Service Procurement **My Requisitions** Cart

Duplicate Requisition

Oracle Guided Learning

Search Duplicate

Guides available on the current page

- Duplicate Check - Redwood
- Duplicate Requisition - Redwood**
- Duplicate a seeded job requisition
- Duplicate a Job Requisition
- Duplicate a Position - HR Specialist - ...

Launch Guide

Step Guide

Video

My Requisitions

Entered By John V Search for requisitions

Category 010-62 3 Requisition Status Approved 0 Line Status Approved 0

4 items

Status	Requisition ID	Description	Supplier	Amount	Actions
Ordered	SCPR202696	Office chair	Purchase Order: SCPO202656 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00	View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel
Ordered	SCPR202695	Monitors	Purchase Order: SCPO202655 sold by BLUE SKY AUTOMOTIVE INC		View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel
Ordered	SCPR202694	Office chair	Purchase Order: SCPO202654 sold by BLUE SKY AUTOMOTIVE INC		View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel
Delivered	SCPR202693	Insulation, Interior	Purchase Order: SCPO202653 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00	View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel

Select Duplicate.

Close

Self Service Procurement My Requisitions Cart

Receipts

Oracle Guided Learning



Receipt



Guides available on the current page

Partial Receipting



Enter Manual Receipts



Create Receipt



Correct Receipt



Create a Receipt - Redwood



Orders to Receive Shelby County Business Unit

Try a requisition, item, or supplier

Expected Date 12/15/25 - 12/15/25

Document Type Purchase order 3

Requester John V 3

Exclude 2-Way Match Orders 3

More Filters

Expected in the past

Partially received

Expected on 11/18/25

Monitors

Purchase Order SCPO202655
From BLUE SKY AUTOMOTIVE INC
9 EACH

Receive Now



Expected on 11/18/25

Office Table

Purchase Order SCPO202662
From ALAN JAY AUTOMOTIVE MANAGEMENT
1 EACH

Receive Now



Expected on 11/18/25

Coffeemakers

Purchase Order SCPO202656
From BLUE SKY AUTOMOTIVE INC
10 EACH

Receive Now



Orders to Receive

My Receipts





Question & Answer Time

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