



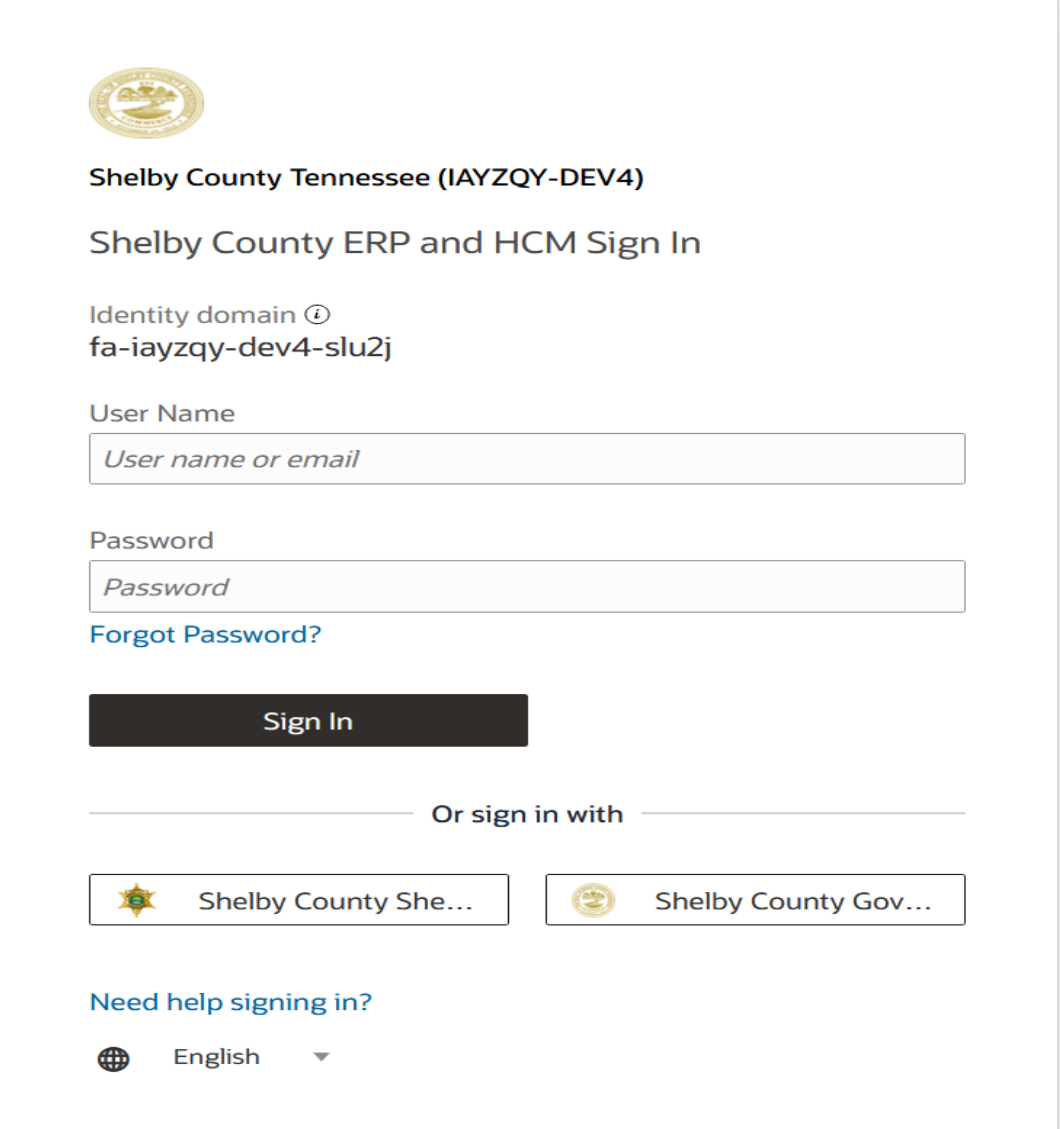
**ONE**  
CONNECT



# Log In Instructions

# How To Log In To Oracle Cloud

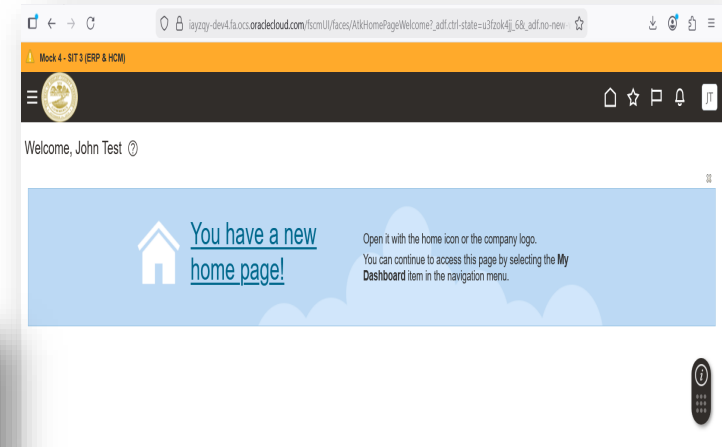
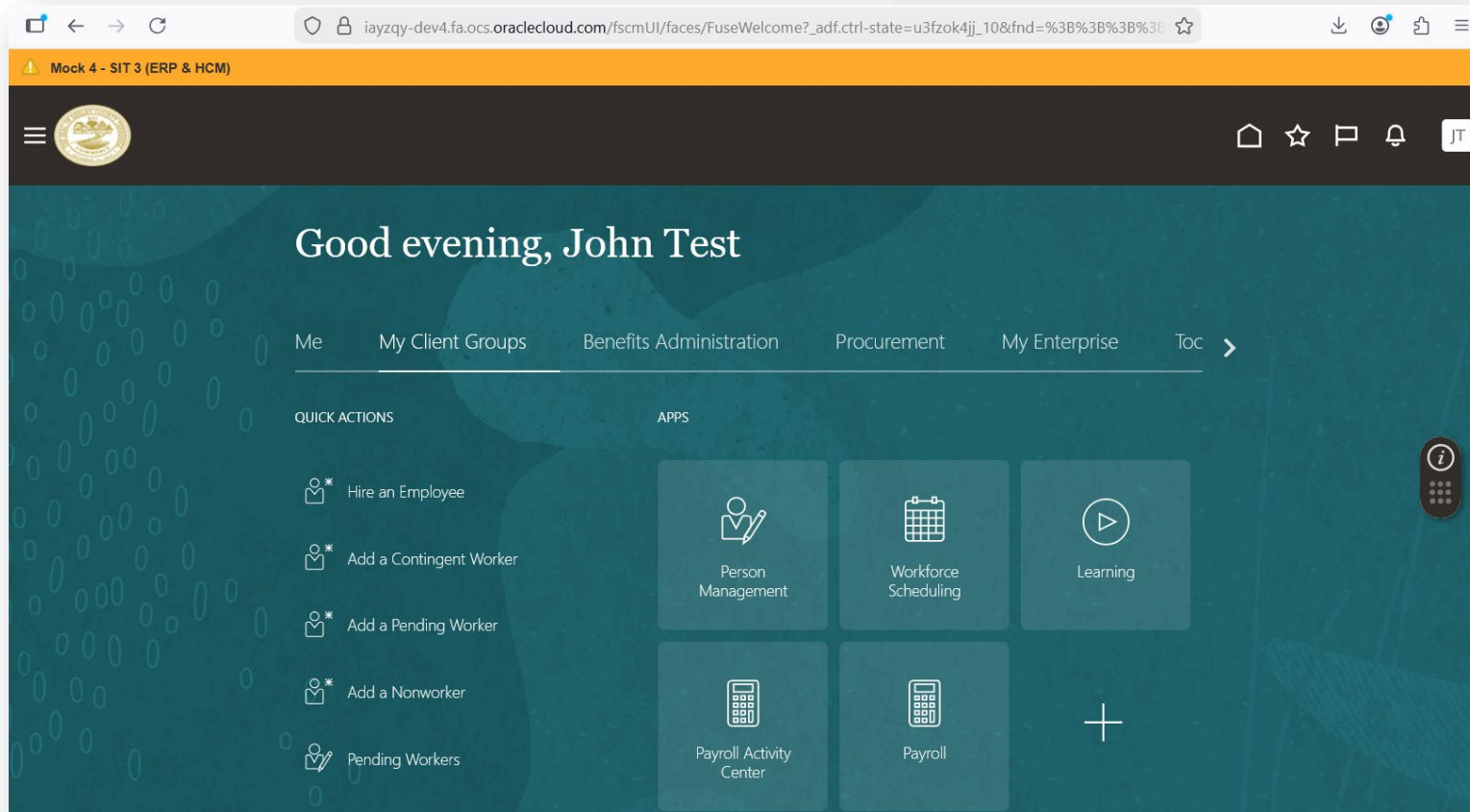
- **Step 1:** Open your web browser,
  - Click on the Dev environment link → <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Enter your organization email address.
  - Enter your network password (the same password you use for Outlook).
  - Click 'Sign In'.
- **Step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



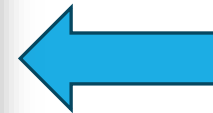
The screenshot shows the Oracle Cloud login interface for Shelby County Tennessee. At the top left is the Oracle logo. Below it, the text reads "Shelby County Tennessee (IAYZQY-DEV4)" and "Shelby County ERP and HCM Sign In". The "Identity domain" is listed as "fa-iayzqy-dev4-slu2j". There are two input 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.







## Ground Rules

Identify how we will work well together today.

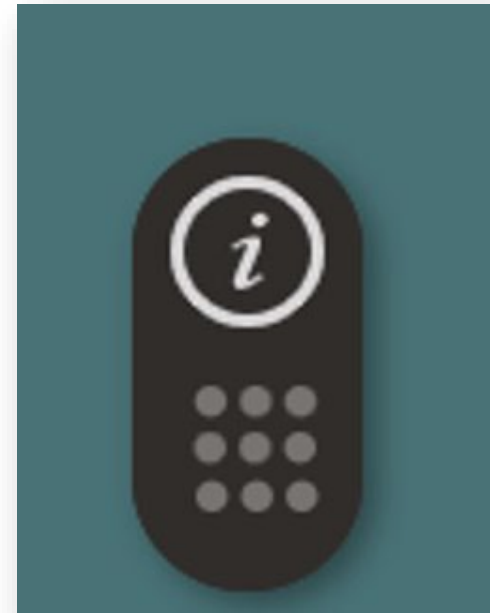


# Ground Rules

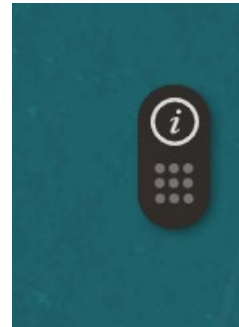
- 
- Be Present/Participate
  - On conversation at a time
  - Stay on topic (Parking Lot)
  - Cell Phones on Silent
  - No Texting Please
  - Back from Breaks on Time
  - **Have FUN!**

## 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)**

**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 and State & Cooperative Contracts)
  - ❖ Requisition Approvals
  - ❖ View/Copy/Edit Requisitions
  - ❖ Create Receipt
  
- ❖ Closing
  
- ❖ Summary
  
- ❖ Q & A
  
- ❖ Evaluation
  
- ❖ Next Steps
  
- ❖ Adjourn



# Overview: **Procurement**

# Procurement Requisition Overview

**Oracle Guided Learning** [Close]

Procurement Overview [Search] [Close]

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 - ...

**Self Service Procurement** [Preferences]

Shelby County Business Unit | COUNTY COUNTY SHERIFF'S OFFICE

Search for items or services

**My recent requisitions**

<b>Ordered</b> Requisition SCPR202696 <b>Office chair</b> 1 Line Purchase Order SCPO202656 Buyer <b>John V</b>	<b>Delivered</b> Requisition SCPR202695 <b>Monitors</b> 1 Line Purchase Order SCPO202655 Buyer <b>John V</b>	<b>Delivered</b> Requisition SCPR202694 <b>Office chair</b> 1 Line Purchase Order SCPO202654 Buyer <b>John V</b>	<b>Delivered</b> Requisition SCPR202693 <b>Insulation, Interior</b> 1 Line Purchase Order SCPO202653 Buyer <b>John V</b>
---	---	---	---

**Shop by category**  
Browse all

Self Service Procurement | My Requisitions | Cart

# 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

# Amazon Punchout Requisition

**Self Service Procurement**  
Shelby County Business Unit | COUNTY COUNTY SHERIFF'S OFFICE

Search for items or services

Preferences

All ▾ Enter keyword or product number  EN   Hello, John  
Account for Shelby County ... ▾ Returns & Orders 

Punchout Group: Oracle Punchout

Gift Guide Gift Cards ▾ Buy Again Today's Deals Subscribe & Save Top Categories Business Savings Shop deals on gifts Lists ▾ Business Prime ▾

**My recent requisitions**



- 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
- Delivered** Requisition SCPR202694  
**Office chair**  
1 Line  
Purchase Order SCPO202654  
Buyer  
John V
- Delivered** Requisition SCPR202693  
**Insulation, Interior**  
1 Line  
Purchase Order SCPO202653  
Buyer  
John V

You are connected to test environment of your Organization's Purchasing system and Amazon Business. ⓘ

by your organization.  
with the purchasing standards of your organization.

**Shop by category**  
Browse all

**Select Punchout Catalog**

**PUNCHOUT**  REQUEST FORMS 

Self Service Procurement My Requisitions Cart


Share cart items

Price

Subtotal (1 item): **\$1,149.00**

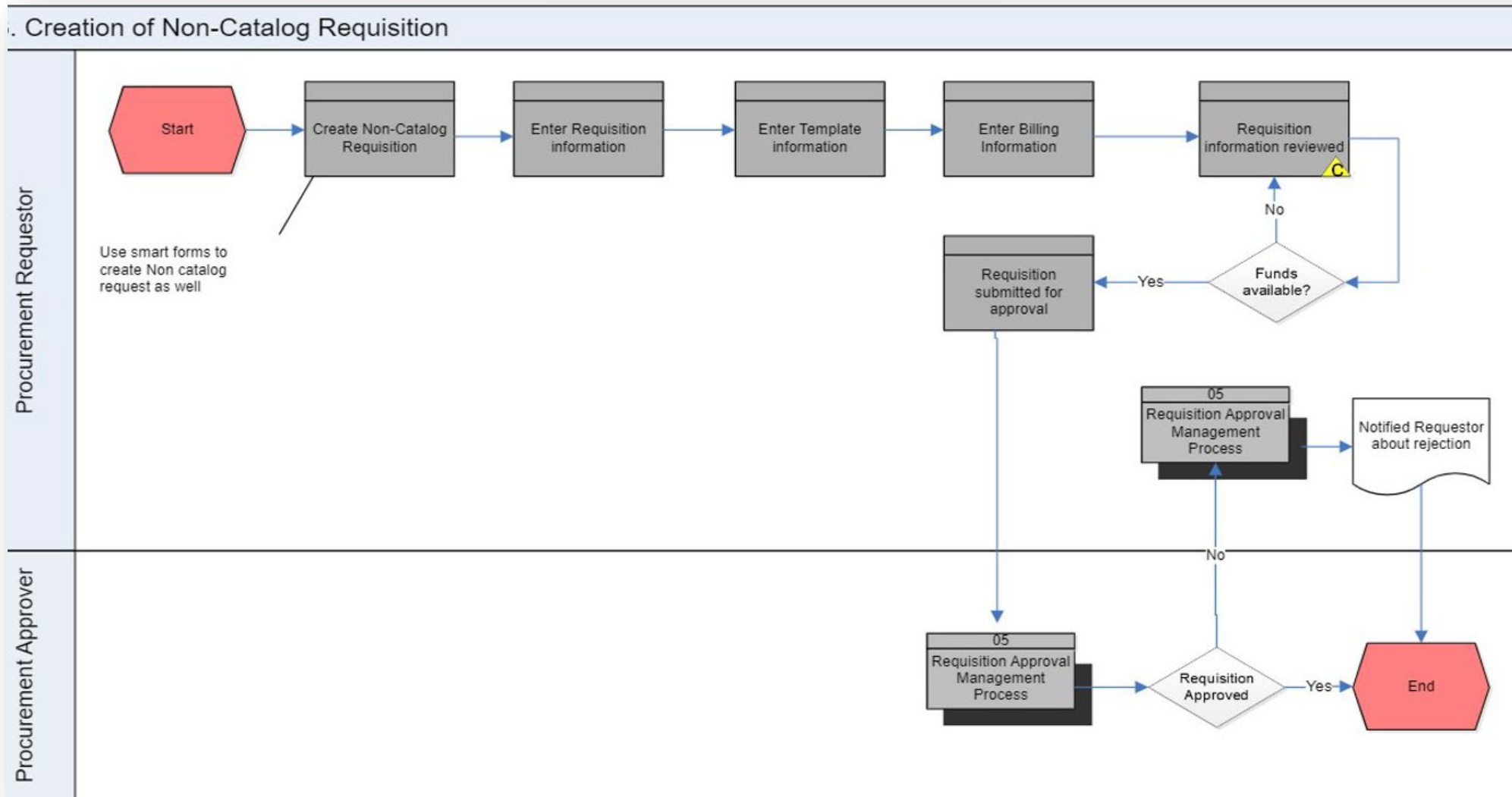
**Proceed to checkout**

macBook Air 15-inch Laptop with M4 chip: Built for Apple Intelligence, Liquid Retina Display, 16GB Unified Memory, 256GB SSD Storage, 12MP Ce...  
\$1,149.00  
List Price: \$1,199.00  
Savings: **\$50.00** (4%)  
Business Price

Download cart to PDF   
Download

Dec 16

# Process Flow of Non-Catalog Requisition



# Non-Catalog Requisition

Oracle Guided Learning ✕

🔍  ✕

Guides available on the current page

- Create Noncatalog Requisition - Red...** ⋮
- Create Requisitions and... Launch Guide
- Create a Job Requisition... Step Guide Launch C
- 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 Required Currency: USD ▼



# 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**

## < REQUEST FORMS

Search for items or services

Item Source Smart form 3

3 results

#### Emergency Request Form

Create Request

#### Encumbrance Request Form

Create Request

#### State or Cooperative Contract

Create Request

# 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

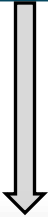
Edit Multiple



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

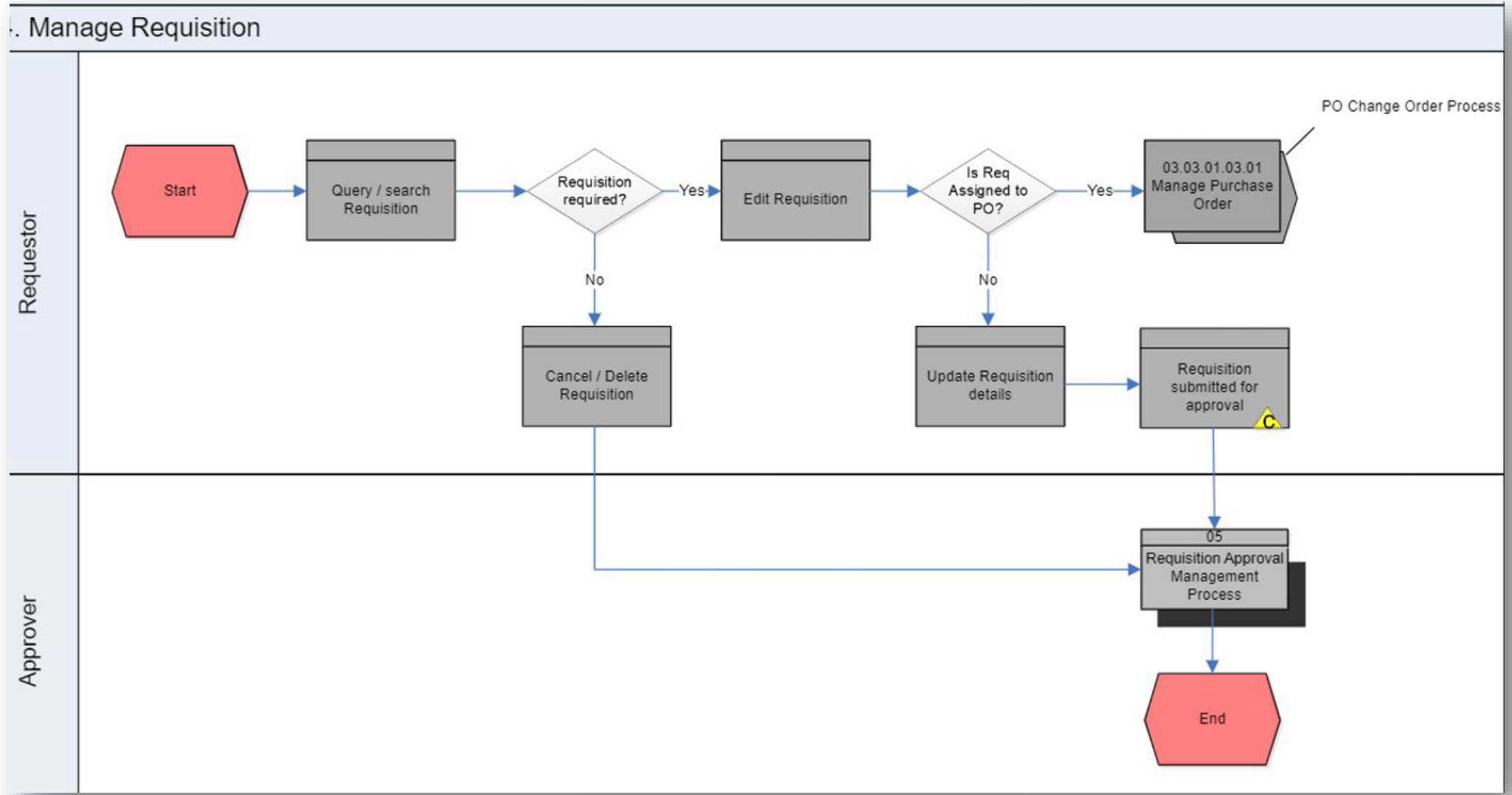
Duplicate

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		

# Manage Requisition



# Manage Requisition

## My Requisitions

Q Entered By John V X Search for requisitions

Category 010-62 3

Requisition Status Approved 0

Line Status Approved 0

Requester Harsha V 2

4 items

Requisitions

Lines



Ordered	<a href="#">SCPR202696</a> Office chair Entered By John V	Purchase Order: SCPO202656 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00
Ordered	<a href="#">SCPR202695</a> Monitors Entered By John V	Purchase Order: SCPO202655 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00
Delivered	<a href="#">SCPR202694</a> Office chair Entered By John V	Purchase Order: SCPO202654 sold by BLUE SKY AUTOMOTIVE INC	\$1,000.00
Delivered	<a href="#">SCPR202693</a> 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



# Duplicate Requisition

Oracle Guided Learning

Search Duplicate

Guides available on the current page

- Duplicate Check - Redwood
- Duplicate Requisition - Redwood**
- Duplicate a seeded jour
- 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	Entered By	Amount	Actions
Ordered	SCPR202696	Office chair	John V	\$1,000.00	View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel
Ordered	SCPR202695	Monitors	John V		View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel
Ordered	SCPR202694	Office chair	John V		View Details, View Order, Edit, Duplicate, View Document History, View Life Cycle, Reassign, View PDF, Cancel
Delivered	SCPR202693	Insulation, Interior	John V	\$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



# Discuss OGL Guides

Terms/Terminology/Acronyms



# Summary & Closing



# Question & Answer Time

# Next Steps

- 
- After leaving this session, what will you do:
  - First
  - Next
  - Next
  - Next...



Technology, Processes & People

- 
- ❖ What's Next?
  - ❖ Homework
    - ❖ Review Notes & OGL Guides
    - ❖ Huddle/Debrief with your Team
    - ❖ Practice Logging In
  - ❖ Support: [OneConnect.help@shelbycountyttn.gov](mailto:OneConnect.help@shelbycountyttn.gov)
  - ❖ Complete Session Eval
  - ❖ Adjourn
- 
- 
-

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

# Oracle OneConnect

