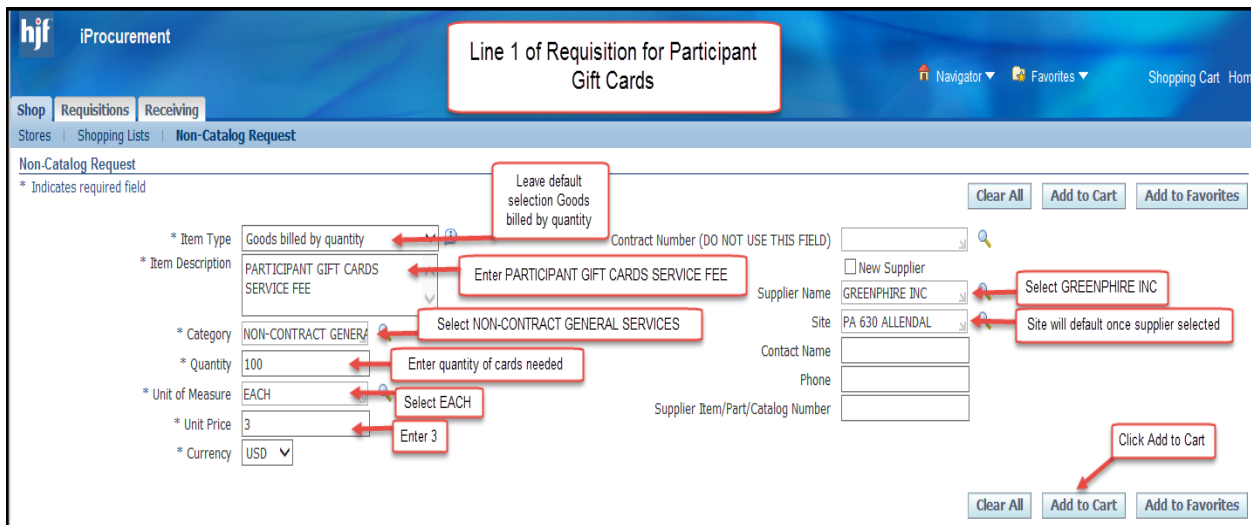
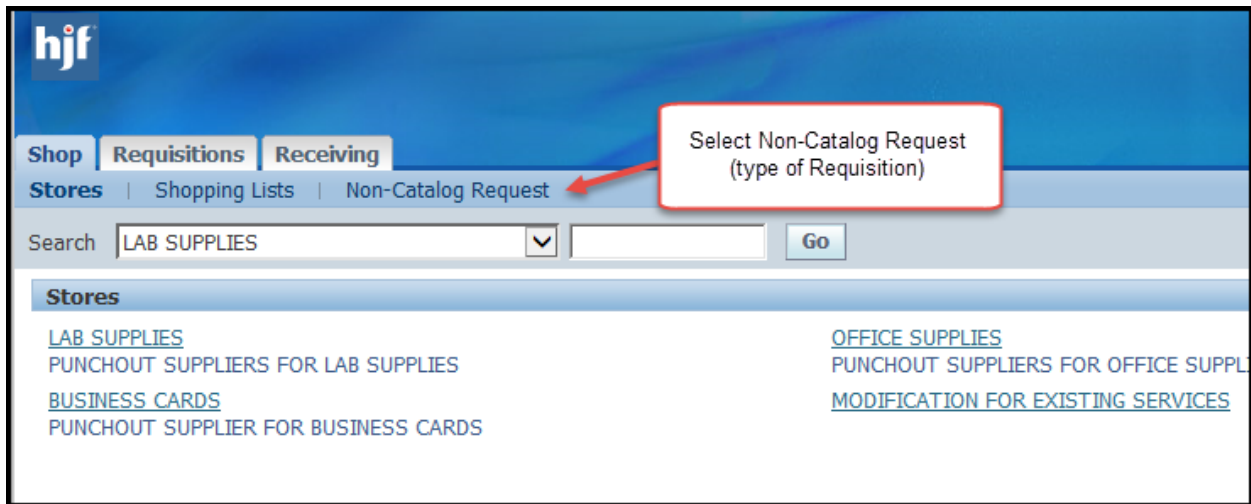


HJF Oracle Instructions

for Participant Gift Card Requisition – ClinCard Program with Greenphire, Inc. (as of June 2016)



Line 2 of Requisition for Participant Gift Cards

hjf iProcurement Navigator Favorites Shopping Cart Home

Shop Requisitions Receiving
Stores Shopping Lists Non-Catalog Request

Non-Catalog Request
* Indicates required field

* Item Type: Goods or services billed by amount
* Item Description: PARTICIPANT GIFT CARDS (100 CARDS X \$20)
* Category: PARTICIPANT GIFT CARDS
* Amount: 2000
* Currency: USD

Contract Number (DO NOT USE THIS FIELD)
Supplier Name: GREENPHIRE INC
Site: PA 630 ALLENDAL
Contact Name
Phone
Supplier Item/Part/Catalog Number

Buttons: Clear All, Add to Cart, Add to Favorites

Annotations:
 - Select Goods or services billed by amount (points to Item Type)
 - Enter PARTICIPANT GIFT CARDS and quantity of cards X the value of each card (points to Item Description)
 - Select Participant Gift Cards (points to Category)
 - Enter total amount needed for card purchase (points to Amount)
 - Supplier is still selected from line 1 - no action needed (points to Supplier Name)
 - Click Add to Cart (points to Add to Cart button)

SE THIS FIELD) [Field] [Search]

New Supplier

Supplier Name: GREENPHIRE INC [Search]

Site: PA 630 ALLENDAL [Search]

Contact Name: [Field]

Phone: [Field]

Catalog Number: [Field]

Buttons: Clear All, Add to Cart, Add to Favorites

Shopping Cart
Your cart contains 2 lines.

Recently Added Lines

PARTICIPANT GIF...	2,000.00	USD
PARTICIPANT GIF...	100	EACH

View Cart and Checkout

Annotation: Select View Cart and Checkout. Then complete the rest of the requisition steps as usual. (points to View Cart and Checkout button)