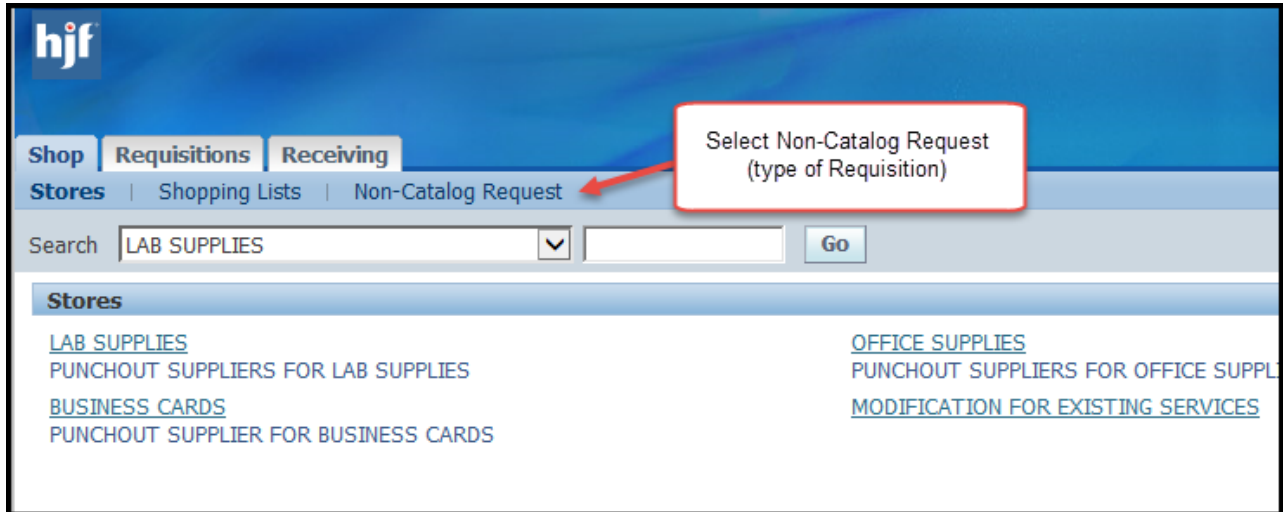


HJF Oracle Instructions

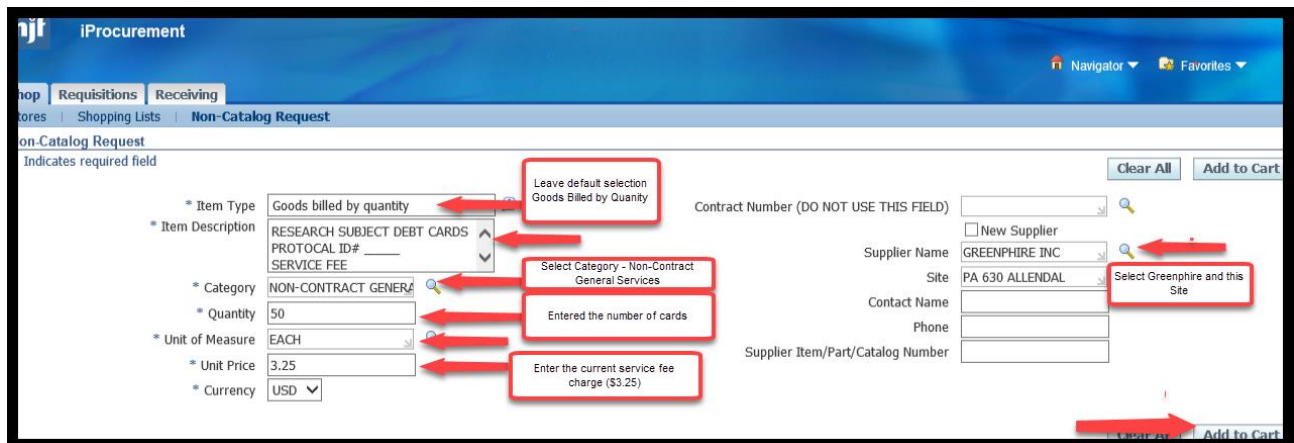
Greenphire/Clin Card - Research Subject Debt Cards

as of Dec. 2019

Enter the Requisition using the Non-Catalog Request.



Enter the first line for the service fee for the cards being requested, using the Category **Non-Contract General Services**.



Enter the second line for the total amount needed, using the Category **Research Subject Debt Cards**.

The screenshot shows the 'Non-Catalog Request' form in the iProcurement system. The form includes fields for Item Type, Item Description, Category, Amount, and Currency. Red callouts with arrows point to the following fields: 'Goods or services billed by amount' (labeled 'Change to Goods or Services by Amount'), 'RESEARCH SUBJECT DEBT CARDS (50 CARDS X \$20)' (labeled 'Select Category - Research Subject Debt Cards'), and '1000' (labeled 'Enter the total amount'). A red arrow also points to the 'Add to Cart' button at the bottom right.

Once both lines are added to the Shopping Cart, then select View Cart and Checkout. Then follow the normal process for the rest of the Requisition.

The screenshot shows the 'Non-Catalog Request' form with the 'Shopping Cart' summary on the right. The 'Shopping Cart' section indicates 'Your cart contains 2 lines.' and lists 'Recently Added Lines' with columns for item description, quantity, and price. A red callout with an arrow points to the 'View Cart and Checkout' button.

Item Description	Quantity	Price
RESEARCH SUBJECT DEBT CARDS (50 CARDS X \$20)	1	1,000.00 USD
RESEARCH SUBJECT DEBT CARDS (50 CARDS X \$20)	50	50 EACH

Important Information:

- **Attach the approved Clin 1 form to the Requisition. The Requisition will be returned if not attached.**
- **If Requisition for a modification, then provide the current PO number in the Note To Buyer field.**

End of Instructions