

Upgrading Oracle Procurement Purchasing Authority

(Upgrading to a purchasing authority of \$500, 2500, 5000, previously known as the Department Buyer - 500)

Take Training

1. Go to [UCLearning](#)
2. Login with your Business SSO account or active directory account
3. Take the [Oracle: Buying and Paying](#) training:
 - (35mins) Topics Covered: Oracle Procurement Navigation, Basic Shopping Techniques, Checking Order and Payment Status, and Revising and Canceling Orders

Submit a Role Request

1. Go to Services and Support Portal's [Oracle & Concur Other Roles](#)
2. Login with your AD (Active Directory) account
3. Fill in the name of the person who needs the
4. Enter the Financial Unit (see SLBO for you FinUnit)
5. Select **PO Requisitioner - \$500**

Oracle & Concur Other Roles

Request for delegated purchasing authority and other roles

Submitted by:
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*Who is this request for?

*Does the person need access granted or access removed?
Access Requested

When does the person need access?
2020-08-22 06:39:27

*Select the home Financial Unit authorizing this person's purchasing delegation.
UCEN Reservation Services | 6000035

*Select the PO Requisitioner delegated purchasing amount

-- None --
PO Requisitioner - \$500
PO Requisitioner - \$2500
PO Requisitioner - \$5000

6. Upload an attachment (either Word Doc or PDF of email) of the supervisor's consent in giving this Requisitioner an upgraded purchasing authority.