

## iProcurement

### 1. Log Out Button

The log out button in iProcurement has changed from a door icon to a power button.



### 2. Non Catalog Request Screen

There are two small changes within the non catalog request screen:

- Non Catalog Item Types

The wording of the Item Types has changed.

<i>Previous Wording</i>	<i>New Wording</i>	<i>Item Type Use</i>
Goods and Services billed by Quantity	Goods I can provide description, item price and quantity	Default setting. This is the main type for entering non catalog requisition.
Goods billed by Amount	Goods or Services I can provide description and Total Amount	
Services billed by Amount	Services I can provide description, rate and quantity	

- Non Catalog New Supplier tick box

Below the Supplier field there is a new tick box 'New Supplier'. This tick box **DOES NOT** create a new supplier and can be ignored.

Full screens and details are available within the iProcurement Requisitioner User Guide Step 2.4.2 – 2.4.12, page 36 – 38.

### 3. Update Line details including coding

To update information within a line for example coding, note to supplier line the Pencil icon would have been used, this icon has been removed. There is a new 'Update' button to update information within a line.

Full screens and details are available within the iProcurement Requisitioner User Guide Step 2.1.27 – 2.1.31, page 19 - 21