

Oracle Procurement 25C Feature Updates for Users

Updates visible in Oracle on August 18, 2025



1. New Shortcuts & Navigation

- Smart Forms Button (aka Request Forms)
 - Found on the Homepage → Actions.
 - Direct link to non-catalog request forms.

The screenshot shows the Oracle Self Service Procurement homepage. At the top, there's a header with the text "Self Service Procurement" and "UCR BU | UC Riverside Central Receiving". Below this is a search bar labeled "Search for items or services". To the right of the search bar is a "Smart Forms" button with a sub-label "Update Preparer and Receiver". Below the header, there's a section titled "My recent requisitions" which displays four cards for different requisitions. Each card shows the status (Draft or Cancelled), the requisition number, a title, the number of lines, and the creation or last updated date. Below this section is a "Request Forms" section with a search bar and a "Shop by category" button. Below the search bar, it says "5 results". There are two tabs: "Card View" and "Table View". Below the tabs, there are three cards for different types of non-catalog requisitions: "Non Catalog Requisition < \$10K for Goods and Services", "Non Catalog Requisition > \$10K for Goods and Services", and "Non Catalog Requisition for Lump Sum Purchases". Each card has a "Create Request" button.

- Request Forms & Punchout Catalogs:
 - Now appear in alphabetical order.

The screenshot shows the Oracle All Punchout Catalogs page. At the top, there's a header with the text "All Punchout Catalogs" and a search bar labeled "Search for items or services". Below the header, it says "29 results". There are two tabs: "Card View" and "Table View". Below the tabs, there's a grid of catalog cards. Each card shows the catalog name, a logo, and a "Go to Site" button. The catalogs are listed in alphabetical order: AUCAM, BIO-RAD, CDW, CYTOSOL, DELL, DIGA KEY, EPENDORF, and FASTNAIL.

2. Purchasing Card (PCard) Updates

- PCard Dropdown:
 - Visible only to cardholders.
 - Provides quick access to PCard-specific actions.

UCRR00102404
Requisition

Cancel Update

Description
Test Edit multiple lines

Justification
Please provide your justification here

Procurement Card

XXXXXXX1252

Eligible for Reduced Tax
No

End User
test

Owing Department
D01100

BUS-79 Transactor Attestation
☐

RIIS-79 Fiscal Attestation

3. Automatic Data Entry

- POETAF Fields:
 - Automatically fill in when you enter a valid K Project number.

4. Shopping Lists

- Shopping List Action:
 - After 25C, “Shopping Lists” under Actions only appear if you already have a list created. Before 25C, Shopping Lists always appeared in the dropdown.

5. Label & Search Improvements

- Item Type → Line Type:
 - Label changed for clarity.

Before:

Item Type

Goods

After:

Line Type

Goods

- Deliver To Location:
 - More search options available in Preferences.

Preferences

Requisitioning BU

Requisitioning BU
UCR BU

Delivery

Receiver

Andrea Barwinski

Deliver-to Location

UC Riverside Che

UC Riverside Chemistry Department

UCR0033

501 W. Big Springs Road, RIVERSIDE, CA 92507, UNITED STATES

More search options

Search and Select

Search Using

☒ Starts with ☐ Contains

UC Riverside Che

Q

Deliver-to Location

Deliver-to Location Code

Address Line 1

Town or City

Postal Code

Country Code

Deliver-to Location

Deliver-to Location Code

Deliver-to Address

UC Riverside Chemistry Depart...

UCR0033

501 W. Big Springs Road, RIVERSIDE, CA 92...

- Agreements Search:
 - Now shows the Agreement Description.

Agreement			
Agreement	Supplier	Supplier Site	Description
14	LIFE TECHNOLOGIES	GRAND ISLAND_2	Lab - Chemicals, Reagents, Oligos
15	NEWCO DISTRIBUTORS INC	RANCHO CUCAMONGA_1	SBF - NEWCO - Animal Food/Bedding
1643	BIG WEST CONFERENCE	IRVINE_1	R Athletics - Big West Conference Fees
182	BARRAZA DISTRIBUTION	GLENDORA_1	R Dining - Naked Juice - Baraza Distrib.

- Requisition Search:
 - Can search using the requester's email address.

My Requisitions

Entered by
andreamc@ucr.edu (104)

This Year 83

Creation Date This Year 98

Category Lab Supplies Other[541370] 29

More Filters

104 items

Requisitions
Lines
Download

Approved

UCRR00102403
test error
Entered By Andrea Barwinski

\$160.41

08/08/2025

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6. Distribution & Editing Features

- Create Distributions on Multiple Requisition Lines:
 - Add or delete distributions for several lines at once.
- Edit Multiple Lines Page:
 - Fields are reordered for easier use.
- Shopping Cart View:
 - You can add a Charge Account column.

Columns

Show

☒
Line

☒
Description

☒
Category

☒
Charge To

☒
Supplier

☒
Quantity

Duplicate
Edit Multiple

Line	Description	Category	Supplier	Quantity	UOM	Price	Amount (USD)	Edit	Delivery	Receiver	Charge To
1	Bugs	Inventorial Animal	LABCO INTERNATI	12	Each	50.00 USD	\$600.00			Andrea Barwinski	1511-19900-A01207-560290-72-000-0000000000-00000
2	Bugs	Inventorial Animal	LABCO INTERNATI	12	Each	50.00 USD	\$600.00			Andrea Barwinski	1511-19900-A01207-560290-72-000-0000000000-00000
3	Bugs	Inventorial Animal	LABCO INTERNATI	12	Each	50.00 USD	\$600.00			Andrea Barwinski	1511-19900-A01207-560290-72-000-0000000000-00000

7. Known Issues (Bugs) - *At time of release*

- Suggested Buyer Field Missing (in Edit Multiple Lines):
 - Workaround: Update it line-by-line until fixed.