iProcurement is the University’s purchasing system, containing store catalogues built from various preferred suppliers and approved items for purchase. When you shop using store catalogues a requisition will be automatically generated for the items you select and checkout for purchase.

There are two types of catalogues available.

**University Local Stores**

Items loaded into the University’s local stores for which we have an agreement with a preferred supplier. These items are available for you to purchase and are organised into grouped categories.

**Punchout Stores**

Items available directly from an external Supplier’s website, these are suppliers with whom we have an arrangement to access their site and order goods or services directly from them. From the University catalogue there is a link directly into the supplier’s site (a Punchout). For example, the Lyreco site is linked from the University’s Catalogue and is used for purchasing all stationary goods directly from Lyreco.

**Important:** In addition to the above there are links to Information (only) sites internal to the University, by clicking one of these links you are taken to a University website containing manual guidelines on purchasing items from areas within the University such as IT, Print Management, Bio21 and Marketing.

**Note:** a requisition is not generated by you when making purchases from these internal areas, as the items will be ordered by the area concerned.

**Searching the Catalogue**

1. Log into Themis, select the **iProcurement** responsibility

   The **Shop, Stores Home Page** will display.

   **Note:** You can search the stores catalogue either by, clicking on the linked categories and drilling down into further sub-categories, or by using the search feature at the top of the screen as described below.
Simple Search

A simple search only requires a single word and will retrieve items from the designated store or category, if there are multiple similar items. A wildcard “%” can be used in any part of the search word, as a replacement for a character or a space and may result in more search items being returned.

1. Select a store or category name from the Search drop down list

   For example, if you select Main Store you will be searching the entire University Stores Catalogue, as opposed to if you select Furniture, to conduct a search for only those items that fit into the category ‘furniture’.

2. Enter a word or partial word description of the item you wish to purchase with a wildcard “%” in the search parameter field and click Go.

   For example, if you wish to purchase an office chair, you might enter %chair% as your search parameter. The search results will display all items containing the word ‘chair’ found in the university catalogue.
Advanced Search

An Advanced Search is where you search for partial words or words within specific suppliers’ names.

1. Click the Advanced Search link next to the Search Go button. The Advanced Search screen displays.

2. Enter as many or as few of your desired search criteria as indicated in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store, is</td>
<td>Enter the exact store or category name.</td>
<td>Use Main Store to search the entire catalogue. Select a particular category or sub-category to limit the search to a specific category.</td>
</tr>
<tr>
<td>Description</td>
<td>We recommend you choose option, ‘with at least one of the words’ then type the word or words that form part of the description, to retrieve all items containing the specified word(s). For example, select ‘with at least one of the words’ and type in the word chair to retrieve all items containing the word chair. Note: Alternatively, if you choose option ‘with the exact phrase’ you must know the exact phrase used for the item in the catalogue.</td>
<td></td>
</tr>
<tr>
<td>Supplier Item</td>
<td>Similar to the Description field above but using the supplier item number or code. Select ‘with at least one of the words’ then type the number or item code, to retrieve all items containing the specified number or code.</td>
<td></td>
</tr>
<tr>
<td>Supplier, is</td>
<td>If known, enter the supplier name from whom you wish to purchase the item. Leave blank, if you are not sure which supplier supplies the item you are searching for. Note: you can only use existing suppliers in Themis. Start typing the word then press tab on the keyboard to bring up the list of suppliers, or use the search icon to locate the supplier name.</td>
<td></td>
</tr>
<tr>
<td>Add Another</td>
<td>Select one of the options from the drop down list to add another search criteria if desired. You can use any of the options listed in the pick list as another search criteria. For example, you might want to add ‘Supplier Item’ and search by item number.</td>
<td></td>
</tr>
</tbody>
</table>

3. Click Go. The search results will display all items that meet your Advanced Search criteria.