

# iProcurement Module 1 Training Notes

## About Global Sourcing

### What is Global Sourcing?

We have Global Sourcing teams across each region to ensure purchasing decisions are objective and meet Equi International's standards.

### What can Global Sourcing help with?

- Ensuring a competitive price for the goods and services you need.
- Identifying and onboarding the best supplier
- Creating or validating contracts
- Negotiating commercial and legal terms (NA & UK&I)
- Creating & delivering purchase orders to suppliers

## Purchasing at Equi International

### The 2 Methods for Purchasing

- 1 **Purchasing directly with a supplier** using a P-card or Paperless Payment Request in applicable regions
- 2 **Creating a Purchase Requisition in iProcurement.** You place an order in iProcurement for pre-negotiated items, managed goods, or items over your \$500 purchasing limit on your P-card.

### What is iProcurement?

iProcurement is a web-based shopping system connected to Oracle.

### 4 Questions to ask yourself before accessing iProcurement

1. Is your supplier new?
2. Is your purchase over \$30K either in a single transaction or annualized spend?
3. If you are in North America, are the services you are requesting provided or performed outside of NA?
4. Will your purchase be valued at \$1M or more?

If you answer yes to any of these questions, please contact your sourcing team and they can help you with next steps.

### 7 Step iProcurement Purchasing Process

