Cook County MarketPlace Instructions

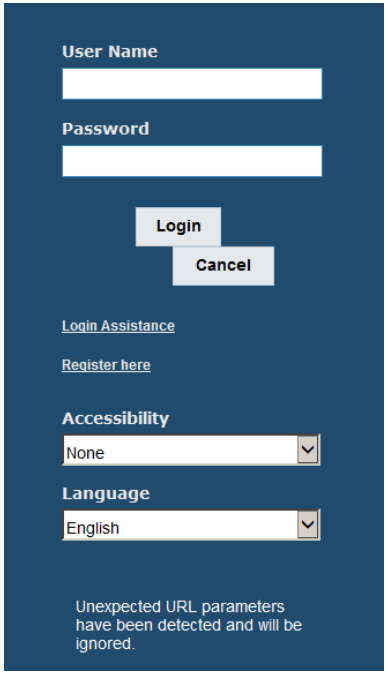
12/7/2016

MarketPlace Integration with Oracle EBS

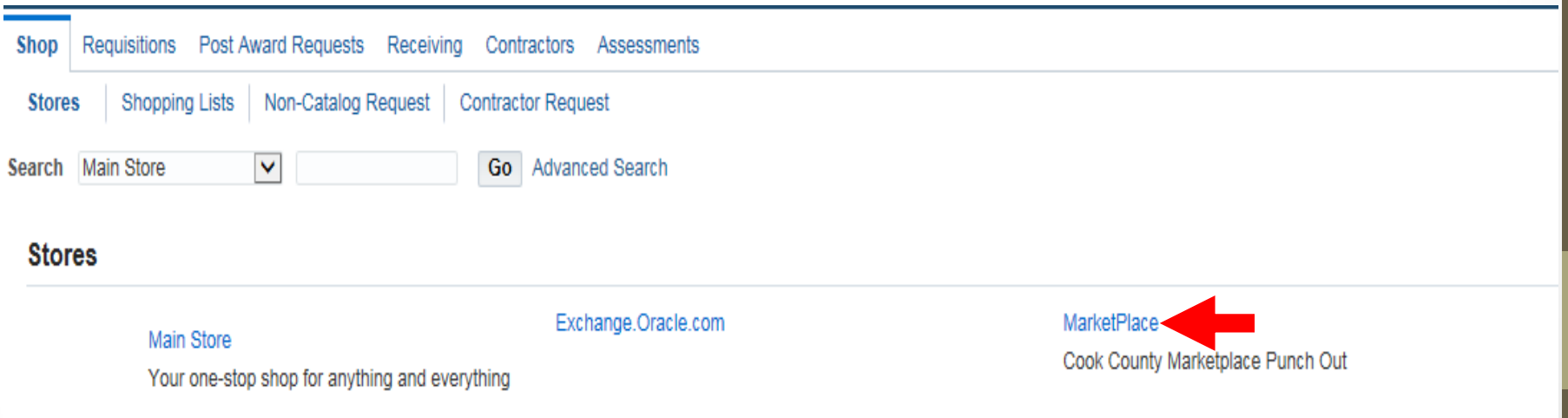
Oracle User Version v1

1. Go to the following URL and log in: http://ccgprod.ccounty.com
Once logged in – select **CCP iProcurement**
from the menu on the left.

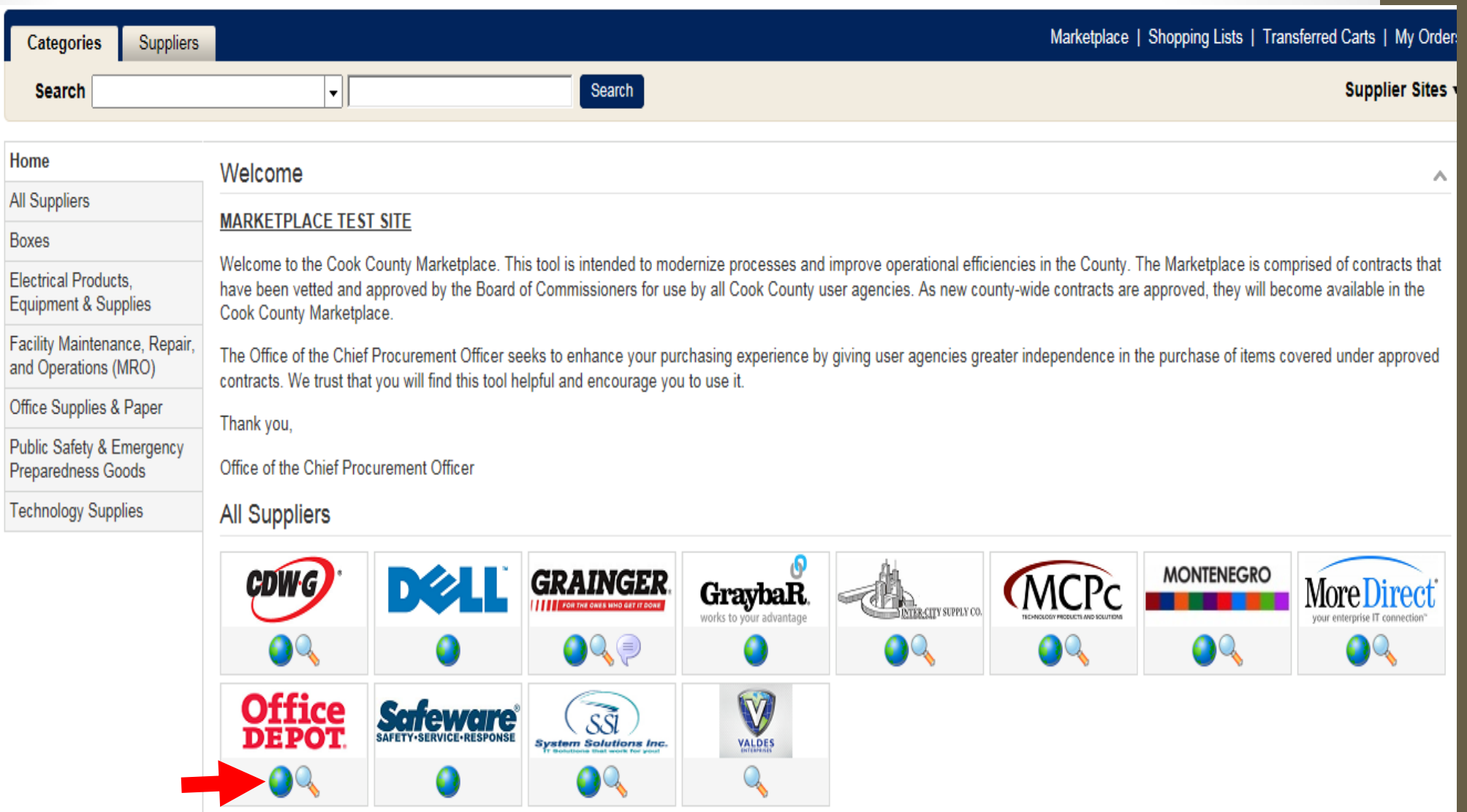
2. You may have to log-in again because it is re-directing you to the iProcurement link.
Go ahead and log in again if it asks.



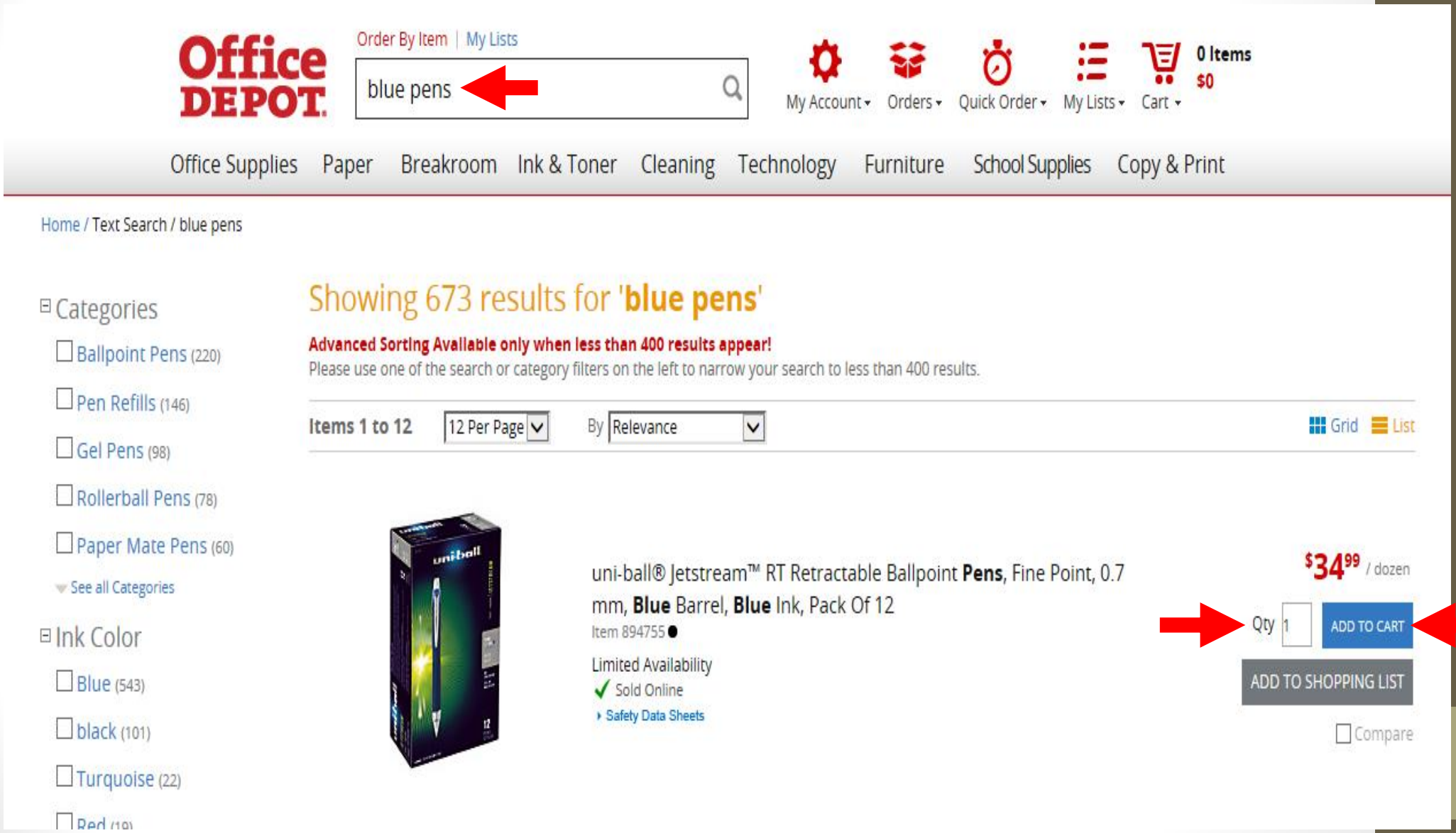
3. Select the **MarketPlace** Link.



4. Punchout to whichever vendor you would like to. In this example choose Office Depot.



5. Shop as you normally would. In this example order some blue pens. Searched for “blue pens”, added a quantity of 1 and selected “Add to Cart”.



6. To move forward to check out, select **Check Out**.

Home / **Find Your Product**

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
uni-ball® Jetstream™ RT Retractable Ballpoint Pens, Fine Point, 0.7 mm, Blue Barrel, Blue Ink, Pack Of 12 Item # 894755 Entered Item # 894755	$34.99 /dozen	1

Continue Shopping

SHOPPING CART | CHECK OUT

7. Select **Checkout** again.

Shopping Cart

Email Items | Export To PDF | Export to CSV

☐	Item	Part #	Supplier	Price	UOM	Quantity	Item Total
☐	uni-ball(R) Jetstream(TM) RT Retractable Ballpoint Pens, Fine Point, 0.7 mm, Blue Barrel, Blue Ink, Pack Of 12	894755	OFFICE DEPOT INC	$34.99	DZ	1	$34.99

Save Selected to List | Remove Selected | Update Quantities

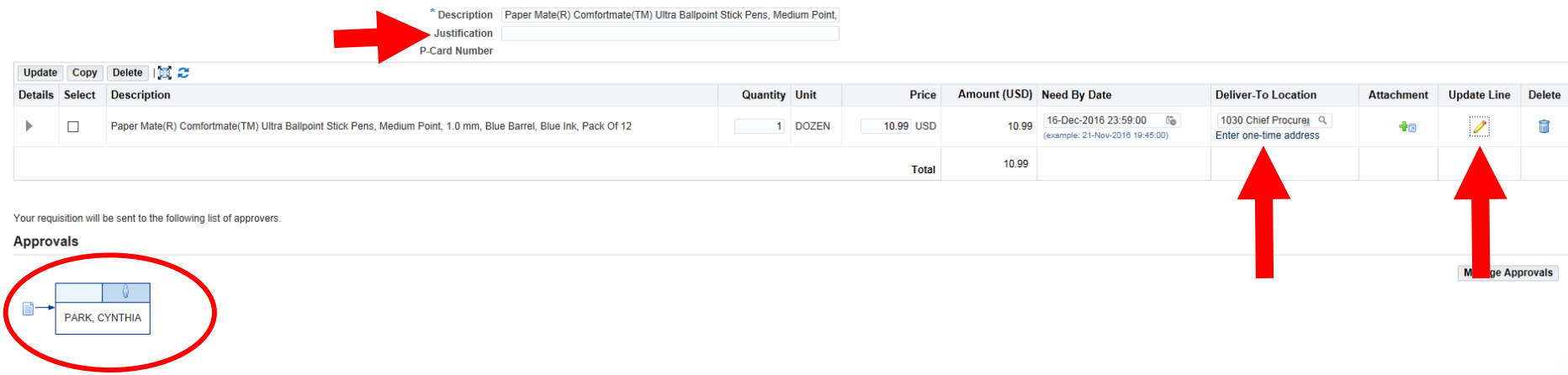
Item Name	Part #	Supplier	Price	UOM	Quantity	Total
		Select a supplier		Each (EA)	1	Add Item

Total: **$34.99**

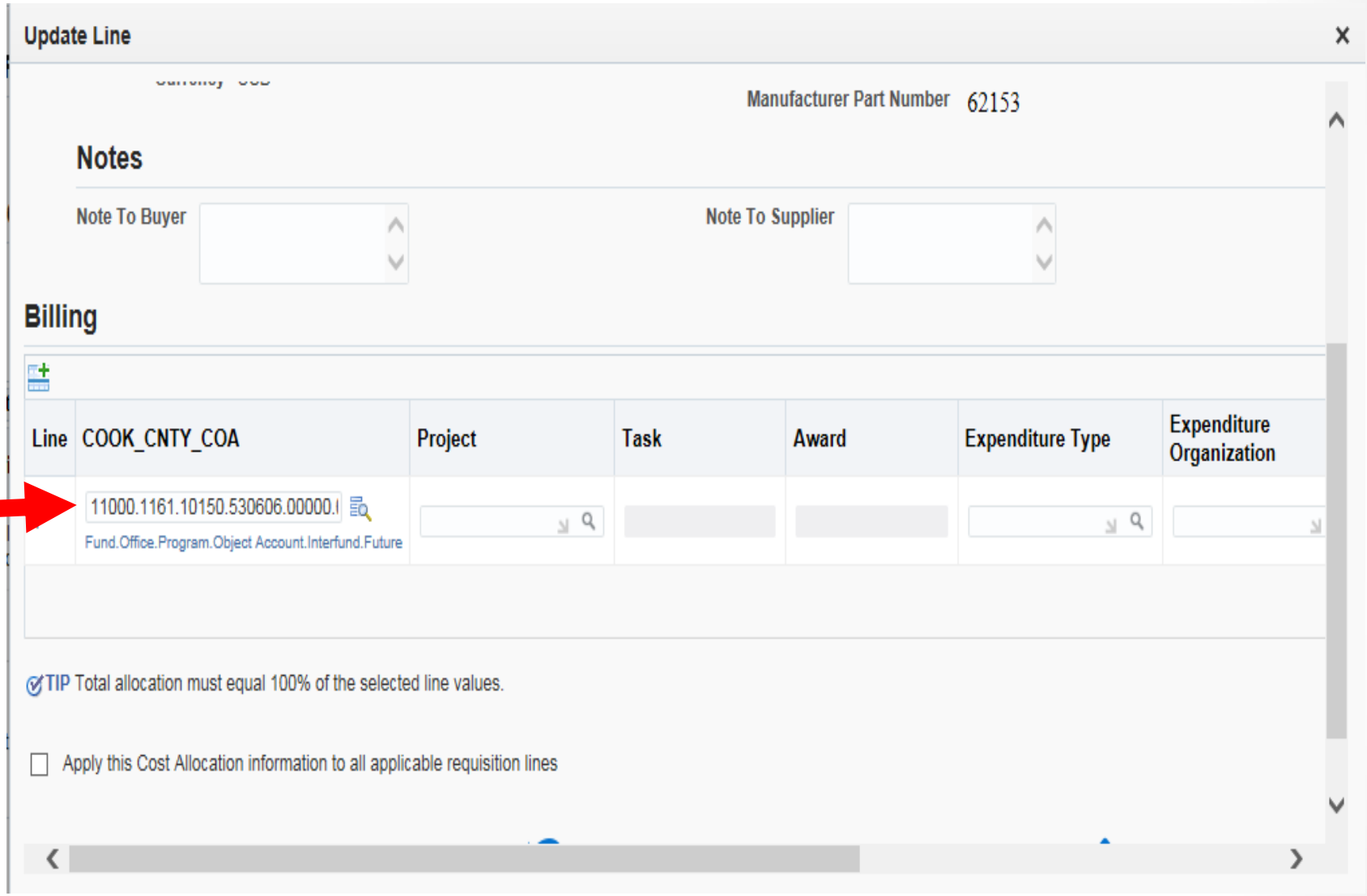
Checkout

8. At this point the order will be brought back into Oracle from the punchout MarketPlace site.

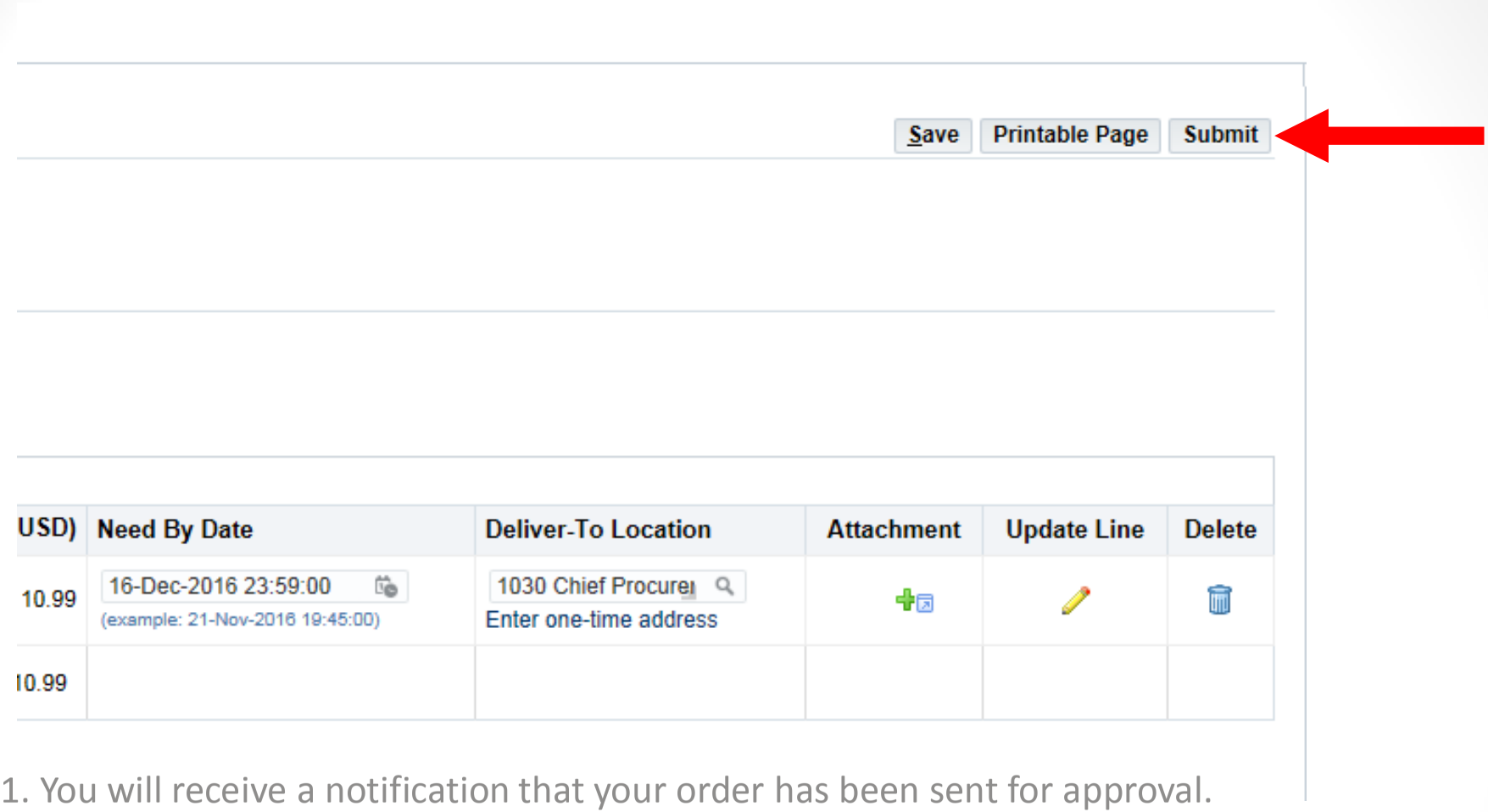
- Enter a justification if necessary
- Provide the correct Deliver-To Location
- View the account information by clicking on the Update Line Pencil (next slide)
- You will also be able to see who your approver is



9. Click on the pencil under “update line” to view the account information. If you need to change the funding account for any reason, this is where you would do that.

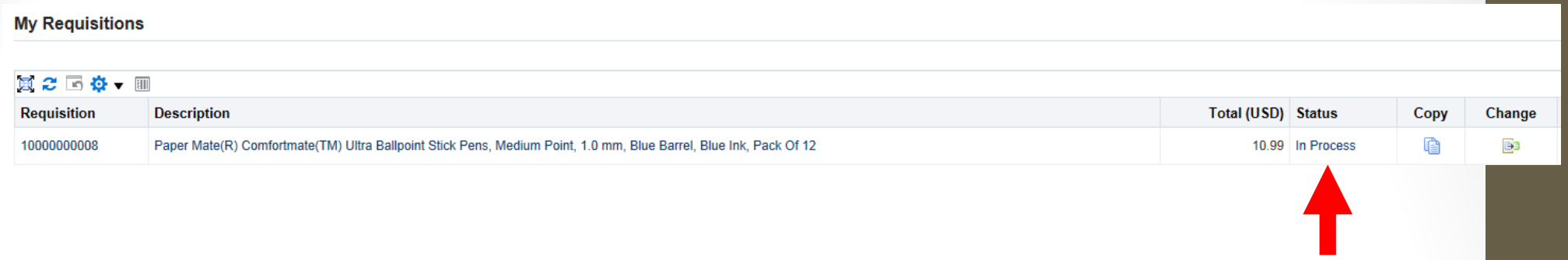


10. Click Submit in the top right after you have filled everything out.

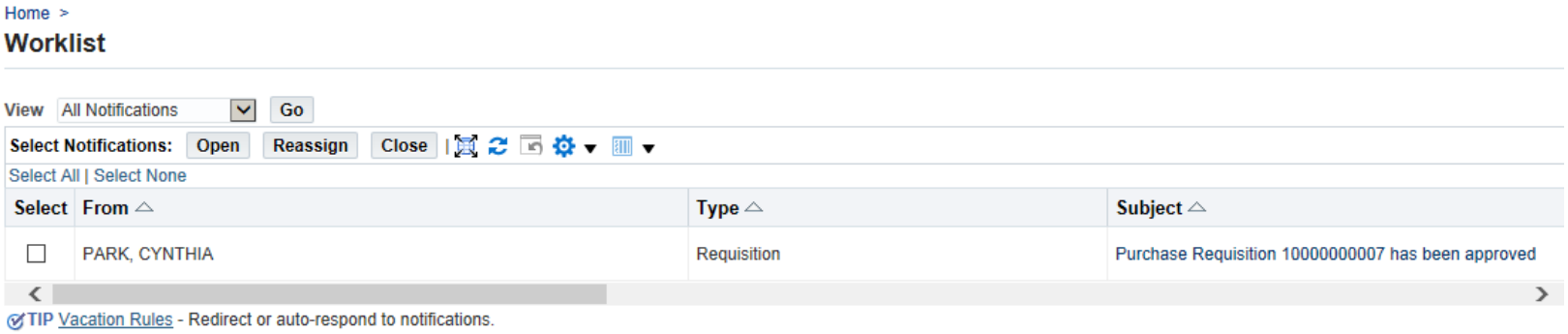


11. You will receive a notification that your order has been sent for approval.

12. Once you click “Continue Shopping” you will be taken back to the home screen where you will see the requisition you submitted in “In Process” status.

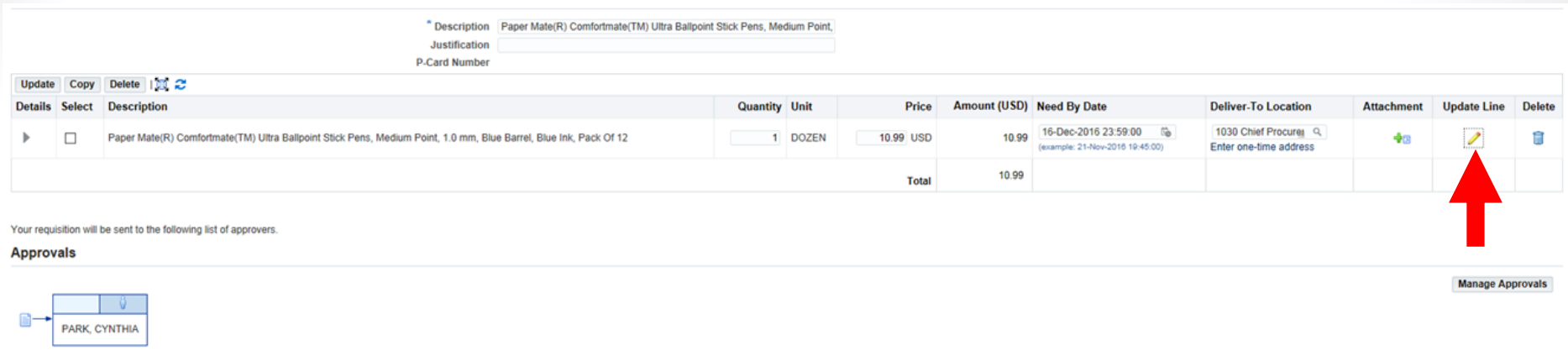
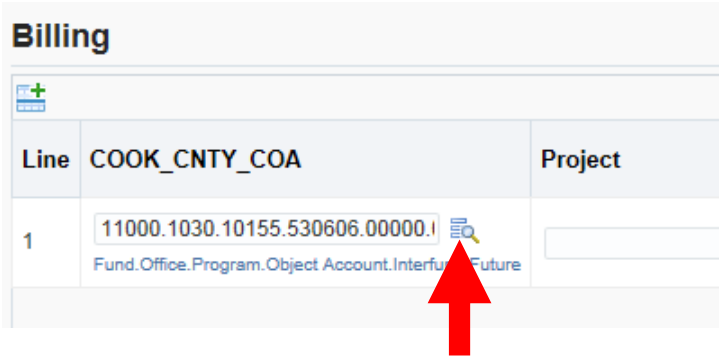
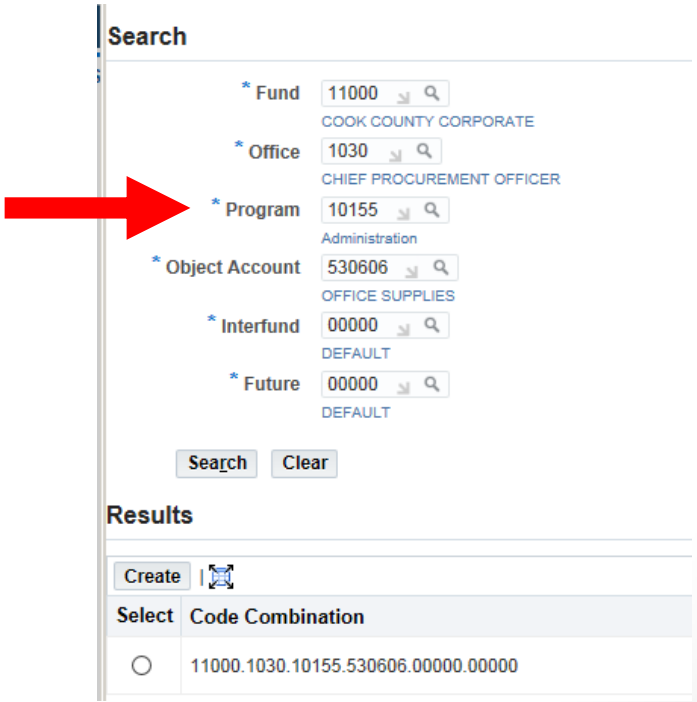


13. Once Approved, you will receive a notification in your Worklist.



14. If you receive an “Insufficient Funds” Error, you will need to check the account string to ensure there are funds. See next page.

15. Click the update line button on the requisition with insufficient funds.



16. Check to ensure that the account string you've chosen has budget. You may need to update the "Program" segment of the string. Double check this with your budget team to find where your funds are located.