



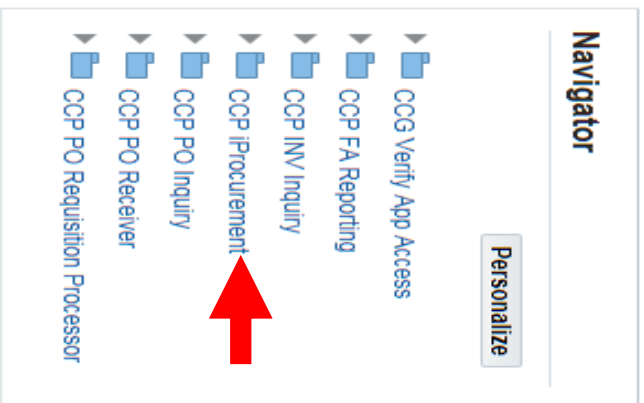
Cook County MarketPlace Instructions

12/7/2016

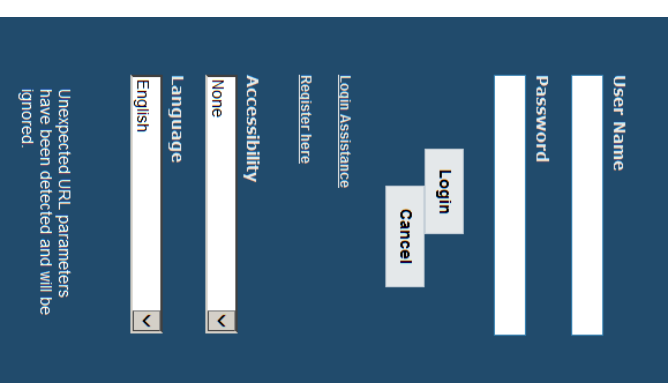
MarketPlace Integration with Oracle EBS

Oracle User Version v1

1. Go to the following URL and log in 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.

Marketplace | Shopping Lists | Transferred Carts | My Order

Categories Suppliers

Search Search

Supplier Sites

Home

All Suppliers

Boxes

Electrical Products, Equipment & Supplies

Facility Maintenance, Repair, and Operations (MRO)

Office Supplies & Paper

Public Safety & Emergency Preparedness Goods

Technology Supplies

Welcome

MARKETPLACE TEST SITE









Welcome to the Cook County Marketplace. This tool is intended to modernize processes and improve operational efficiencies in the County. The Marketplace is comprised of contracts that have been vetted and approved by the Board of Commissioners for use by all Cook County user agencies. As new county-wide contracts are approved, they will become available in the Cook County Marketplace.





The Office of the Chief Procurement Officer seeks to enhance your purchasing experience by giving user agencies greater independence in the purchase of items covered under approved contracts. We trust that you will find this tool helpful and encourage you to use it.


Thank you,

Office of the Chief Procurement Officer

All Suppliers



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”.

Office DEPOT.

Order By Item | My Lists

blue pens

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies Copy & Print

Home / Text Search / blue pens

Showing 673 results for 'blue pens'

Advanced Sorting Available only when less than 400 results appear!

Please use one of the search or category filters on the left to narrow your search to less than 400 results.

Items 1 to 12 12 Per Page By Relevance

uni-ball® Jetstream™ RT Retractable Ballpoint Pens, Fine Point, 0.7 mm, Blue Barrel, Blue Ink, Pack Of 12

Item 894755

Limited Availability

Sold Online

Safety Data Sheets

\$34⁹⁹ / dozen

QTY 1

ADD TO CART

ADD TO SHOPPING LIST

Compare



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, **\$34.99** /dozen 1
Blue Ink, Pack Of 12
Item # 894755 Entered Item # 894755

[Continue Shopping](#)

7. Select **Checkout** again.

Shopping Cart

[SHOPPING CART](#) [CHECK OUT](#) 

Email Items | Export To PDF | Export to CSV

<input type="checkbox"/>	Item	Part #	Supplier	Price	UOM	Quantity	Item Total
<input type="checkbox"/>	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](#)

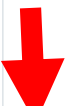
Item Name	Part #	Supplier	Price UOM	Quantity	Total
<input type="text"/>	<input type="text"/>	Select a supplier <input type="text"/>	Each (EA) <input type="text"/>	<input type="text"/>	Add Item

Total: **\$34.99**
 [Checkout](#)

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

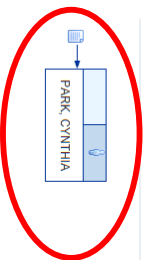
- Enter a justification if necessary
- Provide the correct Deliver-To Location
- View the account information by clicking on the Update Line Pencil (next slide)
- You will also be able to see who your approver is

Update		Copy	Delete	Description		Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete	
<input type="checkbox"/>				* Description Paper Mate(R) Comfortmate(TM) Ultra Ballpoint Stick Pens, Medium Point, Justification P-Card Number		1	DOZEN	10.99 USD	10.99	15-Dec-2016 23:59:00 <small>(example: 21-Nov-2016 19:45:00)</small>	1030 Chief Procuring Enter one-line address				
								Total	10.99						



Your requisition will be sent to the following list of approvers:

Approvals



Make Approvals

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.

Update Line

Manufacturer Part Number 62153

Notes

Note To Buyer

Note To Supplier

Billing

Line	COOK_CNTY_COA	Project	Task	Award	Expenditure Type	Expenditure Organization
	11000.1161.10150.530606.000001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fund: Office; Program: Object: Account: Interfund: Future

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

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

Save Printable Page **Submit**

USD)	Need By Date	Deliver-To Location	Attachment	Update Line	Delete
10.99	16-Dec-2016 23:59:00 <small>(example: 21-Nov-2016 19:45:00)</small>	1030 Chief Procure <small>Enter one-time address</small>			
10.99					

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

Confirmation



Requisition 10000000008 has been submitted to PARK, CYNTHIA for approval.

To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page.

[Continue Shopping](#)

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.

My Requisitions





Requisition	Description	Total (USD)	Status	Copy	Change
10000000008	Paper Mate(R) Comfortmate(TM) Ultra Ballpoint Stick Pens, Medium Point, 1.0 mm, Blue Barrel, Blue Ink, Pack Of 12	10.99	In Process		



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

Home >
Worklist

View **All Notifications** **Go**

Select Notifications: **Open** **Reassign** **Close**    

Select All | Select None

Select	From	Type	Subject
<input type="checkbox"/>	PARK, CYNTHIA	Requisition	Purchase Requisition 100000000007 has been approved

[TIP Vacation Rules - Redirect or auto-respond to notifications.](#)

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.

Description: Paper Mate(R) Conformat(™) Ultra Ballpoint Stick Pens, Medium Point, Justification: P-Card Number: []

Update	Select	Copy	Delete	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver To Location	Attachment	Update Line	Delete
	<input type="checkbox"/>			Paper Mate(R) Conformat(™) Ultra Ballpoint Stick Pens, Medium Point, 1.0 mm, Blue Barrel, Blue Ink, Pack Of 12	1	DOZEN	10.99 USD	10.99	15-Dec-2015 23:59:00 <small>(example: 21-Nov-2015 19:45:00)</small>	1030 Chief Procure <small>Enter one-line address</small>			
							Total	10.99					

Your requisition will be sent to the following list of approvers:

Approvals

[Manage Approvals](#)

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.

Billing

Line	COOK_CNTY_COA	Project
1	11000.1030.10155.530606.00000.1 Fund Office, Program, Object Account, Interfu Future	

Search

* Fund 11000 []
COOK COUNTY CORPORATE

* Office 1030 []
CHIEF PROCUREMENT OFFICER

* Program 10155 []
Administration

* Object Account 530606 []
OFFICE SUPPLIES

* Interfund 00000 []
DEFAULT

* Future 00000 []
DEFAULT

Results

Code Combination

11000.1030.10155.530606.00000.00000