1. Upon opening Oracle EBiz, navigate to the iProcurement homepage (see red arrow to the left) listed under UNI Purchasing User.

2. Next you will be directed to the ‘Stores’ - click on Access Systems

3. The next page contains another “Access Systems” hyperlink that will need to be clicked:

The hyperlink will lead to the breakdown between Multifunction Device Accessories & Multifunction Devices

If shopping for a device, choose the link that leads to the multifunction devices (circled below).

*If help is needed choosing a machine, refer to the Access Systems brochure on the Purchasing Contracts website. When adding a multifunction device to cart, ensure the right option is selected.*
After selecting the desired machine, input the correct quantity and continue by clicking “add to cart”. The item will be added to your cart.

If shopping for accessories, whether for a new device or a device already located on campus, choose the hyperlink option “Multifunction Device Accessories”.

Be sure to notice and select the accessories specific to the desired machine. Option 1 and 2 machines have different accessories than Option 3 and 4 machines. This information can also be found in the Access Systems brochure located on the Purchasing Contracts website.

These options can be added to cart by clicking on the “add to cart” option. Quantities of each accessory can also be changed based on need.

In this example, since Option #1 was selected, the accessory also reflects the correct machine option. Once desired machines and accessories are selected, you will proceed to checkout as normal.