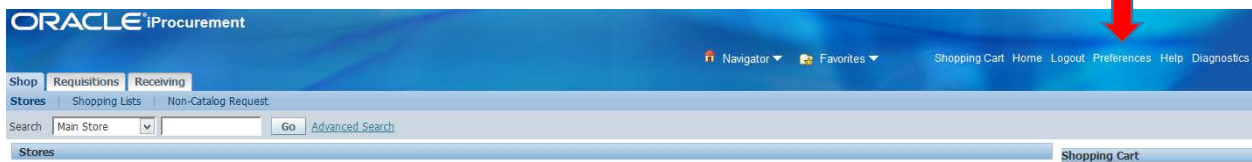**iProcurement Preferences Training Guide**

iProcurement allows you to set personalized preferences to your iProcurement shopping experience. These preference can be used to help set up Favorite lists, shopping views and favorite charge accounts.

STEPS

To access the preferences you must log into the EBiz mainpage and choose iProcurement under your FIN responsibility. If you try to adjust your preferences before choosing iProcurement you will be given a separate Preference screen that does not allow you to update iProcurement info.

To access the Preferences screen please click on the "Preferences" link on the top right corner (or bottom center of the iProcurement screen. See below:


After clicking on Preferences you will see the screen below. Click on the "iProcurement Preferences" link (see red arrow):
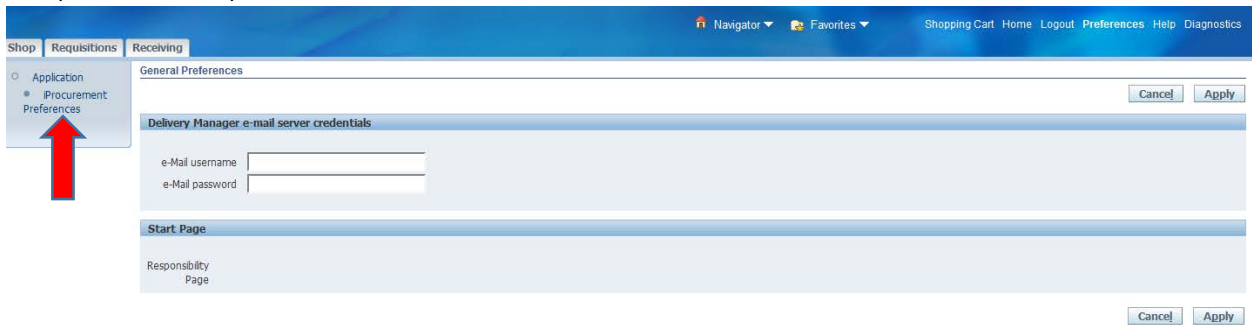
Shopping Preferences

You can update your iProcurement shopping experience through the Preference setup. Options to update include:

      a. My Favorite Store – this sets your search store in iProcurement shopping mainpage
      b. Search Results Per Page
      c. Shopping Search Results Per Page
      d. Sort Shopping Results By
      e. Shopping Search Results Layout
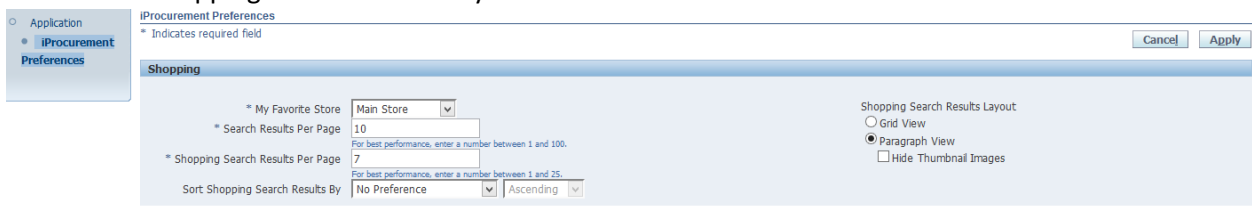
Favorite Lists

You can create a Favorite Lists for your shopping experience. This Favorite list will allow you add items that you buy frequently to any easy to use shopping list.

You can not add items from Punchouts to the iProcurement shopping list. The punchouts may have the ability to create their own shopping list.

Delivery

You can adjust the following items under Delivery:

    a.   Need By Date Offset:

    b.   Need By Time:

    c.   Requester:

    d.   Deliver to Location:

Favorite Charge Accounts

Setting up favorite charge accounts can save you time and allow you to apply a nickname to an account for ease of use in future iProcurement areas. You may have multiple favorite accounts set up, each with a unique name (beneficial if you have multiple accounts that you use frequently). You will be required to establish one account as your primary.