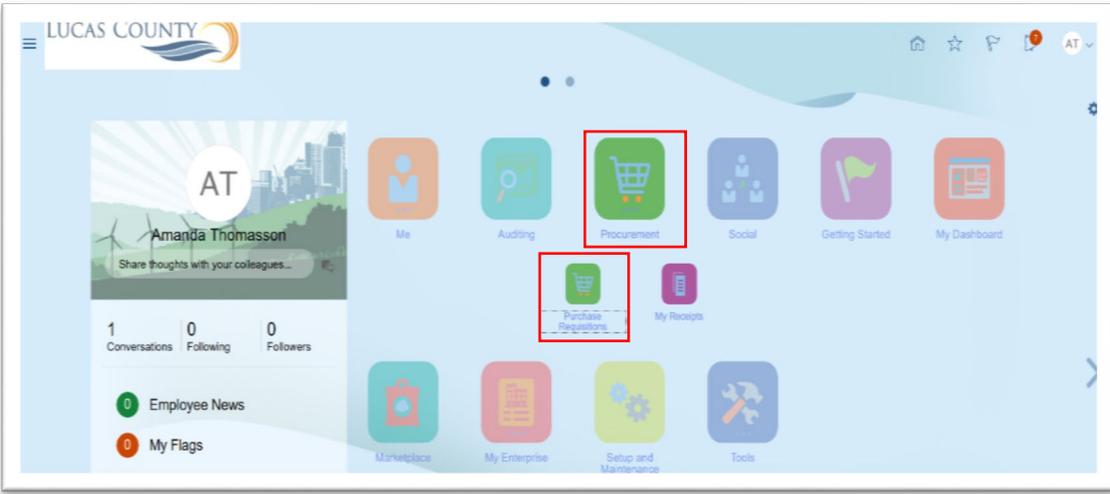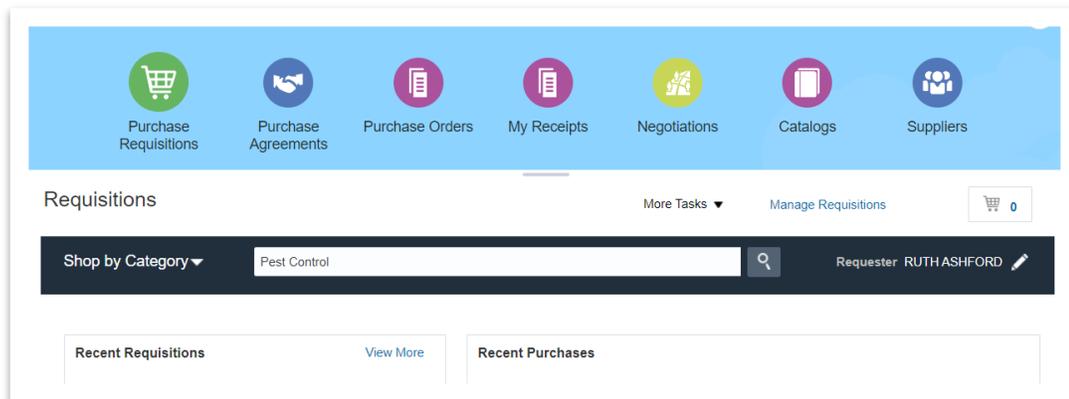# Compare Items

Audience: Requesters, Buyers

Purpose: When searching for items from the catalog, the Search Results page shows all items that match the search words that you entered. To help you better select an item, you can compare items for variables such as price and supplier information.

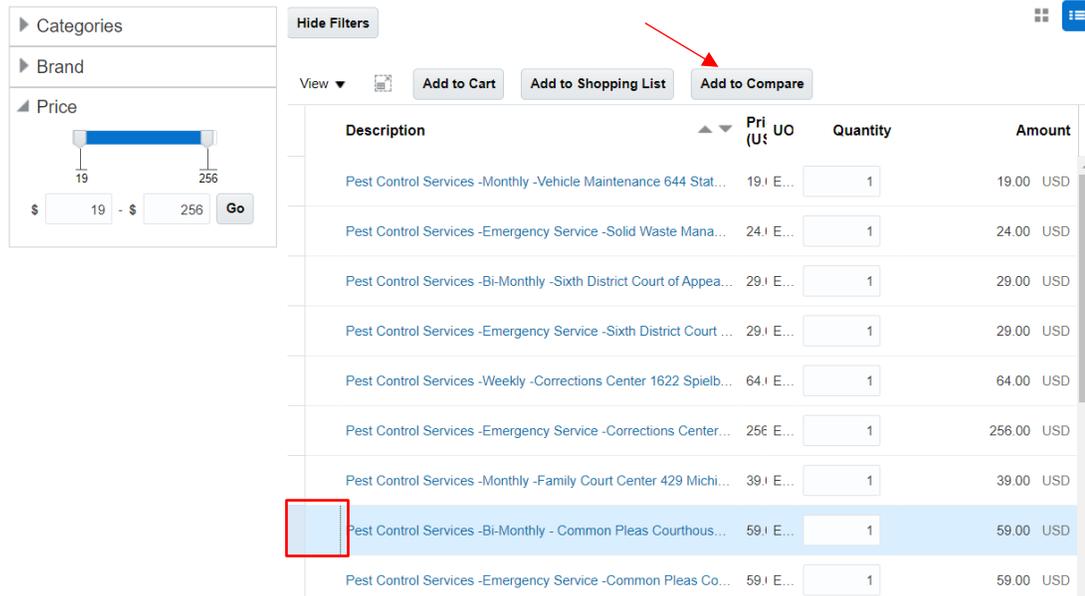Comparing Items is only used for comparing internal catalog items.

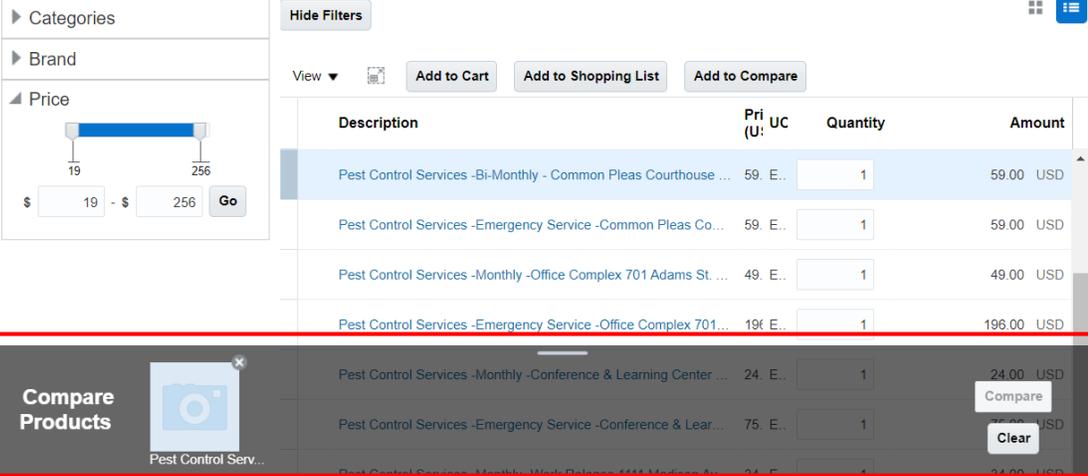| Step	Action
1	Log into Oracle **Home Page** > **Procurement** > **Purchase Requisitions**
2	Search for the first item. Click in the **Search** field and type description of an item for comparison.

For this example, type in "**Pest Control**".

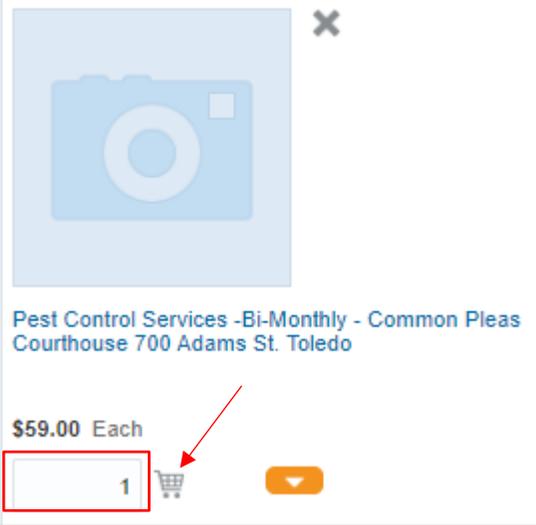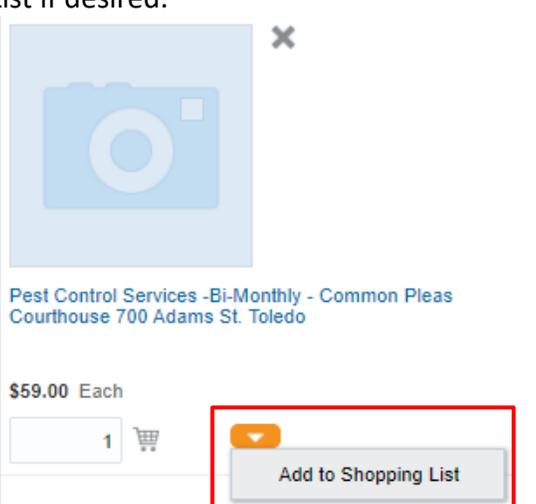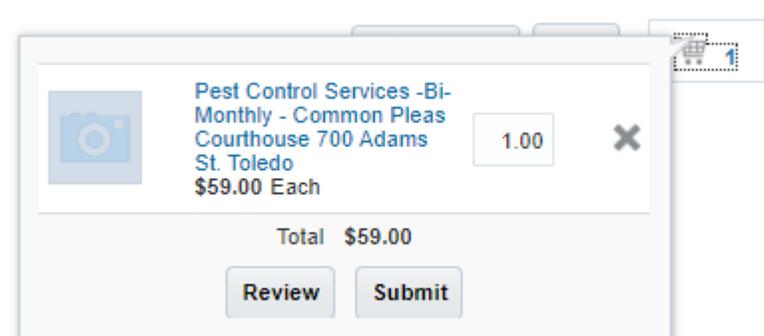| 3	Click the 🔍 **Search** button. Alternatively, you can click the **Enter** button on your keyboard.
4	From the list of results, click to select a line item and click the **Add to Compare** button.
5	The **Compare Products** banner displays in the Search Results window, awaiting another item to compare.

You can enter another item name, and click the Search button as before to search for second item, or select from the list results of the existing search. For this example, click another item row.
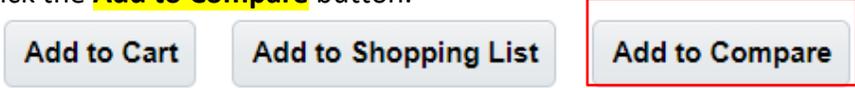
6	Click the **Add to Compare** button.
	The icons for compared items display side by side in the **Compare Products** banner.
7	Click the **Compare** button within the banner to compare and display attributes of the selected items. Comparison details can include the item price, description, and if an item is on a blanket (indicated by the fact a supplier exists for the item). **Note**: Not all comparison information may be available.

Compare Products

	Pest Control Services -Bi-Monthly - Common Pleas Courthouse 700 Adams St. Toledo	Pest Control Services -Emergency Service -Common Pleas Courthouse 700 Adams St. Toledo
	$59.00 Each	$59.00 Each
	1	1
Long Description		
Category Name	675	675
Supplier	Action Pest Control, Inc.	Action Pest Control, Inc.
Supplier Item		
Brand		
Manufacturer Part Number		
Price Breaks	No	No
Supplier Item Auxiliary Identifier		
Item		
Revision		
Agreement	19004	19004
Availability		
Lead Time Days		
UNSPSC		
Alias		

8	Based on the information displayed, you can update the quantity if desired (greater than the defaulted 1), and click the 🛒 **Add to Cart** button for the item you wish to order. Upon clicking the Shopping Cart icon beside the quantity, a quick message will display advising of the addition to the cart.

Note: Alternatively, you can use the dropdown arrow to add the item to a Shopping List if desired.

9	Click the ==Shopping Cart== icon within the requisition window to see a quick view of details.
10	Please click the ==Review== button to provide additional required details.

11	Provide a required **Description** for your requisition. A default is provided by default. Edit Requisition: 1047 Requisitioning BU Lucas County * Description supplies * State Contract - If yes, please insert Contract Number No ▼
12	There are considerations and additional attachments that may be required depending on whether the item is attached to a state contract, is an item of sole source, or if services, those that will be performed onsite at Lucas County property. If on **State Contract**, please select **Yes** from the dropdown arrow, then note the State Contract Number. If item is on record as a **Sole Source,** please indicate yes, and select **Yes** to Resolution Attached, then ensure you provide proof of Sole Source as an attachment to the requisition. If a **Service** is being requisitioned that will **be performed on Lucas County property**, please select **Yes** and then please attach a current Bureau of Workers Compensation Policy and Insurance Certificate of Liability. For this example, select **No** for the following fields, indicating no attachments would be required for justification of those criteria. * State Contract - If yes, please insert Contract Number No ▼ State Contract Number [ ] * Sole Source - If yes please attach proof of Sole Source No ▼ * Resolution Attached No ▼ * Will Services be performed on Lucas County property? No ▼
	Review Requisition lines. The quantities can be edited by entering another quantity directly into the **Quantity** field, and lines can be deleted at this point using the **X** indicated at the end of the lines.

To add an attachment that may have been indicated above, such as current Bureau of Workers Compensation Policy and Insurance Certificate of Liability, see the **Attachments** button in the **Notes and Attachments** section of the Requisition window.

In the Attachments window, using the dropdown menus select the *File* **Type**, a **Category** of Internal to Requisitions, Miscellaneous, To Approver, To Buyer, To Receiver, or to Supplier. For a Certificate of Liability, select *Internal to Requisitions*. Then use the **Choose File** button to locate the file to be attached from a local drive on your computer.
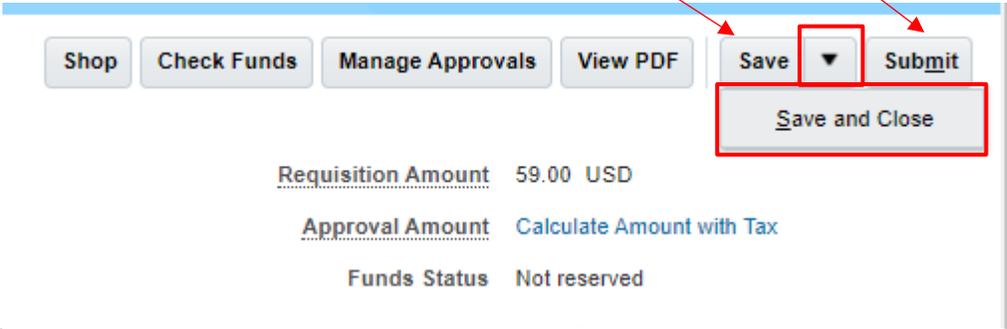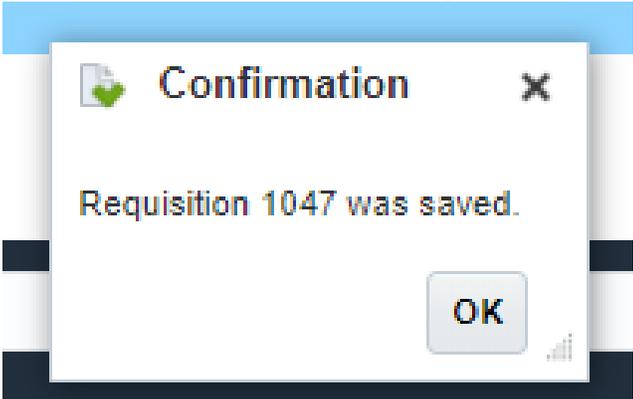Click the **OK** button in the Attachments pane.

The attachment title entered will display in the **Attachments** section and will be evident to the requisition.

| 10 | If you wish to submit the requisition at this time, you can click the **Submit** button.
If you wish to continue building the requisition at this time, you can click the **Save** button. |

LUCAS COUNTY
OHIO

	If you wish to save your progress now and finish the requisition at a later time, then click the **Save and Close** button. For this example, we will save and close.	
11	A Requisition Confirmation message displays.	
	Click the **OK** button to acknowledge that the requisition was saved.	
12	If comparison of items is concluded, click the **Clear** button to close the Comparison. Otherwise, you could continue to compare items using the **Compare** button.	