



P4U → Purchase for you

Tips and tricks for successful institutional purchasing with P4U





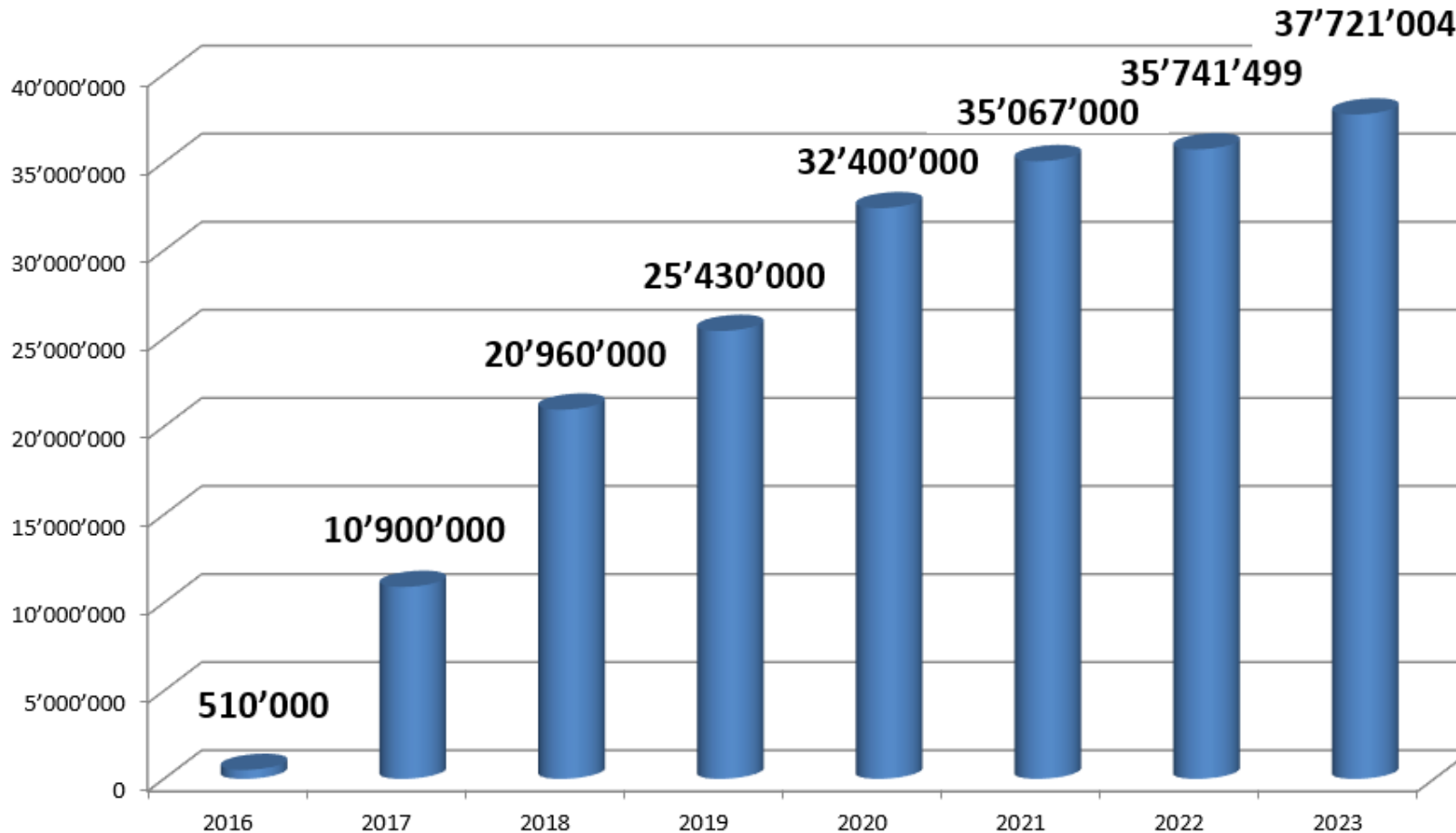
Contents

1. Introduction, current use P4U
2. Browser settings, Firefox
3. Basic knowledge
4. FAQ, Frequently asked questions → Answers
5. Website, contact details



1. Introduction, current use P4U

P4U, purchase volume in CHF 1.08.2016 - 31.12.2023



> 390'000 orders

> 690'000 positions

> 425'000 different articles (62%!)

> 750 supplier (catalog + free text)

> 110 supplier with catalog

188 productive institutes + guests

Ø 5'900 orders/month

Ø CHF 150'000 daily volume



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1. Introduction, current use P4U

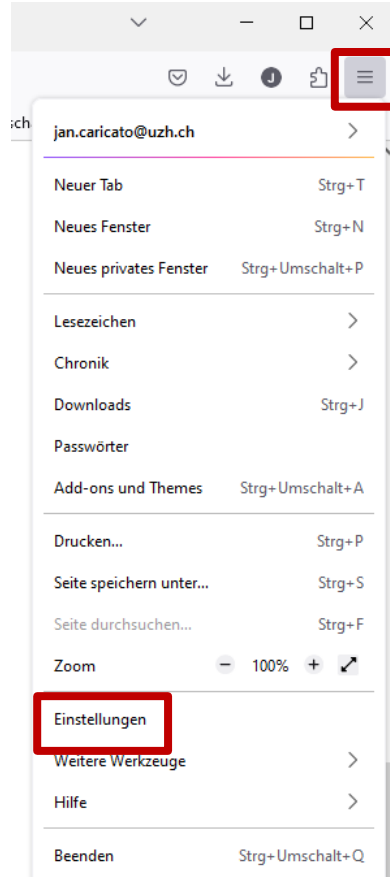
2. Browser settings, Firefox

3. Basic knowledge

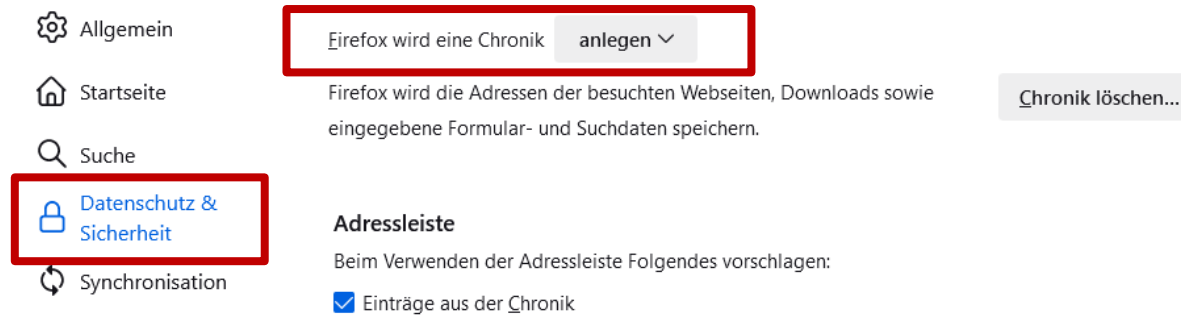
4. FAQ, Frequently asked questions → Answers

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2. Browser settings → Firefox (step 1/2)



1. Open  Firefox application menu → Menu bar must be active
2. Click on settings



3. data protection & security → Firefox will "create" a history

The browser settings are required in order to use P4U.



2. Browser settings → Firefox (step 2/2)

Open  Firefox application menu → Settings → Privacy & Security



The screenshot shows the Firefox settings menu with the following items:

- Allgemein
- Startseite
- Suche
- Datenschutz & Sicherheit
- Synchronisation
- Benachrichtigungen [Weitere Informationen](#)
- Automatische Wiedergabe
- Virtuelle Realität
- Pop-up-Fenster blockieren (highlighted with a red box and an arrow pointing to it from below)
- Warnen, wenn Websites versuchen, Add-ons zu installieren

Buttons on the right side of the menu:

- Einstellungen... (for Allgemein, Startseite, Suche, and Virtuelle Realität)
- Ausnahmen... (for Datenschutz & Sicherheit and Warnen, wenn Websites versuchen, Add-ons zu installieren)

Block pop-up windows must be EMPTY in Firefox

The following generally applies to all browsers: pop-up blockers must be deactivated



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3. Basic knowledge, catalog systems

Why different catalog systems?



Local catalogs

Katalog

Use for static product ranges and price-stable products

- New prices/products require a new catalog
- Control over price changes

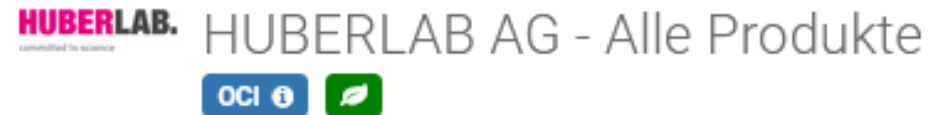


OCI

OCI ⓘ

Use for price-sensitive products or rapidly changing product ranges

- Always up-to-date prices and assortment
- No control over prices



currently 110 suppliers/catalogs

> 20 million products

Negotiated prices for "normal consumption"

3. Basic knowledge, product search local catalogs



Katalog

Product search

The product search via the local catalogs takes place via the search mask.

If the manufacturer number is known, the items can be found more precisely using the advanced search.

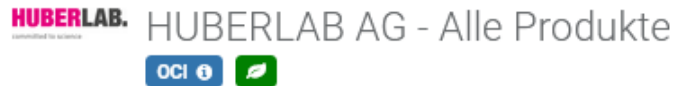
3. Basic knowledge, product search OCI catalogs



OCI ⓘ

Product search

The product search in an existing OCI catalog must be carried out via the OCI catalog itself. Click on the desired OCI catalog:

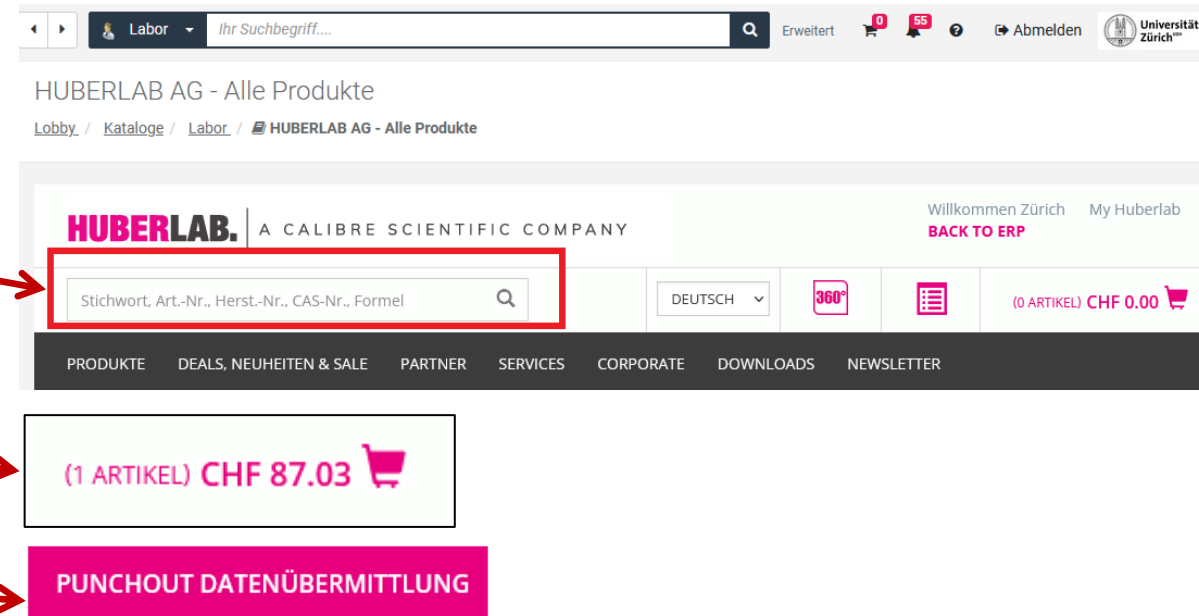


Enter the article description / article number in the newly generated search mask.

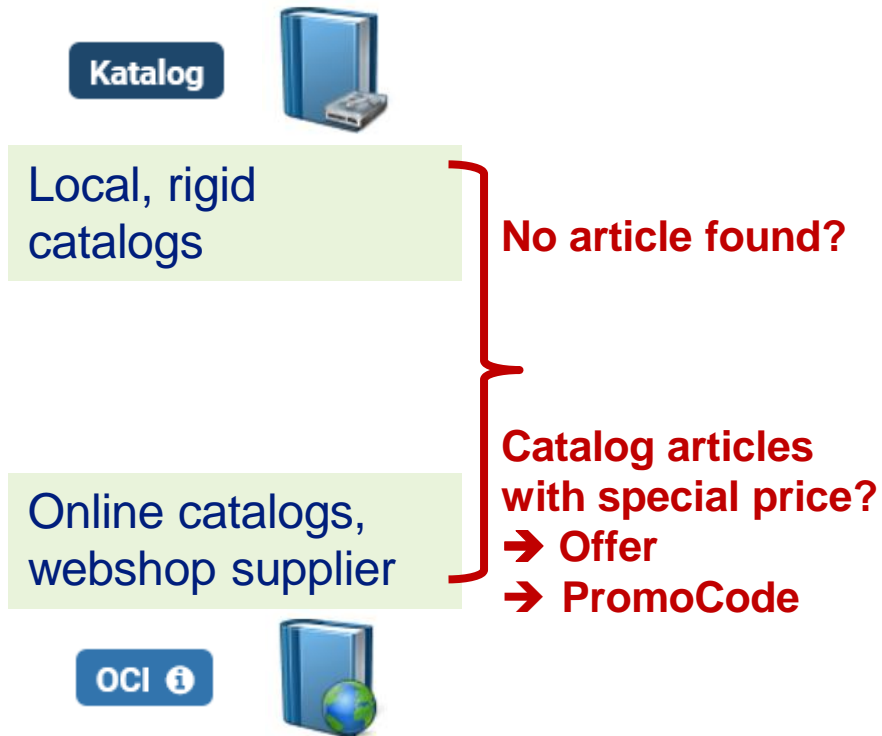
The OCI shopping cart is filled and must be transferred to P4U.

In this case with the "Punchout data transmission" button.

The products are in the P4U shopping cart after transmission.



3. Basic knowledge, free text articles



Training video: Create free text articles

https://www.staff.uzh.ch/dam/jcr:a305f2da-4ac5-45b3-9a9e-fb8c585a72c2/P4U_Freitextartikel_erstellen.mp4

Lobby / Mein Einkauf / Meine Freitextartikel / Freitextartikel anlegen

Vertrag*	Bitte auswählen.....	
Artikelnummer*	<input type="text"/>	
Kurztext*	<input type="text"/>	
Langtext*	<input type="text"/>	
Herstellernummer / Name	<input type="text"/>	
Einzel-/Schätzpreis* / Währung	<input type="text" value="0,00"/>	<input type="text" value="STK"/>
Bestelleinheit*	<input type="text"/>	
Preismenge* /	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
Menge pro Bestelleinheit /	<input type="text"/>	
Mindestbestellmenge	<input type="text"/>	
Inhaltseinheit	<input type="text" value="STK"/>	

Relevant information from the Internet, catalogs etc. copy, record

Attach quotation to free text article

MUL-Purchasing

check, add info to free text article

3. Basic knowledge, shopping cart



The shopping cart is the order container in P4U. The shopping cart can be filled with several products from different suppliers

Several shopping baskets with preferred products can be saved

A saved shopping cart simplifies and speeds up future orders

The shopping cart checks the order volume for minimum order quantities from a supplier

Important to know:

Shopping carts can be shared with other customers



3. Basic knowledge, ordering process

Start order process → When all products are in the shopping cart, the task is started with the "Start order process" button.

Cart

Lobby / My purchase / Cart

Start order process + Add further positions ▾ Save cart Excel ▾ Search

<input type="checkbox"/>	Number	Description	Contract	Unit price	Quantity	Price
<input type="checkbox"/>	7002458 ★★★★★	1. Kopierpapier A4 weiss Recycling 500BL A4 REFUTURA Einheitspapier der UZH und ETH, hochweiss matt, Recycling aus 100% Altpapier⁢ (>,⁢)> Format 21 x 29.7cm SB; 80GM2. Ries à 500 Blatt (Für 1 Karton bitte 5 Pack bestellen) ECO...	Shop Lagerkatalog... Preferred supplier Lagerkatalog von MUL (intern)	5.04 CHF / 1 Pack (Min:1 Pack) VAT: 8.1 %	5	25.20 CHF

Stock catalog Core products Sustainable product



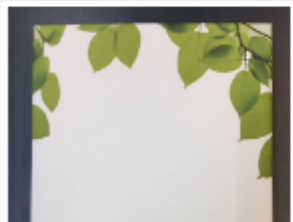
3. Basic knowledge, ordering process

Under "Select another delivery address" you can choose from the available delivery addresses (postal addresses of an institute) for selection.

i Information about addresses

- The addresses on all positions have been automatically set by default. If you
- For editing addresses on selected positions, select the positions at the begin

Select another delivery address Select another consignee

 **1. Kopierpapier A4 weiss Recycling 500BL**
A4 REFUTURA Einheitspapier der UZH und ETH, hochweiss matt, F

[Stock catalog](#) [Core products](#) [Sustainable product](#)

3. Basic knowledge, ordering process

Edit addresses (step 2/3) → The delivery address must contain a location code



Information about addresses

- The addresses on all positions have been automatically set by default. If you don't want to change these, you just can continue the process.
- For editing addresses on selected positions, select the positions at the beginning of a column and navigate to the [multiedit functions](#).

Select another delivery address Select another consignee



1. Kopierpapier A4 weiss Recycling 500BL

A4 REFUTURA Einheitspapier der UZH und ETH, hochweiss matt, Recycling aus 100% Altpapier<><&

Stock catalog Core products Sustainable product

Est. delivery date:
26/03/2024 09:11 (1 Days)

Product number:
7002458
Manufacturer:
228086 Fischer Papier AG
Classifications:
ECLASS-5.1 [24260601] Copy paper

Contract/Supplier:
Shop Lagerkatalog... Preferred supplier
Lagerkatalog von MUL (intern)

Attachments:
-
Item Description:
-

Shipping address

Universität Zürich
Supply Chain Management
Winterthurerstrasse 190
8057 Zürich
Schweiz
Y10 G 07
-
-
-
17266073
Location code

Consignee

Direktion Immobilien und
Betrieb
Jan Caricato
Winterthurerstrasse 190
8057 Zürich
Schweiz
Y10 G 07
-
-
-
jan.caricato@uzh.ch
-

Invoice address

Universität Zürich
Zentraler
Rechnungseingang, P4U
Pfungstweidstrasse 60b
8005 Zürich
Schweiz
- - -
-
-
-
-
-

The consignee name is automatically added to the delivery address when the order is added to the delivery address.



3. Basic knowledge, ordering process

Edit addresses (step 2/3) → After selecting the delivery address, you can continue with the “For accounting” button.


Close Remarks End processing Delete request Edit requisition **For accounting**

Edit addresses (step 2/3) Attachment
ANF00340510 0 Conditions available.

i Information about addresses

- The addresses on all positions have been automatically set by default. If you don't want to change these, you just can continue the process.
- For editing addresses on selected positions, select the positions at the beginning of a column and navigate to the [multiedit functions](#).

Select another delivery address Select another consignee

 1. Kopierpapier A4 weiss Recycling 500BL Shipping address
A4 REFUTURA Einheitspapier der UZH und ETH, hochweiss matt, Recycling aus 100% Altpapier<math>\></math> Universität Zürich

3. Basic knowledge, ordering process

Edit addresses (step 3/3) → In the last step, the account assignment is checked.

Account assignment correct → Press the “Submit order” button

Account assignment not correct → 1. press the “Delete all allocations” button
2. press the “Change all allocations” button
3. enter new account assignment and save

3.1 Contact the P4U team if the account assignment is not available.



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4. FAQ, most frequently asked questions

4.1 Delivery address error

4.2 Cancel order

4.3 Correct order → Incorrect delivery

4.4 Incorrectly ordered → Correctly delivered



4.1 FAQ, delivery addresses → Errors

Lieferadresse	Warenempfänger	Rechnungsadresse
<p>Infrastruktur (INFRA)</p> <p>👤 René Kunz Winterthurerstrasse 190 8057 Zürich Schweiz</p> <p>📄 Y10 📄 G 📄 08</p> <p>📞 044 635 41 02 📞 044 635 41 02</p> <p>✉️ rene.kunz@uzh.ch</p> <p>📍 -</p>	<p>Infrastruktur (INFRA)</p> <p>👤 René Kunz Winterthurerstrasse 190 8057 Zürich Schweiz</p> <p>📄 Y10 📄 G 📄</p> <p>📞 044 635 41 02 📞 044 635 41 02</p> <p>✉️ rene.kunz@uzh.ch</p> <p>📍 -</p>	<p>Universität Zürich</p> <p>Zentrale Rechnungsadresse</p> <p>👤 Zentraler Rechnungseingang, P4U Hirschengraben 60</p> <p>📞 -</p> <p>✉️ -</p> <p>📍 -</p>

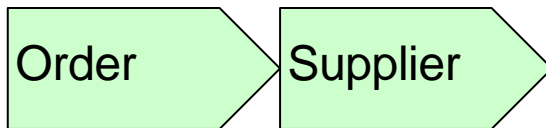
Problem

- Personal names
- Missing location code

The name must not be present in the delivery address.
A location code is also required.

4.2 FAQ, cancel order, step 1

Initial Situation

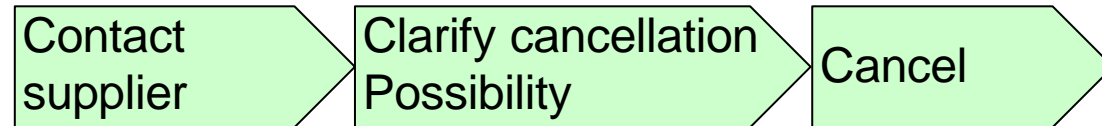


Buyer



**Incorrectly ordered and recognized,
... or product no longer available,
... or delivery date too long**

Schritt 1



4700014499 The contact person can be found in the respective order below the contract designation.

[Lobby](#) / [My documents](#) / [Orders](#) / 4700014499

Contract

[Thermo Fisher / Life Technologies Europe BV](#)

Life Technologies Europe BV (Mix)



1. Gene synthesis

Thermo Fisher / Life Technologies Europe BV



Thermo Fisher / Life Technologies Europe BV

OCI [Show Review...](#)

🕒 01/11/2016 to 31/12/2099 (W. Europe Standard Time)

🗑️ NullWerteErlauben

Supplier

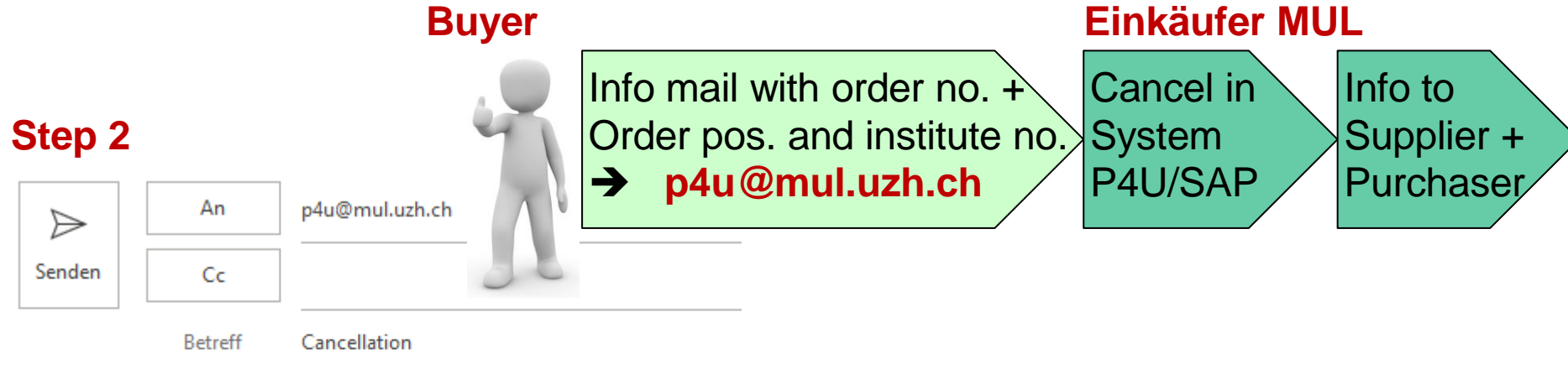
Life Technologies Europe BV (Mix)
Neuhofstrasse 11
4153 Reinach

Contact person

👤 Life Technologies Verkauf Innendienst
✉️ orders_switzerland@thermofisher.com
☎️ 0800 84 88 00



4.2 FAQ, cancel order, step 2



Institute 944
 I have canceled the order 4700014499, item 1 and 2 with the supplier.

Please finalize the cancellation.

Kind regards
 Jan Caricato

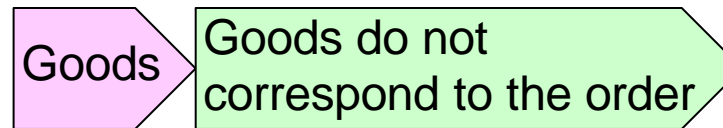
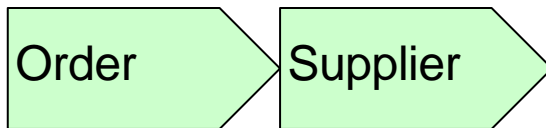
Important for purchasers: Cancellation completed in P4U!

Document	Requisition	Created on	Description	Status	Contract	Total price
4700014499	ANF00013357	05/09/2017 09:39 Jean-Charles Paterna		Cancelled	Thermo Fisher / L... Life Technologies Europe BV (Mix)	0.00 CHF

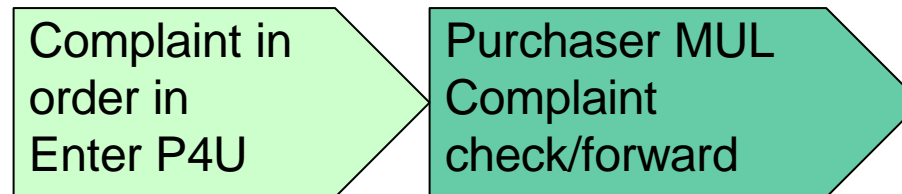
4.3 FAQ, Correctly ordered → delivered incorrectly or defective

Initial situation

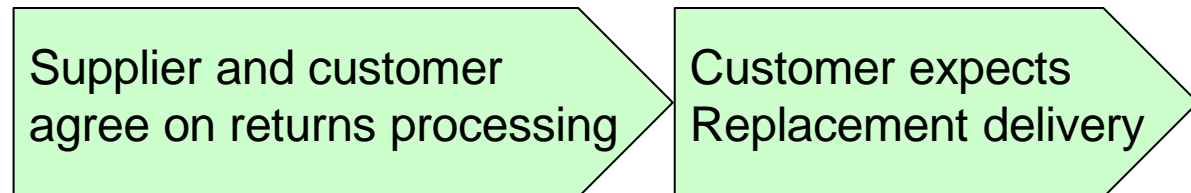
Buyer



Step 1
Complaint



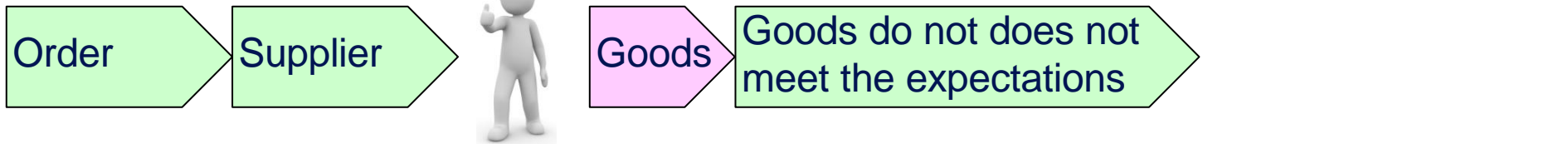
Step 2
Returns processing



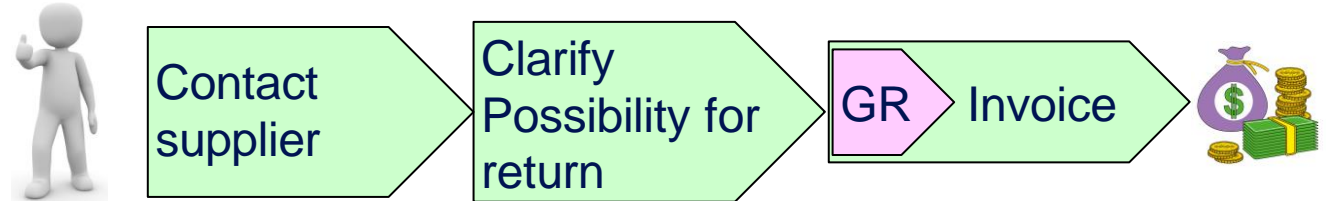
4.4 FAQ, Correctly delivered → Goods ↔ Expectations

Initial situation

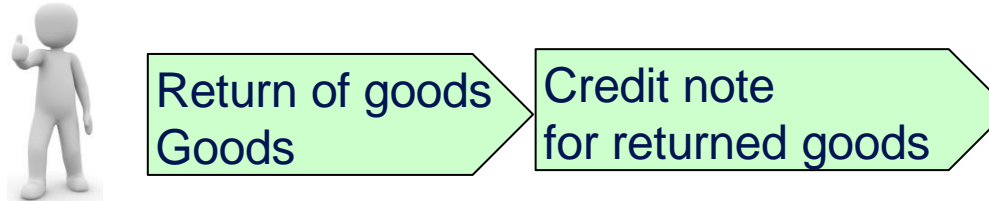
Buyer



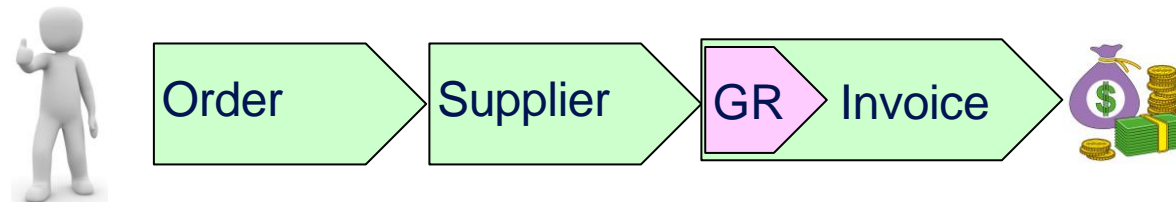
Step 1 Returns process



Step 2 Return/credit note



Step 3 New order





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5. search P4U website

The screenshot shows a Google search interface. At the top, the word "Google" is displayed in its multi-colored font. Below it is a search bar containing the text "p4u". To the right of the search bar are icons for a close button (X), Google Lens, and a search icon. Below the search bar are several filter buttons: "Videos", "Bilder", "News", "Shopping", "UZH", "Login", "Maps", "Bücher", and "Flüge". Below the filters, the search results are shown. The first result is from "UZH für Mitarbeitende" with the URL "https://www.staff.uzh.ch › arbeitsplatz › labor-buero". The title of the result is "P4U - Purchase for you" in purple text. Below the title, there is a snippet of text: "P4U - Purchase for you · Schulungsunterlagen · Schulungsvideos · P4U meets supplier · Vergünstigungen für UZH Angehörige · Weiterführende Informationen ...".



5. Homepage SCM, P4U



P4U – Purchase for you

In principle, each Institute/Department may register an unlimited number of staff as ordering persons. An application form must be filled in for each ordering person. This must be initialed by the orderer's supervisor and submitted to the office responsible for strategic procurements.

↓ [Information for Institute/Department onboarding \(PDF, 356 KB\)](#)

↓ [List of suppliers on P4U platform \(in german\) \(PDF, 44 KB\)](#)

↓ [Registration form \(PDF, 212 KB\)](#)

Training documents

↓ [User manual \(PDF, 2 MB\)](#)

↓ [Hints and tricks \(PDF, 2 MB\)](#)

Training videos

↓ [Request password \(MP4, 50 MB\)](#)

↓ [Add description \(MP4, 33 MB\)](#)

↓ [Delete request \(MP4, 36 MB\)](#)

↓ [Create free text item \(MP4, 54 MB\)](#)



5. Contact Details

P4U-User-Support <- Teams Channel link

Before you create a new post, search the existing posts to see if your problem has already been mentioned or solved. If not, we look forward to your input. A post always has a title/subject and then the problem description in the text field.

Phone 044 635 06 00 oder p4u@mul.uzh.ch

Team:

Stefan Holliger Florian Delvo Beat Temperli