Step 1: Log in to Oracle.
This takes you to a new navigation screen.

Step 2: Click on the plus sign next to the responsibility you want to access.
The folder opens and a list of functions appears.

Note: You must click on the plus sign. Clicking on the folder or its name will not open the folder.

Step 3: Click on the name of the function you want to open.

The function opens (in this example, the eProcurement Home Page) and you operate as you normally do.
* Make sure you are on the Requisitions Tab.
* Then click on Search.
* Hit Clear.
* Make sure the Requisition Created field reads “Any Time”
* Then put in the Requisition Number
* Then hit Go.
* Now click on the Requisition “200786”
eProcurement Finding Requisition Details

* This screen will show you the item description, need-by date, qty ordered, amount per item, extended price, etc.

* Click on “Details”
This screen will show receipt, invoice and payment information.
* Click on “Show Additional Information”
This screen will show deliver-to information, the supplier, attachments and the charge account information.

* When you are done you can click on the shop tab to go shopping, or click OK to go back a screen.