Logging into Oracle

Step 1:
Go to Oracle: https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin

Step 2:
Log in to Single Sign-On (SSO) Web Authentication

Step 3:
Click on the arrow next to the responsibility you want to access in the Navigator

The folder opens and a list of modules appear.

Step 4:
Click on the name of the module you want to open.

The module opens (in this example, the iProcurement Home Page) and you operate as you normally do.
Finding Purchase Requisition Details

Step 1: From the main Shop screen click on “Requisitions” tab below the ribbon.

Step 2: On the Requisition tab, click “Search”
Step 3: On the Requisition Search screen, click “Clear”

Step 4: From here you can search by “Requisition Created By”, Requisition Number, Order Number, etc. Click “Go”.
Step 5: Click on the Requisition Number to access the requisition record.

This screen will show you the item description, need-by date, quantity ordered, price, etc.
Step 6: Click on the Details icon 📊 to access purchase order number, receipt, invoice, and payment information.

Step 7: Click on “Show Additional Information” to expand the screen to show deliver-to information, supplier, attachments, and the charge account.
Step 8: To view the purchase order number click on the Order number in the Order section

or from the main Requisition screen, click on the Order number on the Details line
This will display all the Order information, including a Summary of the Total Invoice, Amount Received, invoiced, and Payment Status.

To exit the screen, click “Ok” from the top and bottom of the screen to navigate back a screen or “click” on the navigation bar or back to Shop tab when done.