

Logging into Oracle

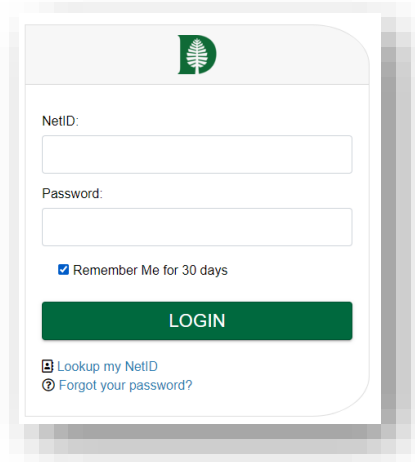
Step 1:

Go to [Oracle](https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin):

https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin

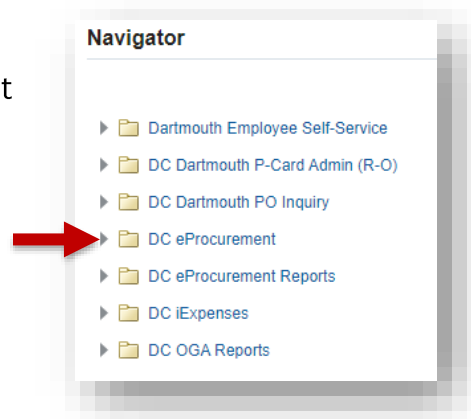
Step 2:

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

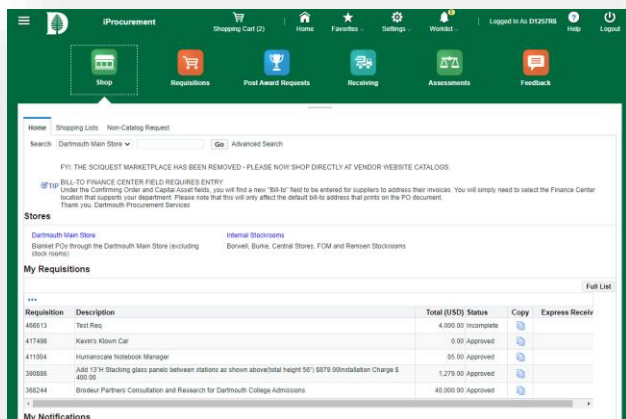
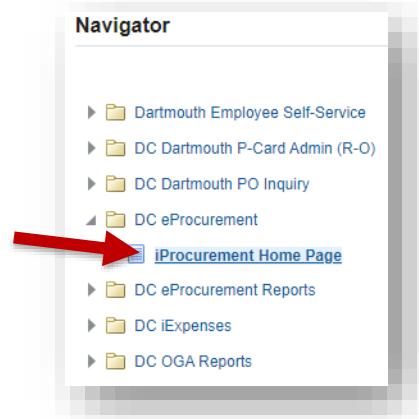


The folder opens and a list of modules appear.

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

The screenshot shows the iProcurement interface. The top navigation bar includes a shopping cart icon with 'Shopping Cart (1)', 'Home', 'Favorites', 'Settings', 'Worklist', and 'Logged In As D1257R6'. The main navigation menu has 'Shop', 'Requisitions' (highlighted with a red box), 'Post Award Requests', 'Receiving', 'Assessments', and 'Feedback'. Below the navigation, there are tabs for 'Home', 'Requisitions', and 'Non-Catalog Request'. A search bar contains 'Dartmouth Main Store' and a 'Go' button. A message states: 'FYI: THE SCIQEST MARKETPLACE HAS BEEN REMOVED - PLEASE NOW SHOP DIRECTLY AT VENDOR WEBSITE CATALOGS.' A tip indicates: 'BILL-TO FINANCE CENTER FIELD REQUIRES ENTRY: Under the Confirming Order and Capital Asset fields, you will find a new "Bill-to" field to be entered for suppliers to address their invoices. You will simply need to select the Finance Center location that supports your department. Please note that this will only affect the default bill-to address that prints on the PO document. Thank you, Dartmouth Procurement Services'. The 'Stores' section lists 'Dartmouth Main Store' and 'Internal Stockrooms'. The 'My Requisitions' section features a table with columns: Requisition, Description, Total (USD), Status, Copy, and Express Rece. A 'Full List' button is in the top right of the table area.

Requisition	Description	Total (USD)	Status	Copy	Express Rece
466904	Web Design Services	4,500.00	Incomplete		
466775	Web Design Services	4,500.00	Rejected		
417498	Kevin's Klown Car	0.00	Approved		
411004	Humanscale Notebook Manager	85.00	Approved		
390886	Add 13"H Stacking glass panels between stations as shown above(total height 56") \$879.00Installation Charge \$ 400.00	1,279.00	Approved		

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

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

This screenshot shows the 'Requisitions' tab selected. The top navigation bar is the same as in the previous image. The main navigation menu now includes 'Requisitions' (highlighted with a blue bar), 'Post Award Requests', 'Receiving', 'Assessments', and 'Feedback'. Below the navigation, there are sub-tabs for 'Requisitions', 'Notifications', and 'Approvals'. A search bar is present with a 'Search' button highlighted by a red box. The 'Views' section shows 'All My Requisitions' selected. Below this is a table with columns: Select, Requisition, Description, Total, Quantity, Qty Delivered, Qty Cancelled, Open Quantity, Creation Date, Status, Order, and Supplier. The table contains the same requisitions as the previous screenshot. A 'Search' button is also visible in the bottom right corner of the table area.

Select	Requisition	Description	Total	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order	Supplier
<input type="radio"/>	466904	Web Design Services	4,500.00 USD					01-Jun-2021 14:49:21	Incomplete		Skyline Designs
<input type="radio"/>	466775	Web Design Services	4,500.00 USD					20-May-2021 14:21:29	Rejected		Skyline Designs
<input type="radio"/>	417498	Kevin's Klown Car	0.00 USD					27-Jan-2016 11:32:14	Approved	1213214	WB Mason Co Inc
<input type="radio"/>	411004	Humanscale Notebook Manager	85.00 USD					10-Sep-2015 06:04:52	Approved	1207804	WB Mason Co Inc
<input type="radio"/>	390886	Add 13"H Stacking glass panels between stations as shown above(total height 56") \$879.00Installation Charge \$ 400.00	1,279.00 USD					06-Nov-2014 14:42:51	Approved	1189783	WB Mason Co Inc
<input type="radio"/>	368244	Brodeur Partners Consultation and Research for Dartmouth College Admissions	40,000.00 USD					05-Feb-2014 12:16:56	Approved	1169079	Brodeur & Coville LLC

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

The screenshot shows the iProcurement Requisitions Search interface. The top navigation bar includes 'Shop', 'Requisitions', 'Post Award Requests', 'Receiving', 'Assessments', and 'Feedback'. Below this, there are tabs for 'Requisitions', 'Notifications', and 'Approvals'. The main heading is 'Requisitions Search' with a sub-heading 'Requisitions: Requisitions >'. A prompt says 'Enter search criteria and press the Go button to find the requisitions.' followed by a 'Views' button. The search criteria section includes: 'Requisition Created By' (dropdown), 'Requisition Created' (dropdown set to 'Any Time'), 'Requisition Number' (dropdown), 'Order Number' (dropdown), 'Spot Buy Requisitions' (checkbox), 'Requester' (dropdown), 'Include people from all organizations' (checkbox), 'Requisition Status' (dropdown set to 'All Statuses'), 'Requisition Description' (text input), 'Supplier' (dropdown), and 'Item Number' (dropdown). A 'Go' button and a 'Clear' button (highlighted with a red box) are at the bottom of the search criteria. Below the search area is a table with columns: 'Select Requisition', 'Description', 'Total', 'Quantity', 'Qty Delivered', 'Qty Cancelled', 'Open Quantity', 'Creation Date', 'Status', and 'Order'. The table currently shows 'No search conducted.'

Step 4: From here you can search by “Requisition Created By”, Requisition Number, Order Number, etc. Click “Go”.

This screenshot shows the same iProcurement Requisitions Search interface as the previous one, but with the 'Requisition Number' field populated with the value '200786'. The 'Go' button is now highlighted with a red box, indicating the next step in the process.

Step 5: Click on the Requisition Number to access the requisition record.

Requisitions Search

Enter search criteria and press the Go button to find the requisitions. Views

Requisition Created By:
 Include people from all organizations

Requester:
 Include people from all organizations

Requisition Created: Any Time
 Requisition Status: All Statuses

Requisition Number: 200786
 Requisition Description:

Order Number:
 Supplier:
 Spot Buy Requisitions
 Item Number:

Select requisition: | ...

Select Requisition	Description	Total Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Creation Date	Status	Order
<input type="radio"/>	200786 Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK	5.80 USD	2	0	0	2 24-Jul-2007 21:23:13	Approved	1000802

This screen will show you the item description, need-by date, quantity ordered, price, etc.

Requisition 200786 Copy To Cart

Description: Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK


Created By: Moffatt, Tammy L
 Creation Date: 24-Jul-2007 21:23:13

Status: Approved
 Change History: No
 Urgent Requisition: No
 Attachment: None
 Note to Buyer


Deliver-To: Dartmouth College Hillcrest Central Receiving 296 NH Route 120 Lebanon, New Hampshire, NH, 03766
 Bill To

Justification: Notify me with status updates for my Purchase Order

Details

Line	Item Number	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order Number	Notes
1		Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK	26-Jul-2007 17:00:00	HILLCT	PACKET	2	0	0	2	2.9 USD	5.80		1000802	View / Manage
Total											5.80			

Line Detail Image

Step 6: Click on the Details icon  to access purchase order number, receipt, invoice, and payment information.

Shop **Requisitions** | Post Award Requests | Receiving | Assessments | Feedback

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search > Requisition Details >

Requisition 200786 Line 1: Details

Requisition

Description	Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK	Current Approver
Status	Approved	Approver Phone
Change History	No	Date Sent to Approver
Header Attachments	None	

[▶ Show Additional Information](#)

Or

Order	1000802	Status	Approved
Buyer	Moffatt, Tammy L	Buyer Phone	603-646-2846
Supplier	Fisher Scientific Co LLC	Supplier Site	169875-001
Supplier Contact		Supplier Phone	

Shipment

...

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number
No results found.				

Receipt

...

Receipt	Transaction Date	Received Unit	Receiver Phone	Items Returned	Receiving Person

Step 7: Click on “Show Additional Information” to expand the screen to show deliver-to information, supplier, attachments, and the charge account.

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisitions Search > Requisition Details >

Requisition 200786 Line 1: Details

Requisition

Description	Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK	Current Approver
Status	Approved	Approver Phone
Change History	No	Date Sent to Approver
Header Attachments	None	

▲ Hide Additional Information

Item Information

Requester	Moffatt, Tammy L	Deliver-To Location	HILLCT
Need-By Date	26-Jul-2007 17:00:00	Destination Type	Expense
Item Number		Inventory Replenishment Request	No
Category Description	Lab Equipment	Supplier	Fisher Scientific
P-Card Used	No	Supplier Site	169875-001
		Supplier Contact	
		Contact Phone	
		Supplier Item	06666A
		Supplier Onboarding Status	

Charge Account

...

Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
20.558.368000.346251.0000.7511							100

Step 8: To view the purchase order number click on the Order number in the Order section

Requisitions: Requisitions > Requisitions Search > Requisition Details >

Requisition 200786 Line 1: Details

Requisition

Description: Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK

Status: [Approved](#)

Change History: No

Header Attachments: None

Current Approver: [Name]

Approver Phone: [Phone]

Date Sent to Approver: [Date]

[Show Additional Information](#)

Order

Order: [1000802](#)

Buyer: [Moffatt, Tammy L](#)

Supplier: Fisher Scientific Co LLC

Supplier Contact: [Name]

Status: Approved

Buyer Phone: 603-646-2846

Supplier Site: 169875-001

Supplier Phone: [Phone]

Shipment

or from the main Requisition screen, click on the Order number on the Details line

Shop **Requisitions** Post Award Requests Receiving Assessments Feedback

Requisitions Notifications Approvals

Requisitions: Requisitions > Requisitions Search >

Requisition 200786

[Copy To Cart](#)

Description: Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK

Created By: Moffatt, Tammy L

Creation Date: 24-Jul-2007 21:23:13

Status: [Approved](#)

Change History: No

Urgent Requisition: No

Attachment: None

Note to Buyer: [Text]

Confirming Order: Capital Expense

Deliver-To: Dartmouth College Hillcrest Central Receiving 296 NH Route 120 Lebanon, New Hampshire, NH, 03766

Justification: [Text]

Notify me with status updates for my Purchase Order

Details

Line	Item Number	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order Number	Notes
1		Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L	26-Jul-2007 17:00:00	HILLCT	PACKET	2	0	0		2.9 USD	5.80		1000802	View / Manage

This will display all the Order information, including a Summary of the Total Invoice, Amount Received, invoiced, and Payment Status.

Requisitions: Requisitions > Requisitions Search > Requisition Details > Requisition 200786 Line 1: Details >

Standard Purchase Order: 1000802, 0 (Total USD 5.80) Actions Printable View

Currency= USD

Order Information

<p>General</p> <p>Total 5.80</p> <p>Supplier Fisher Scientific Co LLC</p> <p>Supplier Site 169875-001</p> <p>Supplier Contact</p> <p>Address Acct # 169875-001 P O Box 3648 BOSTON, MA 02241-3648</p> <p>Buyer Moffatt, Tammy L</p> <p>Order Date 24-Jul-2007 21:24:46</p> <p>Description</p> <p>Status Finally Closed</p> <p>Note to Supplier</p> <p>Operating Unit DC OPERATING UNIT</p> <p>Supplier Order Number</p> <p>Attachments None</p>	<p>Terms and Conditions</p> <p>Payment Terms 2/10 Immediate</p> <p>Carrier Best Way</p> <p>FOB Delivered on Unloading Dk</p> <p>Freight Terms Prepaid</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address Dartmouth College Hillcrest Central Receiving 296 NH Route 120 Lebanon, NH 03766</p> <p>Bill-To Address</p> <p>Address Dartmouth College Accounts Payable 7 Lebanon Street, Suite 313 Hanover, NH 03755</p>	<div style="border: 2px solid red; padding: 5px;"> <p>Summary</p> <p>Total 5.80</p> <p>Received 0.00</p> <p>Invoiced 0.00</p> <p>Payment Status Not Paid</p> </div>
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PO Details

... Show All Details | Hide All Details

Details Line ▲	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
▶ 1	Goods		06666A	Wiper, Task; Kimwipes; Single-ply; Extra-Low Lint; Treated with Amine-Free Anti-Stat; LintGuard PolyShield; White; 4-1/2 L x 8-1/2 in. W (11 x 22cm); Nonabrasive; 280/PK	PACKET	2	2.9	5.80	Finally Closed		

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.