

**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.**

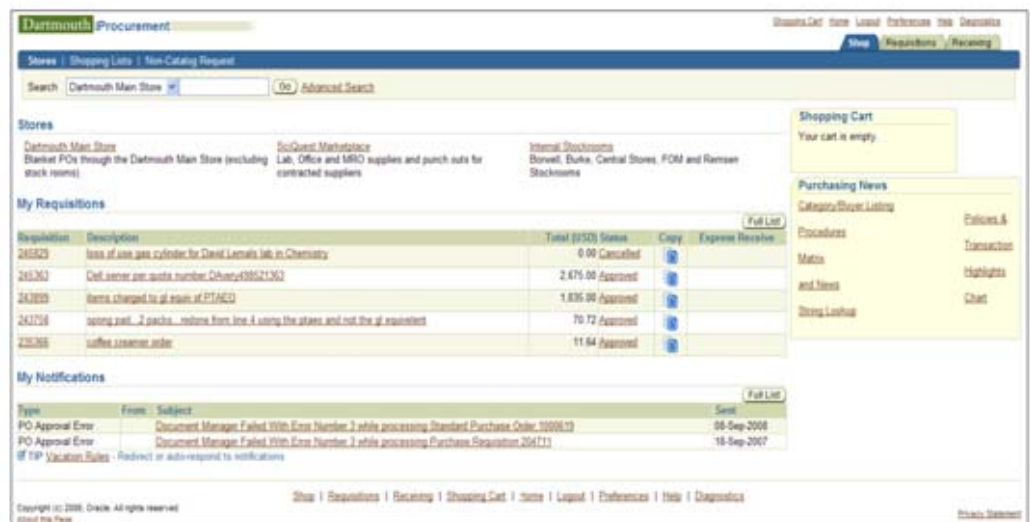
The folder opens and a list of functions appears.



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



The function opens (in this example, the iProcurement Home Page) and you operate as you normally do.



Requisitions

[Search](#)

Views

View [All My Requisitions](#)

Select requisition: Previous 10 | 11-20 of 23 | Next 3

Select	Requisition	Description	Total (USD)	Creation Date	Status	Order
<input type="radio"/>	203302	Avery - Economy Round Ring View Binders - White, 2 Pack, 2 , 375 Sheets		28-Aug-2007 12:13:46	Incomplete	
<input type="radio"/>	202648			17-Aug-2007 10:43:42	Incomplete	
<input type="radio"/>	202606	4 mice male bab/c; NB 4 per cage	100.00	16-Aug-2007 15:47:44	Approved	1002583
<input type="radio"/>	202076	Rats male 200-220g strain-fisher; NB 2 per cage	100.00	10-Aug-2007 09:27:24	Approved	1002023
<input type="radio"/>	201984	Rats male 160-180g strain SD 2-4 w NB 2 per cage 1st day of use 8/20/07	200.00	09-Aug-2007 10:32:13	Approved	1001963
<input type="radio"/>	201110	Avery - Economy Round Ring View Binders - White, 2 Pack, 2 , 375 Sheets	19.62	31-Jul-2007 08:36:46	Approved	1001227
<input type="radio"/>	200928	Spend Director Software - Change order #1 (solution acceptance fee for Oracle services)	22,785.94	26-Jul-2007 13:59:30	Approved	1001074
<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 6-1/2 in. (1.1 x 22cm); Nonabrasive, 280/PK	5.80	24-Jul-2007 21:23:13	Approved	1000802
<input type="radio"/>	200682	Testing the OSP approval path	0.00	23-Jul-2007 14:56:15	Cancelled	
<input type="radio"/>	200068	Testing the OSP approval path	0.00	11-Jul-2007 09:19:15	Cancelled	


Select requisition: Previous 10 | 11-20 of 23 | Next 3




- * Make sure you are on the Requisitions Tab.
- * Then click on Search.


Requisitions Search




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

[VIEWS](#)

Requisition Created By 
 Include employees from all organizations

Requisition Created 
 Requisition Number 
 Order Number 

Requester 
 Include employees from all organizations

Requisition Status 
 Requisition Description 
 Supplier 

Select Requisition	Description	Total (USD)	Creation Date	Status	Order
No search conducted.					

- * Hit Clear.
- * Make sure the Requisition Created field reads "Any Time"
- * Then put in the Requisition Number
- * Then hit Go.

Requisitions Search

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

[Views](#)

Requisition Created By	<input type="text"/>		Requester	<input type="text"/>	
	<input type="checkbox"/> Include employees from all organizations			<input type="checkbox"/> Include employees from all organizations	
Requisition Created	Any Time		Requisition Status	Approved	
Requisition Number	200786		Requisition Description	<input type="text"/>	
Order Number	<input type="text"/>		Supplier	<input type="text"/>	
<input type="button" value="Go"/> <input type="button" value="Clear"/>					

Select requisition:

Select Requisition	Description	Total (USD)	Creation Date	Status	Order
200786	Wiper, Task, Kimwipes; Single-ply, Extra-Low Lint; Treated with Amine-Free Anti-Stat; LiniGuard PolyShield; White, 4-1/2 L x 6-1/2 in. W (11 x 22cm); Nonabrasive, 280/PK	5.80	24-Jul-2007 21:23:13	Approved	1000802

* Now click on the Requisition "200786"

Requisition 200786

[Copy To Cart](#) | [Cancel 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**

Created By **Moffatt, Tammy L**

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

Deliver-To **Dartmouth College Hillcrest Central Receiving 3 Morgan Drive Lebanon, NH 03766**

Justification

Status **Approved**

Change History **No**

Urgent Requisition **No**

Attachment **None**

Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
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	HILLCOT	PACKET	2	2.90 USD	5.80		000002
Total							5.80		

[Return](#)

[Copy To Cart](#) | [Cancel Requisition](#)

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

* Click on "Details"

Requisition 200786 Line 1: Details

OK

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)**

Status **Approved**

Change History **No**

[Show Additional Information](#)

Order

Order **1000802**
 Buyer **Moffatt, Tammy L**
 Supplier **Fisher Scientific**
 Supplier Contact

Status **Approved**
 Buyer Phone **603.646.2846**
 Supplier Site **169875.001**
 Supplier Phone

Shipment

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

Receipt

Receipt	Transaction Date	Received Unit	Received By	Received by Phone	Items Returned
No results found.					

Invoice

Details Invoice	Description	Payment Status	Creation Date	On Hold Status	Invoice Amount (USD)	Amount Due (USD)	Due Date
No results found.							

TIP Invoice amounts shown may include items other than the requested item.

Payment

Payment	Status	Payment Date	Payment Amount (USD)	Cleared Date	Payment Method	Bank
No results found.						

TIP Payments amounts shown may include items other than the requested item.

OK

- * This screen will show receipt, invoice and payment information.
- * Click on "Show Additional Information"

OK

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**

[Hide Additional Information](#)

Item Information

Requester [Moffatt, Tammy L](#)
 Need-By Date **26-Jul-2007 17:00:00**
 Item Number
 Category Description **Lab Equipment**
 P-Card Used **No**
 Taxable **No**

Deliver-To Location **HILL CT**
 Destination Type **Expense**
 Inventory Replenishment Request **No**
 Supplier **Fisher Scientific**
 Supplier Site **169875-001**
 Supplier Contact
 Contact Phone
 Supplier Item **06566A**

Charge Account

Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Data
20 598.368000.346251.0000.7511						

Attachment

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publ
No results found.									

Order

Order **1000802**
 Buyer [Moffatt, Tammy L](#)
 Supplier **Fisher Scientific**
 Supplier Contact

Status **Approved**
 Buyer Phone **603-646-2846**
 Supplier Site **169875-001**
 Supplier Phone

Shipment

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
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Receipt	Transaction Date	Received Unit	Received By	Received by Phone	Items Returned
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Invoice

Details Invoice	Description	Payment Status	Creation Date	On Hold Status	Invoice Amount (USD)	Amount Due (USD)	Due Date
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TIP Invoice amounts shown may include items other than the requested item.

Payment

Payment	Status	Payment Date	Payment Amount (USD)	Cleared Date	Payment Method	Bank
No results found.						

TIP Payments amounts shown may include items other than the requested item.

OK

* 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.