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.
Requisitioning using the Quick Cart/Express Checkout Functionality

If you have an order you place regularly, you can use the Quick Cart/Express checkout feature.

Step 1: Locate a previous order you have placed and click the “Copy” icon to have it added to your Shopping cart.

Step 2: Navigate to the Shopping Cart and click View Cart and Checkout
Step 3: Click “Edit” to verify information or click “Submit” if you are confident in the details.

Step 4: Click “Show Delivery and Billing” below the Additional Header Information section. The Delivery and Billing section will open.

Step 5: Verify that the information is correct. If the information is not correct you can change the Amount or Delete a line item.

Step 6: The Confirming Order field is required.

- Select “No” to have a Purchase Order provided to the Supplier.
- Select “Yes” if the order or an agreement is already in place. A Purchase Order will not be sent to the Supplier.

Step 7: In the Suggested Buyer field, enter the Procurement Buyer name (last name first) based on the item being purchased.

- Bernatchy, Jessica M for Facilities Purchases
- Moses, Denise L for Furniture, Software Purchases
- O’Brien, Cameron E for Scientific Purchases
Step 8: If you select to edit, click the Details arrow to expand line details to verify charge account information.

Step 9: Click “Submit” from the top or bottom of the screen.
Splitting an Account String or PTAEO

Step 1: From the Additional Information section on the Edit and Submit Requisition Screen, select the box on the line you want to split, and click “Update”

Step 2: Click the plus sign below Billing to add an additional line. Click it as many times as you need to split.

Step 3: For a GL string update the Account String field or for a PTAEO string update the Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date fields.

Step 4: Update the Percentage, Quantity, or Amount lines to split the cost of the line. Not the percent allocation, must equal 100%.
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.