Overview

The iProcurement Requisition Search APEX Tool was built to fulfill a need to be able to retrieve requisition, PO, and Invoice information from the previously used iProcurement system known as HCOM which was replaced with Buy2Pay (Jaggaer). HCOM has now been officially retired as of 26-JAN-2022.

Logging In

A User will Log into Oracle and select the HRVD^IPRO^Inquiry Responsibility
Landing Page

Once the user has selected the responsibility, the form will open. Within the form, the user will have various ways of doing their search.

The user may search by:
- Requisition Number
- PO Number
- Preparer
- Approver
- Date Range (Req Creation Date)

If you have access to HART, you may click on the ‘Reporting – Hart’ button to get to the Procure to Pay Dashboard where you can get to the IPRO Reporting queries. Please note you must have access to HART.
Results

Once the search has been completed, the results will appear at the bottom of the page. Clicking on any of the blue hyperlinks will allow the user to drill down to additional information.

Link to Attachments

If the user clicks on the Link to Attachments “88” link, any attachments that were associated with the Requisition or PO will appear.

PLEASE NOTE: Invoice Images will not appear here. You will need to contact AP to get copies of any associated images you may need or request the Image Retrieval Responsibility.
Requisition

If the user clicks on the Requisition Number link, the Requisition Header information will appear.

If the user clicks on the Line #, the Line Detail information will appear (including the GL Coding).

Please note that you may also PRINT any of these pages.
Status

If the user clicks on the Status link (generally says 'Approved'), the user will see all the approvals the requisition went through.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Date</th>
<th>Status</th>
<th>Document Path</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01-JAN-2020</td>
<td>SUBMIT</td>
<td>Castanon, Oscar</td>
<td>Hi Nicole, my personal computer that I have used for work so far just broke.</td>
</tr>
<tr>
<td>2</td>
<td>03-JAN-2020</td>
<td>APPROVE</td>
<td>D’Aleo, Nicole</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>03-FEB-2020</td>
<td>SUBMIT</td>
<td>Castanon, Oscar</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>03-FEB-2020</td>
<td>APPROVE</td>
<td>D’Aleo, Nicole</td>
<td></td>
</tr>
</tbody>
</table>

PO Number

If the user clicks on the PO Number Link, the PO Information will appear including Invoices and Payments links for further information.
If you click on the PO Number in this screen, you will see the PO Detail information.

PLEASE NOTE: If you click on a PO Number from the results screen and there are no invoices associated, the results page will appear blank. To get to the PO Information, go through the Requisition Number to retrieve the PO Number.

Invoice Number

If the user clicks on the Invoice Number Link, the Invoice Summary Information will appear.
Check Number

If the user clicks on the Check Number Link, the Payment Information will appear

Invoice Payment Information

<table>
<thead>
<tr>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice Number</strong></td>
</tr>
<tr>
<td>208540764</td>
</tr>
</tbody>
</table>

Please use your browser back arrow to return to previously displayed screens or to return to the Search screen.