



iProcurement How To: How to Use the iProcurement Requisition Search APEX Tool

25-Jan-2022

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





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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.

ORACLE[®] iPro Requisition History

Search: iPro Requisitions History

Requisition Number starts with

PO Number starts with

Preparer is <- click ^ to search for a preparer

Approver is <- click ^ to search for an approver

Req. Creation Date between (DD-MON-YYYY) and

ORACLE[®] iPro Requisition History

Search: iPro Requisitions History

Requisition Number starts with

PO Number starts with

Preparer is <- click ^ to search for a preparer

Approver is <- click ^ to search for an approver

Req. Creation Date between (DD-MON-YYYY) and

Home Logout

Search

- grenier
- Grenier, Melinda J - 40017620
- Grenier, Melinda Patterson - 10572398
- Grenier, Nicole - 90742906
- Grenier, Pierre-Olivier - 51437357
- Grenier, Rachel Egan - 11439918
- Grenier, Richard F - 20714204
- Grenier, Robert E - 50410609
- Grenier, Suzanne Marie - 10517710



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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.

Number	Tran Type	Approver	Status	PO Number	Link To Attachments
7872442	IProcurement	D'Aleo, Nicole	Approved	70003118931	88

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

Attachment List:

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

File Name	Upload Date	Entity Name
hpspectre.png	01-JAN-2020	PO_LINES
PO_127_70003118931_0_US.pdf	03-JAN-2020	PO_HEADERS
PO_127_70003118931_1_US.pdf	03-FEB-2020	PO_HEADERS

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Requisition

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

Requisition Detail

Number: 7872442 Currency: USD
 Creation Date: 01-JAN-2020 Total: 1,406.00
 Status: **Approved** Cancelled: **No**
 Approver: D'Aleo, Nicole Preparer: Castanon, Oscar
 Description: **HP computer PURCHASE**

Line	Description	Amount	Requested Date	Cancelled	Cancel Reason	Requestor	Buyer	Supplier
1	Computer hp spectre	1	06-JAN-2020	No		Castanon, Oscar		HP PRODUCTS CORP

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

Requisition Line Distribution

Number: 7872442 Line: 1
 Order Number: 70003118931 Description: Computer hp spectre
 Status: **Approved** Price: 1,406.00
 Unit of Measure: **Each** Quantity: 1
 Cancelled: **No** Cancel Reason:
 Requestor: Castanon, Oscar Supplier: HP PRODUCTS CORP
 Buyer: Preparer: Castanon, Oscar

Distribution	Tub	Org	Object	Quantity	Charge Account
1	520	45314	6750	1	520.45314.6750.024003.730001.0000.65367

Purchase Order Line

Line	Supplier Item Number	Description	Price	Qty Ordered	Qty Invoiced	Unit of Measure
1		Computer hp spectre	1406	1	0	Each

Please note that you may also PRINT any of these pages



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Status

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

Requisition Action History

[Print](#)

Requisition Action History

Number **7872442** Currency **USD**
 Creation Date **01-JAN-2020** Total **1,406.00**
 Status **Approved** Cancelled **No**
 Approver **D'Aleo, Nicole** Preparer **Castanon, Oscar**
 Description **HP computer**
PURCHASE

Sequence	Date	Status	Document Path	Notes
1	01-JAN-2020	SUBMIT	Castanon, Oscar	Hi Nicole, my personal computer that I have used for work so far just broke.
2	03-JAN-2020	APPROVE	D'Aleo, Nicole	
3	03-FEB-2020	SUBMIT CHANGE	Castanon, Oscar	
4	03-FEB-	APPROVE	D'Aleo, Nicole	

PO Number

If the user clicks on the PO Number Link, the PO Information will appear including Invoices and Payments links for further information

ORACLE iPro Requisition History Home Logout

Logged In As 20714204

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Invoice Num	Invoice Date	Gross Amount	Po Number	Payment Number	Vendor Name
210547398	22-MAY-2020	67.20	40003174792	1000000665678 - Check	W B MASON COMPANY INC
208540764	06-MAR-2020	576.92	40003174792	1000000655993 - Check	W B MASON COMPANY INC



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If you click on the PO Number in this screen, you will see the PO Detail information

ORACLE iPro Requisition History Home Logout
Logged In As 20714204

Purchase Order Detail Print

Purchase Order Detail

PO Number **40003174792** Ship-To Location **H06033** Bill-To Location **HCOMBILLTO**
 Revision **0** Carrier Payment Terms **3/10, 2.5/30 Net 31**
 Type **Standard Purchase Order** FOB Freight Terms
 Order Date **02-MAR-2020** Supplier **W B MASON COMPANY INC** Currency **USD**
 Status **Open** Supplier Location **01_PRIMARY** Total **647.65**

Line	Item Number	Supplier Item Number	Description	Price	Qty Ordered	Qty Received	Qty Invoiced	Qty Cancelled	Ship-To Location	Status	Unit of Measure	Promise Date
1		LIP291	Tea Bags, Regular, 100/BX	4.57	1		1	0	H06033	Closed	Each	04-MAR-2020
2		DXE2340PATH	Pathways Paper Hot Cups, 10 oz (Fits Large Lids), 1000/Carton	52.59	2		2	0	H06033	Closed	Each	04-MAR-2020
3		TWG09180	A comforting herbal tea made with spicy ginger AND tangy lemon. Caffeine free. 25 bags per box.	3.31	4		4	0	H06033	Closed	Each	04-MAR-2020

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.

ORACLE iPro Requisition History

Search: Go Actions

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

Invoice Number

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

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Logged In As 207142

Invoice Summary Print

Invoice Summary

Invoice Number	Date	Due Date	Currency	Gross Amount	Amount Due	Discount Date	Available Discount	PO Number	Payment Number	Description	Vendor Name
208540764	06-MAR-2020	06-APR-2020	USD	576.92	0.00	16-MAR-2020	17.31	40003174792	1000000655993 - Check		W B MASON COMPANY INC

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APEX Tool

Check Number

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

Invoice Payment Information

Payments

Invoice Number	Check Number	Accounting Date	Currency	Amount	Discount Taken
208540764	1000000655993	12-MAR-2020	USD	559.61	17.31

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