

Logging into Oracle

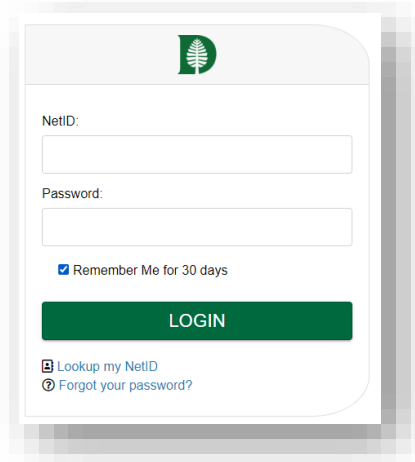
Step 1:

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

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

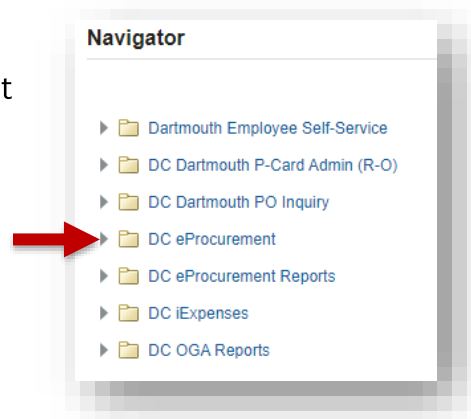
Step 2:

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

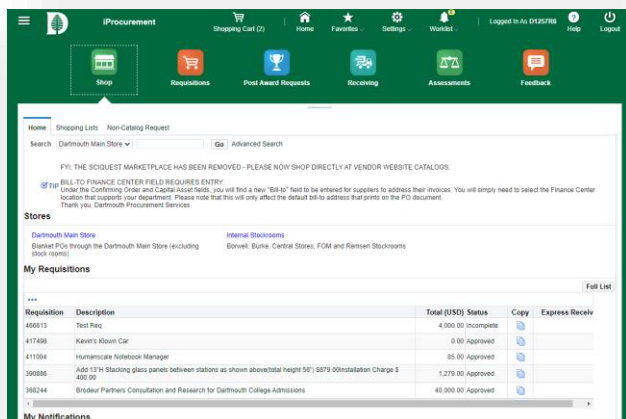
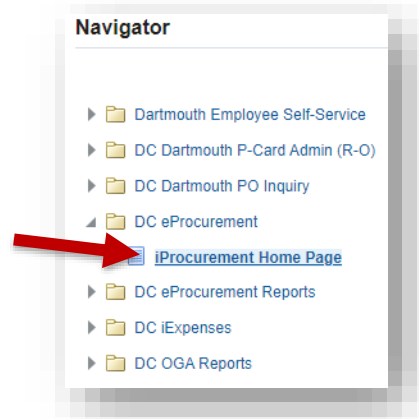


The folder opens and a list of modules appear.

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.



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.

The screenshot shows the iProcurement system interface. At the top, there is a navigation bar with links for Shopping Cart, Home, Favorites, Settings, Worklist(0), Logged In As D1257R6, Help, and Logout. Below this is a main menu with icons for Shop, Requisitions, Post Award Requests, Receiving, Assessments, and Feedback. The main content area includes a search bar for 'Dartmouth Main Store' and a 'Go' button. A message states: 'FYI: THE SCIOQUEST 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 contains a table with columns: Requisition, Description, Total (USD), Status, Copy, and Express Rec. A red arrow points to the 'Copy' icon in the row for requisition 411004. Below the table is a 'My Notifications' section with a table that currently has no results. At the bottom, there is a 'Shopping Cart' section stating 'Your cart is empty.'

Requisition	Description	Total (USD)	Status	Copy	Express Rec
417498	Kevin's Klowm 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		
368244	Brodeur Partners Consultation and Research for Dartmouth College Admissions	40,000.00	Approved		
366342	Flannel Inc - MHCDS: edit to current home page webdesign. Two new templates designed to incorporate functionality of new modules	5,400.00	Approved		

Step 2: Navigate to the Shopping Cart and click View Cart and Checkout

This screenshot shows the 'My Requisitions' page. The 'My Requisitions' table is visible, showing requisitions 466927, 466775, 417498, 411004, and 390886. Below this is the 'My Notifications' section. At the bottom, the 'Shopping Cart' section is highlighted with a red box. It states 'Your cart contains 1 line.' and lists 'Recently Added Lines' with one item: 'Humanscale Note...' for 85.00 USD. A 'View Cart and Checkout' button is located at the bottom of the shopping cart section.

Requisition	Description	Total (USD)	Status	Copy	Express Receiv
466927	Humanscale Notebook Manager	85.00	Incomplete		
466775	Web Design Services	4,500.00	Rejected		
417498	Kevin's Klowm 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 3: Click “Edit” to verify information or click “Submit” if your confident in the details.

The screenshot shows a 'Shopping Cart' window with the following details:

- Description: Humanscale Notebook Manager
- Justification: (empty)
- When do you need these items?: 04-Jun-2021 17:00:00
- Where do they need to be delivered?: PARKHS 006
- Additional Header Information:
 - Confirming Order: Yes
 - Capital Expense: No
 - Bill To: Admin/Prov Fin Ctr

Below the information is a table with one line item:

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	Humanscale Notebook Manager	EACH	85	1 USD	85.00	
Total					85.00	

Buttons at the bottom include 'Continue Shopping', 'Edit' (highlighted with a red arrow), 'Save', and 'Submit'.

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.

The screenshot shows a 'Shopping Cart' window with the following details:

- Description: Web Design Services
- Justification: (empty)
- When do you need these items?: 05-Jun-2021 17:00:00
- Where do they need to be delivered?: LS07 313
- Additional Header Information:
 - Confirming Order: No
 - Capital Expense: No
 - Bill To: Admin/Prov Fin Ctr

Below the information is a table with one line item:

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	Web Design Services	EACH	4500	1 USD	4,500.00	
Total					4,500.00	

Buttons at the bottom include 'Continue Shopping', 'Edit', 'Save', and 'Submit'.

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

The screenshot shows the 'Delivery and Billing' section expanded. It includes:

- Delivery:
 - Urgent
 - Requester: Wallace, Lisa A
 - Suggested Buyer: Moses (highlighted with a red arrow)
- Billing:
 - Project: (empty)
 - Task: (empty)
 - Award: (empty)

Below this is a table of suggested buyers:

Last Name	First Name	Name	Employee Number	Email	Location
Moses	Denise	Moses, Denise L	49568	Denise.L.Moses@Dartmouth.edu	Dartmouth College

At the bottom, there is a table with one line item:

Line	Item Description	Unit	Quantity	Price	Amount (USD)	Delete
1	Web Design Services	EACH	4500	1 USD	4,500.00	
Total					4,500.00	

Buttons at the bottom include 'Continue Shopping', 'Edit', 'Save', and 'Submit'.

Step 8: If you select to edit, click the Details arrow to expand line details to verify charge account information.

Additional Information

* Confirming Order Yes

* Capital Expense No

* Bill To Admin/Prov Fin Ctr

Select Lines: [Update](#) [Copy](#) [Delete](#) | ...

<input type="checkbox"/> Details	Item Number	Description	Quantity Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
<input type="checkbox"/>		Humanscale Notebook Manager	85 EACH	1 USD	85.00	04-Jun-2021 17:00:00	PARKHS 006 Enter one-time address	+		

Supplier

New Supplier No

Supplier W.B. Mason Co., Inc.

Site CUST_SERV_MA

Contact Name Burke, Seth

Phone 888 926-2766

Fax

Email seth.burke@wbmason.com

Supplier Onboarding Status

Supplier Item

Manufacturer

Manufacturer Part Number

Note To Supplier

Delivery

Urgent No

Need-By Date 04-Jun-2021 17:00:00

Requester Wallace, Lisa A

Deliver-To Location PARKHS 006

Destination Type Expense

P-Card Used No

Distributions

Line	Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount
1	20.702.368000.343624.0000.7038							100	85	85

Step 9: Click "Submit" from the top or bottom of the screen.

Shop [Requisitions](#) [Post Award Requests](#) [Receiving](#) [Assessments](#) [Feedback](#)

Home [Shopping Lists](#) [Non-Catalog Request](#)

Edit and Submit Requisition 466927 [Check Funds](#) [Refresh](#) [Save](#) [Printable Page](#) [Submit](#)

* Indicates required field

Total 85.00 USD Notify me with status updates for my Purchase Order

* Description Humanscale Notebook Manager

Justification

Additional Information

* Confirming Order Yes

* Capital Expense No

* Bill To Admin/Prov Fin Ctr

Select Lines: [Update](#) [Copy](#) [Delete](#) | ...

<input type="checkbox"/> Details	Item Number	Description	Quantity Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Attachment	SpotBuy Suppliers	Delete
<input type="checkbox"/>		Humanscale Notebook Manager	85 EACH	1 USD	85.00	04-Jun-2021 17:00:00	PARKHS 006 Enter one-time address	+		

Splitting an Account String or PTAE0

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.

Requisition Information : Update Selected line

Item
 * Description: Web Design Services
 * Category: Services:Web Design
 * Amount: 4,500.00
 * Currency: USD

Supplier
 New Supplier
 Supplier: Skyline Designs
 Site: NewportNH
 Contact Name:
 Phone:
 Fax:
 Email:
 Supplier Item:
 Manufacturer:
 Manufacturer Part Number:

Delivery
 Urgent
 * Need-By Date: 03-Jun-2021 17:00:00
 Requester: Wallace, Lisa A
 Deliver-To Location: LS07 313
 Enter one-time address

Notes
 Note To Buyer:
 Note To Supplier:
 Note To Receiver:

Billing
 +

Line	DC Account String	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete	
1	20.507.368000.343624.0000.8151	01-Jun-2021							50	2250	2,250.00		
2	20.507.368000.343624.0000.8151	01-Jun-2021							50	2250	2,250.00		
									Total	100	4500	4,500.00	

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

Cancel Apply

Step 3: For a GL string update the Account String field or for a PTAE0 string update the Project, Task, Award, Expenditure Type, Expenditure Organization and Expenditure Item Date fields.

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

Requisition Information : Update Selected line

Item
 * Description: Web Design Services
 * Category: Services:Web Design
 * Amount: 4,500.00
 * Currency: USD

Supplier
 New Supplier
 Supplier: Skyline Designs
 Site: NewportNH
 Contact Name:
 Phone:
 Fax:
 Email:
 Supplier Item:
 Manufacturer:
 Manufacturer Part Number:

Delivery
 Urgent
 * Need-By Date: 03-Jun-2021 17:00:00
 Requester: Wallace, Lisa A
 Deliver-To Location: LS07 313
 Enter one-time address

Notes
 Note To Buyer:
 Note To Supplier:
 Note To Receiver:

Billing
 +

Line	DC Account String	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Quantity	Amount (USD)	Delete	
1	20.507.368000.343624.0000.8151	01-Jun-2021							22.22222222	1000	1,000.00		
2	20.507.368000.343624.0000.8151	01-Jun-2021							77.77777777	3500	3,500.00		
									Total	100	4500	4,500.00	

TIP Total allocation must equal 100% of the selected line values.

Finding Purchase Requisition Details

The screenshot shows the iProcurement interface with the 'Requisitions' tab selected. The top navigation bar includes 'Shop', 'Requisitions', 'Post Award Requests', 'Receiving', 'Assessments', and 'Feedback'. Below the navigation, there are search filters for '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 that a 'Bill-to' field is required for certain orders. The 'Stores' section lists 'Dartmouth Main Store' and 'Internal Stockrooms'. The 'My Requisitions' section displays a table with the following data:

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"

The screenshot shows the iProcurement interface with the 'Requisitions' tab selected. The 'Search' button is highlighted with a red box. Below the search bar, there are options for 'Views' and a 'Go' button. The 'Select requisition:' section includes 'Complete' and 'Delete' buttons. The main table displays the following data:

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. At the top, there is a navigation bar with 'iProcurement' and various utility icons. Below this, a breadcrumb trail shows 'Shop' > 'Requisitions'. The main content area is titled 'Requisitions Search' and includes a search instruction: 'Enter search criteria and press the Go button to find the requisitions.' Below the instruction are several search filters: 'Requisition Created By', 'Requisition Created' (set to 'Any Time'), 'Requisition Number', 'Order Number', 'Requester', 'Requisition Status' (set to 'All Statuses'), 'Requisition Description', 'Supplier', and 'Item Number'. Each filter has a search icon. There are also checkboxes for 'Include people from all organizations' and 'Spot Buy Requisitions'. At the bottom left of the search area, there are 'Go' and 'Clear' buttons. The 'Clear' button is highlighted with a red box. 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 'Go' button highlighted with a red box. The search criteria have been updated: 'Requisition Created By' is empty, 'Requisition Created' is 'Any Time', 'Requisition Number' is '200786', and 'Order Number' is empty. The 'Clear' button is now visible next to the 'Go' button.

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	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

Confirming Order: Capital Expense


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
No results found.					

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 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>
--	--	--

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.