Checking Invoice Status

Navigating to Oracle Procurement

1. Open Web Browser, enter Oracle URL: https://ekgs-dev6.fa.us2.oraclecloud.com/
2. When Single Sign On displays, enter Active Directory User Name and Password, click Login
3. Click the Home at the top right

4. On the Oracle Homepage, click Purchasing Requisitions

Searching Requisitions

1. On the Oracle Procurement Homepage, click Manage Requisitions at the top right of the page

2. In Entered By, clear your name from the field
3. In Requisition, enter REQ00000551
   a. At least one of the fields indicated by ** must be populated for a search to be performed
4. Click Search
5. In the search results, click on REQ00000551
Checking Invoice Status

1. On the Requisition page, click **View Life Cycle**
   
   ![View Life Cycle Button]

   Requisition: REQ0000340

2. On the **Life Cycle** page, scroll to the bottom
3. In **Invoices**, click on invoice number **UAT_WF_TF**

4. On the **Invoice** page, scroll to the bottom to view a breakdown of charges
5. Click the **Payments** tab

6. Review the due date and payment method
   a. When the payment has been issued, it will appear in the **Payments** section