Shopping by Catalog and Enter Requisition Line, with Checkout

Navigating to Oracle Procurement

1. Open Web Browser, enter Oracle URL: [https://ekgs-dev6.fa.us2.oraclecloud.com/](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

Defaulting Profile Information

1. On the Oracle Procurement Homepage, click the pencil icon next to your name
2. In the Edit Requisition Preferences dialog box, make the following updates:
   a. In Shipping and Delivery, in Deliver-to Location enter Torrey, and select the TorreyPinesCenterS-Preferred address
   b. In Favorite Chart Accounts, click the + to add a new COA
   c. In Nickname, enter P&C
   d. In Charge Account, enter:
      16150.16000.5000050.522401.720.000.000000.000000.000000.000000.000000.000000
   e. Click the + sign to add another COA
   f. In Nickname, enter D&T
   g. In Charge Account, enter:
      16150.16000.5000051.522401.720.000.000000.000000.000000.000000.000000.000000
   h. In Primary, click the checkmark next to the P&C COA
3. Click Save and Close at the bottom of the dialog box to finish
   a. All new items added to the shopping cart will default to the primary COA and selected Deliver-to Location
Shopping by Catalog and Enter Requisition Line, with Checkout

Adding a Catalog Item to the Shopping Cart

1. In the Search Bar, enter gas, then click the magnifying glass or use the Enter key

   ![Search Bar](image)

2. In the search results, select any available product

   ![Product](image)

   a. In the Quantity field, enter 5 then click the cart

3. In the upper right, click Done to return to the Oracle Procurement Homepage

   ![Done Button](image)

Adding a Requisition Line to the Shopping Cart

1. At the top of the Oracle Procurement Homepage, click More Tasks and select Enter Requisition Line

   ![More Tasks](image)

2. On the Enter Requisition Line page, populate the mandatory fields indicated by *

   a. In Item Description, enter Beaker
   b. In Category Name, enter Lab Equipment, and select Lab Equipment under 5k
   c. In UOM Name, enter Ea and select EA Quantity Each
   d. In Price, enter 200
   e. Click the Negotiated checkbox
   f. In Supplier, enter UC SAN DIEGO STORE

3. Scroll down to the Billing section and perform the following steps:

   ![Billing Section](image)

   a. Click the Split icon
   b. On the newly created line, in Charge Account Nickname, select D&T
   c. In percentage, enter 50
   d. On the first line, in Charge Account Nickname, select P&C
   e. In percentage, enter 50

4. Scroll to the top of the page and click Add to Cart

   ![Add to Cart Button](image)
Checking Out

1. In the upper right of the page, click the shopping cart icon
2. In the shopping cart dialog box, click Review
3. In Description, enter Shopping and Checkout Exercise
4. In Room Number, enter 46
5. Scroll to the top of the page and click Submit
6. Click OK to confirm your requisition was submitted