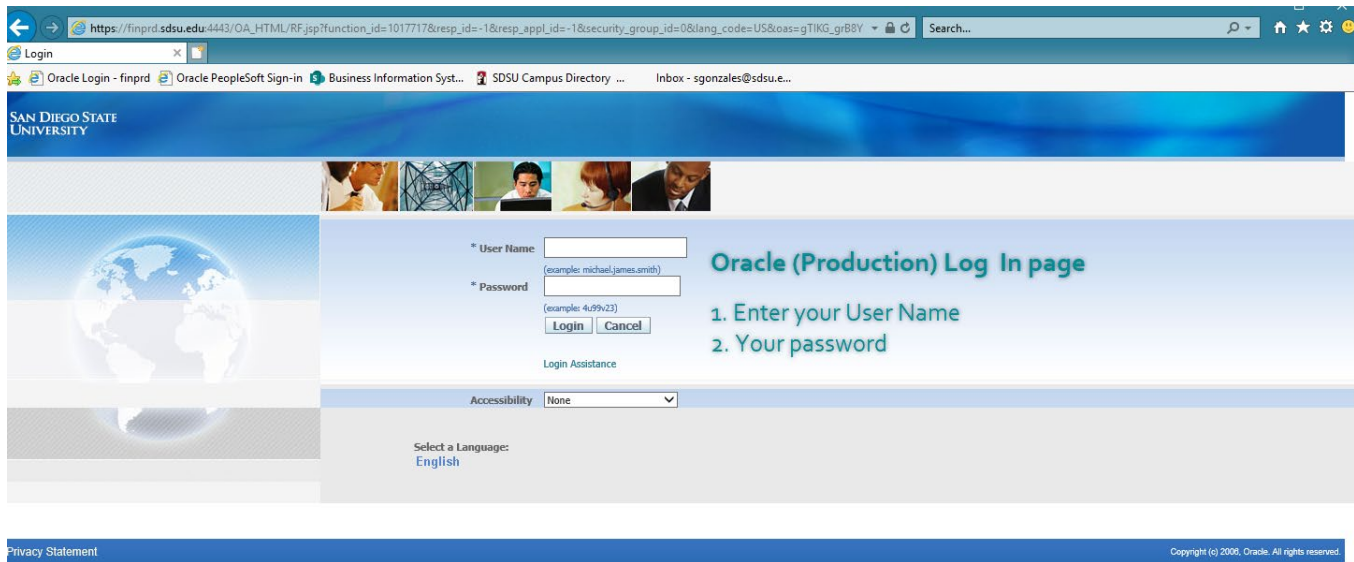


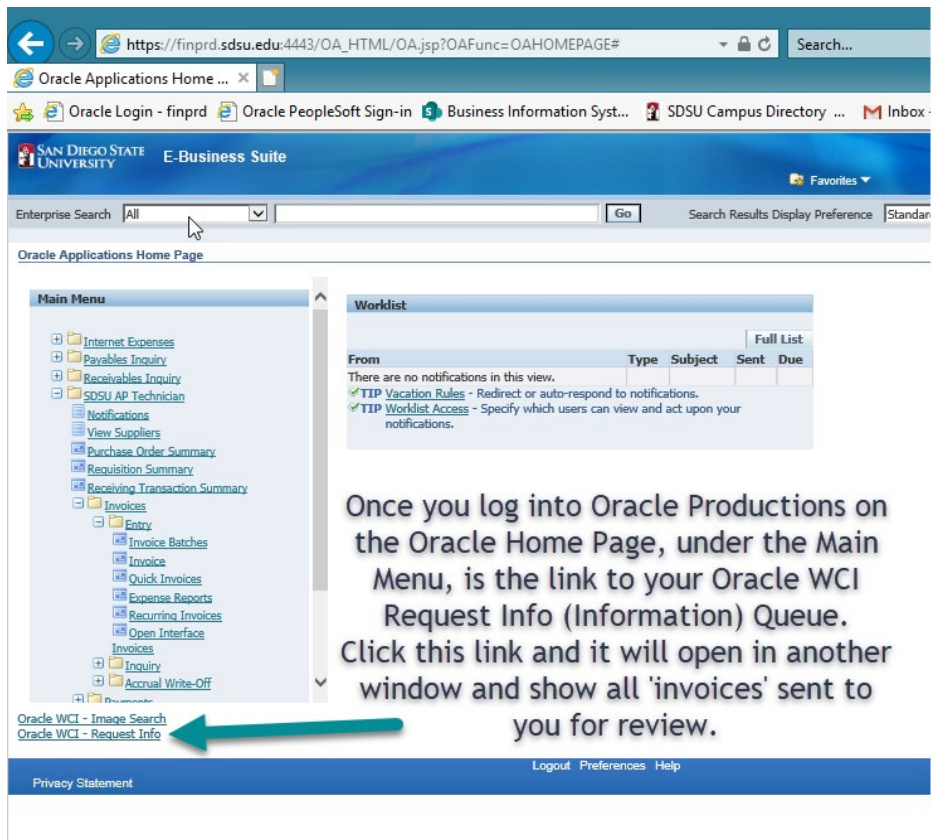
Request For Information (RFI Request)

Once you log into Oracle Production there is a link on the home page under the Main Menu titled Oracle WCI - Request Info. They would also appear in your WORKFLOW, also on the home page. Please see the included screenshots below for assistance:

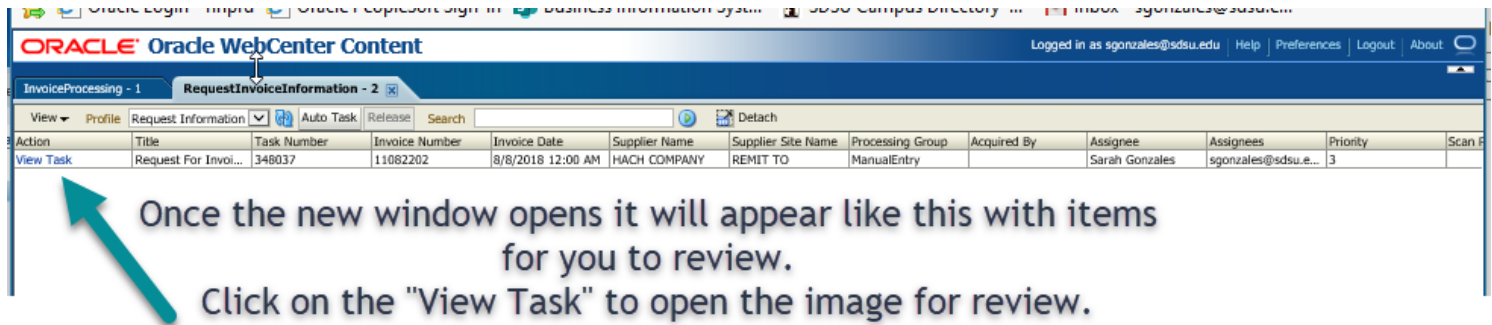
Oracle Production: <https://finprd.sdsu.edu:4443/>



Oracle (Production) Homepage (left side only)



You should see a list of Task Item(s) sent to you for review.



Once the new window opens it will appear like this with items for you to review.

Click on the "View Task" to open the image for review.

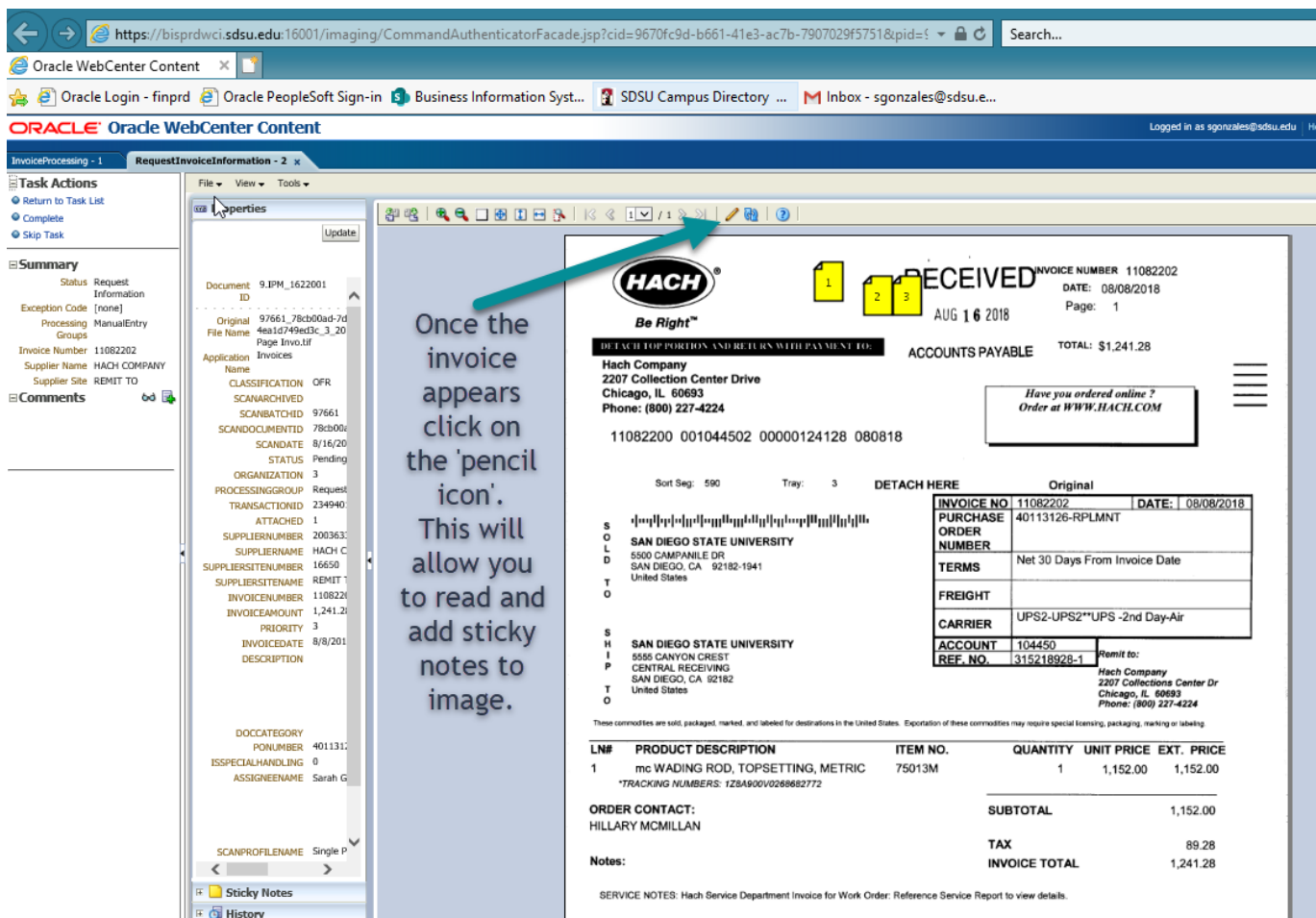
Action	Title	Task Number	Invoice Number	Invoice Date	Supplier Name	Supplier Site Name	Processing Group	Acquired By	Assignee	Assignees	Priority	Scan P
View Task	Request For Invoi...	348037	11082202	8/8/2018 12:00 AM	HACH COMPANY	REMIT TO	ManualEntry		Sarah Gonzales	sgonzales@sdsu.e...	3	

Once you click on the Task# (View Task) the screen will change and you should see the item sent to you for review (Invoice, Travel Expense Claim, etc)

If a problem occurs and the image does not fully upload please contact Business Information Systems (BIS) as it may be a Java issue and/or break in the web link.

Business Information Systems (BIS) can be reached at x4-0899 or BIS@SDSU.EDU.

Once the image opens, to read or leave a sticky note, you will need to click on the 'Pencil' icon.



Once the invoice appears click on the 'pencil icon'. This will allow you to read and add sticky notes to image.

HACH
Be Right™

RECEIVED INVOICE NUMBER 11082202
DATE: 08/08/2018
Page: 1

AUG 16 2018

ACCOUNTS PAYABLE TOTAL: \$1,241.28

Have you ordered online?
Order at WWW.HACH.COM

DETACH HERE

Original

INVOICE NO	11082202	DATE	08/08/2018
PURCHASE ORDER NUMBER	40113126-RPLMNT		
TERMS	Net 30 Days From Invoice Date		
FREIGHT			
CARRIER	UPS2-UPS2**UPS -2nd Day-Air		
ACCOUNT	104450		
REF. NO.	315218928-1		

Remit to:
Hach Company
2207 Collections Center Dr
Chicago, IL 60693
Phone: (800) 227-4224

LN#	PRODUCT DESCRIPTION	ITEM NO.	QUANTITY	UNIT PRICE	EXT. PRICE
1	mc WADING ROD, TOPSETTING, METRIC	75013M	1	1,152.00	1,152.00

*TRACKING NUMBERS: 1ZBA900V026862772

ORDER CONTACT:
HILLARY MCMILLAN

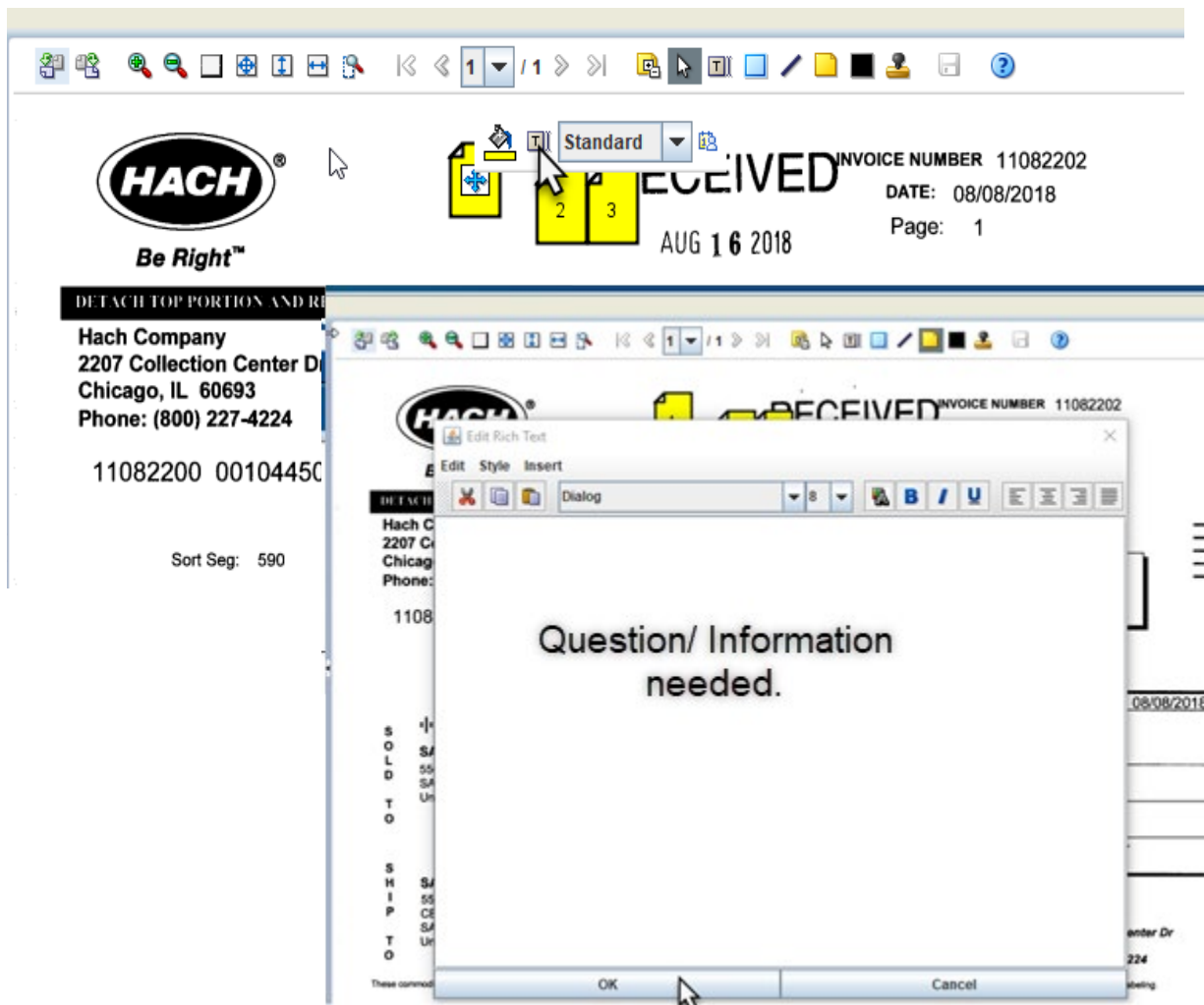
Notes:

SERVICE NOTES: Hach Service Department Invoice for Work Order. Reference Service Report to view details.

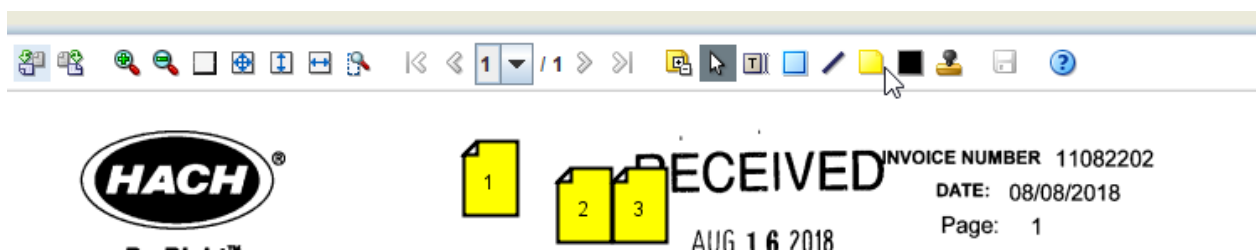
STICKY NOTES

HISTORY

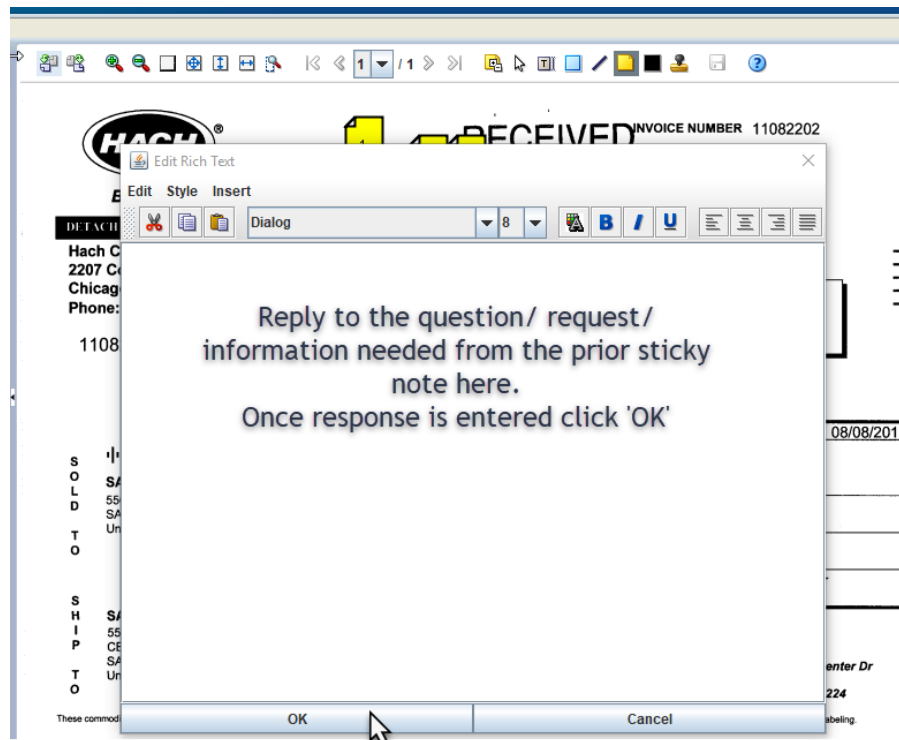
Another window will open and you can click the sticky note you want to read by clicking the "[T]" icon to read the Text Box. Once clicked a text box will open (as another window), to close that text box click 'ok' or 'cancel'.



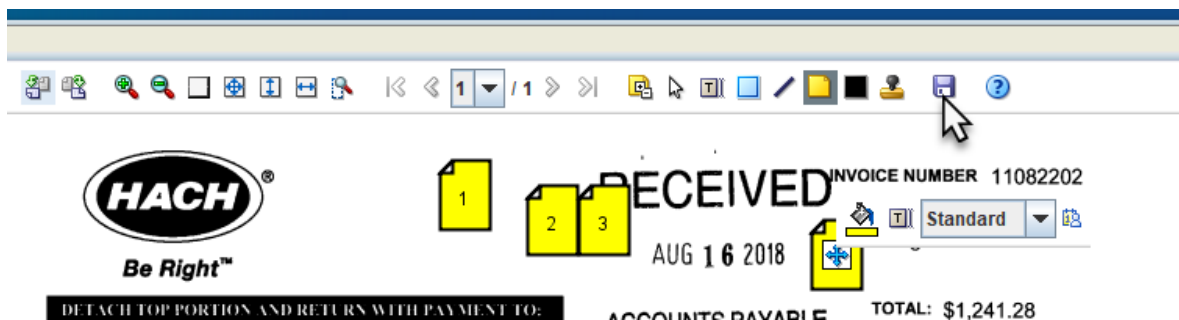
To reply to the question, click on the Yellow Square icon, aka Sticky Note. Once you clicked the Yellow Square icon click anywhere on the image of the invoice.



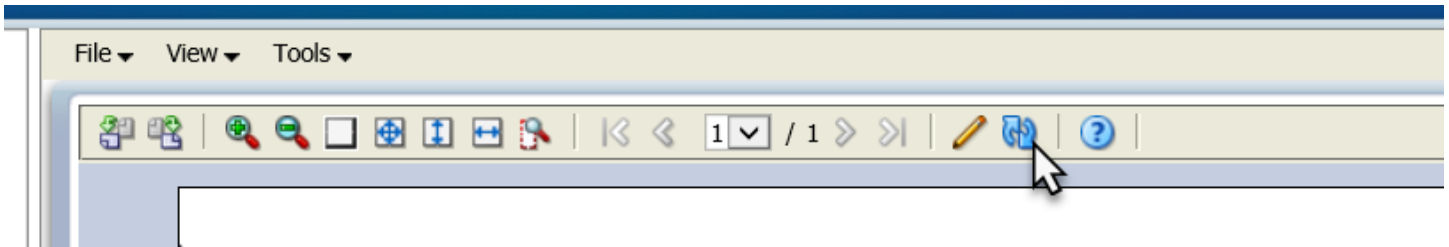
Once clicked a Text Box will appear for you to type your reply.



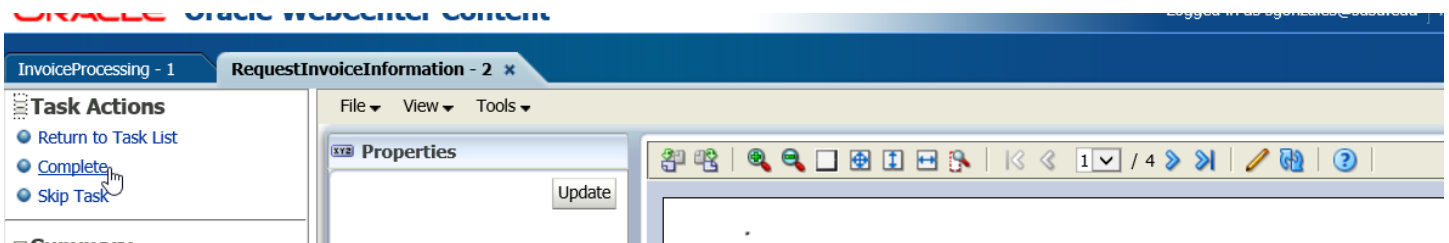
Once the new sticky note is added please click the SAVE icon (floppy disk). This will save it to the image. If you do not click 'Save' it will not be applied to the image and disappear.



Once the sticky note is saved then it is alright to close that window. Please then click the refresh button to make sure the image was saved (your Sticky Note would now appear on the invoice image).



Once all steps have been done, please then click COMPLETE. This will then be sent back to the invoice technician who originally sent the request.



If you need to review the task (ie: need to get more information, waiting on a Purchase Order number to be issued, or what may come up) then click the 'Return to Task List' and this will save the item back to your Request For Information Queue.

If you click 'Skip Task' it will return the item to your Request For Information Queue and allow you to select another item for review.