



Completing a Purchase In Oracle



Step 1: Once shopping is complete Input the Reference Number

Select Lines: <input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>										
<input checked="" type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)	Deliver-To Location	Reference Number	Update Line	Delete
<input checked="" type="checkbox"/>	▶	Provide and install 30' of insulation and pvc fittings. (CONTACT PERSON WILLIAM SIMMIONS)	572.09	Each	1 USD	572.09	PPADR <input type="text"/>	<input type="text"/>		
						Total				

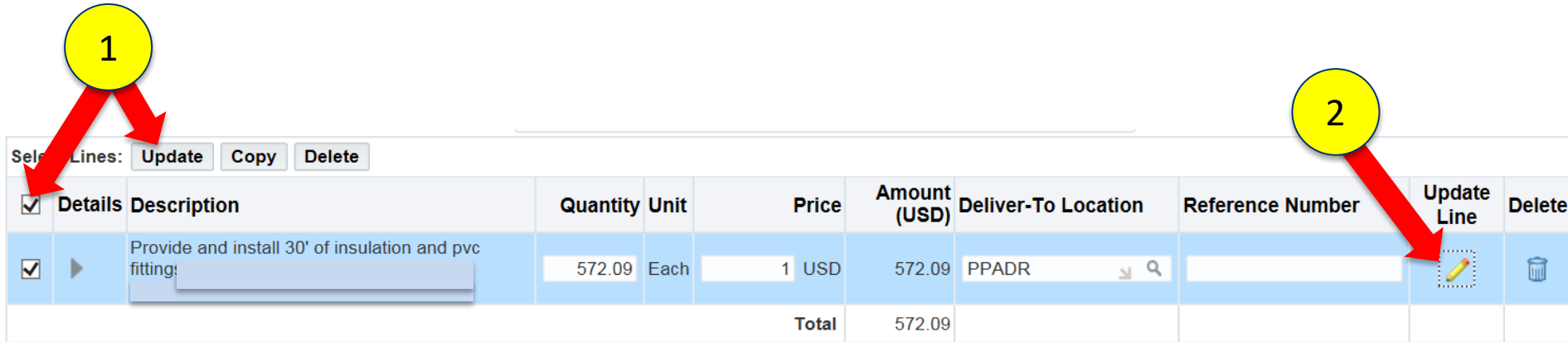
Billable Expenses



- Enter Work Order Number-Phase, Shop-FM Requestor Name
WOXXXXXXXX-XXXXX, SHXXX – FM Requestor

Overhead Expenses

- No Work Order Number needed
- Enter FM Requestor Name

Step 2: Click Update/Update Line



Select Lines:		Update	Copy	Delete						
<input checked="" type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (USD)	Deliver-To Location	Reference Number	Update Line	Delete
<input checked="" type="checkbox"/>	▶	Provide and install 30' of insulation and pvc fitting:	572.09	Each	1 USD	572.09	PPADR			
						Total	572.09			

Option 1

- Use this option to update multiple line items at the same time
 - Click the box to the left of each line item you would like to update
 - A maximum of 10 line items can be updated at one time

Option 2

- Use this option to update one line item at a time

Step 3: Update PTAO Information

Billing

Line	PTAEO Favorites	GL Date	Project	Task	Award	Expenditure Type	Expenditure Organization
1	<input type="text"/>	01-May-2019	<input type="text"/> 1	<input type="text"/> 2	<input type="text"/> 3	<input type="text"/> 4	<input type="text"/> 5

1. P – Project
2. T – Task
3. A – Award – Enter “SG” and press Tab
4. (E) – Expenditure Type
5. O – Expenditure Organization, “Org”
6. Click Apply



RESOURCES

Chrome River Contacts

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Purchase Order Contacts

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Fiscal/Budgetary Contacts

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Supporting Documents:

Marketplace Instructions

Complete UVA Expenditure List