

Procure to Pay

How To Obtain A Pre Defined Drop Down List For “Special Check Handling” Instructions

1. On the first screen of the Checkout is a field called Special Check Handling? To get the drop down list, you can either:
 - a. Enter % (the wild card) and press tab
 - b. Start typing part of the instructions (i.e. hold) and press tab
 - c. Select the flashlight

ORACLE iProcurement

Shopping Cart Home Logout Preferences

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

Indicates required field

Cancel Save Submit Edit Lines Step 1 of 3 Next

Requisition Description: test

Special Check Handling?

Delivery

Need-By Date: 08-Jan-2008 00:00:00

Requester: Griffin, Ann E

Deliver-To Location: BSM 3855 104

Billing

Charge Account: 00.000000.00000.00000.000000.000

GL Date: 18-Dec-2007

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Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences

2. The Search and Select screen appears. A drop down list of special handling instructions appears. Highlight the instruction you need and then click on Select. You must populate the Special Check Handling field with a predefined value in the drop down list.

https://riasapps.rutgers.edu - Search and Select List of Values - Microsoft Internet Explorer

Search and Select: Special Check Handling?

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Special Check Handling? % Go

Results

Select	Quick Select	Special Check Handling?	Description
<input type="radio"/>		Call Preparer for check pick up	Call Preparer for check pick up
<input checked="" type="radio"/>		Hold check for courier pick up	Other Courier - Hold check for pick up
<input type="radio"/>		Hold check for courier pick up-Camden	Camden Courier - Hold check for pick up
<input type="radio"/>		Hold check for courier pick up-Cook	Cook Courier - Hold check for pick up
<input type="radio"/>		Hold check for courier pick up-Newark	Newark Courier - Hold check for pick up
<input type="radio"/>		Hold check for courier pick up-Old Queens	Old Queens Courier - Hold check for pick up
<input type="radio"/>		Housing - Cook Courier - Hold check for pick up	Housing - Cook Courier - Hold check for pick up
<input type="radio"/>		Mail check back to Preparer's department location	Mail check back to Preparer's department location
<input type="radio"/>		Send attachments with check	Send attachments with check

Cancel Select