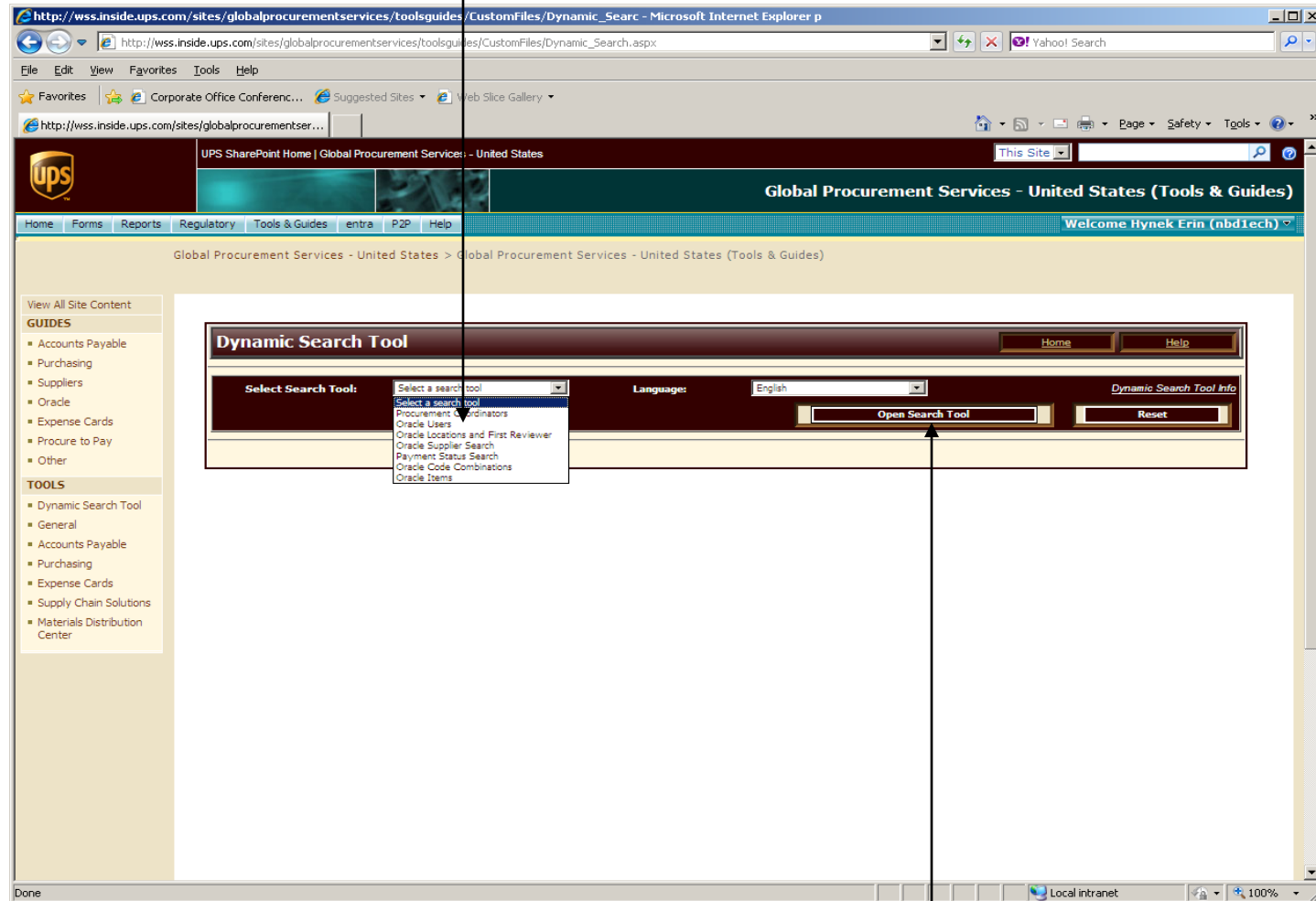


1. Go to:

http://wss.inside.ups.com/sites/globalprocurementservices/toolsguides/CustomFiles/Dynamic_Search.aspx

2. Select Oracle Locations & First Reviewer from the drop down



3. Click on Open Search Tool

3. Type in the cost center used on your expense report into the GL Center box then click on Search

The screenshot shows a Microsoft Internet Explorer browser window displaying the Oracle Locations search tool. The browser's address bar shows the URL: http://wss.inside.ups.com/sites/globalprocurementservices/toolsguides/CustomFiles/Dynamic_Search.aspx. The page header includes the UPS logo and the text "UPS SharePoint Home | Global Procurement Services - United States". The main navigation bar contains links for Home, Forms, Reports, Regulatory, Tools & Guides, entra, P2P, and Help. The page content is titled "Global Procurement Services - United States > Global Procurement Services - United States (Tools & Guides)".

The "Search Tool" section is titled "Oracle Locations" and features a "Home" button. Below the title, there are several input fields and dropdown menus:

- Location Code: Contains [dropdown] [input field]
- Oracle Instance: [dropdown] Status: [input field]
- Region: [input field] District: [input field] Op Type: [input field] GL Center: [input field]
- Street Address: [dropdown] [input field]
- City: [dropdown] [input field] State: [dropdown] Country: [input field]

Below the search fields, there is a section titled "Search Ariba First Reviewers" with a "Search" button. At the bottom of the page, the text "(GDS809232011)" is visible. The browser's status bar at the bottom shows "Done" and "Local intranet".

http://wss.inside.ups.com/sites/globalprocurementservices/toolsguides/CustomFiles/Dynamic_Search - Microsoft Internet Explorer p

http://wss.inside.ups.com/sites/globalprocurementservices/toolsguides/CustomFiles/Dynamic_Search.aspx

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http://wss.inside.ups.com/sites/globalprocurementser...

Home Help

Search Tool

Oracle Locations

Location Code : GL Center : 857131

Center Nm/Dpt : Op Type :

Street Address : Region :

City : District :

State : Country :

Oracle Instance : Status :

Search Reset

You are viewing page 1 of 1

Export to excel--> Current Page All Pages

Location Code	Location Detail	Instance	Status	Code	Combo
GACOR857131	DIRECT SOURCING,55 GLENLAKE PARKWAY, N.E.,ATLANTA- US 30328	APPO	Active	8,2108	.857131,857.0 00

Click on the view button for oracle location details!!

Done Local intranet 100%

The oracle location code will appear at the bottom of the screen (in this case GACOR857131)