1. Go to:

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

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

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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

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