

With on-line requisitions, you can centralize your purchasing department, source your requisitions with the best suppliers, and ensure that you obtain the appropriate management approval before creating purchase orders from requisitions. You can use Master Scheduling/MRP to generate on-line requisitions automatically based on the planning requirements of your manufacturing organization

Purchasing provides you with the features you need to satisfy the following basic requisition needs.

You should be able to:

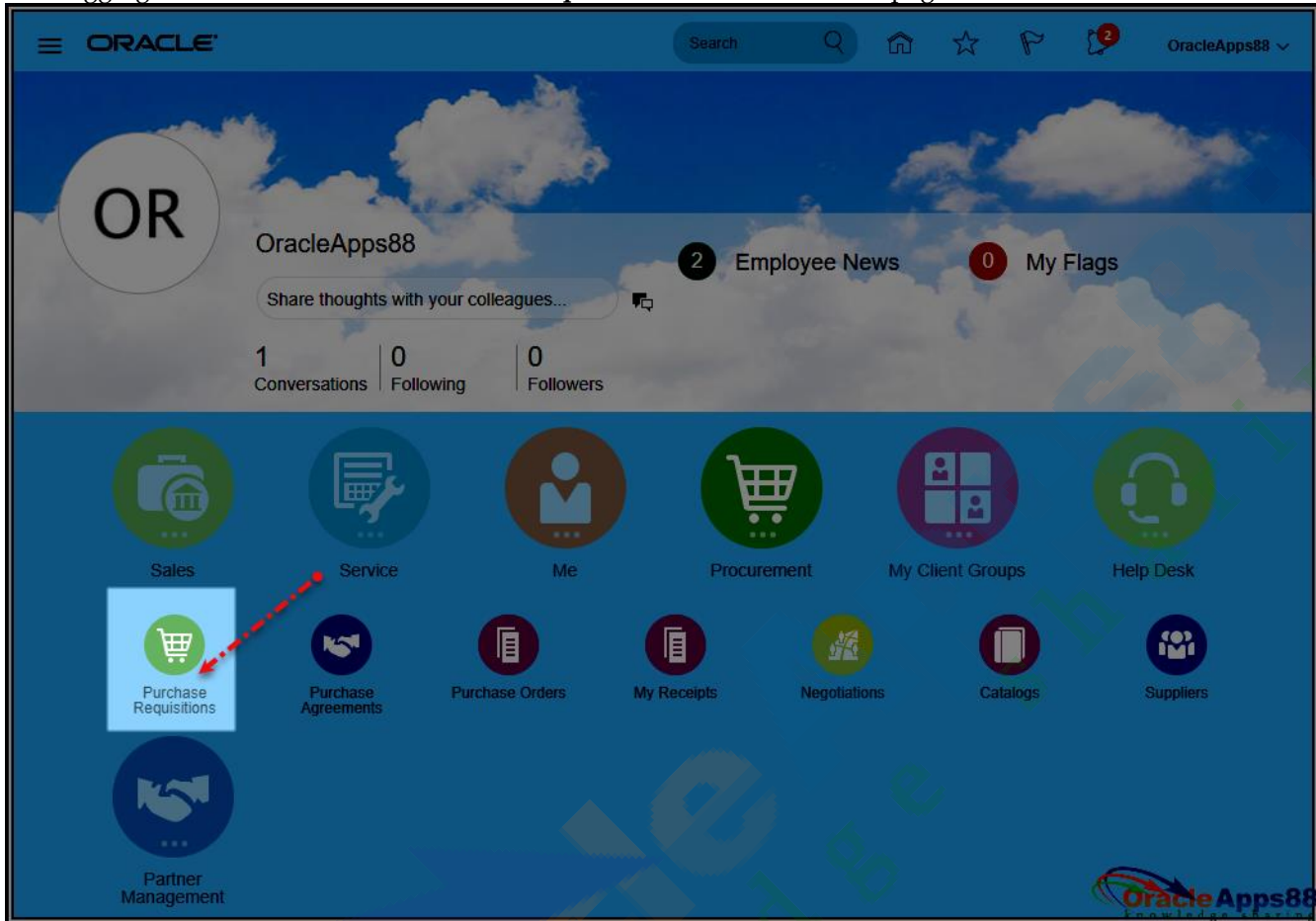
- o Create, edit, and review requisition information on-line. You should also be able to enter suggested supplier information, delivery instructions, multiple accounting distributions, and notes to buyers, approvers, and receivers.
- o Review the current status and action history of your requisitions. You should always know who approves requisitions and whether they are in the approval, purchasing, receiving, or delivery stage.
- o Route requisitions according to your approval structure. You should also be able to set authorization limits by amount, charge account, item category, and location.
- o Review and approve requisitions that need your approval. You should also be able to see the full requisition detail and review the action history before you approve a requisition.
- o Print requisitions (with status Approved, Cancelled, Rejected, In Process, Pre-Approved, and Returned) for off-line review and approval. You should always be able to track the status of requisitions through the approval process.
- o Import requisitions from other systems such as material or distributions requirement planning applications
- o Perform on-line funds checking before creating requisitions. You should always know how your planned expenses compare to your budget.
- o Automatically source requisitions from outstanding blanket purchase agreements or quotations you have received from suppliers
- o Create requisitions quickly and easily for commonly purchased items
- o Provide attachments as notes on requisition headers and lines
- o Assign requisition lines to buyers and review buyer assignments for requisition lines
- o Forward all requisitions awaiting approval from one approver to an alternate approver. Within your security and approval constraints, you should be able to reroute requisitions from one approver to another whenever you want.
- o Record suggested foreign currency information for each requisition line

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## Requisitions Overview

1. Logging in to Oracle, click the **Purchase Requisitions** icon on the Homepage.



2. This will open the *Requisitions* page. The sections of the page include:

**A – Shop by Category (also referred to as Punchouts or Catalogs):**

- Provides links to external Supplier/Vendor sites to order items to add to Requisitions

**B – Recent Requisitions:**

- Displays links to the most recent Requisitions for the logged in user. The list includes the current approval status.

**C – Recent Purchases:**

- Displays items recently added to a Requisition from a punchout.

**D – More Tasks (dropdown) (display will differ depending upon a user's system role/access):**

- Provides access to the *Request Noncatalog Item* task (to enter a Requisition for Goods or Services)
  - o Note: The following Tasks are not being used:
    - Enter Requisition Line (Task is only displayed for certain users)
    - Request New Supplier (Task is only displayed for certain users)
    - Update Preparer and Requester

**E – Pencil icon to access **Requisition Preferences** to change the Requisitioning BU (Business Unit) for which the Requisition is being entered. (This is only displayed for certain users)**

- o Note: The user will only see the pencil icon if he/she has access to multiple Procurement Business Units

The screenshot displays the Oracle Fusion Purchase Requisition interface. At the top, the Oracle logo and a search bar are visible. The main header area includes 'Requisitions', 'More Tasks' (with a dropdown menu), 'Manage Requisitions', and 'Shopping Lists'. A 'Shop by Category' dropdown is on the left, and a 'Search' bar is next to it. The 'More Tasks' dropdown menu is open, showing options: 'Request Noncatalog Item', 'Request New Supplier', 'Update Preparer and Requester', and 'Update Requisition Preferences'. Below the header, there is a banner for 'Driving Employee Success Through Accelerated Purchasing Experience' with a 'Read More' link. The bottom section contains two panels: 'Recent Requisitions' (with a 'View More' link) and 'Recent Purchases'. The 'Recent Requisitions' panel shows a requisition with ID '204057', description 'XXReq for Testing', and status 'Approved'. The 'Recent Purchases' panel shows 'No data to display'.

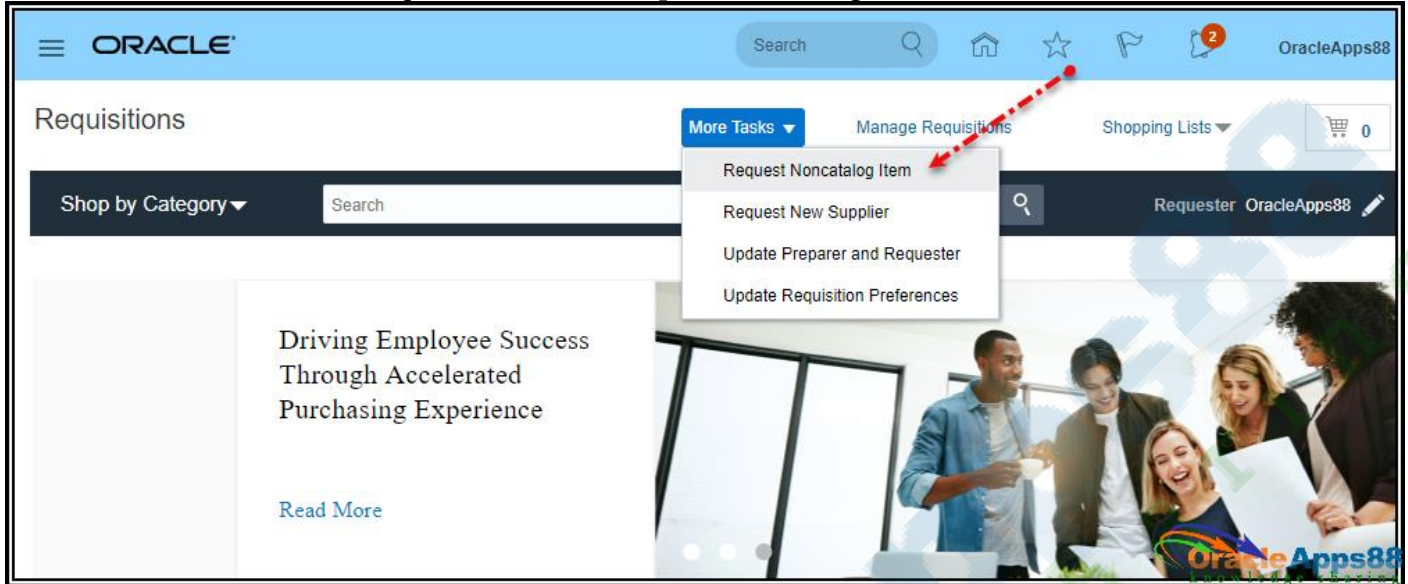
**Annotations:**

- A:** Shop by Category dropdown
- B:** Recent Requisitions panel
- C:** Recent Purchases panel
- D:** More Tasks dropdown menu
- E:** Requester OracleApps88

## Creating Requisitions

### Creating a Noncatalog Request for Goods or Services

1. Click the **More Tasks** dropdown and select **Request Noncatalog Item**.



2. The *Create Noncatalog Request* page is displayed.
  - i. Note: Fields with an asterisk\* next to them are required fields and must be populated to continue.
3. Begin by selecting the **Item Type = Goods or Services**
  - i. Note: Depending upon the Item Type selected, the fields displayed will vary:
    - a. For **Goods** (Billed by Quantity) will display Quantity, OUM and Price fields

- b. For **Services** (Billed by Amount) will display the Amount field



4. Enter an **Item Description** (A).
5. Enter the **Category Name** – examples Consulting Fees/Lab Supplies/Office Supplies/etc.
  - i. Enter a partial value of the Category in the Category Name field (B) and the Category should begin to populate; select the appropriate value (C) from the list as shown.
6. For **Goods**, enter the Quantity, Unit of Measure, Price, and confirm or update the Currency (as applicable).
7. For **Services**, enter the Amount of the Service and confirm or update the Currency (as applicable).
8. Select the **Supplier**.
9. If there is only one Site available, it will default. Otherwise choose the **Supplier Site**.
10. If there is a **Supplier Contact** setup in Oracle, it will be available to select.
11. Enter an optional **Phone** Number, **Fax** and **Email**, if desired.
12. Optionally, enter the **Supplier Item**, if applicable. (Example: A specific supplier part number)
  - i. Note: This field becomes editable/available to be populated only once the Supplier is selected.

**Create Noncatalog Request**

Item Type: Goods or services billed by amount

\* Item Description: XXReq for Testing

\* Category Name: Travel

\* Amount: 100.01

\* Currency: USD

☒ Negotiation required

☐ New supplier

Supplier: OracleApps88

Supplier Site: REMIT TO

Supplier Contact: Oracle, Apps

Phone: +91 9059574321

Fax:

Email: OracleApps88@Yahoo.com

Supplier Item:

Buttons: Add to Shopping List, Add to Cart, Done, Shopping Cart (0)

13. To add an attachment such as a copy of a Contract, Master Services Agreement, Quote, etc., or a note to the Buyer or Supplier, click the **Add** button (+ icon) in the **Attachments** region.

**Create Noncatalog Request**

Item Type: Goods or services billed by amount

\* Item Description: XXReq for Testing

\* Category Name: Travel

\* Amount: 100.01

\* Currency: USD

☒ Negotiation required

☐ New supplier

Supplier: OracleApps88

Supplier Site: REMIT TO

Supplier Contact: Oracle, Apps

Phone: +91 9059574321

Fax:

Email: OracleApps88@Yahoo.com

Supplier Item:

Buttons: Add to Shopping List, Add to Cart, Done, Shopping Cart (0)

**Attachments**

View ▾ + ×

Type	Category	* File Name or URL	Title	Description
------	----------	--------------------	-------	-------------

14. In the new line, select the **Type** (File, Text or URL) and **Category** (Internal to Requisition, Miscellaneous, To Approver, To Buyer, To Receiver or To Supplier).
- Note: If the Attachment needs to go to more than one person, it must be attached multiple times and the applicable **Category** needs to be selected for each.

15. If the Type is File, click the **Browse** button and find/attach the document.
- Wait a few seconds and the Title field will be populated with the file name. Update the **Title** accordingly (if desired). Add a **Description**, if applicable.

**Create Noncatalog Request**

Item Type: Goods or services billed by amount

\* Item Description: XXReq for Testing

\* Category Name: Travel

\* Amount: 100.01

\* Currency: USD

☒ Negotiation required

Supplier: OracleApps88

Supplier Site: REMIT TO

Supplier Contact: Oracle, Apps

Phone: +91 9059574321

Fax:

Email: OracleApps88@Yahoo.com

Supplier Item:

**Attachments**

Type	Category	* File Name or URL	Title	Description	Attached By
URL	To Supplier	http://OracleApps88.Blogspot.com/	OracleApps88	Oracle Applications	OracleApps88

16. Once all fields in the *Create Noncatalog Request* page are completed and the attachment(s) added, click the **Add to Cart** button.

**Create Noncatalog Request**

Item Type: Goods or services billed by amount

\* Item Description: XXReq for Testing

\* Category Name: Travel

\* Amount: 100.01

\* Currency: USD

☒ Negotiation required

Supplier: OracleApps88

Supplier Site: REMIT TO

Supplier Contact: Oracle, Apps

Phone: +91 9059574321

Fax:

Email: OracleApps88@Yahoo.com

Supplier Item:

**Attachments**

Type	Category	* File Name or URL	Title	Description	Attached By
URL	To Supplier	http://OracleApps88.Blogspot.com/	OracleApps88	Oracle Applications	OracleApps88



17. The line has been added to the Requisition per the pop-out note and the number reflected next to the Shopping Cart icon in the upper right corner of the page.
- Note: The previously populated fields in the *Create Noncatalog Request* page are now empty. Fill out the fields and click the **Add to Cart** button again to add another line to the Requisition.



18. To proceed without adding another line at this point, click the number next to the Cart
19. Another pop-out with a Review button is displayed.

20. Click the **Review** button to open the *Edit Requisition* page.

21. On the *Edit Requisition* page, note that the Requisition Number has been auto-created.

OracleApps88

Search

Oracle

Edit Requisition: 204057

Shop Manage Approvals View PDF Save Submit

Requisitioning BU US1 Business Unit

\* Description XXReq for Testing

Procurement Card

Justification

Overriding Approver

Emergency purchase order number required

Requisition Amount 100.01 USD

Approval Amount 109.28 USD





Attachments None

Requisition Lines

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Delete
1	XXReq for Testing	Travel				100.01 US	100.01	X
Total							100.01	






22. Under the **Line Details > Delivery** section, the Requester field is displayed. In Oracle, there are 2 roles available to create Requisitions, one as the **Requester** and one as the **Preparer**.
- The **Requester** role only allows the user to create Requisitions for themselves.
  - The **Preparer** role allows the user to create Requisitions for themselves and on behalf of another requester.
    - If a Requester is also a Preparer, a magnifying glass will be displayed in the Requester field. If the Requisition is being entered on behalf of someone else, clear out the current name and enter the name of the Requester (or click the magnifying glass and search for the person).
23. The **Requested Delivery Date** defaults to a week from today's date but can be changed.
24. The **Deliver-to Location** and **Deliver-to Address** are defaulted based on the Requisitioning BU associated with the **Requester**.
- To change the Deliver-to Location for this Requisition, click the magnifying glass and search for/select the applicable value, which will update the Deliver-to Address.


**ORACLE** Search     OracleApps88

**Edit Requisition: 204057** Shop Manage Approvals View PDF Save Submit

Requisitioning BU US1 Business Unit Procurement Card  Requisition Amount 100.01 USD  
 \* Description XXReq for Testing Justification  Approval Amount 109.28 USD  
 Overriding Approver  Attachments None  
☐ Emergency purchase order number required

**Requisition Lines**


Actions View Format    Freeze  Detach  Wrap


Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Delete
1	XXReq for Testing	Travel				100.01 US	100.01	
<b>Total</b>							<b>100.01</b>	

Rows Selected 1 Columns Hidden 7

▲ Line 1: Details

▲ Delivery

\* Requester OracleApps88  Deliver-to Location Type Internal   
 Urgent No  \* Deliver-to Location Chicago   
 Requested Delivery Date 7/22/19  Deliver-to Address 233 South Wacker Drive, CHICAGO, IL 60606 Cook, UNITED STATES  
 Suggested Buyer



**Adding Project Costing Details to a Requisition Line**

1. In the **Line Details > Billing** section, the Charge Account generated is displayed. Oracle builds the Charge Account based on values defaulted or selected as a user creates or modifies a Requisition.
  - i. Cost Center is based on the Requester's default Cost Center
  - ii. Account is based on the Category selected
2. The **Line Details > Billing** section also includes the Project Costing Details section.
  - i. Note: A Project, Task, Expenditure Item (that matches the Category) and Expenditure Org will be required to be entered for each line when entering a requisition for Project-related goods/services. Liaise with FP&A contact for assistance on which Project to use.
3. Click the magnifying glass in the **Project Number** field to search for the Project Number (alternatively, type the Project Number into the field, then hit the Tab key on the keyboard).
4. In the *Search* pop-up window, fields with a double asterisk\*\* denote that at least one of the fields must include search criteria in order for a search to be conducted. Click the **Advanced** button.
5. In the [Advanced] Search window:
  - A. Select the **Description** operator of **Does not contain**
  - B. Type any random text
  - C. Click the **Search** button (All of the available values will be displayed)
  - D. Select the applicable value from the list by clicking the line
  - E. Click the **OK** button.
6. Once the **Project Number** is populated, the other **Project Costing Details** fields become required.
7. Populate/select the **Task Number**, **Expenditure Item Date**, **Expenditure Type** (must match the **Category**) and the **Expenditure Organization** (the Organization that will carry the cost).
  - i. Note: Type the value within the applicable field or click the dropdown to view the list of values available.
  - ii. After each of the **Project Costing Details** fields are populated, click the **Save** button in the top right of the page.

- After the Requisition is saved, the Timestamp of when it was last saved is displayed.

ORACLE

Search

Home

Star

Flag

2

OracleApps88

Edit Requisition: 204057

Shop

Manage Approvals

View PDF

Save

Submit

Requisitioning BU

US1 Business Unit

Description

XXReq for Testing

Overriding Approver

Procurement Card

Justification

Emergency purchase order number required

☐

Last Saved

7/19/19 11:52 AM

Requisition Amount

100.01

Approval Amount

Calculated with Tax

Attachments

None

Requisition Lines

Actions

View

Format

Freeze

Detach

Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Delete
1	XXReq for Testing	Travel				100.01	US 100.01	X
Total							100.01	



9. If the Requisition is ready, click the **Submit** button. It will be sent for approval based on the budget and HR hierarchy of the Requisition Requester.
- i. The approver(s) will receive an email and an Oracle notification with a PDF copy of the Requisition.

Edit Requisition: 204057

Shop Manage Approvals View PDF Save Submit

Last Saved: 7/19/19 11:52 AM

Requisitioning BU: US1 Business Unit

\* Description: XXReq for Testing

Procurement Card: [Dropdown]

Justification: [Text Area]

Overriding Approver: [Search Field]

☐ Emergency purchase order number required

Requisition Lines

Actions View Format [Icons] Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Delete
1	XXReq for Testing	Travel				100.01	100.01	X
Total							100.01	

10. Once the Requisition has been submitted, a *Confirmation* pop-up is displayed with the option to view the PDF of the draft Requisition. Click the **View PDF** button to open it in Adobe.

Requisitions

More Tasks Manage Requisitions Shopping Lists [Shopping Cart Icon]

Shop by Category Search [Search Icon] Requester: OracleApps88

**Confirmation**

Requisition 204057 was submitted.

View PDF OK

11. Select (A) **Open with** (Adobe...) and (B) click the **OK** button to view the PDF.
12. The draft PDF of the Requisition is displayed. Close the PDF and return to Oracle.

**ORACLE**

Requisition 204057 (100.01 USD)

Report Date 7/19/19 12:43 PM  
Page 1 of 1

**Requisitioning BU** US1 Business Unit  
**Entered By** OracleApps88  
**Status** Approved  
**Description** XXReq for Testing

**Requisition Amount** 100.01 USD  
**Approval Amount** 109.26 USD  
**Procurement Card**  
**Justification**

Lines								
Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status
1		XXReq for Testing	Travel			USD	100.01	Approved

**Requester** OracleApps88  
**Urgent** No  
**Requested Delivery Date** 7/22/19  
**Deliver-to Location Type** Internal  
**Deliver-to Location** Chicago  
**Deliver-to Address** 233 South Wacker Drive,  
Chicago, IL 60606, Cook,  
United States  
**Destination Type** Expense  
**Subinventory**  
**Note to Buyer**

**Supplier** OracleApps88  
**New Supplier** No  
**Supplier Site** REMIT TO  
**Supplier Contact** Apps Oracle  
**Contact Phone** +91 9059574321  
**Supplier Item**

**Note to Supplier**  
**Note to Receiver**

**Attachments**

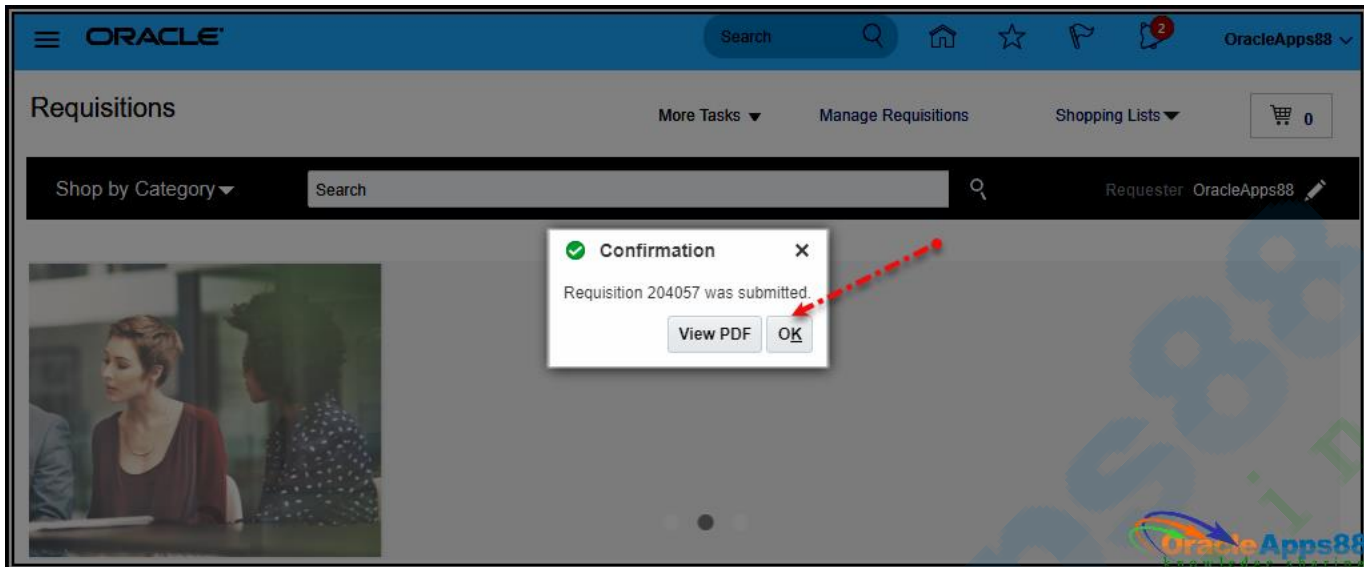
Title	File Name or URL	Description
OracleApps88	<a href="http://OracleApps88.Blogspot.com/">http://OracleApps88.Blogspot.com/</a>	Oracle Applications

**Distributions**

Distribution	Charge Account	Percentage	Quantity	Amount (USD)
1	101.10.60511.000.000.00	100	0	100.01
	0			

End of Report

13. Back in Oracle, click the OK button to close the *Confirmation* pop-up.



14. The Requisition will be displayed under both the **Recent Requisitions** list and on the expanded Requisitions list accessed via the *My Requisitions* link.



15. Under the **Recent Requisitions**, click the hyperlink for the Requisition to open it to view where the Requisition is in the approval process.
16. On the *Requisition* page, click the [Pending Approval](#) hyperlink next to **Status**.
17. The Approvals **Action Detail** page is displayed for the Requisition.
- This page displays where a Requisition is in the approval process.
    - If the Requisition has been approved, there is a check mark to the left of the person icon and the user's name (in this example, there are check marks to the left of the people icon and Applications Developer).
    - The next approver has an empty blue box to the left of the person icon and his / her name.

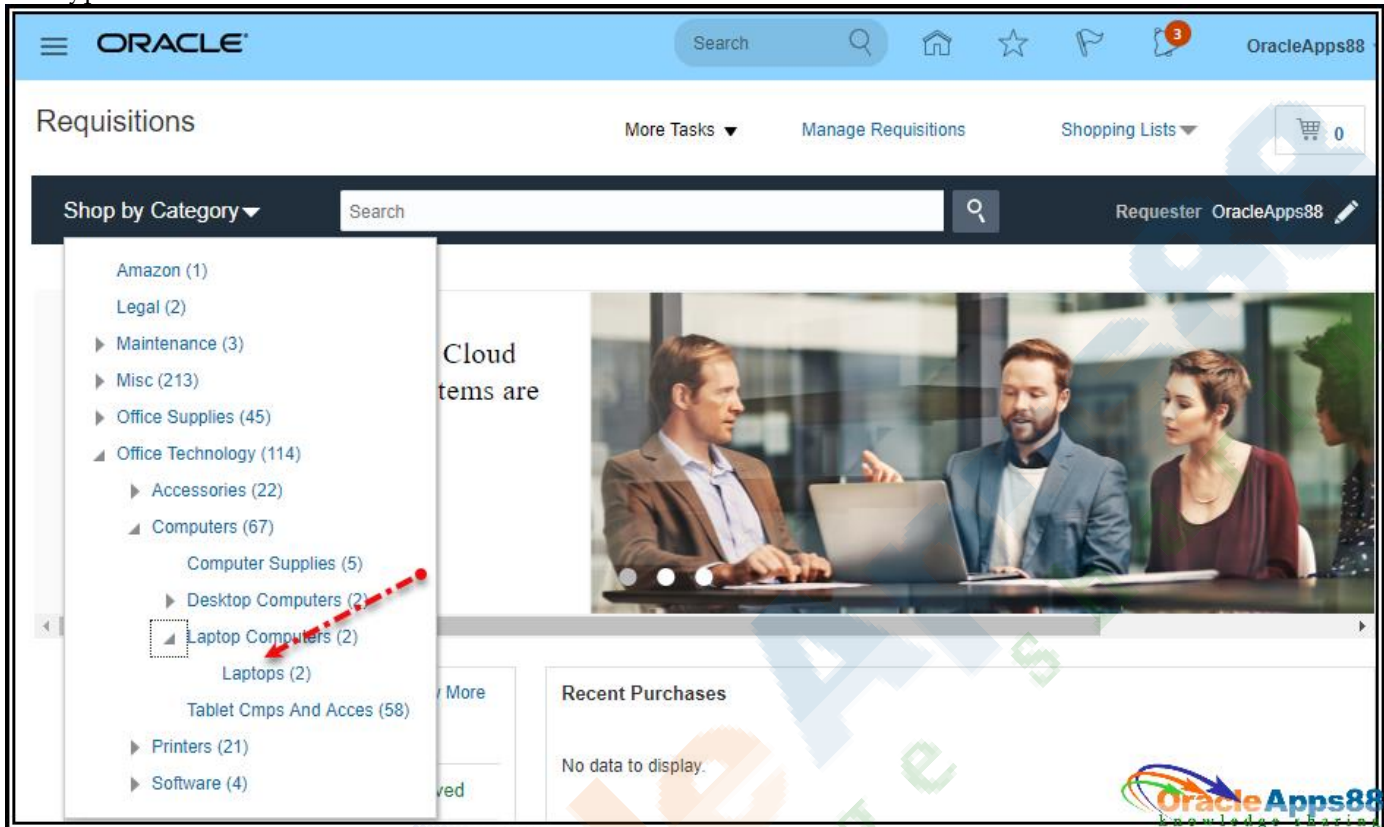
## ii. Notes:

- a. Due to the dollar value (under \$1,000) this Requisition does not require Budget/Cost Center or HR Hierarchy approval, therefore it has been auto-approved by the system (Applications Developer) to this point.
- b. The last "approver" is the Buyer Group who provides final review/approval prior to converting the Requisition to a Purchase Order.
  1. Only one person from this group needs to approve the Requisition.

18. Click the **Done** button to close this window.

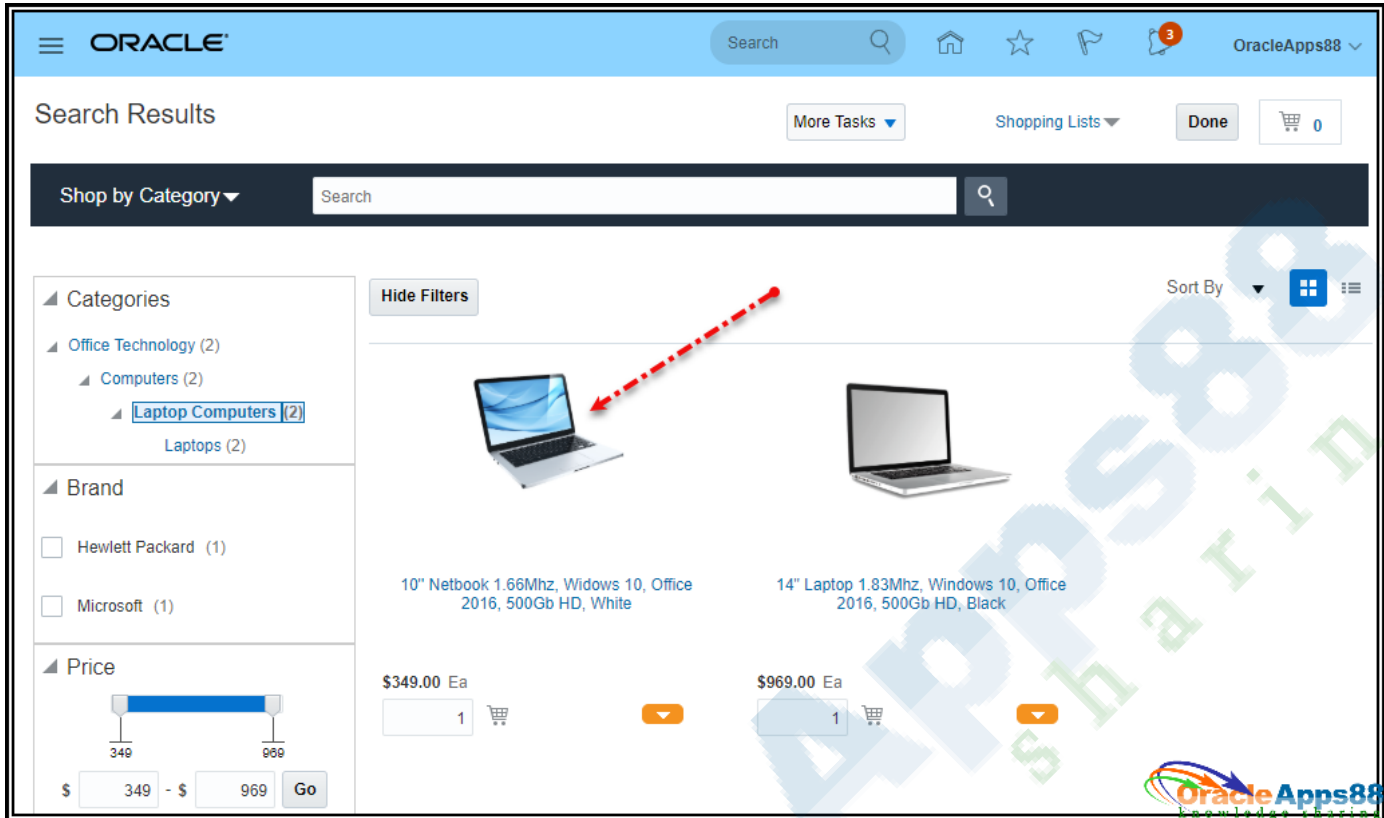
**Creating a Requisition from an Online Catalog**

1. From the *Requisitions* page, (A) click the **Shop by Category** dropdown and (B) select the applicable Supplier catalog hyperlink from the list.



2. The Supplier site is now opened. **Search** for the item and click on the item





3. Enter the Quantity and **add to the cart** like you would normally do.

Product Details

10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White  
10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White

Price \$349.00 Ea

Quantity  **Add to Cart** **Add to Shopping List** **Add to Compare**

General Information

Category Name Laptops

Supplier Midtown Computer Supplies

Supplier Item NET166-W-XP-O2016-500HD

Supplier Item Auxiliary Identifier

Item

Revision

Agreement 52234

Brand Microsoft

Manufacturer Part Number

UNSPSC

Availability

Lead Time Days

Comments

Additional Information

Long Description

Attachments

10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White

Price Breaks

Deliver To	Quantity (Ea)	Price (USD)	Discount Percent	Start Date	End Date
No data to display.					

4. Item added to Cart, click the **View Cart** button.

Product Details

10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White  
10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White

Price \$349.00 Ea

Quantity  **Add to Cart** **Add to Shopping List** **Add to Compare**

Added to Cart

5. Click the **Review** button to open the *Edit Requisition* page.

**Product Details**

10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White  
 Price \$349.00 Ea

Quantity 1 Add to Cart Add to Shopping List Add to compare

**Modal Window:**  
 10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White  
 Total \$349.00  
 Review Submit

6. On the *Edit Requisition* page, note that the Requisition Number has been auto-created.

**Edit Requisition: 204066**

Requisitioning BU US1 Business Unit

\* Description 10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White

Procurement Card

Justification

Overriding Approver

Emergency purchase order number required

**Requisition Lines**

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Delete
1	10" Netbook 1.66Mhz, Widows 10, Office Laptops		1	Ea	349.00 USD		

8. Verify the requisition details and Click on the Save and Submit button, It will be sent for approval based on the budget and HR hierarchy of the Requisition Requester.
- The approver(s) will receive an email and an Oracle notification with a PDF copy of the Requisition.

**ORACLE** Search [Icons] OracleApps88

**Edit Requisition: 204066** [Shop] [Manage Approvals] [View PDF] [Save] [Submit]

Requisitioning BU: US1 Business Unit

\* Description: 10" Netbook 1.66Mhz, Widows 10, Office 2016, 500Gb HD, White

Overriding Approver: [Search]

Procurement Card: [Dropdown]

Justification: [Text Area]

Emergency purchase order number required: ☐

Last Saved: 7/19/19 1:50 PM

Requisition Amount: 349.00 USD

Approval Amount: [Calculation]

Attachments: None

**Requisition Lines**

Actions: [View] [Format] [Freeze] [Detach] [Wrap]

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Delete
1	10" Netbook 1.66Mhz, Widows 10, Office Laptops		1	Ea	349.00 USD		

9. Once the Requisition has been submitted, a *Confirmation* pop-up is displayed with the option to view the PDF of the draft Requisition. Click the **View PDF** button to open it in Adobe.

Shop by Category [Search] Requester: OracleApps88

Apple Macbook @Vision Available in 24 countries

Read More

**Confirmation**  
Requisition 204066 was submitted.  
[View PDF] [OK]

**Recent Requisitions** [View More]

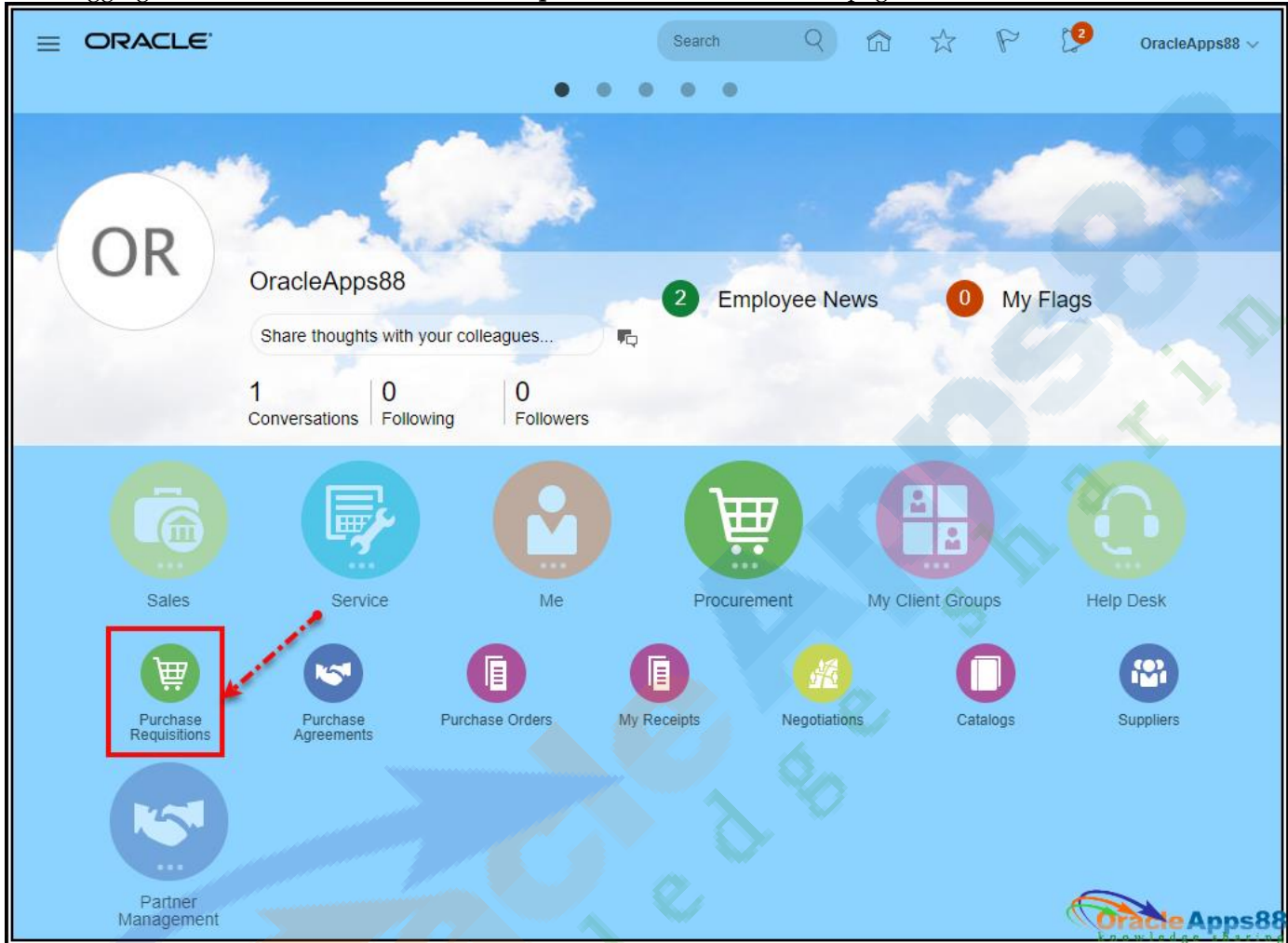
204066	10" Netbook 1.66M...	Pending approval
204057	XXReq for Testing	Approved

**Recent Purchases**  
No data to display.

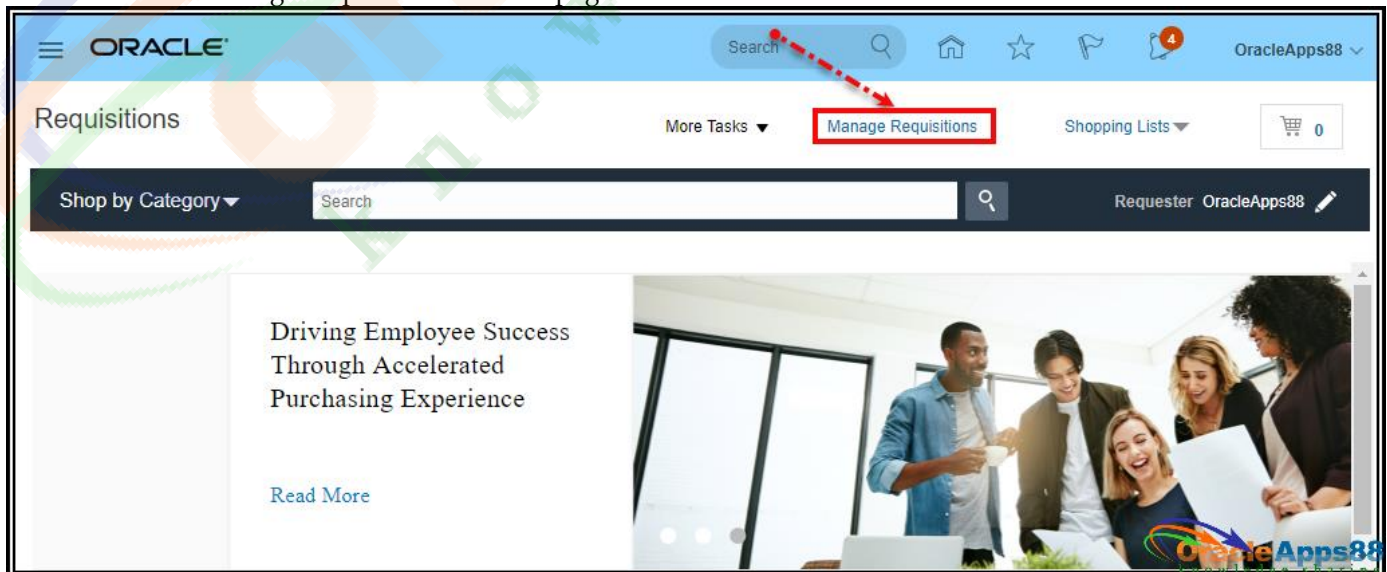
### Copying a Requisition to Create a New Requisition

To save time with data entry, copy a previously submitted Requisition to create a new Requisition.

1. Logging in to Oracle, click the **Purchase Requisitions** icon on the Homepage.



2. Click on the Manage Requisition on home page





3. Locate the Requisition and open it. Note: The Requisition can be in any Submitted Status, including Canceled Status, as long as there are existing lines on the Requisition.

**Manage Requisitions**

Search

Requisitioning BU:

Entered By: OracleApps88

Requisition: 204057

Description:

Status: All

Requester:

Order:

Requisitions Requiring Attention:

Search Reset Save...

**Search Results**

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
204057	XXReq for Testing	7/19/19	109.26 USD	Approved		

4. On the *Requisition* page for the existing Requisition (in this example, a Canceled Requisition) that is to be copied, (A) Click the **Actions** button and (B) select **Duplicate**.

**Requisition: 204057**

Requisitioning BU: US1 Business Unit

Entered By: OracleApps88

Description: XXReq for Testing

Creation Date: 7/19/19

Status: Approved

Justification:

**Requisition Lines**

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		XXReq for Testing	Travel	100.01					

5. The *Edit Requisition* page is displayed for the newly created Requisition. A new Requisition number has been assigned along with a default Requested Delivery date equal to one week from today's date. All other fields match the original Requisition.
- To edit the new Requisition Line(s), highlight the applicable line (Line 1 or Line 2) and click the pencil icon).
  - Click the **Save** icon after making any changes.
  - After all applicable changes have been saved, click the **Submit** button.

Edit Requisition: 204068

Requisitioning BU US1 Business Unit

\* Description XXReq for Testing

Procurement Card

Justification

Overriding Approver

Emergency purchase order number required

Requisition Amount 100.01 USD

Approval Amount 109.26 USD

Attachments None

Requisition Lines

Line	Description	Category Name	* Quantity	UOM Name	* Price	* Amount	Amount (USD)	Delete
1	XXReq for Testing	Travel				100.01	US 100.01	
Total							100.01	

6. Once the Requisition has been submitted, the *Confirmation* pop-up is displayed. View the draft PDF, if applicable. Click the **OK** button to close the pop-up.
- d. The Requisition is now in a **Pending Approval Status** on the *Manage Requisitions* page.

Manage Requisitions

Search

Requisitioning BU

\*\* Entered By OracleApps88

\*\* Requisition 204057

Description

Confirmation

Requisition 204068 was submitted.

View PDF OK

Status All

Requester

Order

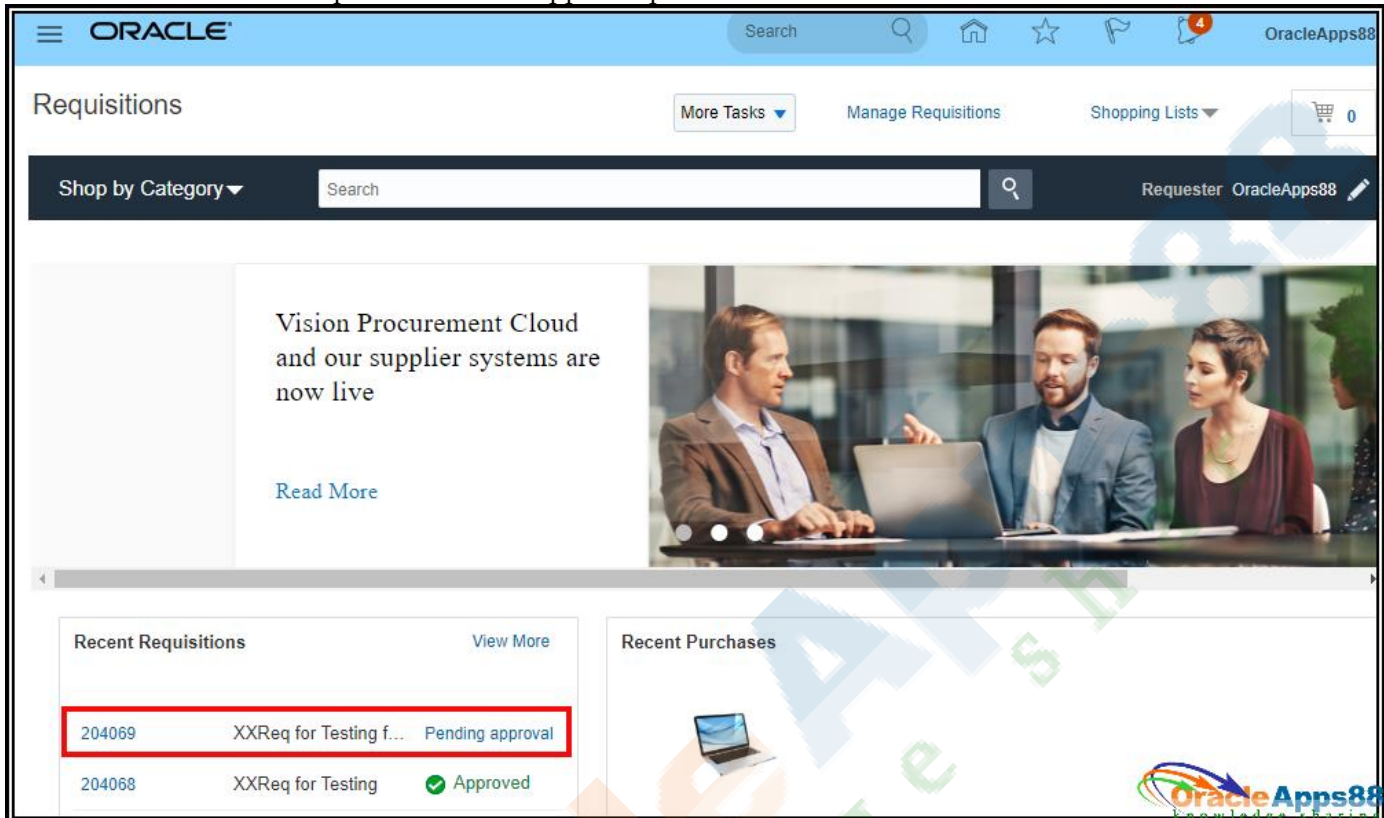
Requisitions Requiring Attention

Search Results

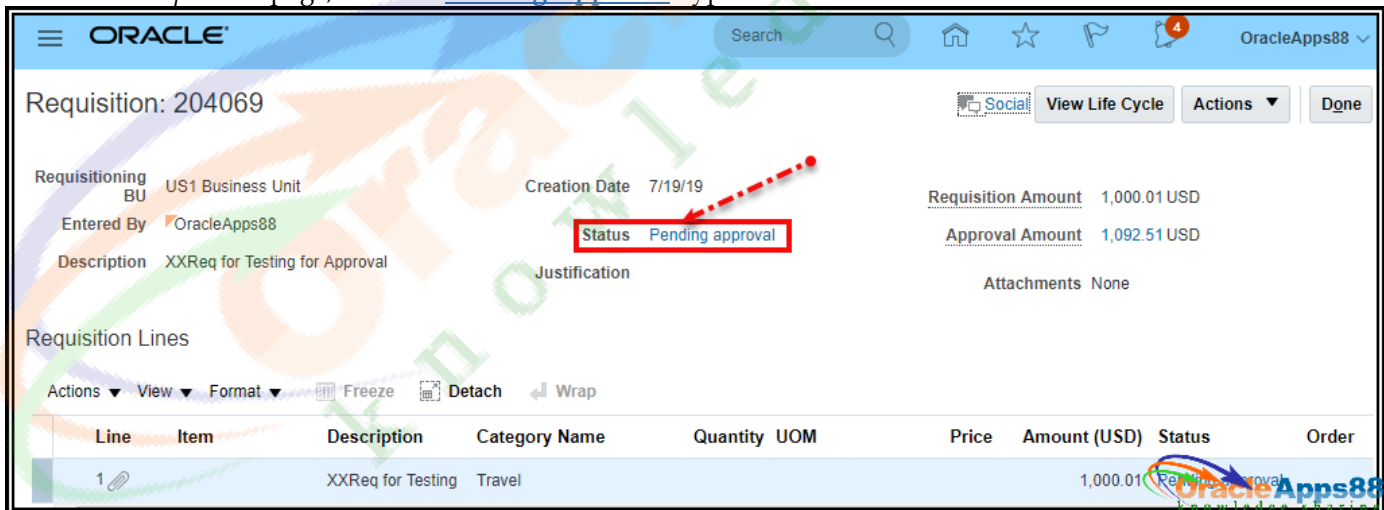
Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
204057	XXReq for Testing	7/19/19	109.26 USD	Approved		

### Viewing Where a Requisition is in the Approvals Process

- Under the **Recent Requisitions** (or via the Manage Requisitions link), click the hyperlink for the Requisition to open it to view where the Requisition is in the approval process.



- On the *Requisition* page, click the **Pending Approval** hyperlink next to **Status**.



- The Approvals **Action Detail** page is displayed for the Requisition.
  - This page displays where a Requisition is in the approval process.
    - If the Requisition has been approved, there is a check mark to the left of the person icon and the user's name (in this example, there are check marks to the left of the people icon and Applications Developer).
    - The next approver has an empty blue box to the left of the person icon and his / her name.

## ii. Notes:

- a. Due to the dollar value (under \$1,000) this Requisition does not require Budget/Cost Center or HR Hierarchy approval, therefore it has been auto-approved by the system (Applications Developer) to this point.
- b. The last "approver" is the Buyer Group who provides final review/approval prior to converting the Requisition to a Purchase Order.
  1. Only one person from the Buyer Group needs to approve the Requisition.

4. Click the **Done** button to close this window.

**Action Detail: 204069**

Requisition 204069  
Date Submitted 7/19/19 2:48 PM

Options Apply Reset

Section	Stage or Participant
1	Header Stage
1.1	Parallel
1.1.1	Applications Development Framework Application Identity (Procurement) - Header Hierarchy 2 Approved Jul 19, 2019
1.2	- Parallel Task Completed - Approved Jul 19, 2019

Flowchart:

```

graph TD
    A[Header Stage] --> B[Applications Development Framework Application Identity (Procurement) - Header Hierarchy 2]
    B --> C[Task Completed - Approved]
    C --> D[ ]
  
```

OracleApps88 knowledge sharing

### Approving or Rejecting a Requisition

There are two methods for approving or rejecting a Requisition:

1. Via Email
2. Within Oracle via Workflow Notifications
  - a. Note: Each approver only needs to approve or reject the Requisition via one method.

### Approving a Requisition via Email

- The approver will receive an Email Notification indicating “Action Required”.
- The Email Notification will contain the following:
  - The Header will include the Action Required and Requisition Number
  - The Body of the Email will include the specific details of the Requisition, including the Approval Amount, Requester, Category Name, Cost Center, etc. In addition, it will include a PDF attachment of the draft Requisition plus a link to the Requisition within Oracle.
  - The Body will also include the Action History, Future Approvers and the “actionable” Approve and Reject buttons.

1. Create the requisition and submit for approval

Requisition: 204075

Requisitioning BU: US1 Business Unit  
 Entered By: OracleApps88  
 Description: Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321

Creation Date: 7/22/19  
 Status: Pending approval  
 Justification:

Requisition Amount: 2,400.00 USD  
 Approval Amount: 2,622.00 USD  
 Attachments: OracleApps88@Yahoo.com

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00		

2. Open the Email Notification.

workflowsystem Action Required: Approve Requisition 204075 8:11 PM

3. View the details of the Requisition, including the Approval Amount, Line Details, etc. Click the PDF to open a copy of the Draft PDF.
4. Click the View Task Details hyperlink to open the Requisition Details in Oracle (if applicable)
5. To approve the Requisition, hover over and click the **Approve** button within the body of the email.



← Back ↶ ↷ → Archive ↗ Move 🗑 Delete 🛡 Spam ...

• Action Required: Approve Requisition 204075 Yahoo/Inbox ★

**SB** workflowsystem <infusion-noreply@oracleads.com>  
To: oracleapps88@yahoo.com Jul 22 at 8:11 PM ★

Requisition Approval  
**\$2,622.00**  
**OracleApps88**  
<Http://OracleApps88.Blogspot.com/> - OracleApps88@Yahoo.com - (+91)

**Approve** **Reject** **Request Information**

Requisition [204075](#)

**Lines**  
<Http://OracleApps88.Blogspot.com/> - OracleApps88@Yahoo.com - (+91) 905 957 4321 \$2,400.00

120 x \$20.00  
Charge Account: 101.10.60511.000.000.000

**Approval History**

7/22/19 2:38 PM  
Assigned to [redacted]

7/22/19 2:38 PM  
Submitted by **OracleApps88**  
[204075.pdf](#)

**Approve** **Reject** **Request Information**

[Edit Requisition](#) [Task Details](#)

↶ ↷ → ...

**OracleApps88**  
Knowledge Sharing

6. A new **Approve Requisition** email will open up in a separate window.
  - A. If applicable, enter an approval note ABOVE the ----Please type your comments above this line----

B. Click the **Send** button

To   CC / BCC

Approve Requisition 204075

-----Please type your comments above this line----- Note: You can also add attachments to the task by attaching them to this email. -----Do not edit below this line----- Approve : [[NID]] :  
 gUKYsFQEij4G03WysWYqrVNUjNJiYT1o42NfoXor0r/O1I4w-  
 65pZbM0fvHmtEKQjYnXjQTMMyB28g0BBjuY1KYRre0ZZdwtSIIshG5aZ7goQqW7VCBe-WVInvqntf :  
 [[NID]]

**Send**

**OracleApps88**  
knowledge sharing

The approval will be sent to Oracle and will update the system. The next required approver will be notified that the Requisition is awaiting approval. After the Buyer Group does their final approval, they will create the Purchase Order. If there is no second approval, You will get the approval notification in email

☐ ● **OracleApps88** ★ **FYI: Requisition 204075 Approved** 8:40 PM

• **FYI: Requisition 204075 Approved** Yahoo/Inbox ★

**OracleApps88** <infusion-noreply@oracleads.com>  
 To: oracleapps88@yahoo.com Jul 22 at 8:40 PM ★

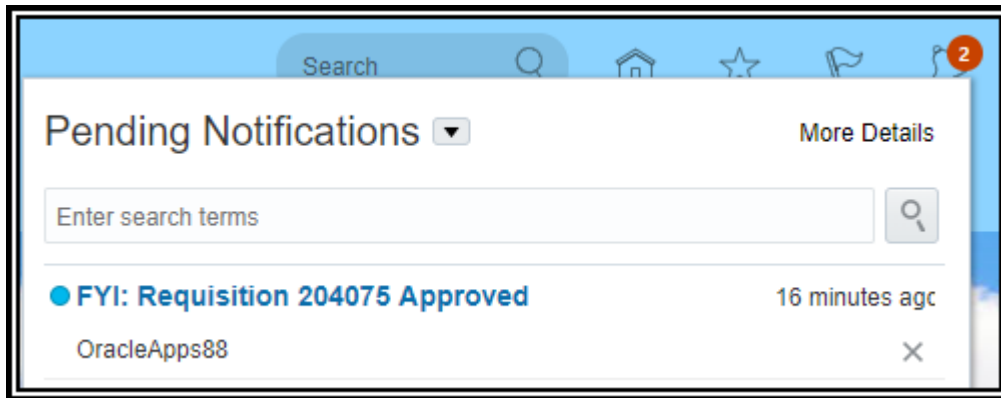
Access this task in the [Workspace Application](#)  
**Requisition 204075 Approved**

**Details**

Assignee	OracleApps88
From	OracleApps88
Assigned Date	7/22/19 3:08 PM
Expiration Date	8/21/19 3:08 PM
Task Number	357281

**OracleApps88**  
knowledge sharing

And also will get the notification in oracle



### Rejecting a Requisition via Email

- The approver will receive an Email Notification indicating “Action Required”.
- The Email Notification will contain the following:
  - The Header will include the Action Required and Requisition Number
  - The Body of the Email will include the specific details of the Requisition, including the Approval Amount, Requester, Category Name, Cost Center, etc. In addition, it will include a PDF attachment of the draft Requisition plus a link to the Requisition within Oracle.
  - The Body will also include the Action History, Future Approvers and the “actionable” Approve and Reject buttons.

#### 1. Create requisition and submit for approval

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Delete
1	Http://OracleApps88.Blogspot.com/ - Orac Travel		120	Ea	20.00 USD		

#### 2. Open the Email Notification.

- View the details of the Requisition, including the Approval Amount, Line Details, etc. Click the PDF to open a copy of the Draft PDF.
  - Click the View Task Details hyperlink to open the Requisition Details in Oracle (if applicable)
- To reject the Requisition, hover over and click the **Reject** button/link within the body of the email.

← Back ↶ ↷ → Archive ↑ Move 🗑 Delete 🛡 Spam ⋮

• Action Required: Approve Requisition 204076 Yahoo/Inbox ★

**workflowsystem** <infusion-noreply@oracleleads.com>  
To: oracleapps88@yahoo.com

Jul 23 at 12:04 AM

Requisition Approval  
**\$2,622.00**  
**OracleApps88**  
Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91)

**Approve** **Reject** **Request Information**

Requisition [204076](#)

**Lines**

Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321 \$2,400.00

120 x \$20.00  
Charge Account: 101.10.60511.000.000.000

**Approval History**

7/22/19 6:34 PM  
Assigned to Casey Brown


7/22/19 6:34 PM  
Submitted by OracleApps88  
[204076.pdf](#)

**Approve** **Reject** **Request Information**

[Edit Requisition](#) [Task Details](#)

5. A new **Reply Requisition** email will open up in a separate window. The Workflow mailer uses the same reply email (THIS IS A REJECTION EMAIL NOT AN APPROVE REQUISITION EMAIL)
  1. Enter a rejection reason ABOVE the ----Please type your comments above this line---

- Click the **Send** button










To  CC / BCC

Approve Requisition 204076


-----Please type your comments above this line----- Note: You can also add attachments to the task by attaching them to this email. -----Do not edit below this line----- Reject : [[NID]] : h03wh0lovw2Y2NN7/k7N4O2UagcOZlxCAqMm1xmdfEfnmjqpUHEk4Ub1rpp13ekn5Wa7z5B4QiTMRJ FjU5HByMjcgBoIhfnf3bMBw24yVoXAAVkbhc93y2UBzhsH/D8 : [[NID]]

- The rejection workflow will be sent to Oracle and will update the system.
- The Requester will receive an FYI email and a Workflow Notification indicating that the Requisition has been rejected.

☐  OracleApps88  FYI: Requisition 204076 Rejected  12:11 AM

← Back     Archive  Move  Delete  Spam ...   X

• FYI: Requisition 204076 Rejected Yahoo/Inbox ★

 • OracleApps88 <infusion-noreply@oracleads.com>  
To: oracleapps88@yahoo.com Jul 23 at 12:11 AM ★

Access this task in the [Workspace Application](#)

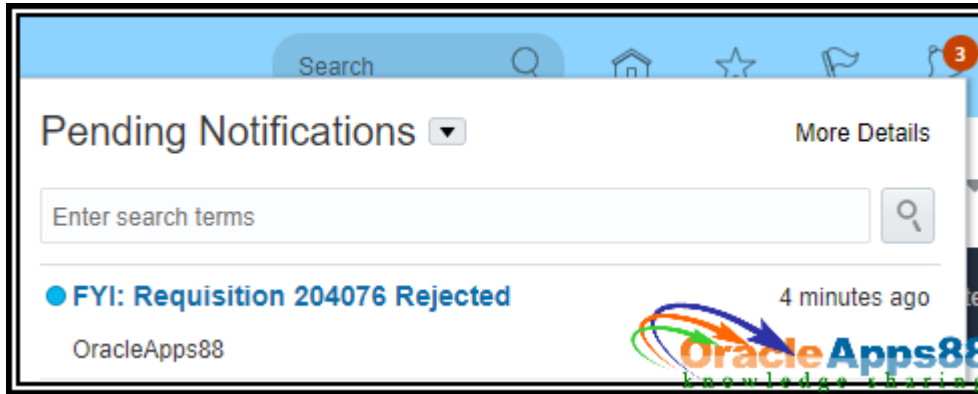
**Requisition 204076 Rejected**

Details

Assignee	OracleApps88
From	OracleApps88
Assigned Date	7/22/19 6:40 PM
Expiration Date	8/21/19 6:40 PM
Task Number	357287

- The Requisition Status = Rejected within Oracle





### Approving a Requisition within Oracle

1. Create the requisition and submit for approval

Edit Requisition: 204077

Requisitioning BU: US1 Business Unit

\* Description: Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321

Procurement Card: [Dropdown]

Justification: [Text Area]

Overriding Approver: [Search Field]

Emergency purchase order number required: ☐

Requisition Amount: 2,400.00

Approval Amount: 2,622.00

Attachments: OracleA...

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Delete
1	Http://OracleApps88.Blogspot.com/ - Orac Travel		120	Ea	20.00 USD	2,400.00	

2. From the *Home* page, (A) click the Notifications/bell icon and (B) select the applicable actionable Workflow Notification.

Pending Notifications

Enter search terms

Action Required: Approve Requisition 204077 50 seconds ago

OracleApps88

Approve Reject

3. The *Approve Requisition* Notification will open in a separate window. Review the details of the Requisition, including the:
  - a. Details
  - b. Requisition Lines
  - c. Comments
  - d. Attachments (including PDF of Draft Requisition)
  - e. History/ Approvals
4. To approve the Requisition, click the **Approve** button. This will close the window and will update Oracle (send the Requisition to the next step in the approval process).
  - a. The Notification will no longer be displayed in the approver's Pending Notifications List.

Approve Requisition 204077

Actions ▼ **Approve** Reject

Requisition Approval

**\$2,622.00**

**OracleApps88**

Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91)

Requisition 204077

**Lines**

---

Http://OracleApps88.Blogspot.com/ - \$2,400.00  
 OracleApps88@Yahoo.com - (+91) 905 957 4321

120 x \$20.00

Charge Account: 101.10.60511.000.000.000

#### Rejecting a Requisition within Oracle

5. From the *Home* page, (A) click the Notifications/bell icon and (B) select the applicable actionable Workflow Notification.

Search

Pending Notifications ▼ More Details

Enter search terms

● Action Required: Approve Requisition 204077 50 seconds ago

OracleApps88 Approve Reject

OracleApps88 Knowledge Sharing

6. The *Approve Requisition* Notification will open in a separate window. Review the details of the Requisition, including the:
  - a. Details
  - b. Requisition Lines
  - c. Comments
  - d. Attachments (including PDF of Draft Requisition)
  - e. History/Approvals
7. To reject the Requisition, click the **Reject** button. This will close the window and will update Oracle and will send a Notification to the Requester indicating that the Requisition was rejected
  - a. The Notification will no longer be displayed in the approver's Pending Notifications List.

Approve Requisition 204077

Actions ▾ Approve Reject

Requisition Approval

**\$2,622.00**

**OracleApps88**

Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91)

Requisition 204077

**Lines**

Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321 \$2,400.00

120 x \$20.00

Charge Account: 101.10.60511.000.000.000

8. The Requester will receive an FYI email and a Workflow Notification indicating that the Requisition has been rejected.
9. The Requisition Status = Rejected within Oracle

#### Withdrawing and Editing a Pending Requisition

1. From the *Requisition* page, click the **Actions** button and select **Withdraw and Edit**.
  - a. Note: this action is only available for Requisitions that are in a status of **Pending Approval**.
    - i. If a Requisition is in a status of Incomplete, select the option of Edit.
    - ii. If a Requisition is already fully approved/the Purchase Order has been created and it needs to be modified, select the option of Edit Order and complete a Change Order (see the *Appending an Existing Purchase Order via the Requisition* topic)

ORACLE

Search

Requisition: 204077

Requisitioning BU US1 Business Unit Creation Date 7/22/19

Entered By OracleApps88 Status Pending approval

Description Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321 Justification

Requisition Lines

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00	Pending approval	

Actions ▾ View Life Cycle Actions ▾ Done

Duplicate

Cancel Requisition

Withdraw and Edit

Reassign

View Document History

View PDF

2. A *Warning* pop-up is displayed indicating that the Requisition will be removed from the approval workflow to make changes. Click the **Yes** button to continue.
3. On the *Edit Requisition* page, make the applicable changes as needed and click the **Save** button. Click the **Submit** button to re-submit the Requisition.
  - a. If the Requisition had been previously approved and was changed, it will require re-approval. To eliminate some confusion, prior to re-submitting the revised Requisition, you may want to send a separate email to the approver(s) to notify them that you will be withdrawing and modifying the Requisition.
4. After submitting, the *Confirmation* pop-up is displayed. Click **OK** to close it.



### Cancelling a Pending Requisition

- Once a Requisition is submitted, an email notification is sent to the required approvers. If the Requisition needs to then be cancelled, send an email to let the approver(s) know that you are going to be cancelling the Requisition so that the approver(s) do/does not attempt to approve the Requisition via email or within Oracle in the meantime.
    - Depending upon the timing, if an approver attempts to approve a cancelled (or withdrawn) Requisition without realizing it, he/she may receive an error message.
- Locate the Requisition and open it.
  - Click the **Pending Approval** link next to Status to see who is required to approve the Requisition (any person who does not have a check mark to the left of his/her name is a future approver).
    - After capturing the names of the future approvers, click the **Done** button to return to the Requisition page.
      - Send an email (outside of Oracle) to inform the approvers that the Requisition is being cancelled so they do not attempt to approve it.
  - On the *Requisitions* page, (A) click the **Actions** button and (B) select **Cancel Requisition**.

Requisition: 204077

Requisitioning BU: US1 Business Unit  
 Entered By: OracleApps88  
 Description: OracleApps88@Yahoo.com - (+91) 905 957 4321

Creation Date: 7/22/19  
 Status: Pending approval

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00		

- In The *Cancel Requisition* pop-up window, (A) enter the Cancellation **Reason** (required field), then (B) click the **OK** button.

Requisition: 204077

Requisitioning BU: US1 Business Unit  
 Entered By: OracleApps88  
 Description: OracleApps88@Yahoo.com - (+91) 905 957 4321

Creation Date: 7/22/19  
 Status: Pending approval

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00		

**Cancel Requisition**

\* Reason: Duplicate Req

OK Cancel

- A *Confirmation* message is displayed indicating that the Requisition Lines have been cancelled. Click the **OK** button to close the *Confirmation* message.

6. Note the following for the cancelled Requisition:
  - a. Requisition **Status** = **Canceled**
  - b. Requisition Amount/Approval Amount = 0
  - c. Line(s) **Status(es)** = **Canceled**
  - d. Cancellation Reason is displayed
7. Click the **Done** button to close the *Requisition* page.

Requisition: 204077

Requisitioning BU: US1 Business Unit      Creation Date: 7/22/19      Requisition Amount: 0.00 USD

Entered By: OracleApps88      Status: Canceled      Approval Amount: 0.00 USD

Description: [Http://OracleApps88.Blogspot.com/](http://OracleApps88.Blogspot.com/) - [OracleApps88@Yahoo.com](mailto:OracleApps88@Yahoo.com) - (+91) 905 957 4321      Justification:      Attachments: [OracleApps88@Yahoo.com](mailto:OracleApps88@Yahoo.com)

Requisition Lines

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		<a href="http://OracleAp...">Http://OracleAp...</a>	Travel	120	Ea	20.00 USD	0.00	Canceled	

### Appending an Existing Purchase Order via the Requisition

- From the Requisition page that is associated with the Purchase Order, click the **Actions** button and select **Edit Order**.

Requisition: 204073

Requisitioning BU: US1 Business Unit  
Entered By: OracleApps88  
Description: Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321

Creation Date: 7/21/19  
Status: Approved  
Justification:

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00	Approved	

- A *Warning* pop-up will be displayed indicating that a change order will be created. Click **Yes** to continue with creating the change order.

**Warning**

This action will create a change order on the document. Do you want to continue? (PO-2055113)

Yes No

- On the Edit Change Order page, enter a **Description** for the Change Order. This is a required field.

Edit Line: 1

Sold-to Legal Entity: US1 Legal Entity  
Order: 163701  
Change Order: 1  
Line Type: Goods  
Item:

\* Description: Http://OracleApps88.Blogspot.com/ -

Supplier Item:

Supplier Configuration ID:

Category Name: Travel

UOM: Ea

\* Quantity: 150  
\* Price: 20.00 USD

☐ Negotiated

Ordered: 3,000.00 USD (+600.00)  
Total Tax: 222.00 USD  
Total: 3,222.00 USD (+600.00)

Change Reason:

Change Status:

- If there is a change in the Price (for Services or Goods) or Quantity (for Goods) update accordingly.

- a. Note the **Amount Changed (+900.00)** field was populated automatically in the header based on the update made to the line (Price was updated to \$1,800.00)
5. If the change is a new line, click the + icon in the Lines region to add a new line and add the details.
6. Click the **Save** button after making all updates.
7. Click the **Submit** button.

Oracle Fusion 'Edit Change Order: 1' page. The page shows a change order with a description 'Adding \$100' and an amount change of '+600.00 USD'. The status is 'Incomplete'. The initiator is 'OracleApps88' and the type is 'Internal'. The 'Submit' button is highlighted with a red arrow. The page also shows tabs for 'Main', 'Contract Terms', 'Lines', 'Schedules', and 'Distributions'. The 'Lines' tab is active, showing a table with one line item: '1 Goods'.

8. A *Confirmation* pop-up message is displayed indicating that the Change Order for the Purchase Order was submitted for approval. Click the **OK** button to close the message.

Oracle Fusion 'Requisition: 204073' page. A 'Confirmation' pop-up message is displayed, stating: 'The change order 1 for document Purchase Order number 163701 was submitted for approval.' The background page shows the requisition details, including the requisitioning BU 'US1', entered by 'OracleApps88', and the description 'Http://OracleApps88.Blog Travel'. The requisition amount is '2,400.00 USD' and the approval amount is '2,622.00 USD'. The requisition lines table shows one line item: '1 Http://OracleAp... Travel' with a quantity of '120 Ea' and a price of '20.00 USD'.

9. The Change Order is submitted for approval based on the **change value**, not the total value of the Purchase Order/Requisition.
  - a. The Requisition will retain the **original amount** entered for the initial Requisition
  - b. To view the Purchase Order (which will have the new total value), access the Requisition Document history (Requisition > Actions > View Document History > click Purchase Order Link to view)

Requisition: 204073

Requisitioning BU: US1 Business Unit  
 Entered By: OracleApps88  
 Description: Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321

Creation Date: 7/21/19  
 Status: Approved  
 Justification:

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00	Approved	163701

10. The *Document History* page for the Requisition is displayed. Click the **Reference Document** link for the PO change to review the details.
11. The *Review Changes* page for the PO Change Order is displayed.
12. Click the **Done** button to close the page.
13. Once the Change Order is approved:
  - i. The Purchase Order will display the updated value
  - ii. The Requester and Buyer Group will receive a non-actionable FYI notification.
14. The Email will contain a PDF copy of the revised Purchase Order/Change Order<sup>^</sup>  
*^as of late Dec 2018, there is currently an Oracle bug that does not "Rev" the Change Order. The team is working with Oracle on a resolution.*



### Viewing the Requisition Life Cycle

1. On the *Requisition* page of a specific Requisition, click the **View Life Cycle** button.
  - a. This example Requisition is in an Approved Status and has a Purchase Order associated

Requisition: 204073

Requisitioning BU: US1 Business Unit  
Entered By: OracleApps88  
Description: Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321

Creation Date: 7/21/19  
Status: Approved  
Justification:

Requisition Amount: 2,400.00 USD  
Approval Amount: 2,622.00 USD  
Attachments: OracleApps88@Yahoo.com

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00	Approved	

2. The Requisition Life Cycle page is displayed. In the **Order** region, click the hyperlink for the **Purchase Order** Number.
3. The *Purchase Order* page is displayed.
  - a. In the upper right corner is the **Order Life Cycle** which includes a bar chart display of the Ordered, Received, Delivered and Invoiced (based on Amount) for this Order.
  - b. The General region displays the requisitioning and supplier-related attributes for the Purchase Order. The **Terms** are displayed below the General region.
  - c. The **Lines** tab displays the details of the line, including the Status (Closed).
4. Click the **Done** button to close the Purchase Order page.

The *Requisition Life Cycle* page also displays Shipments, Receipts and Invoices related to a Requisition (if applicable for the specific Requisition).

5. In the **Receipts** region, click the **Receipt** number to open/view the details.
6. The *Receipt* page is displayed. It includes the **Summary** header information and the **Line(s)** details.
7. Click the **Done** button.
8. The Invoices region displays the Payables Invoices associated with the Purchase Order tied to this Requisition.
  - a. It includes a hyperlink to the Invoice, the Invoice Date, Status, Paid Amount, Unpaid Amount
9. Click the Invoice Number hyperlink
10. The *Invoice* page is displayed.
  - a. Note the Purchase Order to which it is matched at the Line.
11. Click the Done button to return to the Requisition.
12. Click the **Done** button to close the *Requisition Life Cycle* page.

Requisition Life Cycle: 204073 Done

▲ Requisition Line

View ▼ Format ▼ Freeze Detach Wrap

Line	Item	Description	Category Name	Requester	Quantity	UOM	Price	Amount (USD)	Status
1		Http://OracleAp...	Travel	OracleApps88	120	Ea	20.00 USD	2,400.00	Approved

▲ Order

Procurement BU US1 Business Unit  
 Requisitioning BU US1 Business Unit  
 Purchase Order 163701  
 Description  
 Open Date 7/21/19  
 Total 2,400.00 USD

Status Closed  
 Buyer OracleApps88  
 Supplier OracleApps88

▲ Shipments

View ▼ Format ▼ Freeze Detach Wrap

Shipment	Shipped Date	Expected Receipt Date	Ship-to Location	Carrier	Tracking Number
No data to display.					

▲ Receipts

View ▼ Format ▼ Freeze Detach Wrap

Receipt	Receipt Date	Received By	Shipment	Packing Slip	Waybill	Bill of Lading	Notes
30037	7/21/19	OracleApps88					

▲ Invoices

View ▼ Format ▼ Freeze Detach Wrap

Invoice	Description	Invoice Date	Status	Invoice Total	Paid Amount	Unpaid Amount	Matched to Order Amount	Currency
XXINV001	http://OracleApps88....	7/21/19	Validated	2,400.00	2,400.00	0.00	2,400.00	USD

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### Viewing Document History of a Requisition

1. From the *Requisition* page, click the **Actions** button and select **View Document History**.

The screenshot shows the Oracle Fusion interface for a Requisition with ID 204073. The top navigation bar includes the Oracle logo, a search bar, and user information (OracleApps88). The main content area displays requisition details: Requisitioning BU (US1 Business Unit), Entered By (OracleApps88), Creation Date (7/21/19), Status (Approved), and Description (Http://OracleApps88.Blogspot.com/ - OracleApps88@Yahoo.com - (+91) 905 957 4321). A 'View Life Cycle' button and an 'Actions' dropdown menu are visible. The 'Actions' menu is open, showing options: Duplicate, Cancel Requisition, Reassign, View Document History (highlighted with a red arrow), View PDF, and Edit Order. Below the details is a 'Requisition Lines' table with one line item.

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order
1		Http://OracleAp...	Travel	120	Ea	20.00 USD	2,400.00	Approved	163701

2. The *Document History* page for the Requisition is displayed. This includes the:
  - a. Action Performed
  - b. Performed By
  - c. Action Date
  - d. Requisition Number
3. Click the **Done** button to close the *Document History* page.

**Addendum: Approvals Matrix Rules**

- Based on the dollar value of the Requisition, it will need to go through the following levels of approvals before it will go through the final review/approval within the Buyer Group:

Job Name	Approval Amount		Job Level	Rule Placement
CEO	greater than or equal to \$2M	greater than or equal to \$2M	9	HR Hierarchy
PFO	less than \$2M	greater than or equal to \$1M, less than \$2M	8	HR Hierarchy
COO, SVP BusOPS, EVP SC	less than \$1M	greater than or equal to \$500K, less than \$1M	7	HR Hierarchy
CLO, CMO, CCO	less than \$500K	greater than or equal to \$250K, less than \$500K	6	HR Hierarchy
SVP, EVP	less than \$250K	greater than or equal to \$150K, less than \$250K	5	HR Hierarchy
VP	less than \$150K	greater than or equal to \$50K, less than \$150K	4	HR Hierarchy
Dir, Sr Dir, Exec Dir, GM	less than \$50K	greater than or equal to \$10K, less than \$50K	3	HR Hierarchy
Assoc Dir	less than \$10K	greater than or equal to \$5K, less than \$10K	2	HR Hierarchy
Mgr, Sr Mgr	less than \$5K	greater than or equal to \$1K, less than \$5K	1	HR Hierarchy
Others	less than \$1K	greater than 0, less than \$1K	Auto- Approve	HR Hierarchy
Pre-Approver	>\$1K	(Budget Delegate)		Pre-Approval Rule

Join the <https://t.me/OracleApps88> group or Connect with me at [@apps88](https://t.me/apps88) (<https://t.me/apps88>) or **(+91) 9059574321** in **Telegram**, to get more information on Oracle EBS R12/Cloud (Fusion) applications.