View Additional Requisition Information

You can view additional information, such as invoices, credits or payments for a requisition within iProcurement. You can use the additional details to check if an invoice is on hold, if payment has been made and when or check if a credit note has been received and matched.

**To view additional requisition information**

**Responsibility:** ANY end user responsibility beginning with "ECU Purchasing"

**Prerequisite:** Have logged into Oracle and opened the iProcurement Homepage.

1. **(T) Requisitions.**

![Requisitions Screen](image)

2. If the requisition you want to view is listed, click on the **Requisition number** hyperlink. Otherwise click the **Search** button to search for the requisition. For details on how to search for a requisition, see reference PO-034.
3. Once you have the required requisition, click on the Details icon for the line you want to view.

4. You can now see the receipt, invoice, and payment information for the requisition line. If a credit note has been matched against the order, this will show in the Invoice details section.

   a. Receipt Information
   b. Invoice Information
   c. Payment Information
5. Clicking on the hyperlink will show additional information for that link.

   a. Approval - This will show the approval path for the requisition
   b. Show Additional Information - This will show the Requestor, Supplier, Delivery and Charge account information
   c. Receipt Number - This will open the receipt where you can return or correct if needed
   d. Show Invoice Details - This will show any holds on the invoice
   e. Order Number - This will show the purchase order information including status
   f. Buyer - This will allow you to email the buyer (Strategic Procurement)
   g. Supplier Contact - This is the contact email address for the supplier
   h. Received By - You can email the person who created the receipt