Quick Reference

<table>
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<th>Requisition Inquiry</th>
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<td><strong>Responsibility:</strong> ANY end user responsibility.</td>
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<td><strong>Prerequisite:</strong> Ensure you are logged into the Oracle e-Business Suite and that you have noted the number of the requisition that you want view.</td>
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1. From the Inquiries menu, click on the Requisition hyperlink to access the Core application.
2. Place the cursor in the field titled ‘Number’. Type in the requisition number that you want to view.
3. Click the Find button.
4. Once the system displays the details of your requisition, you can use the scroll bar to move across to see additional information on any screen, such as Preparer, Requestor, Total of requisitions etc. You can also click the Lines button to see line information.
5. You can then scroll across to see information such as Need-By date, Delivery Location and Order Number if requisition has been approved. You can select a line and click on the Distributions button to see the distribution account for that line only.
6. To view the action history at any point once you’ve found your requisition, click on the Tools drop down menu, then select View Action History. You are also able to see the history of a requisition, who raised it and when, who approved it and when etc. This is helpful if the requisition has a status of In-Process and you aren’t sure where it has gone for approval.
7. You should now be able to view the history of the requisition.

**! NOTE !**
From the ‘Find Requisition’ window, you can use any of the fields to search for a particular requisition if you don’t know the number. The most common additional search fields are the Related Documents tab if you have the purchase order number, or the Requestor field if you know who raised the requisition. Once you’ve found your requisition, you can also use the Tools menu to shortcut to the Lines, Distributions or Action History screens.

**! NOTE !**
You can also view details of a requisition from the iProcurement homepage. Please note, you will need to view each line individually from iProcurement. If the requisition has many lines it may be quicker to view from the core application, although you can also view any receipt, invoice and payment details from iProcurement.

1. Logon to iProcurement homepage.
2. Click on the Requisitions tab.
3. Click on the hyperlink of the requisition number that you want to view details of, or if the requisition was raised by another staff member, click on the search tab to find the requisition by searching by number.
4. To view the details for a particular line, click on the Details icon under the Details column.
5. To see any additional information such as distributions or invoice details, click on the ‘Show’ or ‘Show additional information’ hyperlink.