Requisition Inquiry

There are occasions where you want to view all details of a requisition.

To inquire on a Requisition using a forms session (core application)

Responsibility: ANY end user responsibility.

Prerequisite: Ensure you are logged into the Oracle e-Business Suite and that you have noted the number of the requisition that you want to view.

1. From the Inquiries menu, click on the Requisition hyperlink to access the Core application.

2. In the Requisition Number field enter the requisition number that you want to view.
3. **(B) Find.**

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 Requestor, Preparer, 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.
6. You can select a line and click on the **Distributions** button to see the distribution account for that line only.

7. (M) **Tools > View Action History** to view the Action History at any. This is helpful if the requisition has a status of *In-Process* and you aren’t sure where it has gone for approval.
8. You should now be able to view the history of the requisition.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Date</th>
<th>Action</th>
<th>Performed By</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>15-AUG-2006 13:3</td>
<td>Approve</td>
<td>Potangaroa, Tracy</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>15-AUG-2006 13:3</td>
<td>Forward</td>
<td>Potangaroa, Tracy</td>
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<td>Submit</td>
<td>Potangaroa, Tracy</td>
<td></td>
</tr>
</tbody>
</table>

! NOTE !
From the 'Find Requisition' window shown in screenshot # 2, you can use any of the fields to search for a particular requisition if you don’t know the requisition number. The most common additional search fields are the Related Documents tab if you have the purchase order number, or the Requestor or Preparer fields if you know who raised the requisition.
! 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.
To inquire on a Requisition using a self-service session (iProcurement)

Responsibility: Only end user responsibilities with access to iProcurement.

Prerequisite: Ensure you are logged into the Oracle e-Business Suite and that you have noted the number of the requisition that you want to view.

1. (N) iProcurement Home Page.
2. (T) Requisitions.
3. Click on the hyperlink of the Requisition number that you want to view details of, if the requisition was raised by another staff member, click on the Search button 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 additional information' hyperlink.