

RAISING A REQUISITION IN ORACLE

Purchasing super user <tab>
Requisition<tab>
Requisition <tab>

The screen will show at Purchase Requisition in the "type" box, <tab> to move on. The background colour will show yellow, indicating the process is underway.

At blank box showing requisition, <tab> through to category. The "description" is not required at this point.

A drop down menu will appear, allowing choice of coding for item to be requested. (There will be a primary e.g. A and then a secondary, e.g. AA).

<Tab> over to Description, and begin entering a full description of the item required or service to be provided, together with details of reference numbers, or other information to assist the supplier.

<Tab> over to unit of measure which is to be EACH.

<Tab> over to quantity.

The next required box is "tax code" and the drop down menu will allow a choice of standard VAT at 17.5% or zero.

The section including "requester" will default from your log-in to show your location address, this may be amended if you wish.

Choose "supplier" and enter details. At prompt, use % and enquire on supplier required (e.g. %desk% for Desk Centre). Click on chosen company.

<Tab> to site and double click on post code when prompted.

Choose "distributions" to enter cost centre and expense code from the drop down menu and then "save".

Return to bar showing LINE

This completes the information required and the allocated requisition number will now appear in the previously empty box in the top left hand corner. Press "save" once more and then "APPROVE".

The requisition will now be sent to your authoriser and they will be advised by e-mail

TO ENQUIRE ON A PAST REQUISITION

Choose requisition summary, where you will be prompted for a requisition number. Here you will be able to check on the status, order number and distributions.