



Reject a requisition via email

iProc Approver | Oracle Financials

This guide is intended for iProc Approvers who need to reject a requisition via email in the iProcurement (iProc) part of the Oracle Financials system.

Reject should be used if you wish to return the requisition to the Requisitioner without your approval.

To reject a requisition via email you will need to:

1. Open the **email notification** you have received regarding the requisition to approve.
2. Click on the **Reject** action at the bottom of the email. An e-mail will be generated to inform the Requisitioner that the requisition listed has been rejected.
3. A reason for the rejection should be added so the Requisitioner understands the reasons why. Type the reason for the rejection into the **Notes** section of the email in between the '...' area. **Do not amend any of the contents of the e-mail.**
4. Click **Send**.
5. The e-mail will now direct the requisition back into the Oracle workflow, and the requisition will be rejected. The Requisitioner will receive an e-mail informing them of this.