



## Request information via email

iProc Approver | Oracle Financials

This guide is intended for iProc Approvers who wish to request more information via email about a requisition that has been sent to them for approval in the iProcurement (iProc) part of the Oracle Financials system.

To request information via email you will need to:

1. Open the **email notification** you have received regarding the requisition to approve.
2. Click on the **Request Information** action at the bottom of the email. An e-mail will be generated to inform the Requisitioner that you have requested more information.
3. Type the information you require between the two single quotation marks. **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. The Requisitioner will receive an e-mail informing them of the request for further information.