



This guide is intended for iProc Approvers who wish to respond to a requisition in the iProcurement (iProc) part of the Oracle Financials system.

Respond should be used if an Approver wants to query the requisition details with the Requisitioner, or wishes them to amend the requisition in some way. Once a response is sent from the Approver, the Requisitioner can make the change or provide the requested information and re-submit the requisition back to the Approver for approval.

The Approver should again check the details of the requisition as usual and approve it if they are happy it meets the required checks, or send further responses if necessary.

You can access Oracle Financials via this link: <http://financelive.fin.manchester.ac.uk/>

To respond to a requisition you will need to:

1. Click the **PO Internet Approver (UOM)** responsibility to open iProc. A list of requisitions awaiting your approval will appear in date order, with the most recent requisitions at the top of the list.
2. Open a requisition to see further details by clicking on either the:
  - **Requisition** number
  - **Description**

**If after opening the requisition and completing all of the approval checks you require more information before approving the requisition, you can use *Respond*.**

3. Click **Respond** after opening the requisition. You can also use **Respond** from the main **Approvals** list by first selecting the requisition on the left and then selecting **Respond**.
4. The *Requisition Lines* and *Approval Sequence* are shown which includes any previous notes input by the Requisitioner or the Approver.
5. Enter your comments into the **Response** field and then press the **Tab** key. Eg "*Please increase quantity for transcription of interviews as costs have increased.*"
6. Click **Request Information**. The response is now shown with the name of the Requisitioner it will be sent to.
7. Click **Submit**. You'll be taken to the *Notifications* screen. The Requisitioner will now be able to see your response and can amend the requisition accordingly or respond back to you.
8. Responses from the Requisitioner can be monitored from the **Notifications** screen or by clicking on the **Status** link from either the **Approvals** or **Notifications** screens.