



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

To approve a requisition via email you will need to:

1. Open the **email notification** you have received regarding the requisition to approve.

Complete all of the approval checks that follow on every requisition before approving it.

2. Review the **Description** to ensure that the item requested is required.
3. Review the **Supplier** details to ensure that they are appropriate for the goods/services requested.
4. Check the **Charge Account** (finance code) information is correct. This is referred to as **Cost Center** in the email.
5. Check the **Quantity**, **Price** and **Total Amount**.
6. Repeat steps 2 – 5 for every requisition line.
7. Check the **Requisition Total**.



If the total of the requisition is over £5,000 there is a need for 3 quotations as per the Financial Regulations and procedures. The Requisitioner should have attached these quotes for you to review, or added a justification as to why a single quote has been supplied. Review the attached quotes to ensure you are happy with the Requisitioner's choice.

8. Check if there is a **Justification** message from the Requisitioner.
9. Check for any **Attachments** with this requisition. If attachments are provided there will be a clickable link to open the information.
10. If any of the details are incorrect you can either use the actions **Reject** or **Request Information** at the bottom of the email (refer to the guides [Reject a requisition by email](#) and [Request information via email](#)).
11. Once you have completed all of the necessary checks and are happy the information is correct, you can approve the requisition. Click the **Approve** action at the bottom of the email.

12. An email will be generated to inform the Requisitioner that the requisition listed has been approved. **Do not amend any of the contents of the e-mail.** Click **Send**.
13. The e-mail will now direct the requisition back into the Oracle workflow, and the requisition will be approved and converted to be purchase order. The Requisitioner will receive an e-mail informing them of this.