

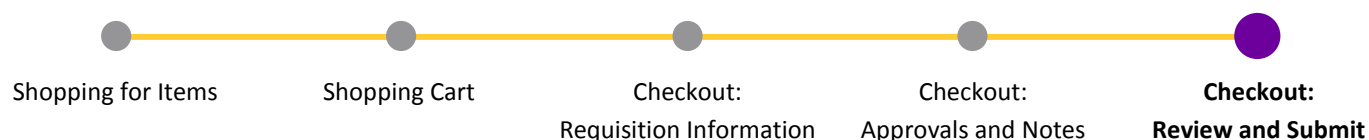


This guide is intended for iProc Requisitioners who have started to raise a requisition in the iProcurement (iProc) part of the Oracle Financials system and are now at the *Checkout: Review and Submit* screen.

The *Checkout: Review and Submit* screen allows you to review the information before submitting a requisition. You can also move backwards from this screen if you forgot to add notes or attachments.

This screen will appear once you've selected *Next* from the *Checkout: Approvals and Notes* screen.

The requisition process:



To continue your requisition from the *Checkout: Review and Submit* screen you will need to:

1. Review the details on the screen, and click **Submit** if you are happy with the requisition.
2. A *Confirmation* screen appears. The requisition has been submitted and assigned a number. The message shows who the requisition has been sent to for approval.
3. To check on the status of the requisition at any time, click on the **Requisitions** tab.

This completes the process of raising a requisition. It will now be sent for approval.