# Checkout: Approvals and Notes

iProc Requisitioner | Oracle Financials

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: Approvals and Notes* screen.

On the *Checkout: Approvals and Notes* screen you can see who the requisition will be sent to for approval and you can add notes and attachments to the requisition.

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

**The requisition process:**

Shop for Items → Shopping Cart → Checkout: Requisition Information → **Checkout: Approvals and Notes** → Checkout: Review and Submit

To continue your requisition from the *Checkout: Approvals and Notes* screen you will need to:

1. Click on the **Budget holder** link if you wish to see the name of the Approver/s for this requisition. You may see **more than one Approver name** because:
   - You used more than one Activity/Project code or both an Activity and a Project code, meaning the requisition requires approval by the Approver of each Activity/Project code
   - The total of the requisition is more than £5,000 or £25,000 so it is automatically sent to your high value Approver *(the requisition will be sent to a different Approver based on the total)* as well as the Approver of the Activity codes

   Click **Return** to go back to the *Checkout: Approvals and Notes* screen.

2. Add notes in any of the free text boxes if necessary:
   - **Justification**: Enter any information you wish to pass to the Approver
   - **Note To Buyer**: Enter any information you wish to pass to the Operational Buyer.
     Examples include: Justification why you have been unable to use eMarketplace; contact details of where you would like the purchase order (PO) to be issued to; instruction if PO should not be issued to the supplier; if this is a supplementary requisition which PO you would like the requisition to be added to.
   - **Note To Receiver**: This field is used to send a note only to the person receipting the goods on the system eg Stores team members.
   - **Note To Supplier**: Enter any information you require to be passed onto the supplier. Please try to keep this message concise.

3. Use the **Add Attachments** button to add attachments to the requisition if necessary. Enter a **Description** and then click **Browse** to locate and attach the file. Finally, click **Apply** to save the attachment.

   **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 quotes could be scanned in and attached to the requisition.**

4. After adding notes and attachments as necessary, click **Next**.

***Next step:*** ***Follow the Checkout: Review and Submit guide.***