



Edit a requisition: Find the Buyer name

iProc Requisitioner | Oracle Financials

This guide is intended for iProc Requisitioners who want to find the name of the Operational Buyer who converted their requisition into a purchase order in the Oracle Financials system because they wish to have the order amended.

If the requisition is approved and an order number has been assigned it cannot be edited. You will need to contact the Operational Buyer and request that they amend the order directly.

To find the *Buyer* name on a requisition that is *Approved* and has an *Order Number* you will need to:

1. Click the **Requisitions** tab from within iProc. A list of requisitions that you have created will be displayed.
2. Click on the **Order** number for the requisition/order you want to have amended.
3. Find the **Buyer** name on the left of the screen.
4. You will need to contact the *Buyer* to request the change the change you wish to make. The *Buyer* can amend the order directly.
Tip: Clicking on the Buyer's name will open a blank e-mail in your Outlook with their e-mail address already listed.
5. Click **OK** or the **Requisitions** tab to return to the main requisitions list.