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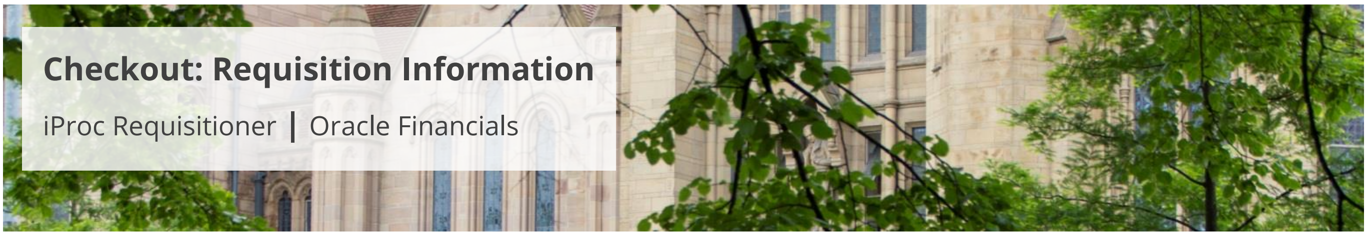

Checkout: Requisition Information

iProc Requisitioner | Oracle Financials

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

The *Checkout: Requisition Information* screen is where you can view or amend the delivery information, the tax code, the requisition description and the charge accounts.

This screen will appear once you've selected *Checkout* from the *Shopping Cart* screen.

The requisition process:

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

To continue your requisition from the *Checkout: Requisition Information* screen:

1. You can change the **Requisition Description** at this stage, if you wish. This will default to the first line on the requisition. It may be helpful to amend this to identify this requisition again quickly within your main requisitions list.

2. The **Need-By Date** defaults as today's date plus 7 days. This prints on the purchase order (PO). Although this date can be amended it is advisable to repeat this information in the *Note to Supplier* field later on in the process. To change the date, click on the **calendar** icon then find and select the appropriate date.

3. **Deliver-To Location** will default according to your account settings, but can be changed if necessary in the *My Purchasing Options* tab, rather than amending this field each time (refer to the *My Purchasing Options* guide for more information).

4. Enter a **Hazard Class** if applicable to the items on the requisition.

5. The **Tax Code** defaults as *Standard*. **The Tax Code must be correct** otherwise it will be rejected at the approval or the purchase order stage. If you're not sure which Tax Code applies, click on the **Help** link (bottom left corner of the screen) before submitting the requisition.

   Choosing the correct Tax Code:

   - Reduces errors between requisition and purchase invoice
   - Lessens delays
   - Helps the University complete accurate VAT returns and reduces the risk of incurring penalties from HMRC

- Ensures that relief is claimed when eligible to do so

If the *Tax Code* shown is not correct, use the **magnifying glass** icon to search for the correct option. Enter the *Tax Code* or use **%** to see the full list. Select **Go** or press the **Enter key** to run the search. Find the required *Tax Code* and then use the **Quick Select** icon to select the correct *Tax Code*.

If the requisition has lines with **different Tax Codes**, select **Edit Lines** and then select **Billing** to amend the Tax Code for each line. When you return to the *Checkout* screen, note that the *Tax Code* field will then display as **Multiple**.

6. The **GL date** (*General Ledger date*) is the date the finance code is charged for accounting purposes. **This date should never be amended.**

7. A **Charge Account** has defaulted in. This is the finance code. At this stage you need to know if this requisition is to be charged to an **Activity code** or a **Project code**, or **split** between a mixture of codes. Refer to the following guides for further information:
   - *Charging to an Activity Code*
   - *Charging to a Project Code*
   - *Splitting Charges by Activity codes*
   - *Splitting charges by Project codes*

8. Once the *Charge Account* has been added, click **Next**. Alternatively, you could click **Submit** if you do not wish to add notes or attachments to this requisition and follow the guidance in the *Checkout: Review and Submit* guide (follow the guide from step 2).

Next step: Follow the guidance in the Checkout: Approvals and Notes guide.