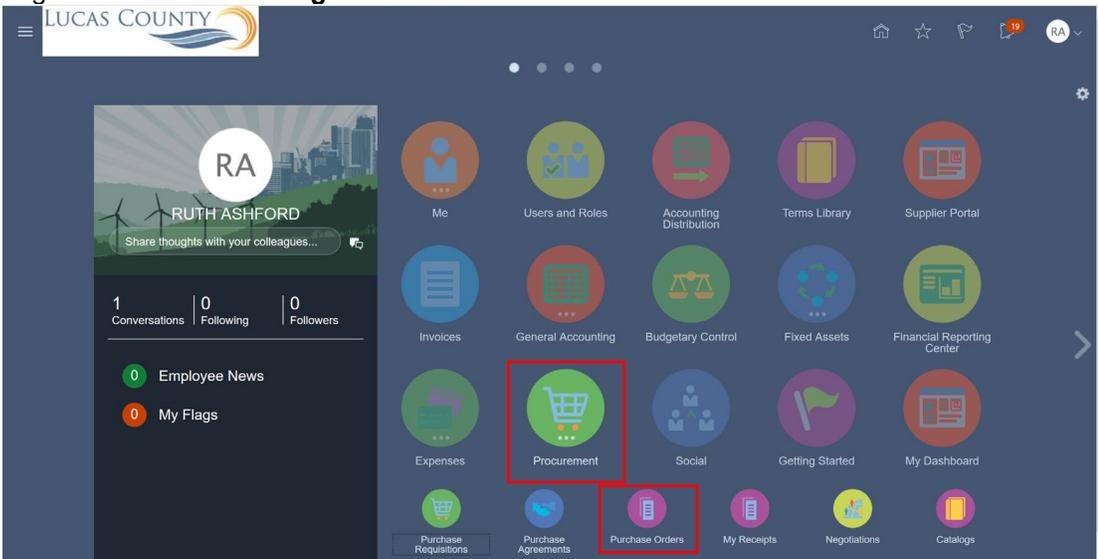


Reassign Buyer on an Approved Requisition

Audience: Buyer

Purpose: Reassign procurement transactions if an individual leaves your company, changes business units, changes job roles, or is on a leave of absence. Reassigning procurement transactions ensures that transaction flow is maintained. A buyer will be able to reassign a line or entire requisition to another buyer. This job aid will assist you in doing so.

Step	Action
1	Log into Oracle. Home Page -> Procurement. 
2	Click the Procurement button.
3	Click the Purchase Orders button.
4	Click the Tasks icon. 
5	Click the Process Requisitions link.
6	Highlight the Requisition row to be reassigned.

Process Requisitions

Done

Procurement BU
Lucas County

Document Builder
Your Document Builder is empty.

Search
Export to Excel
Add to Document Builder
Return
Reassign
Split
Update from Catalog
View Document History

Advanced Manage Watchlist Saved Search All My Requisition Lines Requiring Action copy_1

Lucas County

** Deliver-to Location

** Category Name

** Item

Search Reset Save...

Actions View Format Detach Wrap Add to Document Builder Return Reassign

Requisition	Line	Line Description	Requester	Quantity	UOM	Price	Amount	Currency
78	1	Test Item for Bidding	Michael Rath	10	Each	10.00	100.00	USD
77	1	Test Item for Bidding	Michael Rath	10	Each	10.00	100.00	USD

7 Click the **Reassign** button.

8 Click in the **New Buyer** field.

9 Enter information into the **New Buyer** field. Click **Search**.

Search and Select: New Buyer

Search

Advanced

** At least one is required

** Name CHAPA, JESSICA

** Email

Search Reset

Name	Email	Job	Phone
CHAPA, JESSICA	jchapa@co.lucas.oh.us	Purchasing Assistant	419-213-4529

OK Cancel

10 Select the list item.

Reassign

Selected Requisition Lines

Actions View Format Freeze Detach Wrap

Requisition	Line	Line Description	Requester	Buyer
78	1	Test Item for Bidding	Rath, Michael	

Columns Hidden 48

Reassign All Selected

* New Buyer CHAPA, JESSICA

Submit Cancel

11 Click the **Submit** button.

12 Click the **OK** button.