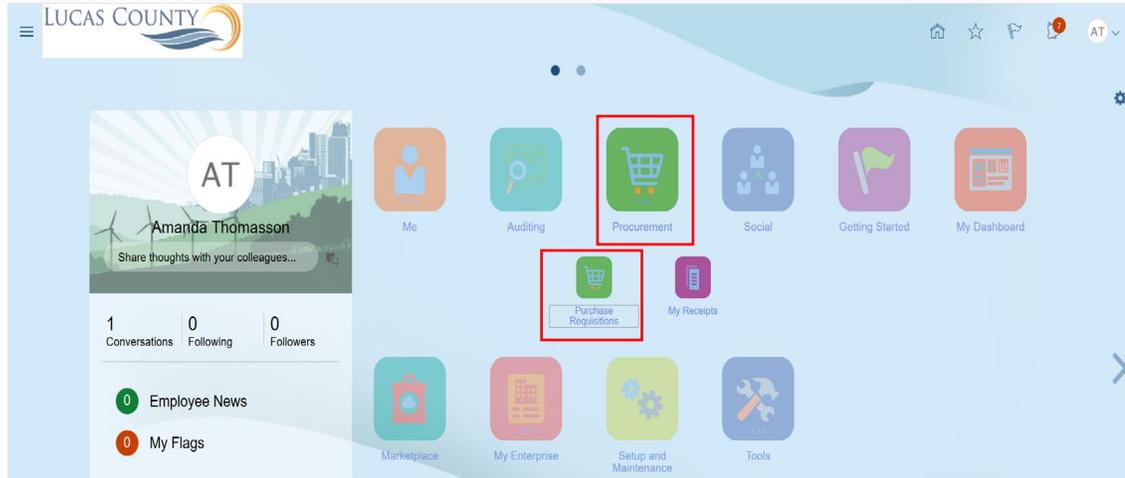
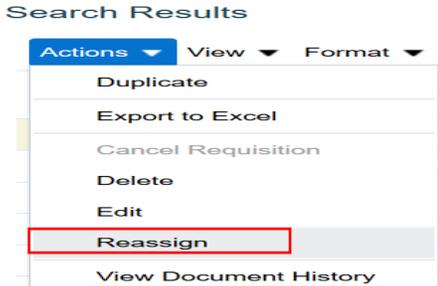
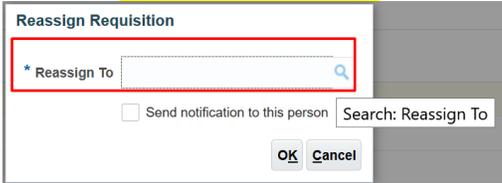


Forward Requisition

Audience: Requesters

Purpose: You can reassign a requisition to another requester. This job aid will guide you through that process.

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement -> Purchase Requisitions</p> 
2	Click the Manage Requisitions link.
3	Select a Requisition from the list that you wish to reassign.
4	Click the Actions menu.
5	<p>Click the Reassign option.</p> 
6	<p>Click the Search: Reassign To icon.</p> 
7	Click in the Name field and type the last name of the approver and click search.

	<p>Search and Select: Entered By</p> <p>Search</p> <p>** Name Ashford</p> <p>** Department</p> <p>** Job</p> <p>** Email</p> <p>** Phone</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Department</th> <th>Job</th> <th>Email</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>Ashford, Ruth</td> <td>Support Services</td> <td></td> <td>rashford@co.lucas.oh.us</td> <td>944-3255</td> </tr> <tr> <td>ASHFORD, RUTH</td> <td>Support Services</td> <td>Director 1</td> <td>ashruthd@gmail.com</td> <td>944-3255</td> </tr> </tbody> </table> <p>Search Reset</p> <p>OK Cancel</p>	Name	Department	Job	Email	Phone	Ashford, Ruth	Support Services		rashford@co.lucas.oh.us	944-3255	ASHFORD, RUTH	Support Services	Director 1	ashruthd@gmail.com	944-3255
Name	Department	Job	Email	Phone												
Ashford, Ruth	Support Services		rashford@co.lucas.oh.us	944-3255												
ASHFORD, RUTH	Support Services	Director 1	ashruthd@gmail.com	944-3255												
8	Click to highlight approver for reassignment and click Ok .															
9	Click the checkbox for Send notification to this person reassigned and then click the Ok button.															
10	Confirmation is displayed.															
11	Click the OK button to confirm.															

Reassign Requisition

* Reassign To Ashford, Ruth

Send notification to this person

OK Cancel