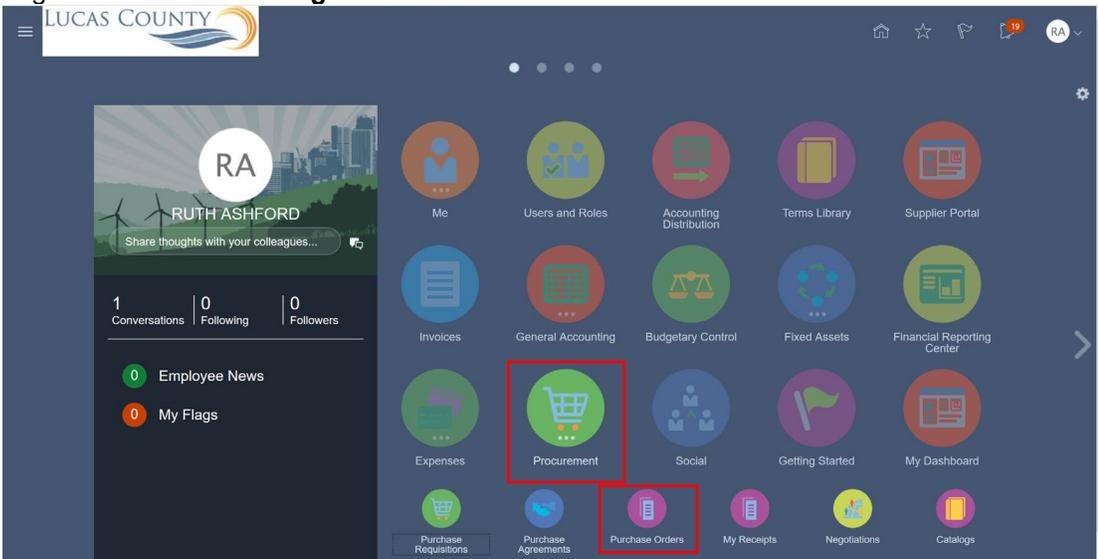# Reassign Buyer on an Approved Requisition

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.

7	Click the **Reassign** button.
8	Click in the **New Buyer** field.
9	Enter information into the **New Buyer** field. Click **Search**.

10	Select the list item.

11	Click the **Submit** button.
12	Click the **OK** button.