# Return Requisition

Audience: Requisition Approvers

Purpose: Document approval electronically routes the purchase order to all identified approvers and records their approval actions. It determines the routing using a rules engine which is configured to accommodate the County's unique business requirements. Approvers can then review the document details, add comments, and add attachments before approving, rejecting, or routing the document to additional approvers.

This figure shows a simplified document approval flow you might take as a document approver:
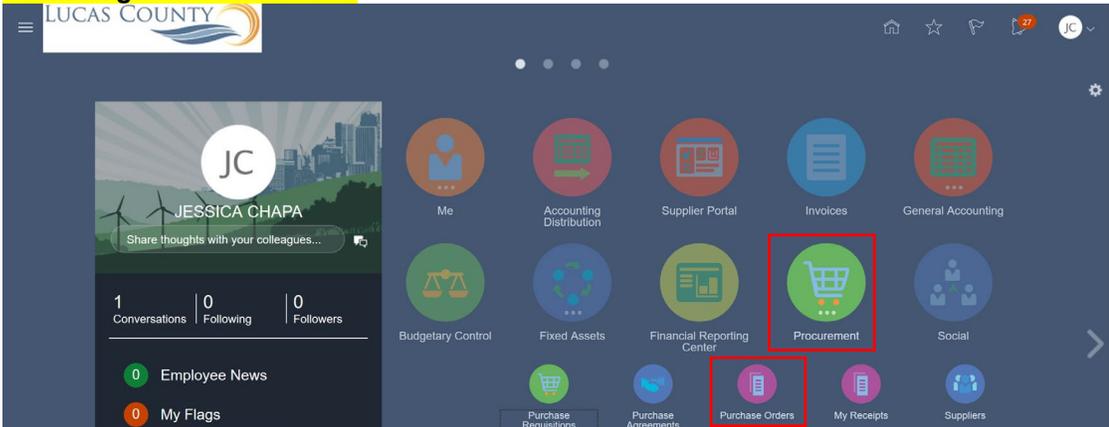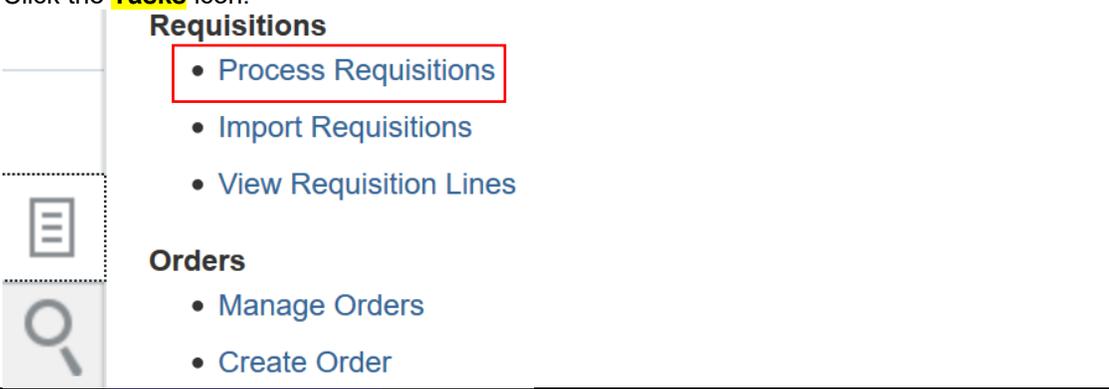
- Review the approval request details and action history. You can also add approvers and comments, if needed.
- Request additional information, if needed.
- Determine the approval action to take. You can approve, reject or reassign the approval request.
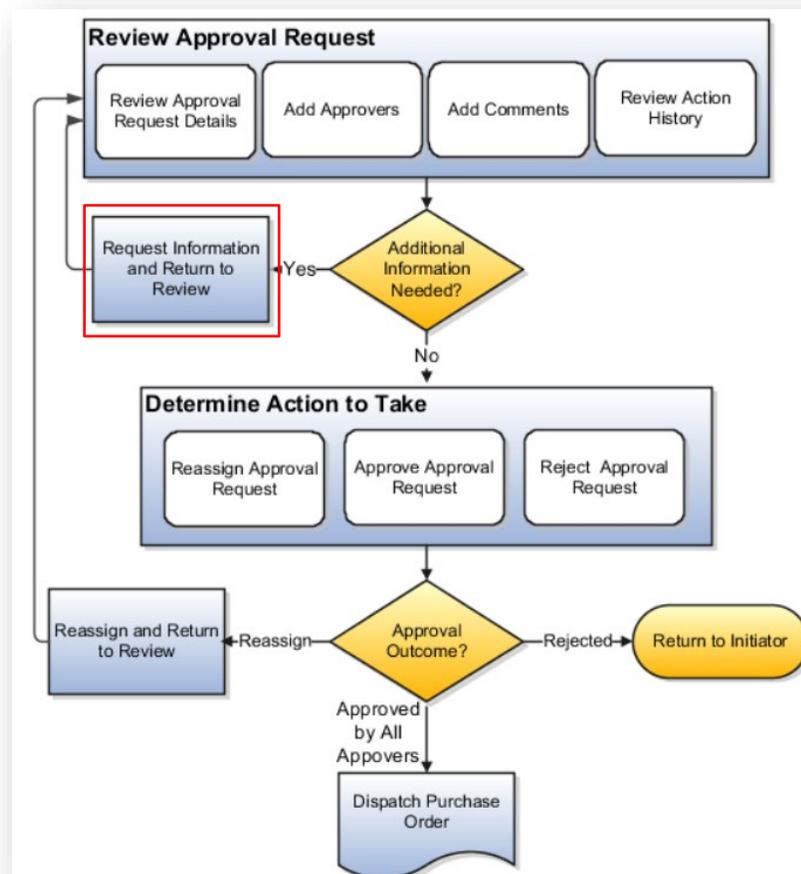
Based on your approval action, the approval outcome for the purchase order can be to:

- Continue through the approval process to other approvers.
- Return a rejected approval request to the initiator.
- Return the approval request to review by reassignment to another approver.

Once approved by all approvers, the document can be dispatched by communication to the supplier. This job aid will provide assistance with returning a requisition.

Step	Action
	Return a Purchase Requisition.
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 returned.

7	Select **Action > Return**.
8	Click in the **Reason Field.** Indicate that the reason for the return of **Purchase Requisition**. For example, "This purchase has been discussed and determined not needed. Requisition to be canceled by Requester."
9	Enter information into the **Reason Field**.
10	Click the **Submit** button.
11	Click the **OK** button.