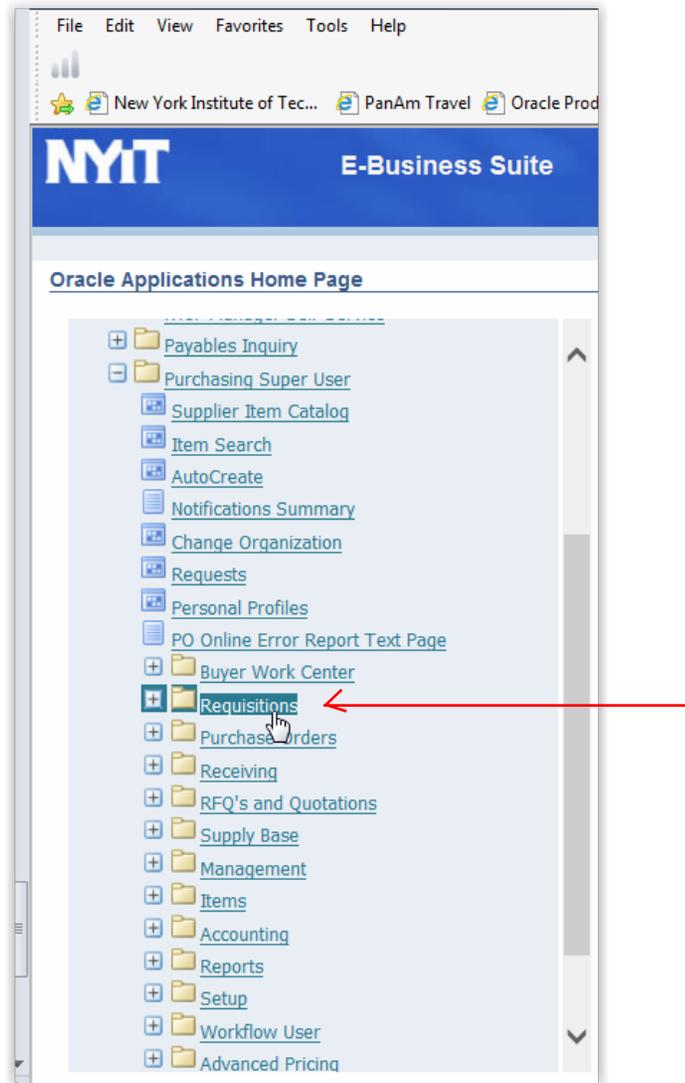
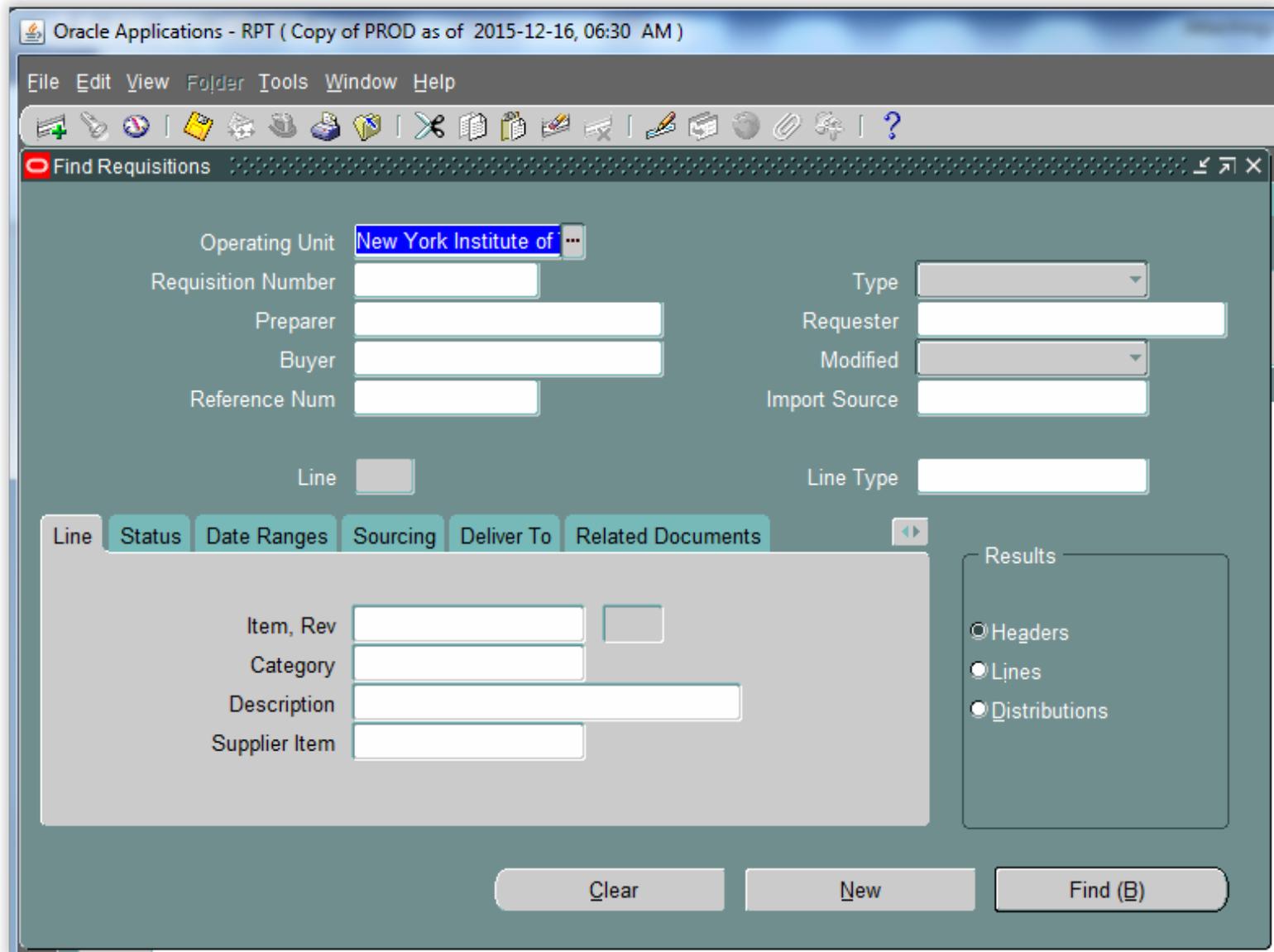


Reviewing an Attached Document Associated with a Requisition in Oracle

- From the Oracle Applications Home Page, Click on “Requisitions”:



- The screen below will appear.



Oracle Applications - RPT (Copy of PROD as of 2015-12-16, 06:30 AM)

File Edit View Folder Tools Window Help

Find Requisitions

Operating Unit

Requisition Number

Preparer

Buyer

Reference Num

Type

Requester

Modified

Import Source

Line

Line Type

Line Status Date Ranges Sourcing Deliver To Related Documents

Item, Rev

Category

Description

Supplier Item

Results

Headers

Lines

Distributions

Clear New Find (B)

- Enter the requisition number:

File Edit View Folder Tools Window Help

Find Requisitions

Operating Unit New York Institute of Te

Requisition Number 252258

Type

Preparer

Requester

Buyer

Modified

Reference Num

Import Source

Line

Line Type

Line Status Date Ranges Sourcing Deliver To Related Documents

Item, Rev

Category

Description

Supplier Item

Results

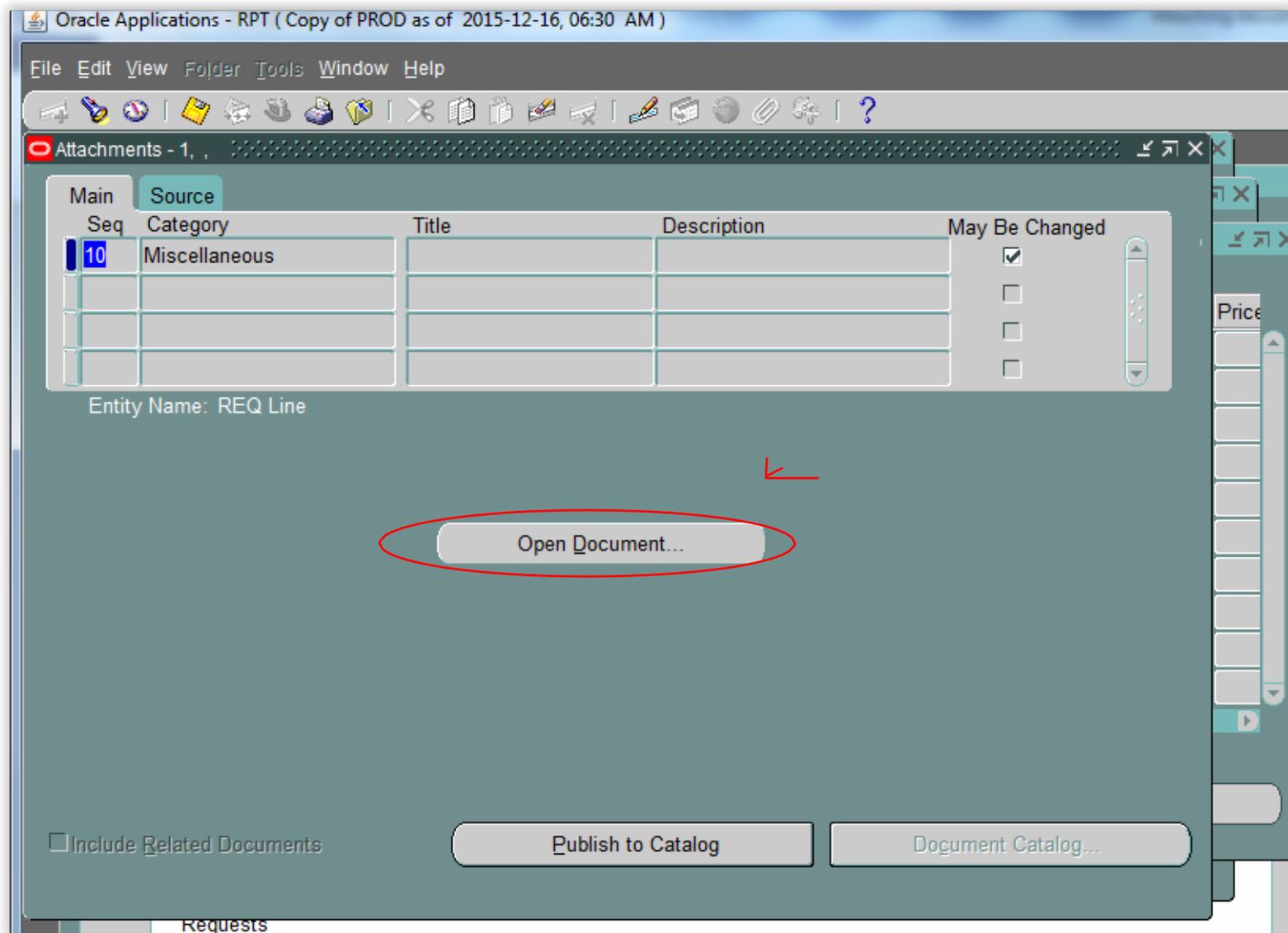
Headers

Lines

Distributions

Clear New Find (B)

- The screen below appears. Click on "Open Document" to view the attachment.



- The screen below will appear in your internet browser. Click on “Open” to view the document.

