

# What does it mean to be a requester?



Individuals placing orders in Oracle Procurement have the ability to designate someone other than themselves as the “requester” of a requisition.

When you indicate someone as a requester, it’s important to let them know you have done so and to inform them of their responsibilities.

Requesters are responsible for approving invoices to indicate goods have been received undamaged and/or services have been rendered satisfactorily, separate from financial approval

## RESPONSIBILITIES

The requester will be...

01

Responsible for approving that the order has been fulfilled for invoices \$10,000 or more

02

Responsible for approving that inventorial equipment has been delivered for invoices \$5,000 or more

03

The department point of contact on the order if the supplier or UC San Diego has any questions

04

The name on the shipping label



## NOTIFICATIONS

Some notifications will be sent to the individual who entered the requisition (requisitioner), and others will be sent to the person indicated as the requester.

### REQUESTER

- Will be the point of contact for the supplier and UC San Diego
- Will receive notifications of deliveries and shipments from UC San Diego when using a Preferred address
- Will most often\* receive order confirmations if sent by the supplier

### REQUISITIONER

- Will show the requisition in their Recent Requisitions
- Will receive notifications of POs being generated
- Will receive notifications of requisition approval

\*Some punchout suppliers such as Amazon send order confirmations to the requisitioner instead

## WHEN TO REASSIGN

The newly assigned individual will need to submit the cart, and may need to take additional action if the requisition has submission errors or is rejected.

Reassigning a cart will change the requisitioner to the newly assigned individual. They will receive all notifications and communications for the requisitioner.

The requisition will route for approval according to the purchasing authority of the newly assigned individual



### RELATED RESOURCES

[Approving Invoices video guide](#)

[Install the WalkMe Extension](#)

[IPPS Training Decision Tree](#)