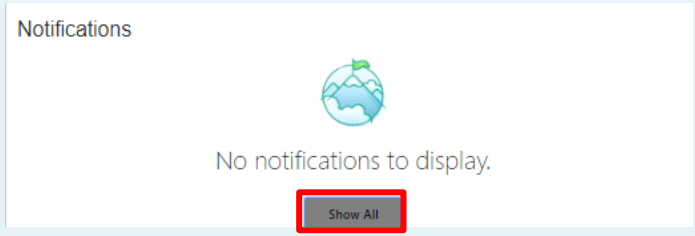
QRG– Approving Requisitions

1 – Launch BPM Worklist

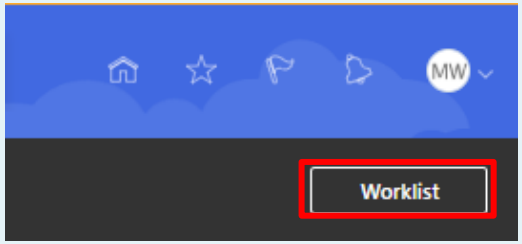
Sign in to One Source (Oracle Cloud Application) using your log in credentials.

Step 1. Click the bell icon in the top right of the page to see your notification.

Step 2. Click '**Show All**'.



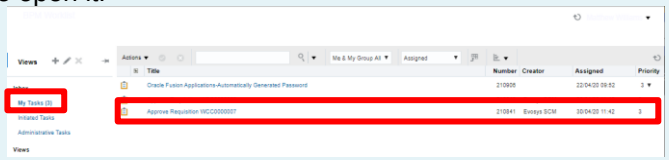
Step 3. Click '**Worklists**' button that can be found in the top right of the page.



Note: Clicking the worklist button will open a new BPM Worklist internet page.

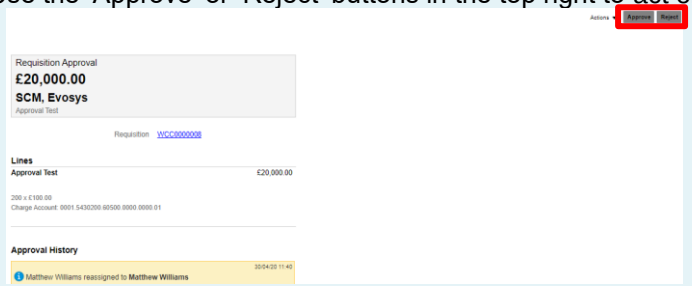
2 – Approving Requisitions

Step 4. On the left, ensure you have clicked on '**My Tasks**' to view only those requisitions that have been assigned to yourself. Click onto an available requisition to open it.



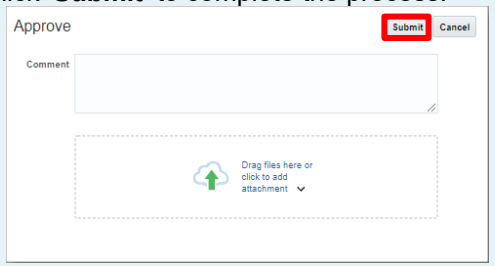
Note: Clicking a requisition will open a new internet page.

Step 5. With a requisition open you can view information, such as: Cost, supplier, quantity, charge code.
Use the 'Approve' or 'Reject' buttons in the top right to act on the requisition.



Note: Use the '**Actions**' button in the top right for further options such as: Delegate, Reassign, Escalate, Suspend, Withdraw, etc.

Step 6. Whether you have approved or rejected the requisition you will be asked for a comment and the option to add an attachment. Once completed, you can click '**Submit**' to complete the process.



Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.