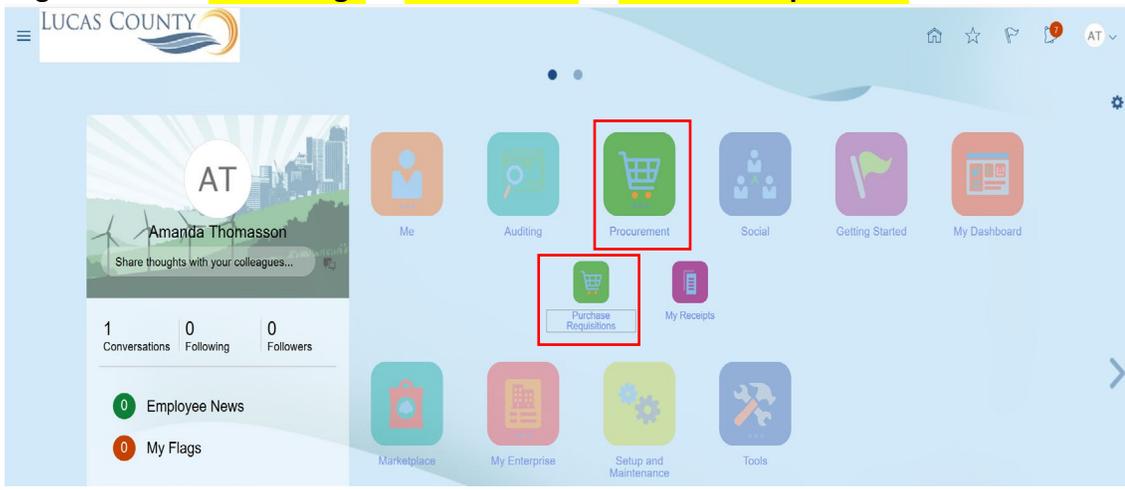


Requisitions Approval from System Notification

Audience: Requesters, Approvers

Purpose: The system will deliver a notification to your email inbox of record when you have actions to take on requisitions. This includes approving a requisition. This job aid will assist you with approving a requisition from a notification within Oracle (and from an email notification).

Step	Action
1	<p>Log into Oracle. Home Page -> Procurement -> Purchase Requisitions</p> 
2	<p>Click the Notifications (Bell icon) at the top right of the page.</p> 
3	<p>Select Notification: Action Required Approve Requisition.</p>
4	<p>Once you have reviewed the requisition, click the Approve button.</p>

Requisitions Approval from Email

Audience: Approver

Purpose: You can approve a requisition directly from a link in an email requesting approval.

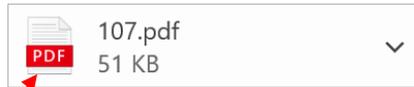
Step	Action						
1	Log into your Email. Select and open the email notification request for approval.						
2	<p>View details in the email.</p> <div data-bbox="305 699 987 884"> <p>Action Required: Approve Requisition 107</p> <p> Michael Rath <eieb-dev1.fa.sender@workflow.mail.us6.oraclecloud.com> To:  Lucascounty1@outlook.com</p> <p> 107.pdf 51 KB</p> </div> <div data-bbox="305 989 865 1108"> <p>Requisition Approval \$19.00 Rath, Michael Pest Control Services -Monthly -Vehicle Maintenance 644 State St.</p> </div> <div data-bbox="305 1150 865 1192"> <p>Approve Reject Request Info</p> </div> <p data-bbox="508 1220 618 1241">Requisition 107</p> <p data-bbox="305 1276 350 1297">Lines</p> <table border="1" data-bbox="305 1304 865 1398"> <tr> <td>Pest Control Services -Monthly -Vehicle Maintenance 644 State St. Toledo</td> <td style="text-align: right;">\$19.00</td> </tr> <tr> <td colspan="2">1 x \$19.00</td> </tr> <tr> <td colspan="2">Charge Account: 1010.114001.50.630007.00000.00000</td> </tr> </table> <div data-bbox="305 1476 472 1503">Approval History</div> <ul style="list-style-type: none"> <li data-bbox="313 1514 505 1535"><input type="radio"/> DIANE ROBINSON <li data-bbox="313 1549 992 1577"><input type="radio"/> Applications Development Framework Application Identity for Procurement <li data-bbox="313 1591 992 1619">8/22/19 8:15 AM <li data-bbox="313 1623 646 1650">Assigned to AMANDA THOMASSON <li data-bbox="313 1654 992 1682">8/22/19 8:15 AM <li data-bbox="313 1686 586 1713">Assigned to RUTH ASHFORD <li data-bbox="313 1728 992 1755">8/22/19 8:15 AM <li data-bbox="313 1759 565 1787">Submitted by Michael Rath <li data-bbox="337 1791 415 1818"> 107.pdf <div data-bbox="305 1896 1003 1944"> <p>Approve Reject Request Info</p> </div>	Pest Control Services -Monthly -Vehicle Maintenance 644 State St. Toledo	\$19.00	1 x \$19.00		Charge Account: 1010.114001.50.630007.00000.00000	
Pest Control Services -Monthly -Vehicle Maintenance 644 State St. Toledo	\$19.00						
1 x \$19.00							
Charge Account: 1010.114001.50.630007.00000.00000							

- 3 In the Action Required section, if attached, click the **PDF** file listed to review the details.

Action Required: Approve Requisition 107



Michael Rath <eieb-dev1.fa.sender@workflow.mail.us6.oraclecloud.com>
To Lucascounty1@outlook.com



Lines

Pest Control Services -Monthly -Vehicle Maintenance \$19.00
644 State St. Toledo

1 x \$19.00

Charge Account: 1010.114001.50.630007.00000.00000

Approval History

DIANE ROBINSON

Applications Development Framework Application Identity for Procurement

8/22/19 8:15 AM

Assigned to **AMANDA THOMASSON**

8/22/19 8:15 AM

Assigned to **RUTH ASHFORD**

8/22/19 8:15 AM

Submitted by **Michael Rath**

107.pdf

4 Based on your review the details of the PDF attachment, determine if you wish to approve the requisition.



Requisition 107 (19 USD) Report Date 08/22/2019 12:15 PM
 Page 1 of 1
 Requisitioning BU Lucas County Requisition Amount 19 USD
 Entered By Michael Rath Approval Amount 19 USD
 Status Pending approval Procurement Card
 Description Pest Control Services - Monthly -Vehicle Justification
 Maintenance 644 State St. Toledo
 Emergency Requisition No Funds Status Not reserved

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status
1		Pest Control Services -Monthly -Vehicle Maintenance 644 State St. Toledo	675	1	Each	19.00 USD	19	Pending approval	Not reserved

Requester Michael Rath Supplier Action Pest Control, Inc.
 Urgent No New Supplier No
 Requested Delivery Date 08/29/2019 Supplier Site MAIN
 Deliver-to Location Type Internal Supplier Contact
 Deliver-to Location Support Services Contact Phone
 Deliver-to Address 1 Government Center, Suite 480, TOLEDO, OH 43604, UNITED STATES Supplier Item
 Destination Type Expense Note to Supplier
 Subinventory Note to Receiver
 Note to Buyer

Distribution	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status
1	1010.114001.50.630007.0 0000.00000	8/22/19	100	1	19	Not reserved

End of Report

2 If the requisition details meet the criteria for approval, click the button to: **Approve**. The Oracle system will provide a notification of the approved status to the Requisitioner.



Note: **Approve** will allow the requisition to source. **Request Info** sends back to the Requisitioner and restarts workflow approvals. **Reject** stops the workflow and the requisition does not proceed. All options will provide a notification of the status to the Requisitioner.