

Procure to Pay

How to Reassign your Notifications (Create Rule)

The screenshot shows the Oracle iProcurement interface. At the top, there are navigation tabs for 'Shop', 'Requisition Status', 'Receiving', and 'My Profile'. Below the navigation, there are sections for 'Manage Requisitions', 'Requisitions at a Glance', 'To-Do List', 'Shopping Cart', and 'Purchasing News'. The 'To-Do List' section contains a notification: 'Going Away? Click here to reassign your notifications. Standard Purchase Order 624383 for Perkin Elmer Life and Analytical Sciences requires your approval.' A callout box points to the 'Click here to reassign your notifications' link.

Requisitions at a Glance

Requisition	Description	Status
505686	test IPO	Approved
505685	TEST Ck Request	Approved
505684	test quick	Cancelled
505683	QPO test po	Approved
505682	1159 exchangetest	Approved

To-Do List

Going Away? [Click here to reassign your notifications.](#)
Standard Purchase Order 624383 for Perkin Elmer Life and Analytical Sciences requires your approval.

Shopping Cart

Number of Lines: 0
[Proceed to Checkout](#)

Purchasing News

- ✓ Check frequently asked questions
- ✓ [Link to Purchasing](#)

Callout Box: From your "IP Home Page", under your "To-Do List", next to "Going Away? Select "Click here to reassign your notifications"

The screenshot shows the Oracle Workflow interface. At the top, there are navigation tabs for 'Shop', 'Requisition Status', 'Receiving', and 'My Profile'. Below the navigation, there are sections for 'Requisitions', 'Notifications', and 'Approvals'. The 'Notifications' section is active, showing 'Notification Routing Rules'. The page contains the text: 'You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.' A 'Create Rule' button is visible in the top right corner. A callout box points to this button.

Notification Routing Rules

You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.

[Return to Worklist](#) [Create Rule](#)

Callout Box: (Note: If you have previous notification rules here you can delete them by clicking on the garbage can icon in the "Delete" column that will be visible. See page 5 below.)
Click on "Create Rule"

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Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Requisitions | Notifications | Approvals

Shop Stores > Notification Routing Rules >

Edit Routing Rule Item Type

Item Type Notification Rule Response

Activating Type of Notification

Select the type of notification that will activate this rule (RECOMMENDED SELECTION IS ALL).

Item Type --All--

If "--All--" is selected, you will skip to Step 3.

Return to Routing Rules

Step 1 of 3 Next

Shop | Requisition Status | Receiving | My Profile | Return to Portal | Shopping Cart | Help

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You can select various notification types to forward by clicking on the down arrow, but is recommended to leave the default value "All". Then click on "Next".

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Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Requisitions | Notifications | Approvals

Shop Stores > Notification Routing Rules > Edit Routing Rule Item Type >

Edit Routing Rule Response

Item Type Notification Rule Response

Rule Response

Complete the form below to set up the proper response for the rule.

Item Type All

Notification All

* Start Date 05-Aug-2005 12:51:34

End Date 05-Aug-2005 23:59:59

Message

Comments will display with each routed notification (ALWAYS USE DELEGATE)

Delegate

Cancel Back Step 3 of 3 Submit

Shop | Requisition Status | Receiving | My Profile | Return to Portal | Shopping Cart | Help

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Click on the calendar icon for the "Start Date" (required) and then the "End Date", to select the date for each. (See next screen shot for calender.) You will automatically be brought back to the Rule Response page.

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Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Requisitions | Notifications | Approvals

Shop Stores > Notification Routing Rules > Edit Routing Rule Item Type >

Edit Routing Rule Response


Item Type Notification Rule Response


Rule Response

Complete the form below to set up the proper response for the rule.

Item Type **All**

Notification **All**

* Start Date 05-Aug-2005 12:51:34 
(example: 05-Aug-2005 12:51:34)

End Date 05-Aug-2005 23:59:59 
(example: 05-Aug-2005 23:59:59)

Message

Comments will display with each routed notification (ALWAYS USE DELEGATE)

Delegate

Shop Requisition Status Receiving My Profile

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August 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Cancel

After selecting the Start and End dates, select the person the notifications will be forwarded to.

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Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Requisitions | Notifications | Approvals

Shop Stores > Notification Routing Rules > Edit Routing Rule Item Type >

Edit Routing Rule Response


Item Type Notification Rule Response


Rule Response

Complete the form below to set up the proper response for the rule.

Item Type **All**


Notification **All**

* Start Date 05-Aug-2005 12:51:34 
(example: 05-Aug-2005 12:51:34)

End Date 05-Aug-2005 23:59:59 
(example: 05-Aug-2005 23:59:59)

Message

Comments will display with each routed notification (ALWAYS USE DELEGATE)

Delegate 

Cancel Back Step 3 of 3 Submit

Shop Requisition Status Receiving My Profile Return to Portal Shopping Cart Help

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To select the person the notifications will be forwarded, click on the flashlight.

Search and Select: Delegate

Search
To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By **Display Name** Pfeifer% **Go**

Results

Select	Quick Select	Display Name	User Name	Originating System
<input type="radio"/>		Pfeifer, Creighton I	IPFEIFER	Employee

Cancel Select

Cancel Select

In the "Search By" click down arrow and select "Display Name". Type in the last name and the "%" and click "Go". In the "Select" column, select the correct person, if more than one is listed. Then click on the "Quick Select" icon.

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Workflow

Return to Portal Shopping Cart Help

Shop Requisition Status Receiving My Profile

Requisitions | Notifications | Approvals

Shop: Status > Notification Routing Rules > Edit Routing Rule Item Type >

Edit Routing Rule Response

Item Type Notification Rule Res

Rule Response
Complete the form below to set up the proper response for the rule.

Item Type **All**
Notification **All**

* Start Date 05-Aug-2005 12:51:34
(example: 05-Aug-2005 12:51:34)

End Date 10-Aug-2005 23:59:59
(example: 05-Aug-2005 23:59:59)

Message

Comments will display with each routed notification (ALWAYS USE DELEGATE)

Delegate Pfeifer, Creighton I

Cancel Back Step 3 of 3 Submit

Shop | Requisition Status | Receiving | My Profile | Return to Portal | Shopping Cart | Help

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After clicking "Quick Select" icon you will be brought back to this page. Check that all the information is correct the click on the "Submit" button.

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Shop **Requisition Status** Receiving My Profile

Requisitions | **Notifications** | Approvals

Notification Routing Rules

Notification Routing Rules

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Kaiser, Mathias	<All>	<All>			Inactive

[Return to Worklist](#) [Create Rule](#)

[Shop](#) | [Requisition Status](#) | [Receiving](#) | [My Profile](#) | [Return to Portal](#) | [Shopping Cart](#) | [Help](#)

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Your notification forwarding is now complete. **Notice** under the “Status” column it shows “Inactive”, this **will** change to “Active” on the start date you specified.

If you need to update or delete the notification rule, you can access this screen using the same method as described on page 1.

To update the notification rule, click on the icon in the “Update” column and update the appropriate areas.

To delete the notification rule, click on the “Garbage Can” icon in the “Delete” column.