

# Procure to Pay

## How to navigate through your worklist and view your notifications

Your Worklist is displayed as the screen after you log in. Columns can be sorted by clicking on header for each. The first 5 notifications are displayed. To see all "Open" notifications, click on "Full List"

To view an individual notification, click on the one you would like to view.

From	Subject	Sent
Kadaba, Meera R	<a href="#">Purchase Requisition 835511 for Kadaba, Meera R (3.40 USD) for Staples Business Advantage requires your approval</a>	05-Nov-2007
Kadaba, Meera R	<a href="#">Purchase Requisition 835510 for Kadaba, Meera R (2.00 USD) for IPO, NJAES Research Greenhouse requires your approval</a>	05-Nov-2007
Kadaba, Meera R	<a href="#">Purchase Requisition 835509 (QO#906770) for Kadaba, Meera R (500.00 USD) for Xerographic Copy Ctr requires your approval</a>	05-Nov-2007
	<a href="#">Internal Requisition 835449 reminder notification</a>	05-Nov-2007
	<a href="#">Internal Requisition 835450 reminder notification</a>	05-Nov-2007

After clicking on "Full List", this screen is shown.

1. To close notifications that do not require an action, check the desired notification and click on "Close".
2. To close all, click on "Select All" and click on "Close".
3. For notifications that require an action, place a check in the appropriate box(s) or click on "Select All" if all need an action and then click on "Open" to view information about the notification.
4. Then take the appropriate action.

Select	From	Subject	Due
<input type="checkbox"/>	Kadaba, Meera R	<a href="#">Purchase Requisition 835511 for Kadaba, Meera R (3.40 USD) for Staples Business Advantage requires your approval</a>	
<input type="checkbox"/>	Kadaba, Meera R	<a href="#">Purchase Requisition 835510 for Kadaba, Meera R (2.00 USD) for IPO, NJAES Research Greenhouse requires your approval</a>	
<input checked="" type="checkbox"/>	Kadaba, Meera R	<a href="#">Purchase Requisition 835509 (QO#906770) for Kadaba, Meera R (500.00 USD) for Xerographic Copy Ctr requires your approval</a>	
<input type="checkbox"/>		<a href="#">Internal Requisition 835449 reminder notification</a>	
<input type="checkbox"/>		<a href="#">Internal Requisition 835450 reminder notification</a>	
<input type="checkbox"/>		<a href="#">Internal Requisition 835442 reminder notification</a>	
<input type="checkbox"/>		<a href="#">Blanket Release 810077, 6 requires your approval.</a>	
<input type="checkbox"/>		<a href="#">Release - 810077, 6 created.</a>	

TIP Vacation Rules - Redirect or auto-respond to notifications.

**Preparer Notification** - If you are a preparer selected all notifications and clicked on "Open", the first notification opens like this or the screen shot below depending on the type of notification. To view the next notification after taking action if needed, on this one, put a check in the box shown to the left. Then click on "OK". The next notification will be shown. When finished click on "Return to Worklist".

ORACLE E-Business Suite Home Logout Help

Oracle Applications Home Page > Worklist >

**Information**

This notification does not require a response.

**Standard Purchase Order 906719 for Staples Business Advantage has been approved** OK Delegate

From Pfeifer, Creighton I  
 To Schmidt, Gail  
 Sent 17-Oct-2007 15:43:05  
 ID 4319457  
 Standard Purchase Order 906719 has been approved.

Standard Purchase Order 906719 Amount USD 10104.75; Tax: USD 0.00.  
 Description:

Preparer: Barr, Helen

Note:

**Purchase Order Lines**

Line	Item Number	Rev.	Item Description	UOM	Quantity	Unit Price	Line Amount
1			HON 3300 Series Allure" Executive High-Back Chair, Blue Chip, Seat: 22"W x 19"D, Back: 22"W x 31"H	Each	25	404.19	10104.7

**Approval Sequence**

Sequence	Who	Action	Date	Note
3	Pfeifer, Creighton I	Approve	17-OCT-2007	
2	Pfeifer, Creighton I	Reserve	17-OCT-2007	
1	Barr, Helen	Forward	17-OCT-2007	
0	Barr, Helen	Submit	17-OCT-2007	

References

[Open Document](#)

[Return to Worklist](#) OK Delegate

Display next notification after my response

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Oracle Applications Home Page > Worklist >

**Information**

This notification does not require a response.

**Purchase Requisition 835381 for Staples Business Advantage has been approved** OK Delegate

From Kaiser, Mathias  
 To Schmidt, Gail  
 Sent 17-Oct-2007 15:38:45  
 ID 4319455

Description HON 3300 Series Allure" Executive High-Back Chair, Blue Chip, Seat: 22"W x 19"D, Back: 22"W x 31"H  
 Requisition Total 10104.75 USD  
 Estimated Tax 0.00 USD

**Requisition Lines**

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)
1	HON 3300 Series Allure" Executive High-Back Chair, Blue Chip, Seat: 22"W x 19"D, Back: 22"W x 31"H	Staples Business Advantage	10483	Each	25	404.19	10104.75

**Approval Sequence**

Num	Name	Action	Action Date	Note
1	Schmidt, Gail	Submitted	17-Oct-2007 15:38:03	
2	Schmidt, Gail	Reserved	17-Oct-2007 15:38:03	
3	Schmidt, Gail	Forwarded	17-Oct-2007 15:38:03	
4	Kaiser, Mathias	Approved	17-Oct-2007 15:38:45	

[Return to Worklist](#) OK Delegate

Display next notification after my response

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## Approver Notification Page

On this screen an Approver can select any of the choices shown at the top, or under “Related Applications”. To Edit anything in the Requisition click on “Edit Requisition”, make a change there or then click on “Approver Checkout”, then “Edit Lines”. Select the line and click on the “Update” button. When finished click on “Return” twice and next to complete.

View Requisition Details will show all information about the requisition.

The screenshot shows the Oracle E-Business Suite interface. At the top, it says "ORACLE E-Business Suite" and "Home Logout Preferences Help". Below that, it says "Worklist >" and "Purchase Requisition 835511 for Kadaba, Meera R (3.40 USD) for Staples Business Advantage requires your approval". There are buttons for "Approve", "Approve And Forward", "Forward", "Reject", and "Delegate".

From: Kadaba, Meera R  
 To: Pfeifer, Creighton I  
 Sent: 05-Nov-2007 14:44:13  
 ID: 4321253

Description: Avery Business Card Pages, 100-Card Capacity, Tabbed  
 Requisition Total: 3.40 USD  
 Estimated Tax: 0.00 USD  
 Attachments: exceldoc.xls, worddoc.doc

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)
1	Avery Business Card Pages, 100-Card Capacity, Tabbed	Staples Business Advantage	10529	Pack	2	1.7	3.40

**Approval Sequence**

Num	Name	Action	Action Date	Note
1	Kadaba, Meera R	Submitted	05-Nov-2007 14:44:13	
2	Kadaba, Meera R	Reserved	05-Nov-2007 14:44:13	
3	Kadaba, Meera R	Forwarded	05-Nov-2007 14:44:13	
4	Pfeifer, Creighton I	Pending		

**Related Applications**

- Edit Requisition
- View Requisition Details
- Open Document

**Response**

Forward To: All Employees and Users

Note: [Text area]

Return to Worklist  
 Display next notification after my response

Buttons: Approve, Approve And Forward, Forward, Reject, Delegate

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This function only available to Purchasing.

To view the next notification after taking action on this one, put a check in the box shown to the left.

The screenshot shows the Oracle Workflow Notifications page. It has a header "ORACLE Workflow" and "Home Logout Help".

Select one or more notifications from the list and Open or Reassign them using the appropriate buttons. You may also click on the notification subject to open a particular notification.

View: Open Notifications [Go]

Select: All Notifications, FYI Notifications, Notifications From Me

Select	To Do Notifications	Sent	Type	Due
<input type="checkbox"/>	Center requires approval	10-Aug-2005	Requisitions	
<input type="checkbox"/>	Request 1556829 (RUPO One Time Address Usage Audit Report) has completed with status Normal	10-Aug-2005	Concurrent Manager Message	
<input type="checkbox"/>	Request 1556157 (RUPO Suppliers Without Email Address/Fax Number) has completed with status Normal	10-Aug-2005	Concurrent Manager Message	
<input type="checkbox"/>	Request 1556156 (RUPO Potential Backward PO Report) has completed with status Normal	10-Aug-2005	Concurrent Manager Message	
<input type="checkbox"/>	Request 1556159 (RUPO Unable to Reserve POs) has completed with status Normal	10-Aug-2005	Concurrent Manager Message	
<input type="checkbox"/>	Request 1556179 (RUPO Shipment Lines Match Level) has completed with status Normal			
<input type="checkbox"/>	Request 1556317 (RUPO Report of Requisition Prepa) has completed with status Normal			

Routing Rules  
 TIP: Use Routing Rules to redirect or auto-respond to notifications

Home

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To view other notification options available, click on the down arrow. Then select desired option and click on “Go”.

If you selected all notifications and clicked on “Open”, the first notification opens like this. To view the next notification after taking action on this one, put a check in the box shown to the left.