



iProc receipting by email: Request information

iProc Requisitioner | Oracle Financials

This guide is intended to show iProc Requisitioners how to request information regarding the goods/services on the purchase order by email.

If you have been billed for goods/services relating to this notification for which you raised the requisition but the goods were to be delivered to another part of the University of Manchester, you need to confirm that they have actually arrived by contacting the relevant person.

To request information by email regarding a receipt you will need to:

1. Open the **email notification** you have received regarding the receipt and click **Reply**.
2. Click **Request Information** at the bottom of the email. An e-mail will be generated allowing you to contact the relevant person within the University of Manchester.
3. You can send your request for further information to any Oracle user by typing their **user id** into the area highlighted between the two quotation marks where the email says **Request information from**.
4. You can then enter your request for further information to any Oracle user by typing your request between the two quotation marks where the email says **Question**. Eg *Please can you confirm if the goods have been delivered to you?*
Do not amend any of the other contents of the e-mail.
5. Click **Send**. The e-mail will now be directed to the Oracle User. Await the response and then decide how to action the notification.