



This guide is intended to show iProc Requisitioners how to create receipts in full by email for their requisitions that have been raised in the iProcurement (iProc) part of the Oracle Financials system.

If an invoice has been received and processed by Central Accounts Payable and no receipt has been generated against the purchase order for the goods/services you will receive notification within iProc and by e-mail requesting you to review and receipt the purchase order. You will be able to action the request by logging into Oracle to complete the receipting (refer to the [iProc receipting: Create a receipt](#) guide) or by responding to the e-mail itself.

Please note that if you disregard the Oracle Financials Month End notifications and try to receipt either via iProc or the e-mail the transaction may fail. You will receive a subsequent notification asking you to receipt the same transaction again.

To create a receipt by email for the entire requisition you will need to:

1. Open the **email notification** you have received regarding the receipt and click **Reply**.
2. Review the details contained in the email. If the invoice has been scanned, the **Voucher Number** (the Oracle generated invoice number) will appear as a link and you will be able to view a copy of the invoice. Before taking any action, review the invoice to ensure that the amount billed is correct. If not, contact the supplier to arrange re-invoicing for the correct amount. **Do not action an incorrect invoice through this e-mail.**
3. Clicking the link within the **To** field within the email content will generate an Outlook e-mail which you will be able to send to the person listed.
4. If you wish to complete the receipting within iProc click **Go to Receiving**. Login to Oracle Financials and complete the receipt as per the steps in the [iProc receipting: Create a receipt](#) guide.
5. If you wish to action this notification from the e-mail itself, click **Receive in Full** if you have received all the goods/services on the purchase order, click. This will send a workflow request and the entire purchase order will be receipted. An e-mail will be generated confirming that the purchase order may be receipted in full. **Do not amend any of the other contents of the e-mail.**

You must never use this option when receipting a call off order as it will receipt the full value of the order and any subsequent invoices will be paid without the requirement for checking/controlling the payments.

6. Click **Send**. The e-mail will now direct the receipt back into the Oracle workflow. The receipt may be viewed via Oracle Financials.