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Notifications

iProc Requisitioner **|** Oracle Financials

This guide is intended to show iProc Requisitioners how to monitor notifications for their requisitions in the iProcurement (iProc) part of the Oracle Financials system.

Notifications provide information about your requisitions, such as, when a requisition has been approved, or rejected by the Approver, or the Approver has requested more information. They can also tell you when the requisition has been converted into a purchase order.

Unfortunately, when a request for more information is sent by the Approver you do not receive notice of this. The only way you will know is by daily monitoring of your requisitions. One way this can be done is through the *Notifications* link in iProc.

To see notifications you will need to:

1. Click the **Requisitions** tab from within iProc. A list of requisitions that you have created will be displayed.

2. Click **Notifications** which can be found in the links below the *Requisitions* tab.

3. Notifications about your requisitions are listed here. For example:
    - A requisition has been approved
    - An approved requisition has been converted into a purchase order
    - The Approver has requested more information

4. To see further information, click on the notification **Subject**. From here you can see any **Notes** that have been added to the requisition by yourself and the Approver.

5. If you wish to add a reply to the Approver, you can enter a **Response** at the bottom of the screen and then click **Submit**. Note that this isn't a way of re-submitting the requisition. The response field sends an internal note between the Requisitioner and the Approver.

6. If you need to change the requisition based on your conversation with the Approver, refer to the notes in the *Change the Activity code*; *Change the Project code*; *Edit a requisition line* guides, depending on the change you need to make to the requisition.

7. Once a notification has been reviewed it is removed from the list. Daily monitoring and review of this list will keep it to the minimum.