Listed below is the indications of what will generate an email to a Requestor and Approver

Emails Notifications:

Requestors’

- When a PO is created, the system will generate an email.
- PR-Purchase Requisitions is rejected or returned, even a line item.
- When the PO is sent to the Supplier.
- When the PO is rejected.

Approvers’

- Pending PR- Purchase Requisitions pending approvals.
- PR- When a Purchase Requisitions is created.
- PR- When a Purchase Requisition is rejected even if it’s a line item.
- When an approver assigns a substitute, the substitute will get an email.
- Approver has the option to opt out if they choose not to receive these emails.

Please contact Denice Ferguson at ext 2097 if you have questions.