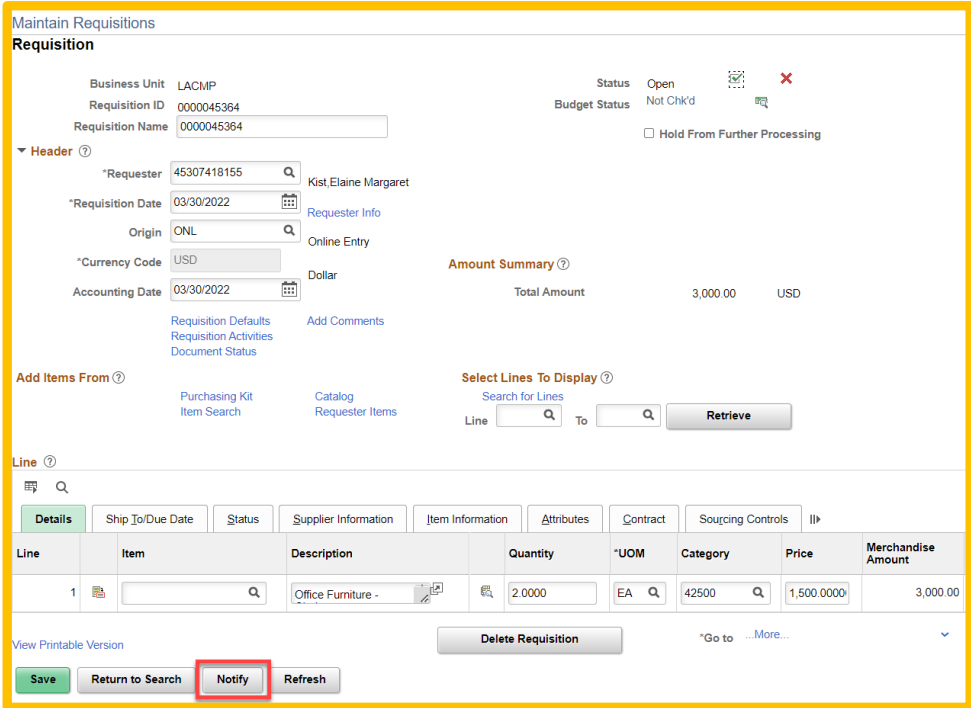
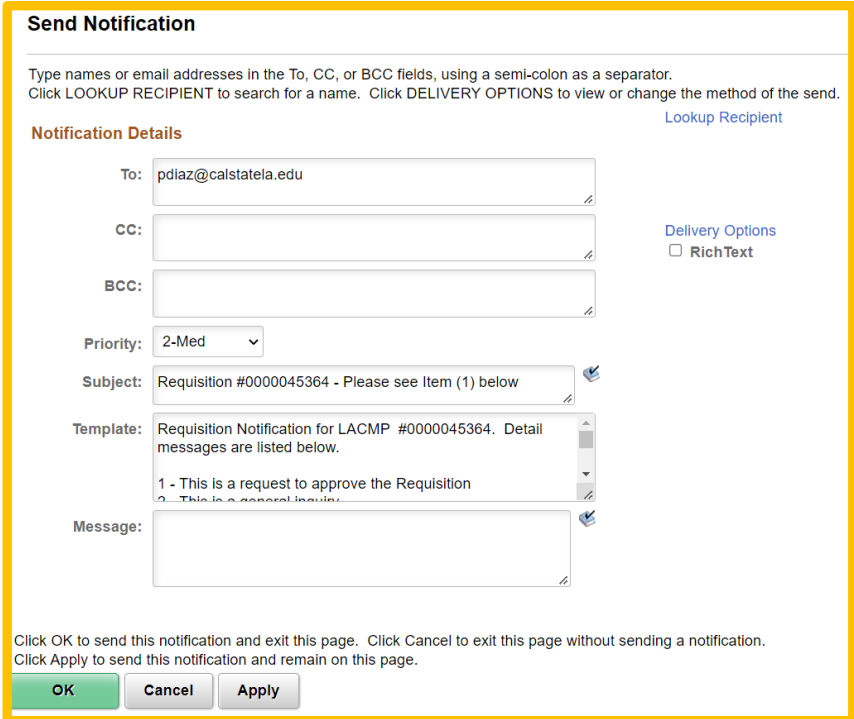


Requestor Notifies Approver to Approve Req

The “Notify” button is used to generate a system message from the Requestor to the Approver letting them know that the Requisition is ready for their approval.

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| <p>From the Requisition Main Page, select the Notify Button.</p> |  <p>The screenshot shows the 'Maintain Requisitions' interface. At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Notify' button is highlighted with a red rectangular box. Other visible elements include the requisition details (Business Unit: LACMP, Requisition ID: 0000045364), a table with one line item (Office Furniture - 2,000 units), and various navigation and action links.</p> |
| <p>The Send Notification Page will display.</p> |  <p>The screenshot shows the 'Send Notification' page. It includes a 'Notification Details' section with the following fields: <ul style="list-style-type: none"> To: pdiaz@calstatela.edu CC: (empty) BCC: (empty) Priority: 2-Med Subject: Requisition #0000045364 - Please see Item (1) below Template: Requisition Notification for LACMP #0000045364. Detail messages are listed below. Message: 1 - This is a request to approve the Requisition There are also links for 'Lookup Recipient' and 'Delivery Options' (with a 'RichText' checkbox). At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons. </p> |

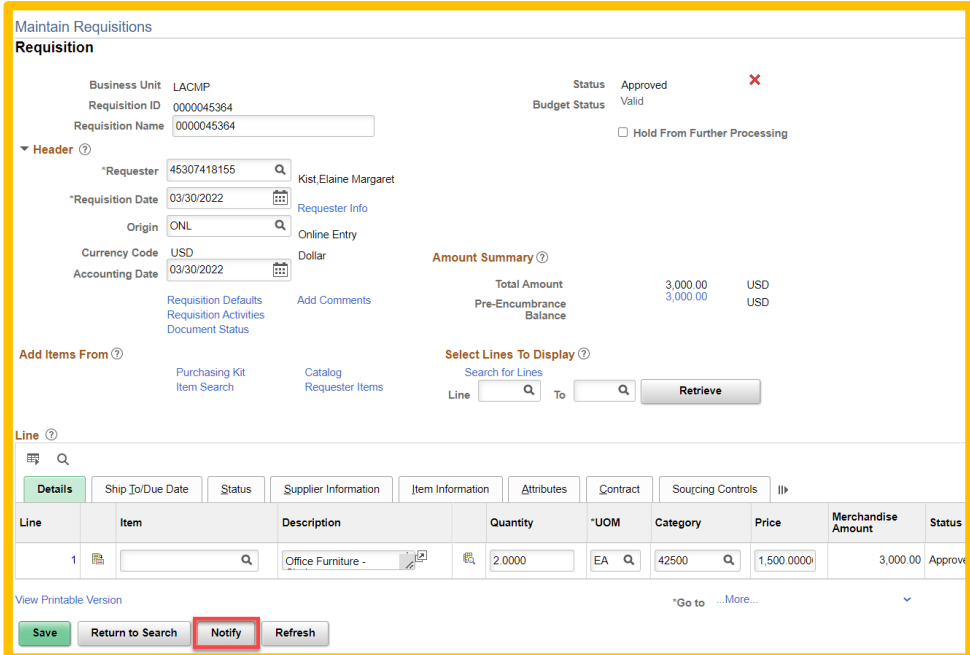
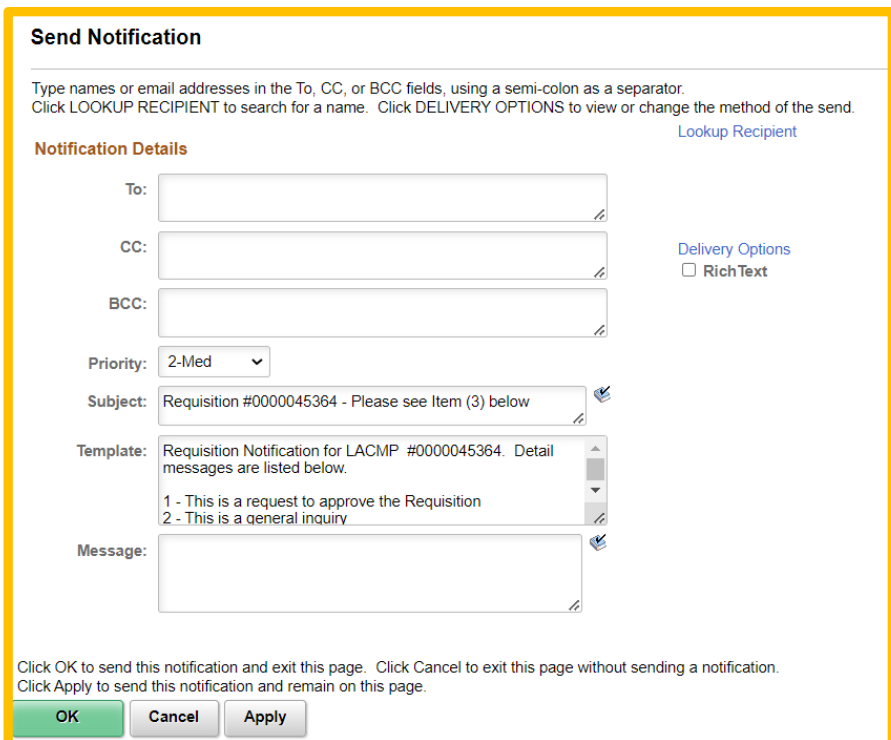


| Processing Steps / Field Name | Screenshot / Description |
|--------------------------------------|--|
| To | Use the “Lookup Recipient” option to look up by last name,first name (the recipient must have PeopleSoft access to view the requisition). If recipient does not automatically populate, <u>you must manually enter in the email address.</u> |
| CC | Use the “Lookup Recipient” option to look up by last name,first name. If recipient does not automatically populate, <u>you must manually enter in the email address.</u> |
| BCC | Use the “Lookup Recipient” option to look up by last name,first name. If recipient does not automatically populate, <u>you must manually enter in the email address.</u> Note: you may choose to insert your own email address for a record of when you send the message. |
| Priority | Select the priority of the message. Defaults to “2-Med”. |
| Subject | Subject is auto generated and should only be changed if the number is not accurate. Defaults to “1” which is a request to approve the requisition (reference template of message for all options available). |
| Template | Non-editable field. |
| Message | This is a free form field where you can type a description. If the purpose of the notify button is a change request, explain the details of the change request in the message box. |



Approver Notifies Requestor Req has been Approved

The "Notify" button is used to generate a system message from the Approver to the Requestor letting them know that the Requisition has been approved.

| Processing Steps / Field Name | Screenshot / Description |
|---|---|
| <p>From the Requisition Main Page, select the Notify Button.</p> |  <p>The screenshot shows the 'Maintain Requisitions' interface. At the top, the status is 'Approved' with a red 'X' icon. Below the header section, there are several tabs: 'Details', 'Ship To/Due Date', 'Status', 'Supplier Information', 'Item Information', 'Attributes', 'Contract', and 'Sourcing Controls'. The 'Details' tab is selected. A table below shows one line item with a quantity of 2,000 and a price of 1,500.00. At the bottom of the page, the 'Notify' button is highlighted with a red box.</p> |
| <p>The Send Notification Page will display.</p> |  <p>The screenshot shows the 'Send Notification' page. It includes fields for 'To:', 'CC:', and 'BCC:'. The 'Priority' is set to '2-Med'. The 'Subject' is 'Requisition #0000045364 - Please see Item (3) below'. The 'Template' is 'Requisition Notification for LACMP #0000045364. Detail messages are listed below.' The 'Message' field is empty. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.</p> |