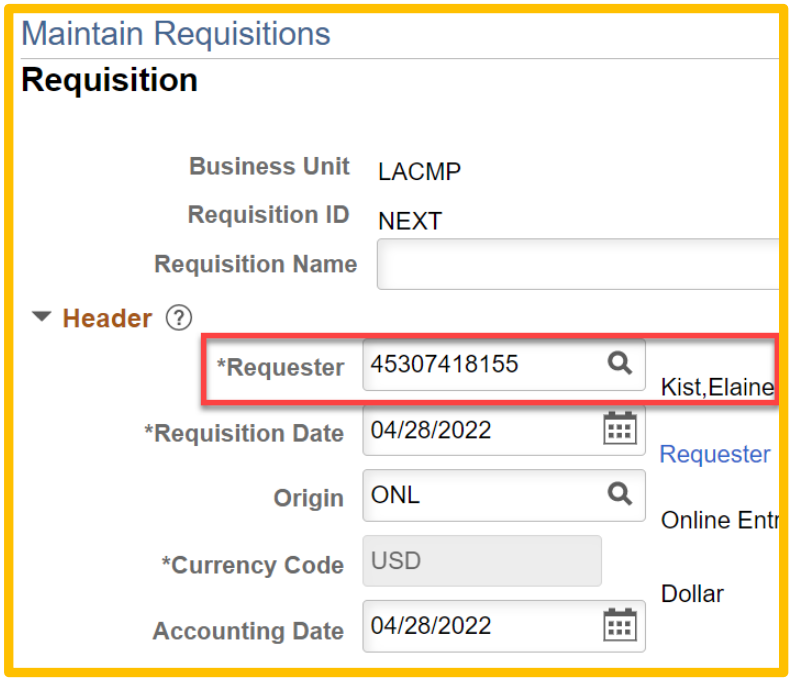
REQUISITION TO CHECK NOTIFICATION

For Requisitions

Requisition to Check End User Notification allows Requesters to know their status of their Requisition as it moves throughout the Procure to Pay lifecycle. An email message from Purchasing@calstatela.edu to the Requester will be sent when:

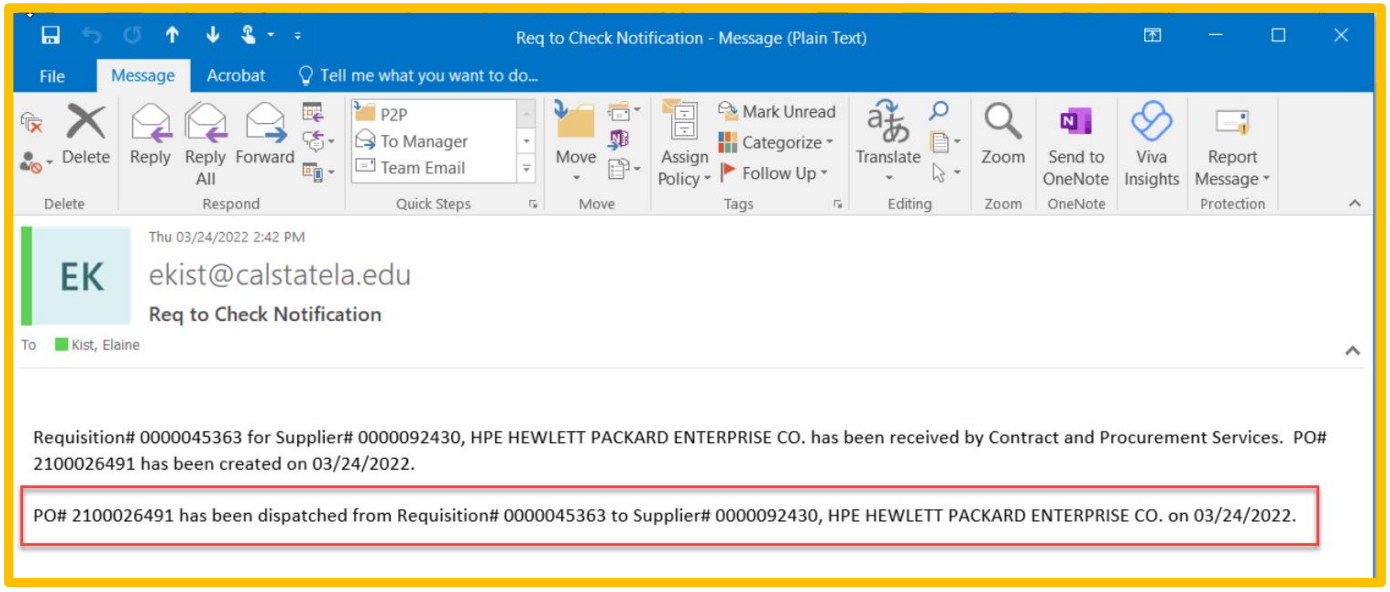
- Requisition has been sourced to a Purchase Order **and** the Purchase Order has been Dispatched
- A Change Order is issued against the Purchase Order **and** is Dispatched
- Items have been Received against the Purchase Order
- A Voucher Payment has been made against the Purchase Order

Who receives the emails? Requestors identified on the requisition.

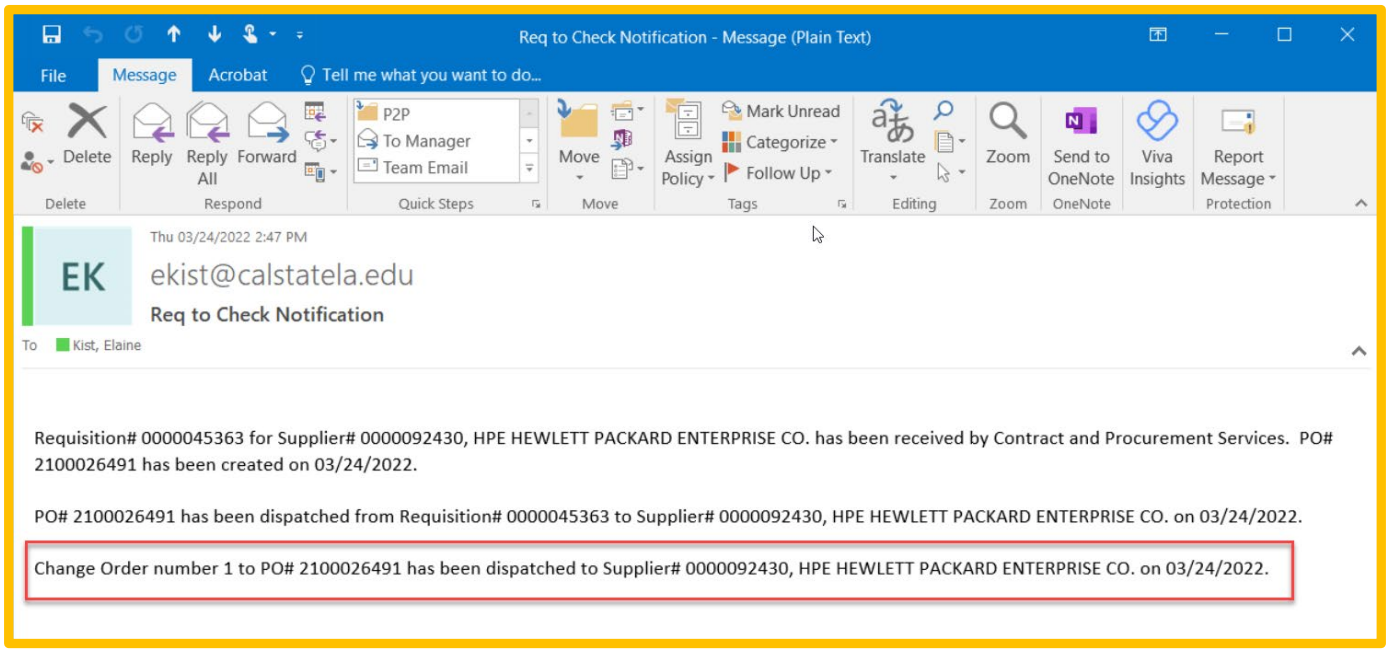


Sample Email Notifications

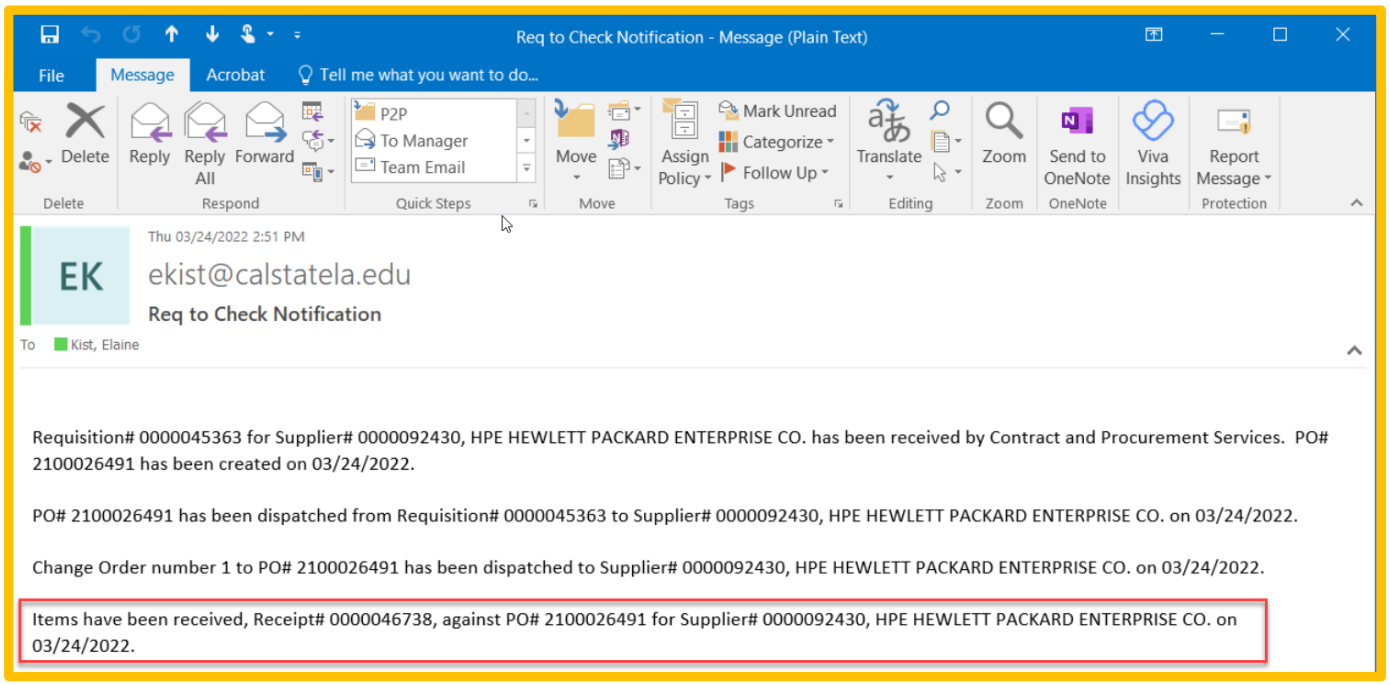
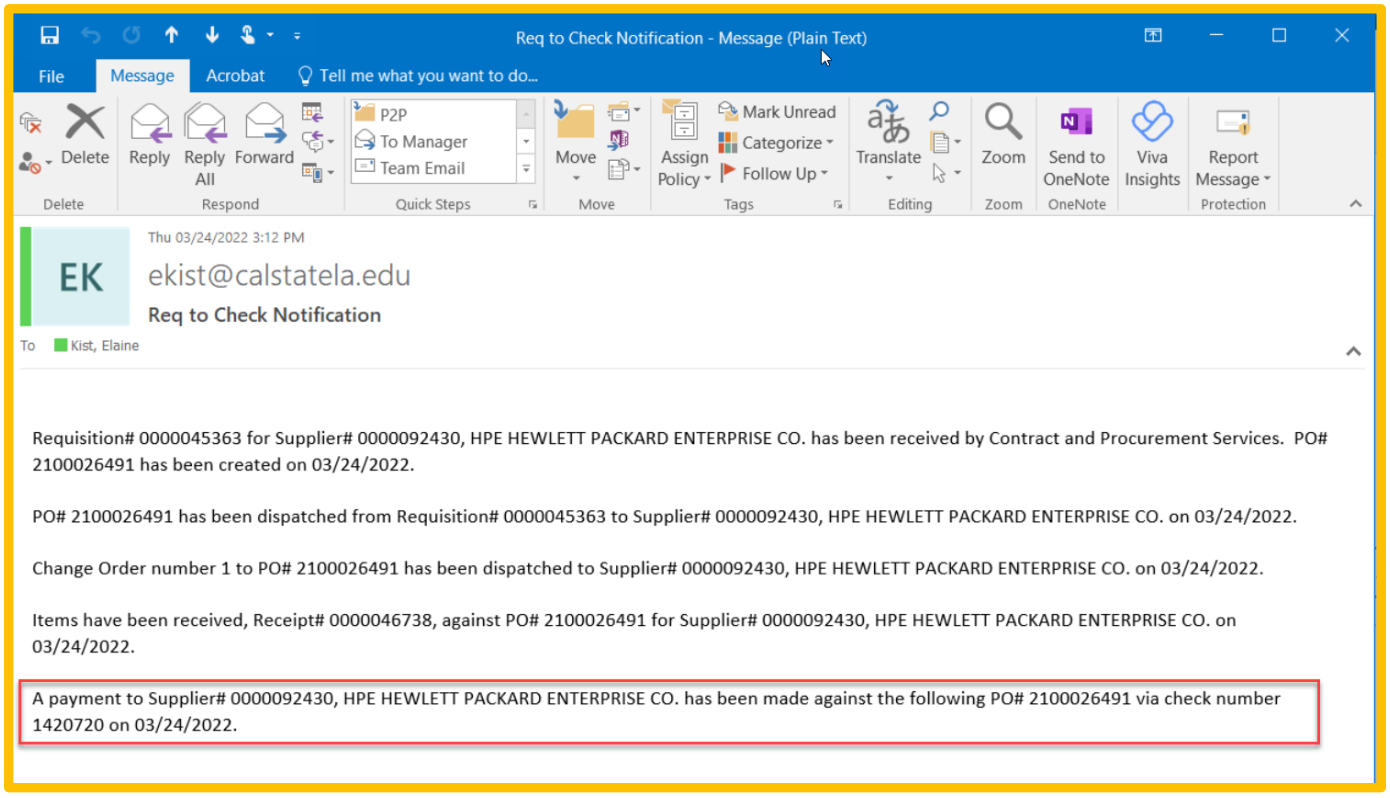
The Purchase Order is Dispatched



A Change Order is issued against the Purchase Order and is Dispatched



Items Received against the Purchase Order



A Voucher Payment is made against the Purchase Order