

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.

[Maintain Requisitions](#)

Requisition

Business Unit LACMP

Requisition ID NEXT

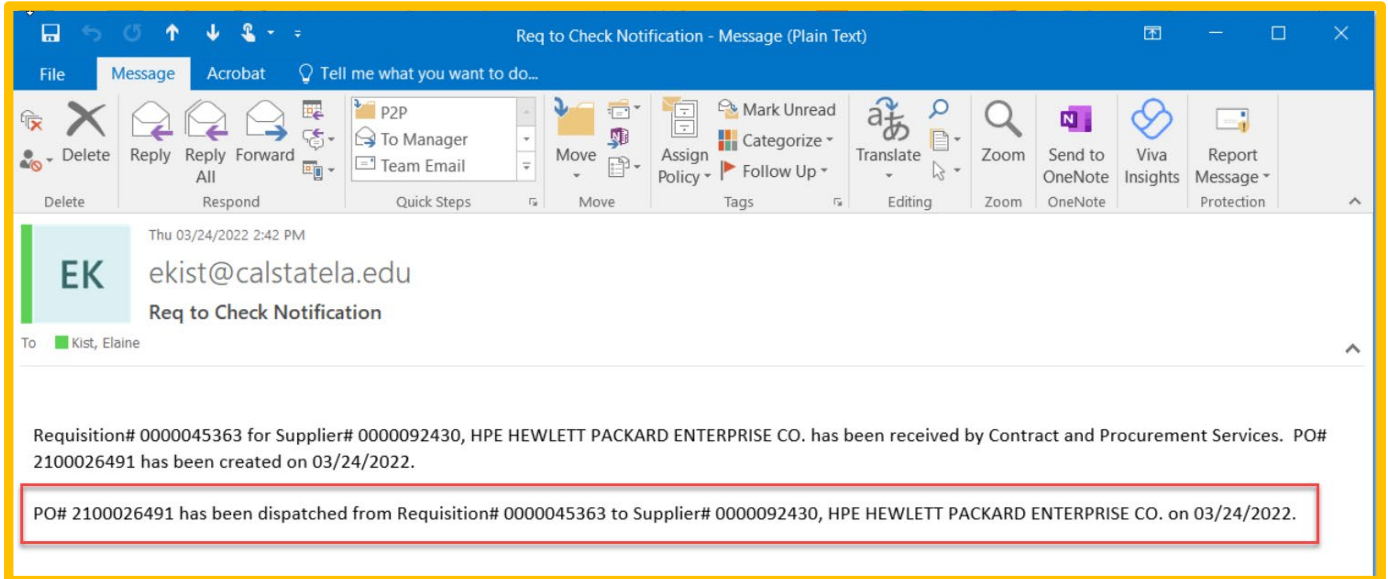
Requisition Name

▼ **Header** ?

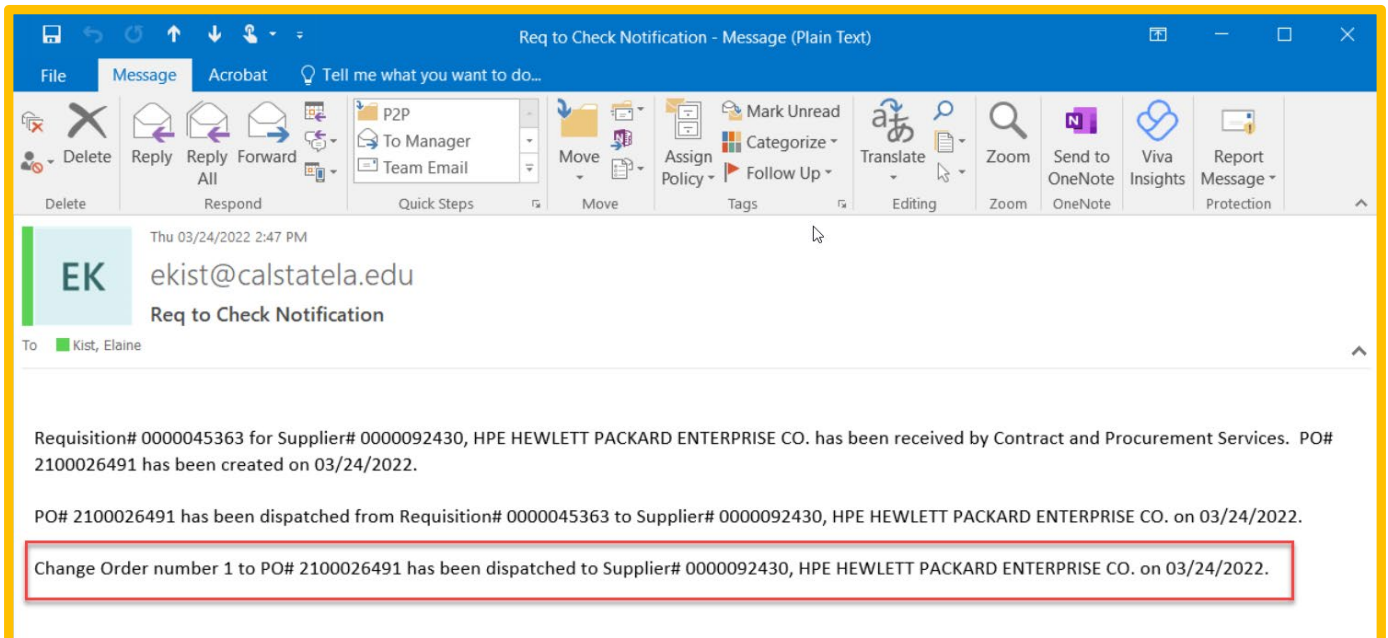
*Requester	<input type="text" value="45307418155"/>	<input type="button" value="Q"/>	Kist,Elaine
*Requisition Date	<input type="text" value="04/28/2022"/>	<input type="button" value="Calendar"/>	Requester
Origin	<input type="text" value="ONL"/>	<input type="button" value="Q"/>	Online Entr
*Currency Code	<input type="text" value="USD"/>		Dollar
Accounting Date	<input type="text" value="04/28/2022"/>	<input type="button" value="Calendar"/>	

Sample Email Notifications

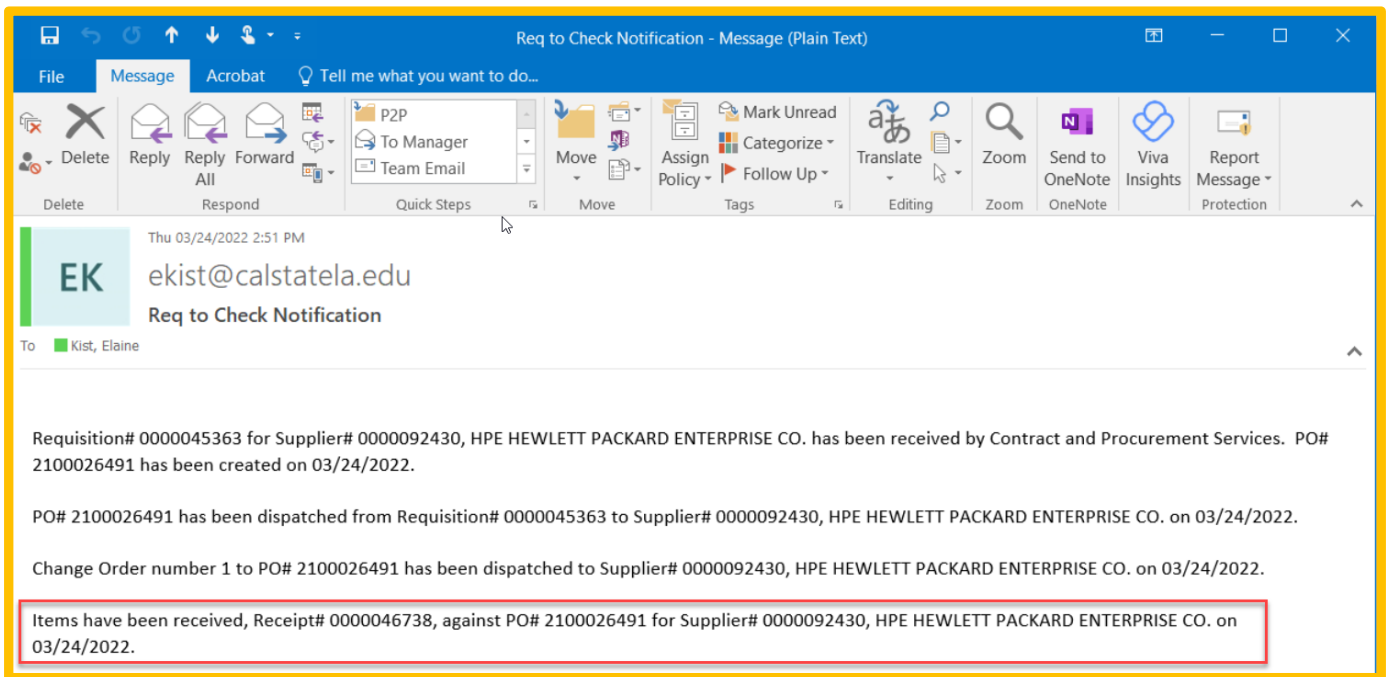
The Purchase Order is Dispatched



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



Items Received against the Purchase Order



Req to Check Notification - Message (Plain Text)

File Message Acrobat Tell me what you want to do...

Delete Reply Reply Forward All Quick Steps Move Assign Policy Categorize Follow Up Mark Unread Translate Zoom Send to OneNote Viva Insights Report Message Protection

Thu 03/24/2022 2:51 PM

EK ekist@calstatela.edu
Req to Check Notification

To Kist, Elaine

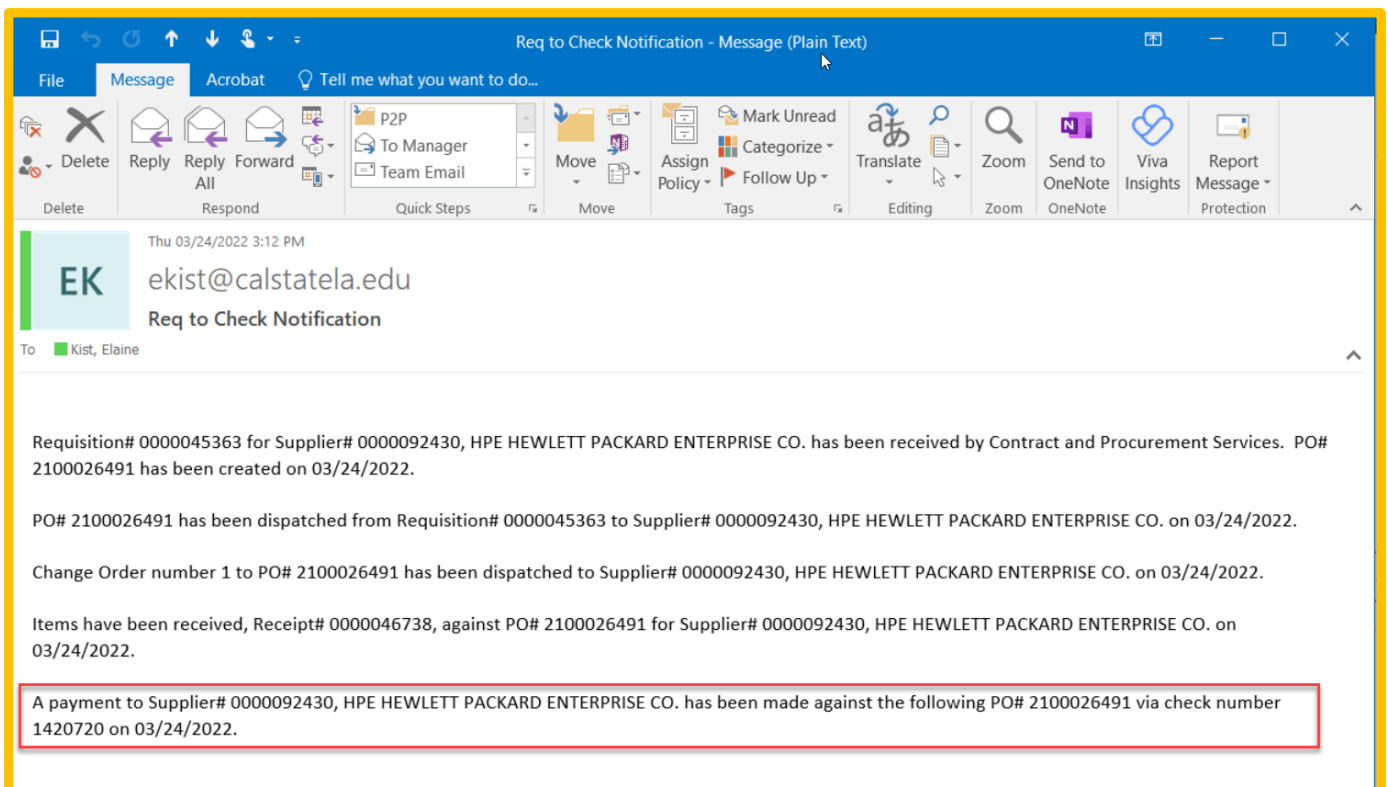
Requisition# 0000045363 for Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. has been received by Contract and Procurement Services. PO# 2100026491 has been created on 03/24/2022.

PO# 2100026491 has been dispatched from Requisition# 0000045363 to Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. on 03/24/2022.

Change Order number 1 to PO# 2100026491 has been dispatched to Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. on 03/24/2022.

Items have been received, Receipt# 0000046738, against PO# 2100026491 for Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. on 03/24/2022.

A Voucher Payment is made against the Purchase Order



Req to Check Notification - Message (Plain Text)

File Message Acrobat Tell me what you want to do...

Delete Reply Reply Forward All Quick Steps Move Assign Policy Categorize Follow Up Mark Unread Translate Zoom Send to OneNote Viva Insights Report Message Protection

Thu 03/24/2022 3:12 PM

EK ekist@calstatela.edu
Req to Check Notification

To Kist, Elaine

Requisition# 0000045363 for Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. has been received by Contract and Procurement Services. PO# 2100026491 has been created on 03/24/2022.

PO# 2100026491 has been dispatched from Requisition# 0000045363 to Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. on 03/24/2022.

Change Order number 1 to PO# 2100026491 has been dispatched to Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. on 03/24/2022.

Items have been received, Receipt# 0000046738, against PO# 2100026491 for Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. on 03/24/2022.

A payment to Supplier# 0000092430, HPE HEWLETT PACKARD ENTERPRISE CO. has been made against the following PO# 2100026491 via check number 1420720 on 03/24/2022.