



## E-mail Notifications

### REQUESTOR E-Mails

#### Notification to Requestor of Requisition Submitted -

Immediately after a requestor has placed an order, SupplierConnect checks Banner for available funds. The next step in the workflow is to check Banner for the individual that will review the order. In the user profile setups, users indicate when email notifications will be sent. Below is an example of the e-mail the requestor receives in GroupWise following placing the order.

Re: **REQUISITION SUBMITTED** FOR APPROVAL #: 343607

Dear John Cooker,

Your requisition has been submitted to your organization's workflow process for review. Please use "My Requisitions" to track the status of your requisition through the workflow process. You can access this requisition directly by selecting the URL below.

[https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=343607&AuthUser=583943&NavLevel1=Nav\\_OrdersHistory&NavLevel2=Nav\\_OrderHistoryMyRequisitions&tmstmp=1257168347700](https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=343607&AuthUser=583943&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderHistoryMyRequisitions&tmstmp=1257168347700)

#### Notification to Requestor of an order rejection due to non-sufficient funds in a budget line -

In this example the requestor placed the order and immediately Banner checked the budget for available funds. Since there were insufficient funds for this order, the order was canceled and an e-mail sent back to the requestor.

Re: **LINE ITEM(S) REJECTED** FOR REQUISITION # 343276

Dear John Cooker

All line items in the requisition listed above have been rejected. You can review the details of this requisition online by using "My Requisitions", or by selecting the URL below.

[https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=343276&AuthUser=583943&NavLevel1=Nav\\_OrdersHistory&NavLevel2=Nav\\_OrderHistoryMyRequisition&tmstmp=1256911406562](https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=343276&AuthUser=583943&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderHistoryMyRequisition&tmstmp=1256911406562)

The following notes were attached to this requisition during the workflow process:

- Item 1, Sequence 2: Insufficient budget for item 1, sequence 2, suspending transaction
- Item 2, Sequence 2: Insufficient budget for item 2, sequence 2, suspending transaction
- Item 3, Sequence 2: Insufficient budget for item 2, sequence 2, suspending transaction

**Notification to Requestor that the Order has been successful through the Budget checking workflow step -**

Re: WORKFLOW ROUTING **COMPLETED** FOR REQUISITION #340262

Dear John Cooker

The requisition listed above has completed workflow routing. Purchase Order(s) will be generated from this requisition. You can update and track the status of purchase orders on line by using “My Orders” or by selecting the URL below.

[https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=340262&AuthUser=583943&NavLevel1=Nav\\_OrderHistory&NavLevel2=Nav\\_OrderHistoryMyRequisitions&tmstmp=1257886752208](https://usertest.sciquest.com/apps/Router/ReqSummary?ReqId=340262&AuthUser=583943&NavLevel1=Nav_OrderHistory&NavLevel2=Nav_OrderHistoryMyRequisitions&tmstmp=1257886752208)

**Notification to Requestor that the Order was Approved and a Banner Purchase Order created -**

Re: WORKFLOW ROUTING COMPLETED FOR PURCHASE ORDER# P1000339

Dear John Cooker

The purchase order listed above has completed workflow routing. You can update and track the status of purchase orders on-line by using “MyOrders”, or by selecting the URL below.

<https://usertest.sciquest.com/apps/Router/POStatus?pold=1037943&AuthUser=583943&tmstmp=1258563973582>

**APPROVER’S E-Mail**

**Notification to Approver of a Pending Requisition Needing Review for Approval/Rejection**

Notifications of a needed approval will be sent via SupplierConnect to an approver’s GroupWise mailbox. Receiving this notification means that a requisition requires the action of approval, rejection or modification. You may approve or reject individual line items. A URL is provided to link the approver with the screen to review the requisition.

**Example E-mail** to the approver that a requisition is pending review and approval.

Re: **YOUR APPROVAL IS PENDING** REQUISITION # 343607

Folder: Organization: C31006 (Purchasing): (1.00- \*) USD

Dear John Cooker

The requisition listed above has been submitted for your approval and is located in the folder listed. If the folder is a shared folder, the requisition must first be assigned to your personal folder before approving. The requisition can be accessed for review in “My Approvals” or by selecting the URL below.

<https://usertest.sciquest.com/apps/Router/ReqApprovalFolders?AuthUser=583943&tmstmp=1257168372157>