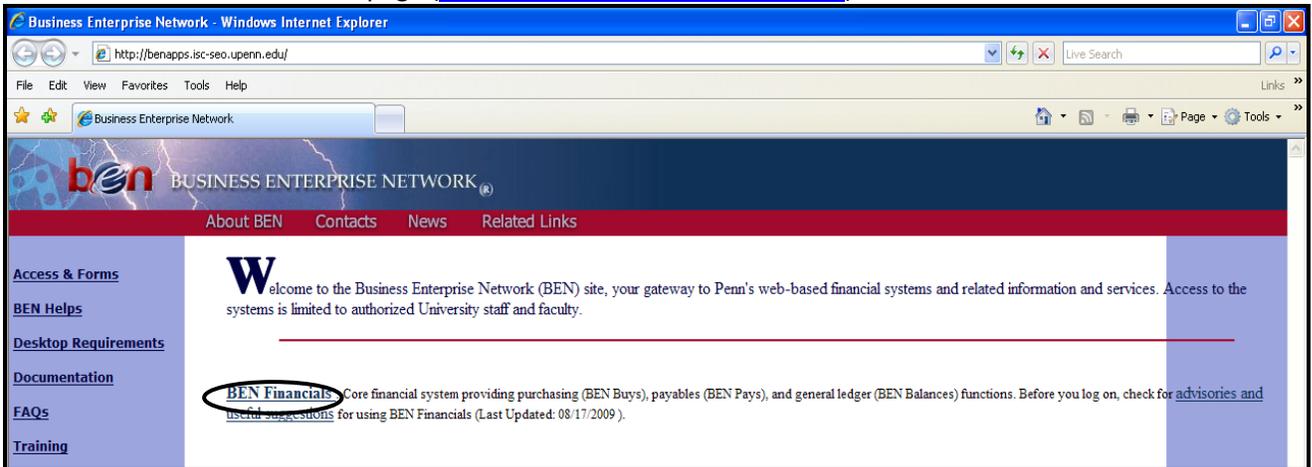


# REQUISITION/ PURCHASE ORDER EMAIL NOTIFICATIONS

BEN Financials users responsible for Requisition and Purchase Order approval now have the option to receive the approval notifications via e-mail. All users will continue to receive these notifications in the BEN Financials Notifications homepage. However, users can change a Preference setting and additionally receive the notifications via e-mail. Making this change is recommended for users that do not regularly login to BEN Financials to check for new notifications. Below are the steps required for a user to take in order to turn the e-mail notifications on as well as a sample e-mail notification.

To turn on the e-mail notifications for requisition and purchase order approval:

1. Access the BEN Financials homepage (<http://benapps.isc-seo.upenn.edu>) and click the BEN Financials link.



2. Use your username and password then click the 'Login' button.



3. Click the 'User Preferences' link in the top right corner of the screen.



4. Update the Notifications Email Style to 'HTML mail with attachments' or 'Plain text mail with attachments' (whichever type of e-mail format you prefer) and click the 'Apply' button

**ben financials** E-Business Suite

Home Logout User Preferences Help

### General Preferences

Cancel Apply

#### Change Password

Old Password

New Password

Repeat Password

#### Start Page

Responsibility

Page

#### Notifications

Email Style: **HTML mail with attachments**

Notifications will be sent in your current default language, American English.

Cancel **Apply**

Home | Logout | User Preferences | Help

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After changing the Email Style to enable the notification e-mails the user will receive Requisition and Purchase Order notification emails. The e-mail will contain the following details:

1. E-mail is sent to the user's e-mail address that is populated in BEN Financials

Subject: Action Required: Requisition# 1296535 for USD 1,725.00 USD requires your approval. .

Attached: [Notification Detail.html \(707 B\)](#); [Notification References.html \(4,008 B\)](#)

**From:** Workflow Mailer [mailto:bounces7@admsystems.upenn.edu]  
**Sent:** Tuesday, April 20, 2010 11:07 AM  
**To:** Debbie Schmidt  
**Subject:** Action Required: Requisition# 1296535 for USD 1,725.00 USD requires your approval. .

From: BROWN, JANICE L 10128099  
 To: SCHMIDT, DEBBIE A 10010408  
 Sent: 19-APR-2010 15:37:16  
 ID: 2656704

#### Requisition Summary

Requisition Total	1,725.00 USD
Description	REQ/ PO EMAIL NOTIFICATIONS
Created By	BROWN, JANICE L 10128099
Justification	

#### Requisition Lines

Line	Item Description	Supplier	UOM	Quantity	Account Code Combination	Line Amount (USD)
1	REQ/ PO EMAIL NOTIFICATIONS	COMPUTER CONNECTION	US Dollar	1725	870-8721-1-000000-5223-0000-0000	1,725.00

[View Requisition Details](#)

#### Approval History

	Who	Action	Date	Note
1	BROWN, JANICE L 10128099	Submit	19-APR-2010	
2	BROWN, JANICE L 10128099	Forward	19-APR-2010	
3	SCHMIDT, DEBBIE A 10010408			

[Please click here to View the Notification Detail](#)

2. To take an action (*Approve, Reject, etc.*) on the requisition and/or purchase order from the email notification
  - Click on the "Notification Detail" attachment (located at the top of the notification)
  - OR**
  - Click on the "Please click here to View the Notification Detail" link (located at the bottom of the notification)

Subject: Action Required: Requisition# 1296535 for USD 1,725.00 USD requires your approval. .

Attached: [Notification Detail.html \(707 B\)](#) [Notification References.html \(1,008 B\)](#)

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Created By	BROWN, JANICE L 10128099
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[View Requisition Details](#)

**Approval History**

	Who	Action	Date	Note
1	BROWN, JANICE L 10128099	Submit	19-APR-2010	
2	BROWN, JANICE L 10128099	Forward	19-APR-2010	
3	SCHMIDT, DEBBIE A 10010408			

[Please click here to View the Notification Detail](#)

**NOTE:** If you are not logged into BEN Financials at the time you open the “Notification Details” attachment or click on the “Please click here to View the Notification Detail” link, you will be prompted to log in. Once you have logged in successfully, you will gain access to the “To-Do Notification” in BEN Financials.

- To “Edit Requisition or View Requisition Details” from the email notification
  - Click on the “Notification References” attachment (located at the top of the notification). It will open a screen which gives you the ability to “Update requisition -OR- View Requisition Details”
  - You also have the ability to “View Requisition Details” by clicking on the link within the notification

Subject: Action Required: Requisition# 1296535 for USD 1,725.00 USD requires your approval. .

Attached: [Notification Detail.html \(707 B\)](#) [Notification References.html \(1,008 B\)](#)

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**Requisition Summary**

Requisition Total	1,725.00 USD
Description	REQ/ PO EMAIL NOTIFICATIONS
Created By	BROWN, JANICE L 10128099
Justification	

**Requisition Lines**

Line	Item Description	Supplier	UOM	Quantity	Account Code Combination	Line Amount (USD)
1	REQ/ PO EMAIL NOTIFICATIONS	COMPUTER CONNECTION	US Dollar	1725	870-8721-1-000000-5223-0000-0000	1,725.00

[View Requisition Details](#)

**Approval History**

	Who	Action	Date	Note
1	BROWN, JANICE L 10128099	Submit	19-APR-2010	
2	BROWN, JANICE L 10128099	Forward	19-APR-2010	
3	SCHMIDT, DEBBIE A 10010408			

[Please click here to View the Notification Detail](#)

- After an approval action has been initiated for the Requisition or Purchase Order another e-mail is sent detailing the action that has been taken.

Subject: FYI: PO# 2317053 Revision# 0 has been approved

Message | Notification Detail.html (706 B)

From: BATAITIS, ROXANNE 10007614  
To: ISHMAEL, DAVID W. 87464004  
Sent: 17-MAR-2010 14:48:43  
ID: 2520329

PO# 2317053 Revision# 0 has been approved.

PO Amount: USD 1,200.00

Supplier: 170 SYSTEMS INC  
Supplier Site: BEDFORD-1

Description  
test for e-mail notification

Preparer: ISHMAEL, DAVID W. 87464004  
Note:

Supplier: 170 SYSTEMS INC

Requisition Number: 1233971

Document Lines

Line	Item Number	Item Description	UOM	Account Code Combination	Quantity	Unit Price	Amount
1		test for e-mail notification	Each	870-8721-1-000000-5249-7516-0000	12	100.00	1,200.00

Please note that after an action has been taken on the requisition or PO notification the e-mail can be deleted. However, deleting the notification e-mail will not also remove it from the user's Notifications page in BEN Financials.