

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 ٠
- A Voucher Payment has been made against the Purchase Order •

Who receives the emails?	Requestors	identified	on the	requisition.
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Maintain Requisitions										
Requisition										
В	Susiness Unit	LACMP								
R	equisition ID	NEXT								
Req	uisition Name									
▼ Header ?										
	*Requester	45307418155	۹	Kist,Elaine						
*Req	uisition Date	04/28/2022		Requester						
	Origin	ONL	Q	Online Entr						
*Cu	Origin rrency Code	ONL	Q							
	-		Q 	Online Entr Dollar						



Sample Email Notifications

The Purchase Order is Dispatched

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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.											

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

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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 Received against the Purchase Order

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EK	ekist Req to	4/2022 2:51 PM @calstatela Check Notifica												
To 📕 Kist, Ela	aine													^
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

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ि ► Delete Delete	Reply Forward All Respond Quick Steps	▼ Policy ► Follow Up ▼ ↓ S ▼	Com Send to OneNote OneNote Protection						
	Thu 03/24/2022 3:12 PM								
EK	ekist@calstatela.edu								
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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.									