Purchasing – Receiving Confirmation For purchase orders that require receipt confirmation.

Purpose:	Confirm a receipt.
How to Access:	Navigate to the corresponding email.
Helpful Hints:	 Be sure to keep in mind that Reference the appendix at the end of this document for instructions on confirming a receipt using the notification bell in Stratus. The ability to include comments and attachments is only available in the Receiving Module.
Procedure:	Complete the following steps to confirm a receipt:

1. Navigate to your inbox and open the corresponding email.

ଅ୬ଅ↑	↓ ~	Action Re	quired: Purchase Order	TOW0000054 Requires	Receipt Confirmation	- Messa	ge (HTML)	~	(7)	• -	- 0	×
File Message	Help 💡 Tell me	what you want to do										
Ro Delete Archive	Reply Reply Forward	Move to: ? Team Email Reply & Delete	→ Lucy Slaich ✓ Done 梦 Create New	∧ × Move × × ×	Mark Unread	Q In P In P	Av) Lav Read Immersive Aloud Reader	Translate	Q Zoom	Reply with Meeting Pol	Report Phish	
Delete	Respond	Qu	lick Ste	love	Tags 🖬	Editing	Immersive	Language	Zoom	FindTime	Report Ph	hish 🔨
Action Require	ed: Purchase Order	TOW0000054 Re	quires Receipt	Contirmation								
leffen S	utton <elbz-test.fa.send< td=""><td></td><td></td><td></td><td></td><td></td><th></th><td></td><td>(Repl</td><td>y All 🔶 I</td><td>orward</td><td></td></elbz-test.fa.send<>								(Repl	y All 🔶 I	orward	
JS To Sutton		er er work now. mail. as E.	cloud.oracle.com							Thu 6/	2/2022 10:	:41 AM
	s with how this message is display											
Click here to downloa	ad pictures. To help protect your p	rivacy, Outlook prevented auto	matic download of some p	pictures in this message.								
Access this task in the	Workspace Application or take	diract action using the links i	a this amplit									
	in Full Receive up to			e Request More	Info							
Purchase Ord	ler TOW0000054	Requires Receir	t Confirmation	n								
Details												
Assignee sutto	n											
Assigned Date 6/2	2/22 10:40 AM				15							
Expiration Date 6/1	17/22 10:40 AM											
Task Number 223	3275											
Information												
Purchase Ord	ler TOW0000054											
	ier Grainger											
Expected Receipt Da	to 6/7/22											

2. As you scroll down, you can see additional information about the transaction, including the purchase order number and amount, the supplier, the invoice number, and the amount invoiced.



Last Revised on 6/13/22

Purchasing – Receiving Confirmation

File Messa	age Help (want to do										
Delete Arc	thive Reply Reply		🕽 Team Email 🛛 🗸	 → Lucy Slaich ✓ Done ✓ Create New 	∧ → Move N	Mark Unread		Read Immersive Aloud Reader	Transla		Reply with Meeting Po	Report II Phish	
Delete	Re	spond	Quick St	teps	Move		Editing	Immersive	Langua	ge Zoom	FindTime	Report Phi	ish
Action Rec	quired: Purcha	se Order TOW	0000054 Requi	ires Receipt C	Confirmation								
Jeff	erv Sutton <elbz-t< td=""><td>est.fa.sender@work</td><td>cflow mail us2 clou</td><td>d oracle com></td><td></td><td></td><td></td><td></td><td>S Rep</td><td>y 🖔 Repl</td><td>ly All 🔶</td><td>Forward</td><td>••••</td></elbz-t<>	est.fa.sender@work	cflow mail us2 clou	d oracle com>					S Rep	y 🖔 Repl	ly All 🔶	Forward	••••
	Sutton, Jeffery										Thu 6	/2/2022 10:4	41 AM
i) If there are pro	oblems with how this me	ssage is displayed, click her	re to view it in a web brow	vser,									
		ssage is displayed, click her p protect your privacy, Outl			tures in this message.								
Click here to d	download pictures. To hel				tures in this message.								
Click here to d	download pictures. To hel	p protect your privacy, Out			tures in this message.								
Click here to d	lownload pictures. To hel ipt Date 6/7/22 Buyer Sutton, Jef	p protect your privacy, Out			tures in this message.								
Click here to d	lownload pictures. To hel ipt Date 6/7/22 Buyer Sutton, Jef	p protect your privacy, Out	look prevented automatic		tures in this message.								
Click here to d Expected Recei	iownload pictures. To hel ipt Date 6/7/22 Buyer Sutton, Jef Ceive	p protect your privacy, Out			tures in this message.	Amount		Require	s Receint	UOM Name		Price	- Cu
Click here to d Expected Recei	lownload pictures. To hel ipt Date 6/7/22 Buyer Sutton, Jef	p protect your privacy, Out	look prevented automatic		tures in this message.	Amount	Re	Require	s Receipt	UOM Name		Price	e Cur
Click here to d Expected Recei	iownload pictures. To hel ipt Date 6/7/22 Buyer Sutton, Jef Ceive	o protect your privacy, Outl	look prevented automatic	: download of some pic	Ordered	Invoiced	Re	ceived		UOM Name		Price	
Click here to d Expected Recei	lownload pictures. To hely lipt Date 6/7/22 Buyer Sutton, Jef CEIVE Description	o protect your privacy, Outl	look prevented automatic	: download of some pic			Re		s Receipt	UOM Name		Price	e Cur
Click here to d Expected Recei	lownload pictures. To helj lipt Date 6/7/22 Buyer Sutton, Jef Ceive Description	o protect your privacy, Outl	look prevented automatic	: download of some pic	Ordered	Invoiced	Re	ceived		UOM Name		Price	
	lownload pictures. To helj lipt Date 6/7/22 Buyer Sutton, Jef Ceive Description	o protect your privacy, Outl	look prevented automatic	: download of some pic	Ordered	Invoiced	Re	ceived		UOM Name		Price	
Click here to d Expected Recei	lownload pictures. To helj lipt Date 6/7/22 Buyer Sutton, Jef Ceive Description	o protect your privacy. Out	Quantity Invoiced	: download of some pic	Ordered	Invoiced	Re	ceived		UOM Name		Price	
Click here to d Expected Recei	lownload pictures. To helj lipt Date 6/7/22 Buyer Sutton, Jef Ceive Description	o protect your privacy, Outl	look prevented automatic	: download of some pic	Ordered 10	Invoiced	Re	ceived		UOM Name		Price	
Click here to d ixpected Recei- ines to Rec ine	iownload pictures. To hely ipt Date 6/7/22 Buyer Sutton, Jef Ceive Description Demo receipt via e-mail	a protect your privacy. Out	Quantity Invoiced	download of some pic	Ordered 10	Invoiced 10	Re	ceived		UOM Name		Price	

3. At the top of the email, the possible actions are listed: **Receive in Full, Receive up to the Invoiced Amount, Did Not Receive, and Request More Info**.

□ ♡ ♡ ↑ ↓	~ ~	Action Required: Pur	chase Order TOW00	00054 Requires	Receipt Confirmatio	n - Messag	ge (HTML)	~	(7)		- 0	/×/
File Message	Help 🛛 🖓 Tell me what	you want to do										
Belete Archive	Reply Reply Forward	Image: Move to: ? → Lucy Image: Move to: ? → Lucy Image: Move to: ? → Don Image: Move to: ? → Creation Image: Move	e ~	Move Nove	Mark Unread	♀ ◎ ↓	Read Immersive Aloud Reader	Translate	Q Zoom	Reply with Meeting Po		
Delete	Respond	Quick Steps	ي ا	Move	Tags	Editing	Immersive	Language	Zoom	FindTime	Report Ph	ish 🔨
JS Jeffery Sut To Sutton, J (1) If there are problems w Click here to download Access this task in the W Actions: Receive in	d: Purchase Order TO ton <elbz-test.fa.sender@v effery ith how this message is displayed, di pictures. To help protect your privacy orkspace. Application or take direct Euli Receive up to the ITOW00000054 Rei</elbz-test.fa.sender@v 	vorkflow.mail.us2.cloud.ora k here to view it in a web browser. Outlook prevented automatic downl action using the links in this email: Invoiced Amount Did No	cle.com> oad of some pictures in o <mark>t Receive Rec</mark>	this message.	info			← Reply	《 Rep		Forward /2/2022 10:	•••• 41 AM
Details												
Assignee sutton Assigned Date 6/2/2 Expiration Date 6/17/ Task Number 2232	2 10:40 AM 22 10:40 AM				ĸ							
Information Purchase Order Supplier Expected Receipt Date	Grainger											¥
🖬 🔎 O	🛤 🤗 🔞 🕻	0 🥶 😳 🐖	💷 💽					🦂 81°F н	aze 🔨	🚍 🌈 ላሳ)	11:32 AM 6/2/2022	20

- 4. Select **Receive up to the Invoiced Amount** to complete this task for a single invoice.
 - Select **Receive in Full** ONLY if this is the final payment for that purchase order. Selecting Receive in Full will close the purchase order for receiving and release any encumbered funds back into your operating budget.
 - Selecting **Did Not Receive** routes the task to the buyer for action.
 - Selecting **Request More Info** routes the task to the requester for a response. (Note: For this example, we will select Receive up to the Invoiced Amount. The system will then return the below screen, click send to complete the task.)

Purchasing – Receiving Confirmation

□ 90↑	.↓ ≂			P	urchase Ord	er TOW000	00054 Requir	es Receipt Cor	firmation - Mess	age (HTM	IL)			(7)	⊞ -		×
File Message	C		Format Text	====	Address	Check Names	Attach Lir File ~		lo Follow Up High Impo Low Impor Tags	rtance	Uictate Voice	Editor	Immersive Reader Immersive	New Meeting Poll FindTime	View Template My Templa		^
<i>⊳</i> Send	To Cc	elbz-test.fa.incor	ming@workflow.r	mail.us2.cloud.	oracle.com												
Si	ubject	Purchase Order	TOW0000054 Re	equires Receipt	Confirmatic	on											
Please type yo Note: You can also Do not edit bel Receive up to the I 3ovoJYZD9EmhoxL o%3D : [[NID]]	add attao ow this lin nvoiced A	chments to the ne Amount : [[NID]]	task by attachir] :	-		eXqx3eXH	aS2hX7j2BI	kMwSD5XV	by1oYRbPXL3F9	R1HXMR	xA2pO5(0007QRu2	zq1IV8D2K9ł	PrIYKOmptQN	ИРМХ0Txh	5γ385sTh4	19rvb
٩																	
🔳 🔎 C) 🔚	I 🙆 🕻	🌢 😳 I	• 3 00	x	w	0					6 85	°F Mostly s	unny 🔨 🗺	(G C))	11:53 AM 5/2/2022	20

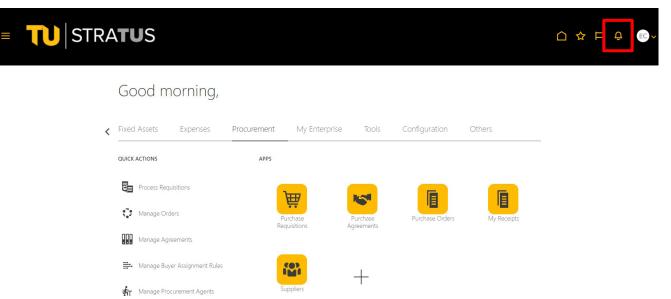
NOTE: Once a notification is sent, it is up to the requester to act on it manually. Notifications by default have an expiration date of one week, after which the notification escalates to the line manager of the requester. After one week of escalation, the notification expires.

Once a notification expires, the purchase order becomes eligible for the Confirm Receipts workflow again. If it is still not received, the requester is sent another notification.

Appendix – Confirm a Receipt using the Notification Bell

This section will show how to confirm a receipt using the notification bell in Stratus.

• Navigate to your home screen and click on the notification bell.



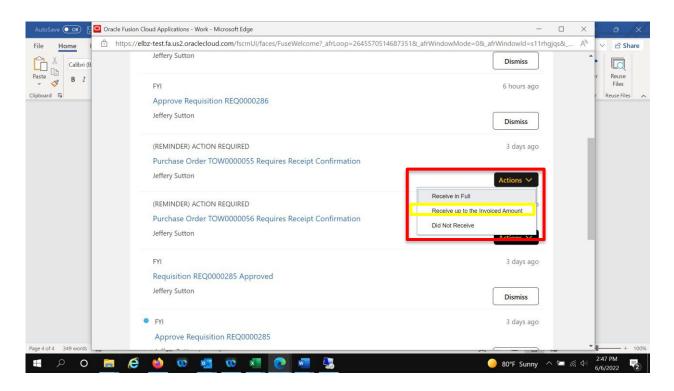
• You will see the purchase order number followed by "Requires Receipt Confirmation".

AutoSave 💽 🖪	Cracle Fusion Cloud Applications - Work - Microsoft Edge	-		×	o /×
File Home I	https://elbz-test.fa.us2.oraclecloud.com/fscmUl/faces/FuseWelcome?_afrLoop=26455705146873518&_afrWindowMode=0&_afrWindowMode=	lowId=s11r	hgjqs&	A ^N	🖌 🖻 Share
Calibri (B	Jeffery Sutton Di	ismiss		1	Reuse
Paste B I Clipboard IS	FYI 6 H Approve Requisition REQ0000286	hours ago		r	Files Reuse Files
	Jeffery Sutton	ismiss			
		days ago			
	Purchase Order TOW0000055 Requires Receipt Confirmation				
	Jeffery Sutton Act	ions 🗸			
	(REMINDER) ACTION REQUIRED 3	days ago			
	Purchase Order TOW0000056 Requires Receipt Confirmation				
	Jeffery Sutton	ions 🗡			
	FYI 3	days ago			
	Requisition REQ0000285 Approved				
	Jeffery Sutton	ismiss			
	• FYI 3	days ago			
	Approve Requisition REQ0000285				
Page 3 of 3 313 words	wy				+ 100%
0 A	📑 🤄 🥸 💁 🚾 🛃 💽 🖷 🧏 🔴 🐽	°F Sunny	^ ≡		5/2022

Select Receive up to the Invoiced Amount to complete this task for a single invoice.

- Select Receive in Full ONLY if this is the final payment for that purchase order. Selecting Receive in
 Full will close the purchase order for receiving and release any encumbered funds back into your
 operating budget.
- Selecting **Did Not Receive** routes the task to the buyer for action.
- Selecting **Request More Info** routes the task to the requester for a response. (Note: For this example, we will select Receive up to the Invoiced Amount. The system will then return the below screen, click send to complete the task.)

(Note: For this example, we will click on the blue link for "Purchase Order TOW0000055".)



• The system will return a summary of the purchase order and the invoice along with the same action dropdown options.

Purchase Order TOW0000055 Requires Receipt Conf Actions B I Assignee suiton Assignee suiton Assignee for a for an array of the for	Home	🗇 https://	elbz-test.fa.us2.oracleclo	oud.com/fscmUI/fa	ces/adf.task-flow?	tz=America%2FN	lew_York&df=med	lium&dt=both&tf=	short≶=en&cy	/=&bpmWor A	V 🖻 Sha
A Details Assignee sutton Assigned Date 6/2/22 10:40 AM Expiration Date 6/17/22 10:40 AM Task Number 223274 Information Purchase Order TOW0000055 Supplier Grainger Expected Receipt Date 6/7/22 Buyer Sutton, Jeffery Information Expected Receipt Date Purchase Criter TOW0000055 Supplier Grainger Expected Receipt Date 6/7/22 Buyer Sutton, Jeffery Intens to Receive Cuantity Autoriced Received Ordered Invoiced Received Into perceipt Vi 10 10 0 10		Purchase	Order TOW00000)55 Requires	Receipt Cor	nf Actions 🕶	Receive in Full	Receive up to the I	nvoiced Amount	Did Not Receive	
Assigned Bute 6/2/22 10:40 AM Expiration Date 6/17/22 10:40 AM Task Number 223274 Information 223274 Information 5000000000000000000000000000000000000		Details									
Expiration Date 0/17/22 10:40 AM Task Number 23274 Information Purchase Order Purchase Order TOW0000055 Supplier Grainger Expected Receipt Date 0/1/22 Buyer Sutton, Jeffery Intens to Received Ordered Invoiced Requires Receipt Pate 1 Demorceipt VL 10 0 10		Assigne	e sutton								r Reuse Files
Task Number 23274 Information Purchase Order TOW0000055 Supplier Grainger Expected Receipt Date 0/722 Bure Sutton, Jeffery Intens to Received Pomoreceipt Vull Image Content to the content of the		Assigned Dat	e 6/2/22 10:40 AM								
Information Purchase Order TOW0000055 Supplier Grainger Expected Receipt Date 07722 Burg Sution, Jeffery Inles to Receive Inters to Received Inters to Received Inters to ReceiveL		Expiration Dat	e 6/17/22 10:40 AM								
Purchase Order T0W0000055 Supplier Grainger Expected Receipt Date: 67/22 Buyer Sutton, Jeffery A Lines to Receive Quantity Amount Requires Receipt Re		Task Numbe	er 223274								
Supplier Grainger Expected Receipt Date 6/7/22 Buyer Sutton, Jeffery A Lines to Receive Quantity Amount Requires Receipt Line Description Ordered Invoiced Received Received 1 Demo receipt vL 10 10 0 10		▲ Informat	tion								
Expected Receipt Date 6/7/22 Buyer Sutton, Jeffery A Lines to Receive Line Description Crdered Invoiced Received Ordered Invoiced Received Receipt 1 Demo receipt V 10 10 0 10		Purchas	se Order TOW0000055								
Buyer Sutton, Jeffery Ines to Receive Amount Requires Received Description Ordered Invoiced Received Invoiced Received 1 Demo receipt vl 1 0 10 0 10			Supplier Grainger								
A Lines to Receive Line Quantity Amount Ordered Invoiced Requires Received 1 Demo receipt vL 10 10 0 10		Expected Rece	eipt Date 6/7/22								
Line Description Quantity Amount Requires Receipt 1 Demo receipt vl 1 1 0 1			Buyer Sutton, Jeffery								
Line Description Requires 0rdered Invoiced Received Ordered Invoiced Received Received 1 Demo receipt vl 10 10 0 10 10		▲ Lines to	Receive								
Ordered Invoiced Received Ordered Invoiced Received Received 1 Demo receipt vi 10 10 0 10		Line	Description		Quantity			Amount			
		Line	Description	Ordered	Invoiced	Received	Ordered	Invoiced	Received	Receipt	
		1	Demo receipt vi				10	10	0	10	
		4								•	
		- 111000003									
✓ Invoices											

NOTE: The actions listed under this Actions drop down are unique to the notification bell page (some of these actions are not included in the email notification).

Request Information – Ask the task creator for more information.

Delegate – Pass the task to someone else to act for you, but the task is still assigned to you.

Renew – Give yourself more time (seven days is the default) to act on the task if the task is about to expire.

Suspend - ***Not Recommended*** - Put the task on hold until it is resumed. In the meantime, no one is assigned to act on it.

Withdraw - ***Not Recommended*** - Remove the task from the workflow (available only if you created the task).

Save - *Not Recommended* - Saves the task with no action