
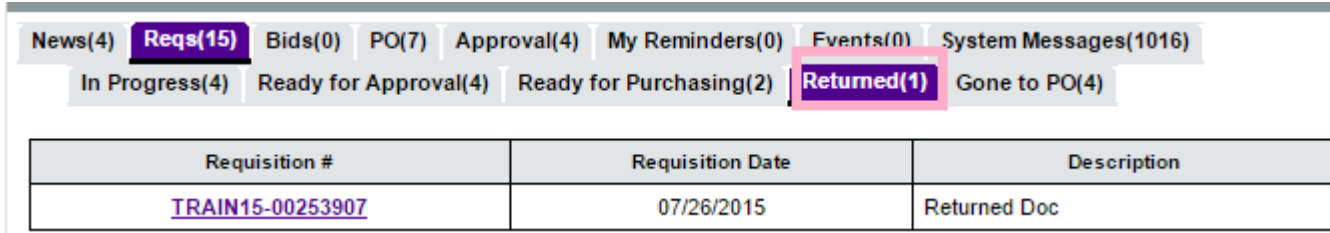


Hot Sheet



Topic	Document Creator Does Not Receive an Email When Their Document is Disapproved
Document Types Involved	Bid <input type="checkbox"/> Requisition <input checked="" type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Memo <input type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>
Reason for Publication	When a document is disapproved, ALL people on the approval path are receiving an email regarding the disapproval. 1. The requestor is NOT receiving an email
Steps Resulting in Scenario	1. One of the document approvers ‘disapproves’ the document <div> All of the individuals on the Approval Paths receive an email The Requestor/document creator does not receive an email</div>
Recommended Strategy	<ul style="list-style-type: none">❖ Users will need to Locate the Returned documents<ul style="list-style-type: none">➤ Periodically go to Returned Tab to see if there are documents that need to be actioned.➤ Use Advanced search with major status of “Returned”❖ The Person who Disapproves the document ‘could’ forward the email notification to the Requestor
Screenshots	<p>1. Review Returned Tab within document type to locate Returned documents</p> <div></div>

2. Use Advanced Search Looking for Document type (e.g. Requisition), Header major Status = Returned and for Requisition Requestor using your name

Advanced Search			
Search for:	Module: Purchasing Module ▼	Document Type: Requisitions ▼	
Search Using:	ALL of the criteria ▼		
	<div>Find It</div> <div>Clear</div>		
Search Fields:	Req #	<input type="text"/>	Description
	Buyer	<input type="text"/>	Alternate ID
	Current Major Status	1RR - Returned ▼	
	Current Minor Status	▼	
	Department	<input type="text"/>	
	Location	▼	
	Type Code	▼	Entered Date(MM/DD/Y
	Catalog	▼	
	Required Date(MM/DD/YYYY)	<input type="text"/>	Update Date(MM/DD/Y
	Requestor	<input type="text"/>	Purchase Method
	NIGB Class		