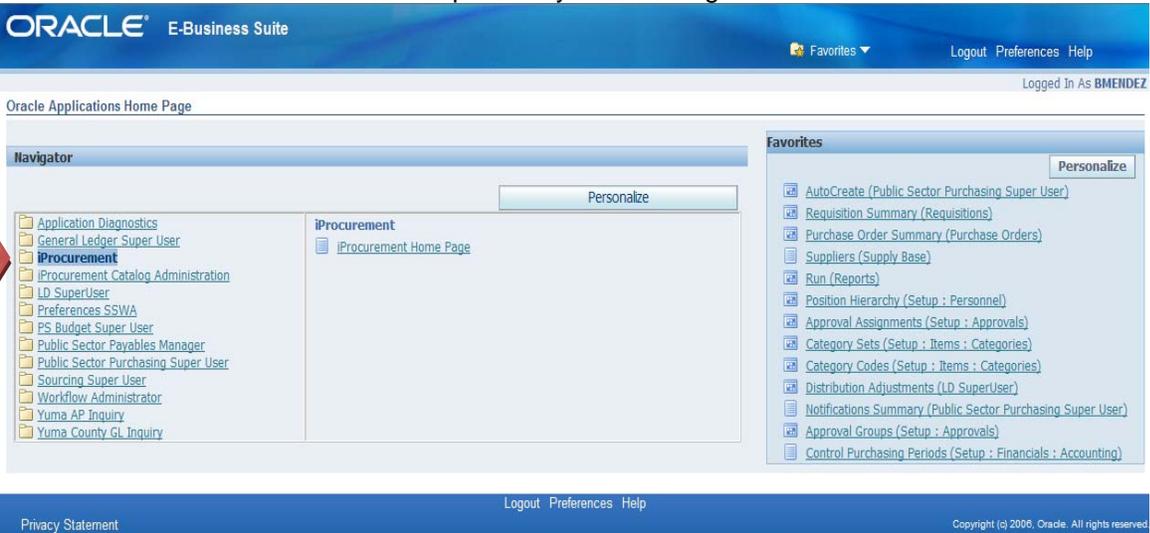


FINANCIAL SERVICES DEPARTMENT

Vacation Rules:

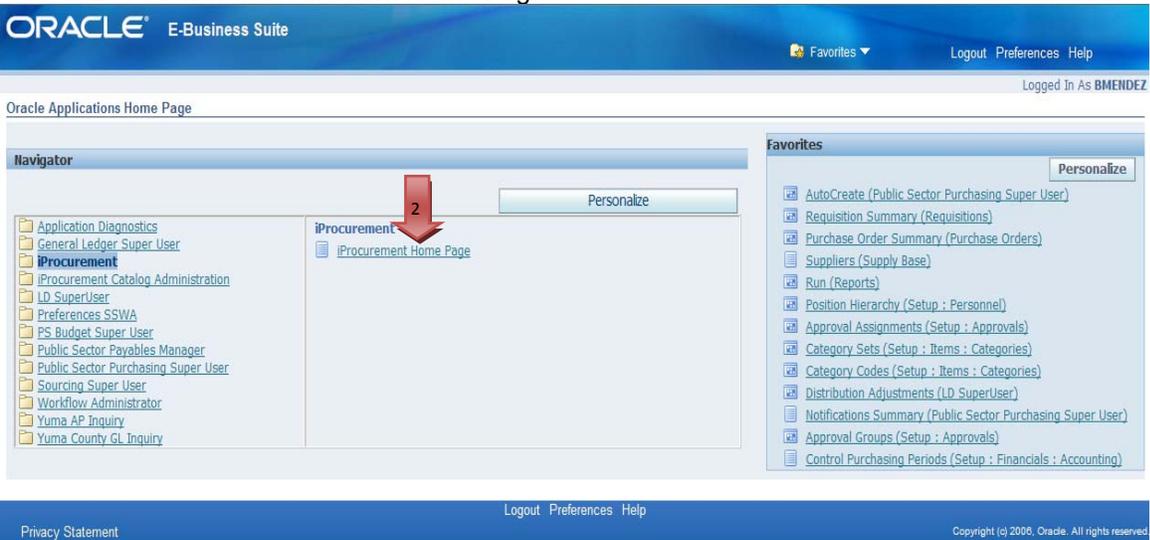
Log in to Oracle

1. Click on iProcurement Responsibility under Navigator



The screenshot shows the Oracle E-Business Suite Navigator. The 'iProcurement' responsibility is highlighted in the left-hand menu. A red arrow with the number '1' points to this menu item. The main content area displays the 'iProcurement' responsibility with a link to the 'iProcurement Home Page'. The 'Favorites' panel on the right lists various application links. The top navigation bar includes 'ORACLE E-Business Suite', 'Favorites', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'BMENDEZ'.

2. Click on iProcurement Home Page



The screenshot shows the Oracle E-Business Suite Navigator. The 'iProcurement Home Page' link is highlighted in the main content area. A red arrow with the number '2' points to this link. The 'Favorites' panel on the right lists various application links. The top navigation bar includes 'ORACLE E-Business Suite', 'Favorites', 'Logout', 'Preferences', and 'Help'. The user is logged in as 'BMENDEZ'.

3. Select RequisitionsTab

Oracle iProcurement

Shop Requisitions Receiving Contractors

Stores Shopping Lists Non-Catalog Request Contractor Request

Search Main Store Go Advanced Search

Requisition	Description	Total (USD)	Status	Copy	Change	Receive
103939	TEST for GI	0.00	Cancelled			
98254	TEST	0.00	Cancelled			
94206	TEST	0.00	Cancelled			
94147	TEST	0.00	Cancelled			
93020	TEST	0.00	Cancelled			

Shopping Cart: Your cart is empty.

Purchasing News: [Check frequently asked questions](#), [Review purchasing policies](#)

This is where the customer puts their own purchasing news items (this is an HTML plugin).

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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4. Click on Notifications

Oracle iProcurement: Notifications - Windows Internet Explorer

https://ebs.co.yuma.az.us:4443/OA_HTML/OA.jsp?page=/oracle/apps/pxpor/wf/webui/pxporWfListPG&_ti=513763912&oaapc=1280AMC=79153_120_08m

Oracle iProcurement

Shop Requisitions Receiving Contractors

Requisitions Notifications Approvals

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109942 for USD 115.00 requires your approval.	11-04-2012	
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109941 for USD 4,190.04 requires your approval.	11-04-2012	
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109940 for USD 314.93 requires your approval.	11-04-2012	
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109939 for USD 226.35 requires your approval.	11-04-2012	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

Shop Requisitions Receiving Contractors Shopping Cart Home Logout Preferences Help

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Select Vacation Rules

5. Click on Vacation Rules

The screenshot shows the Oracle iProcurement Notifications page. The browser address bar shows the URL: https://ebs.co.yuma.az.us:4443/OA_HTML/OA.jsp?page=/oracle/apps/ncx/por/wf/webui/TcxPorWflstPG&_ti=513763912&oapc=12&oamc=79153_120_08m. The page title is "Oracle iProcurement Notifications". The navigation menu includes Shop, Requisitions, Receiving, and Contractors. The "Notifications" tab is selected. Below the navigation, there are buttons for "Open Notifications", "Go", "Select Notifications", "Open", "Reassign", and "Close". A table lists notifications with columns for "Select From", "Type", "Subject", "Sent", and "Due". A red arrow points to the "Vacation Rules" link in the left sidebar.

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109942 for USD 115.00 requires your approval.	11-04-2012	
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109941 for USD 4,190.04 requires your approval.	11-04-2012	
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109940 for USD 314.93 requires your approval.	11-04-2012	
<input type="checkbox"/> Perez, Denise	PO Approval	Yuma County Arizona - Standard Purchase Order 109939 for USD 226.35 requires your approval.	11-04-2012	

NOTE: This screen will list all previous rules you have created. Select the one desired and update. (See step #17 on page # 6)

If you have never created a rule:

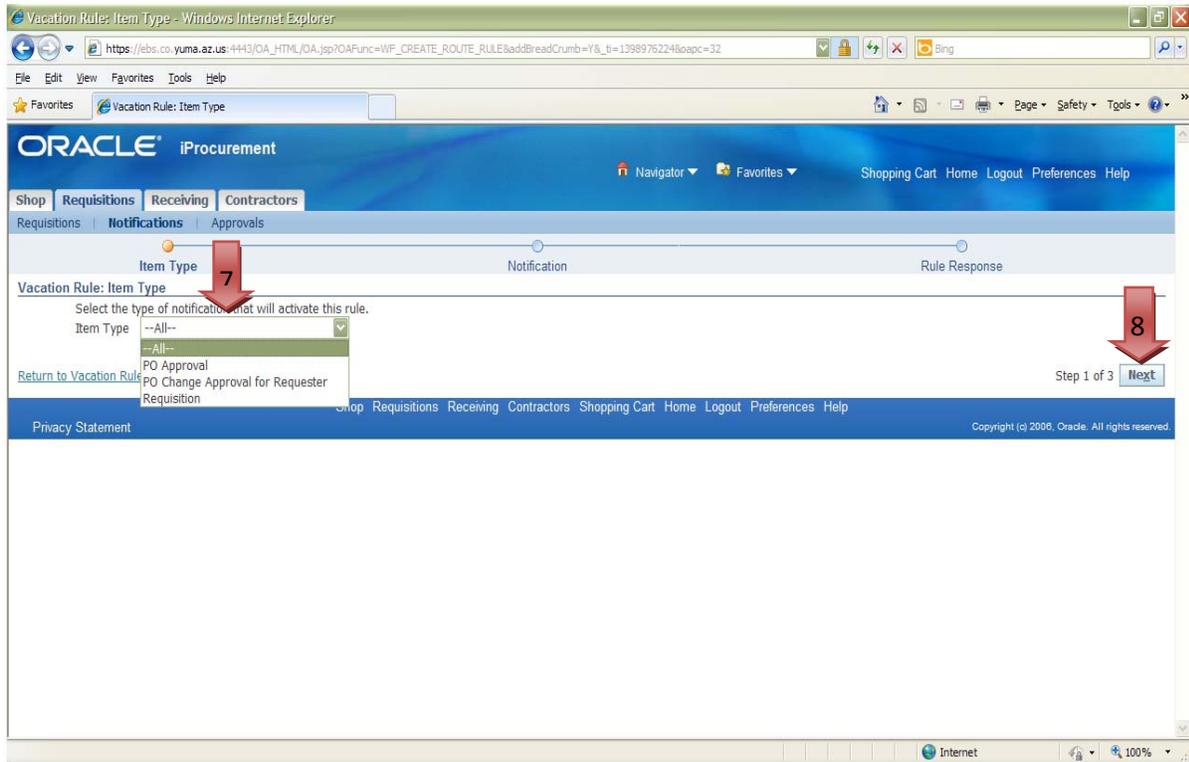
6. Click on Create a Rule

The screenshot shows the Oracle iProcurement Vacation Rules page. The browser address bar shows the URL: https://ebs.co.yuma.az.us:4443/OA_HTML/OA.jsp?page=/oracle/apps/ncx/por/wf/worklist/webui/RouteRulePG&OAFunc=FNID_VFNTP_ROUTE_RULE&add@readC. The page title is "Vacation Rules". The navigation menu includes Shop, Requisitions, Receiving, and Contractors. The "Vacation Rules" tab is selected. Below the navigation, there is a "Create Rule" button. A table with columns "Rule Name", "Item Type", "Notification", "Update", "Delete", and "Status" is shown. A red arrow points to the "Create Rule" button.

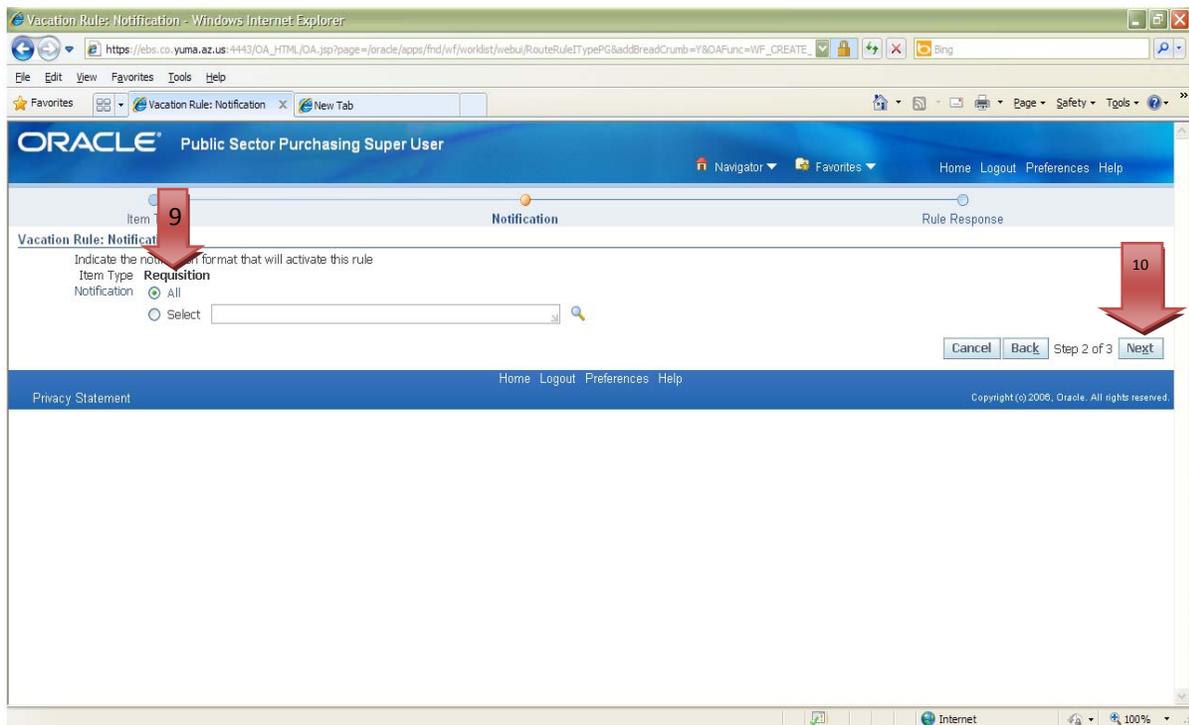
Rule Name	Item Type	Notification	Update	Delete	Status
You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.					

Select Rule Type, from the Item Type drop down Menu:

- 7. -Select Requisitions if you want to only delegate requisitions
- Select All if you want to delegate Requisitions & TimeCards
- Note: (If "--All--" is selected, you will skip to Step 3)
- 8. Click Next



- 9. Notification Type is All
- 10. Click Next



- Create Rule Response
 11. Enter Start Date
 12. Enter End Date
 13. Enter Message for the Designee
 14. Select name or Reassign by Entering Last Name, First Name
 15. Always Select “Delegate your response”
 16. Click Apply

Note: Once Apply is selected, the Vacation Rule will be created

Note: First Field on Reassign row, should always select “All employees and Users”

Please Remember: “All notifications must be approved by Noon on Wednesdays, in order to process payment for invoices by the following week”.

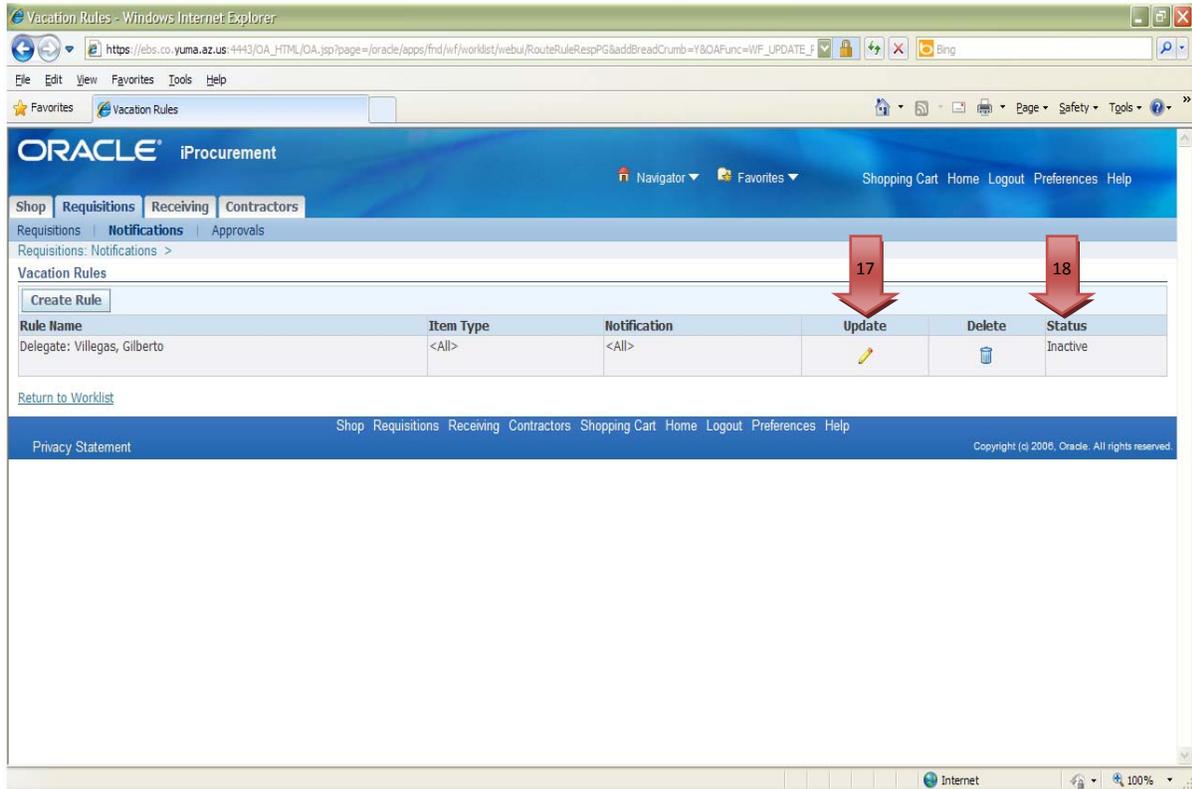
End of Procedure



In the Future; The Vacation Rule can be updated by:

17. clicking UPDATE and changing the dates (See steps # 11 to 16, page 5)

18. Once the day arrives the Status will change to Active



Please Remember: "All notifications must be approved by Noon on Wednesdays, in order to process payment for invoices by the following week".