

Notifications for PH – Purchase Portal

PH – Accountant Reject Request

Recipients: PH – Requestor Email

Subject Line: Purchase Request Rejected

Body of Email:

%K03972.1 -

Your Purchase Request with the following information has been Rejected.

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

Reason for Rejection from Accountant:

%VNoteInfo

PH – Accountant Cancel Request

Recipients: PH – Requestor Email

Subject Line: Purchase Request Canceled

Body of Email:

%K03972.1 -

Your Purchase Request with the following information has been Canceled.

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

Reason for Cancellation from Accountant:

%VNoteInfo

PH – Accountant 24 hour Reminder

Recipients: Assigned To

Subject Line: Purchase Request in %Q2 > 24 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 24 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – Approval 2500+ 24 Hour Reminder

Recipients: Ph_PR_Supervisors

Subject Line: Purchase Request in %Q2 > 24 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 24 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – Furniture 72 Hour Reminder

Recipients: PH_PR_Furniture

Subject Line: Purchase Request in %Q2 > 72 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 72 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – Furniture 72 HR Reminder Complete

Recipients: PH_PR_Supervisors

Subject Line: Purchase Request in %Q2 > 72 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 72 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Dept.: %K03915.1

Requesting Office: %K03948.1

PH – Furniture 72 HR Reminder Pending

Recipients: Assigned To

Subject Line: Purchase Request in %Q2 > 72 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 72 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – Furniture Approved

Recipients: Assigned To

Subject Line: Furniture Request Approved

Body of Email:

Furniture Purchase Request with the following information has been Approved by %R.

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1
Requested Amount: %K03971.1
Description: Add Justification field
Requesting Division: %K03915.1
Requesting Program: %K03948.1

PH – Furniture Final Reject Accountant

Recipients: Assigned To
Subject Line: Purchase Rejected to Accountant
Body of Email:

Furniture Request with the following information has been Rejected by %R.
Program Sequence #: %K03967.1
Date Submitted: %K03968.1
Initial Request Type: %K03970.1
Requested Vendor Name: %K03997.1
Requested Amount: %K03971.1
Description: Add Justification field
Requesting Division: %K03915.1
Requesting Program: %K03948.1

Reason for Rejection from %R:
%VNoteInfo

PH – Furniture Final Reject Procurement

Recipients: PH – Procurement Email, PH – Procurement User
Subject Line: Furniture Rejected to Procurement

Body of Email:

Furniture Request with the following information has been Rejected by %R.
Program Sequence #: %K03967.1
Date Submitted: %K03968.1
Initial Request Type: %K03970.1
Requested Vendor Name: %K03997.1
Requested Amount: %K03971.1
Description: Add Justification field
Requesting Division: %K03915.1
Requesting Program: %K03948.1

Reason for Rejection from %R:
%VNoteInfo

PH – Manager 24 HR Reminder

Recipients: PH - Manager
Subject Line: Purchase Request in %Q2 > 24 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 24 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – PR Item Ordered (Just a note – this is not coming from the OnBase email – it comes directly from the PS which we like)

Recipients: PH – Requestor

Subject Line: Item Ordered

Body of Email:

Program Sequence #: %K03967.1

Date Received into Procurement Inbox

Final Request Type: %K03992.1 (Just to make sure, this is the final request type, Not the original request type)

Final Vendor Name: %K03997.1 (Just to make sure, this is the final vendor not the Requested vendor)

Final Amount: %K03971.1 (Just to make sure, this is the final dollar amount, correct? Not the Requested Amount)

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – Procurement 24 HR Reminder (this is the Procurement Inbox, correct?)

Recipients: PH – Procurement Email, PH – Procurement User

Subject Line: Purchase Request in %Q2 > 24 Hours

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 24 hours .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Date Received into Procurement Inbox

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

PH – Procurement FMD Furniture Request

Recipients: PH – Procurement Email, PH Procurement User

Subject Line: Furniture Request to Procurement

Body of Email:

Furniture Request with the following information has been sent by %R.

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

Reason sent to Procurement from %R:

%VNoteInfo

PH – Procurement Hold

Recipients: Assigned To, PH – Requestor Email

Subject Line: Purchase Request on Hold

Body of Email:

Purchase Request with the following information has been placed on Hold

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Date Received into Procurement Inbox

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

Reason for Hold from %R

%K03988.1

PH – Procurement Hold 1 Week Reminder

Recipients: PH – Procurement User

Subject Line: Purchase Request in %Q2 > 1 Week

Body of Email:

Purchase Request with the following information has been in %L2 - %Q2 for more than 1 Week .

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Date Received into Procurement Inbox

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

Reason for Hold %K03988.1

PH – Rejected to Accountant

Recipients: Assigned To, PH – Requestor Email

Subject Line: Purchase Rejected to Requester

Body of Email:

Purchase Request with the following information has been Rejected by %R

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1

Description: Add Justification field

Requesting Division: %K03915.1

Requesting Program: %K03948.1

Reason for Rejection from %R:

%VNoteInfo

PH – Requester Submitted

Recipients: PH – Requestor Email

Subject Line: Request Submitted for %K03967.1

Body of Email:

Program Sequence #: %K03967.1

Date Submitted: %K03968.1

Initial Request Type: %K03970.1

Requested Vendor Name: %K03997.1

Requested Amount: %K03971.1
Description: Add Justification field
Requesting Division: %K03915.1
Requesting Program: %K03948.1

PH - Requestor Notify

Recipients:
Subject Line: Notify Requestor

Body of Email

Purchase Request with the following information has been Returned by %U
Program Sequence #: %K03967.1
Date Submitted: %K03968.1
Initial Request Type: %K03970.1
Vendor Name: %K03997.1
Requested Amount: %K03971.1
Description: Add Justification field
Requesting Division: %K03915.1
Requesting Program: %K03948.1

Reason:
%VNotifyRequestor