Re-transmitting a Purchase Order

There are occasions where a supplier may not have received the original transmission of your purchase order. You can now resend the order yourself to any fax number or email address you like, including your own. Retransmitting a purchase order is done from the Oracle core application (not from iProcurement).

Please note this method cannot be used for Corporate Express orders, contact the FBSC Systems team on ext 2772 or fbscsystems@ecu.edu.au if you need to resubmit a Corporate Express order.

To re-transmit a Purchase Order

Responsibility: ECU Generic Reporting & Inquiries responsibility.

Prerequisite: Ensure you are logged into the Oracle e-Business Suite and have noted down the purchase order number of the order you want to re-transmit.

1. From the Inquiries menu, click on the Purchase Order hyperlink to access the Core application.

2. In the Number field type in the purchase order number that you want to re-transmit.
3. (B) Find.

4. (M) Tools > Communicate, once the system has returned the details of your order.
5. Select which method you want to use for re-transmission by clicking in the radio button next to the option you wish to use.

- Print – to print out a copy of the purchase order
- Fax – to fax a copy out to the number nominated
- Email – to email a copy out to the address nominated
! NOTE!

The transmission details defaulted on the Communicate screen come from the supplier record. Any changes made on this screen will affect the transmission of this purchase order only – it will not change any details on the supplier record. If you need to change the default details for a supplier, please contact FBSC Shared Services on ext 2444 or sharedservicesfinance@ecu.edu.au

6. If the supplier has given you different details to send the order to, enter these into the field of the option you’ve chosen.

7. (B) OK.

8. A confirmation note will open confirming that your request has been submitted. (B) OK to close.