



How to Receipt via Notifications

- **Receiving via the Notifications Bell Icon**
- **Receiving via Email Workflow Notification**

This Guide is for Employees/Schools who Receipt Purchase Orders

If a Purchase Order (PO) has not been receipted, and the Payment Team has entered the invoice and matched it to the PO, the requestor will receive a notification via either the bell icon in One Source or an email workflow notification, prompting them to receipt the Purchase Order.

Author	Version	Edit Date
Lindsey Loverock	1.0	22/10/2026



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**Step
Number**
1

Step Description
Sign into OneSource.

Step Image

The screenshot shows the Oracle Cloud OneSource sign-in interface. At the top left is the 'ORACLE Cloud' logo. To its right is a language selection dropdown menu currently set to 'English'. Below the logo is the heading 'Sign in'. There are two input fields: 'Username' and 'Password'. Below the password field is a link for 'Forgot Password?'. A dark grey 'Next' button is positioned below the links. A horizontal line with the word 'Or' in the center separates the main sign-in section from the SSO section. The SSO section features a button with a right-pointing arrow icon and the text 'Walsall SSO'. At the bottom of the page is a link that says 'Need help signing in?'.

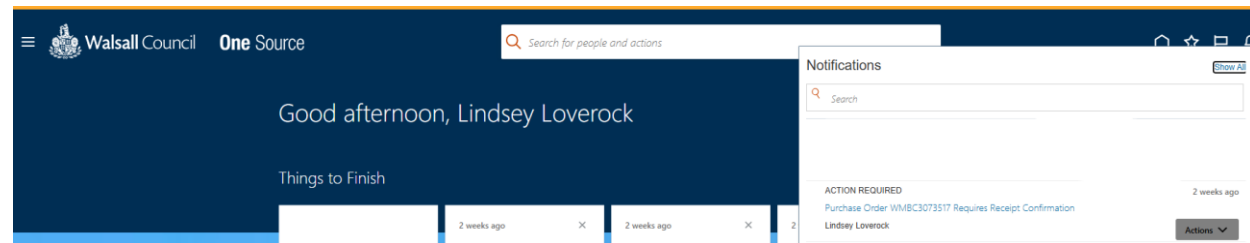
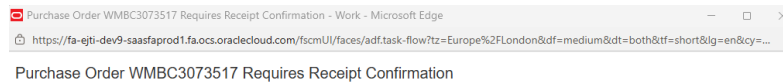


Receiving via the Notifications Bell Icon

2 From the One Source landing page, **click on the bell icon** in the top right to view all notifications. Click the notification to open.

3 Once the notification has been opened, Click on the blue hyperlink and check the following details:

- **Purchase Order Number**
- **Ordered Quantity**
- **Invoice Quantity**
- **Invoice Amount**



Purchase Order WMBC3073517 Requires Receipt Confirmation

Purchase Order WMBC3073517 Requires Receipt Confirmation

Details

Purchase Order	WMBC3073517
Supplier	ART UK
Expected Receipt Date	09/10/26
Buyer	Loverock, Lindsey
Notification Date	02/10/26 10:41

Lines to Receive

1. testing requester gets workflow mailer

Ordered Amount	Invoiced Amount	Received Amount
1,000.00 GBP	1,000.00 GBP	500.00 GBP

Requisition WCC0088645

Invoices



4

If all ok, close the notification **and click on Actions Button.**

If you click **Receive up to the Invoice Amount**, then the Hold will be removed from the invoice, and this will then be picked up for payment

If you click **Did Not Receive**, the Invoice will remain on Hold, and you will keep receiving notifications asking to confirm Receipt of the Order until you have Received.

Once action has been taken the notification shows as **Done!**

Actions ▼

Actions ▼

Receive up to the Invoiced Amount

Did Not Receive

Actions ▼

Receive up to the Invoiced Amount

Did Not Receive

Notifications

[Show All](#)



Search



Done!



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Receiving via the email workflow notification

1

The Requestor will receive an email workflow notification to take receipt action.

(Reminder) Action Required: Purchase Order WMBC3072676 Requires Receipt Confirmation



Jacqueline Jones <ejti-dev9fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com>

To: Test Notification Inbox

Retention Policy: Delete from Archive after 2 years (2 years)

This sender ejti-dev9fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com is from outside your organisation.

Access this link in the [workspace application](#)

Expires on: 09/10/2028

Reply Reply All Forward

Sat 10/10/2026 10:42

Purchase Order WMBC3072676 Requires Receipt Confirmation

Details

Purchase Order	WMBC3072676
Supplier	DOLPHIN LIFTS MIDLANDS LTD C/O DELTRON LIFTS
Expected Receipt Date	06/08/2026
Buyer	Chima, Harwinder
Notification Date	02/10/2026 10:42 AM

Receive in Full

Receive up to the Invoiced Amount

Didn't Receive

Lines to Receive

1. DFG JJ SSL 132 Stonnal Road WS9 8JY

Ordered Amount	Invoiced Amount	Received Amount
3,090.00 GBP	3,090.00 GBP	0.00 GBP



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2

Take the appropriate action
Options available:

If you click **Receive in Full**,
then the Hold will be
removed from the invoice,
and this will then be picked
up for payment when due.
**(This option will also
Receipt the Purchase
Order in full.)**

If you click **Receive up to
the Invoice Amount**, then
the Hold will be removed
from the invoice, and this
will then be picked up for
payment when due.

(Reminder) Action Required: Purchase Order WMBC3072676 Requires Receipt Confirmation

JJ Jacqueline Jones <ejti-dev9.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com>
To: Test Notification Inbox
Retention Policy: Delete from Archive after 2 years (2 years)
Expires on: 09/10/2028
This sender ejti-dev9.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com is from outside your organisation.
Please do not click on any links in this email or any attachments.

Reply Reply All Forward Set 10/10/2026 10:42

Purchase Order WMBC3072676 Requires Receipt Confirmation

Details

Purchase Order	WMBC3072676
Supplier	DOLPHIN LIFTS MIDLANDS LTD C/O DELTRON LIFTS
Expected Receipt Date	06/08/2026
Buyer	Chima, Harwinder
Notification Date	02/10/2026 10:42 AM

Receive in Full

Receive up to the Invoiced Amount

Didn't Receive

Lines to Receive

1. DFG JJ SSL 132 Stonnal Road WS9 8JY

(Reminder) Action Required: Purchase Order WMBC3072676 Requires Receipt Confirmation

JJ Jacqueline Jones <ejti-dev9.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com>
To: Test Notification Inbox
Retention Policy: Delete from Archive after 2 years (2 years)
Expires on: 09/10/2028
This sender ejti-dev9.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com is from outside your organisation.
Please do not click on any links in this email or any attachments.

Reply Reply All Forward Set 10/10/2026 10:42

Purchase Order WMBC3072676 Requires Receipt Confirmation

Details

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Expected Receipt Date	06/08/2026
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Receive in Full

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Lines to Receive

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If you click **Did Not Receive**, the Invoice will remain on Hold, and you will keep receiving notifications asking to confirm Receipt of the Order until you have Received.

(Reminder) Action Required: Purchase Order WMBC3072676 Requires Receipt Confirmation

JJ Jacqueline Jones <ejti-dev9.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com>
To: Test Notification Inbox

Retention Policy: Delete from Archive after 2 years (2 years) Expires on: 09/10/2028
This sender ejti-dev9.fa.sender@workflow.email.uk-london-1.ocs.oraclecloud.com is from outside your organisation.
Attachments: WMBC3072676 Requires Receipt Confirmation

Purchase Order WMBC3072676 Requires Receipt Confirmation

Details

Purchase Order	WMBC3072676
Supplier	DOLPHIN LIFTS MIDLANDS LTD C/O DELTRON LIFTS
Expected Receipt Date	06/08/2026
Buyer	Chima, Harwinder
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Lines to Receive

1. DFG JJ SSL 132 Stonnal Road WS9 8JY

Ordered Amount	Invoiced Amount	Received Amount
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3

This will open up a separate email, **click Send**. This will send a notification back into the system with instruction.

Purchase Order WMBC3072676 Requires Receipt Confirmation

File Message Insert Format text Draw Options

Paste Clipboard Basic Text Paragraph Names Address Check look names Attach file Link Pictures Record Signature Scheduling poll Insert Loop components Collaborate Copilot

The following recipient is outside your organisation: ejti-dev9.fa.incoming.cnstag.x668295669@workflow.email.uk-london-1.ocs.oraclecloud.com.

Send From: Harvey.Chima@walsall.gov.uk No label

To: O ejti-dev9.fa.incoming.cnstag.x668295669@workflow.email.uk-london-1.ocs.oraclecloud.com <ejti-dev9.fa.incoming.cnstag.x668295669@workflow.email.uk-london-1.ocs.oraclecloud.com> Bcc

Cc

Purchase Order WMBC3072676 Requires Receipt Confirmation

-----Please type your comments above this line-----

Note: You can also add attachments to the task by attaching them to this email.
-----Do not edit below this line-----
Receive up to the Invoiced Amount: [[NID]] : grv18Mpe2S8gqFULn1eG0AInJMGxZJXt8Z9Kcn2blvWigLUxwkVzRphFXD28lkG4I975Sh6LJqV9u8x-8Vlhgc-5faQwghIF0B67S4a5/qsf73hOnn6J4sGkkkBEMQQnLXDmxtnvE7/IDF-4QvllwAUjp2HHQjp4QVXUIRoKokBbVNPAP6nmhvh-oZB : [[NID]]



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To Access our [FAQ's](#).

You can find the video for this quick reference guide watch the [How to do xxxx video](#).