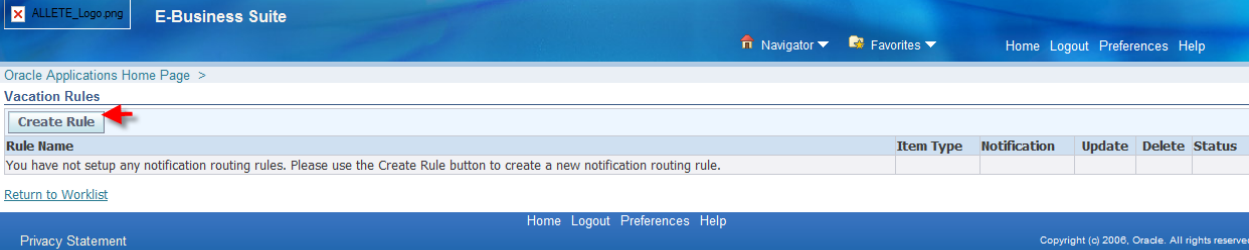


### Vacation Rules

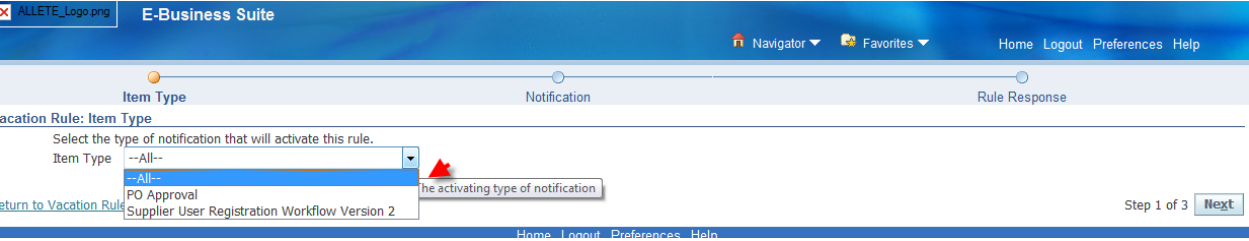
Use vacation rules to forward iSupplier notifications to another iSupplier user in your company. We do recommend using a generic email address and username for isupplier, such as [orders@supplier.com](mailto:orders@supplier.com), where multiple people check the email box, but in those cases where the username that is assigned to a specific person, a vacation rule can forward the notifications for purchase orders and requests for quote to another isupplier user in your company.



Click Vacation Rules



Click Create Rule



Choose the type of notification to forward or choose All. Click Next.

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Item Type Notification Rule Response

**Vacation Rule: Response**

\* Indicates required field

Item Type **All**

Notification **All**

\* Start Date 22-Aug-2013 15:03:31  
(example: 22-Aug-2013 15:03:31)

End Date 29-Aug-2013 15:03:44

Message please respond to the isupplier notifications while I am on vacation

Comments will display with each routed notification

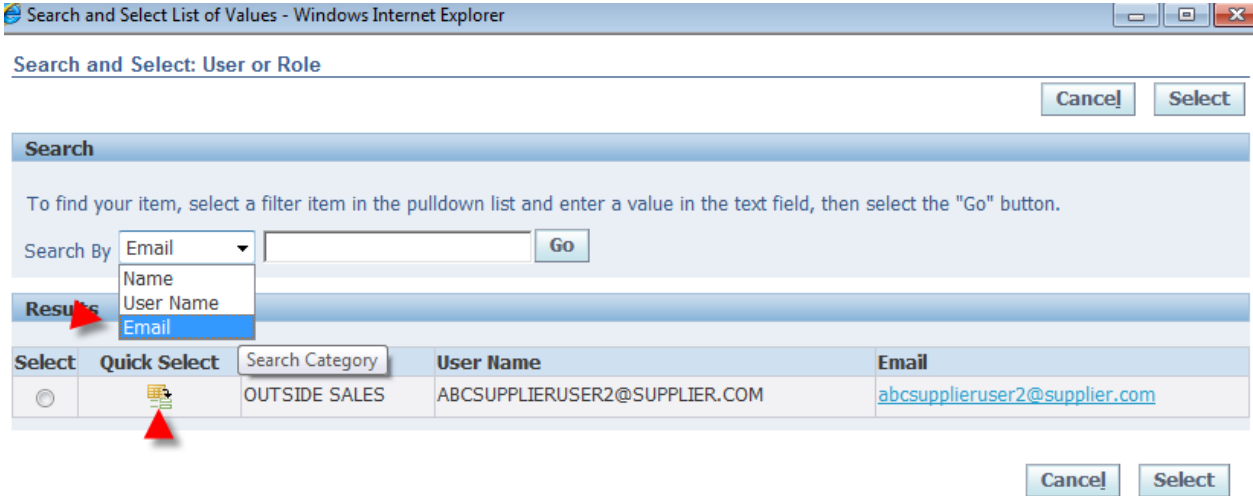
Reassign Oracle Applications User

Delegate your response  
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

Enter Start and End Dates, a message if necessary. Reassign to Oracle Applications User, then use the looking glass to find another user. You will need to know the Name, User Name, Email address of your internal user.



Once you find the user, choose by clicking the Quick Select button.

ALLETE\_Logo.png E-Business Suite

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Item Type Notification Rule Response

**Vacation Rule: Response**

\* Indicates required field

Item Type All  
Notification All

\* Start Date 22-Aug-2013 15:03:31  
(example: 22-Aug-2013 15:03:31)

End Date 29-Aug-2013 15:03:44

Message please respond to the isupplier notifications while I am on vacation

Comments will display with each routed notification

Reassign Oracle Applications User OUTSIDE SALES

Delegate your response  
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership  
A manager may transfer a notification for a specific project to the new manager of that project.

Cancel Back Step 3 of 3 Apply

Click Apply.

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Oracle Applications Home Page >

Vacation Rules

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: OUTSIDE SALES	<All>	<All>			Active

[Return to Worklist](#)

The vacation rule will be active during the dates that were set. The vacation rule can be updated, deleted. Once it becomes inactive, you can use this vacation rule again by updating the dates.

