**110 – Notification Process Date: 05/03/2012**

**Category**: Structural Fact **Type**: Static

**Description**: When a purchase order is closed, an email is sent to the employee that submitted the purchase order, informing them of the result and providing a link to view the end result in the system. The notification email should at minimum include the purchase order number, the date, the item names, item statuses, PO total cost, and the link to view the full result.

**Discovery Details:** Interview with project sponsor: Bonnie Ryan