When selecting a supplier site in Oracle Procurement request forms or the catalog suppliers, but should not be selected in request forms. If selected in a request form, the supplier will be assigned to review all expenses claimed on the document. The document will need to have the Approver field populated and the Unit Approver is selected from the Approver field on the first page when creating a Concur document. By default, this field is not mandatory and can remain blank.

This action will automatically link the Request and Expense Report as well as the Expense, Travel, and Reimbursement Tracking and Reporting processes for reporting travel expenses and how to submit a Travel Expense Report. This week, we will continue that conversation to go over any pending questions.

The following issues have been resolved and fixed in production by Oracle:

1. Error Message #1 - Direct Retro: “Over-the-Cap cannot be distributed to an individual that is not a UC employee.”
   - This error message has been removed from Oracle Procurement & Payables.