# Notifying Rebate Managers of Claims

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Notify Rebate Mgr</strong> page. Click the <strong>Purchasing</strong> link.</td>
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<tr>
<td>2.</td>
<td>Click the <strong>Vendor Rebates</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Vendor Rebate Claims</strong> link.</td>
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<td>4.</td>
<td>Click the <strong>Notify Rebate Manager</strong> link.</td>
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<td>5.</td>
<td>A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the <strong>Add a New Value</strong> tab.</td>
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<td>6.</td>
<td>Enter the desired information into the <strong>Run Control ID</strong> field. Enter a valid value e.g. &quot;NOTIFY&quot;.</td>
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<td>7.</td>
<td>Click the <strong>Add</strong> button.</td>
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<td>8.</td>
<td>Use the <strong>Notify Rebate Mgr</strong> page to initiate the Notify Rebate Manager process.</td>
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<td>9.</td>
<td>Use the <strong>Notification Option</strong> drop-down list to select the notification option.</td>
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<td>10.</td>
<td>Click the <strong>Notification Option</strong> list.</td>
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| 11.  | Values are:  
• **All Rebate IDs**: Select this option to notify rebate managers of vendor rebate claims generated for all vendor rebate agreements. Once you select this option, select the specific SetID you want to process using the **SetID** field.  
• **Specific Claim ID**: Select this option to notify rebate managers of a specific vendor rebate claim that was generated. Once you select this option, select the specific claim ID you want to process using the **SetID**, **Rebate ID**, and **Claim ID** fields.  
• **Specific Rebate Agreement**: Select this option to notify rebate managers of vendor rebate claims generated for a specific vendor rebate agreement. Once you select this option, select the specific SetID and rebate ID you want to process using the **SetID** and **Rebate ID** fields.  

Click the **All Rebate IDs** list item.  
**All Rebate IDs** |
| 12.  | Click the **Run** button.  
**Run** |
| 13.  | Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.  
**Process Scheduler Request** |
| 14.  | You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.  

Click the **Server Name** list.  
**Server Name** |
| 15.  | Click the **PSNT** list item.  
**PSNT** |
| 16.  | Click the **OK** button.  
**OK** |
| 17.  | Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.  
**Process Instance** |
| 18.  | Click the **Process Monitor** link.  
**Process Monitor** |
| 19.  | Use the **Process List** page to view the status of submitted process requests.  
**Process List** |
| 20.  | The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.  

Click the **Refresh** button.  
**Refresh** |
| 21.  | The Run Status is now Success.  
**Success** |
| 22.  | You have successfully run the Notify Rebate Manager Application Engine process.  
**End of Procedure.**  

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*Date Created: 2/7/2008 1:59:00 PM*