

## Approve Standard Purchase Order

**Audience:** Buyer, Procurement Manager

**Purpose:** You can see notifications from your Oracle **home** page. In the global header area, click the Notifications icon. In Pending Notifications, you can see the notification title in a list of your notifications. For example, “Action Required: Approve Purchase Order 123”. You can also see the requester's name on the notification row. Document approval electronically routes the purchase order to all identified approvers and records their approval actions. It determines the routing using rules that are set up for the County’s unique business requirements. Approvers can then review the document details, add comments, and add attachments before approving, rejecting, or routing the document to additional approvers.

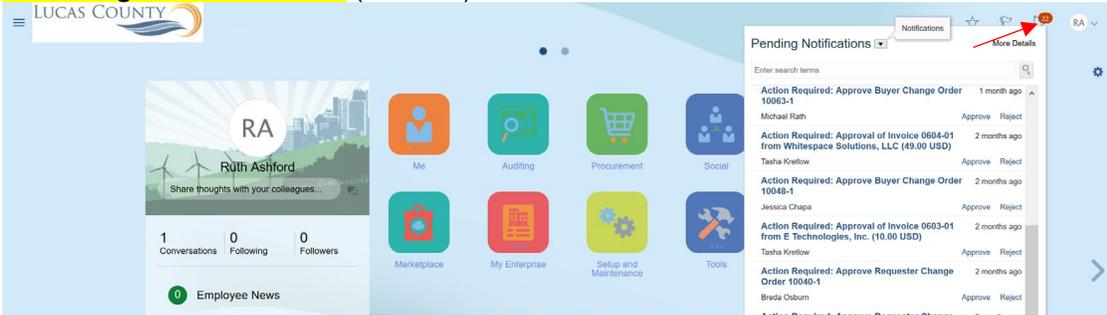
This figure shows a simplified document approval flow you might take as a document approver:

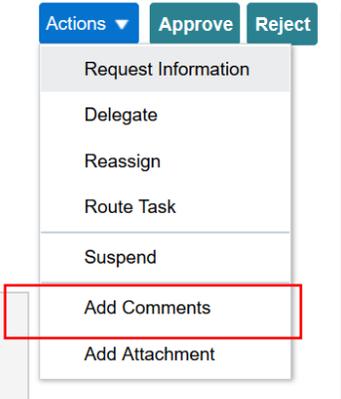
- Review the approval request details and action history. You can also add approvers and comments, if needed.
- Request additional information, if needed.
- Determine the approval action to take. You can approve, reject or reassign the approval request.

Based on your approval action, the approval outcome for the purchase order can be to:

- Continue through the approval process to other approvers.
- Return a rejected approval request to the initiator.
- Return the approval request to review by reassignment to another approver.

Once approved by all approvers, the document can be dispatched by communication to the supplier. This job aid will assist you in approving a standard purchase order.

Step	Action
1	<p>Log into Oracle.  <b>Home Page -&gt; Notifications</b> (Bell icon)</p> 
2	Click the <b>PO</b> that will be approved.

3	<p>Click the <b>Actions</b> menu and select the <b>Add Comments</b> option.</p> 
4	<p>Click in the <b>Comments Field</b>, and enter any information or notes in the <b>Comments</b> region.</p> 
5	<p>Click the <b>Save</b> button.</p>
6	<p>Once the review is complete, click the <b>Approve</b> button.</p> 

The image below illustrates the approval process.

