

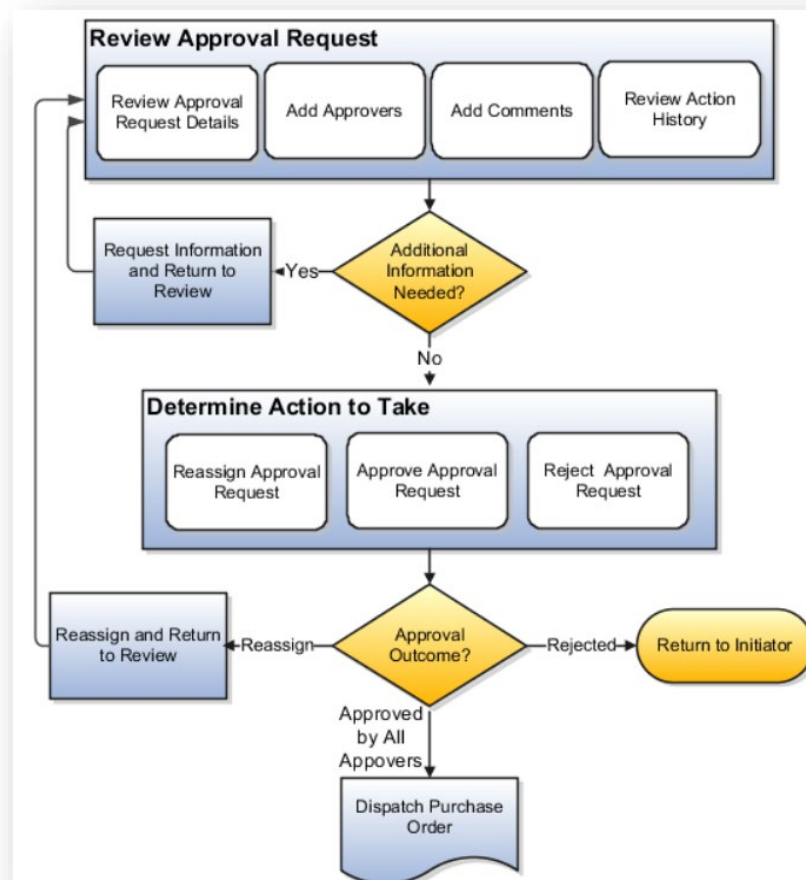
Reject Standard Purchase Order

Audience: Purchasing Approvers

Purpose: Document approval electronically routes the purchase order to all identified approvers and records their approval actions. It determines the routing using a rules engine which is configured to accommodate 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:

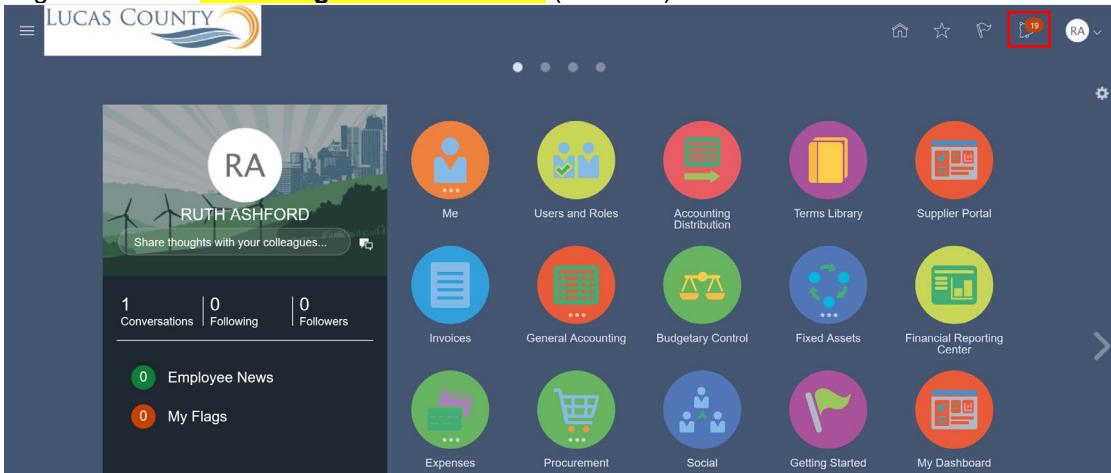
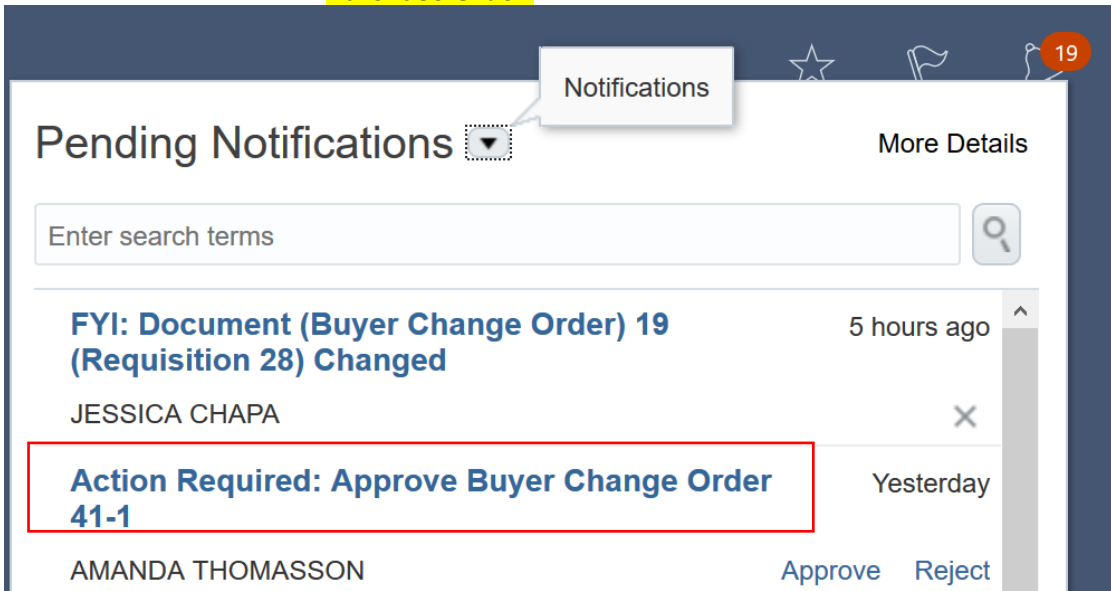
- Review the approval request details and action history. You can also add approvers and comments, if needed.
- Request additional information, if needed.
- Determine the approval action to take. You can approve, reject or reassign the approval request.




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 provide assistance with rejecting a standard purchase order.

Step	Action
1	<p>Log into Oracle. Home Page -> Notifications (Bell icon).</p>  <p>The screenshot shows the Oracle Home page for user RUTH ASHFORD. A red box highlights the notification bell icon in the top right corner, which has a '19' badge. The page features a grid of application tiles such as 'Me', 'Users and Roles', 'Accounting Distribution', 'Terms Library', 'Supplier Portal', 'Invoices', 'General Accounting', 'Budgetary Control', 'Fixed Assets', 'Financial Reporting Center', 'Expenses', 'Procurement', 'Social', 'Getting Started', and 'My Dashboard'.</p>
2	<p>Find the notification for the Purchase Order.</p>  <p>The screenshot shows the 'Pending Notifications' window. A red box highlights the notification: 'FYI: Document (Buyer Change Order) 19 (Requisition 28) Changed' by JESSICA CHAPA. Below it, another notification is highlighted with a red box: 'Action Required: Approve Buyer Change Order 41-1' by AMANDA THOMASSON. The 'Action Required' notification has 'Approve' and 'Reject' buttons. A 'Notifications' callout box points to the notification list.</p>
	<p>Click the Reject button.</p>

	<p>Approve Buyer Change Order 41-1</p> <p style="text-align: right;">Actions ▾ Approve Reject</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Change Order Approval \$100.00 Staples Contract & Commercial, Inc.</p> <p>Change Description: Update Buyer Initiated By: RUTH ASHFORD</p> </div>
<p>4</p>	<p>Click in the Comments field. Enter any information or notes in the Comments region.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Reject Submit Cancel</p> <p>Comment <input style="width: 90%; height: 60px;" type="text" value="I am rejecting this Change Order."/></p> <div style="border: 1px dashed #ccc; padding: 10px; text-align: center; margin-top: 10px;">  <p>Drag files here or click to add attachment</p> </div> </div>
<p>5</p>	<p>Click the Submit button.</p>