

Oracle: Approving a Purchase Order

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Document Revision History

Date	Version	Description	Prepared By
06/22/2016	0.1	Draft	Afolake Oritsejafor
09/08/2017	1.0	Publish	Afolake Oritsejafor
08/16/2018	2.0	Removed all reference to BPA	Afolake Oritsejafor

Review and Approve a Purchase Order

Suppliers will be required to approve an awarded purchase order (PO) in certain cases once created and approved. A notification requesting approval will be received in the form of

- A worklist item generated within the application, OR
- An email notification.

Oracle Worklist

On accessing your Oracle account worklist items requiring your attention will be presented to the right of the screen.

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Subject	Sent	Type	From	Due
Vendor Approval for Standard Purchase Order 10249063 for USD 750.00 requires your approval...	21-Jul-2016	PO Approval		24-Jul-2016
Award Decision: RFQ 61446 (EHS_PS9759_REPAIRS)	20-Jul-2016	Sourcing Auction Awarded	Shufford, Patricia	
Closed Early: RFQ 61471 (EHS_RFQ61471_RA1378)	20-Jul-2016	Sourcing Negotiation	Allie, Rosalie	
Acknowledgement Required: Amendment 1 to RFQ 61456 (EHS_TRNG_61456_RA378)	20-Jul-2016	Sourcing Publish	Allie, Rosalie	
Acknowledgement Required: Amendment 1 to RFQ 61455 (EHS_61455_SAMPLE3)	20-Jul-2016	Sourcing Publish	Allie, Rosalie	
Closed Early: RFQ 61446 (EHS_PS9759_REPAIRS)	19-Jul-2016	Sourcing Negotiation	Shufford, Patricia	
Acknowledgement Required: Amendment 1 to RFQ 61444 (EHS_SAMPLE2_61444_RA1378)	19-Jul-2016	Sourcing Publish	Allie, Rosalie	
Vendor Approval for Blanket Purchase Agreement 10248819 for USD 25,000.00 requires your approval...	18-Jul-2016	PO Approval		21-Jul-2016

To review and approve the request,

1. Click on the notification. Details of the PO will be displayed. To review the entire PO prior to approval, click on the **View Document Details** link in the **References** section. The PO details will be presented. Review the *Header* and *Lines* tabs.
2. Click the **Return to Notification Details** link at the bottom of the page to return to the notification. **DO NOT USE THE BROWSER BACK BUTTON.**

3. Select
 - **Approve** to approve the purchase order or,
 - **Reject** to return the purchase order to the buyer for updates.

E-mail Notification

An email will be sent to the awarded supplier once a blanket purchase agreement (BPA) or purchase order (PO) is created and approved.

To act on it from the email notification, select,

- **Approve** to approve the blanket purchase agreement or purchase order or,
- **Reject** to return the blanket purchase agreement or purchase order to the buyer for updates.