

# Oracle: Approving a Purchase Order

Publish Date: 03/31/2020

[Tech Arch Application Training & Business Process Support](#)



Tech Arch Application Training



## Document Revision History

---

Date	Version	Description
06/22/2016	0.1	Draft
09/08/2017	1.0	Publish
08/16/2018	2.0	Removed all reference to BPA
03/31/2020	2.1	Updated screenshots to hide sensitive information

## 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.

Oracle Applications Home Page

**Main Menu**

[Personalize](#)

- ⊞ ATT | Supplier Portal External User - Invoice Entry
- ⊞ ATT | Supplier Portal External User View Only
- ⊞ ATT | Sourcing Supplier
- ⊞ ATT | Supplier Profile & User Manager
- ⊞ Supplier Profile & User Manager

**Worklist**

Subject	Sent	Type	From	Due
Vendor Approval for Standard Purchase Order for USD 750.00 requires your approval..	21-Jul-2016	PO Approval		24-Jul-2016
Award Decision: RFQ (EHS_P59/59_REPAIRS)	20-Jul-2016	Sourcing Auction Awarded		
Closed Early: RFQ (EHS_RFQ_..._B)	20-Jul-2016	Sourcing Negotiation		
Acknowledgement Required: Amendment 1 to RFQ (EHS_TRNG_...)	20-Jul-2016	Sourcing Publish		
Acknowledgement Required: Amendment 1 to RFQ (EHS_61455_SAMPLE3)	20-Jul-2016	Sourcing Publish		
Closed Early: RFQ (EHS_..._REPAIRS)	19-Jul-2016	Sourcing Negotiation		
Acknowledgement Required: Amendment 1 to RFQ (EHS_SAMPLE2_RA1378)	19-Jul-2016	Sourcing Publish		
Vendor Approval for Blanket Purchase Agreement 1 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.