

## **Denying Approval on a Purchase Order**

Approvers access the Purchase Order's pending approval from the **Approvals Tile**. After reviewing the information on the **PO Approvals** page an approver can **Deny** the approval to send it back to the Buyer. The approver is required to add **Approval Comments** before clicking the **Deny** button to communicate whether they wish the Buyer to either revise or cancel the PO. The buyer receives an email notification, and the PO is visible in their notification alerts with a status of **Transaction Denied**.

## Procedure

## Navigation:





Step	Action
1.	Click the row of the Purchase Order you want to review.

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Pending Approvals								:
View By Type 🗸	All							î
<ul> <li>All</li> <li>8</li> </ul>	Ŧ						8 row	
Purchase Order 8	Purchase Order 37.50 USD	AESM1 / 0000014141 / AES-i	⊥/ Briana 1	GRAINGER INDUSTRIAL SUPPLY	PO Amt Approver Less than \$10K	Routed 04/26/2024	>	
	Purchase Order 62.50 USD	AESM1 / 0000014142 / AES-i	, / Briana 2	GRAINGER INDUSTRIAL SUPPLY	PO Amt Approver Less than \$10K	Routed 04/26/2024	>	
	Purchase Order 25.00 USD	AESM1 / 0000014143 / AES-I	/ Briana 3	GRAINGER INDUSTRIAL SUPPLY	PO Amt Approver Less than \$10K	Routed 04/26/2024	>	

Step	Action
2.	Click the scrollbar and scroll down to the approver comments.
3.	Comments are required when denying approval on a PO.

	CAL SUPPLY			N/-
7.50 USD			Approve Deny	MC
Header is pending	g your approval			
ummary				
Supplier	GRAINGER INDUSTRIAL SUPPLY	PO Total	37.50 USD	
PO Reference		Status	Pend Appr	
PO ID	0000014141	Business Unit	AESM1	
PO Date	04/26/24	Routed Date	04/26/24	
Buyer	AES-	Budget Status	Not Chk'd	
			Edit Purchase Order	
More Informatio	n			
View Printable Versio	<ul> <li>nc</li> </ul>			
Lines				
				1 ro
Line Number	Item Description	Merchandise	Amount	
	SCREWDRIVER	37.50 USD	>	
1				
1	2			

Step	Action
4.	Click the <b>Deny</b> button.
	Deny

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Purchase Order							
GRAINGER INDUST	RIAL SUPPLY						
37.50 USD			Approve		eny	Mo	e
Header is pending	g your approval						
Summary							-
Supplier	GRAINGER INDUSTRIAL SUPPLY	PO Total	37.50 USD				
PO Reference		Status	Pend Appr				- 1
PO ID	0000014141	Business Unit	AESM1				- 1
PO Date	04/26/24	Routed Date	04/26/24				- 1
Buyer	AES-	Budget Status	Not Chk'd				- 1
✓ More Informatio	n		Edit Purchase Order				
View Printable Versio	on >						
∽ Lines							
						1 row	1
Line Number	Item Description	Merchandise	Amount				
1	SCREWDRIVER	37.50 USD			>	,	- 1
Approver Comments	5						
							- 1
Approval Chain	>						Ŧ

Step	Action
5.	Another box will pop up to input <b>Approver Comments</b> , if you haven't added any, this would be the chance to add it. Click the <b>Submit</b> button.

	<b>D</b> I	Creation and the second
Cancel	Deny	Submit
You are about to	deny this request.	
Approver Comm	ients	
Please cancel p	er our Telcon	
SCREWDRIVER	20.00	USD

Step	Act	ion						
6.	The	PO is no lo	nger listed in the a	pprover's pending approvals.				
←   © ♡						ΟĢ	:	Ø
Pending Approvals								:
View By Type	~	All						i
All	7	Ŧ					7 rows	
Purchase Order	7	Purchase Order 62.50 USD	AESM1 / 0000014142 / AES-	GRAINGER INDUSTRIAL SUPPLY	PO Amt Approver Less than \$10K	Routed 04/26/202	.4 ×	
		Purchase Order 25.00 USD	AESM1 / 0000014143 / AES-	GRAINGER INDUSTRIAL SUPPLY	PO Amt Approver Less than \$10K	Routed 04/26/202	:4 →	
		Purchase Order 37.50 USD	AESM1 / 0000014144 / AES	GRAINGER INDUSTRIAL SUPPLY	PO Amt Approver Less than \$10K	Routed 04/26/202	94 →	

Step	Action
7.	The buyer receives a notification email with a link to access the approvals page for this item.

From: corecttpr@ct.gov <corecttpr@ct.gov></corecttpr@ct.gov>
Sent: Tuesday, August 20, 2024 12:41 PM
то:
Subject: PO ID "0000272481" Business Unit "Dept. of "Has Been "Denied" doit.core.emailtest@ct.gov
The following purchase order has been "Denied".
Business Unit: Dept. of
PO ID: 0000272481
PO Reference: DENIAL
PO Date: 2024-08-19
Buyer: 553229
You can navigate directly to the approval page by clicking the link below.
https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F https%3A%2F%2Fcorefntpru.ct.gov%2Fpsp%2FFNTPRU%2FEMPLOYEE%2FERP%
2Fc%2FMANAGE PURCHASE ORDERS.PO APPROVALGBL%3FPage%3DPO APPROVAL%26Action%3DU%26BUSINESS UNIT%3DDOTM1%26PO ID%3D0000272481 %
3B!!OrxsNty6D4my!8J9UkF77V8IFS19mFAn2JJcnZk 69AURLMHLRq9nadrL4D0bOXRYw9JariJpGmuJnC MwhJvYb05dmSZQqKQj9eQ6s0 K8b5%24&data=05%7C02%
7Cdalajah.brown%40ct.gov%7Cbb75147ee85743b1033608dcc137ab5b%7C118b7cfaa3dd48b9b02631ff69bb738b%7C0%7C0%7C638597692055389160%7CUnknown%
2CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk1haWwiLCJXVCl6Mn0%3D%7C0%7C%7C%7C%3data=TbYrKwstx9t%285Agnk52XeLYJhTKcZZFRfndNEFo0zp8%
<u>30&amp;reserved=0</u>

Step	Action
8.	This screenshot displays in the buyers notifications Alerts showing the PO has been denied.



Purchase Order Agricultural Experiment Sta, 0000014141 of AES- has been denied.



Step	Action
10.	Click the Approval Chain button

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Purchase Order							
GRAINGER INDUSTRIAL SUPPLY							
37.50 USD							
O Denied on 08/13/2024							
Summary							
Supplier	GRAINGER INDUSTRIAL SUPPLY	PO Total	37.50 USD				
PO Reference		Status	Denied				
PO ID	0000014141	Business Unit	AESM1				
PO Date	04/26/24	Routed Date	04/26/24				
Buyer	AES-	Budget Status	Not Chk'd				
			Edit Purchase Order				
✓ More Information							
View Printable Version	>						
✓ Lines							
						1 ro	w
Line Number	Item Description	Merchandise Amount					
1	SCREWDRIVER	37.50 USD			>		
Approval Chain	>						

Step	Action
11.	Click the <b>Comments</b> arrow.
	✓ Comments
12.	The buyer reviews the approver's comments.

Арг	proval Chain	×
PO AMOUNT APPROVER		
> Purchase Order 0000014141		Denied
∽ Comments		
AES- Please cancel per our Telcon	at 08/13/24 - 12:04 PM	
PO Chartfield Approver		
> Purchase Order 0000014141		Denied
> Purchase Order 0000014141		Denied

Step	Action
13.	End of Procedure.