

Purchasing Approvals

This job aid will provide an overview of the updated appearance and user interface of Purchasing Approvals in Oracle's Fluid UI.

Navigation:

Select Core-CT Financials

Click Purchasing Tile

Click Approvals Tile

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Core-CT Financials ~				<	2 of 7	>	:
	eProcurement	Procurement Contracts	Supplier Contracts				
	Purchasing	Accounts Payable	General Ledger and KK				
	Billing	Inventory	Project Costing				

Purchasing Approvals Purchasing Updated as of: September 2024 October 23, 2024 Core-CT Financials

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Purchasing				:
	Approvals	Buyer WorkCenter	Purchasing Nav Collection	
	43 Add/Update PO	Dispatch PO	Add/Update Receipts	
Reco	oncile PCard Statement			

This will bring you to the **Pending Approvals** page. Here users will see all pending **Approvals**. Click the **Purchase Order** tab in the Navigation Collection on the left-hand side of the page to only view Purchase Orders pending approval.

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Per	ending Approvals					:			
	View By Type	~	Purchase Order						
۲	All	43	Ŧ						
Ċ.	Purchase Order	•							1 row
W	Requisition	42	Purchase Order 1.430.50 USD	DASM1 / 0000021087 / DAS-	/ DASM1 0000005025	SUBURBAN SANITATION SERVICE INC	Routed 09/17/2024		>

Procedure:

Click the Purchase Order to approve.

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Pendin	g Approvals								:
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`₩ Rec	quisition	42	1,430.50 USD	DASM1 / 0000021087 / DAS-	/ DASM1 0000005025	SUBURBAN SANITATION SERVICE INC	Routed 09/17/2024		,

Click **Approve** to approve the selected purchase order.

- A pop-up window will appear to enter Approver Comments.
- Enter Comments and click **Submit**. (Comments are not required when approving the PO)

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Purchase Order					
SUBURBAN SANITATION SERV	ICE INC				
1,430.50 USD			Approve	Deny	More
Header is pending your appro	oval				
Summary					
	Supplier SUBURBAN SANITATION SERVICE INC	PO Total 1,430.50 USD			
	PO Reference DASM1 000005025	Status Pend Appr			
	PO ID 0000021087	Business Unit DASM1			
	PO Date 09/17/24	Routed Date 09/17/24			
	Buyer DAS-	Budget Status Not Child			
		Edit Purchase Order			
~ More Information					
View Printable Version	>				
~ Lines					
					1 row
Line Number	Item Description	Merchandise Amo	int		
1	SILIVER DIGITPLATE, 13" X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2	1,430.50 USD			>
Approver Comments	>				



> Click **Deny** to deny the selected purchase orders.

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- A pop-up window will appear to enter **Approver Comments**.
- Enter Comments and Click Submit.

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Purchase Order			
SUBURBAN SANITATION SERVICE	E INC		
1,430.50 USD			Approve Deny More
Header is pending your approv	1		
Summary			
	Supplier SUBURBAN SANITATION SERVICE INC	PO Total 1,430.50 USD	
	PO Reference DASM1 0000005025	Status Pend Appr	
	PO ID 0000021087	Business Unit DASM1	
	PO Date 09/17/24	Routed Date 09/17/24	
	Buyer DAS-	Budget Status Not Chk'd	
		Edit Purchase Order	
More Information			
View Printable Version	>		
~ Lines			
			1 row
Line Number	Item Description	Men	chandise Amount
1	SILIVER DIGITPLATE, 13" X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2	1,43	0.50 USD >
Approver Comments			
Approval Chain	>		

Cancel	Deny	Submit
You are about to	o deny this request.	
Approver Com	ments	
		li

Note: It is mandatory to provide comments explaining the reason for Denying the purchase order. If left blank, a pop-up window will prompt you to add comments.



> Click More to bring up the Pushback, Hold, and Request Information options.

Purchasing Approvals Purchasing Updated as of: September 2024 October 23, 2024 Core-CT Financials

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Purchase Order				
SUBURBAN SANITATION SERVICE INC 1,430.50 USD Header is pending your approval				Approve Deny More
Summary				Pushback
PO Referenc	r SUBURBAN SANITATION SERVICE INC	PO Total 1,430.50 USD Status Pend Appr		Hold Request Information
	> 0000021087 = 09/17/24	Business Unit DASM1 Routed Date 09/17/24		
	r DAS-	Budget Status Not Chk'd		
~ More Information		Edit Purchase Order		
View Printable Version	>			
✓ Lines				
Line Number Item Descrip	lion		Merchandise Amount	1 row
1 SILIVER DIG	TPLATE, 13" X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2		1,430.50 USD	>
Approver Comments	2			

Click Pushback to pushback the selected purchase order. A pop-up window to enter Approver Comments will appear. Enter Comments and Click Submit.

Cancel	Pushback	Submit
You are at	bout to pushback this request.	
Approver	Comments	

Note: It is mandatory to provide comments explaining the reason for pushing back the purchase order. If left blank, a pop-up window will prompt you to add comments.

ments are required. enials and Approval Pushbacks and Holds.
ОК

Click Hold to place purchase order on hold. A pop-up window to enter Approver Comments will appear. Enter Comments and Click Submit.



Cancel	Hold	Submit
You are abou	t to put this request on hold.	
Approver Co	omments	

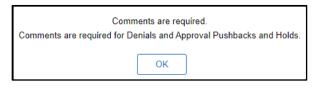
Note: It is mandatory to provide comments explaining the reason for putting the purchase order(on Hold. If left blank, a pop-up window will prompt you to add comments.

Comments are required. Comments are required for Denials and Approval Pushbacks and Holds.
ОК

Click Request Information to request more information regarding the selected purchase order.. A pop-up window to enter Approver Comments will appear. Enter Comments and Click Submit.

Request Information	Submit
to request more information for this request.	
nments	
	to request more information for this request.

Note: It is mandatory to provide comments explaining the reason for Requesting Information on the purchase order. If left blank, a pop-up window will prompt you to add comments.





Click View Printable Version to open the printable version of the purchase order.

1.48.50 USD Header is pending your approval Image: Control of Control o	$\leftarrow \mid \odot \circ$				۵	0 : 0
1.430.50 USD Corrers Corrers </th <th>Purchase Order</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Purchase Order					
Index or out Image: Control of the section of the sectin of the section of the section of the section of the s	SUBURBAN SANITATION SERV	VICE INC				
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Supplier SUBURBAN SANITATION SERVICE INC PO Total 1.430.50 USD PO Reference DASM 100006525 Status Pand Appr PO ID 000021087 Business Unit DASM1 PO Date 917724 Round Date 991724 Busyer DAS- Budget Status Not OXd Veren Printable Version > - Lines	Header is pending your appr	roval				
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PC Date 091724 Buyer DAS- Routed Date 091724 Budger Status Not CMvd - More Information - View Prinzable Vension - Lines - Lines 1 SLUYRER DIGTPLATE, 13'X 200' SPEC CODE 1520, 8 MLI POLYESTER PLATE MATERIAL-2		PO Reference DASM1 0000005025	Status	Pend Appr		
Burger DAS- Budger Status Not CM/d Edit Purchase Order Cols Information Very Principle Version > Version Note Thing The		PO ID 0000021087	Business Unit	t DASM1		
EdB Purchase Order View Prinzable Vension > Lines Merchandise Amount Line Number Item Description Merchandise Amount 1 SILIVER DIGITPLATE. 13'X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2 1.430.50 USD >		PO Date 09/17/24	Routed Date	09/17/24		
✓ More Information View Printable Version > ✓ Lines Marchandise Amount Line Number Item Description Marchandise Amount 1 SILVRER DIGITPLATE, 13'X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2 1.430 50 USO >		Buyer DAS-	Budget Status	Not Chk'd		
Nume Printable Version > Lines Merchandles Amount 1 SLIVER DIGITPLATE. 13' X 200' SPEC CODE 1520, 6 MIL POLYESTER PLATE MATERIAL-2 1439 50 USD >				Edit Purchase Order		
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Line Number Item Description Merchandise Amount 1 SILVER DIGITPLATE, 13' X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2 1.430 50 USD >	View Printable Version	>				
Line Number Item Description Merchandise Amount 1 SILIVER DIGITPLATE, 13' X 200'SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2 1,430.50 USD >	~ Lines					
1 SILIVER DIGITPLATE, 13' X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2 1.430.50 USD						1 row
	Line Number	Item Description		Merchandise Amount		
Approver Comments	1	SILIVER DIGITPLATE, 13" X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2		1.430.50 USD		>
Approval Chain >						

Pop-up window will appear asking if you want to print the purchase order with distribution details.

Do you want to print the purchase order with distribution details Yes / No										
	Yes	No								

Printable purchase order with distribution details:



This is not an authorized approved Purchasing order; it is only a printable version of the PO.

	Dispatch Via P	roved	Approval/Appro			CS	ninistrative Sv	Dept of Adn
	Revision	Date 09-17-2024		Purchase DASM1-0				Accounts Payabl 450 Columbus B
arrier	Ship Via Common Ca	Freight Terms FOB Destination, Frt Prepaid	F	Payment Due Now				Hartford CT 0610 United States
	Currency	Phone/ Email 860/713-5169 doit.core.emailtest@ct.	ŝ	Buyer DAS				
s Blvd 6103	 Accounts Paya 450 Columbus Hartford CT 06 United States 	t Specified Bill T	Attention: Not S		450 Colur Hartford C United Sta	Ship To:	ONIAL RD (307 N CT 06019	SUBURE SERVIC 18 COLO PO BOX
Due Date	tion: Standard Extended Amt	Replenishment Op PO Price	uantity UOM	8DAS	: 06600079	ax Exempt ID: Mfg ID	Ta	Tax Exempt? Y Line- Item/D Sch
09/18/2	1430.50	286.10	5.00 EA		HI	MITSUBIS	ER DIGITPLATE, 200' SPEC CODE 8 MIL POLYESTER MATERIAL-2	13° X 1520,
	_		Amount		0.000			Chartfields
	_	1	1430.500		0 Qty .0000		Percentage 100.0000	Status Open
				1ass 0050			ount Fund Dept 35 1100 DAS2 0 0 0 roject AS_NONPRO ECT	STATE 5333 PCBusUnit Pr NONPC D/
			igned			Currency	BaseCurrency	Details/Tax BaseAmt
	1430.50	chedule Total			ACORE	Currency USD		
	1430.50 Category Line: 0	chedule Total					BaseCurrency USD	BaseAmt

Printable purchase order without distribution details:



This is not an authorized approved Purchasing order; it is only a printable version of the PO.

			Pu	rchase	Order			Pa	ge:1 of 1
	of Administrative Svo	cs			g Approv	/al/App		Dispatch Via	Print
	s Payable umbus Blvd			Purchase DASM1-0	e Order 000021087		Date 09-17-2024	Revision	
	CT 06103			Payment Due Now			Freight Terms FOB Destination, Fr Prepaid	Ship Via Common	Carrier
				Buyer DAS-			Phone/ Email 860/713-5169 doit.core.emailtest@	Currency	
	Supplier: 0000010291 SUBURBAN SANITATION SERVICE INC 18 COLONIAL RD	Ship To:	450 Colur Hartford (United St		Atter	nion: Not	Specified Bil	I To: Accounts P 450 Columi Hartford CT United Stat	ous Blvd 06103
	PO BOX 307 CANTON CT 06019 United States								
	PO BOX 307 CANTON CT 06019 United States	ix Exempt ID: Mfg ID	06600079	8DAS	Quantity	UOM	Replenishment (PO Price		
Tax Exer Line-	PO BOX 307 CANTON CT 06019 United States mpt? Y Ta			8DAS	Quantity 5.00	UOM EA		Extended Am	t Due Date
Tax Exer Line- Sch	PO BOX 307 CANTON CT 06019 United States mpt? Y Ta Item/Description SILIVER DIGITPLATE, 13" X 200" SPEC CODE 1520, 8 ML POLYESTER	Mfg ID		8DAS		EA	PO Price	Extended Am	Due Date
Tax Exer Line- Sch 1 - 1	PO BOX 307 CANTON CT 06019 United States mpt? Y Ta Item/Description SILIVER DIGITPLATE, 13" X 200" SPEC CODE 1520, 8 ML POLYESTER	Mfg ID		8DAS		EA	PO Price 286.10	Extended Am 1430.50	Due Date
Tax Exer Line- Sch 1 - 1	PO BOX 307 CANTON CT 06019 United States mpt? Y Ta Item/Description SILIVER DIGITPLATE, 13" X 200" SPEC CODE 1520, B WIL POLYESTER PLATE MATERIAL-2	Mfg ID		8DAS	5.00	EA So Line: 0	PO Price 286.10	Extended Am 1430.50 1430.50	Due Date
Tax Exer Line- Sch 1 - 1	PO BOX 307 CANTON CT 06019 United States mpt? Y Ta Item/Description SILIVER DIGITPLATE, 13" X 200" SPEC CODE 1520, B WIL POLYESTER PLATE MATERIAL-2	Mfg ID		8DAS	5.00	EA Sc Line: 0 Ite CM	PO Price 286.10 chedule Total Release: 187 m Total	Extended Am 1430.50 	Due Date

> Select **Approval Chain** to see the stages within the approval process.

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Purchase Order		
SUBURBAN SANITATION SERVICE INC		
1,430.50 USD		Approve Deny More
Header is pending your approval		
Summary		
Supplier SUBURBAN SANITATION SERVICE INC	PO Total 1,430.50 USD	
PO Reference DASM1 000005025	Status Pend Appr	
PO ID 0000021087	Business Unit DASM1	
PO Date 09/17/24	Routed Date 09/17/24	
Buyer DAS-	Budget Status Not Chk'd	
	Edit Purchase Order	
V More Information		
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 Lines 		1 row
Line Number Item Description	Merchandise Am	
1 SILIVER DIGITPLATE, 13" X 200" SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2	1.430.50 USD	>
Approver Comments Approval Chain >		

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This will display the Approval Chain along with the status of the purchase order at each stage. Here you will also see the approver comments and if a PO is on Hold.

Approval Chain	\times
PO AMOUNT APPROVER	
~ Purchase Order 0000021087	Pending
Start New Path	
PO AMOUNT APPROVER	
Approved	
DAS- PO Amt Approver Less Than \$10K 09/17/24 11:04 AM	>
🔀 Pending	+
DAS- Inserted Approver	>
PO Chartfield Approver	
[∨] Purchase Order 0000021087	Awaiting Further Approvals
Start New Path	
PO Chartfield Approver	
Mot Routed	+
Multiple Approvers PO Chart Field Approver	>

> Click the Edit Purchase Order hyperlink to make edits to the purchase order.

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Purchase Order	
SUBURBAN SANITATION SERVICE INC	Approve Deny More
1,430.50 USD	Approve Deny More
Header is pending your approval	
Summary	
Supplier SUBURBAN SANITATION SERVICE INC	PO Total 1,430.50 USD
PO Reference DASM1 0000005025	Status Pend Appr
PO ID 0000021087	Business Unit DASM1
PO Date 09/17/24	Routed Date 09/17/24
Buyer DAS-	Budget Status Not Chk'd
✓ More Information	Edit Purchase Order
View Printable Version >	
✓ Lines	
	1 row
Line Number Item Description	Merchandise Amount
1 SILIVER DIGITPLATE, 13" X 200' SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2	1,430.50 USD >
Approver Comments	
Approval Chain >	



This will bring you to the purchase order, so you can review or update as needed.

← © ♡						Q Search in	ı Menu							
Purchase Order														
Purchase Order														
_	DASM1 0000021087			Status F Status №		er Processinn								
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*Supplier		Supplier Details												
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Details Ship I	o/Due Date <u>S</u> tatuses	Item Information	ibutes <u>R</u> FQ <u>C</u> ontract	Receiving	₽							1-1 of 1 👻 >	> V	iew All
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View Printable Version Purchase Order Approve	al			"Go to	More		~							
Save Return to	Search Notify Refres	sh										Add	Update/D	isplay

End of Procedure.