



Purchasing Approvals

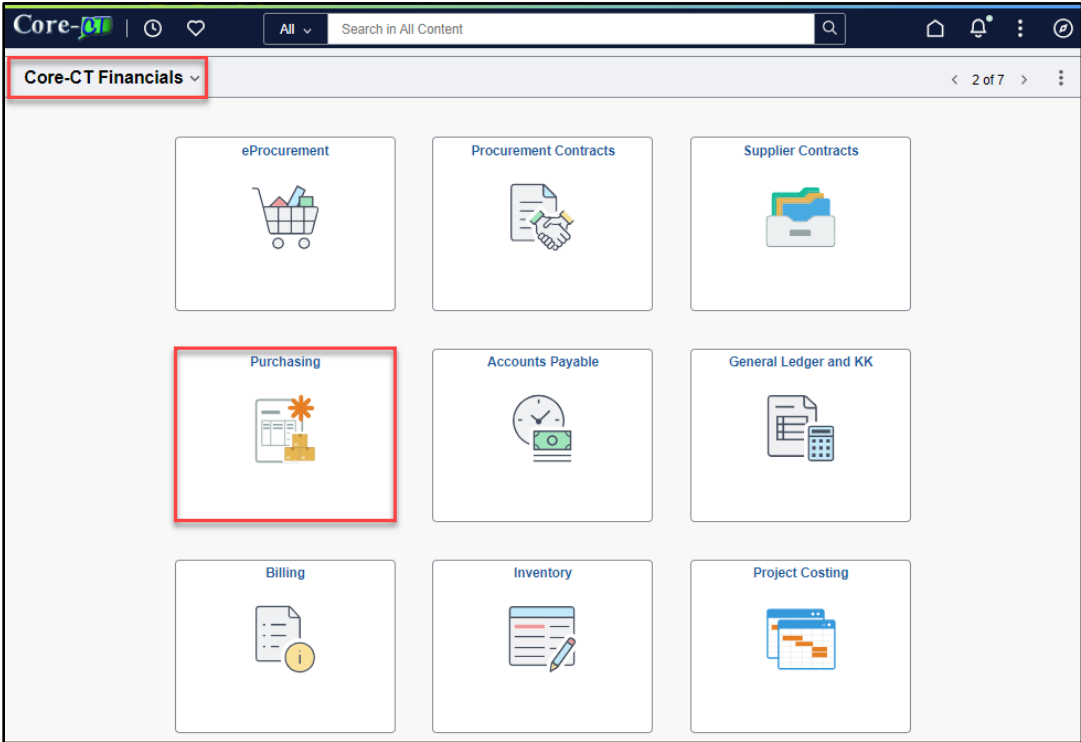
This job aid will provide an overview of the updated appearance and user interface of Purchasing Approvals in Oracle's Fluid UI.

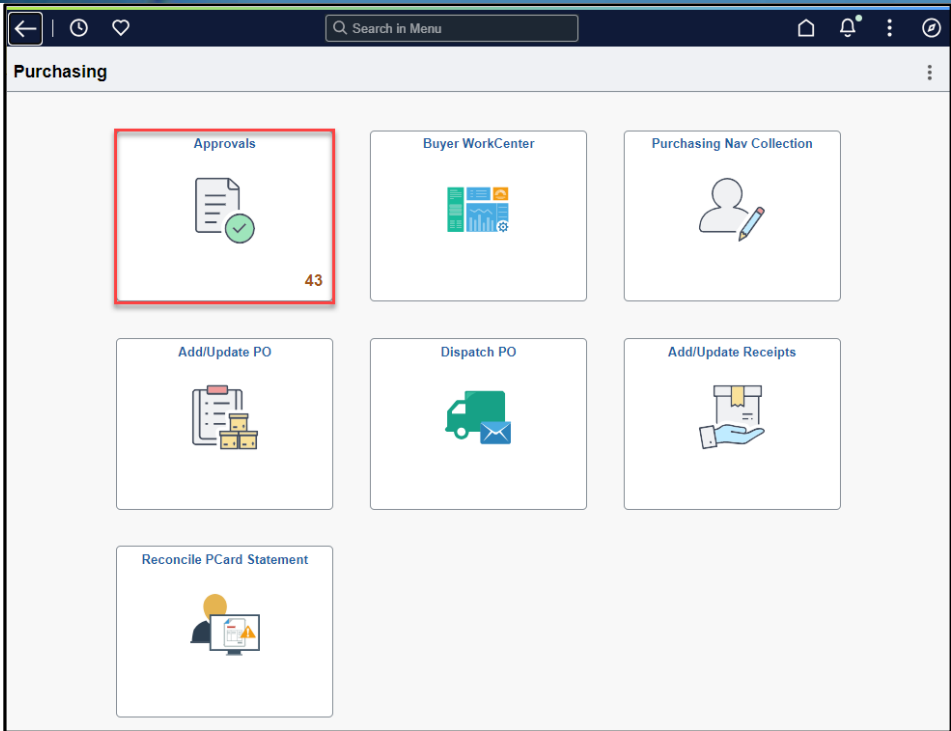
Navigation:

Select **Core-CT Financials**

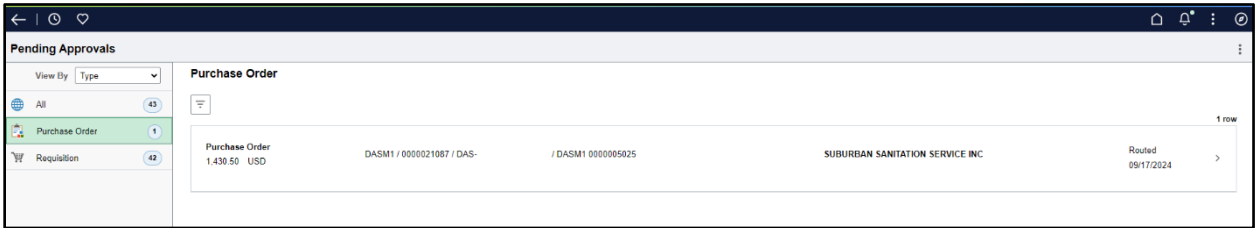
Click **Purchasing** Tile

Click **Approvals** Tile



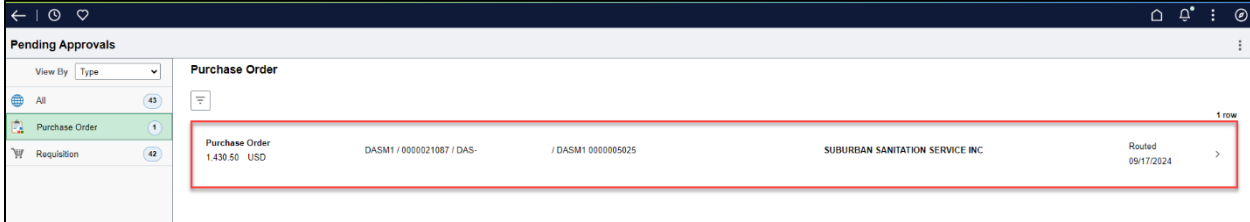


This will bring you to the **Pending Approvals** page. Here users will see all pending **Approvals**. Click the **Purchase Order** tab in the Navigation Collection on the left-hand side of the page to only view Purchase Orders pending approval.

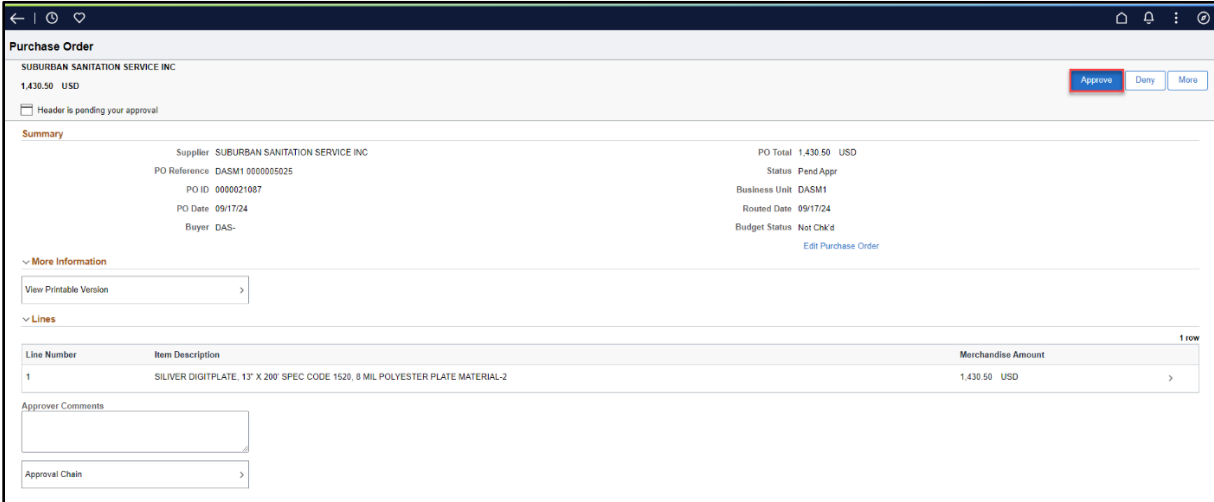


Procedure:

- Click the **Purchase Order** to approve.



- 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)



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

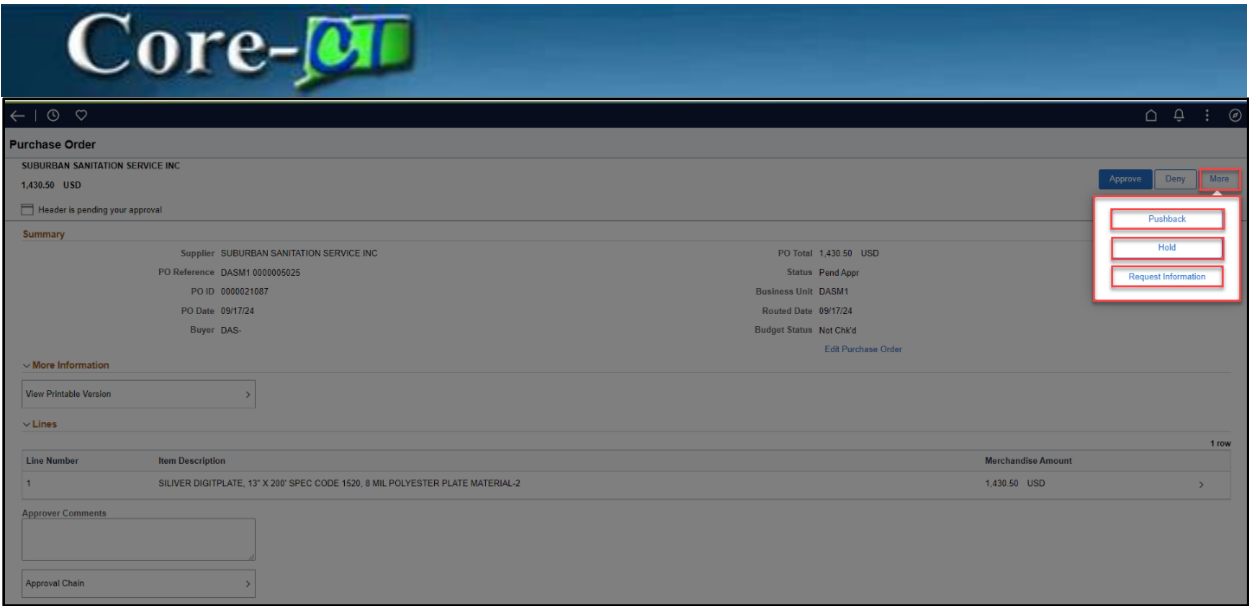


- A pop-up window will appear to enter **Approver Comments**.
- Enter Comments and Click **Submit**.

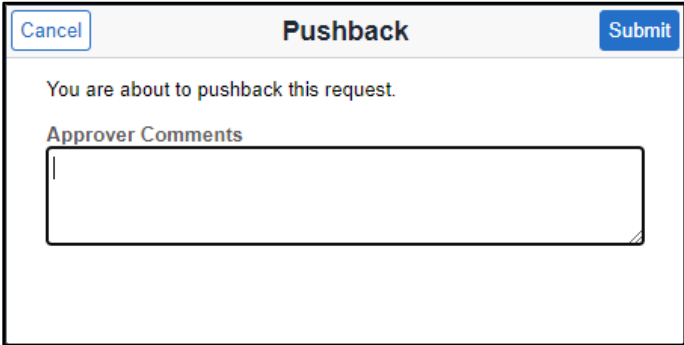
Line Number	Item Description	Merchandise Amount
1	SILVER DIGITPLATE, 13" X 200" SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL-2	1,430.50 USD

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.

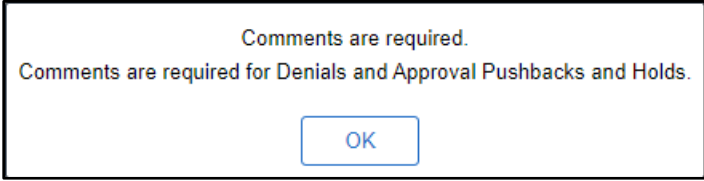
- Click **More** to bring up the **Pushback**, **Hold**, and **Request Information** options.



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



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.



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



A dialog box titled "Hold" with "Cancel" and "Submit" buttons. The text inside reads: "You are about to put this request on hold." Below this is a text input field labeled "Approver Comments".

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.

A small pop-up dialog box with the text: "Comments are required. Comments are required for Denials and Approval Pushbacks and Holds." and an "OK" button.

- 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**.

A dialog box titled "Request Information" with "Cancel" and "Submit" buttons. The text inside reads: "You are about to request more information for this request." Below this is a text input field labeled "Approver Comments".

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.

A small pop-up dialog box with the text: "Comments are required. Comments are required for Denials and Approval Pushbacks and Holds." and an "OK" button.



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

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 000006025	Status: Pend Appr
PO ID: 000021087	Business Unit: DASM1
PO Date: 09/17/24	Routed Date: 09/17/24
Buyer: DAS-	Budget Status: Not Chk'd

More Information

View Printable Version

Lines

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

Approver Comments

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.

Pending Approval/Approved		Dispatch Via Print
Purchase Order	Date	Revision
DASM1-0000021087	09-17-2024	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Destination, Frt Prepaid	Common Carrier
Buyer	Phone/ Email	Currency
DAS	860/713-5169 dot.core.emailtest@ct.gov	

Dept of Administrative Svcs
Accounts Payable
450 Columbus Blvd
Hartford CT 06103
United States

Supplier: 0000010291
SUBURBAN SANITATION
SERVICE INC
18 COLONIAL RD
PO BOX 307
CANTON CT 06019
United States

Ship To: 450 Columbus Blvd
Hartford CT 06103
United States

Attention: Not Specified

Bill To: Accounts Payable
450 Columbus Blvd
Hartford CT 06103
United States

Tax Exempt? Y **Tax Exempt ID:** 066000798DAS **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	SILVER DIGITPLATE, 13" X 200" SPEC CODE 1520, 8 MIL POLYESTER PLATE MATERIAL--2	MITSUBISHI	5.00	EA	286.10	1430.50	09/18/2024

DIST: 1

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	5.0000	1430.500

GLUnit	Account	Fund	Dept	Program	Class
STATE	53335	1100	DAS2392	00000	10050
		0	0		

PCBusUnit	Project
NONPC	DAS_NONPRO
	JECT

BaseAmt	BaseCurrency	Currency	Location	Consigmed
1430.500	USD	USD	ACORE	N

Schedule Total 1430.50

Contract ID: 17PSX0189AE Contract Line: 0 Release: 187 Category Line: 0

Item Total 1430.50
CM_2157_1004276

Total PO Amount 1430.50

The Total Obligation 1430.50
For time period 09/17/2024 to 06/30/2025

Printable purchase order without distribution details:



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

Purchase Order Page: 1 of 1

Dept of Administrative Svcs
Accounts Payable
450 Columbus Blvd
Hartford CT 06103
United States

Pending Approval/Approved		Dispatch Via Print
Purchase Order DASM1-0000021087	Date 09-17-2024	Revision
Payment Terms Due Now	Freight Terms FOB Destination, Frt Prepaid	Ship Via Common Carrier
Buyer DAS-	Phone/ Email 860/713-5169 doit.core.emallest@ct.gov	Currency

Supplier: 0000010291
SUBURBAN SANITATION
SERVICE INC
18 COLONIAL RD
PO BOX 307
CANTON CT 06019
United States

Ship To: 450 Columbus Blvd
Hartford CT 06103
United States

Attention: Not Specified

Bill To: Accounts Payable
450 Columbus Blvd
Hartford CT 06103
United States

Tax Exempt? Y **Tax Exempt ID:** 066000798DAS **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	SILVER DIGITPLATE, 13" X 200" SPEC CODE 1520. 8 MIL POLYESTER PLATE MATERIAL-2	MITSUBISHI	5.00	EA	286.10	1430.50	09/18/2024
Schedule Total						1430.50	
Contract ID: 17PSX0189AE			Contract Line: 0		Release: 187	Category Line: 0	
Item Total						1430.50	
CM_2157_1004276							
Total PO Amount						1430.50	
The Total Obligation						1430.50	
For time period 09/17/2024 to 06/30/2025							

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

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](#)

▼ More Information

[View Printable Version](#) >

▼ Lines

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

Approver Comments

[Approval Chain](#) >



- 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

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

- Not Routed
Multiple Approvers
PO Chart Field Approver

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

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 Reference: DASM1 000005025
PO ID: 0000021087
PO Date: 09/17/24
Buyer: DAS

PO Total: 1,430.50 USD
Status: Pend Appr
Business Unit: DASM1
Routed Date: 09/17/24
Budget Status: Not Chkd

[Edit Purchase Order](#)

More Information
View Printable Version

Lines

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

Approver Comments

Approval Chain



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

Purchase Order

Business Unit: DASM1
 PO ID: 000021087
 PO Status: Pend Appr
 Budget Status: Not Chk'd
 Copy From: [Dropdown]
 Doc Tot Status: Valid
 Hold From Further Processing

Header

*PO Date: 09/17/2024
 *Supplier: SUBURB8829-001
 *Supplier ID: 000010291
 *Buyer: 085741
 PO Reference: DASM1 000005025

Supplier Search
 Supplier Details
 SUBURBAN SANITATION SERVICE, INC
 DAS: [Dropdown]
 Activity Summary
 Add Comments
 Add Ship To Comments
 Document Status

Receipt Status: Not Recvd
 Priority: Medium
 *Dispatch Method: Print
 Dispatch

Amount Summary

Merchandise	1,430.50	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	1,430.50 USD	
Encumbrance Balance		
Obligation Amount	1,430.50	

Add Items From
 Catalog
 Purchasing Kit
 Item Search

Select Lines To Display
 Search for Lines
 Line: [Input] To: [Input] Retrieve

Lines

1-1 of 1 | View All

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[Input]	SILVER DIGITPLATE	5 0000	EA	45000000	286.10000	1,430.50	Pending

View Printable Version
 Purchase Order Approval
 *Go to: [More...]

Save Return to Search Notify Refresh Add Update/Display

End of Procedure.