## AASIS STEPS FOR REJECTING A PR APPROVAL REQUEST

## **Documenting the Reason for Rejection**

To document the reason for rejection:

- In the ME54N transaction, open the Texts tab in the Item Detail section of the PR.
- Select the corresponding line in the dropdown field which is relative to the necessary rejection/change.
- Click on the Approval Comments title to the left to highlight it.
- Enter the notes in the comment field.
- Click Enter to save.

Item	, PRO SERVICE, CONSULTANT,   PRO SERVICE, CONSULTANT,   Dates Valuation Source of Supply Status Contact Person Texts Delivery Address	55
Item Texts     Material Master Text    Motes to Buyer     Approval Comments	We cannot commit this much to our budget at this time. Please decrease line 1 quantity to 1,000,000.00.	>

## **Executing the Rejection**

To execute the rejection of a PR after entering documentation:

- Click on the "Reject" icon in the Release strategy tab in the Header section.
- The yellow triangle will remain, but the Release options column will disappear.
- The requisitioner will receive an email and workflow notification of the rejection.

It is critical to remember that the procurement process *will stall* until the requisitioner makes the changes and initiates the approval process again, if necessary.

I Release Purchase Req. 1000878880									
Document Overview On 🗏 🌮 📸 👔 🚰 Personal Setting									
Texts Release strategy Total Projected Cost									
Release group	RQ Requisition	Code	Description	Status	Release options				
Release Strategy	F2 PR=>100K TPC>1M	R3	Agency Proc Manager		~				
Release Indicator	X Blocked	R4	Agency Director						
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## **Reversing a Rejection**

Should you need to reverse a rejection that you executed on a PR:

- Open AASIS transaction ME54N.
- Access the correct PR by using the Other Purchase Requisition icon.
- Click on the blue "Cancel rejection" arrow.

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The Release options column will reappear with the executable release icon.