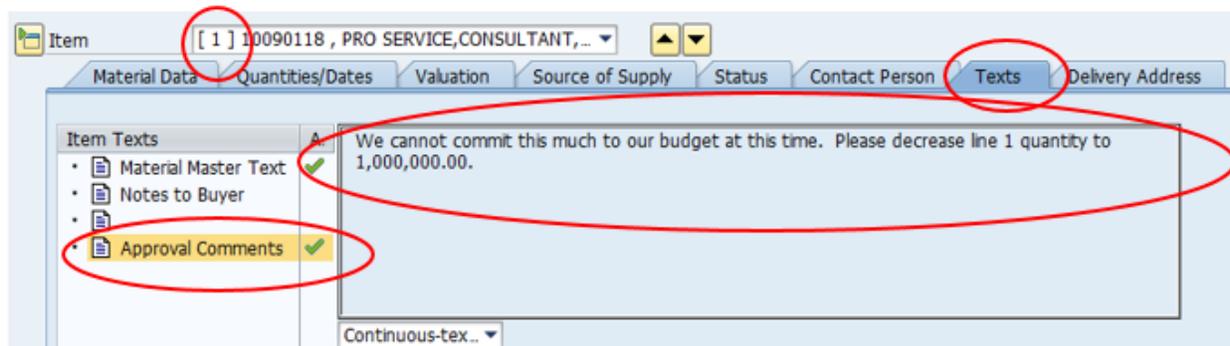


# AASIS STEPS FOR REJECTING A PR APPROVAL REQUEST

## 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.

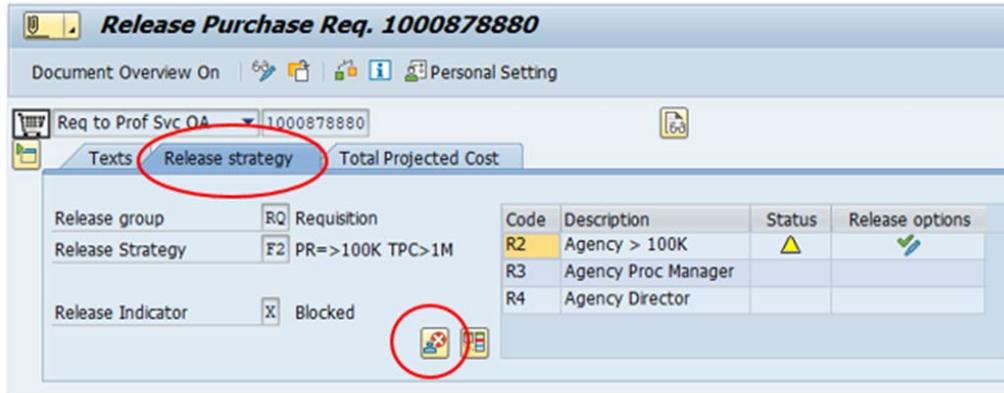


## Executing the Rejection

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.

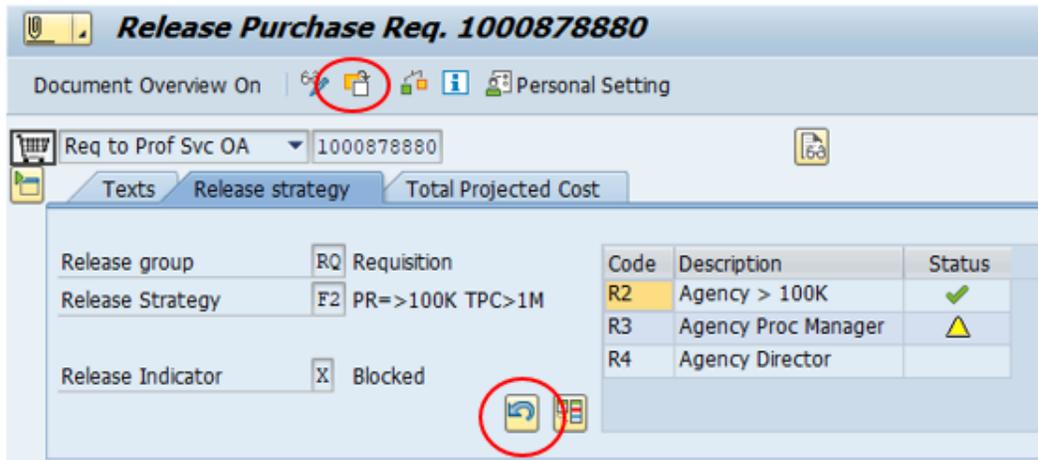
It is critical to remember that the procurement process *will stall* until the requisitioner makes the changes and initiates the approval process again, if necessary.



## 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.



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