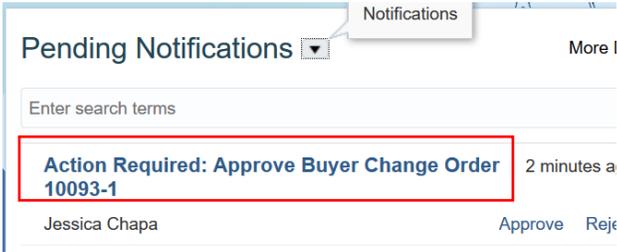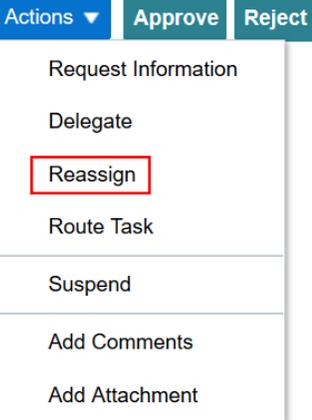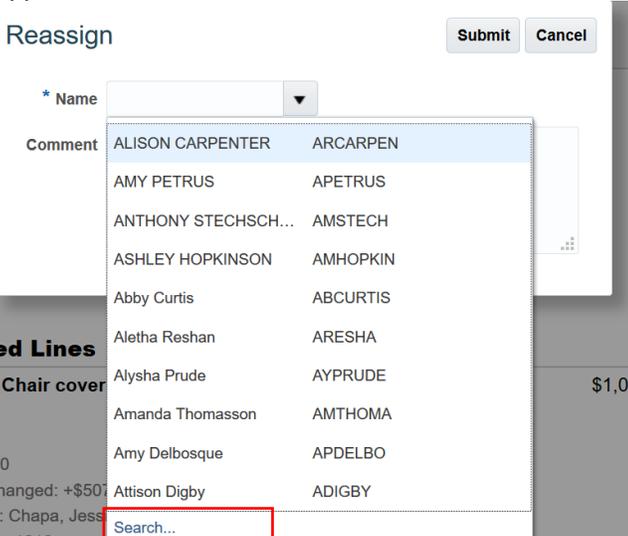# Forward Standard Purchase Order – Add Approver

**Audience:** Purchasing Approver

**Purpose:** Rules are in place that enable administrators to organize and author approval routing rules based on numerous document attributes such as ordered amount, price, category, and contract terms. Based on your unique business requirements, administrators can choose to send the approval request to approvers in parallel or in a sequence. Approvals can be sought using supervisory chain, position or job level hierarchy, or using a list of approvers. This job aid will walk you through forwarding to/adding another approver.

| Step | Action |
|------|--------|
| 1 | Log into Oracle. **Home Page -> Notifications** (bell icon).  |
| 2 | Search for the Purchase Order to forward for approval. |
| 3 | Click the **Title** link for the purchase order.  |
| 4 | Click the **Action** menu and select **Add Comments** section.  |

![Lucas County Ohio logo]
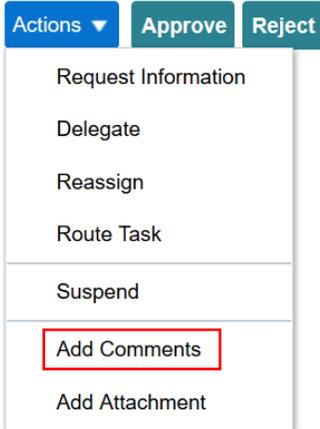
| 5 | Click in the <mark>Comments</mark> field and enter any information or notes in the <mark>Comments</mark> region and click <mark>Save</mark>. |
|---|---|
| | **Add Comments**   Save   Cancel<br><br>Comment   Changes approved. |
| 6 | Click the <mark>Actions</mark> dropdown menu. |
| 7 | Select the <mark>Reassign</mark> option from the menu.<br><br>Actions ▼   Approve   Reject<br><br>Request Information<br><br>Delegate<br><br>Reassign<br><br>Route Task<br><br>Suspend<br><br>Add Comments<br><br>Add Attachment |
| 8 | Click in the <mark>Name</mark> drop down list and select a name. If needed, click the **Search** link to find an approver.<br><br>**Reassign**   Submit   Cancel<br><br>* Name   ▼<br><br>Comment<br><br>ALISON CARPENTER    ARCARPEN<br>AMY PETRUS    APETRUS<br>ANTHONY STECHSCH…    AMSTECH<br>ASHLEY HOPKINSON    AMHOPKIN<br>Abby Curtis    ABCURTIS<br>Aletha Reshan    ARESHA<br>Alysha Prude    AYPRUDE<br>Amanda Thomasson    AMTHOMA<br>Amy Delbosque    APDELBO<br>Attison Digby    ADIGBY<br><br>ed Lines<br>Chair cover    $1,0<br>0<br>hanged: +$50<br>r: Chapa, Jess<br><br>Search… |
| 9 | Search by User Name or User ID**.** For this example, enter a partial name or User ID to display a list of values.  The field is case sensitive. |

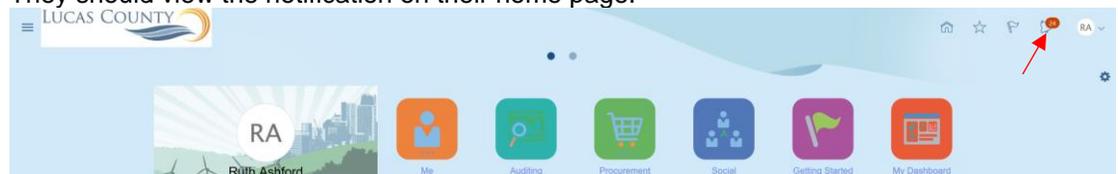| 10 | Highlight the approver and click **OK**. |
| 11 | Add comment if applicable and click **Submit**. |
| |  |
| 12 | **New Approver tasks:** The new approver that received the forwarded PO approval task will receive a notification. They should view the notification on their home page.  |
| 13 | New approver will click the notification link tagged as **Transferred**.  |

# LUCAS COUNTY
## OHIO

| 14 | Review **Comments.** |
|----|----------------------|
|    | **Approvals** |
|    | ○ **Jessica Chapa** |
|    | 8/14/19 9:12 AM |
|    | ⓘ Amanda Thomasson reassigned to **Ruth Ashford** |
|    | Changes approved. |
|    | Please review and approve. |
|    | 8/13/19 4:33 PM |
|    | 🕒 Assigned to **Ruth Ashford** |
|    | 8/13/19 4:33 PM |
|    | ⬆ Submitted by **Jessica Chapa** |
|    | 📎 PO_300000002080211_10093_1.pdf |
| 16 | If everything looks proper to approve, click the **Approve** button. (Otherwise the selection would be to Reject.) |
|    | Actions ▼  **Approve**  **Reject** |
| 17 | Add comment and click **Submit.** |
|    | Approve    Submit  Cancel |
|    | Comment  The Change Order is approved. |
|    | Drag files here or click to add attachment ⌄ |