

# How to Configure the Rejection Reason for Autorejected Purchasing Documents and Requisitions

You can configure the rejection reason for an autorejection rule, share the reason with buyers or requesters via an online and email notification, and track the rejection reason in the document history.

To configure a rejection reason for an autorejection rule, you must follow these steps:

1. Navigate to the Setup and Maintenance work area, go to the Manage Standard Lookups task.

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Setup: Procurement

Actions

Functional Areas

Initial Users

Shared

Enterprise Profile

Shared

Legal Structures

Shared

Financial Reporting Structures

Shared

Organization Structures

Shared

Search Tasks

Manage Standard Lookups

Approval Management

View

Format

Freeze

Detach

Wrap

Show

Required Tasks

Task

Manage Requisition Approvals

Manage Purchasing Document Approvals

Scope

Manage Implementation Projects

Copy Configurations

Manage Configuration Packages

Manage Export and Import Processes

Purge Export and Import Processes

Manage Setup Content

Review Topology

Search

ORACLE

Search

Done

Manage Standard Lookups

Match With Tasks, Task Lists, Business Objects

Name	Type	Details
Manage Standard Lookups	Task	

2. Search for the ORA\_POR\_AUTO\_REJECT\_REASON lookup type.

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Manage Standard Lookups ?

Save

Save and Close

Cancel

Search

Lookup Type

ORA\_POR\_AUTO\_REJECT\_REASON

Meaning

Description

Module

▼

Search

Reset

Search Results

Actions ▼

View ▼

Format ▼

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📄 Detach

↶ Wrap

	Lookup Type	Meaning	Description	Module	Lookup Configuration Level
▶	ORA_POR_AUTO_REJE...	Automatic Approval Rules Rejection Reason	Rejection reasons for the requisitions and pui	Self Service Procurement Common Components	User

3. Create a new lookup code for the autorejection reason.

## Search Results

Actions View Format + X Detach Wrap

	Lookup Type	Meaning	Description	Module	Lookup Configuration Level
▶	ORA_POR_AUTO_REJE...	Automatic Approval Rules Rejection Reason	Rejection reasons for the requisitions and pur	Self Service Procurement Common Components	User

## ORA\_POR\_AUTO\_REJECT\_REASON: Lookup Codes

Actions View Format + X Detach Wrap

	<input type="text"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>
	Lookup Code	Display Sequence	Enabled	Start Date	End Date	Meaning	Description	Tag
▶	autorejection	<input type="text"/>	<input checked="" type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy	autorejection	autorejection	<input type="text"/>

4. You must use the autorejection rule name as the lookup code, but you must remove any spaces that may be there in the rule name when you specify the lookup code for the autorejection rule.

Define Approval Rule

### Functional Areas

Change Feature Opt In

* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* Organization Structures	Shared
Workforce Structures	Shared
* Users and Security	Shared
* Purchasing Categories	
* Suppliers	Shared
* Approval Management	

Search Tasks

### Approval Management

View 
 Format 
 Freeze
 Detach
 Wrap
 Show
 Required Tasks

Task	Scope	Actions
Manage Requisition Approvals		
Manage Purchasing Document Approvals		

Columns Hidden 3

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Manage Requisition Approvals ?

Deploy

Discard

Manage User-Defined Attributes

Done

Actions ▾ View ▾ Format ▾

📄 Freeze

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↔️ Wrap

Edit Rules

Disable

Stage	Participant	Routing	Voting Regime	Enabled
Header Preapproval Stage	Requester FYI	FYI		
Header Preapproval Stage	Preapproval Header Consensus	Parallel	Consensus	
Header Preapproval Stage	Preapproval Header First Responder Wins	Parallel	First Responder Wins	
Header Preapproval Stage	Preapproval Header Hierarchy	Serial		
Header Stage	Header Hierarchy	Serial		✔️

Version 11.13.24.07.0

Stage

Header Stage

Participant

Header Hierarchy

Rules ?

Actions ▾ View ▾ Format ▾

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Rule

Priority

Medium

Create Rule

\* Rule

autorejection

\* Priority

Medium ▾

Description

autorejection

☐ Rule always applies

OK

Cancel

Enabled

autorejection	Medium		
AB PR Rule	Medium	Requisitioning BU	
MJ Req Approval	Medium	Requisitioning BU	
SA PS Req Approval under 5...	Medium	Requisitioning BU	
SA PS Requisition Approval ...	Medium	Requisitioning BU	

Columns Hidden 1

autorejection: Details

Conditions

Actions View Format Freeze

Search and Select: Attribute

Search

Attribute Requisitioning BU

Dimension

Search Reset

Attribute	Dimension
Requisitioning BU	Requisition Header
Requisitioning BU Name	Requisition Header

OK Cancel

autorejection	Medium	Requisitioning BU Equals SH BU	
AB PR Rule	Medium	Requisitioning BU Equals AB BU	
MJ Req Approval	Medium	Requisitioning BU Equals M	
SA PS Req Approval under 5...	Medium	Requisitioning BU Equals S	
SA PS Requisition Approval ...	Medium	Requisitioning BU Equals S	

Columns Hidden 1

autorejection: Details

Conditions

Actions View Format Freeze

Add Condition

Type Approval task attribute

\* Attribute Requester

Operator Equals

Value Type Value

\* Value Elshayeb, Ziad

Add Another OK Cancel

MJ Req Approval	Medium	Requisitioning BU Equals MJ_US_BU AND Requisition Approval Amount Less than or equal to 100000	✓
SA PS Req Approval under 5...	Medium	Requisitioning BU Equals SA PS Business Unit AND Requisition Approval Amount Less than or equal to 50000	✓
SA PS Requisition Approval ...	Medium	Requisitioning BU Equals SA PS Business Unit AND Requisition Approval Amount Greater than 50000	✓

Columns Hidden 1

autorejection: Details

Conditions

Actions ▼ View ▼ Format ▼ ✎ ✕ Freeze Detach

**Condition**

AND

Requisitioning BU Equals SH BU

Requester Equals Elshayeb, Ziad

**Edit Action 1**

Action Type Automatic ▼

Set Outcome To Rejected ▼

OK Cancel

Operator ▼ ✂ 📄 🗑 ▼

Test Cycle

Create PR Using Ziad Elshayeb

Create Noncatalog Request ?

Add to Shopping List

Add to Cart

Done

0

Item Type

Goods billed by quantity ▾

\* Item Description

autorejection Test

\* Category Name

Miscellaneous 🔍

\* Quantity

1

\* UOM Name

Ea ▾

\* Price

10.00

\* Currency

USD ▾

☐ Negotiation required

☐ New supplier

Supplier

 🔍

Supplier Site

 ▾

Supplier Contact

 ▾

Phone

Fax

Email

Supplier Item

Attachments

View ▾ + ✕

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Add to Cart



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Create Noncatalog Request ?

Add to Shopping List

Add to Cart

Done

1

autorejection Test

\$10.00 Ea

1

Total \$10.00

Review

Submit

Item Type

Goods billed by quantity

\* Item Description

Supplier

Supplier Site

Review

Line 1: Details

Delivery

Requester

Elshayeb, Ziad

Urgent

No

Requested Delivery Date

25/02/2025

Deliver-to Location Type

Internal

\* Deliver-to Location

SH 6 October

Deliver-to Address

6Th October, 6TH OF OCTOBER CITY GIZA, EGYPT

Charge Account

Hide Segments

Alias

Company

101

US 1 LE 1 BU 1

Line of Business

10

LoB 1 US1

Account

60540

Miscellaneous

Cost Center

000

Balance Sheet

Product

000

None

Intercompany

000

None

Search

Reset

OK

Cancel

Charge Account

\* Percentage

Quantity

Amount (USD)

Delete

101.10.14100.000.000.000

100

1

10.00

Total

100

1

10.00

Attachments

None

+

✖

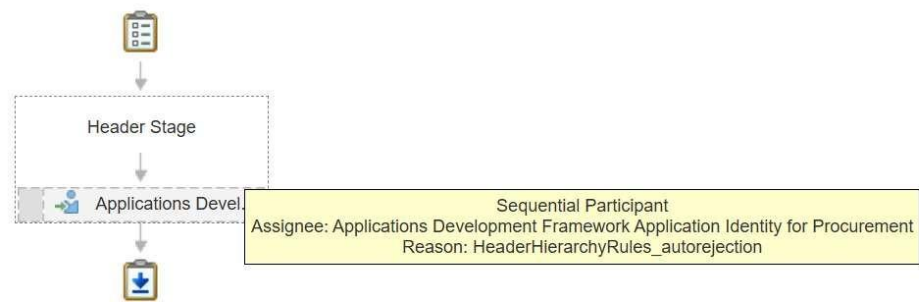
✖

Options

Apply

Reset

Section	Stage or Participant
1	Header Stage
1.1	Parallel
1.1.1	Applications Development Framework Application Identity for Procurement - Header Hierarchy



Recent Requisitions

View More

PR2025-00000...

autorejection Test

Pending approval

Recent Purchases

🟢 Confirmation

✕

Requisition PR2025-00000001 was submitted.

View PDF

OK

Entered By	Ziad Elshayeb	Description	autorejection Test
Requisitioning BU	SH BU	Status	Rejected
Requisition	PR2025-00000001		

View ▾Format ▾

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 Detach 

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 Wrap

Action Performed	Performed By	Action Date	Reference Document	Additional Information
Submit requisition	Elshayeb, Ziad	22/02/2025 02:53 PM	Requisition PR2025-00000000	
Reject	Application	22/02/2025 02:57 PM		autorejection

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Requisitions ?

Shop by Category ▾

Search

Notifications

Show All

FYI

7 minutes ago

Requisition PR2025-00000001 Rejected

Ziad Elshayeb

Dismiss

Recent Requisitions

View More

PR2025-00000... autorejection Test

Rejected

Recent Purchases

No data to display.

Requisition PR2025-00000001 Rejected

Dismiss

Details

Assignee	Ziad Elshayeb	Requisitioning BU	SH BU
From	Ziad Elshayeb	Entered By	Ziad Elshayeb
Assigned Date	22/02/2025 02:57 PM	Requisition Amount	10.00 USD
Expiration Date	24/03/2025 02:57 PM	Nonrecoverable Tax	0.00 USD
Task Number	1653065	Approval Amount	10.00 USD
Rejection Reason	autorejection	Description	autorejection Test
		Justification	

Recommended Actions

- Edit Requisition

Requisition Lines

View Format Freeze Detach Wrap

Line	Item Description	Suggested Supplier	Cost Center	Quantity	UOM Name	Price	Amount	Am
1	autorejection Test		000	1	Ea	10.00 USD	10.00 USD	

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If You Want to define Many Rejections Rule with Different reason repeat the steps

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Document History: PR2025-0002

Done

Entered By

 Ziad Elshayeb

Description

ziadautorejection Test

Requisitioning BU

SH BU

Status


Rejected


Requisition


PR2025-0002


View ▼


Format ▼


 Freeze



 Detach







 Wrap

Action Performed	Performed By	Action Date	Reference Document	Additional Information
 Submit requisition	 Elshayeb, Ziad	22/02/2025 03:16 PM	Requisition PR2025-0002	
Reject	Application	22/02/2025 03:17 PM		<a href="#">ziadautorejection</a>

Done