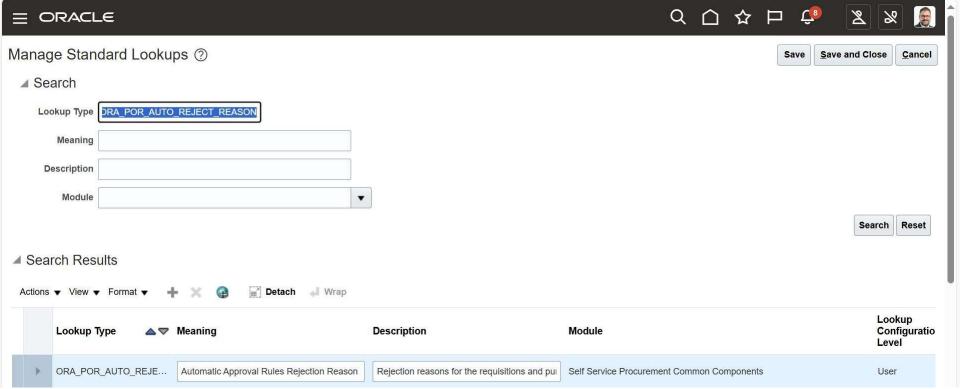# How to Configure the Rejection Reason for Autorejected Purchasing Documents and Requisitions

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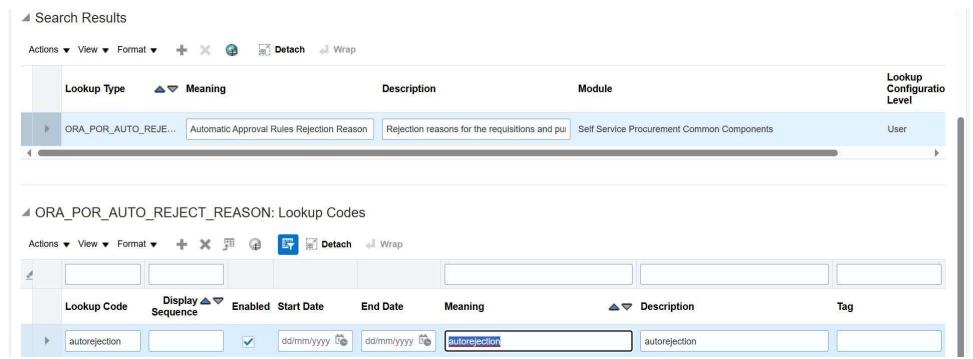
To configure a rejection reason for an autorejection rule, you must follow these steps:

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

2. Search for the ORA_POR_AUTO_REJECT_REASON lookup type.

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

Search Results

Actions ▼ View ▼ Format ▼ ➕ ✖ 🌐 ⬚ Detach ◁ Wrap

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

⬧ ORA_POR_AUTO_REJECT_REASON: Lookup Codes

Actions ▼ View ▼ Format ▼ ➕ ✖ ▦ 🌐 ▦ ⬚ Detach ◁ Wrap

	Lookup Code	Display Sequence ▲▽	Enabled	Start Date	End Date	Meaning	▲▽	Description	Tag
▶	autorejection		☑	dd/mm/yyyy 📅	dd/mm/yyyy 📅	autorejection		autorejection	

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		

Deploy | Discard | **Manage User-Defined Attributes** | **Done**

Actions ▾ View ▾ Format ▾ | ⊞ Freeze | ⊡ Detach | ⊣ 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 ⑦

Actions ▾ View ▾ Format ▾ | ➕ | ▤ | ✏️

Rule	Priority			Enabled
	Medium			

Create Rule

* **Rule** | autorejection

* **Priority** | Medium ▾

Description | autorejection

☐ Rule always applies

OK | **Cancel**

Top section

autorejection	Medium		✓
AB PR Rule	Medium	Requisitioni	✓
MJ Req Approval	Medium	Requisitioni	✓
SA PS Req Approval under 5...	Medium	Requisitioni	50000 ✓
SA PS Requisition Approval ...	Medium	Requisitioni	✓

Columns Hidden 1

Search and Select: Attribute ✕

◢ Search

Advanced

Attribute: Requisitioning BU

Dimension: [ ]

Search Reset

Attribute	Dimension
Requisitioning BU	Requisition Header
Requisitioning BU Name	Requisition Header

OK Cancel

autorejection: Details

Conditions

Actions ▾ View ▾ Format ▾ ✏ ✖ ▦ Freeze ▣

Condition

Bottom section

autorejection	Medium	Requisitioning BU Equals SH BU	✓
AB PR Rule	Medium	Requisitioning BU Equals AB BU	✓
MJ Req Approval	Medium	Requisitioning BU Equals M	qual to 100000 ✓
SA PS Req Approval under 5...	Medium	Requisitioning BU Equals S	than or equal to 50000 ✓
SA PS Requisition Approval ...	Medium	Requisitioning BU Equals S	er than 50000 ✓

Columns Hidden 1

Add Condition

Type: Approval task attribute ▾

* Attribute: Requester 🔍

Operator: Equals ▾

Value Type: Value ▾

* Value: Elshayeb, Ziad 🔍

Add Another OK Cancel

autorejection: Details

Conditions

Actions ▾ View ▾ Format ▾ ✏ ✖ ▦ Freeze ▣ Detach

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   ⤒ ⤓   Operator ▾   ✂ 🗏 📋 ▾

Edit Action 1

Action Type [Automatic ▾]

Set Outcome To [Rejected ▾]

[OK] [Cancel]

Condition
◢ AND
▼ Requisitioning BU Equals SH BU
▼ Requester Equals Elshayeb, Ziad

Test Cycle

Create PR Using Ziad Elshayeb

Create Noncatalog Request ⑦

Add to Shopping List   Add to Cart   Done   🛒 0

Item Type	Goods billed by quantity ▾	☐ New supplier	
* Item Description	autorejection Test	Supplier	🔍
* Category Name	Miscellaneous 🔍	Supplier Site	▾
* Quantity	1	Supplier Contact	⌄
* UOM Name	Ea ▾	Phone	
* Price	10.00	Fax	
* Currency	USD ▾	Email	
	☐ Negotiation required	Supplier Item	

Attachments

View ▾   ➕   ✖

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

Add to Cart

Create Noncatalog Request ⑦

Add to Shopping List | Add to Cart | Done | 🛒 1

Item Type: Goods billed by quantity

*Item Description

Supplier

Supplier Site

autorejection Test
$10.00 Ea   1   ✕

Total $10.00

Review | Submit

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

◢ Billing

View ⌄   Format ⌄

...ber	Expenditure Item Date		Charge Account	*Percentage	Quantity	Amount (USD)	Delete
.			101.10.14100.000.000.000	100	1	10.00	✕
		Total		100	1	10.00	

◢ Notes and Attach...

Search | Reset | OK | Cancel

Attachments None ➕

Manage Approval

Manage Approvals (Requisition PR2025-00000001)

[Back] [Submit]

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

Header Stage

Applications Devel.

Sequential Participant
Assignee: Applications Development Framework Application Identity for Procurement
Reason: HeaderHierarchyRules_autorejection

Requisitions ⑦

More Tasks ▾   Manage Requisitions

🛒 0

Shop by Category ▾

Search   🔍

Recent Requisitions   View More

Recent Purchases

✅ **Confirmation**   ✕

Requisition PR2025-00000001 was submitted.

PR2025-00000...   autorejection Test

Pending approval

View PDF   **OK**

≡ ORACLE

Requisition: PR2025-00000001 ⑦

View Life Cycle   Actions ▾   Done

Requisitioning BU	SH BU	Creation Date	22/02/2025	Requisition Amount 10.00 USD
Entered By	Ziad Elshayeb	Status	Rejected	Approval Amount 10.00 USD
Description	autorejection Test	Justification		Attachments None

Requisition Lines

Actions ▾   View ▾   Format ▾   ▦ Freeze   ▣ Detach   ⤸ Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order	Line Life Cycle
1		autorejection Test	Miscellaneous	1	Ea	10.00 USD	10.00	Rejected		⟳

View Action History

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

View ▼ Format ▼ ▦ Freeze ▥ Detach ▤ ▤ ▤ ◢ Wrap

Action Performed	Performed By	Action Date	Reference Document	Additional Information
◢ Submit requisition	Elshayeb, Ziad	22/02/2025 02:53 PM	Requisition PR2025-0000000	
Reject	Application	22/02/2025 02:57 PM		autorejection

ORACLE

Requisitions �

Shop by Category ▼   Search

Notifications   Show All

FYI   7 minutes ago
Requisition PR2025-00000001 Rejected
Ziad Elshayeb   Dismiss

0

Recent Requisitions   View More   **Recent Purchases**

PR2025-00000... autorejection Test   ⊗ Rejected   No data to display.

Edit

Requisition PR2025-00000001 Rejected

<div style="text-align: right">Dismiss</div>

▲ 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	

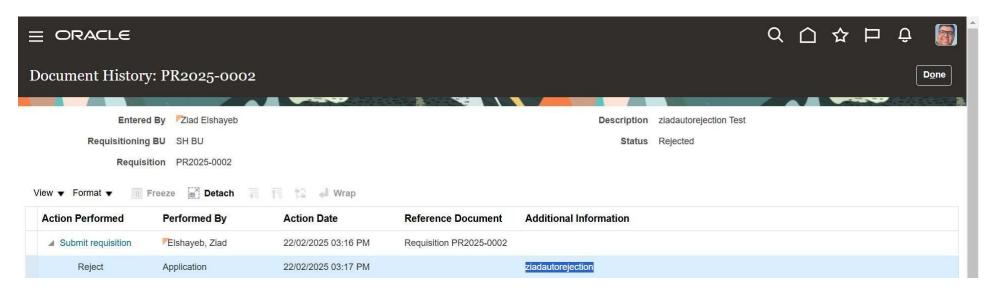Columns Hidden 3

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

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		ziadautorejection

Done