

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.

ORACLE

Setup: Procurement

Actions

Functional Areas

Initial Users

Enterprise Profile

Legal Structures

Financial Reporting Structures

Organization Structures

Change Feature Opt In

Shared

Shared

Shared

Shared

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 ▼

+

×

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

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




Search Results

Actions ▾ View ▾ Format ▾ + ×   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 ▾ + ×    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

ORACLE

Setup: Procurement

8

Actions

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		

Table with 3 columns: Name, Priority, and Category. Rows include autorejection, AB PR Rule, MJ Req Approval, SA PS Req Approval under 5..., and SA PS Requisition Approval ...

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

Table with 3 columns: Name, Priority, and Category. Rows include autorejection, AB PR Rule, MJ Req Approval, SA PS Req Approval under 5..., and SA PS Requisition Approval ...

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

ORACLE

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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

Author: Ahmed Elshayeb

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ZE

Manage Approvals (Requisition PR2025-00000001)

BackSubmit

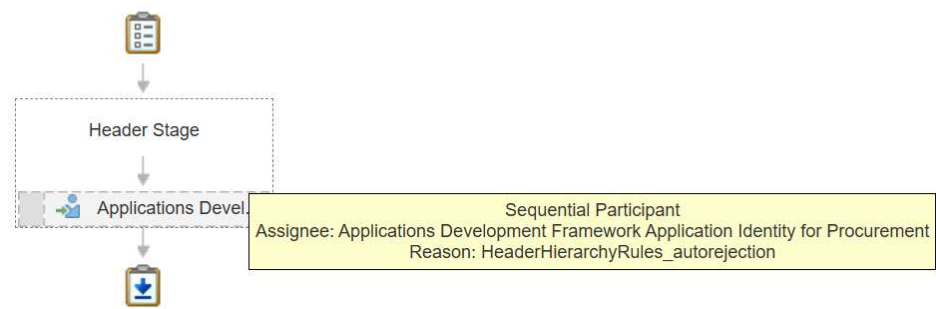
+

✖

Options

ApplyReset

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

Requisitioning BU SH BU

Entered By Ziad Elshayeb

Description autorejection Test

Creation Date 22/02/2025

Status Rejected

Justification

Requisition Amount 10.00 USD

Approval Amount 10.00 USD

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 PR2025-00000000	
Reject	Application	22/02/2025 02:57 PM		autorejection



Requisitions ?

Shop by Category

Search

Notifications

Show All

FYI

Requisition PR2025-00000001 Rejected

Ziad Elshayeb

7 minutes ago

Dismiss

<div>Recent Requisitions</div> <div>View More</div> <div>PR2025-00000... autorejection Test</div> <div>Rejected</div>	<div>Recent Purchases</div> <div>No data to display.</div>
---	--

Requisition PR2025-00000001 Rejected

Dismiss

Details

Assignee Ziad Elshayeb
From Ziad Elshayeb
Assigned Date 22/02/2025 02:57 PM
Expiration Date 24/03/2025 02:57 PM
Task Number 1653065
Rejection Reason [autorejection](#)

Requisitioning BU SH BU
Entered By Ziad Elshayeb
Requisition Amount 10.00 USD
Nonrecoverable Tax 0.00 USD
Approval Amount 10.00 USD
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

Entered By

 Ziad Elshayeb

Requisitioning BU

SH BU

Requisition

PR2025-0002



Description

ziadautorejection Test

Status

Rejected

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