

School Requisitioner Guide

How to Process a Rejected Purchase Order

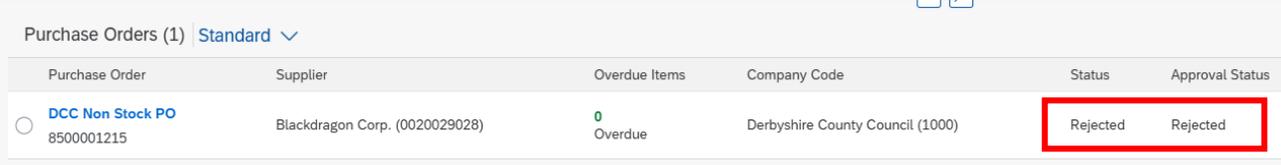
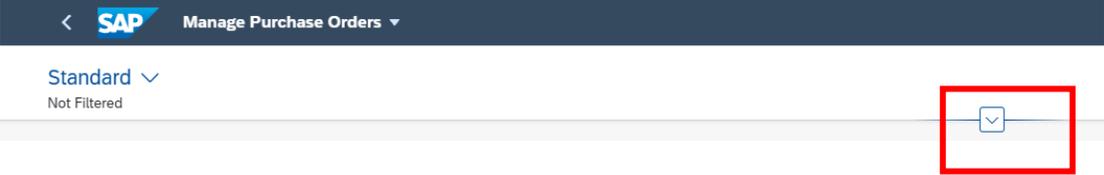
Version Control

1.0	Published version	Andrew Love	08.05.2025
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This guide provides details of the new workflow process for Rejected Purchase Orders including how to set up a new tile so that you can easily monitor any Rejected Purchase Orders.

Purchase Orders cannot be amended, so if the items are still required a new Purchase Requisitions (PR) will need to be created. You can copy and then amend the original PR for this purpose. Details of how to copy PR's are provided in Section 2 of this guide.

Section 1 – Creating a new tile to Monitor Rejected Purchase Orders

<p>1.</p>	<p>If your Purchase Order (PO) has been Rejected by the Financial Approver, the status in the Manage Purchase Orders listing page will stay as Rejected.</p>	 <p>The screenshot shows a table of purchase orders. The first row is highlighted and has a red box around the 'Rejected' status in both the 'Status' and 'Approval Status' columns.</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Supplier</th> <th>Overdue Items</th> <th>Company Code</th> <th>Status</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>DCC Non Stock PO 8500001215</td> <td>Blackdragon Corp. (0020029028)</td> <td>0 Overdue</td> <td>Derbyshire County Council (1000)</td> <td>Rejected</td> <td>Rejected</td> </tr> </tbody> </table>	Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	DCC Non Stock PO 8500001215	Blackdragon Corp. (0020029028)	0 Overdue	Derbyshire County Council (1000)	Rejected	Rejected
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<p>2.</p>	<p>To easily keep an eye on your Schools Rejected PO's you need to create a customised tile.</p> <p>On your Fiori home screen click on the Manage Purchase Orders app.</p>	 <p>The screenshot shows a square tile on a light background. The tile has the text 'Manage Purchase Orders' at the top and a small icon of a document with a plus sign and a dollar sign at the bottom.</p>												
<p>3.</p>	<p>If the filter options shown in step 4 below do not appear at the top of the screen, then you will need to click on the down arrow as shown</p>	 <p>The screenshot shows the top part of the SAP Manage Purchase Orders screen. It includes the SAP logo, the title 'Manage Purchase Orders', and a filter dropdown menu. The dropdown menu is currently closed, showing 'Standard' and 'Not Filtered'. A red box highlights the down arrow icon on the right side of the dropdown menu.</p>												

4. Type your school's name in the **Purchasing Group** field.

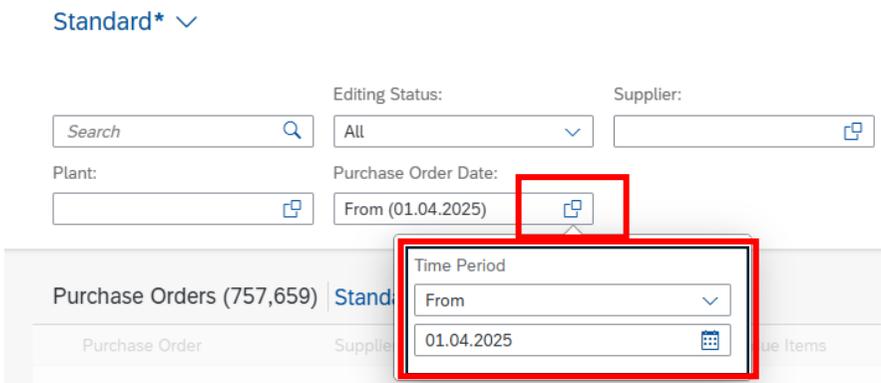
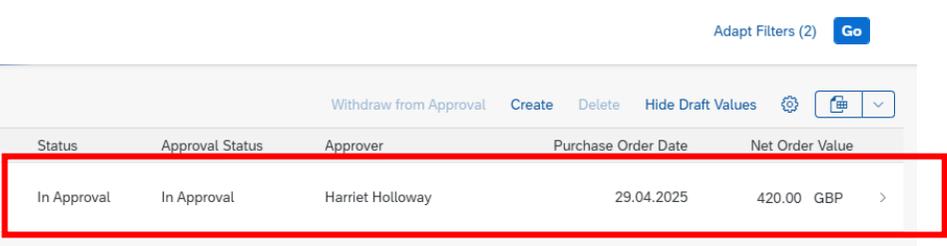
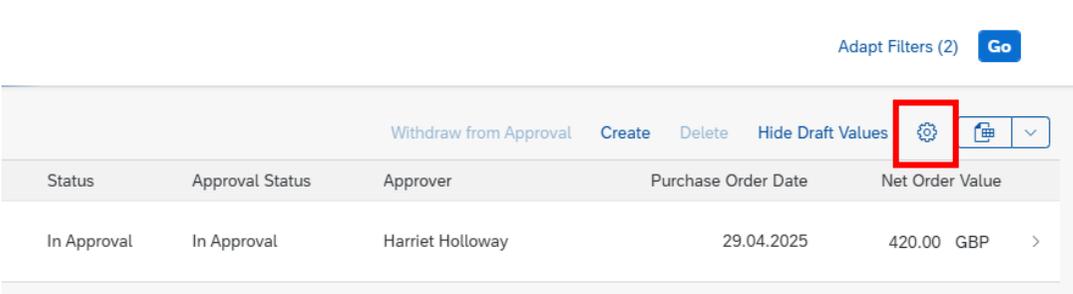
When your school's name appears in the list click on the relevant line to select your school.

The Purchasing Group field will now be populated with your school's name and Purchasing Group number.

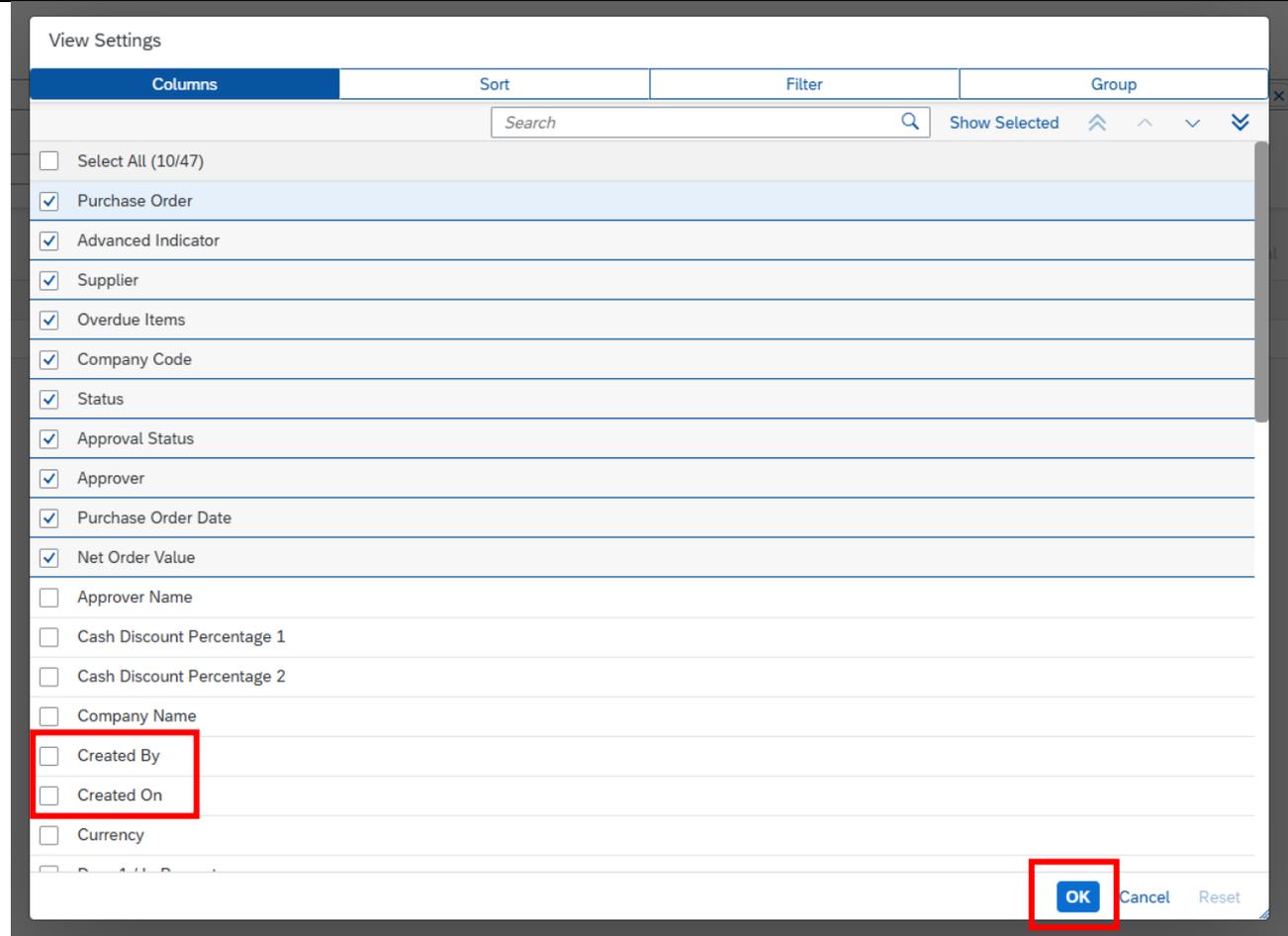
If you work at more than one school as a Requisitioner, then you can create separate tiles to monitor Rejected POs for each school.

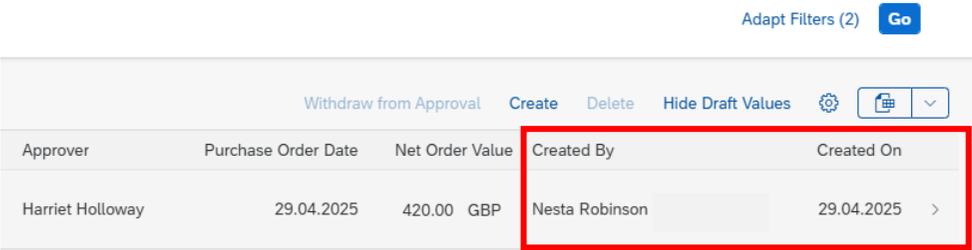
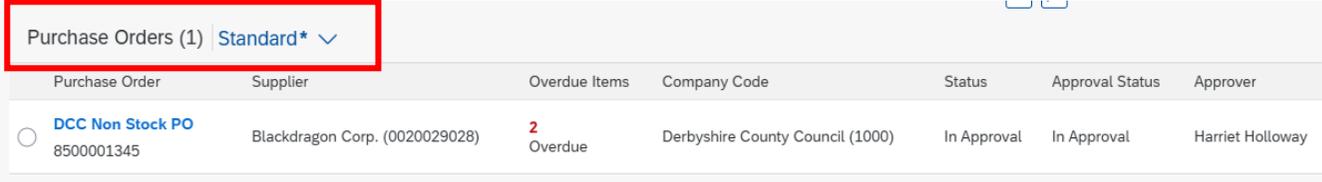
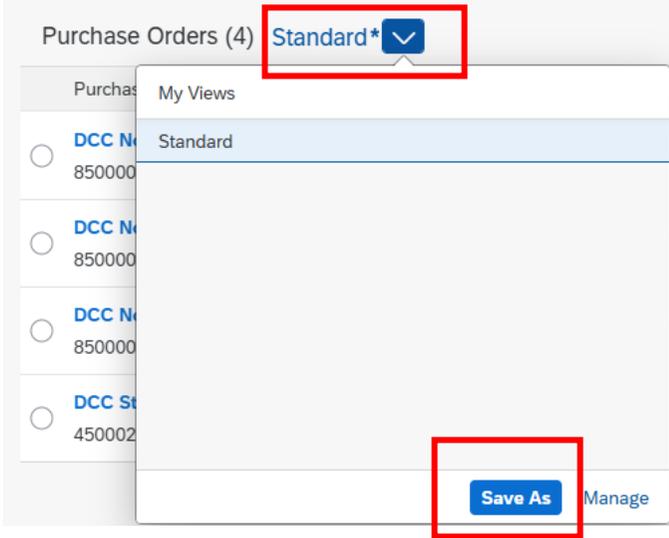
The screenshot shows a web application interface for managing purchase orders. At the top, there are several filter fields: 'Editing Status' (set to 'All'), 'Supplier', 'Purchase Order', and 'Purchasing Group' (set to 'NEW*'). Below these is a search bar and a table of purchasing groups. The table has columns for 'Purchasing Grp. Name', 'Tel. No. of Purchasing Grp.', 'Tel. No. with Dialing Code', 'Extension', 'Fax', and 'Email Address'. A row with '244', 'New', and 'Prim' is highlighted with a red box. Below the table, there is a form with fields for 'Purchase Order:', 'Purchasing Group:', 'Plant:', and 'Purchase Order Date:'. The 'Purchasing Group' field is populated with 'Mills Primary (246)' and is highlighted with a red box. At the bottom right, there is a 'Go' button and a link to 'Adapt Filters (1)'.

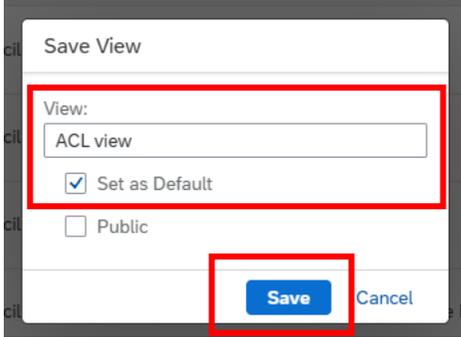
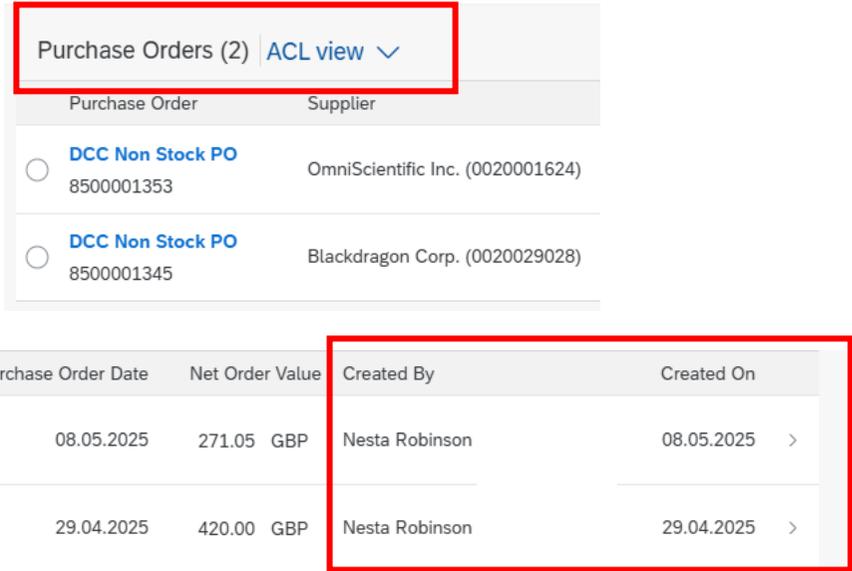
Purchasing Grp. Name	Tel. No. of Purchasing Grp.	Tel. No. with Dialing Code	Extension	Fax	Email Address
244	New	Prim			

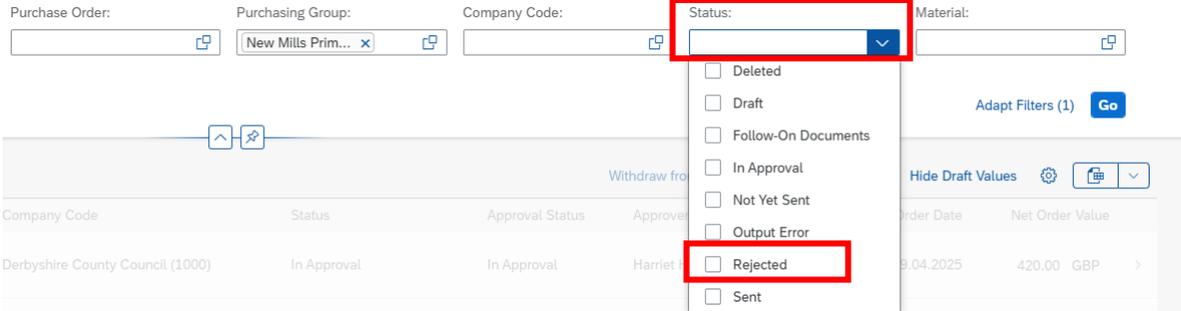
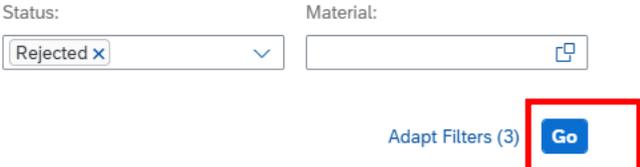
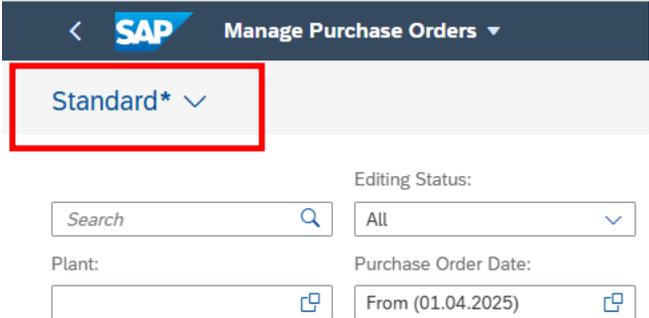
<p>5.</p>	<p>Click on the Purchase Order date search square and using the dropdown menu select the 'From' option</p> <p>Use the calendar option or type 01.04.2025 into the date field</p>											
<p>6.</p>	<p>Now click on the Go button to apply your search</p>											
<p>7.</p>	<p>Any Purchase orders for your school created since 01.04.2025 are now displayed</p>	 <table border="1" data-bbox="981 949 1928 1061"> <thead> <tr> <th>Status</th> <th>Approval Status</th> <th>Approver</th> <th>Purchase Order Date</th> <th>Net Order Value</th> </tr> </thead> <tbody> <tr> <td>In Approval</td> <td>In Approval</td> <td>Harriet Holloway</td> <td>29.04.2025</td> <td>420.00 GBP</td> </tr> </tbody> </table>	Status	Approval Status	Approver	Purchase Order Date	Net Order Value	In Approval	In Approval	Harriet Holloway	29.04.2025	420.00 GBP
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In Approval	In Approval	Harriet Holloway	29.04.2025	420.00 GBP								
<p>8.</p>	<p>Now add 'Created By' and 'Created on' to your search results list so that you can easily see who created the Rejected Purchase Order</p> <p>To do this Click on the Settings cog on the right-hand side of the screen above the results list</p>	 <table border="1" data-bbox="900 1220 1973 1428"> <thead> <tr> <th>Status</th> <th>Approval Status</th> <th>Approver</th> <th>Purchase Order Date</th> <th>Net Order Value</th> </tr> </thead> <tbody> <tr> <td>In Approval</td> <td>In Approval</td> <td>Harriet Holloway</td> <td>29.04.2025</td> <td>420.00 GBP</td> </tr> </tbody> </table>	Status	Approval Status	Approver	Purchase Order Date	Net Order Value	In Approval	In Approval	Harriet Holloway	29.04.2025	420.00 GBP
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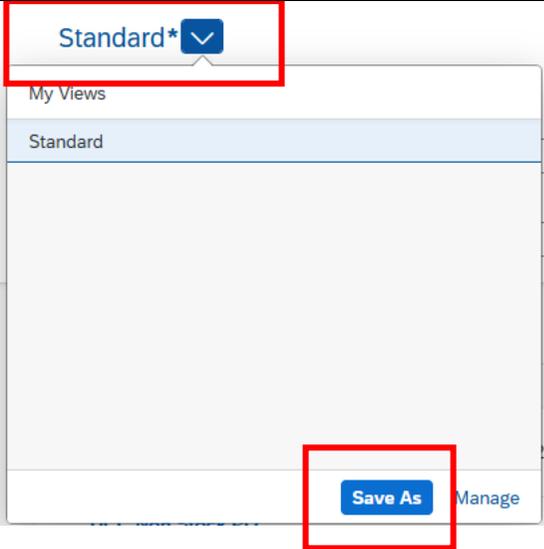
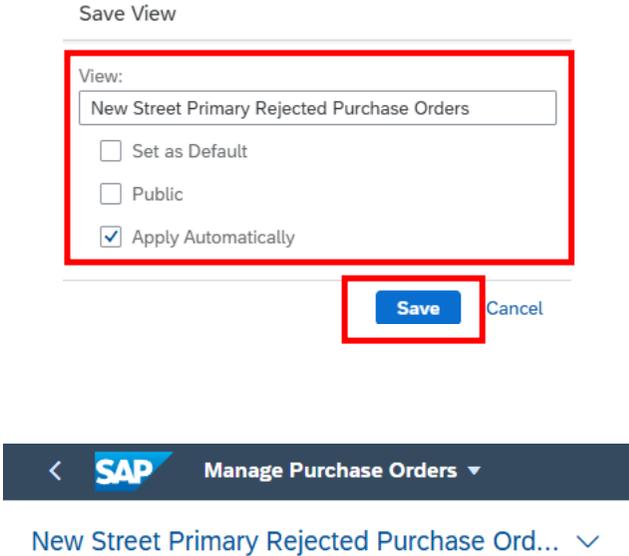
9. Scroll down the list and tick the 'Created By' and 'Created On' options and then Click OK

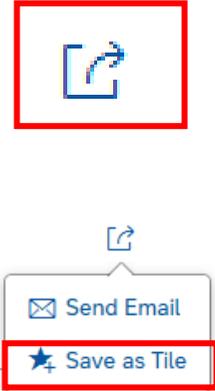
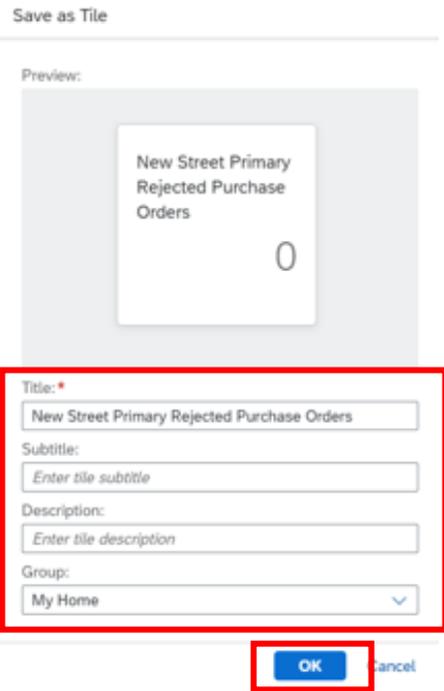


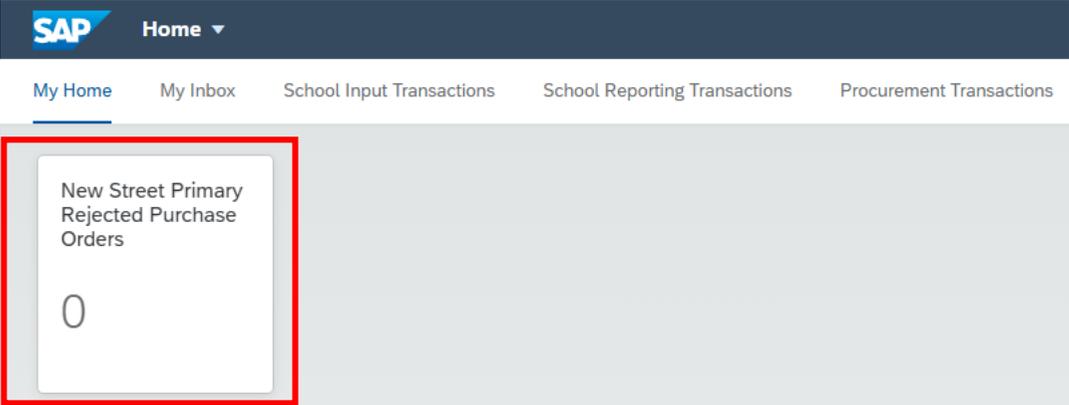
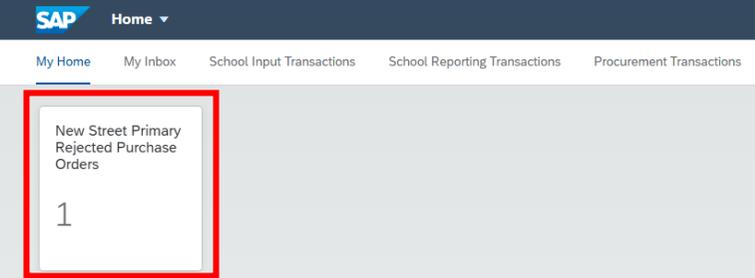
<p>10.</p>	<p>The 'Created by' and 'Created on' information is now displayed</p>	 <p>Adapt Filters (2) Go</p> <p>Withdraw from Approval Create Delete Hide Draft Values </p> <table border="1"> <thead> <tr> <th>Approver</th> <th>Purchase Order Date</th> <th>Net Order Value</th> <th>Created By</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>Harriet Holloway</td> <td>29.04.2025</td> <td>420.00 GBP</td> <td>Nesta Robinson</td> <td>29.04.2025 ></td> </tr> </tbody> </table>	Approver	Purchase Order Date	Net Order Value	Created By	Created On	Harriet Holloway	29.04.2025	420.00 GBP	Nesta Robinson	29.04.2025 >				
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<p>11.</p>	<p>As you have changed the settings an * will appear against the Purchase Orders Standard title on the left-hand side of the screen</p>	 <p>Purchase Orders (1) Standard* </p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Supplier</th> <th>Overdue Items</th> <th>Company Code</th> <th>Status</th> <th>Approval Status</th> <th>Approver</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> DCC Non Stock PO 8500001345</td> <td>Blackdragon Corp. (0020029028)</td> <td>2 Overdue</td> <td>Derbyshire County Council (1000)</td> <td>In Approval</td> <td>In Approval</td> <td>Harriet Holloway</td> </tr> </tbody> </table>	Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Approver	<input type="radio"/> DCC Non Stock PO 8500001345	Blackdragon Corp. (0020029028)	2 Overdue	Derbyshire County Council (1000)	In Approval	In Approval	Harriet Holloway
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<p>12.</p>	<p>Click on the Dropdown menu and Click on the Save As option</p>	 <p>Purchase Orders (4) Standard* </p> <p>My Views</p> <ul style="list-style-type: none"> Standard <p>Save As Manage</p>														

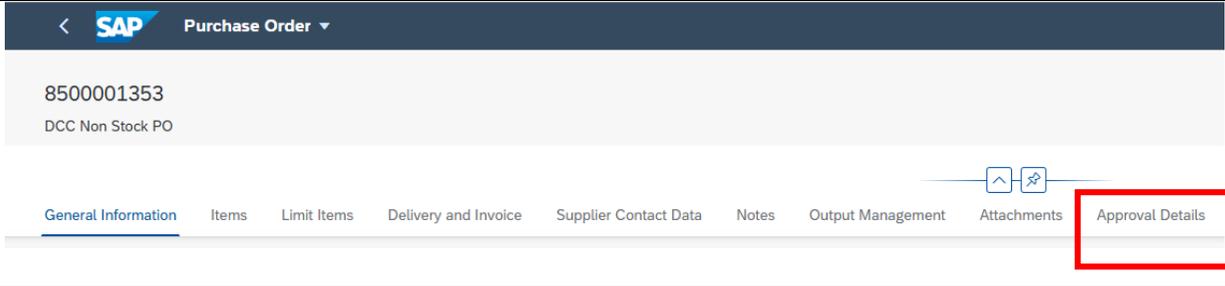
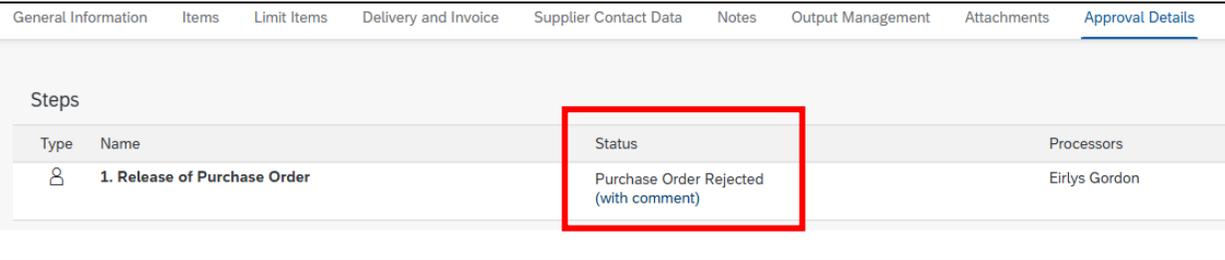
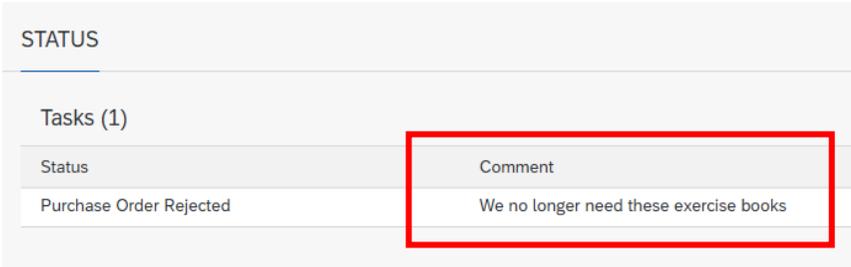
<p>13.</p>	<p>Name the view (here I have used my initials), tick set as default and click Save</p>																						
<p>14.</p>	<p>Your default view is now displayed above the search results and will automatically be applied when using the Manage Purchase Orders app</p> <p>'Created by' and 'Created on' are displayed in the search results</p>	 <table border="1" data-bbox="1137 683 1736 991"> <thead> <tr> <th>Purchase Order</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> DCC Non Stock PO 8500001353</td> <td>OmniScientific Inc. (0020001624)</td> </tr> <tr> <td><input type="radio"/> DCC Non Stock PO 8500001345</td> <td>Blackdragon Corp. (0020029028)</td> </tr> </tbody> </table> <table border="1" data-bbox="891 1027 1989 1254"> <thead> <tr> <th>Approver</th> <th>Purchase Order Date</th> <th>Net Order Value</th> <th>Created By</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>Harriet Holloway</td> <td>08.05.2025</td> <td>271.05 GBP</td> <td>Nesta Robinson</td> <td>08.05.2025 ></td> </tr> <tr> <td>Harriet Holloway</td> <td>29.04.2025</td> <td>420.00 GBP</td> <td>Nesta Robinson</td> <td>29.04.2025 ></td> </tr> </tbody> </table>	Purchase Order	Supplier	<input type="radio"/> DCC Non Stock PO 8500001353	OmniScientific Inc. (0020001624)	<input type="radio"/> DCC Non Stock PO 8500001345	Blackdragon Corp. (0020029028)	Approver	Purchase Order Date	Net Order Value	Created By	Created On	Harriet Holloway	08.05.2025	271.05 GBP	Nesta Robinson	08.05.2025 >	Harriet Holloway	29.04.2025	420.00 GBP	Nesta Robinson	29.04.2025 >
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<p>15.</p>	<p>Use the Status dropdown menu in the filters at the top of the screen to select the Rejected status</p>	
<p>16.</p>	<p>Now click on the Go button to apply your search</p>	
<p>17.</p>	<p>You may find that 'no data is found' as there may not have been any rejected POs in this timeframe</p>	
<p>18.</p>	<p>You now need to save the changes you have applied to the main filter criteria for this Manage Purchase Order app</p> <p>An * will appear against the Standard title on the left-hand side of the screen below the Manage Purchase Orders title</p>	

<p>19.</p>	<p>Click on the Dropdown option on the top left-hand side of the screen (above your main filter criteria)</p> <p>Click on the Save As button.</p>	 <p>The screenshot shows a dropdown menu titled 'My Views' with 'Standard' selected. A red box highlights the dropdown arrow. Below the menu, a 'Save As' button is highlighted with a red box.</p>
<p>20.</p>	<p>Name the view. "with your School name and Rejected Purchase Orders", tick the Apply Automatically and click on Save</p> <p>If you are a Requisitioner for more than one school, then you can create separate tiles for each school</p> <p>The view you have saved is now displayed</p>	 <p>The screenshot shows the 'Save View' dialog box with the following details: <ul style="list-style-type: none"> View: New Street Primary Rejected Purchase Orders <input type="checkbox"/> Set as Default <input type="checkbox"/> Public <input checked="" type="checkbox"/> Apply Automatically A red box highlights the entire dialog box. Below it, a 'Save' button is highlighted with a red box. </p> <p>Below the dialog box, a navigation bar shows the SAP logo and 'Manage Purchase Orders'. Below that, a view tile is displayed: 'New Street Primary Rejected Purchase Ord... ▾'.</p>

<p>21.</p>	<p>Now click on the Share icon at the top right-hand corner of the screen (just below your initials)</p> <p>Select Save as Tile</p>	 <p>The screenshot shows a blue share icon (a square with a right-pointing arrow) enclosed in a red box. Below it is a context menu with two options: 'Send Email' (with an envelope icon) and 'Save as Tile' (with a star icon). The 'Save as Tile' option is highlighted with a red box.</p>
<p>22.</p>	<p>Name the tile “with your school’s name and Rejected Purchase Orders” leave the group as My Home and click on OK to save the tile</p>	 <p>The screenshot shows a 'Save as Tile' dialog box. At the top, it says 'Save as Tile'. Below that is a 'Preview:' section showing a white tile with the text 'New Street Primary Rejected Purchase Orders' and a large '0'. Below the preview are four input fields: 'Title: *' (containing 'New Street Primary Rejected Purchase Orders'), 'Subtitle:' (with placeholder 'Enter tile subtitle'), 'Description:' (with placeholder 'Enter tile description'), and 'Group:' (a dropdown menu set to 'My Home'). At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.</p>

<p>23.</p>	<p>Click on the SAP icon to return to the Home screen</p>																	
<p>24.</p>	<p>The new tile is now visible on your home screen</p>																	
<p>25.</p>	<p>If you notice that the number of POs on your new rejected PO tile has increased, then it is important to check why the order has been rejected.</p> <p>Click on the tile to view the details</p>																	
<p>26.</p>	<p>Open the rejected PO by clicking on the arrow to the right of the line.</p>	 <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Supplier</th> <th>Overdue Items</th> <th>Company Code</th> <th>Status</th> <th>Approval Status</th> <th>Created By</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>DCC Non Stock PO 8500001353</td> <td>OmniScientific Inc. (0020001624)</td> <td>0 Overdue</td> <td>Derbyshire County Council (1000)</td> <td>Rejected</td> <td>Rejected</td> <td>Nesta Robinson</td> <td>08.05.2025</td> </tr> </tbody> </table>	Purchase Order	Supplier	Overdue Items	Company Code	Status	Approval Status	Created By	Created On	DCC Non Stock PO 8500001353	OmniScientific Inc. (0020001624)	0 Overdue	Derbyshire County Council (1000)	Rejected	Rejected	Nesta Robinson	08.05.2025
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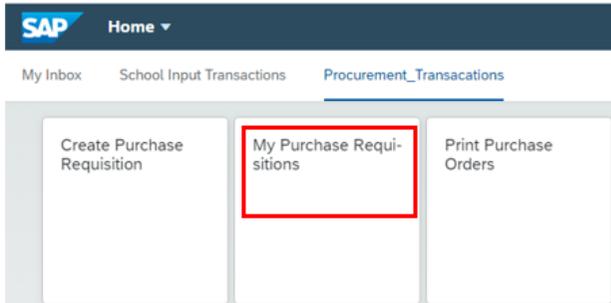
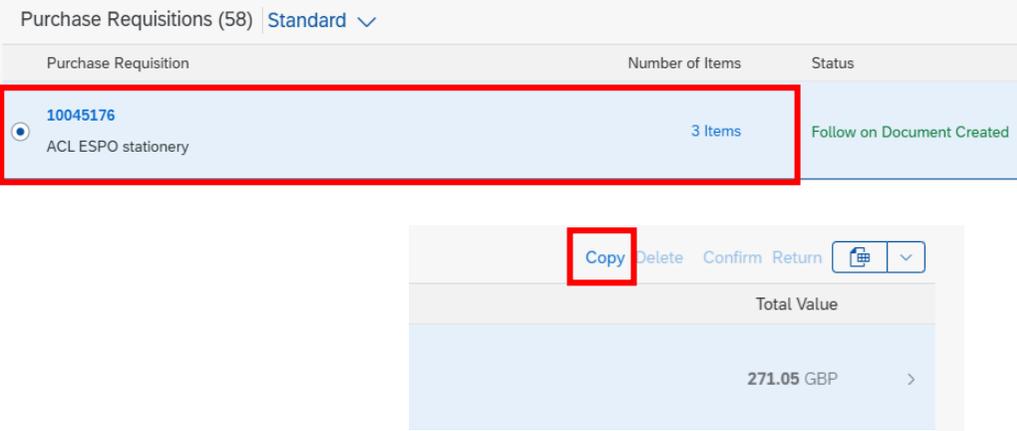
<p>27.</p>	<p>The details of the rejected PO are now displayed</p> <p>Click on the Approval Details to check any comments from your Approver</p>	
<p>28.</p>	<p>'With comments' will be displayed if the Approver has added information when rejecting the PO.</p> <p>Click on the line to view any comments</p>	
<p>29.</p>	<p>The comments are now displayed</p> <p>When a Purchase Order is rejected, the workflow will stop and cannot be re-started.</p> <p>If items from the rejected PO are still required, then a new Purchase Requisition will need to be created.</p> <p>Section 2 of this guide provides details of how you can copy your previous Purchase Requisition to create a new order</p>	
<p>30.</p>	<p>Click on the SAP icon to return back to the home screen</p>	

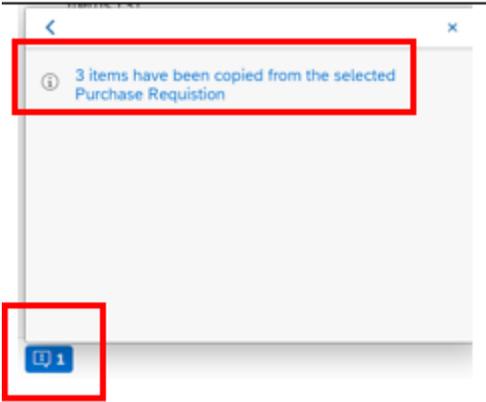
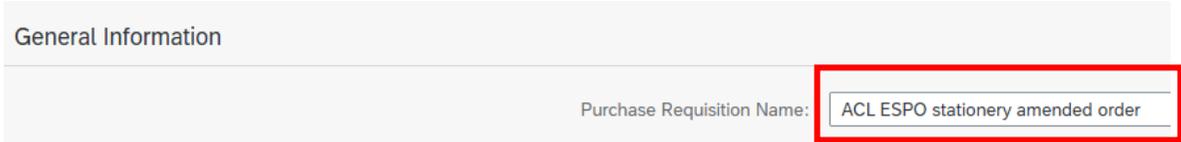
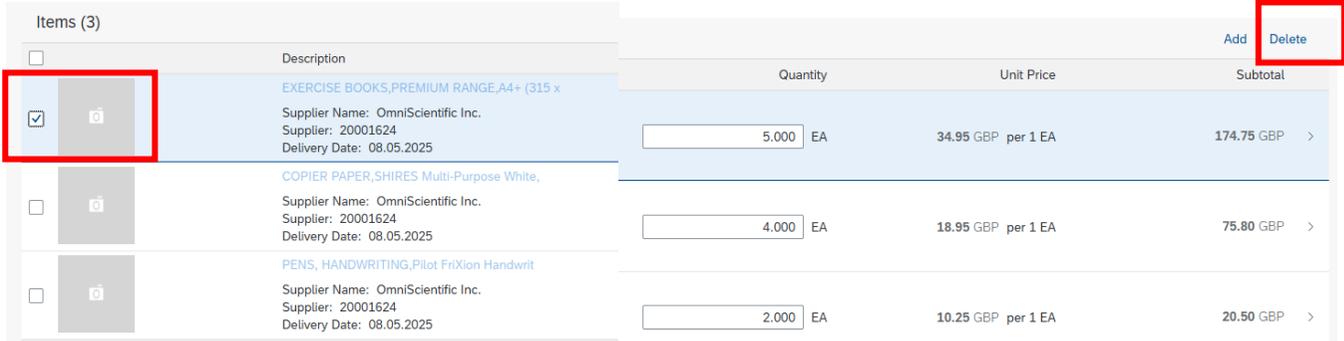
Section 2 - How to copy a Purchase Requisition

As soon as the Requisitioner has created a Purchase Requisition, it cannot be changed as the Fiori system automatically creates a Purchase Order which is sent for approval.

If a PR has been rejected because changes need to be made to the order or if you want to order the same items as a previous order, then you can copy the previous PR using the My Purchasing Requisition App.

You can only copy PR's that you personally have previously created

<p>1.</p>	<p>From the Fiori home page</p> <p>Click on the My Purchasing Requisition App</p>	 <p>The screenshot shows the SAP Fiori Home page with a navigation bar at the top containing 'SAP Home', 'My Inbox', 'School Input Transactions', and 'Procurement_Transactions'. Below the navigation bar are three main tiles: 'Create Purchase Requisition', 'My Purchase Requisitions' (highlighted with a red box), and 'Print Purchase Orders'.</p>				
<p>2.</p>	<p>Click on the radio button to select the PR to be copied</p> <p>In this example you can see that the PR consists of 3 items which will all be copied into the new PR</p> <p>Click on Copy (right hand side of the screen above the Total Value) to create the new PR</p>	 <p>The screenshot shows a list of purchase requisitions. The first entry is selected with a radio button and is highlighted with a red box. The entry details are: ID 10045176, description 'ACL ESPO stationery', 3 items, and status 'Follow on Document Created'. Below the list, a 'Copy' button is highlighted with a red box, along with other action buttons: 'Delete', 'Confirm', 'Return', and a menu icon.</p> <table border="1" data-bbox="1164 1225 1691 1433"> <thead> <tr> <th colspan="2">Total Value</th> </tr> </thead> <tbody> <tr> <td>271.05 GBP</td> <td>></td> </tr> </tbody> </table>	Total Value		271.05 GBP	>
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	<p>The warning message icon will automatically be displayed</p> <p>Click on the icon to display the specific details.</p> <p>This confirms that items have been copied from another PR</p> <p>Click on the cross to close this message</p>																					
<p>3.</p>	<p>Before ordering the items add the Purchase Requisition name *</p> <p>* (initials / Supplier name/ brief description of order / date created)</p>																					
<p>4.</p>	<p>Check the details and amend the order if required</p> <p>In this example the exercise books are no longer required</p> <p>To delete this line, click in the box to select the item and then click on Delete (above Subtotal on the right-hand side of the screen)</p>	 <table border="1"> <thead> <tr> <th>Items (3)</th> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>EXERCISE BOOKS, PREMIUM RANGE, A4+ (315 x Supplier Name: OmniScientific Inc. Supplier: 20001624 Delivery Date: 08.05.2025</td> <td>5,000 EA</td> <td>34.95 GBP per 1 EA</td> <td>174.75 GBP</td> </tr> <tr> <td><input type="checkbox"/></td> <td>COPIER PAPER, SHIRES Multi-Purpose White, Supplier Name: OmniScientific Inc. Supplier: 20001624 Delivery Date: 08.05.2025</td> <td>4,000 EA</td> <td>18.95 GBP per 1 EA</td> <td>75.80 GBP</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PENS, HANDWRITING, Pilot FriXion Handwrit Supplier Name: OmniScientific Inc. Supplier: 20001624 Delivery Date: 08.05.2025</td> <td>2,000 EA</td> <td>10.25 GBP per 1 EA</td> <td>20.50 GBP</td> </tr> </tbody> </table>	Items (3)	Description	Quantity	Unit Price	Subtotal	<input checked="" type="checkbox"/>	EXERCISE BOOKS, PREMIUM RANGE, A4+ (315 x Supplier Name: OmniScientific Inc. Supplier: 20001624 Delivery Date: 08.05.2025	5,000 EA	34.95 GBP per 1 EA	174.75 GBP	<input type="checkbox"/>	COPIER PAPER, SHIRES Multi-Purpose White, Supplier Name: OmniScientific Inc. Supplier: 20001624 Delivery Date: 08.05.2025	4,000 EA	18.95 GBP per 1 EA	75.80 GBP	<input type="checkbox"/>	PENS, HANDWRITING, Pilot FriXion Handwrit Supplier Name: OmniScientific Inc. Supplier: 20001624 Delivery Date: 08.05.2025	2,000 EA	10.25 GBP per 1 EA	20.50 GBP
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It is recommended that you check the Account Assignment is correct and whether any notes or attachments on the original PR are relevant to this new order. You may also need to update the delivery date.

If you have multiple items, click into each line to review the cart details

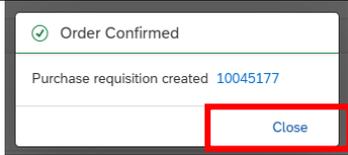
More details of how to view and change cart details are provided in **Sections 3G to 3K of the Requisitioners guide (SAP for Schools page on the SchoolsNet site)**

Quantity	Unit Price	Subtotal
<input type="text" value="3.000"/> <input type="button" value="EA"/>	3.99 GBP per 1 EA	11.97 GBP <input type="button" value=">"/>

5. Having checked your order details **click Order**



6. Confirmation that the PR has been created is now displayed
Click Close



7. You are then returned back to the My Purchasing Requisitions screen
Click on the SAP icon to return to the Fiori home screen

