Requirements Contracts: Reviewing and Rejecting Purchase Orders

Vendors with Requirements Contracts will be able to search, view, and manage Purchase Orders in PASSPort once they are received from the agency. Vendors have the ability to review agency submitted Purchase Orders. After review of a Purchase Order, the vendor may choose to fulfill the order and submit invoices to the agency. To learn more about how to submit invoices in PASSPort, review the Managing Invoices for Vendors guide located on MOCS Requirements Contracts page.

Otherwise, if a vendor does not intend to fulfill the order, users with the role Vendor Admin or Vendor Procurement L2 may reject a Purchase Order (PO) in PASSPort. If you have any questions or need assistance, please reach out to MOCS Service Desk.
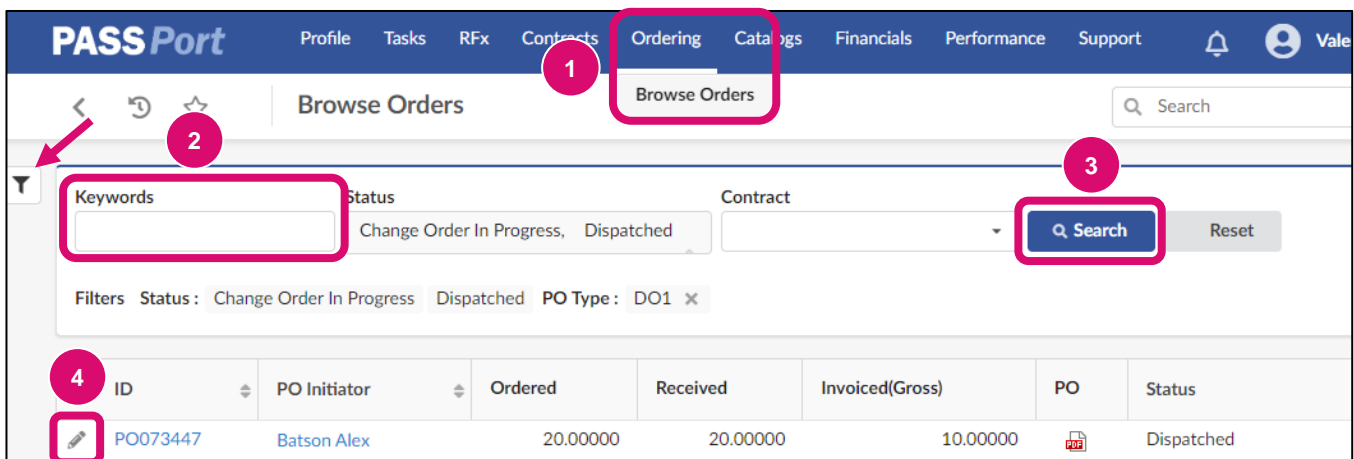
Reviewing Purchase Orders

The steps below can be completed by users provisioned with the roles:

- **Vendor Admin**
- **Vendor Procurement L1**
- **Vendor Procurement L2**
- **Vendor Financials L1**
- **Vendor Financials L2**

To access the Purchase Order, follow the steps below:

1. Click **Ordering** in the top navigation menu and select **Browse Orders** from the drop-down menu.

2. Enter the PO ID "POxxxxxx" in the **Keywords** field. You may also click the advanced search **funnel icon** to search using additional filters.

3. Click the **Search** button.

4. Click the **pencil icon** next to the Purchase Order you want to review. Note: To download a copy of the PO, click the **PDF icon** in the PO column.

5. On the Purchase Order Overview page, the order details can be reviewed. This includes the **Order Date**, **Delivery Address**, and **Item Description** including any comments from the purchasing agency's Requestor.

Once your organization has reviewed the PO in detail and would like to proceed with this order, please review the Submitting Invoices guide located on MOCS Requirements Contracts page for instructions on how to submit an invoice.

Rejecting Purchase Orders

The steps below can be completed by users provisioned with the roles:
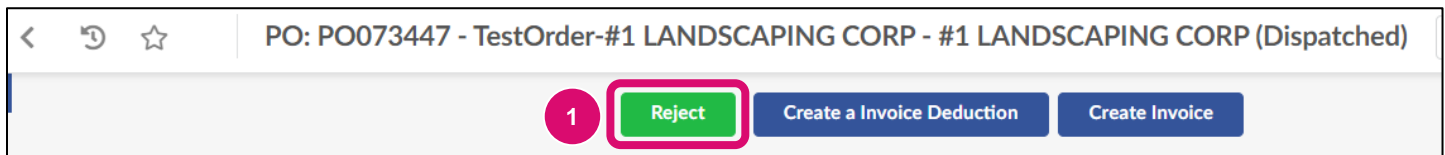**Vendor Admin**, **Vendor Procurement L2**

In PASSPort, only users assigned the Vendor Admin or Vendor Procurement L2 role can reject Purchase Orders received from the purchasing agency.

> A rejection reason is required and must align with the contract terms. If there are questions about the terms of the contract, reach out to the Contract Manager for clarification. Agency contacts can be found in the Overview tab of any contract in PASSPort.

To reject a Purchase Order, first follow the steps in the Reviewing Purchase Orders section of this guide. Then, once on the Purchase Order Overview page, continue with the steps below.

1. Click the **Reject** button at the top of the page.

PO: PO073447 - TestOrder-#1 LANDSCAPING CORP - #1 LANDSCAPING CORP (Dispatched)

(1) **Reject**   Create a Invoice Deduction   Create Invoice

2. A dialog box will appear. Enter in a reason for the rejection and click **OK** to confirm.

Reason :

(2)

Cancel   Ok

Note: The agency user who submitted the Purchase Order will receive a notification informing them of the rejection along with the reason provided. A Purchase Order cannot be rejected once goods are received or an invoice has been created.

NYC
Mayor's Office of
Contract Services

Directory of Links

Requirements Contracts Page	https://www.nyc.gov/site/mocs/passport/requirements-contract.page
MOCS Service Desk Page	https://www.nyc.gov/mocshelp

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