

# 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

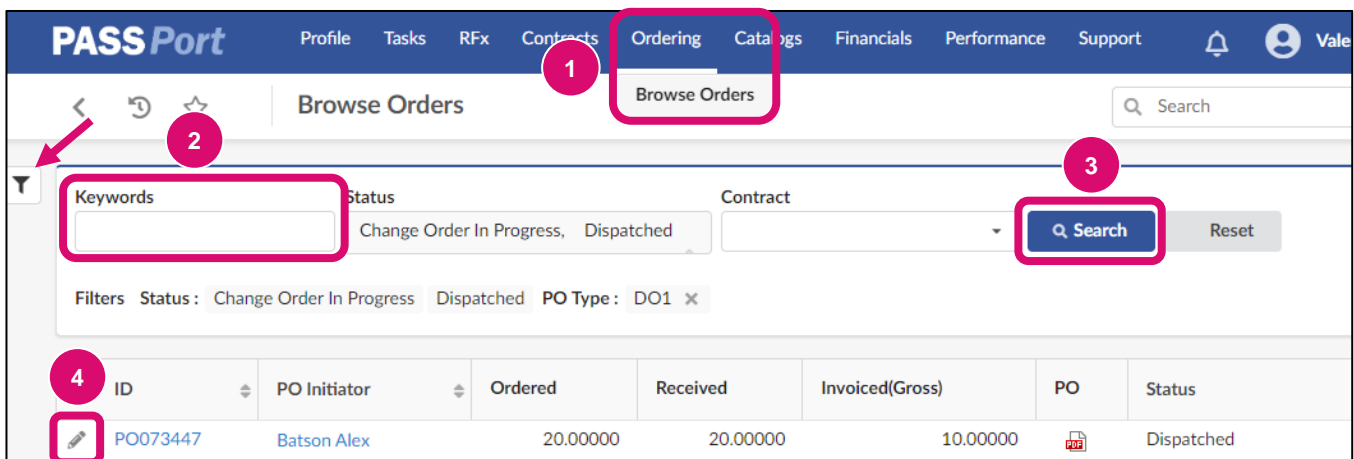
The steps below can be completed by users provisioned with the roles:



- **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.



- 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.

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

Buttons: Reject Create a Invoice Deduction Create Invoice

**Header**

Label: TestOrder-#1 LANDSCAPING CORP

Vendor: #1 LANDSCAPING CORP 487721381

Agency: DEPARTMENT FOR THE AGING

Legal Company: City of New York (Legal)

Order Date: 10/27/2023

Requester: Batson Alex

Vendor Contact:

Currency: USD Avg. No. of Users Per Day:

**Define Delivery Address or Pick-Up Location**

USA  
521652 New York  
UNITED STATES

**Invoicing address**

USA  
521652 New York  
UNITED STATES

**Item Description**

#	Product type	Ref.	PR/Order Item Label	Vendor	Internal Inventory	Ordered Quantity	Unit	Price	Total	Cur.	Deliv. Date	Begin	End	Comments
259679-2	Goods Catalog	test2_isha644663		(#1 LANDSCAPING CORP) #1 LANDSCAPING CORP		2.00	Each	10.000000	20.00	USD	10/27/2023			

1 Result(s)

Amount: 20.00 USD

**Original Accelerated Order Item Information**

#	Price	Vendor	Ref.	Unit	Name	Cur.	Ordered Quantity	Product type
259679-2	10.000000	#1 LANDSCAPING CORP		Each	test2_isha644663	USD	2.00	Goods Catalog

1 Result(s)

Amount: 20.00 USD

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**

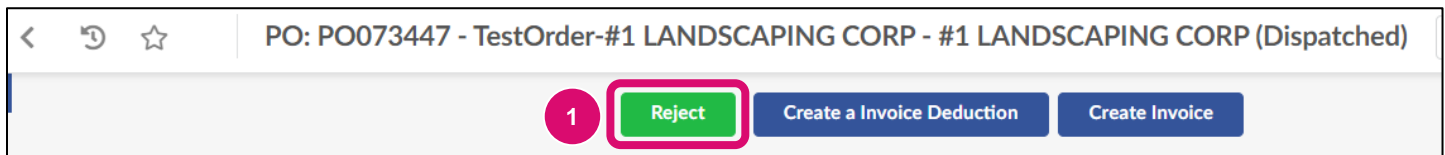
In PASSPort, only users assigned the Vendor Admin or Vendor Procurement L2 role can reject Purchase Orders received from the purchasing agency.



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.



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

The dialog box has a label "Reason :" above a large text input field. Below the input field are two buttons: "Cancel" and "Ok" (highlighted with a red box and a red circle with the number 2).

**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.

## Directory of Links

Requirements Contracts Page	<a href="https://www.nyc.gov/site/mocs/passport/requirements-contract.page">https://www.nyc.gov/site/mocs/passport/requirements-contract.page</a>
MOCS Service Desk Page	<a href="https://www.nyc.gov/mocshelp">https://www.nyc.gov/mocshelp</a>