

Rejecting a Purchase Order

As a vendor in PASSPort, you will have the ability manage Purchase Orders that your organization receives. If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov.

Vendors will be able to search, view, and manage Purchase Orders in PASSPort once they are received from the Agency. In PASSPort you can take several actions on the order:

- Reject:** Vendors have the ability to reject Purchase Orders that are received from Agencies. A rejection reason is required.
- Create Invoice:** Vendors can create an invoice for the items supplied on a Purchase Order.
- Create Invoice Deduction:** Vendors can create an invoice deduction to account for requests from Agency users, which can be applied on an invoice.

#	Ref	Item description	Vendor	Ordered Quantity	Unit	Price	Total	Cur	Deliv date
368-2		sup-F2 Milk	(Vendor246) Vendor246	1.00	Each	2.00	2.00	USD	02/23/2019

Rejecting Purchase Orders

PASSPort enables the designated staff at your Organization to manage Purchase Orders that have been received:

1. Click on “**Orders**” button on the top of the page
2. Select “**Browse Orders**”
3. Enter your search terms in the necessary fields and click the “**Search**” button
4. Once you find the Order you want to cancel, click the pencil icon
5. You can review the Purchase Order details
6. Click “**Reject**” button at the top of the page
7. You will be prompted to enter in a reason in dialog box
8. Enter in a reason and click “**Confirm**”
9. The status in the header of the Purchase Order will change to “**Rejected**”



The Agency user who submitted the Purchase Order will receive a notification regarding your rejection of the Purchase Order.