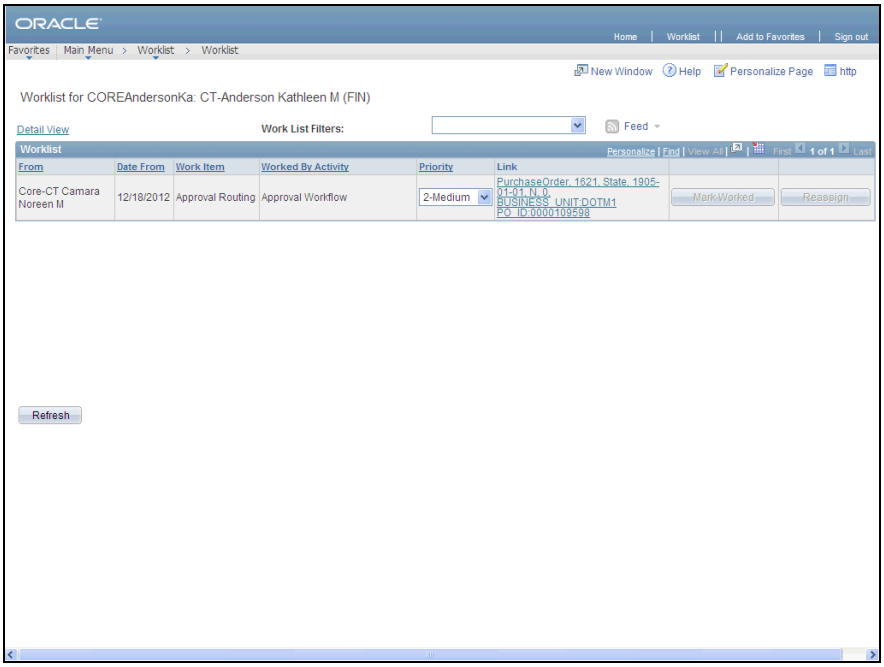
Pushing Back a PO to the Previous Approver

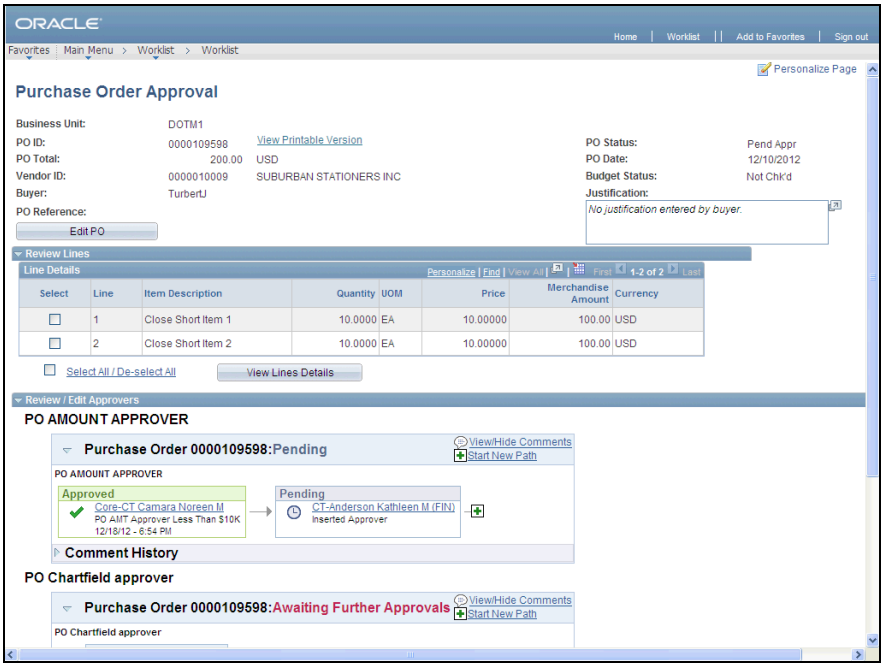
Once a purchase order has been approved by at least one person the next approver can push back the purchase order to have the previous approver reconsider the approval. **Pushback** is used to request the previous approver to take action as opposed to **Deny** which sends the PO back to the buyer for action. **Approval Comments** are required on **Pushback.**

Procedure

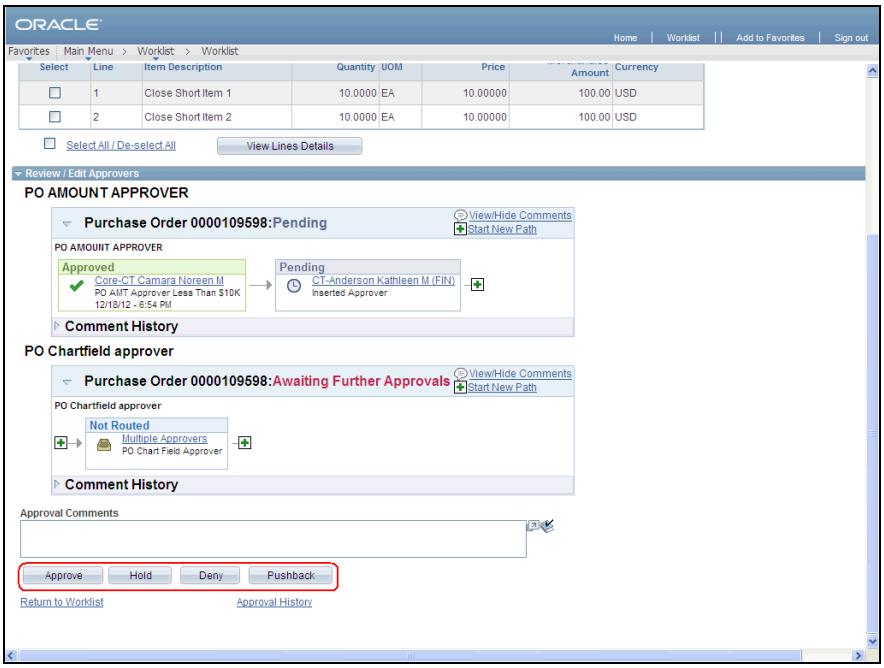
Navigation: Worklist

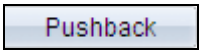


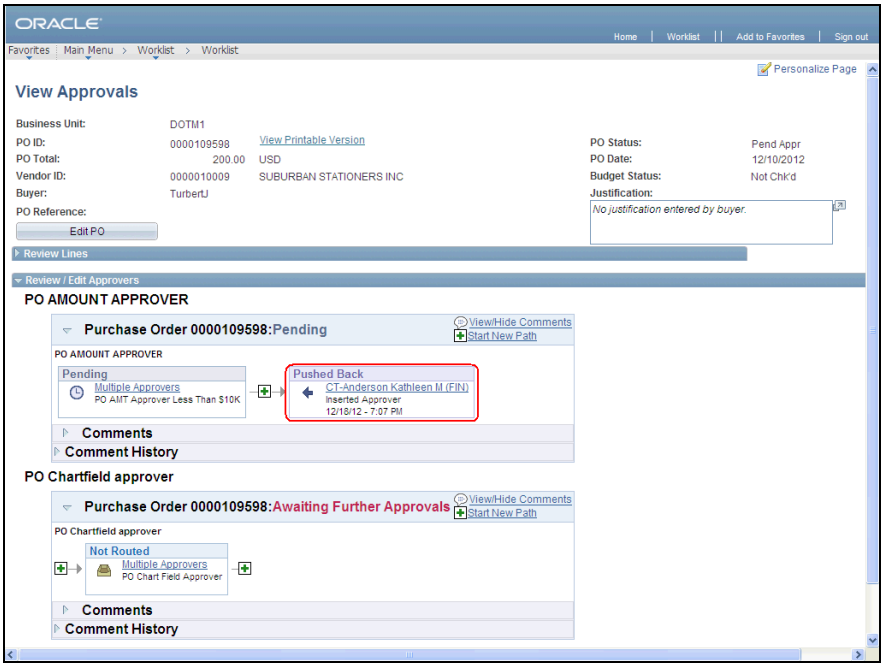
Step	Action
1.	Click the **PurchaseOrder, 1621, State, 1905-01-01, N, 0, BUSINESS_UNIT:DOTM1** link. PurchaseOrder, 1621, State, 1905-01-01, N, 0, BUSINESS_UNIT:DOTM1 PO_ID:0000109598



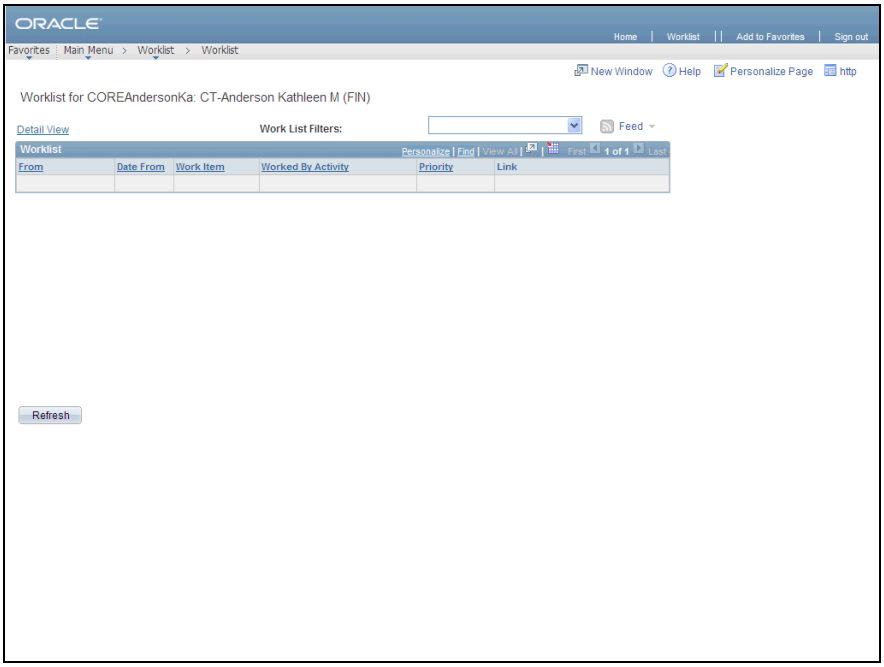
Step	Action
2.	Click the scrollbar.



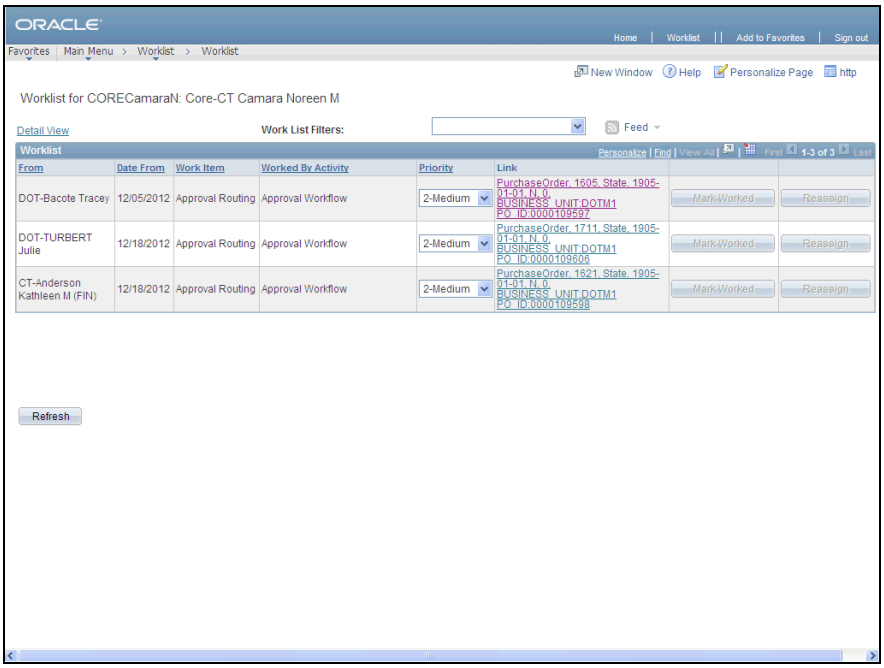
Step	Action
3.	As the second approver in the path the option to **Pushback** the PO is available. The **Pushback** button allows approvers to return the PO one step back to the previous approver. This differs from denying approval which would send it directly back to the buyer.
4.	Comments are required on a Pushback. Enter **Pushing back until after our meeting** into the **Approval Comments** field.
5.	Click the **Pushback** button. 

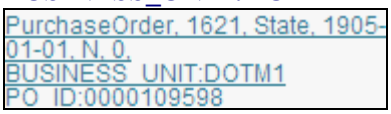


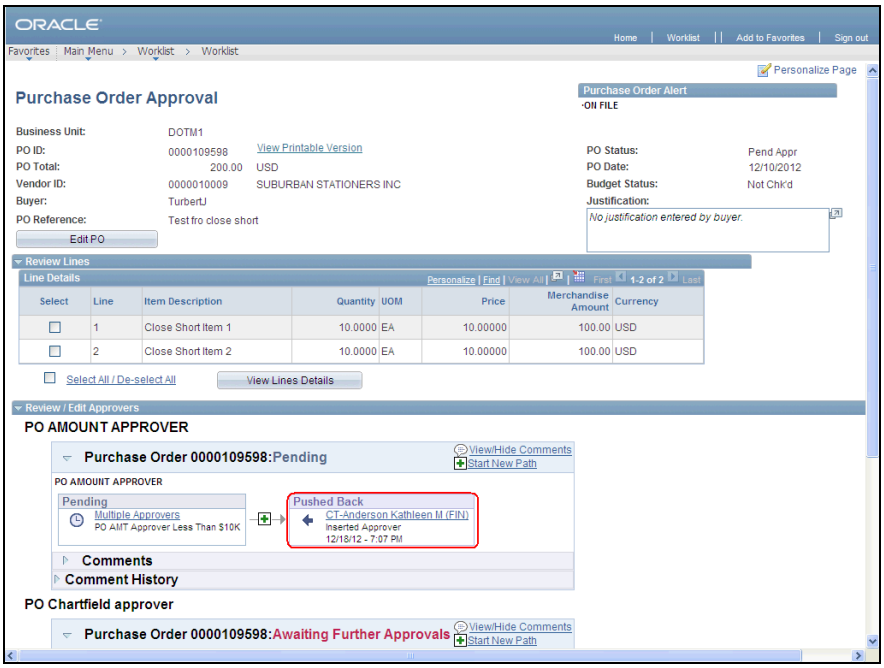
Step	Action
6.	The workflow confirms the Pushback Click the **Worklist** link.



Step	Action
7.	The item is no longer listed.



Step	Action
8.	This is the **Worklist** of the previous approver. The pushed back item is listed. Click the **PurchaseOrder, 1621, State, 1905-01-01, N, 0, BUSINESS_UNIT:DOTM1** link. 



Step	Action
9.	Click the **Expand Comments** button to review why the PO was pushed back.
10.	This approver has the option to **Approve, Hold,** or **Deny** the PO.
11.	**End of Procedure.**