

**Demo/EX 4: Resolve issue with Rejected Workflow PO**

You have received a rejection notification in your Outlook mailbox indicating that the lease PO you created in **Exercise 3** was rejected due to not attaching the lease Schedule.

Proceed to the **SAP Inbox** to amend the PO and attach the **Lease Schedule**.

 Tue 11/14/2017 9:36 AM  
**John Doe**  
Patrick Cassidy & Associates Inc - PO: 47000XXXXX approval request has been rejected  
To Eric Foremski

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Document: 47000XXXXX

Rejected by: John Doe  
Rejection Reasons:

1) - Additional comments

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Additional Information

Please attach your Lease Schedule

Please take the necessary actions as noted above and return as soon as possible.

If you have any questions, John can be reached at [JOHN.DOE@UTORONTO.CA](mailto:JOHN.DOE@UTORONTO.CA)