How to Approve a One-Time Address Change

Step-by-Step Instructions for Approving a One-Time Address Change

1. When a Pcard user creates a requisition and adds a one-time delivery address change, you will receive a workflow task in Ohio eProcurement to either approve or reject the one-time delivery address.

2. For the purposes of this quick reference guide, we will use a test requisition: “REQ000314 - Agency Administrator Approve One-Time Address Change (DOT061520 EMPLOYEE HEALTH & SAFETY DOTD6 – User UAT P-Card).”

Log in to Ohio eProcurement. While on your homepage, navigate to the box titled My Pending Validations, scroll to the relevant Object with the associated Action (i.e., Address Change Approval), and click on the respective hyperlink. A pop-up box appears.

The My Pending Validations box shows the most recent tasks awaiting your action. If you want to quickly view and take action on one-time address change approvals, click on the Object hyperlink for tasks titled Address Change Approval within the Action column.

Within the pop-up box, the Pcard purchase details are visible. You can review the one-time delivery address change and other purchase details. Please review the one-time delivery address changes, determine whether you will reject or approve, and click Reject or Approve.
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To reject the request, click **Reject**. A mandatory pop-up box titled Reason appears to indicate your reason for rejecting (e.g., “Your delivery address is invalid because it is not a State approved address. Please resubmit.”). Click **Confirm** after you input a reason.

a) If a one-time delivery address change is rejected, the requisitioner receives an email notification with the reason for the rejection.

b) If the requisitioner wants to view the rejection in the solution, they will log in to Ohio eProcurement, navigate to the My Pending Validations box, scroll to the relevant Object with the associated Action (i.e., Draft), and click on the respective hyperlink. On the left side of the page, they will click the **Workflow** tab and scroll towards the bottom to the Previous Approvals & Refusal box to view the notification.

- If you believe the one-time delivery address should be a new permanent address, then instruct the requisitioner to submit the address change form titled OAKS Location Entry Form:
  - [http://obm.ohio.gov/Forms/doc/StateAccounting_OAKS-Location.pdf](http://obm.ohio.gov/Forms/doc/StateAccounting_OAKS-Location.pdf)
  - Once the form is submitted, reviewed, and approved then it will be loaded into Ohio eProcurement as a State of Ohio approved address for procurement.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via e-mail ([ohiosharedservices@ohio.gov](mailto:ohiosharedservices@ohio.gov)) or phone (877-644-6771).