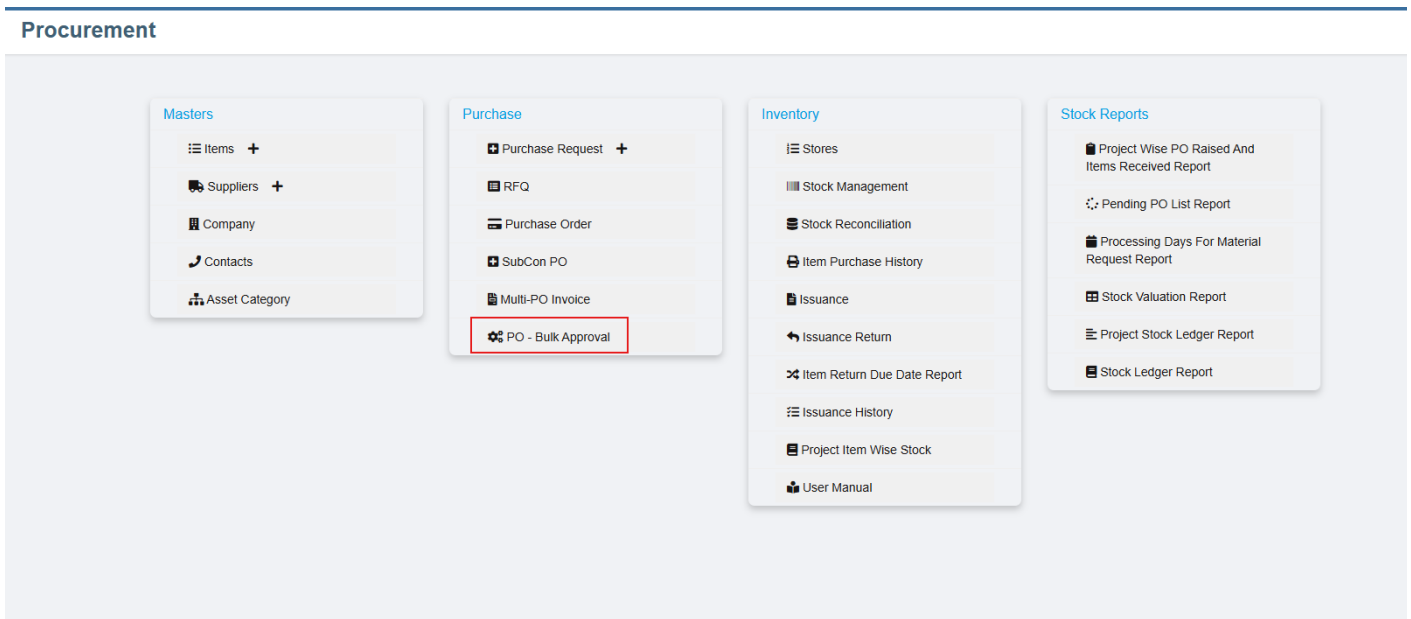


Bulk Approval

Step 1: Access Bulk PO Approval

1. Navigate to the **Procurement** main menu.
2. Under **Purchase**, select **Bulk PO Approval**.
3. The Bulk PO Approval page will be displayed.



Step 2: Search for Purchase Orders

1. Select the **PO module**.
2. Choose the respective **status**.
3. Specify the required **date range**.
4. Click **Search** to retrieve the records.

The matching purchase order records will be displayed in the grid.

Bulk Workflow Approval

HomeWorkflowBulk Approval

ModulePurchase Order

Workflow StatusPO Created

Date Range2026-04-21 - 2026-10-21

Search

No workflow actions available for the current records.

Key	Status	PR Key	Supplier	Delivery Due Date	Project Name	Project Key	Purpose	Tax Percent	PO Amount	
GLEC-PO-2026-0192	PO Created	GLEC-PR-2026-0191	VA Construction & Engineering P...	25-09-2026	GLP26003	GLEC-CO-OPS-26-0016	PR00011056 dated 12/...		38,849.46	SG
GLEC-PO-2026-0201	PO Created	GLEC-PR-2026-0200	HG Construction Steel Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011081 dated 24/...		3,469.46	SG
GLEC-PO-2026-0203	PO Created	GLEC-PR-2026-0203	Fuzi Building Solution Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...		592.50	SG
GLEC-PO-2026-0204	PO Created	GLEC-PR-2026-0204	Buildmate (S) Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...		340.00	SG
GLEC-PO-2026-0205	PO Created	GLEC-PR-2026-0206	Acertec Hardware Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...	9	223.45	SG
GLEC-PO-2026-0206	PO Created	GLEC-PR-2026-0208	Hilli Far East Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...		648.20	SG
GLEC-PO-2026-0207	PO Created	GLEC-PR-2026-0188	Acertec Hardware Pte Ltd	28-09-2026	GLP23007	GLEC-CO-OPS-26-0006	PR00011048 dated 07/...		640.00	SG
GLEC-PO-2026-0193	PO Created	GLEC-PR-2026-0192	DENZAI Huatong Logistics Pte Ltd	25-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011057 dated 12/...	9	575.52	SG
GLEC-PO-2026-0184	PO Created	GLEC-PR-2026-0184	HG Construction Steel Pte Ltd	25-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011033 dated 04/...		15,286.14	SG
GLEC-PO-2026-0150	PO Created	GLEC-PR-2026-0154	PAL Consultancy Pte. Ltd.	21-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PE Endorsement		1,200.00	SG
GLEC-PO-2026-0142	PO Created	GLEC-PR-2026-0112	Prospa Group Pte Ltd	17-09-2026	GLP23088	GLEC-CO-OPS-26-0007	Tax Invoice No. 26/321...		1,009.98	SG
GLEC-PO-2026-0123	PO Created	GLEC-PR-2026-0136	Entrepot Marketing Pte Ltd	14-09-2026	GLP23088	GLEC-CO-OPS-26-0007	Tools purchase for EM ...		2,975.00	SG

Step 3: Select Purchase Orders for Approval

1. Select the required purchase order records from the grid.

2. Once the records are selected, the workflow action buttons **Approve** and **Reject** will be enabled.

3. Click the appropriate workflow action button to proceed.

4. An **Assignee** popup will appear. Select the required assignee and click **Confirm** to proceed.

5. The selected records will be processed, and the workflow transaction progress will be displayed on the screen.

Important: Do not close or refresh the page until the workflow processing is complete and the progress reaches **100%**.

Bulk Workflow Approval

Home > Workflow > Bulk Approval

Module *

Purchase Order

Workflow Status *

PO Created

Date Range

2026-04-21 - 2026-10-21

Q

Search

5 record(s) selected

Approve

Return

Cancel

	Key	Status	PR Key	Supplier	Delivery Due Date	Project Name	Project Key	Purpose	Tax Percent	PO Amount	C
✓	GLEC-PO-2026-0192	PO Created	GLEC-PR-2026-0191	VA Construction & Engineering P...	25-09-2026	GLP26003	GLEC-CO-OPS-26-0016	PR00011056 dated 12/...		38,849.46	SG
✓	GLEC-PO-2026-0201	PO Created	GLEC-PR-2026-0200	HG Construction Steel Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011081 dated 24/...		3,469.46	SG
✓	GLEC-PO-2026-0203	PO Created	GLEC-PR-2026-0203	Fuzi Building Solution Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...		592.50	SG
✓	GLEC-PO-2026-0204	PO Created	GLEC-PR-2026-0204	Buildmate (S) Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...		340.00	SG
✓	GLEC-PO-2026-0205	PO Created	GLEC-PR-2026-0206	Acertec Hardware Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...	9	223.45	SG
✓	GLEC-PO-2026-0206	PO Created	GLEC-PR-2026-0208	Hilti Far East Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 dated 22/...		648.20	SG
✓	GLEC-PO-2026-0207	PO Created	GLEC-PR-2026-0188	Acertec Hardware Pte Ltd	28-09-2026	GLP23007	GLEC-CO-OPS-26-0006	PR00011048 dated 07/...		640.00	SG
✓	GLEC-PO-2026-0193	PO Created	GLEC-PR-2026-0192	DENZAI Huatong Logistics Pte Ltd	25-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011057 dated 12/...	9	575.52	SG
✓	GLEC-PO-2026-0184	PO Created	GLEC-PR-2026-0184	HG Construction Steel Pte Ltd	25-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011033 dated 04/...		15,286.14	SG
✓	GLEC-PO-2026-0150	PO Created	GLEC-PR-2026-0154	PAL Consultancy Pte. Ltd.	21-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PE Endorsement		1,200.00	SG
✓	GLEC-PO-2026-0142	PO Created	GLEC-PR-2026-0112	Prospaq Group Pte Ltd	17-09-2026	GLP23088	GLEC-CO-OPS-26-0007	Tax Invoice No. 26/321...		1,009.98	SG
✓	GLEC-PO-2026-0123	PO Created	GLEC-PR-2026-0136	Entrepot Marketing Pte Ltd	14-09-2026	GLP23088	GLEC-CO-OPS-26-0007	Tools purchase for EM ...		2,975.00	SG

Bulk Purchase Order (5 record(s))

PO Created To PO Approved

Assignee *

support

Notify Users *

support

This Request will be placed for Send PO

ApproveClose

	Key	Status	PR Key	Supplier	Delivery Due Date	Project Name	Project Key	Purpose
✓	GLEC-PO-2026-0192	PO Created	GLEC-PR-2026-0191	VA Construction & Engineering P...	25-09-2026	GLP26003	GLEC-CO-OPS-26-0016	PR00011056 d
✓	GLEC-PO-2026-0201	PO Created	GLEC-PR-2026-0200	HG Construction Steel Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011081 d
✓	GLEC-PO-2026-0203	PO Created	GLEC-PR-2026-0203	Fuzi Building Solution Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 d
✓	GLEC-PO-2026-0204	PO Created	GLEC-PR-2026-0204	Buildmate (S) Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 d
✓	GLEC-PO-2026-0205	PO Created	GLEC-PR-2026-0206	Acertec Hardware Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 d
✓	GLEC-PO-2026-0206	PO Created	GLEC-PR-2026-0208	Hilti Far East Pte Ltd	28-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011079 d
✓	GLEC-PO-2026-0207	PO Created	GLEC-PR-2026-0188	Acertec Hardware Pte Ltd	28-09-2026	GLP23007	GLEC-CO-OPS-26-0006	PR00011048 d
✓	GLEC-PO-2026-0193	PO Created	GLEC-PR-2026-0192	DENZAI Huatong Logistics Pte Ltd	25-09-2026	GLP23088	GLEC-CO-OPS-26-0007	PR00011057 d
✓	GLEC-PO-2026-0184	PO Created	GLEC-PR-2026-0184	HG Construction Steel P			GLEC-CO-OPS-26-0007	PR00011033 d
✓	GLEC-PO-2026-0150	PO Created	GLEC-PR-2026-0154	PAL Consultancy Pte. Lt			GLEC-CO-OPS-26-0007	PE Endorseme
✓	GLEC-PO-2026-0142	PO Created	GLEC-PR-2026-0112	Prospaq Group Pte Ltd			GLEC-CO-OPS-26-0007	Tax Invoice No
✓	GLEC-PO-2026-0123	PO Created	GLEC-PR-2026-0136	Entrepot Marketing Pte Ltd	14-09-2026	GLP23088	GLEC-CO-OPS-26-0007	Tools purchase

2 out of 5 have been processed : 40%

Revision #2

Created 21 October 2026 05:27:52 by bala

Updated 21 October 2026 05:40:44 by bala