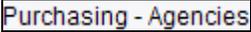
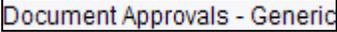


Approve or Reject Purchase Requisitions, Contracts and Purchase Orders Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Document Approvals - Generic link. 
4.	Click Requisition Approval (Generic) , Contract (O4) Approval , or Purchase Order Approval (Generic) . 
5.	Approver Automatically populates with your Address Book number <i>Note:</i> If there are multiple Approvers at a specific level, the system requires the lowest Address Book number for the specific level; therefore, it may be necessary to enter another Approver's Address Book number.
6.	Order Type Narrow search for documents to approve by entering Order Type in the Order Type field. <i>Note:</i> Order Type should be associated with the Document Type to be approved/rejected. For example: <ul style="list-style-type: none"> o OR is appropriate for Requisition Approval (Generic) o O4 is appropriate for Contract (O4) Approval o OP is appropriate for Purchase Order Approval (Generic)
7.	Populate grid with Procurement Documents pending approval for the Approver. Click the Find button. 
8.	Decision: I want to: <ul style="list-style-type: none"> • Approve Procurement Document Go to step 9 on page 2 • Reject Approval Document Go to step 20 on page 2

Step	Action
9.	Click the box on the row for the document to be approved. 
10.	Click the Row button. 
11.	Click the Approval Review menu. 
12.	Review all detail lines associated with the selected Procurement Document.
13.	Click the Form button. 
14.	Click the Approve menu. 
15.	If Approve is disabled (gray) either the order, or a line on the order, has been cancelled. Click Cancel . Click Row, Remove Msg to remove the order from the Work with Orders Awaiting Approval window.
16.	To refresh grid after procurement document approval or rejection documents, click the Find button. 
17.	Decision: Select the appropriate option: <ul style="list-style-type: none"> • Complete Document Approval Process Go to step 18 on page 2 • Continue Document Approval Process Go to step 8 on page 1
18.	Click the Close button. 
19.	End of Procedure. Remaining steps apply to other paths.
20.	Click the box on the row for the document to be rejected. 
21.	Click the Row button. 
22.	Click the Approval Review menu. 
23.	Review all detail lines associated with the selected Procurement Document.

Step	Action
24.	<p>Click the box associated with the line on the procurement document to be rejected.</p> <p><i>Note:</i> Rejecting a line on a Procurement Document causes the entire document to be in a "rejected" status</p> 
25.	<p>Click the Row button.</p> 
26.	<p>Click the Reject menu.</p> 
27.	<p>If Reject is disabled (gray), either the order, or a line on the order, has been cancelled. Click Cancel. Click Row, Remove Msg to remove the order from the Work with Orders Awaiting Approval window.</p>
28.	<p>Four options exist for providing rejection explanations:</p> <ol style="list-style-type: none"> 1. Click Form, Form Attachment can be created for a narrative explanation. 2. Click Row, Row Attachment can be created for a narrative explanation. 3. From the Remark field in the upper right hand corner (a remark for the order) a short remark may be entered. 4. From the grid, a short Remark may be entered for the line along with placing a number/letter in any of eight pre-set explanation columns.
29.	<p>Click the OK button.</p>  <p>Go to step 16 on page 2</p>