

**Approve or Reject Purchase Requisitions, Contracts, and
Purchase Orders**

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



Training Guide

Approve or Reject Purchase Requisitions, Contracts, and Purchase Orders

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Approve or Reject Purchase Requisitions, Contracts, and Purchase Orders

Approve or Reject Purchase Requisitions, Contracts, and Purchase Orders Overview

Designated approvers may approve or reject purchase requisitions, contracts and purchase orders. Changes cannot be made when approving a Purchasing Document. If changes need to be made, either reject or revise the Purchasing document by using the following work instructions.

Approve or Reject Purchase Requisitions, Contracts and Purchase Orders Lesson

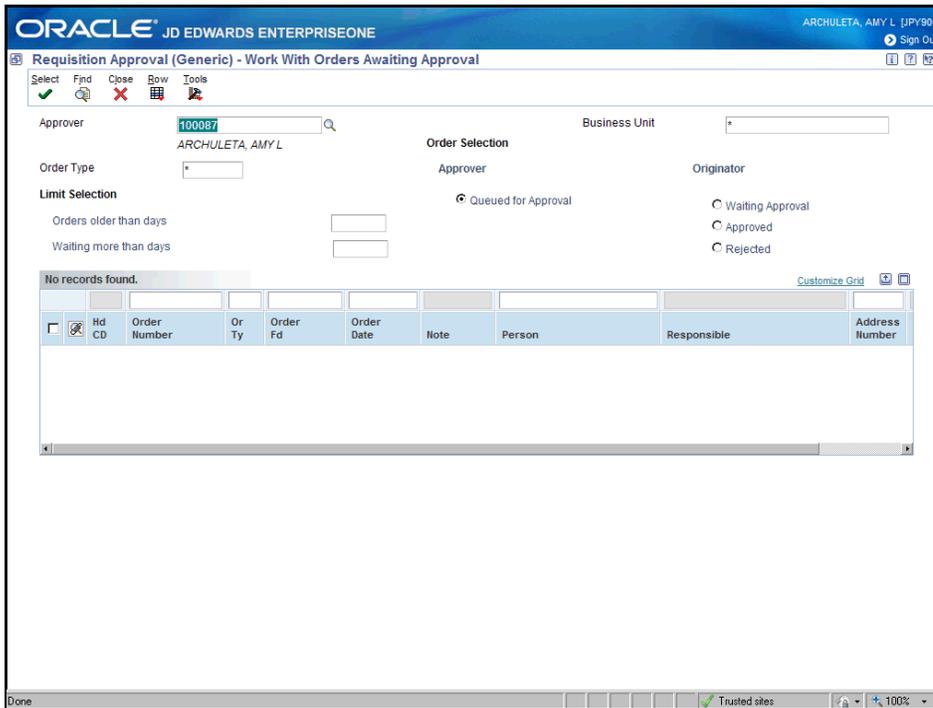
Procedure

In this lesson you will learn how to approve or reject purchase requisitions, contracts, and purchase orders.

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Document Approvals - Generic link. Document Approvals - Generic
4.	Click Requisition Approval (Generic), Contract (O4) Approval, or Purchase Order Approval (Generic) . Requisition Approval (Generic)

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Step	Action
5.	<p>Approver</p> <p>Automatically populates with your Address Book number</p> <p>Note: 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.</p>
6.	<p>Order Type</p> <p>Narrow search for documents to approve by entering Order Type in the Order Type field.</p> <p>Note: Order Type should be associated with the Document Type to be approved/rejected.</p> <p>For example:</p> <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.	<p>Populate grid with Procurement Documents pending approval for the Approver.</p> <p>Click the Find button.</p> 

Step	Action
8.	Decision: I want to: <ul style="list-style-type: none"> • Approve Procurement Document Go to step 9 on page 3 • Reject Approval Document Go to step 20 on page 5
9.	Click the box on the row for the document to be approved. <input type="checkbox"/>
10.	Click the Row button.
11.	Click the Approval Review menu.
12.	Review all detail lines associated with the selected Procurement Document.

Line	Chg Ln	Inventory Number	Status	Request Date	Quantity Ordered	Unit Cost	Extended Cost
2.000		92000		07/01/2010	100.0000	75.0000	7,500.00
3.000		92000		07/01/2010	50.0000	25.0000	1,250.00
4.000		92000		07/01/2010	25.0000	10.0000	250.00
5.000		92000		07/01/2010	5.0000	15.0000	75.00
6.000		92000		07/01/2010	10.0000	7.5000	75.00

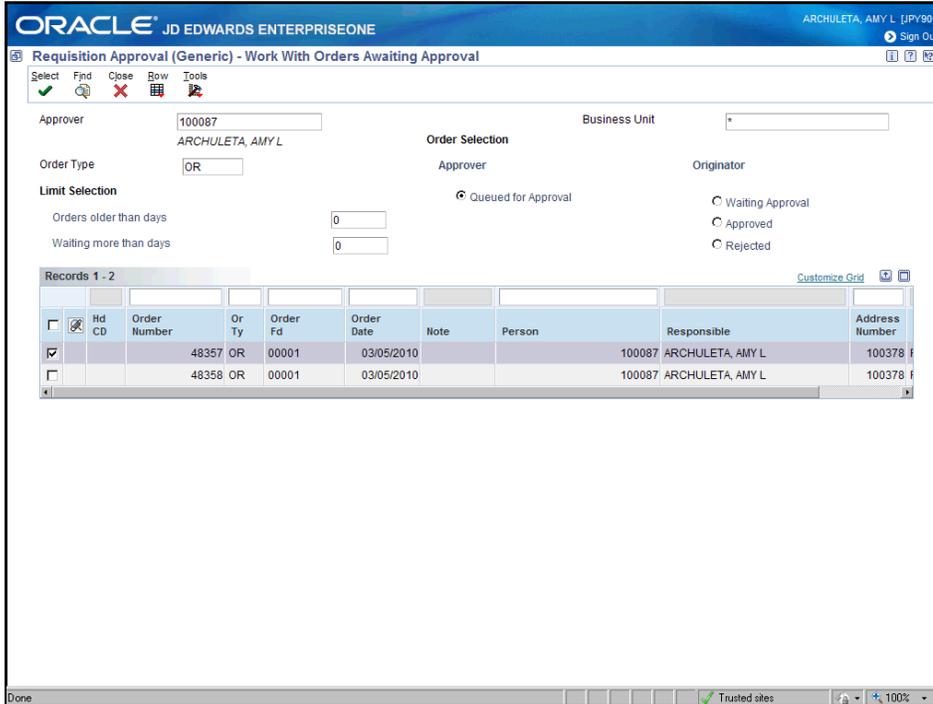
Step	Action
13.	Click the Form button.
14.	Click the Approve menu.

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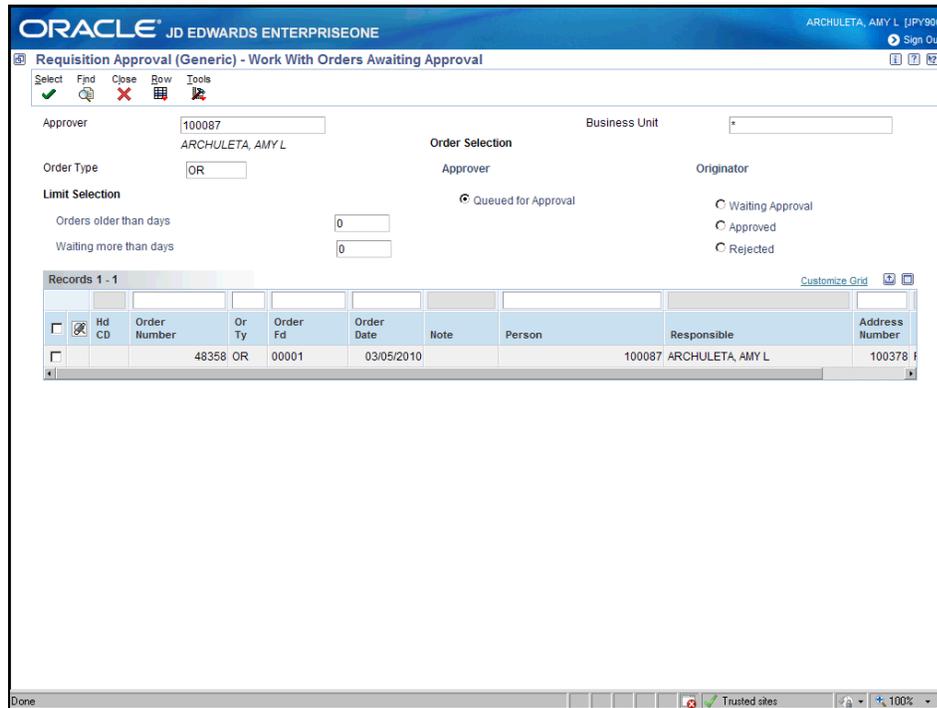
Approve or Reject Purchase Requisitions, Contracts, and Purchase Orders



Step	Action
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.



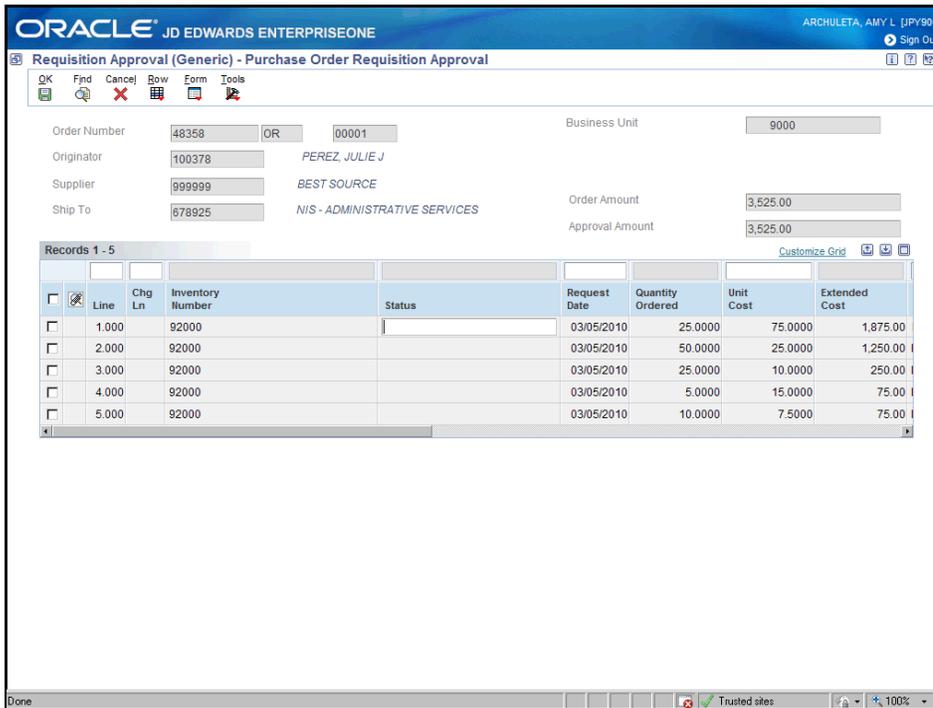
Step	Action
16.	To refresh grid after procurement document approval or rejection documents, click the Find button. 
17.	Decision: Select the appropriate option: <ul style="list-style-type: none"> • Complete Document Approval Process Go to step 18 on page 4 • Continue Document Approval Process Go to step 8 on page 3
18.	Click the Close button. 
19.	End of Procedure. Remaining steps apply to other paths.



Step	Action
20.	Click the box on the row for the document to be rejected. <input type="checkbox"/>
21.	Click the Row button.
22.	Click the Approval Review menu.
23.	Review all detail lines associated with the selected Procurement Document.

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Step	Action
24.	<p>Click the box associated with the line on the procurement document to be rejected.</p> <p>Note: 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.

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Step	Action
29.	Click the OK button.  Go to step 16 on page 4