

Approving 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.

[Reject a Procurement Document](#)

[Revise a Procurement Document](#)

This work instruction shows how to [Approve Purchase Requisitions, Contracts and Purchase Orders](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

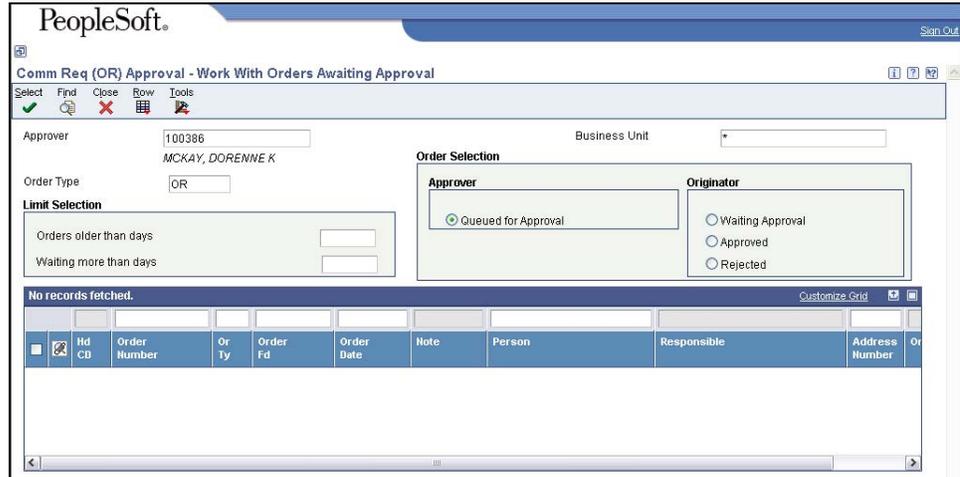
Purchasing – Agencies > Document Approvals > [Document] Approval

 Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Steps

Approve Purchase Requisitions, Contracts and Purchase Orders

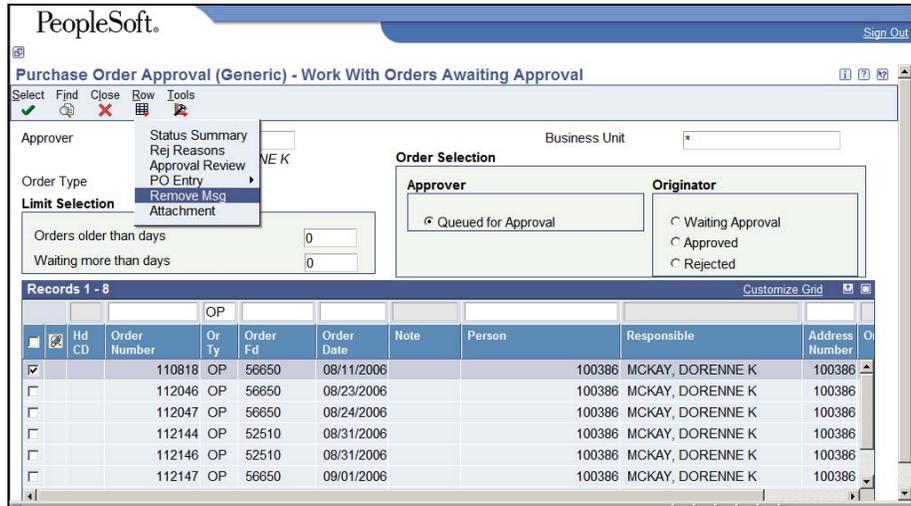
Start this instruction from the Requisition and Order Approval – Work with Orders Awaiting Approval window.



1. If you are an Approver, Select **Approver**: Queued for Approval Option or if you created a document, Select **Originator**: Waiting Approval, Approved, Rejected.
2. Enter the Order Type of the documents you want to view.
3. Click **Find**.
4. Choose the desired Order Number.
5. Click **Row, Approval Review**. The Purchase Order Approval – Purchase Order Requisition Approval window appears.



6. Click **Form, Approve**.
 If "Approve" is 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.



7. Click **Find** to update the grid (approved order disappears).

 If multiple rows were chosen, Repeat Steps 5 thru 8 for each detail line that you wish to approve.

8. Click **Close**.