Rejecting Purchase Requisitions and Purchase Orders

Overview

Designated approvers may approve or reject purchase requisitions and purchase orders.

This work instruction shows how to Reject Purchase Requisitions 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

Reject Purchase Requisitions, Purchase Orders and Contracts

Start this instruction from the Work with Orders Awaiting Approval window.
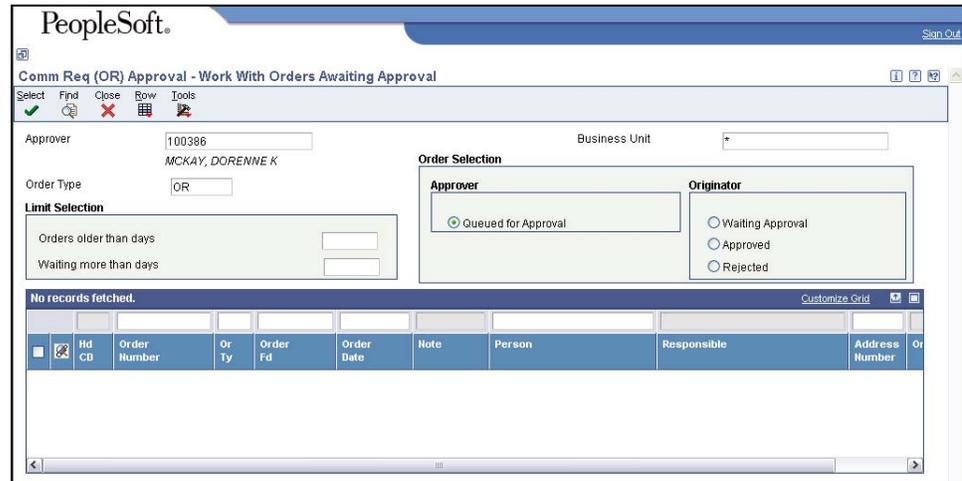
1. If you are an Approver, Select **Approver**: Queued for Approval Option <u>or</u> if you created a document, Select **Originator**: Waiting Approval, Approved, Rejected.

2. Enter the Order Type of the documents you want to view.

    🖊 System defaults to the user's id from the login profile, but any user's id may be placed in the Approver field.

3. Click **Find**.

4. Choose the desired Order Number.

5. Click **Row**, **Approval Review**. The Purchase Order Requisition Approval window appears.

6. Choose the desired Line.

    🖊 A message notifying the originator of the purchase order will be delivered.

7. Click **Row**, **Reject**. Approval/Rejection Reasons window appears.

✏ If "Reject" 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.

✏ Four options exist for providing rejection explanations:

   I.   Click **Form**, **Form Attachment** can be created for a narrative explanation.

   II. Click **Row**, **Row Attachment** can be created for a narrative explanation.

   III. From the **Remark** field in the upper right hand corner (a remark for the order) a short remark may be entered.

   IV. 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.

2. Click **OK**.

3. Click **Close**.