

Reviewing Approval Status of Purchase Requisitions, Contracts and Purchase Orders

Overview

End users can review the approval status of purchase requisitions, contracts and purchase orders.

This work instruction shows how to [Review the Approval Status of Purchase Requisitions, Contracts and Purchase Orders Awaiting Approval](#).

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.)

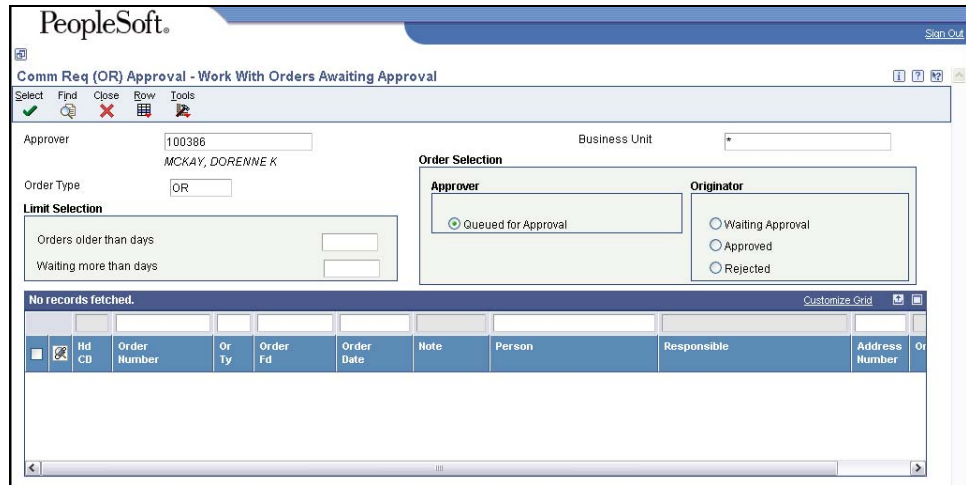
Purchasing – Agencies > Document Approvals > [Document] Approval

 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

Review the Approval Status of Purchase Requisitions, Contracts and Purchase Orders Awaiting Approval

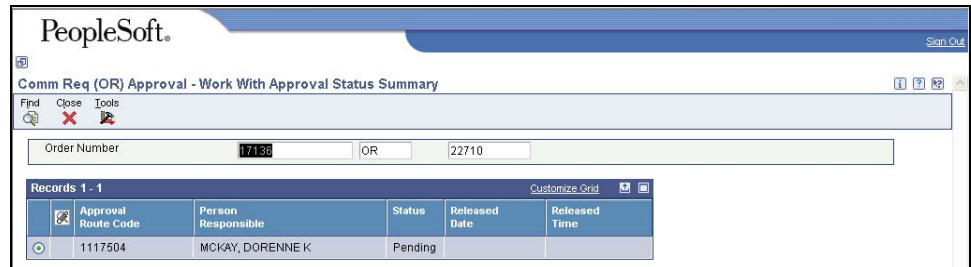
Start this instruction from the Work with Orders Awaiting Approval window.




1. If you are an Approver, Select **Approver**: Queued for Approval Option or if you created a document, Select **Originator**: Waiting Approval, Approved, Rejected.

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

2. Enter the Order Type of the documents you want to view.
3. Click **Find**.
4. Choose the desired Order Number.
5. Click **Row, Status Summary**. The Work With Approval Status Summary window appears.



 Here you can view the history of the approver activity for the selected order.

6. Click **Close**.
7. Click **Close**.