

DAC Create Orders on Behalf of Others SSP (Self-Service Procurement)

INV

QUICK REFERENCE GUIDE INV-37

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step guidance of how to Create Orders on Behalf of Others SSP (Self-Service Procurement), Review Consumption Requisitions, and Submit for Approval in the North Carolina Financial System (**NCFS**).

This Job Aid is to be used in conjunction with Web-Based Training (WBT) **INV100-Inventory Request** and **INV107-Consumption Requisition Approvals** as well as **INV-12 QRG** found here: <u>https://www.ncosc.gov/training/NCFS-help-documents/inv-12-create-orders-behalf-others-self-</u> <u>service-procurement</u>

Introduction and Overview

This QRG covers the creation of SSP orders on behalf others at the Department of Adult Correction (DAC). Requestors can enter Consumption Requisitions to order goods for their locations as well as on the behalf of other locations. Requestors can review consumption requisitions and submit for approval.

Initiate Consumption Requisition

To Initiate Consumption Requisition in NCFS, please follow the steps below:

- 1. Navigate to the NCFS environment with this link: <u>https://osc.nc.gov/ncfslogin.</u>
- 2. Log in to the NCFS portal with your credentials to access the system.
- 3. On the Home page, under the Procurement tab, click the Purchase Requisitions app.





4. Select Update Requisition Preferences from the More Tasks drop-down.

Requisitions @)					4	More Tasks 🔻 Manage Requisition	ns Ì∰ 0
Shop by Category - Search Recent Regulations		View More	Recent Purchases		ৎ	4	Enter Requisition Line Request Noncatalog Item Request New Supplier Update Preparer and Requester Update Requisition Preferences	JEREMY ROBERTS 🖍
30R0000052 30R0000051	BATTERY, ALKALINE, 9 VOLT APPLESAUCE, CUP, MANGO, NSA, 72/4 02	Z/CS Approved	0	0	0			
30R0000050 30R0000049	APPLESAUCE, UNSWEETENED, #10 CAN BLEACH	 Approved Approved 	BATTERY, ALKALINE, 9 VOLT	BLEACH	APPLESAUCE, UNSWEETENED, 6/10/CS			
30R0000048	BLEACH	Approved	Internally Orderable EACH	Internally Orderable US gallon	Internally Orderable CASE			

- 5. On the Edit Requisition Preferences page.
- 6. Enter the Requisitioning BU (Business Unit).
- 7. The **Requester** should default to your name.
- 8. Enter the **Deliver-to Location**.
- 9. Destination Type defaults to Expense.
- 10. Click **Save and Close** Button.

Edit Requisition Preferences 5								
Select the requisitioning BU where your preferences will be applicable.								
Requisitioning BU 5200 DEPARTMENT OF ADULT C - 6								
Shipping and Delivery								
Requester ROBERTS, JEREMY								
* Deliver-to Location #02-HUMAN RESOURCES								
Destination Type Expense 9								
⊿ Billing								
Favorite Charge Accounts	+							
Primary * Nickname * Charge Account	Delete							
No data to display.								
	10 Save and Close Cancel							

11. Select Enter Requisition Line from the More Tasks drop-down choice list.

Re	equisitions @)				a	More Tasks 🔻	Manage Requisition	ts ₩ 0
Shop by Category - Starch		Search			९	Enter Requis Request Nor Request Nev	catalog Item	JEREMY ROBERTS 🖍	
	Recent Requisit	ions	View M	ore	Recent Purchases		1 1 1	isition Preferences	View More
ß	30R0000052	BATTERY, ALKALINE, 9 VOLT	Approved		ĨŎ.				
	30R0000051	APPLESAUCE, CUP, MANGO, NSA,	. 72/4 OZ/CS S Approved						
	30R0000050	APPLESAUCE, UNSWEETENED, #1	10 CAN 🥏 Approved		SCRATCH PAD, (DOC), 5"				
	30R0000049	BLEACH	Approved		X 8", 100 SH/PD, 10 PAD/PK				
	30R0000048	BLEACH	Approved		Internally Orderable PACKAGE				

- 12. The Enter Requisition Line Screen Appears.
- 13. Line Type defaults to Goods.



14. Enter **Item Number** for ordering and the name of the item will display.

Enter Requisition Line 12				Add to Cart	Done	<u>آ</u> ش و
13 * Line Type	Goods 🗸	Source Type	Supplier			
14 Item	0001866	Agreement	Q			
Revision	0001866 ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE		New supplier			
* Item Description	More	Supplier	Q,			
	6	Supplier Site	v			
* Category Name	٩	Supplier Contact	~			
* Quantity	1	Phone				
* UOM Name	•	Fax				
* Price		Email				
* Currency	USD 🔻	Supplier Item				
	Negotiated					
▲ Delivery						
* Requester	ROBERTS, JEREMY Q	* Deliver-to Location	402-HUMAN RESOURCES			
Urgent	No 🗸	Deliver-to Address	2020 YONKERS ROAD, RALEIGHNC, 2769	90000, WAKE, US		
Requested Delivery Date	10/10/23					
Suggested Buyer	٩					

- 15. The Item Description will populate.
- 16. The Category Name will populate.
- 17. Enter the **Quantity** desired.
- 18. The UOM Name will default.
- 19. The **Price** will default.
- 20. The Currency will default to "USD".
- 21. The **Source Type** will default to **"Inventory"** & a warning message will appear "<u>Select the</u> <u>right Source Organization</u>". (This is a visual for the user to double check the Source Organization selected).
- 22. Select the appropriate **Source Organization** by clicking the **Select Source** link if different than default.

Enter Requisition Line ②	Select the right Source Organization 21
* Line Type Goods 🗸	Source Type Inventory ~
Item 0001866 C	22 * Source Organization DAN RIVER WF - FOOD WAREHOUSE Select Source
Revision V 15 hem Description CONVICE AUCE. UNSVIKETENED, 12/4 CANSCASE 16 Category News * Quantity 1 17 18 UOM Name CASE Price 32 5887 19 20 Currency USD	Source Sublimentory
4 Delivery	
* Requester ROBERTS, JEREMY C	* Deliver-to Location 402-HUMAN RESOURCES Q,
Requested Delivery Date 10/10/23	Deliver-to Address P2020 YONKERS ROAD, RALEIGHINC, 276990000, WAKE, US

- 23. In the Delivery section, update the Requestor Name.
- 24. Update the **Deliver-to Location** if needed.
- 25. Enter the Requested Delivery Date if different than default date.

Delivery			
23 Requester ROBERTS, JEREMY] 24	* Deliver-to Location	402-HUMAN RESOURCES Q
25 Requested Delivery Date 10/10/23	·	Deliver-to Address	2020 YONKERS ROAD, RALEIGHNC, 276990000, WAKE, US



26. In the **Billing** section, enter the **Charge Account** or use the **Search** lcon to search the **Charge Account** needed **(See below example).** Click **OK.**

Note: For the Charge Account, please make sure to only use Business Unit, DAC = 5200. Enter a valid Budget Fund, select a "5" series account number and the appropriate AMU for your facility. <u>DO NOT ENTER ZEROS FOR AMU</u>

Charge Acco	unt	×
Hide Seg	ments	
	Agency	5200 DEPARTMENT OF ADULT CORRECTION
26	Budget Fund	108120 V DAC 1320 DOP FOOD SERVICE & CLEANING BC 15010
	Account	53410007 Technology FOODSUPP-OTHER FOOD
	Agency Mgmt Unit	5204580 ALBEMARLE CORRECTIONAL INSTITU
	Agency Program	0000000 DEFAULT AGENCY PROGRAM
	Funding Source	0000 VUNDESIGNATED
	Project	0000000000 DEFAULT PROJECT
	Inter Fund	000000 DEFAULT Inter Fund NC CASH
	Future 1	0000 V DEFAULT Future 1
	Future 2	000000 DEFAULT Future 2
	Future 3	00000 V DEFAULT Future 3
		Search Reset OK Cancel

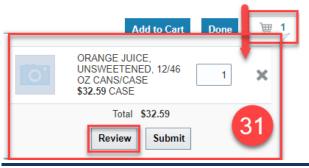
- 27. Enter the Budget Date.
- 28. Enter the Percentage (should always be 100%).
- 29. The **Quantity** and **Amount fields** will default.

Billing								
View 🔻 Format 💌 💥 🥰 🔚 Freeze 📓 Detach 斗 Wrap		27		28		29		
Charge Account 26		* Budget Dat	te *	Percentage	Quantity	Amount (USD)	Funds Status	Delete
5200-108120-53410007-5204580-000		10/3/23	6	100	1	32.59	Not reserved	×
	Total			100	1	32.59	1	

30. Click the Add to Cart Button.



31. Click the Cart Icon and Click Review button.





- 32. Verify the details on the **Edit Requisition** page.
- 33. Enter a **Justification** if needed.
- 34. To Edit the Requisition Line, Click on Actions and then Edit.
- 35. Update the **Quantity** and **Source Organization** if needed.

Edit Requisition: 52R0000054 32			Sho	p Check Funds Manage Ap	provals View PDF Sa	ve 🔻 Submit
Requisitioning BU 5200 DEPARTMENT OF ADULT CORRECTION	Justific	ation		Requisition	Amount 32.59 USD	
* Description ORANGE JUICE, UNSWEETENED, 12/46 OZ	33		4		Amount 32.59 USD	
CANSICASE 4				Fun	ds Status Not reserved	
				Atta	chments None 🕂	
Requisition Lines						
Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one	ine.					
Actions 🗸 View 👻 Format 👻 📋 🎤 💥 🗐 Freeze 🔛 Detach 斗 Wrap						
Duplicate		Category Name	* Quantity UOM Name	* Price Amour	t (USD) Funds Status	Delete
Edit UNSWEETENED, 12/46 OZ CANS/CASE		502023-Non alcoholi	1 CASE	32.5887 USD	32.59 Not reserved	×
View Punchout Cart					32.59	
Edit Line: 1			1			
Line Type Goods	* Source Organization DAN Sou	N RIVER WF - FOOD WAREHOUSE Select				
Item 0001866	Source Subinventory	-				
Revision 🖌			1			
Item Description ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE						
	4					
Category Name 502023-Non alcoholic beverages						
35 * Quantity 1 UOM Name CASE						
Price 32.5887						
Currency USD		35	_			
		O <u>K</u> <u>C</u> ance	1			

36. Update the **Delivery** and **Billing** information if needed.

▲ Line 1: Details	
A Delivery	
* Requester ROBERTS, JEREMY Q, Requested Delivery Date 10/10/23	* Deliver-to Location 402-HUMAN RESOURCES Q Deliver-to Address *2020 YONKERS ROAD, RALEIGHNC, 276990000, WAKE, US
If Billing View ▼ Format ▼ X <<	
Charge Account	* Budget Date * Percentage Quantity Amount (USD) Funds Status Delete
5200-108120-53410007-5204580-000()	10/3/23 🙆 100 1 32.59 Not reserved 💥
	Total 100 1 32.59
▲ Source	
Source Organization DAN RIVER WF - FOOD WAREHOUSE	Source Subinventory

37. Click the **Save** drop-down choice list and select the **Save and Close button**.

Edit Requisition: 52R0000054 ②		Shop Check Funds Manage	Approvals View PDF Save Submit
Requisitioning BU 5200 DEPARTMENT OF ADULT CORRECTION * Description ORANGE JUICE, UNSWEETENED, 12/46 OZ CANSICASE ,	Justification	 Requisition Amount Approval Amount Funds Status Attachments	32.59 USD Calculate Amount with Tax Not reserved
Requisition Lines			



38. A **Confirmation** pop-up appears. Click the **Ok** button.



39. You are redirected to the **Requisitions dashboard**.

	2								P 🗘 📧
Requisitions (0						More Tasks 🔻	Manage Requisitions	₩ 0
Shop by Catego	ny▼	Search				٩,		Requester JEF	iemy Roberts 🌶
Recent Requisi	tions		View More	Recent Purchases					View More
52R0000054 30R0000052	ORANGE JUICE, UNSWEETENED BATTERY, ALKALINE, 9 VOLT	0, 12/46 OZ CANS/CASE	Incomplete	O	39				
30R0000051 30R0000050	APPLESAUCE, CUP, MANGO, NS APPLESAUCE, UNSWEETENED,		Approved	SCRATCH PAD, (DOC), 5" X 8", 100 SHIPD, 10 PADIPK					
30R0000049	BLEACH		Approved	Internally Orderable PACKAGE					
				1 🐨 💌					

40. On the **Requisitions** dashboard, you can view the **Recent Requisitions**.

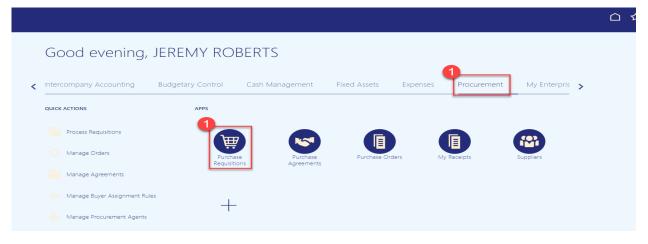
	S.P.						Þů	JR
Requisitions	0				More Tasks 👻	Manage Requisitions	j∰ 0	,
Shop by Cate	gory ⊸ Sea	arch		९		Requester JEF	IEMY ROBERTS	1
Recent Requi	sitions 40	View More	Recent Purchases				View More	,
52R0000054	ORANGE JUICE, UNSWEETENED, 12/	46 OZ CANS/CASE Incomplete						
30R0000052	BATTERY, ALKALINE, 9 VOLT	Approved	0					
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72	2/4 OZ/CS 🥏 Approved	SCRATCH PAD, (DOC), 5"					
30R0000050	APPLESAUCE, UNSWEETENED, #10 C	CAN 🥏 Approved	X 8", 100 SHIPD, 10 PADIPK					
30R0000049	BLEACH	Approved	Internally Orderable @ PACKAGE					



Review and Submit DAC Consumption Requisitions

To review DAC consumption requisitions, please follow the steps below:

1. On the Home page, under the Procurement tab, click the Purchase Requisitions app.



- 2. On the Requisitions page, click Manage Requisitions.
- 3. Under **Recent Requisitions** you can select recently entered requisitions to manage also.

Requisitions	equisitions 2 More Tasks 2 Manage Regulations W 0										
Shop by Catego	ry - Search			ৎ	Requester JEREMY ROBERTS 🖍						
Recent Requisit	ions 3	View More	Recent Purchases		View More						
52R0000054	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	Incomplete	1000								
30R0000052	BATTERY, ALKALINE, 9 VOLT	Approved									
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72/4 OZ/CS	Approved	SCRATCH PAD, (DOC), 5"								
30R0000050	APPLESAUCE, UNSWEETENED, #10 CAN	Approved	X 8", 100 SH/PD, 10 PAD/PK								
30R0000049	BLEACH	Approved	Internally Orderable 📵								
			PACKAGE								

- 5. Enter the **Requisitioning BU.**
- 6. Entered by will default to your name but can be updated.
- 7. In the Search Criteria section, enter details in at least one mandatory field indicated by **
 - a. Requisition
 - b. Supplier
 - c. Item number
- 8. Narrow the search further by entering the following fields:
 - a. Description (example: Orange, Juice, or Unsweetened)
 - b. Created time frame
 - c. Status
 - d. Requestor
 - e. Order
 - f. **Requisitions Requiring Attention** changed to **"YES"** will show requisitions that need approval.



9. Click **Search** button.

Manage Red	quisitions 🕐						Done
Search			Adva	nced Manage Watchlist	Saved Search R	equisitions I Entered	~
	Requisitioning BU		8 Request	r	٩	** At least one	is required
	** Entered By	ROBERTS, JEREMY Q 6	7 ** Supplie	r	٩		
	** Requisition	7	8 Orde	r	٩		
	Description	8	7 ** Iter	n	٩		
	Created		Requisitions Requiring Attentio	n 🔽			
	Status	AI 8				9 Search Reset	Save

10. Under **Search Results** the list of **Requisitions** will show, Click the **Requisition** number that needs managing.

Manage Requisitions ⑦								Done
✓ Search				Adv	anced Manage Watchlist	Saved Search	Requisitions I Entere	ad 🗸
							** At	least one is required
Requisitioning BU	5200 DEPARTMENT OF ADULT CORRECTION]		Request	er	Q		
** Entered By	ROBERTS, JEREMY Q			** Suppli	er	Q		
** Requisition				Ord	er	Q		
Description				** Ite	m	٩		
Created	~			Requisitions Requiring Attention	in 🗸			
Status	All 🗸							
							Search	Reset Save
Search Results 10								
Actions View View Format V	🗗 🎹 Freeze 🔐 Detach 🚽 Wrap							
Requisitioning BU Requisit	on Description	Entered By	Creation Date	Approval Status Funds Statu	s Procurement C Card	Drder	Order Status	Emergency Purchase Order
10 5200 DEPARTM 52R00000	64 ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	ROBERTS, JE	10/3/23	32.59 USD Incomplete Not reserved				
5200 DEPARTM 52R0000	SCRATCH PAD, (DOC), 5" X 8", 100 SH/PD, 10 PAD/PK	ROBERTS, JE	5/24/23	18.95 USD Approved Reserved	2	3003	Open	
Rows Selected 1								

11. On the **Requisition** page, Click the **Actions** drop-down choice list and select **Edit.**

Requisition: 52R00	00054 ⑦						Check Funds		Actions *
Entered By	200 DEPARTMENT OF ADULT CORRECTION IEREMY ROBERTS RANGE JUICE, UNSWEETENED, 12/46 OZ CANSICASE	Creation Date Status Justification	10/3/23 Incomplete			Reguisition Amount 3 Approval Amount 3 Funds Status M Attachments No	82.59 USD Not reserved	Duplicate Cancel Requ Delete Edit Reassign	1
Requisition Lines Actions ▼ View ▼ Forma	t 🕶 🔝 Freeze 📷 Detach 🚽 Wrap Description		Category Name	Quantity UOM	Price	Amount (USD) Status	Funds State	View Docume View PDF	Line Life
1 7 0001866	•		502023-Non alcoholic be	1 CASE	32.5887 USD	32.59 Incomplete			Cine Life
Rows Selected 1 Colum	ins Hidden 13								



12. On the Edit Requisition page, review the Requisition details and Click the Submit button.

Edit Requisition: 52R0000054 ⑦			Shop Check Funds	Manage Approvals View PDF S	iave Sub <u>m</u> it
Requisitioning BU 5200 DEPARTMENT OF ADULT CORRECTION	Justification			Requisition Amount 32.59 USD	12
* Description ORANGE JUICE, UNSWEETENED, 12/46 OZ		6		Approval Amount 32.59 USD	
CANSICASE				Funds Status Not reserved	
				Attachments None 🕂	
Requisition Lines					
Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.					
Actions 🔻 View 🔻 Format 💌 📋 🧪 💥 🔟 Freeze 🐨 Detach 斗 Wrap					
Line Description	Category Nam	e * Quantity UON	Name * Price	Amount (USD) Funds Status	Delete
1 ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	502023-Non alco	holi 1 CASE	E 32.5887 USD	32.59 Not reserved	×
Total				32.59	
Rows Selected 1 Columns Hidden 8					
Line 1: Details Delivery * <u>Requester</u> <u>ROBERTS, JEREMY</u> Q. Requested Delivery Date 10/10/23 @		* Deliver-to Location 402-HL Deliver-to Address 2020	JMAN RESOURCES Q YONKERS ROAD, RALEIGHNC, 2		
View 🔻 Format 💌 💥 式 🏢 Freeze 🔛 Detach 📣 Wrap					
Charge Account		* Budget Date	* Percentage Quantity	Amount (USD) Funds Status	Delete
5200-108120-53410007-5204580-0000		10/3/23	b 100 1	32.59 Not reserved	×
		Total	100 1	32.59	
▲ Source Source Organization DAN RIVER WF - FOOD WAREHOUSE		Source Subinventory			
Source organization - Driv APER III - 100D TRACHOUSE		source submittenory			

13. If you receive the **Funds Check Warning**, Click **"View Funds Check Results"** to view the warning status.

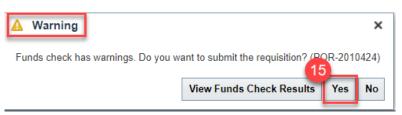
A Warning			×						
Funds check has warnings. Do you want to submit the requisition? (POR-2010424)									
13	View Funds Check Results	Yes	No						

14. View the advisory warning, then Click **Done** to return to the **Funds Check Warning**.

🛕 Fund	ls Ch	eck: Re	equisitio	on 52	R0000054						×
View Trar	nsacti	on 🗸									
Transact	tion	Lines I	mpacte	d by	Control B	udge	ets (?)				
View 🔻	Form	nat 🔻	Ħ	L.	Funds Sta	tus	Warning 🗸				
Line-D	i Sta	atus			Requested	Cha	arge Account	Budget Account	Budget Period	Control Budget	Budget Manager
1-1	A	Advisory	/ warning	insuff	32.59 USD	5200	0-108120-53410007-5204580-0	5200-108120-53099999	FYS_J	NC Agency to Account D	SHANNO
4										14	Done



15. Click YES.



16. The **Confirmation** pop-up appears, which states that the Requisition was submitted. Click the **OK** button.

Confirmation		×
Requisition 52R0000	054 was subm	itted.
	View PD 16	0 <u>K</u>

17. On the **Manage Requisitions** page, click the **Done** button. You are redirected to the **Requisitions** dashboard.

Manage Requisitions ⑦									17 Done	
⊿ Search					Advanced	Manage Watchlist	Saved Search	Requisitions I Entered	~	
								** At leas	st one is required	
Requisitioning BU	5200 DEPARTMENT OF ADULT CORRECTION	Requester		Q						
** Entered By	ROBERTS, JEREMY Q	** Supplier		Q						
** Requisition	** Regulation Order Q									
Description	Description ** Item									
Created	~			Requisitions Requi	iring Attention	~				
Status	All									
								Search F	Reset Save	
Search Results										
Actions • View • Format •	📑 🍱 📴 Freeze 🔐 Detach 🚽 Wrap									
Requisitioning Requisit BU	ion Description	Entered By	Creation Date	Approval Amount Status	Funds Status	Procurement Card	Order	Order Status	Emergency Purchase Orde	
5200 DEPARTM 52R0000	54 ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	ROBERTS, JE	10/3/23	32.59 USD Pending approval	Not reserved		87009 87009			
5200 DEPARTM 52R0000	31 SCRATCH PAD, (DOC), 5" X 8", 100 SH/PD, 10 PAD/PK	ROBERTS, JE	5/24/23	18.95 USD Approved	Reserved		23003	Open		
Rows Selected 1										

- 18. On the Requisitions page, you can view the **Recent Requisitions**.
- 19. Status should now show "Approved".

Requisitions	18				More Task	Manage Requisitions	<u>ا</u> ﷺ و
Shop by Catego	Search Search				९	Requester JER	EMY ROBERTS 🖋
Recent Requisi	tions	View More	Recent Purchases				View More
52R0000054	ORANGE JUICE, UNSWEETENED, 12/46 OZ CAN	S/CASE O Approved	O	Ō			
30R0000052	BATTERY, ALKALINE, 9 VOLT	Approved					
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72/4 OZ/CS	Approved	ORANGE JUICE, UNSWEETENED, 12/46	SCRATCH PAD, (DOC), 5" X 8", 100 SH/PD, 10			
30R0000050	APPLESAUCE, UNSWEETENED, #10 CAN	Approved	OZ CANS/CASE	PAD/PK			
30R0000049	BLEACH	Approved	Internally Orderable CASE	Internally Orderable PACKAGE 1			



Approve Customer Orders

To Approve Customer Orders in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **landing** page, click the **Notifications** [

		습 ☆ 두 🚑 💿
Welcome, TEST INV Req Approval 1900 ⑦		
You have p	e a new Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard Item in the navigation menu.	

3. The *Pending Notifications* pop-up appears. On this pop-up, click the **Approve Requisition** notification.

In this example, we choose the <u>Action Required: Approve Requisition 19R0000141</u> notification link.

	Notifications
Welcome, TEST INV Req Approval 1900 ⑦	Pending Notifications More Details Enter search terms
You have a new Open it with the home icon or the com	Action Required: Approve Requisition 2 hours ago 19R0000141 TEST INV Requestor Approve Reject
home page! You can continue to access this page to Dashboard item in the navigation men	Action Required: Approve Requisition 2 hours ago 19R0000140 TEST INV Requestor Approve Reject
	Action Required: Approve Requisition 2 hours ago 19R0000137 TEST INV Reguestor Approve Reject



4. The **Approve Requisition** page opens with all the requisition details to review for errors/accuracy. On the **Approve Requisition** page, click the **Approve** button.

Approve Requisition 19R0000141		Actions v Approve Reject
	Requisition Approval	
	\$34.80	
	INV Requestor, TEST BEEF ROAST, TOP ROUND (INSIDE) TEST OPEN ORDER REPORT AND QTY BACK Funds check warning	
	Requisition 19R0000141	
	Lines	
	BEEF ROAST, TOP ROUND (INSIDE) TEST OPEN \$34.80 ORDER REPORT AND GTY BACKORDER \$34.80 10 x \$3.48 \$34.80 Iber: 0003646 \$34.80 Charge Account: 1900-102530-53220000-1903930-0000000-00000-00000-00000-00000-00000-0000	
	Approval History	
	Applications Development Framework Application Identity for Procurement	
	Assigned to TEST INV Req Approval 1900	
	10/16/22 12:27 AM	
	Submitted by TEST INV Requestor Inv 19R0000141 pdf	

5. The *Approve* pop-up appears. On the *Approve* pop-up, enter the reasons on the *Comment* field to approve a customer order.

Approve Requisition 19R0000141			Actions V Approve Reject
	Requisition Approval \$34.80 INV Requestor, TEST		
	Approve	Submit Cancel	
	Comment	7	
	Drag files here or click to add attachment 🐱		



6. Click the **Submit** button. You are now redirected to the landing page.

Approve Requisition 19R0000141		Actions Approve Reject
	Requisition Approval	
	\$34.80	
	INV Requestor, TEST	
	Approve Submit Cancel	
	Comment	
	Drag files here or click to add attachment 🐱	
	l	

		Notifications	
/elcome, TEST INV Req Approval 1900 ⑦		Pending Notifications Enter search terms	More Details
You have a new home page!	Open it with the home icon or the com; You can continue to access this page t Dashboard item in the navigation men	Action Required: Approve Requisition 19R0000141 TEST INV Requestor Action Required: Approve Requisition 19R0000140	2 hours ago
		TEST INV Requestor Action Required: Approve Requisition 19R0000137 TEST INV Requestor	Approve Reject 2 hours ago Approve Reject

Wrap-Up

This QRG covers the creation of SSP orders on behalf others at the Department of Adult Correction (DAC) in NCFS.

Additional Resources

- INV 100: Inventory Request (WBT)
- INV 107: Consumption Requisition Approvals (WBT)
- INV-12: <u>https://www.ncosc.gov/training/NCFS-help-documents/inv-12-create-orders-behalf-others-self-service-procurement</u> (QRG)

