Approving eProcurement Orders for Exception Items

Preparers can now create Catalog Orders, Non-Catalog Orders, and Blanket Purchase Orders for items on the Exception List. While several of the Exception Items will require additional approval, many of them only require the departmental approval if they are under the Direct Buy Limit.

If you are a budget approver, organization approver, compliance approver or funding approver, it is important that you carefully review any order for an Exception Item to ensure purchasing policies and procedures have been followed for the Exception before you approve the request.

Depending upon the Exception Item, eProcurement may:
- Ask certification questions and/or ask the preparer to attach documents before submitting the request for approval
- Set specific account codes and/or add special approvers
- Ask additional questions to:
    o Alert users to restrictions on which departments can place the order
    o Tell users to stop processing the order in eProcurement and seek assistance elsewhere

The preparer should have complied with the requirements of the specific Exception. Your responsibility as the approver is to provide additional review to ensure the preparer has included any required documentation as attachments.

For each exception type, you will see certification questions answered by the preparer which indicate that the user has met a specific requirement. For example, if the order is for Resale, the preparer must attach a copy of the UW Reseller Permit obtained from the tax office. When reviewing this request, scroll down to the attachment section of the Summary page for a requisition (or the Appendixes section for a CR) to ensure that the permit is attached.

If the UW Reseller Permit is attached and if to the best of your knowledge everything looks as if it is compliant and correct, you can approve the request. If however, the attachment is missing, you should **Deny** the request and include an internal comment (not visible to the supplier) indicating why you are denying the request.

For more information on Exception Items:
- Visit the Exception Item web page:
    https://finance.uw.edu/ps/how-to-buy/exception-items
- Complete the Exception Item Ordering in eProcurement eLearning at:
    https://finance.uw.edu/ps/webform/exception-items

Continued on to the next page for examples of approving and denying requests for Exception Items.
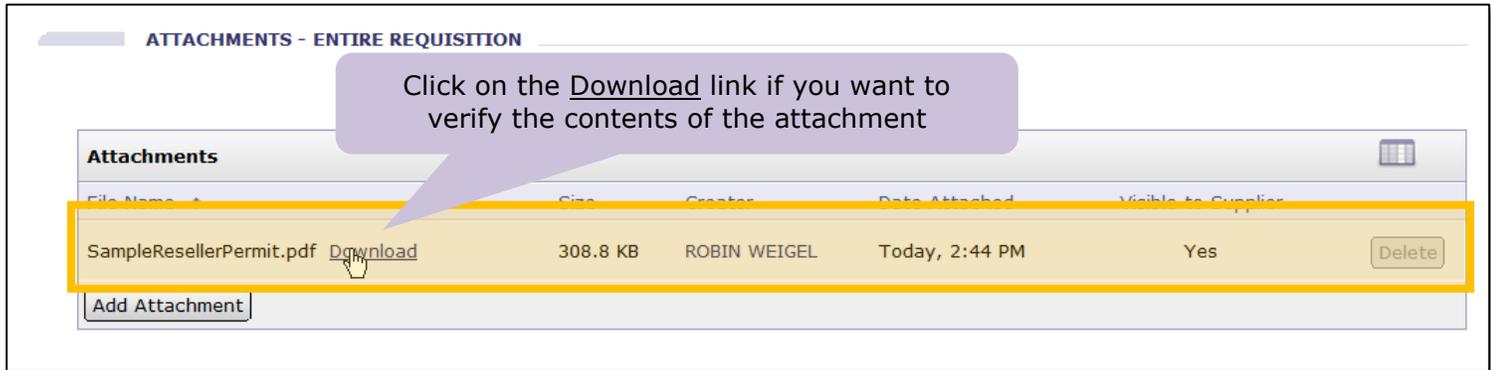
1. In the first example, we will review and approve a requisition for a Resale Exception Item. From the **Home** Dashboard page, go to your **To Do** list. To view the details of the request, click on either the link under the ID column or the Title.
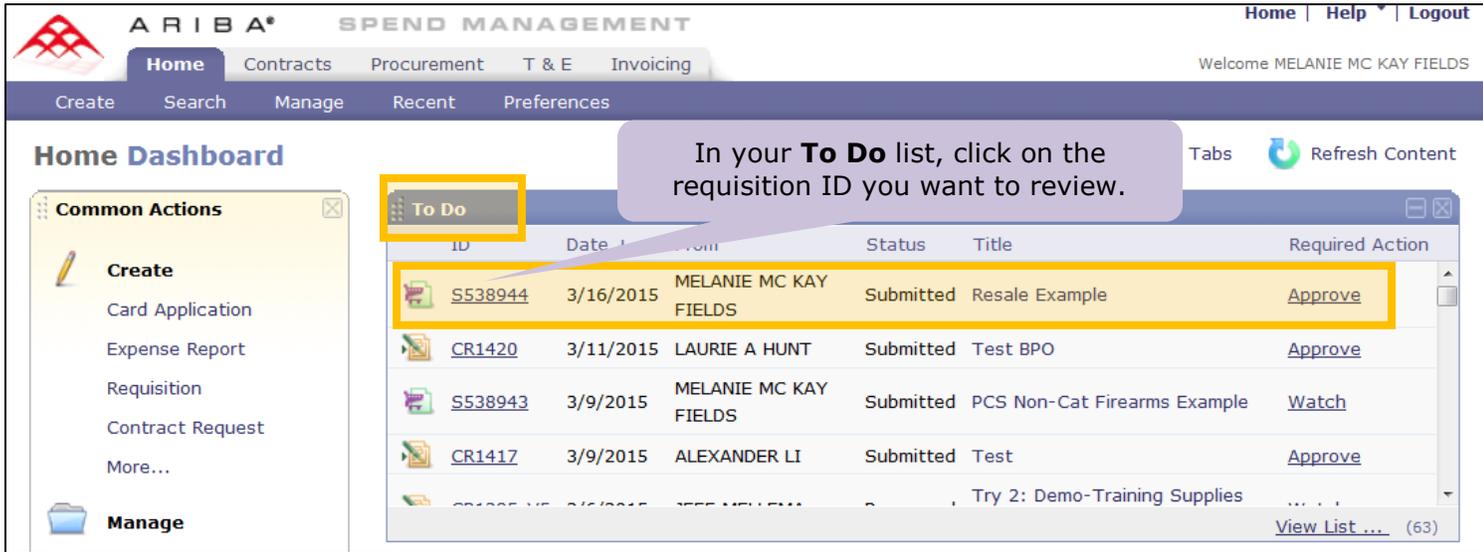
2. On the Summary tab of the requisition, review the answer to the question: **Is this item listed on the exception item list?** If the answer is **Yes**, then note the value of the Exception Item List field. In this example, the preparer selected **Resale Items** for the Exception:
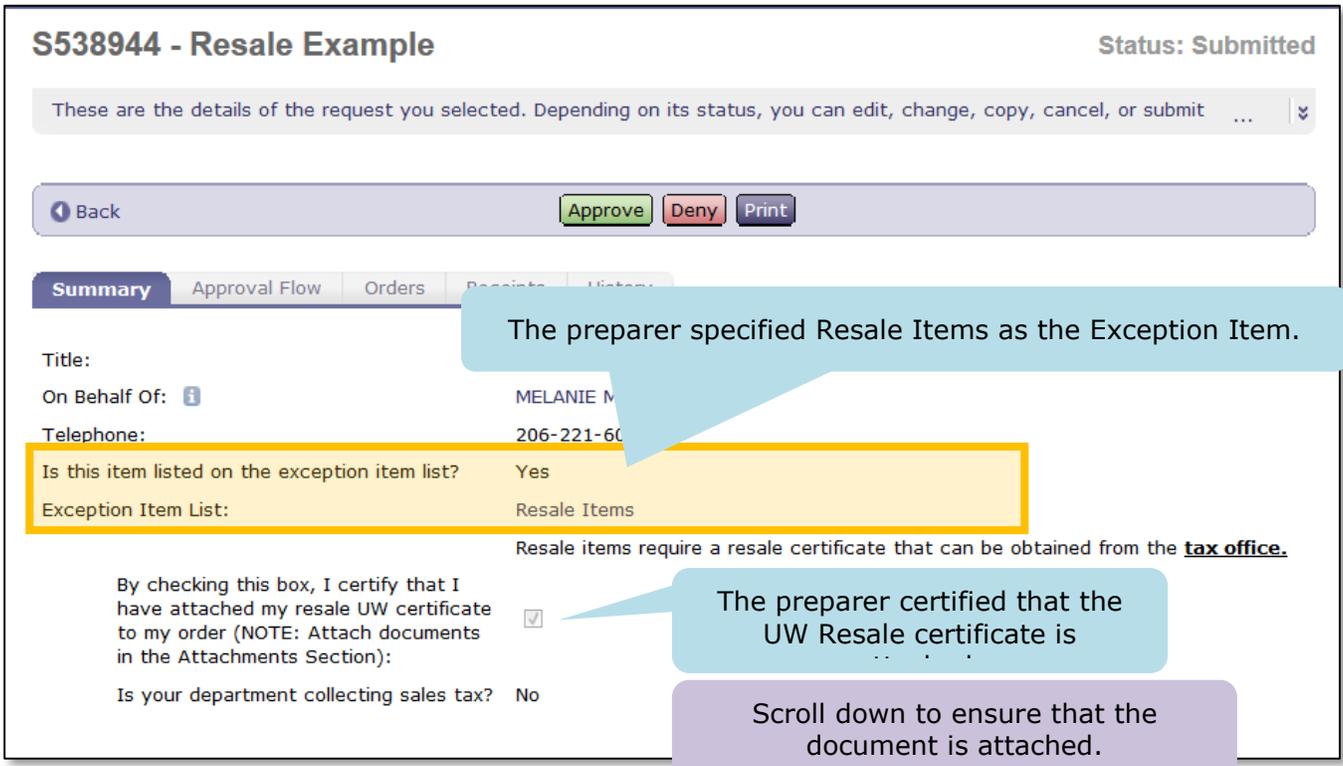
3. The Reseller Permit is attached. You can click on the <u>Download</u> link if you want to verify the contents of the attachment:

ATTACHMENTS - ENTIRE REQUISITION

Click on the <u>Download</u> link if you want to verify the contents of the attachment

Attachments					
File Name	Size	Creator	Date Attached	Visible to Supplier	
SampleResellerPermit.pdf Download	308.8 KB	ROBIN WEIGEL	Today, 2:44 PM	Yes	Delete

Add Attachment

4. If to the best of your knowledge the attachment is current and correct, and if everything else looks valid on the order per your department policies, scroll up and click **Approve**, to approve the request. Optionally, you can include comments with your approval and click **OK**:

S538944 - Resale Example   : Submitted

These are the details of the request you selected. Depending on its status ... , change, copy, cancel, or submit the request for ...

Click **Approve** to approve the request

◀ Back   Approve Deny Print

| Summary | Approval Flow | Orders | Receipts | History |

Title: Resale Example
On Behalf Of: ℹ   MELANIE MC KAY FIELDS
Telephone: 206-221-6014

Approve - Comments

Enter a comment (optional) as part of your approval. You can also archive this document to a different folder, if de...

You chose to approve S538944.

Optionally enter a comment

UW Reseller permit is attached. Everything looks good.

Comments:

The comment is for UW-only purposes so we did not make it visible to the Supplier

☐ Visible to Supplier

☑ Archi... ... Archive Items ▾

Click **OK**

OK Cancel

Continued on the next page.

1. In the second example, we will review and deny a contract request for a Construction Exception Item. From the **Home** Dashboard page, go to your **To Do** list. To view the details of the request, click on either the link under the ID column or the Title.

In your **To Do** list, click on the CR ID you want to review.
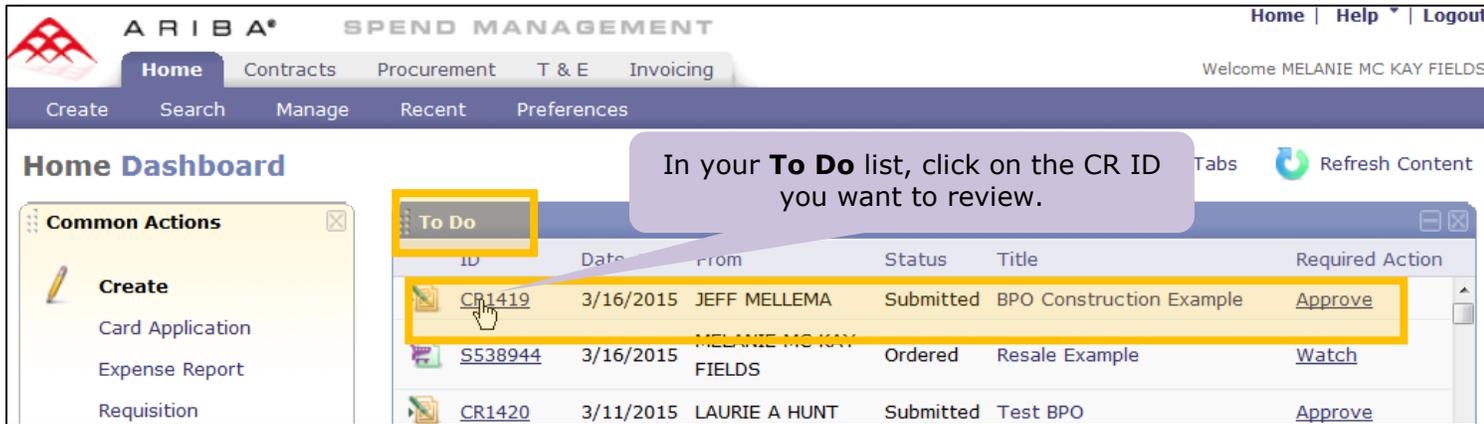
2. On the **Summary** tab of the CR, review the answer to the question**: Is this item listed on the exception item list?** If the answer is **Yes**, then note the value of the Exception Item List field. In this example, the preparer selected **Construction and Building Alteration, Modification, and Repairs** for the Exception:
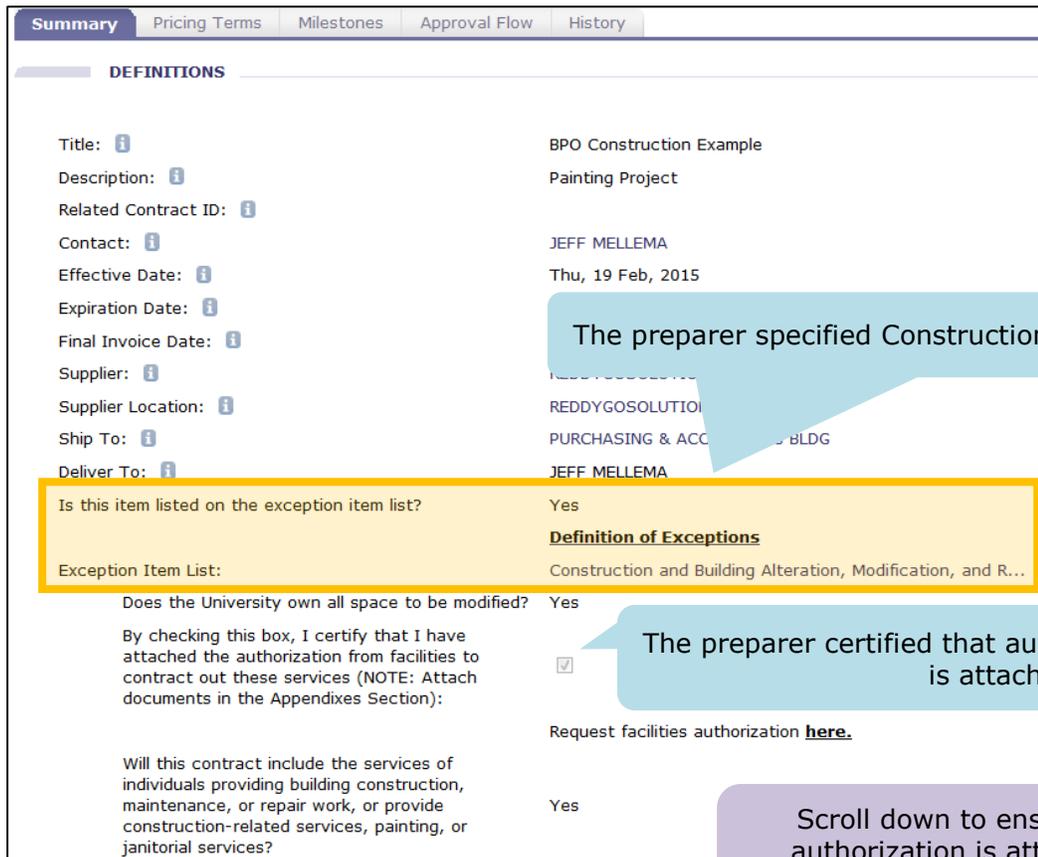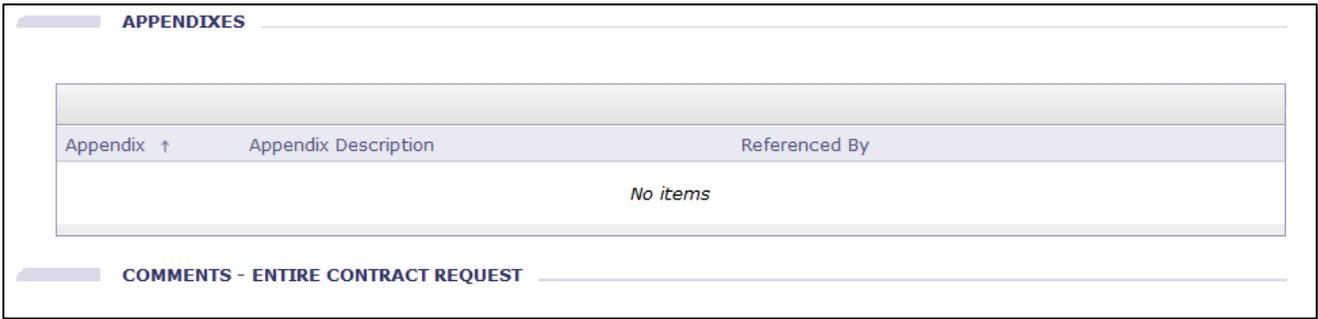

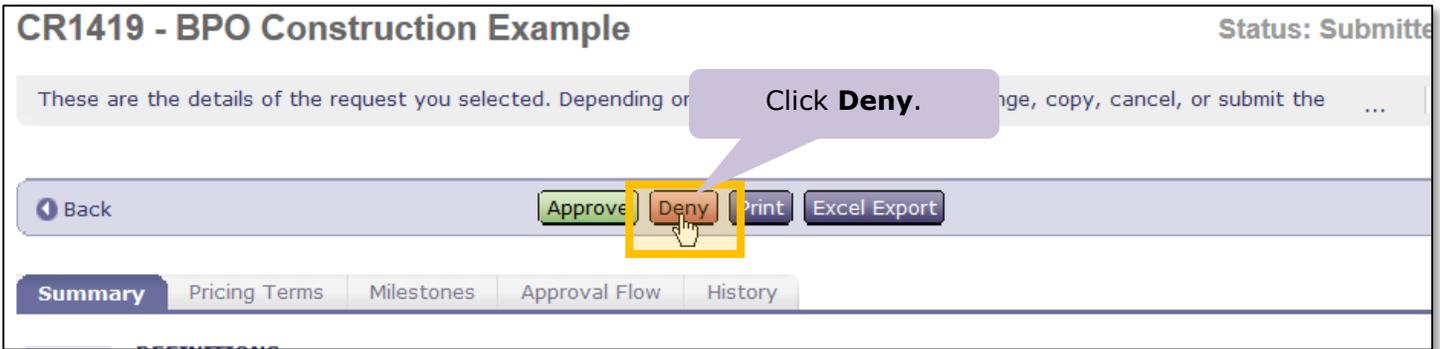The preparer specified Construction… as the **Exception Item**.

The preparer certified that authorization from facilities is attached.

Scroll down to ensure that the authorization is attached in the **Appendixes** section.

3. In this example, there are no attachments in the **Appendixes** section:

4. Scroll back up to the top and click **Deny** to reject the request:

5. Use the **Comments** section of the CR to communicate to the preparer that the required authorization from facilities for the Construction item must be attached to the request before it can be approved:

Continued on the next page.

6. Click **OK** to finish denying the request.

Comments:

☐ Visible to Supplier

☐ Archive items to label: Archive Items ▾

Click **OK**

OK   Cancel