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:
  - Alert users to restrictions on which departments can place the order
  - 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: http://f2.washington.edu/fm/ps/how-to-buy/exception-items
- Complete the Exception Item Ordering in eProcurement eLearning at: https://f2.washington.edu/fm/ps/training-events/independent-study/exception-item

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:

   - The preparer specified Resale Items as the Exception Item.
   - The preparer certified that the UW Resale certificate is attached.
   - Scroll down to ensure that the document is attached.
3. The Reseller Permit is attached. You can click on the Download link if you want to verify the contents of the 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:

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

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.

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:

![Appendixes Table]

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

![CR1419 BPO Construction Example]

5. Use the **Internal 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:

![Deny Comments]

1. Enter your comments into the **Internal Comments** field

2. Click the **Add Internal Comment** button

Note: After you click the button, the comment will disappear from this screen. However, it will be visible to the preparer in the Internal Comments on the **Summary** tab of the CR

Continued on the next page.
6. Click **OK** to finish denying the request.

7. Below is a screen capture of what the preparer sees in the Internal Comments section of the Summary tab of the CR. It includes the name of the individual who entered the comment:

   **User name of User who entered the comment, Date and Comment.**