



APPROVE CUSTOMER ORDERS

INV

QUICK REFERENCE GUIDE INV-31

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Approve Customer Orders in the North Carolina Financial System (NCFS).


Introduction and Overview

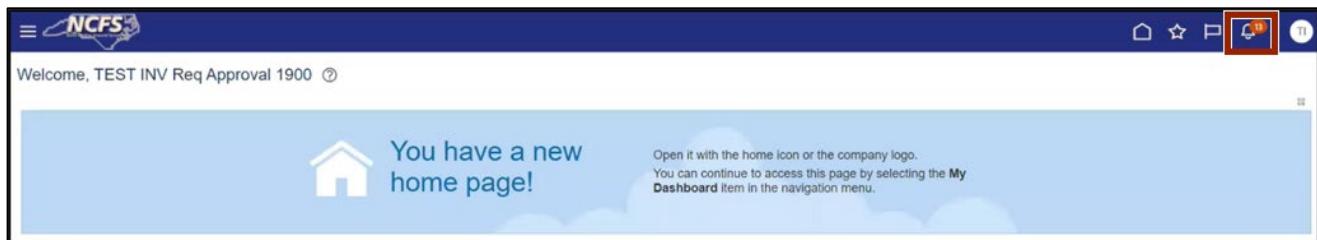
Consumption requisition can be described as:

Request of goods or items from an internal predefined source organization and Customer Orders or Usage Orders. This QRG covers the steps to approve customer orders in NCFS.

Approve Customer Orders

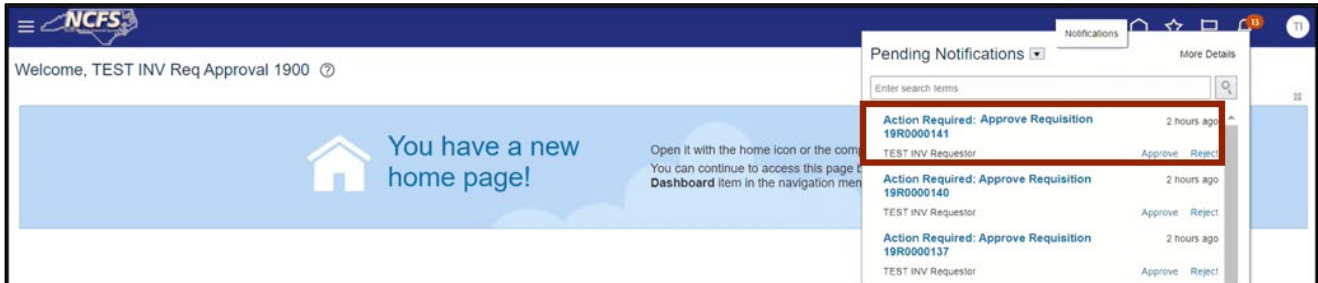
To Approve Customer Orders in NCFS, please follow the steps below:

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

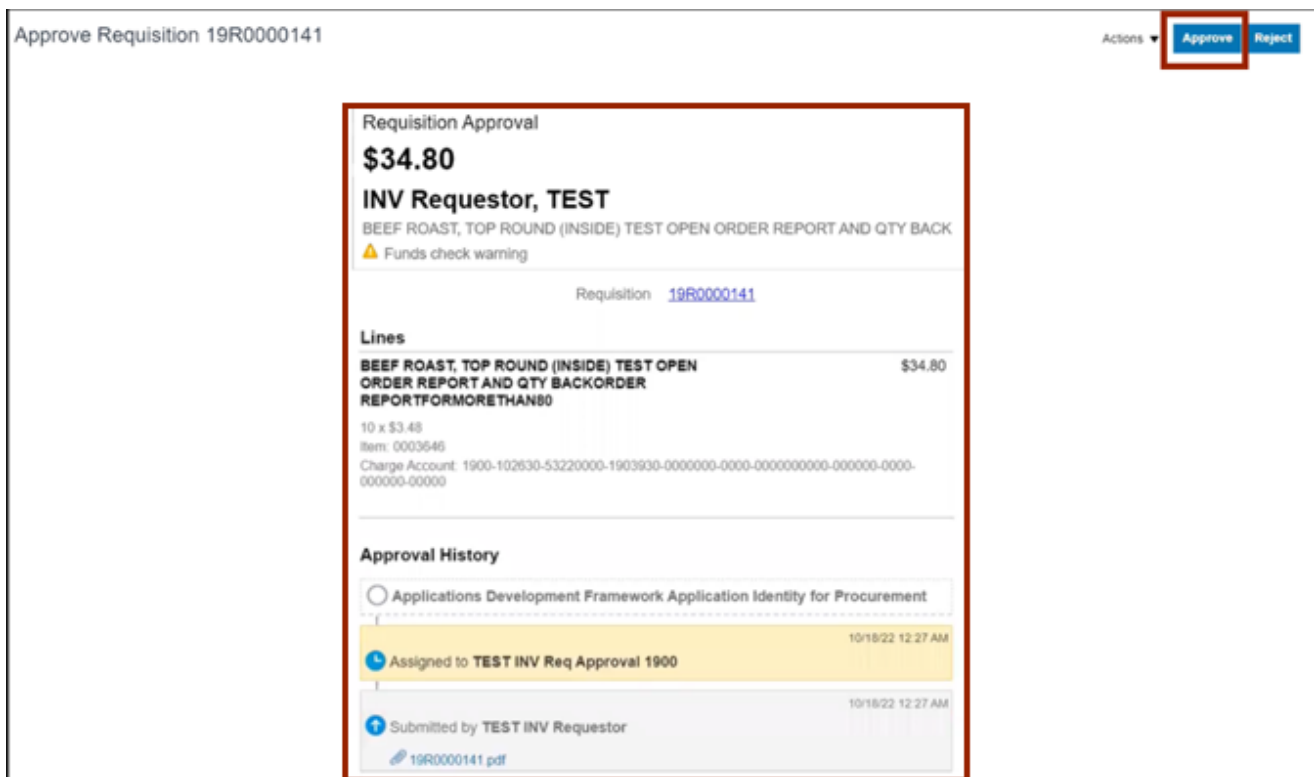


- The *Pending Notifications* pop-up appears. On this pop-up, click the **Approve Requisition** notification.

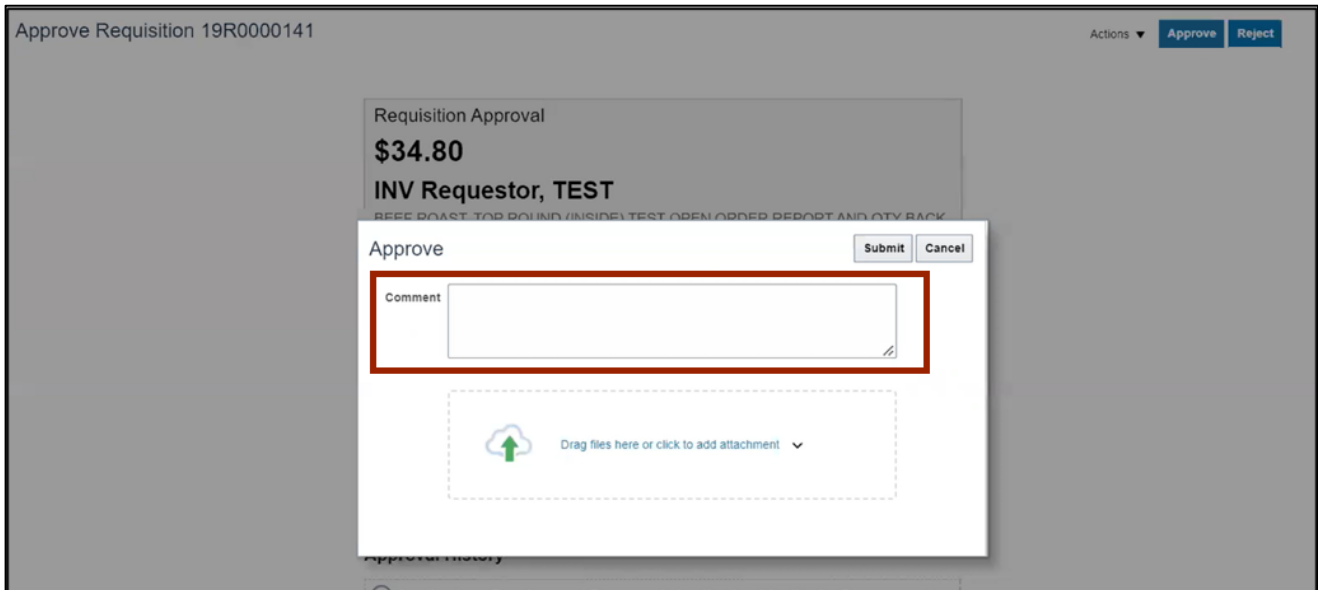
In this example, we choose the Action Required: Approve Requisition 19R0000141 notification link.



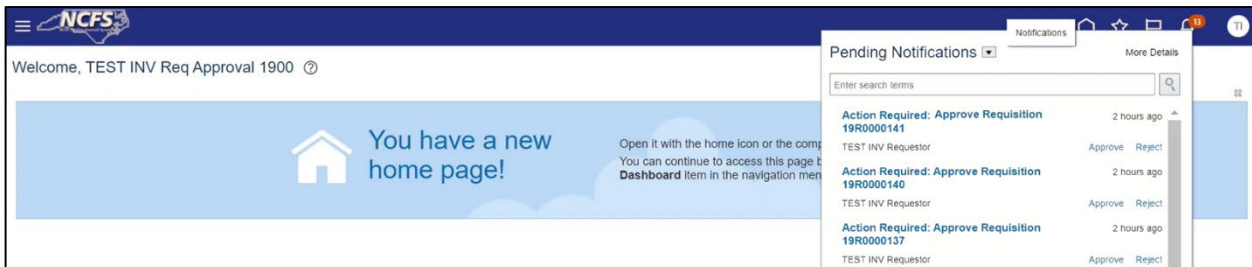
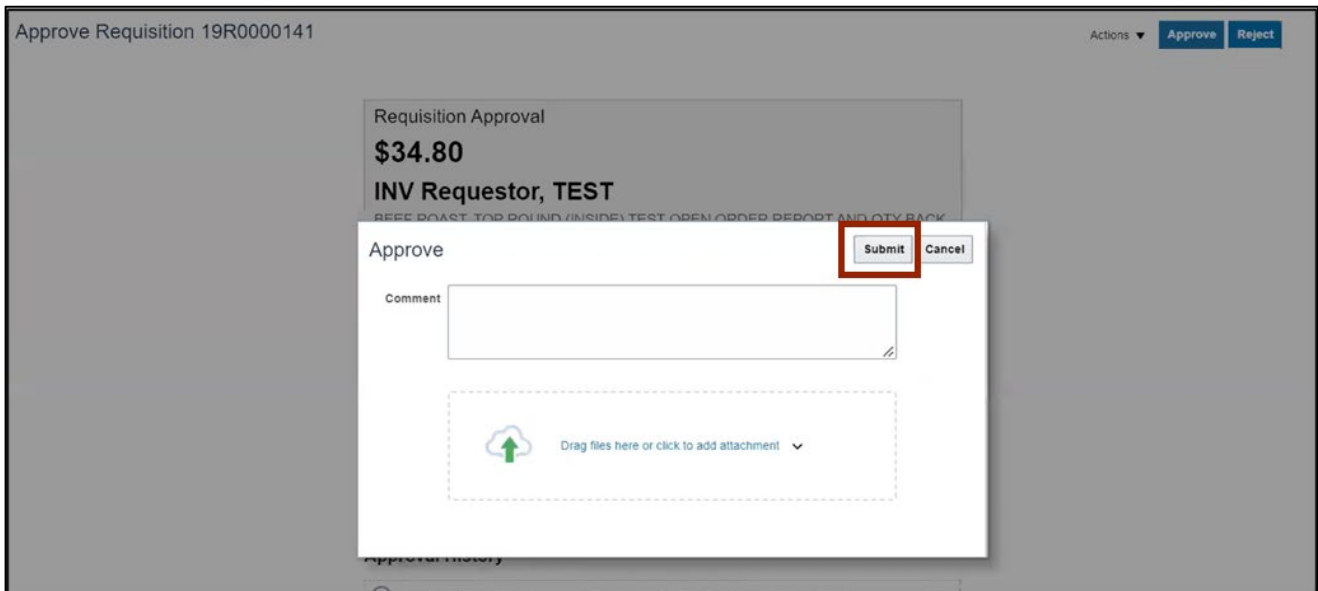
- The **Approve Requisition** page opens with all the requisition details to review for errors/accuracy. On the **Approve Requisition** page, click the **Approve** button.



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



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



Wrap-Up

Approve customer orders using the steps above.

Additional Resources

Web-Based Training (WBT)

- INV107: Consumption Requisition Approvals