

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

INV

QUICK REFERENCE GUIDE INV-38

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.osc.nc.gov/documents/files/inv-12-create-orders-behalf-others-self-service-procurement</u>.

Introduction and Overview

This QRG covers the creation of SSP orders on behalf others at the Department of Public Instruction (DPI). 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.

Req	uisitions (?))					4 More Tasks Manage Requisitions	j∰ 0
Sh	op by Categor	y ⊤	earch			९	Enter Requisition Line Request Noncatalog Item Request New Supplier	EREMY ROBERTS 🖋
F	Recent Requisition	ons	View More	Recent Purchases			Update Preparer and Requester Update Requisition Preferences	View More
	30R0000052 30R0000051	BATTERY, ALKALINE, 9 VOLT APPLESAUCE, CUP, MANGO, NSA, 7	Approved 2/4 OZ/CS Approved	O	0	O		
	30R0000050 30R0000049	APPLESAUCE, UNSWEETENED, #10 BLEACH	CAN © 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 ap	plicable.	
Requisitioning BU 0800 DEPAR	RTMENT OF PUBLIC I	6	
Shipping and Deliv	very	7	
* Requester RO	BERTS, JEREMY	٩	
* Deliver-to Location 080	0DPINI-6336 MAIL SERVI		
Destination Type Exp	ense ¥ 9		
▲ Billing	-		
Favorite Charge Acc	ounts		+
Primary * Nickname	e * Ch	arge Account	Delete
No data to display.			10 Save and Close Cancel

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

R	equisitions @	0				Mo	re Tasks 🔻	Manage Requisition	ns 🐺 O
	Shop by Categor	ny▼	Search		٩		Enter Requisi Request Non Request New	tion Line catalog Item [,] Supplier	JEREMY ROBERTS 🖍
	Recent Requisit	ions	View M	ore	Recent Purchases		Update Prepa Update Requi	arer and Requester isition Preferences	View More
2	30R0000052 30R0000051	BATTERY, ALKALINE, 9 VOLT APPLESAUCE, CUP, MANGO, NSA,	 Approved 72/4 OZ/CS Approved 		ĨŎ.				
	30R0000050 30R0000049	APPLESAUCE, UNSWEETENED, #1 BLEACH	10 CAN CAPproved		SCRATCH PAD, (DOC), 5" X 8" 100 SH/PD, 10 PADPK				
	30R0000048	BLEACH	Approved		Internally Orderable PACKAGE				
					1 W C				

- 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
13 * Line Type	Goods	Source Type	Supplier			
14 Item	9780021193127	Agreement	۵			
Revision	9780021193127 MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK		New supplier			
* Item Description	More	Supplier	٩			
	A	Supplier Site	T	·		
* Category Name	Q,	Supplier Contact	~			
* Quantity	1	Phone				
* UOM Name	~	Fax				
* Price		Email				
* Currency	USD 🔻	Supplier Item				
	Negotiated					
Delivery						
* Requester	ROBERTS, JEREMY Q	* Deliver-to Location	0800DPINI-6336 MAIL SERVICE CEN' Q]		
Urgent	No 🗸	Deliver-to Address	F6336 MAIL SERVICE CENTER, RALEIGH	INC, 276996336, WAKE, US		
Requested Delivery Date	10/11/23					
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 t	he right Source Organization 21	Add to Cart Done 🦉 0
* Line Type	Goods 🗸	Source Type	Inventory ~
Item	9780021193127 Q	22 * Source Organization	DPI TEXTBOOK WHSE Select Source
15 Revision	¥	Source Subinventory	•
Item Description	MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK		
16 Category Name	551015-Printed publications		
* Quantity	1 17		
18 UOM Name	EACH		
20 Currency	USD 19		
✓ Delivery			
* Requester	ROBERTS, JEREMY Q	* Deliver-to Location	0800DPINI-6336 MAIL SERVICE CEN Q
Requested Delivery Date	10/11/23	Deliver-to Address	P6336 MAIL SERVICE CENTER, RALEIGHNC, 276996336, 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	24
	* Requester ROBERTS, JEREMY Q	* Deliver-to Location 0800DPINI-6336 MAIL SERVICE CEN Q
	Requested Delivery Date 10/11/23	Deliver-to Address 76336 MAIL SERVICE CENTER, RALEIGHNC, 276996336, WAKE, US



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

Note: For the Charge Account, please make sure to only use Business Unit, DPI = 0800. Enter a valid Budget Fund, select a "5" series account number and the appropriate AMU for your facility. DO NOT ENTER ZEROS FOR AMU

Charge Acc	ount	×
🔺 Hide Se	gments	
	Agency	0800 DEPARTMENT OF PUBLIC INSTRUCTION
26	Budget Fund	101005 VDI 1005 STATE BOARD OF EDUCATION BC 13510
20	Account	53110000 GENERAL OFFICE SUPPLIES
	Agency Mgmt Unit	0000000 V DEFAULT AMU
	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 DEFAULT Future 1
	Future 2	000000 DEFAULT Future 2
	Future 3	00000 V DEFAULT Future 3
		Sea <u>r</u> ch 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 Aew 🔻 Format 💌 🗶 🕊 Freeze 📓 Detach 📣 Wrap	27		28	2	9		
Charge Account 26	* Budget D	ate	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
0800-101005-53110000-00000000	10/4/23	ĩ.	100	1	55.50	Not reserved	×
Total		_	100	1	55.50		

30. Click the Add to Cart Button.



31. Click the **Cart** Icon and Click **Review** button.

Add to Cart	Done 📃 📜 1
MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK \$55.50 EACH	1 ×
Total \$55.50 Review Submit	31

- 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, Click OK.

Edit Requisition: 08R0000056 32				Shop Check Funds	Manage Approvals View PDF	Save V Submit
Requisitioning BU 0000 DEPARTMENT OF PUBLIC INSTRUCTION * Description MCGRW-WONDERS LIT BIG BOOK. BEAR SNORES ON GK	on 4	Requisition Amount 55.50 U Approval Amount 55.50 U Funds Status Not rese	USD USD ierved			
		Attachments None 🕂 Customer NOTE:	Customer must	▼	uisition only and not for purch	nase requisition.
Requisition Lines Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one il	ne.	NO LL.				
Duplicate 20		Category Name	* Quantity	UOM Name * Price	Amount (USD) Funds Status	s Delete
Edit 044 ERS LIT BIG BOOK: BEAR SNORES ON GK		551015-Printed publi	1	EACH 55.50 USD	55.50 Not reserved	×
View Punchout Cart					55.50	
Edit Line: 1 Line Type Goods Item 9780021193127 Revision CORW-WONDERS LIT BIG BOOK: BEAR SNORES Description OKGK Category Name 551015-Printed publications Category Name EACH DIGM Name EACH Price 55 50 Currency USD	* Source Organization DPI TEXTBOOK WH Source Subinventory	35 OK Cancel				

36. Search and Select the appropriate Customer for consumption requisition only.

Edit Requisition: 08R0000056 ⑦		Shop Check Funds	Manage Approvals View PDF Save	▼ Sub <u>m</u> it
Requisitioning BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION Justification * Description MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON GK	Requisition Amount Approval Amount Funds Status	55.50 USD 55.50 USD Not reserved		
	Attachments	None 🕂	1	
	36	ACADEMY OF MOORE COUNTY 12588 HWY 15-01 SOUT	uisition only and not for purchase re	quisition.
Requisition Lines		ALAMANCE COUNTY SCHOOLS SANDRA TINSLEY1712	T	
Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.		ALEXANDER COUNTY SCHOOLS SHARON L MEHAFFEY		
Actions 🔻 View 🔻 Format 👻 📋 🎢 🔛 Freeze 🔛 Detach 🚽 Wrap		ALEXANDER REG JUV DET CENTER 1806 MAIL SERVIC		
Line Description	Category Nam	ALLEGHANY COUNTY SCHOOLS/CINDY HOLDER85 PEA	Amount (USD) Funds Status	Delete
1 MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON GK	551015-Printed	ALPHA ACADEMYIPO BOX 35476ET,FAYETTEVILLE,2830	55.50 Not reserved	×
		AMERICAN RENAISSANCE MS 217 SOUTH CENTER STR		
Total		ANSON COUNTY SCHOOLS HOLLY BERRYHWY 742 S. C	55.50	
Rows Selected 1 Columns Hidden 8		APPALACHIAN STATE UNIVERSITY ATTN MARGARET G		
		Search		

NOTE: Customer must be selected for consumption requisition only and not for purchase requisition.

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

▲ Line 1: Details		
⊿ Delivery		
* Requester ROBERTS, JEREMY Q	* Deliver-to Location 0800DPINI-6336 MAIL SERVICE CEN' Q	
Requested Delivery Date 10/11/23	Deliver-to Address F6336 MAIL SERVICE CENTER, RALEIGHNC, 276996336, WAKE, US	
Z Billing		
View 🔻 Format 👻 🗶 🧰 Freeze 📓 Detach 🚽 Wrap		
Charge Account	* Budget Date * Percentage Quantity Amount (USD) Funds Status	Delete
0800-101005-53110000-000000-000C	10/4/23 🛍 100 1 55.50 Not reserved	×
	Total 100 1 55.50	

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



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

Edit Requisition: 08R0000056 ②		Shop Check Funds Manage Approvals View PDF Save 💌 Submit
Requisitioning BU 0000 DEPARTMENT OF PUBLIC INSTRUCTION * Description MCCRV-WONDERS LIT BIG BOOK. BEAR SNORES ON GK	Justification	Requisition Amount 55 50 USD 37 Save and Close 37 Linear State and Close 37 Linear States Not reserved
		Attachments None Customer ACADEMY OF MOORE COUNTY 12588 HWY 15-01 SOUTH
		NOTE: Customer must be selected for consumption requisition only and not for purchase requisition.

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

Confirmation	×
Requisition 08R0000056 was save	d.
38 OK	

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

Requisitions (2					More Tasks 🔻	Manage Requisitions	<u>ب</u> ش 0
Shop by Catego	Search Search				ৎ		Requester JEREM	IY ROBERTS 💉
Recent Requisi	tions	View More	Recent Purchases					View More
08R0000056 30R0000073	MCGRW-WONDERS LIT BIG BOOK: BEAR S	SNORES ON:GK Incomplete 6", 100/BAG O Approved	Ĩ.	0	0	0	39	
52R0000054 30R0000052	ORANGE JUICE, UNSWEETENED, 12/46 OZ BATTERY, ALKALINE, 9 VOLT	Z CANS/CASE O Approved	CARN- MIRRORS&WINDOWS: CONNECTING W/LIT TE	MCGRW-WONDERS LIT BIG BK3:COOL DOG, SCHL DOG:G1	MCGRW-WONDERS LIT BIG BOOK: ROADWORK:GK	MCGRW-WONDERS WORKSTATION ACTIVITY CARDS:G2		
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72/4 OZ	ICS Approved	Internally Orderable () EACH	Internally Orderable () EACH	Internally Orderable () EACH	Internally Orderable () EACH		

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

Requisitions (2					More Tasks 🔻	Manage Requisitions
Shop by Catego	Search Search				ৎ		Requester JEREMY ROBERTS 🖋
Recent Requisi	tions 40	View More	Recent Purchases				View More
08R0000056	MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK	Incomplete					
30R0000073	APPLICATOR, COTTON TIP, NON-STERILE, 6", 100/BAG	Approved					
52R0000054	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	Approved	CARN-	MCGRW-WONDERS LIT	MCGRW-WONDERS LIT	MCGRW-WONDERS	
30R0000052	BATTERY, ALKALINE, 9 VOLT	Approved	MIRRORS&WINDOWS: CONNECTING W/LIT TE :G12	BIG BK3:COOL DOG, SCHL DOG:G1	BIG BOOK: ROADWORK:GK	WORKSTATION ACTIVITY CARDS:G2	
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72/4 OZ/CS	Approved	Internally Orderable @	Internally Orderable @	Internally Orderable @	Internally Orderable @	



Review and Submit DPI Consumption Requisitions

To review DPI 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	2					More Tasks *	nage Requisitions 🕎 0
Shop by Catego	Search Search				९		Requester JEREMY ROBERTS 🖋
Recent Requisi	tions 3	View More	Recent Purchases				View More
08R0000056	MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK	Incomplete					
30R0000073	APPLICATOR, COTTON TIP, NON-STERILE, 6", 100/BAG	Approved					
52R0000054	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	Approved	CARN-	MCGRW-WONDERS LIT	MCGRW-WONDERS LIT	MCGRW-WONDERS	
30R0000052	BATTERY, ALKALINE, 9 VOLT	Approved	MIRRORS&WINDOWS: CONNECTING W/LIT TE	BIG BK3:COOL DOG, SCHL DOG:G1	BIG BOOK: ROADWORK:GK	WORKSTATION ACTIVITY CARDS:G2	
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72/4 OZ/CS	Approved	Internally Orderable @	Internally Orderable FACH	Internally Orderable FACH	Internally Orderable FACH	
			1)₩	1 🐺 💌	1) 🐺 💌	1	

- 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 Ø		Done
Search		Advanced Manage Watchlist Saved Search R	requisitions I Entered
	Requisitioning BU	8 Requester Q	** At least one is required
	** Entered By ROBERTS, JEREMY	7 supplier Q	
	** Requisition 7	8 Order Q	
	Description	7 ** Item Q	
	Created V 8	8 Requisitions Requiring Attention	
	Status Ali 9		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					Advanc	ed Manage Watchlist	Saved Search	Requisitions I Entere	ed 🗸
								** At I	least one is required
Requisitioning BU	0800 DEPARTMENT OF PUBLIC INSTRUCTION				Requester		Q]	
** Entered By	ROBERTS, JEREMY Q			*	* Supplier		٩]	
** Requisition					Order		٩]	
Description					** Item		Q]	
Created	~			Requisitions Requirin	g Attention	~			
Status	All								
Search Results	🗊 📴 📑 Freeze 🔐 Detach 🚽 Wrap							Search	Reset Save
Requisitioning BU	on Description	Entered By	Creation Date	Approval Status Fun	ds Status	Procurement O Card	rder	Order Status	Emergency Purchase Order
10 0800 DEPARTM 08R00000	6 MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK	ROBERTS, JE	10/4/23	55.50 USD Incomplete Not i	eserved				
0800 DEPARTM 08R00000	23 CARN-MIRRORS&WINDOWS: CONNECTING W/LIT TE :G12	ROBERTS, JE	5/25/23	128.75 USD Approved Rese	rved	25	003	Closed	
0800 DEPARTM 08R00000	15 MCGRW-WONDERS LIT BIG BOOK: ROADWORK:GK	ROBERTS, JE	5/4/23	111.00 USD Approved Rese	rved	15	006	Closed	
0800 DEPARTM 08R00000	13 MCGRW-WONDERS WORKSTATION ACTIVITY CARDS:G2	ROBERTS, JE	5/4/23	188.70 USD Approved Rese	rved	13	004	Closed	

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

Requisition: 08R0	0000056 2				Check Funds	View Life Cycle	ctions 🔻 Done
Requisitioning BU Entered By Description	0000 DEPARTMENT OF PUBLIC INSTRUCTION PEREMIT ROBERTS MCGRW-WONDERS LIT BIG BOOK BEAR SNORES ON GK	Creation Date 10/4/23 Status Incomplete Justification		Requisition Amount Approval Amount Funds Status Attachments	55.50 USD 55.50 USD Not reserved None	Duplicate Cancel Requisition Delete Edit Reassign	1
				Customer	NOTE: Customer must be selecte and not for purchase requisition.	View PDF	n only
Requisition Lines	mat 🔻 🥅 Freeze 📓 Detach 📣 Wrap						
Line Item	Description	Category Name	Quantity UOM	Price Amount	(USD) Status Funds Sta	tus Order	Line Life Cycle
1 797800	21193127 MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK	551015-Printed publication	ons 1 EACH	55.50 USD	55.50 Incomplete Not reserve	d	0
Rows Selected 1 Col	umns Hidden 13						



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

Edit Requisition: 08R0000056	Shop CheckFunds ManageApprovals View PDF Save * Submit
Requisitioning BU 0600 DEPARTMENT OF PUBLIC INSTRUCTION Justification * Description MCGRW-WONDERS LIT BIG BOOK BEAR SNORES ON SK	Regulation Amount 55 50 USD 12 Approval Amount 55 50 USD Funds Status Not reserved Attachments Nore * Customer ACADEMY OF MOORE COUNTY!12588 HWY 15-01 SOUTH NOTE: Customer must be selected for consumption requisition only and not for purchase requisition.
Requisition Lines Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to adit more than one line. Actions v View v Format v B A K E Freeze Freeze I Detach all Wrap	
Line Description	Category Name * Quantity UOM Name * Price Amount (USD) Funds Status Delete
1 MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON GK	551015-Printed publi 1 EACH 55.50 USD 55.50 Not reserved 💥
Total	55.50
Rows Selected 1 Columns Hidden 8	
Line 1: Details Delivery * Requester ROBERTS, JEREMY Requested Delivery Date 10/11/23	* Deliver-to Location 08000PINI-6336 MAIL SERVICE CEN Q Deliver-to Address P6336 MAIL SERVICE CENTER, RALEIGHINC, 276996336, WAKE, US
A Billing	
View 🔻 Format 👻 🗶 🔟 Freeze 🔛 Detach 🚽 Wrap	
Charge Account	* Budget Date * Percentage Quantity Amount (USD) Funds Status Delete
0800-101005-53110000-0000000-0000	10/4/23 🛍 100 1 55:50 Not reserved 🗙
	Total 100 1 55.50
Source Source Oramization DPI TEXTROOK WHSE	Source Subioentory

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



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





15. Click YES.



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



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

Manage Requisitions ②								17 Done
⊿ Search				Advanced	Manage Watchlist	Saved Search	Requisitions I Enter	ed 🗸
							** At	least one is required
Requisitioning BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION				Requester		Q		
** Entered By ROBERTS, JEREMY Q				** Supplier		Q		
** Requisition				Order		Q]	
Description				** Item		Q]	
Created			Requisitions F	Requiring Attention	~			
Status All 🗸								
							Search	Reset Save
Search Results								
Actions 🕶 View 👻 Format 👻 💼 輝 🐺 📑 Freeze 📓 Detach 斗 Wrap								
Requisitioning Requisition Description BU	Entered By	Creation Date	Approval Amount Status	Funds Status	Procurement O Card	rder	Order Status	Emergency Purchase Order
0800 DEPARTM 08R0000056 MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON GK	ROBERTS, JE	10/4/23	55.50 USD Approved	Reserved	87	013	Open	
0800 DEPARTM 08R0000023 CARN-MIRRORS&WINDOWS: CONNECTING WILIT TE :G12	ROBERTS, JE	5/25/23	128.75 USD Approved	Reserved	25	6003	Closed	
0800 DEPARTM 08R0000015 MCGRW-WONDERS LIT BIG BOOK: ROADWORK:GK	ROBERTS, JE	5/4/23	111.00 USD Approved	Reserved	15	5006	Closed	
0800 DEPARTM 08R0000013 MCGRW-WONDERS WORKSTATION ACTIVITY CARDS:G2	ROBERTS, JE	5/4/23	188.70 USD Approved	Reserved	13	8004	Closed	

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

Requisitions	18					More Tasks 🔻	Manage Requisitions	0
Shop by Catego	ry → Search				९		Requester JEREMY ROBERTS	/
Recent Requisit	lons	View More	Recent Purchases				View Mo	re
08R0000056 30R0000073	MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK APPLICATOR, COTTON TIP, NON-STERILE, 6", 100/BAG	Approved Approved	Ō	O	0	0	Ō	
52R0000054 30R0000052	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE BATTERY, ALKALINE, 9 VOLT	Approved Approved	MCGRW-WONDERS LIT BIG BOOK: BEAR SNORES ON:GK	CARN- MIRRORS&WINDOWS: CONNECTING W/LIT TE	MCGRW-WONDERS LIT BIG BK3:COOL DOG, SCHL DOG:G1	MCGRW-WONDERS LIT BIG BOOK: ROADWORK:GK	MCGRW-WONDERS WORKSTATION ACTIVITY CARDS:G2	
30R0000051	APPLESAUCE, CUP, MANGO, NSA, 72/4 OZ/CS	Approved	Internally Orderable EACH	:G12 Internally Orderable ® EACH	Internally Orderable () EACH	Internally Orderable EACH	Internally Orderable EACH	
			1 🐺 💌	1 🐺 💌	1 🐺 🜄	1 🐺 💌	1)₩	

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



Wrap-Up

This QRG covers the creation of SSP orders on behalf others at the Department of Public Instruction (DPI) in NCFS.

Additional Resources

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

