**CHECK IF SSP ORDER WAS NOT** 



# PLACED

**QUICK REFERENCE GUIDE INV-48** 

#### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to Check If an SSP Order Was Not Placed in the North Carolina Financial System (**NCFS**).

# Introduction and Overview

This QRG explains how to check if an SSP Order was not placed in NCFS.

## Check if an SSP Order Was Not Placed

To check if an SSP Order was not placed in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, under the Procurement tab, click the Purchase Requisitions app.



INV



### 3. Click Manage Requisitions.

Requisitions ⑦		More Tasks ▼ Manage Requisitions 1 1 0
Shop by Category  Search		Q Requester Training Super 2 🖍
Recent Requisitions	View More	Recent Purchases
52R0000048 INMATE SHIRT, GREEN, M, 6/BX	Pending approval	No data to display.
08R0000113 Cloud Services	Incomplete	

4. Search for the SSP Order.

In this example, order 08R0000892 was used. Click Search.

Manage Requisitions	0					D <u>o</u> ne
⊿ Search	Ad	vanced Mar	nage Watchlist	Saved Search	Requisitions I E	ntered 🗸
					*	At least one is required
Requisitioning BU	✓	Requester			٩	
** Entered By	٩	** Supplier			Q	
** Requisition	08R0000892	Order			Q	
Description		** Item			Q	
Created	✓ Requisitions Requir	ring Attention	~			
Status	All 🗸					
					Sea	rch Reset Save
Search Results						
Actions • View • Format •	🗐 🎵 🖙 🔟 Freeze 🔝 Detach 📣 Wrap					
Requisition Des	cription Creation Da	ate	Approval Amount St	tatus	Funds Status	Order
52R0000048 INMA	TE SHIRT, GREEN, M, 6/BX 10/6/23		84.00 USD Pe	ending approval	Not reserved	
08R0000113 Cloue	d Services 8/1/23		501.75 USD In	complete	Not reserved	
Columns Hidden 5						



#### 5. Click the Requisition Number.

Manage Requisitions ⑦			
▶ Search	A <u>d</u> vanced	Manage Watchli	st Saved Searc
Search Results			
Actions 🔻 View 🔻 Format 👻 📄 🗯 🖙 🌆 Freeze 🔛 Detach 斗 Wrap			
Requisition Description	Creation Date	Approval Amount	Status
08R0000892 POB0800.17 - PO102 Manage Orders - 08/28/23 - Cancel PO	8/26/23	83.70 USD	Approved
Rows Selected 1 Columns Hidden 5			

6. Look on the **Order** field to find the **Transfer Order Number**. If the requisition does not have an **Transfer Order Number**, your SSP Order was not placed. Contact help desk support if the SSP Order was not placed,

R	equisition:	08R00008	92 ⑦					Check Funds	S View Life Cycle	Actions <b>V</b> Done
	Requisitioning Entered Descrip <sup>i</sup>	BU 0800 DEPA By PO Buyer tion POB0800.1	RTMENT OF PUBLIC INSTRUCTION IRAINER.1 7 - PO102 Manage Orders - 08/28/23 - Cancel PO	Creation Date 8/26/2 Status Approv Justification	Creation Date 8/26//23 Status Approved Justification			sition Amount 83.70 USI proval Amount 83.70 USI Funds Status Liquidate		
				Import Source PO102	_MANAGE_ORDERS			Attachments None Customer		
								NOTE: C consump purchase	ustomer must be sel otion requisition only e requisition.	ected for and not for
R	equisition Lin	ies v ▼ Format ▼	🏢 Freeze 🔛 Detach 斗 Wrap							
-	Line	Item	Description	Category Name	Quantity UOM	Price	Amount (USD) Sta	tus Funds S	tatus Order	Line Life Cycle
	1	8150501	POB0800.17 - PO102 Manage Orders - 08/28/23 - Ca	ncel 551015-Printed publications	5 EACH	8.37 USD	41.85 App	proved Liquidated	08P0000408	0
	2	<b>*</b> 8150501	POB0800.17 - PO102 Manage Orders - 08/28/23 - Ca	ncel 551015-Printed publications	5 EACH	8.37 USD	41.85 App	proved Liquidated	d 08P0000408	0
	Rows Selected	1 Columns Hid	iden 13							
Li	ne 1: Details									

# Wrap-Up

Check if an SSP Order was not placed using the steps above in NCFS.

### Additional Resources

• INV 100: Inventory Requisitions (WBT)

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER

