

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.

Example 1: Approving a Non-Catalog Order for a Resale Item

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.

The screenshot shows the ARIBA Spend Management interface. The 'Home Dashboard' is active, and the 'To Do' list is highlighted. A callout box points to the requisition ID 'S538944' in the 'To Do' list.

ID	Date	From	Status	Title	Required Action
S538944	3/16/2015	MELANIE MC KAY FIELDS	Submitted	Resale Example	Approve
CR1420	3/11/2015	LAURIE A HUNT	Submitted	Test BPO	Approve
S538943	3/9/2015	MELANIE MC KAY FIELDS	Submitted	PCS Non-Cat Firearms Example	Watch
CR1417	3/9/2015	ALEXANDER LI	Submitted	Test	Approve
CR1420	3/11/2015	LAURIE A HUNT	Submitted	Try 2: Demo-Training Supplies	...

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 screenshot shows the 'Summary' tab of the requisition 'S538944 - Resale Example'. The status is 'Submitted'. A callout box points to the 'Is this item listed on the exception item list?' field, which is set to 'Yes' and 'Resale Items'.

S538944 - Resale Example Status: Submitted

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

Back Approve Deny Print

Summary | Approval Flow | Orders | Receipts | History

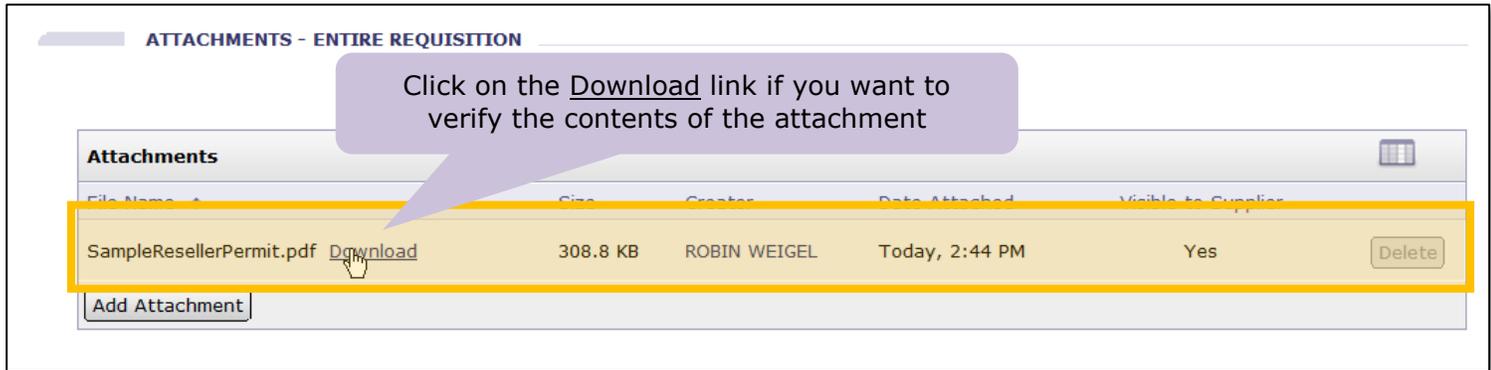
Title:
 On Behalf Of: MELANIE M
 Telephone: 206-221-60

Is this item listed on the exception item list? Yes
Exception Item List: Resale Items

Resale items require a resale certificate that can be obtained from the **tax office**.

By checking this box, I certify that I have attached my resale UW certificate to my order (NOTE: Attach documents in the Attachments Section):
 Is your department collecting sales tax? No

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**:

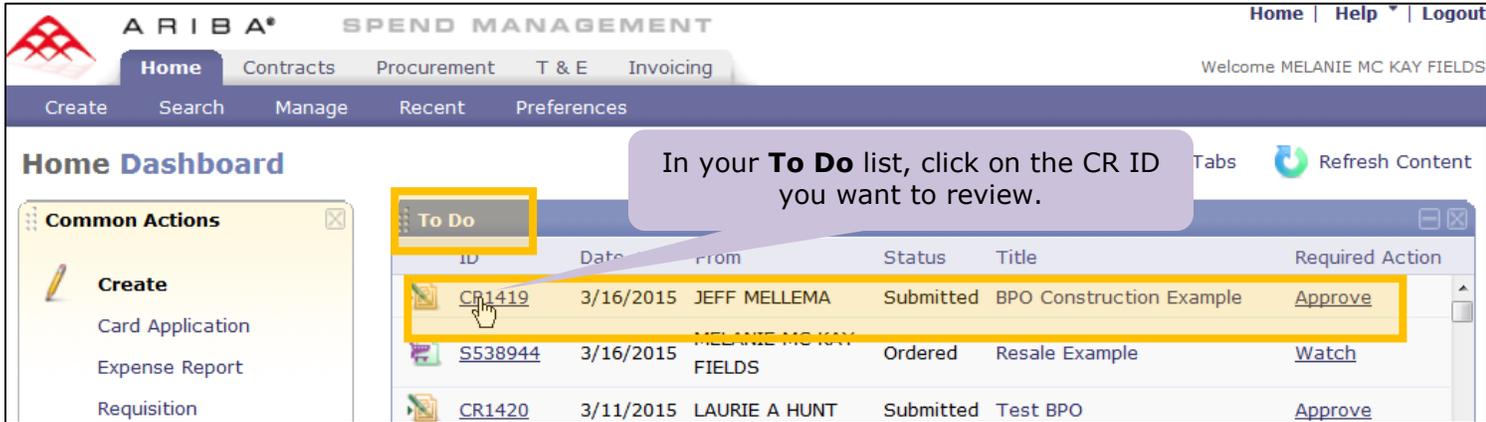


The comment is for UW-only purposes so we did not make it visible to the Supplier

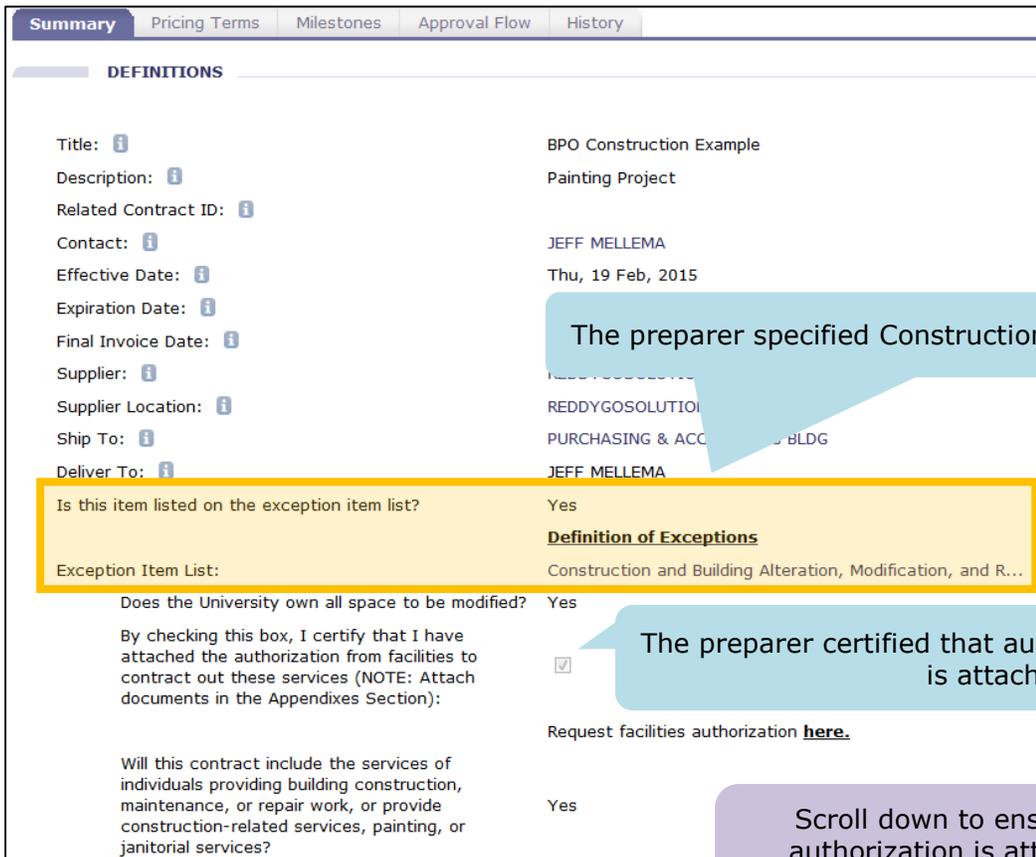
Continued on the next page.

Example 2: Denying a Contract Request for a Construction Project

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.



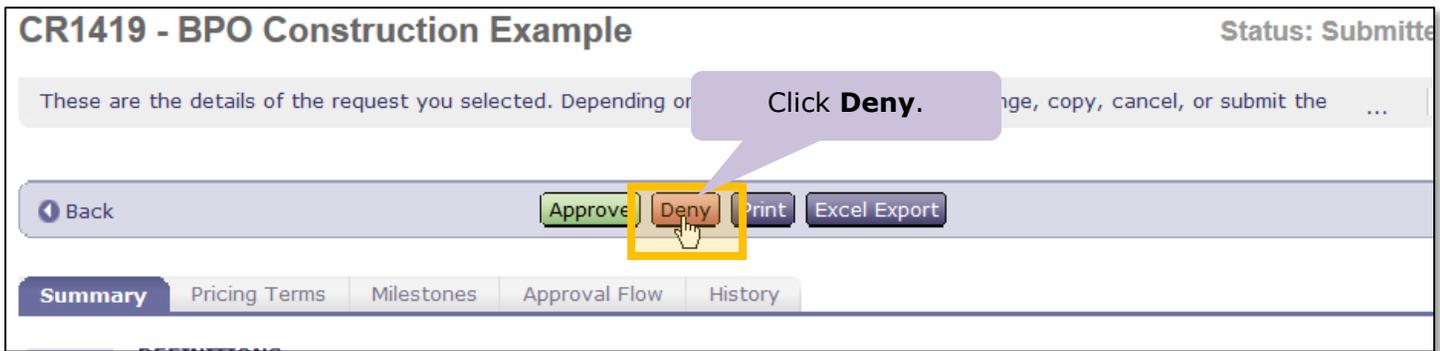
2. On the **Summary** tab of the CR, review the answer to the question: **Is this item listed on the exception item list?** If the answer is **Yes**, then note the value of the Exception Item List field. In this example, the preparer selected **Construction and Building Alteration, Modification, and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



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 **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

Explain why you denied this request. Other users will see your comment.

You chose to deny CR1419.

Comments are visible to supplier

Comments:

Internal Comments:

Requests to contract out these services requires authorization from facilities. There is no authorization attached this request so it is being denied. Please obtain authorization, attach it to this request and resubmit.

Add Internal Comment

Do not use this field for internal comments. Comments entered here are sent to the supplier.

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.

Internal Comments:

Add Internal Comment

Archive items to label: Archive Items ▾

Click **OK**

OK Cancel

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:

*****Internal comments only:** ⓘ

Enter internal comment:

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

User ↑	Date	Comment
MELANIE MC KAY FIELDS	Today, 4:30 PM	Requests to contract out these services requires authorization from facilities. There is no authorization attached this request so it is being denied. Please obtain authorization, attach it to this request and resubmit.