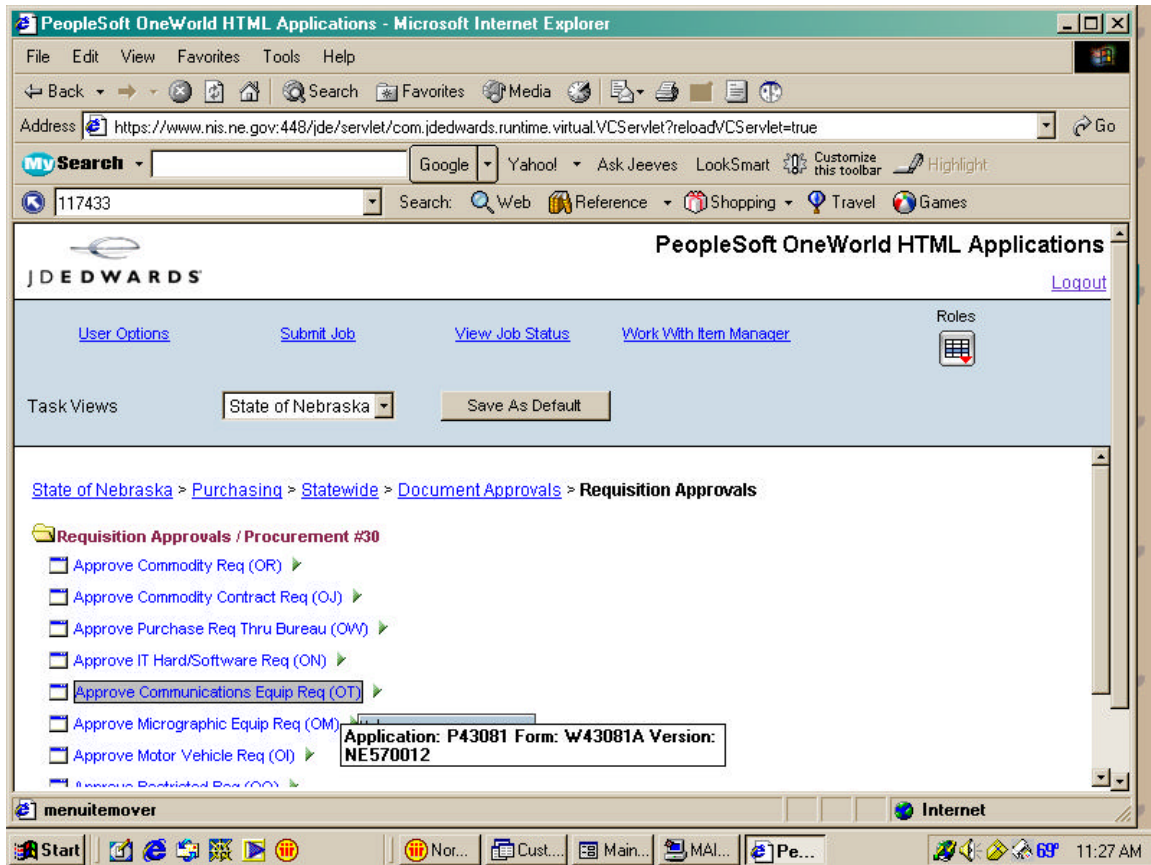
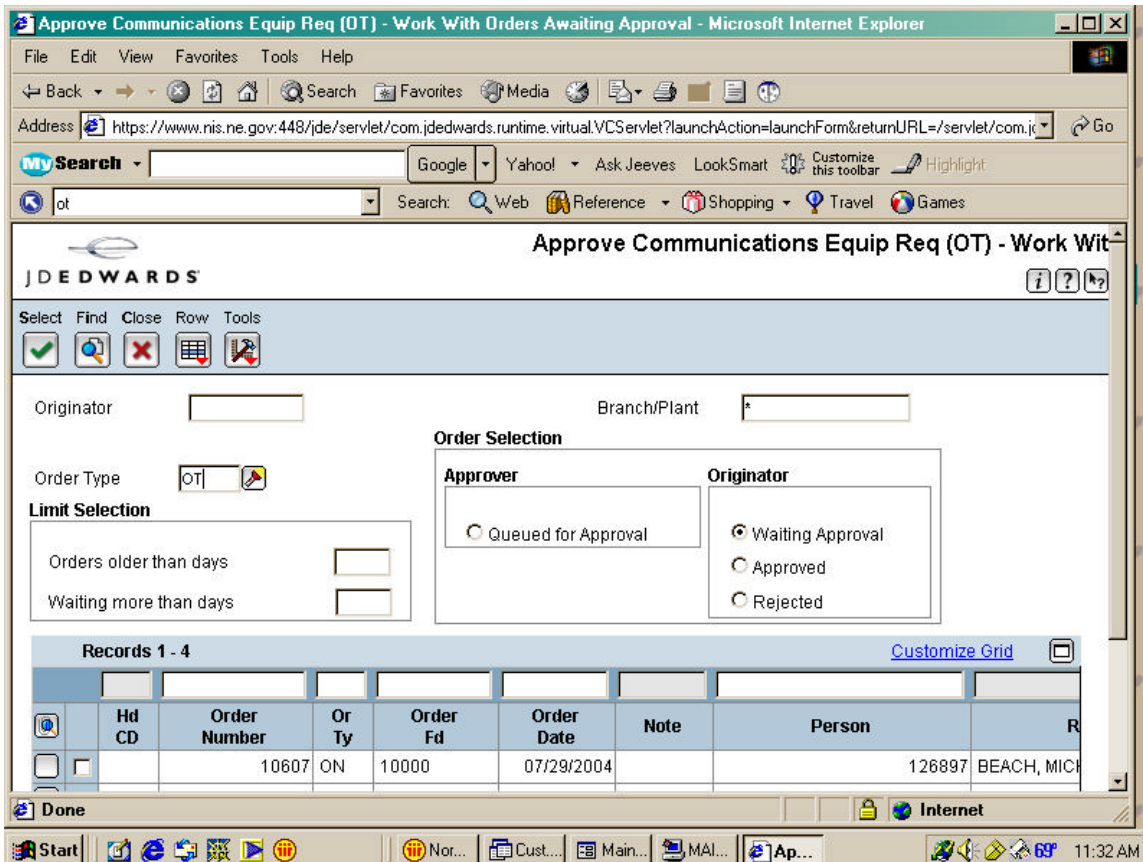


Follow the document flow below to Approve an OT document.
State of Ne – Purchasing – Statewide – Document Approvals – Req Approvals – etc..



You must delete the Originator number and change the Type to OT. You should then click on Waiting Approval and your OT doc should appear in the QBE field area shown toward the bottom of the screen.



Select the document you wish to Approve and click on Row, choose approval review, if Everything looks OK, click on Form and Approve. Click OK and that should send the OT to me for processing. If I reject the OT, it will come back to you and I will have contacted you with the reason it was rejected. NIS training stated that if an OT is rejected the originator will get the OT back, they can make the appropriate changes by going into the OT Revisions screen, entering the original OT number, delete the original line of order the error is in and create a new line with the revision, go back to approve within their agency and it will come back to DOC for processing.

Note: I will rarely reject an order, it is more likely that I will contact you and let you know about the omission/ error so you will remember that for the next OT.