

ESM Requisition & NCJ Approver Instructions

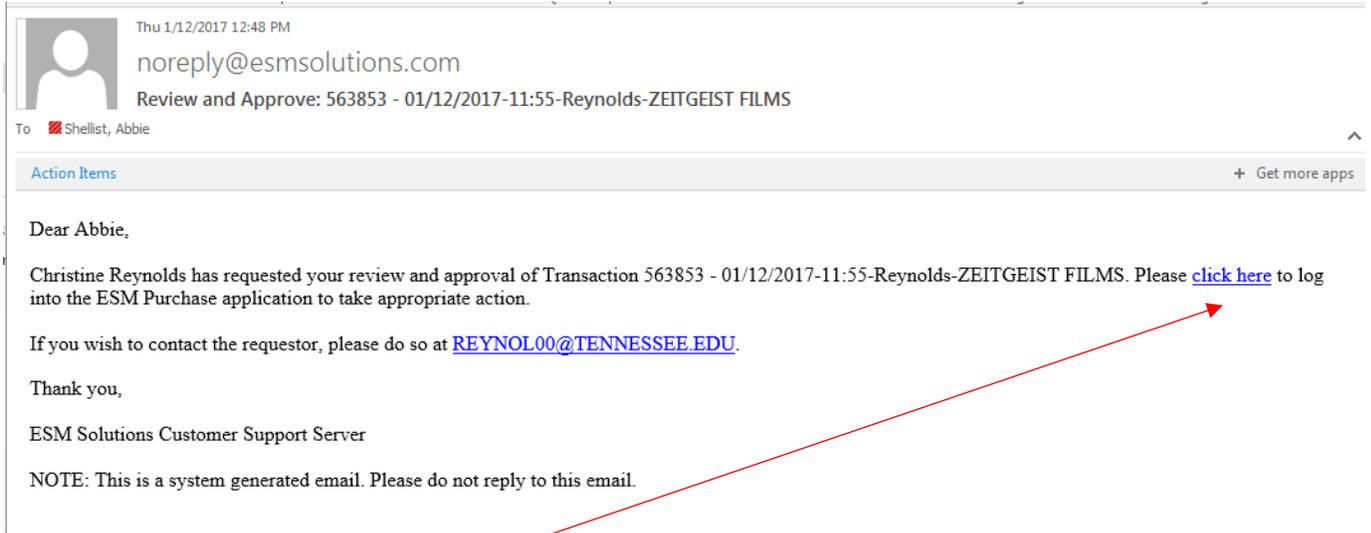
The University of Tennessee

10/12/2018

Approvals

NOTE: Please do not use Internet Explorer as your browser. Suggested browsers are Chrome and Firefox.

If you are an approver, you will receive an email from noreply@esmsolutions.com notifying you that there is a transaction that needs approval. Below you will see an example of that email.



When you click on “[click here](#),” you will be directed to the IRIS web portal where you will sign in with your net ID and password.

The screenshot shows the 'CENTRAL AUTHENTICATION SERVICE' login page. On the left is a sidebar with the University of Tennessee Knoxville logo and links: 'What is a UT NetID?', 'Forgot Your Password?', 'Need help signing in?', and 'Current service alerts and outage'. The main content area has the heading 'CENTRAL AUTHENTICATION SERVICE' and the instruction 'To continue, please enter your NetID and password:'. Below this is a login form with two input fields: 'NetID:' and 'Password:'. A 'LOGIN' button is positioned below the password field. At the bottom, there is a small disclaimer: 'By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#)'.

Once you've logged in to the IRIS portal, you will be brought to the Market Place and your **approve** tab. In this example, you see there are eight transaction awaiting approval.

The screenshot shows the 'Manage (8)' tab in the IRIS portal. The interface includes a navigation menu, user information (Hi Blake), and the 'esm' logo. Below the navigation bar, there are search and filter options: 'selection: Active', 'transaction #:', 'PO #:', 'sort by: Create Date', and 'rows / pg: 40'. The main content area displays a list of transactions, each with a hyperlink to expand it. The first transaction is circled in red, and a red arrow points to its hyperlink.

| Transaction # | Supplier | Total Line Items | Total Value | Create Date | Status |
|--|--------------------------------|------------------|-------------------------|-------------|------------------|
| 09/28/2018 11:06-Clark-KENNY PIPE & SUPPLY INC | KENNY PIPE & SUPPLY INC | 27 | 10,743.84 USD | 09/28/2018 | Pending Approval |
| Transaction #: 1271555 | PO #: 105249 | | Requester: Amanda Clark | | |
| 09/28/2018 09:33-Hinkle-CDW LLC DBA CDW GOVERNMENT LLC | CDW LLC DBA CDW GOVERNMENT LLC | 1 | 11,000.00 USD | 09/28/2018 | Pending Approval |
| Transaction #: 1271296 | PO #: 105221 | | Requester: Kathy Hinkle | | |
| 09/27/2018 13:36-Cole-BECKMAN COULTER | BECKMAN COULTER | 1 | 18,992.97 USD | 09/27/2018 | Pending Approval |
| Transaction #: 1270235 | PO #: 105148 | | Requester: Karen Cole | | |

To expand a requisition, click anywhere in the requisition, including the hyperlink.

In order to review an NCJ, click on the attached NCJ form for the department's justification. This will be found in the **internal notes: attachment** field.

| | | | |
|---|---|--|---|
| Transaction #: 60049 * Transaction Name: 01/13/2017-10:28-Richter-2 DUDES BBQ view User Group: Unassigned Cart Originator: Jennifer Richter Requester: Jennifer Richter Create Date: 1/13/2017 Approve Arrival Date: 1/13/2017 Supplier: 2 DUDES BBQ Total Line Items: 1 Total Value: 25,000.00 USD | Payment Form: PO Order Type: 4-Sole Source Standard- Attach NCJ Form External Note: Internal Note: attachments (1) Purchase Order #: 2679 Work Order: * Asset > \$4,999.99?: No * Ship To - Attn: Jennifer Richter Procurement Only: * Acct Assignment: E010120-U013331020-439100-OFF EQUITY&DIVERSITY-... details | Selection: Active Status: Pending Approval System Note: History Next Step: <input type="text" value="Approve or Reject"/> | <input type="button" value="Update"/> <input type="button" value="Approve"/> <input type="button" value="Hold"/> <input type="button" value="Reject"/> |
| 1 Item/Service: Electron Microscope view Catalog Item #: | Delivery Date: External Note: Procurement Only: Internal Note: Work Order: * Asset > \$4,999.99?: No * Ship To - Attn: Jennifer Richter Acct Assignment: E010120-U013331020-439100-OFF EQUITY&DIVERSITY-... details | Price: 25,000.00 USD UOM: Each * Qty: 1 Item Subtotal: 25,000.00 USD Item Total: 25,000.00 USD | <input type="button" value="Update"/> |
| Transaction #: 60049 Supplier's Terms: view | Ship To: UT TEST LOCATION - IMPORT 123 Main Street Knoxville, TN 37996 * Bill To - Attn: EDIT USER UT TEST LOCATION - IMPORT 123 Main Street Knoxville, TN 37996 | Subtotal: 25,000.00 USD Total: 25,000.00 USD | <input type="button" value="Update"/> <input type="button" value="Approve"/> |

Click on **details** to see account assignments and account splits.

The NCJ Form will look like this:



**Purchase Requisition
Non-Competitive Justification**

Complete all that apply:

| | |
|---|--|
| <input type="checkbox"/> New Purchase | <input type="checkbox"/> Amendment to an existing purchase order |
| Original Start Date: <input type="text"/> | Amendment Start Date: <input type="text"/> |
| Original End Date: <input type="text"/> | Amendment End Date: <input type="text"/> |
| Original Amount: <input type="text"/> | Amendment Amount: <input type="text"/> |
| Total Amount with ALL Amendments: <input type="text"/> | Previous PO #: <input type="text"/> |
| <input type="checkbox"/> Supplier or equipment is specifically named in the grant or proposal | |
| <input type="checkbox"/> Supplier is a subcontractor named in the grant or proposal | |

Explain in detail why the University should use Non-Competitive negotiation rather than a competitive process -

Approval Notes:

Once you've reviewed the transaction, you can approve or reject it. If you wish to reject, a window will open up and allow you to enter your reason for rejection.

| | | | |
|---|--|--|---|
| Transaction #: 60049 * Transaction Name: 01/13/2017-10:28-Richter-2 DUDES BBQ view User Group: Unassigned Cart Originator: Jennifer Richter Requester: Jennifer Richter Create Date: 1/13/2017 Approve Arrival Date: 1/13/2017 Supplier: 2 DUDES BBQ Total Line Items: 1 Total Value: 25,000.00 USD | Payment Form: PO Order Type: 4-Sole Source Standard- Attach NCJ Form External Note: Internal Note: attachments (1) Purchase Order #: 2679 Work Order: * Asset > \$4,999.99?: No * Ship To - Attn: <input type="text" value="Jennifer Richter"/> Procurement Only: * Acct Assignment: E010120-U013331020-439100-OFF EQUITY&DIVERSITY-... details | Selection: Active Status: Pending Approval System Note: History Next Step: <input type="text" value="Approve or Reject"/> | <input type="button" value="Cancel"/> <input type="button" value="Approve"/> <input type="button" value="Hold"/> <input type="button" value="Reject"/> |
| 1 Item/Service: Electron Microscope view Catalog Item #: | Delivery Date: External Note: Procurement Only: Internal Note: Work Order: * Asset > \$4,999.99?: No * Ship To - Attn: <input type="text" value="Jennifer Richter"/> Acct Assignment: E010120-U013331020-439100-OFF EQUITY&DIVERSITY-... details | Price: 25,000.00 USD UOM: Each * Qty: 1 Item Subtotal: 25,000.00 USD Item Total: 25,000.00 USD | <input type="button" value="Update"/> |
| Transaction #: 60049 Supplier's Terms: view | Ship To: UT TEST LOCATION - IMPORT 123 Main Street Knoxville, TN 37996 * Bill To - Attn: <input type="text" value="EDIT USER"/> UT TEST LOCATION - IMPORT 123 Main Street Knoxville, TN 37996 | Subtotal: 25,000.00 USD Total: 25,000.00 USD | <input type="button" value="Update"/> <input type="button" value="Approve"/> |

You can check the workflow of your transaction by selecting **view workflow** from the **next step** dropdown menu.

Transaction #: 60049
 Transaction Name: 01/13/2017-10:28-Richter-2
 DUDES BBQ
[view](#)
 User Group: Unassigned
 Cart Originator: Jennifer Richter
 Requester: Jennifer Richter
 Create Date: 1/13/2017
 Supplier: 2 DUDES BBQ
 Total Line Items: 1
 Total Value: 25,000.00 USD

Payment Form: PO
 Order Type: 4-Sole Source Standard-
 Attach NCJ Form
 External Note:
 Internal Note: [attachments \(1\)](#)
 Purchase Order #: 2679
 Work Order:
 * Asset > \$4,999.99?: No
 * Ship To - Attn: Jennifer Richter
 Procurement Only:
 * Acct Assignment: E010120-U013331020-439100-OFF EQUITY&DIVERSITY-... [details](#)

Selection: Waiting
 Status: Pending Approval
 System Note: [History](#)
 Next Step: View Workflow

[View](#)
[Hold](#)
[Reject](#)

Workflow view:

View Workflow - ESM Purchase

Transaction # : 60049

| Workflow Name | Priority | Nest | Approver/Manager Name | Status |
|--|----------|------|-------------------------------------|--------------------------------|
| Approver U013331020 | 20000 | 1 | Jack Walker | Approved - 01/13/2017 10:49 ET |
| | | 1 | OR Abbie Shellist | |
| | | 1 | OR David E Marks | |
| | | 1 | OR Jennifer Richter | |
| Purch Sole Source UTK Stop 1 | 30000 | 2 | David E Marks | Active - 01/13/2017 10:49 ET |
| | | 2 | OR Jack Walker | Active - 01/13/2017 10:49 ET |

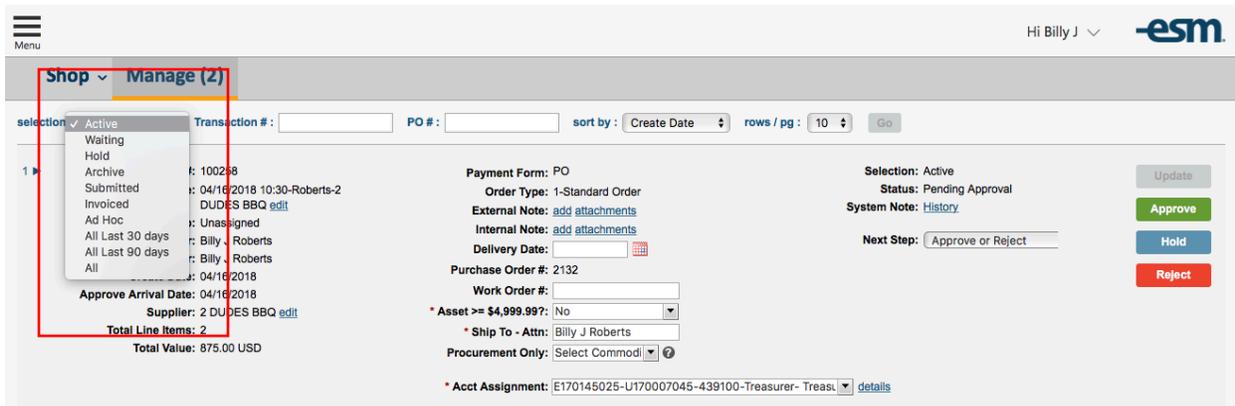
[Refresh](#) [Close](#)

Viewing & Searching for Transactions

When searching for transactions, you must first enter the election criteria. Please note that the selection criteria will default to the setting you last used in ESM. If you had searched under "active" in your last session in ESM, then "active" will be the selection criteria the very next time you log into ESM.

Active will bring up any transactions that you can currently approve.

All will bring up all transactions that have passed through your workflow whether they have already been approved or are still awaiting approval.



Glossary

Active = Transaction is active for user and requires user's input before it can move on to the next step in the process.

Waiting = Transaction was active for the user at one point and is active for someone else (for example, a requester sees their transaction as waiting because it is pending approval).

Hold = User has placed the transaction on hold.

Archive = User has opted to archive the transaction. A transaction in this state cannot be modified but if it has hosted or non-catalog items, it can be copied.

Submitted = Transaction has been submitted to the supplier and has had no receipt or invoice activity.

Received = Transaction has been submitted to supplier and has had receiving activity.

Invoiced = Transaction has been submitted to supplier and has had invoicing activity.

Ad Hoc = Transaction was sent to user for Ad Hoc approval or was previously approved via Ad Hoc.

All Last 30 Days = Display all requester/approver transactions (regardless of status) with a create date within the last 30 days. Excludes Ad Hoc.

All Last 90 Days = Display all requester/approver transactions (regardless of status) with a create date within the last 90 days. Excludes Ad Hoc.

All = Display all requester/approver transactions regardless of status. Excludes Ad Hoc.

(Transactions sent for 'Ad Hoc Approval' are excluded from the 'All' selections so they do not display on a user's screen twice.)