

Denying an eRequisition

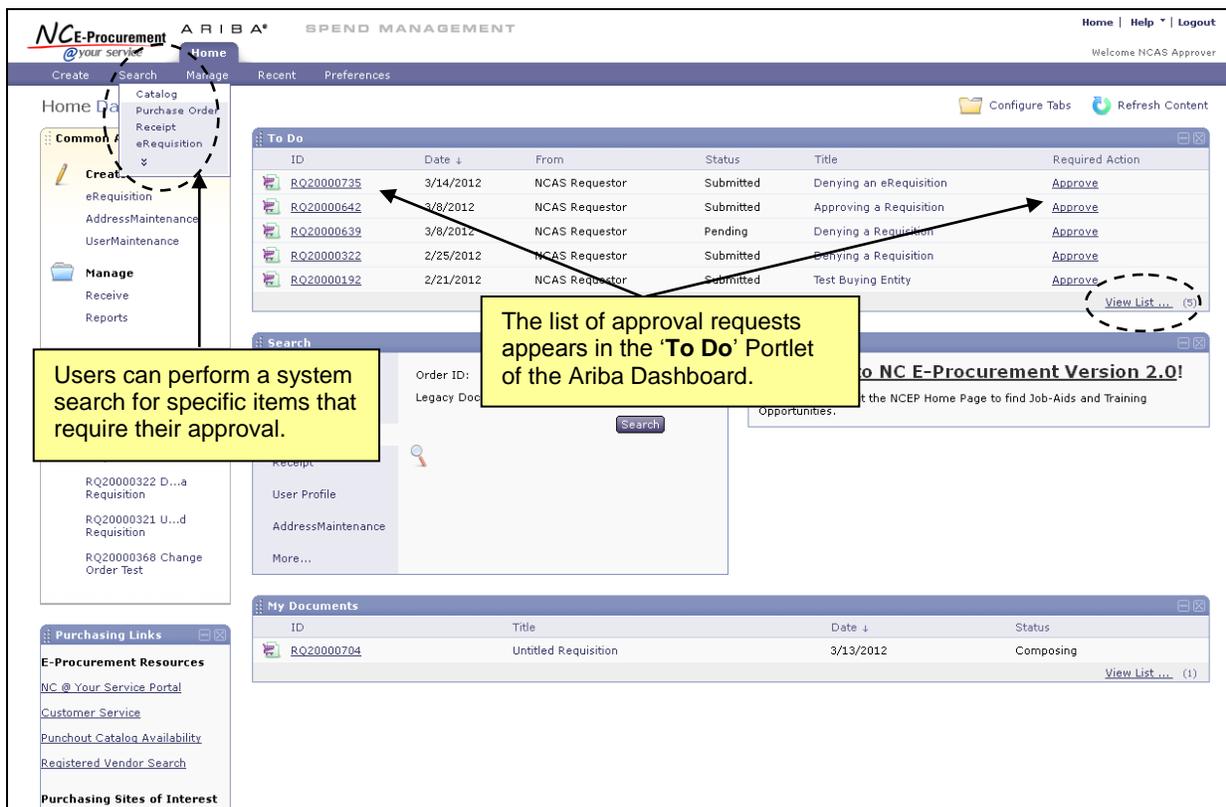
Once an eRequisition is submitted for approval, the approvers have the option to either approve the item or to deny it. A user may deny an eRequisition only if the approver is listed as the active required approver in the approval flow of the request. After an eRequisition is denied, the status will change from **'Submitted'** to **'Denied'**. The original requestor will receive an email notification indicating the eRequisition has been denied. The requestor must withdraw the request to make the necessary changes.

The items that appear in the **'To Do'** portlet on the Ariba Dashboard are approvable items that require the action of the user that is currently logged in. The required action is displayed on the right side of the portlet (e.g., 'Approve.')

1. Click the eRequisition **'ID'** or the **'Approve'** link from the **'To Do'** portlet on the Ariba Dashboard. Users can also search the system for the requisition number to approve awaiting requests.

Note: If **'Approve'** is clicked instead of the eRequisition ID, only basic requisition details, such as Line Item Description, Quantity, Price, and Total Amount, will be visible. The approval flow for the item will also be visible. To view additional details on the requisition before approving, click the eRequisition **'ID'** from the **'To Do'** portlet.

Note: The **'View List'** link will display the number of eRequisitions awaiting approval.



The screenshot shows the Ariba Dashboard interface. The 'To Do' portlet contains a table of pending actions:

ID	Date ↓	From	Status	Title	Required Action
RQ20000735	3/14/2012	NCAS Requestor	Submitted	Denying an eRequisition	Approve
RQ20000642	3/8/2012	NCAS Requestor	Submitted	Approving a Requisition	Approve
RQ20000639	3/8/2012	NCAS Requestor	Pending	Denying a Requisition	Approve
RQ20000322	2/25/2012	NCAS Requestor	Submitted	Denying a Requisition	Approve
RQ20000192	2/21/2012	NCAS Requestor	Submitted	Test Buying Entity	Approve

Annotations in the image include:

- A yellow box pointing to the search bar: "Users can perform a system search for specific items that require their approval."
- A yellow box pointing to the 'To Do' portlet: "The list of approval requests appears in the 'To Do' Portlet of the Ariba Dashboard."
- A dashed circle around the 'View List...' link in the 'To Do' portlet.



NC E-Procurement @ Your Service Approving Course Denying an eRequisition Process Guide

2. Review the eRequisition to determine if it should be approved or denied. .

Note: For information on approving requisitions, see the 'Approving an eRequisition' process guide.

NCE-Procurement A R I B A * SPEND MANAGEMENT Home | Help | Logout
Welcome NCAS Approver

Create Search Manage Recent Preferences

RQ20000735 - Denying an eRequisition

 Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review ...

Back Edit Approve Deny Print

Summary Approval Flow Orders Receipts History

Title: Denying an eRequisition
Pre-Encumbrance Status: Pre Encumbered
Buying Entity: 41EG
Transmit To Supplier?
My Labels: [Apply Label...](#)

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1		Trimmers / 22c / Curved Shaft	122C	3	each	\$0.00000 USD	\$143.96 USD	\$431.88000 USD

Contract ID: 515B
Supplier: QUALITY MOWER & SAW EQUIP. INC
Location: durham polaris
Commodity Code: 515-10 - Edgers, Trimmers, ...
Federal Award Number: (no value)
Bid Number: 201101512 - Grounds Maintenance Equipment

To view more details on the line item, click 'Detail.'

SHIPPING - ENTIRE REQUISITION

Ship To: NCAS Ship To
Deliver To: NCAS Requestor
Need-by Date: [?](#)
Shipping Method: BEST WAY
FOB Code: 001



NC E-Procurement @ Your Service Approving Course Denying an eRequisition Process Guide

- If the approver determines that the eRequisition should be denied, click the **'Deny'** button to deny the request and return it to the original requestor.

Note: A user who is designated as a 'Watcher' in the approval flow will not have the option to either approve or deny the eRequisition.

The screenshot displays the ARIBA Spend Management interface for an eRequisition titled "RQ20000735 - Denying an eRequisition". The status is "Submitted". The interface includes a navigation bar with "Home", "Help", and "Logout" options. Below the navigation bar, there are tabs for "Create", "Search", "Manage", "Recent", and "Preferences". The main content area shows the details of the eRequisition, including the title, pre-encumbrance status, buying entity, and transmit to supplier checkbox. A "Deny" button is highlighted with a red circle. Below the details, there is a "Line Items" table with one item: "Trimmers / 22c / Curved Shaft" with a quantity of 3 and a total amount of \$431,880.00. The interface also shows shipping information and a total cost of \$431,880.00.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1		Trimmers / 22c / Curved Shaft	122C	3	each	\$0.00000 USD	\$143.96 USD	\$431.88000 USD



NC E-Procurement @ Your Service Approving Course Denying an eRequisition Process Guide

- Once the user clicks **'Deny,'** the **'Deny- Comments'** page will appear. Add any necessary comments and click **'OK.'**

Note: eRequisitions are automatically moved to the Archive label after being either approved or denied unless another label is selected. To change the label to which the item is assigned, use the dropdown box beside 'Archive item(s) to label' and choose the appropriate label. For more information about Labels, reference the 'Personal Labels' process guide.

The screenshot displays the 'Deny - Comments' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' options. Below the navigation bar, the page title is 'Deny - Comments'. A text box prompts the user to enter a comment explaining why the request is being denied. Below the text box, there are two checkboxes: 'Visible to Supplier' and 'Archive items to label'. The 'Archive items to label' dropdown menu is currently set to 'Archive Items'. A yellow callout box with an arrow points to this dropdown menu, containing the text 'Select the appropriate label.'. At the bottom left, there are 'OK' and 'Cancel' buttons, with the 'OK' button circled in red.