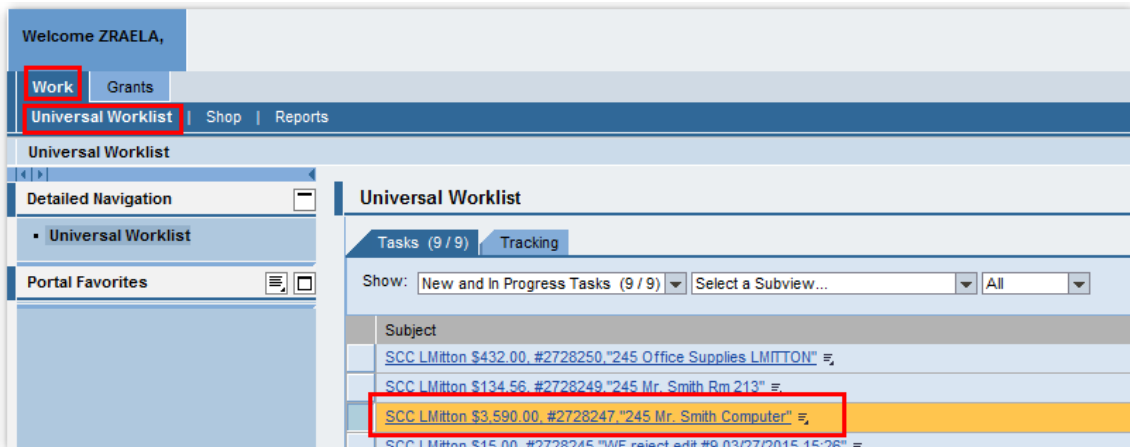


SRM 7.02 Non-Standard/Non-Support Approval Help Guide for Administrators and Departments

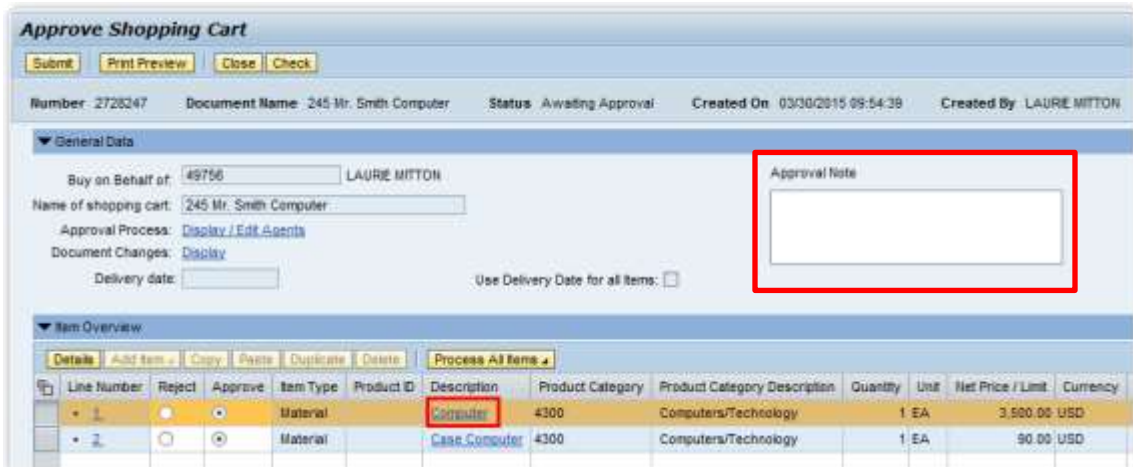
1. Log On and Open the Non-Standard/Non-Supported Shopping Cart

- Log into CCSD Portal.
- Click Work > Worklist tab.
- Click the shopping cart approval link to open and review.

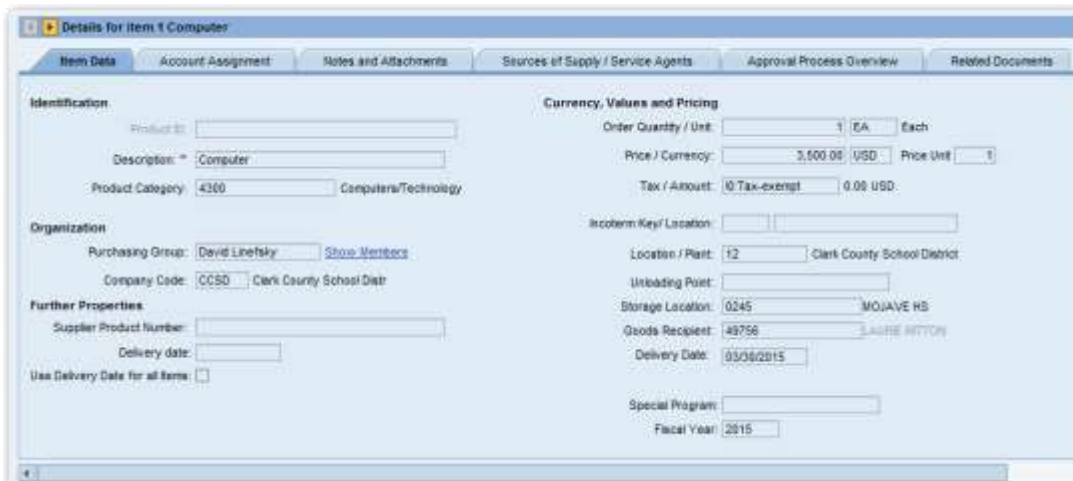


2. Review Details

- Read any Approval Notes.
- Click the Description to open the information about the requested item.



Details for item opens at bottom of window.



SRM 7.02 Non-Standard/Non-Support Approval Help Guide for Administrators and Departments

- a. Click **Account Assignment** tab.

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description
0001			Cost Center	9310001245	MOHS-Reg instruction		Technology Supplies

- b. Check additional information in attached documents.
c. In **Details for Item 1**, click **Notes and Attachments** tab.

Details for item 1 Computer

Item Data Account Assignment **Notes and Attachments** Sources of Supply / Service Agents Approval Process

- d. To open the attachment, click the Description (link).

Details for item 1 Computer

Item Data Account Assignment **Notes and Attachments** Sources of Supply

Notes

Clear

Category	Description
Pre-Owned Textbook	-Empty-
Internal Note	-Empty-
Vendor Text	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Ver
Standard Attachment	signed NSERF	IT-24 non-standard-non-supported-form.pdf	1

3. Add Comments

- a. Once you've reviewed the shopping cart and attachments, enter any additional comments in the **Approval Note** in the **General Data** section at the top of the shopping cart.
b. Click **Add Comment**. (Click in the **Approval Note** if it is blank.)

General Data

Buy on Behalf of: 69784 ZCR6358C

Name of shopping cart: reject whole ZCR6358C 12/23/2014 14:52

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

Use Delivery Date for all items:

Approval Note

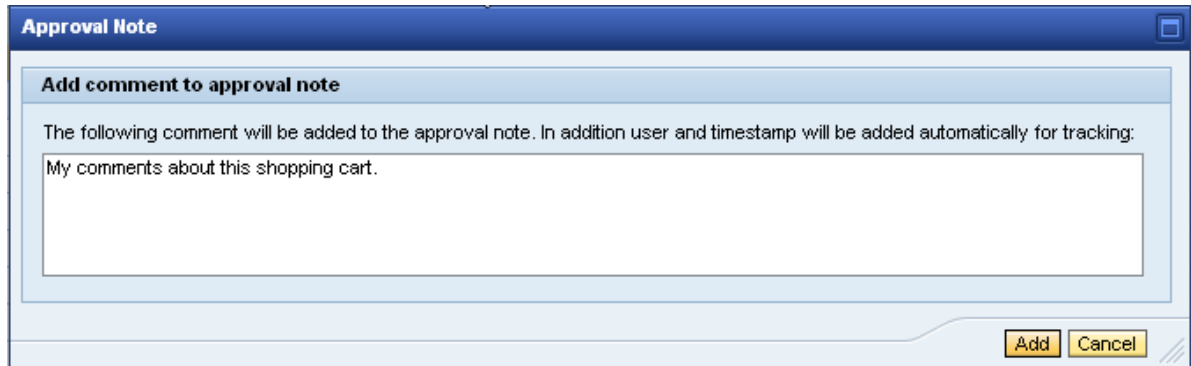
Removed reviewer ZCR6358F1 (ZCR6358F 12-29-2014 10:36:52 PST)

Reviewed before rejecting. Add another...

Add Comment

SRM 7.02 Non-Standard/Non-Support Approval Help Guide for Administrators and Departments

- c. Enter additional comments.



Approval Note

Add comment to approval note

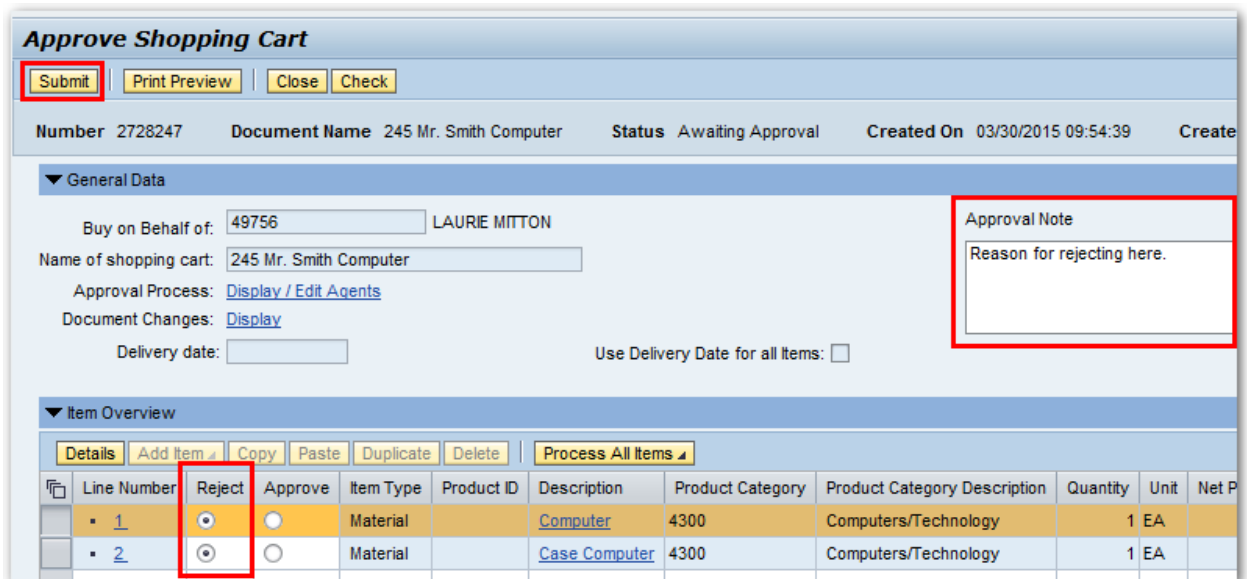
The following comment will be added to the approval note. In addition user and timestamp will be added automatically for tracking:

My comments about this shopping cart.

4. To approve, click **Submit**

5. If you choose to reject the cart

- a. Add a note with your reasoning in the **Approval Note** section
- b. Click the Reject radio buttons for each item.
- c. Click **Submit**.



Approve Shopping Cart

Number 2728247 Document Name 245 Mr. Smith Computer Status Awaiting Approval Created On 03/30/2015 09:54:39 Create

▼ General Data

Buy on Behalf of: 49756 LAURIE MITTON

Name of shopping cart: 245 Mr. Smith Computer

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date: Use Delivery Date for all items:

Approval Note

Reason for rejecting here.

▼ Item Overview

Line Number	Reject	Approve	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net P
1	<input checked="" type="radio"/>	<input type="radio"/>	Material		Computer	4300	Computers/Technology	1	EA	
2	<input checked="" type="radio"/>	<input type="radio"/>	Material		Case Computer	4300	Computers/Technology	1	EA	