

## IES Purchasing: Authorize Orders – DDP

### Purpose

The purpose of this Document is to explain how to authorize DDP Orders.

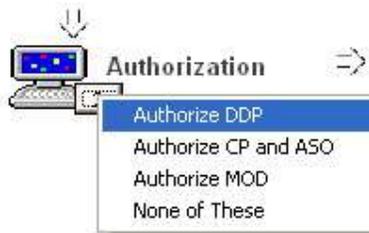
### Summary of Order Types

- CP = Central Purchasing
- ASO = Automated Stock Orders
- DDP = Delegated Direct Purchasing
- MOD = Manufacture On Demand

### Introduction

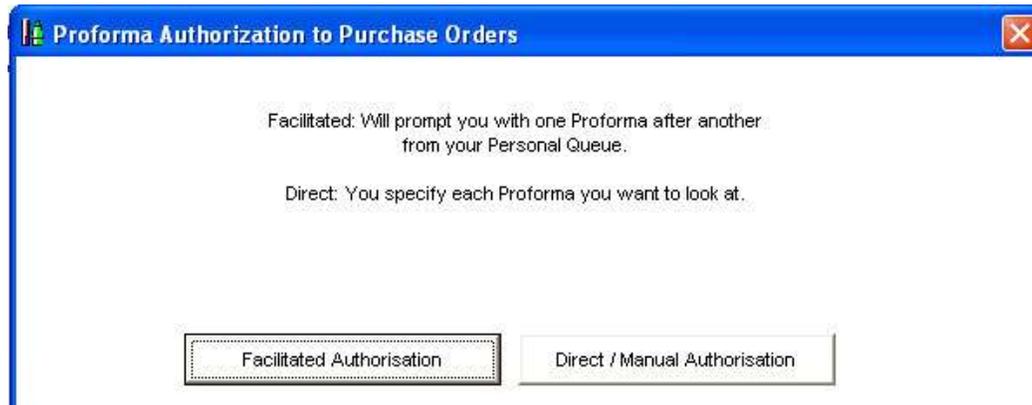
Purchase Requisitions, also called Proforma Orders, become Purchase Orders only when they are authorized.

### Approval of DDP Proforma Orders



From the main Purchasing options, choose "Authorization" and then choose "Authorize DDP".

A Proforma is authorized from the Proforma Screen, and there are 2 ways for locating and opening a Proforma for authorization. You can either specify the DDP Proforma number to open (this is the DIRECT method) or the system can automatically find DDP Proformas that are awaiting your approval (this is the FACILITATED method).



Whichever method is chosen, once the Proforma screen is open, the Authorizer can evaluate the new Order before authorizing it, but cannot make any changes. If any changes are required, then it is necessary to use "Return to Originator",

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and an appropriate message can be sent by the system to notify the Originator accordingly.

If there are any notes, worksheets or quotations attached to the Proforma, then the Authorizer may use the 'Worksheet' tab to look at those.

The "Skip for now" option is used to postpone approval until next time the authorization sequence is used. "New Authorizer" can be used to transfer the approval responsibility to a different Authorizer, and "Decline" is used to reject and delete the Proforma completely.

To approve the Order, just choose AUTHORIZE.

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