



CHECK IF SSP ORDER WAS NOT PLACED

INV

QUICK REFERENCE GUIDE INV-48

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Check If an SSP Order Was Not Placed in the North Carolina Financial System (NCFS).

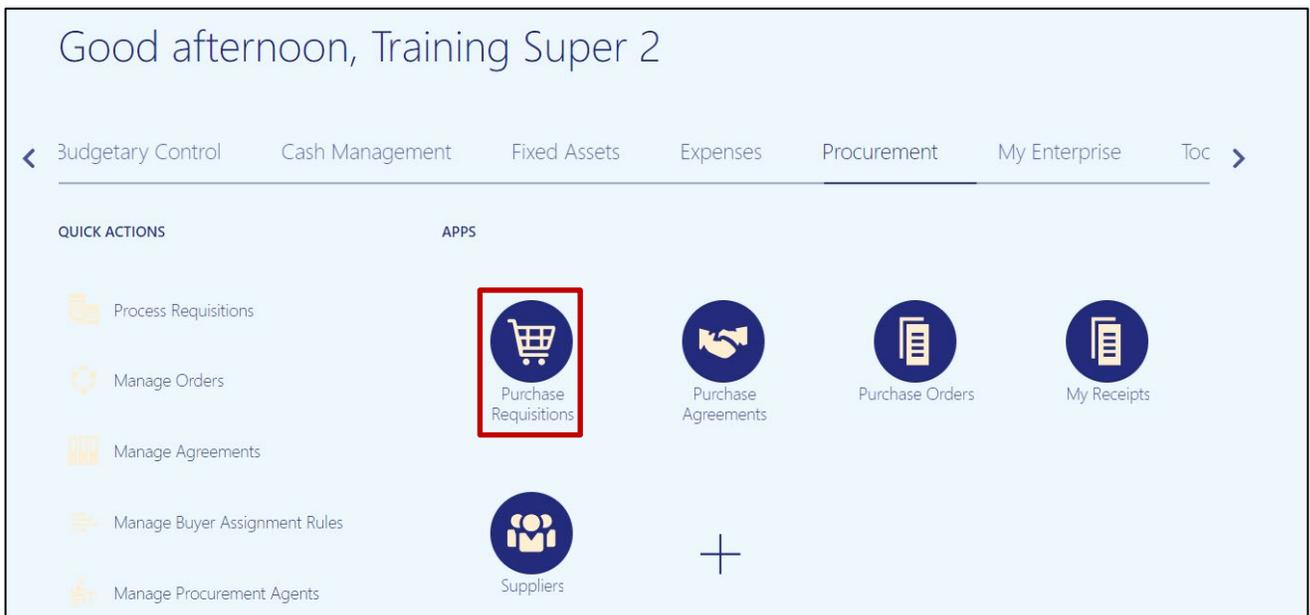
Introduction and Overview

This QRG explains how to check if an SSP Order was not placed in NCFS.

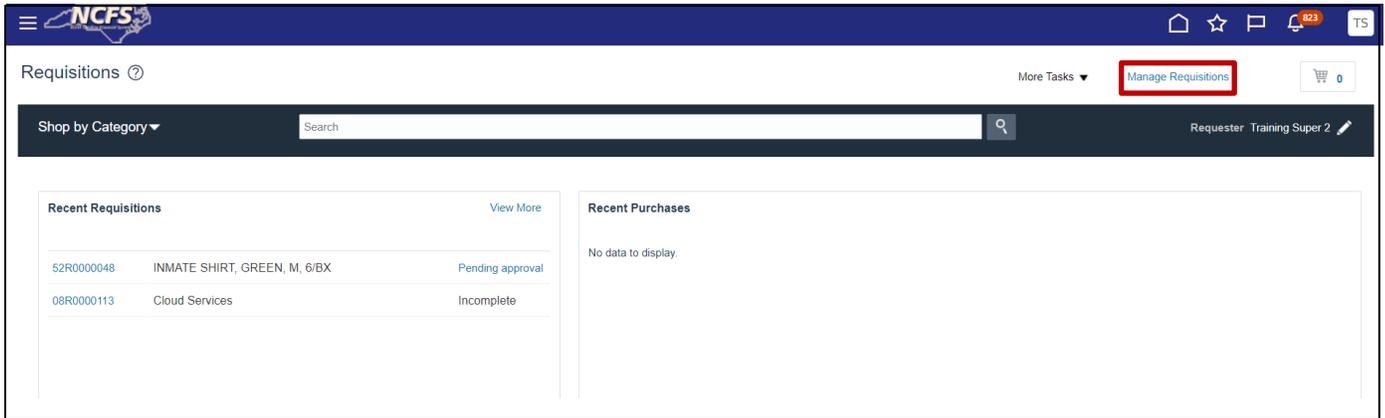
Check if an SSP Order Was Not Placed

To check if an SSP Order was not placed in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Procurement** tab, click the **Purchase Requisitions** app.

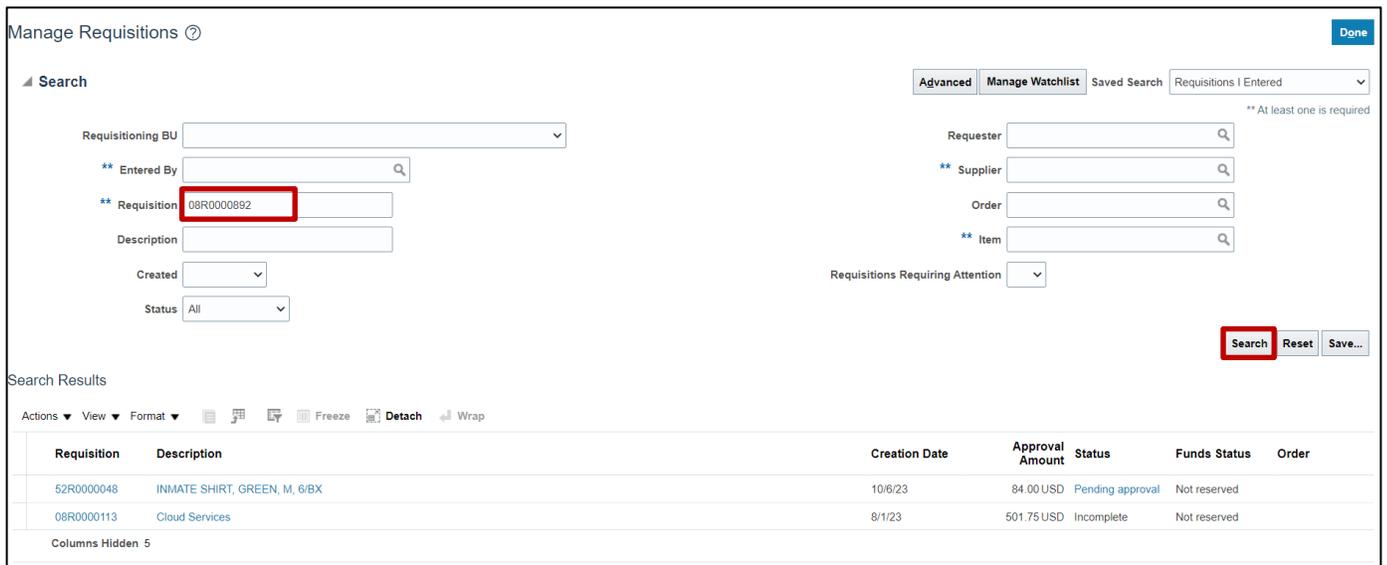


3. Click **Manage Requisitions**.



4. Search for the SSP Order.

In this example, order 08R0000892 was used. Click **Search**.



5. Click the **Requisition Number**.

Manage Requisitions ⓘ

▶ Search Advanced Manage Watchlist Saved Search

Search Results

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status
08R0000892	POB0800.17 - PO102 Manage Orders - 08/28/23 - Cancel PO	8/26/23	83.70 USD	Approved

Rows Selected 1 Columns Hidden 5

6. Look on the **Order** field to find the **Transfer Order Number**. If the requisition does not have an **Transfer Order Number**, your SSP Order was not placed. Contact help desk support if the SSP Order was not placed,

Requisition: 08R0000892 ⓘ Check Funds View Life Cycle Actions ▼ Done

Requisitioning BU 0800 DEPARTMENT OF PUBLIC INSTRUCTION	Creation Date 8/26/23	Requisition Amount 83.70 USD
Entered By PO Buyer TRAINER.1	Status Approved	Approval Amount 83.70 USD
Description POB0800.17 - PO102 Manage Orders - 08/28/23 - Cancel PO	Justification	Funds Status Liquidated
Import Source PO102_MANAGE_ORDERS		Attachments None
		Customer

NOTE: Customer must be selected for consumption requisition only and not for purchase requisition.

Requisition Lines

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Funds Status	Order	Line Life Cycle
1	8150501	POB0800.17 - PO102 Manage Orders - 08/28/23 - Cancel ...	551015-Printed publications	5	EACH	8.37 USD	41.85	Approved	Liquidated	08P0000408	
2	8150501	POB0800.17 - PO102 Manage Orders - 08/28/23 - Cancel ...	551015-Printed publications	5	EACH	8.37 USD	41.85	Approved	Liquidated	08P0000408	

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Line 1: Details

Requester PO Buyer TRAINER.1 Destination Type Inventory

Wrap-Up

Check if an SSP Order was not placed using the steps above in NCFS.

Additional Resources

- INV 100: Inventory Requisitions (WBT)