



### Non-Conforming Dashboard

The dashboard will enable you to track Non-Conforming Purchase justification forms throughout their approval workflow. It is suitable for initiators, non-conformers, approvers, superusers and auditors. The link to the Non-Conforming dashboard can be found [here](#).

The following document contains an instruction guide for approvers and initiators/non-conformers as follows:

- A. Instruction Guide - Approvers
- B. Instruction Guide – Initiators/non-conformers

## A. Instruction Guide - Approvers

As an approver, you can login to the dashboard and look for the forms that are pending your approval and approve them.

1. Once you login to the dashboard, you will be able to see a table containing detail of the forms routed to you for your approval. The table will contain the form ID, name of the non-conformer, department, supplier name, amount, submitted date, current step in the workflow, current approver, and current status of the form.
2. By default, you will see all the forms that are pending your approval.

The screenshot displays the 'Non-Conforming Dashboard' for the Office of the Controller at Florida International University. The dashboard includes a search filter section with the following fields: Supplier Name, Amount (\$0.00), Select Status (set to 'Pending my Approval'), Form ID, From (Submitted Date), To (Submitted Date), Non-Conformer Name, and Department Name (set to 'All'). Search and Reset buttons are located below the filters. Below the filters, it indicates 'Total of 120 forms.' A table lists the pending forms with columns for Form ID, Non-Conformer, Department, Supplier Name, Amount, Submitted Date, Current Step, Current Approver, and Current Status.

Form ID	Non-Conformer	Department	Supplier Name	Amount	Submitted Date	Current Step	Current Approver	Current Status
7a34863a-a7c8-43ed-3a78-6e1d8a769684	Kassandra Castro	IT Panthersoft	ROBERTO VERA ALVAREZ	\$1,000.00	08/22/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending
19dc5769-cf1d-4ddc-bb6b-03e1aa18eeb5	Meiza Fleitas	IT Panthersoft	FIU FOUNDATION INC	\$500.00	04/06/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending
b6884170-ded6-483e-ecc7-6459fa21b1e3	Kassandra Castro	IT Panthersoft	ROBERTO VERA ALVAREZ	\$1,000.00	03/02/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending

3. You can use different options to do the search, such as filter by department name, submitted date, supplier name, amount, non-conformer name, form ID and status. For instance, to search for pending forms for IT Panthersoft Department, select **IT Panthersoft** from the dropdown menu of **Department Name** and click **Search**.

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Office of the Controller  
Welcome: Kelly Mayorga

## Non-Conforming Dashboard

Office of the Controller

WORKFLOW APPROVAL STEPS:  
(1) INITIATOR, (2) NON-CONFORMER, (3) SUPERVISOR, (4) EXPENSE MANAGER, (5) PROCUREMENT DIRECTOR, (6) BUSINESS UNIT HEAD, (7) ORED

Supplier Name:  From (Submitted Date):

Amount:  To (Submitted Date):

Select Status:  Non-Conformer Name:

Form ID:  Department Name:

Total of 54 forms.

Form ID	Non-Conformer	Department	Supplier Name	Amount	Submitted Date	Current Step	Current Approver	Current Status
19dc5769-cf1d-4ddc-bb6b-03e1aa18eeb5	Meiza Fleitas	IT Panthersoft	FIU FOUNDATION INC	\$500.00	04/06/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending
b6884170-ded6-483e-ecc7-6459fa21b1e3	Kassandra Castro	IT Panthersoft	ROBERTO VERA ALVAREZ	\$1,000.00	03/02/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending
7557a271-71d8-4895-ca16-1c3886884693	Mr Lowell Armstrong(RFTIRFD)	IT Panthersoft	ROBERTO VERA ALVAREZ	\$1,000.00	11/10/2021	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending

4. Click on the **Form ID** link that you would like to approve.

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Supplier Name:  From (Submitted Date):

Amount:  To (Submitted Date):

Select Status:  Non-Conformer Name:

Form ID:  Department Name:

Total of 54 forms.

Form ID	Non-Conformer	Department	Supplier Name	Amount	Submitted Date	Current Step	Current Approver	Current Status
19dc5769-cf1d-4ddc-bb6b-03e1aa18eeb5	Meiza Fleitas	IT Panthersoft	FIU FOUNDATION INC	\$500.00	04/06/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending
<a href="#">b6884170-ded6-483e-ecc7-6459fa21b1e3</a>	Kassandra Castro	IT Panthersoft	ROBERTO VERA ALVAREZ	\$1,000.00	03/02/2022	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending
7557a271-71d8-4895-ca16-1c3886884693	Mr Lowell Armstrong(RFTIRFD)	IT Panthersoft	ROBERTO VERA ALVAREZ	\$1,000.00	11/10/2021	PROCUREMENT DIRECTOR	Kelly Mayorga	Pending

- You will have to login to access the form. Once you are logged in, you can review the form and **Approve or Deny** the form as required.

Non-Conforming Purchase Justification Form

**FIU Procurement Policy II.4.2. FIU entities are not authorized to place orders directly with suppliers for goods or services for which a purchase order (PO) is required. When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a PCard or is not an allowable unencumbered payment purchase, then a Non-Conforming Purchase Justification Form must be completed.**

[View Previous Attachments](#)

**General Information**

Non-Conformer's Panther ID: 3382171	Non-Conformer's Name: Kassandra Castro	Non-Conformer's Title: ERP Application Developer I
Purchase Date: Nov 23, 2021	Received Date: Nov 26, 2021	Amount to be Paid: \$ 1,000.00

[Account Information](#)

[Supplier Information](#)

[Purchase Details](#)

**Approvals Section**

**Non-Conformer**

Based on the forgoing declaration I, Kassandra Castro, am attaching the original supporting documentation (invoice or receipt for payment) and hereby request that the University: **PAY THE SUPPLIER**

By checking this box  I, Kassandra Castro (3382171), attest that I authorized/requested the purchase/contract for goods/services. Please attach the supporting documentation, invoice, or receipt for payment.

**HR Supervisor**

Panther ID: 1071722	Name: John R. Vargas	Title: IT Assistant Director
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Approved on Aug 22, 2022

**Expense Manager**

Panther ID: 1200091	Name: Miss Lucy Adams	Title: Director Administrative Svcs
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Approved on Aug 22, 2022

**Procurement Director**

Panther ID: 5115990	Name: Kelly Mayorga	Title: Director of Procurement
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Approve

Deny

## B. Instruction Guide – Initiators/Non-Conformers

As an initiator or non-conformer, you can login to the dashboard and see the list of Non-Conforming Purchase Justification forms that were submitted by you or on behalf of you.

1. Once you login, you will be able to see list of forms that were submitted by you or on behalf of you. The dashboard will contain supplier name, amount, submitted date, current step in the workflow, current approver, and current status of the form.
2. By default, you will see all the forms that are in pending status.

Florida International University  
Office of the Controller

Welcome: [User Name]

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Office of the Controller

WORKFLOW APPROVAL STEPS:  
(1) INITIATOR, (2) NON-CONFORMER, (3) SUPERVISOR, (4) EXPENSE MANAGER, (5) PROCUREMENT DIRECTOR, (6) BUSINESS UNIT HEAD, (7) ORED

Supplier Name:  From (Submitted Date):



Amount:  To (Submitted Date):

Select Status:  Initiator Name:

Total of 2 forms.


Supplier Name	Amount	Submitted Date	Current Step	Current Approver	Current Status
COMPASS GROUP USA INC	\$375.77	10/25/2021	SUPERVISOR	Jean H Andrian	Pending
MEGHAN MCGLINN MANFRA	\$3,000.00	09/16/2021	SUPERVISOR	Jean H Andrian	Pending

3. You can use different options to do the search, such as filter by supplier name, amount, status, and submitted dates. For instance, to search for all forms submitted by you, select **All** from the dropdown menu of **Select Status** and click **Search**.


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Welcome: 

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Office of the Controller

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Supplier Name: 
From (Submitted Date):



Amount: 
To (Submitted Date):

Select Status: 
Initiator Name:

Total of 2 forms.


Supplier Name	Amount	Submitted Date	Current Step	Current Approver	Current Status
COMPASS GROUP USA INC	\$375.77	10/25/2021	SUPERVISOR	Jean H Andrian	Pending
MEGHAN MCGLINN MANFRA	\$3,000.00	09/16/2021	SUPERVISOR	Jean H Andrian	Pending

4. If you want to look into the details of the form, click on the **Supplier Name** link.


Florida International University  
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Welcome: 

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Supplier Name: 
From (Submitted Date):

Amount: 
To (Submitted Date):

Select Status: 
Initiator Name:

Total of 2 forms.

Supplier Name	Amount	Submitted Date	Current Step	Current Approver	Current Status
<a href="#">COMPASS GROUP USA INC</a>	\$375.77	10/25/2021	SUPERVISOR	Jean H Andrian	Pending
MEGHAN MCGLINN MANFRA	\$3,000.00	09/16/2021	SUPERVISOR	Jean H Andrian	Pending

5. You will have to login to access the form. Once logged in, you will be able to see the form.

## Non-Conforming Purchase Justification Form

FIU Procurement Policy II.4.2. FIU entities are not authorized to place orders directly with suppliers for goods or services for which a purchase order (PO) is required. When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a PCard or is not an allowable unencumbered payment purchase, then a Non-Conforming Purchase Justification Form must be completed.

[View Previous Attachments](#)

### General Information

Non-Conformer's Panther ID:

0109366

Non-Conformer's Name:

Dr Shekhar Bhansali

Non-Conformer's Title:

Purchase Date:

Jul 12, 2021

Received Date:

Jul 12, 2021

Amount to be Paid:

\$ 375.77

### Account Information

### Supplier Information

### Purchase Details

### Approvals Section

#### Non-Conformer

Based on the forgoing declaration I, Dr Shekhar Bhansali, am attaching the original supporting documentation (invoice or receipt for payment) and hereby request that the University: **PAY THE SUPPLIER**

By checking this box  I, Dr Shekhar Bhansali (0109366), attest that I authorized/requested the purchase/contract for goods/services.

Please attach the supporting documentation, invoice, or receipt for payment.

For Questions or Assistance, please email [suppliers@fiu.edu](mailto:suppliers@fiu.edu).