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.

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**.
4. Click on the Form ID link that you would like to approve.
5. 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.
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.

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

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 unnumbered payment purchase, then a Non-Conforming Purchase Justification Form must be completed.

## General Information

<table>
<thead>
<tr>
<th>Non-Conformer’s Panther ID:</th>
<th>Non-Conformer’s Name</th>
<th>Non-Conformer’s Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0109366</td>
<td>Dr. Shekhar Bhasinali</td>
<td></td>
</tr>
</tbody>
</table>

## Purchase Information

<table>
<thead>
<tr>
<th>Purchase Date:</th>
<th>Received Date:</th>
<th>Amount to be Paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 12, 2021</td>
<td>Jul 12, 2021</td>
<td>$375.77</td>
</tr>
</tbody>
</table>

## Account Information

## Supplier Information

## Purchase Details

## Approvals Section

**Non-Conformer**

Based on the foregoing declaration, I, Dr. Shekhar Bhasinali, 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 Bhasinali (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.