

Hawaii eProcurement System



HePS Approver Reference

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As an approver, you will receive an email notification that a document is waiting for your approval.

Click on [here](#) on the link in the email to open HePS.

HePS will automatically log you in.

Award Requires Your Approval. Requestor: [BUYER](#) Approver: [APPROVER](#) Date Requested: Fri Jun 27 12:29:40, 2008

Award DO2008001898 (Solicitation: Q2008009704) requires your Approval

Item	Qty	UOM	Amount	NIGP	Short Description
001	100	EA	543.00	49032	Test Item No. 1

Document Total: 543 [Click here](#) to access your account

SicommNet
2918 Fifth Avenue, Suite 210 San Diego, CA 92103-5910 Tel.: 619 294-9191

A list of documents awaiting your approval will be displayed on the bottom right side.

In you have several documents (requisitions, solicitations and awards) to approve, open the full list by clicking on the column title **Awaiting Approval** or click on the **Approvals Manager** tab, **Awaiting My Approval** sub-menu.

To open an individual document, instead of a list, simply click on the document number itself and it will open directly to the document.

Approvals Manager | Miscellaneous | CAPTURE DATA

Approval Tutorial | Contact Us | Help | Logout

STATE OF HAWAII
1959

BASEC
Secure Internet Commerce Network

Session Summary: Sun Jul 20 10:2, 10:26:47 A.M. | HAWAII APPROVER 1 [hiapprover1]

Awaiting Approval			
DO2008001801			
DO2008001776			
DO2007000399			
DO2007001254			
DO2007000620			

This screen shot shows both solicitations and awards that need approval.

To view the document details, click on the round button on the left of the document.

The next screens show how to approve a solicitation waiting to be released to the internet, followed by how to approve an award for release to the vendor.

The screenshot displays the HePS system interface. At the top, there are navigation tabs: Main, Approvals Manager, Miscellaneous, and CAPTURE DATA. Below this, the State of Hawaii logo and address are shown: State of Hawaii, State Procurement Office, 1151 Punchbowl St., Room 230A, Honolulu, HI 96813.

The main content area is divided into two sections: SOLICITATION APPROVALS and AWARD APPROVALS. Both sections feature a table with columns for Requestor, Doc Number, Items, TTI Est\$, NIGP Number, Short Desc, and Release Date. Each row in the table has a radio button on the left for selection.

SOLICITATION APPROVALS Table:

Requestor	Doc Number	Items	TTI Est\$	NIGP Number	Short Desc	Release Date
AGENCY hibuyer20	Q2007007271 R2007002768 D2007003022	1	45900	22084	CONTROLLING, INDICATING, MEASURING, MONITORING, AND RECORDING INSTRUMENTS AND SU	Immediately Upon Approval Thu Jun 28 2007
AGENCY hibuyer20	Q2007006540 R2007002035 D2007002041	1	48000	03578	AIRCRAFT Boarding Ramps must be self propelled and able to service small private	Immediately Upon Approval Fri Apr 27 2007
AGENCY hibuyer20	Q2007006541 R2007002036 D2007002042	1	30000	12019	Boat Fenders to support berthing of crafts up to 75 feet in length. Fenders mus	Immediately Upon Approval Fri Apr 06 2007

AWARD APPROVALS Table:

Requestor	Doc Number	Items	TTI Est\$	NIGP Number	Short Desc	Release Date
AGENCY hibuyer1	DO2008001801	1	41.06	45000	HARDWARE AND RELATED ITEMS as per attached	Wed Apr 30 2008
AGENCY hibuyer1	DO2008001776	1	10	54042	Fire Retardant lumber 4" X 8" plywood. 20 Sheets per pal	Tue Mar 18 2008
AGENCY hibuyer1	DO2007000399	1	393900.00	64015	BAG, PAPER, KRAFT, BROWN 2 LB	Fri Mar 30 2007

If you are approving an award, you can select the notice of award (called the PO in HePS) or the abstract. (You can also access the abstract from the notice of award.)

Approving a Solicitation

The screen is divided into two sections. The top has the delivery, billing, due date, etc. general information and is where you approve or reject the solicitation. The bottom section has the item(s) and the details.

First, scroll down in the header area to review information such as: dates, delivery locations, contact persons, solicitation instructions, closing dates and times, pre-bid conferences, question and answers section, and notes.

Next, review the line item by clicking on the **Review** button. Notice that it is marked as **Not Reviewed**. After you look at the line item detail and return to this page it will be marked as **Reviewed**.

The screenshot shows the 'Approvals Manager' interface for the State of Hawaii. The top navigation bar includes 'Main', 'Approvals Manager', 'Vendor Manager', 'Miscellaneous', and 'CAPTURE DATA'. Below the navigation bar, the State of Hawaii logo and contact information are displayed: 'State of Hawaii, State Procurement Office, 1151 Punchbowl St., Room 230A, Honolulu, HI 96813'. A 'Document Header (For Your Approval)' section contains the following information:

- Document Date: Thu Feb 22 06:23:04 GMT-0800 (PST) 2007
- Solicitation Email Date: 07/21/2008
- Solicitation Nbr: Q2007006749
- Requisition Nbr: R2007002243
- Document Nbr: D2007002324
- Reference Nbr:
- Item Nbr: 000
- Item Nbr: 000
- Confirming Nbr :
- Assigned By:
- Required Response Date: 02/28/2007 4:30 PM
- Required Delivery Date: 04/13/2007
- Item(s) Response: All Or None
- Freight: Freight / Handling Included in Price
- FOB: Destination
- Billing Address: DEFAULT

Below the header, a table titled 'Solicitation Q2007006749 Items for your Approval: All items must be reviewed to approve a request..' contains the following data:

Review	Approve	Status	Dept	User ID	Item Nbr	Est Amnt	Commodity	Short Description	Create Date
<input type="radio"/>	<input type="checkbox"/>	Not Reviewed	AGENCY	hibuyer11	001	15000	68004	POLICE EQUIPMENT AND SUPPLIES Ammunition	Thu Feb 22 2007

At the bottom left of the screenshot, there is a small copyright notice: '© 1998... Net, Inc. All Rights Reserved. Mon, 21 Jul 2009 h1aprover12'.

Select the radio button to review details.
 Note: Reviewing the details is **not** approval.
 There are more steps to completing approval.

Approving a Solicitation-Cont.

Line Item detail includes: quantity, description, commodity coding, attachments, estimated costs, account coding, and notes.

Now that you have seen the header info (previously) and the line item detail, you may approve or disapprove the solicitation. To disapprove click the **Disapprove Solicitation (Number)/Return to Buyer** button. (You can also disapprove after returning to the Header.)

To approve the solicitation click on the **View Header for Final Approval** button.

Things to check:

- quantity and unit of measure...

- description...

- estimated price...

Details of the line item appear in the upper frame when you select the 'detail' button.

To disapprove select **Disapprove Solicitation (Number)/Return to Buyer** (you will have to enter a reason why) or **Approve Solicitation (Number) and All Items** (this will release the solicitation to the internet or to the next approver) or **Back to Awaiting Approval** (will cancel this approval and put it back on the list).

If there are multiple approvers for this solicitation, you will see a message on the screen that the document has been forwarded to the next approver in line. The solicitation will not be released to the internet until the final approval is completed.

Requisition Detail (For Approval)

Requisition Number: R2007002243 Item Number: 001
Ref Number:

Quantity: 1 Unit of Measure: BX Fixed Asset: No Restricted Purchase: none

Commodity Code: 680-04 Catalog Entry Request: No Attached Files: none

Description: POLICE EQUIPMENT AND SUPPLIES Ammunition

Estimated Price: 15000 Variance: 0
eg. 2.50 = \$2.50 / .25 = 25 cents eg. .0875 = 8.75%

Fund Citations

F/YR/APP/D	Object	CC (Cost Center)	Project Number	PH (Project Phase)	Activity
N/A	N/A	N/A	N/A	N/A	N/A

Fund Description:

Item Notes:
No Detail Notes Entered

View Header for Final Approval

Disapprove Solicitation Q2007006749 / Return to hibuyer11

006749 / Return to hibuyer11 Approve Solicitation Q2007006749 and All Items

Back To Awaiting Approval

Solicitation Q2007006749 Items for your Approval: All items must be reviewed to approve a request.

Review	Approve	Status	Dept	User ID	Item Nbr	Est Amt	Commodity	Short Description	Create Date
		Reviewed	AGENCY	hibuyer11	001	15000	68004	POLICE EQUIPMENT AND SUPPLIES Ammunition	Thu Feb 22 2007

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- docsForApprovalDetailList - Mon, 21 Jul 2008 11:appover12

If there are attachments, the file name will be a link here. Click it to view the attachment.

**Approving a Solicitation –
Continued**

If the solicitation was in approval routing for a long period of time and the closing date (due date) on the solicitation has already passed, the approver has the option of

- changing the closing date,
- contacting the buyer for information, or
- disapproving the solicitation and returning it to the buyer to adjust the date.

If the approver adjusts the closing date, the buyer receives an email notification of the action.

or services purchased through the Hawaii Electronic Procurement System (HePS). Unless otherwise indicated in this solicitation, the Transaction Fee shall apply to all purchases, whether through the State of Hawaii pCard, Purchase Order, Contract, or eCatalog regardless of the quantity or dollar amount of the purchase. Payment must be made to SicommNet within thirty (30) days from receipt of invoice.

8:

The SOSA is hereby incorporated by reference into this Electronic Solicitation as set forth herein in its entirety, and is located on the Internet at www.sicomm.net. Failure by any Vendor to obtain a copy of the SOSA shall in no way constitute or be deemed a waiver by the HePS Contractor or the State of Hawaii for a vendor's failure to consider this document in its response to the Electronic Solicitation.

9: HAWAII ELECTRONIC PROCUREMENT SYSTEM (HePS) INSTRUCTIONS AND GENERAL CONDITIONS, Provisions, and Terms & Conditions that may be attached or referenced in this solicitation.

10: Only responses submitted through the HePS shall be considered for award.

Attached Header Files: none

[Toggle View of Document Header Notes:](#)

The DUE DATE(02/28/2007) for Solicitation Q2007006749 was created 508.77 days ago. Contact the buyer by email or at 808-000-XXXX to extend the due date.

Enter the Solicitation Due Date Here: NO LATER THAN 4:30 PM Override Close Time: 4:30 PM

Solicitation Release Date: <--Past (After This Approval) Award Delivery Date: 04/13/2007 Award Contract Start Date:

Solicitation Q2007006749 Items for your Approval: All items must be reviewed to approve a request..

Review	Approve	Status	Dept	User ID	Item Nbr	Est Amnt	Commodity	Short Description	Create Date
<input type="checkbox"/>	<input type="checkbox"/>	Reviewed	AGENCY	hibuyer11	001	15000	68004	POLICE EQUIPMENT AND SUPPLIES Ammunition	Thu Feb 22 2007

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- docsForApprovalDetailList - Mon, 21 Jul 2009 11:40:12 AM

If disapproving a solicitation, the approver must enter a reason in the box. It will be sent to the buyer for appropriate action.

Enter the reason and select **Return Solicitation (Number) to Requestor/Buyer**.

The button labeled **Continue with Approval of Solicitation (Number)** cancels your disapproval actions and allows you to approve the solicitation instead.

State of Hawaii
State Procurement Office
1151 Punchbowl St.
Room 230A
Honolulu, HI 96813

Enter a reason for returning Solicitation Q2007006747 into the header [Notepad](#)

Current Header Notes:
Est. No: 22-4-02-02-CMT-0700 (DDT) 2009

Approving an Award

There are two ways to begin:

- select the award number on the Main page; or
- select the round button on the listing similar to the process described on page 3 for solicitations.

The award will display for your review. To see the details of the award and approve or disapprove it, scroll to the bottom of the award, from the **Select an Action** drop down, choose an option, and select the **Execute Action** button. It is recommended that you start with the **PO Summary Report** as it contains a full history of the procurement.

The choices are:

- **Approve Document**
- **DisApprove - Return to Buyer**
- **Review prePO Selections**
- **Review Abstract**
- **Print Document**
- **PO Summary Report**

After your review, select to **Approve Document** or **Disapprove-Return to Buyer**

As with the solicitation approval, disapproving the award requires a reason and sends the award back to the buyer. Approving the award will send it to the next level approval if one exists or to the vendor if this is the final approval.

VENDOR: HAWAII VENDOR
123 Aloha Street
ALBUQUERQUE, NM 87102
Attn: President
Vendor Nbr: 5487321
Emailed To: emode@sicomm.net
Phone: 123 123-1234
Fax:
Account Number: P0000000002

Contact: HAWAII BUYER 1 808-555-1212
Buyer: HAWAII BUYER 1 808-555-1212

Required Wed Apr 30, 2008
Delivery Date:

RFQ#: Q2008009220
DOC#: D2008005947

Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	HARDWARE AND RELATED ITEMS as per attached (450.00) (nt)	1 EA	41.06	41.06
Sub-Total:				41.06
Total:				41.06

Transaction Fee: SicommNet will bill, via separate invoice, the 0.85% (0.0085) Transaction Fee, capped at \$5000, applicable to this award in accordance with the State of Hawaii's Solicitation Instructions and Terms and Conditions, and the SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice. 0.35

General Comments:

Instructions:
Freight / Handling Included in Price
1: AWARD NOTICE: This document is an award notification only. The actual contract document or purchase order will be sent under separate cover. Contractor should not proceed with the ordering or delivering of goods or commence any portion of the services contracted until an agency issued contract, purchase order, and/or notice to proceed is received. DO NOT DUPLICATE DELIVERABLES.
2: This is a test. Do not deliver during lunch or at least bring an extra plate lunch for your employees.

By: BONNIE KAHAKUI

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- po001Display - Mon, 21 Jul 2008 hiaprovert

Summary Report for Document: D2008005947 Requisition: R2008004775 Solicitation: Q2008009220

Purchase Order Notice of Award for Definite Quantity Contract DO2008001801
Agency Internal Nbr: 12345

Document/Requisition	Number	Requisitioner	Date of Requisition
	D2008005947	HAWAII BUYER 1	Dec 25, 2007
	R2008004775	Dept: AGENCY	

Approvals

Name	Date
No Requisition Approval Routes	

pCard Information

pCard Number	Name on pCard
*****345	FRANKY P

Document Notes

Item	Description
001	Thu Feb 21 14:27:31 GMT-0800 (PST) 2008 Award DO2008001801 released for approval. Forwarded to hiaprovert1, Route 537. Ccd to: (cc approvers thru next actual approver)
	Thu Feb 21 14:16:39 GMT-0800 (PST) 2008 Successful Lump Sum Primary Award of Solicitation Q2008009220 to P0000000002 in Award Input
	Thu Feb 21 13:53:30 GMT-0800 (PST) 2008 The solicitation (Q2008009220) has been moved to Awards Manager.
	Wed Feb 20 14:56:50 GMT-0800 (PST) 2008