

**Hawaii State eProcurement
HIePRO
Quick Reference for Approvers**

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Introduction

This reference is designed for use with the HIePRO Program Manual and the other training references developed to assist users. Note that training references will be amended, especially in the early implementation of HIePRO. Check online for updates each time you use

A Reminder: Approver Responsibilities

1. Maintain security of HIePRO and its data.
2. Ensure solicitations are issued pursuant to the procurement statutes, Administrative Rules, Procurement Circulars and procedures, including departmental procedures, for the method of procurement utilized. (HIePRO does not do it for you.)
3. Ensure solicitations are issued with clear written specifications, minimum qualifications, as applicable, and administrative requirements. (HIePRO doesn't do it for you.)
4. Adhere to the Procurement Code of Ethics.

See the *HIePRO Program Manual* for more.

Gaining Access to HIePRO

HIePRO is one of the services offered by the state's online Portal. All services on the portal are accessed with a single eHawaii.gov account (login/password).

Once the eHawaii.gov account is created, access or 'permission' is granted to access the appropriate service, in this case HIePRO. Your eAdministrator controls access. Each department has its own procedures for requesting access.

Therefore, gaining access to HIePRO is a 2 step process.

1. Create an eHawaii.gov Account if you do not already have one.
2. Follow departmental procedures to request permission to access HIePRO.

Finding your Department or CPO Jurisdiction eAdministrator

A listing of all eAdministrators and their alternates is on the SPO website at:
<http://hawaii.gov/spo> > **For State & County Personnel** > [Department and CPO Jurisdiction Administrators, Managers or Contacts for SPO Programs](#)

Create an eHawaii.gov Account

<http://hiepro.hawaii.gov>

1. Select Log in (next to Public Search)
2. Select **Create a free account**.

When creating your password, you will need at least 8 characters which must include: one letter, one number and one symbol



Log In

Click [here](#) to return without logging in.

You have requested access to a site that requires authentication.

Email: **Required**

Password:

 Log In

Support

Need an account?

[Create Free Account](#)

Forgot your password?

[Retrieve My Password](#)

Need help?

[Start Live Help Chat](#)

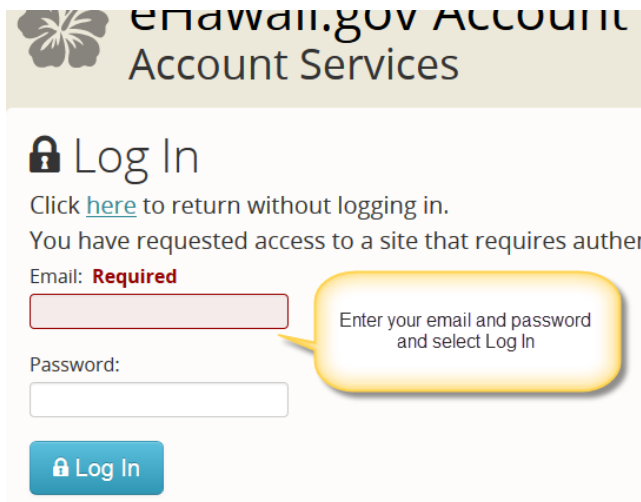
3. Follow your departmental procedures for requesting access to **HiePRO**. At a minimum, you will need to provide:
 1. Your exact email address; and
 2. Your position title.

Log In and Out

 Log in

<http://hiepro.hawaii.gov>

1. Select Log in
2. Enter your email and password
3. You will know you are logged in when you see your email and the dashboard.



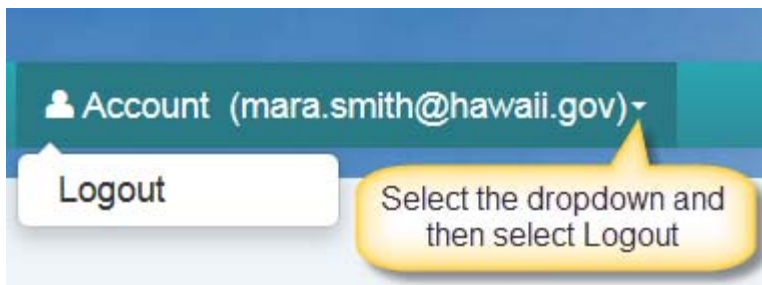
You know you are logged in when you see the Dashboard and your email address



Note: If the email address is visible but the dashboard link is not there, it means you do not have 'permission' to access HiePRO. Follow your departmental procedures.

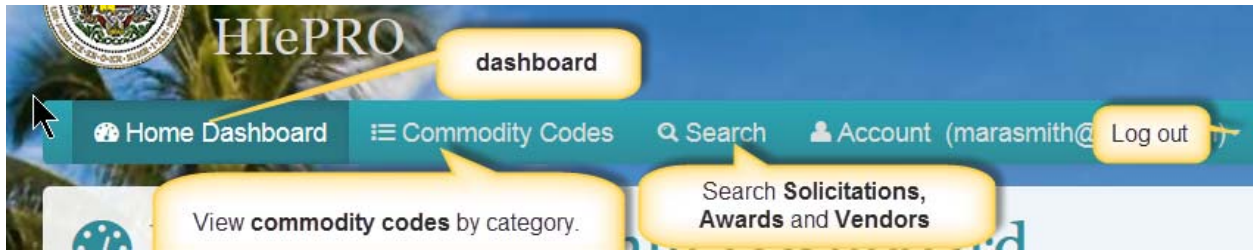
Log Out

To log out, select the dropdown next to your email address and then select **Logout**



A Little About HiePRO

On the **HiePRO** home page, (<http://hiepro.hawaii.gov>) along the header below the State seal are several links: **Home Dashboard**, **Commodity Codes**, **Search** and **Log In** or your **Account**.



Dashboard. If you are in a function and need to get back to the **Dashboard** to conduct another function select the Dashboard link.

Commodity Codes. You may view commodity codes by class. Select the class to expand and view the commodity codes in the class.

Note: You do not need to log in to view commodity codes.

Search. When selecting **Search** and you will see 3 tabs enabling you to search **Solicitations, Awards and Vendors.**

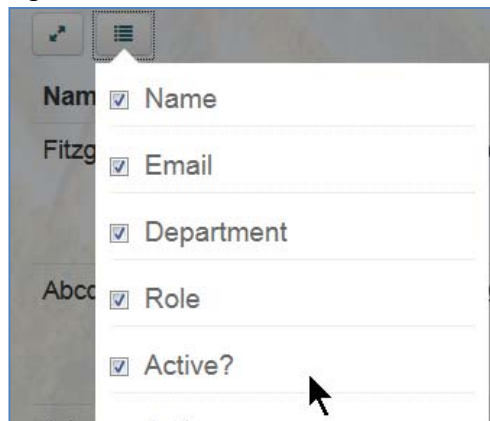
Note: The vendor search is not visible to the public or vendors who are logged in. The Public sees the notice of solicitation for current solicitations and award information.

When you Search

On HiePRO when you search you will often see 2 buttons at the top of the results. These buttons provide options in viewing the results of the search.



The button with the diagonal arrows controls how many records appear on a page. The button with the bullets allows you to control which columns appear. The choices will differ depending on what you are searching.



About Approval Paths



Approval paths are created by the Department eAdministrator and is a 2 step process.

(The approvers in the path must be in **HIePRO**. Approvers must have an eHawaii.gov account.)

1. Create the approval path.
2. Assign the path to the buyer.

Approvers approve in sequence. If the first approver does not approve, the second approver does not see it to approve.

If the first approver is out of the office and *selects **the out of office button***, the backup, if assigned, will be inserted into the path and replaces that approver until the approver selects the **I have returned to the office** button.

Creating an Approval Path

The following is required for the eAdministrator to create an approval path: SPO has developed forms to assist eAdministrators obtain the information. However, each department will have its own procedures. Contact your eAdministrator for the procedures specific to your department.

1. **Solicitation/Award.** whether this path will be for a solicitation or award.
2. **Methods of procurement.** methods of procurement to which this approval path will apply (small Purchase Request for Quote (RFQ), Competitive Sealed Bid (IFB).
3. The approvers in the route in the order they shall approve.
4. The approver backups (in case the approver goes on vacation)
Note: Backups are assigned by path so an approver in one path can have a different back-up than an approver in another path.
5. **Amount.** If the approval path will apply only to a specific to a range of amounts, (for instance \$25,000-\$100,000. Otherwise, leave blank. If left blank it will apply to all amounts. If using range amounts ensure paths that conflicting paths are not assigned to the same buyer.

Note: The backup is not activated unless the primary approver selects the **Out of Office** button.

Assigning the Path to Buyers

Your eAdministrator will need a list of buyers to whom the path should apply. Again, check with your eAdministrator for procedures.

Approving a Solicitation

- Log in. Your **Dashboard** should appear. Select **Dashboard** if it does not appear.
- All items awaiting your approval will appear at the top of your Dashboard.
- Select the link under the **Action** column to open the solicitation for your review and approval.

General Information

- The general Information tab should open. Review the contents. Some items you might want to review:
 - Sufficient time between the publish date and the submittal due date.
 - Is there a Q & A section? If so:
 - Sufficient time between the close of the questions and answers publish date.
 - Sufficient time between answers publish date and submittal due date.
 - Is there a prebid conference section? If so:
 - Is there sufficient time between the release date and the date of the conference?
 - The only attachments that should appear in General Information should be attachments that apply to all line items. (For instance, Special or General Conditions)

Line Items

- Select the Line Items tab to review the line item, select the line item number. Some items you might want to check:
 - Unit of measure and quantity make sense.
 - Commodity code is correct.
 - Title and description make sense, are descriptive and do not contain typos.
 - Attachments are there, can be opened and contain the required specifications, minimum qualifications and administrative requirements.

Instructions

- Select the Instructions Tab
 - If the buyer added an instruction, it makes sense and belongs in instructions, that is, it is not a special provision or a specification.
 - Note: Some instructions are mandatory and the buyer has no control over including them
- If everything meets with your approval, select the **Approve** button at the bottom of the page.
- If the buyer needs to revise something, select the reject button and enter an explanation of what needs to be done to resubmit.

Note: The **Approve** and **Reject** buttons appear at the bottom of each page for your convenience. You do not approve each page. The Approve and Reject buttons are for the whole solicitation. Once you submit an approval or rejection, you cannot change it.

Buyer Dashboard



Select the link under the **Action** column to open the solicitation award for your review and approval.

Select	Date	Solicitation Title	Solicitation Number	Action	Status
<input type="checkbox"/>	09/03/2013 03:51 PM	file cabinets, 4 drawer lateral	14000016	The solicitation Q14000016 requires approval	Pend Path
<input type="checkbox"/>	09/03/2013 03:20 PM	office desks and chairs	14000014	The solicitation Q14000014 requires approval	Pend Path

Showing 1 to 2 of 2 entries

Line Item Details

Code Table

commodity code

NIGP Code	NIGP Title
42540	Filing Cabinets, Metal: Card, Jumbo, Lateral, Legal, and Letter

General

Quantity	1024
Unit of Measure	EACH
Estimated Price per Unit	50
Estimated Total Price	51200
Title and Description	4 drawwr metal file cabinets
	4 drawer metal file cabinets for offices in Kapolei as per attached specifications

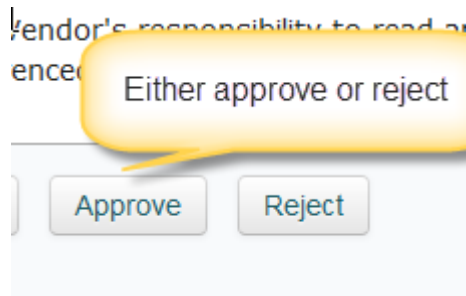
Estimated price is reasonable and within limits.

typos?

Title and Description make sense.

Attachments

Attached specifications are there.



If rejecting, enter the explanation so the buyer knows what needs to be done.

A screenshot of a dialog box titled "Reject Solicitation". The title bar is grey and contains the text "Reject Solicitation" and a close button (X). Below the title bar, the text "Why are you rejecting the solicitation?" is displayed in blue. Below this text is a large white rectangular area with a thin border. Inside this area, there is a yellow callout bubble with a pointer pointing to the text "Enter an explanation for the rejection so the buyer knows what to do.". Below the large white area are two buttons: "Reject" and "Cancel".

Approving Awards works in a similar fashion.

Questions?
hiepro@hawaii.gov or
808-586-0554