

**Business & Statewide
Procurement User Group**

November 2nd, 2010
2:15 PM



Agenda Items

- Sole Source – Process & When to Use
- Pop Out Button on Procurement Module
- Entering Contracts into EnterpriseOne
- Story Time
- W-8 Form & New W-9 Form
- Non-Resident Withholding Tax



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Announcements

- Going Through The Help Desk (Julie Perez)
- FFATA & Single Audit (Amy Wilson, Bruce Snyder, Ron Carlson)



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Sole Source – Process & When To Use
Connie Heinrichs

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Sole Source – Process & When To Use

State Agency information for Material Web
<http://www.das.state.ne.us/materiel/purchasing/infogovt.htm>

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Pop Out Buttons on Procurement Module
Sharon Zimmerman & Connie Heinrichs

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Pop Out Buttons on Procurement Module

This is the link to the All Order Inquiry:

http://www.das.state.ne.us/nis/training_manuals/proc/L02_T06_01_All_Order_Inquiry/Training%20Guide/All%20Order%20Inquiry_TRAIN.pdf

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Entering Contracts Into EnterpriseOne

Connie Heinrichs

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Entering Contracts Into EnterpriseOne

Work with Contract - Order Detail

Order Details | Line Defaults | Additional Properties | Category Codes

Order Number: 42385 04 56510 Business Line: #5215509

Supplier: 50020 MARTIN MARQUETTA AGGREGATES - P Order Processed:

Site To: 678825 AS - ENTERPRISEONE Contract Entered: 10/26/2010

Invoice To: 678843 AS - ENTERPRISEONE Contract Start: 10/26/2010

Buyer Number: 110398 MEMO, DOREENE K Contract Renewal:

Contract End: 11/01/2013

USE BROWSER

Line	Item	Quantity	Unit	Ext. Cost	PU	Description 1
1	1.000 82000	920	00	111.0000 EA	1.0000	111.00 EA TEST

When entering procurement, the procedure is:

1. Complete the header information
2. Complete the detail information
3. If applicable add order header attachments

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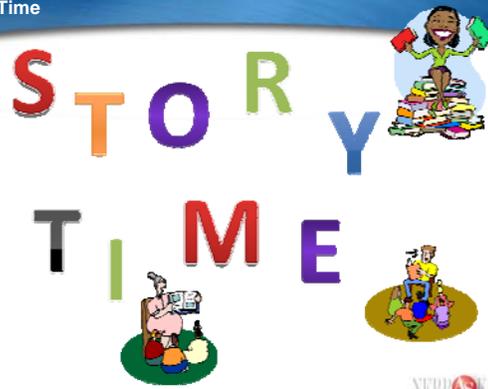
Story Time
Lynda Roesler

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Story Time

S T O R Y
T I M E



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W-8 Form & New W-9 Form
Dee Ward

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Non-Resident Withholding Tax
Wes Mohling

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Non-Resident Withholding Tax

<http://www.revenue.ne.gov/info/8-515.pdf>

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Questions & Answers

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