



**Statewide Procurement User Group**

June 3<sup>rd</sup>, 2010  
8:30 AM



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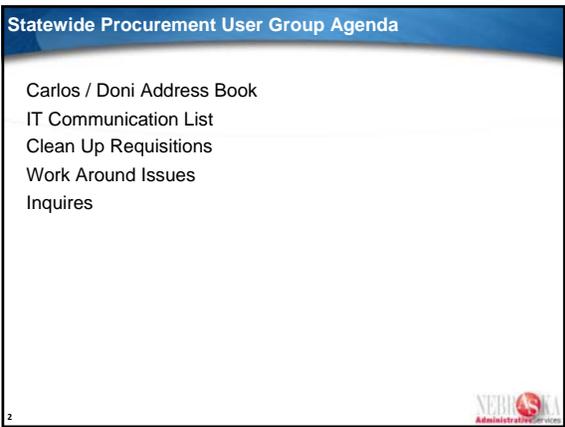
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**Statewide Procurement User Group Agenda**

- Carlos / Doni Address Book
- IT Communication List
- Clean Up Requisitions
- Work Around Issues
- Inquires



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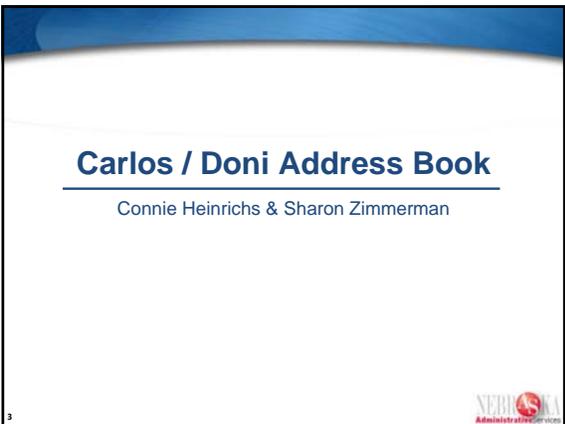
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**Carlos / Doni Address Book**

Connie Heinrichs & Sharon Zimmerman



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**Carlos / Doni Address Book**

**O8 Requisition: Deviation from Contractual Services Process to include Emergency and/or Sole Source Service Purchases**

**AS Director - Review the Deviation Request**  
 \$49,999      112047 = Doni Peterson  
                  4297777 = Carlos Castillo

Currently these Address Book Numbers are not viewable in the EnterpriseOne System

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**IT Communication List**

Connie Heinrichs & Sharon Zimmerman

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**IT Communication List**

Purchase IT Equipment & Services	NOT on Pre-Approved List	Pre-Approved List* Under \$500 Each Item
<b>Non-Contract - One Time Purchase</b>		
Commodities	ON → OP	OP, P-Card or Direct Pay
Services	ON → O9	O9, P-Card or Direct Pay
<b>Non-Contract - Establish Contract</b>		
Commodities	ON → OC	
Services	ON → O4	
<b>Contract</b>		
Commodities	OC → O6	OC → OG
Services	O4 → O6	O4 → O9

\* The list of Pre-Approved Items may be found on the OCIO website at the following link:  
<http://www.njic.nebraska.gov/standards/1-204-Attachment-A.pdf>

As stated in the Unrestricted Open Market Purchase Authority FY 2009-2010 memo to All Agencies, Boards, and Commissions:  
 Telecommunication Equipment - The Office of the CIO - Division of Communications is responsible for the acquisition, coordination and consolidation of all telecommunications equipment and services to include:  
 Telephone equipment, and services;  
 Data communications equipment, and services to include switches, routers, and hubs;  
 Radio equipment;  
 Fax machines - requests for fax machines should be sent to OCIO. If the request is \$10,000 or more it will be forwarded by AS Communications to AS Materiel Division, State Purchasing for processing.

All Telecommunications requests for equipment and services must be submitted via EnterpriseOne on the OT document 

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# Clean Up Requisitions

Connie Heinrichs & Sharon Zimmerman




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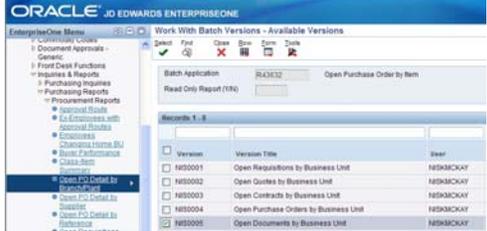
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## Clean Up Requisitions

**One Report Will Show . . . .**  
**Open Requisitions – Quotation Requests – Purchase Orders – Contracts**



Version	Version Title	User
<input type="checkbox"/> N850001	Open Requisitions by Business Unit	N85MCKGAY
<input type="checkbox"/> N850002	Open Quotes by Business Unit	N85MCKGAY
<input type="checkbox"/> N850003	Open Contracts by Business Unit	N85MCKGAY
<input type="checkbox"/> N850004	Open Purchase Orders by Business Unit	N85MCKGAY
<input type="checkbox"/> N850005	Open Documents by Business Unit	N85MCKGAY




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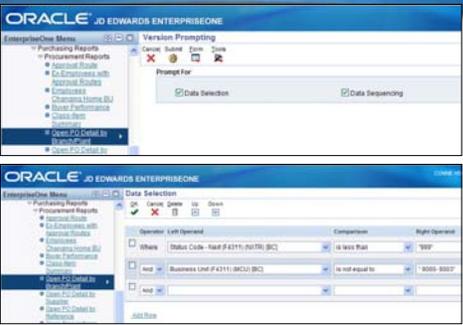
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## Clean Up Requisitions



**Click OK on the Printer Selection and wait for the Report to Run.**




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**Work Around Issues**

**UoM Visual Assist**

If the UOM is not known:

- click in any empty line
- click on the visual assist for the UOM field
- view/determine available UOM's
- type the UOM in the line you wish to change.



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**Inquiries**

Connie Heinrichs & Sharon Zimmerman



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**Inquiries**

**All Order Inquiry**  
Everything is all in one menu  
Use Order Type Filters  
Power to bounce out to PA Commitment, Purchasing Ledger, etc.

**All Document Inquiry**  
Brings up Detail Information on a specific document  
Can't see all of the PO's without a lot of work (Export out until all documents are in one spreadsheet.)

**All Attachment Inquiry**  
Shows the Header Information upon clicking Select



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