

Enter a Deviation Request (O8) for a Service Contract
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Enter a Deviation Request (O8) for a Service Contract

Enter a Deviation Request (O8) for a Service Contract Overview

AS Materiel Division - State Purchasing Bureau can grant exceptions to the competitive bid process on sole source, emergency services, and other unique services.

The deviation request must include an attachment of the draft contract, an estimated dollar value of the contract, and the Agency Director's approval via Approval Routes (to set up Approval Routes for Deviation Requests, navigate to the Approval Route Worksheet on the AS - Materiel website). Justification for sole source, emergency, or other exceptions must be included in an attachment. Justification must fully explain why the service cannot be competitively bid or details of the emergency or specialized situation.

For emergencies, a copy of the contract signed by the vendor and agency director must accompany the deviation request. Once the data has been entered into a Request for Deviation from Service Contract and it has been approved, the document will be generated into an Exempt Purchase Requisition for Services (Z6) or Services Contract (O4) and processed by the Agency.

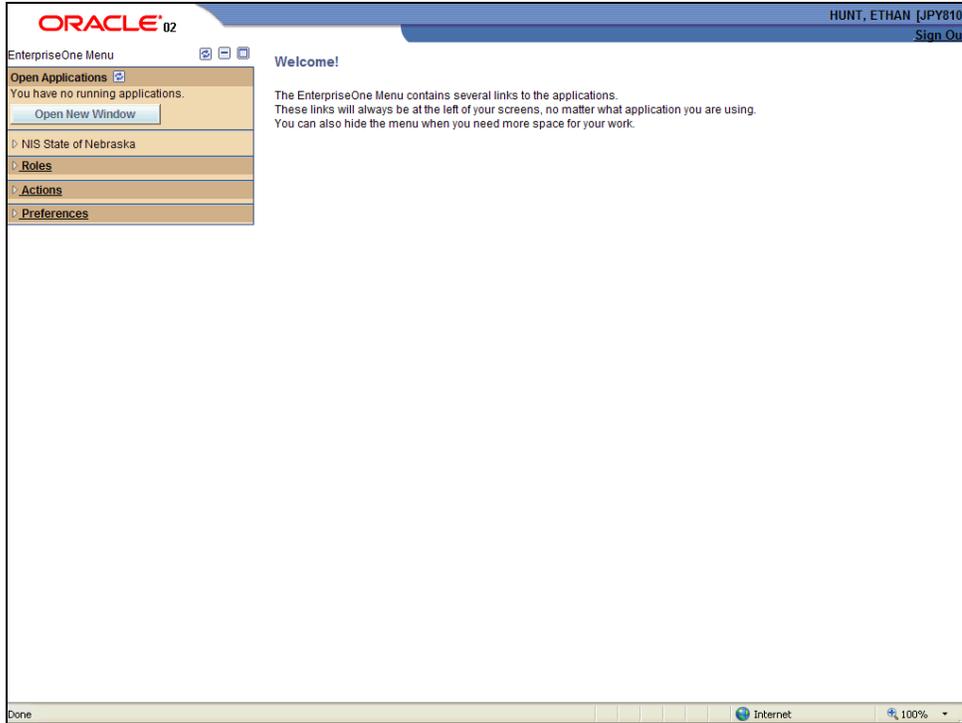
Enter a Deviation Request (O8) for a Service Contract Lesson

Procedure

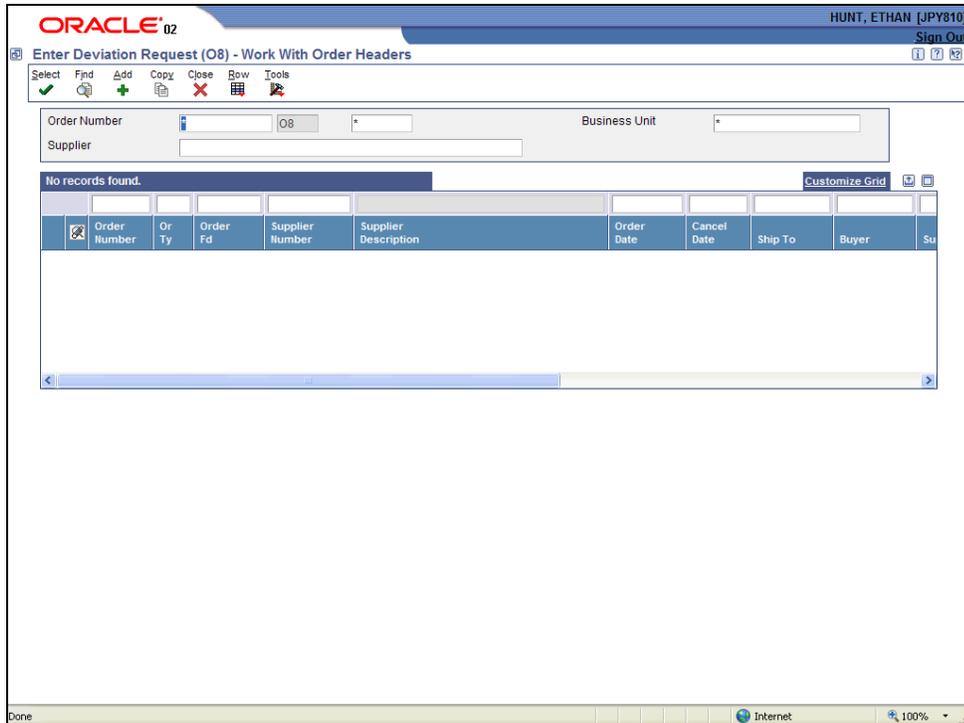
In this lesson you will learn how to enter a Deviation Request.

Training Guide

Enter a Deviation Request (O8) for a Service Contract



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Deviation Request link. Deviation Request
4.	Click the Enter Deviation Request (O8) link. Enter Deviation Request (O8)



Step	Action
5.	Click the Add button. 

Training Guide

Enter a Deviation Request (O8) for a Service Contract

Step	Action
6.	In the Supplier field enter the address book number of the vendor.
7.	In the Ship to field enter the address book number of the location where services are to be performed. Note: The Ship to number will automatically populate the Send Invoice To field.
8.	In the Buyer field enter the address book number of the buyer who is responsible for this Deviation Request/Service Contract.
9.	In the Business Unit field enter the Business Unit which is applicable to this deviation request / service contract.
10.	In the Requested field enter the date you want to receive the product/service. If this field is not populated, the current date will default. Note: You can type the date in MM/DD/YY format or you can use the Visual Assist tool (calendar icon). 
11.	In the Promised Delivery field enter the date the vendor has promised to have the product/service provided.
12.	In the Cancel Date enter the date the contract is scheduled to end or work is to be completed. All contracts must have a cancel date per state statutes.
13.	All Service Contracts must indicate an overall description of the contract in the Contract Description field.

Step	Action
14.	Per state statute all Service Contracts must indicate where the documents may be found in the Contract Location field.
15.	<p>The New/Renew and Agency fields are used to indicate if the contract is new or a renewal, or if American Recovery & Reinvestment Act (ARRA) funds are being utilized.</p> <p>If ARRA funds are being utilized, this will take precedence over the new or renew.</p>
16.	<p>If ARRA funds are being utilized for this contract you will enter an "A" in the New/Renew field.</p> <p>If the contract is new you will enter an "N" in the New/Renew field.</p> <p>If the contract is a renewal you will need to indicate if it is the 1st renewal, 2nd renewal, etc. in the New/Renew field. 1st renewal is "RA," 2nd renewal is "RB," etc. You can use the Visual Assist tool to ensure you select the correct renewal code.</p> <p>Remember if ARRA funds are being utilized, this take precedence over the new or renewal.</p>
17.	<p>If ARRA funds are being utilized for the contract "ARRA" must be entered into the Agency field.</p> <p>If ARRA funds are not being used then the word "Agency" must be entered into the Agency field.</p>
18.	In the AB / Contact field enter the address book number and name of the employee who has the most knowledge of the contract and could answer in depth questions regarding the contract. This may be different than the Agency contact or Buyer.
19.	<p>Click the OK button.</p> 

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Step	Action
20.	<p>Enter the NIGP Code in the NIGP Number / Inventory Number field.</p> <p>If you need to find the applicable 5-digit code, note that all Services will be greater than 90000. You can use the Visual Assist tool if necessary. This field will not print on the purchasing documents.</p>
21.	Enter the quantity of the item you are ordering in the Quantity Ordered field.
22.	The Tr. UoM field stands for Transaction Unit of Measure. The system defaults to EA (each). You can override this with the appropriate unit of measure if necessary. Other options can be found using the Visual Assist tool.
23.	Enter the cost per unit in the Unit Cost field.
24.	<p>Enter a description pertaining to the specific detail line in the Description 1 field. This field is limited to 30 characters. What is entered here will print on all purchasing documents.</p> <p>Note: For Contracts and Deviations, Description 1 and Description 2 should be unique.</p>
25.	If necessary enter a description pertaining to the specific detail line in the Description 2 field. This field is limited to 30 characters. What is entered here will print on all purchasing documents.
26.	In the Account Number field enter an account number which references the agency's business unit and object account which will be funding the purchase. The format will be "Business Unit.Object Code". For example, 12345678.987654.

ORACLE 02 HUNT, ETHAN [JDV810] [Sign Out](#)

Enter Deviation Request (O8) - Order Detail [?] [?] [?]

OK Cancel Form Rows Tools

Order Detail | **Line Defaults**

Order Number: 41681 O8 56650 Business Unit: 65025009

Supplier: 1790581 BELL MEDICAL INC Order Revision: []

Ship To: 557767 AS MATERIEL - STATE PURCHASING Order Date: 09/02/2009

Hold Code: [] BLANK - HOLD CODES 42/HC

Retainage %: []

Records 1 - 2 [Customize Grid](#) [?] [?] [?]

Extended Cost	Pu. UoM	Description 1	Description 2	Account Number	Bu	UoM
0.0000	[]	CPR Equipment Maintenance	Medline Model #123456	65025009.527100	[]	[]

Done Internet 100%

Step	Action
27.	Scroll over to the Dev Request field

Training Guide

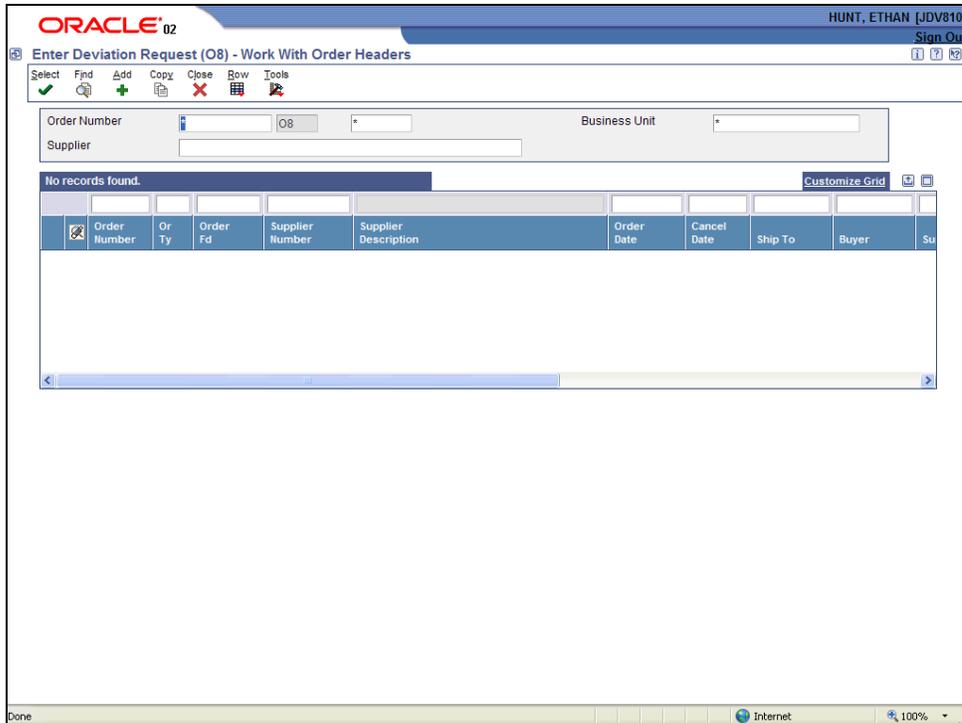
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Step	Action
28.	<p>The Dev Request field allows us to identify what type of deviation is being requested.</p> <p>1 = Sole Source-Sole availability at location 2 = Sole Source – Uniqueness of service 3 = Emergency 4 = Other Circumstances</p>
29.	<p>Add line attachments if desired. Refer to the Enter Attachments to Detail Lines work instructions for details about adding line attachments.</p> <p>Also you can add additional lines if needed.</p>
30.	<p>Click the OK button.</p> 
31.	<p>The O8 number will be displayed in the Previous Order field. You should make note of it in the event you wish to do more work with this Order Number at a later time.</p>

Step	Action
32.	<p>If you want to continue with a new order you can do so from this screen (Enter Deviation Request (O8) - Order Header) and follow the steps provided in this work instruction.</p> <p>If you are finished click the Cancel button.</p> <p style="text-align: center;"></p>

Training Guide

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Step	Action
33.	Click the Close button. 
34.	You have successfully completed this lesson. End of Procedure.