Entering a Purchase Requisition Lesson

1.	**Warning:** The menu path for this lesson uses Requisition for Service Processed by Agency (O3). **For the specific menu path when you enter a purchase requesition refer to the Navigation section of the Overview**. Be sure to use the appropriate menu path for your Order Type. Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Purchasing - Agencies** link. Purchasing - Agencies
3.	Click the **Requisitions - Agency** link. Requisitions - Agency
4.	Click the **Enter & Revise Service Requisitions** link. Enter & Revise Service Requisitions
5.	Click the **Enter Service @ Agency Req (O3)** link. Enter Service @ Agency Req (O3)
6.	Click the **Add** button.
7.	In the **Supplier** field use 999999 (Best Source – Generic Supplier Address Book number) when total value is estimated to be greater than $2,000 and acquiring bids If you are purchasing items less than $10,000 and not creating your Purchase Order through the use of a Quotation Request, you can enter the Address Book number of the vendor from whom you will purchase the goods. As a second "Text Attachment", include the names of vendors from whom you solicited bids and their responses, or attach PDF responses as file attachment. Use the Vendor number if the commodity or service is a Sole Source or this document will not require bidding and the vendor is known.
8.	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. The **Send Invoice To** field can be overridden if necessary
9.	In the **Buyer** field enter the address book number of the buyer who is responsible for the bidding of the contract.
10.	In the **Business Unit** field enter the Business Unit which is applicable to the order.

11.	In the **Requested** field enter the date when the service contract will begin. 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).
12.	The **Promised Delivery** field is the date the vendor has promised delivery or can begin service. This information is used for tracking vendor performance – the system will compare the date received against the promised date. It is important to enter a valid Promised Delivery date. If you do not know the promised delivery date leave it blank. It will default to the current date, but can be overridden later.
13.	The **Cancel Date** field is the date you would like the requisition to no longer be active in the NIS system. The order should be completed and paid by this date. This field will remain blank unless you enter a date.
14.	The **New/Renew** and **Agency** fields are used to indicate if American Recovery & Reinvestment Act (ARRA) funds are being utilized.
15.	If ARRA funds are being utilized you will enter an "**A**" in the **New/Renew** field.
16.	If ARRA funds are being utilized "**ARRA**" must be entered into the **Agency** field.
17.	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.
18.	You can add attachments to the Header if necessary. To do so click **Form** and **Attachments**. After adding your attachments click **Save** to retrun to the the Order Header screen. If you are not going to add attachments to the header procede to the next step.
19.	Click the **OK** button. 
20.	Enter the NIGP Code in the **NIGP Number / Inventory Number field**. To find an applicable 5-digit code use the Visual Assist tool. Note that all Services will be greater than 90000. This field will not print on the purchasing documents.
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.	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. Be as specific as possible.

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.
27.	If applicable scroll over to the **Dev Request** field and enter the appropriate dev code.
28.	Add line attachments if desired. Refer to the Work With Attachments work instructions for details about adding line attachments. Also you can add additional lines if needed.
29.	When you are finished click the **OK** button.
30.	The order 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.
31.	If you want to continue with a new order you can do so from the **Order Header** screen and follow the steps provided in this work instruction. If you are finished click the **Cancel** button.
32.	Click the **Close** button.
33.	You have successfully completed this lesson. **End of Procedure.**