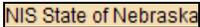
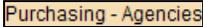
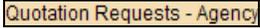
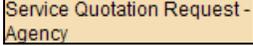
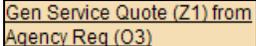
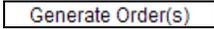


Generating a Quotation Request from a Purchase Requisition Lesson

1.	<p>Warning: The menu path for this lesson uses Quotation Request (Z1) from a Purchase Requisition (O3). <u>For the specific menu path when you enter a purchase requisition refer to the Overview section.</u> Be sure to use the appropriate menu path for your Order Type.</p> <p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Purchasing - Agencies link.</p> 
3.	<p>Click the Quotation Requests - Agency link.</p> 
4.	<p>Click the Service Quotation Request - Agency link.</p> 
5.	<p>Click the Gen Service Quote (Z1) from Agency Req (O3) link.</p> 
6.	<p>Enter the requisition number in the Order Number field (and order type if not defaulted), to minimize the search.</p>
7.	<p>Click the Find button.</p> 
8.	<p>Choose the row(s) in the grid reflecting the detail lines from which you want to generate a quotation request by clicking the corresponding check box.</p> <p>It is possible to choose detail lines from multiple requisitions to generate a single quotation request.</p> 
9.	<p>Click the Select button.</p> 

<p>10.</p>	<p>Verify the following fields in the Header:</p> <p>Business Unit - A valid Business Unit for your agency paying for the commodity or service.</p> <p>Supplier - Review this value and determine correct supplier number.</p> <p>Buyer - You can populate the address book record for the individual in your agency who will be responsible for the contract.</p> <p>Ship To - This reflects a delivery location for your agency.</p> <p>If you need to make any changes to these field you can do so at this time.</p>
<p>11.</p>	<p>Review the following fields on the Release Information tab:</p> <p>Release Qty - The quatity from the Requisition will populate - change this quantity only if it is determined a need to increase or decrease the field.</p> <p>Release Amt - Do not change this field. If you change the Release Qty field this field will populate automatically.</p>
<p>12.</p>	<p>Review the following fields on the Detail Information tab:</p> <p>NIGP/Inventory Num - If the incorrect NIGP number was previously entered it can be changed here.</p> <p>Note: If you change the number in the NIGP/Inventory Number field here, you will also need to go through Revise to correct the 3 - Digit NIGP and NIGP Sub fields.</p> <p>Account Number - This must be a valid Account Number for your agency.</p>
<p>13.</p>	<p>Click the OK button.</p> 
<p>14.</p>	<p>If multiple rows were chosen, the Order Release window refreshes with the next item.</p> <p>If there are multiple lines repeat the previous steps for each detail line that you wish to include on the Quotation Request.</p>
<p>15.</p>	<p>If you want to review the newly generated quotation request before the document number is assigned complete the steps below. Reviewing the newly generated quotation request is optional.</p> <p>Click Form, Review Order(s) Choose the row you wish to review. Click Row, Details to view the detail lines. Click Cancel Click Cancel</p>
<p>16.</p>	<p>Click the Form button.</p> 
<p>17.</p>	<p>Click the Generate Order(s) menu.</p> 

18.	The document number generated will be displayed in the Order Number field. You will want to make note of this number for future reference.
19.	Click the Close button. 
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.