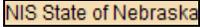
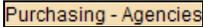
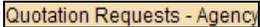
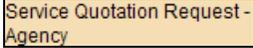
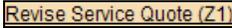
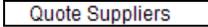


## Entering Suppliers to Receive Quotation Requests Lesson

1.	<p><b>Warning:</b> The menu path for this lesson uses Revise Service Quote (Z1). <b><u>For the specific menu path when you enter a purchase requisition refer to the Overview section.</u></b> Be sure to use the appropriate menu path for your Order Type.</p> <p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Purchasing - Agencies</b> link.</p> 
3.	<p>Click the <b>Quotation Requests - Agency</b> link.</p> 
4.	<p>Click the <b>Service Quotation Request - Agency</b> link.</p> 
5.	<p>Click the <b>Revise Service Quote (Z1)</b> link.</p> 
6.	<p>Enter the quote number in the <b>Order Number</b> field (and order type if not defaulted), to minimize the search.</p>
7.	<p>Click the <b>Find</b> button.</p> 
8.	<p>If necessary click the radio button to select the row you would like to revise.</p>
9.	<p>Click the <b>Select</b> button.</p> 
10.	<p>Click the <b>Form</b> button.</p> 
11.	<p>Click the <b>Quote Suppliers</b> menu.</p> 
12.	<p>Enter the Bid Opening date in the <b>Required By</b> field in the header. This is the date the bids must be returned to the State of Nebraska.</p>
13.	<p>Enter the first supplier's address book number in the <b>Supplier</b> field in the grid.</p>
14.	<p>Press the <b>Down Arrow</b> on your keyboard to start a new row.</p>
15.	<p>Enter the address book of your next supplier. Continue this process until you have entered all of your suppliers.</p>

16.	When you are finished entering your suppliers click the <b>OK</b> button. 
17.	Click the <b>Cancel</b> button. 
18.	Click the <b>Close</b> button. 
19.	You have successfully completed this lesson. <b>End of Procedure.</b>