

Entering Suppliers to Receive Quotation Requests
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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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Entering Suppliers to Receive Quotation Requests

Entering Suppliers to Receive Quotation Requests Overview

Quotation Requests are used to request bids from potential suppliers. Quotes on products desired by the State are received from suppliers wishing to provide the products and services. These bid responses will be entered into the system.

Order Type: OQ

Description: Quote for Commodity Purchase < \$10,000

Navigation: Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Revise Comm Quote (OQ)

Order Type: OF

Description: Quote for a one time purchase for a commodity or commodity contract

Navigation: Processed by DAS Materiel Division, State Purchasing Bureau

Order Type: Z1

Description: Quote for Services

Navigation: Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Revise Service Quote (Z1)

Order Type: ZQ

Description: Quote for Stock

Navigation: Inventory > Inventory Purchasing - Statewide > Stock Quotation Request > Revise Stock Quote (ZQ)

This lesson uses the order type Z1.

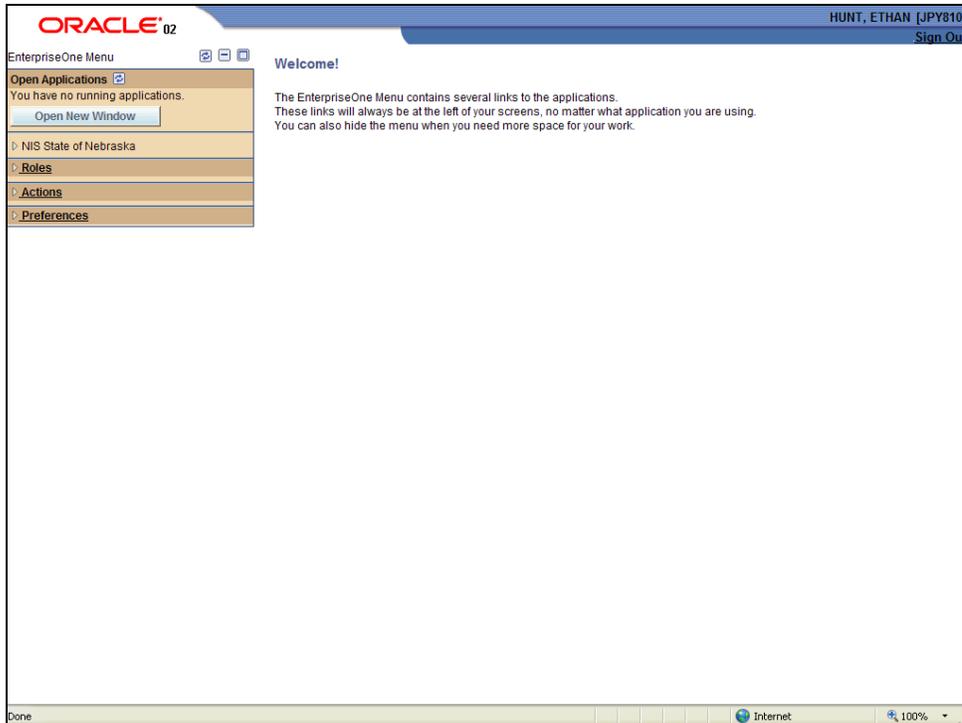
Entering Suppliers to Receive Quotation Requests Lesson

Procedure

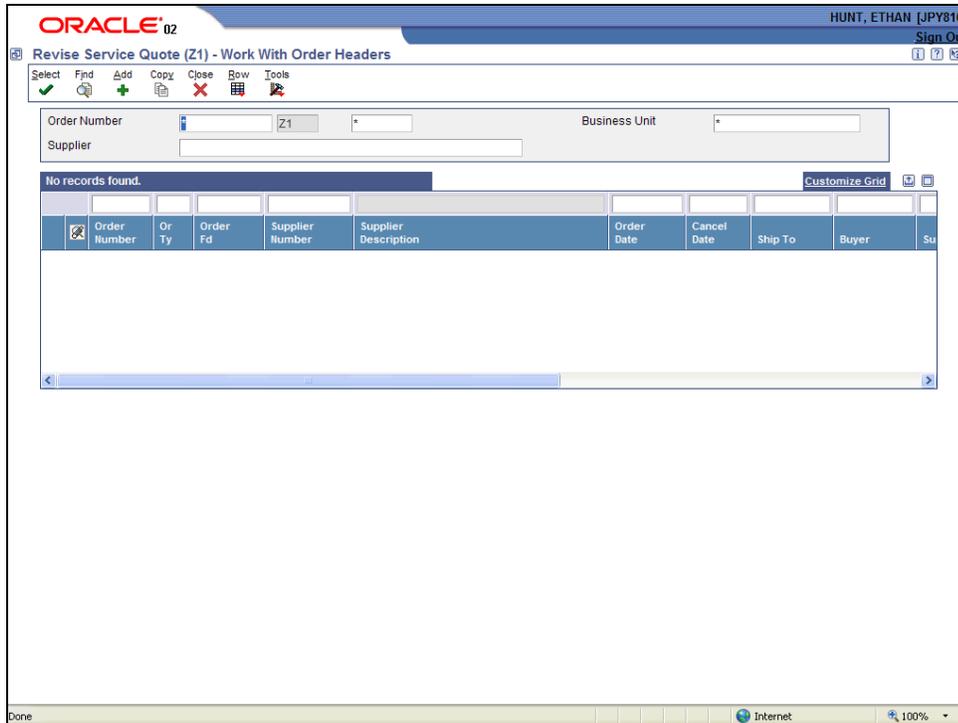
In this lesson you will learn how to enter suppliers to receive quotation requests.

Training Guide

Entering Suppliers to Receive Quotation Requests



Step	Action
1.	<p>Warning: The menu path for this lesson uses Revise Service Quote (Z1). <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> <p>NIS State of Nebraska</p>
2.	<p>Click the Purchasing - Agencies link.</p> <p>Purchasing - Agencies</p>
3.	<p>Click the Quotation Requests - Agency link.</p> <p>Quotation Requests - Agency</p>
4.	<p>Click the Service Quotation Request - Agency link.</p> <p>Service Quotation Request - Agency</p>
5.	<p>Click the Revise Service Quote (Z1) link.</p> <p>Revise Service Quote (Z1)</p>



Step	Action
6.	Enter the quote number in the Order Number field (and order type if not defaulted), to minimize the search.
7.	Click the Find button. 
8.	If necessary click the radio button to select the row you would like to revise.
9.	Click the Select button. 

Training Guide

Entering Suppliers to Receive Quotation Requests

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Revise Service Quote (Z1) - Order Header

OK Cancel Form Tools

Order Number 2826 Z1 56650 Business Unit 65025009

Address Numbers **Dates**

Supplier 999999 BEST SOURCE Order Date 05/29/2009

Ship to 557767 AS MATERIEL - STATE PURCHASING Requested 08/29/2009

Buyer 4455871 HUNT, ETHAN Promised Delivery 08/29/2009

Send Invoice To 557767 AS MATERIEL - STATE PURCHASING Cancel Date

Contract Description

Contract Location

Print Message

New/Renew Hold Code BLANK - HOLD CODES 42HC

Agency Retainage %

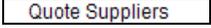
AB /Contact Ordered By UATTRAIN1

Person/Corp. ID Order Taken By

Payment Terms 000 AIA Document Y

Messages

Done Internet 100%

Step	Action
10.	Click the Form button. 
11.	Click the Quote Suppliers menu. 

The screenshot shows the Oracle 'Revise Service Quote (Z1) - Quote Supplier Entry' form. At the top, the Oracle logo and user information 'HUNT, ETHAN [JPY810]' are visible. The form title is 'Revise Service Quote (Z1) - Quote Supplier Entry'. Below the title is a toolbar with icons for OK, Delete, Cancel, Form, Row, and Tools. The main form area contains several input fields: 'Order Number' with the value '2826', 'Z1', and '56650'. Below these is a 'Required By' field with a calendar icon. At the bottom of the form is a grid with the following columns: 'Supplier', 'Name', 'Printed', 'Respond', 'Printed Date', and 'Response Date'. The grid currently shows one empty row. The status bar at the bottom indicates 'Done' and 'Internet'.

Step	Action
12.	Enter the Bid Opening date in the Required By field in the header. This is the date the bids must be returned to the State of Nebraska.
13.	Enter the first supplier's address book number in the Supplier field in the grid.

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Entering Suppliers to Receive Quotation Requests



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Revise Service Quote (Z1) - Quote Supplier Entry

Order Number: 2826 Z1 56650
Required By: 06/29/2009

Records 1 - 1

Supplier	Name	Printed	Respond	Printed Date	Response Date
503468					

Step	Action
14.	Press the Down Arrow on your keyboard to start a new row.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Revise Service Quote (Z1) - Quote Supplier Entry

Order Number: 2826 Z1 56650
Required By: 06/29/2009

Supplier	Name	Printed	Respond	Printed Date	Response Date
503468	GOODWILL INDUSTRIES, LINCO...	0	0		

Step	Action
15.	Enter the address book of your next supplier. Continue this process until you have entered all of your suppliers.
16.	When you are finished entering your suppliers click the OK button. 

Training Guide

Entering Suppliers to Receive Quotation Requests



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Revise Service Quote (Z1) - Order Header

OK Cancel Form Tools

Order Number 2826 Z1 56650 Business Unit 65025009

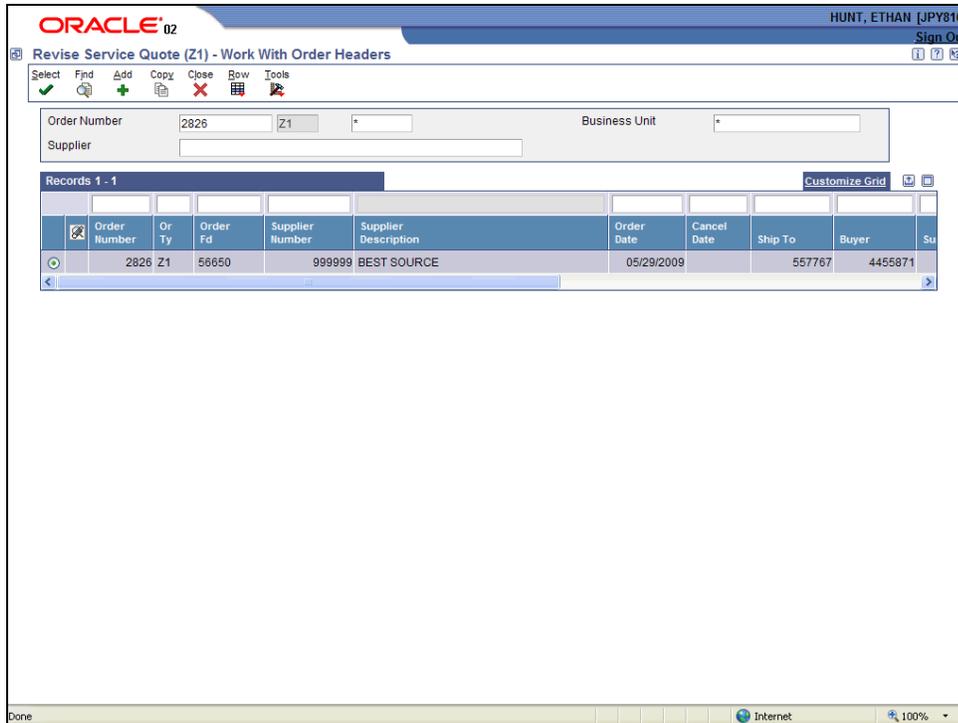
Address Numbers		Dates	
Supplier	999999 BEST SOURCE	Order Date	05/29/2009
Ship to	557767 AS MATERIEL - STATE PURCHASING	Requested	08/29/2009
Buyer	4455871 HUNT, ETHAN	Promised Delivery	08/29/2009
Send Invoice To	557767 AS MATERIEL - STATE PURCHASING	Cancel Date	
Contract Description			
Contract Location			
Print Message			

New/Renew		Hold Code	BLANK - HOLD CODES 42HC
Agency		Retainage %	
AB /Contact		Ordered By	UATTRAIN1
Person/Corp. ID		Order Taken By	
Payment Terms	000	A/A Document	Y

Messages

Done Internet 100%

Step	Action
17.	Click the Cancel button. 



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