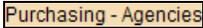
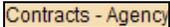
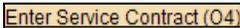


## Entering a Service Contract (O4) Directly Lesson

1.	<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>Contracts - Agency</b> link.</p> 
4.	<p>Click the <b>Enter Service Contract (O4)</b> link.</p> 
5.	<p>Click the <b>Add</b> button.</p> 
6.	<p>In the <b>Supplier</b> field enter the address book number of the vendor from whom you will purchase the service.</p>
7.	<p>In the <b>Ship to</b> field enter the address book number of the location where services are to be performed.</p> <p><b>Note:</b> The <b>Ship to</b> number will automatically populate the <b>Send Invoice To</b> field.</p>
8.	<p>In the <b>Buyer</b> field enter the address book number of the buyer who is responsible for the bidding of the contract.</p>
9.	<p>In the <b>Business Unit</b> field enter the Business Unit which is applicalbe to the contract.</p>
10.	<p>In the <b>Requested</b> field enter the date when the service contract will begin.</p> <p>If this field is not populated, the current date will default.</p> <p><b>Note:</b> You can type the date in MM/DD/YY format or you can use the Visual Assist tool (calendar icon).</p> 
11.	<p>In the <b>Promised Delivery</b> field enter the date the vendor has promised to have the service provided.</p>
12.	<p>In the <b>Cancel Date</b> 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.</p>
13.	<p>All Service Contracts must indicate an overall description of the contract in the <b>Contract Discription</b> field. This is shown on the Treasurer's report that is posted on their website.</p>
14.	<p>Per state statute all Service Contracts must indicate where the documents may be found in the <b>Contract Location</b> field in the event someone needs to review them.</p>

15.	<p>The <b>New/Renew</b> and <b>Agency</b> fields are used to indicate if the contract is new or a renewal, or if American Recovery &amp; Reinvestment Act (ARRA) funds are being utilized to pay for this contract.</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 <b>New/Renew</b> field.</p> <p>If the contract is new you will enter an "N" in the <b>New/Renew</b> 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 <b>New/Renew</b> field. 1st renewal is "RA," 2nd renewal is "RB," etc. You can use the <b>Visual Assist</b> 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 <b>Agency</b> field.</p> <p>If ARRA funds are not being used then the word "Agency" must be entered into the <b>Agency</b> field.</p>
18.	<p>In the <b>AB / Contact</b> 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.</p>
19.	<p>Click the <b>OK</b> button.</p> 
20.	<p>Enter the NIGP Code in the <b>NIGP Number / Inventory Number</b> 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.	<p>Enter the quantity of the item you are ordering in the <b>Quantity Ordered</b> field.</p>
22.	<p>The <b>Tr. UoM</b> 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.</p>
23.	<p>Enter the cost per unit in the <b>Unit Cost</b> field.</p>
24.	<p>Enter a description pertaining to the specific detail line in the <b>Description 1</b> field. This field is limited to 30 characters. What is entered here will print on all purchasing documents.</p>
25.	<p>If necessary enter a description pertaining to the specific detail line in the <b>Description 2</b> field. This field is limited to 30 characters. What is entered here will print on all purchasing documents.</p>
26.	<p>In the <b>Account Number</b> 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.</p>

27.	<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>
28.	<p>When you are finished click the <b>OK</b> button.</p> 
29.	<p>The O4 number will be displayed in the <b>Previous Order</b> 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>
30.	<p>Click the <b>Cancel</b> button.</p> 
31.	<p>Click the <b>Close</b> button.</p> 
32.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>