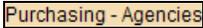
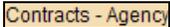
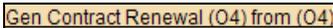
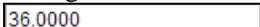


## Contract Renewal (O4) from (O4) Lesson

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>Gen Contract Renewal (O4) from (O4)</b> link.</p> 
5.	<p>Click in the <b>Order Number</b> field.</p> 
6.	<p>Enter the order number in the <b>Order Number</b> field.</p>
7.	<p>Click the <b>Find</b> button.</p> 
8.	<p>Select all the rows of the document by clicking the check box for each row. You can also select all of the rows by clicking the top check box.</p> 
9.	<p>Click the <b>Select</b> button.</p> 
10.	<p>Click in the <b>Branch/Plant</b> field.</p> 
11.	<p>Enter the appropriate Business Unit in the <b>Branch/Plant</b> field. Potential Business Units are: 9000, 9001, 9002, and 9003 and should be used consecutively. These Business Unit are statewide Business Units and can be viewed by all State Employee's regardless of agency.</p>
12.	<p>Change the the <b>Release Qty</b> field to increase or decrease New Contract quantity.</p> 
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p>The <b>Order Release</b> screen will reappear until all previous rows have been released. Repeat these previous steps for each them the <b>Order Release</b> screen appears.</p>

15.	After releasing all lines click the <b>Form</b> button. 
16.	Click the <b>Review Order(s)</b> menu. <input type="button" value="Review Order(s)"/>
17.	Enter the copied contract order number in the <b>Order Number</b> field.
18.	Click the <b>Form</b> button. 
19.	Click the <b>Generate Order(s)</b> menu. <input type="button" value="Generate Order(s)"/>
20.	Click the <b>Row</b> button. 
21.	Prior to printing the contract the cancel date will need to be changed on the document.  Click the <b>Open Order Inquiry</b> menu. <input type="button" value="Open Order Inquiry"/>
22.	Select the row or rows by clicking the check box next to them. You can select all rows by clicking the top check box. 
23.	Click the <b>Row</b> button. 
24.	Click the <b>Header Revision</b> menu. <input type="button" value="Header Revision"/>
25.	Click in the <b>Cancel Date</b> field. <input type="text" value="12/31/2009"/>
26.	Change the date in the <b>Cancel Date</b> field as needed.
27.	Click the <b>Form</b> button. 
28.	Click the <b>Header To Detail</b> menu. <input type="button" value="Header To Detail"/>
29.	Click the <b>Populate</b> menu. <input type="button" value="Populate"/>

30.	Click the <b>OK</b> button. 
31.	Click the <b>OK</b> button. 
32.	Click the <b>Cancel</b> button. 
33.	Click the <b>Close</b> button. 
34.	Click the <b>Close</b> button. 
35.	Click the <b>Close</b> button. 
36.	Click the <b>Close</b> button. 
37.	You have successfully completed this lesson. <b>End of Procedure.</b>