

Revising a Procurement Order Template

Overview

Under certain circumstances, a template to order Inventory through a contractual vendor may need to be updated. Templates are necessary if a vendor has commodities in a branch plant and the users order the stock items via a URL.

This work instruction shows how to Revising a Procurement Order Template.

NIS Policies

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/>.

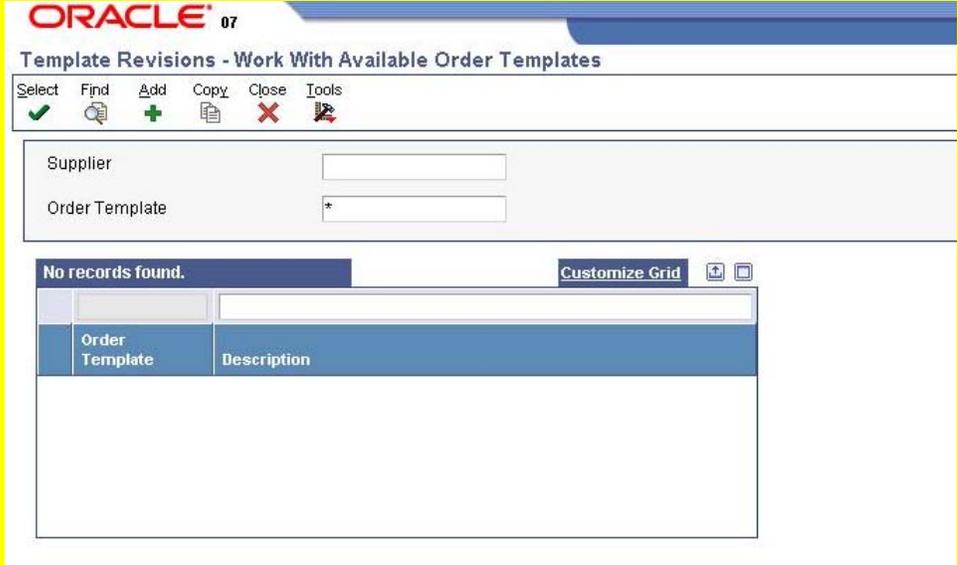
Navigation

NIS State of Nebraska > Dist & Mfg – Corrections > Dist – DCS Central Warehouse > Warehouse Order Management > Template Revisioins

Steps

Revise a Template

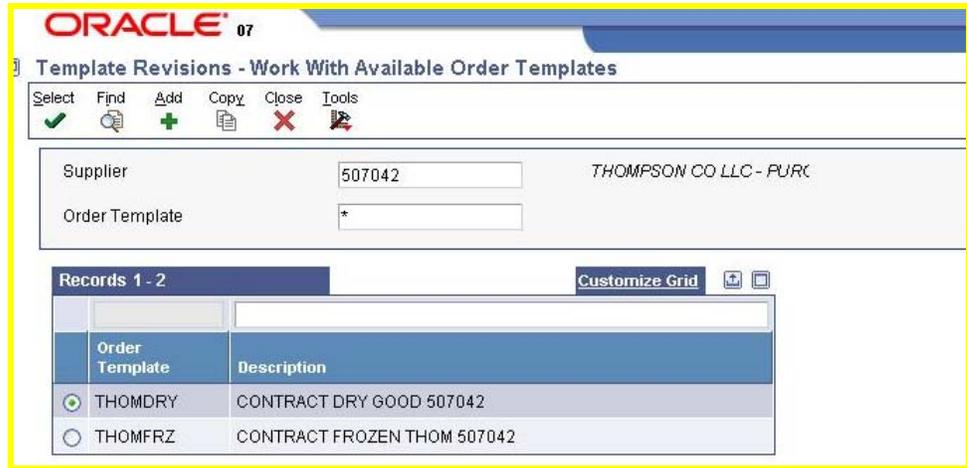
Start this instruction from the Template Revisions – Work with Available Order Templates window.



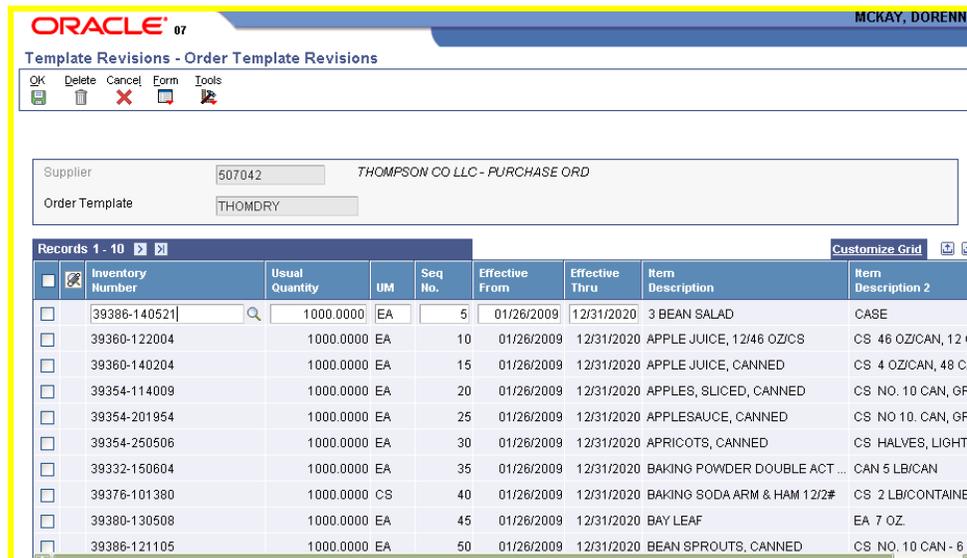
The screenshot shows the Oracle 07 interface for 'Template Revisions - Work With Available Order Templates'. At the top, there is a toolbar with icons for Select, Find, Add, Copy, Close, and Tools. Below the toolbar are two input fields: 'Supplier' and 'Order Template'. The 'Order Template' field contains an asterisk (*). Below the input fields is a table with the message 'No records found.' and a 'Customize Grid' button. The table has two columns: 'Order Template' and 'Description'.

1. Add the Supplier Number
 - Lincoln Poultry = 500066

- Thompson Food = 507042
2. Click **FIND**, the Template Revisions – Work with Available Order Templates window populates available Templates for the selected vendor.



- Indicate the Template you wish to revise
3. Click **Select**. Template Revisions – Order Template Revisions screen appears.



4. Revise the information in the grid as needed:
 - **NIGP Number/Inventory Number** – represents the NIGP commodity code for items to be purchased. By changing this number it will change the Item Description and Item Description 2
 - **Usual Quantity** – a standard of 1000 is used
 - **UOM** – comes from the Item Master, if you do not know the UOM you must look it up in the Item Master. Most UOM are indicated as the first two spaces in description 2.
 - **Seq No.** – Use this field to alphabetize the goods.

- **Effective From** – The date the template will appear for orders
 - **Effective Thru** – The last date the template will appear for orders
 - **Item Description** – pulled from Inventory Number
 - **Item Description 2** – pulled from Inventory Number
5. Click **OK**, to return to the Template Revisions – Work with Available Order Templates
 6. Click **Close**.