

Creating a Blanket Order for Stock (ZC)

Overview

Any agency, board, or commission with stock items can identify the need for a Blanket Order for Stock. The Blanket Order is the first step for multiple processes to complete an order for a stock item on a commodity contract. The Blanket Order allows each Branch/Plant the capability to create a purchase document that pertains specifically to their agency

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

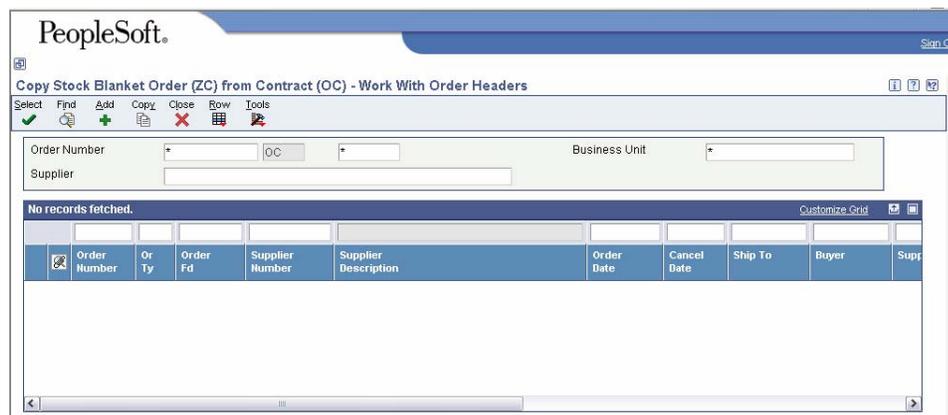
Click Roles, Inventory.

Inventory > Inventory Purchasing – Statewide > Stock Blanket Order > Copy Stock Blanket Order (ZC) from Contract (OC)

Steps

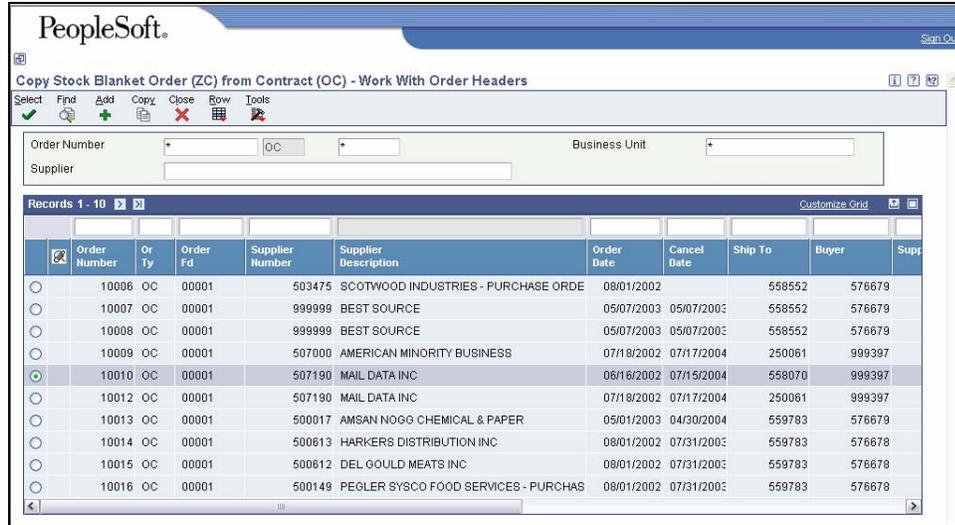
Create Blanket Order for Stock (ZC)

Start this instruction from the Create Blanket Order for Stock (ZC) – Work With Order Headers window.

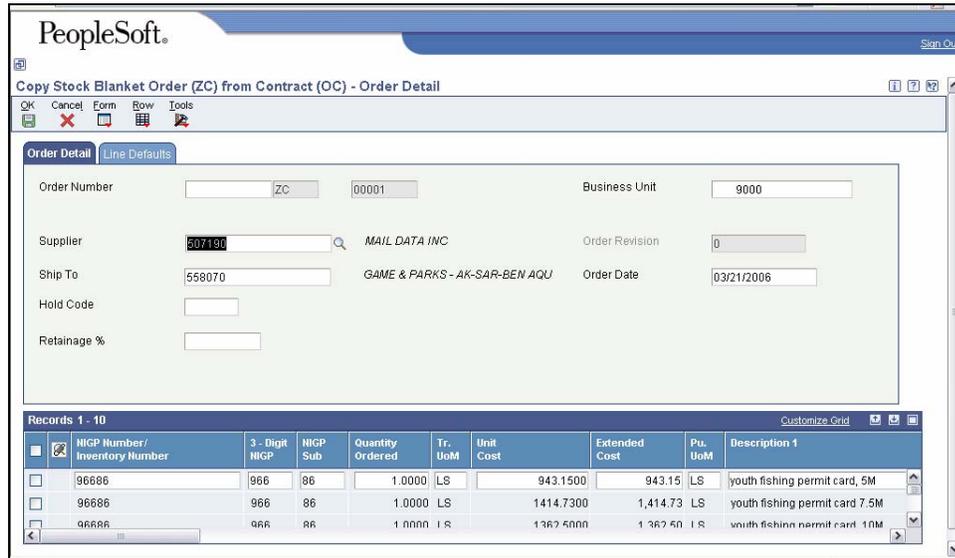


 Enter any known information in the header or QBE line to minimize the search

1. Click **Find**.



2. Choose the desired **Order Number** and **Detail Line** on the grid.
3. Click **Copy**. Create Blanket Order for Stock (ZC) – Order Detail window appears.



4. Change the following fields in the Order Details Tab
 - **Branch/Plant** – Branch/Plant accountable for the Blanket Order
 - **Ship To** – Branch/Plants facility address book number
5. Change the following fields in the Detail Line for each item you are copying into the Blanket Order
 - **Inventory Number** – 11-digit Stock Number
 - **Quantity Ordered** – Anticipated amount purchased
 - **Ln Ty (Line Type)** – S
 - **Description 1** – Blank out field
 - **Account Number** – Blank out field
 - **Cost center** – Blank out field

- **Obj Acct (Object Account)** - Blank out field
 - **Branch/Plant** – Branch/Plant accountable for the Blanket Order
 - **Ship To** – Branch/Plants facility address book number
 - **Carrier Number (Send Invoice To Field)** - Branch/Plants facility address book number for sending invoices
6. Move to the next line of the contract you will need to make changes to.
 -  The new Order Number and Order Type will appear and should be recorded if you wish to do more work with them or facilitate searches later.
 7. Click **OK** to return to the Work with Order Details window.
 8. Click **Close**.