

Generating a Purchase Order from a Purchase Requisition

Overview

Purchase Requisitions with a total value of less than \$10,000 do not require a Quotation Request. They can be generated directly into a Purchase Order. However, if the Purchase Order is greater than \$2000, the end-user must document 3-bids in a 2nd line attachment to the Order Header. (The 1st line attachment will print on the Purchase Order, therefore the bids must be documented in a 2nd line attachment, thus not printing on the Purchase Order.)

This work instruction shows how to [Generate a Purchase Order from a Purchase Requisition](#)

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/>.

NIS Navigation

Click Roles, Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Inventory > Inventory Purchasing - Statewide > Stock Purchase Order > Gen Stock PO (ZP) from Req (ZR)

Steps

Generate a Purchase Order from a Purchase Requisition

Start this instruction from the Gen Stock PO (ZP) from Req (ZR) – Work with Order Release window.

1. Enter the **order number** in the Order Number field, if known, to minimize the search.

 Can do a search based on Document Type, Account Number, Inventory Number, Business Unit or Supplier if you do not know the Order Number.

2. Click **Find**.

3. Choose the Order Number desired.

 Be sure to look at any pertinent attachments.

4. Click **Row, Order Release**. The Gen Stock PO (ZP) from Req (ZR) - Order Release window appears.

PeopleSoft
 Gen Stock PO (ZP) from Req (ZR) - Order Release
 Supplier: 999999 BEST SOURCE Branch/Plant: 6505100W
 Buyer: []
 Ship To: 588282 JACKSON, GWENDOLYN
 Order Number: 17155 ZR 56541 000 1,000
 Release Information: Release Qty: 50.0000 EA Release Amt: 100.00
 City To Date: [] Amt To Date: []
 Original Qty: 50.0000 Original Amt: 100.00
 Unit Cost: 2.0000 Purchasing UOM: EA Line Type: S

5. Review and update as required.
 - Branch/Plant (i.e. Business Unit) – change to a Business Unit reflected in the Account Number for this item for your Warehouse
 - Supplier – Change to reflect the vendor number that is providing the commodity.
 - Buyer – Populate with the address book record for the individual in your agency who is responsible for the Purchase Order
 - Ship To – change to reflect a delivery location for your Warehouse
 - Release Qty – Should reflect the quantity ordered from the vendor
 - Release Amt – Allow to automatically calculate
 - Requested – date to receive order
 - Promised Delivery – date the vendor can meet
 - ✎ Changes made to the order release will be reflected on the generated Purchase Order. They do not change the original Purchase Requisition.
6. Click **OK**.
 - ✎ If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 5 & 6 for each detail line that you wish to include on the Purchase Order.
7. Click **Form, Generate Order**. The Gen Stock PO (ZP) from Req (ZR) - Generated Purchase Order window appears.

PeopleSoft
 Gen Stock PO (ZP) from Req (ZR) - Generated Purchase Orders
 Records 1 - 1

Order Number	Or Ty	Order Co	Branch/Plant	Supplier	Request Date
46334	ZP	56541	6505100W	999999	04/21/2006

- ✎ The new Order Number and Or Ty (Order Type) will appear and should be recorded. If any changes need to be made to this new document, follow the work instructions for [Revising a Purchasing Document](#).
8. Click **Close**.

9. Click **Close**.