

Remember to use the Visual Assist  to search for information.

To	Do This
<p>How to Enter a ZR</p>	<p>Navigation</p> <p>Click NIS State of Nebraska</p> <p>Dist & Mfg - CSI > Purchasing > CSI Requisitions > Enter Revise Inventory/Floor Stock Requisition > Enter Inventory/Floor Stock Req (ZR)</p> <p>Steps</p> <ol style="list-style-type: none"> 1. Click ADD 2. Enter Business Unit – <u>460700XX</u> (XX = shop #) 3. Enter Supplier # - Type in 999999 if unknown. Hint: If you don't know the supplier #, click on the magnifying glass next to the blank and search. Don't forget to use a * as a Wild Card. Only use the smallest V number. The PP number can be used ONLY when the vendor doesn't have a V number. When the correct supplier number is located, click in the box next to the name and click Select. The Supplier # will then appear in the Supplier # box on the order header. 4. Enter Ship To – <u>557816</u> (CSI Warehouse) 5. Enter Requested Date – Date you want order 6. Enter Promised Delivery – Date vendor can deliver 7. Click OK (Note your ZR number at the top of the screen in the space behind Order Number) 8. Enter Inventory / NIGP Number 9. Enter Quantity. A Quantity of 1 will default, if you want to order 1, click the line below. If you want more than 1, type in a quantity and click on the line below. 10. The UOM, Unit Cost and Description will populate. If not, fill in appropriate information. 11. If a line attachment is necessary, click in the box at the beginning of the appropriate line. Click on the Row Icon at the top of the screen and select Line Attachments. To follow specific instructions, please read the Entering Line or Text Attachments instructions below starting with #7. 12. Repeat steps #8 through #10 if there are multiple lines and #11, if necessary 13. After you have completed filling out the ZR, double check all of the information (for example: dates, Inventory/NIGP Number, qty) and click OK. 14. Click Close if finished. If not, repeat steps starting with #2.