

How to Enter a ZR (Purchase Requisition)

Overview

Use this instruction to modify an existing Sales Order document

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:

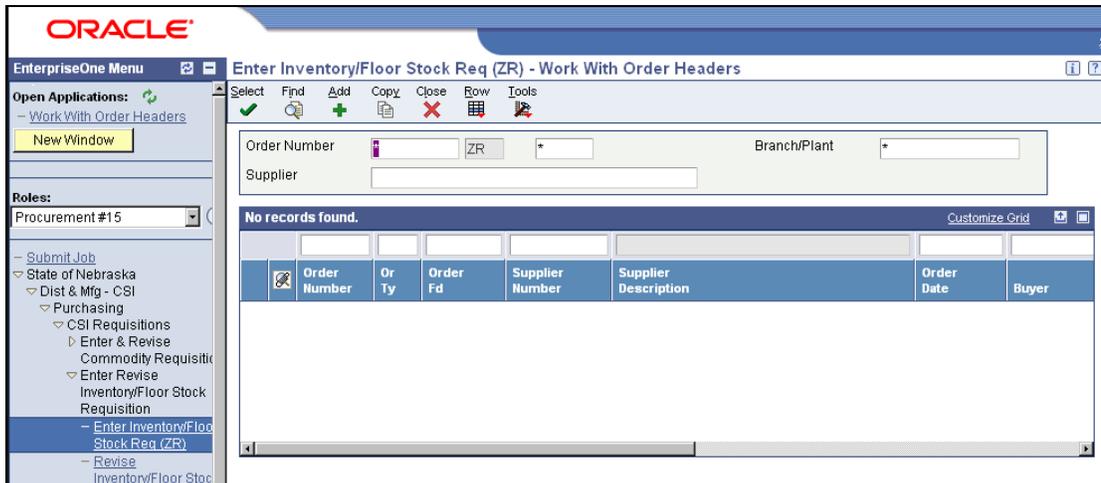
<http://www.das.state.ne.us/>.

Navigation

NIS State of Nebraska > Dist & Mfg – CSI > Purchasing > CSI Requisitions > Enter Revise Inventory/Floor Stock Requisition > Enter Inventory/Floor Stock Req (ZR)

Steps

Enter Stock Req (ZR) – Work with Order Headers Screen appears



1. Click **Add**. The Order Header window appears.

2. Task -- Fill in the following fields:

- Supplier Number – Use 999999 if unknown (Shop Supervisor will look up real number)
- Ship to – 557816 is the CSI Warehouse (address to which the goods will be delivered)
- Business Unit – 460700XX (XX = Shop #)
- For the example above, the Warehouse/Inventory Control Business Unit is used.
- Order Date -The date this Purchase Requisition is entered into NIS (date should default)
- Requested Date – The date you want to receive the item
- Promised Delivery Date – The Date that the vendor has promised delivery

3. Click **OK**

The Order Detail window appears.

The screenshot displays the Oracle EnterpriseOne interface for entering a ZR (Purchase Requisition) order detail. The window title is "Enter Inventory/Floor Stock Req (ZR) - Order Detail". The left-hand pane shows the "Open Applications" and "Roles" sections, with the current role being "Procurement #15". The main area is divided into "Order Detail" and "Line Defaults" tabs. The "Order Detail" tab shows the following information:

- Order Number: 28223 ZR 52510
- Business Unit: 46070025
- Supplier: 999999 BEST SOURCE
- Order Revision: (empty)
- Ship To: 557816 CORRECTIONS - CORNHUSK...
- Order Date: 07/09/2007

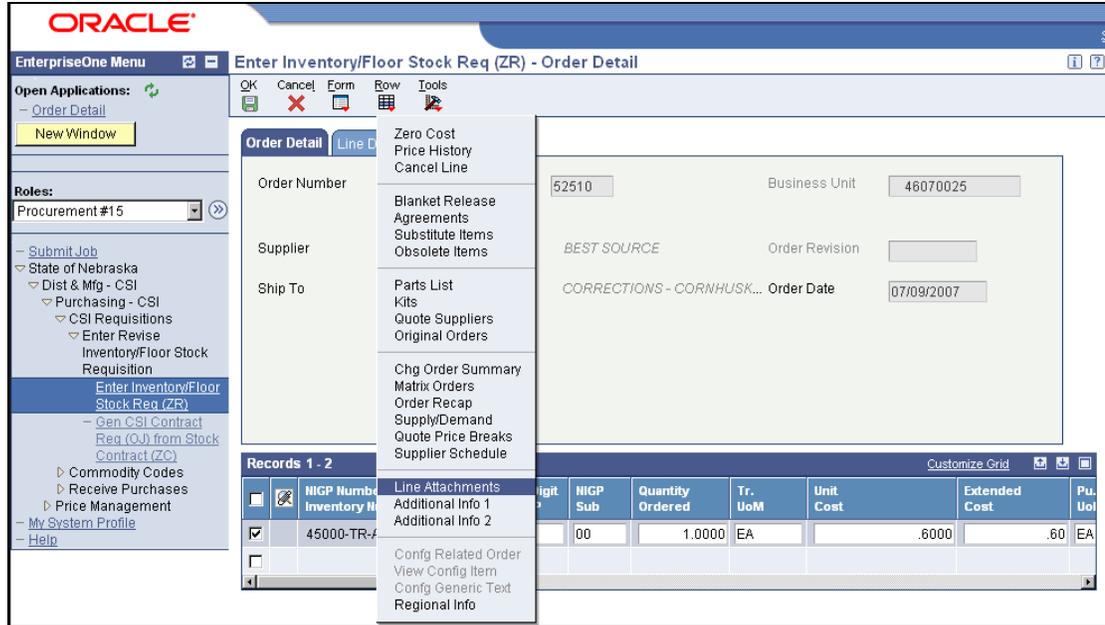
Below the order details is a grid showing records. The grid has the following columns: NIGP Number / Inventory Number, 3 - Digit NIGP, NIGP Sub, Quantity Ordered, Tr. UoM, Unit Cost, Extended Cost, and Pu. UoI. The first record is:

NIGP Number / Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoI
45000-TR-AC-501	450	00	1.0000	EA	6000	60	EA

- ✎ The new Order Number and Order Type will appear and should be recorded for your personal use.

Complete the following information in the grid for requested items:

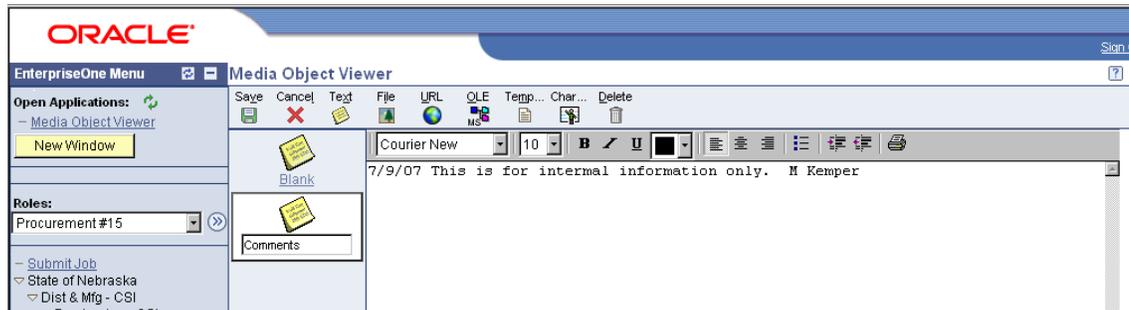
- Add 11 digit Stock/Inventory, Floor Stock, or MRO Item Master Number
 - Tab to Quantity Ordered and fill in. Qty of 1 is a default, if you want to order 1, click in the line below. If more than 1, type in the quantity and click on the line below.
 - ✎ Unit Cost Auto populates from the Item Master. If not, type in cost.
 - ✎ Tr. UOM and PU UOM Auto Populates from the Item Master
 - ✎ Description 1 and 2 Auto Populate from the Item master
 - If you want to add additional information – – Line Attachments – follow steps 4 through 7
 - If you do not want to add a Line Attachment skip to task 8
 - ✎ Description 1 and 2 often do not provide enough information to place an order with a Vendor. Use text attachments to add additional detail.
 - ✎ The first line text attachment for each line will print on the procurement document. (It is public knowledge). If you do not want this information on the document you must add it as a second text line attachment.
4. Select the Row you wish to add an attachment by clicking in the box in the first column:
- Click the Row Icon and Select Line Attachments



The Media Object Screen Appears



5. Click the **Text** Icon once to add info that will print; Click the text Icon again for internal info.
 - ✎ Text1 will print on the document; Text2 is used for internal information. To change the document name, double click on "Text1" and type "Blank" and change "Text2" to "Comments".
6. Put cursor in box and type a message – date, comments then your first initial and last name.



7. Click **Save**.
The Enter Stock Req (ZR) – Order Detail Screen Appears.

Order Detail

Order Number: 28223 ZR 52510 Business Unit: 46070025

Supplier: 999999 BEST SOURCE Order Revision:

Ship To: 557816 CORRECTIONS - CORNHUSK... Order Date: 07/09/2007

Records 1 - 2	NIGP Number / Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoL
<input checked="" type="checkbox"/>	45000-TR-AC-501	450	00	1.0000	EA	.6000	.60	EA

 The “paper clip” in the second box shows there is an attachment. If you want to see the attachment click on the “paper clip”.

8. You may add a new line by clicking into the next row or if the order is complete click the OK Icon.
9. Note your order number and give to your supervisor.

Order Header

Order Number: Business Unit:

Previous Order: 32517 ZR

Address Numbers

Supplier: Ship to: Buyer: Send Invoice To: Pmt. Remark: Description: Print Message:

Dates

Order Date: Requested: Promised Delivery: Cancel Date:

Approval Code: Ordered By: UATCSI05