

Menu Selections and Document Flows

One Time Purchases for Non-Stock/Non-Contract Commodities	2
Up to \$2,000 - Agency level purchases	2
\$2,000 - \$9,999 - Agency level purchases - recommended a minimum of 3 bids (Direct Purchases).....	2
\$10,000 - \$25,000 - Agency initiated purchases that may be processed by AS Materiel Division, State Purchasing Bureau (Informal Bid Process).	3
Greater than \$25,000 - Agency submits a requisition to AS Materiel Division, State Purchasing Bureau for processing (Formal Bid Process).....	4
Non-Stock/Contract Commodities	5
Request for Commodity Contract Equal to or Greater than \$10,000 (OR)	5
Request for Commodity Contract Less than \$10,000 (OW).....	6
Service Contracts – Request for Deviation from Contractual Services Contract Process.....	7
Exception Order Purchases	8
Direct Purchase Authorization, DPA, (OO/ZO).....	8
Communication Equipment (OT) (Communication, Radio, Telephone, Telephone Routers, Switches, Hubs, etc.)	10
Exception Orders that Route through AS Materiel Division, State Purchasing Bureau.....	12
Requests for Non-Contract Exception Orders (OW)	12
Request for Commodity Contract less than \$10,000 (OW).....	13
Vehicles (OI/OU).....	14
IT Equipment and Services (ON/O6)	16
Cornhusker State Industries (CSI)	18
Office Supplies.....	18
Contractual Services.....	19
Agency Processed Services.....	20
1) If service is <\$25,000 (one time purchase, without written contract):.....	20
2) If service is >\$25,000 (one time purchase, without written contract, not Sole Source):.....	20
3) If service contract exists	22
4) Request for Agency Processed Service Contract	22
Request for AS Materiel Division, State Purchasing Bureau Processed Services.....	23
EXEMPTIONS from the Competitive Bid Process.....	24

One Time Purchases for Non-Stock/Non-Contract Commodities

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document.

Up to \$2,000 - Agency level purchases

- Agencies are strongly urged to obtain and document a minimum three bids on purchases of goods over \$2000

Document Flow: Direct Pay to Accounts Payable (use P-card)

\$2,000 - \$9,999 - Agency level purchases - recommended a minimum of 3 bids (Direct Purchases)

- The Requisition (OR) and Quotation Request (OQ) are optional. Agencies can choose to begin with a Purchase Order and attach documentation of bids received to the Purchase Order. (See option 2)
- Quotation Request process includes entering suppliers, running the print quotations report, and entering bid responses

Option 1: Agency opts to enter the PO directly (not using the Requisition and Quotation Request)

Document Flow: Purchase Order (OP)

Menu Selection: OP Purchasing – Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Enter Comm PO (OP)

Option 2: Agency opts to use the Requisition and Quotation Request process

Document Flow: Requisition (OR) → Quotation Request (OQ) → Purchase Order (OP)

Menu Selection: OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)
OQ Purchasing - Agencies → Quotation Requests - Agency → Commodity Quotation Request - Agency → Gen Comm Quote (OQ) from Req (OR)
OP Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order – Agency → Generate Commodity PO – Agency → Gen Comm PO (OP) from Quote (OQ)

\$10,000 - \$25,000 - Agency initiated purchases that may be processed by AS Materiel Division, State Purchasing Bureau (Informal Bid Process)

- All Purchase Orders equal to or greater than \$10,000 will route to AS Materiel Division, State Purchasing Bureau for approval.
- Communication between AS Materiel Division, State Purchasing Bureau and the agency contact will determine how to manage the order.

Option 1: Agency submits a requisition to AS Materiel Division, State Purchasing Bureau for approval, with documentation of three bids received attached to the Order Header. AS Materiel Division, State Purchasing Bureau grants the agency authority to process the order.

Document Flow: Requisition (OR) → Quotation Request (OQ)* → Purchase Order (OP)
*Quotation Request (OQ) is optional. Agencies can choose to attach proof of three bids received to the Requisition (OR) when submitting the requisition to AS Materiel Division, State Purchasing Bureau.

Menu Selection: OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)
OQ Purchasing - Agencies → Quotation Requests - Agency → Commodity Quotation Request - Agency → Gen Comm Quote (OQ) from Req (OR)
OP Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Comm PO (OP) from Req (OR) (If quotation request is not used)
or
Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Comm PO (OP) from Quote (OQ) (If quotation request is used)

Option 2: Agency enters Requisition and AS Materiel Division, State Purchasing Bureau generates the Quotation Request and Purchase Order.

Document Flow: Requisition (OR) → Quotation Request (OF)* → Purchase Order (OP)
*Quotation Request (OF) is optional. AS Materiel, State Purchasing Bureau can choose to generate the Purchase Order directly based on the three attached bids.

Menu Selection: OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)
OF Processed by AS Materiel Division, State Purchasing Bureau
OP Processed by AS Materiel Division, State Purchasing Bureau

Option 3: AS Materiel Division, State Purchasing Bureau generates a Requisition (OO) from the Requisition (OR). Agency then generates the Purchase Order (ZO) from the Requisition (OO).

- For further information regarding the Restricted Order Requisition (OO), refer to [Exception Order Purchases, Restricted Orders \(OO/ZO\)](#).

Document Flow: Requisition (OR) → Requisition (OO) → Purchase Order (ZO)

Menu Selection: OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)
OO Processed by AS Materiel, State Purchasing Bureau
ZO Purchasing - Agencies → Purchase Orders - Agency → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Direct Purchase Auth PO (ZO) from Req (OO)

Greater than \$25,000 - Agency submits a requisition to AS Materiel Division, State Purchasing Bureau for processing (Formal Bid Process)

Document Flow: Requisition (OR) → Quotation Request (OF) → Purchase Order (OP)

Menu Selection: OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)
OF Processed by AS Materiel Division, State Purchasing Bureau
OP Processed by AS Materiel Division, State Purchasing Bureau

Non-Stock/Contract Commodities

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document

- When purchasing a commodity, an agency must first determine if it is available from an existing contract. ([Click here to search for existing State Contracts.](#))
 - If a Commodity Contract exists, the agency must generate a Purchase Order (OG) for the item(s) from the contract, even if better pricing is available elsewhere. See Exception Orders for purchases of [Vehicles](#) (OU) and [IT Equipment and Services](#) (O6).
 - If a Commodity Contract does not exist, then the agency initiates a request for a commodity contract that will be processed by AS Materiel Division, State Purchasing Bureau.
- When requesting a Commodity contract, the agency must indicate this in the Description field on the Order Header window. (Description = Commodity Contract)

Request for Commodity Contract Equal to or Greater than \$10,000 (OR)

- Agency initiates request for a commodity contract that will be processed by AS Materiel Division, State Purchasing Bureau.
- AS Materiel Division, State Purchasing Bureau will notify the requesting agency when the contract has been created. The agency can then generate a Purchase Order (OG) from the Commodity Contract (OC).

Document Flow: Requisition (OR) → Quotation Request (OF) → Contract (OC) → Purchase Order (OG)

Menu Selection: OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)
OF Processed by AS Materiel Division, State Purchasing Bureau
OC Processed by AS Materiel Division, State Purchasing Bureau
OG Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Comm PO (OG) from Contract (OC)

Request for Commodity Contract Less than \$10,000 (OW)

- Agency initiates request for a commodity contract that will be processed. The Requisition (OW) will automatically route to AS Materiel Division, State Purchasing Bureau at \$5.00 or more.
- AS Materiel Division, State Purchasing Bureau will notify the requesting agency when the contract has been created. The agency can then generate a Purchase Order (OG) from the Commodity Contract (OC).

Document Flow: Requisition (OW) → Requisition (OR) → Quotation Request (OF) → Contract (OC) → Purchase Order (OG)

Menu Selection:

- OW Purchasing - Agencies → Requisitions – Agency → Enter & Revise Commodity Requisition → Enter through SPB Req (OW)
- OR Processed by AS Materiel Divisions, State Purchasing Bureau
- OF Processed by AS Materiel Division, State Purchasing Bureau
- OC Processed by AS Materiel Division, State Purchasing Bureau
- OG Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Comm PO (OG) from Contract (OC)

Service Contracts – Request for Deviation from Contractual Services Contract Process

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document.

AS Materiel Division - State Purchasing Bureau can grant exceptions to the competitive bid process on sole source, emergency services, and any other exceptions.

The deviation request must include an attachment of the draft contract, an estimated dollar value of the contract, and the Agency Director's approval via Approval Routes (to set up Approval Routes for Deviation Requests, navigate to the [Deviation Request for Contractual Services \(O8\) Approval Route Worksheet](#)). Justification for sole source, emergency, or other exceptions should be included in an attachment. Justification should fully explain why the service cannot be competitively bid or details of the emergency or specialized situation.

Once the data has been entered into a Request for Deviation from Service Contract and it has been approved, the document will be generated into an Exempt Requisition for Services (Z6) or Services Contract (O4) and processed by the Agency.

The agency will then be able to generate an Exempt Requisition (Z6) or Services Contract (O4), and process at the Agency.

Document Flow: Deviation Request (O8) → Requisition (Z6)
 Deviation Request (O8) → Services Contract (O4)

Menu Selection: O8 Purchasing - Agencies → Deviation Request → Enter Deviation Request (O8)
 Z6 Purchasing - Agencies → Deviation Request → Gen Service - Exempt Req (Z6) from Dev Request (O8)
 O4 Purchasing - Agencies → Deviation Request → Gen Service Contract (O4) from Dev Request (O8)

Exception Order Purchases

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document.

Exception Orders require exception processing and routing based on State Statute and/or Direct Purchase Authority Letters from AS Materiel Division Administrator. The following is a list of items that will be processed/routed differently from the standard purchase orders and contracts. The Purchase Requisition will determine how the order will be processed.

Direct Purchase Authorization, DPA, (OO/ZO)

- The DPA process can be used by the agency if it meets one of the following requirements:
 - Agency has initiated a Requisition (OR, OW, ON, OI) and AS Materiel, State Purchasing Bureau has generated a Requisition (OO), which requires the agency to generate a Purchase Order (ZO).
 - Agency has received Direct Purchase Authorization letter from the AS Materiel Administrator that allows the agency to make purchases for specific commodities without processing them through AS Materiel, State Purchasing Bureau.
- DPA documents do not route outside the agency.

1) Direct Purchase Authorization granted by AS Materiel, State Purchasing Bureau

Document Flow: Requisition (OR, OW, ON, or OI) → Requisition (OO) → Purchase Order (ZO)

Menu Selection:

OR, OW, ON, or OI	Menu Selection depends on the type of Requisition entered
OO	Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Direct Purchase Authority Req (OO)
ZO	Purchasing - Agencies → Purchase Orders - Agency → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Direct Purchase Auth PO (ZO) from Req (OO)

2) Direct Purchase Authorization granted by AS Materiel Administrator via the Direct Purchase Authorization letter.

Option 1: Agency opts to enter the PO directly (not using the Requisition and Quotation Request)

Document Flow: Purchase Order (ZO)

Menu Selection: ZO Purchasing - Agencies → Purchase Orders - Agency → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Enter Direct Purchase Order PO (ZO)

Option 2: Agency opts to enter the PO using the Requisition and Quotation Request

Document Flow: Requisition (OO) → Quote (OQ)* → Purchase Order (ZO)

*Quotation Request (OQ) is optional. Agencies can choose to attach proof of three bids received to the Requisition (OO) or use the Quotation Request (OQ).

Menu Selection: OO Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Direct Purchase Authority Req (OO)

OQ Purchasing - Agencies → Quotation Requests - Agency → Commodity Quotation Request - Agency → Gen Comm Quote (OQ) from Direct Purchase Auth Req (OO)

ZO Purchasing - Agencies → Purchase Orders - Agency → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Direct Purchase Auth PO (ZO) from Comm Quote (OQ)

Communication Equipment (OT) (Communication, Radio, Telephone, Telephone Routers, Switches, Hubs, etc.)

- Requests for communication equipment will be made via the Requisition (OT). All Requisitions (OT) for communication equipment will route to AS Communications Division for processing.
 - If the item is in-stock, the AS Communications Division will cancel the lines on the Requisition (OT) and process the agency's request.
 - If the item is not in-stock, and less than \$10,000, the AS Communications Division will proceed with the purchasing process within NIS.
 - If the item is not in-stock, and equal to or greater than \$10,000, AS Communications Division and AS Materiel, State Purchasing Bureau will proceed with the purchasing process within NIS.
 - If the item is on an existing contract, AS Communications Division will cancel the lines on the Requisition (OT) and generate a Purchase Order (OG) from the appropriate commodity contract (OC).
- Please note that requests for communications equipment must be set at a minimum total value of \$5.00 regardless of the expected total value. This is to accommodate the routing of the OT document to AS Communications Division.

1) Request for communications equipment (In-stock)*

* The Requisition (OT) notifies AS Communications Division of the request. Requests for items in-stock will be cancelled and processed by AS Communications Division.

Document Flow: Requisition (OT)

Menu Selection: OT Purchasing – Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Communications Equip Req (OT)

2) Request for communications equipment (Not In-stock, less than \$10,000)

Document Flow: Requisition (OT) → Quote (OQ) → Purchase Order (OP)

Menu Selection: OT Purchasing – Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Communications Equip Req (OT)
OQ Processed by AS Communications
OP Processed by AS communications

3) Request for communications equipment (Not In-stock, equal to or greater than \$10,000)

Document Flow: Requisition (OT) → Requisition (OR) → Quote (OQ or OF)* → Purchase Order (OP)
*AS Materiel Division, State Purchase Bureau will decide whether this is formally bid (OQ) or informally bid (OF).

Menu Selection: OT Purchasing – Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition →
Enter Communications Equip Req (OT)
OR Processed by AS Communications
OQ or OF Processed by AS Materiel Division, State Purchasing Bureau
OP Processed by AS Materiel Division, State Purchasing Bureau

4) Request for communications equipment (On existing contract)

Document Flow: Requisition (OT) (AS Communications Division will cancel the lines on this document)
Commodity Contract (OC) → Purchase Order (OG)

Menu Selection: OT Purchasing – Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition →
Enter Communications Equip Req (OT)
OC Processed by AS Materiel Division, State Purchasing Bureau
OG Processed by AS Materiel Division, State Purchasing Bureau

Exception Orders that Route through AS Materiel Division, State Purchasing Bureau

- The Requisition (OW) will automatically route to AS Materiel Division, State Purchasing Bureau at \$5.00 or more.
- Requests for the following items must route to AS Materiel, State Purchasing Bureau due to State Statute requirements:
 - Copiers/Mailing and Printing Equipment
 - Outside Printing Services
 - All printing services must be performed at the AS Materiel – Print Shop, unless the Print Shop determines that an outside printer service is required.
 - In the event that an outside print service is needed, an OW Requisition must be initiated in NIS.
 - Furniture not purchased through [Cornhusker State Industries \(CSI\)](#)
 - Request for Commodity Contract less than \$10,000
 - Agency initiates request for a commodity contract that will be processed.
 - AS Materiel Division, State Purchasing Bureau will notify the requesting agency when the contract has been created. The agency can then generate a Purchase Order (OG) from the Commodity Contract (OC).

Request for Non-Contract Exception Orders (OW)

Document Flow: Requisition (OW) → Requisition (OR) → Quote (OQ or OF)* → Purchase Order (OP)
*AS Materiel Division, State Purchase Bureau will decide whether this is formally bid (OQ) or informally bid (OF).

Menu Selection: OW Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition →
Enter through SPB Req (OW)
OR Processed by AS Materiel Division, State Purchasing Bureau
OQ or OF Processed by AS Materiel Division, State Purchasing Bureau
OP Processed by AS Materiel Division, State Purchasing Bureau

Request for Commodity Contract less than \$10,000 (OW)

Document Flow: Requisition (OW) → Requisition (OR) → Quotation Request (OF) → Contract (OC) → Purchase Order (OG)

Menu Selection:

- OW Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter through SPB Req (OW)
- OR Processed by AS Materiel Divisions, State Purchasing Bureau
- OF Processed by AS Materiel Division, State Purchasing Bureau
- OC Processed by AS Materiel Division, State Purchasing Bureau
- OG Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO – Agency → Gen Comm PO (OG) from Contract (OC)

Vehicles (OI/OU)

- All requests for Vehicles will route through AS Transportation Services Bureau, and possibly AS Materiel, State Purchasing Bureau for approval and processing.
 - Requests for Vehicles not on contract will be made via the Requisition (OI).
 - Requests for Vehicles on contract will be made by generating a Purchase Order (OU) from Commodity Contract (OC).

1) Purchase of Vehicle (less than \$10,000)

Document Flow: Requisition (OI) → Purchase Order (OP)

Menu Selection: OI Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Vehicle Req (OI)
OP Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO - Agency → Gen Comm PO (OP) from Vehicle Req (OI)

2) Purchase of Vehicle (equal to or greater than \$10,000)

Document Flow: Requisition (OI) → Requisition (OR) → Quote (OQ or OF)* → Purchase Order (OP)
*AS Materiel Division, State Purchase Bureau will decide whether this is formally bid (OQ) or informally bid (OF).

Menu Selection: OI Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Vehicle Req (OI)
OR Processed by AS Materiel Division, State Purchasing Bureau
OQ or OF Processed by AS Materiel Division, State Purchasing Bureau
OP Processed by AS Materiel Division, State Purchasing Bureau

3) Purchase of Vehicle (equal to or greater than \$10,000) with Direct Purchase Authorization, DPA

- AS Materiel Division, State Purchasing Bureau may opt to generate a Requisition (OO) from the Requisition (OR). Agency then generates the Purchase Order (ZO) from the Requisition (OO). For further information regarding the Restricted Order Requisition (OO), refer to [Exception Order Purchases, Restricted Orders \(OO/ZO\)](#).

Document Flow: Requisition (OI) → Requisition (OR) → Requisition (OO) → Purchase Order (ZO)

Menu Selection:

OI	Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Vehicle Req (OI)
OR	Processed by AS Materiel Division, State Purchasing Bureau
OO	Processed by AS Materiel Division, State Purchasing Bureau
ZO	Purchasing – Agencies → Purchase Orders – Agencies → Commodity Purchase Order – Agency → Generate Commodity PO – Agency → Gen Direct Purchase Auth PO (ZO) from Req (OO)

4) Purchase Vehicle from Commodity Contract

Document Flow: Contract (OC) → Purchase Order (OU)

Menu Selection:

OC	Processed by AS Materiel Division, State Purchasing Bureau
OU	Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO – Agency → Gen Comm PO (OU) from Comm Contract (OC)

IT Equipment and Services (ON/O6)

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document.

- All requests for IT Equipment and Services will route through AS Information Management Services, and possibly AS Materiel, State Purchasing Bureau at \$5.00 or more for approval and processing.
 - Requests for IT Equipment and Services not on contract will be made via the Requisition (ON).
 - Requests for IT Equipment and Services on contract will be made by generating a Purchase Order (O6) from Commodity Contract (OC) or Service Contract (O4).
- State Statute 81-1117 defines guidelines for purchases of IT Equipment and Services.
- Paper form 1909 is no longer required.
- Justification of application, description of proposed acquisition, and purpose of acquisition must be attached to the Order Header of either the Requisition (ON) or Purchase Order (O6):
- One of the following must also be attached to the Order Header:
 - Bill of material, BOM, from vendor
 - Quotation from vendor

1) Purchase of IT Equipment and Services (less than \$10,000)

Document Flow: Requisition (ON) → Purchase Order (OP)

Menu Selection: ON Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter IT Equip & Srvcs Req (ON)

OP Purchasing – Agencies → Purchase Orders – Agencies → Commodity Purchase Order – Agency → Generate Commodity PO – Agency → Gen Comm PO (OP) from Hardware/Software (ON).

2) Purchase of IT Equipment and Services (equal to or greater than \$10,000)

Document Flow: Requisition (ON) → Requisition (OR) → Quote (OQ or OF)* → Purchase Order (OP)

*AS Materiel Division, State Purchase Bureau will decide whether this is formally bid (OQ) or informally bid (OF).

Menu Selection: ON Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter IT Equip & Srvcs Req (ON)

OR Processed by AS Materiel Division, State Purchasing Bureau

OQ or OF Processed by AS Materiel Division, State Purchasing Bureau

OP Processed by AS Materiel Division, State Purchasing Bureau

3) Purchase of IT Equipment and Services (equal to or greater than \$10,000) with Direct Purchase Authorization, DPA

- AS Materiel Division, State Purchasing Bureau may opt to generate a Requisition (OO) from the Requisition (OR). Agency then generates the Purchase Order (ZO) from the Requisition (OO). For further information regarding the Restricted Order Requisition (OO), refer to [Exception Order Purchases, Restricted Orders \(OO/ZO\)](#).

Document Flow: Requisition (ON) → Requisition (OR) → Requisition (OO) → Purchase Order (ZO)

Menu Selection: ON Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter IT Equip & Srvcs Req (ON)
OR Processed by AS Materiel Division, State Purchasing Bureau
OO Processed by AS Materiel Division, State Purchasing Bureau
ZO Purchasing – Agencies > Purchase Orders – Agencies > Commodity Purchase Order – Agency > Generate Commodity PO – Agency > Gen Direct Purchase Auth PO (ZO) from Req (OO)

4) Purchase IT Equipment and Services from Commodity Contract

Document Flow: Contract (OC) → Purchase Order (O6)

Menu Selection: OC Processed by AS Materiel Division, State Purchasing Bureau
O6 Purchasing - Agencies → Purchase Orders - Agencies → Commodity Purchase Order - Agency → Generate Commodity PO – Agency → Gen IT Equip & Srvs PO (O6) from Comm Contract (OC)

5) Purchase IT Equipment and Services from Service Contract

Document Flow: Contract (O4) → Purchase Order (O6)

Menu Selection: O4 Processed by AS Materiel Division, State Purchasing Bureau
O6 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO – Agency → Gen IT Equip & Srvs PO (O6) from Contract (O4)

Cornhusker State Industries (CSI) – Complete Procure to Pay in NIS:

Users may use this process to encumber funds, receive the goods, and finalize the IBT process. Approval Routes must be established for PO (OH) prior to creating the PO. Please contact the Help Desk to request a new approval route.

1) Purchase of CSI Equipment, Furniture, Cleaning Supplies

Document Flow: Purchase Order (OH)

Menu Selection: OH Purchasing – Agencies → Purchase Orders – Agencies → Commodity Purchase Order – Agency → Enter CSI PO (OH)

This path includes the address book number of CSI

OH Work With Purchase Order

Does not include the address book number of CSI

NOTE: A NIS Purchase Order is not required. You can enter an order via: NIS, Fax, Phone, or CSI Web Site. To place orders on-line through the CSI Web, you need to have a valid account number and password. End users' may access Cornhusker State Industries Web Address at: <http://www.corrections.state.ne.us/csi/catalog/application.asp> to access the "Order/Information Application" form.

Office Supplies

A NIS Purchase Order is not required. End user may access the Office Depot Web Address at:

<http://bsd.officedepot.com/index.doc>.

The "Internet Set Up" form at: <http://www.AS.state.ne.us/materiel/osb/internetaccess.doc> must be completed to include a user ID and password in order to purchase on line from Office Depot.

Contractual Services

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document.

- When purchasing a service, an agency must first determine if it is available from an existing contract. ([Click here to search for existing State Contracts.](#))
 - If a Service Contract exists and the total value of the service contract is greater than \$25,000, the agency must generate a Purchase Order (O9) for the item(s) from the contract, even if better pricing is available elsewhere. See Exception Orders for purchases of [IT Equipment and Services](#) (O6).
 - If a Service Contract does not exist, then the agency initiates a request for a service contract that can be processed by the agency or by AS Materiel Division, State Purchasing Bureau.
- When requesting a service contract, the agency must indicate this in the Description field on the Order Header window. (Description = Service Contract)
- AS Materiel Division – State Purchasing Bureau may be involved in service purchases:
 - Purchases up to \$25,000:
 - May be processed by the agency.
 - May be processed by AS Materiel Division, State Purchasing Bureau per agency request.
 - Purchases between \$25,000 and \$50,000 (Excluding Sole Source purchases)*:
 - Must be made using a competitive bid process
 - May be processed by the agency
 - May be processed by AS Materiel Division, State Purchasing Bureau per agency request.
 - *Sole Source purchases equal to or greater than \$25,000 must be reviewed by AS Materiel Division.
 - Purchases equal to or greater than \$50,000:
 - Must be reviewed by AS Materiel Division, State Purchasing Bureau prior to bid solicitation.
 - Must be made using a competitive bid process
 - May be processed by the agency and posted to the AS Materiel Division website.
 - May be processed by AS Materiel Division, State Purchasing Bureau per agency request.
 - This applies to ALL purchases, not just Sole Source purchases.
- For questions or clarification of the contractual service requirements, please reference State Statute 73-501 through 73-509.
- Based on the above listed criteria, proceed with either Agency Processed Services or AS Materiel Division, State Purchasing Bureau Processed Services.

Agency Processed Services

- Based on criteria, Agency can choose to process the Service (as per AS Materiel Division, State Purchasing Bureau process found on the [AS Materiel Division website](#).)

1) If service is <\$25,000 (one time purchase, without written contract):

Option 1: Agency opts to utilize the Payment process without entering the Purchase Order in NIS

Document Flow: Direct Pay to Accounts Payable

Option 2: Agency opts not to use a requisition

Document Flow: Purchase Order (O9)

Menu Selection: O9 Purchasing – Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Enter Service PO (O9)

Option 3: Agency uses a requisition

Document Flow: Requisition (O3) → Purchase Order (O9)*

Menu Selection: O3 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service @ Agency Req (O3)
O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO - Agency → Gen Service PO (O9) from Agency Req (O3)

*If the agency desires a competitive bid process, follow 2) Services >\$25,000 without contract, Option 2

2) If service is >\$25,000 (one time purchase, without written contract, not Sole Source):

Option 1: Agency opts not to use a requisition or quotation request

Document Flow: Purchase Order (O9)*
*Agency may attach proof of bids to the Purchase Order

Menu Selection: O9 Purchasing – Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Enter Service PO (O9)

Option 2: Agency uses a requisition and quotation request

Document Flow: Requisition (O3) → Quotation Request (Z1)* → Purchase Order (O9)
*Quotation Request (Z1) is optional. Agencies can choose to attach proof of three bids received to the Requisition (O3) or use the Quotation Request (Z1).

Menu Selection: O3 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service @ Agency Req (O3)
Z1 Purchasing - Agencies → Quotation Requests - Agency → Service Quotation Request - Agency → Gen Service Quote (Z1) from Agency Req (O3)
O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO – Agency → Gen Service PO (O9) from Quote (Z1)

Option 3: Agency uses a requisition and generates a purchase order (Z8) for the 2-way Match process

Document Flow: Requisition (O3) → Purchase Order (Z8)

Menu Selection: O3 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service @ Agency Req (O3)
Z8 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO – Agency → Gen Service PO (Z8) from Agency Req (O3)

Option 4: Agency enters purchase order (Z8) directly for the 2-way Match

Document Flow: Purchase Order (Z8)*
*Agency may attach proof of bids to the Purchase Order

Menu Selection: Z8 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Enter Service PO (Z8)

3) If service contract exists

Option 1: Total value of the contract is equal to or greater than \$25,000, or agency chooses to use the service contract.

Document Flow: Contract (O4) → Purchase Order (O9)

Menu Selection: O4 Purchasing – Agencies → Contracts – Service (O4) – Agency → Enter Service Contract (O4)
O9 Purchasing – Agencies → Purchase Orders – Agencies → Service Purchase Order – Agency → Generate Service PO – Agency → Gen Service PO (O9) from Contract (O4)

Option 2: Total value of contract is between \$25,000 and \$50,000, and agency opts to use purchase order (Z8) for 2-way match process.

Document Flow: Contract (O4) → Purchase Order (Z8)

Menu Selection: O4 Purchasing – Agencies → Contracts – Service (O4) – Agency → Enter Service Contract (O4)
Z8 Purchasing – Agencies → Purchase Orders – Agencies → Service Purchase Order – Agency → Generate Service PO – Agency → Gen Service PO (Z8) from Contract (O4)

Option 3: Total value of contract is less than \$25,000; Agency opts to utilize the payment process without entering the Purchase Order in NIS

Document Flow: Direct Pay to Accounts Payable

4) Request for Agency Processed Service Contract

Document Flow: Requisition (O3) → Quotation Request (Z1) → Contract (O4) → Purchase Order (O9)

Menu Selection: O3 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service @ Agency Req (O3)
If >\$50,000, Purchase Requisition will have to be reviewed by AS Materiel Division, State Purchasing Bureau
Z1 Purchasing - Agencies → Quotation Requests - Agency → Service Quotation Request - Agency → Gen Service Quote (Z1) from Agency Req (O3)
If > \$50,000, any changes will have to be reviewed by AS Materiel Division, State Purchasing Bureau
O4 Purchasing – Agencies → Contracts – Service (O4) – Agency → Gen Service Contract (O4) from Quote (Z1)
O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO - Agency → Gen Service PO (O9) from Contract (O4)

Request for AS Materiel Division, State Purchasing Bureau Processed Services

- Agency identifies need to have AS Materiel Division, State Purchasing Bureau process the Service Contract
- Service Contract >\$50,000

Document Flow: Requisition (O5) → Quotation Request (Z1) → Contract (O4) → Purchase Order (O9)

Menu Selection: O5 Purchasing - Agencies → Requisitions – Agency → Enter & Revise Service Requisitions →
Enter Service @ SPB Req (O5)
Z1 Processed by AS Materiel Division, State Purchasing Bureau
O4 Processed by AS Materiel Division, State Purchasing Bureau
O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency →
Generate Service PO - Agency → Gen Service PO (O9) from Contract (O4)

EXEMPTIONS from the Competitive Bid Process

Users may use the Work With Requisition, Quotation, Contract, or Purchase Order to enter a document.

- As per State Statute 73-501 through 73-509, the Agency Director is responsible for the procurement of services. Please reference the statute for a list of exemptions.

Option 1: Agency is purchasing an exempt service from an outside vendor and chooses to use the Quotation request process in NIS.

Document Flow: Requisition (Z6) → Quotation Request (Z1) → Contract (O4) → Purchase Order (O9)

Menu Selection: Z6 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service - Exempt Req (Z6)
Z1 Purchasing - Agencies → Quotation Requests - Agency → Service Quotation Request - Agency → Gen Service Quote (Z1) from Exempt Req (Z6)
O4 Purchasing - Agencies → Contracts - Agency → Gen Service Contract (O4) from Quote (Z1)
O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO - Agency → Gen Service PO (O9) from Contract (O4)

Option 2: Agency is purchasing an exempt service from an outside vendor and chooses not to use the Quotation request process in NIS.

Document Flow: Requisition (Z6) → Contract (O4) → Purchase Order (O9)

Menu Selection: Z6 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service - Exempt Req (Z6)
O4 Purchasing - Agencies → Contracts - Agency → Gen Service Contract (O4) from Exempt Req (Z6)
O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO - Agency → Gen Service PO (O9) from Contract (O4)

Option 3: Agency is purchasing an exempt service from another State Agency.

Document Flow: Contract (O4) → Purchase Order (Z8)

Menu Selection: O4 Purchasing - Agencies → Contracts - Agency → Enter Service Contract (O4)
Z8 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO - Agency → Gen Service PO (Z8) from Service Contract (O4)