

Review Revisions to a Procurement Document
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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Review Revisions to a Procurement Document

Review Revisions to a Procurement Document Overview

After a procurement document is created or generated, revisions can be made to it. For example, you can increase the quantity of an ordered item, revise the cost of an item, or add new detail lines to the purchase order. You can also make revisions to information contained in the order header. Once an order is revised, the system creates a record of the revisions and tracks these revisions.

Order revisions are based on the number of instances an order is modified, not the number of fields modified. The revisions will be sequential starting with 1.

Line revisions are based on the number of instances a detail line has been modified.

Review Revisions to a Procurement Document Lesson

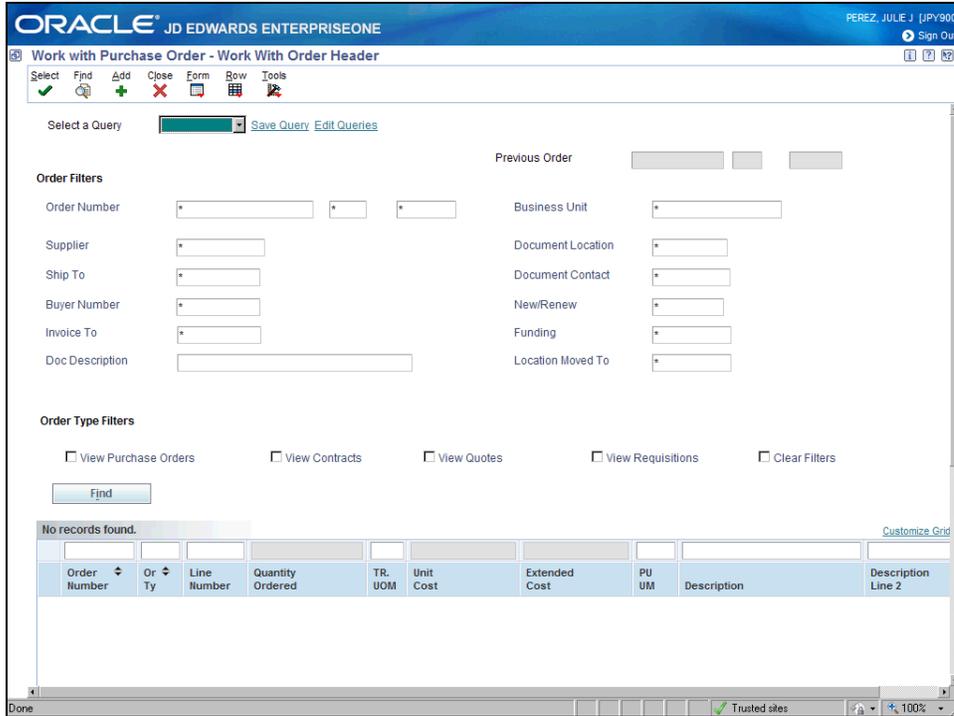
Procedure

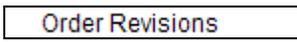
In the following lesson revisions to a Purchase Order are reviewed. The process for Reviewing revisions to a Procurement Document is the same for Requisitions, Quotation Requests, Purchase Orders, and Contracts.

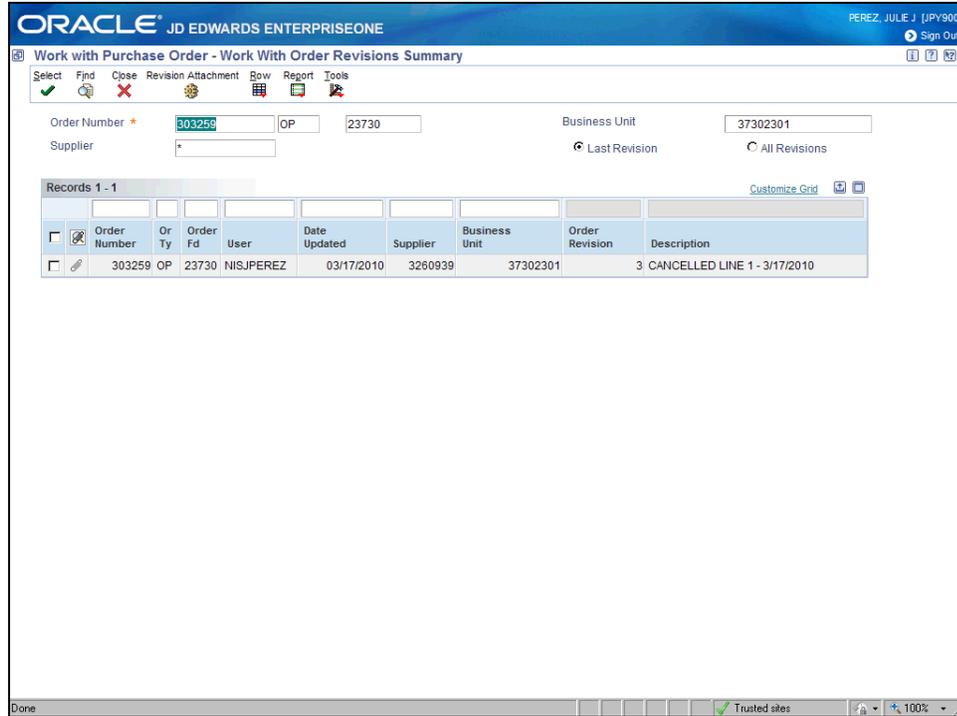
| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Purchasing - Agencies link. Purchasing - Agencies |
| 3. | Click the Purchase Orders - Agency link. Purchase Orders - Agency |
| 4. | Click the Work with Purchase Order link. Work with Purchase Order |

Training Guide

Review Revisions to a Procurement Document



| Step | Action |
|------|---|
| 5. | Narrow search for the Procurement Document to revise using the Order Filters , Order Type Filters and the Query by Example (QBE) line.  |
| 6. | Once filtering data is entered, click the Find button.  |
| 7. | Select the Radio button on a row in the grid that contains the Procurement Document to be revised.  |
| 8. | Click the Row button.  |
| 9. | Click the Order Revisions menu.  |

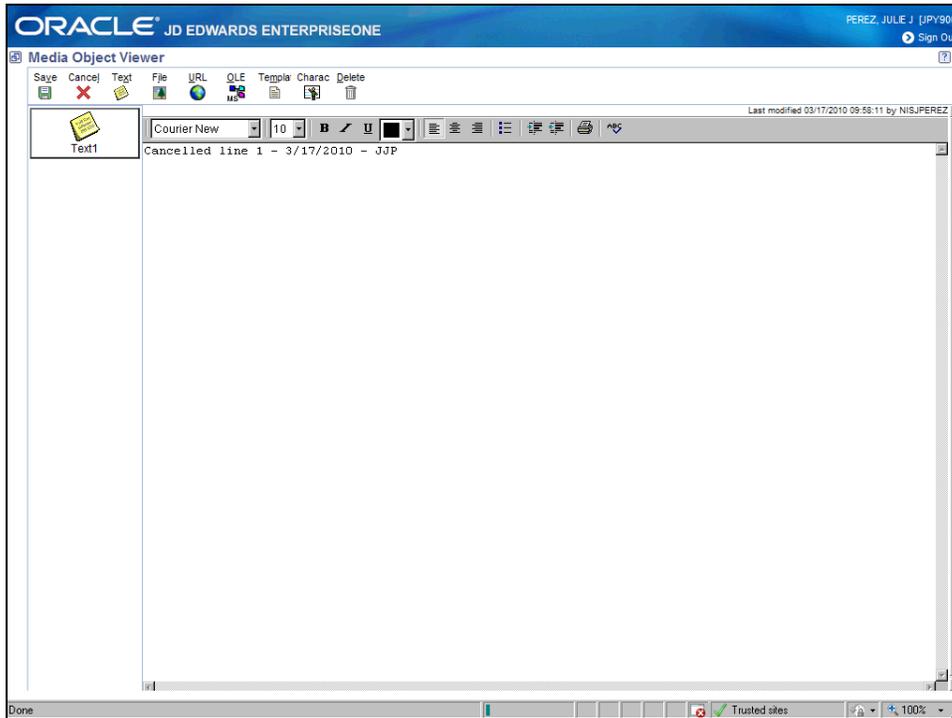


| Step | Action |
|------|---|
| 10. | To view header information for the most recently revised information, click the Last Revision option. This automatically defaults as the selected radio button. <input checked="" type="radio"/> |
| 11. | To view original order and all revisions, click the All Revisions option. <input type="radio"/> |
| 12. | Information in the grid contains the Order Header information Order Revision column indicates which revision information if the specific row is checked. |
| 13. | If needed, add a Revision Attachment to explain details specific to the revision by clicking the Revision Attachment button. <i>Note:</i> Attachments to revisions do not print on Procurement Documents and they are specific only to the order revision. |
| 14. | Select the box on row in the grid that contains the text attachment associated with a revision. <input type="checkbox"/> |
| 15. | Click the Row button. |

Training Guide

Review Revisions to a Procurement Document

| Step | Action |
|------|---|
| 16. | Click the Revision Attachment menu.  |



| Step | Action |
|------|--|
| 17. | Click the Cancel button.  |

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Work with Purchase Order - Work With Order Revisions Summary

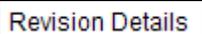
Select Find Close Revision Attachment Row Report Tools

Order Number * 303259 OP 23730 Business Unit 37302301
Supplier * Last Revision All Revisions

Records 1 - 4 Customize Grid

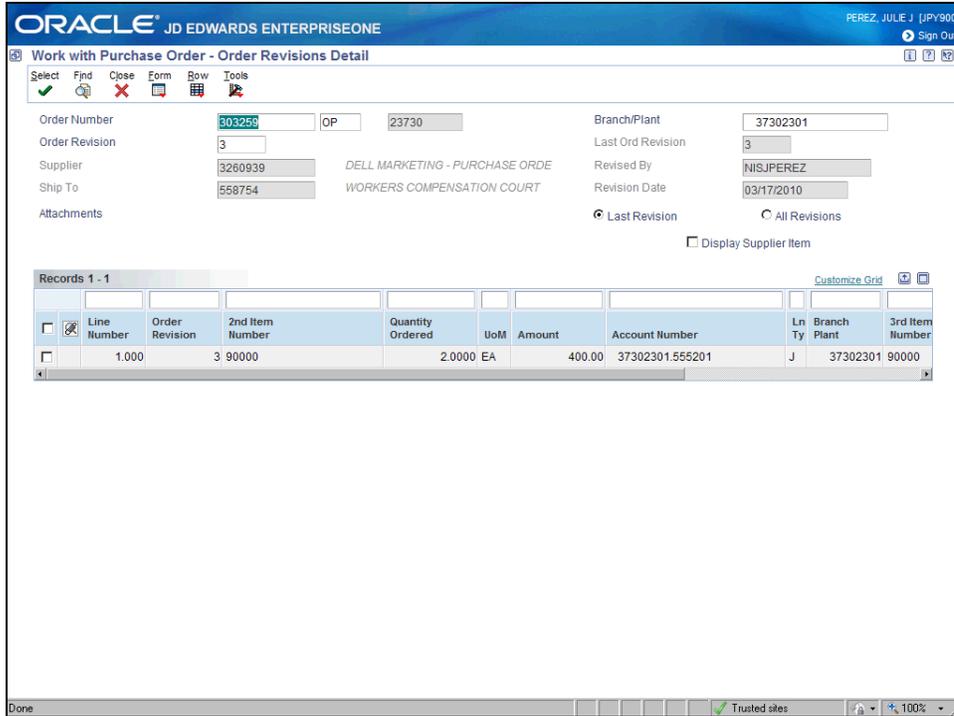
| <input type="checkbox"/> | <input type="checkbox"/> | Order Number | Or Ty | Order Fd | User | Date Updated | Supplier | Business Unit | Order Revision | Description |
|-------------------------------------|-------------------------------------|--------------|-------|----------|-----------|--------------|----------|---------------|----------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 303259 | OP | 23730 | NISJPEREZ | 03/17/2010 | 3260939 | 37302301 | 0 | ORIGINAL ORDER |
| <input type="checkbox"/> | <input type="checkbox"/> | 303259 | OP | 23730 | NISJPEREZ | 03/17/2010 | 3260939 | 37302301 | 1 | REVISED ORDER |
| <input type="checkbox"/> | <input type="checkbox"/> | 303259 | OP | 23730 | NISJPEREZ | 03/17/2010 | 3260939 | 37302301 | 2 | REVISED ORDER |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 303259 | OP | 23730 | NISJPEREZ | 03/17/2010 | 3260939 | 37302301 | 3 | CANCELLED LINE 1 - 3/17/2010 |

Done Trusted sites 100%

| Step | Action |
|------|--|
| 18. | Select the box on a row in the grid that contains the revision to be reviewed. |
| 19. | Click the Row button.  |
| 20. | Click the Revision Details menu.  |

Training Guide

Review Revisions to a Procurement Document



| Step | Action |
|------|--|
| 21. | Select the box on row in the grid that to view all revisions to the specific line on the Procurement Document. <input type="checkbox"/> |
| 22. | Click the Row button. |
| 23. | Click the Revision History menu. <input type="button" value="Revision History"/> |

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Work with Purchase Order - Order Revision History

Order Number: 303259 OP 23730 Change Order: 000
 Line / Revision No.: 1,000 3 Last Ord Revision: 3
 Supplier: 3260939 DELL MARKETING - PURCHASE ORDE Revised By: NISJPerez
 Ship To: 558754 WORKERS COMPENSATION COURT Revision Date: 03/17/2010

| Order Revision | 2nd Item Number | Quantity Ordered | Trans UOM | Unit Cost | Purch UOM | Amount | Ln Ty | Description | De: Lin |
|----------------|-----------------|------------------|-----------|-----------|-----------|--------|-------|-------------|---------|
| 0 | 90000 | 2.0000 | EA | 200.0000 | EA | 400.00 | J | SOFTWARE | |
| 2 | 90000 | 2.0000 | EA | 200.0000 | EA | 400.00 | J | SOFTWARE | |
| 3 | 90000 | 2.0000 | EA | 200.0000 | EA | 400.00 | J | SOFTWARE | |

| Step | Action |
|------|------------------------------------|
| 24. | Click the Close button. |
| 25. | Click the Close button. |
| 26. | Click the Close button. |
| 27. | Click the Close button. |
| 28. | End of Procedure. |