

Print Requisition, Contract, and Purchase Order
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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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Print Requisition, Contract, and Purchase Order

Print Requisition, Contract, and Purchase Order Overview

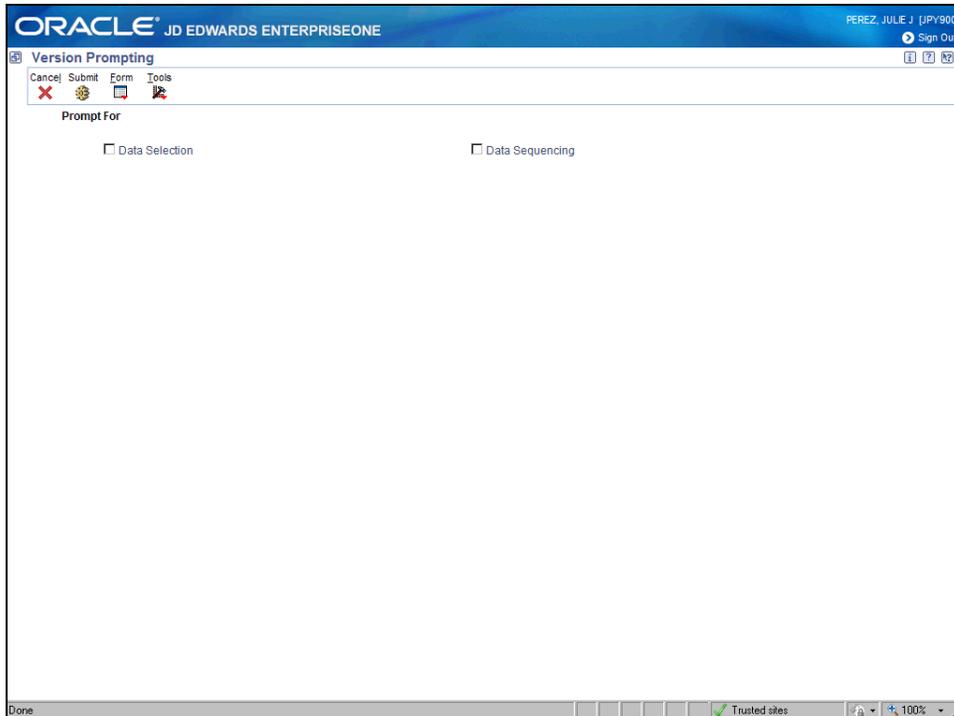
Print Requisition, Contract, and Purchase Order Lesson

Procedure

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Decision: I want to: <ul style="list-style-type: none"> • Print a Purchase Order Go to step 4 on page 1 • Print a Purchase Requisition Go to step 20 on page 6 • Print a Contract Go to step 33 on page 10
4.	Click the Purchase Orders - Agency link. Purchase Orders - Agency
5.	Click the Commodity Purchase Order - Agency link. Commodity Purchase Order - Agency
6.	Click the Print Purchase Order link. Print Purchase Order
7.	Click the Print Agency Comm PO link. Print Agency Comm PO

Training Guide

Print Requisition, Contract, and Purchase Order



Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/> And	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Null
<input type="checkbox"/> And			

Add Row

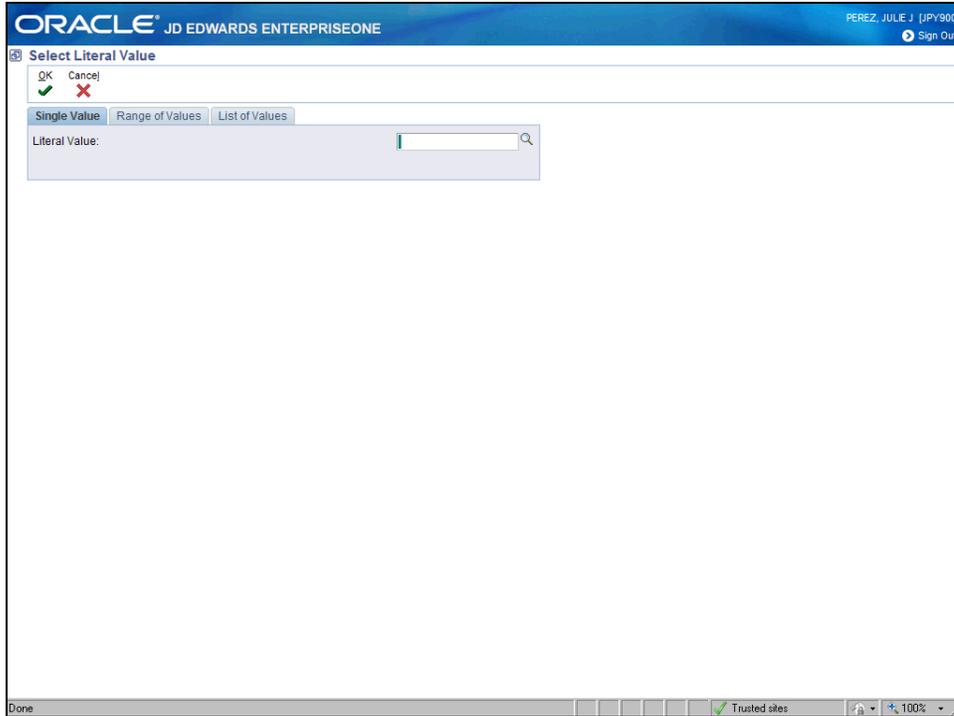
Advanced

Done Trusted sites 100%

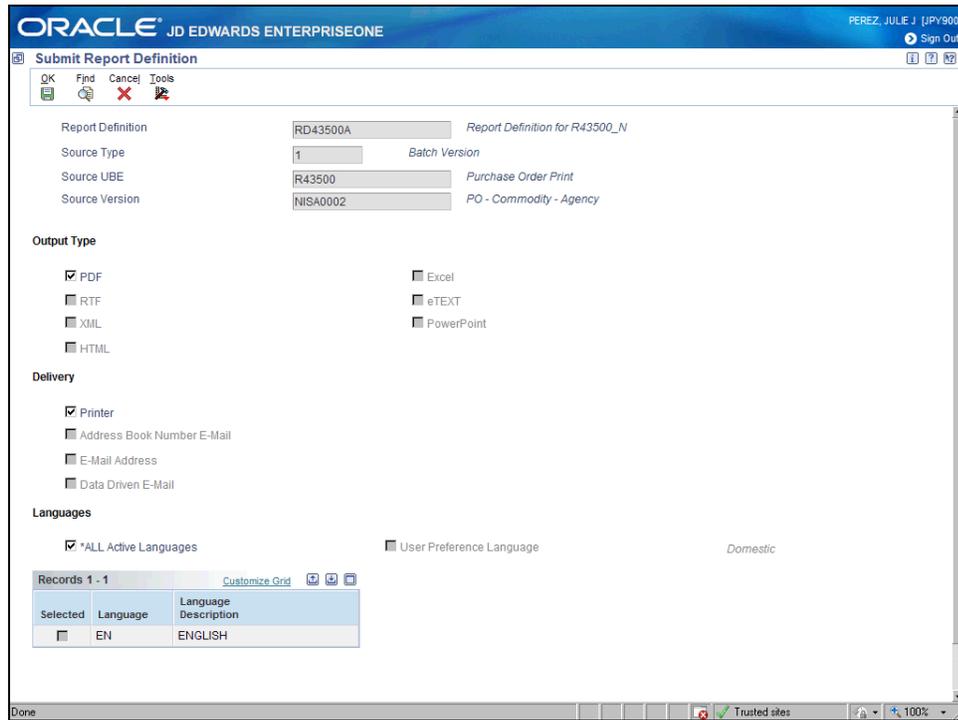
Step	Action
10.	<p>Indicate the Document Type to be printed.</p> <p>Click the Right Operand list.</p> <div style="border: 1px solid black; padding: 2px;">Blank</div>
11.	<p>Click the Literal list item.</p> <div style="border: 1px solid black; padding: 2px;">Literal</div>

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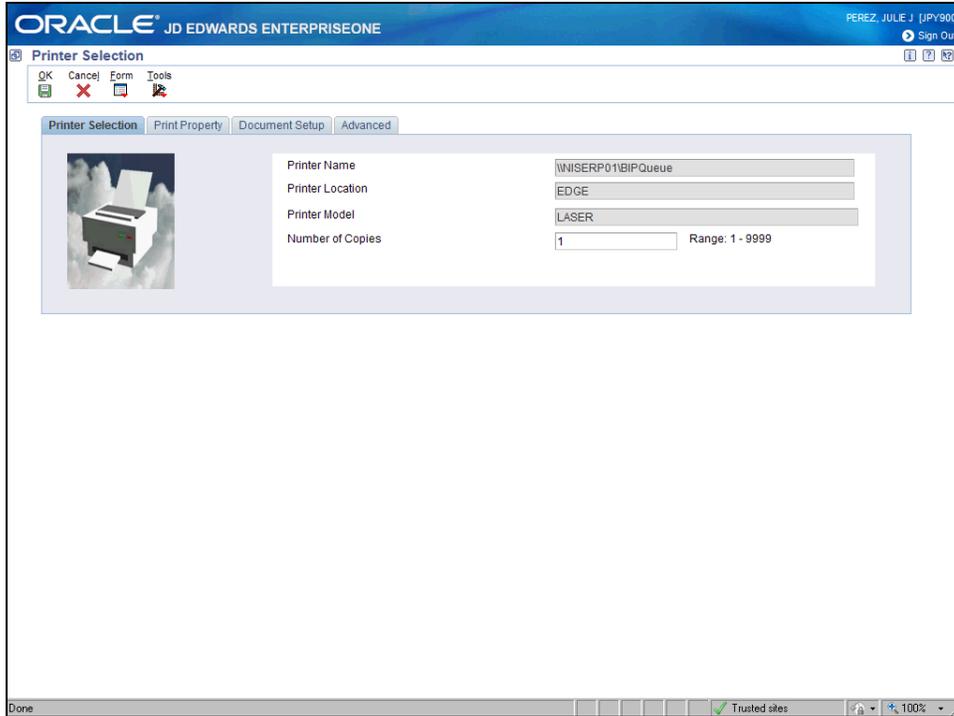
Step	Action
12.	Enter the Document Type into the Literal Value: field.
13.	Click the OK button. 
14.	Enter the Purchase Order number to be printed in the appropriate Data Selection field. 
15.	Click the OK button. 

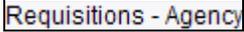
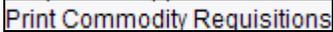


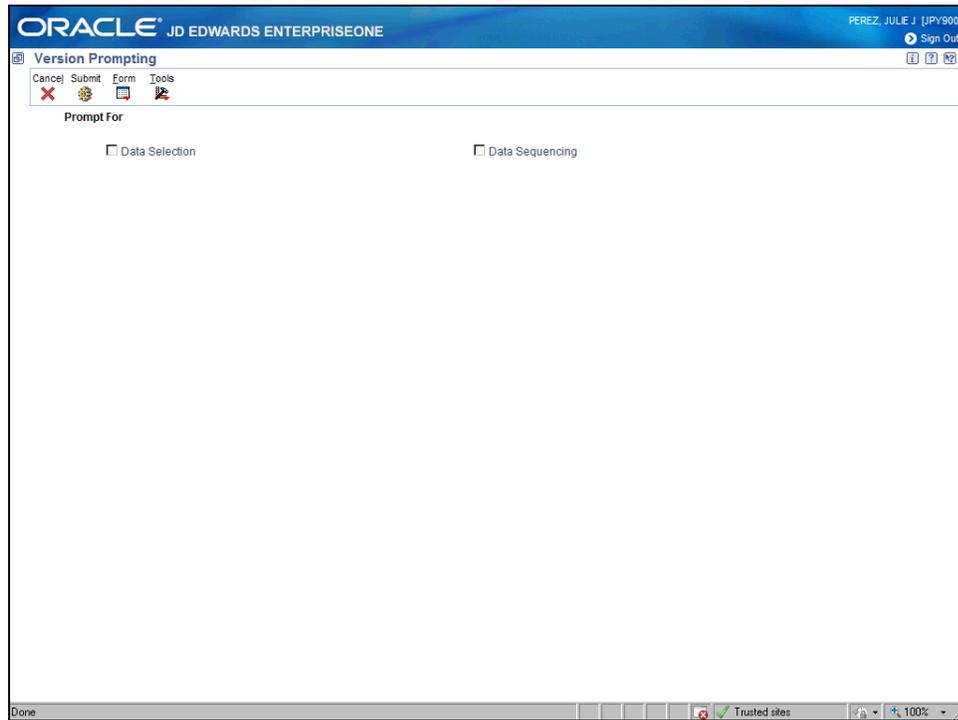
Step	Action
16.	Click the OK button. 

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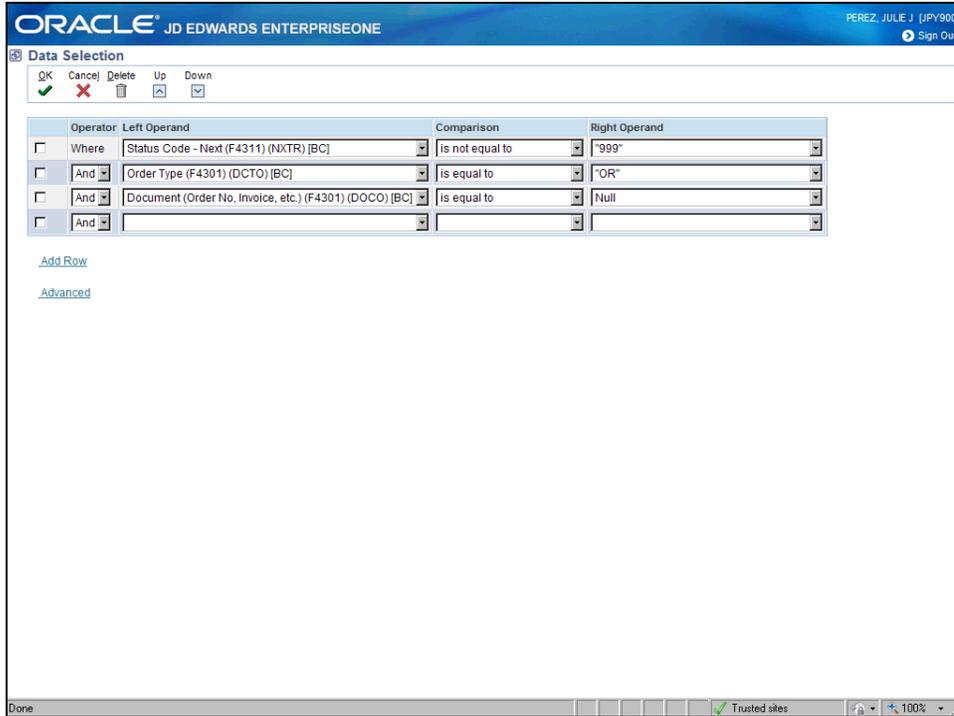
Step	Action
17.	Click the OK button. 
18.	View the Purchase Order via View Job Status .
19.	End of Procedure. Remaining steps apply to other paths.
20.	Click the Requisitions - Agency link. 
21.	Click the Print Commodity Requisitions link. 
22.	Click the Print Comm Req (OR) link. 



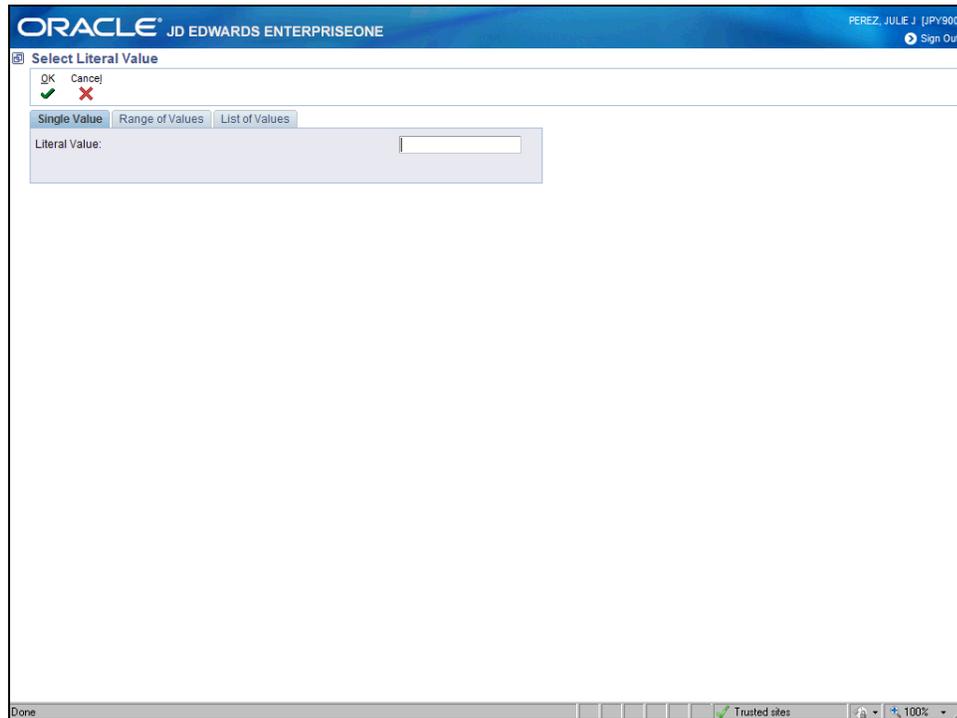
Step	Action
23.	Click the Data Selection option. <input type="checkbox"/>
24.	Click the Submit button. 

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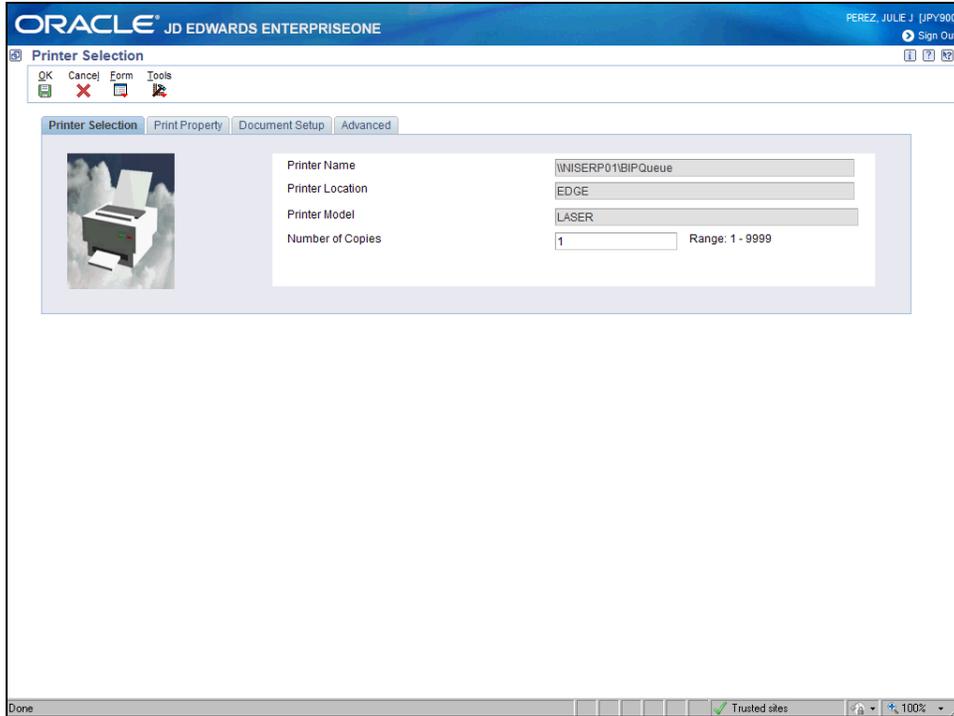
Step	Action
25.	<p>Enter the Purchase Requisition number to be printed.</p> <p>Click the Right Operand list.</p> 
26.	<p>Click the Literal list item.</p> 



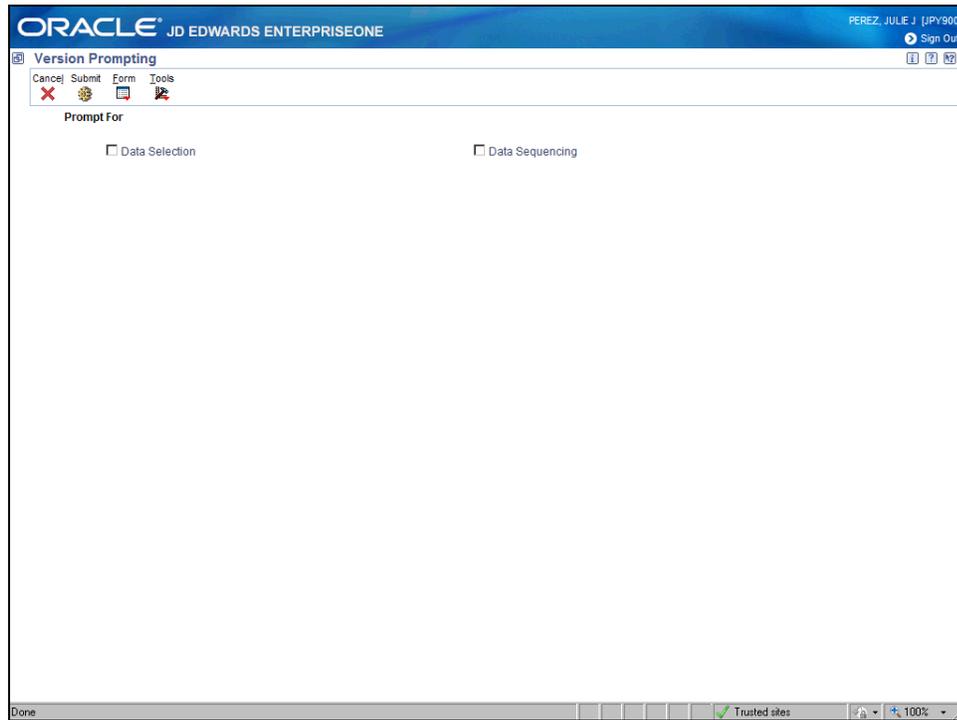
Step	Action
27.	Enter the Purchase Requisition number into the Literal Value: field.
28.	Click the OK button. 
29.	Click the OK button. 

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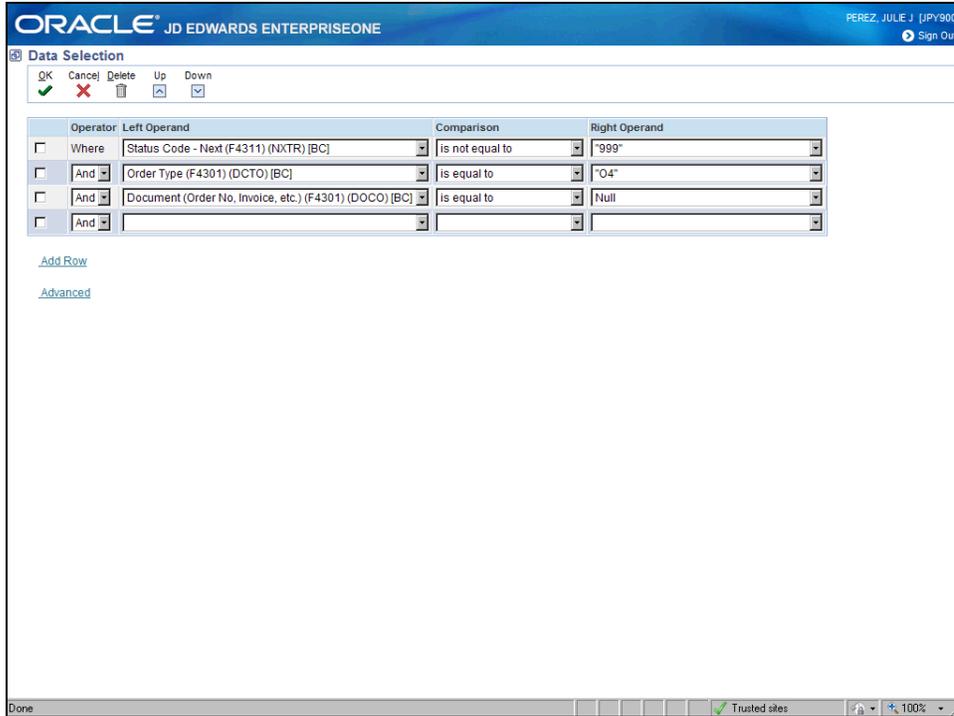
Step	Action
30.	Click the OK button. 
31.	View the Purchase Requisition via View Job Status .
32.	End of Procedure. Remaining steps apply to other paths.
33.	Click the Contracts - Agency link. 
34.	Click the Print Service Contracts - Agency link. 
35.	Click the Print Agency Service Contract (O4) link. 



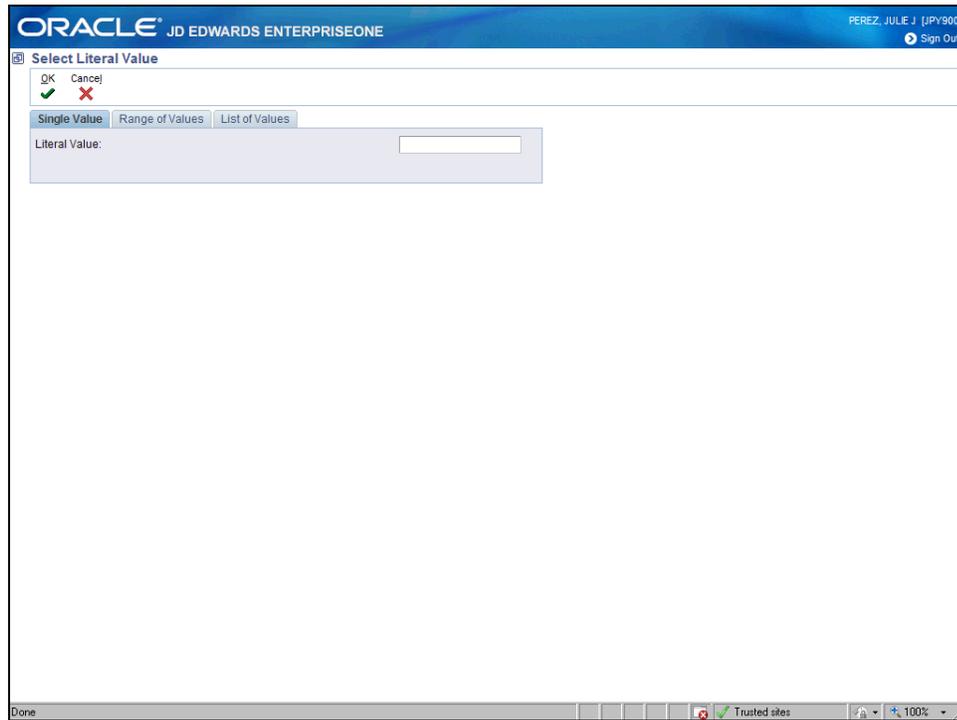
Step	Action
36.	Click the Data Selection option. <input type="checkbox"/>
37.	Click the Submit button. 

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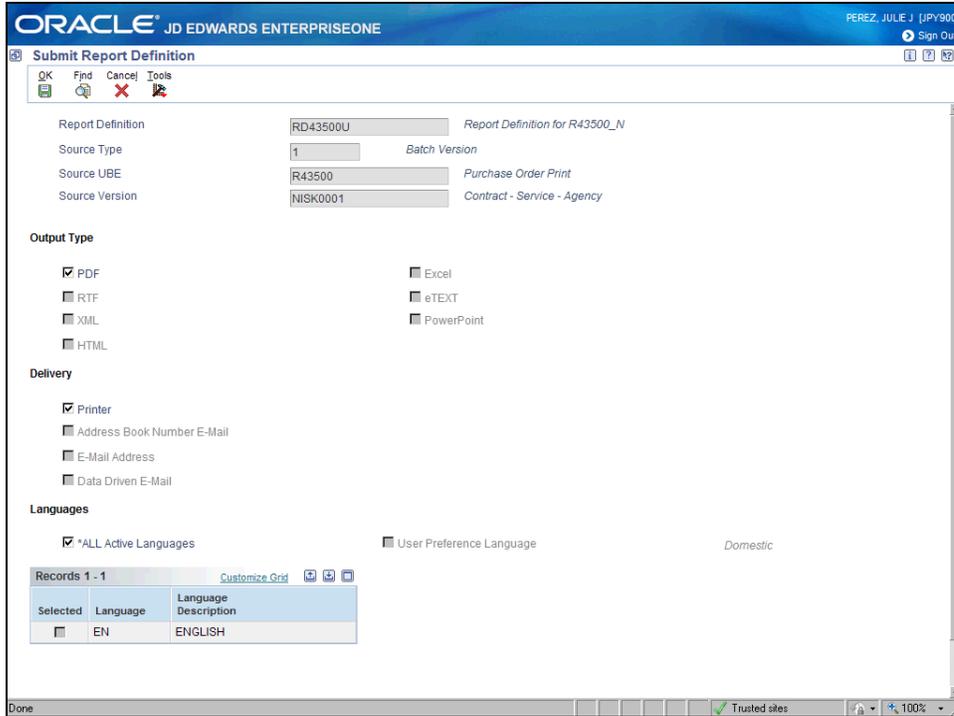
Step	Action
38.	<p>Enter the Contract number to be printed.</p> <p>Click the Right Operand list.</p> 
39.	<p>Click the Literal list item.</p> 



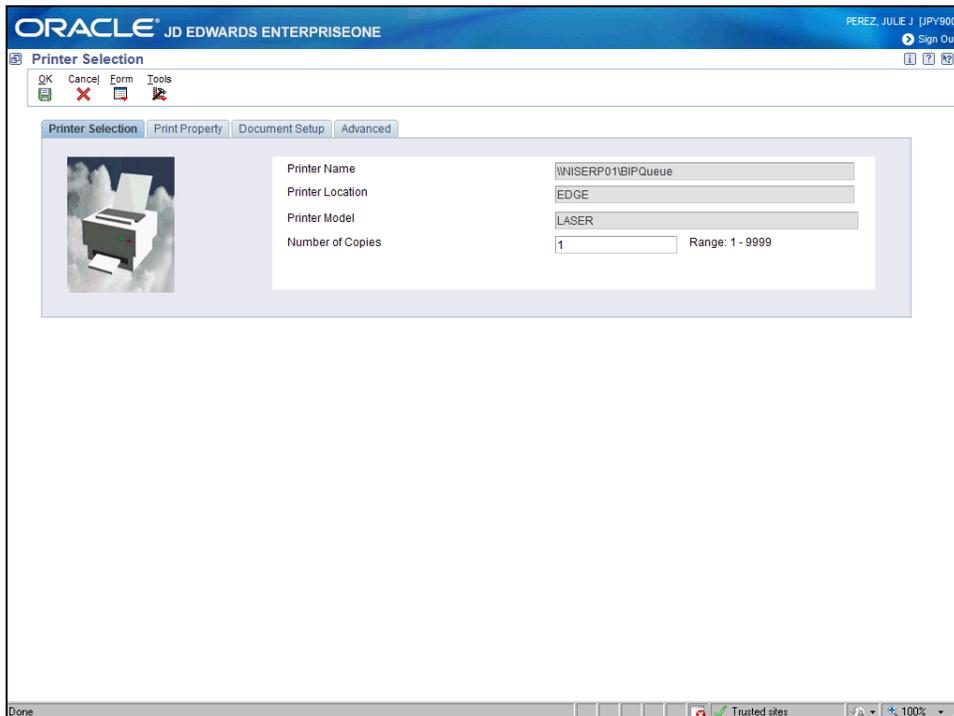
Step	Action
40.	Enter the Contract number into the Literal Value: field.
41.	Click the OK button. 
42.	Click the OK button. 

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Step	Action
43.	Click the OK button. 



Step	Action
44.	Click the OK button. 
45.	View the Contract via View Job Status .
46.	End of Procedure.