

Enter a Deviation Request (O8) for a Service Contract Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Deviation Request link. 
4.	Click the Enter Deviation Request (O8) link. 
5.	Click the Add button. 
6.	In the Supplier field enter the address book number of the vendor.
7.	In the Ship to field enter the address book number of the location where services are to be performed. Note: The Ship to number will automatically populate the Send Invoice To field.
8.	Press [Tab] .
9.	In the Buyer field enter the address book number of the buyer who is responsible for this Deviation Request/Service Contract.
10.	In the Business Unit field enter the Business Unit which is applicable to this deviation request / service contract.
11.	In the Requested field enter the date you want to receive the product/service. If this field is not populated, the current date will default. Note: You can type the date in MM/DD/YY format or you can use the Visual Assist tool (calendar icon). 
12.	In the Promised Delivery field enter the date the vendor has promised to have the product/service provided.
13.	If known, enter the Cancel Date the contract is scheduled to end or work is to be completed. This is not a required field for Deviation Requests
14.	Click the Additional Properties tab. 

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15.	<p>Document Description</p> <ul style="list-style-type: none"> o Highly Recommend o Populate for a commodity or service requisition, this field can be used for free form text. It is helpful to fill this field in at the requisition level. Populate with data that describes the goods/services being procured. This information will print on reports. o This field can hold up to 30 alpha/numeric characters
16.	<p>Document Location</p> <ul style="list-style-type: none"> o Mandatory o Identifies the facility where a commodity or service requisition was established, this field can be pulled from the address book. o This must be a Address Book Search Type of "F" - facility
17.	<p>Document Contact</p> <ul style="list-style-type: none"> o Mandatory o Identifies the primary person responsible for the commodity or service requisition. This field can be pulled from the address book. o This must be an Address Book Search Type of "B, E, N, or X".
18.	<p>Click the Category Codes tab.</p> <p><input type="text" value="Category Codes"/></p>
19.	<p>The New/Renew field is used to indicate if the anticipated contract is new or a renewal.</p> <p>The Funding field may be used to indicate if American Recovery & Reinvestment Act (ARRA) funds are being utilized.</p>
20.	<p>Enter the desired information into the New/Renew field. Enter a valid value e.g. "N".</p>
21.	<p>Enter the NIGP Code in the Inventory Number field.</p> <p>If you need to find the applicable 5-digit code, note that all Services will be greater than 90000. You can use the Visual Assist tool if necessary. This field will not print on the purchasing documents.</p> <p><input type="text"/></p>
22.	<p>Enter the desired information into the NIGP Number/ Inventory Number field. Enter a valid value e.g. "93818".</p>
23.	<p>Enter the quantity of the item you are ordering in the Quantity Ordered field.</p>
24.	<p>The Tr. UoM field stands for Transaction Unit of Measure. The system defaults to EA (each). You can override this with the appropriate unit of measure if necessary. Other options can be found using the Visual Assist tool.</p>

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25.	Enter the cost per unit in the Unit Cost field.
26.	Enter a description pertaining to the specific detail line in the Description 1 field. This field is limited to 30 characters. What is entered here will print on all purchasing documents. Note: For Contracts and Deviations, Description 1 and Description 2 should be unique.
27.	If necessary enter a description pertaining to the specific detail line in the Description 2 field. This field is limited to 30 characters. What is entered here will print on all purchasing documents.
28.	In the Account Number field enter an account number which references the agency's business unit and object account which will be funding the purchase. The format will be "Business Unit.Object Code". For example, 12345678.987654.
29.	Scroll over to the Dev Request field
30.	The Dev Request field allows us to identify what type of deviation is being requested. 1 = Sole Source-Sole availability at location 2 = Sole Source – Uniqueness of service 3 = Emergency 4 = Other Circumstances
31.	Add line attachments if desired. Refer to <i>Creating Document Attachment</i> training manual for details about adding line attachments. Add additional lines as needed.
32.	Click the OK button. 
33.	To view assigned number, click on the Order Detail tab.
34.	The O8 number will be displayed in the Previous Order field. You should make note of it in the event you wish to do more work with this Order Number at a later time.
35.	If you want to continue with a new order you can do so from this screen (Enter Deviation Request (O8) - Order Header) and follow the steps provided in this work instruction. If you are finished click the Cancel button. 
36.	Click the Close button. 
37.	You have successfully completed this lesson. End of Procedure.