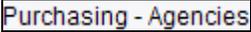
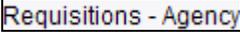
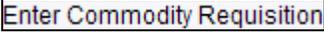


## Entering a Purchase Requisition for Communications Equipment (OT) Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Requisitions - Agency</b> link. 
4.	Click the <b>Enter Commodity Requisition</b> link. 
5.	Click the <b>Enter Communications Equip Req (OT)</b> link. 
6.	Click the <b>Add</b> button. 
7.	Enter a valid value e.g. " <b>557759</b> " for CIO Division of Communications into the <b>Supplier</b> field.  This will always be the number to enter.
8.	<b>Ship To</b>  o Address to which the goods are to be delivered or the location where services are to be performed  o If multiple locations, A/B # 559783 (FACILITY, MULTIPLE ADDRESSES) can be used  o Primarily "F" search type Address Book records.
9.	<b>Invoice To</b> - the address the Vendor will send their invoice to  o Automatically populates but can be overridden  o Primarily "S" search type Address Book records if the invoice will not be sent to the "Ship To" address.
10.	<b>Buyer Number</b> - Individual who is primarily responsible for this document at the AGENCY
11.	<b>Business Unit</b> - BU accountable for the order

Step	Action
12.	<p><b>Dates</b></p> <ul style="list-style-type: none"> <li>o All dates default to current date but can be overridden</li> <li>o <b>Entered Date</b> – The date this Purchase Requisition is entered into NIS</li> <li>o <b>Requested</b> – The date you want to receive the item; change date to accommodate formal bidding process. If the requisition is to establish a contract, this date may be used to indicate the beginning date of the contract.</li> <li>o <b>Prom Del Date</b> – The date that the vendor has promised delivery. This information is used for tracking vendor performance – the system will compare the date received against the promised date. It is important to enter a valid Promised Delivery date. If the requisition is to establish a contract, this date is used as the contract renewal date. You do not need to populate this date until needed.</li> <li>o <b>Cancel Date</b> – Will remain blank unless you enter data. This can reflect the last date the requisition is valid. It is not necessary to enter a cancel date at this level.</li> </ul>
13.	<p>An <b>Order Number</b> has three components:</p> <ul style="list-style-type: none"> <li>o Order Number - system assigned</li> <li>o Order Type - defined by user at time of entry</li> <li>o Order Fund - automatically assigned based on Business Unit</li> </ul> <p><b>Order Type</b> - OT - Requisition for Communications Equipment</p>
14.	<p>Click the <b>Additional Properties</b> tab.</p> <p><a href="#">Additional Properties</a></p>
15.	<p>Data on the <b>Additional Properties</b> tab provides information about the document: Document Description, Document Location, and Document Contact</p>
16.	<p><b>Document Location</b></p> <ul style="list-style-type: none"> <li>o Mandatory</li> <li>o Identifies the facility where a commodity or service requisition was established, this field can be pulled from the address book.</li> <li>o This must be a Address Book Search Type of “F” - facility</li> </ul>
17.	<p><b>Document Contact</b></p> <ul style="list-style-type: none"> <li>o Mandatory</li> <li>o Identifies the primary person responsible for the commodity or service requisition. This field can be pulled from the address book.</li> <li>o This must be an Address Book Search Type of “B, E, N, or X”.</li> </ul>
18.	<p>Click the <b>Order Detail</b> tab.</p> <p><a href="#">Order Detail</a></p>

Step	Action
19.	<p><b>Enter Detail Lines for this Requisition</b></p> <p><b>DO NOT CLICK ON "OK" BUTTON</b></p>
20.	<p><i>Note: Order Number will not be created until Oder Detail information is entered.</i></p>
21.	<p><b>Inventory Number &amp; NIGP Information</b></p> <ul style="list-style-type: none"> <li>o <b>Inventory Number</b> – represents the NIGP commodity code for items to be purchased. All applicable 5-digit codes for Services will be &gt; 90000. All Commodity Codes will be &lt;90000. This field will not print on the purchasing documents.</li> <li>o <b>3-Digit NIGP</b> – Will populate from the NIGP Number/Inventory Number; this is the three-digit prefix to a commodity code</li> <li>o <b>NIGP Sub</b> – Will populate from the NIGP Number/Inventory Number; this is the two-digit commodity code suffix</li> </ul> <p>3-Digit NIGP and NIGP Sub automatically populate from the data entered in the NIGP Number/Inventory Number field but can be overridden.</p>
22.	<p>The new <b>Order Number Order Type</b> will appear and should be recorded if you wish to do more work with them or facilitate searches later.</p>
23.	<p><b>Inventory Number</b> - Provides data regarding the type of item you are purchasing.</p> <p>A suggested list of Inventory number are provided below in accordance with the CIO - Division of Communications:</p> <ul style="list-style-type: none"> <li>• 72559 – Telecommunications Parts and Pieces not otherwise specified.</li> <li>• 91579 – Telecommunications Services (Not otherwise classified)</li> <li>• 72553 – Telephone dialing and answering apparatus</li> </ul>
24.	<p><b>3-Digit NIGP</b> field will populate from the NIGP Number/Inventory Number; this is the three-digit prefix to a commodity code</p> <p>You must enter data in the 3-Digit NIGP field for all additional lines.</p>
25.	<p><b>NIGP Sub</b> field will populate from the NIGP Number/Inventory Number; this is the two-digit commodity code suffix</p>
26.	<p><b>Quantity Ordered</b> – Enter the quantity of the item that you require.</p>
27.	<p><b>Tr. UoM</b> – Transaction Unit of Measure. System defaults to EA; override this with the appropriate unit of measure if necessary. Other options can be found using the visual assist.</p>
28.	<p>Enter a price not less than \$5.00 into the <b>Unit Cost</b> field.</p> <p>This is necessary to route through your agency for approval. If you wish to enter and exact cost, please contact the CIO - Division of Communications at 402/471-3562.</p>
29.	<p>Enter Equipment description (ex. M12 amplifier) into the <b>Description 1</b> field.</p>

Step	Action
30.	Enter Agency's Billing Number and Job Code (ex. BN 402/471-3562; JC6506750) into the <b>Description 2</b> field on each detail line in order for that line to print out billing information.
31.	Enter Billing Number.Object Account (Ex. 65060012.534700) Account number into the <b>Account Number</b> field.  <i>NOTE:</i> This is the same as Business Unit.object code 534700 (534700 = Communications Supplies Expense)
32.	<b>Ln Ty</b> – Line Type  Defaults to J - Non-Inventory or Non-Stock Item; Represents "G/L Account Number," it indicates that a purchase is going to be made against a specific account and that funds will be drawn from that Business Unit and Object Account
33.	Click the <b>OK</b> button. 
34.	Click the <b>Cancel</b> button. 
35.	Click the <b>Close</b> button. 
36.	<b>End of Procedure.</b>