

**Entering a Purchase Requisition for Communications
Equipment (OT)
Created on 3/19/2010 10:47:00 AM**

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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.



Training Guide

Entering a Purchase Requisition for Communications Equipment (OT)

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Entering a Purchase Requisition for Communications Equipment (OT)

Entering a Purchase Requisition for Communications Equipment (OT) Overview

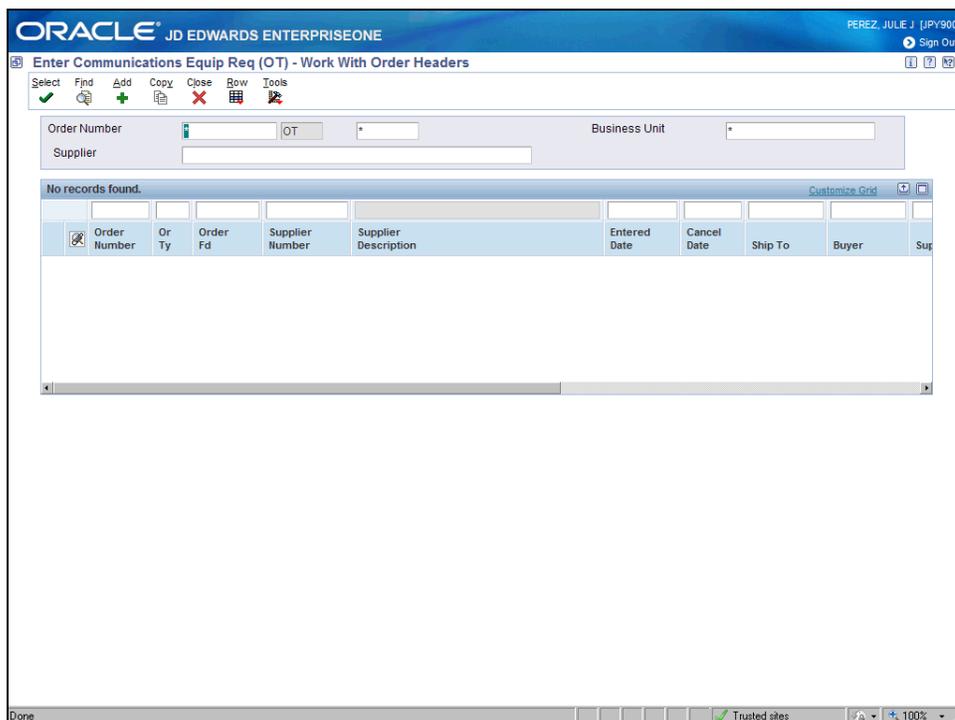
Entering a Purchase Requisition for Communications Equipment (OT) Lesson

Procedure

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Requisitions - Agency link. Requisitions - Agency
4.	Click the Enter Commodity Requisition link. Enter Commodity Requisition
5.	Click the Enter Communications Equip Req (OT) link. Enter Communications Equip Req (OT)

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Step	Action
6.	Click the Add button. 

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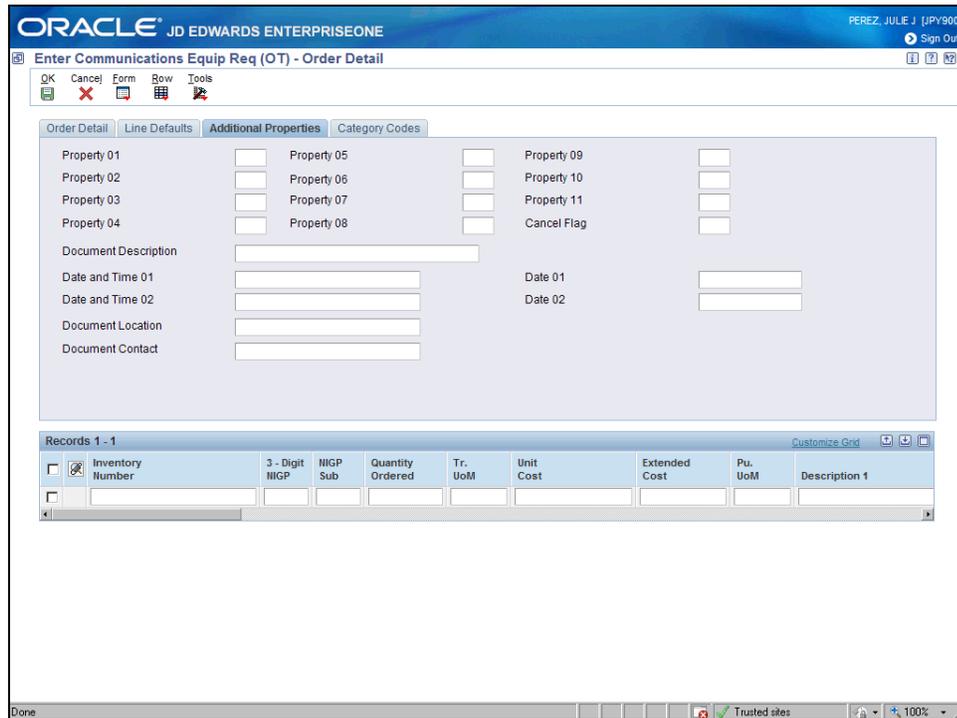
Step	Action
7.	Enter " 557759 " for CIO Division of Communications into the Supplier field. This will always be the number to enter.
8.	Ship To o Address to which the goods are to be delivered or the location where services are to be performed o If multiple locations, A/B # 559783 (FACILITY, MULTIPLE ADDRESSES) can be used o Primarily "F" search type Address Book records.
9.	Invoice To - 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.	Buyer Number - Individual who is primarily responsible for this document at the AGENCY
11.	Business Unit - BU accountable for the order

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Step	Action
12.	<p>Dates</p> <ul style="list-style-type: none"> o All dates default to current date but can be overridden o Entered Date – The date this Purchase Requisition is entered into NIS o Requested – 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. o Prom Del Date – 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. o Cancel Date – 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.
13.	<p>An Order Number has three components:</p> <ul style="list-style-type: none"> o Order Number - system assigned o Order Type - defined by user at time of entry o Order Fund - automatically assigned based on Business Unit <p>Order Type - OT - Requisition for Communications Equipment</p>
14.	<p>Click the Additional Properties tab.</p> <p>Additional Properties</p>



Step	Action
15.	Data on the Additional Properties tab provides information about the document: Document Description, Document Location, and Document Contact
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.	Click the Order Detail tab. Order Detail

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Step	Action
19.	<p>Enter Detail Lines for this Requisition</p> <p>DO NOT CLICK ON "OK" BUTTON</p>
20.	<p><i>Note: Order Number will not be created until Oder Detail information is entered.</i></p>
21.	<p>Inventory Number & NIGP Information</p> <ul style="list-style-type: none"> o Inventory Number – represents the NIGP commodity code for items to be purchased. All applicable 5-digit codes for Services will be > 90000. All Commodity Codes will be <90000. This field will not print on the purchasing documents. o 3-Digit NIGP – Will populate from the NIGP Number/Inventory Number; this is the three-digit prefix to a commodity code o NIGP Sub – Will populate from the NIGP Number/Inventory Number; this is the two-digit commodity code suffix <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>

Step	Action
22.	The new Order Number Order Type will appear and should be recorded if you wish to do more work with them or facilitate searches later.
23.	<p>Inventory Number - 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"> • 72559 – Telecommunications Parts and Pieces not otherwise specified. • 91579 – Telecommunications Services (Not otherwise classified) • 72553 – Telephone dialing and answering apparatus
24.	<p>3-Digit NIGP 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.	NIGP Sub field will populate from the NIGP Number/Inventory Number; this is the two-digit commodity code suffix
26.	Quantity Ordered – Enter the quantity of the item that you require.
27.	Tr. UoM – 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.

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Step	Action
28.	<p>Enter a price not less than \$5.00 into the Unit Cost field.</p> <p>This is necessary to route through your agency for approval. If you wish to enter an exact cost, please contact the CIO - Division of Communications at 402/471-3562.</p>
29.	Enter Equipment description (ex. M12 amplifier) into the Description 1 field.
30.	Enter Agency's Billing Number and Job Code (ex. BN 402/471-3562; JC6506750) into the Description 2 field on each detail line in order for that line to print out billing information.
31.	<p>Enter Billing Number.Object Account (Ex. 65060012.534700) Account number into the Account Number field.</p> <p><i>NOTE:</i> This is the same as Business Unit.object code 534700 (534700 = Communications Supplies Expense)</p>
32.	<p>Ln Ty – Line Type</p> <p>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</p>
33.	<p>Click the OK button.</p> 
34.	<p>Click the Cancel button.</p> 
35.	<p>Click the Close button.</p> 
36.	End of Procedure.