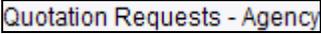
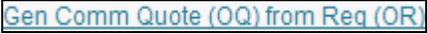
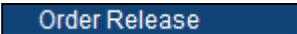
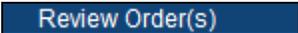


## Generating a Quotation Request from a Purchase Requisition Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Quotation Requests - Agency</b> link. 
4.	Click the <b>Commodity Quotation Request - Agency</b> link. 
5.	Click the <b>Gen Comm Quote (OQ) from Req (OR)</b> link. 
6.	Enter the order number in the <b>Order Number</b> field (and <b>Order Type</b> if not defaulted), to minimize the search.
7.	Click the <b>Find</b> button. 
8.	Choose the row(s) in the grid reflecting the detail lines from which you want to generate a quotation request.  <i>Note:</i> It is possible to choose detail lines from multiple requisitions to generate a single quotation request. 
9.	Click the <b>Row</b> button. 
10.	Click the <b>Order Release</b> menu. 
11.	<b>Header Information</b>  Review and update the following fields on the Header as required:  <ul style="list-style-type: none"> <li>o Branch/Plant - <i>Note:</i> 9000 is not a valid Branch/Plant for a Quotation; this will result in an Error</li> <li>o Buyer</li> <li>o Ship To</li> </ul> <i>Note:</i> Changes made to the order release will be reflected on the generated Quotation Request. They do not change the original Purchase Requisition.

Step	Action
12.	<p><b>Release Information</b></p> <p><b>Release Qty</b> automatically populates from the Requisition. This can be increased or decreased during this process.</p> <p><b>Release Amt</b> is calculated using Release Quantity and Unit Cost</p>
13.	<p><b>Detail Information</b></p> <p><b>Inventory Number</b> - autopopulates from Requisition.</p> <p><b>Description 01</b> - Autopopulates from Requisition. Update as necessary</p> <p><b>Account Number</b> - Update as necessary</p>
14.	<p><b>Dates</b></p> <p><b>Requested</b> - Update as necessary</p> <p><b>Promised Delivery</b> - Update as necessary</p>
15.	<p>Click the <b>OK</b> button.</p> <p><i>Note:</i> If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps for each detail line that you wish to include on the Quotation Request.</p> 
16.	<p><i>Optional,</i> view Quotation Request prior to generation, click the <b>Form</b> button.</p> 
17.	<p>Click the <b>Review Order(s)</b> menu.</p> 
18.	<p>Check the box on the Row for the document to review.</p> 
19.	<p>Click the <b>Row</b> button.</p> 
20.	<p>Click the <b>Details</b> menu.</p> 
21.	<p>Click the <b>Cancel</b> button.</p> 
22.	<p>Click the <b>Cancel</b> button.</p> 

Step	Action
23.	<p><b>Generate the Quotation Request</b></p> <p>Click the <b>Form</b> button.</p> 
24.	<p>Click the <b>Generate Order(s)</b> menu.</p> 
25.	<p>The new <b>Order Number</b> and <b>Or Ty</b> (Order Type) will appear and should be recorded</p> <p>If any changes need to be made to this new document, reference the <b>Revising a Procurement Document</b> training guide.</p>
26.	<p>Click the <b>Close</b> button.</p> 
27.	<p>Click the <b>Close</b> button.</p> 
28.	<p><b>End of Procedure.</b></p>