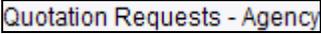


Entering Suppliers to Receive Quotation Requests Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Quotation Requests - Agency link. 
4.	Click the Work with Commodity Quote link. 
5.	Narrow Search for Quotation Request using Order Filters and Query by Example (QBE) line. 
6.	To populate grid, click the Find button. 
7.	If radio button does not automatically populate for the Quotation Request to enter Suppliers, populate appropriate radio button.
8.	Click the Select button. 
9.	Click the Form button. 
10.	Click the Quote Suppliers menu. 
11.	Enter the Bid Opening date in the Required By field in the header.
12.	Click in the Supplier field. 
13.	<p>Supplier</p> <p>Enter Supplier's Address Book number.</p> <p><i>Note:</i> 999999 (Best Source - Generic Supplier Address Book number can be entered to generate a Quotation Request that does not have specific vendor details.)</p> <p>Use the down arrow on the keyboard to add a new line on the grid to enter additional supplier(s).</p>

Step	Action
14.	<p>Printed Respond Printed Date Response Date</p> <p>Automatically update when a Quotation Request is printed for the Supplier or the Supplier's response is entered in the system.</p>
15.	<p>Click the OK button.</p> 
16.	<p>Click the Cancel button.</p> 
17.	<p>Click the Close button.</p> 
18.	<p>End of Procedure.</p>