

Entering Suppliers to Receive Quotation Requests

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

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 Suppliers to Receive Quotation Requests

Table of Contents

Entering Suppliers to Receive Quotation Requests	1
Entering Suppliers to Receive Quotation Requests Overview	1
Entering Suppliers to Receive Quotation Requests Lesson.....	1

Entering Suppliers to Receive Quotation Requests

Entering Suppliers to Receive Quotation Requests Overview

Quotation Requests are used to request bids from potential suppliers. Quotes on products desired by the State are received from suppliers wishing to provide the products and services. These bid responses will be entered into the system.

Navigation paths tend to change as the system is developed. If you are unable to find the Order Type below, please call the OCIO Help Desk (402) 471-4636.

Order Type/ Description
Navigation

OQ Quote for Commodity Purchase =< \$9999

Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Gen Comm Quote (OQ) from [type] Req [(document type)]

OF Quote => \$10,000

Processed by AS Materiel Division, State Purchasing Bureau

Z1 Quote for Services

Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Gen Service Quote (Z1) from [type] Req [(document type)]

ZQ Quote for Stock

Inventory Purchasing - Statewide > Stock Quotation Request > Gen Stock Quote (ZQ) from Req

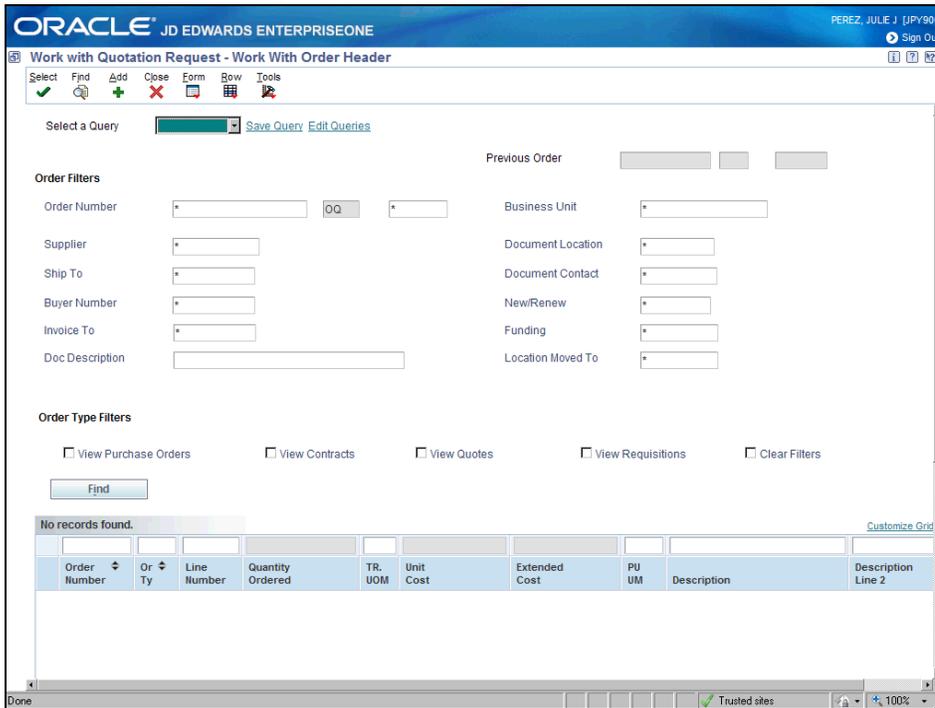
Entering Suppliers to Receive Quotation Requests Lesson

Procedure

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Quotation Requests - Agency link. Quotation Requests - Agency
4.	Click the Work with Commodity Quote link. Work with Commodity Quote

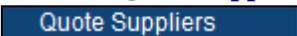
Training Guide

Entering Suppliers to Receive Quotation Requests



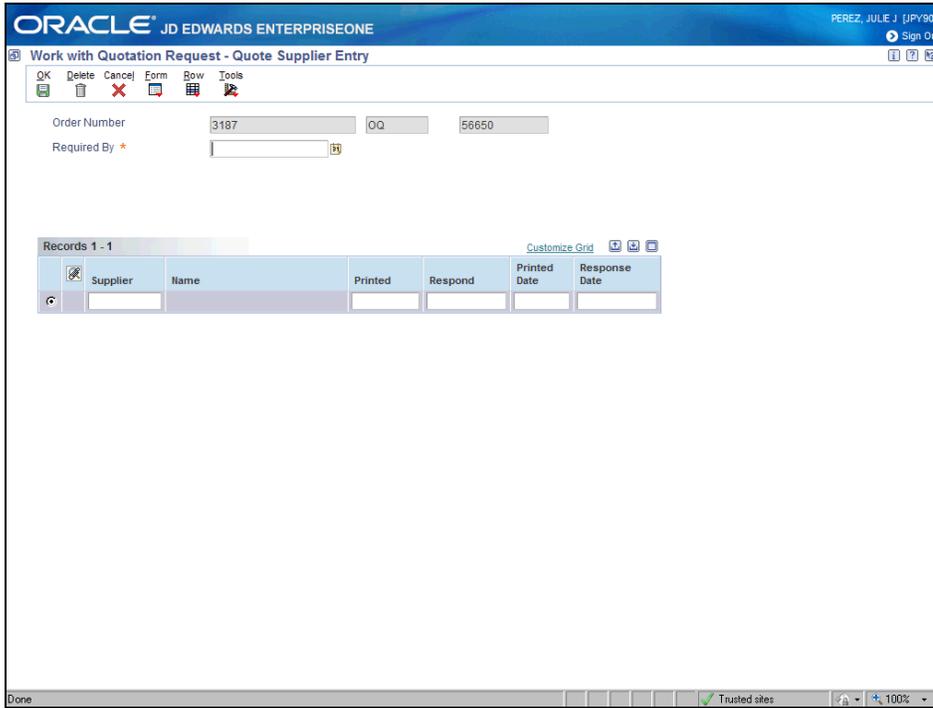
Step	Action
5.	Narrow Search for Quotation Request using Order Filters and Query by Example (QBE) line. <input type="text" value="*"/>
6.	To populate grid, click the Find button. 
7.	If radio button does not automatically populate for the Quotation Request to enter Suppliers, populate appropriate radio button.
8.	Click the Select button. 

The screenshot shows the 'Work with Quotation Request - Order Header' form in Oracle JD Edwards EnterpriseOne. The form is titled 'Work with Quotation Request - Order Header' and includes a 'Form' button in the top toolbar. The main form area is divided into several sections: 'Order Header', 'Address Numbers', 'Dates', 'Pmt. Remark', 'Description', 'Print Message', 'Tax Expt Code', 'Tax Rate/Area', 'Certificate', 'Tax ID', 'Person/Corp. ID', 'Payment Terms', 'Hold Code', 'Retainage %', and 'Messages'. The 'Supplier' field in the 'Address Numbers' section is highlighted in blue, indicating it is the current focus. The 'Form' button is located in the top toolbar, next to the 'Cancel' and 'Tools' buttons.

Step	Action
9.	Click the Form button. 
10.	Click the Quote Suppliers menu. 

Training Guide

Entering Suppliers to Receive Quotation Requests



Step	Action
11.	Enter the Bid Opening date in the Required By field in the header.
12.	Click in the Supplier field. <input type="text"/>
13.	Supplier Enter Supplier's Address Book number. <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.) Use the down arrow on the keyboard to add a new line on the grid to enter additional supplier(s).
14.	Printed Respond Printed Date Response Date Automatically update when a Quotation Request is printed for the Supplier or the Supplier's response is entered in the system.
15.	Click the OK button.

Training Guide

Entering Suppliers to Receive Quotation Requests

Step	Action
16.	Click the Cancel button. 
17.	Click the Close button. 
18.	End of Procedure.