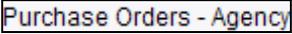
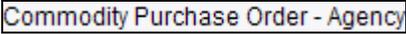
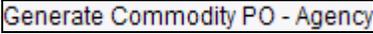


## Generating a Purchase Order from a Requisition Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Purchase Orders - Agency</b> link. 
4.	Click the <b>Commodity Purchase Order - Agency</b> link. 
5.	Click the <b>Generate Commodity PO - Agency</b> link. 
6.	Click the <b>Gen Comm PO (OP) from Req (OR)</b> link. 
7.	Enter the Purchase Requisition number into the <b>Order Number</b> field.
8.	To populate the grid with all available detail lines on the Purchase Requisition, click the <b>Find</b> button. 
9.	Choose the row(s) in the grid reflecting the detail lines from which you want to generate a Purchase Order. 
10.	Click the <b>Row</b> button. 
11.	Click the <b>Order Release</b> menu. 
12.	<p><b>Header Information</b></p> <p>Review and update the following fields on the Header as required:</p> <ul style="list-style-type: none"> <li>o Supplier - update with vendor</li> <li>o Branch/Plant - <i>Note:</i> 9000 is not a valid Branch/Plant for a Purchase Order; this will result in an Error</li> <li>o Buyer</li> <li>o Ship To</li> </ul> <p><i>Note:</i> Changes made to the order release will be reflected on the generated Purchase Order. They do not change the original Purchase Requisition.</p>

Step	Action
13.	<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>
14.	<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>
15.	<p><b>Dates</b></p> <p><b>Requested</b> - Update as necessary</p> <p><b>Promised Delivery</b> - Update as necessary</p>
16.	<p>Click the <b>OK</b> button.</p> <p>Note: 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 Purchase Requisition.</p> 
17.	<p>Click the <b>Form</b> button.</p> 
18.	<p>Click the <b>Generate Order(s)</b> menu.</p> 
19.	<p>The new <b>Order Number</b> and <b>Or Ty</b> (Order Type) will appear and should be recorded</p>
20.	<p>Click the <b>Close</b> button.</p> 
21.	<p>Click the <b>Close</b> button.</p> 
22.	<p><b>End of Procedure.</b></p>