

**Generating a Purchase Order from a Requisition**  
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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.



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## Generating a Purchase Order from a Requisition

### Generating a Purchase Order from a Requisition Overview

A Purchase Requisition for a service or commodity can be generated directly into a Purchase Order.

Exception Orders require exception processing and routing based on State Statute and/or Direct Purchase Authority Letters from AS Materiel Division Administrator.

In some cases, once an Agency has initiated a Requisition (OR, OW, ON, OI), AS Materiel, State Purchasing Bureau will generate a Requisition (OO), and the agency will generate a Purchase Order (ZO).

In other cases, a Purchase Order may be generated from the Purchase Requisition once it has been approved by the respective AS division. (Ex. OCIO for IT Equipment and Services purchases, Transportation Services Bureau for Vehicle purchases, etc.)

Agencies should not generate a Purchase Order from a Purchase Requisition if the total value of the Purchase Requisition is greater than \$10,000. Agencies must wait until a State Purchasing Buyer contacts them to proceed with the procurement process.

#### **Order Type/ Description Navigation**

OR > OP      Purchase Order generated from a Purchase Requisition  
Purchasing-Agencies > Purchase Orders-Agencies > Commodity Purchase Order-Agency >  
Generate Commodity PO-Agency > Gen Comm PO (OP) from Req (OR)

ON > OP      Purchase Order generated from a Requisition for IT Equipment and Services  
Purchasing-Agencies > Purchase Orders-Agencies > Commodity Purchase Order-Agency >  
Generate Commodity PO-Agency > Gen Comm PO (OP) from IT Equip & Svcs (ON)

OI > OP      Purchase Order generated from a Requisition for Vehicles  
Purchasing-Agencies > Purchase Orders-Agencies > Commodity Purchase Order-Agency >  
Generate Commodity PO-Agency > Gen Comm PO (OP) from Vehicle Req (OI)

OO > ZO      Purchase Order generated from a Requisition created by State Purchasing Bureau  
Purchasing-Agencies > Purchase Orders-Agencies > Commodity Purchase Order-Agency >  
Generate Commodity PO-Agency > Gen Direct Purchase Auth PO (ZO) from Req (OO)

O3 > O9      Purchase Order generated from a Requisition for Services  
Purchasing-Agencies > Purchase Orders-Agencies > Service Purchase Order-Agency > Generate  
Service PO-Agency > Gen Service PO (O9) from Agency Req (O3)

Z6 > O9      Purchase Order generated from ExemptService Requisition

# Training Guide

## Generating a Purchase Order from a Requisition



Purchasing-Agencies > Purchase Orders-Agencies > Service Purchase Order-Agency > Generate Service PO-Agency > Gen Service PO (O9) from Exempt Req (Z6)

## Generating a Purchase Order from a Requisition Lesson

### Procedure

The following is an example of generating a Purchase Order (OP) from a Requisition (OR). The window titles will be different depending on the type of Purchase Order being generated.

Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Purchasing - Agencies</b> link. <a href="#">Purchasing - Agencies</a>
3.	Click the <b>Purchase Orders - Agency</b> link. <a href="#">Purchase Orders - Agency</a>
4.	Click the <b>Commodity Purchase Order - Agency</b> link. <a href="#">Commodity Purchase Order - Agency</a>
5.	Click the <b>Generate Commodity PO - Agency</b> link. <a href="#">Generate Commodity PO - Agency</a>
6.	Click the <b>Gen Comm PO (OP) from Req (OR)</b> link. <a href="#">Gen Comm PO (OP) from Req (OR)</a>

Step	Action
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. 

# Training Guide

## Generating a Purchase Order from a Requisition



ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Gen Comm PO (OP) from Req (OR) - Order Release

Supplier: 999999 BEST SOURCE Branch/Plant: 9000

Buyer: 100378 PEREZ, JULIE J

Ship To: 878925 NIS - ADMINISTRATIVE SERVICES

Order Number: 48357 OR 00001 000 2.000

Release Information | Detail Information | Dates

Release Qty: 50.0000 EA Release Amt: 3,750.00

Qty To Date: 50.0000 Amt To Date: 3,750.00

Original Qty: 100.0000 Original Amt: 7,500.00

Unit Cost: 75.0000 Purchasing UOM: EA Line Type: J

Done Trusted sites 100%

Step	Action
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 - <b>Note:</b> 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><b>Note:</b> Changes made to the order release will be reflected on the generated Purchase Order. They do not change the original Purchase Requisition.</p>

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Gen Comm PO (OP) from Req (OR) - Order Release

Supplier: 503605 DELL MARKETING LP - POS - AS Branch/Plant: 65025009

Buyer: 100378 PEREZ, JULIE J

Ship To: 878925 NIS - ADMINISTRATIVE SERVICES

Order Number: 48357 OR 00001 000 2.000

Release Information | Detail Information | Dates

Release Qty	50.0000	EA	Release Amt	3,750.00
Qty To Date	50.0000		Amt To Date	3,750.00
Original Qty	100.0000		Original Amt	7,500.00
Unit Cost	75.0000	Purchasing UOM	EA	Line Type J

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>

# Training Guide

## Generating a Purchase Order from a Requisition



ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Gen Comm PO (OP) from Req (OR) - Order Release

Supplier: 503605 DELL MARKETING LP - POS - AS Branch/Plant: 65025009

Buyer: 100378 PEREZ, JULIE J

Ship To: 878925 NIS - ADMINISTRATIVE SERVICES

Order Number: 48357 OR 00001 000 2.000

Release Information | **Detail Information** | Dates

Inventory Number: 92000 PROCURED GOODS

Supplier Item Number: [ ]

Account Number: 9000.554900

Type/Subledger: [ ] [ ]

Lot/SN: [ ] Location: [ ]

Done Trusted sites 100%

Step	Action
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>

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Gen Comm PO (OP) from Req (OR) - Order Release

Supplier: 503605 DELL MARKETING LP - POS - AS Branch/Plant: 65025009

Buyer: 100378 PEREZ, JULIE J

Ship To: 878925 NIS - ADMINISTRATIVE SERVICES

Order Number: 48357 OR 00001 000 2.000

Release Information | Detail Information | **Dates**

Requested	07/01/2010	Cancel Date	
Promised Delivery	07/01/2010	Order Date	03/05/2010
G/L Date	03/08/2010	Planned Effective	07/01/2010

Step	Action
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> 

# Training Guide

## Generating a Purchase Order from a Requisition

ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Gen Comm PO (OP) from Req (OR) - Work With Order Release

Select Find Close Form Row Tools

Supplier  Business Unit

Order Number  OR

Inventory Number

Account Number

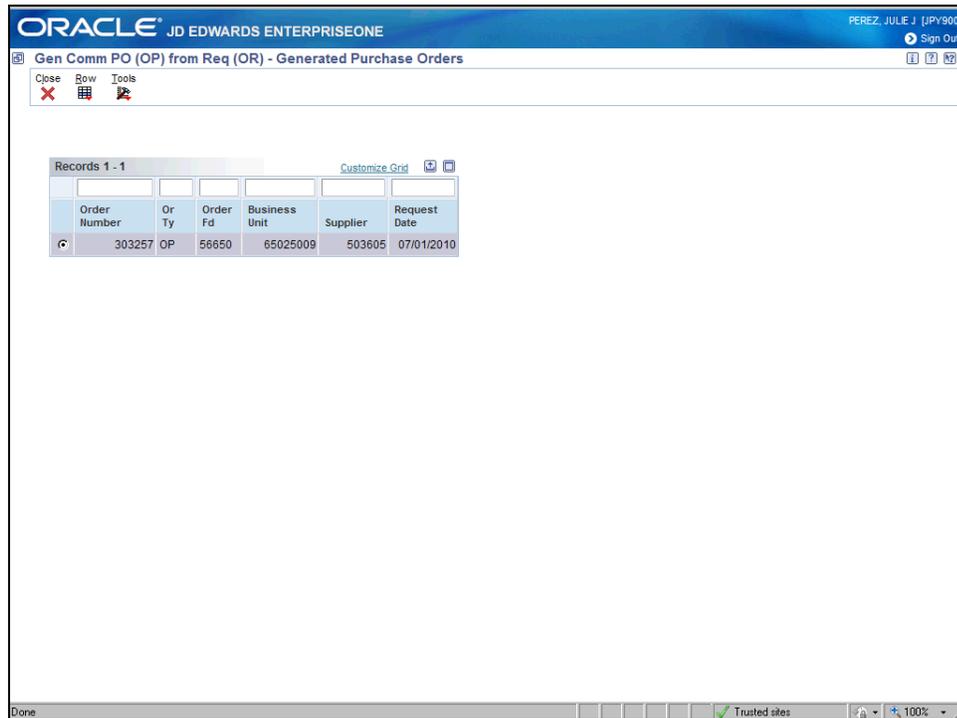
Display Supplier Item

Records 1 - 2 Customize Grid

<input type="checkbox"/>	Order Number	Or Ty	Order Fd	Chg Order	Line Number	2nd Item Number	Quantity Open	UOM	Service Quantity	Service UoM	Amount Open	Req Dat
<input type="checkbox"/>	48357	OR	00001	000	5.000	92000	5.0000	EA	.0000	EA	75.00	0
<input type="checkbox"/>	48357	OR	00001	000	6.000	92000	10.0000	EA	.0000	EA	75.00	0

Done Trusted sites 100%

Step	Action
17.	Click the <b>Form</b> button. 
18.	Click the <b>Generate Order(s)</b> menu. 



Step	Action
19.	The new <b>Order Number</b> and <b>Or Ty</b> (Order Type) will appear and should be recorded
20.	Click the <b>Close</b> button. 
21.	Click the <b>Close</b> button. 
22.	<b>End of Procedure.</b>