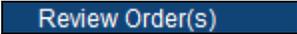


Generating a Purchase Order from a Quotation Request Lesson

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Purchase Orders - Agency link. Purchase Orders - Agency
4.	Click the Commodity Purchase Order - Agency link. Commodity Purchase Order - Agency
5.	Click the Generate Commodity PO - Agency link. Generate Commodity PO - Agency
6.	Click the Gen Comm PO (OP) from Quote (OQ) link. Gen Comm PO (OP) from Quote (OQ)
7.	Enter the Quotation Request number into the Order Number field.
8.	Click the Find button. 
9.	<p>The grid for releasing lines from a Quotation Request to a Purchase Order is in Line order. The Original line on the Quotation Request appears in Bold and the Release Quantity is populated with the Original Quantity requested.</p> <p>The lines beneath the Quotation Request information contain Bid Submission information from each Supplier for the specific line on the Quotation Request.</p>
10.	<p>Note: Multiple Purchase Orders can be created from a single Quotation Request and awarded to multiple Suppliers.</p> <p>Quantity released to a supplier does not need to match the Original Release Quantity from the Quotation Request.</p>
11.	<p>Enter the Release Quantity on the supplier line to whom you wish to award the order</p> <p>For orders placed in units, enter the number of units to be released to the Purchase Order for the specified supplier in the Release Quantity field(s).</p> <p>For orders placed in bulk, enter the bulk price in the Release Amount field(s).</p> <p>If the order includes text lines, enter a "1" in the Release Amount field in the text line (with a Unit Price of 0.00) that corresponds with the supplier to whom you wish to award the order.</p>

Step	Action
12.	<p>Release Quantity</p> <p>Enter the number of units to be awarded to the Supplier into the Release Quantity field.</p>
13.	<p><i>Optional Step:</i> To Review Purchase Order prior to generation.</p> <p>Click the Form button.</p> 
14.	<p>Click the Review Order(s) menu.</p> 
15.	<p>Click the box in the grid to view the pending Purchase Order to review.</p> 
16.	<p>Click the Row button.</p> 
17.	<p>Click the Details menu.</p> 
18.	<p>Review information that will be on the generated Purchase Order.</p>
19.	<p>Click the Cancel button.</p> 
20.	<p>Click the Cancel button.</p> 
21.	<p>Click the Form button.</p> 
22.	<p>Click the Generate Order(s) menu.</p> 
23.	<p>The new Order Number and Or Ty (Order Type) will appear and should be recorded</p>
24.	<p>Click the Close button.</p> 
25.	<p>Click the Cancel button.</p> 
26.	<p>End of Procedure.</p>