

**Generating a Purchase Order from a Quotation Request**  
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## 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

## Generating a Purchase Order from a Quotation Request

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## Generating a Purchase Order from a Quotation Request

### Generating a Purchase Order from a Quotation Request Overview

Once the suppliers' quote responses are entered into the system, you can compare price quotations and create a purchase order for the supplier that should be awarded the bid. Funds are encumbered when the Purchase Order is generated.

You can compare price quotes for an item by locating the quotation request detail line that contains the item. You can review the item description for the detail line and all suppliers that have provided price quotes for the item.

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

**OP**                      Purchase Order  
Purchasing – Agencies > Purchase Orders – Agencies > Commodity Purchase Order – Agency > Generate Commodity PO – Agency > Gen Comm PO (OP) from Quote (OQ)

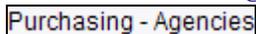
**O9**                      Service Purchase Order  
Purchasing – Agencies > Purchase Orders – Agencies > Service Purchase Order – Agency > Generate Service PO – Agency > Gen Service PO (O9) from Quote (Z1)

**ZO**                      Direct Purchase Authorization Order  
Purchasing – Agencies > Purchase Orders – Agencies > Commodity Purchase Order – Agency > Generate Commodity PO – Agency > Gen Direct Purchase Auth PO (ZO) from Comm Quote (OQ)

### Generating a Purchase Order from a Quotation Request Lesson

#### Procedure

The following is an example of generating a Purchase Order (OP) from a Quotation Request (OQ). 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. 
2.	Click the <b>Purchasing - Agencies</b> link. 

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## Generating a Purchase Order from a Quotation Request



Step	Action
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 Quote (OQ)</b> link. <a href="#">Gen Comm PO (OP) from Quote (OQ)</a>

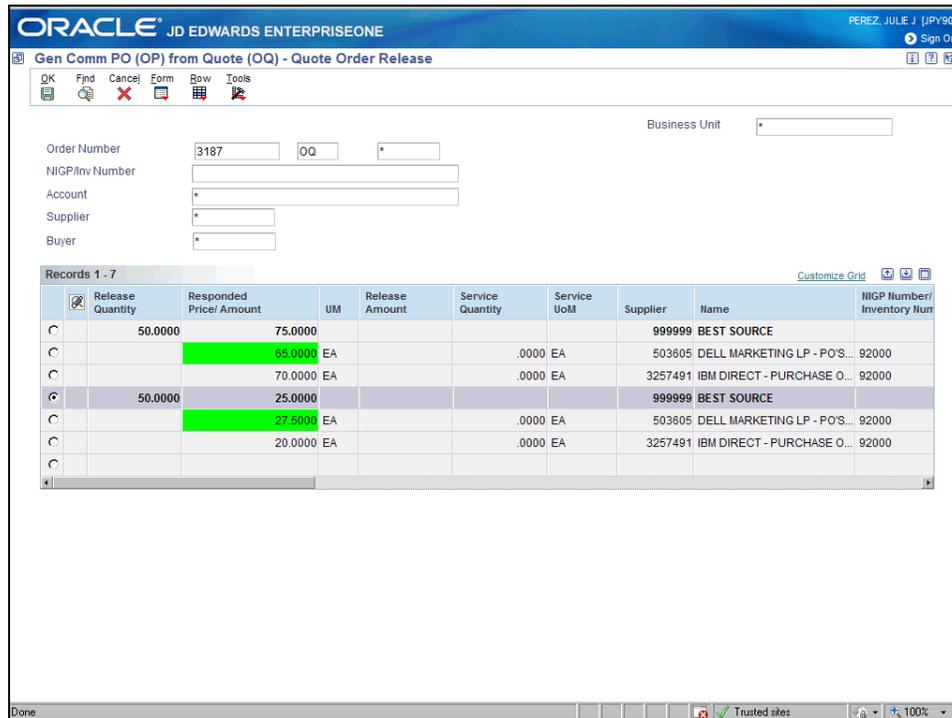
The screenshot shows the Oracle JD Edwards EnterpriseOne interface for the 'Gen Comm PO (OP) from Quote (OQ) - Quote Order Release' form. The form includes the following fields:

- Order Number:  [OQ] \*
- NIGP/Inv Number:
- Account:
- Supplier:
- Buyer:
- Business Unit:

Below the form is a table titled 'Records 1 - 1' with the following columns:

Release Quantity	Responded Price/Amount	UM	Release Amount	Service Quantity	Service UoM	Supplier	Name	NIGP Number/ Inventory Num
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step	Action
7.	Enter the Quotation Request number into the <b>Order Number</b> field.
8.	Click the <b>Find</b> button. 

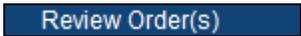


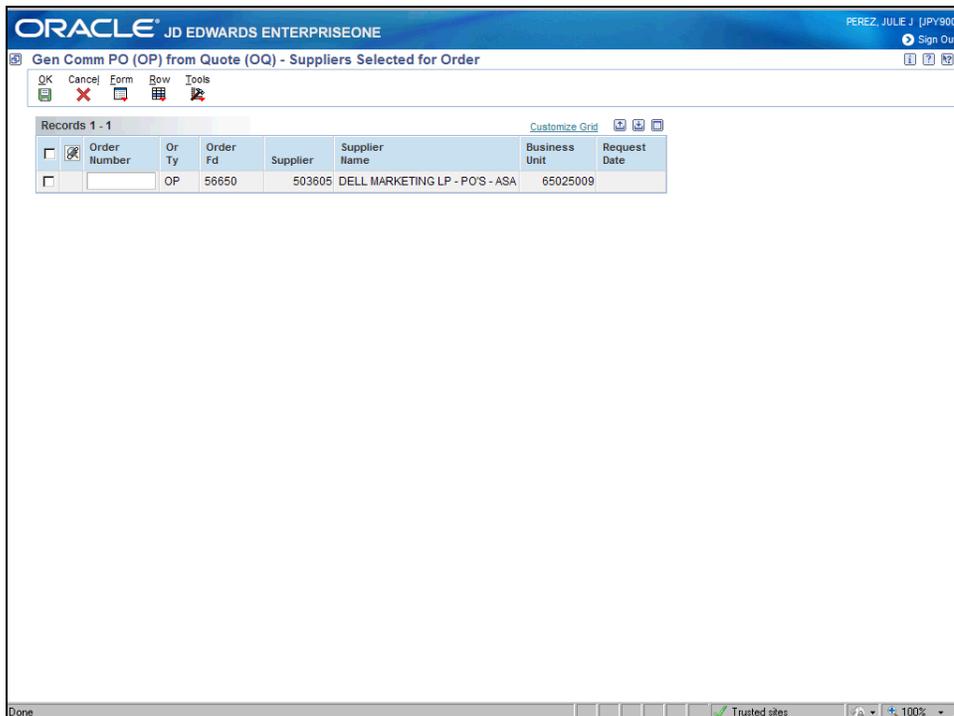
Step	Action
9.	<p>The grid for releasing lines from a Quotation Request to a Purchase Order is in Line order. The Original line on the Quotation Request appears in <b>Bold</b> and the <b>Release Quantity</b> is populated with the Original Quantity requested.</p> <p>The lines beneath the Quotation Request information contain Bid Submission information from each Supplier for the specific line on the Quotation Request.</p>
10.	<p><b>Note:</b> 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 <b>Release Quantity</b> 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 <b>Release Quantity</b> field(s).</p> <p>For orders placed in bulk, enter the bulk price in the <b>Release Amount</b> field(s).</p> <p>If the order includes text lines, enter a "1" in the <b>Release Amount</b> 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>

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Step	Action
12.	<p><b>Release Quantity</b></p> <p>Enter the number of units to be awarded to the Supplier into the <b>Release Quantity</b> field.</p>
13.	<p><i>Optional Step:</i> To Review Purchase Order prior to generation.</p> <p>Click the <b>Form</b> button.</p> 
14.	<p>Click the <b>Review Order(s)</b> menu.</p> 



Step	Action
15.	<p>Click the box in the grid to view the pending Purchase Order to review.</p> 
16.	<p>Click the <b>Row</b> button.</p> 
17.	<p>Click the <b>Details</b> menu.</p> 

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## Generating a Purchase Order from a Quotation Request

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

Gen Comm PO (OP) from Quote (OQ) - Items Selected for Order

Business Unit: 65025009

Order Number: 56650

Supplier: 503605

Records 1 - 2

Quantity Ordered	UOM	Service Quantity	Service UoM	Unit Cost	Request Date	Order Date	G/L Date	2nd Item Number	Description
50.0000	EA	.0000	EA	65.0000	07/01/2010	03/08/2010	03/08/2010	92000	PROCURE
50.0000	EA	.0000	EA	27.5000	07/01/2010	03/08/2010	03/08/2010	92000	PROCURE

Step	Action
18.	Review information that will be on the generated Purchase Order.
19.	Click the <b>Cancel</b> button. 
20.	Click the <b>Cancel</b> button. 

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## Generating a Purchase Order from a Quotation Request



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

Gen Comm PO (OP) from Quote (OQ) - Quote Order Release Form

Business Unit \*

Order Number  OQ

NIGP/Inv Number

Account

Supplier

Buyer

Records 1 - 7 Customize Grid

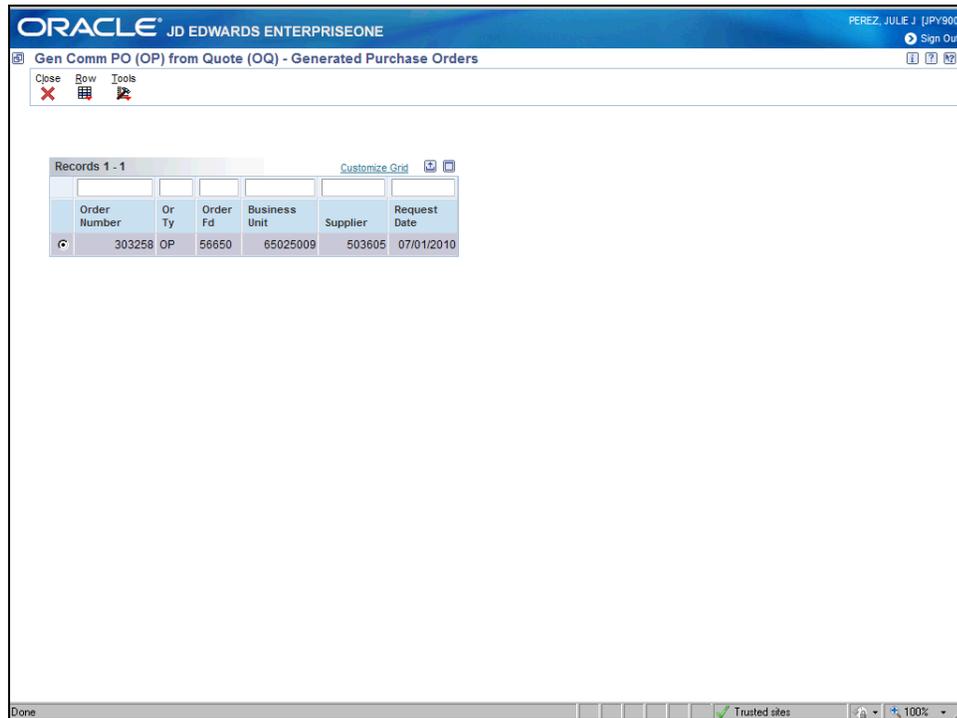
	Release Quantity	Responded Price/Amount	UM	Release Amount	Service Quantity	Service UoM	Supplier	Name	NIGP Number/ Inventory Num
C	50.0000	75.0000					999999	BEST SOURCE	
C	50.0000	65.0000	EA		.0000	EA	503605	DELL MARKETING LP - PO'S...	92000
C		70.0000	EA		.0000	EA	3257491	IBM DIRECT - PURCHASE O...	92000
C	50.0000	25.0000					999999	BEST SOURCE	
C	50.0000	27.5000	EA		.0000	EA	503605	DELL MARKETING LP - PO'S -	92000
C		20.0000	EA		.0000	EA	3257491	IBM DIRECT - PURCHASE O...	92000

Done Trusted sites 100%

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

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## Generating a Purchase Order from a Quotation Request



Step	Action
23.	The new <b>Order Number</b> and <b>Or Ty</b> (Order Type) will appear and should be recorded
24.	Click the <b>Close</b> button. 
25.	Click the <b>Cancel</b> button. 
26.	<b>End of Procedure.</b>