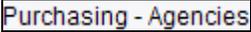
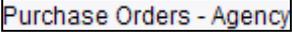
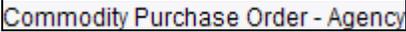
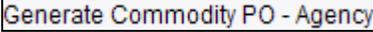
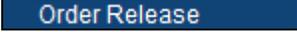
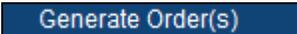
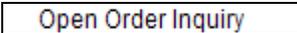


Generating a Purchase Order (OG) from a Commodity Contract (OC) Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Purchase Orders - Agency link. 
4.	Click the Commodity Purchase Order - Agency link. 
5.	Click the Generate Commodity PO - Agency link. 
6.	Click the Gen Comm PO (OG) from Contract (OC) link. 
7.	Enter any known information in the header or Query by Example (QBE) line to minimize the search. For example, in the "Description" QBE field, you can enter a search text using " * " wild cards at the beginning and the end of the text to search for specific contracts.
8.	To populate the grid with all available detail lines on the Contract, click the Find 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 Row button. 
11.	Click the Order Release menu. 

Step	Action
12.	<p>Header Information</p> <p>Review and update the following fields on the Header as required:</p> <ul style="list-style-type: none"> o Supplier - update with vendor o Branch/Plant - <i>Note:</i> 9002 is not a valid Branch/Plant for a Purchase Order; this will result in an Error o Buyer o Ship To <p><i>Note:</i> Changes made to the order release will be reflected on the generated Purchase Order. They do not change the Contract.</p>
13.	<p>Release Information</p> <p>Release Qty - Quantity for Purchase Order will populate – change this quantity. If quantity is not changed, there will be no more units of this item to be released to subsequent PO's and you will be ordering a large quantity of this item.</p> <p>Release Amt is calculated using Release Quantity and Unit Cost</p>
14.	<p>Click the Detail Information tab.</p> 
15.	<p>Detail Information</p> <p>Inventory Number - autopopulates from Requisition.</p> <p>Description 01 - Autopopulates from Requisition. Update as necessary</p> <p>Account Number - Update with a valid Account Number for your agency</p>
16.	<p>Click the Dates tab.</p> 
17.	<p>Dates</p> <p>Requested - Update as necessary</p> <p>Promised Delivery - Update as necessary</p> <p><i>Note:</i> Changes made to the Cancel Date from this screen do not update the Purchase Order. Additional steps are included in this training manual.</p>
18.	<p>Click the OK button.</p> <p><i>Note:</i> 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 Order.</p> 
19.	<p>Click the Form button.</p> 

Step	Action
20.	Click the Generate Order(s) menu. 
21.	The new Order Number and Or Ty (Order Type) will appear and should be recorded.
22.	The newly generated purchase order will need to be revised to update the Send Invoice To field and remove the Cancel Date .
23.	If the existing commodity contract has a \$ UOM (Unit of Measure), if desired revise the purchase order to change the UOM to EA (Each) and correct the Qty (Quantity) and Unit Cost. (Ex: Release Qty=1500, UOM= \$, Unit Cost=1)
24.	Click the Row button. 
25.	Click the Open Order Inquiry menu. 
26.	Choose the row(s) in the grid reflecting the detail lines from which you want to generate a Purchase Order. 
27.	Click the Row button. 
28.	Click the Header Revision menu. 
29.	Send Invoice To Delete the information from this field and press the tab key. The correct Send Invoice To address book number will default. This can be overridden with another address book number if needed.
30.	Cancel Date - remove the cancel date.
31.	Click the Form button. 
32.	Click the Header To Detail menu. 
33.	Click the Populate menu. 
34.	Click the OK button. 
35.	Verify Header changes populated to detail lines and revised as needed. Add additional lines pending the agency's rules and regulations.
36.	Click the OK button. 

Step	Action
37.	Warning Error notifies that "Event still in Process." This is okay. Click the OK button. 
38.	Click the Close button. 
39.	Click the Close button. 
40.	Click the Close button. 
41.	End of Procedure.