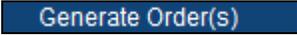


## Generating a Quotation Request from a Purchase Requisition Lesson

Step	Action
1.	<p><b>Warning:</b> The menu path for this lesson uses Quotation Request (Z1) from a Purchase Requisition (O3). <b><u>For the specific menu path when you enter a purchase requisition refer to the Overview section.</u></b> Be sure to use the appropriate menu path for your Order Type.</p> <p>Click the <b>State of Nebraska</b> link.  </p>
2.	<p>Click the <b>Purchasing - Agencies</b> button.  </p>
3.	<p>Click the <b>Quotation Requests - Agency</b> button.  </p>
4.	<p>Click the <b>Service Quotation Request - Agency</b> button.  </p>
5.	<p>Click the <b>Gen Service Quote (Z1) from Agency Req (O3)</b> link.  </p>
6.	<p>Enter the requisition number in the <b>Order Number</b> field (and order type if not defaulted), to minimize the search.</p>
7.	<p>Click the <b>Find</b> button.  </p>
8.	<p>Choose the row(s) in the grid reflecting the detail lines from which you want to generate a quotation request by clicking the corresponding check box.</p> <p>It is possible to choose detail lines from multiple requisitions to generate a single quotation request.  </p>
9.	<p>Click the <b>Select</b> button.  </p>
10.	<p>Verify the following fields in the Header:</p> <p><b>Business Unit</b> - A valid Business Unit for your agency paying for the commodity or service.  <b>Supplier</b> - Review this value and determine correct supplier number.  <b>Buyer</b> - You can populate the address book record for the individual in your agency who will be responsible for the contract.  <b>Ship To</b> - This reflects a delivery location for your agency.</p> <p>If you need to make any changes to these field you can do so at this time.</p>

Step	Action
11.	<p>Review the following fields on the <b>Release Information</b> tab:</p> <p><b>Release Qty</b> - The quantity from the Requisition will populate - change this quantity only if it is determined a need to increase or decrease the field.</p> <p><b>Release Amt</b> - Do not change this field. If you change the <b>Release Qty</b> field this field will populate automatically.</p>
12.	<p>Review the following fields on the <b>Detail Information</b> tab:</p> <p><b>NIGP/Inventory Num</b> - If the incorrect NIGP number was previously entered it can be changed here.</p> <p><b>Note:</b> If you change the number in the <b>NIGP/Inventory Number</b> field here, you will also need to go through Revise to correct the <b>3 - Digit NIGP</b> and <b>NIGP Sub</b> fields.</p> <p><b>Account Number</b> - This must be a valid Account Number for your agency.</p>
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p>If multiple rows were chosen, the Order Release window refreshes with the next item.</p> <p>If there are multiple lines repeat the previous steps for each detail line that you wish to include on the Quotation Request.</p>
15.	<p>If you want to review the newly generated quotation request before the document number is assigned complete the steps below. Reviewing the newly generated quotation request is optional.</p> <p>Click Form, Review Order(s)            Choose the row you wish to review.            Click Row, Details to view the detail lines.            Click Cancel            Click Cancel</p>
16.	<p>Click the <b>Form</b> button.</p> 
17.	<p>Click the <b>Generate Order(s)</b> menu.</p> 
18.	<p>The document number generated will be displayed in the <b>Order Number</b> field. You will want to make note of this number for future reference.</p>
19.	<p>Click the <b>Close</b> button.</p> 
20.	<p>Click the <b>Close</b> button.</p> 
21.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>

