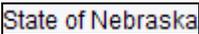
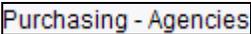
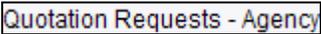


Entering Suppliers to Receive Quotation Requests Lesson

Step	Action
1.	<p>Warning: The menu path for this lesson uses Revise Service Quote (Z1). <u>For the specific menu path when you enter a purchase requisition refer to the Overview section.</u> Be sure to use the appropriate menu path for your Order Type.</p> <p>Click the State of Nebraska link. </p>
2.	<p>Click the Purchasing - Agencies link. </p>
3.	<p>Click the Quotation Requests - Agency link. </p>
4.	<p>Click the Work with Commodity Quote link. </p>
5.	Enter the Quotation Request number into the Order Number field.
6.	Enter the Document Type into the Doc Type field to the immediate right of the Order Number field.
7.	<p>Click the Find button. </p>
8.	If necessary click the radio button to select the row you would like to revise.
9.	<p>Click the Select button. </p>
10.	<p>Click the Form button. </p>
11.	<p>Click the Quote Suppliers menu. </p>
12.	Enter the Bid Opening date in the Required By field in the header. This is the date the bids must be returned to the State of Nebraska.
13.	It is highly recommended that Buyers obtain a minimum of three bids prior to awarding a Service Contract.

Step	Action
14.	<p>Supplier</p> <p>Enter Supplier's Address Book number.</p> <p><i>Note:</i> 999999 (Best Source - Generic Supplier Address Book number can be entered to generate a Quotation Request that does not have specific vendor details.)</p> <p>Use the down arrow on the keyboard to add a new line on the grid to enter additional supplier(s).</p>
15.	<p>When you are finished entering your suppliers click the OK button.</p> 
16.	<p>Click the Cancel button.</p> 
17.	<p>Click the Close button.</p> 
18.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>