

Entering Suppliers to Receive Quotation Requests

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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.



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Entering Suppliers to Receive Quotation Requests

Entering Suppliers to Receive Quotation Requests Overview

Quotation Requests are used to request bids from potential suppliers. Quotes on products desired by the State are received from suppliers wishing to provide the products and services. These bid responses will be entered into the system.

Order Type: OQ

Description: Quote for Commodity Purchase < \$10,000

Navigation: Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Revise Comm Quote (OQ)

Order Type: OF

Description: Quote for a one time purchase for a commodity or commodity contract

Navigation: Processed by DAS Materiel Division, State Purchasing Bureau

Order Type: Z1

Description: Quote for Services

Navigation: Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Revise Service Quote (Z1)

Order Type: ZQ

Description: Quote for Stock

Navigation: Inventory > Inventory Purchasing - Statewide > Stock Quotation Request > Revise Stock Quote (ZQ)

This lesson uses the order type Z1.

Entering Suppliers to Receive Quotation Requests Lesson

Procedure

In this lesson you will learn how to enter suppliers to receive quotation requests.

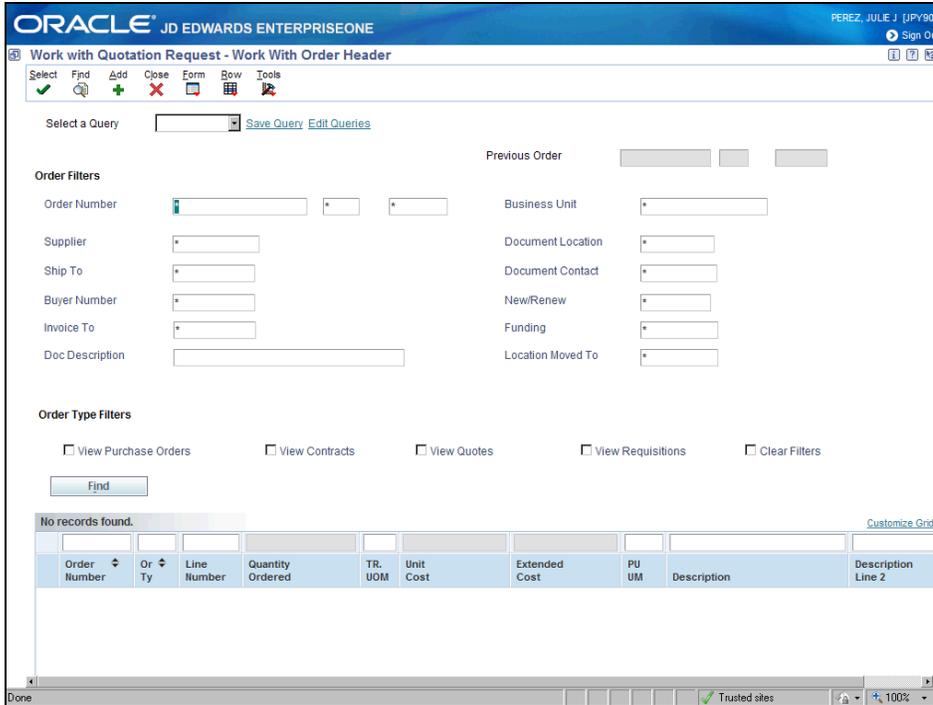
Step	Action
1.	<p>Warning: The menu path for this lesson uses Revise Service Quote (Z1). <u>For the specific menu path when you enter a purchase requisition refer to the Overview section.</u> Be sure to use the appropriate menu path for your Order Type.</p> <p>Click the State of Nebraska link. <input type="text" value="State of Nebraska"/></p>
2.	<p>Click the Purchasing - Agencies link. <input type="text" value="Purchasing - Agencies"/></p>

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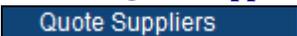


Step	Action
3.	Click the Quotation Requests - Agency link.
4.	Click the Work with Commodity Quote link.



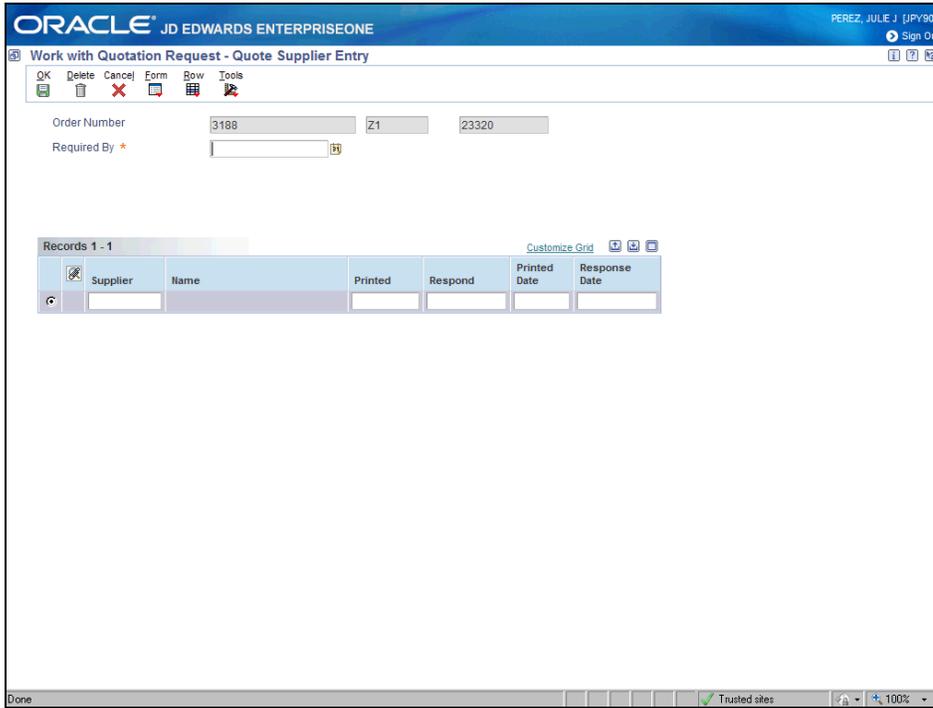
Step	Action
5.	Enter the Quotation Request number into the Order Number field.
6.	Enter the Document Type into the Doc Type field to the immediate right of the Order Number field.
7.	Click the Find button.
8.	If necessary click the radio button to select the row you would like to revise.
9.	Click the Select button.

The screenshot displays the 'Work with Quotation Request - Order Header' window in Oracle JD Edwards EnterpriseOne. The window title bar includes the Oracle logo and 'JD EDWARDS ENTERPRISEONE'. The user is identified as 'PEREZ, JULIE J (JPY900)' with a 'Sign Out' button. The window contains several tabs: 'Order Header', 'Additional Properties', and 'Category Codes'. The 'Order Header' tab is active, showing fields for Order Number (3188), Business Unit (33200457), Supplier (099990), Ship To (558083), Buyer (100378), and Dates (Entered Date, Requested, Prom Del Date, Cancel Date). Below these are sections for Print Remark, Description, Tax, Certificate, Tax ID, Person/Corp. ID, Payment Terms, and Messages.

Step	Action
10.	Click the Form button. 
11.	Click the Quote Suppliers menu. 

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Step	Action
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.
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.	When you are finished entering your suppliers click the OK button. 
16.	Click the Cancel button. 
17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.



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