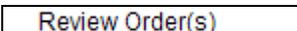
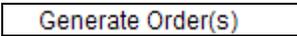
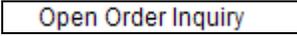
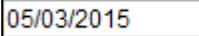
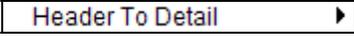


## Contract Renewal (O4) from (O4) Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Contracts - Agency</b> link. 
4.	Click the <b>Gen Contract Renewal (O4) from (O4)</b> link. 
5.	Enter the desired information into the <b>Business Unit</b> field.
6.	Click the <b>Find</b> button. 
7.	Select all the rows of the document by clicking the check box for each row. You can also select all of the rows by clicking the top check box. 
8.	Click the <b>Select</b> button. 
9.	Click in the <b>Branch/Plant</b> field. 
10.	Enter the appropriate Business Unit in the <b>Branch/Plant</b> field. Potential Business Units are: 9000, 9001, 9002, and 9003 and should be used consecutively. These Business Unit are statewide Business Units and can be viewed by all State Employee's regardless of agency.
11.	Change the the <b>Release Qty</b> field to increase or decrease New Contract quantity. 
12.	Click the <b>OK</b> button. 
13.	The <b>Order Release</b> screen will reappear until all previous rows have been released. Repeat these previous steps for each them the <b>Order Release</b> screen appears.
14.	After releasing all lines click the <b>Form</b> button. 
15.	Click the <b>Review Order(s)</b> menu. 
16.	Enter the Contract number into the <b>Order Number</b> field.
17.	Enter the copied contract order number in the <b>Order Number</b> field.

Step	Action
18.	Click the <b>Form</b> button. 
19.	Click the <b>Generate Order(s)</b> menu. 
20.	Click the <b>Row</b> button. 
21.	Prior to printing the contract the cancel date will need to be changed on the document.  Click the <b>Open Order Inquiry</b> menu. 
22.	Select the row or rows by clicking the check box next to them. You can select all rows by clicking the top check box. 
23.	Click the <b>Row</b> button. 
24.	Click the <b>Header Revision</b> menu. 
25.	Click in the <b>Cancel Date</b> field. 
26.	Change the date in the <b>Cancel Date</b> field as needed.
27.	Click the <b>Form</b> button. 
28.	Click the <b>Header To Detail</b> menu. 
29.	Click the <b>Populate</b> menu. 
30.	Click the <b>OK</b> button. 
31.	Click the <b>OK</b> button. 
32.	Click the <b>Close</b> button. 
33.	Click the <b>Close</b> button. 
34.	Click the <b>Close</b> button. 
35.	You have successfully completed this lesson. <b>End of Procedure.</b>

