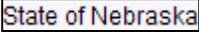
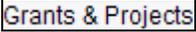
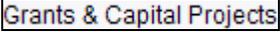
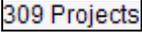


Create a Requisition for a Project

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Grants & Projects link. 
3.	Click the Grants & Capital Projects link. 
4.	Click the 309 Projects link. 
5.	Click the Enter/Revise Special Req (X1) link. 
6.	Click the Add button. 
7.	Enter the supplier number into the Supplier field. Note: The actual supplier may not be known at this point. The field may be filled with any type of information (i.e., Project Manager's Address Book number or simply "best source", Address Book number 999999).
8.	Click in the Ship To field. 
9.	Enter the address to which the goods are to be delivered into the Ship To field. Note: If multiple locations, address book number 559783 (FACILITY, MULTIPLE ADDRESSES) can be used.
10.	Click in the Buyer field. 
11.	Enter the address book number of the Individual who is primarily responsible for this document at the Agency into the Buyer field.
12.	Send Invoice To – automatically populates but can be overridden. Note: Primarily "S" search type Address Book records if the invoice will not be sent to the "Ship To" address. In this lesson we will not change this field.
13.	Click in the Business Unit field. 
14.	Enter the business unit business unit accountable for the order into the Business Unit field.

Step	Action
15.	The Entered Date field will default to the current date.
16.	Click in the Requested field. <input data-bbox="354 352 555 394" type="text"/>
17.	Enter the date you would like to receive the item into the Requested field.
18.	Click in the Prom Del Date field. <input data-bbox="354 485 555 527" type="text"/>
19.	Enter the date the vendor has promised delivery into the Prom Del Date field.
20.	Cancel Date – Will remain blank unless you enter data. This can reflect the last date the requisition is valid.
21.	Click the OK button. 
22.	<p>Enter the NIGP Number/Inventory Number into the Inventory Number field.</p> <p>99999 indicates the document is a Project and the last 2 digits of the number matches numbers used for Construction Categories used as subsidiaries in business unit setup for Construction Projects.</p> <p>Note: Note Users must use one of the following numbers or an error will appear:</p> <p>Program Planning: 99999-CC0010</p> <p>Professional Fees: 99999-CC0020</p> <p>Construction: 99999-CC0030</p> <p>Fixed Equipment: 99999-CC0040</p> <p>Moveable Equipment: 99999-CC0050</p> <p>Special or Technical Equipment: 99999-CC0060</p> <p>Land Acquisition/Development: 99999-CC0070</p> <p>Artwork: 99999-CC0080</p> <p>Other Construction Related Costs: 99999-CC0090</p>
23.	<p>3-Digit NIGP –three-digit prefix to a commodity code (999) for all X document types.</p> <p>NIGP Sub – two-digit commodity code suffix (99) for all X document types.</p> <p>Notes: 3-Digit NIGP and NIGP Sub automatically populates from the data entered in the NIGP Number/Inventory Number field but can be overridden.</p>

Step	Action
24.	Click in the Quantity Ordered field. <input type="text"/>
25.	Enter the quantity of the item that you require into the Quantity Ordered field.
26.	Click in the Tr. UoM field. <input type="text"/>
27.	Enter the appropriate unit of measure if necessary into the Tr. UoM field. Note: System defaults to EA.
28.	Click in the Unit Cost field. <input type="text"/>
29.	Enter the estimated cost per unit into the Unit Cost field.
30.	Extended Cost – The system will automatically populate this field based on the Quantity Ordered and Unit Cost fields. Pu. UoM - Defaults to the same Unit of Measure in the Tr. UoM field. Note: Pu. UoM must equal Tr. UoM or an error will occur.
31.	Click in the Description 1 field. <input type="text"/>
32.	Enter the descriptive data pertaining to the specific detail line into the Description 1 field. This is free text and will print on all purchasing documents.
33.	Click in the Description 2 field. <input type="text"/>
34.	Description 2 is a free text field and will print on purchasing documents. Enter descriptive data that you want to appear in the system.
35.	Click in the Account Number field. <input type="text"/>
36.	Enter a valid business unit and object account from the Chart of Accounts into the Account Number field.
37.	Click the OK button. 
38.	Record the document number in the Previous Order field for use in future processes.
39.	Click the Cancel button. 
40.	Click the Close button. 
41.	You have successfully completed this lesson. End of Procedure.

