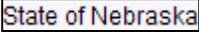
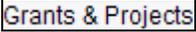
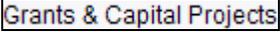
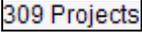


Enter Special Purpose PO (X3) Direct Lesson

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 Revise Spec Order Release (X3) link. 
6.	Click the Add button. 
7.	Supplier The Address Book number of the vendor from whom you will purchase the goods o Primarily "V" search type Address Book records. NOTE: This should NEVER be an "E" search type Address Book record.
8.	NOTE: Error Message: "Address Number - Invalid" will disappear once additional information is entered.
9.	Ship To - Address to which the goods are to be delivered or the location where services are to be performed o The Ship To number will automatically populate the Send Invoice To field. o Primarily "F" search type Address Book records.
10.	Buyer Number - Special Purpose Purchase Orders will be processed by AS Task Force for Building Renewal. ALWAYS enter Address Book number 576618.
11.	Description Enter a brief description of the Project.

Step	Action
12.	<p>Business Unit accountable for the project.</p> <p>NOTE: Generally, each project is tied to a single unique Business Unit. For projects funded by the 309 Task Force for Building Renewal, the Business Unit number is supplied by 309.</p>
13.	<p>Requested Date - The date when you want the special purpose purchase order to be filled or delivered.</p>
14.	<p>Promised Delivery - The date the supplier promised to deliver this order.</p>
15.	<p>Data on the Additional Properties tab provides information about the document: Document Description, Document Location, and Document Contact.</p> <p>These fields are OPTIONAL for Special Purpose POs.</p>
16.	<ul style="list-style-type: none"> o Document Description - Populate for a commodity or service purchase order, this field can be used for free form text; This field can hold up to 30 alpha/numeric characters o Document Location - Identifies the facility where a commodity or service requisition was established, this field can be pulled from the address book; this should be a Address Book Search Type of "F" - facility o Document Contact - Identifies the primary person responsible for the commodity or service requisition. This field can be pulled from the address book; this should be an Address Book Search Type of "B, E, N, or X".
17.	<p>Click the OK button.</p> 
18.	<p>An Order Number has three components</p> <ul style="list-style-type: none"> o Order Number - system assigned o Order Type - Special Purpose PO is X3 o Order Fund - automatically assigned based on Business Unit
19.	<p>Enter Detail Lines for this Special Purpose Purchase Order</p>
20.	<p>NIGP Number/Inventory Number</p> <ul style="list-style-type: none"> o NIGP Number/Inventory Number – represents the NIGP commodity code for construction related projects.

Step	Action
21.	<p>NIGP Number/Inventory Number</p> <p><i>Note:</i> Enter an NIGP Number for all construction related projects from the following:</p> <ul style="list-style-type: none"> o 99999-CC0010 Program Planning o 99999-CC0020 Professional Fees o 99999-CC0030 Construction o 99999-CC0040 Fixed Equipment o 99999-CC0050 Moveable Equipment o 99999-CC0060 Special or Technical Equipment o 99999-CC0070 Land Acquisition/Development o 99999-CC0080 Artwork o 99999-CC0090 Other Construction Related Costs
22.	<p>NIGP Number/Inventory Number</p> <ul style="list-style-type: none"> o 3-Digit NIGP – Will populate from the NIGP Number/Inventory Number; this is the three-digit prefix to a commodity code o NIGP Sub – Will populate from the NIGP Number/Inventory Number; this is the two-digit commodity code suffix <p>3-Digit NIGP and NIGP Sub automatically populate from the data entered in the NIGP Number/Inventory Number field but can be overridden.</p>
23.	<p>Quantity Ordered - Enter the full cost of the Construction Contract.</p>
24.	<p>Tr. UoM - Transaction Unit of Measure. System defaults to EA; Always enter a valid value e.g. "\$".</p>
25.	<p>Unit Cost – Always enter a valid value e.g. "1".</p>
26.	<p>NOTE: To facilitate partial receipts and payment on the contract, the Quantity and Unit Cost fields are reversed.</p>
27.	<p>Description 1 – This is free text – enter description of the contract</p> <p>System will capitalize the text.</p>
28.	<p>Description 2 – This is free text – Enter Contract Description, as needed.</p>
29.	<p>Account Number</p> <p>Enter the Business Unit from the Special Purpose PO Header followed by a period (.) and the applicable Object Code into the Account Number field.</p> <p>Account Number = Business Unit.Object Code</p>
30.	<p>NOTE: Business Units created for projects by the Task Force for Building Renewal allow a very limited selection of Object Codes. Contact the Task Force for acceptable Object Codes.</p>
31.	<p>Click in a field on the next row to populate additional fields based on Account Number.</p> <div style="border: 1px solid black; width: 200px; height: 15px; margin-top: 5px;"></div>

Step	Action
32.	Click the OK button. 
33.	Note the number that appears in the Previous Order Number field for future reference.
34.	Enter data for next Special Purpose Purchase Order or Click the Cancel button. 
35.	Click the Close button. 
36.	End of Procedure.