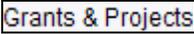
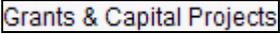
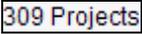


## Generate a Special Order Release (X3) from (X2) for a Project

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Grants &amp; Projects</b> link. 
3.	Click the <b>Grants &amp; Capital Projects</b> link. 
4.	Click the <b>309 Projects</b> link. 
5.	Click the <b>Gen Spec Order Release (X3) from (X2)</b> link. 
6.	Enter the order number into the <b>Business Unit</b> field.
7.	Click the <b>Find</b> button. 
8.	Choose the Order Number desired by clicking the check box next to it. 
9.	Click the <b>Select</b> button. 
10.	Verify and/or revise the <b>Release Qty</b> field.  Click the <b>OK</b> button. 
11.	Click the <b>Close</b> button. 
12.	Click the <b>OK</b> button. 
13.	<b>Note:</b> The Purchase Orders have now been generated and a commitment has been created for the business unit.  Record the new order number for future use.
14.	Click the <b>Close</b> button. 
15.	You have successfully completed this lesson. <b>End of Procedure.</b>

