

## **Setting Up A Requisition, Quote and Special PO**

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## Setting Up A Requisition, Quote and Special PO

### Setting Up A Requisition, Quote and Special PO Overview

The purpose of this process is to create commitments on NIS to track manually created contracts for construction related activities.

This instruction covers the process for creating a requisition, entering quote suppliers, entering bid responses, generating a special purpose PO, generating a special order release, printing a purchase order for a Project and entering a receipt.

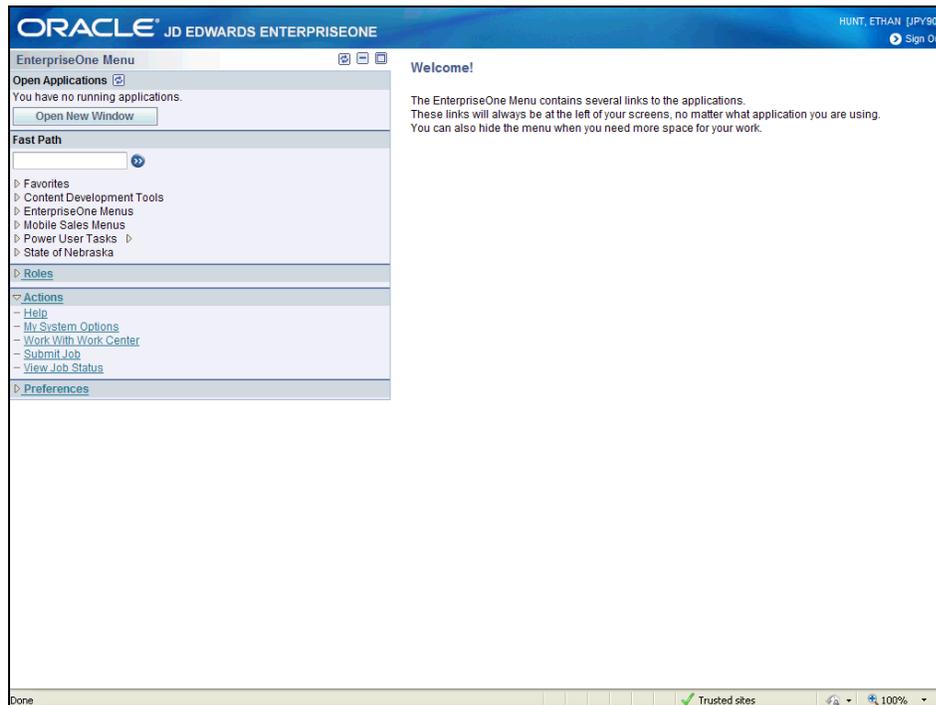
After a Special Purpose Purchase Order document is created or generated, revisions can be made. For example, you can increase the quantity of an ordered item, change the cost of items, or add new detail lines to the purchase order. You can also make revisions to information contained in the header such as Supplier, Ship To, Send Invoice To, Business Unit and Dates. Once an order is revised, the system creates a record of the revisions. In addition, the system tracks these revisions.

The process is not related to the Department of Administrative Services Materiel Division, State Purchasing Bureau. This is simply a way to put a commitment on the system to track expenses related to a project.

### Create a Requisition for a Project

#### Procedure

In this lesson you will learn how to create a requisition for a project.

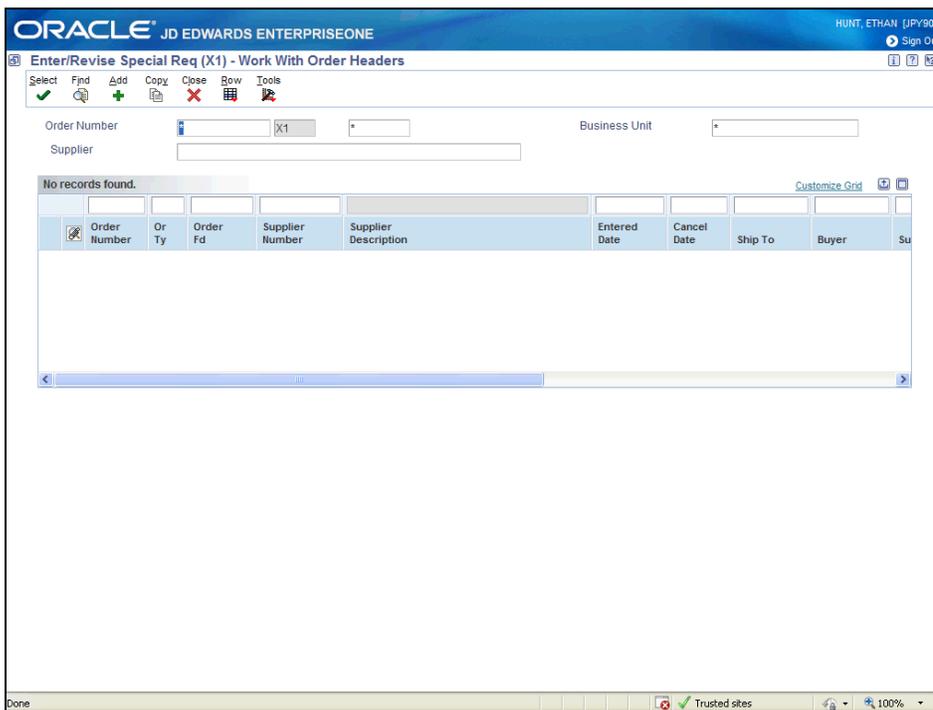


# Training Guide

## Setting Up A Requisition, Quote and Special PO



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>Enter/Revise Special Req (X1)</b> link. 



Step	Action
6.	Click the <b>Add</b> button. 

Step	Action
7.	Enter the supplier number into the <b>Supplier</b> field.  <b>Note:</b> 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 <b>Ship To</b> field. <input type="text"/>
9.	Enter the address to which the goods are to be delivered into the <b>Ship To</b> field.  <b>Note:</b> If multiple locations, address book number 559783 (FACILITY, MULTIPLE ADDRESSES) can be used.
10.	Click in the <b>Buyer</b> field. <input type="text"/>
11.	Enter the address book number of the Individual who is primarily responsible for this document at the Agency into the <b>Buyer</b> field.
12.	<b>Send Invoice To</b> – automatically populates but can be overridden.  <b>Note:</b> 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 <b>Business Unit</b> field. <input type="text"/>

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
14.	Enter the business unit business unit accountable for the order into the <b>Business Unit</b> field.
15.	The Entered Date field will default to the current date.
16.	Click in the <b>Requested</b> field. <input type="text"/>
17.	Enter the date you would like to receive the item into the <b>Requested</b> field.
18.	Click in the <b>Prom Del Date</b> field. <input type="text"/>
19.	Enter the date the vendor has promised delivery into the <b>Prom Del Date</b> field.
20.	<b>Cancel Date</b> – Will remain blank unless you enter data. This can reflect the last date the requisition is valid.
21.	Click the <b>OK</b> button. 

**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN [JPY900] Sign Out

**Enter/Revise Special Req (X1) - Order Detail**

OK Cancel Form Row Tools

**Order Detail** Line Defaults Additional Properties Category Codes

Order Number 4448 X1 56650 Business Unit 65025009

Supplier 999999 BEST SOURCE Order Revision

Ship To 559783 FACILITY, MULTIPLE ADDRESSES Entered Date 03/02/2010

Invoice To Requested 03/10/2010

Buyer Number Prom Del Date 03/10/2010

Cancel Date

[Order Attachment](#)

Records 1 - 1 Customize Grid

Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1

Done Trusted sites 100%

Step	Action
22.	<p>Enter the NIGP Number/Inventory Number into the <b>Inventory Number</b> 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><b>Note:</b> 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><b>3-Digit NIGP</b> –three-digit prefix to a commodity code (999) for all X document types.</p> <p><b>NIGP Sub</b> – two-digit commodity code suffix (99) for all X document types.</p> <p><b>Notes:</b> 3-Digit NIGP and NIGP Sub automatically populates from the data entered in the NIGP Number/Inventory Number field but can be overridden.</p>
24.	<p>Click in the <b>Quantity Ordered</b> field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>
25.	Enter the quantity of the item that you require into the <b>Quantity Ordered</b> field.
26.	<p>Click in the <b>Tr. UoM</b> field.</p> <div style="border: 1px solid black; width: 80px; height: 20px; margin-left: 20px;"></div>
27.	<p>Enter the appropriate unit of measure if necessary into the <b>Tr. UoM</b> field.</p> <p><b>Note:</b> System defaults to EA.</p>
28.	<p>Click in the <b>Unit Cost</b> field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
29.	Enter the estimated cost per unit into the <b>Unit Cost</b> field.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
30.	<p><b>Extended Cost</b> – The system will automatically populate this field based on the Quantity Ordered and Unit Cost fields.</p> <p><b>Pu. UoM</b> - Defaults to the same Unit of Measure in the Tr. UoM field.</p> <p><b>Note:</b> Pu. UoM must equal Tr. UoM or an error will occur.</p>
31.	<p>Click in the <b>Description 1</b> field.</p> <div data-bbox="342 548 628 590" style="border: 1px solid black; width: 176px; height: 20px;"></div>
32.	<p>Enter the descriptive data pertaining to the specific detail line into the <b>Description 1</b> field.</p> <p>This is free text and will print on all purchasing documents.</p>
33.	<p>Click in the <b>Description 2</b> field.</p> <div data-bbox="342 785 758 827" style="border: 1px solid black; width: 256px; height: 20px;"></div>
34.	<p><b>Description 2</b> is a free text field and will print on purchasing documents. Enter descriptive data that you want to appear in the system.</p>
35.	<p>Click in the <b>Account Number</b> field.</p> <div data-bbox="342 953 716 995" style="border: 1px solid black; width: 230px; height: 20px;"></div>
36.	<p>Enter a valid business unit and object account from the Chart of Accounts into the <b>Account Number</b> field.</p>
37.	<p>Click the <b>OK</b> button.</p> <div data-bbox="342 1121 388 1163" style="border: 1px solid black; width: 28px; height: 20px; background-color: #d3d3d3; text-align: center; line-height: 20px;">OK</div>
38.	<p>Record the document number in the <b>Previous Order</b> field for use in future processes.</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Enter/Revise Special Req (X1) - Order Header

Order Header Additional Properties Category Codes

Order Number [ ] X1 Business Unit [ ]

Previous Order 4448 X1

Address Numbers Dates

Supplier [ ] Entered Date [ ]

Ship To [ ] Requested [ ]

Buyer [ ] Prom Del Date [ ]

Send Invoice To [ ] Cancel Date [ ]

Pmt. Remark [ ]

Description [ ]

Print Message [ ]

Tax Expt Code [ ] Hold Code [ ] BLANK - HOLD CODES 42/HC

Tax Rate/Area [ ]

Certificate [ ] Retainage % [ ]

Tax ID [ ] Ordered By NISBSVIK

Person/Corp. ID [ ] Order Taken By [ ]

Payment Terms [ ] Net 30 Days from Invoice Date

Messages

Done Trusted sites 100%

Step	Action
39.	Click the <b>Cancel</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Enter/Revise Special Req (X1) - Work With Order Headers

Order Number [ ] X1 Business Unit [ ]

Supplier [ ]

No records found.

Order Number	Or Ty	Order Fd	Supplier Number	Supplier Description	Entered Date	Cancel Date	Ship To	Buyer	Su
No records found.									

Done Trusted sites 100%

# Training Guide

## Setting Up A Requisition, Quote and Special PO

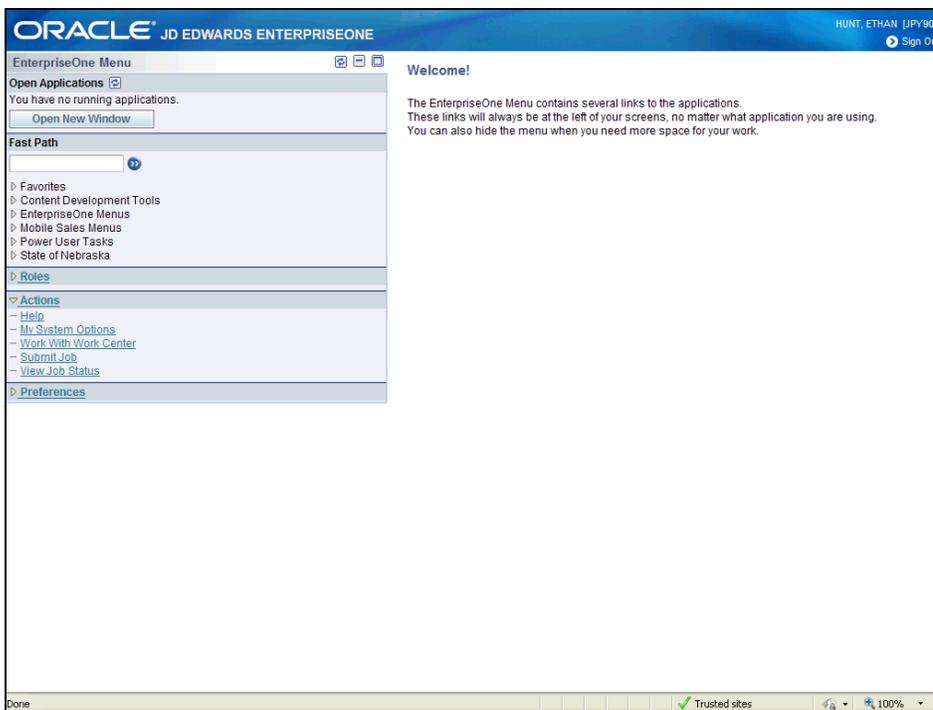


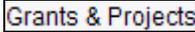
Step	Action
40.	Click the <b>Close</b> button. 
41.	You have successfully completed this lesson. <b>End of Procedure.</b>

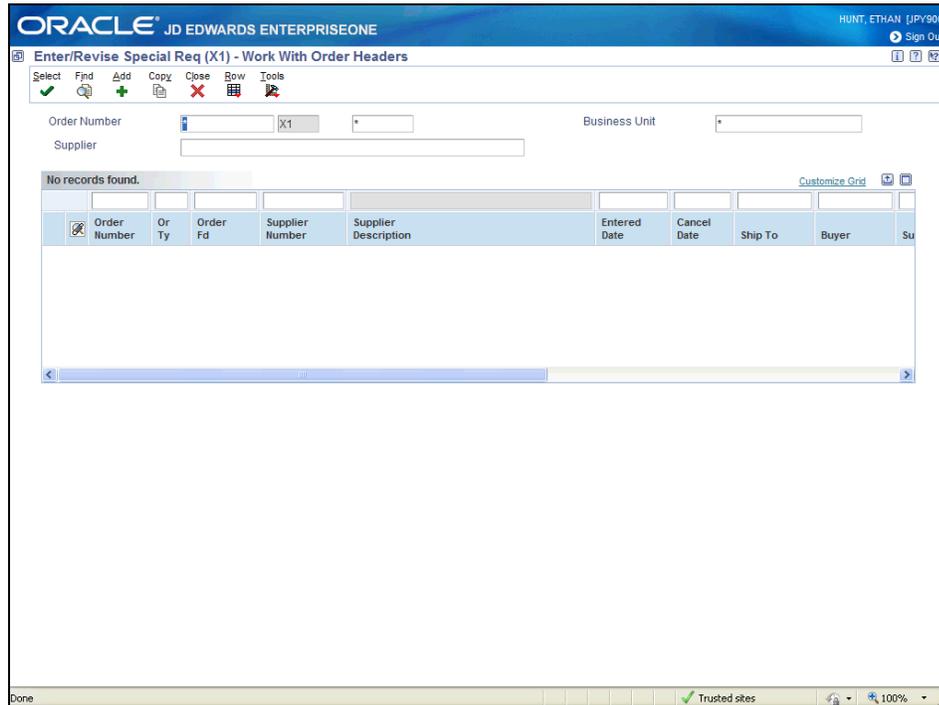
## Enter Quote Suppliers on a Quote for a Project

### Procedure

In this lesson you will learn how to enter quote suppliers on a quote 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>Enter/Revise Special Req (X1)</b> link. 



Step	Action
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Select</b> button. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter/Revise Special Req (X1) - Order Header

OK Cancel Form Tools

Order Header Additional Properties Category Codes

Order Number 4448 X1 56650 Business Unit 65025009

Address Numbers Dates

Supplier 99999C BEST SOURCE Entered Date 03/02/2010

Ship To 559783 FACILITY, MULTIPLE ADDRESSES Requested 03/10/2010

Buyer 4455871 HUNT, ETHAN Prom Del Date 03/10/2010

Send Invoice To 559783 FACILITY, MULTIPLE ADDRESSES Cancel Date

Pmt. Remark

Description

Print Message

Tax Expl Code Hold Code BLANK - HOLD CODES 42/HC

Tax Rate/Area

Certificate Retainage %

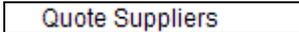
Tax ID PURCHASE Ordered By NISBSVIK

Person/Corp. ID Order Taken By

Payment Terms 000 Due upon Receipt

Messages

Done Trusted sites 100%

Step	Action
9.	Click the <b>Form</b> button. 
10.	Click the <b>Quote Suppliers</b> menu. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter/Revise Special Req (X1) - Quote Supplier Entry

OK Delete Cancel Form Row Tools

Order Number 4448 X1 56650

Required By \*

Records 1 - 1 Customize Grid

Supplier	Name	Printed	Respond	Printed Date	Response Date

Done Trusted sites 100%

Step	Action
11.	Enter the current date into the <b>Required By</b> field.
12.	Click in the <b>Supplier</b> field. <input type="text"/>
13.	Enter the supplier's address book number into the <b>Supplier</b> field.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter/Revise Special Req (X1) - Quote Supplier Entry

Order Number: 4448 X1 56650  
 Required By: 03/02/2010

Records 1 - 1

Supplier	Name	Printed	Respond	Printed Date	Response Date
502374					

Done Trusted sites 100%

Step	Action
14.	Press the <b>Down Arrow</b> on your keyboard to add more suppliers as needed.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter/Revise Special Req (X1) - Quote Supplier Entry

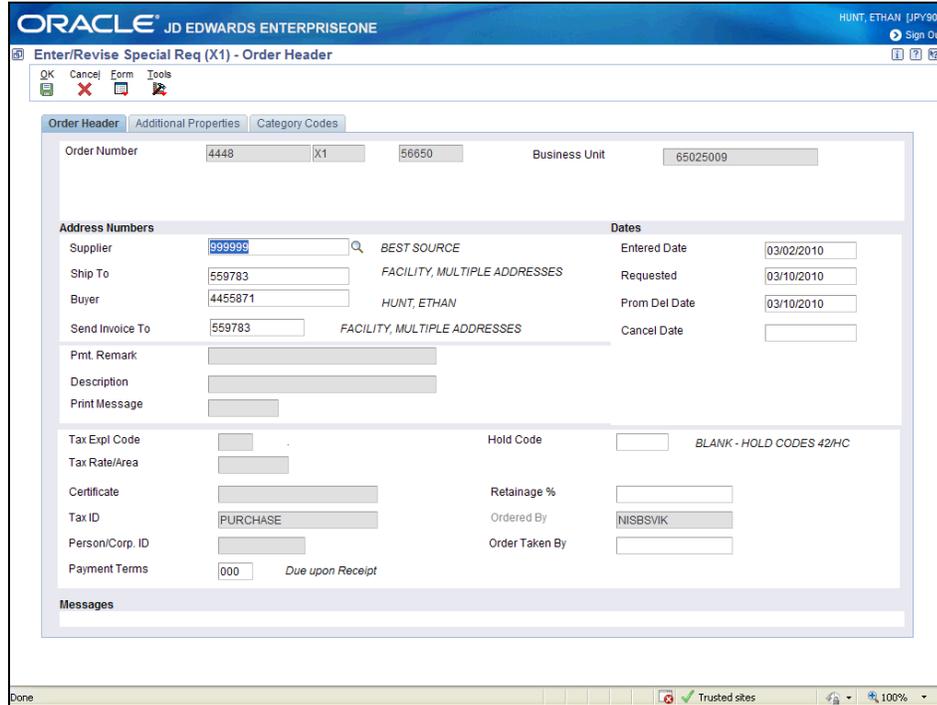
Order Number: 4448 X1 56650  
 Required By: 03/02/2010

Records 1 - 3

Supplier	Name	Printed	Respond	Printed Date	Response Date
502374	CORNHUSKER HEATING & AIR ...	0	0		
506559	NCE STORAGE SOLUTIONS	0	0		
536014					

Done Trusted sites 100%

Step	Action
15.	When finished click the <b>OK</b> button. 

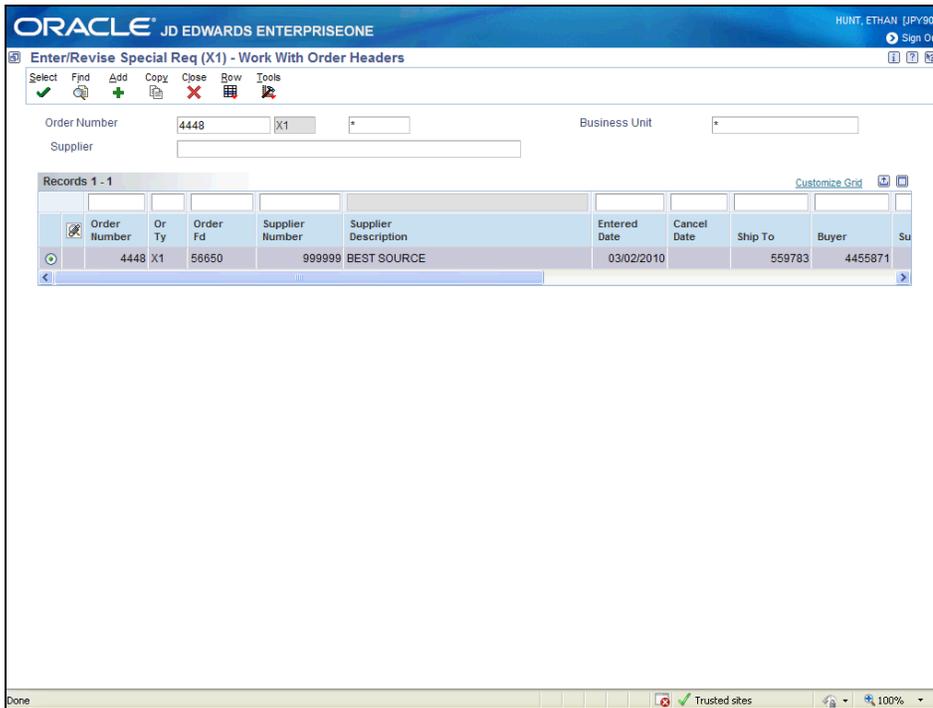


The screenshot displays the 'Enter/Revise Special Req (X1) - Order Header' window in Oracle JD Edwards EnterpriseOne. The window title bar includes the user name 'HUNT, ETHAN (JPY900)' and a 'Sign Out' button. The main content area is divided into several sections: 'Order Header' (with sub-tabs for 'Additional Properties' and 'Category Codes'), 'Address Numbers', 'Dates', 'Tax', and 'Messages'. The 'Order Header' section contains fields for Order Number (4448), Business Unit (65025009), and others. The 'Address Numbers' section includes fields for Supplier (099990), Ship To (559783), Buyer (4455871), and Send Invoice To (559783). The 'Dates' section includes fields for Entered Date (03/02/2010), Requested (03/10/2010), Prom Del Date (03/10/2010), and Cancel Date. The 'Tax' section includes fields for Tax Expi Code, Tax Rate/Area, Certificate, Tax ID (PURCHASE), Person/Corp. ID, Payment Terms (000), Hold Code (BLANK - HOLD CODES 42/HC), Retainage %, Ordered By (NISBSVIK), and Order Taken By. The 'Messages' section is currently empty. The bottom toolbar contains buttons for 'OK', 'Cancel', 'Form', and 'Tools'. The 'OK' button is highlighted in blue.

Step	Action
16.	Click the <b>Cancel</b> button. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO

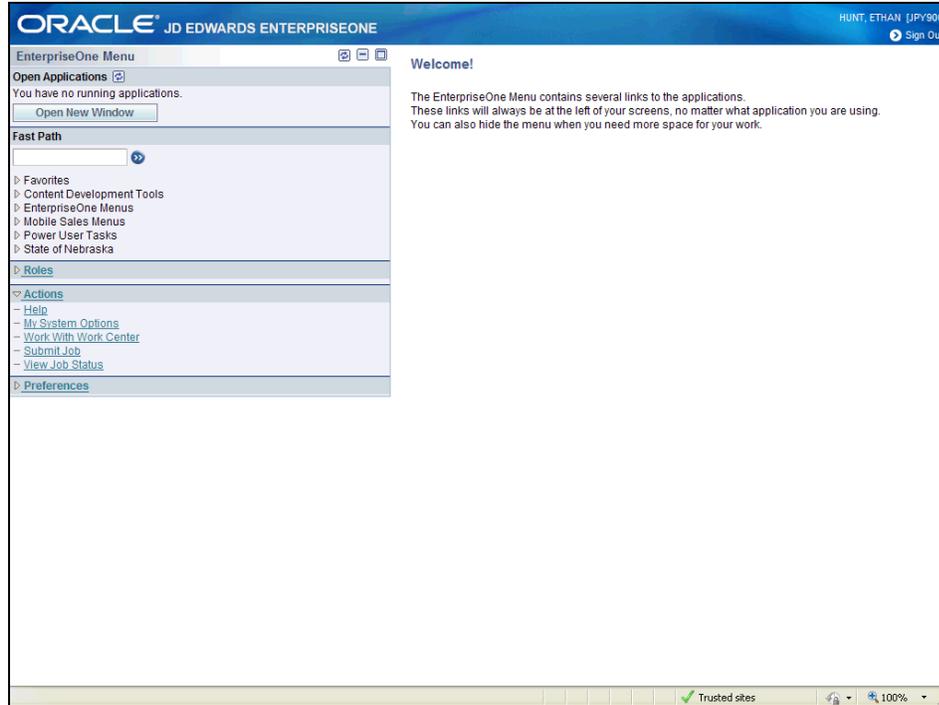


Step	Action
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter Bid Responses on a Quote for a Project

### Procedure

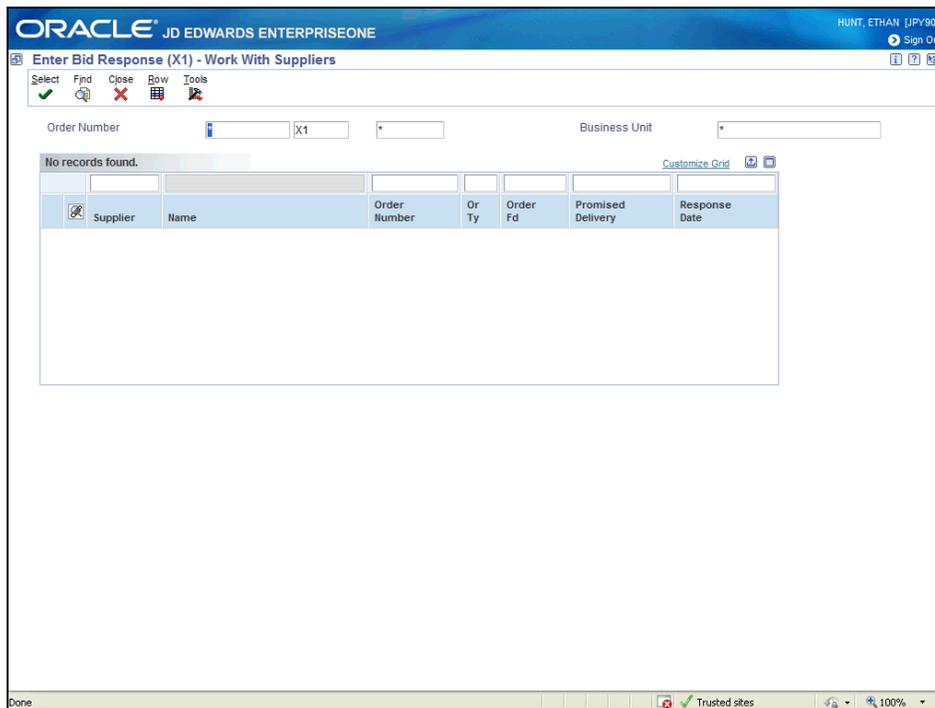
In this lesson you will learn how to enter bid responses on a quote for a project.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>309 Projects</b> link. <a href="#">309 Projects</a>
5.	Click the <b>Enter Bid Response (X1)</b> link. <a href="#">Enter Bid Response (X1)</a>

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## Setting Up A Requisition, Quote and Special PO



Step	Action
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Choose a supplier by clicking the radio button to the left of the row.
9.	Click the <b>Select</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter Bid Response (X1) - Quote Response Entry

OK Cancel Back Form Tools

Order Number: 4448 X1 56650 Response Date: 03/02/2010

Supplier: 502374 CORNHUSKER HEATING & AIR CONDI Promised Delivery:

Ship To: 559783 FACILITY, MULTIPLE ADDRESSES Required Response: 03/02/2010

Records 1 - 1 Customize Grid

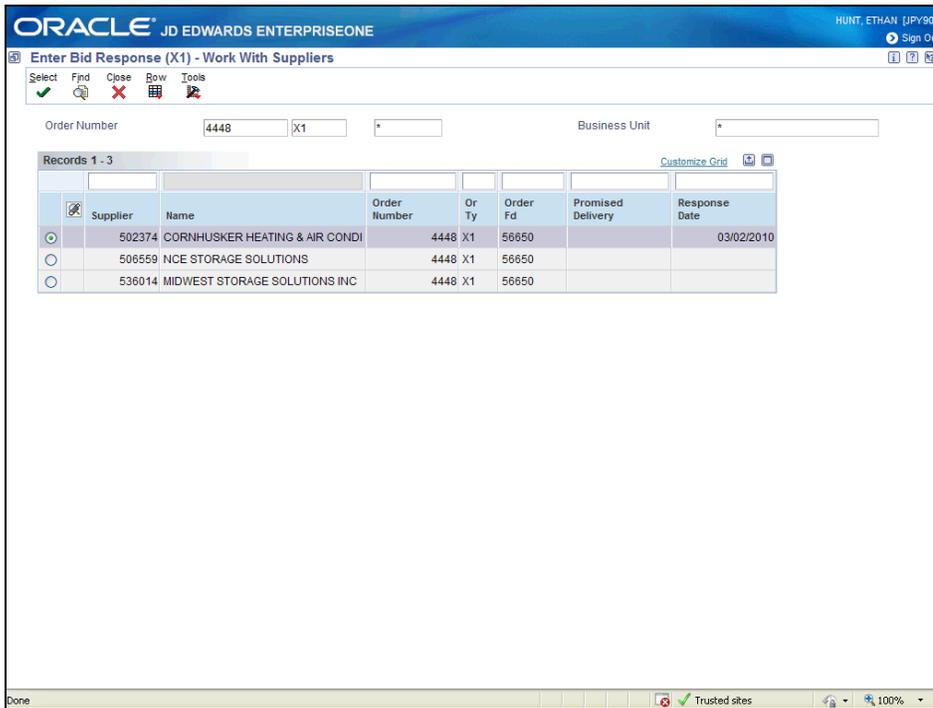
Quantity Ordered	UM	Unit Price	Description	Item Number	Account Number	Request Date
1.0000	EA	.0000	TRAINING EXAMPLE	99999-CC0090	65025009.521403	03/10/2010

Done Trusted sites 100%

Step	Action
10.	Click in the <b>Unit Price</b> field. 
11.	Enter the total cost into the <b>Unit Price</b> field.
12.	Click the <b>OK</b> button. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
13.	Repeat these steps for each supplier. 
14.	When finished click the <b>Close</b> button. 
15.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter Special Purpose PO (X3) Direct

### Enter Special Purpose PO (X3) Direct Overview

The purpose of this process is to create commitments in EnterpriseOne to track manually created contracts for construction related activities.

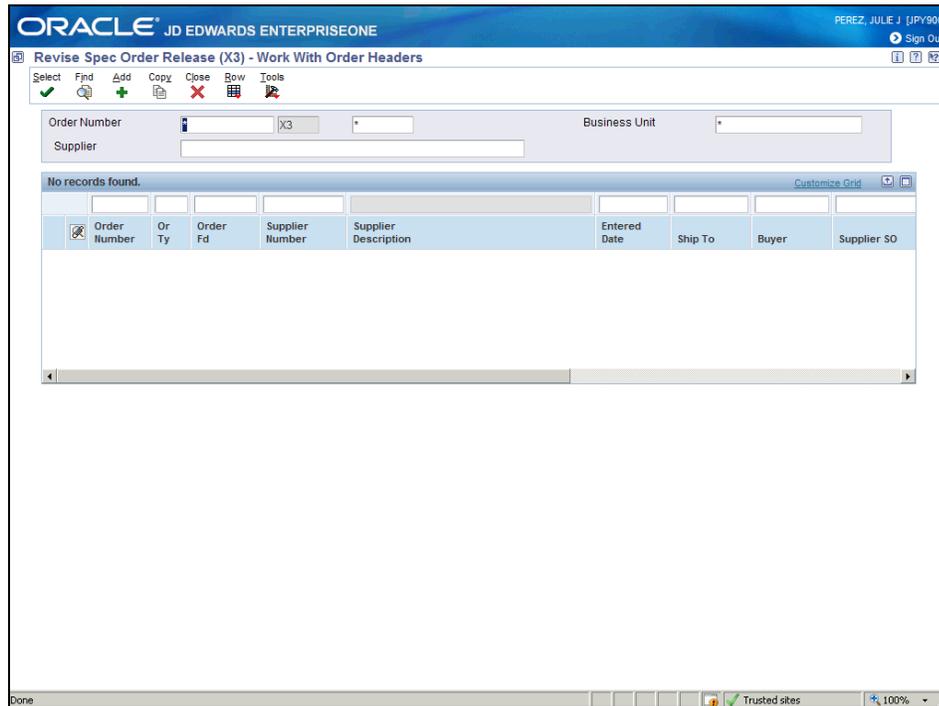
This instruction covers the direct creation of a PO Release (X3) for a project without first creating a Requisition (X1) and Purchase Order (X2) for the project. It is useful to streamline the document creation process for small projects where it is not required to capture the competitive bids for a project, because bids are not required or the bidding process is documented elsewhere.

The process is not related to the AS Materiel Division, State Purchasing Bureau. This is simply a way to put a commitment on the system and to track expenses related to a project.

### Enter Special Purpose PO (X3) Direct Lesson

#### Procedure

Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>309 Projects</b> link. <a href="#">309 Projects</a>
5.	Click the <b>Revise Spec Order Release (X3)</b> link. <a href="#">Revise Spec Order Release (X3)</a>



Step	Action
6.	Click the <b>Add</b> button. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
7.	<p><b>Supplier</b></p> <p>The Address Book number of the vendor from whom you will purchase the goods</p> <ul style="list-style-type: none"> <li>o Primarily "V" search type Address Book records.</li> </ul> <p><b>NOTE:</b> This should NEVER be an "E" search type Address Book record.</p>
8.	<p><b>NOTE:</b> Error Message: "Address Number - Invalid" will disappear once additional information is entered.</p>
9.	<p><b>Ship To</b> - Address to which the goods are to be delivered or the location where services are to be performed</p> <ul style="list-style-type: none"> <li>o The Ship To number will automatically populate the Send Invoice To field.</li> <li>o Primarily "F" search type Address Book records.</li> </ul>
10.	<p><b>Buyer Number</b> - Special Purpose Purchase Orders will be processed by AS Task Force for Building Renewal.</p> <p><b>ALWAYS</b> enter Address Book number 576618.</p>
11.	<p><b>Description</b></p> <p>Enter a brief description of the Project.</p>

Step	Action
12.	<p><b>Business Unit</b> accountable for the project.</p> <p><b>NOTE:</b> 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><b>Requested Date</b> - The date when you want the special purpose purchase order to be filled or delivered.</p>
14.	<p><b>Promised Delivery</b> - The date the supplier promised to deliver this order.</p>

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Revise Spec Order Release (X3) - Order Header'. The 'Additional Properties' tab is selected, displaying a grid of property fields (Property 01 to Property 11) and a 'Cancel Flag' field. Below the grid are fields for 'Document Description', 'Date 01', 'Date 02', 'Date and Time 01', 'Date and Time 02', 'Document Location', and 'Document Contact'. The 'Property 06' field is highlighted with a mouse cursor.

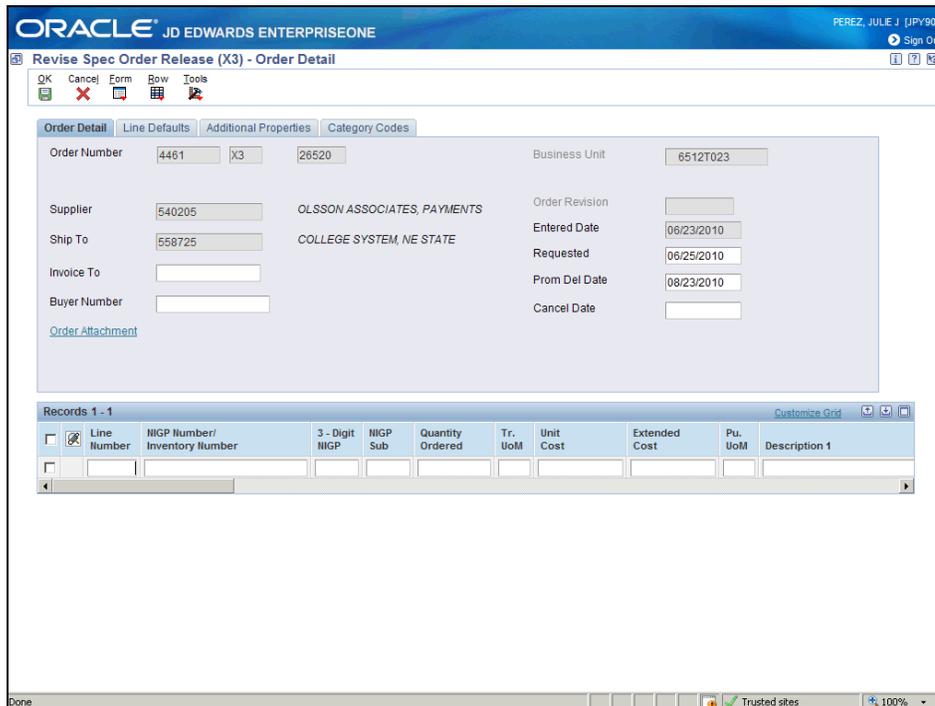
Step	Action
15.	<p>Data on the <b>Additional Properties</b> tab provides information about the document: Document Description, Document Location, and Document Contact.</p> <p>These fields are <b>OPTIONAL</b> for Special Purpose POs.</p>

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
16.	<ul style="list-style-type: none"> <li>o <b>Document Description</b> - 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</li> <li>o <b>Document Location</b> - 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</li> <li>o <b>Document Contact</b> - 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”.</li> </ul>
17.	Click the <b>OK</b> button. 



Step	Action
18.	An <b>Order Number</b> has three components <ul style="list-style-type: none"> <li>o Order Number - system assigned</li> <li>o Order Type - Special Purpose PO is X3</li> <li>o Order Fund - automatically assigned based on Business Unit</li> </ul>
19.	<b>Enter Detail Lines for this Special Purpose Purchase Order</b>

Step	Action
20.	<p><b>NIGP Number/Inventory Number</b></p> <ul style="list-style-type: none"> <li>o <b>NIGP Number/Inventory Number</b> – represents the NIGP commodity code for construction related projects.</li> </ul>
21.	<p><b>NIGP Number/Inventory Number</b></p> <p><i>Note:</i> Enter an NIGP Number for all construction related projects from the following:</p> <ul style="list-style-type: none"> <li>o 99999-CC0010 Program Planning</li> <li>o 99999-CC0020 Professional Fees</li> <li>o 99999-CC0030 Construction</li> <li>o 99999-CC0040 Fixed Equipment</li> <li>o 99999-CC0050 Moveable Equipment</li> <li>o 99999-CC0060 Special or Technical Equipment</li> <li>o 99999-CC0070 Land Acquisition/Development</li> <li>o 99999-CC0080 Artwork</li> <li>o 99999-CC0090 Other Construction Related Costs</li> </ul>
22.	<p><b>NIGP Number/Inventory Number</b></p> <ul style="list-style-type: none"> <li>o <b>3-Digit NIGP</b> – Will populate from the NIGP Number/Inventory Number; this is the three-digit prefix to a commodity code</li> <li>o <b>NIGP Sub</b> – Will populate from the NIGP Number/Inventory Number; this is the two-digit commodity code suffix</li> </ul> <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.	<b>Quantity Ordered</b> - Enter the full cost of the Construction Contract.
24.	<b>Tr. UoM</b> - Transaction Unit of Measure. System defaults to EA; Always enter "\$".
25.	<b>Unit Cost</b> – Always enter "1".

# Training Guide

## Setting Up A Requisition, Quote and Special PO



ORACLE JD EDWARDS ENTERPRISEONE

PEREZ, JULIE J (JPY900) Sign Out

Revise Spec Order Release (X3) - Order Detail

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4461 X3 26520 Business Unit: 6512T023

Supplier: 540205 OLSSON ASSOCIATES, PAYMENTS Order Revision:

Ship To: 558725 COLLEGE SYSTEM, NE STATE Entered Date: 06/23/2010

Invoice To: Requested: 06/25/2010

Buyer Number: Prom Del Date: 08/23/2010

Cancel Date:

Order Attachment

Records 1 - 2 Customize Grid

Line Number	NIIGP Number/ Inventory Number	3 - Digit NIIGP	NIIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
	999999-CC0030	999	99	50000.0000	\$	1			

Step	Action
26.	<b>NOTE:</b> To facilitate partial receipts and payment on the contract, the <b>Quantity</b> and <b>Unit Cost</b> fields are reversed.
27.	<b>Description 1</b> – This is free text – enter description of the contract  System will capitalize the text.
28.	<b>Description 2</b> – This is free text – Enter Contract Description, as needed.
29.	<b>Account Number</b>  Enter the Business Unit from the Special Purpose PO Header followed by a period (.) and the applicable <b>Object Code</b> into the <b>Account Number</b> field.  Account Number = Business Unit.Object Code
30.	<b>NOTE:</b> 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.
31.	Click in a field on the next row to populate additional fields based on Account Number.  <input type="text"/>
32.	Click the <b>OK</b> button.  

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for the 'Revise Spec Order Release (X3) - Order Header' form. The form is divided into several sections: 'Order Header' with fields for Order Number (X3), Previous Order (4461), and Business Unit; 'Address Numbers' with fields for Supplier, Ship To, Buyer, and Send Invoice To; 'Dates' with fields for Entered Date, Requested, Promised Delivery, and Cancel Date; 'Pmt. Remark', 'Description', and 'Print Message' fields; and a bottom section for 'Tax Expt Code', 'Tax Rate/Area', 'Certificate', 'Tax ID', 'Person/Corp. ID', 'Payment Terms' (Net 30 Days from Invoice Date), 'Hold Code', 'Approval Code', 'Retainage %', 'Ordered By' (NISJPEREZ), 'Order Taken By', and 'AIA Document' (Y). The interface includes a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons, and a status bar at the bottom showing 'Done' and 'Trusted sites'.

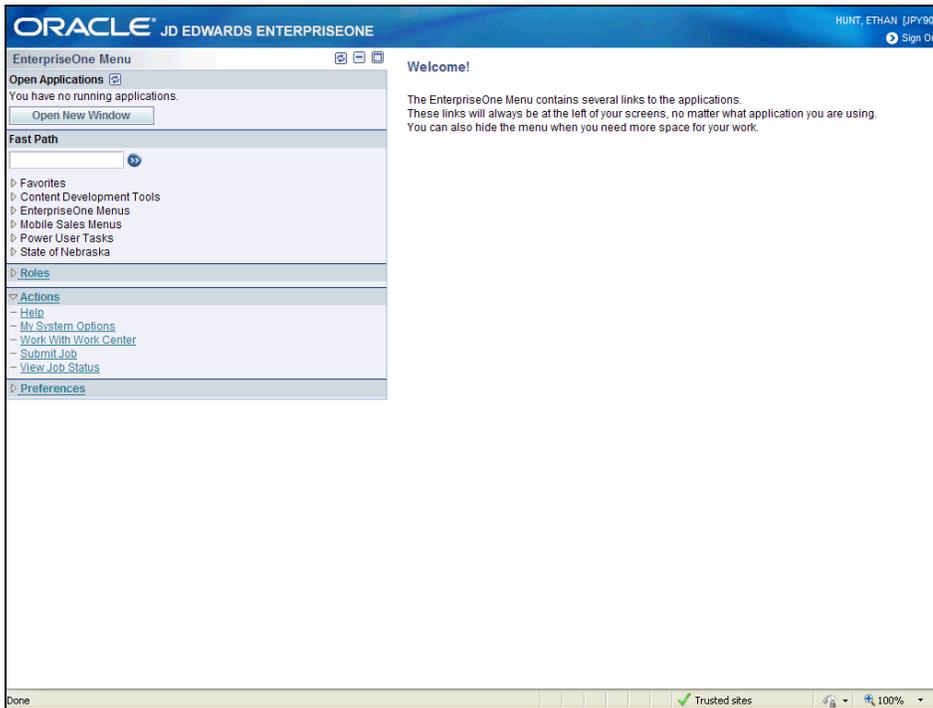
Step	Action
33.	Note the number that appears in the <b>Previous Order Number</b> field for future reference.
34.	Enter data for next Special Purpose Purchase Order or Click the <b>Cancel</b> button. 
35.	Click the <b>Close</b> button. 
36.	<b>End of Procedure.</b>

## Generate a Special Purpose Purchase Order for a Project Procedure

In this lesson you will learn how to generate a special purpose purchase order for a project.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



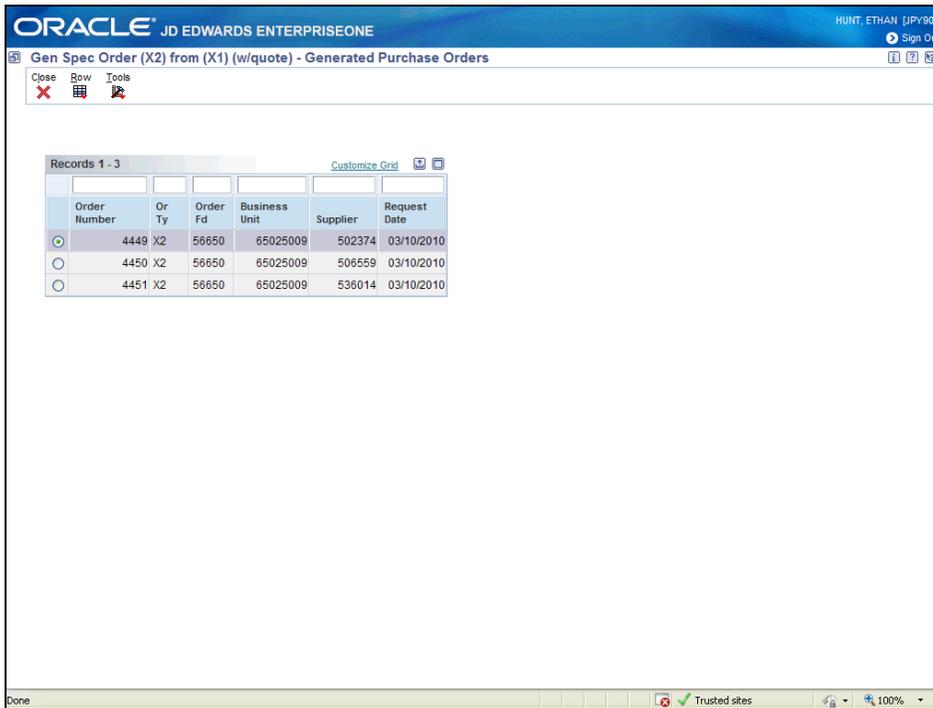
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>309 Projects</b> link. <a href="#">309 Projects</a>
5.	Click the <b>Gen Spec Order (X2) from (X1) (w/quote)</b> link. <a href="#">Gen Spec Order (X2) from (X1) (w/quote)</a>

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Gen Spec Order (X2) from (X1) (w/quote) - Quote Order Release'. The window title is 'ORACLE JD EDWARDS ENTERPRISEONE' and the user is 'HUNT, ETHAN (JPY900)'. The interface includes a menu bar with 'OK', 'Find', 'Cancel', 'Form', 'Row', and 'Tools'. Below the menu bar is a 'Business Unit' dropdown menu. The main form contains several input fields: 'Order Number' (with a value of 'X1'), 'NIGP/Inv Number', 'Account', 'Supplier', and 'Buyer'. Below the form is a table with the following columns: 'Release Quantity', 'Responded Price/ Amount', 'UM', 'Release Amount', 'Service Quantity', 'Service UoM', 'Supplier', 'Name', and 'NIGP Number, Inventory Inv'. The 'Release Quantity' field in the table is highlighted.

Step	Action
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Release Quantity</b> field of the desired supplier. 
9.	Enter the release quantity into the <b>Release Quantity</b> field.
10.	When finished click the <b>OK</b> button. 
11.	Record the new order numbers of future use.

# Training Guide

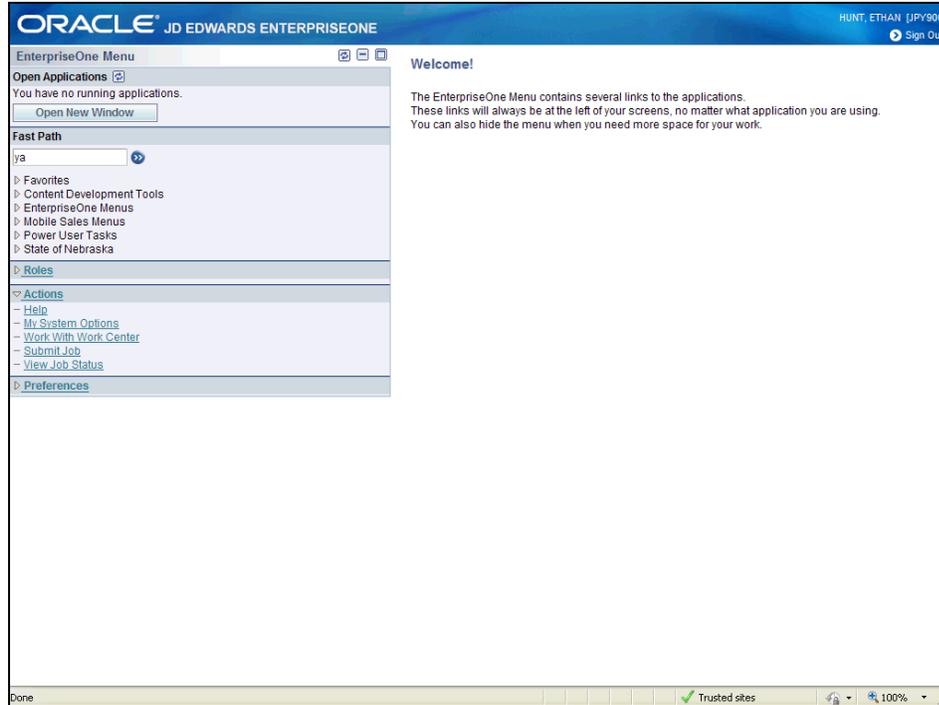
## Setting Up A Requisition, Quote and Special PO



Step	Action
12.	Click the <b>Close</b> button. 
13.	You have successfully completed this lesson. <b>End of Procedure.</b>

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

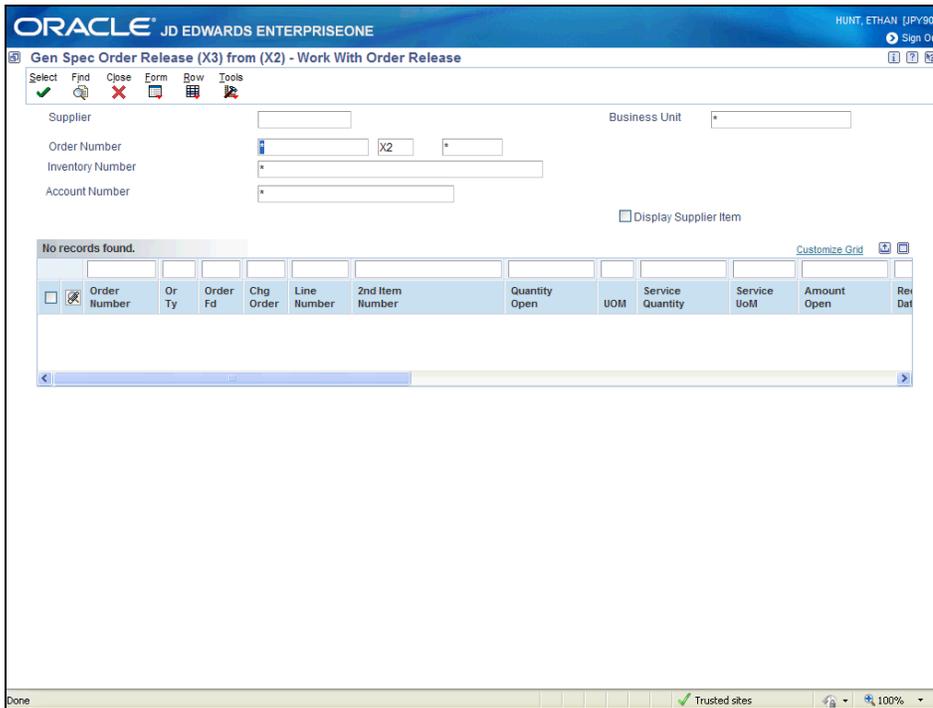
In this lesson you will learn how to generate a special order release (X3 from X2) for a project.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>309 Projects</b> link. <a href="#">309 Projects</a>
5.	Click the <b>Gen Spec Order Release (X3) from (X2)</b> link. <a href="#">Gen Spec Order Release (X3) from (X2)</a>

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
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. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Gen Spec Order Release (X3) from (X2) - Order Release

Supplier: 502374 CORNHUSKER HEATING & AIR CONDI Branch/Plant: 65025009

Buyer: 4455871 HUNT, ETHAN

Ship To: 559783 FACILITY, MULTIPLE ADDRESSES

Order Number: 4449 X2 56650 000 1.000

Release Information | Detail Information | Dates

Release Qty: 450.0000 EA Release Amt: 202,500.00

Qty To Date: Amt To Date:

Original Qty: 450.0000 Original Amt: 202,500.00

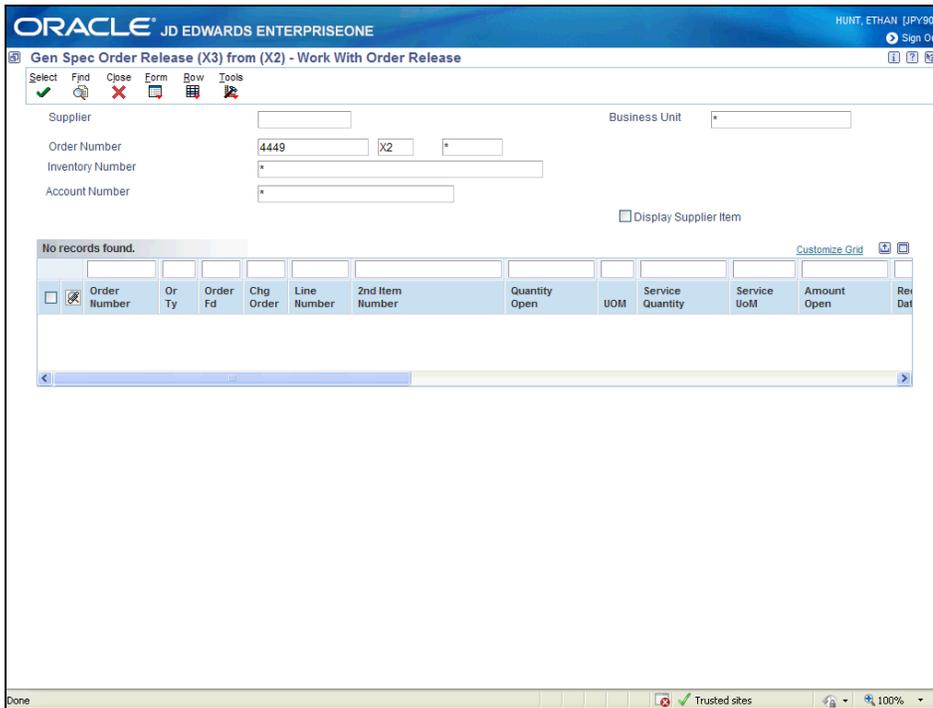
Unit Cost: 450.0000 Purchasing UOM: EA Line Type: J

Done Trusted sites 100%

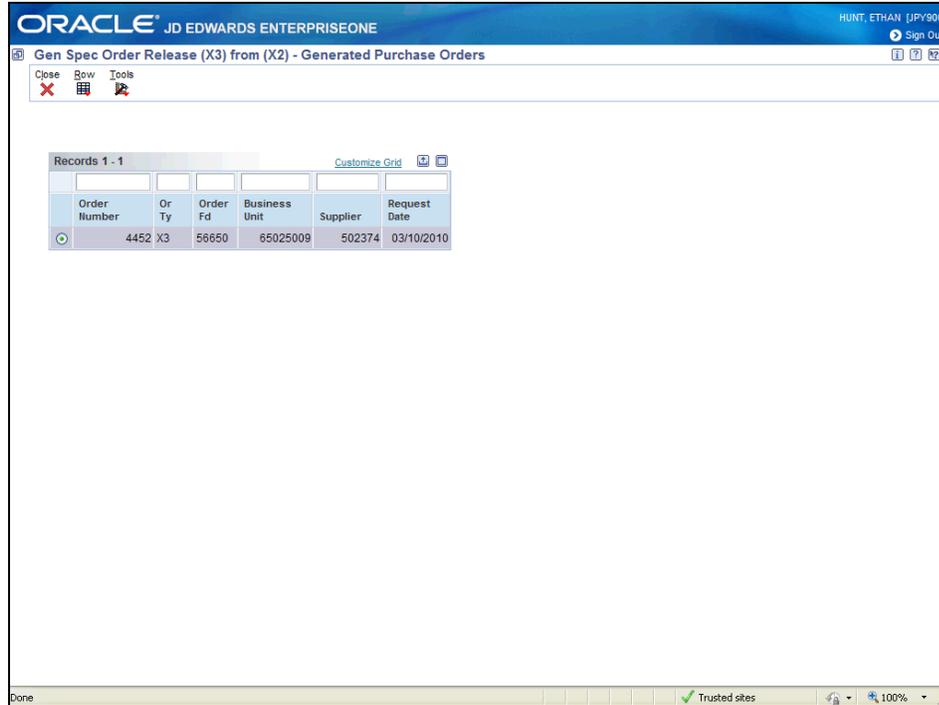
Step	Action
10.	<p>Verify and/or revise the <b>Release Qty</b> field.</p> <p>Click the <b>OK</b> button.</p> 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
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.



Step	Action
14.	Click the <b>Close</b> button. 
15.	You have successfully completed this lesson. <b>End of Procedure.</b>

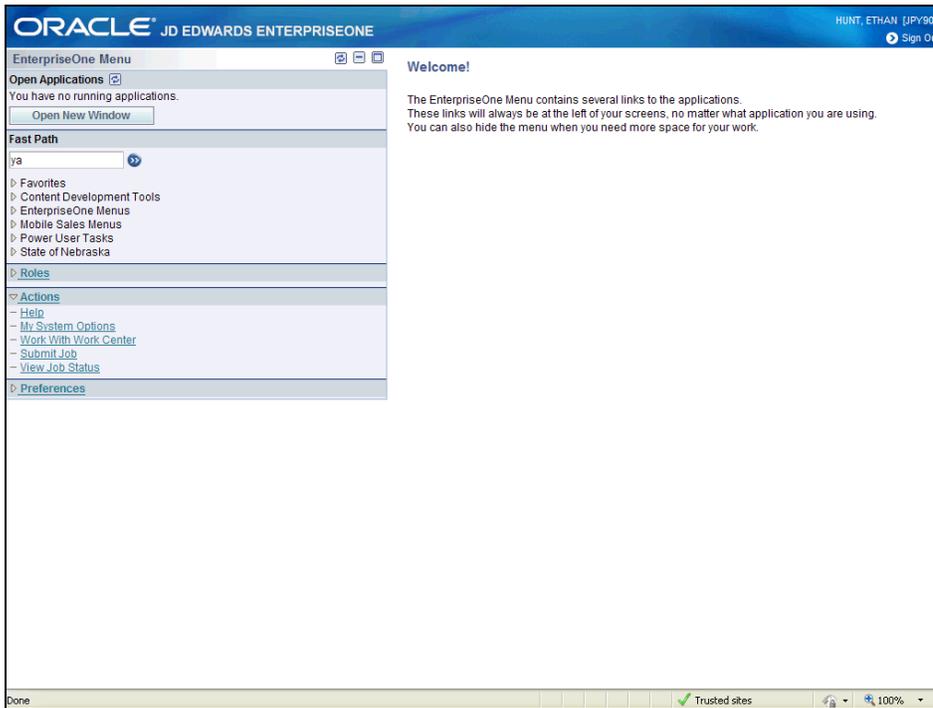
## Modify the Purchase Order Release (X3) to Facilitate Partial Receipts

### Procedure

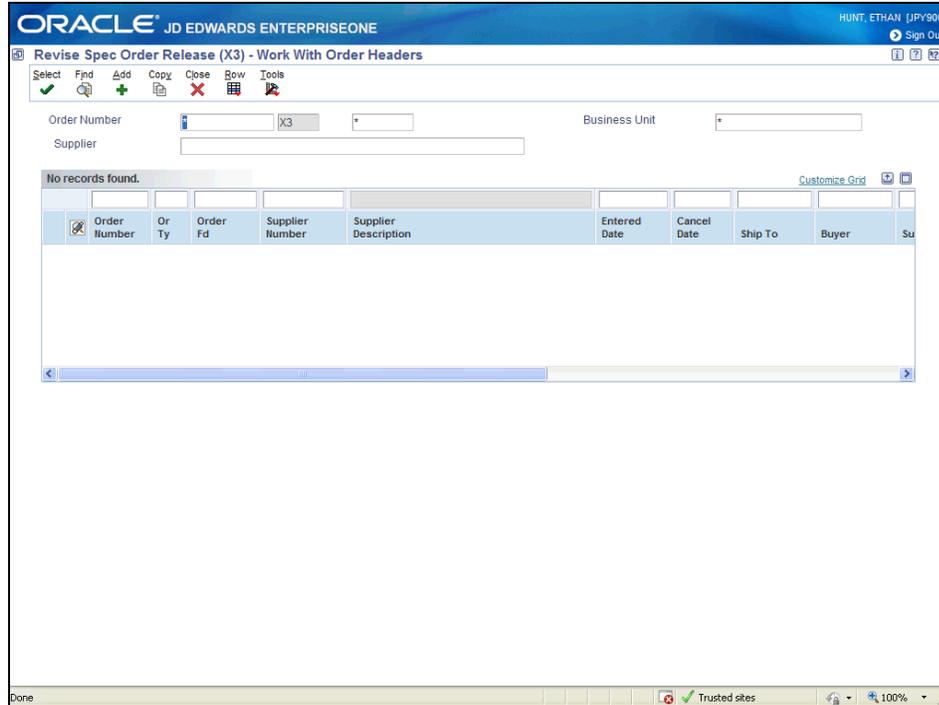
In this lesson you will learn how to modify the purchase order release (X3) to facilitate partial receipts.

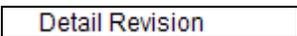
# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>309 Projects</b> link. <a href="#">309 Projects</a>
5.	Click the <b>Revise Spec Order Release (X3)</b> link. <a href="#">Revise Spec Order Release (X3)</a>



Step	Action
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Detail Revision</b> menu. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Revise Spec Order Release (X3) - Order Detail

OK Cancel Form Row Tools

Order Detail Line Defaults Additional Properties Category Codes

Order Number 4452 X3 56650 Business Unit 65025009

Supplier 502374 CORNHUSKER HEATING & AIR COND Order Revision 1

Ship To 559783 FACILITY, MULTIPLE ADDRESSES Entered Date 03/02/2010

Invoice To 559783 FACILITY, MULTIPLE ADDRESSES Requested 03/10/2010

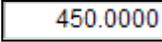
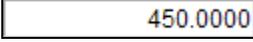
Buyer Number 4455871 HUNT, ETHAN Prom Del Date 03/02/2010

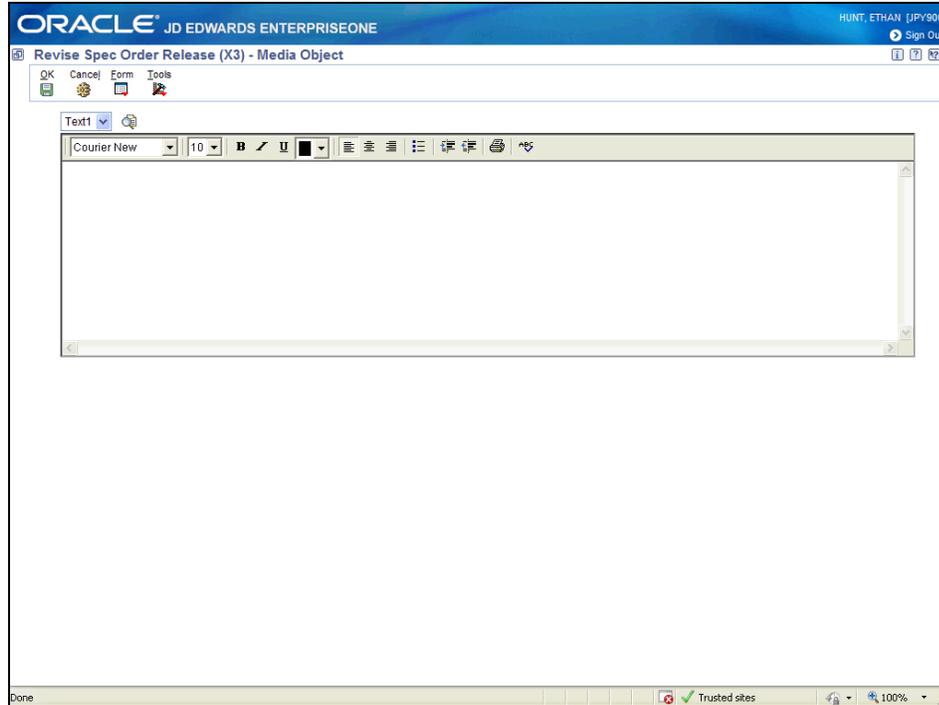
Order Attachment Cancel Date

Records 1 - 2 Customize Grid

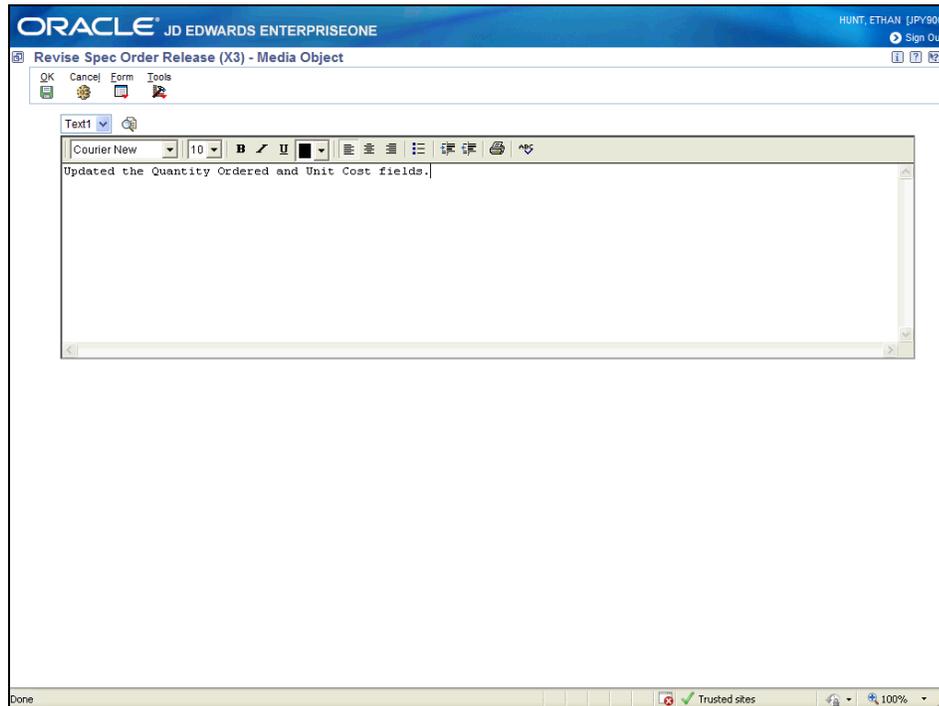
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	99999-CC0090	999	99	450.0000	EA	450.0000	200.00	EA	TRAINING EXAMPLE
<input type="checkbox"/>	<input type="checkbox"/>									

Done Trusted sites 100%

Step	Action
10.	Click in the <b>Quantity Ordered</b> field. 
11.	Enter the unit cost into the <b>Quantity Ordered</b> field.
12.	Click in the <b>Unit Cost</b> field. 
13.	Enter "1" into the <b>Unit Cost</b> field.
14.	Click the <b>OK</b> button. 



Step	Action
15.	Click in the <b>text window</b> field.
16.	Enter the reason for the change into the <b>text window</b> field.

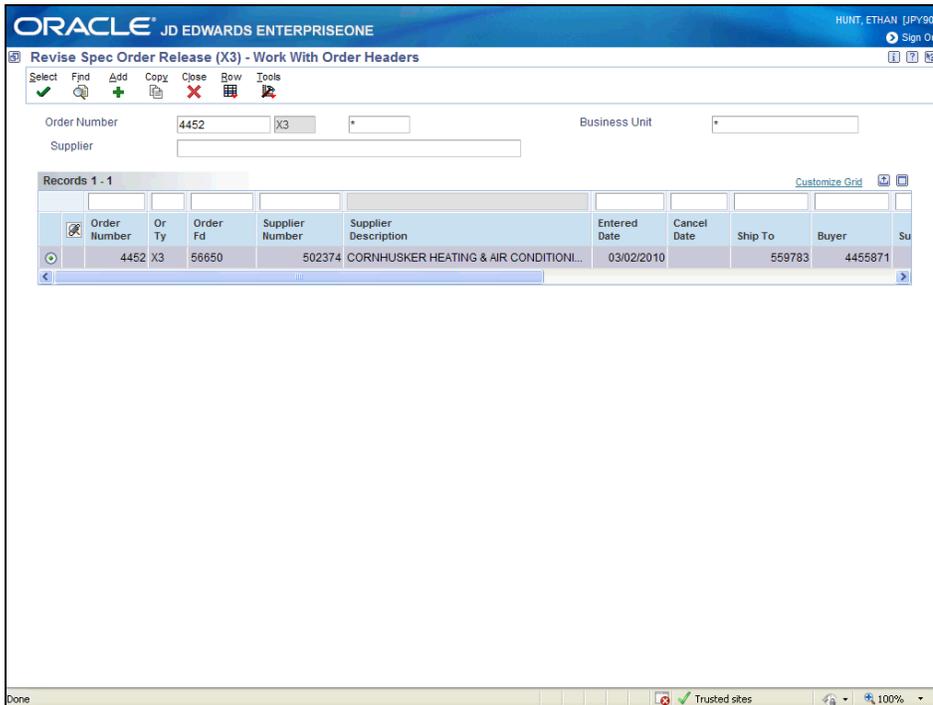


# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
17.	Click the <b>OK</b> button. 

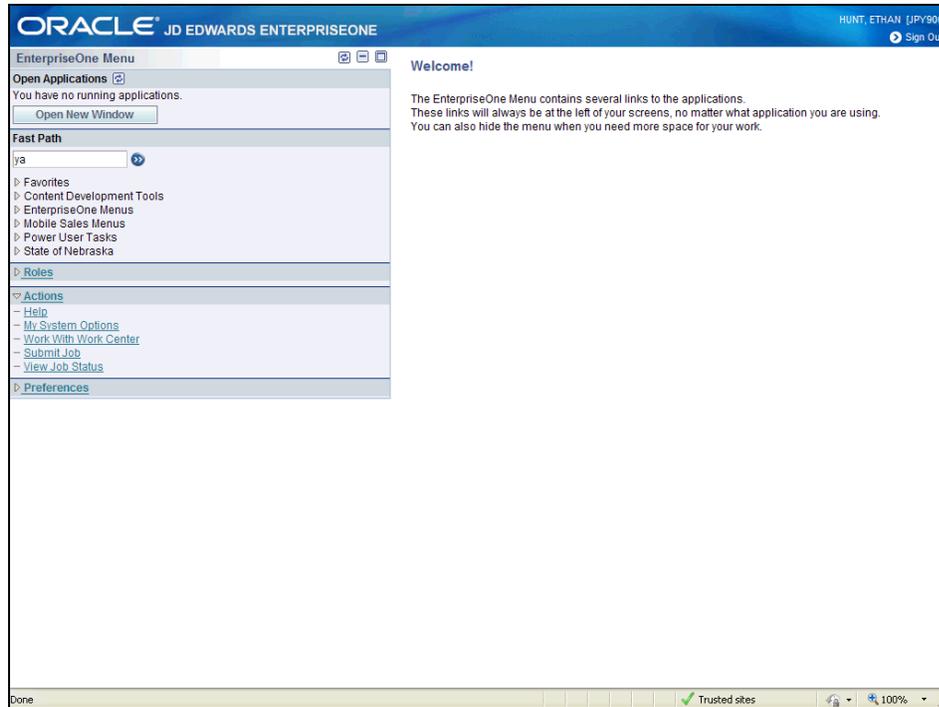


Step	Action
18.	Click the <b>Close</b> button. 
19.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Print a Purchase Order

### Procedure

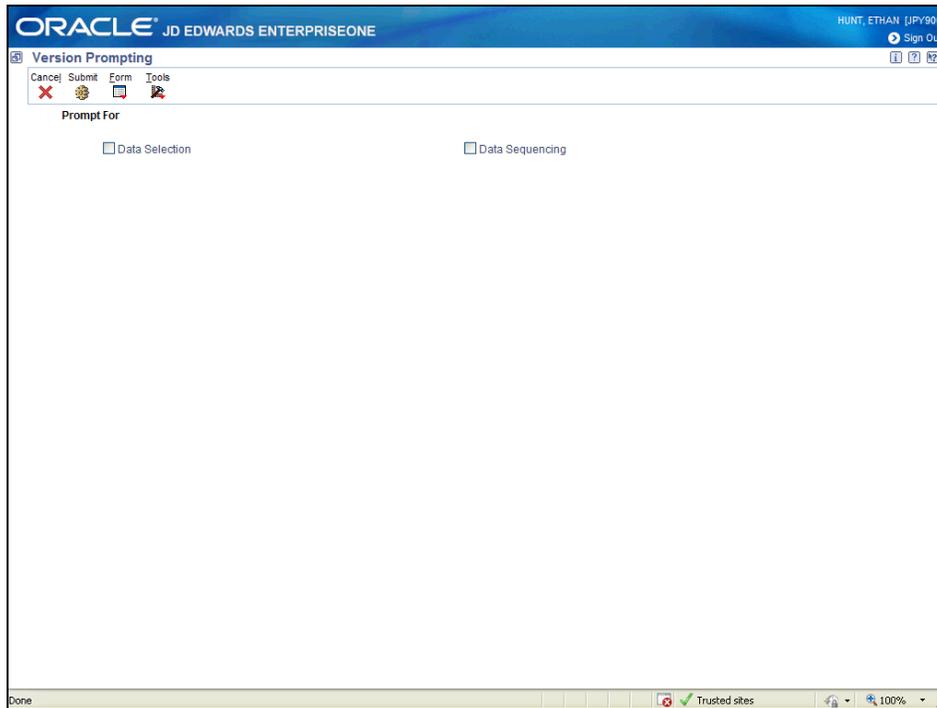
In this lesson you will learn how to print a purchase order.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>309 Projects</b> link. <a href="#">309 Projects</a>
5.	Click the <b>Print Special Order Release</b> link. <a href="#">Print Special Order Release</a>

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
6.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
7.	Click the <b>Submit</b> button. 

Operator	Left Operand	Comparison	Right Operand
Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
And	Order Type (F4301) (DCTO) [BC]	is equal to	"X3"
And	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Null

Buttons: OK, Cancel, Delete, Up, Down

Links: Add Row, Advanced

Footer: Done, Trusted sites, 100%

Step	Action
8.	Click the <b>Right Operand</b> list of the third row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Null</div>

Operator	Left Operand	Comparison	Right Operand
Where	Status Code - Next (F4311) (NXTR) [BC]	is not equal to	"999"
And	Order Type (F4301) (DCTO) [BC]	is equal to	"X3"
And	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Null

Dropdown menu for Right Operand (row 3):

- Blank
- Zero
- Literal
- Address Number (F4301) (AN8) [BC]
- Address Number (F4311) (AN8) [BC]
- Address Number - Ship To (F4301) (SHAN)
- Address Number - Ship To (F4311) (SHAN)
- Agreement Supplement - Distribution (F4311) (ASD) [BC]
- Amount - Extended Cost (F4311) (ECST) [I]
- Amount - Extended Price (F4311) (AEXP) [I]
- Amount - Foreign Changed Amount (F4311) (AFCA) [BC]
- Amount - Foreign Extended Cost (F4311) (AFEC) [BC]
- Amount - Foreign Extended Price (F4311) (AFEP) [BC]
- Amount - Foreign Open (F4301) (FAP) [BC]
- Amount - Foreign Open (F4311) (FAP) [BC]
- Amount - Foreign Unit Cost (F4311) (AFUC) [BC]
- Amount - Foreign Unit Price (F4311) (AFUP) [BC]
- Amount - On Hold (F4311) (ACHO) [BC]
- Amount - Open (F4311) (AOPN) [BC]
- Amount - Order Gross (F4301) (OTOT) [BC]
- Amount - Received (F4311) (AREC) [BC]
- Amount - Received Foreign (F4311) (FRE) [BC]
- Amount - Relieved (F4311) (ARLV) [BC]
- Amount - Tax Commitment (F4311) (FTN1)
- Amount - Tax Relieved (F4311) (TRLV) [BC]
- Amount - Unit Cost (F4311) (PRRC) [BC]
- Amount - Unit Cost [RV]
- Buyer Number (F4301) (ANBY) [BC]
- Buyer Number (F4311) (ANBY) [BC]

Buttons: OK, Cancel, Delete, Up, Down

Links: Add Row, Advanced

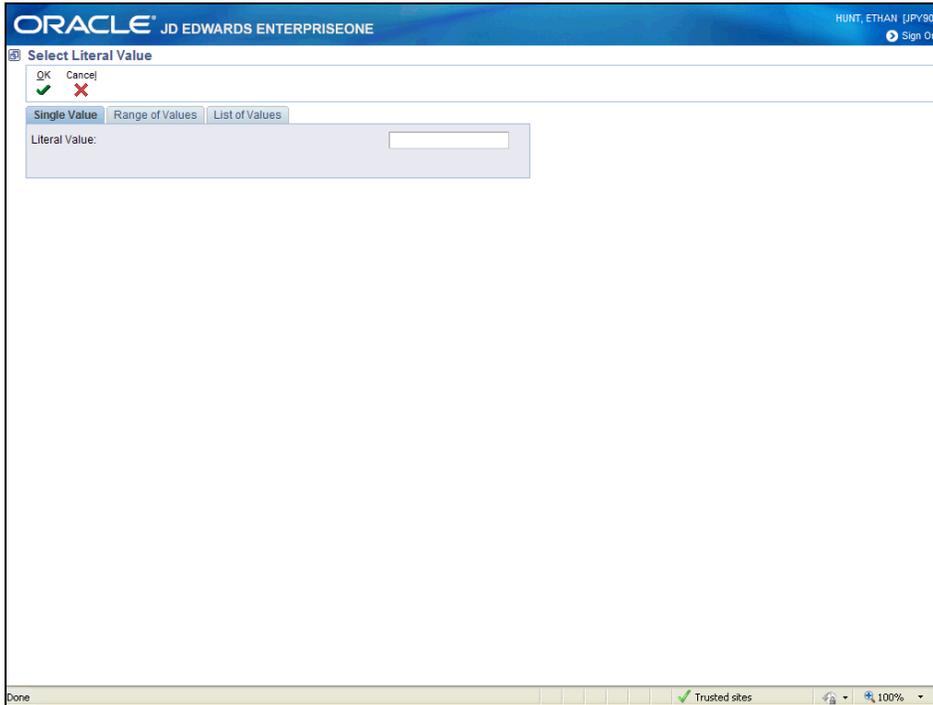
Footer: Done, Trusted sites, 100%

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
9.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>



Step	Action
10.	Enter the purchase order number into the <b>Literal Value:</b> field.
11.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
12.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>

**Submit Report Definition**

Report Definition: RD43500EA Report Definition for R543500\_  
 Source Type: 1 Batch Version  
 Source UBE: R43500 Purchase Order Print  
 Source Version: NISE0001 Cap Projects - Special Order R

**Output Type**

PDF  Excel  
 RTF  eTEXT  
 XML  PowerPoint  
 HTML

**Delivery**

Printer  
 Address Book Number E-Mail  
 E-Mail Address  
 Data Driven E-Mail

**Languages**

ALL Active Languages  User Preference Language Domestic

Selected	Language	Language Description
<input type="checkbox"/>	EN	ENGLISH

Step	Action
13.	Click the <b>OK</b> button. 

**Printer Selection**

Printer Name: \\NISERP01\BIPQueue  
 Printer Location: EDGE  
 Printer Model: LASER  
 Number of Copies: 1 Range: 1 - 9999

# Training Guide

## Setting Up A Requisition, Quote and Special PO

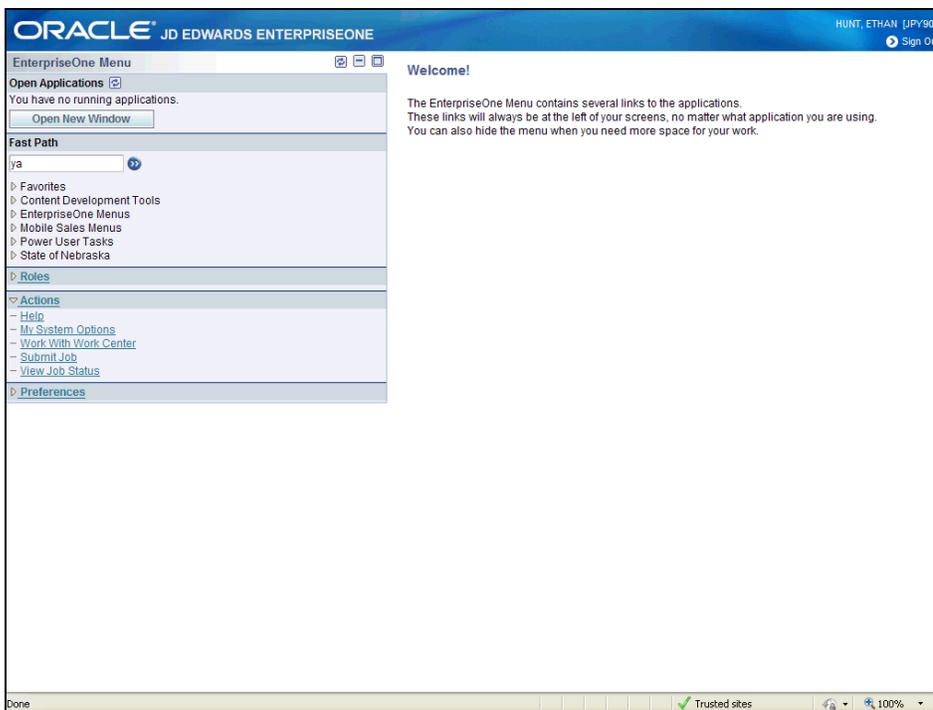


Step	Action
14.	Click the <b>OK</b> button. 
15.	You have successfully completed this lesson. <b>End of Procedure.</b>

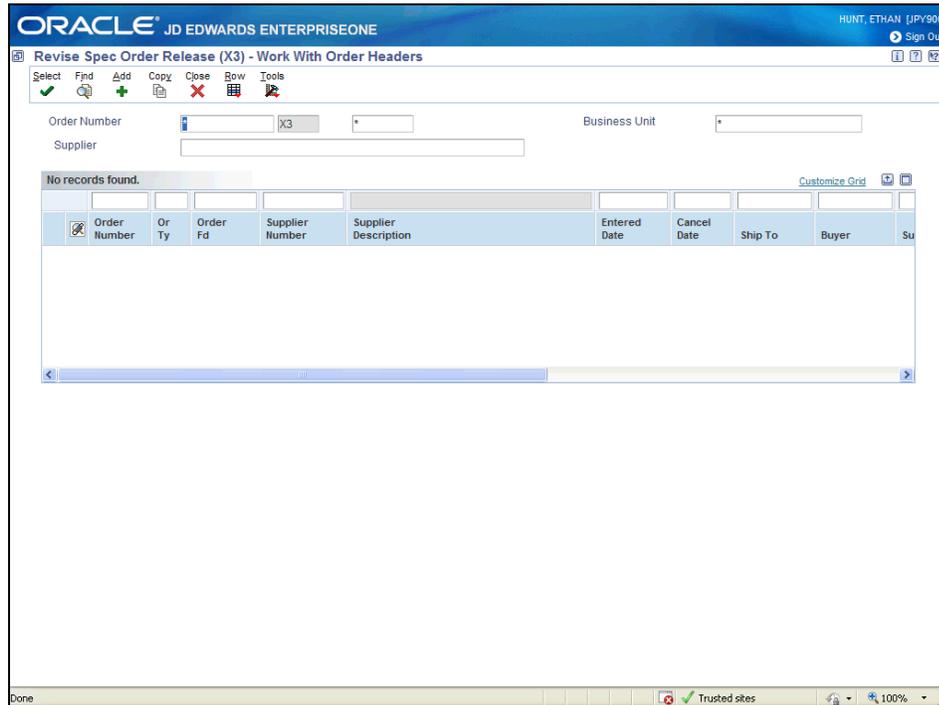
## Enter Revisions and Review Order Revisions

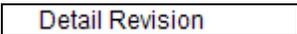
### Procedure

In this lesson you will learn how to enter revisions and review order revisions.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Grants &amp; Projects</b> link. <u>Grants &amp; Projects</u>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <u>Grants &amp; Capital Projects</u>
4.	Click the <b>309 Projects</b> link. <u>309 Projects</u>
5.	Click the <b>Revise Spec Order Release (X3)</b> link. <u>Revise Spec Order Release (X3)</u>



Step	Action
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Detail Revision</b> menu. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Revise Spec Order Release (X3) - Order Detail

OK Cancel Form Row Icons

Order Detail | Line Defaults | Additional Properties | Category Codes

Order Number: 4452 X3 56650 Business Unit: 65025009

Supplier: 502374 CORNHUSKER HEATING & AIR COND Order Revision: 2

Ship To: 559783 FACILITY, MULTIPLE ADDRESSES Entered Date: 03/02/2010

Invoice To: 559783 FACILITY, MULTIPLE ADDRESSES Requested: 03/10/2010

Buyer Number: 4455871 HUNT, ETHAN Prom Del Date: 03/02/2010

Cancel Date:

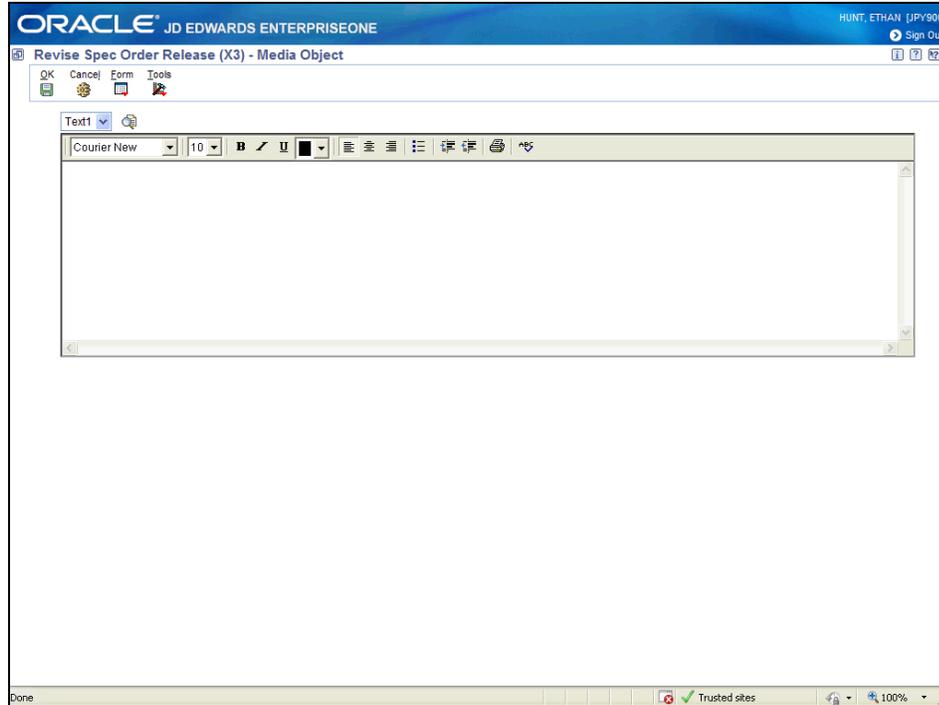
[Order Attachment](#)

Records 1 - 2 Customize Grid

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	99999-CC0090	999	99	200.0000	EA	1.0000	200.00	EA	TRAINING EXAMPLE
<input type="checkbox"/>	<input type="checkbox"/>									

Done Trusted sites 100%

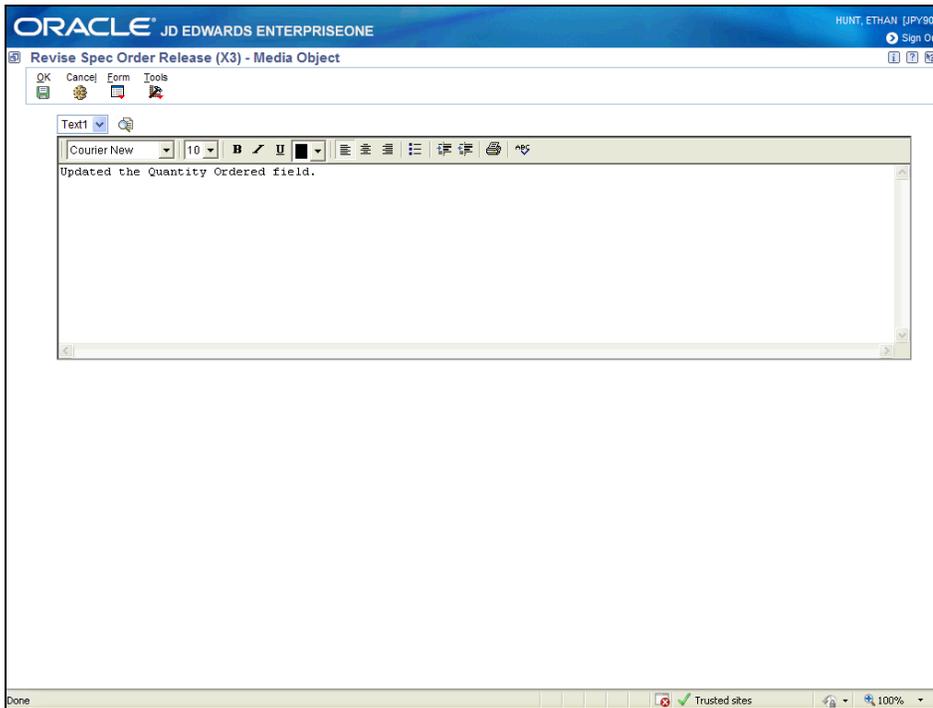
Step	Action
10.	Change one or more of the fields or add new detail line. <input type="text" value="200.0000"/>
11.	Click the <b>OK</b> button. <input type="button" value="OK"/>



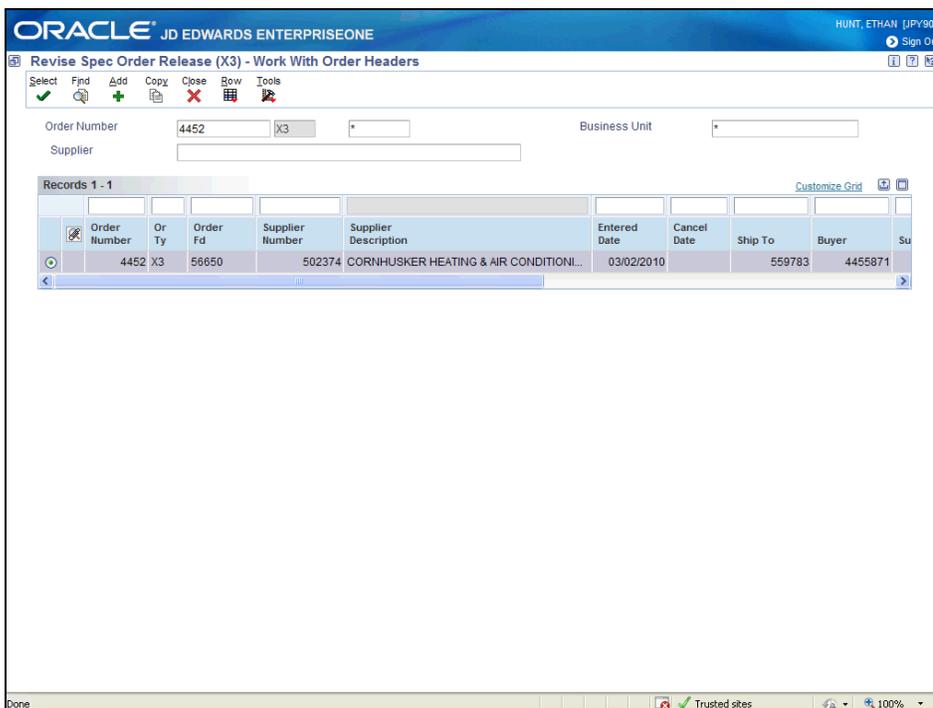
Step	Action
12.	If a key-field was changed, the Media Object window will appear.  Click in the <b>text window</b> field.
13.	Enter the reason for the change into the <b>text window</b> field.

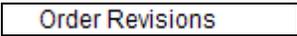
# Training Guide

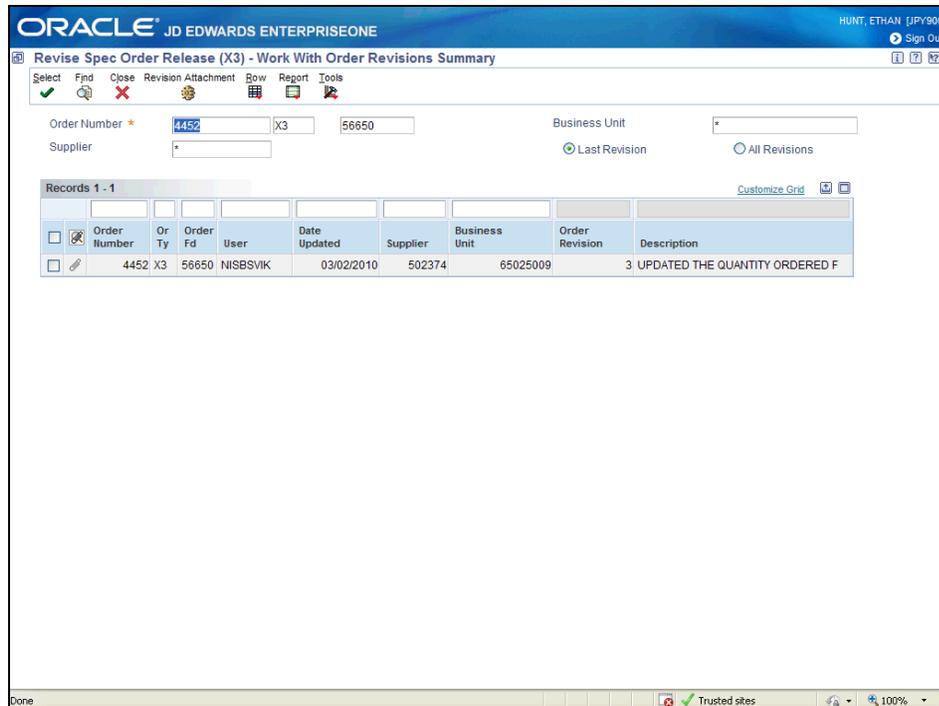
## Setting Up A Requisition, Quote and Special PO

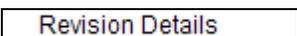


Step	Action
14.	Click the <b>OK</b> button. 



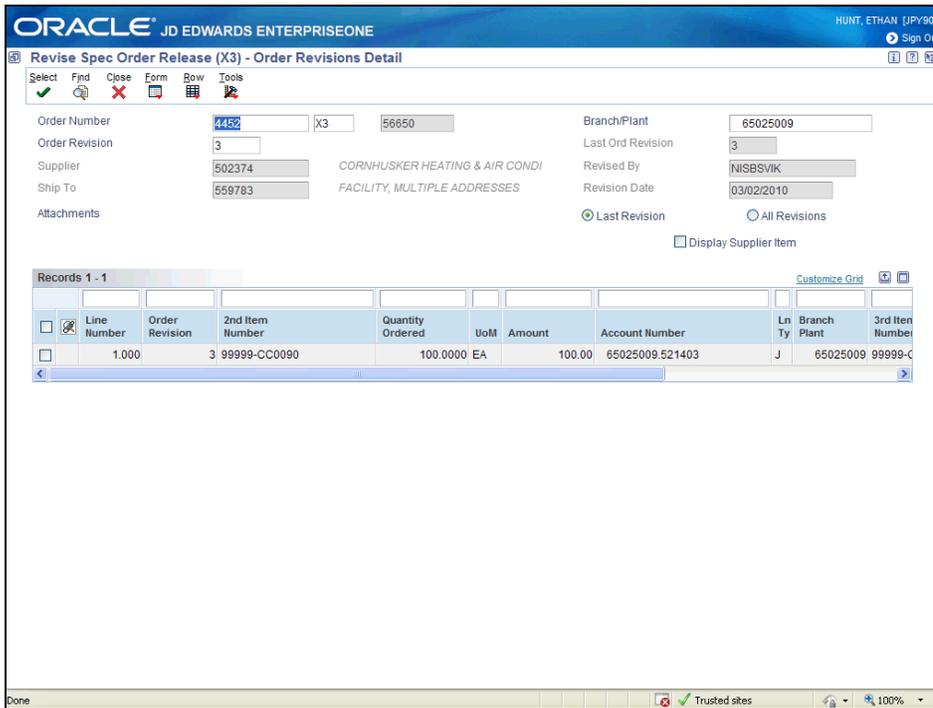
Step	Action
15.	Click the <b>Row</b> button. 
16.	Click the <b>Order Revisions</b> menu. 



Step	Action
17.	Choose the Order and Revision you want to view by clicking the check box next to it.  <b>Note:</b> You can add a "Revision Attachment" to explain details specific to the revision by clicking Revision Attachment icon – note that this does not get printed to the order and is specific only to this order revision. 
18.	Click the <b>Row</b> button. 
19.	Click the <b>Revision Details</b> menu. 
20.	<b>Note:</b> This provides you with the line(s) that were revised.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
21.	Choose the line you want to view by clicking the check box next to it. <input type="checkbox"/>
22.	Click the <b>Row</b> button. 
23.	Click the <b>Revision History</b> menu. <input type="text" value="Revision History"/>
24.	<b>Note:</b> This provides you with the original line(s) prior to the revision.

**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN [JPY900] Sign Out

**Revise Spec Order Release (X3) - Order Revision History**

Order Number: 4452 X3 56650 Change Order: 000  
 Line / Revision No.: 1.000 3 Last Ord Revision: 3  
 Supplier: 502374 CORNHUSKER HEATING & AIR CONDI Revised By: NISBSVIK  
 Ship To: 559783 FACILITY, MULTIPLE ADDRESSES Revision Date: 03/02/2010

Records 1 - 4

Order Revision	2nd Item Number	Quantity Ordered	Trans UOM	Unit Cost	Purch UOM	Amount	Ln Ty	Description
0	99999-CC0090	450.0000	EA	450.0000	EA	202,500.00	J	TRAINING EXAMPLE
1	99999-CC0090	200.0000	EA	1.0000	EA	200.00	J	TRAINING EXAMPLE
2	99999-CC0090	200.0000	EA	1.0000	EA	200.00	J	TRAINING EXAMPLE
3	99999-CC0090	100.0000	EA	1.0000	EA	100.00	J	TRAINING EXAMPLE

Step	Action
25.	Click the <b>Close</b> button. 

**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN [JPY900] Sign Out

**Revise Spec Order Release (X3) - Order Revisions Detail**

Order Number: 4452 X3 56650 Branch/Plant: 65025009  
 Order Revision: 3 Last Ord Revision: 3  
 Supplier: 502374 CORNHUSKER HEATING & AIR CONDI Revised By: NISBSVIK  
 Ship To: 559783 FACILITY, MULTIPLE ADDRESSES Revision Date: 03/02/2010  
 Attachments: Last Revision (selected) All Revisions  
 Display Supplier Item

Records 1 - 1

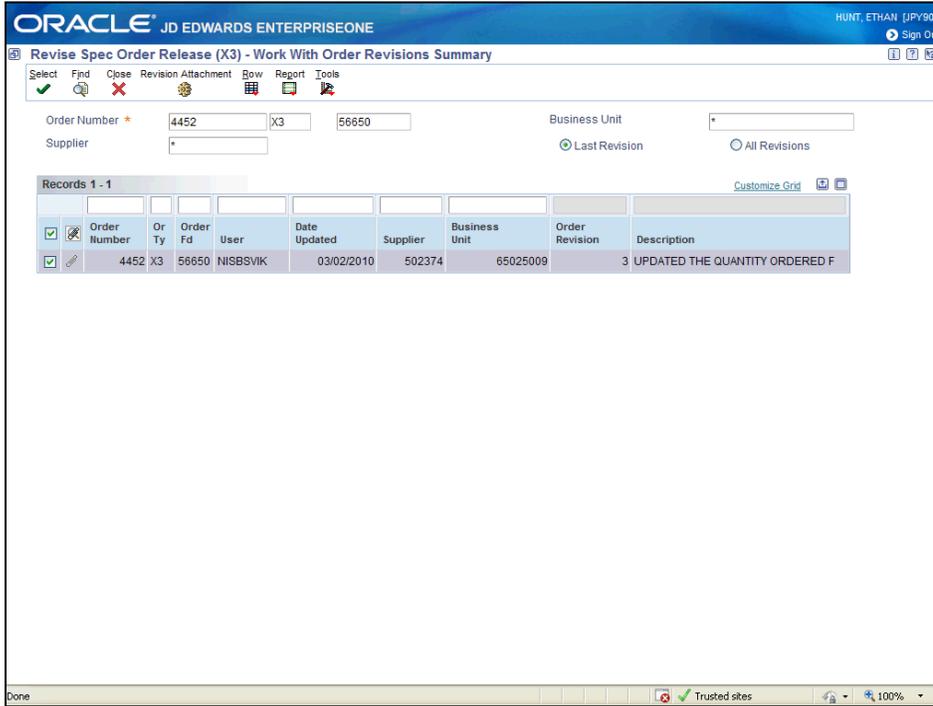
Line Number	Order Revision	2nd Item Number	Quantity Ordered	UoM	Amount	Account Number	Ln Ty	Branch Plant	3rd Item Number
1.000	3	99999-CC0090	100.0000	EA	100.00	65025009.521403	J	65025009	99999-CC0090

# Training Guide

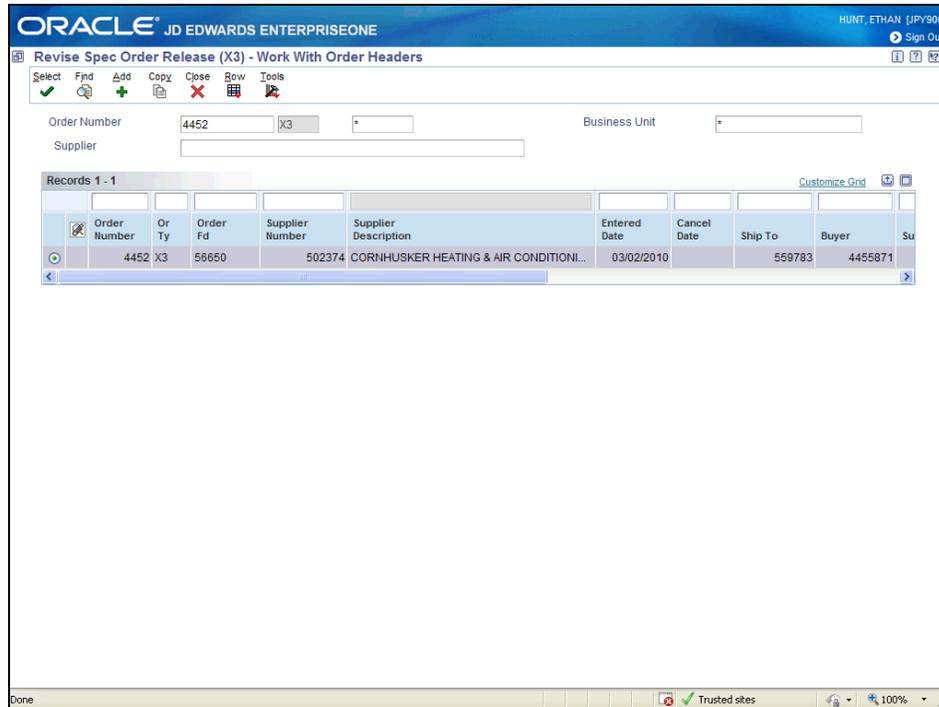
## Setting Up A Requisition, Quote and Special PO



Step	Action
26.	Click the <b>Close</b> button. 



Step	Action
27.	Click the <b>Close</b> button. 



Step	Action
28.	Click the <b>Close</b> button. 
29.	You have successfully completed this lesson. <b>End of Procedure.</b>

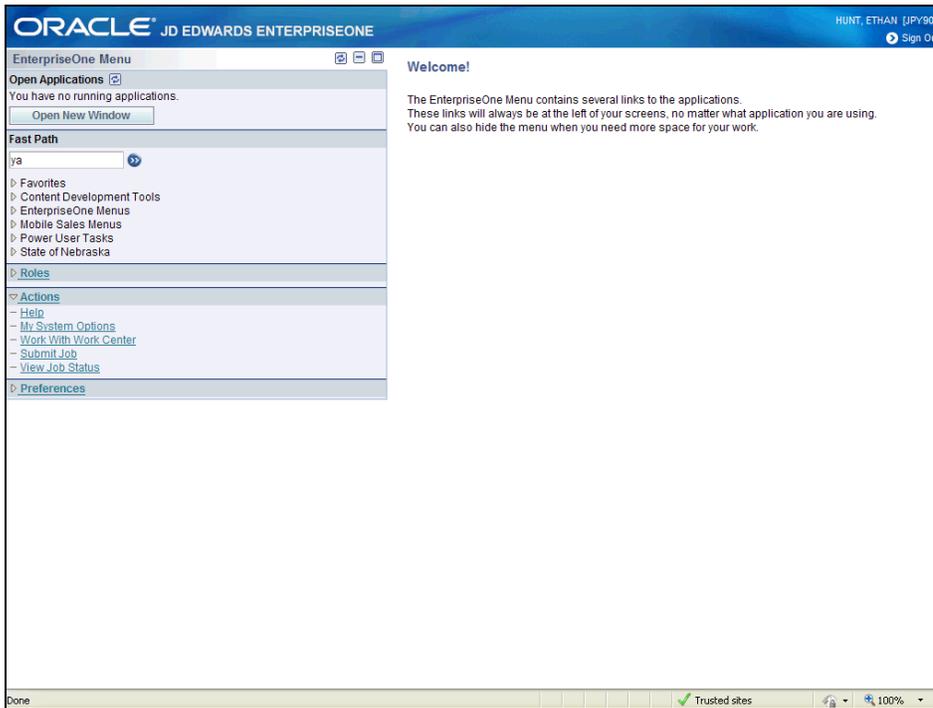
## Submit Order Revisions Report

### Procedure

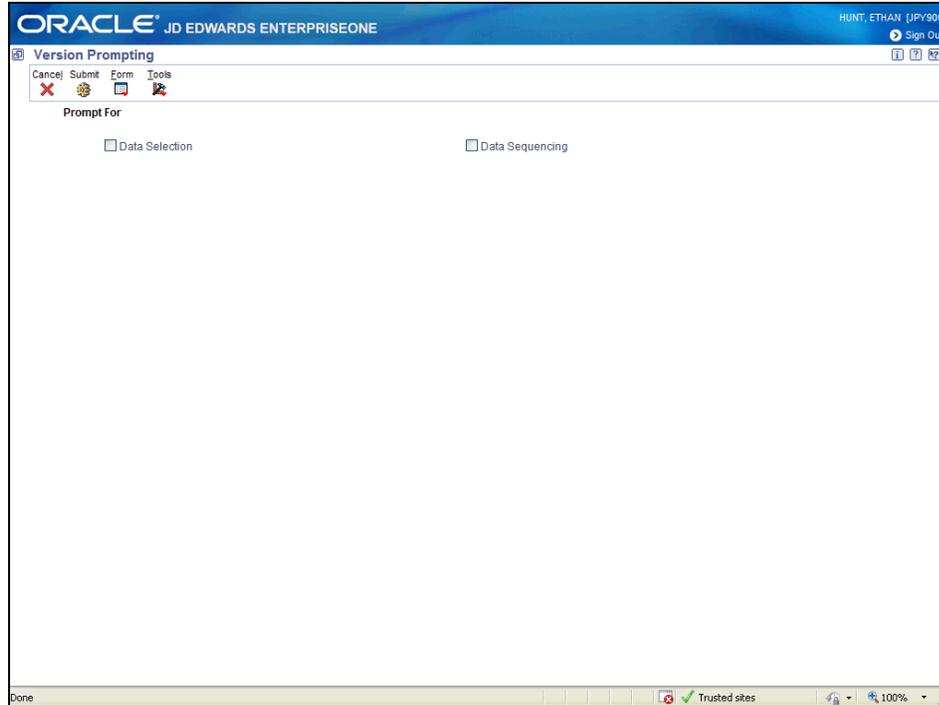
In this lesson you will learn how to submit an order revisions report.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Grants &amp; Projects Reports</b> link. <a href="#">Grants &amp; Projects Reports</a>
5.	Click the <b>Purchasing Reports</b> link. <a href="#">Purchasing Reports</a>
6.	Click the <b>Procurement Reports</b> link. <a href="#">Procurement Reports</a>
7.	Click the <b>Revisions History</b> link. <a href="#">Revisions History</a>



Step	Action
8.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
9.	Click the <b>Submit</b> button. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/>	And Order Type (F4301) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

Done Trusted sites 100%

Step	Action
10.	Click the <b>Right Operand</b> list of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank</div>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

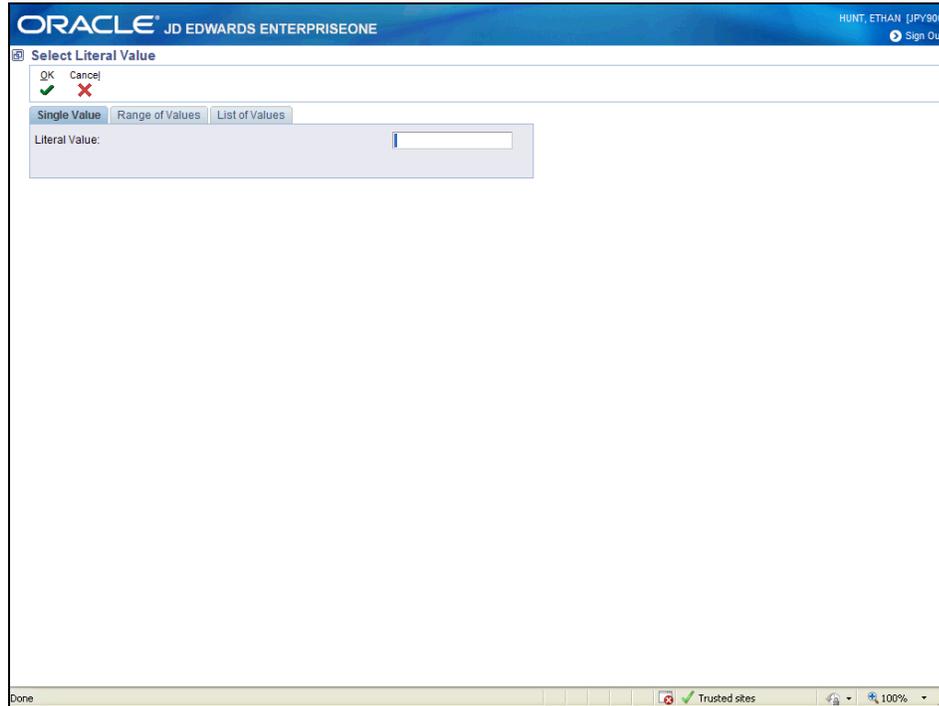
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/>	And Order Type (F4301) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

Add Row

Advanced

Done Trusted sites 100%

Step	Action
11.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>



Step	Action
12.	Enter the order number into the <b>Literal Value:</b> field.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



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Select Literal Value

OK Cancel

Single Value Range of Values List of Values

Literal Value: 4452

Done Trusted sites 100%

Step	Action
13.	Click the <b>OK</b> button. 

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Data Selection

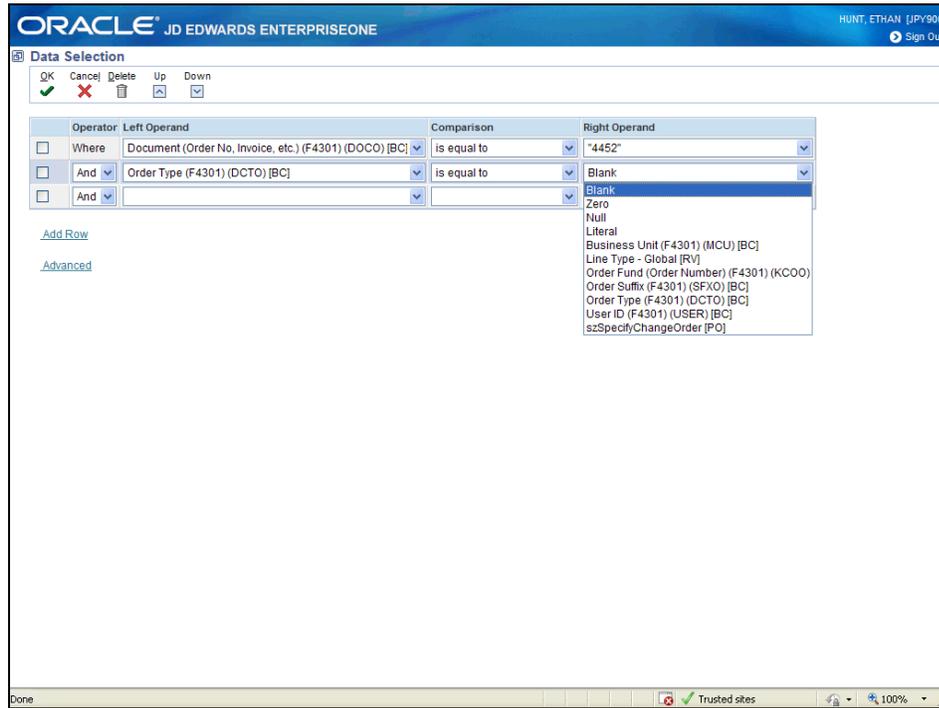
OK Cancel Delete Up Down

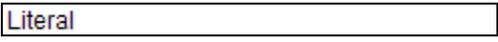
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	"4452"
<input type="checkbox"/>	And Order Type (F4301) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

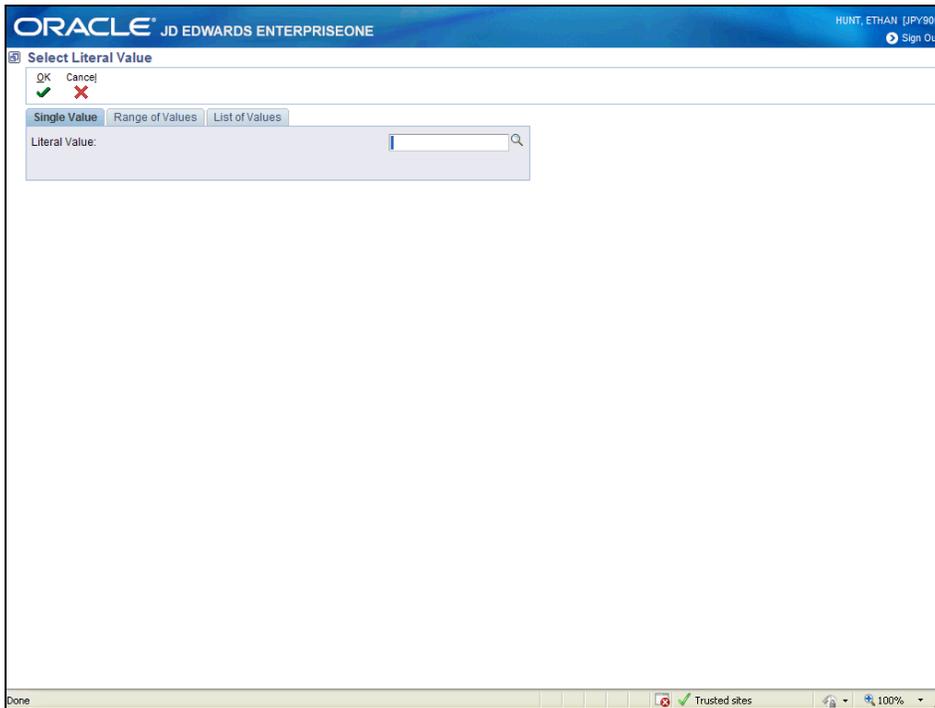
Step	Action
14.	Click the <b>Right Operand</b> list of the second row. 



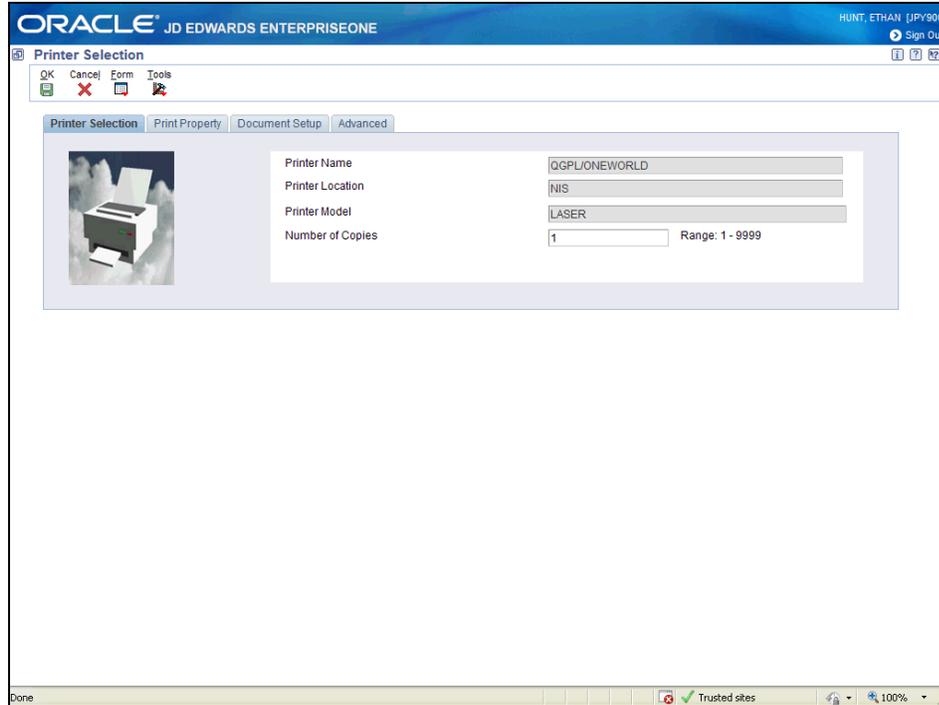
Step	Action
15.	Click the <b>Literal</b> list item. 

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
16.	Enter the order type into the <b>Literal Value:</b> field.
17.	Click the <b>OK</b> button. 
18.	Click the <b>OK</b> button. 



Step	Action
19.	Click the <b>OK</b> button. 
20.	You have successfully completed this lesson. <b>End of Procedure.</b>

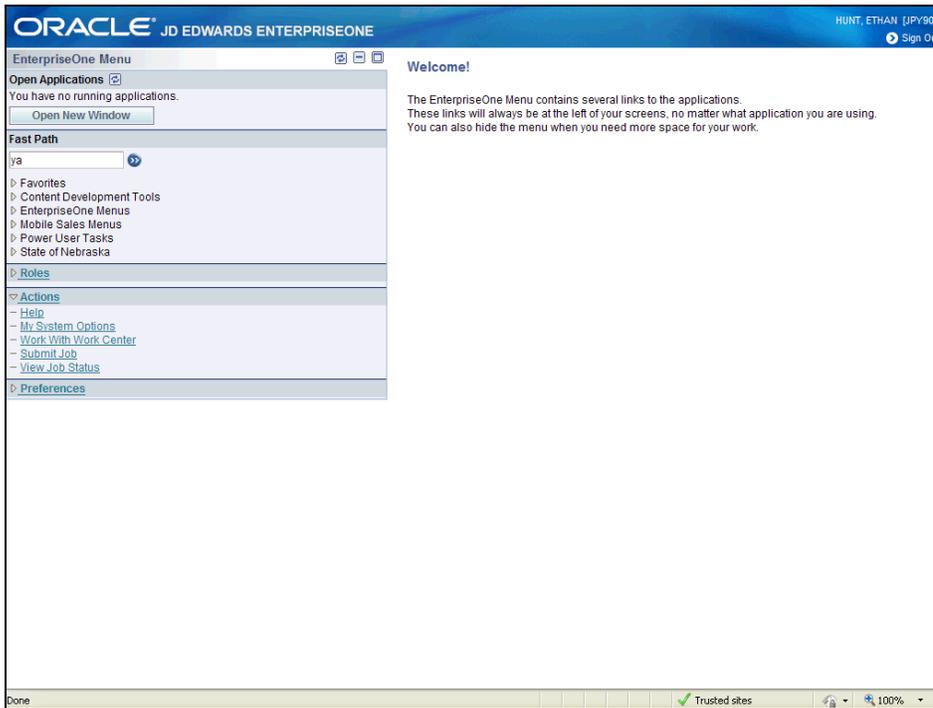
## Enter Receipts for a Project

### Procedure

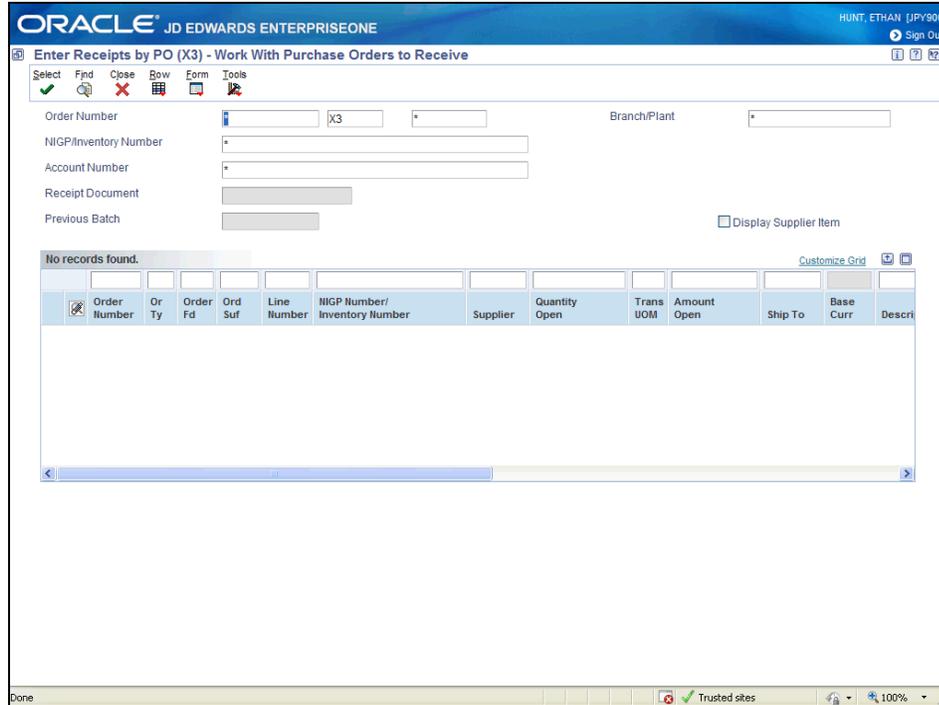
In this lesson you will learn to enter receipts for a project.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Grants &amp; Projects</b> link. <a href="#">Grants &amp; Projects</a>
3.	Click the <b>Grants &amp; Capital Projects</b> link. <a href="#">Grants &amp; Capital Projects</a>
4.	Click the <b>Receiving</b> link. <a href="#">Receiving</a>
5.	Click the <b>Enter Receipts by PO (X3)</b> link. <a href="#">Enter Receipts by PO (X3)</a>



Step	Action
6.	Enter the order number into the <b>Order Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Click the <b>Select</b> button.  <b>Warning:</b> If releasing an amount on a single line of a multi-line Purchase Order, a Zero must be entered over the amount in all other lines indicating the desire to release no \$ for those lines. 
9.	Enter today's date in the G/L Date field if it did not default in.

# Training Guide

## Setting Up A Requisition, Quote and Special PO



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Enter Receipts by PO (X3) - Purchase Order Receipts

OK Cancel Form Row Tools

**Receipt**

Order Number: 4452 X3 56650 G/L Date: 03/02/2010  
 Supplier: 502374 CORNHUSKER HEATING & AIR CONDI Receipt Date: 03/02/2010  
 Batch Number: 2087316 Receipt Document:

Records 1 - 1 Customize Grid

Rec Opt	NIIGP Number/ Inventory Number	Description	Description 2	Quantity	Trans UOM	Unit Cost	Purch UOM	Ar
1	99999-CC0090	TRAINING EXAMPLE		50.0000	EA	1.0000	EA	

Done Trusted sites 100%

Step	Action
10.	Click in the <b>Quantity</b> field. 
11.	Enter the quantity number into the <b>Quantity</b> field.
12.	Click the <b>OK</b> button. 

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Enter Receipts by PO (X3) - Work With Purchase Orders to Receive

Select Find Close Row Form Tools

Order Number 4452 X3 \* Branch/Plant \*

NIGP/Inventory Number \*

Account Number \*

Receipt Document 412718

Previous Batch 2087316  Display Supplier Item

Records 1 - 1 Customize Grid

Order Number	Or Ty	Order Fd	Ord Suf	Line Number	NIGP Number/Inventory Number	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Base Curr	Descri
4452	X3	56650	000	1.000	99999-CC0090	502374	50.0000	EA	50.00	559783		TRAINI

Done Trusted sites 100%

Step	Action
13.	Click the <b>Find</b> button. 
14.	The <b>Amount Open</b> has been reduced by the amount of the receipt
15.	Click the <b>Close</b> button. 
16.	You have successfully completed this lesson. <b>End of Procedure.</b>