

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Enter Sales Order - Agency (SI)</p>	<p>Navigation</p> <p>Sales Order #NN > State of Nebraska > Dist & Mfg-Agencies > Dist & Mfg-CSI > Sales Orders > Quotes & Order Entry > CSI Sales Entry > Enter Sales Order - Agency (SI)</p> <p>Steps</p> <ol style="list-style-type: none"> 1. Click Add. 2. Enter your Shop BU in the Branch/Plant field. 3. Tab to Ship To field and the enter customer number, or use visual assist to find the customer number. <ul style="list-style-type: none">  Be sure that you select a Customer C, and not a Facility, F. 4. Tab to Customer PO field and enter a customer PO# that is appropriate. 5. Click OK.  Sold To populates with the Ship To customer. Also Order & Requested Dates populates with today's date. 6. Yellow review warning is given. Click Form > Order Address. 7. Verify the Ship To address. Click the Customer radio button. Click OK. 8. Click OK again to clear the yellow review warning and move to detail entry screen. 9. Enter Quantity of Service (inmate hours, billing units). 10. Enter the Inventory Number or use visual assist to find the information. 11. Click the next line to populate the remaining fields of line 1. <ul style="list-style-type: none">  The billing price, extended price is populated. If Price is not auto-populated, enter manually. 12. Scroll to find Description 2. Enter additional detail for second line on the invoice. 13. Click OK.  Ignore yellow warning . 14. Review completed order and click Place Order or Revise Order.  Write down the order number (SO). 15. You are now ready to place new order, or click Cancel to exit. 16. Click Close to exit application.