

Remember to use the Visual Assist  to search for information.

To	Do This
<p><b>Generate an OJ (Stock Requisition) from a ZC (Contract for Stock)</b></p>	<p><b>Navigation</b></p> <p>Click NIS State of Nebraska</p> <p>Dist &amp; Mfg - CSI &gt; Purchasing &gt; CSI Requisitions &gt; Revise Inventory/Floor Stock Requisitions &gt; Gen CSI Contract Req (OJ) from Stock Req (ZC)</p> <p><b>Steps</b></p> <ol style="list-style-type: none"> <li>1. If known, Enter <b>Supplier #</b> - <u>Hint</u>: If you don't know the supplier #, click on the magnifying glass and search. Don't forget to use a * as a Wild Card. Only use the smallest <b>V</b> number. When the correct supplier number is located, click in the box next to the name and click <b>Select</b>. The Supplier # will then appear in the Supplier # box on the order header.</li> <li>2. If Supplier # is unknown, Click <b>Find</b></li> <li>3. Choose the desired <b>Order Number(s)</b> and <b>Detail Line(s)</b> on the grid.</li> <li>4. Click <b>Select</b></li> <li>5. Change the desired fields as necessary on the Header: <ul style="list-style-type: none"> <li>• Change <b>Business Unit</b> from <u>46070099</u> to 460700XX (XX = Shop #).</li> <li>• Supplier – DO NOT CHANGE</li> <li>• Buyer – Delete name &amp; leave blank</li> <li>• Ship To – 557816. Change ship to number only if direct shipment is required.</li> </ul> </li> <li>6. Release Information TAB – Review: <ul style="list-style-type: none"> <li>• Release Qty – Should reflect the quantity you are ordering</li> <li>• (DO NOT DEplete THE ENTIRE CONTRACT!!!!). If Release Qty is equal to or greater than the request quantity contact DCS Purchasing at 479-5612 to have them increase the ZC Stock Contract. Please provide the contract number and line number.</li> </ul> </li> <li>7. Detail Information TAB – Review:</li> <li>8. Description – Review but DO NOT CHANGE <ul style="list-style-type: none"> <li>• Dates TAB – Review</li> <li>• Requested – date to receive order</li> <li>• Promised Delivery – date the vendor can meet</li> <li>• G/L Date – DO NOT CHANGE</li> <li>• Cancel Date – DELETE</li> <li>• Planned Effective – DO NOT CHANGE</li> </ul> </li> <li>9. Click <b>OK</b></li> <li>10. Repeat Steps 5 through 9 if more than one lines were selected.</li> <li>11. Click <b>Form &amp; Generate Order</b></li> <li>12. Note <b>OJ</b> number &amp; click <b>Close</b>.</li> <li>13. Click <b>Close</b></li> </ol>

To	Do This
	 Shop Supervisors may Revise the Contract Req and review any pertinent information such as delivery address, and/or add additional information about the product you are requesting such as freight. Follow Revising a Purchasing Document Work Instruction.