

Remember to use the Visual Assist  to search for information.

To	Do This
Reprint Sales Order Acknowledgement	<p>Navigation</p> <p>Click NIS State of Nebraska</p> <p>Dist & Mfg-Agencies >Dist & Mfg-CSI > Sales Orders > Quotes & Order Entry > CSI Sales Entry > Reprint Sales Order Acknowledgement</p> <p>Steps</p> <ol style="list-style-type: none">1. Check the box for Data Selection. Click Submit.2. in the Right Operand, select Literal.3. Enter the Sales Order Number desired.4. Click OK.5. Click OK.6. Click OK.7. Click Job Status at the top of the menu on the left hand side of screen.8. Click Find to see your job. If the status is not Done, continue to click Find to refresh the page.9. Select your job and click Row > View PDF. Update does not produce a report.10. View job results as a PDF and print the report if desired.