

## Generating a Quote from a Requisition

### Overview

Once a Purchase Requisition is created, you can generate a Quotation Request. From this request, you receive price quotes from different suppliers to identify the supplier offering the best price that meets your required date for an item.

This work instruction shows how to [Generate a Quote from a Requisition](#).

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### Navigation

Click Roles, Inventory.

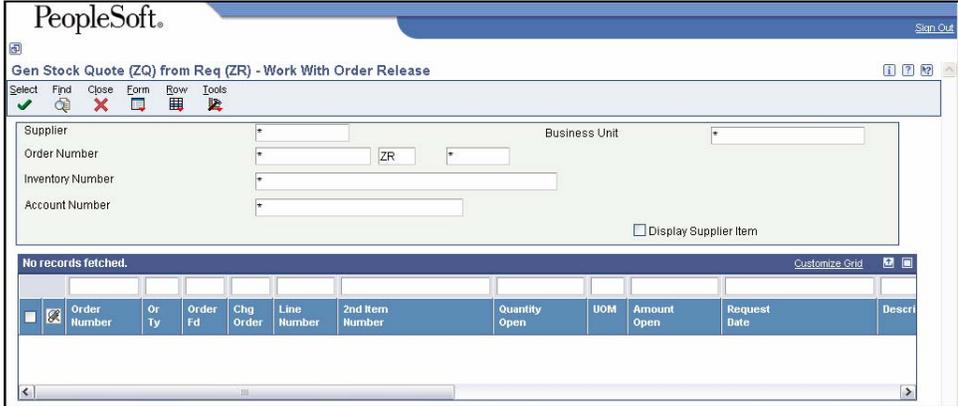
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Purchasing – Statewide > Stock Quotation Request > Gen Stock Quote (ZQ) from Req (ZR)

### Steps

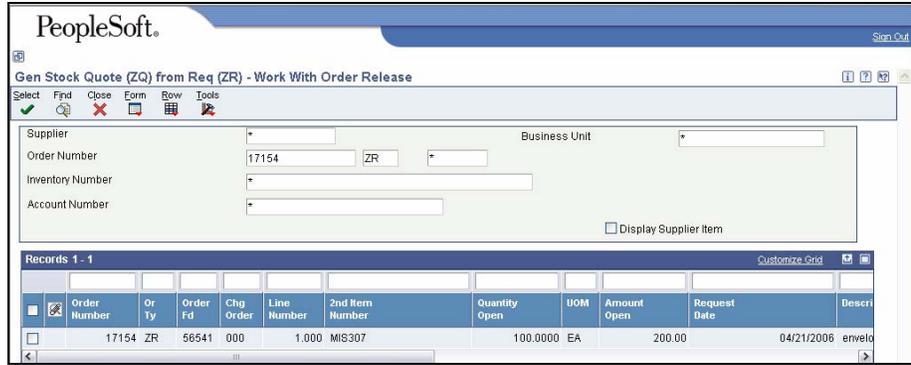
#### Generate a Quote from a Requisition

Start this instruction from the Gen Stock Quote (ZQ) from Req (ZR) – Work with Order Release window.

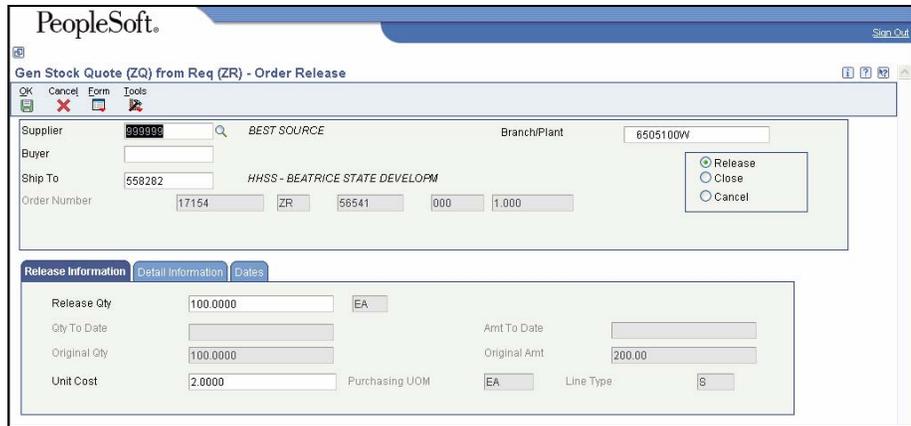


The screenshot displays the PeopleSoft interface for the 'Gen Stock Quote (ZQ) from Req (ZR) - Work With Order Release' window. At the top, there is a 'Sign Out' link. Below the title bar, there is a menu bar with options: Select, Find, Close, Form, Row, and Tools. The main area contains a search form with the following fields: Supplier, Order Number (containing 'ZR'), Inventory Number, and Account Number. There is also a Business Unit dropdown and a 'Display Supplier Item' checkbox. Below the form, a status bar indicates 'No records fetched.' and a 'Customize Grid' button. A table with the following columns is visible: Order Number, Or Ty, Order Id, Chg Order, Line Number, 2nd Item Number, Quantity Open, UOM, Amount Open, Request Date, and Descri.

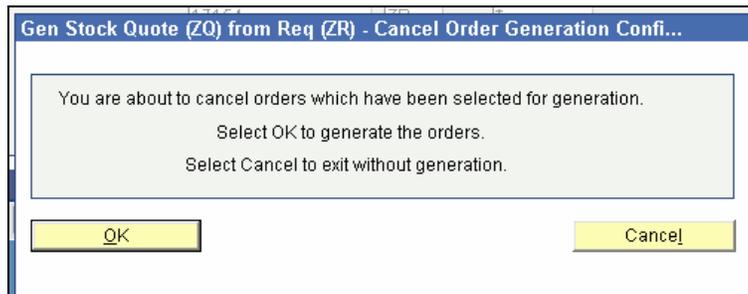
1. Enter the **order number** in the Order Number field, if known, to minimize the search.
2. Click **Find**.



3. Choose the row(s) in the grid that reflect the detail lines from the purchase requisition previously entered.
4. Click **Select**. The Gen Quote (ZQ) from Req (ZR) for Stock – Order Release window appears.



5. Review and update as required.
6. Click **OK**.
  - If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 5 & 6 for each Inventory Number which you wish to include on the Quote Requisition.
  - If the Printer Selection window appears, click **Cancel**.
7. Click **Close**. The Gen Stock Quote (ZQ) from Req (ZR) – Cancel Order Generation Confirmation window appears.



8. Click **OK** to generate the orders. The Gen Quote (ZQ) from Req (ZR) for Stock – Generated Purchase Orders window appears.



PeopleSoft. Sign Out

Gen Stock Quote (ZQ) from Req (ZR) - Generated Purchase Orders [Print] [Refresh] [Close]

Close Row Tools

Records 1 - 1 Customize Grid

Order Number	Or Ty	Order Co	Branch/Plant	Supplier	Request Date
903	ZQ	56541	6505100W	999999	04/21/2008

 The new Order Number and Or Ty (Order Type) will appear and should be noted if you wish to do more work with them or facilitate searches later.

9. Click **Close**.