

Entering Suppliers to Receive Quotation Requests

Overview

Quotation Requests are used to request bids from potential suppliers. Quotes on products desired by the State are received from suppliers wishing to provide the products and services. These bid responses will be entered into the system.

This work instruction shows how to [Enter Suppliers to Receive Quotation Requests](#).

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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

 Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

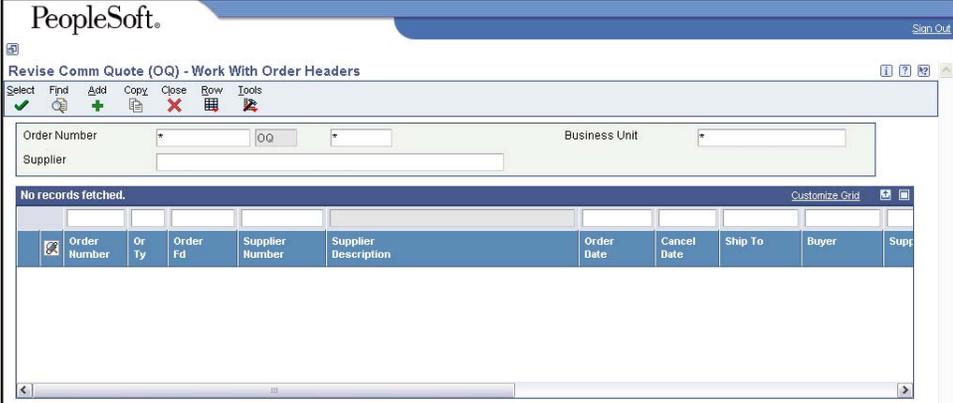
Order Type	Description	Navigation
OQ	Quote for Commodity Purchase < \$9999	Purchasing – Agencies > Quotation Requests – Agency > Commodity Quotation Request – Agency > Revise Comm Quote (OQ)
OF	Quote => \$10,000	Processed by DAS Materiel Division, State Purchasing Bureau
Z1	Quote for Services	Purchasing – Agencies > Quotation Requests – Agency > Service Quotation Request – Agency > Revise Service Quote (Z1)
ZQ	Quote for Stock	Inventory > Inventory Purchasing - Statewide > Stock Quotation Request > Revise Stock Quote (ZQ)

Steps

Enter Suppliers to Receive Quotation Requests

Start this instruction from the Work with Order Headers window.

 The windows shown in this work instruction may not reflect what the end-user will see.



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



3. Choose the Order Number, if not defaulted.
4. Click **Select**. The Order Header window appears.

5. Click **Form**, **Quote Suppliers**. The Quote Supplier Entry window appears.

6. Enter the **Bid Opening date** in the **Required By** field in the header.
7. Enter the **Supplier's Address Book number** in the Supplier field in the grid.
 -  999999 (Best Source - Generic Supplier Address Book number can be entered to generate a Quotation Request that does not have specific vendor details.)
 -  Use the down arrow on the keyboard to add a new line on the grid to enter additional supplier(s).
 -  Printed and Respond information will automatically populate. They will update when a Quotation Request is printed for the Supplier or the Supplier's response is entered in the system.
8. Click **OK** when you have entered all Supplier Address Book numbers.
9. Click **Cancel**.
10. Click **Close**.