

# **Generating a Purchase Order from a Quotation Request**

## **Overview**

Once the suppliers' quote responses are entered into NIS, you can compare price quotations and create a purchase order for the supplier that should be awarded the bid. Funds are encumbered when the Purchase Order is generated.

You can compare price quotes for an item by locating the quotation request detail line that contains the item. You can review the item description for the detail line and all suppliers that have provided price quotes for the item.

This work instruction shows how to [Generate a Purchase Order from a Quotation Request](#).

## **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**

 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.

Purchasing > Purchasing – Statewide > See below

Order Type	Description	Navigation
OP	Purchase Order	Purchasing – Agencies > Purchase Orders – Agencies > Commodity Purchase Order – Agency > Generate Commodity PO – Agency > Gen Comm PO (OP) from Quote (OQ)
O9	Service Purchase Order	Purchasing – Agencies > Purchase Orders – Agencies > Service Purchase Order – Agency > Generate Service PO – Agency > Gen Service PO (O9) from Quote (Z1)
ZO	Direct Purchase Authorization Order	Purchasing – Agencies > Purchase Orders – Agencies > Commodity Purchase Order – Agency > Generate Commodity PO – Agency > Gen Direct Purchase Auth PO (ZO) from Comm Quote (OQ)

## Steps

### Generate a Purchase Order from a Quotation Request

Start this instruction from the Quote Order Release window.

Release Quantity	Responded Price/Amount	UM	Release Amount	Supplier	Name	WICP Number/ Inventory Number	Description 1

1. Enter the **order number** in the Order Number field (and order type if not defaulted), to minimize the search.
2. Click **Find**.

Release Quantity	Responded Price/Amount	UM	Release Amount	Supplier	Name	WICP Number/ Inventory Number	Description 1
1.0000	500.0000			999999	BEST SOURCE		
	500.0000	EA		500277	LATSCHS INC - PURCHASE C	60089	Typewriter
	800.0000	EA		504016	OFFICE MAX, LINCOLN	60089	Typewriter

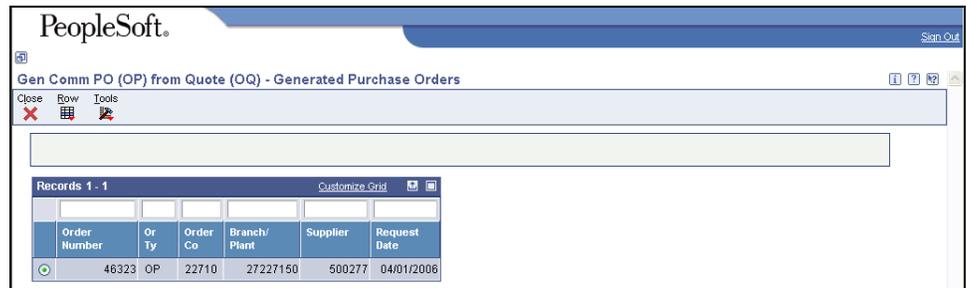
3. Compare the prices from the suppliers.
4. Enter the **release quantity** on the supplier line to whom you wish to award the order.
  -  For orders placed in units, enter the **release quantity** in the Release Quantity field(s).
  -  For orders placed in bulk, enter the **bulk price** in the Release Amount field(s).
  -  If the order includes text lines, enter a "1" in the Release Amount field in the text line (with a Unit Price of 0.00) that corresponds with the supplier to whom you wish to award the order.
5. If you do not wish to review the order prior to generating the Purchase Order, skip to step 7. To review the order, Click **Form, Review Order(s)**. The Suppliers Selected for Order window appears



6. Click **Row, Details**. The Items Selected for Order window appears.



7. Click **Form, Generate Order**. The Generated Purchase Orders window appears.



 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.

8. If you do not wish to review the Purchase Order, skip to step 10. To review PO, click **Row, Open Order Inquiry**.

9. Click **Close**.

10. Click **Close**.

 If you chose more than one order, repeat steps 6 thru 10 until complete.

11. Click **Cancel**.