

Generating a Service Contract (O4) from a Quotation Request (Z1)

Overview

Once the Service has been bid and bid responses have been received and entered into NIS, the Service Contract can be generated. The Service Contract is non-encumbering and not budget checked. Purchase Orders will be generated from the Service Contract.

This work instruction shows how to [Generate a Service Contract 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 Administrative Services website:

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

Navigation

Click Roles, Procurement.

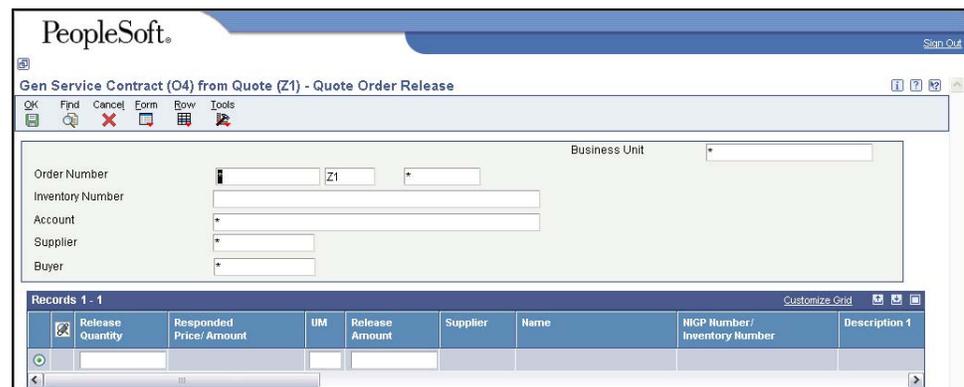
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Purchasing – Agencies > Contracts – Agency > Gen Service Contract (O4) from Quote (Z1)

Steps

Generate a Service Contract from a Quotation Request

Start this instruction from the Gen Contract (O4) from Quote (Z1) – Quote Order Release window.



PeopleSoft.

Gen Service Contract (O4) from Quote (Z1) - Quote Order Release

Business Unit

Order Number: Z1

Inventory Number

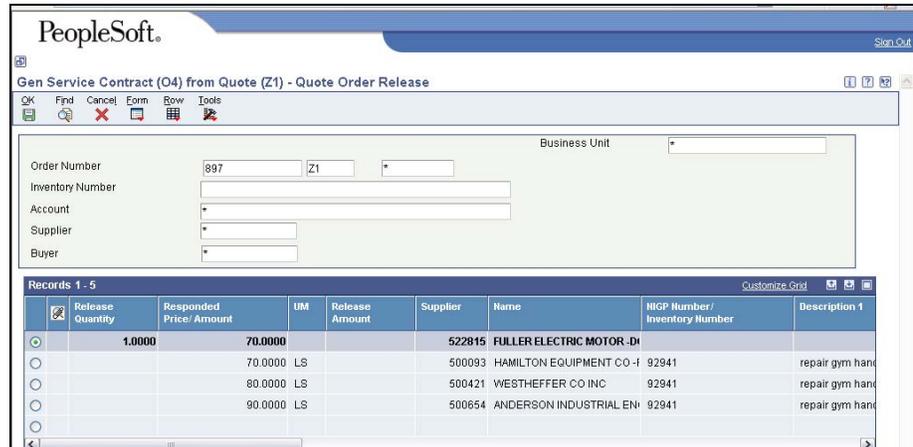
Account

Supplier

Buyer

Release Quantity	Responded Price/Amount	U/M	Release Amount	Supplier	Name	NIGP Number/Inventory Number	Description 1

1. Enter any of the following search criteria in the appropriate field(s):
 - Order Number
 - Document Type
 - Account Number
 - Item Number
 - Business Unit (Branch/Plant)
 - Supplier
2. Click **Find**.



- The quotation requests with bid responses will appear with each bidder's response.
 - Vendor bids can be viewed from this window.
3. Enter the **quantity** to be released to the vendor in the **Release Quantity** field for each line that you will release to the Service Contract.
-  If you want to review the contract before it is generated, continue to the next step, otherwise skip to Step 9.
4. Click **Form, Review Order**. The Gen Contract (O4) from Quote (Z1) – Supplier Selected for Order window appears.



5. Choose the order(s) (contracts) to review prior to generation.
6. Click **Row, Details**. The Gen Contract (O4) from Quote (Z1) – Items Selected for Order window appears.

Quantity Ordered	UOM	Unit Cost	Request Date	Order Date	GL Date	2nd Item Number	Description	Ln Ty
1.0000	LS	70.0000	03/03/2006	03/03/2006	03/03/2006	92941	repair gym handler motor	J

7. Click **Cancel**.
8. Click **OK**.
9. Click **Form, Generate Order**. The Gen Contract (O4) from Quote (Z1) – Generated Purchase Orders window appears.

Order Number	Or Ty	Order Co	Branch/Plant	Supplier	Request Date
11672	O4	10000	46030034	500093	03/03/2006

-  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.
10. Click **Close**.