

Entering a Requisition for OT Equipment

Overview

If you have questions or concerns regarding OT documents, please contact the Office of the CIO Communication.

This work instruction shows how to:

[Enter a Requisition for OT Equipment](#)

[Print a Requisition for OT Equipment](#)

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.

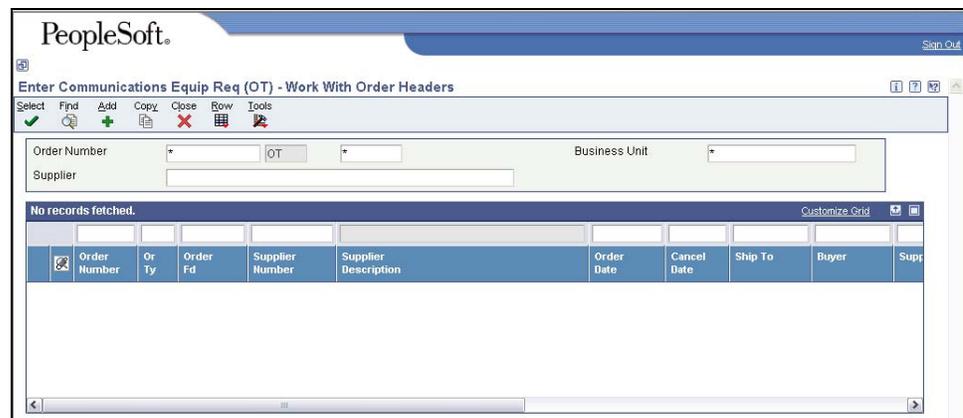
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Purchasing - Agencies > Requisitions - Agency > Enter & Revise Commodity Requisition > Enter Communications Equip Req (OT)

Steps

Enter Requisition for OT Equipment

Start this instruction from the Enter Communications Equip Req (OT) – Work with Order Headers window.



1. Click **Add**. The Enter Req for Communications Equip (OT) – Order Header window appears.

2. Complete the following information:

- **Supplier** – Enter 557759 (DOC – Division of Communications)
- **Ship to** – Enter your agencies Facility number. Use visual assist, if needed, using search type “F.”
- **Buyer** – Enter your address book number or the address book number of the person in your agency responsible for purchasing this item.
- **Send Invoice To** – defaults to the Ship To number.
 Your agency will continue to be billed via the IBT document.
- **Pmt. Remark/Description** – these fields can be left blank.
- **Order Date** – defaults to today’s date.
- **Requested Date** – enter the date you wish to receive your order.
- **Promised Delivery** – enter the date you were told by the supplier you should receive your order.
- **Cancel Date** – enter a date in the future (Ex. 60 days into the future.)
- **Business Unit (top right hand corner of window)** – enter your Business Unit (BU).

3. Click **OK**. The Enter Req for Communications Equip (OT) - Order Detail window appears.

-  If you receive an error after clicking OK, you may not have the approval to process an OT document. You will need to contact your agency Communications Coordinator/Manager to complete your request.

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Enter Communications Equip Req (OT) - Order Detail

Order Detail | Line Defaults

Order Number: 17135 OT: 22710 Business Unit: 27227150

Supplier: 557759 DAS - DIVISION OF COMMUNICATIO Order Revision:

Ship To: 558552 ROADS LINCOLN CENTRAL COMPLEX Order Date: 03/03/2006

Hold Code: BLANK - HOLD CODES 42/HC

Retainage %:

Records 1 - 2

	NIGP Number/ Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
<input type="checkbox"/>	72559	725	59	1.0000		30.0000			telecommunication parts

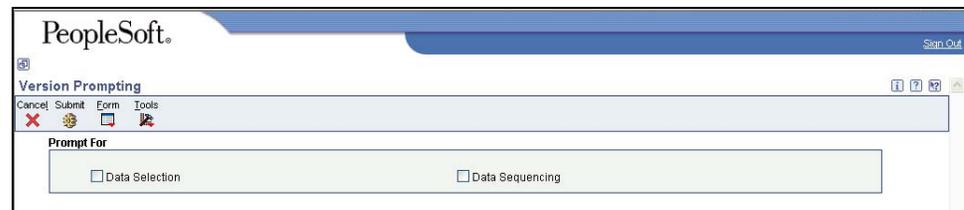
4. Write down the OT order number.
 5. Scroll down to the grid.
 6. Click in the NIGP Number/Inventory Number field.
 7. Enter the Inventory number.
- The Division of Communications (DOC) has built a suggested list of Inventory numbers to use. Please feel free to search for a more applicable Inventory number based on your request.
- 72559 – Telecommunications Parts and Pieces not otherwise specified.
 - 91579 – Telecommunications Services (Not otherwise classified)
 - 72553 – Telephone dialing and answering apparatus
8. Complete the following fields:
 - **3-Digit NIGP**– Enter the first 3 digits of the Inventory number you selected.
 - **NIGP Sub** – enter the last 2 digits of the Inventory number. If you used a 3 digit code for the Inventory number, you can leave this field blank.
- 3-Digit NIGP and NIGP Sub automatically populates from the data entered in the NIGP Number/Inventory Number field but can be overridden.
- **Quantity Ordered** – enter the quantity
 - **Tr. UoM** – Transaction Unit of Measure. System defaults to EA; override this with the appropriate unit of measure if necessary. Other options can be found using the visual assist.
 - **Unit Cost** – enter a price not less than \$5.00 as this is necessary to route through your agency for approval. If you wish to enter an exact cost, please contact the Department of Communications at 402/471-3562.
 - **Pu. UoM** – Defaults to the same Unit of Measure in the Tr. UoM field.
 - Pu. UoM must equal Tr. UoM or an error will occur.
 - **Description 1** – Enter Equipment description (ex. M12 amplifier)

- **Description 2** – enter your Billing number and Job Code (ex. BN 402/471-3562; JC6506750)
-  The Billing Number and Job code must be entered in the Description 2 field on each detail line in order for that line to print out billing information.
- **Account Number** – enter Billing Number.Object Account (Ex. 65060012.534700)
 -  Account number is the same as Business Unit.object code 534700 (534700 = Communications Supplies Expense)
 - **Ln Ty** – enter J (J = G/L Account Number) - defaults
9. Click the down arrow on the keyboard to move to the next row. The blank fields in detail line one will automatically populate. To enter additional equipment, repeat step 7 - 8 in detail line two.
 10. Scroll to the top of the page, click **OK**. You will return to the Enter Req for Communications Equip (OT) – Order Header window.
-  This OT document will route to the next person in your approval route. Once the OT has agency approval, the OT document will automatically route to DOC for processing. The Division of Information Technology checks for outstanding OT documents numerous times each day and will process your order in the same timely manner you have experienced in the past.
11. Click **Cancel**. You will return to the Enter Req for Communications Equip (OT) – Work with Req window.
 12. Click **Close**.

Print a Requisition for OT Equipment

Navigation: Purchasing > Agencies > Requisitions - Agency > Print Commodity Requisitions > Print Communications Equip Req (OT)

Start this instruction from the Version Prompting window.



1. Click Data Selection.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
Where	Status Code - Next (F4311) (NTR) [BC]	is not equal to	"999"
And	Order Type (F4301) (DCTO) [BC]	is equal to	"OT"
And	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Zero
And			

- In the 3rd row, click in the Right Operand column, choose **Literal**. The Select Literal Value window appears.

- Enter your OT number in the Literal Value field.
- Click **OK** to return to the Data Selection window.
- Click **OK** to accept this Data Selection. The Printer Selection window appears.

- Click **OK**. You will return to the menu.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R43500_...) once the Description is "Done".