

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Entering Procurement Documents Requisitions, Contracts, & Purchase Orders</p>	<ol style="list-style-type: none"> 1. Click ADD 2. Enter Business Unit 3. Enter Supplier # - Type in 999999 if unknown.  If you don't know the supplier #, click on the visual assists. Use the smallest V number. The PP number can be used ONLY when the vendor doesn't have a V number. 4. Enter Ship To AB# 5. Enter Order Date 6. Enter Requested Date 7. Enter Promised Delivery 8. Click OK (Note your Order # and Doc Type) 9. Click OK 10. Enter Inventory / NIGP Number 11. Enter Quantity Ordered 12. Enter TR UOM (defaults to ea) 13. Enter Unit Cost 14. Enter Description 1 and Description 2 15. Enter Account Number 16. If a line attachment is necessary, click in the box at the beginning of the appropriate line. Click on the Row Icon at the top of the screen and select Line Attachments. To follow specific instructions, please read the NIS Work Instructions on Entering Line or Text Attachments. 17. Click in new line – verify no errors – go back to step 10 if adding a new line - double check all of the information and click OK. 18. Click Close 19. This process now needs approval

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<p>Revising Procurement Documents Requisitions, Contracts, & Purchase Orders</p>	<p> To revise a document or cancel a line on a procurement document you must be in the revise menu path.</p> <ol style="list-style-type: none"> 1. After entering a Procurement Document go to the revise menu path for the document type you are revising. Put order number (if known) in the Order Number field click Find (you can click find without knowing the number and scroll through orders until you find the document you wish to revise) 2. Check box detail line for your order & click Select 3. Make your changes to the Order Header, if necessary (you may also click on Form > Header to Detail >Populate – this will auto populate the detail screen with the changes you just made) and click OK to view the Order Detail. 4. Make or (verify changes if using the Header to Detail step above) your changes to the Order Detail. 5. If you want to cancel a line, choose the line you wish to cancel, and click on Row, Cancel Line. You may add a line text attachment and an explanation on why the line was cancelled. 6. If you want to cancel the order, click Form, Cancel Order. Add a form attachment with an explanation of the revision. 7. Click OK 8. Note change/modification in detail and include the date & your name. 9. Click OK

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To	Do This
Approving Procurement Documents Requisitions, Contracts, & Purchase Orders	<p>Once a requisition, contract or purchase order is entered, this is the next step.</p> <ol style="list-style-type: none">1. If you are an Approver, select the circle in front of the <i>Queued for Approval</i> in the Approver box <u>or</u> if you created a document, select one of the circles in front of <i>Waiting Approval, Approved, or Rejected</i> in the Originator box.2. Enter the document number in the Order Number box.3. Click Find4. Choose the Order Number, by clicking in the box at the beginning of the row.5. Click Row, Approval Review6. Verify that all of the information is correct, i.e. Vendor, Quantity, Cost, Inventory Number. Complete and approve the purchase by clicking Form, Approve7. Click Find to update the grid8. Click Close

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To	Do This
Rejecting Procurement Documents Requisitions, Contracts, & Purchase Orders	<ol style="list-style-type: none">1. If you are an Approver, select the circle in front of the <i>Queued for Approval</i> in the Approver box <u>or</u> if you created a document, select one of the circles in front of <i>Waiting Approval, Approved, or Rejected</i> in the Originator box.2. Enter the document number in the Order Number box.3. Click Find4. Choose the Order Number, by clicking in the box at the beginning of the row Click Select.5. Click Form, Rej Reasons6. Enter info in Remark field or "X" any of the Standard Reasons Click OK7. Click Find to update the grid8. Click Close

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To	Do This
Reviewing Approval Status of Procurement Documents Requisitions, Contracts, & Purchase Orders	<ol style="list-style-type: none">1. If you are an Approver, select the circle in front of the <i>Queued for Approval</i> in the Approver box <u>or</u> if you created a document, select one of the circles in front of <i>Waiting Approval, Approved, or Rejected</i> in the Originator box.2. Enter the document number in the Order Number box.3. Click Find4. Choose the Order Number, by clicking in the box at the beginning of the row.5. Click Row, Status Summary – review information to determine who approved the document and who still needs to approve the document. This screen will also tell you if the document was rejected and by whom.6. Click Close7. Click Close8. This document now needs approval.

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To	Do This
<p>Generating Purchase order from requisition or Contract</p>	<p> You must be in Purchase Order-Agency Menu and choose the Commodity or Service Menu Path. From either of those paths enter the Generate Commodity or Generate Service PO menu. Choose the applicable menu path.</p> <p>9. Enter the Order Number in the Order Number field, if known.</p> <p>10. Click Find</p> <p>11. Choose the desired Line Number review Description 1 and Description 2 to verify correct line. Also, click on the “paperclip” to identify any pertinent attachments.</p> <p>12. Click Select</p> <p>13. Change the fields as necessary:</p> <ul style="list-style-type: none"> a. Business Unit b. Supplier – CHANGE ONLY IF ENTERED AS 999999. c. Buyer – d. Ship to – Should reflect the delivery location of goods. <p>14. Release Information TAB – Review:</p> <ul style="list-style-type: none"> e. Release Qty_– Should reflect the quantity you are ordering. It <u>must</u> change if the originating document is an OC. <p>15. Detail Information TAB – Review:</p> <ul style="list-style-type: none"> f. Verify Account Number – Account Number <u>must</u> change if the originating document is an OC. <p>16. Dates TAB – Review:</p> <ul style="list-style-type: none"> g. Requested – date to receive order h. Promised Delivery – date the vendor can meet i. G/L Date – DO NOT CHANGE j. Cancel Date – LEAVE BLANK k. Planned Effective – DO NOT CHANGE <p>17. Click OK</p> <p>18. Repeat 5-9 if multiple lines were selected.</p> <p>19. Click Form, Generate Order</p> <p>20. Write down Purchase Order.</p> <p>21. Click Close</p> <p>22. Click Close</p> <p>23. The document now needs approval.</p>

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To	Do This
Submit an NIS Report or Purchase Order Printing a Document	<p> You must be in Print Menu or Report Menu in order to produce a report to print. All Purchase Orders and Contracts are printed in OSA, all other reports are printed in PDF.</p> <ol style="list-style-type: none">1. Choose Data Selection.2. Click Submit3. Fill out the Data Selection (this criteria changes based on the report or document you are printing)4. Click OK5. Click OK6. Click OK

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To	Do This
<p>Working With Submitted Reports</p>	<p> Once a report is submitted for processing, it will appear in the Submitted Job Search window. Use the Submitted Job Search window to review the status of reports, view reports, and print reports.</p> <ol style="list-style-type: none"> 1. Click the View Job Status from the menu window 2. Choose NISPRD 3. Click Select 4. Choose the row that references the report that you ran --- The Description Field must be at a Done Status 5. Click Row > View PDF or View OSA or View CSV 6. View the report and print if applicable from the Adobe Acrobat Reader application 7. Click Close 8. Click Close <p>The document is now ready to go to the agency accounting area for payment.</p>

To	Do This
	<p>Purchasing Bureau generates the Quotation Request and Purchase Order.</p> <p>Document Flow: Requisition (OR)</p> <p>Menu: Selection OR Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Enter Comm Req (OR)</p>

To	Do This	
		<p>Agency → Service Quotation Request - Agency → Gen Service Quote (Z1) from Agency Req (O3)</p> <p>O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO – Agency → Gen Service PO (O9) from Quote (Z1)</p> <p>Option 3: Agency uses a requisition and generates a purchase order (Z8) for the 2-way Match process</p> <p>Document Flow: Requisition (O3) → Purchase Order (Z8)</p> <p>Menu Selection: O3 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service @ Agency Req (O3)</p> <p>Z8 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Generate Service PO – Agency → Gen Service PO (Z8) from Agency Req (O3)</p> <p>Option 4: Agency enters purchase order (Z8) directly for the 2-way Match</p> <p>Document Flow: Purchase Order (Z8)* *Agency may attach proof of bids to the Purchase Order</p> <p>Menu Selection: Z8 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency → Enter Service PO (Z8)</p> <p>3) If service contract exists Option 1: Total value of the contract is equal to or greater than \$25,000, or agency chooses to use the service contract.</p> <p>Document Flow: Contract (O4) → Purchase Order (O9)</p> <p>Menu Selection: O9 Purchasing – Agencies → Purchase Orders – Agencies → Service Purchase Order – Agency → Generate Service PO – Agency → Gen Service PO (O9) from Contract (O4)</p> <p>Option 2: Total value of contract is between \$25,000 and \$50,000, and agency opts to use purchase order (Z8) for 2-way match process.</p> <p>Document Flow: Contract (O4) → Purchase Order (Z8)</p> <p>Menu Selection: Z8 Purchasing – Agencies → Purchase Orders – Agencies → Service Purchase Order – Agency → Generate Service PO – Agency → Gen Service PO (Z8) from Contract (O4)</p> <p>Option 3: Total value of contract is less than \$25,000; Agency opts to utilize the payment process without entering the Purchase Order in NIS</p> <p>Document Flow: Direct Pay to Accounts Payable</p> <p>4) Request for Agency Processed Service Contract</p> <p>Document Flow: Requisition (O3) → Quotation Request (Z1) → Contract (O4) → Purchase Order (O9)</p> <p>Menu Selection: O3 Purchasing - Agencies → Requisitions - Agency → Enter & Revise Service Requisitions → Enter Service @ Agency Req (O3)</p>

To	Do This
	<p>If >\$50,000, Purchase Requisition will have to be reviewed by DAS Materiel Division, State Purchasing Bureau</p> <p style="padding-left: 40px;">Z1 Purchasing - Agencies → Quotation Requests - Agency → Service Quotation Request - Agency → Gen Service Quote (Z1) from Agency Req (O3)</p> <p>If > \$50,000, any changes will have to be reviewed by DAS Materiel Division, State Purchasing Bureau</p> <p style="padding-left: 40px;">O4 Purchasing – Agencies → Contracts – Service (O4) – Agency → Gen Service Contract (O4) from Quote (Z1)</p> <p style="padding-left: 40px;">O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency →Generate Service PO - Agency → Gen Service PO (O9) from Contract (O4)</p> <p><u>Request for DAS Materiel Division, State Purchasing Bureau Processed Services</u></p> <ul style="list-style-type: none"> ▪ Agency identifies need to have DAS Materiel Division, State Purchasing Bureau process the Service Contract ▪ Service Contract >\$50,000 <p>Document Flow: Requisition (O5) → Quotation Request (Z1) → Contract (O4) → Purchase Order (O9)</p> <p>Menu Selection:</p> <p style="padding-left: 40px;">O5 Purchasing - Agencies → Requisitions – Agency → Enter & Revise Service Requisitions →Enter Service @ SPB Req (O5)</p> <p style="padding-left: 40px;">Z1 Processed by DAS Materiel Division, State Purchasing Bureau</p> <p style="padding-left: 40px;">O4 Processed by DAS Materiel Division, State Purchasing Bureau</p> <p style="padding-left: 40px;">O9 Purchasing - Agencies → Purchase Orders - Agencies → Service Purchase Order - Agency →Generate Service PO - Agency → Gen Service PO (O9) from Contract (O4)</p>