

Setting Up a Requisition, Quote and Special Purpose PO for a Project

Overview

The purpose of this process is to create commitments on NIS to track manually created contracts for construction related activities.

This instruction covers the process for creating a requisition, entering quote suppliers, entering bid responses, generating a special purpose PO, generating a special order release, printing a purchase order for a Project and entering a receipt.

After a Special Purpose Purchase Order document is created or generated, revisions can be made. For example, you can increase the quantity of an ordered item, change the cost of items, or add new detail lines to the purchase order. You can also make revisions to information contained in the header such as Supplier, Ship To, Send Invoice To, Business Unit and Dates. Once an order is revised, the system creates a record of the revisions. In addition, the system tracks these revisions.

The process is not related to the Department of Administrative Services Materiel Division, State Purchasing Bureau. This is simply a way to put a commitment on the system to track expenses related to a project.

This work instruction shows how to:

[Create a Requisition for a Project](#)

[Enter Quote Suppliers on a Quote for a Project](#)

[Enter Bid Responses on a Quote for a Project](#)

[Generate a Special Purpose Purchase Order for a Project](#)

[Generate a Special Order Release \(X3\) from \(X2\) for a Project](#)

[Modify the Purchase Order Release \(X3\) to Facilitate Partial Receipts](#)

[Print a Purchase Order](#)

[Enter Revisions and Review Order Revisions](#)

[Submit Order Revisions Report](#)

[Enter Receipts for a Project](#)

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

Click Roles, Grants and Projects.

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

Grants & Projects > Grants/Capital Projects > 309 Projects:

- > Enter/Revise Special Req (X1), or
- > Gen Spec Order (X2) from (X1) (w/quote), or
- > Gen Spec Order Release (X3) from (X2), or
- > Print Special Order Release

Grants & Projects > Grants/Capital Projects > Receiving > Enter Receipts by PO (X3)

Steps

Create a Requisition for a Project

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Enter/Revise Special Req (X1)

Start this instruction from the Enter/Revise Special Req (X1) – Work with Order Headers window.

The screenshot shows the PeopleSoft interface for 'Enter/Revise Special Req (X1) - Work With Order Headers'. The window title is 'PeopleSoft.' and there is a 'Sign Out' link in the top right. Below the title bar is a menu bar with options: Select, Find, Add, Copy, Close, Row, Tools. The main area contains a form with the following fields:

- Order Number: X1
- Business Unit: [Empty]
- Supplier: [Empty]

Below the form is a table with the following columns: Order Number, Or Ty, Order Fd, Supplier Number, Supplier Description, Order Date, Cancel Date, Ship To, Buyer, Supp. The table currently displays 'No records fetched.' and has a 'Customize Grid' button in the top right corner.

1. Click **Add**. The Enter/Revise Special Req (X1) – Order Header window appears.

The screenshot shows the 'Enter/Revise Special Req (X1) - Order Header' window in PeopleSoft. The window is divided into several sections:

- Order Information:** Order Number (X1), Business Unit.
- Address Numbers:** Supplier, Ship to, Buyer, Invoice To, Print Remark, Description, Print Message.
- Dates:** Order Date, Requested, Promised Delivery, Cancel Date.
- Tax and Other Information:** Tax Expt Code, Tax Rate/Area, Certificate, Tax ID, Person/Corp. ID, Payment Terms, Hold Code (BLANK - HOLD CODES 42/HC), Retainage %, Ordered By (NISMILLER), Order Taken By, AIA Document (Y).
- Messages:** A section at the bottom for displaying messages.

2. Enter the following information:

- Business Unit - business unit accountable for the order
 - Supplier
 -  The actual supplier may not be known at this point. The field may be filled with any type of information (i.e., Project Manager's Address Book number or simply "best source", Address Book number 999999).
 - Ship To - address to which the goods are to be delivered; If multiple locations, address book number 559783 (FACILITY, MULTIPLE ADDRESSES) can be used
 - Buyer – Individual who is primarily responsible for this document at the AGENCY
 - Send Invoice To – automatically populates but can be overridden
 -  Primarily "S" search type Address Book records if the invoice will not be sent to the "Ship To" address.
 - Payment Remark – optional; can be used for free form text (up to 30 alpha/numeric characters). The information will not be printed on any reports, but may be useful as additional information.
 - Description – optional; can be used for free form text (up to 30 alpha/numeric characters). The information will not be printed on any reports, but may be useful as additional information.
 - **Dates** – defaults to current date but can be overridden
 - Order Date – The date this Purchase Requisition is entered into NIS
 - Requested – The date you want to receive the item;
 - Promised Delivery – The Date that the vendor has promised delivery.
 - Cancel Date – Will remain blank unless you enter data. This can reflect the last date the requisition is valid.
3. Click **OK**. The Enter/Revise Special Req (X1) – Order Detail window appears.

PeopleSoft
Enter/Revise Special Req (X1) - Order Detail

Order Detail | Line Defaults

Order Number: 1613 | X1 | 51650 | Business Unit: 65010004

Supplier: 999999 | BEST SOURCE | Order Revision:

Ship To: 678925 | DAS - NIS | Order Date: 03/24/2006

Hold Code: | BLANK - HOLD CODES 42/HC

Retainage %:

Records 1 - 1

NIGP Number/ Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1

4. Enter the following information:

- NIGP Number/Inventory Number –99999 indicates the document is a Project and the last 2 digits of the number matches numbers used for Construction Categories used as subsidiaries in business unit setup for Construction Projects,



Note Users must use one of the following numbers or an error will appear:

❖ Program Planning	99999-CC0010
❖ Professional Fees	99999-CC0020
❖ Construction	99999-CC0030
❖ Fixed Equipment	99999-CC0040
❖ Moveable Equipment	99999-CC0050
❖ Special or Technical Equipment	99999-CC0060
❖ Land Acquisition/Development	99999-CC0070
❖ Artwork	99999-CC0080
❖ Other Construction Related Costs	99999-CC0090

- **3-Digit NIGP** –three-digit prefix to a commodity code (999) for all X document types
- **NIGP Sub** – two-digit commodity code suffix (99) for all X document types



3-Digit NIGP and NIGP Sub automatically populates from the data entered in the NIGP Number/Inventory Number field but can be overridden.

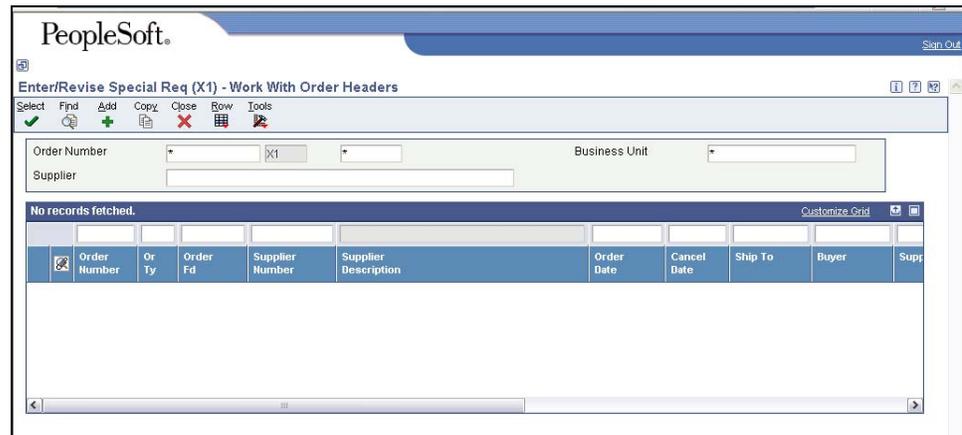
- **Quantity Ordered** – Enter the quantity of the item that you require.
- **Tr. UoM** – Transaction Unit of Measure. System defaults to EA; override this with the appropriate unit of measure if necessary. Other options can be found using the visual assist.
- **Unit Cost** – the estimated cost per unit
- **Extended Cost** – The system will automatically populate this field based on the Quantity Ordered and Unit Cost fields.
- **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** – This is free text – will print on all purchasing documents; enter descriptive data pertaining to the specific detail line.
 - **Description 2** – This is free text – *will* print on purchasing documents; enter descriptive data that you want to appear in NIS.
 - **Account Number** – valid business unit and object account from the Chart of Accounts.
 - **Ln Ty** – Defaults J
5. Click **OK** to return to the Order Header window.
- ⚠ Note the entry in the Previous Order Number for use in the following processes.
6. Click **Cancel** to return to the Work with Order Headers window.
 7. Click **Close**.

Enter Quote Suppliers on a Quote for a Project

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Enter/Revise Special Req (X1)

Start this instruction from the Enter/Revise Special Req (X1) – Work With Order Headers window.



1. Enter the **order number** (maybe from the process above) in the QBE field above Order Number.
2. Click **Find**.



- Click **Select**. The Create/Work with Special (X1) – Order Header window appears.

PeopleSoft. Enter/Revise Special Req (X1) - Order Header

Order Number: 1613 X1 51650 Business Unit: 65010004

Address Numbers

Supplier: 092092 BEST SOURCE
 Ship to: 678925 DAS - NIS
 Buyer:
 Invoice To: 678943 DAS - NIS

Dates

Order Date: 03/24/2006
 Requested: 04/24/2006
 Promised Delivery: 05/24/2006
 Cancel Date:
 Prnt. Remark:
 Description:
 Print Message:
 Tax Expt Code:
 Tax Rate/Area:
 Certificate:
 Tax ID:
 Person/Corp. ID:
 Payment Terms: 000

Hold Code: BLANK - HOLD CODES 42/HC
 Retainage %:
 Ordered By: NISMILLER
 Order Taken By:
 AIA Document: Y

Messages

- Click **Form, Quote Suppliers**. The Create/Work with Special Req (X1) – Quote Supplier Entry window appears.

PeopleSoft. Enter/Revise Special Req (X1) - Quote Supplier Entry

Order Number: 1613 X1 51650
 Required By: *

Records 1 - 1

Supplier	Name	Printed	Respond	Printed Date	Response Date

- Enter the following information:
 - Required By – type in today's date
 - Supplier – must be a valid Address Book number.
 - New Address Book numbers must be requested to State Accounting.
 - Use down arrow on the keyboard to add more suppliers as needed.
- Click **OK** to return to the Order Header window.
- Click **Cancel** to return to the Work with Order Headers window.
- Click **Close**.

Enter Bid Responses on a Quote for a Project

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Enter Bid Response (X1)

Start this instruction from the Enter Bid Response (X1) – Work with Suppliers window.

1. Enter the **order number** in the QBE field above Order Number.
2. Click **Find**.

3. Choose a supplier by clicking the radio button to the left of the row, click **Select**. The Enter Bid Response (X1) – Quote Response Entry window appears.

4. Change dates as necessary.
5. Complete the following fields:
 - Quantity Ordered – enter 1
 - Unit Price – enter the total cost for 1 each
6. Click **OK** to return to the Quote Response Entry window.
7. Click **OK** to return to the Work with Order Headers window.



Do not change UM (Unit of Measure) field. Your bid comparison should be made based on like units of measure.

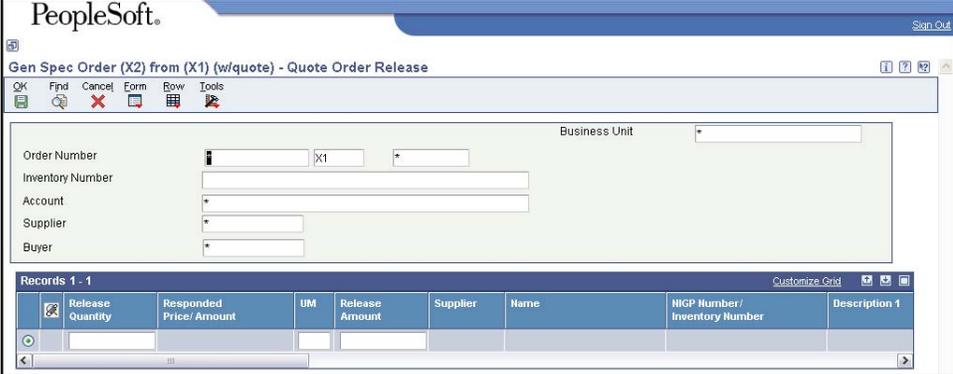
-  Repeat Steps 3-7 for each Supplier response.
- 8. Click **Close**.

Generate a Special Purpose Order for a Project

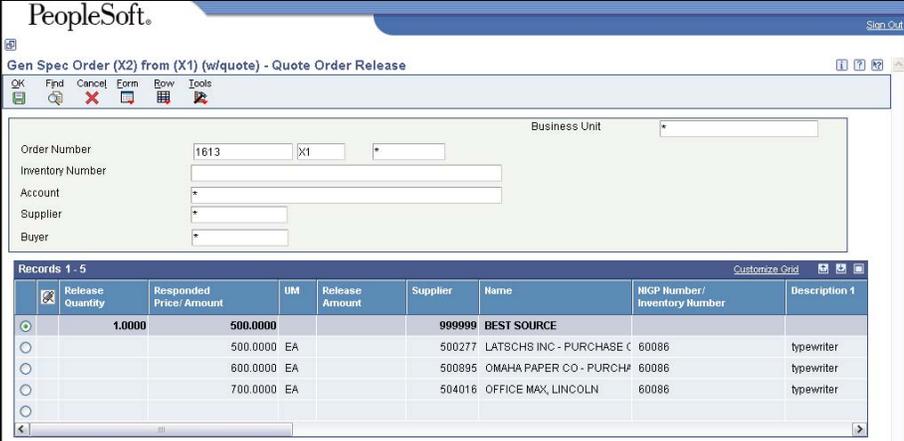
Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Gen Spec Order (X2) from (X1) (w/quote)

This step turns the X1 requisition into a purchase order, with order type X2.

Start this instruction from the Gen Special Order (X2) from (X1) (w/quote) – Quote Order Release window.



1. Enter the **order number** in the Order Number field.
2. Click **Find**.



Release Quantity	Responded Price/Amount	UM	Release Amount	Supplier	Name	NIGP Number/Inventory Number	Description 1
1.0000	500.0000			999999	BEST SOURCE		
	500.0000	EA		500277	LATSCHS INC - PURCHASE C	60086	typewriter
	600.0000	EA		500895	OMAHA PAPER CO - PURCHA	60086	typewriter
	700.0000	EA		504016	OFFICE MAX, LINCOLN	60086	typewriter

3. Click the Release Quantity field of the desired supplier.
4. Enter the **release quantity**.
-  Use the down arrow on the keyboard to move to the next supplier.
5. Click **OK**. The Gen Spec Order (X2) from (X1) (w/quote) – Generated Purchase Orders window appears.
-  Note the new Order Number for use in the following process.



PeopleSoft. Sign Out

Gen Spec Order (X2) from (X1) (w/quote) - Generated Purchase Orders

Close Row Tools

Records 1 - 1 Customize Grid

Order Number	Or Ty	Order Co	Branch/ Plant	Supplier	Request Date
1614	X2	51650	65010004	500277	04/24/2008

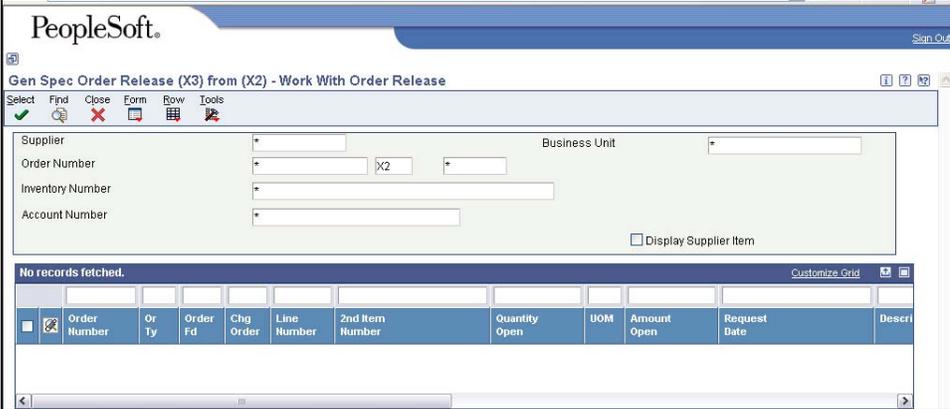
- Click **Close**.

Generate a Special Order Release (X3) from (X2) for a Project

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Gen Spec Order Release (X3) from (X2)

This is the approval step of the purchase order. It turns the order type into an X3 from an X2.

Start this instruction from the Gen Special Order Release (X3) from (X2) – Work With Order Release window.



PeopleSoft. Sign Out

Gen Spec Order Release (X3) from (X2) - Work With Order Release

Select Find Close Form Row Tools

Supplier Business Unit

Order Number X2

Inventory Number

Account Number

Display Supplier Item

No records fetched. Customize Grid

Order Number	Or Ty	Order Id	Chg Order	Line Number	2nd Item Number	Quantity Open	UOM	Amount Open	Request Date	Descri
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- Click **Find**.
- Choose the Order Number desired (maybe from the process above).
- Click **Select**. Gen Special Order Release (X3) from (X2) – Order Release window appears.

PeopleSoft
 Gen Spec Order Release (X3) from (X2) - Order Release
 Supplier: 500277 LATSCHS INC - PURCHASE ORDERS Branch/Plant: 65010004
 Buyer:
 Ship To: 678925 DAS - NIS
 Order Number: 1614 X2 51650 000 1.000
 Release Qty: 1.0000 EA Release Amt: 500.00
 Qty To Date: Amt To Date
 Original Qty: 1.0000 Original Amt: 500.00
 Unit Cost: 500.0000 Purchasing UOM: EA Line Type: J

4. Verify and/or revise the Release Qty field.
5. Click **OK** to return to the Work with Order Release window.
6. Click **Close**. The Gen Special Order Release (X3) from (X2) – Cancel Order Generation Confirmation window appears.

Gen Spec Order Release (X3) from (X2) - Cancel Order Generation C...
 You are about to cancel orders which have been selected for generation.
 Select OK to generate the orders.
 Select Cancel to exit without generation.
 OK Cancel

7. Click **OK**. The Gen Special Order Release (X3) from (X2) – Generated Purchase Orders window appears.

 The Purchase Orders have now been generated and a commitment has been created for the business unit.

PeopleSoft
 Gen Spec Order Release (X3) from (X2) - Generated Purchase Orders
 Records 1 - 1

Order Number	Or Ty	Order Co	Branch/ Plant	Supplier	Request Date
1615	X3	51650	65010004	500277	04/24/2008

 Note the new Order Number. The new order can become your contract number for suppliers.

8. Click **Close**.

Modify the Purchase Order Release (X3) to Facilitate Partial Receipts

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Revise Special Order Release (X3)

Start this instruction from the Revise Spec Order Release (X3) – Work with Order Headers window.

1. Enter the document number to review in the Order number field in the Header.
2. Click **Find**. The Revise Spec Order Release (X3) – Work with Order Headers window appears.

Order Number	Or Ty	Order Id	Supplier Number	Supplier Description	Order Date	Cancel Date	Ship To	Buyer	Supplier
1615	X3	51650	500277	LATSCHS INC - PURCHASE ORDERS	03/24/2006		678925		

3. Choose the order you want to work with.
4. Click **Row, Detail Revision**. The Revise Spec Order Release (X3) –Order Detail window appears.

NIGP Number/ Inventory Number	3-Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
60086	600	86	1.0000	EA	500.0000	500.00	EA	typewriter

5. Complete the following fields:
 - **Quantity Ordered** – enter the unit cost
 - **Unit Cost** – enter 1
6. Click **OK**. If a key-field was changed, the Media Object window will appear.

7. Enter the reason for the change in the text area and click **OK** to return to the Work with Order Headers window.

Any change will update the revision numbers on the purchasing document.

8. Click **Close**.

Print a Purchase Orders

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Print Special Order Release

Start this instruction from the Version Prompting window.

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

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

3. In the first row, verify:
 - Operator – Where
 - Left Operand – Status Code Next (F4311) [BC]
 - Comparison – Is not equal to
 - Right Operand – "999"

 999 will prevent the Purchase Order from printing if it is already closed.
4. In the second row, verify:
 - Operator – And
 - Left Operand – Order Type (F4301) [BC]
 - Comparison – Is equal to
 - Right Operand – "X3"
5. In the third row, verify:
 - Operator – And
 - Left Operand – Document (Order No, Invoice No, etc.)(F4301) [BC]
 - Comparison – Is equal to
6. In the third row, click **Right Operand, Literal**. The Select Literal Value window appears.

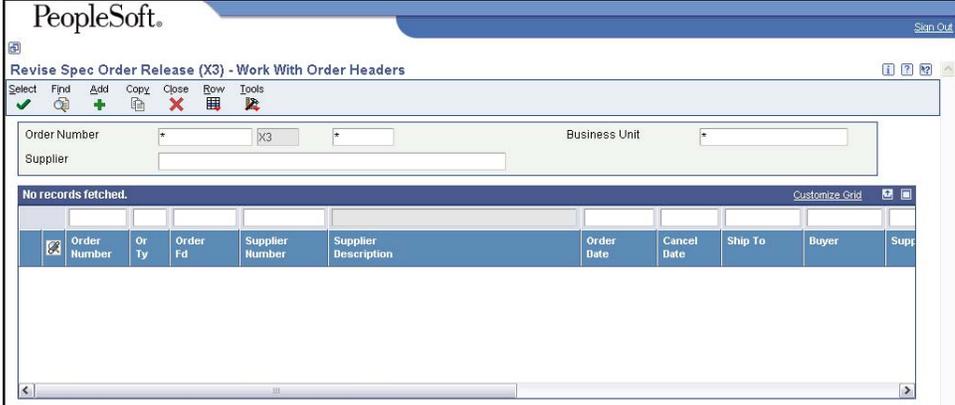
7. Enter the *Purchase Order Number(s) that you want to print* in the Literal Value: field.
8. Click **OK**.
9. Click **OK**.
10. Click **OK**. You will return to the main menu.

-  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 (R5743500_...) once the Description is "Done".

Enter Revisions and Review Order Revisions

Navigation: Grants and Projects > Grants/Capital Projects > 309 Projects > Revise Special Order Release (X3)

Start this instruction from the Work with Special Order Release (X3) – Work with Order Headers window.



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Revise Spec Order Release (X3) - Work With Order Headers

Order Number: [X3] Business Unit: []

Supplier: []

No records fetched.

Order Number	Or Ty	Order Id	Supplier Number	Supplier Description	Order Date	Cancel Date	Ship To	Buyer	Supp
No records fetched.									

1. In the Order Number field enter number of the document you want to revise.
2. Click **Find**. The Work with Special Order Release (X3) – Work with Order Headers window appears.



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Revise Spec Order Release (X3) - Work With Order Headers

Order Number: 1615 [X3] Business Unit: []

Supplier: []

Records 1 - 1

Order Number	Or Ty	Order Id	Supplier Number	Supplier Description	Order Date	Cancel Date	Ship To	Buyer	Supp
1615	X3	51650	500277	LATSCHS INC - PURCHASE ORDERS	03/24/2006		678925		

3. Choose the order you want to work with.
4. Click **Row, Detail Revision**. The Work with Special Order Release (X3) – Order Detail window appears.

5. Change one or more of the fields or add new detail line(s).
6. Click **OK**. If a key-field was changed, the Media Object window will appear.

7. Enter the reason for the change in the text area and click **OK** to return to the Work with Order Headers window.

 Any change will update the revision numbers on the purchasing document.

 To review revisions to the purchasing document complete the following steps:

8. Choose the order you just revised.
9. Click **Row, Order Revisions**. The Work with Special Order Release (X3) – Work with Order Revisions Summary window appears.

10. Click **Last Revision** field to view information for the most recently revised information. Click **All Revisions** field to view original order and all revisions.
 -  This is the order header information – **Order Revision** column indicates which revision you will view when you view revision details.
11. Choose the Order and Revision you want to view.
 -  You can add a "Revision Attachment" to explain details specific to the revision by clicking **Revision Attachment** icon – note that this does not get printed to the order and is specific only to this order revision.
12. Click **Row, Revision Details**. The Work with Special Order Release (X3) – Work With Revisions Details window appears.



PeopleSoft. Sign Out

Revise Spec Order Release (X3) - Order Revisions Detail

Select Find Close Form Row Tools

Order Number 1615 X3 51650 Branch/Plant 65010004

Order Revision 1.0 Last Ord Revision 1

Supplier 500277 LATSCHS INC - PURCHASE ORDERS Revised By NISLMILLER

Ship To 678925 DAS - NIS Revision Date 03/24/2006

Attachments Last Revision All Revisions

Display Supplier Item

Records 1 - 1 Customize Grid

Line Number	Order Revision	2nd Item Number	Quantity Ordered	UoM	Amount	Account Number	Ln Ty	Branch Plant	3rd Item Number
2.000	1	600	10.0000	EA	5,000.00	65010004.531100	J	65010004	600

-  This provides you with the line(s) that were revised.

13. Choose the line you want to view.
14. Click, **Row, Revision History**. The Work with Special Order Release (X3) – Order Revision History window appears.



PeopleSoft. Sign Out

Revise Spec Order Release (X3) - Order Revision History

Find Close Form Row Tools

Order Number 1615 X3 51650 Change Order 000

Line / Revision No. 2.000 1 Last Ord Revision 1

Supplier 500277 LATSCHS INC - PURCHASE ORDERS Revised By NISLMILLER

Ship To 678925 DAS - NIS Revision Date 03/24/2006

Records 1 - 1 Customize Grid

Order Revision	2nd Item Number	Quantity Ordered	Trans UoM	Unit Cost	Purch UoM	Amount	Ln Ty	Description	Des Line
1	600	10.0000	EA	500.0000	EA	5,000.00	J	correctable ribbons	

-  This provides you with the original line(s) prior to the revision.

15. Click **Close** and/or **Cancel** depending on the screen you have selected.

Submit Order Revisions Report

Navigation: Grants and Projects > Inquiries and Reports > Grants & Projects Reports > Purchasing Reports > Print Order Revisions History

Start this instruction from the Version Prompting window.

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

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Document (Order No, Invoice, etc.) (F4301) (DOCO) [BC]	is equal to	Blank
<input type="checkbox"/> And	Order Type (F4301) (DCTO) [BC]	is equal to	Blank
<input type="checkbox"/> And			

3. In the first row, verify:
 - Left Operand is "Document (Order No, Invoice, etc.)(F4301)[BC]"
 - Comparison is "is equal to"
4. Click **Right Operand, Literal**. The Select Literal Value window appears.

5. Enter the **order number** in the Literal Value: field.
 - ✏ If you have multiple documents to view, select "List of Values" tab and enter all the document numbers.
6. Click **OK**.
7. On the second row, verify:
 - Left Operand is "Order Type (F4301)[BC]"
 - Comparison is "is equal to"
8. Click **Right Operand, Literal**. The Select Literal Value window appears.

9. Enter the **order type** in the Literal Value: field.
10. Click **OK**.
11. Click **OK**. The Printer Selection Window appears.
12. Click **OK**. You will return to the main 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 (R43545_...) once the Description is "Done".

Enter Receipts for a Project

Navigation: Grants and Projects > Grants/Capital Projects > Receiving > Enter Receipts by PO (X3)

Start this instruction from the Enter Receipts by PO (X3) – Work With Purchase Orders to Receive window.

1. Click **Find**.

Order Number	Or Ty	Order Fd	Ord Sur	Line Number	2nd Item Number	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Base Curr	Description
1615	X3	51850	000	1.000	60086	500277	1.0000	EA	500.00	678925		typewrite
1615	X3	51850	000	2.000	600	500277	10.0000	EA	5,000.00	678925		correcta

2. Choose the first Order Number desired.
3. Click **Select**. The Enter Receipts by PO – Purchase Order Receipts window appears.
 -  If releasing an amount on a single line of a multi-line Purchase Order, a **Zero** must be entered over the amount in all other lines indicating the desire to release no \$ for those lines.
4. Enter the following information:
 - G/L Date – if today's date didn't default in
5. Click in the Amount field in the grid.
6. Enter the **Receipt Amount** (replace amount in field by default).
7. Click **OK**.
8. Enter the order number in the QBE field above Order Number.
9. Click **Find**.
 -  The Amount Open has been reduced by the amount of the receipt.
10. Repeat steps 2-8 to enter additional receipts by PO.
11. Click **Close**.