Generating a ZP (Purchase Order) from a ZR (Purchase Requisition)

Overview

Shop Supervisor will complete this step only if placing the order with the vendor.

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/.

NIS Navigation

NIS State of Nebraska > Dist & Mfg - CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Gen Inventory/Floor Stock PO (ZP) from Req (ZR)

Steps

Start this instruction from the Gen Inventory/Floor Stock PO (ZP) from Req (ZR) – Work with Order Release window.
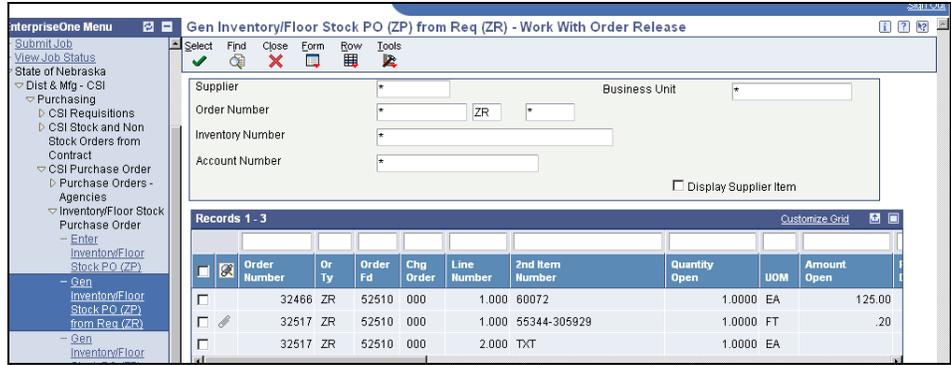

1. Enter the order number in the **Order Number** field, if known, to minimize the search.

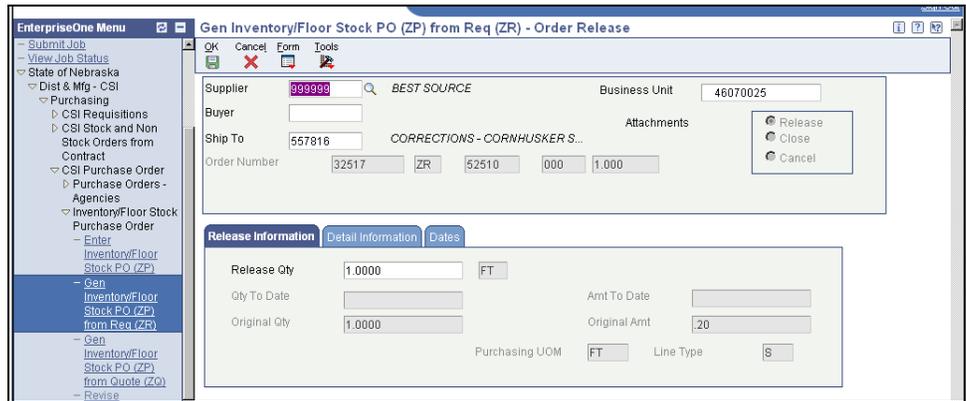   🖉 Can do a search based on any information criteria in QBE line.

2. Click **Find**.

3. Choose the desired **Order Number** and **Detail Line** on the grid.

    📎 Click on the "paperclip" to identify the attachments. Be sure to look at any pertinent attachments.

4. Click **Select**. The Gen Inventory/Floor Stock PO (ZP) from Req (ZR) - Order Release window appears.

5. Change desired fields as necessary on the Header:

    - Business Unit – this should be 460700XX (XX = Shop #)

    - Supplier – DO NOT CHANGE – for the purpose of this training.
      (Your inmate clerk will enter in 999999 for the vendor. You will need to change this. Click on the Visual Assist to search for the Supplier A/B#.)

    - Buyer – Leave blank

    - Ship To – should reflect the delivery location for your Warehouse

        o   557816 = CSI Warehouse

Release Information TAB – Review:

    - <u>**Release Qty – Should reflect the quantity you are ordering**</u>

    📎 Changes made to the order release will be reflected on the generated Purchase Order. They do not change the original Purchase Requisition.

    📎 Anything grayed out cannot be changed.

Detail Information TAB – Review:

- Description – Review but DO NOT CHANGE: this defaulted from the inventory number.

- Leave all other fields blank.

Dates TAB – Review:

- Requested – date to receive order

- Promised Delivery – date the vendor can meet

- G/L Date – DO NOT CHANGE

- Cancel Date – LEAVE BLANK

- Planned Effective – DO NOT CHANGE

6. Click **OK**.

   If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 5 & 6 for each detail line that you wish to include on the Purchase Order.

7. Click **Form**, **Generate Order**. The Gen Inventory/Floor Stock PO (ZP) from Req (ZR) - Generated Purchase Order 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. The Order Number must be given to the Vendor.

8. Click **Close**.

9. Click **Close**.

To revise a ZP purchase order:

You will then need to revise and add the T line and whether the order is confirming or non-confirming.
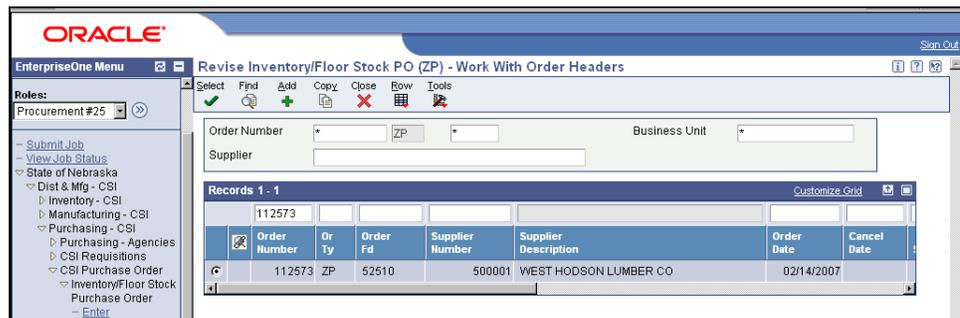
Navigation

Shop Supervisor -- Roles: Procurement

Shop Supervisor's and Staff can revise a document. Inmate clerks cannot revise documents.

State of Nebraska > Dist & Mfg - CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Revise Inventory/Floor Stock PO (ZP)

Steps

1. Enter in the ZP number that was just generated

2. Click on the correct **Order Number** is selected and click on **Select**.

📝 **Changes to the Order Header do not automatically update on the Detail Lines. To populate ALL information from the Order Header to the Order Detail Lines, click Form, Header to Detail, Populate.   Please review the Detail lines to ensure the information is correct. Please note: the information from the Order Header will NOT populate to Detail lines that are cancelled or closed (Status = 999).**
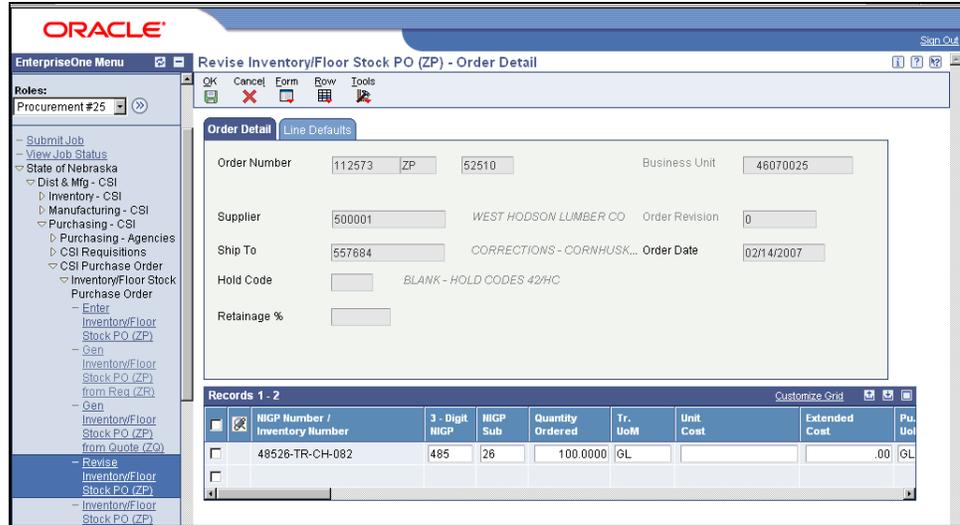
3.   Click **Form**, **Additional Info**. The Order Header – Additional Information window appears.

- Indicate the shop number and if the order is Confirming or Non Confirming in the Reference Field

- Click **OK**

- Click **OK**

4. To add the T line, click on the next line and add:

Complete the following information for freight, pallet fee, fuel surcharge or any other fee:

- NIGP Number: TXT

- Quantity Ordered: 1

- Tr UOM: EA

- Unit Cost: $0.01

- Description: Write in the new Shop #, a "+" sign, Quoted Freight or Estimated Freight. If it is FOB Destination, type the shop number and FOB Destination. Also include the dollar amount in the description.

     For Example:
     NN, + Quoted Freight $XX.XX
     NN, + Estimated Freight $XX.XX
   NN, FOB Destination
     NN, No Freight, P/U

- If, in addition to freight, there will be a pallet fee, fuel surcharge or any other miscellaneous fee, you will need to add another line for that charge. Enter the NIGP Code, Quantity, UOM, Unit Cost (if necessary) and the description.
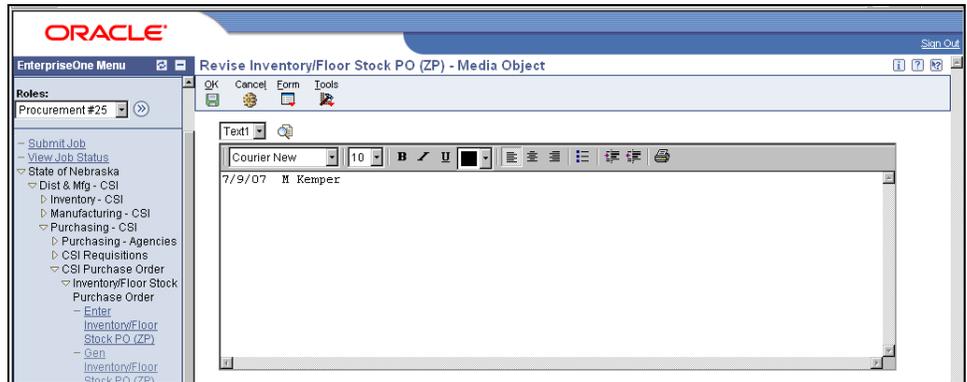
     For Example:
     NN, +Pallet Fee $XX.XX
     NN, +Fuel Surcharge $XX.XX
     NN, +EPA Fee $XX.XX

- Scroll over to Ln Ty: Type in "T"

     Freight Quote is when a vendor gives you an amount for freight.

     Freight Estimate is when a vendor gives you a guess for freight.

     FOB Destination is when the vendor pays freight.
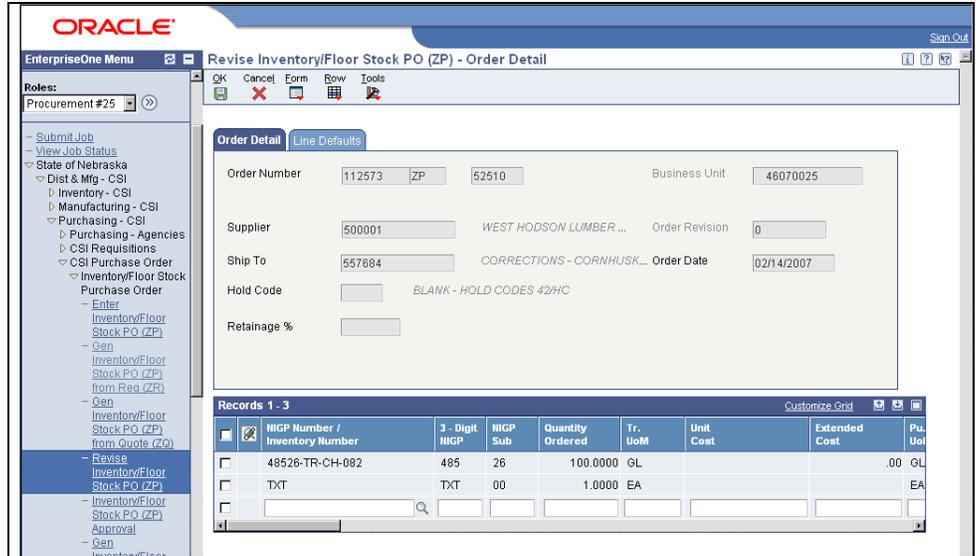
5. Click **OK**

6. After revising a purchase order, the above box will appear. Type in the date, your first initial and your last name.