How to Enter a ZR (Purchase Requisition)

Overview

Use this instruction to modify an existing Sales Order document

NIS Policies

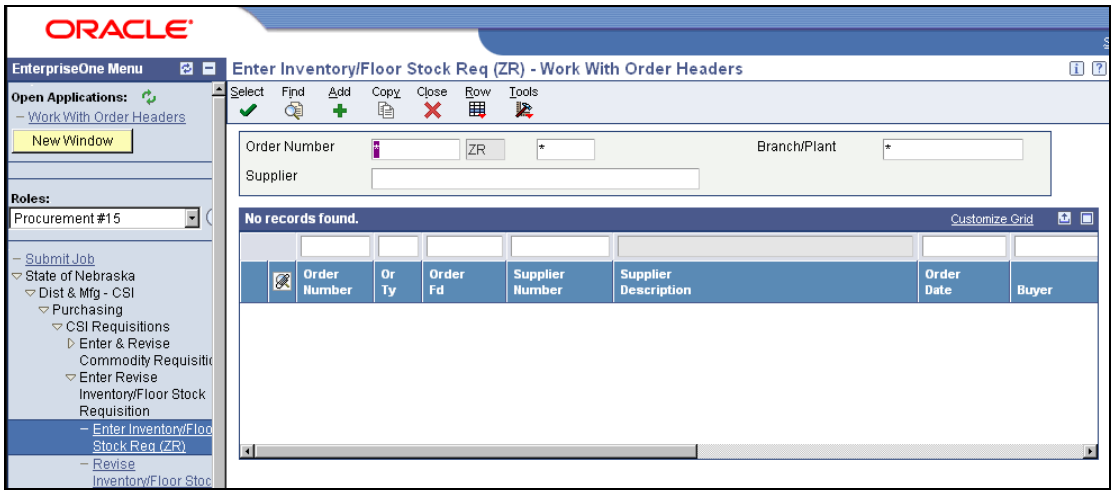
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

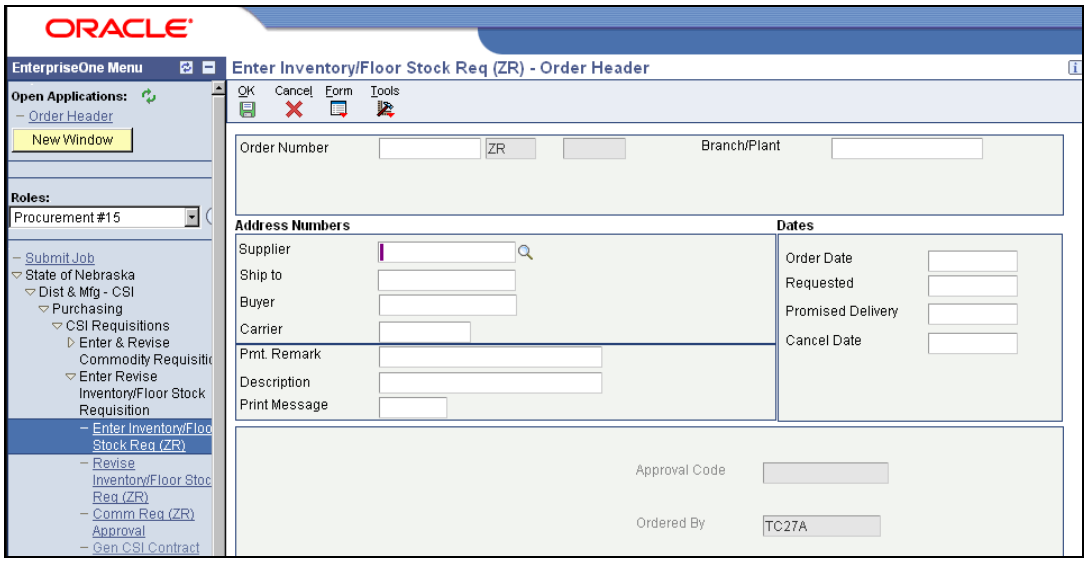
NIS State of Nebraska > Dist & Mfg – CSI > Purchasing > CSI Requisitions > Enter Revise Inventory/Floor Stock Requisition > Enter Inventory/Floor Stock Req (ZR)

Steps

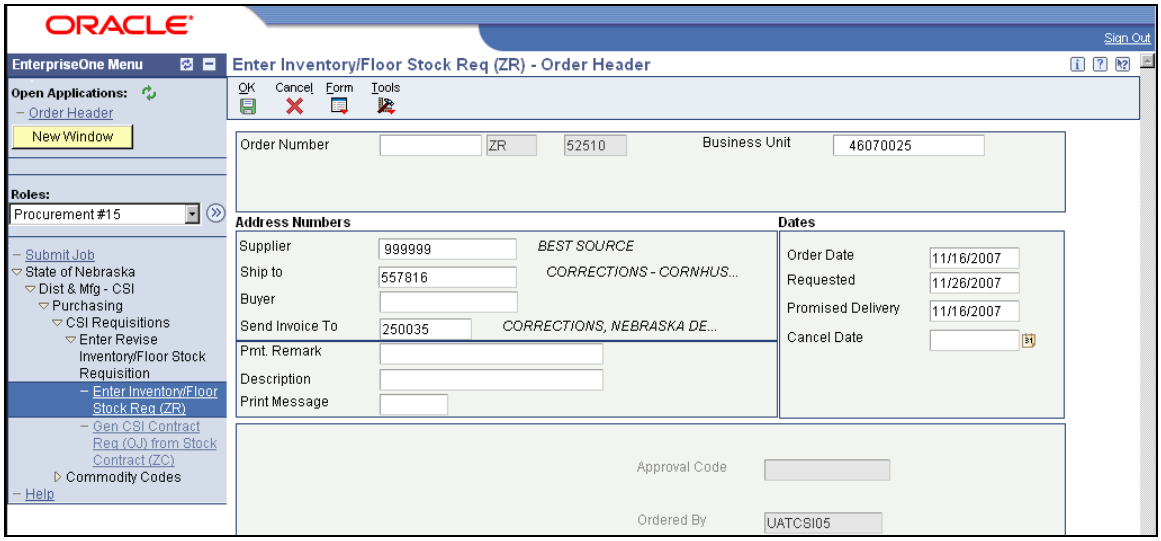
Enter Stock Req (ZR) – Work with Order Headers Screen appears



1. Click **Add**. The Order Header window appears.



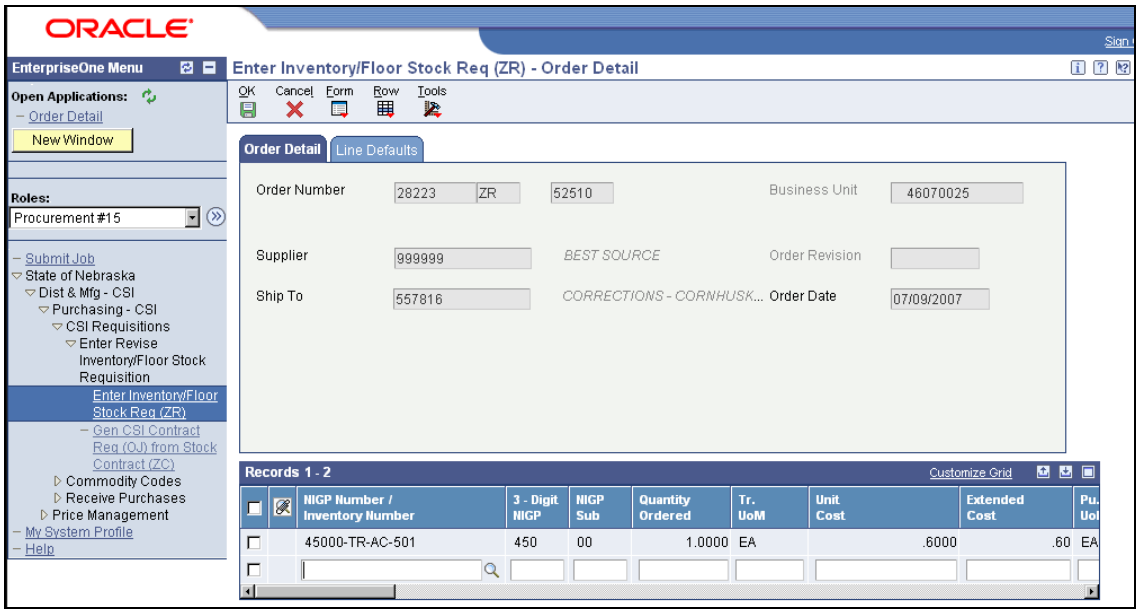
2. Task – – Fill in the following fields:



- Supplier Number – Use 999999 if unknown (Shop Supervisor will look up real number)
- Ship to – 557816 is the CSI Warehouse (address to which the goods will be delivered)
- Business Unit – 460700XX (XX = Shop #)
- For the example above, the Warehouse/Inventory Control Business Unit is used.
- Order Date -The date this Purchase Requisition is entered into NIS (date should default)
- Requested Date – The date you want to receive the item
- Promised Delivery Date – The Date that the vendor has promised delivery

3. Click **OK**

The Order Detail window appears.



The new Order Number and Order Type will appear and should be recorded for your personal use.

Complete the following information in the grid for requested items:

- Add 11 digit Stock/Inventory, Floor Stock, or MRO Item Master Number
- Tab to Quantity Ordered and fill in. Qty of 1 is a default, if you want to order 1, click in the line below. If more than 1, type in the quantity and click on the line below.

  Unit Cost Auto populates from the Item Master. If not, type in cost.

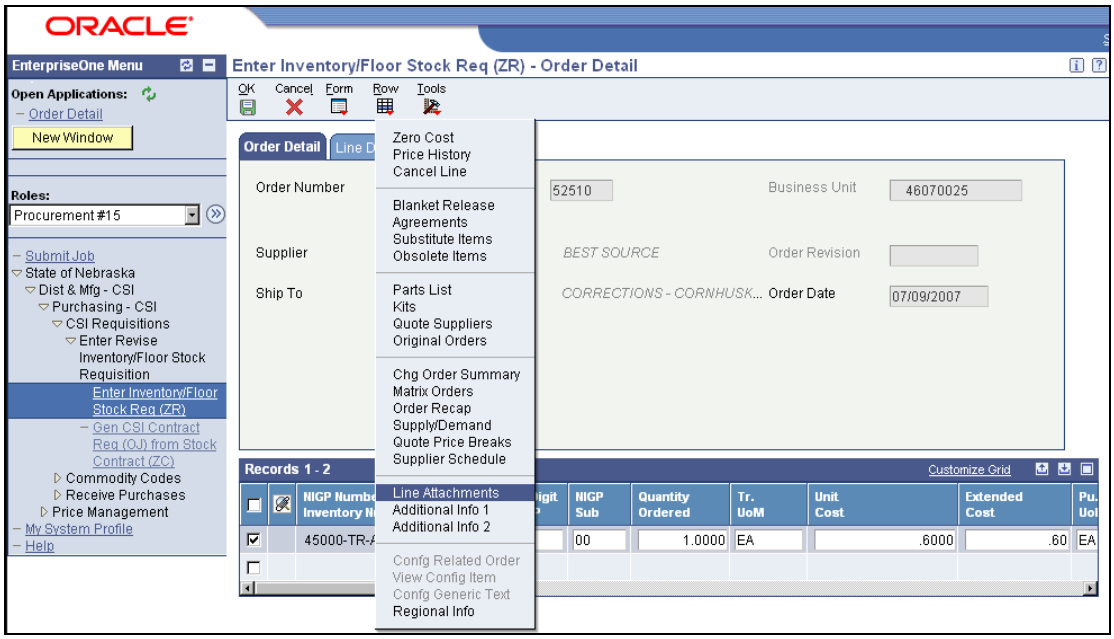
  Tr. UOM and PU UOM Auto Populates from the Item Master

  Description 1 and 2 Auto Populate from the Item master
- If you want to add additional information – – Line Attachments – follow steps 4 through 7
- If you do not want to add a Line Attachment skip to task 8

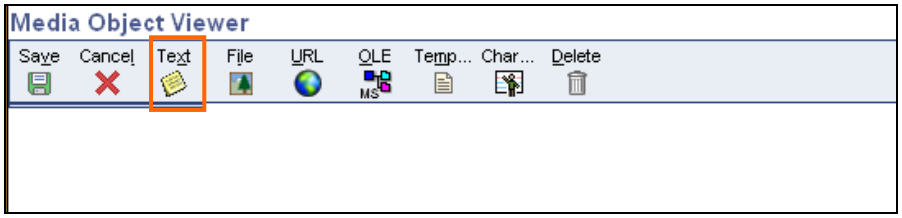
  Description 1 and 2 often do not provide enough information to place an order with a Vendor. Use text attachments to add additional detail.

  The first line text attachment for each line will print on the procurement document. (It is public knowledge). If you do not want this information on the document you must add it as a second text line attachment.

4. Select the Row you wish to add an attachment by clicking in the box in the first column:
   - Click the Row Icon and Select Line Attachments



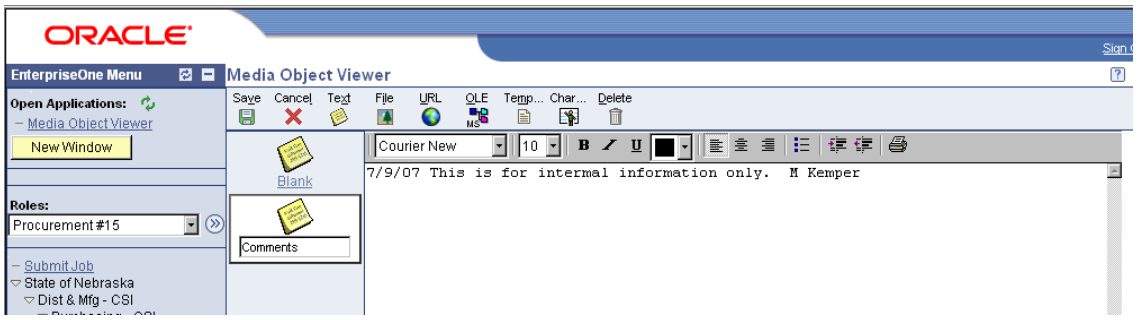
The Media Object Screen Appears



5. Click the **Text** Icon once to add info that will print; Click the text Icon again for internal info.

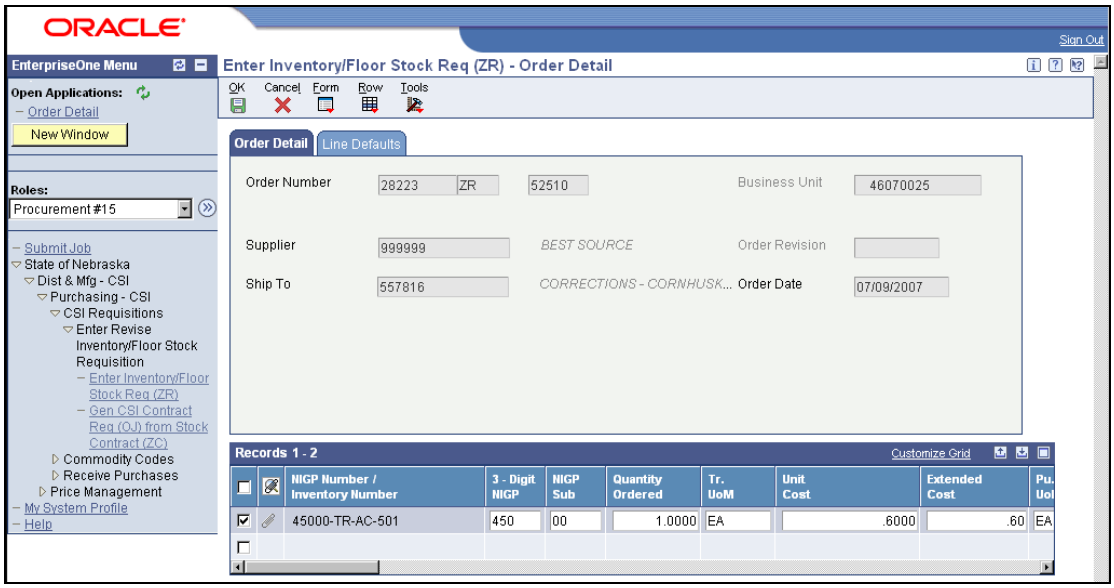
   Text1 will print on the document; Text2 is used for internal information. To change the document name, double click on “Text1” and type “Blank” and change “Text2” to “Comments”.

6. Put cursor in box and type a message – date, comments then your first initial and last name.

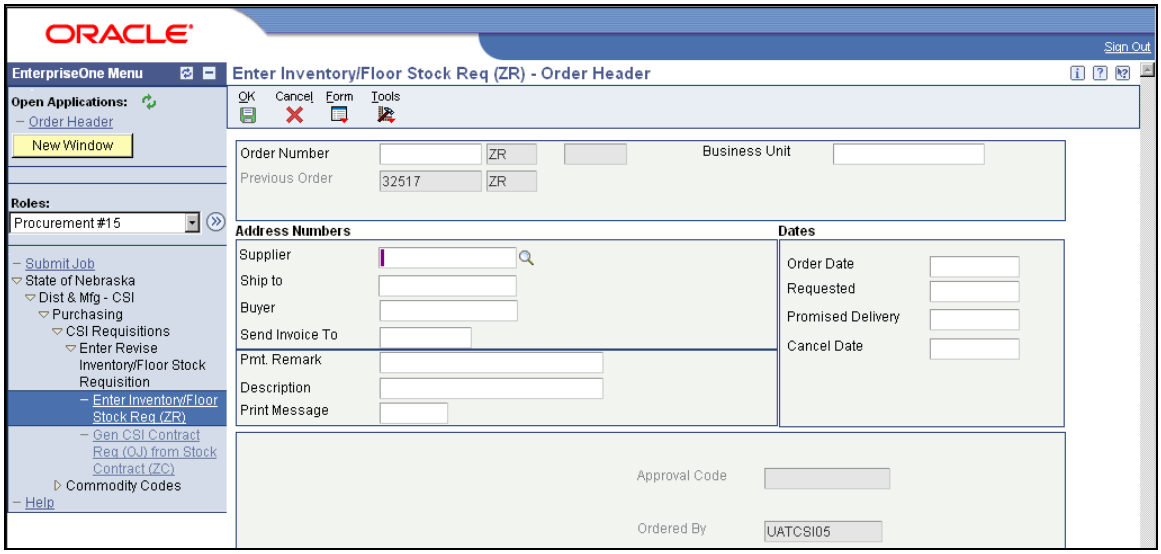


7. Click **Save**.

   The Enter Stock Req (ZR) – Order Detail Screen Appears.



The "paper clip" in the second box shows there is an attachment. If you want to see the attachment click on the "paper clip".

8. You may add a new line by clicking into the next row or if the order is complete click the OK Icon.

9. Note your order number and give to your supervisor.