

## **Component Shortages – Work With Shortage Workbench**

### **Overview**

The process of maintaining shortages in the Shortage Workbench (P3118) is completely manual. This is manually populated and controlled. No other programs automatically update this file. When material shortages exist, users can review them using the Shortage Workbench Program (P3118). A shortage report can also be created (R3118P).

This serves as a summary of all shortages, by Item and/or WO. Buyers can work from this program as their “hot list”. Once new promised dates are set, Buyers can Row Exit to Shortage Revisions and update the Records.

### **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**

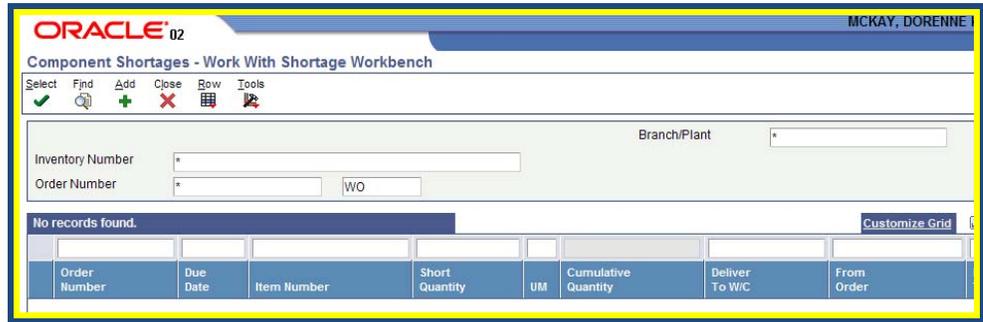
#### **COMPONENT SHORTAGES FOR STATE PRINT SHOP:**

Inventory > Inventory Purchasing – Agencies > Inventory Purchase Planning > Component Shortages

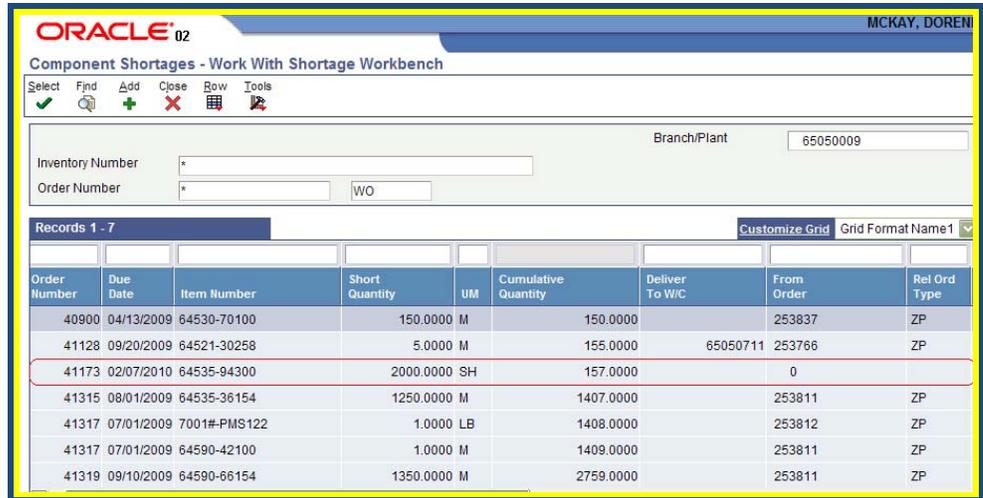
# Steps

## Component Shortages – Work with Shortages Workbench

Start this instruction from the Component Shortages – Work with Shortages Workbench window



1. Enter the criteria for information you want to view in the appropriate field(s), including:
  - Branch/Plant –
    - State Print Shop = 65050009
2. Click **Find**.



3. Review the items to be ordered and make determination on which items to create the purchasing document.
  - The From Order will be “ 0 “ and the Re; Order Type will be blank.

- Determine if the item is a contract commodity or non-contract commodity. Create the Purchase Order ZG or ZP in the one of the following menus.

## Navigation

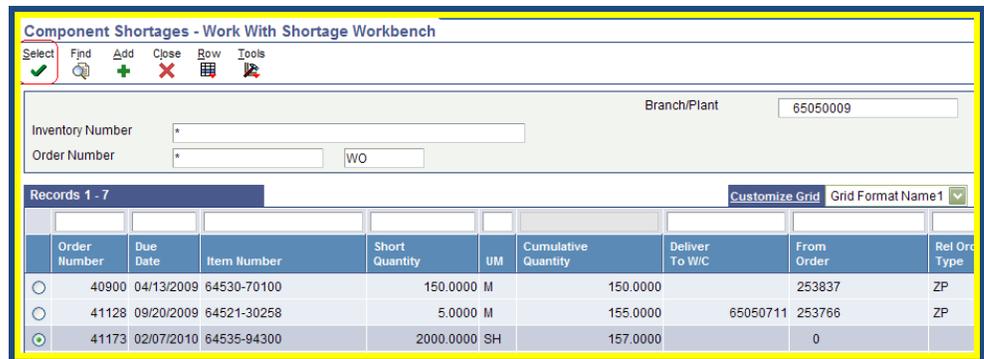
### PURCHASE ORDER FOR STATE PRINT SHOP:

Inventory > Inventory Purchasing – Agencies > Stock Purchase Order > Enter Inventory/Floor Stock PO (ZP)

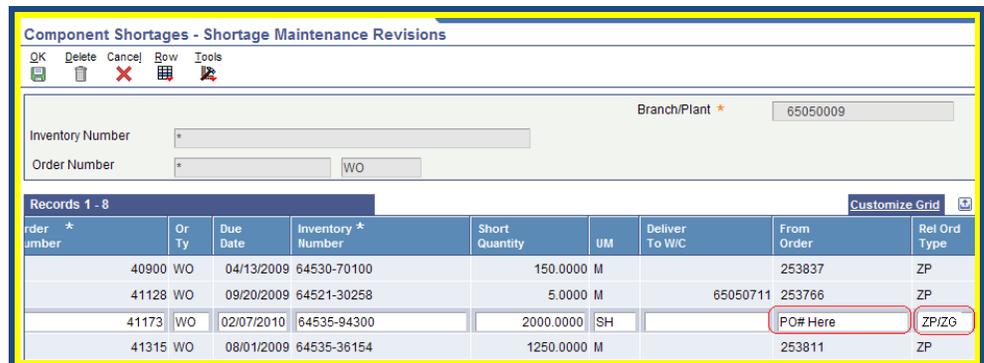
Or

Inventory > Inventory Purchasing – Agencies > Stock Purchase Order > Gen Inventory/Floor Stock PO (ZG) from Order (ZC)

- Once the PO is created go back to the Component Shortages – Work with Shortage Workbench.



- Choose the Row and click the Select Icon. The Component Shortages – Shortage Maintenance Revisions screen appears.



Update the following fields:

**From Order** – Populate with the create order number of PO created above

**Rel Ord Type** - ZP or ZG of PO created above

7. Click OK
8. Click Find to see update

 The row must be deleted once the PO comes in. This process is completely manual. From the Component Shortages – Shortage Maintenance Revisions screen appears. Choose the row and click the Delete icon; click OK. The received line will go away.

 It is recommended that the buyer delete the row once notified that they item has been received.

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