


Remember to use the Visual Assist  to search for information.

To	Do This
Create A Service Order	<p>Navigation</p> <p>Click NIS State of Nebraska</p> <p>Quotes & Sales Order Entry > CSI Sales Entry > Sales Order Non-Agency (SO) or Enter Sales Order Agency (SI)</p> <p>Steps</p> <ol style="list-style-type: none">1. Click: Add button2. Enter Revenue Branch Plant3. Enter Ship to4. Enter: Customer PO#5. Click: OK6. Click: OK7. Enter: Quantity8. Enter: Inventory Number9. Click on any field on next detail line to populate fields10. Enter: Unit Price (If not filled in)11. Add detail attachment if needed12. Click: OK13. Click: Place Order Button14. Write down order number15. Click: Cancel Button16. Click: Close Button