Quick Reference	**Generating an OJ (Stock Requisition) from a ZC (Contract for Stock) - Inmate Clerks**

Remember to use the Visual Assist 🔍 to search for information.

To	Do This

Generate an OJ from a ZC	## Navigation
	
	Begin from the Order Detail window
	
	Click NIS State of Nebraska
	
	Dist & Mfg - CSI > Purchasing > CSI Requisitions > Enter Revise Inventory Floor Stock Requisition > Gen CSI Contract Req (OJ) from Stock Req (ZC)
	
	## Steps
	
	1. If known, Enter **Supplier #**. If Supplier # is unknown, Click **Find**
	
	2. Choose the desired **Order Number** and **Detail Line** on the grid by clicking in the box in the first column.
	
	3. Click **Select**
	
	4. Change the desired fields as necessary on the Header:
	   • Change **Business Unit** from 46070099 to 460700XX (XX = Shop #).
	   • Supplier – DO NOT CHANGE
	   • Buyer – Delete number & leave blank
	   • Ship To will be – 557816. Change ship to number only if direct shipment is required.
	
	5. Release Information TAB – Review:
	   • Release Qty – Should reflect the quantity you are ordering
	   • Do not deplete the entire contract. If Release Qty is equal to or greater than the request quantity contact DCS Purchasing at 479-5612 to have them increase the ZC Stock Contract. Please provide the contract number and line number.
	
	6. Detail Information TAB – Review:
	   • Description – Review but DO NOT CHANGE
	
	7. Dates TAB – Review
	   • Requested – date to receive order
	   • Promised Delivery – date the vendor can meet
	   • G/L Date – DO NOT CHANGE
	   • Cancel Date – DELETE
	   • Planned Effective – DO NOT CHANGE
	
	8. Click **OK**
	
	9. Repeat #4 through #8 if multiple lines were selected.
	
	10. Click **Form** & **Generate Order**
	
	11. Note **OJ** number & click **Close.**
	
	12. If another order needs to be entered, repeat #2 through #11.
	
	13. If finished, click **Close**.