Quick Reference	**Generating a ZG (Purchase Order) for an N or S line type from an OJ (Requisition from Contract) - Shop Supervisors**

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

To	Do This

Generate a ZG for an N or S line type from an OJ	## Navigation
	
	Click NIS State of Nebraska
	
	Dist & Mfg - CSI > Purchasing > CSI Purchase Order > Inventory/Floor stock Purchase order > Gen CSI Inventory/Floor stock PO (ZG from Contract Req (OJ)
	
	## Steps
	
	1. Enter **Order Number** in the Order Number field, if known.
	2. Click **Find**
	3. Choose the desired order number(s). Click on the "paperclip" to view attachments. Be sure to look at any pertinent attachments.
	4. Click **Select**
	5. Review and update as required:
	   - Business Unit – if this step was not completed in the req (OJ) process, change the Business Unit
	   - Supplier – DO NOT CHANGE
	   - Buyer – Should be blank, delete if necessary
	   - Ship To – Change to reflect a delivery location for the Warehouse only if not completed in the req (OJ) process or if now determined direct shipment. CSI Warehouse = 557816
	6. Release Information TAB – Review:
	   - Release Qty – should reflect the quantity you are ordering
	   - Release Amt – DO NOT CHANGE
	7. Detail Information TAB – Review:
	   - Description – Review but DO NOT CHANGE
	8. 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
	9. Click **OK**
	   - If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 5 through 8 for each detail line that you wish to include on the Purchase Order.
	10. Click **Form, Generate Order**. The new Order Number and Order Type will appear and should be noted if you wish to do more work with them or facilitate searches later.
	11. Click **Close**

To	Do This
	12.Click **Close**