Quick Reference	**Generating ZP (PO) from a ZR (Purchase Req) - Shop Supervisors**

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

To	Do This

Generate ZP (PO) From A ZR (Purchase Req)	## Navigation
	
	Click NIS State of Nebraska
	
	Dist & Mfg - CSI > Purchasing > CSI Purchase Order > Inventory/Floor Stock Purchase Order > Gen Inventory/Floor Stock PO (ZP) from Req (ZR)
	
	## Steps
	
	1. Enter the Order Number in the Order Number field, if known.
	
	2. Click Find
	
	3. Choose the desired Order Number(s) and Detail Line(s) on the grid. Click on the "paperclip" to identify the attachments. Look at any pertinent attachments.
	
	4. Click Select or Row, Order Release.
	
	5. Change the desired fields as necessary:
	   - Business Unit – should be correct.
	   - Supplier – CHANGE ONLY IF ENTERED AS 999999.
	   - Buyer – LEAVE BLANK
	   - Ship to – Should reflect the delivery location of the CSI Warehouse: 557816.
	
	6. Release Information TAB – Review:
	   - Release Qty – Should reflect the quantity you are ordering.
	   - Anything grayed out cannot be changed.
	
	7. Detail Information TAB – Review:
	   - Description – Review but DO NOT CHANGE: this defaulted from the inventory number.
	   - Leave all other fields blank.
	
	8. Dates TAB – Review:
	   - Requested – date to receive order
	   - Promised Delivery – date the vendor can meet
	   - G/L Date – DO NOT CHANGE
	   - Cancel Date – LEAVE BLANK
	   - Planned Effective – DO NOT CHANGE
	
	9. Click OK
	
	10. Repeat steps 5-9 if multiple lines were selected.
	
	11. Click Form, Generate Order
	
	12. Write down ZP number and give this number to the Vendor when placing the order.
	
	13. Click Close
	
	14. Repeat steps starting with #1 if there are more ZR's that need to be generated.
	
	15. Click Close