| Quick Reference | How to Enter a ZR (Purchase Requisition) - Inmate Clerks |

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

To	Do This
How to enter a ZR (Purchase Requisition)	**Navigation** Click NIS State of Nebraska Dist & Mfg - CSI > Purchasing > CSI Requisitions > Enter Revise Inventory/Floor Stock Requisition > Enter Inventory Floor Stock Req (ZR) **Steps** 1. Click **ADD** 2. Enter **Business Unit** – <u>460700XX</u> (XX = shop #) 3. Enter **Supplier** # - Type in 999999 if unknown. 4. Enter **Ship To** – <u>557816</u> (CSI Warehouse) 5. **Order Date** – Already populates to current day 6. Enter **Requested Date** – Date you want order 7. Enter **Promised Delivery** – Date vendor can deliver 8. Click **OK** (Note your ZR number) 9. Enter **Inventory / NIGP Number** 10. Enter **Quantity**. A Quantity of 1 will default, if you want to order 1, click the line below. If you want more than 1, type in a quantity and click on the line below. 11. The **UOM**, **Unit Cost** and **Description** will populate. If not, fill in appropriate information. 12. If a line attachment is necessary, click in the box at the beginning of the appropriate line. Click on the **Row** Icon at the top of the screen and select **Line Attachments**. To follow specific instructions, please read **Entering Line or Text Attachments** instructions below and start with #7. 13. If multiple lines need to be filled out, complete #9 through #12. 14. When you are done filling out the **ZR**, double check all of the information (for example: dates, Inventory/NIGP Number, qty) and click **OK**. 15. Write down the ZR # at the top of the screen behind the **Previous Order** blank. Give document number to Shop Supervisor. 16. If another order needs to be entered, start with #2. 17. If you are done entering in ZR's, click **Cancel**. 18. Click **Close.**