






Remember to use the Visual Assist  to search for information.

To	Do This
<p>Revise a ZR or OJ (Requisitions)</p>	<p>Navigation</p> <p>Click NIS State of Nebraska</p> <p>Dist & Mfg - CSI > Purchasing > CSI Requisitions > Enter Revise Inventory/Floor Stock Requisition > Revise Inventory/Floor Stock Req (ZR) or Revise Contract Req (OJ)</p> <p>Steps</p> <p> Shop Supervisor's and Staff can revise a document. Inmate clerks cannot revise documents.</p> <ol style="list-style-type: none"> 1. After entering ZR or OJ number in the Order Number field click Find 2. Check box detail line & click Select 3. Make your changes to the Order Header. If a change is made click on Form and scroll down to Header to Detail then click on Populate. This will change the information on the Order Detail screen also. 4. Click Form, Additional Info. The Order Header – Additional Information window appears. <ul style="list-style-type: none"> • In the Reference field, indicate the shop number and if the order is Confirming or Non Confirming (ex. XX, Confirming or XX, Non Confirming) • Click OK 5. Click OK 6. Make your changes to the Order Detail. 7. If you want to cancel a line, choose the line you wish to cancel by clicking in the box on the left, and click on Row, Cancel Line. Add a line text attachment and an explanation on why the line was cancelled. 8. Click OK 9. Enter the date & your name in the box. 10. Click OK 11. If you want to cancel the order, add an attachment to the Order Header explaining why the order is being cancelled. Click OK. Then, select all of the lines and click Form, Cancel Order. 12. Click "Yes" when the Confirm Cancellation box appears. If the yellow error box appears, click OK until it goes away. 13. To add the T line, click on the next open line: Complete the following information for freight, pallet fee, fuel surcharge or any other fee: <ul style="list-style-type: none"> • NIGP Number: TXT • Quantity Ordered: 1 • Tr UOM: EA • Unit Cost: \$0.01 • Description: Write in the new Shop #, a "+" sign, Quoted Freight or Estimated Freight. If it is FOB Destination, type the shop number and FOB Destination.

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	<p>Also include the dollar amount in the description.</p> <ul style="list-style-type: none"> ○ For Example: <ul style="list-style-type: none"> ○ NN, + Quoted Freight \$XX.XX ○ NN, + Estimated Freight \$XX.XX ○ NN, FOB Destination ○ NN, No Freight, P/U ● Scroll over to Ln Ty: Type in "T" ● If, in addition to freight, there will be a pallet fee, fuel surcharge or any other miscellaneous fee, you will need to add another line for that charge. Enter the NIGP Code, Quantity, UOM, Unit Cost and the description. <ul style="list-style-type: none"> ○ For Example: <ul style="list-style-type: none"> ○ NN, +Pallet Fee \$XX.XX ○ NN, +Fuel Surcharge \$XX.XX ○ NN, +EPA Fee \$XX.XX ● Scroll over to Ln Ty: Type in "T" <p> Quoted Freight is when a vendor gives you an amount for freight.</p> <p> Estimated Freight is when a vendor gives you a guess for freight.</p> <p> FOB Destination is when the vendor pays freight.</p> <p>14. Click OK</p> <p>15. A box will appear. Type the date and your first initial and your name.</p> <p>16. Click OK</p>