Generating a Purchase Order (ZG) from Blanket Order for Stock (ZC)

Overview

The Blanket Order for Stock is non-encumbering and not budget checked. Purchase Orders will be generated from the Blanket Order to replenish stock. The end user can generate multiple Purchase Orders from a single Blanket Order.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Navigation

Click Roles, Inventory.

Inventory > Inventory Purchasing – Statewide > Stock Purchase Order > Gen Stock PO (ZG) from Blanket Order (ZC)

Steps

Generate a PO from an Existing Blanket Order for Stock

Start this instruction from the Gen PO (ZG) from Blanket Order (ZC) - Work with Order Release window.

✎ Enter any known information in the header or QBE line to minimize the search.

1. Click **Find**.

2. Choose the desired **Order Number** and **Detail Line** on the grid.

3. Click **Row**, **Order Release**. The Gen PO (ZG) from Blanket Order (ZC) –
    Order Release window appears.

4. Change desired fields as necessary on the Header:

    -   **Buyer** – If a different buyer will be managing the Purchase Order that is
        created from the Service Contract

    -   **Ship To** – If the services will be provided at a location other than the one
        defined on the Service Contract

5. Change the following field on the Release Information tab:

    -   **Release Qty** – Change to the amount required to replenish the stock

6. Change the following field on the Dates tab:

    -   **Requested** – date to receive Services based if this differs from the
        information on the Service contract

7. Click **OK**. The Work with Order Release window appears.

📝 Additional line items can be released to the new Purchase Order prior to its
generation.   To do this, repeat steps 1 – 6.

✎ If you want to review the contract before it is generated, continue to the next step, otherwise skip to Step 12.

8. Click **Form**, **Review Order**. The Gen PO (ZG) from Blanket Order (ZC) – Supplier Selected for Order window appears.
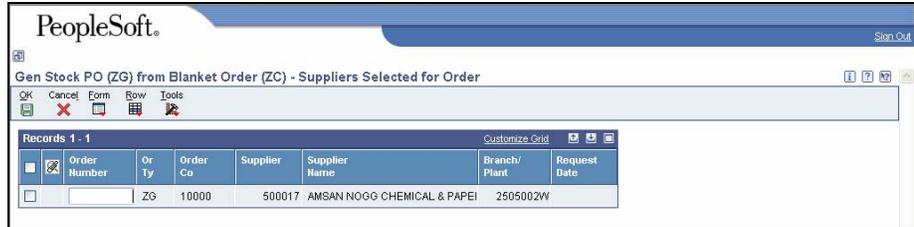
9. Choose the order(s) to review prior to generation.

10. Click **Row**, **Details**. The Gen Stock PO (ZG) from Blanket Order (ZC) – Items Selected for Order window appears.

11. Click **Cancel** to return to the Gen PO (ZG) from Blanket Order (ZC) – Suppliers Selected for Order window.

12. Click **Form, Generate Order**. The Gen PO (ZG) from Blanket Order (ZC) Generated Purchase Orders window appears.

✎ The new Order Number and Or Ty (Order Type) will appear and should be recorded for future use.

13. The newly generated purchase order will need to be revised to update the Send Invoice To field and remove the Cancel Date. To make these revisions click **Row, Open Order Inquiry**. The Work with Order Details window appears.

14. Choose the document and click **Row, Header Revision**. The Order Header window appears.

15. Update the following fields:

    - **Send Invoice To** - delete the information from this field and press the tab key. The correct Send Invoice To address book number will default. This can be overridden with another address book number if needed.

    - Cancel Date - remove the cancel date.

16. Click **Form, Header to Detail, Populate**.

17. Click **OK**. The Order Detail window appears.

18. Click **OK** to return to the Work with Order Details window.

19. Click **Close** to return to the Generated Purchase Orders window.

20. Click **Close** to return to the Work with Order Release window.

21. Click **Close** to return to the menu.