Generating a Purchase Order from a Quotation Request

Overview

Once the suppliers' quote responses are entered into NIS, you can compare price quotations and create a purchase order for the supplier that should be awarded the bid.

You can compare price quotes for an item by locating the quotation request detail line that contains the item. You can review the item description for the detail line and all suppliers that have provided price quotes for the item.

This work instruction shows how to Generate a Purchase Order from a Quotation Request.

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/.
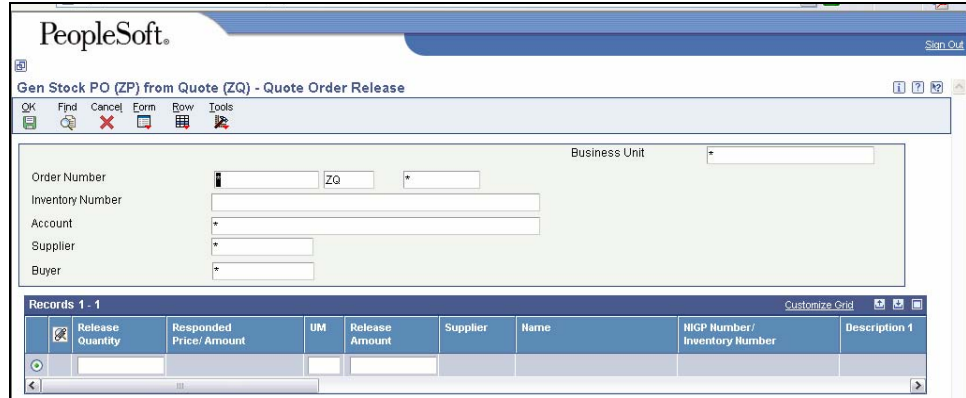
Navigation

Click Roles, Inventory.

(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory Purchasing – Statewide > Stock Purchase Order > Gen Stock PO (ZP) from Quote (ZQ)
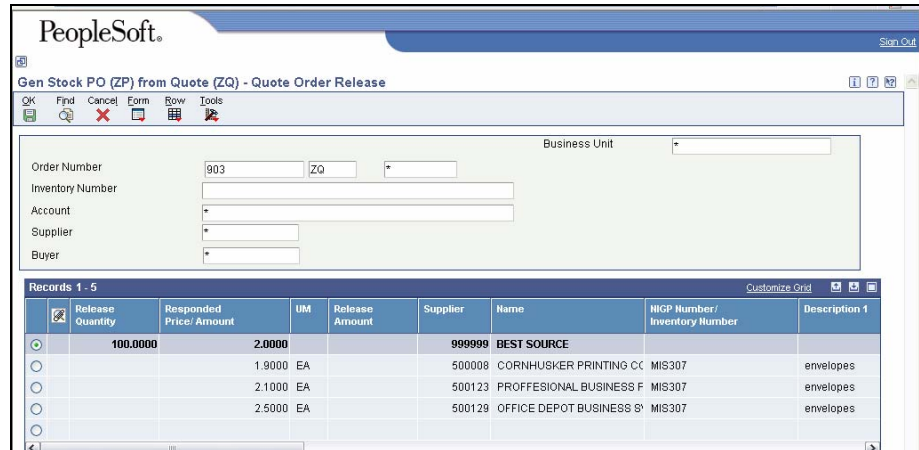
Steps

Generate a Purchase Order from a Quotation Request
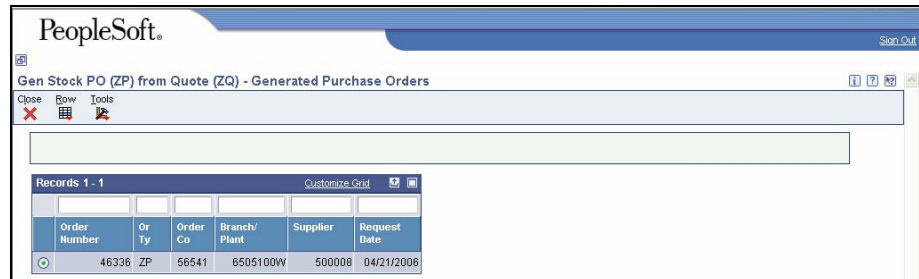
Start this instruction from the Gen PO (ZP) from Quote (ZQ) - Quote Order Release window.

1. Enter the **order number** in the Order Number field, if known, to minimize the search.

2. Click **Find**.

3. Compare the prices from the suppliers.

4. Enter the **release quantity** in the Release Quantity field(s).

5. Click **OK**. The Gen PO (ZP) from Quote (ZQ) – Generated Purchase Orders window appears.

The new Order Number and Or Ty (Order Type) will appear and should be noted if you wish to do more work with them or facilitate searches later.

6. Click **Close**.

If the Printer Selection window appears, click **Cancel**.