Generating a Quote from a Requisition

Overview

Once a Purchase Requisition is created, you can generate a Quotation Request. From this request, you receive price quotes from different suppliers to identify the supplier offering the best price that meets your required date for an item.

This work instruction shows how to Generate a Quote from a Requisition.

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/.

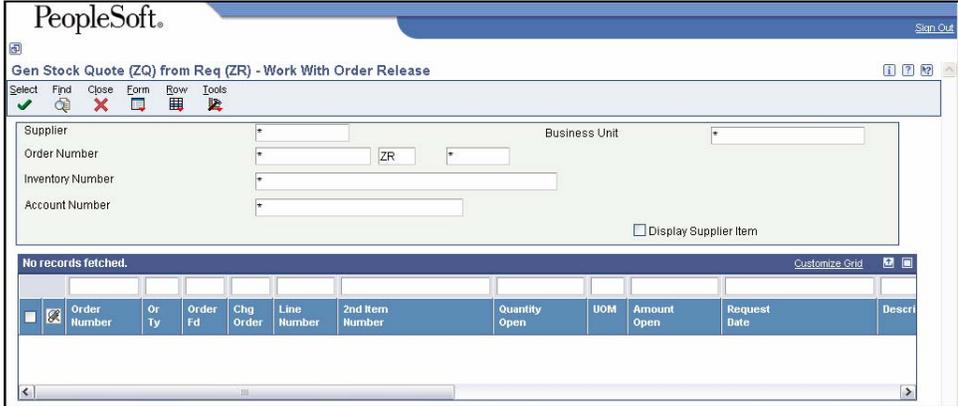## Navigation

Click Roles, Inventory.

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

Inventory > Inventory Purchasing – Statewide > Stock Quotation Request > Gen Stock Quote (ZQ) from Req (ZR)
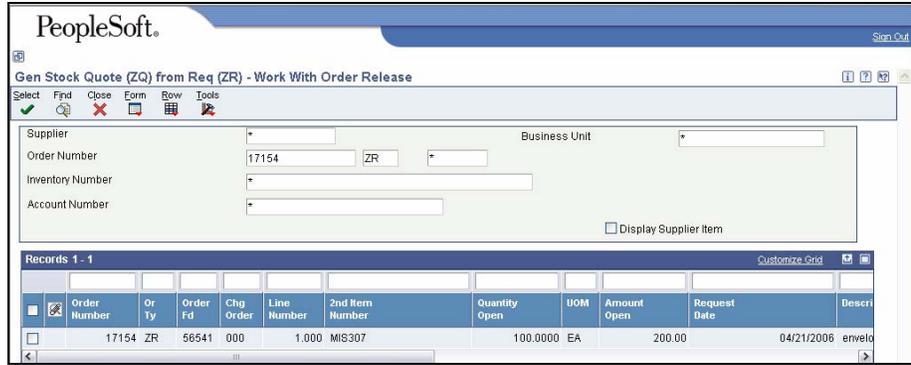
Steps

Generate a Quote from a Requisition

Start this instruction from the Gen Stock Quote (ZQ) from Req (ZR) – Work with Order Release window.


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

2. Click **Find**.

3. Choose the row(s) in the grid that reflect the detail lines from the purchase requisition previously entered.

4. Click **Select**. The Gen Quote (ZQ) from Req (ZR) for Stock – Order Release window appears.
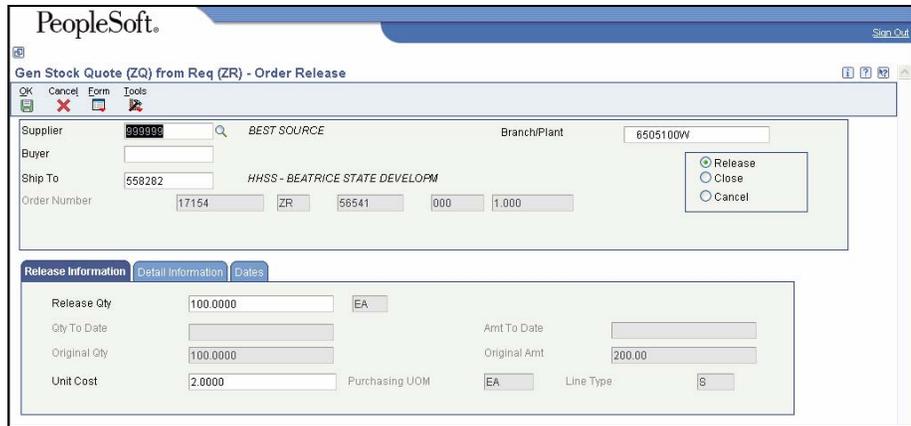
5. Review and update as required.

6. Click **OK**.

　　🖉　If multiple rows were chosen, the Order Release window refreshes with the next item. Repeat Steps 5 & 6 for each Inventory Number which you wish to include on the Quote Requisition.

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

7. Click **Close**. The Gen Stock Quote (ZQ) from Req (ZR) – Cancel Order Generation Confirmation window appears.
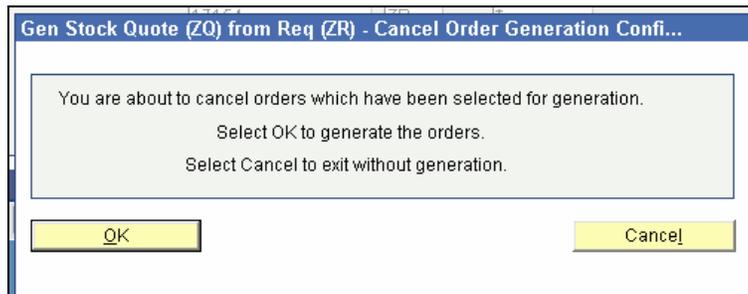
8. Click **OK** to generate the orders. The Gen Quote (ZQ) from Req (ZR) for Stock – Generated Purchase Orders window appears.

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.

9. Click **Close**.