🔲 Running the Print Quotations Report

Overview

In NIS you can provide quotation requests to vendors electronically or printed.

This work instruction shows how to Run the Print Quotations Report. The report will include multiple copies of the Quotation Request. There will be one for each supplier that was identified to receive the Quotation Request.

Within the various menus, there are print options that have been pre-defined to print forms with specific information. Differences include Titles, Return Bid To, and Terms and Conditions on the back of the document that is printed (Commodity or Service).

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 Administrative Services website: http://www.das.state.ne.us/.

Navigation

Click Roles, Procurement or Inventory.
(Citrix users – right click on the menu, choose View by Role, choose Procurement or Inventory.)

Purchasing – Agencies > Quotation Requests – Agency > [Commodity or Service] Quotation Request – Agency > Print Agency [Comm or Service] Quote, or

Inventory > Inventory Purchasing - Statewide > Stock Quotation Request > Print Agency Stock Quote

Steps

Run the Print Quotation Request Report

✏️ End users CAN NOT successfully run this report until the Quote Suppliers process has been completed. To quote suppliers, please follow the work instructions to Enter Suppliers to Receive Quote.
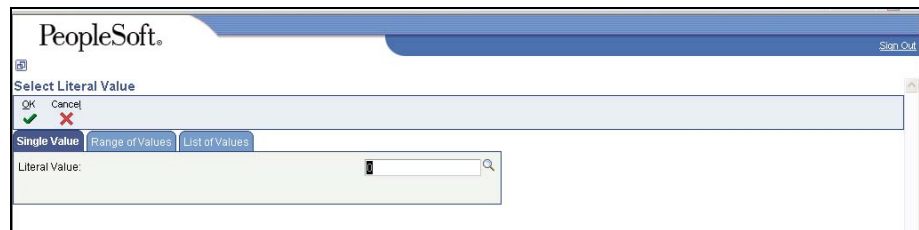
Start this instruction from the Version Prompting window.
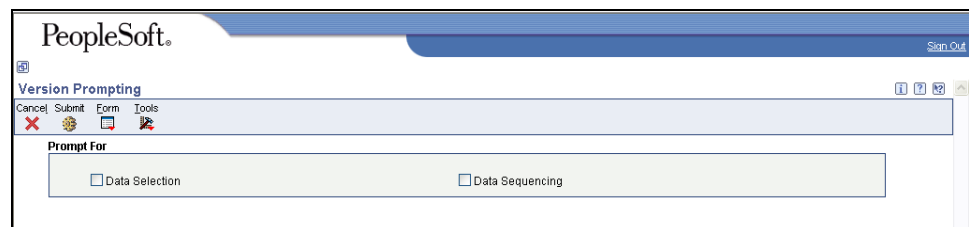
1. Choose Data Selection.

2. Click **Submit**. The Data Selection window appears.
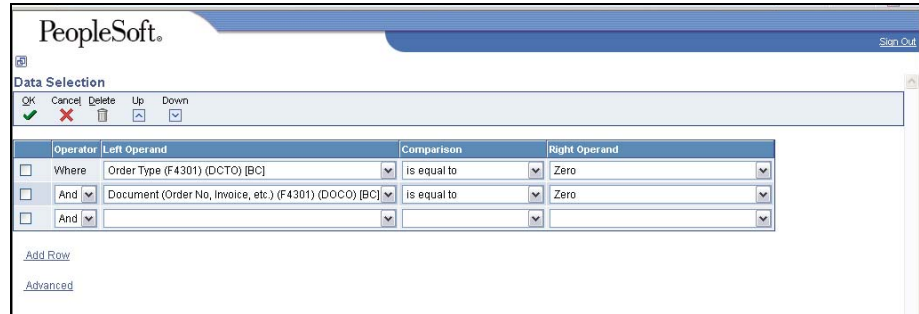

3. In the first row, verify:

    *   Operator – Where

    *   Left Operand – Order Type (F4301) [BC]

    *   Comparison – Is equal to

4. In the first row, click **Right Operand**, **Literal**. The Select Literal Value window appears.

5. Enter the *Order Type that you want to print* in the Literal Value: field.

6. Click **OK**.

7. In the second row, verify:

    *   Operator: And

    *   Left Operand: Document (Order No, Invoice, etc) (F4301) [BC]

    *   Comparison: Is equal to

    *   Right Operand:

8. In the second row, click **Right Operand**, **Literal**. The Select Literal Value window appears.
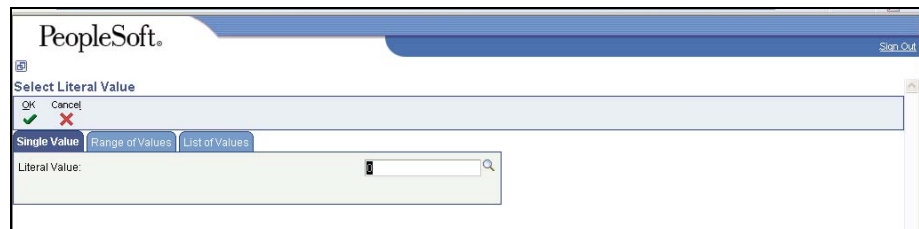
9. Enter the *Order Number(s) that you want to print* in the Literal Value: field.

10. Click **OK** to return to the Data Selection window.

11. Click **OK**. The Printer Selection window appears.

12. Click on Document Setup tab. Verify that "OSA Interface Name" is selected and field is populated. This is the selection that prints a form that is specific to the State of Nebraska.

13. Click **OK**. Returns you to the main menu.

📄 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R43530_…) once the Description is "Done".