

## **Reviewing Revisions to a Procurement Document**

### **Overview**

After a procurement document is created or generated, revisions can be made to it. For example, you can increase the quantity of an ordered item, revise the cost of an item, or add new detail lines to the purchase order. You can also make revisions to information contained in the order header. Once an order is revised, NIS creates a record of the revisions and tracks these revisions.

Order revisions are based on the number of instances an order is modified, not the number of fields modified. The revisions will be sequential starting with 1.

Line revisions are based on the number of instances a detail line has been modified.

This work instruction shows how to [Review Revisions to a Procurement Document](#).

### **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.)

Dependent upon the type of document revised that you want to review. The Work with Order Headers screen can be accessed through a "Revise {document}" or "Enter {document}..."

### **Steps**

#### **Review Revisions to a Procurement Document**

 This work instruction illustrates how to review revisions made to a Purchase Order.

Start this instruction from the Work with Purchase Order (OP) – Work with Order Headers window.

1. Enter the Order Number of the Purchase Order you just revised.
2. Click **Find**.
3. Choose the purchase order you just revised from the grid
4. Click **Row, Order Revisions**. The Work with Purchase Order (OP) – Work With Order Revisions Summary window appears.

5. Choose **Last Revision** to view header information for the most recently revised information *or* choose **All Revisions** to view original order and all revisions
  -  This is the order header information – **Order Revision** column indicates which revision you will view when you view revision details
6. Choose the Order Revision you want to view.
  -  You can add a “Revision Attachment” to explain details specific to the revision by clicking **Form, Revision Attachment** – note that this does not get printed to the order and is specific only to this order revision.
7. Click **Row, Revision Details**. This is will provide you with the line(s) that were revised.
8. Choose the Revision you want to view.
9. Click **Row, Revision History**. This is will provide you with the original line(s) prior to the revision.
10. Click **Close** to return to the Order Revisions Detail window.
11. Click **Close** to return to the Work with Order Revisions summary window.
12. Click **Close** to return to the Work with Order Headers window.
13. Click **Close**.