

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

A. INTRODUCTION

Effective with the 2017 model year vehicles, state agencies will be responsible for the vehicle purchase order (PO) process. From generating the purchase order, obtaining the required approvals, acquiring the necessary signatures and emailing the purchase order to the vendor. It will be the agency's responsibility to contact the vendor to verify the purchase order was received and to maintain the purchase order file for auditing purposes.

Approval routes and approval route worksheets will be updated to reflect this change in Payroll & Financial Center (E1).

B. TYPES OF VEHICLE PURCHASE ORDERS

1. OU's

Transportation Services Bureau (TSB) has a statutory responsibility for approving state owned vehicle purchases (OU's). Purchase order OU's route through agency approval routes and then route to TSB for approval in Payroll & Financial Center (E1) before the purchase order can be signed by the agency.

The agency should track the approval route status in E1 and staying observant of the expiration date for the contract which could change for a cutoff date (last date the manufacturers will be accepting vehicle orders from the dealers). If necessary, contact TSB for approval status.

Payroll & Financial Center (E1)/Purchasing-Agencies/Document Approvals-Agency/Purchase Order Approval

Hd CD	Order Number	Or Ty	Order Fd	Order Date	Days Old	Note	Person	Responsible	Address Number	Originator
	669491	OU	23330	05/24/2016	14	Approved	579525	DIANNA GILLILAND (AS)	579525	DIANNA GILLILAN...

Remove Originator, revise Order Type to either OU or OK, click Queued for Approval or Approved, depending on where the purchase order is in the process; add purchase order number in the Order Number field. Click Find icon.

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

Approval Status Summary (below) will show who needs to approve the purchase order next.

Purchase Order Approval - Work With Approval Status Summary						
Tools						
Order Number:		669491	OU	23330		
Records 1 - 7 Customize Grid						
	Approval Route Code	Person Responsible	Status	Released Date	Released Time	
<input checked="" type="radio"/>	124707	MIKE MOERER (AS)	Approved	05/27/2016		170514
<input type="radio"/>	124707	MIKE MOERER (AS)	Bypassed	05/31/2016		131602
<input type="radio"/>	124707	PETER KROLL (AS)	Bypassed	05/31/2016		131603
<input type="radio"/>	124707	RENE BOTTS (AS)	Bypassed	05/31/2016		131604
<input type="radio"/>	124707	BRENDA PAPE (AS)	Bypassed	05/31/2016		131605
<input type="radio"/>	124707	KATE SEVERIN (AS)	Bypassed	05/31/2016		131606
<input type="radio"/>	124707	DIANNA GILLILAND (AS)	Approved	05/31/2016		131608

2. OK's

The OK vehicle purchase order document refers to vehicle types and agencies that are not subject to TSB approval. To determine if your agency can enter OK documents refer to:

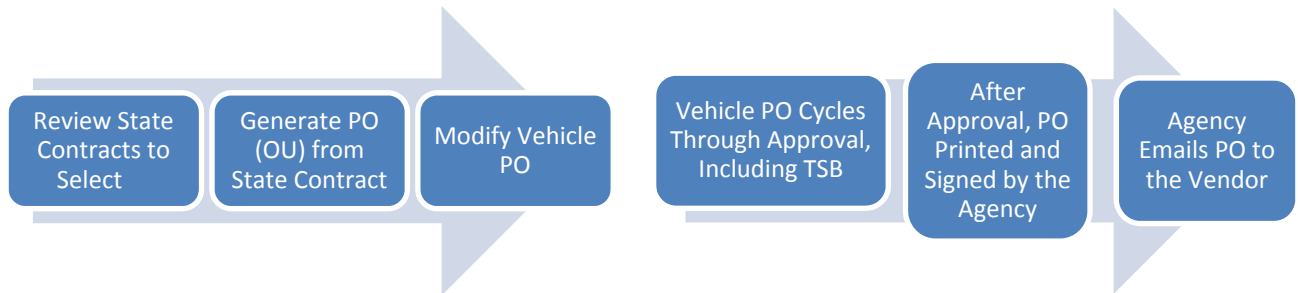
- a. Vehicle Purchases OK Document Type document is located at:
http://das.nebraska.gov/materiel/purchase_bureau/docs/2014/vehiclepurchasesokdoctype.pdf

Purchase order OK's route through standard agency approval routes and then can be signed by the appropriate agency personnel.

3. Once the purchase order is signed by the appropriate agency personnel; email the signed PO to the vendor. Vendor contact information is located on the contract, after the main header information.

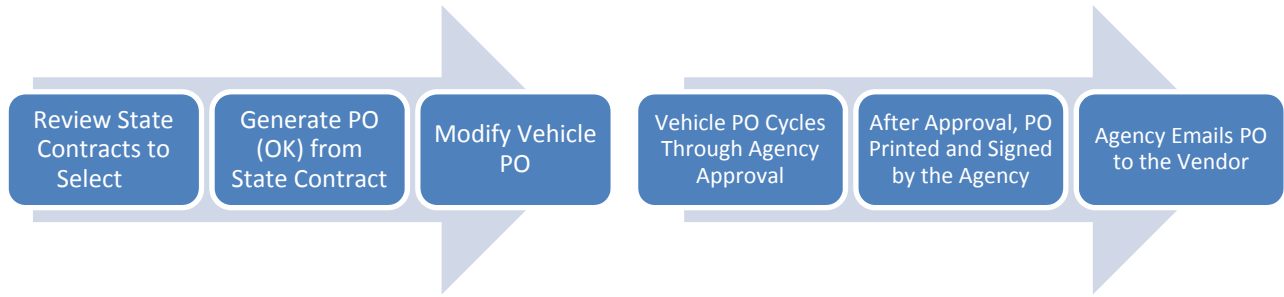
C. FOLLOW THE ESTABLISHED PROCEDURES FOR GENERATING AND MODIFYING A VEHICLE PURCHASE ORDER

OU Purchase Order Flow:



Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

OK Purchase Order Flow:



1. **User manuals are located at:**
http://das.nebraska.gov/nis/training_manuals/proc/index.html
2. **Generating a Purchase Order (OG) from an Existing Commodity Contract (OC)**
These instructions can be used to generate vehicle purchase orders (OU and OK)
[http://das.nebraska.gov/nis/training_manuals/proc/L05_T02_01_Generating_a_Purchase_Order_from_a_Commodity_Contract/Training%20Guide/Generating%20a%20Purchase%20Order%20\(OG\)%20from%20a%20Commodity%20Contract%20\(OC\)_TRAIN.pdf](http://das.nebraska.gov/nis/training_manuals/proc/L05_T02_01_Generating_a_Purchase_Order_from_a_Commodity_Contract/Training%20Guide/Generating%20a%20Purchase%20Order%20(OG)%20from%20a%20Commodity%20Contract%20(OC)_TRAIN.pdf)
3. **Modifying a Procurement Document**
http://das.nebraska.gov/nis/training_manuals/proc/L02_T01_01_Revising_a_Procurement_Document/Training%20Guide/Revising%20a%20Procurement%20Document_TRAIN.pdf

RULES TO REMEMBER WHEN GENERATING A VEHICLE PURCHASE ORDER:

1. When generating, modify the following for each line selected:
RELEASE INFORMATION TAB
 - a. Agency Business Unit– Change from 9000 to Agency Business Unit. Contact your business office or accounting office in advance if unsure of the Agency Business Unit.
 - b. Ship To: Revise address book number to your agency approved address book number.
 - c. Release Quantity: Change the Release Quantity to the number of vehicles being ordered.

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

Gen Vehicle PO (OU) from Comm Contract (OC) - Order Release

Supplier: 3758834 SID DILLON CHEV BUICK - VEHIC Business Unit: 9000
Buyer: 579525 DIANNA GILLILAND (AS)
Ship To: 559783 FACILITY, MULTIPLE ADDRESSES
Order Number: 14335 OC 00001 000 1.000

Release Information | Detail Information | Dates

Release Qty	19.0000	Release Amt	545,167.00		
Qty To Date	1.0000	Amt To Date	28,693.00		
Original Qty	20.0000	Original Amt	573,860.00		
Unit Cost	28,693.0000	Purchasing UOM	EA	Line Type	J

Update

Ship To: 250055 GAME & PARKS COMMISSION
Order Number: 14391 OC 00001 000 1.000

Release Information | Detail Information | Dates

Release Qty	1	EA	42,461.00		
Qty To Date	1.0000	Amt To Date	42,461.00		
Original Qty	20.0000	Original Amt	849,220.00		
Unit Cost	42,461.0000	Purchasing UOM	EA	Line Type	J

Update Complete

DETAIL INFORMATION TAB

- d. Account number– The Account Number is a combination of the Agency Business Unit and the Object Code.
- e. Change the **9000** to Agency Business Unit. Leave the “dot/period” and **554900**


Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

Gen Vehicle PO (OU) from Comm Contract (OC) - Order Release

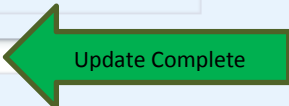
Supplier: 3758834 SID DILLON CHEV BUICK - VEHIC Business Unit: 9000
 Buyer: 579525 DIANNA GILLILAND (AS)
 Ship To: 559783 FACILITY, MULTIPLE ADDRESSES
 Order Number: 14335 OC 00001 000 1.000

Attachments: Release Close Cancel

Release Information | **Detail Information** | **Dates**

Inv Number/NIGPI: 07048 3/4 TON REGULAR CAB
 Supplier Item Number:
 Account Number: 9000.554900 
 SBL Type/Subledger:
 Lot/SN: Location:
 Production Number:

Release Information | **Detail Information** | **Dates**

Inv Number/NIGPI: 07022 FFV E85 1/2 TON CARRYALL SUV
 Supplier Item Number:
 Account Number: 46070025.554900 
 SBL Type/Subledger:
 Lot/SN: Location:
 Production Number:

DATES TAB:

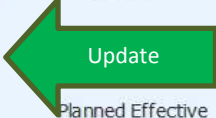
- f. Delivery date: Revise delivery date to a date in the future per the required delivery parameters specified by the contract (allow up to seven days for internal processing, approval and signatures).

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

Gen Vehicle PO (OU) from Comm Contract (OC) - Order Release

Supplier: 3758834 *SID DILLON CHEV BUICK - VEHIC* Business Unit: 9000
 Buyer: 579525 *DIANNA GILLILAND (AS)*
 Ship To: 559783 *FACILITY, MULTIPLE ADDRESSES* Attachments: Release Close Cancel
 Order Number: 14335 OC 00001 000 1.000

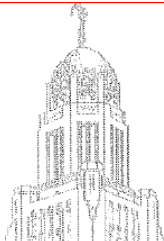
Release Information | **Detail Information** | **Dates**

Requested	<input type="text" value="05/25/2016"/>	Cancel Date	<input type="text" value="07/31/2016"/>
Promised Delivery	<input type="text" value="05/25/2016"/>		<input type="text" value="10/09/2015"/>
G/L Date	<input type="text" value="05/25/2016"/>	Planned Effective	<input type="text" value="10/09/2015"/>

g. Always select a paint line from the contract (Standard Paint are no-cost paint lines).

Example of contract paint lines:

8	STANDARD PAINT	20.0000	EA	0.0000
9	FOR DEPARTMENT OF ROADS USE: YELLOW COLOR OF Chevrolet/GMC #WA-253A code (9W3)	20.0000	EA	0.0000
10	EXTRA COST PAINT	20.0000	EA	300.0000
11	SEO EXTRA COST PAINT	20.0000	EA	495.0000



Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

Generating screen showing standard paint line selected from the contract:

Gen Vehicle PO (OU) from Comm Contract (OC) - Order Release

Supplier: 3758834 SID DILLON CHEV BUICK - VEHIC Business Unit: 9000
Buyer: 579525 DIANNA GILLILAND (AS)
Ship To: 559783 FACILITY, MULTIPLE ADDRESSES
Order Number: 14335 OC 00001 000 8.000

Release Information Detail Information Dates

Inv Number/NIGP I: 07048 STANDARD PAINT Paint Line
Supplier Item Number:
Account Number: 9000.554900
SBL Type/Subledger:
Lot/SN: Location:
Production Number:

D. RULES TO REMEMBER WHEN MODIFYING A VEHICLE PURCHASE ORDER:

1. Revise the buyer name from SPB buyer to agency buyer.

Procurement Application Update Today's Date: 05/19/2016

LINK Payroll & Financial Center

During the April update to procurement applications there was a change to the generation of purchase orders off of contracts. Generated purchase orders reflect the contract buyer regardless of changes made when generating the purchase order. The purchase order must be revised to reflect the correct "Buyer". This can be done at the same time that the "Cancel Date" is removed from the header.

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

On the Purchase order header screen, revise SPB buyer name to agency name and update the Send Invoice To field:

Work with Purchase Order - Order Header

Order Number: 647903 OK 23220 Business Unit: 32010081

Address Numbers		Dates	
Supplier	2131702	Entered Date	02/10/2016
Ship To	557881	Requested	02/05/2016
Buyer	579525	Delivery	03/31/2016
Send Invoice To	557881	Cancel Date	

Update

Update by Removing

2. Clear out the Cancel Date from the Purchase Order.
3. Revise the Document Location and Document Contact on the Additional Properties screen to your agency and your agency buyer. **DO NOT CHANGE THE DOCUMENT DESCRIPTION FIELD.**

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

Work with Purchase Order - Order Header

Form Tools

Order Header | **Additional Properties** | **Category Codes**

Property 01	<input type="text"/>	Property 07	<input type="text"/>
Property 02	<input type="text"/>	Property 08	<input type="text"/>
Property 03	<input type="text"/>	Property 09	<input type="text"/>
Property 04	<input type="text"/>	Property 10	<input type="text"/>
Property 05	<input type="text"/>	Property 11	<input type="text"/>
Property 06	<input type="text"/>	Cancel Flag	<input type="text"/>
Document Description	3/4 TON CREW CAB TRUCK Do Not Change		
Insurance Expiration	<input type="text"/>		
Bond Expiration	<input type="text"/>		
Date and Time 01	<input type="text"/>		
Date and Time 02	<input type="text"/>		
Document Location	557767 AS - MATERIEL - STATE PURCHASI		
Document Contact	579525 DIANNA GILLILAND (AS) Update		

- Add agency contact information as an attachment: name, phone number and any other information the vendor will need to deliver the vehicle.

Form/Attachments:

Home Navigator Open Applications Recent Reports Favorites

Favorites > Purchasing - Admin Services > Purchase Orders - SPB

Work with Purchase Order - Order Header

Form Tools

Order Header | **Additional Properties** | **Category Codes**

Order No. OU 23330 Business Unit 33130267

Supplier SID DILLON FORD INC - CERESCO

Ship To GAME & PARKS - PARKS DIV

Buyer DIANNA GILLILAND (AS)

Send Invoice To 250076 GAME & PARKS - PARKS DIV

Print Remark Establish Contract

Description

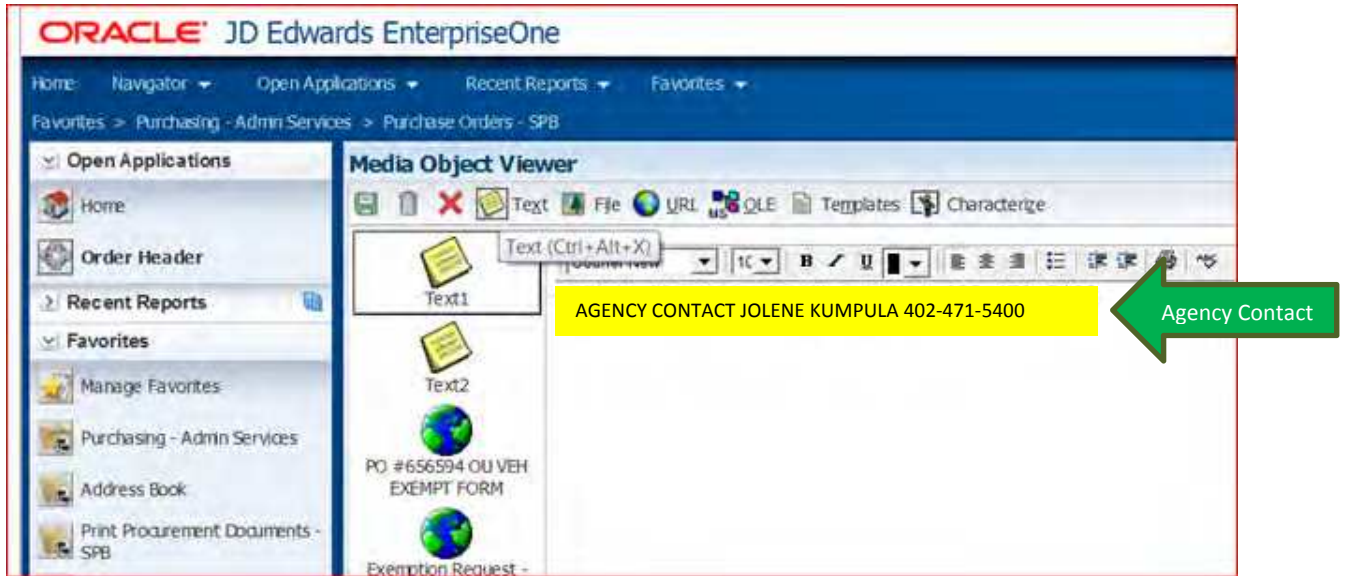
Print Message

Dates

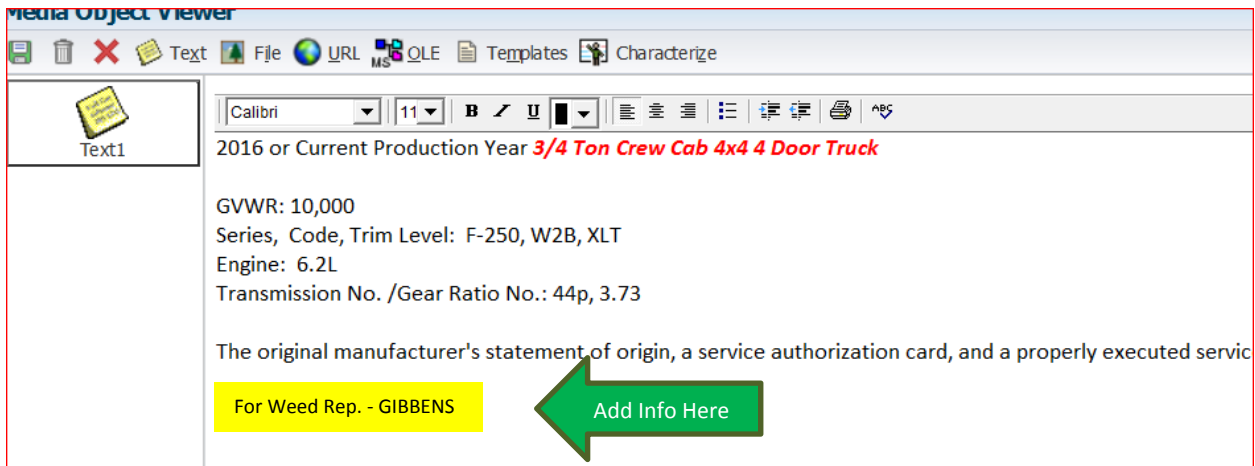
- Entered Date
- Requested
- Promised Delivery
- Cancel Date

Add the contact information as a text attachment:

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK



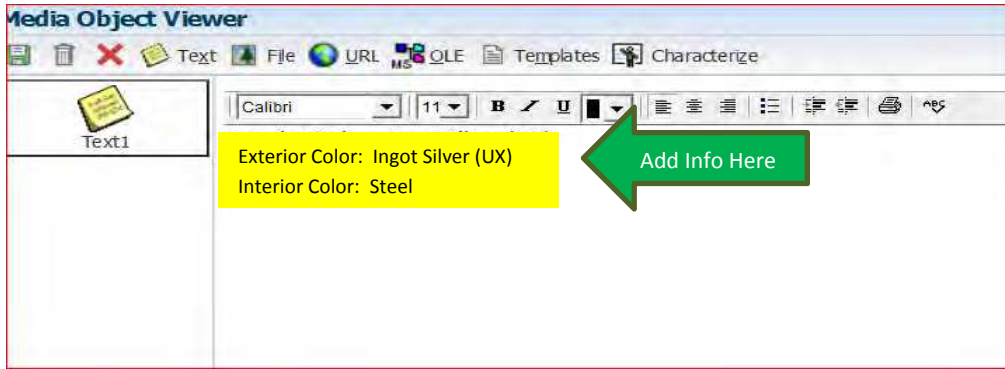
- Do not change the purchase order line descriptions as they pull in from the contract. If any agency information needs to be added to the vehicle line (i.e. name of agency employee who will be assigned the vehicle) should be added as a line attachment. If there is a line attachment, then add the agency information at the end of the line attachment.



- For the paint line selected from the contract, add the exterior with exterior color code and interior color to the line attachment. Every contract will have a color chart attached. Pay attention to interior colors available for the model being purchased and if the exterior color chosen is a no cost color or an additional charge color.

Example of Standard Paint color line attachment:

Instructions to Generate & Modify a Vehicle Purchase Order OU & OK

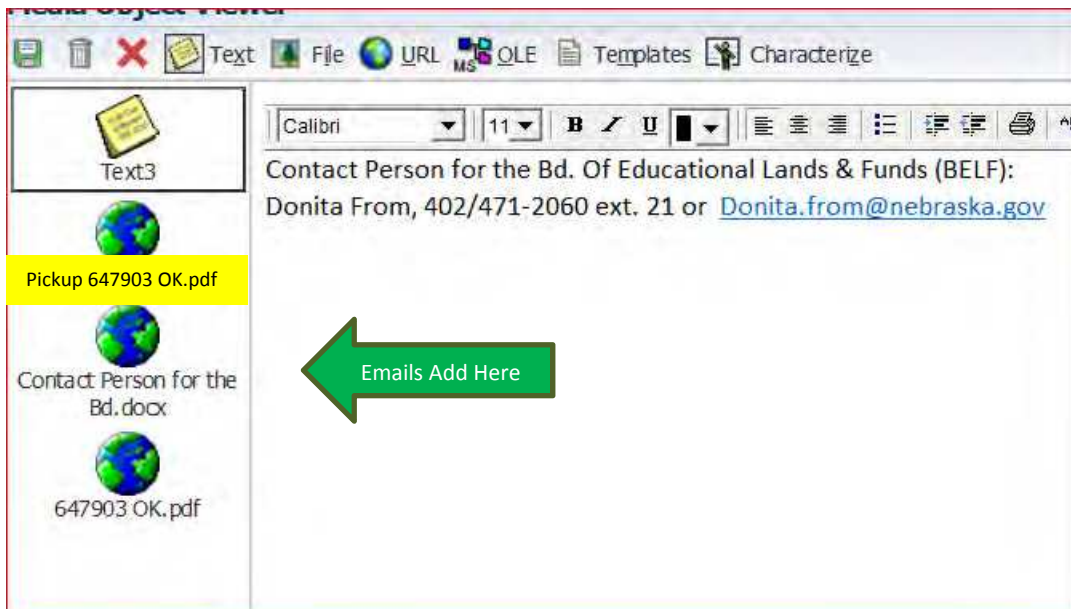


7. If an additional feature is being added to the vehicle and it's not on the contract; this is a non-contract line item. Add the new non-contract line as follows:

Records 1 - 10			
Extended Cost	Pu. UoM	Description 1	Description 2
30,730.00	EA	3/4 TON CREW CAB	FORD F-250
285.00	EA	ELECTRONIC SHIFT	FOUR WHEEL DRIVE SYSTEM
795.00	EA	40-20-40 BENCH SEAT	WITH DRIVER 6 WAY POWER
95.00	EA	CARGO LIGHT	
375.00	EA	TAILGATE STEP	DEALER OR FACTORY INSTALLED
349.00	EA	(NON-CONTRACT ITEM)	TIRE UPGRADE LT275/70RX18E
350.00	EA	(NON-CONTRACT ITEM)	BED LINER FORD DROP IN
536.00	EA	(NON-CONTRACT ITEM)	RUNNING BOARDS 5" CHROME
.00	EA	STANDARD PAINT	

A green arrow points to the right side of the table with the label "Non-Contract Info".

Add a line attachment as needed. Attach all emails to the purchase order from the vendor verifying pricing to Attachments on the header.



Non-contract line item(s) can't go over a \$10,000.00.