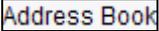
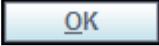


## Address Book Change Request Lesson

Step	Action
1.	End User MUST have an Address Book Role to request new Address Book records or changes to existing records.
2.	Click the <b>State of Nebraska</b> link. 
3.	Click the <b>Address Book</b> link. 
4.	Click the <b>Address Book Request/Change</b> link. 
5.	<p><b>Filters</b></p> <p>Search for existing address book record to change.</p> <p>Use as many Filters as necessary to narrow search for a specific Address Book Record.</p> <ul style="list-style-type: none"> <li>o Address Number</li> <li>o Long Address Number</li> <li>o Alpha Name</li> <li>o Search Type</li> <li>o Tax ID</li> </ul>
6.	To populate grid based on Filter criteria, click the <b>Find</b> button. 
7.	Click the <b>radio button</b> for the Address Book record to be changed. 
8.	Click the <b>Select</b> button. 
9.	<p><b>REQUESTOR INFORMATION</b></p> <ul style="list-style-type: none"> <li>o <b>Name</b></li> <li>o <b>Agency</b></li> <li>o <b>Phone</b></li> <li>o <b>Email Address</b> - confirmation of address book record creation or update will be e-mailed to this address</li> </ul> <p>Requestor Information is required. This information is used for communication between the Requestor and the individual updating/creating the Address Book Record. Information populates based on the Requestor's User ID and Address Book information.</p> <p><b>This information can be overridden, if desired.</b></p>

Step	Action
10.	<p><b>Comments</b></p> <p>Communicate information specific about this request.</p> <p>This can include information like:</p> <ul style="list-style-type: none"> <li>o Request to change Search Type to **</li> <li>o Associate an existing V - Vendor address book record to a request for a PP</li> <li>o Indicate attachments to the submitted request</li> </ul> <p><i>Note:</i> Comments field can be updated on all tabs.</p>
11.	<p>To update information specific to the Address Book record, click the <b>Address Information</b> tab.</p> <p><a href="#">Address Information</a></p>
12.	<p><b>ADDRESS INFORMATION</b></p> <p>Information specific to address book records must entered in appropriate format.</p> <p>Real-time Address Book data populates from the ERP system.</p> <p>Overwrite data as necessary.</p> <p><b>NOTE:</b> It is beneficial to communicate information regarding changes in the <b>Comments</b> field.</p>
13.	<p><b>Address Verification</b></p> <p>Verify proper Address Information through www.usps.com &gt; Find a Zip Code.</p> <p>Reference Training Guide - Address Verification - USPS.</p> <p><b>To ensure accuracy of data and compliance with USPS standards, copy address information directly from USPS look-up into Address Book Request/Change fields.</b></p>
14.	<p><b>ATTACHMENTS</b></p> <p>Attachments can be included with requests for changes to existing Address Book records.</p> <p>Attachments can be W-9s or Text Attachments.</p> <p><b>Note:</b> The documents attached to the Address Book Request/Change are to provide information concerning W-9's to the AS Accounting Address Book Team. These attachments are NOT automatically attached to new or existing Address Book records.</p> <p>This eliminates the requirement to mail, fax, or e-mail W-9 documentation to AS Accounting Division.</p>

Step	Action
15.	W-9 Submissions can be submitted via: <ul style="list-style-type: none"> <li>o Attachments in Address Book Change/Request</li> <li>o FAX to (402) 471-0887</li> <li>o E-mail to as.stateaccounting@nebraska.gov; Subject Line: "W-9"</li> <li>o Mail</li> </ul>
16.	Click the <b>OK</b> button. 
17.	Click the <b>OK</b> button. 
18.	Click the <b>Close</b> button. 
19.	<p><b>End of Procedure.</b></p>