Inquiring on Vendor (V) Address Book Records

Overview

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/.

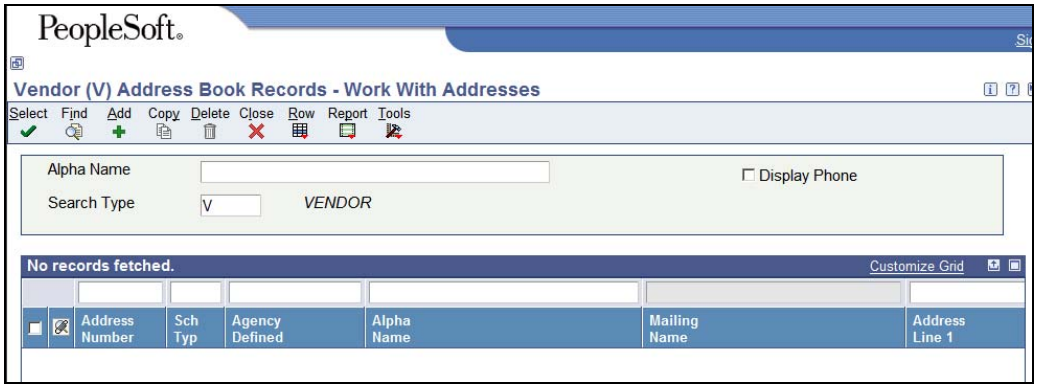
Navigation

NIS State of Nebraska > Dist & Mfg - CSI > Purchasing > Commodity Codes > Vendor (V) Address Book Records

Steps

Inquire on Vendor (V) Address Book Records

Start this instruction from the Vendor (V) Address Book Records – Work With Addresses window.

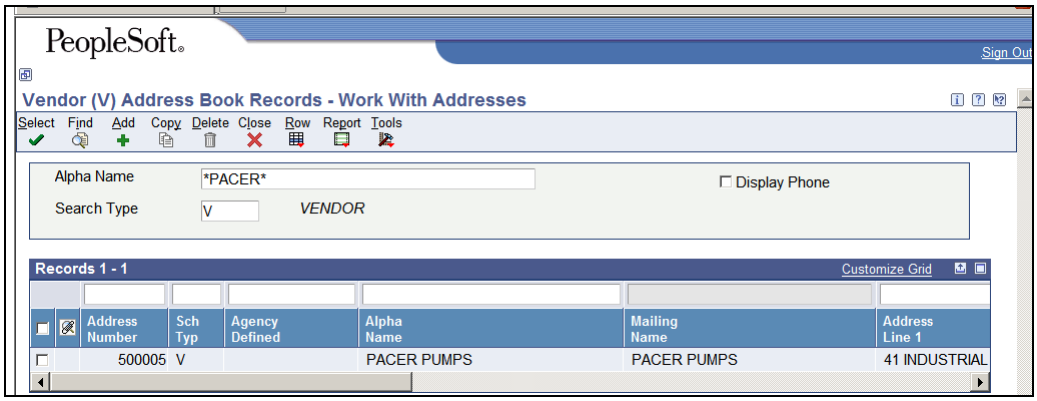


1. In the header, check Display Phone
2. Search for a vendor's address book number (A/B #) by using one of the following:
   - Populate the Alpha Name field with the vendor's name

     Defaults as a **V**, for vendor, you may change the Search Type Field to **PP** for a Payee Payable

     Asterisks (*) may be used as a wild card search.
3. Click **Find**.

*As an example only: *PACER* was entered to show the screen below.*



4. Review the information and note the Vendor A/B Number for future references.
5. Click **Close**.

If you cannot find the vendor name in NIS, contact a Super User. They will help verify if the vendor isn't in NIS. If the Super User is unable to find the A/B#, the end user needs to contact Stefanie Rauner at 479-5746 to get the vendor set up in NIS.