

Defining Buyer and Supplier Address Book Numbers
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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Defining Buyer and Supplier Address Book Numbers

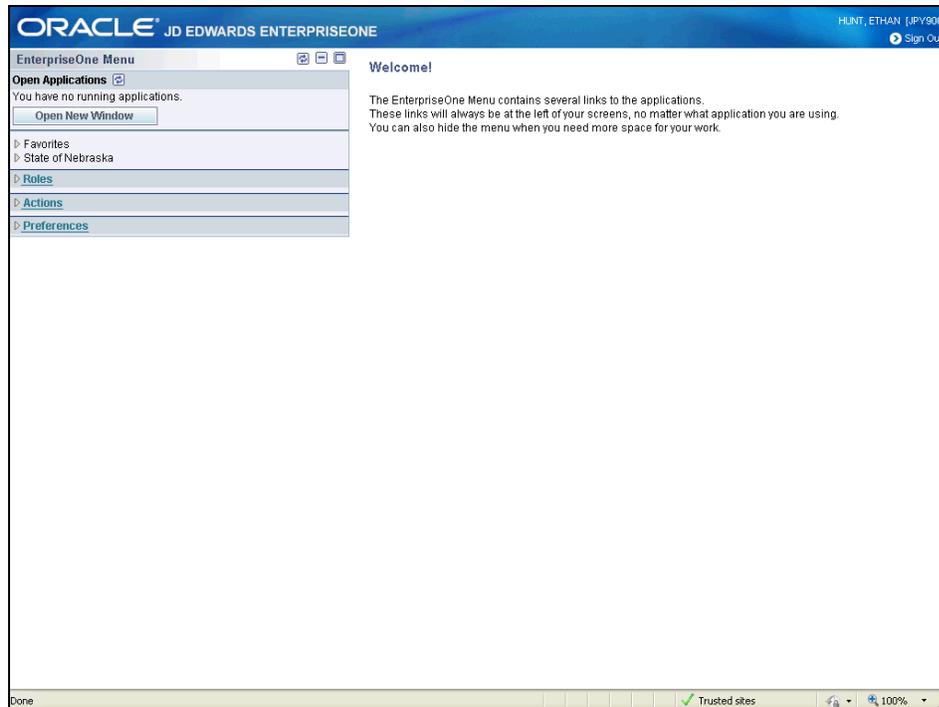
Defining Buyer and Supplier Address Book Numbers Overview

You can specify the buyer and supplier address book number for each commodity in a branch/plant number.

Defining Buyer and Supplier Address Book Numbers Lesson

Procedure

In this lesson you will learn how to define buyer and supplier address book numbers.



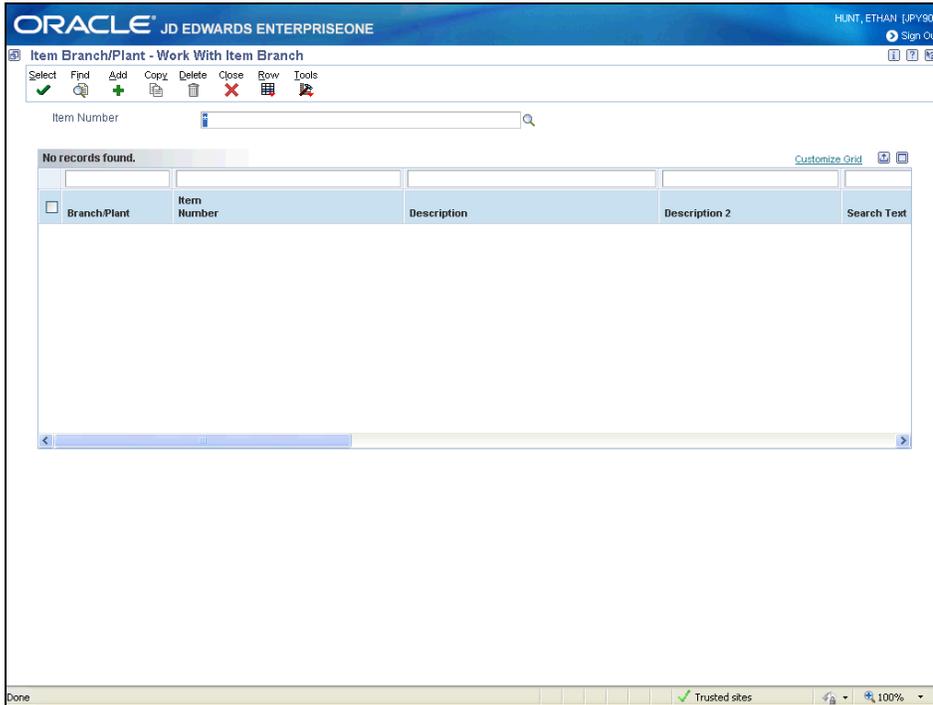
Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Inventory link. <input type="text" value="Inventory"/>
3.	Click the Inventory Setup link. <input type="text" value="Inventory Setup"/>
4.	Click the Inventory Master link. <input type="text" value="Inventory Master"/>

Training Guide

Defining Buyer and Supplier Address Book Numbers



Step	Action
5.	Click the Item Branch/Plant link. Item Branch/Plant

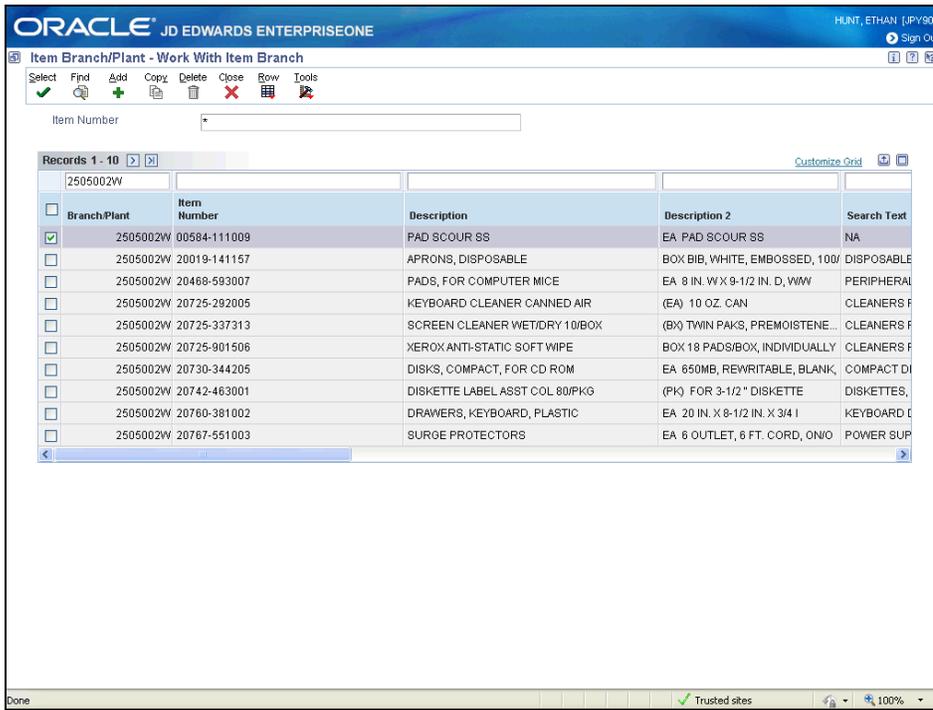


Step	Action
6.	Click in the Branch/Plant field. <input type="text"/>
7.	Enter the Branch/Plant Number into the Branch/Plant field.
8.	Click the Find button. 
9.	Choose the desired row by clicking the check box next to it. <input type="checkbox"/>
10.	Click the Select button. 

Step	Action
11.	Click in the Buyer Number field.
12.	Enter the buyer address book number into the Buyer Number field.
13.	Press [Tab] .
14.	Enter the supplier address book number into the Supplier Number field.
15.	Click the OK button.
16.	Repeat these steps for next commodity as needed, and repeat until done.

Training Guide

Defining Buyer and Supplier Address Book Numbers



Step	Action
17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.