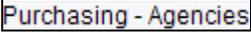
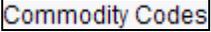


## Inquiring on Vendor-Commodity Codes Catalog Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Commodity Codes</b> link. 
4.	Click the <b>Vendor-Commodity Code</b> link. 
5.	Enter a valid value e.g. " <b>NIGP</b> " in the <b>Catalog</b> field in the header.  This narrows your search to only commodity codes.
6.	Click in the <b>2nd Item Number</b> field. 
7.	Enter the 5-digit commodity code in the Query by Example (QBE) line above the <b>2nd Item Number</b> field.
8.	Click the <b>Find</b> button. 
9.	This provides a listing of all vendors that have indicated they can provide the item or service.
10.	<b>Decision:</b> I want to: <ul style="list-style-type: none"> <li>View Catalog Information for a Specific Vendor Go to step 11 on page 1</li> <li>Complete the Vendor-Commodity Code Inquiry Process Go to step 15 on page 2</li> </ul>
11.	Click in the box associated with the Vendor for inquiry. 
12.	Click the <b>Select</b> button. 
13.	Click the <b>Cancel</b> button. 

Step	Action
14.	<b>Decision:</b> I want to: <ul style="list-style-type: none"><li>• Complete the Vendor-Commodity Code Inquiry Process Go to step 15 on page 2</li><li>• Inquire on Another Vendor Catalog Go to step 11 on page 1</li></ul>
15.	Click the <b>Close</b> button. 
16.	<b>End of Procedure.</b>