

Inquiring on Vendor-Commodity Codes Catalog
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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.



Table of Contents

Inquiring on Vendor-Commodity Codes Catalog.....	1
Inquiring on Vendor-Commodity Codes Catalog Overview	1
Inquiring on Vendor-Commodity Codes Catalog Lesson	1

Inquiring on Vendor-Commodity Codes Catalog

Inquiring on Vendor-Commodity Codes Catalog Overview

It is highly recommended by AS Materiel Division, State Purchasing Bureau, that agencies, board, and commissions obtain a minimum of three bids for purchases between \$2000 and \$10,000.

The system enables end users to search for vendors that have specified to the AS Materiel Division, State Purchasing Bureau that they wish to bid on specific commodities. Once an end user has identified the commodity code, they can enter the 5-digit commodity code into the system to identify potential vendors.

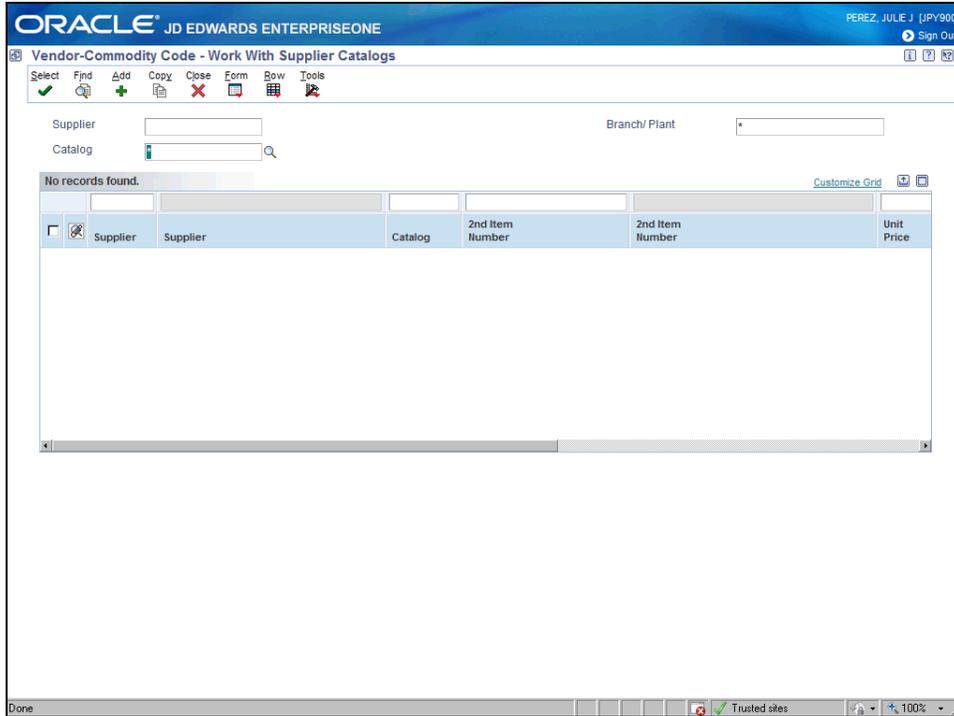
Inquiring on Vendor-Commodity Codes Catalog Lesson

Procedure

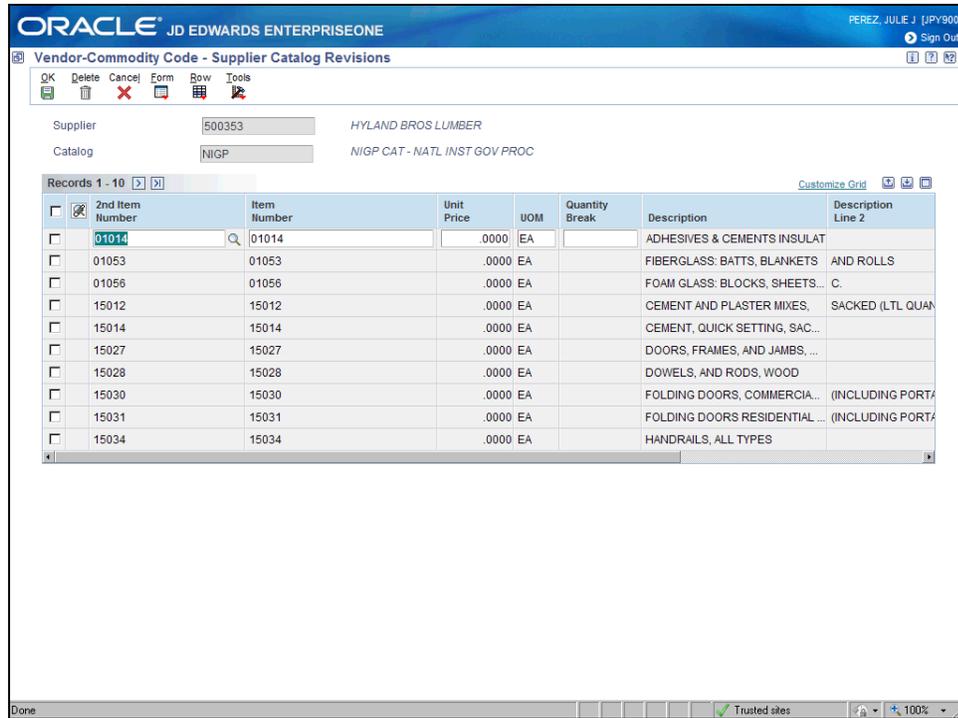
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Commodity Codes link. Commodity Codes
4.	Click the Vendor-Commodity Code link. Vendor-Commodity Code

Training Guide

Inquiring on Vendor-Commodity Codes Catalog



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



Step	Action
13.	Click the Cancel button. 
14.	<p>Decision: I want to:</p> <ul style="list-style-type: none"> Complete the Vendor-Commodity Code Inquiry Process Go to step 15 on page 4 Inquire on Another Vendor Catalog Go to step 11 on page 2

Training Guide

Inquiring on Vendor-Commodity Codes Catalog

ORACLE® JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Vendor-Commodity Code - Work With Supplier Catalogs

Supplier: * Branch/Plant: *
 Catalog: NIGP NIGP CAT - NATL INST GOV PROC

Records 1 - 10 Customize Grid

<input type="checkbox"/>	Supplier	Supplier	Catalog	2nd Item Number	2nd Item Number	Unit Price
<input type="checkbox"/>	500010	TOOL HOUSE OF HENKEL & JOYCE	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500041	UNITED RENTALS, LINCOLN - PO'S	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500057	SACK LUMBER COMPANY, BEATRICE	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500059	MEAD LUMBER, ASHLAND PMTS & PO	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500084	EARL CARTER LUMBER COMPANY	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500121	WRIGHT & WILHELMY CO	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500279	CARHART LUMBER COMPANY, WAYNE	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input checked="" type="checkbox"/>	500353	HYLAND BROS LUMBER	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500470	WG PAULEY LUMBER CO	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	
<input type="checkbox"/>	500622	MILLARD LUMBER INC, WAVERLY	NIGP	45058	NAILS, BRADS, CONCRETE NAILS,	

Done Trusted sites 100%

Step	Action
15.	Click the Close button. 
16.	End of Procedure.