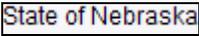
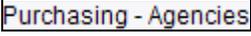
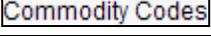
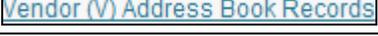


Inquiring on Vendor (V) Address Book Records Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Commodity Codes link. 
4.	Click the Vendor (V) Address Book Records link. 
5.	In the header, check Display Phone and Display Address . This enables you to view the details of the vendor record without entering a new window.
6.	Search for the vendor by using the Query by Example (QBE) line to narrow the search: If Address Book Number is known, enter this information in the Address Number QBE. Search for Address Number by entering Vendors Name in either the Alpha Name in the Header or in the QBE. Ensure "V", for vendor, is in the Search Type field.
7.	Once QBE fields are populated, click the Find button. 
8.	<i>Optional:</i> To view additional Address Book information, click in the box on the row containing the vendor to view. 
9.	Click the Select button. 
10.	Click the Cancel button. 
11.	Click the Close button. 
12.	End of Procedure.