

Inquiring on Vendor (V) Address Book Records
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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 (V) Address Book Records.....	1
Inquiring on Vendor (V) Address Book Records Overview	1
Inquiring on Vendor (V) Address Book Records Lesson	1

Inquiring on Vendor (V) Address Book Records

Inquiring on Vendor (V) Address Book Records 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.

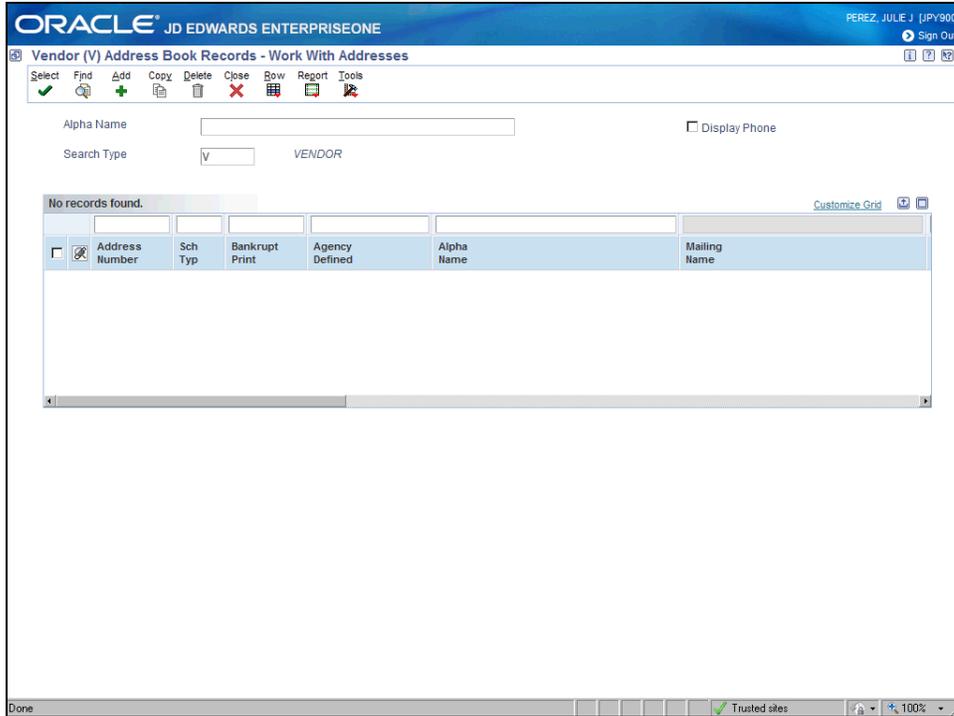
Inquiring on Vendor (V) Address Book Records Lesson

Procedure

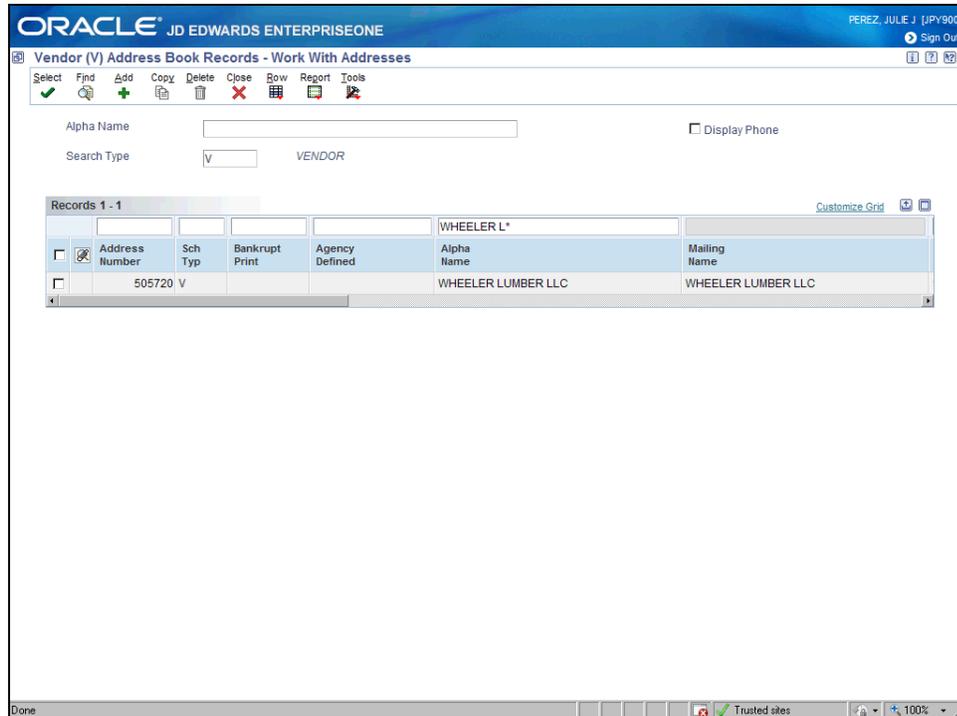
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Commodity Codes link. Commodity Codes
4.	Click the Vendor (V) Address Book Records link. Vendor (V) Address Book Records

Training Guide

Inquiring on Vendor (V) Address Book Records



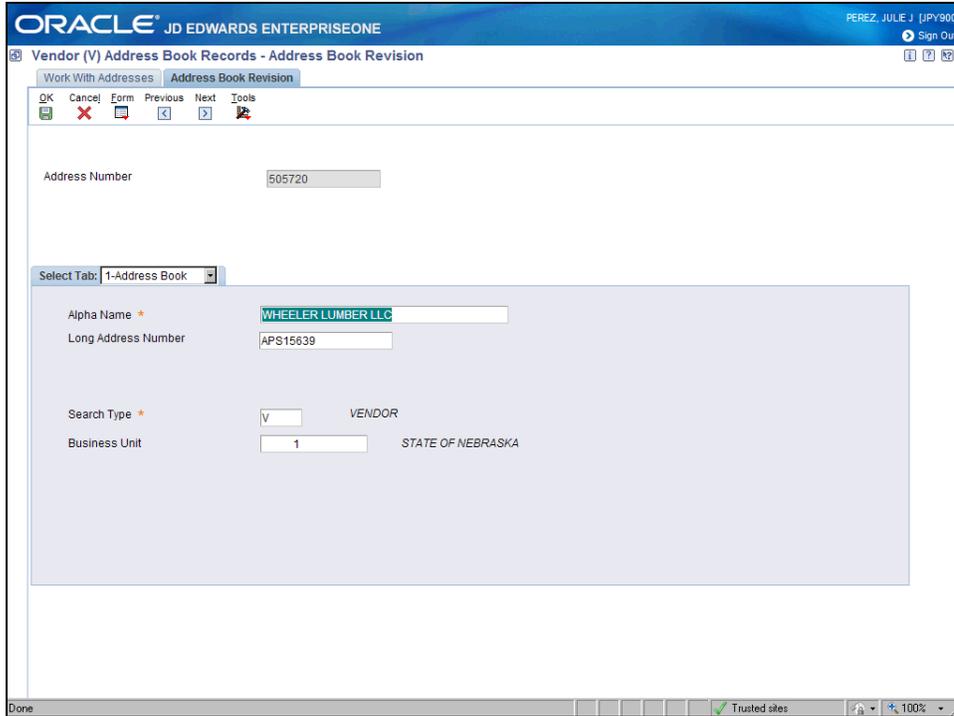
Step	Action
5.	<p>In the header, check Display Phone and Display Address.</p> <p>This enables you to view the details of the vendor record without entering a new window.</p>
6.	<p>Search for the vendor by using the Query by Example (QBE) line to narrow the search:</p> <p>If Address Book Number is known, enter this information in the Address Number QBE.</p> <p>Search for Address Number by entering Vendors Name in either the Apha Name in the Header or in the QBE.</p> <p>Ensure "V", for vendor, is in the Search Type field.</p>
7.	<p>Once QBE fields are populated, click the Find button.</p> 



Step	Action
8.	<p><i>Optional:</i> To view additional Address Book information, click in the box on the row containing the vendor to view.</p> <input type="checkbox"/>
9.	<p>Click the Select button.</p> <input checked="" type="checkbox"/>

Training Guide

Inquiring on Vendor (V) Address Book Records



Step	Action
10.	Click the Cancel button. 
11.	Click the Close button. 
12.	End of Procedure.