Print Address Book Labels Lesson

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 **Print Vendor Label no AB #** link. Print Vendor Label no AB #
5.	Click the **Data Selection** option.
6.	Click the **Submit** button.
7.	Populate the **2nd Item Number** with the 5 Digit NIGP Code. Click the **Right Operand** list. Zero
8.	Click the **Literal** list item. Literal
9.	Enter the desired information into the **Literal Value:** field.
10.	Click the **OK** button.
11.	If vendor search is for a specific city or cities, enter the data in this field. If not, select the box on associated with this field and click on the **Delete** button or enter the city. Click the **Right Operand** list. Blank
12.	Click the **Literal** list item. Literal
13.	Enter the desired information into the **Literal Value:** field.
14.	Click the **OK** button.

Step	Action
15.	If printing a list of all available vendors for a specific commodity code, delete the **Address Number** selection. Click the option.
16.	Click the **Delete** button.
17.	Click the **OK** button.
18.	Click the **OK** button.
19.	View the Report via View Job Status. The Report Application is R571060B.
20.	Labels will print on Avery Template #5961 or equivalent. This report will print on the labels without any modification.
21.	**End of Procedure.**