

Print Address Book Labels
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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.

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Print Address Book Labels

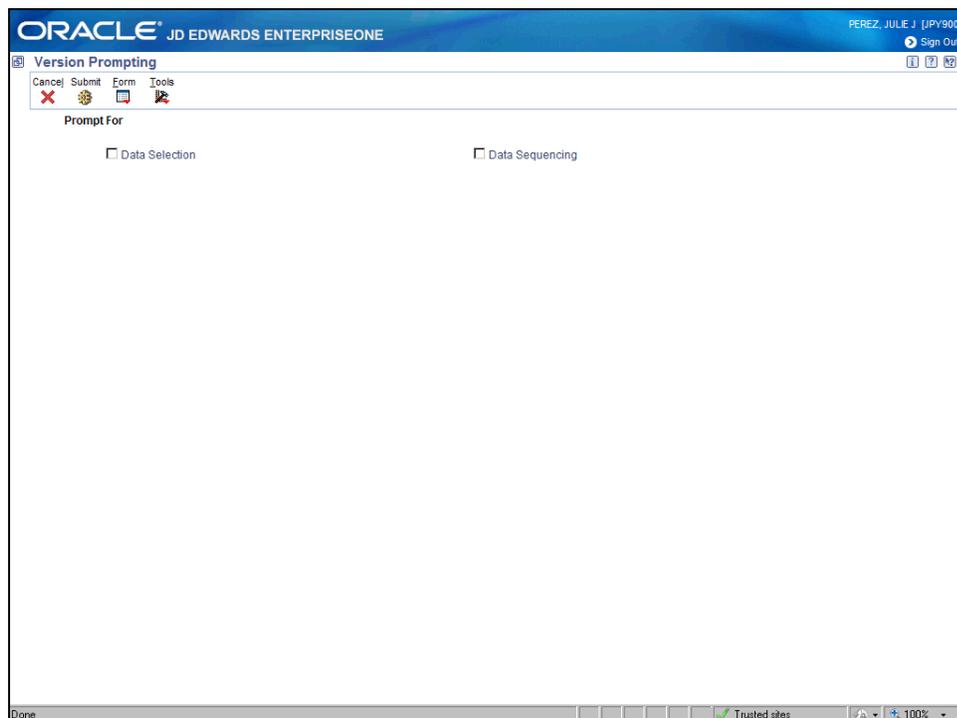
Print Address Book Labels Overview

Use this Training Guide to print vendor address book labels utilizing the NIGP codes associated with existing vendors. Labels can be printed with or without the Vendor Number and can be narrowed down by City and/or Area Code.

Print Address Book Labels Lesson

Procedure

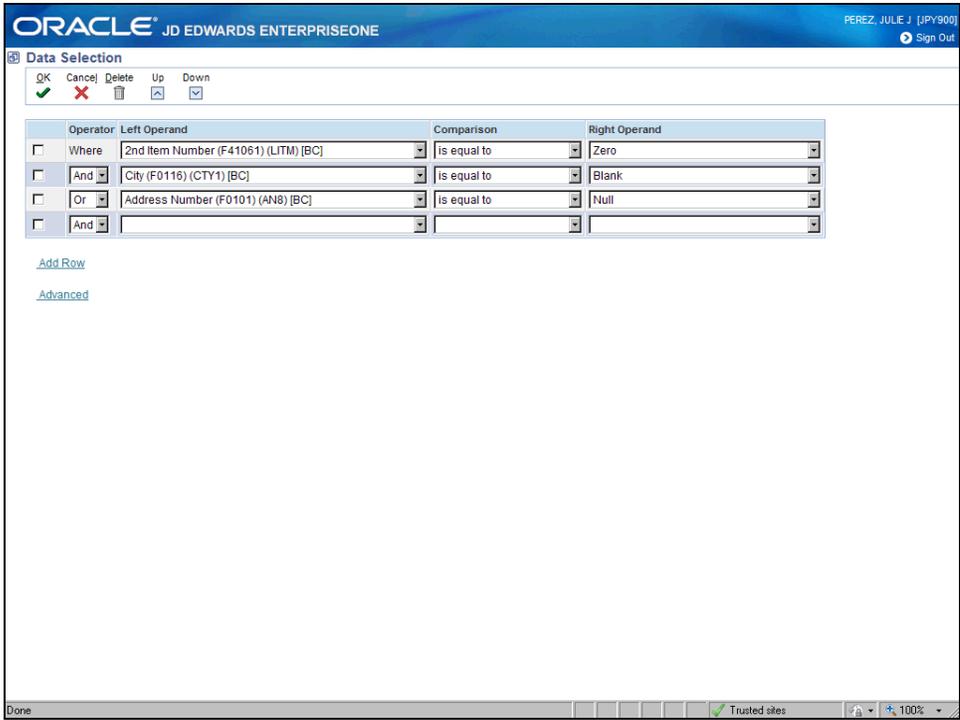
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Commodity Codes link. Commodity Codes
4.	Click the Print Vendor Label no AB # link. Print Vendor Label no AB #



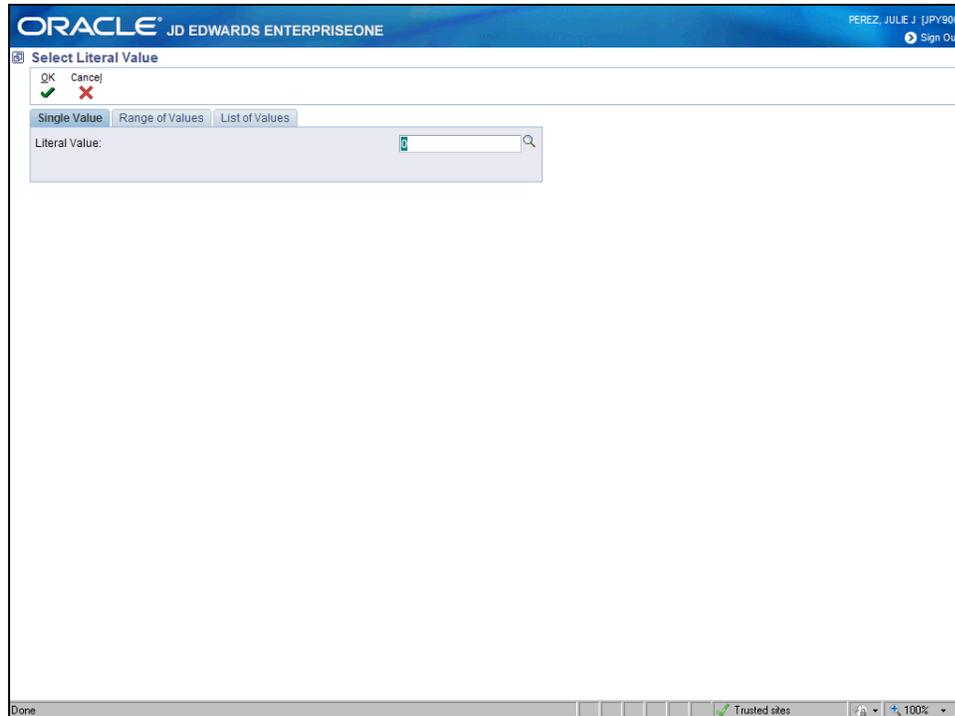
Training Guide

Print Address Book Labels

Step	Action
5.	Click the Data Selection option. 
6.	Click the Submit button. 



Step	Action
7.	Populate the 2nd Item Number with the 5 Digit NIGP Code. Click the Right Operand list. 
8.	Click the Literal list item. 

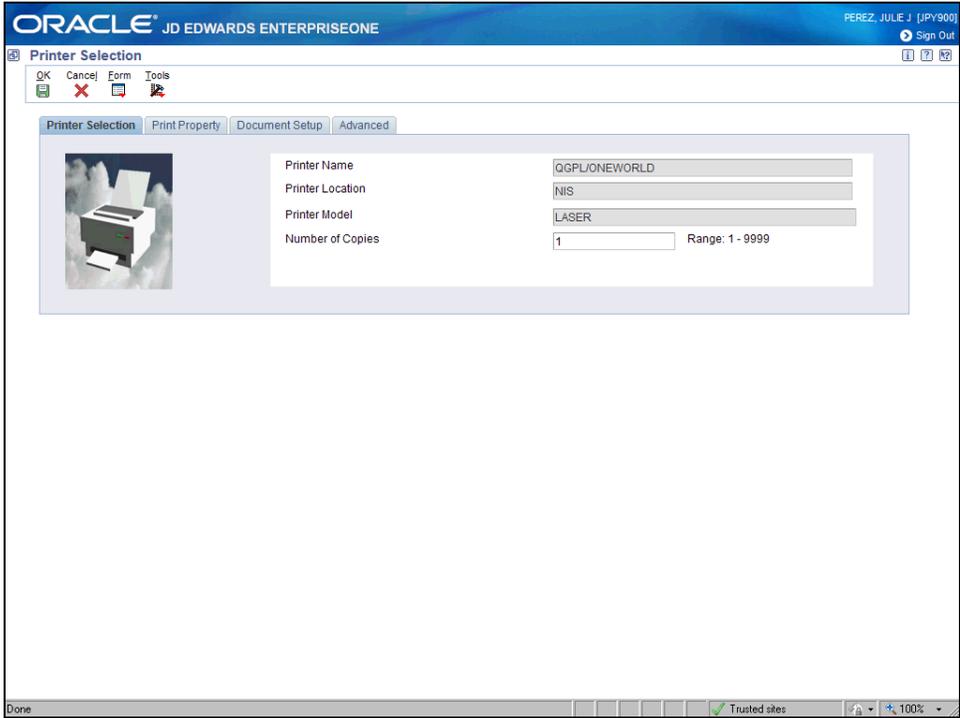


Step	Action
9.	Enter the desired information into the Literal Value: field.
10.	Click the OK button. 
11.	If vendor search is for a specific city or cities, enter the data in this field. If not, select the box on associated with this field and click on the Delete button or enter the city. Click the Right Operand list. 
12.	Click the Literal list item. 
13.	Enter the desired information into the Literal Value: field.
14.	Click the OK button. 
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. 

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Step	Action
17.	Click the OK button. 



Step	Action
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.