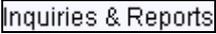
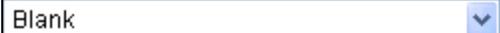
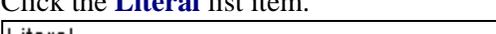
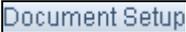


Open PO Detail by Supplier Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Purchasing - Agencies link. 
3.	Click the Inquiries & Reports link. 
4.	Click the Purchasing Reports link. 
5.	Click the Procurement Reports link. 
6.	Click the Open PO Detail by Supplier link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	Click the Right Operand list of the first row. 
10.	Click the Literal list item. 
11.	Enter the document type into the Literal Value: field.
12.	Click the OK button. 
13.	Click the Right Operand list of the third row. 
14.	Click the Literal list item. 
15.	Enter the Vendor's address book number for which to run the report into the Literal Value: field.
16.	Click the OK button. 
17.	Click the OK button. 

Step	Action
18.	To run the report in CSV click the Document Setup tab. 
19.	Then click the CSV(Comma Delimited) option. 
20.	Click the OK button. 
21.	To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.