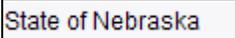
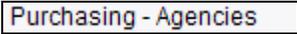
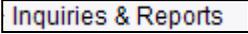
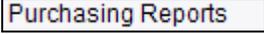


## Buyer Performance Report Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Purchasing Reports</b> link. 
5.	Click the <b>Procurement Reports</b> link. 
6.	Click the <b>Buyer Performance</b> link. 
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	Click the <b>Right Operand</b> list. 
10.	This report can only be run one buyer at a time. Click the <b>Literal</b> list item. 
11.	Enter the buyer address book number in the <b>Literal Value:</b> field. 
12.	Click the <b>OK</b> button. 
13.	<b>NOTE:</b> Buyer Address Book Number is now populated in the Right Operand.  Click the <b>OK</b> button. 

Step	Action
14.	<p><b>NOTE:</b> The <b>Processing Options</b> date box fields.</p> <p>Enter Date Range:</p> <p><b>Date - Report Begins</b> <b>Date - Report Ends</b></p> <p>Click the <b>OK</b> button.</p> 
15.	<p><b>NOTE:</b> View Report via View Job Status.</p> <p>Click the <b>OK</b> button.</p> 
16.	<p><b>End of Procedure.</b></p>