

**Buyer Performance Report**  
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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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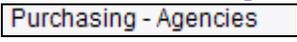
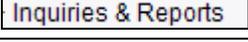
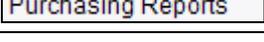
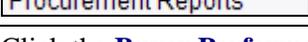
## Buyer Performance Report

### Buyer Performance Report Overview

This work instruction describes how to generate the Buyer Performance report (R571344) for viewing the life of Pre-requisitions, Requisitions, Quotes, Contracts and Purchase Orders. This report was developed by AS Material Division per a directive by the Administrative Services Director's Office in conjunction with Department of Correctional Services.

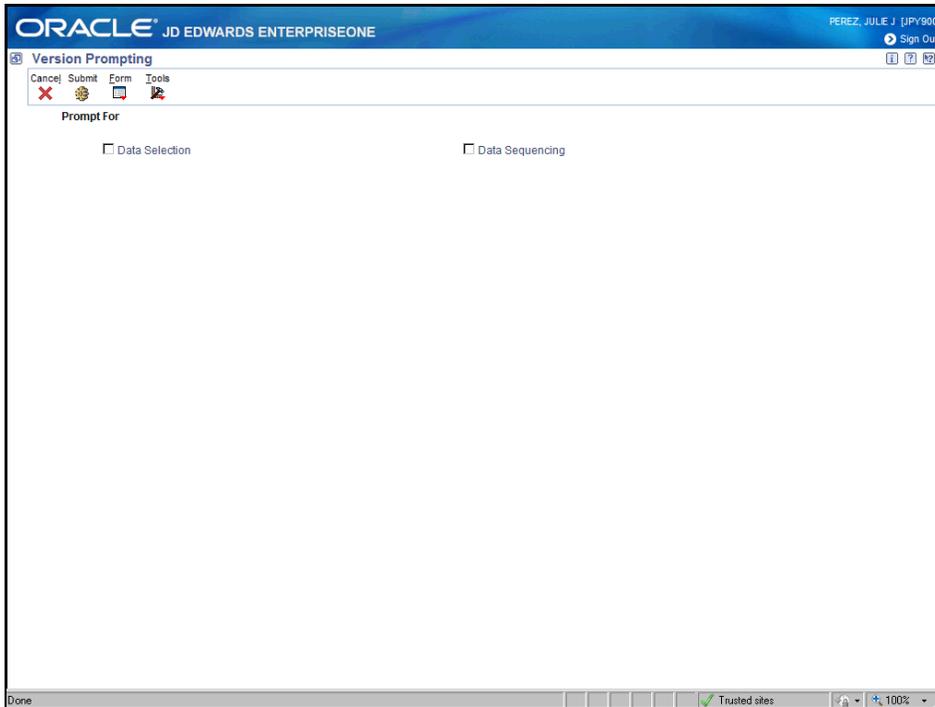
### Buyer Performance Report Lesson

#### Procedure

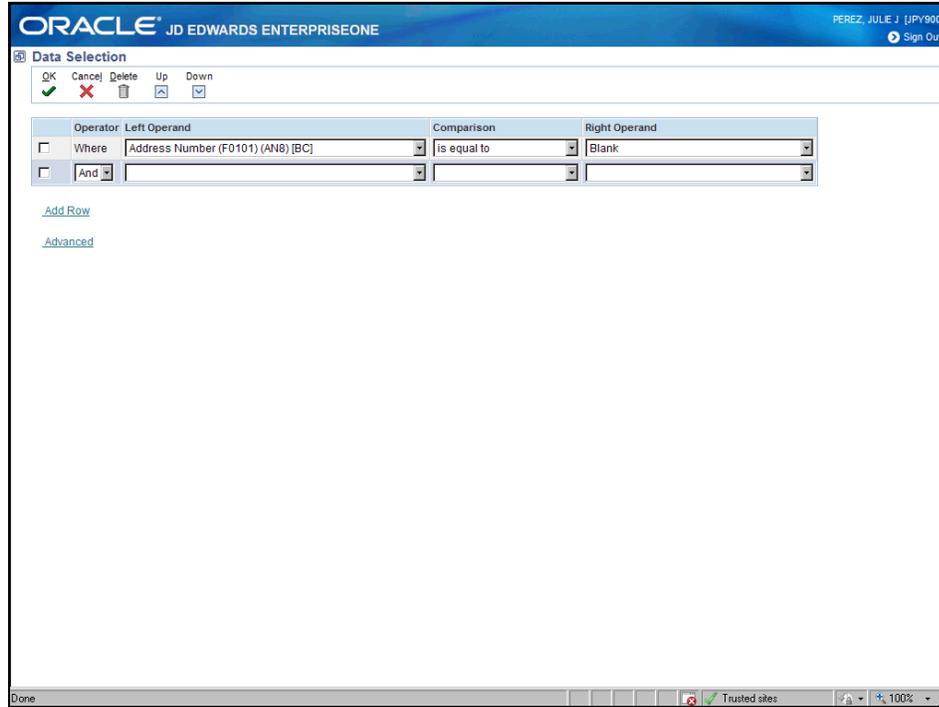
Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Purchasing Reports</b> link. 
5.	Click the <b>Procurement Reports</b> link. 
6.	Click the <b>Buyer Performance</b> link. 

# Training Guide

## Buyer Performance Report



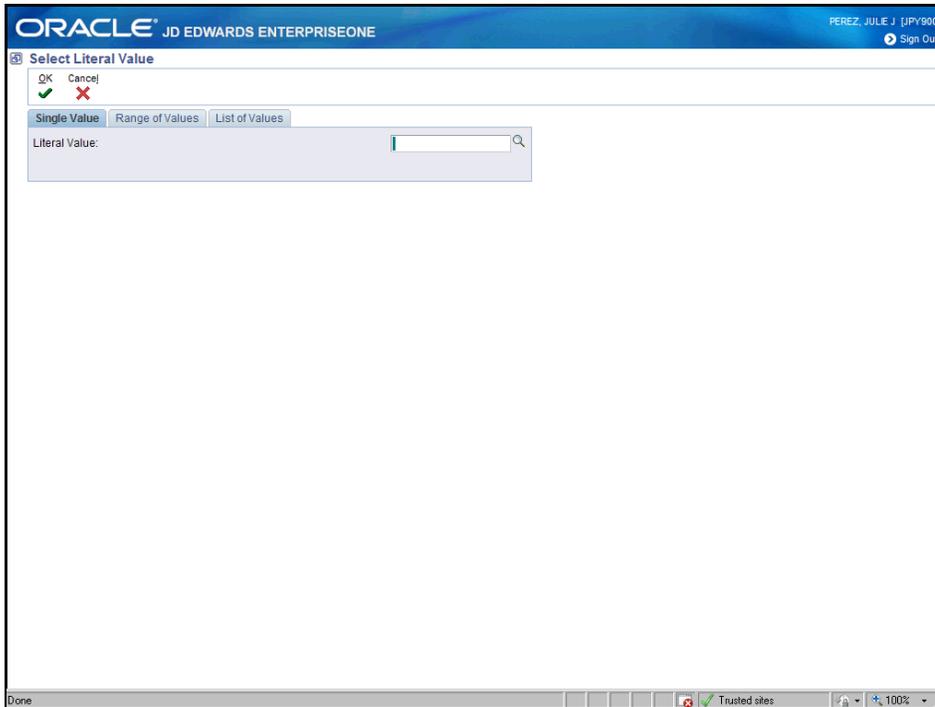
Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 



Step	Action
9.	Click the <b>Right Operand</b> list. <input type="text" value="Blank"/>
10.	This report can only be run one buyer at a time. Click the <b>Literal</b> list item. <input type="text" value="Literal"/>

# Training Guide

## Buyer Performance Report



Step	Action
11.	Enter the buyer address book number in the <b>Literal Value:</b> field. <input data-bbox="342 1039 607 1083" type="text"/>
12.	Click the <b>OK</b> button. <input checked="" data-bbox="342 1129 386 1173" type="checkbox"/>

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F0101) (AN8) [BC]	is equal to	"1218675"
<input type="checkbox"/> And			

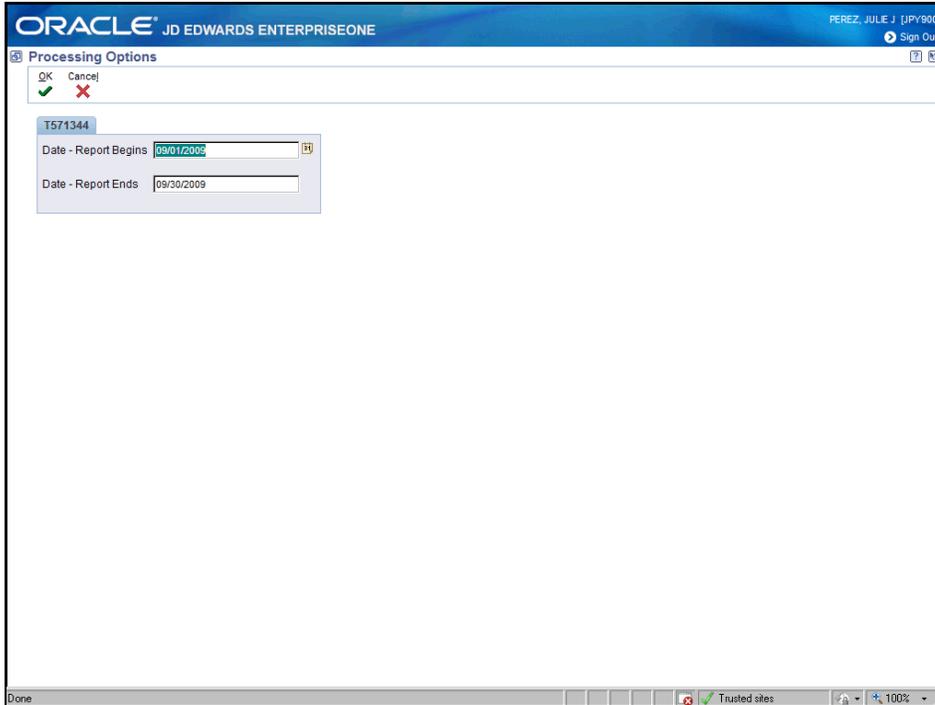
[Add Row](#)  
[Advanced](#)

Done Trusted sites 100%

Step	Action
13.	<p><b>NOTE:</b> Buyer Address Book Number is now populated in the Right Operand.</p> <p>Click the <b>OK</b> button.</p> 

# Training Guide

## Buyer Performance Report



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>