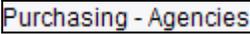
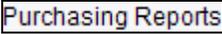
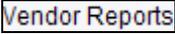


Vendor Performance Detail Report Lesson

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 Vendor Reports link. 
6.	Click the Vendor Performance Detail link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	In the seventh row (Document) click the Right Operand list. 
10.	Click the Literal list item. 
11.	Enter the Purchase Order into the Literal Value: field.
12.	Click the OK button. 
13.	Click the OK button. 
14.	Complete these fields: Address Number-Vendor – enter the vendor’s address book number. Enter the date range for which to run the report in the First Date –Requested and Last Date – Requested fields.
15.	Click the OK button. 

Step	Action
16.	<p>Click the OK button.</p> <p>Note: This report runs in both PDF and CSV formats.</p> 
17.	<p>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 Training Guides (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html).</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>