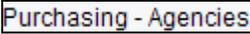
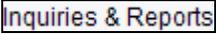
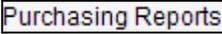
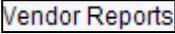


## Vendor Performance Summary Report Lesson

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>Vendor Reports</b> link. 
6.	Click the <b>Vendor Performance Summary</b> link. 
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	Click the <b>OK</b> button. 
10.	Complete the following fields:  <b>Address Number-Vendor</b> – enter the vendor’s address book number.  Enter the date range for which to run the report in the <b>First Date –Requested</b> and <b>Last Date – Requested</b> fields.
11.	Click the <b>OK</b> button. 
12.	Click the <b>OK</b> button.  <b>Note:</b> This report runs in both PDF and CSV formats. 
13.	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 ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ).  You have successfully completed this lesson. <b>End of Procedure.</b>

