

Revising Supplier Catalog

Overview

Under certain circumstances, a revision will need to be made to a supplier catalog. The Supplier Catalog is where the purchase price is held for vendors who supply stock inventory to the State of Nebraska. The Vendor must fall into all three of these exceptions to be setup: MUST have a commodity contract with the State, MUST supply STOCK INVENTORY, and MUST allow users to order their goods via an URL.

The supplier catalog works with order templates and pulls the purchase price from the catalog to the purchase order at the time of creation. ANY TIME a vendor with a supplier catalog record provides the State with a contract increase or decrease, or adds a new item to the Branch Plant and Template the Supplier Catalog must be updated.

This work instruction shows how to Revising Supplier Catalog.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

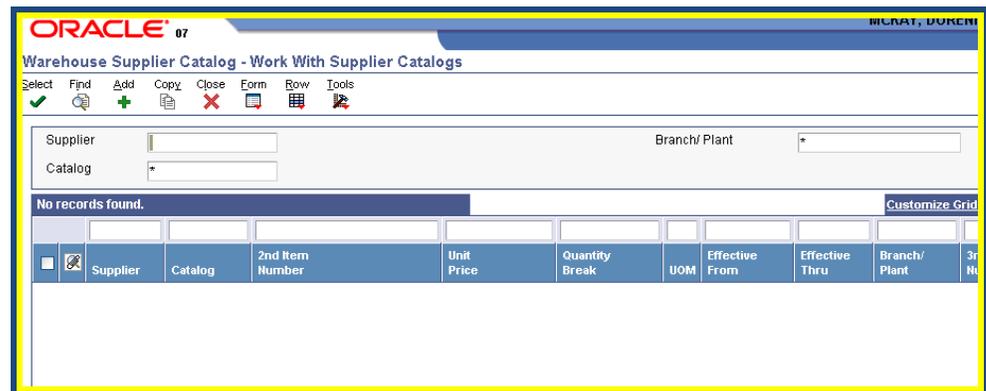
Navigation

Dist & Mfg – Corrections > Dist – DCS Central Warehouse > Warehouse Order Management > Warehouse Supplier Catalog

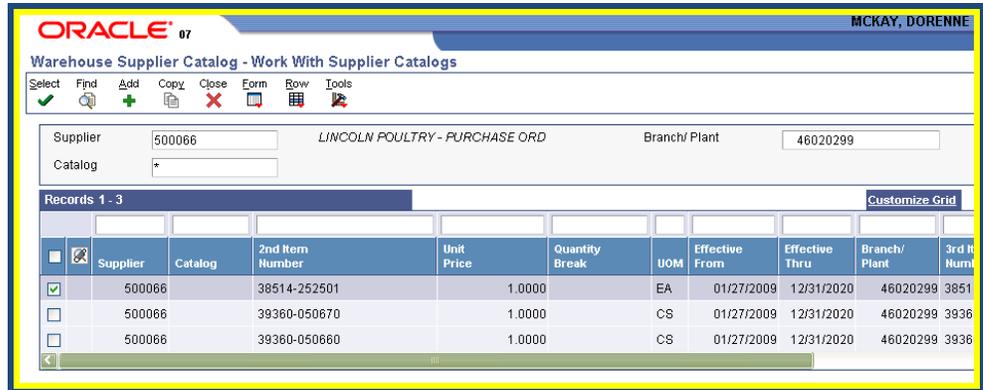
Steps

Revise a Supplier Catalog Record

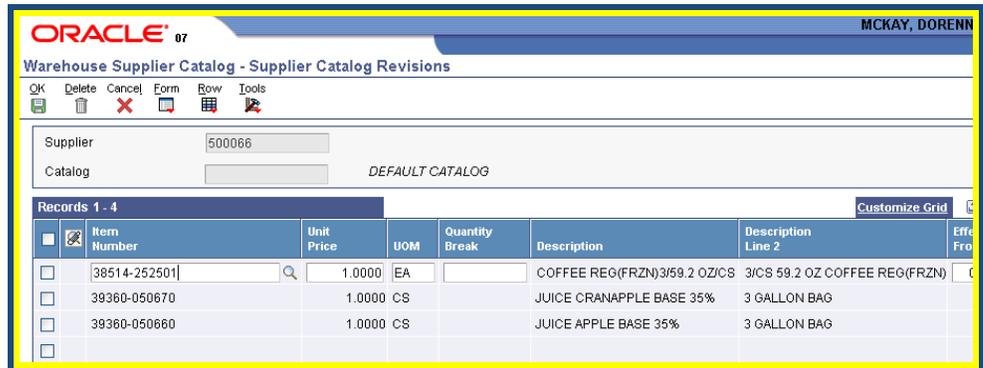
Start this instruction from the Warehouse Supplier Catalog – Work With Supplier Catalogs window.



1. Fill in the Information
 - Add the Supplier Number
 - Lincoln Poultry = 500066
 - Thompson Food = 507042
 - Branch Plant = 46020299
2. Click **FIND**, the Warehouse Supplier Catalog – Work with Supplier Catalog window appears.



- Choose any of the lines and click **SELECT**
3. Warehouse Supplier Catalog – Supplier Catalog Revisions window appears.



4. Revise the information in the grid as needed:
 - **NIGP Number/Inventory Number** – represents the NIGP commodity code for items to be purchased. By changing this number it will change the Item Description and Item Description 2
 - **Unit Price** – Current Contract Purchase Price
 - **UOM** – comes from the Item Master, if you do not know the UOM you must look it up in the Item Master. Most UOM are indicated as the first two spaces in description 2.
 - **Quantity Break** – leave blank.
 - **Item Description** – pulled from Inventory Number
 - **Item Description 2** – pulled from Inventory Number
 - **Effective From** – The date the template will appear for orders

- **Effective Thru** – The last date the template will appear for orders
 - **Branch Plant** – 46020299 (THIS FIELD MUST BE POPULATED WITH THE CORRECT BRANCH PLANT)
- ◆ Users can add new items from this screen too. Place cursor in the open field and populate the detailed information.
5. Click **OK**,
 6. Click **Close**.