

Defining Buyer and Supplier Address Book Numbers

Overview

In NIS you can specify the buyer and supplier address book number for each commodity in a branch/plant number.

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

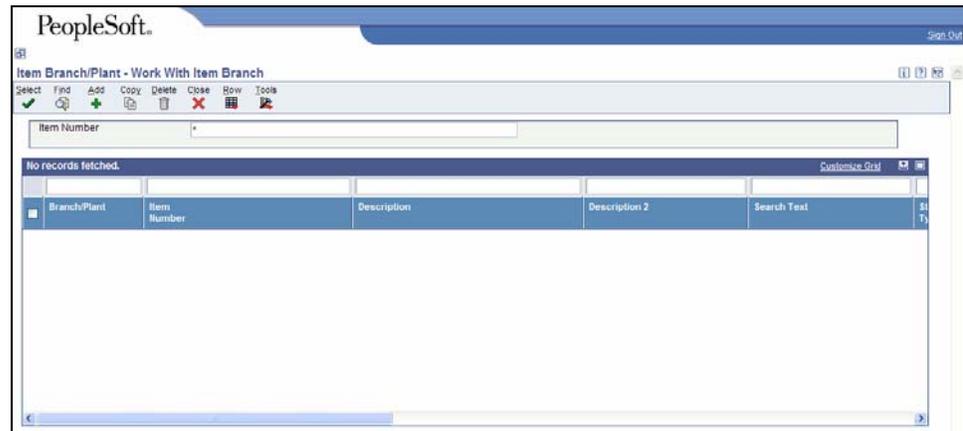
Click Roles, Inventory.

(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Inventory > Inventory Setup > Inventory Master > Item Branch Plant

Steps

Start this instruction from the Item Branch/Plant – Work With Item Branch window.



1. Enter the Branch/Plant Number in the Branch/Plant field in the Query By Example row.
2. Click **Find**.

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Item Branch/Plant - Work With Item Branch

Item Number

Records: 1 - 10

Branch/Plant	Item Number	Description	Description 2	Search Text	St	Ts
2518003W	19340-751007	SALINE, STERILE, NOT FOR I	CS 0.9% FOR IRRIGATION AND S	DIAGNOSTIC REAGENTS AND TE	S	
2518003W	19388-427602	GLIAC OCCULT BLOOD TESTS	BOX SINGLE SLIDE TEST, INCL	TEST (FOR EXAMINATION OF O	S	
2518003W	20032-200725	BRIEFS, INCONTINENT, DISP.	CS MEDIUM, MEDIUM TO HIGH A	HOSPITAL WEAR, PATIENT	S	
2518003W	20032-200808	BRIEFS INCONTINENT DISP PULLUP	CS MEDIUM, ADULT (CB), 34 IN.	HOSPITAL WEAR, PATIENT	S	
2518003W	20032-200972	BRIEFS, INCONTINENT, DISP.	CS LARGE, MEDIUM TO HIGH A	HOSPITAL WEAR, PATIENT	S	
2518003W	20032-201509	BRIEF INCON ADULT X-LARGE	CS X-LARGE, MEDIUM TO HIGH A	HOSPITAL WEAR, PATIENT	S	
2518003W	20032-290759	INCONTINENT PADS, DISPOSAB	CS 3.5 IN. X 12 IN., SAP FILL	HOSPITAL WEAR, PATIENT	S	
2518003W	20032-882852	UNDERPADS, DISPOSABLE	CS 23 IN. X 36 IN., POLYPROPY	HOSPITAL WEAR, PATIENT	S	
2518003W	26082-252201	CLEANERS, DENTURE TABLETS	BOX EFFERDENT, 90 TABLETS/	SUNDRIES, DENTAL: ARTICULA	S	
2518003W	26082-340808	DENTURE ADHESIVE POLI-GRIP	CS 2.5 OZ. TUBE, DENTU/CREAM	SUNDRIES, DENTAL: ARTICULA	S	

3. Choose desired row and click **Select**. The Item/Branch Plant Info. window appears.

PeopleSoft

Item Branch/Plant - Item/Branch Plant Info.

Item Number: 19340-751007 Branch/Plant: 2518003W
 SALINE, STERILE, NOT FOR I

Basic Branch/Plant Data Additional Info Lot Processing

Stocking Type	<input type="checkbox"/> BLANK	Sales Taxable	<input type="checkbox"/> LN IS SUBJ TO APPLICABLE T...
GL Class	<input type="checkbox"/> LABORATORY SUPPLIES	Purchasing Taxable	<input type="checkbox"/> LN IS SUBJ TO APPLICABLE T...
Line Type	<input type="checkbox"/> Stock Inventory Item	<input checked="" type="checkbox"/> Check Availability	
Planner Number	<input type="text"/>	<input checked="" type="checkbox"/> Backorders Allowed	
Buyer Number	<input type="text"/>		
Supplier Number	<input type="text"/>		
Print Message	<input type="text"/>		
Commitment Method	<input type="checkbox"/> LOCATION WITH MOST QUANTITY		
Country of Origin	<input type="checkbox"/> USA		

4. Complete the following fields:
 - Buyer Number – enter the buyer address book number
 - Supplier Number – enter the supplier address book number
5. Click **OK** to return to the Work with Item Branch window.
6. Repeat steps 3 -5 for next commodity and repeat until done.
7. Click **Close** to return to the main menu.