

Inquiring on Vendor-Commodity Codes Catalog

Overview

It is highly recommended by AS Materiel Division, State Purchasing Bureau, that agencies, board, and commissions obtain a minimum of three bids for purchases between \$2000 and \$10,000.

NIS enables end users to search for vendors that have specified to the AS Materiel Division, State Purchasing Bureau that they wish to bid on specific commodities. Once an end user has identified the commodity code, they can enter the 5-digit commodity code into NIS to identify potential vendors.

This work instruction shows how to [Inquire on Vendor-Commodity Codes 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 Administrative Services website:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, Procurement.

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

Purchasing – Agencies > Commodity Codes > Vendor - Commodity Code

or

Click Roles, Inventory.

Inventory > Inventory Purchasing - Agencies > Commodity Codes > Vendor-Commodity Code

Steps

Inquire on Vendor-Commodity Codes Catalog

Start this instruction from the Vendor-Commodity Code – Work With Supplier Catalogs window.

1. Enter **NIGP** in the Catalog field in the header.
 This narrows your search to only commodity codes.
2. Enter the **5-digit commodity code** in the QBE line above 2nd Item Number field.
3. Click **Find**.

 This will provide a listing of all vendors that have indicated they can provide the item.

4. If you do not want to view the catalog information, skip to Step 9.
5. Choose a Supplier to review their catalog information.
6. Click **Select**. The Future Function: Vendor - Commodity Code – Supplier Catalog Revisions window appears.

Item Number	Unit Price	UOM	Quantity Break	Description	Description Line 2	Effective From
00584	0.0000	EA		steel wool, aluminum wool, and	copper wool	
06527	0.0000	EA		derrick, digger, truck mounted		
06585	0.0000	EA		tool compartment boxes (for tr	ucks)	
07531	0.0000	EA		grinders, cylinder hone and va	lve seat, portable boring mach	
07544	0.0000	EA		lifts and hoists, floor type:	electric, hydraulic, or pneuma	
07554	0.0000	EA		presses and pullers, machine p	owered (including frame alignm	
14003	0.0000	EA		bands, wire, broom		
14006	0.0000	EA		broomcom		
14009	0.0000	EA		broom manufacturing machinery	and parts	
14021	0.0000	EA		caps, handle, whisk broom		

7. Review the information.
8. Click **Cancel**.
9. Click **Close**.