

Print Address Book Labels

Overview

Use these work instructions to print vendor address book labels utilizing the NIGP codes associated with existing vendors. Labels can be printed with or without the Vendor Number and can be narrowed down by City and/or Area Code.

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 either Roles, Procurement.

(Citrix users – right click on the menu, choose Apply Roles, choose Procurement.)

Purchasing - Agencies > Commodity Codes > Print Vendor Label w/AB#

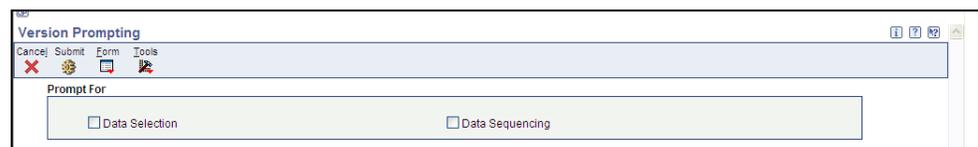
Purchasing - Agencies > Commodity Codes > Print Vendor Label no AB#

Purchasing - Agencies > Quotation Request - Agency > Commodity Quotation Request – Agency > Print Vendor Label w/AB#

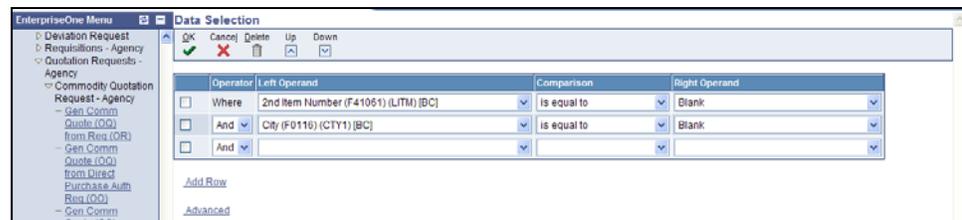
Purchasing - Agencies > Quotation Request - Agency > Commodity Quotation Request – Agency > Print Vendor Label no AB#

Steps

Start this instruction from the Version Prompting window.



1. Click **Data Selection**.
2. Click **Submit**. The Data Selection window appears.



3. In the first row (2nd Item Number), complete the following:
 - Right Operand – 5 digit NIGP Code

-  To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose **Literal**. Enter the appropriate information, and click **OK** to return to the Data Selection window.
 -  To select Vendor Label by City and/or Area Code follow steps 4 and 5. If not, delete the second and third rows.
4. In the second row (City), complete the following:
- Right Operand – Type the City – example: LINCOLN, SCOTTSBLUFF, NORTH PLATTE, GRAND ISLAND

	Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where	2nd Item Number (F41061) (LITM) [BC]	is equal to	"00514"
<input type="checkbox"/>	And	City (F0116) (CTY1) [BC]	is equal to	"LINCOLN"
<input type="checkbox"/>	And			

-  Example above shows the NIGP number in the city of Lincoln.
5. Click **OK**. The Printer Selection window appears.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R571060B...) once the Description is "Done".
 -  Labels will print on Avery Template #5961 or equivalent. This report will print on the labels without any modification.

Example without AB #

ZEP MFG CO 1915 N 30TH LINCOLN NE 68503-1229	DIAMOND VOGEL PAINT CENTER 5900 S 57TH STREET LINCOLN NE 68516-5206
SELECT AUTO PARTS LLC NAPA AUTO PARTS 3630 CORNHUSKER HIGHWAY LINCOLN NE 68504	UNITED RENTALS 3400 CORNHUSKER HIGHWAY LINCOLN NE 68504-1528
KEL WELCO OF LINCOLN 1720 ADAMS ST LINCOLN NE 68521-1823	BAKER HARDWARE COMPANY, INC 801 N ST LINCOLN NE 68508-2239
GLIDDEN CO 1265 S COTNER BLVD STE 28 LINCOLN NE 68510-4924	FUCHS MACHINERY, INC 5561 S 48TH STREET, SUITE 232C LINCOLN NE 68516-4109
SHERWIN WILLIAMS COMPANY 235 N 46TH STREET LINCOLN NE 68503-3712	LINWELD, INC 6901 CORNHUSKER HIGHWAY P.O. BOX 29349 LINCOLN NE 68529-0349

Example with AB #

500000 ZEP MFG CO 1915 N 30TH LINCOLN NE 68503-1229	500012 DIAMOND VOGEL PAINT CENTER 5900 S 57TH STREET LINCOLN NE 68516-5206
500015 SELECT AUTO PARTS LLC NAPA AUTO PARTS 3630 CORNHUSKER HIGHWAY LINCOLN NE 68504	500041 UNITED RENTALS 3400 CORNHUSKER HIGHWAY LINCOLN NE 68504-1528
500115 KEL WELCO OF LINCOLN 1720 ADAMS ST LINCOLN NE 68521-1823	500122 BAKER HARDWARE COMPANY, INC 801 N ST LINCOLN NE 68508-2239
500187 GLIDDEN CO 1265 S COTNER BLVD STE 28 LINCOLN NE 68510-4924	500195 FUCHS MACHINERY, INC 5561 S 48TH STREET, SUITE 232C LINCOLN NE 68516-4109
500354 SHERWIN WILLIAMS COMPANY 235 N 46TH STREET LINCOLN NE 68503-3712	500484 LINWELD, INC 6901 CORNHUSKER HIGHWAY P.O. BOX 29349 LINCOLN NE 68529-0349