

## Inquiring on Vendor (V) Address Book Records

### 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 \(V\) Address Book Records](#).

### 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 (V) Address Book Records

or

Click Roles, Inventory.

Inventory > Inventory Purchasing - Agencies > Commodity Codes > Vendor (V) Address Book Records

## Steps

### Inquire on Vendor (V) Address Book Records

Start this instruction from the Vendor (V) Address Book Records – Work With Addresses window.

- In the header, check Display Phone and Display Address.
  - This enables you to view the details of the vendor record without entering a new window.
- Search for a vendor by using one of the following:
  - Enter the **vendor's Address Book number** in the QBE line above Address Number field to narrow your search.
  - Ensure **V**, for vendor, is in the Search Type field.
- Click **Find**.

Address Number	Sch Typ	Agency Defined	Alpha Name	Mailing Name	Long Address
505720	V		WHEELER LUMBER LLC	WHEELER LUMBER LLC	APS15639

- If you do not want to view the supplier information, skip to Step 9.
- Choose a Supplier to review their information.
- Click **Select**. The Vendor (V) Address Book Records – Address Book Revision window appears.

The screenshot shows the PeopleSoft interface for 'Vendor (V) Address Book Records - Address Book Revision'. The form includes a toolbar with 'OK', 'Cancel', 'Form', 'Previous', 'Next', and 'Tools' buttons. Below the toolbar, there is a field for 'Address Number' with the value '505720'. A tabbed interface is visible with tabs for 'Address Book', 'Mailing', 'Additional', 'Related Address', 'Cat Code 1 - 10', and 'Cat Code 11 - 30'. The 'Address Book' tab is active, showing the following fields:

- Alpha Name: WHEELER LUMBER LLC
- Long Address Number: APS15639
- Search Type:  Vendor
- Business Unit: 1 STATE OF NEBRASKA

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