

**Nebraska Public Service Commission -
Nebraska Specialized Telecommunications Equipment Program
("NSTEP")
Vendor Information Filing Requirements**

The Nebraska Specialized Telecommunications Equipment Program was established to assist individuals who have a hearing, visual and hearing loss, or speech disability to obtain specialized telecommunications equipment. As a vendor, your involvement in the process begins when an individual contacts you regarding obtaining equipment and presents you with a voucher representing authorization to receive equipment. A copy of the Policies and Procedures is also available to provide guidance on eligible equipment and receiving payment. The following informational filing requirements shall be followed by vendors desiring participation;

I. Procedures for Vendor Designation in Nebraska:

1. **Attachment #1: Completed Vendor Participation Application (separate attachment).**
2. **Attachment #2: State of Nebraska Substitute Form W-9 & ACH Enrollment Form.** Vendors receiving payments from the State of Nebraska **of \$25,000.00 or greater** are required to receive payments electronically via Automated Clearing House (ACH) payment. Additionally, all vendors receiving multiple payments a year are required to receive payments electronically via ACH payments. The W-9 & ACH enrollment form is available online at:
http://das.nebraska.gov/accounting/forms/ACH_W9_Fillable.pdf.

Please follow the required information on this form as signatures are required in two different areas of this form. The 'Requester Information' section should be completed as follows:

Agency: Nebraska Public Service Commission
Name: Brett Bode
Address: 300 The Atrium 1200 N Street
Phone: 402 471-0225
Fax: 402 471-0254
E-mail: brett.bode@nebraska.gov.

If the vendor already has an ACH relationship established, this information should be communicated with the Commission.

3. **Attachment #3: Merchandise Policy for Returns and Exchanges:** Please provide your policy and procedures for returns and exchanges.
4. **Attachment #4: Equipment Description and Price List.** This listing should contain the following:
 - a) **Category of Equipment:** Please provide the category this equipment pertains to. The Commission tracks the following categories: Amplified Phone-Corded, Amplified Phone-Cordless, Captioned Phone, Computer

Conversion Package, Mobile Headset Amplifier, Portable Wireless Devices, Speech Assistance, Telebrailer, Telephone Amplifier, TTY/TT-non-printing, TTY/TT-printing, VCO Phone, Large Visual Display, Printer, Personal Signaler, Phone Ringer, Visual Ring Signaler, Personal Receiver, Visual Ring Receiver, Videophones, Videophone Signaler;

b) Model Number: Please provide the manufacturer's model number (not your own product or item code number that is generally internal to the vendor). This model number should be the number encoded on the product itself. For vendors who provide catalogs that specify a "Product" or "Item" number, shall provide a cross-reference back to the model number. This will allow the Commission to more efficiently track statistical information regarding product lines;

c) Model Short Description: A description that assists in identifying the product. For example, "Clarity Professional C2210", Clarity C420 Cordless Amplified Phone", "ClearSounds A50 UltraClear Sound Shaping", etc. This description is what will appear on the applicant's voucher (if a model selection was made in advance by the applicant);

d) Model Long Description: List of features of the product;

e) Manufacturer: The manufacturer of the model indicated above;

f) List Price: This is the retail price that will be reflected on invoices submitted to the Commission.

II. Additional Considerations:

- 1. Vendors With Multiple Store Locations in Nebraska.** For vendors (particularly wireless) with multiple locations, please provide a listing of all store locations in Nebraska. This listing will be provided to the applicant to assist in their equipment selection.
- 2. Vendors Offering Wireless Devices.** Vendors offering wireless devices should provide any special calling plans available for individuals with hearing, visual and hearing or speech disabilities. Please identify any special restrictions (for example, some devices may require both a text and voice plan).
- 3. Identification of Support Staff/Company Contact Person(s).** The vendor shall work with the Commission in identifying the person(s) responsible for handling vouchers and a point of contact regarding customer service.

III. Substantive Changes in Product Offerings: Please note that if you have any substantive changes in your product offerings, please notify the Commission. For example, changes in price, discontinued products (please specify whether you are discontinuing versus the manufacturer), change in business name or address so payment is made correctly. Please note a revised W-9 form may be required in certain situations such as a change in business ownership, etc.

IV. Sales Tax Responsibilities: As a participating vendor, you are required to adhere to policies established by the Nebraska Department of Revenue for billing, collecting and remitting of sales tax. Following are some useful links that provide guidance:

Link to the Department of Revenue: <http://revenue.nebraska.gov>.

Link to 'Current Local Sales and Use Tax Rates:'

<http://revenue.nebraska.gov/question/sales.html>.

If you have any questions, please call me toll free at 1-800-526-0017 or call be direct at (402) 471-0225.

Sincerely,

Brett Bode – TRS/NSTEP Program Manager

Nebraska Public Service Commission