Searching for Vendor Numbers

To find the Vendor Number, click the Vendor Search Help For UN tab (or alternate click and choose Vendor Search Help For UN from the List of all TABs menu option).

Remember: If you know alternate search information, choose the appropriate tab or field(s).

If known, enter the vendor name or partial vendor name and wildcards (e.g. *BAKING*) in the name field.

If known, enter the zip code in the zip code field.

Then click on the (Start Search) or press the Enter key.

Remember: If you do not enter search criteria before clicking start, the system will find all entries. This will not only take a long time to load, it will also make it very difficult to find the information you need.

Note: If a vendor number does not exist in the system, the vendor must be set up by Purchasing and/or Accounts Payable.