


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).

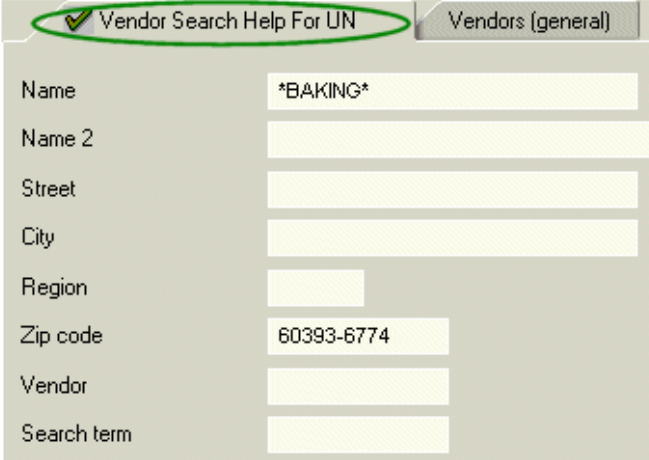
If known, enter the vendor name or partial vendor name and wildcards (e.g. *BAKING*) in the name field.

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.



Vendor Search Help For UN		Vendors (general)
Name	*BAKING*	
Name 2		
Street		
City		
Region		
Zip code	60393-6774	
Vendor		
Search term		