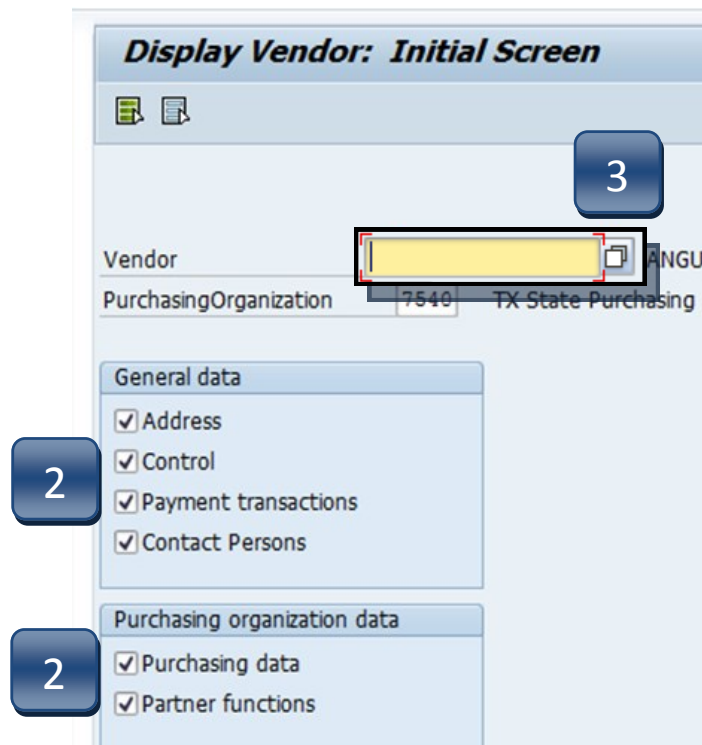


Search for Existing Vendor

- STEP 1:** Enter transaction code **ZMK03** in main menu search field.
Hit **Enter** on your keyboard.



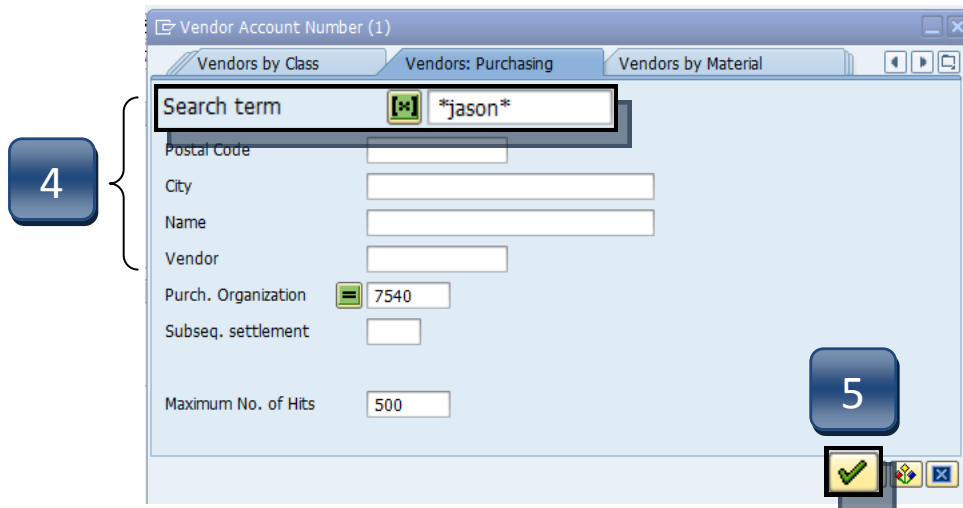
- STEP 2:** Check all boxes in **General data** and **Purchasing organization data** sections.
- STEP 3:** Place cursor in **Vendor** field, then click the box icon that appears at the end of the field:



Search for Existing Vendor

STEP 4: Enter your search terms in any of the fields.
****Use *Asterisks* to include more results in your search. Words can be truncated.**
Search term is a commonly-used search field.

STEP 5: Click the green check button or hit ENTER.



STEP 6: A listing of all the vendors with the term *jason* in their profile for the field you searched will appear. **Vendor number is located in the Vendor column; this number is required for requisition entry.** To view more information about a particular vendor, double-click vendor number and proceed to **STEPS 7 & 8.**



Any “use other number” or “use BOBCATalog” tags in the vendor search:

- If the record references another vendor number, use the referenced number.
- If the record notifies you that this is a *BOBCATalog* vendor, please enter the requisition through **BOBCATalog!**

SearchTe...	PostalCode	City	Name 1	Vendor	P0rg	SuSet
FRY, JASON	78640	KYLE	FRY, JASON C	516382	7540	<input type="checkbox"/>
JASON'S DE	70154-4436	NEW ORLEANS	DELWEST INC USE 12074	9592	7540	<input type="checkbox"/>
JASON'S DE	77210-4869	HOUSTON	DELI MANAGEMENT INC	600239	7540	<input type="checkbox"/>
JASON'S DE	77702	BEAUMONT	DELI MANAGEMENT INC	12074	7540	<input type="checkbox"/>
JASON'S DE	77702	BEAUMONT	JEN-TEX DELIS INC	6067		<input type="checkbox"/>
JASON'S DE	78230	SAN ANTONIO	JDSA I LTD	512747		<input type="checkbox"/>
JASON'S DE	78412	CORPUS CHRISTI	COASTAL DELI USE 17053	12539		<input type="checkbox"/>
JASON'S DE	78413	CORPUS CHRISTI	COASTAL DELI USE 17053	10123	7540	<input type="checkbox"/>
JASON'S DE	78666	SAN MARCOS	JASON'S DELI USE BOBCATAL	17588	7540	<input type="checkbox"/>
JASON'S DE	78666	SAN MARCOS	JEN-TEX DELIS INC	602166	7540	<input type="checkbox"/>
JASON'S DE	78746	AUSTIN	DELI MGMT INC USE 12074	12261	7540	<input type="checkbox"/>
JASON'S DE	78759	AUSTIN	DELI MGMT INC USE 12074	772	7540	<input type="checkbox"/>
JASONS DEL	78413	CORPUS CHRISTI	COASTAL DELI INC	17053	7540	<input type="checkbox"/>
LEE, JASON	77807	BRYAN	LEE, JASON T	508932	7540	<input type="checkbox"/>

Search for Existing Vendor

STEP 7: Once you have double-clicked a vendor it will be added to the search field. Click the green check button in the top left corner to view vendor information screen:

The screenshot shows the 'Display Vendor: Initial Screen' interface. At the top left, there is a green checkmark icon and a blue box with the number '7' pointing to it. Below this, the 'Vendor' field contains the value '602166'. The 'PurchasingOrganization' is set to '7540 TX State Purchasing'. On the left, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'.

The screenshot shows the 'Display Vendor: Address' screen. The 'Vendor' field is set to '602166'. The 'Name' field contains 'JEN-TEX DELIS INC' and 'DBA JASON'S DELI'. The 'Search Terms' section shows 'JASON'S DELI' and 'REMIT TO'. The 'Street Address' section includes 'House no./street' (901 TEXAS HWY 80), 'City/State/ZIP Code' (SAN MARCOS TX 78666), and 'Country' (US USA Texas). The 'PO Box Address' section has fields for 'PO Box', 'Postal Code', and 'Company Postal Code'. The 'Communication' section includes fields for 'Telephone', 'Mobile Phone', 'Fax', 'E-Mail', and 'Standard Comm.Method'. A 'Comments' field at the bottom contains '04-19-12 ONE TIME ONLY LINKED W/6067'.

STEP 8: To return to the main menu, select the **Back** button twice.



If vendor is not found using the ZMK03 search, proceed to Request Vendor Setup sections.