Search for Existing Vendor

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

![SAP Easy Access Menu](image1)

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:

![Display Vendor: Initial Screen](image2)
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.

- NOTE -
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!
**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:

![Display Vendor: Initial Screen](image)

**Display Vendor: Address**

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

![Display Vendor: Address](image)

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