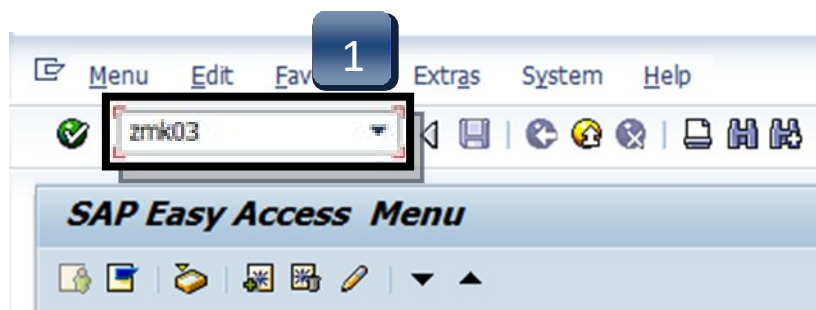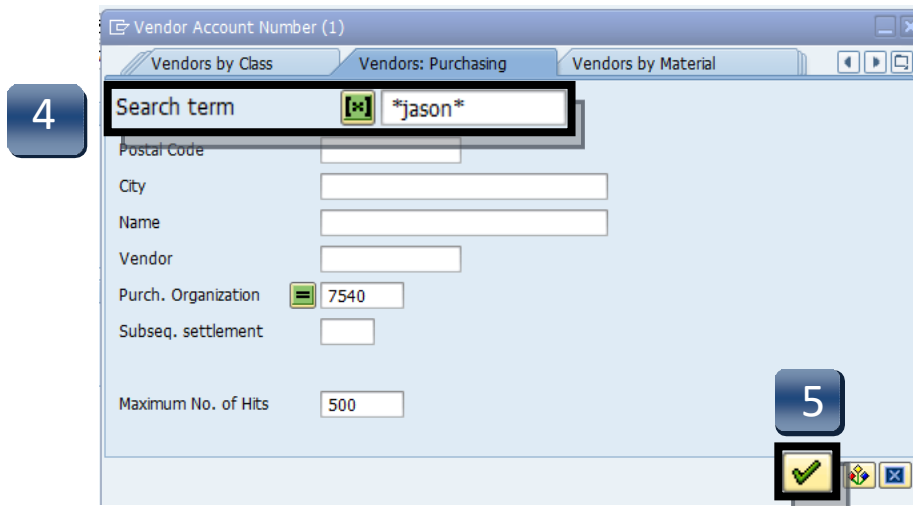# Search for Existing Vendor

STEP 1:   Enter transaction code **ZMK03** in main menu search field.
Press **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 press 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 -**

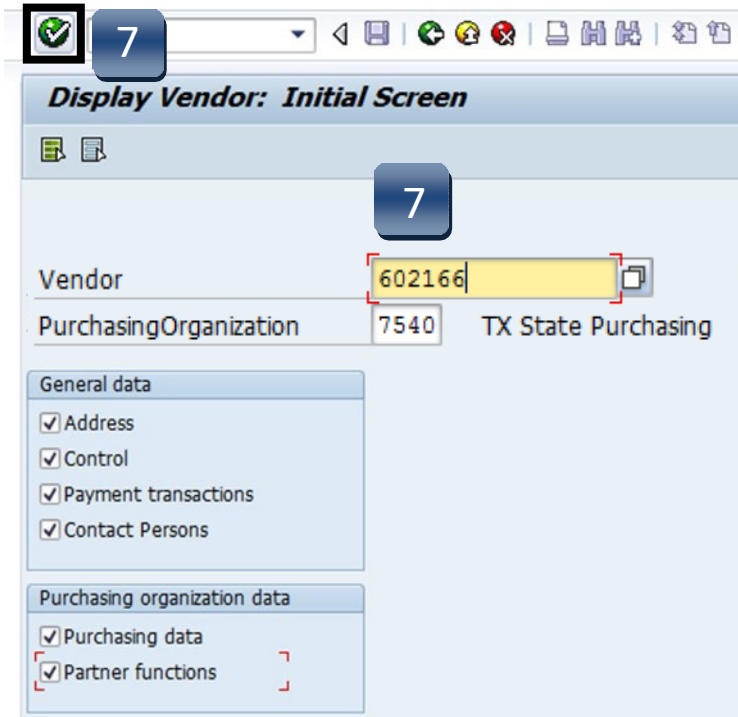Any "**USE ######**" or "**USE TSUS Marketplace**" tags in the vendor search:

- If the record references another vendor number, use the referenced number.

- If the record notifies you that this is a *TSUS Market Place* vendor, please enter the requisition through **TSUS Marketplace**!
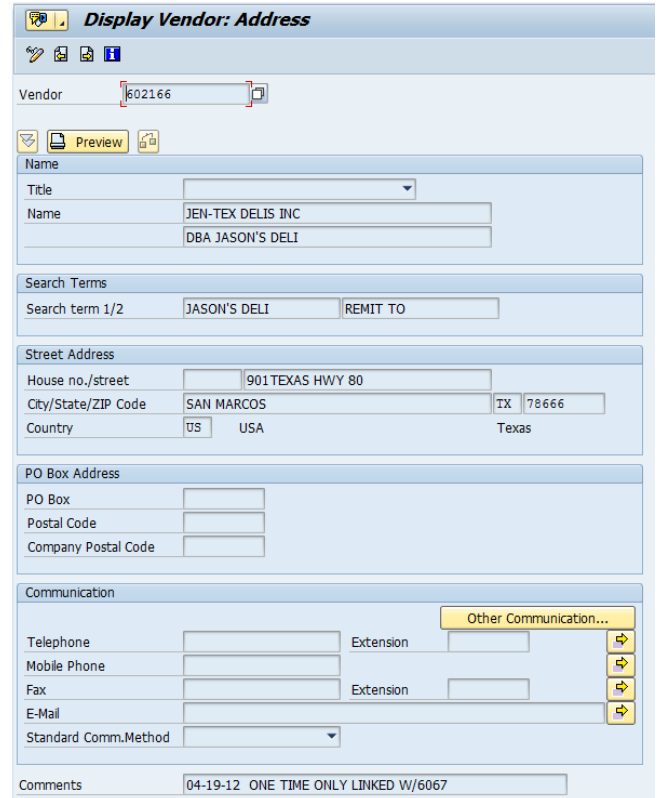
Search for Existing Vendor

STEP 7: Once you have double-clicked a vendor it will be added to the search field. Press **Enter** on your keyboard or click the green check button in the top left corner to view vendor information screen:

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

If vendor is not found using the ZMK03 search, proceed to **Vendor Self Service Portal (PaymentWorks)** section.