When you have your requisition number selected, click the drop down arrow next to the vendor name.

🛓 alio Millennium E	dition – Copyright \	Weidenhammer Syst	tems Corp. 1997 - 3	2017					
<u>File</u> Edit Query	Record Help	<u>W</u> indow							
Mode: Entry	(2)		۵	A .	← →		8		
Requisition En	ntry/Approval - F	OENT01B	08/01/16 2:0	00 pm					
Reguisition # 00	0018432 Pri	nt Requisition	ate Entered 03-0	2-2017	Account Yea	ır 17	P <u>O</u> #	Item Total	.00
Approve		RTB No	Req	uisition Stat	us		View	Acct Total	
Order Header	Items	Accounts	Inquire	Approv	val				
	Estimates	Documents			/				GAT1
Vendor					Locat Order 1520		iness Office		
Mailing I	Name:				Ship 1520		iness Office		
Ad	ldress:								
					Requ	estor	Phone		
	City: State:		Zip:		Owne	r	Order Ty	/pe	
	State.		zip.						
	Buyer Code	Freight Cost			Contract No		Contract Am		
	Default Product	■ .00	.0000	.0000		Date Need	• .00	.00	
				Update	Date Cancer	Date Need	Jed		
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Internal				Header				Header Coo	le
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Below, I am looking for anything with Scholastic in the name.

ſ	/endor Address Book - sladr01a					×
n	Find%scholastic%					
1	Name		Туре	Vendor	Address	
	1ST CHOICE MONEY CENTER		P1	818381	7210 SOUTH 900 EAST	<u>~</u>
	3D PROSHARE		PR	821942	1115 W 2640 S	
	3P LEARNING		P1	818043	37 WEST 26TH STREET	
	4 PAWS FOR ABILITY		PR	826669	253 DAYTON AVE	
	4IMPRINT		P1	806585	25303 NETWORK PLACE	
	4IMPRINT		P2	806585	101 COMMERCE ST.	
l	4IMPRINT		P2	806585	101 COMMERCE ST.	
n	4IMPRINT		P3	806585	PO BOX 32383	
1	4IMPRINT	5	PR	806585	P.O. BOX 320	
	95 PERCENT GROUP		PR	826359	475 HALF DAY RD	-
	[4] DODODODODO				1	
		Eind		<u>O</u> K	Qancel	

The information that is returned is all Scholastic vendors (even those who just have Scholastic in the last part of their name).

ind %scholastic%						_
Name	Туре		Vendor	Address		
Scholastic Inc	P1		811674	2315 DEAN STREET STE.600		
Scholastic Inc	P1		811674	2315 DEAN STREET STE.600		
Scholastic Inc	P1		811674	PO BOX 3720		
Scholastic Inc	P1		811674	PO BOX 3725		
Scholastic Inc.	P2		803609	PO BOX 3745		
Scholastic Inc.	P3		803609	P.O. BOX 7502		
Scholastic Inc.	P7		803609	PO BOX 3725		
Scholastic Inc.	P8		803609	P.O. BOX 3720		
Scholastic Inc.	P9	20	803609	2931 East McCarty ST		
WASATCH SCHOLASTIC SERVICES	PR	-0	822639	P.O. BOX 1389		
					Þ	5

If you aren't sure about the name, but you have the address, type in the street name or any other part of the address, and you will be able to see if they were entered under another name.

nd %box 170%					
lame		Туре	Vendor	Address	
ST CHOICE MONEY CENTER		P1	818381	7210 SOUTH 900 EAST	
D PROSHARE		PR	821942	1115 W 2640 S	
P LEARNING		P1	818043	37 WEST 26TH STREET	
PAWS FOR ABILITY		PR	826669	253 DAYTON AVE	
IMPRINT		P1	806585	25303 NETWORK PLACE	
IMPRINT		P2	806585	101 COMMERCE ST.	
IMPRINT		P2	806585	101 COMMERCE ST.	
IMPRINT	5	P3	806585	PO BOX 32383	
IMPRINT		PR	806585	P.O. BOX 320	
5 PERCENT GROUP		PR	826359	475 HALF DAY RD	
					Þ

I know that this company has Box 170 in their address, so I enter box 170 with the % sign before and after my search. My result is any vendor who has Box 170 anywhere in their vendor record.

nd <mark>%</mark>					
Name		Туре	Vendor	Address	
ASCD		P2	800637	PO BOX 17035	
ASCD		P4	800636	PO BOX 17035	
PITSCO INC	N	P3	803239	PO BOX 1707	
PITSCO INC	5	P5	803239	BOX 1708	
PITSCO INC		PR	803239	915 E JEFFERSON	
•					

Pearson is a vendor that is used fairly regularly, but they go by many different names: Pearson, NCS Pearson, Pearson Asssessments, etc. If you use the % sign before and after Pearson, you will get all of the vendors with Pearson anywhere in the name. You will see that several people requested new vendors or vendor addresses, although we have five vendors with the exact same information, because the vendor name was slightly different in the system.

nd[%pearson%				
Name	Туре	Vendor	Address	
NCS PEARSON	P1	809425	5601 GREEN VALLEY DRIVE	
ICS PEARSON	P2	809425	13036 Collection Center DR	
ICS PEARSON INC	P1	818326	13036 COLLECTION CENTER DRIVE	
PEARSON ANGELEE S	PM	33665	2096 NORTH 220 EAST	
PEARSON ASSESSMENTS	P1	813039	ORDER DEPT	
PEARSON ASSESSMENTS	P2	813039	13036 COLLECTION CENTER DRIVE	
PEARSON CABINET SUPPLY	P1	806495	191 N 2050 W	
PEARSON CLINICAL ASSESSMENT	PR	822779	13036 COLLECTION CENTER DRIVE	
PEARSON CLINICAL ASSESSMENT	PR	822779	PO BOX 599700	
PEARSON EDUCATION INC	P1	820148	13036 COLLECTION CENTER DRIVE	
0.000000000				Ð