

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

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File Edit Query Record Help Window

Mode: Entry

Requisition Entry/Approval - FOENT01B 08/01/16 2:00 pm

Requisition # 00018432 Print Requisition Date Entered 03-02-2017 Account Year 17 PO# Item Total .00

Approve RTB No Requisition Status View Acct Total

Order Header Items Accounts Inquire Approval

Estimates Documents GAT1

Vendor

Mailing Name:
Address:
City:
State: Zip:

Locations
Order 1520 Business Office
Ship 1520 Business Office

Requestor Phone
Owner Order Type

Buyer Code Freight Cost Freight % Discount % Contract No Contract Amt Contract Paid

Default Product Class Date Cancel Date Needed

Special Instructions

Internal Header Header Code
PO Footer Footer Code

Below, I am looking for anything with Scholastic in the name.

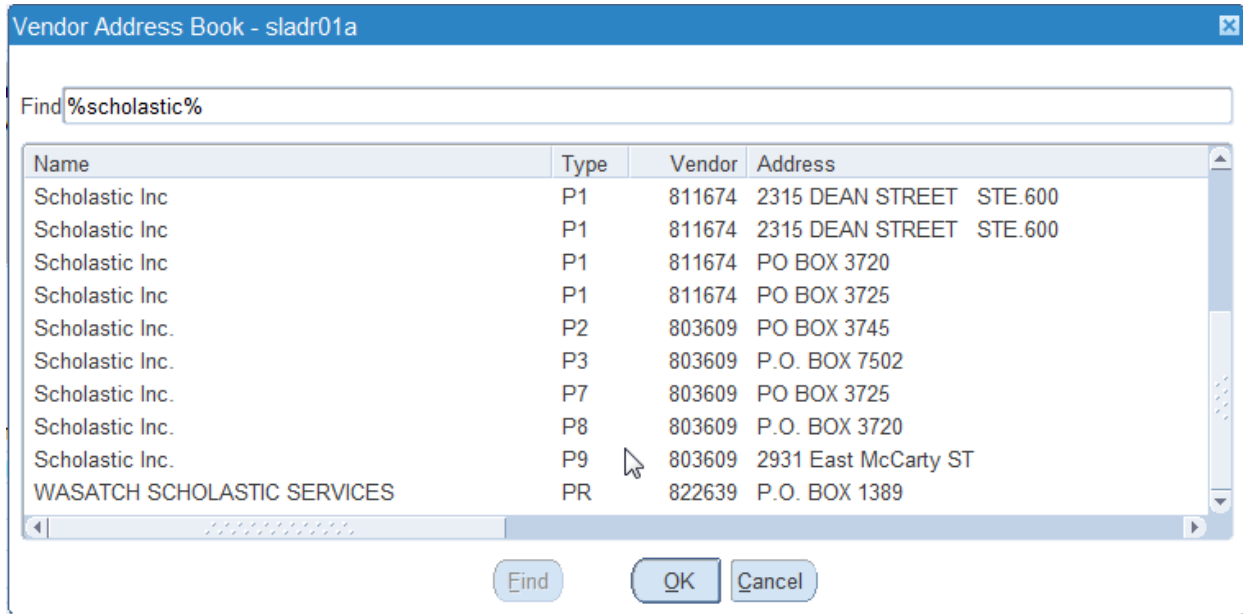
Vendor Address Book - sladr01a

Find %scholastic%

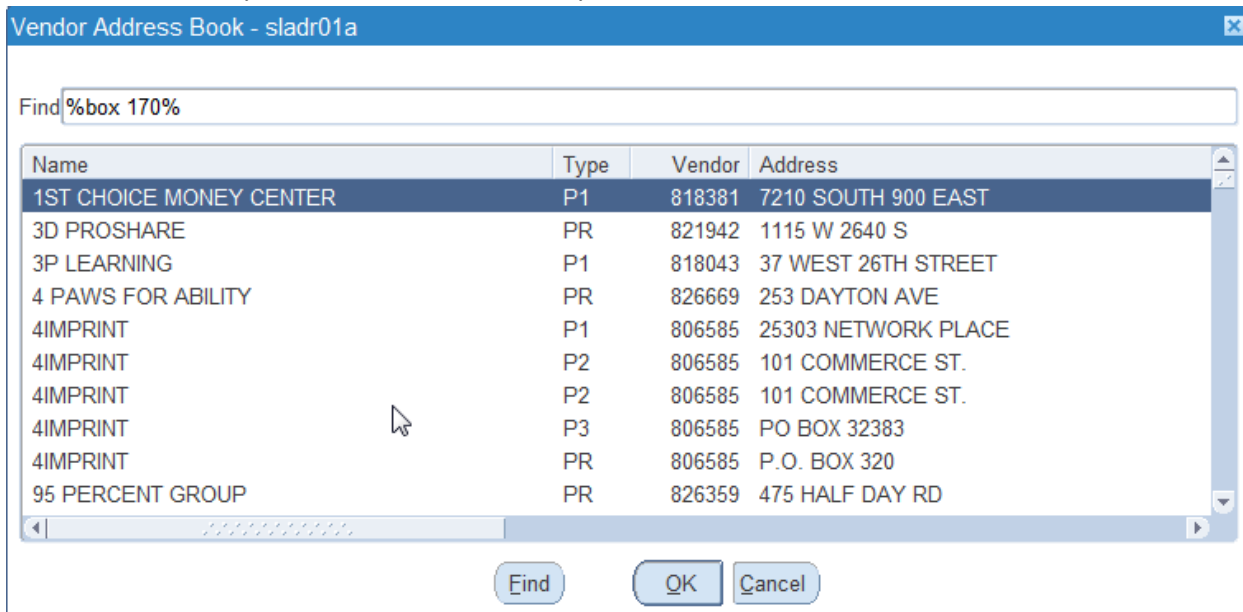
Name	Type	Vendor	Address
1ST CHOICE MONEY CENTER	P1	818381	7210 SOUTH 900 EAST
3D PROSHARE	PR	821942	1115 W 2640 S
3P LEARNING	P1	818043	37 WEST 26TH STREET
4 PAWS FOR ABILITY	PR	826669	253 DAYTON AVE
4IMPRINT	P1	806585	25303 NETWORK PLACE
4IMPRINT	P2	806585	101 COMMERCE ST.
4IMPRINT	P2	806585	101 COMMERCE ST.
4IMPRINT	P3	806585	PO BOX 32383
4IMPRINT	PR	806585	P.O. BOX 320
95 PERCENT GROUP	PR	826359	475 HALF DAY RD

Find OK Cancel

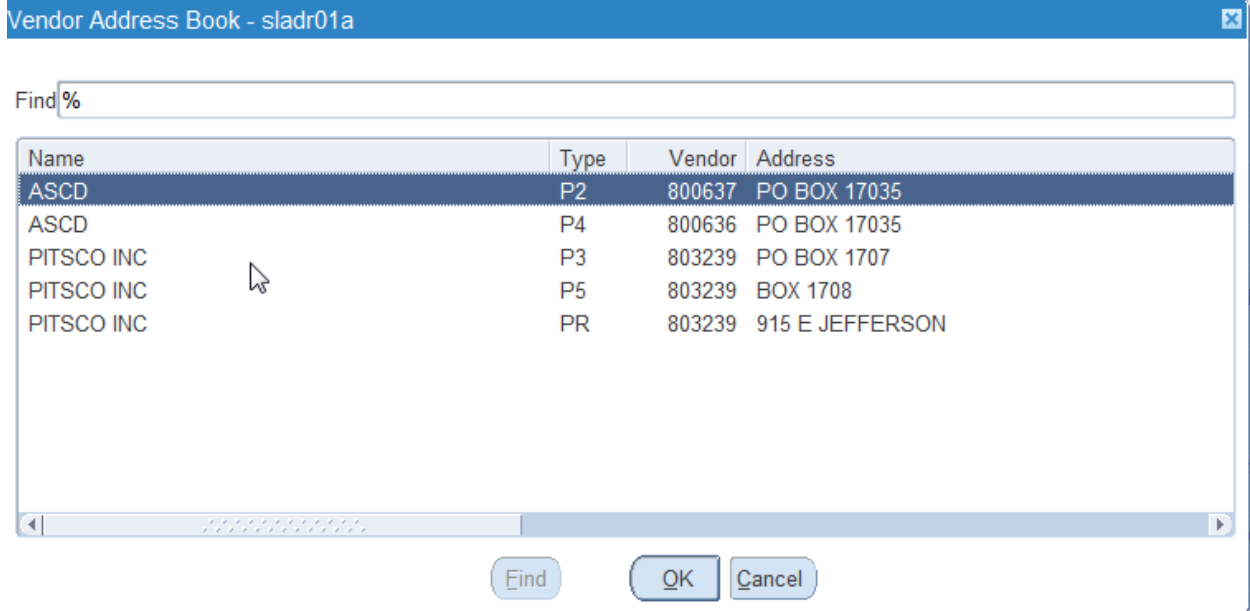
The information that is returned is all Scholastic vendors (even those who just have Scholastic in the last part of their name).



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.



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.



Pearson is a vendor that is used fairly regularly, but they go by many different names: Pearson, NCS Pearson, Pearson Assessments, 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.

