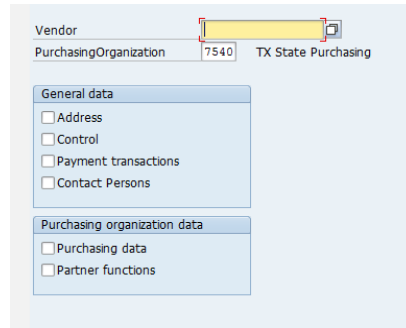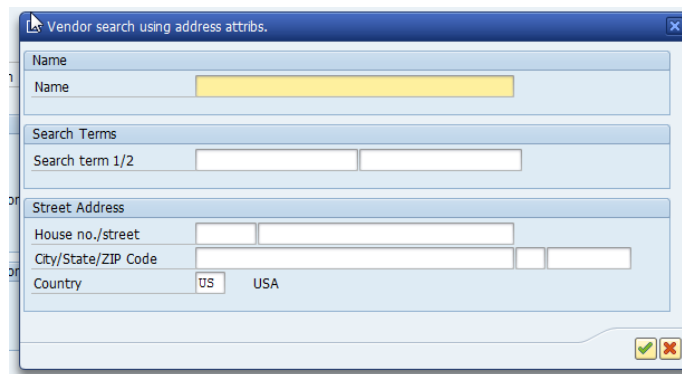# SAP Vendor Search

Transaction code ZMK03
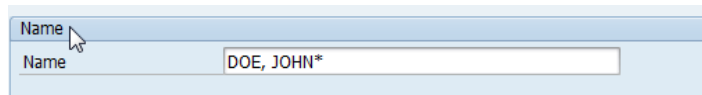

Click on the "search" box to begin searching for a vendor.   The "Vendor Search Using Address Attributes" box will come up. Here you can search by Name, Search Term 1/2, City, State, Zip, or Country. *Remember that if a vendor is blocked, it will not show up in the search results.*
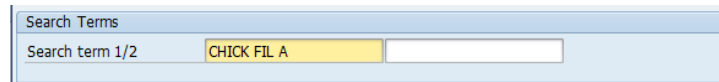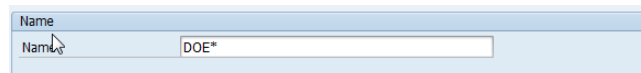

Important things to remember when searching

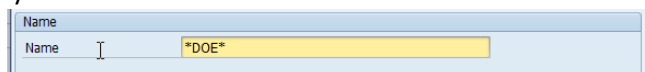- Except for the "," between the last and first name of an individual, we do not use punctuation in Vendor Set Ups.

- Search Term 1/2 is the "dba" name; the word "The" will be left off at the beginning of a name in the Search Term 1 box.

- Use the "*" as a Wild Card. Putting the "*" after the search description will give results for any vendor whose name starts with the search description.

- Using the "*" on both sides of the search description will give results for any vendor with the search description anywhere in the name.

- When searching for Foreign Vendors, remember to change the Country. Using "*" in the Country field will search all Countries.