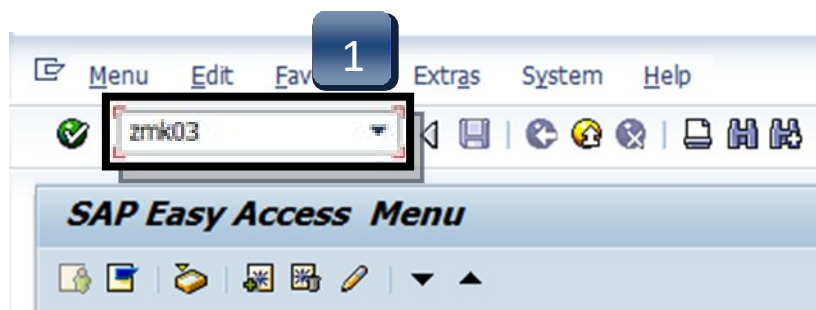


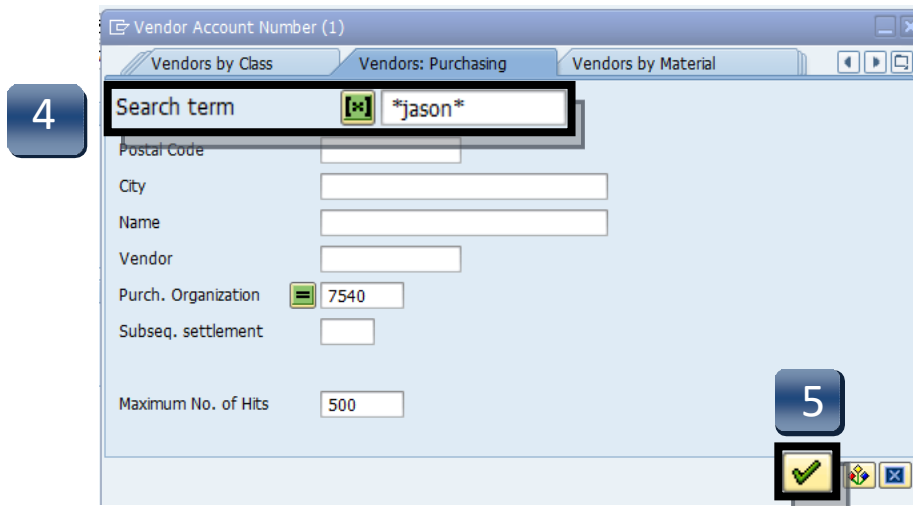
Search for Existing Vendor

- 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:

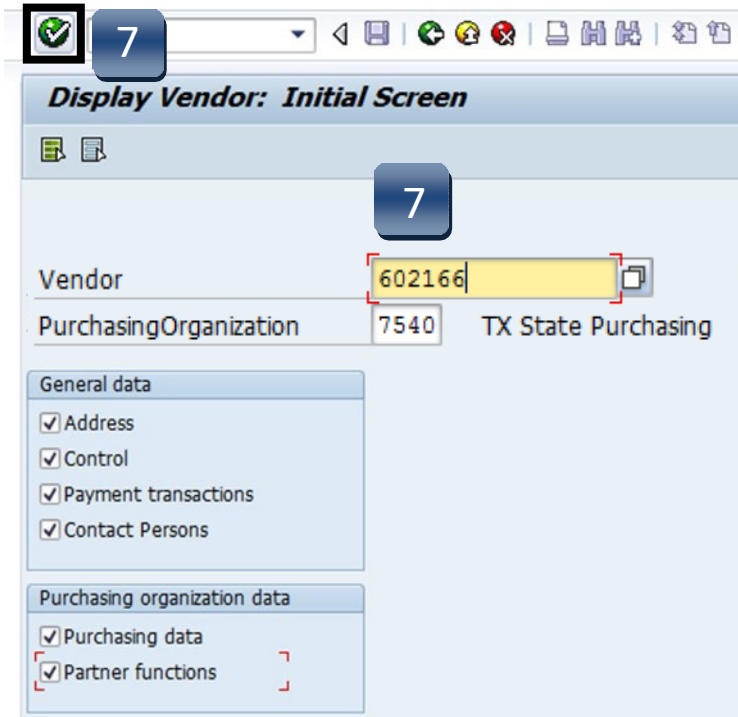
- If the record references another vendor number, use the referenced number.
- If the record notifies you that this is a **TSUS Market Place** vendor, please enter the requisition through **TSUS Marketplace!**

SearchTe...	PostalCode	City	Name 1	Vendor	POrg	SuSet
FRY, JASON	78640	KYLE	FRY, JASON C	516382	7540	<input type="checkbox"/>
JASON'S DE	70154-4436	NEW ORLEANS	DELWEST INC USE 12074	9592	7540	<input type="checkbox"/>
JASON'S DE	77210-4869	HOUSTON	DELI MANAGEMENT INC	600239	7540	<input type="checkbox"/>
JASON'S DE	77702	BEAUMONT	DELI MANAGEMENT INC	12074	7540	<input type="checkbox"/>
JASON'S DE	77702	BEAUMONT	JEN-TEX DELIS INC	6067		<input type="checkbox"/>
JASON'S DE	78230	SAN ANTONIO	JDSA I LTD	512747		<input type="checkbox"/>
JASON'S DE	78412	CORPUS CHRISTI	COASTAL DELI USE 17053	12539		<input type="checkbox"/>
JASON'S DE	78413	CORPUS CHRISTI	COASTAL DELI USE 17053	10123	7540	<input type="checkbox"/>
JASON'S DE	78666	SAN MARCOS	JASON'S DELI USE BOBCATAL	17588	7540	<input type="checkbox"/>
JASON'S DE	78666	SAN MARCOS	JEN-TEX DELIS INC	602166	7540	<input type="checkbox"/>
JASON'S DE	78746	AUSTIN	DELI MGMT INC USE 12074	12261	7540	<input type="checkbox"/>
JASON'S DE	78759	AUSTIN	DELI MGMT INC USE 12074	772	7540	<input type="checkbox"/>
JASONS DEL	78413	CORPUS CHRISTI	COASTAL DELI INC	17053	7540	<input type="checkbox"/>
LEE, JASON	77807	BRYAN	LEE, JASON T	508932	7540	<input type="checkbox"/>

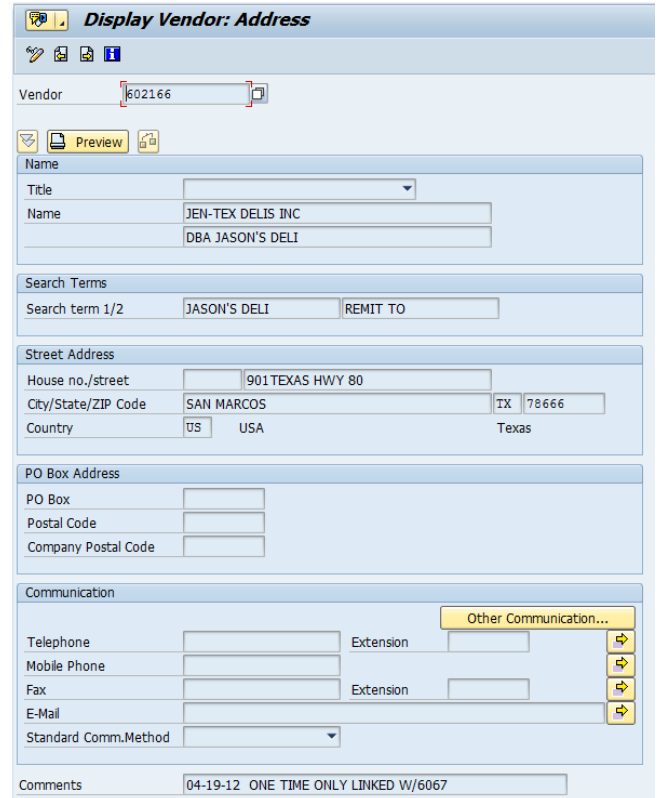
Search for Existing Vendor

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.



The screenshot shows the 'Display Vendor: Initial Screen' interface. At the top left, there is a green checkmark icon and a blue box with the number '7'. Below this is a search field containing the text '602166'. To the right of the search field is a small icon of a document with a checkmark. Below the search field, the text 'Vendor' is displayed. Underneath, 'PurchasingOrganization' is listed as '7540 TX State Purchasing'. On the left side, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'. A blue box with the number '7' is overlaid on the search field.



The screenshot shows the 'Display Vendor: Address' screen. At the top left, there is a green checkmark icon and a blue box with the number '8'. Below this is a search field containing the text '602166'. To the right of the search field is a small icon of a document with a checkmark. Below the search field, the text 'Vendor' is displayed. Underneath, 'PurchasingOrganization' is listed as '7540 TX State Purchasing'. On the left side, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'. A blue box with the number '8' is overlaid on the search field.



The screenshot shows the 'Display Vendor: Address' screen. At the top left, there is a green checkmark icon and a blue box with the number '8'. Below this is a search field containing the text '602166'. To the right of the search field is a small icon of a document with a checkmark. Below the search field, the text 'Vendor' is displayed. Underneath, 'PurchasingOrganization' is listed as '7540 TX State Purchasing'. On the left side, there are two sections: 'General data' with checkboxes for 'Address', 'Control', 'Payment transactions', and 'Contact Persons'; and 'Purchasing organization data' with checkboxes for 'Purchasing data' and 'Partner functions'. A blue box with the number '8' is overlaid on the search field.

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