


## Vendor Information

- Select Search icon (F9) to look for Vendor ID

**Delivery Date:** 10-APR-2008 
**Comments:**

**Commodity Total:**  .00
 **Accounting Total:**  .00

Requestor/Delivery Information | **Vendor Information** | Commodity/Accounting

**Vendor:**

**Address Type:**  
**Sequence:**

**Street Line 1:**

- Enter a portion of vendor name in Title Criteria.

**Note:** Search is case sensitive; use wildcards to return best results.

- % Percent Sign can be used in place of missing letters. Surround a word with percent signs when searching for vendors to return all the appropriate possibilities.
- \_ Under Score Character acts as a placeholder for a missing character.

Vendors
  Grant Personnel
  Financial Managers

Terminated Vendors
  Proposal Personnel
  Terminated Financial Managers

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V
<input type="text"/>	<input type="text" value="%_nterprise%"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*In the example above, the underscore is used to return any result whether first letter is or is not capitalized. The percents are used so any vendor with the word enterprise anywhere in the name will be returned.*

- Select Execute Query (F8) to return results
  - If there is no Vendor ID for the desired vendor, enter the information in Document Text.

- o Highlight desired vendor and Select (Shift + F3)

ID Number	Last Name	First Name	Middle Name	Entity Ind	Change Ind
L20000655	Enterprise Electrical Services			C	
L20000851	Enterprise Lighting Company			C	
L20000798	Enterprise Rent-a-Car			C	
L22258234	Enterprises USA Inc.			C	

- Vendor ID and information will automatically populate on the requisition.

Requestor/Delivery Information	Vendor Information	Commodity/Account
<b>Vendor:</b>	L20000798 <input type="button" value="▼"/> Enterprise Rent-a-Car	
<b>Address Type:</b>	BI <input type="button" value="▼"/>	<b>Sequence:</b> 1 <input type="button" value="▼"/>
<b>Street Line 1:</b>	Elrac, Inc	
<b>Street Line 2:</b>	408 US Highway 1 and 9 So	
<b>Street Line 3:</b>		
<b>City:</b>	Newark	
<b>State or Province:</b>	NJ	<b>Zip or Postal Code:</b> 07114
<b>Phone:</b>	<input type="text"/>	<b>Extension:</b> <input type="text"/>
<b>Fax:</b>	<input type="text"/>	<b>Extension:</b> <input type="text"/>
<b>Contact:</b>	<input type="text"/>	
<b>Email:</b>	<input type="text"/>	

- Address Type should always be PO. If it is anything other than PO or the address is incorrect (because vendor has multiple locations), select the Search icon (F9).

<b>Vendor:</b>	L20000798 <input type="button" value="▼"/> Enterprise Rent-a-Car	
<b>Address Type:</b>	BI <input type="button" value="▼"/>	<b>Sequence:</b> 1 <input type="button" value="▼"/>
<b>Street Line 1:</b>	Elrac, Inc <input type="button" value="Search"/>	
<b>Street Line 2:</b>	408 US Highway 1 and 9 So	
<b>Street Line 3:</b>		
<b>City:</b>	Newark	
<b>State or Province:</b>	NJ	<b>Zip or Postal Code:</b> 07114
<b>Phone:</b>	<input type="text"/>	<b>Extension:</b> <input type="text"/>
<b>Fax:</b>	<input type="text"/>	<b>Extension:</b> <input type="text"/>
<b>Contact:</b>	<input type="text"/>	

- o Highlight the correct address/address type and Select (Shift + F3)

Address Information Query FOQADDR 7.3.0.1 (PPRD)

ID: L20000798 Enterprise Rent-a-Car

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**Address Type:** BI **Street Line 1:** PO Box 12907  
**Sequence Number:** 2 **Street Line 2:**  
**Source:** **Street Line 3:**  
**City:** Newport News **State or Province:** VA  
**Nation:**

**Address Type:** BI **Street Line 1:** Elrac, Inc  
**Sequence Number:** 3 **Street Line 2:** 408 US Highway 1 and 9 SO  
**Source:** **Street Line 3:**  
**City:** Newark **State or Province:** NJ  
**Nation:**

**Address Type:** PO **Street Line 1:** PO Box 12907  
**Sequence Number:** 1 **Street Line 2:**  
**Source:** **Street Line 3:**  
**City:** Newport News **State or Province:** VA  
**Nation:**

- o Tab through the vendor information to populate the updated address.

Requestor/Delivery Information **Vendor Information** Commodity/A

**Vendor:** L20000798 Enterprise Rent-a-Car

**Address Type:** PO **Sequence:** 1  
**Street Line 1:** PO Box 12907  
**Street Line 2:**  
**Street Line 3:**  
**City:** Newport News  
**State or Province:** VA **Zip or Postal Code:** 23612  
**Phone:** **Extension:**

- IF PO address type or needed address is not available; use a BI address and make a note about the necessary address in Document Text.