Vendor Information

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

**Delivery Date:** 10-APR-2008  
**Commodity Total:** 0.00  
**Comments:**  
**Accounting Total:** 0.00

Vendor Information

- 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.

- Select Execute Query (F8) to return results  
  - If there is no Vendor ID for the desired vendor, enter the information in Document Text.
Highlight desired vendor and Select (Shift + F3)

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Entity Ind</th>
<th>Change Ind</th>
</tr>
</thead>
<tbody>
<tr>
<td>120000615</td>
<td>Enterprise Electrical Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120000651</td>
<td>Enterprise Lighting Company</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120000761</td>
<td>Enterprise Rent-a-Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>122200234</td>
<td>Enterprises USA Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Vendor ID and information will automatically populate on the requisition.

Vendor: L20000798 Enterprise Rent-a-Car

Address Type: 31

Street Line 1: Elroc, Inc
Street Line 2: 408 US Highway 1 and 9 So
City: Newark
State or Province: NJ
Zip or Postal Code: 07114
Phone: 
Extension: 
Fax: 
Extension: 
Contact: 
Email: 

• 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).

Vendor: L20000798 Enterprise Rent-a-Car

Address Type: 31

Street Line 1: Elroc
Search
Street Line 2: 408 US Highway 1 and 9 So
City: Newark
State or Province: NJ
Zip or Postal Code: 07114
Phone: 
Extension: 
Fax: 
Extension: 
Contact: 

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

- Address Information Query

ID: L20000798 Enter Enterprise Rent-a-Car

Address Type: BL  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: BL  Street Line 1: Elco, Inc
Sequence Number: 3  Street Line 2: 406 US Highway 1 and 9 20
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: 

• Tab through the vendor information to populate the updated address.

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

• 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.