Vendor Lookup on the PO and Voucher Page

The Vendor field on the main document page allows a search using the “short name” of the vendor. All vendors where the short name begins with what is typed will appear.

Enter “Middletown” in the vendor field, click magnifying glass, and see 19 vendors where the short name begins with “Middletown.”

OR, click the “Advanced Vendor Search” link to open a window for advanced searching. Entering a word(s) on the Name field will find all vendors where that word is anywhere in the “long name” of the vendor.

Click the checkbox to select the vendor. You will return to the main document page with the vendor filled in.
Vendor Address

If the vendor has more than one address, click the lookup icon to see additional addresses. Select the address that is appropriate for your voucher.

Finding a Vendor from the Main Menu

Every user has access to the vendor page from the main menu. 
Navigation: Vendor > Vendor Information > Vendor

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all

- Use the “Short Vendor Name” field, or for a more complete list change the search criteria to “contains” and enter a word that is in the full name of the vendor.
  - Click the Search button

A summary of the vendor information appears on the first tab and all addresses for the vendor appear on the Address tab.