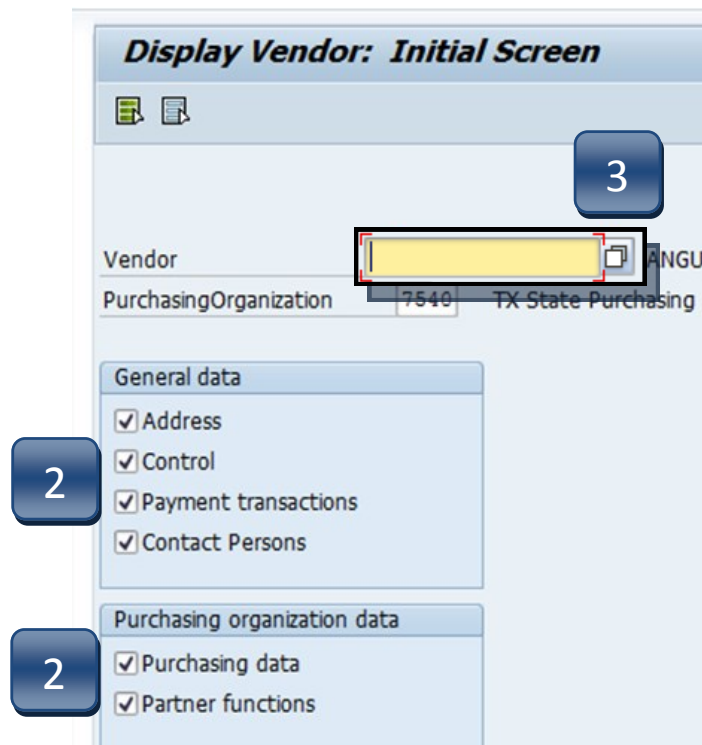


## Search for Existing Vendor

- STEP 1:** Enter transaction code **ZMK03** in main menu search field.  
Hit **Enter** on your keyboard.



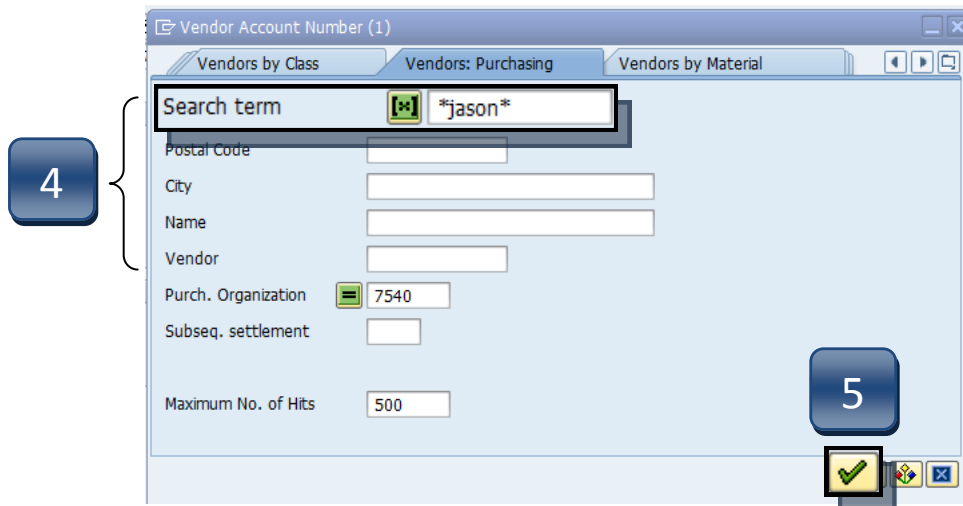
- STEP 2:** Check all boxes in **General data** and **Purchasing organization data** sections.
- STEP 3:** Place cursor in **Vendor** field, then click the box icon that appears at the end of the field:



# 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 hit 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.**



Any “use other number” or “use BOBCATalog” 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 **BOBCATalog** vendor, please enter the requisition through **BOBCATalog!**

SearchTe...	PostalCode	City	Name 1	Vendor	P0rg	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. Click the green check button in the top left corner to view vendor information screen:

**Display Vendor: Initial Screen**

Vendor: 602166

Purchasing Organization: 7540 TX State Purchasing

**General data**

- Address
- Control
- Payment transactions
- Contact Persons

**Purchasing organization data**

- Purchasing data
- Partner functions

**Display Vendor: Address**

Vendor: 602166

**Name**

Title: [Dropdown]

Name: JEN-TEX DELIS INC

DBA: DBA JASON'S DELI

**Search Terms**

Search term 1/2: JASON'S DELI REMIT TO

**Street Address**

House no./street: 901 TEXAS HWY 80

City/State/ZIP Code: SAN MARCOS TX 78666

Country: US USA Texas

**PO Box Address**

PO Box: [Field]

Postal Code: [Field]

Company Postal Code: [Field]

**Communication**

Telephone: [Field] Extension: [Field] Other Communication... [Dropdown]

Mobile Phone: [Field] Extension: [Field]

Fax: [Field] Extension: [Field]

E-Mail: [Field]

Standard Comm.Method: [Dropdown]

Comments: 04-19-12 ONE TIME ONLY LINKED W/6067

**STEP 8:** To return to the main menu, select the **Back** button twice.



If vendor is not found using the ZMK03 search, proceed to Request Vendor Setup sections.