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!**
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.

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