

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.

Voucher Entry

Voucher ID: NEXT
Voucher Style: Regular Voucher

Header

Invoice Number:

Invoice Date:

Vendor: [Advanced Vendor Search](#)

Vendor ID:

Address:

Look Up Vendor

SetID: WSLYN

Short Vendor Name: begins with

Name 1: begins with

Remit Vendor: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-19 of 19

Short Vendor Name	Name 1	Remit Vendor
MIDDLETOWN-001	MIDDLETOWN ADULT EDUCATION	0000001475
MIDDLETOWN-002	MIDDLETOWN BUILDERS SUPPLY	0000001476
MIDDLETOWN-003	MIDDLETOWN DOWNTOWN BUSINESS DISTRICT	0000001477
MIDDLETOWN-004	MIDDLETOWN FIRE DEPT	0000001478
MIDDLETOWN-005	MIDDLETOWN FOUNDATION FOR THE ARTS	0000001479
MIDDLETOWN-006	MIDDLETOWN FRAMING	0000001480
MIDDLETOWN-007	MIDDLETOWN PARKING AUTHORITY	0000001481

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.

Vendor Lookup

Search Criteria

Name:

City:

State: ShortName:

Country: USA Type:

Postal: Class:

Manage Search Result

[Back to Header](#)

Max Rows: [Search](#)

Search Results

Vendor	Name	Address 1	Address 2	Address 3	Address 4
0000000027	AAUW GREATER MIDDLETOWN BRANCH	PO BOX 968			
0000001153	INN AT MIDDLETOWN	70 MAIN ST			
0000001475	MIDDLETOWN ADULT EDUCATION	398 MAIN ST			
0000001476					
0000001477					
0000001478					

Enter “Middletown” on name line, click yellow Search button and see 38 vendors where the word “Middletown” is in the long name of the vendor.

Search Results

Select Vendor	Vendor	Name	Address 1	Address 2	Address 3	Address 4
<input checked="" type="checkbox"/>	0000000027	AAUW GREATER MIDDLETOWN BRANCH	PO BOX 968			
<input checked="" type="checkbox"/>	0000001153	INN AT MIDDLETOWN	70 MAIN ST			
<input checked="" type="checkbox"/>	0000001475	MIDDLETOWN ADULT EDUCATION	398 MAIN ST			
<input checked="" type="checkbox"/>	0000001476					
<input checked="" type="checkbox"/>	0000001477					
<input checked="" type="checkbox"/>	0000001478					

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.

*Vendor:  [Advanced Vendor Search](#)

Vendor ID: 0000002843

*Address:  YALE UNIVERSITY
DNA ANALYSIS FACILITY ON SCIENCE HILL
ENVIRON SCIENCES CNTR RM 150
21 SACHEM ST
NEW HAVEN, CT 06511
USA

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

Find an Existing Value

SetID: = 

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with 

Our Customer Number: begins with 

Name 1:  **contains**

Include History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

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



Summary [Address](#)

SetID: WSLYN
Vendor ID: 0000001153
Vendor Short Name: INN AT MID INN AT MID-001
Vendor Name: INN AT MIDDLETOWN

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