

Vendor Number Lookup
Using Option #14 Vendor File

LOOKUP VENDOR – MASTER FILE

1. Select Function “14’ from the Purchasing Menu

Screenshot of a software application window titled "DHORNAGES2". The window displays a menu structure for "Purchasing Menu". The menu is organized into several sections:

- SunPac Financials**
 - 4/09/07
 - PO Processing**
 - 1 PO Entry/Adj (V1)
 - 2 PO Entry/Adj (V2)
 - 3 PO Edit Report
 - 4 Approve POs
 - 5 Print POs
 - 6 Cancel/Uncancel PO
 - 7 Purchasing Jrnl
 - 8 Hold/Release POs
 - 9 Enter PO Receipts
- Purchasing Menu**
 - Inquiry/Lookup**
 - 20 GL Account Inquiry
 - 21 Vendor PO Inquiry
 - 22 Vendor AP Inquiry
 - File Sort/List**
 - 26 Vendor Sort/List
 - 27 System File List
 - NCEP Functions**
 - 32 Username X-Reference
 - 33 Vendor Name Matching
 - 34 Participation Rpt
 - 35 NIGP Commod. Import
- Rev 6.03 FY:7 ADM:670**
 - Rprts/Oth Functions**
 - 39 Change MBE Code
 - 40 Open POs by Account
 - 41 Open POs by Vendor
 - 42 Opn POs/Ship-To Code
 - 43 Move POs To Hist
 - 44 Purge PO History
 - 45 Commodity Codes Rpt
 - 46 PO Status List
 - 47 Recycle Codes Report
 - 48 MBE Codes Report
 - 49 PO Hist By Account
 - 50 Multi PO Cancel
 - 51 YR End Roll
 - 52 POs Needing Approval
 - 53 Vendor/Commodities
 - 54 Vendor/Commod. Rpt

The "Inquiry/Update" section is highlighted with a red box, and a red arrow points to the "14 Vendor File" option. Below the menu, a prompt reads "Select Function: 14", with a red arrow pointing to the "14". At the bottom of the window, there are keyboard shortcuts: F3-Exit, F6-NCEP, F7-About, F8=Messages, F10=CmdEntry, and F18=Printouts.

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LOOKUP VENDOR – MASTER FILE

2. Press “F6 Key” to go to Vendor Lookup Screen”

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials PO Vendor Master File Maint. Rev 6.03 FY:7 ADM:670

Admin: 670 Vendor No: _____ (Blank for Auto Ven#)

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Name: _____ Tax ID: _____
V-S-N: _____
Addr: _____ Email: _____
Phone: _____ Employee? _
Fax: _____ ACH Vendor? _
C/S: _____ GL Acct#: _____
ZIP: _____ Country: _____ Vendor On Hold? _ On Hold By EP?
NCEP ID# /

Remit To Vendor No:
--OR--

Name: _____ P0s CY: _____
Addr: _____ P0s LY: _____
YTD Pd CY: .00
YTD Pd LY: .00
C/S: _____ Amt On Order: .00
ZIP: _____ Country: _____ Last PO Date: 0/00/00

F1=Next F2=Prev F3=Exit **F6=Lookup** F15=Change File



LOOKUP VENDOR – MASTER FILE

3. Type the vendor short name and “enter”
4. You are defaulted to the “Master File” and you will see all vendors with the short name you listed.

DHORNAGES2

File Edit View Communication Actions Window Help

VENDOR NUMBER LOOKUP

Enter --> Vendor Short-Name: or

MBE Code: or Tax ID: or

NCEP ID# /

Show --> On Hold? Registered? Unregistered?

Visit Vendor (M)aster File or Vendor (S)taging File?

F12=Cancel

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LOOKUP VENDOR – MASTER FILE

- Vendors with an “*” before their name are on hold.
- To view more information on the vendor use the “F6, F7 and F8 Keys”
- Type the Seq. number to the vendor of your choice and press “enter” “enter” (Press enter 2 times).

NOTE: If you don’t find the vendor that you are looking for in the Vendor Master File Lookup press “F12 Key” to go back to lookup vendor in the Vendor Staging File Lookup.

--- VENDOR MASTER FILE LOOKUP ---

Seq	Name	Tax ID	MBE	Vendor#	NCEP ID#
1	KEITH A CLARK II - c/o RICHLAN	*****	790	3542	
2	*CLARK SPORTING GOODS - CLARK	560179995	790	102631	560179995
3	CLARK SPORTING GOODS - JAMIE	560179995	790	102632	560179995
4	*CLARK SPORTING GOODS INC	560179995	999	1435	
5	CLARK-POWELL ASSOCIATES, INC.	561374187	790	101520	561374187
6	CLARK-POWELL ASSOCIATES, INC.	561374187	790	101521	561374187
7	CLARK-POWELL ASSOCIATES, INC.	561374187	790	101522	561374187
8	CLARK-POWELL ASSOCIATES, INC.	561374187	790	101523	561374187
9	JO ANN N CLARK - c/o WHITE OAK	*****	999	264	
10	SUZETTE R CLARK - c/o QUEENS C	*****	999	5776	
11	STEVEN E CLARKE - c/o RICHLAND	*****	790	3585	

Enter Seq No: 3

F1=Next F2=Prev F6=View2 F7=View3 F8=View4 F12=Cancel

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LOOKUP VENDOR – MASTER FILE

8. You are viewing the vendor's information as it is listed in our Master File (Vendor address, remit to address, tax ID, email address, phone number, fax number, etc.)

DHORNAGES2

File Edit View Communication Actions Window Help

SunPac Financials P0 Vendor Master File Maint. Rev 6.03 FY:7 ADM:670

Admin: 670 Vendor No: 102632 Display Only

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Name: CLARK SPORTING GOODS	Tax ID: 560179995
<u>JAMIE SYKES</u>	V-S-N: <u>CLARK SPORTING GOODS</u>
Addr: <u>128 MAXWELL STREET</u>	Email: JSYKES@CLARKSPORTINGGOODS.COM
	Phone: 1-800-800-8236 Employee? <u>N</u>
	Fax: 910-483-7439 ACH Vendor? <u>N</u>
C/S: FAYETTEVILLE NC	GL Acct#: _____
ZIP: 28301 Country: _____	Vendor On Hold? <u>N</u> On Hold By EP? <u>N</u>
	NCEP ID# 560179995 / 560179995-B

Remit To Vendor No: 102632

--OR--

Name: <u>CLARK SPORTING GOODS</u>	P0s CY: 23
	P0s LY: 75
Addr: <u>128 MAXWELL STREET</u>	YTD Pd CY: 49978.04
	YTD Pd LY: 132051.44
	Amt On Order: 11983.85-
C/S: <u>FAYETTEVILLE</u> <u>NC</u>	Last PO Date: 4/04/07
ZIP: <u>28301</u> Country: _____	

F1=Next F2=Prev F3=Exit F5=Page2 F7=AccountLU F24=MoreKeys =

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