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vendorname

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Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Numbe**r field is automatically populated with the vendor number.

```
* If the vendor number is not known, click {{:images:smallpicklist.gif|}}.
The Vendor Information directory is displayed.
* Type data in the desired search fields.
* Click **Search**. A list of data that matches the search criteria is
displayed.
* Select a vendor from the list. Otherwise, click **Cancel**.
```