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 Number** field is automatically populated with the vendor number.

If the vendor name is not known, click . The Vendors directory is displayed.

Note: The vendor name represents the credit card company (e.g., Bank of America).