



**vendornumber**



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Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name.

- If the vendor number is not known, click . The [Vendors directory](#) is displayed.

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