vendornumber_eft

Table of Contents

vendornumber_eft i

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 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**.