

Remember to use the Visual Assist  to search for information.

To	Do This
<b>Inquire on Vendor (V) Address Book Records</b>	<p><b>Navigation:</b> Purchasing – Agencies &gt; Commodity Codes &gt; Vendor (V) Address Book Records</p> <p>Start this instruction from the Vendor (V) Address Book Records – Work With Addresses window.</p> <ol style="list-style-type: none"><li>1. In the header, check Display Phone and Display Address.  This enables you to view the details of the vendor record without entering a new window.</li><li>2. Search for a vendor by using one of the following:<ul style="list-style-type: none"><li>• Enter the <b>vendor's Address Book number</b> in the QBE line above Address Number field to narrow your search.  Ensure <b>V</b>, for vendor, is in the Search Type field.</li></ul></li><li>3. Click <b>Find</b>.</li><li>4. If you do not want to view the supplier information, skip to Step 9.</li><li>5. Choose a Supplier to review their information.</li><li>6. Click <b>Select</b>. The Vendor (V) Address Book Records – Address Book Revision window appears.</li><li>7. Review the information.</li><li>8. Click <b>Cancel</b>.</li><li>9. Click <b>Close</b>.</li></ol>