

Display Vendors – (XK03)

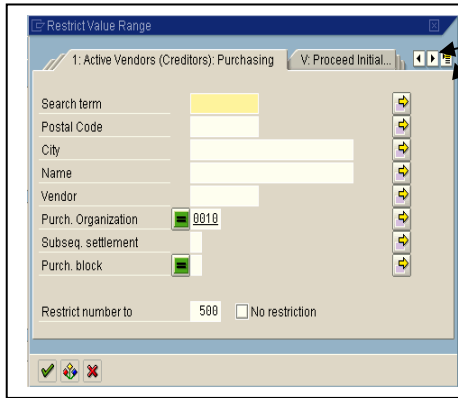
From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of **PCSB Menu>Purchasing>Requisitions**

Double Click on **XK03 – Display Vendors**

Click the **Search help** icon to the right of the **Vendor** data field

If the Folder, **1:Active Vendors (Creditors): Purchasing** does not display:



Click the **left/right arrows** to display the selectable folders



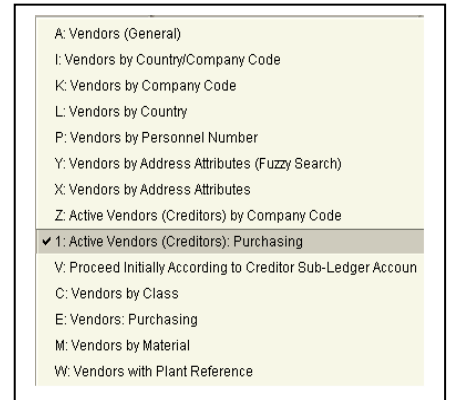
Click on the **folder 1: Active Vendors (Creditors): Purchasing**

Or

Click the **List box** icon to display Available Searches



Click on **1: Active Vendors (Creditors): Purchasing**



To Search for a Specific Vendor, in the Name data box:

Type part of the **Vendor name** with an **asterisk (*)** or Type the **first letter** of the **Vendor name** with an **asterisk (*)**

Example: **Stap*** = Staples

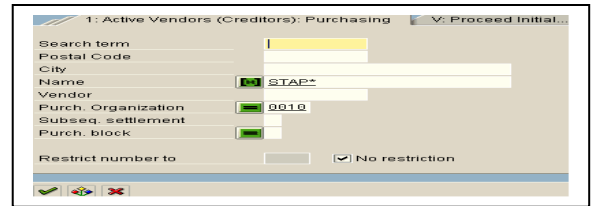
S* = Displays all Vendors beginning with a S

Click in the **No restriction** box

Press **Enter** or Click the **green check**

A list of Vendors in **Alphabetized order** is displayed.

Double-click on the desired **Vendor Name**



| Search term | Postal code | City | Name 1 | Vendor |
|-------------|-------------|-------------|---------------------------|--------|
| STAPLES & | 33675 | TAMPA | STAPLES & STEPHENS INC | 110673 |
| STAPLES & | 35261-0566 | BIRMINGHAM | STAPLES & STEVENS INC | 113590 |
| STAPLES DI | 01702 | FRAMINGHAM | STAPLES DIRECT 60111000 | 104787 |
| STAPLES IN | 01581-5173 | WESTBOROUGH | STAPLES INC | 104789 |
| STAPLES TR | 33839 | EAGLE LAKE | STAPLES TREE SERVICE OF C | 104795 |

The number for the selected Vendor is displayed in the **Vendor** box.

Click in the **box** to the left of **Address** under **General Data**

To Display the Address for Vendor:

Press **Enter** or Click the **green check**

The Vendors address is displayed for verification.

Click the **Yellow Up Arrow** to return to the **SAP Easy Access** screen

