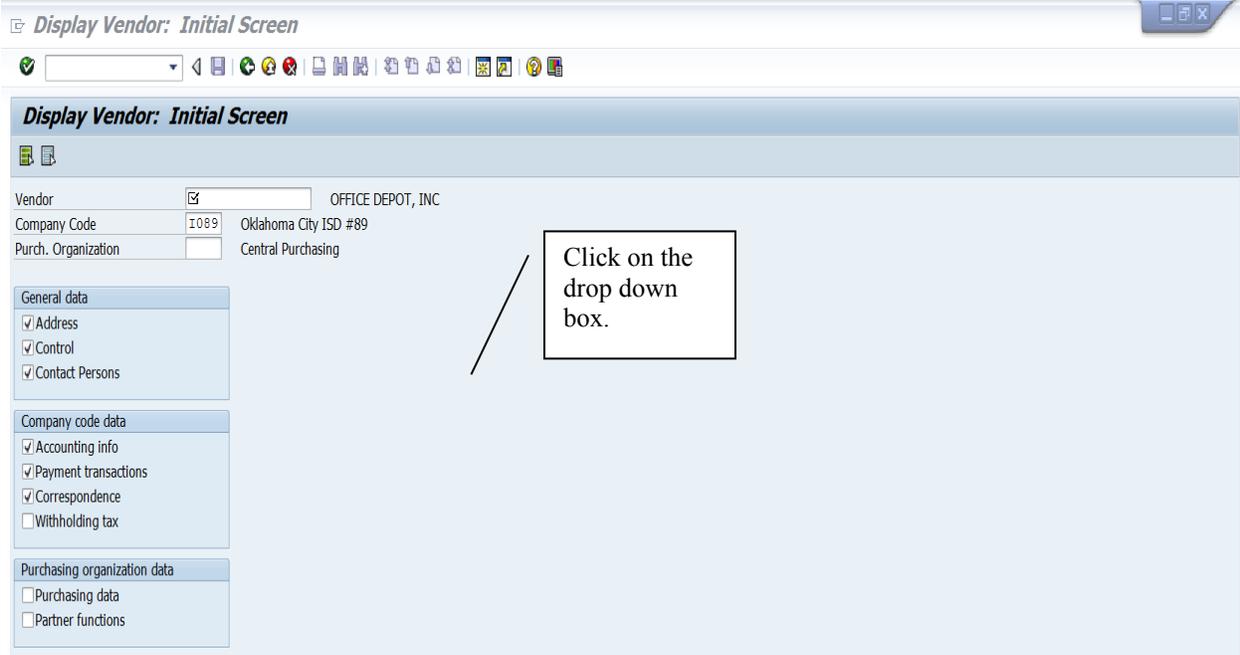
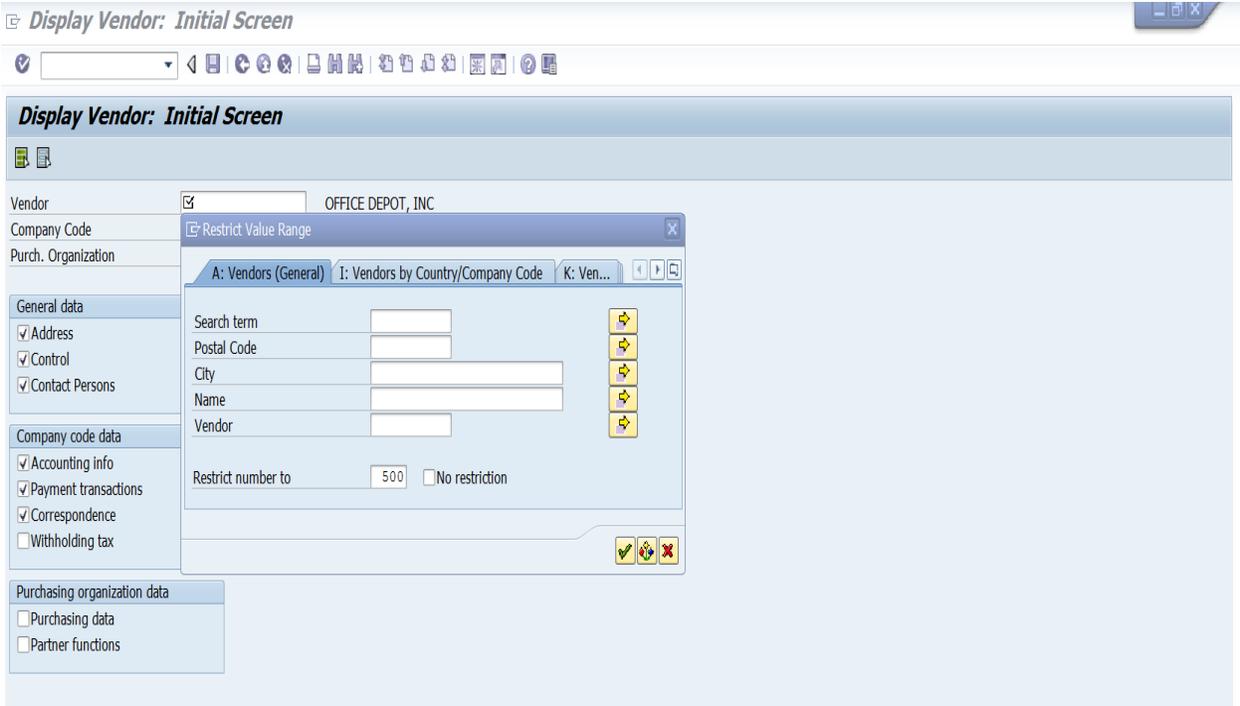


XK03 VENDOR DISPLAY (How to look up a Vendor)

Choose XK03 – Vendor Display (Add to your favorites)



The Restrict Value Range Box will appear – Allows for various search tools.



Search for Vendor Name:

Name Search Box - Type *xxxxx* only use part of the name of the company (i.e. Office Depot = *off*). Results will show all vendors with those letters in the name slot.

WARNING - When selecting a Vendor - Use numbers that starts with a **3XXXXX** not 5XXXX. (5XXXX is the vendor's Remit To Address)

Display Vendor: Initial Screen

The screenshot shows the SAP 'Display Vendor: Initial Screen' interface. A search dialog box titled 'Restrict Value Range' is open, displaying search criteria for 'OFFICE DEPOT, INC'. The 'Name' field contains '*office*'. The dialog also includes fields for 'Search term', 'Postal Code', 'City', and 'Vendor', along with a 'Restrict number to' option set to '500'. A callout box points to the search criteria with the text: 'Use an * before and after part of the vendor name you are looking for. Example * off*'. The main screen shows various data tabs like 'General data', 'Company code data', and 'Purchasing organization data'.

Use an * before and after part of the vendor name you are looking for.
Example * off*

Double click on the Name1, this will alphabetize the column.

If you double click on the box that says Name 1 it will put them in alpha order.

SearchTe...	PostalCo...	City	Name 1	Vend...	PO...	SuS
ADVANTAGE	60640	CHICAGO	ADVANTAGE OFFICE PRODUCTS	306399	1089	
BOISE	73072	NORMAN	OFFICE MAX \ BOISE	301017	1089	
BOISE	73179	OKLAHOMA CITY	BOISE CASCADE/OFFICE MAX	302434	1089	
COPELIN	73069	NORMAN	COPELINS OFFICE CENTER IN	301505	1089	
CSN	02199	BOSTON	CSN OFFICE FURNITURE	306119	1089	
DANKA	60693	CHICAGO	DANKA OFFICE IMAGING	301830	1089	
DO NOT USE	73102	OKLAHOMA CITY	COPELINS OFFICE CENTER	301798	1089	
DURANTS	73122	OKLAHOMA CITY	DURANTS OFFICE PRODUCTS	302417	1089	
EULBERG	73106	OKLAHOMA CITY	EULBERG LAW OFFICES	200172	1089	
FENTON	74075	STILLWATER	FENTON OFFICE SUPPLY CO	305636	1089	
FINLEY	73112	OKLAHOMA CITY	FINLEY OFFICE MACHINES	300994	1089	
IKON	73108	OKLAHOMA CITY	IKON OFFICE SOLUTIONS	300517	1089	
IKON	75266-0342	DALLAS	IKON OFFICE SOLUTIONS	500302	1089	
IMAGES	01760	NATICK	OFFICE IMAGES	307301	1089	
JOHN W. HA	74136	TULSA	SCOTT LOWERY LAW OFFICE P	200405	1089	
KINKOS	75267	DALLAS	FEDEX OFFICE	300838	1089	
L & M	74145	TULSA	L & M OFFICE FURNITURE	302496	1089	
LA	90242-2890	DOWNEY	LA COUNTY OFFICE OF EDUCA	301985	1089	
LOS ANGELE	90242	DOWNEY	LOS ANGELES CO OFFICE	302446	1089	
MENZER	74631-0818	BLACKWELL	MENZER LAW OFFICES	200306	1089	
MORRIS	68847	KEARNEY	MORRIS PRESS & OFFICE SUP	300160	1089	
NORDISCO	60714	NILES	NORDISCO OFFICE PRODUCTS	300029	1089	
OFFICE	45263-3211	CINCINNATI	OFFICE DEPOT BUSINESS SER	300026	1089	
OFFICE	60803	ALSIP	OFFICEMART.COM	305664	1089	
OFFICE	73103	OKLAHOMA CITY	OFFICE FURNITURE USA	302574	1089	
OFFICE	73112	OKLAHOMA CITY	OFFICE CONCEPTS INC	300672	1089	
OFFICETEAM	94160-3484	SAN FRANCISCO	OFFICETEAM	500268	1089	
OKLAHOMA	73137	OKLAHOMA CITY	OKLAHOMA OFFICE SYSTEMS I	302613	1089	
OKOFFICE	73120	OKLAHOMA CITY	OK OFFICE SYSTEMS INC	301988	1089	
ORGANIZE N	07727	FARMINGDALE	ULTI MATE OFFICE INC	301156	1089	
PIZZAHUT	73116	OKLAHOMA CITY	PIZZA HUT DIVISION OFFICE	300719	1089	
PRIME	73170	OKLAHOMA CITY	PRIME OFFICE PRODUCTS	300482	1089	

42 Entries found