

Querying Additional Information on Vendors

Step	Task
1.	Type FTMVEND in the Search field and press ENTER to open Vendor Maintenance .
2.	Click the Search button by the Vendor field to open the Entity Name/ID Search (FTIIDEN) page.
3.	Enter Search criteria <ol style="list-style-type: none"> Press TAB to advance to the Last Name field. Type the vendor's name [or partial name with the wildcards (% OR _)].
4.	Click the Go button.
5.	Double-click the name of the vendor you are querying. FTMVEND will appear again.
6.	Click the Next Section button to review the Vendor Maintenance Header information.
7.	Click the Next Section button to review the Additional Information page.
8.	Click the Next Section button to review the Vendor Types
9.	Click the Next Section button to review the Vendor Addresses
10.	Click the Next Section button until you return to Vendor Maintenance Header information.
11.	Click the Close button to return to the main menu.