

Searching by Vendor Contact Name Using FOIVEND

The **Vendor List Form (FOIVEND)** is the only query that allows a search by vendor contact name. It also allows search by Vendor Number, Vendor Name, Effective Date, and Termination Date. No other information or cross-reference options are available.

You must go to the **Vendor Maintenance/Query Form (FTMVEND)** and enter the vendor number to view vendor address options and all additional vendor information. There is no direct query link to view this information from **FOIVEND**.

| Step | Task |
|------|--|
| 1. | Type FOIVEND in the GoTo... field and press ENTER. |
| 2. | Type the name in the Contact Name field. |
| 3. | Click the Execute Query button to display the vendor number, vendor name, and date information. |
| 4. | Click the Exit button to return to the main menu. |