

Searching for Vendors in SAP

This is a brief guide to locating a vendor/vendor number in SAP. You can bring up the vendor-search pop-up window anywhere that you are asked to enter a vendor number, by clicking the button to the right of the vendor number field. There are over a dozen different search screens you can use from this pop-up. The preferred search screen is **Vendor Search** using “**General Custom Fields**”. You can select this by scrolling through the tabs, or selecting it from the drop-down list in the upper right corner.

Always search with an **asterisk*** before and behind one word of the name. Do not use spaces. Use an **asterisk*** in place of a space. The **asterisk* is a wildcard function**, which allows for any text (or no text) to be in place of the asterisk. This will ensure that vendors with any prefixes, initials, extra spaces or suffixes will still be included in your search results.

Note: For individuals, search on the last name, for companies and/or organizations search on the first and/or second word(s) of the name. Try to always use the least common of the two. For example, in searching for American Academy of Pediatricians, search on “***ACAD*PEDI***” rather than just “***AMERICAN***”. Search for vendors in the **Name** field.

Here are examples (see below for explanations of each example). These are not the only ways to search for these vendors, but a better way to get your result:

<u>Vendor Name</u>	<u>Search Term</u>
1. John Ferguson	*FERGUSON*
Dr. Philip Haney	*HANEY*
2. Xiangkin Li	*XIANGKIN*
3. University of Pennsylvania Trustees	*UNIV*PENN*
4. American Public Health Association	*AM*PUBLIC*
Association of Law Enforcement Administrators	*LAW*ENFORCE*
5. F.M. Harry Construction	*HARRY*CONS*
6. Smith Medical	*SM*MEDICAL*

The following tips correspond to the examples above:

1. For easy vendor names, you can type the last name as it appears, with asterisks before, and behind the last name.
2. For vendors with an uncommon word or name, use the uncommon name.
3. For any universities, type the state name. (Many of these were created before SAP, when naming standards varied.) New vendors will only have abbreviated words at the beginning of the name (e.g. “UNIV”).
4. For long vendor names, like associations and organizations, search for the first or/and second word of the name.
5. Because this vendor names begins with initials, use the first full word of the name.
6. Because “Medical” is less common than “Smith”, the former is the preferred search word.

NOTE: Most importantly use ALL CAPS when doing the vendor search.

These examples are guidelines, and not the only way to search for a vendor. If you don't get any returns on your first search, you try searching using a street address. In the same search box, remove anything entered in the "Name" field; use the "Street Address" field. Type in the address with an asterisk before and behind – for example, *P*O*Box*6322* or *131*Main*.

Once you get results on a page, move your cursor to the "NAME" gray bar. Once here, your cursor becomes a down arrow. Click this area once and your results are placed in alphabetical order. This will enable you to search for your vendor easier

Many vendors will have multiple vendor numbers with different addresses. **Be sure to select the vendor number with the correct address AND correct department that matches the Remittance address found on your invoice when doing an online payment request.**

Requesting a New Vendor Number

If your vendor is not in SAP, you can request that we setup the vendor and assign a vendor number. You must complete the **Vendor Data Entry Form** (aka Vendor Add/Change Form) at the following website:

http://ssc.jhmi.edu/supplychain/forms/shared_services_forms/vdes.pdf

Please read page 2 of the form for additional guidelines/instructions. **This is to setup any type of vendor (AP Online Payment Vendors or Purchasing/ Shopping cart Vendors).**

Complete the form, provide all additional documentation per our policies, then fax or email to the appropriate department (Faxes and emails can be found at the top of Page 2 of the form).

To help determine how payment should be processed or what type of Vendor you need to request per our policies (Online Payment Request or Shopping Cart), utilize the **PO EXCEPTION LIST** ... <http://ssc.jhmi.edu/supplychain/exceptions.html>

For all **NEW** Vendor requests or **Vendor Name Change** Requests, the Vendor's completed and signed **W-9 (US Vendors) or W-8 (International Vendors)** form is **REQUIRED**. Once ALL required paperwork is received (at the same time), your request will be reviewed and the Vendor will be setup/updated. Usual turn-around can take up to 5-10 business days after ALL relevant paperwork is received. **Note, an email notification will NOT be sent once the Vendor is assigned a number or the update is completed.** You will need to do a Vendor search. Please allow at least 1 business day before searching for your Vendor.

ALL Accounts Payable Forms can be found on Account Payable's Website:

<http://ssc.jhmi.edu/accountspayable/forms.html>

ALL Purchasing/Shopping Cart Forms can be found on Supply Chain's Website:

<http://ssc.jhmi.edu/supplychain/forms/index.html>