

HOW TO SEARCH FOR A VENDOR IN R3 – a QUICK GUIDE

Note: Only vendor numbers beginning with a 1 may be used on Shopping Carts.

To Search for a vendor in the FV60 or transaction XK03 in R/3, first click on the drop box.

Park Vendor Invoice: Company Code JHEN

Tree On Company Code Simulate Save as Completed Post Editing Options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax

Vendor Sp.G/L

Invoice date

Posting Date 01/03/2007

Document type Vendor invoice

Amount USD Calculate tax

Tax amount

Text

Company Code JHEN JOHNS HOPKINS ENTERPRISE U.S.A.

Lot No.

Click the Drop-Down Box

After clicking the drop box, a window will open. It may not look exactly like this depending on many circumstances, but if at all possible, locate the embedded drop box detailed here:

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor Sp.G/L

Invoice date

Posting Date

Document type

Amount

Tax amount

Text

Company Code

Lot No.

Account or Matchcode for the Next Line Item (2)

Vendors (General) Vendors by Country/Company Code Vendors by Com...

Search term

Postal Code

City

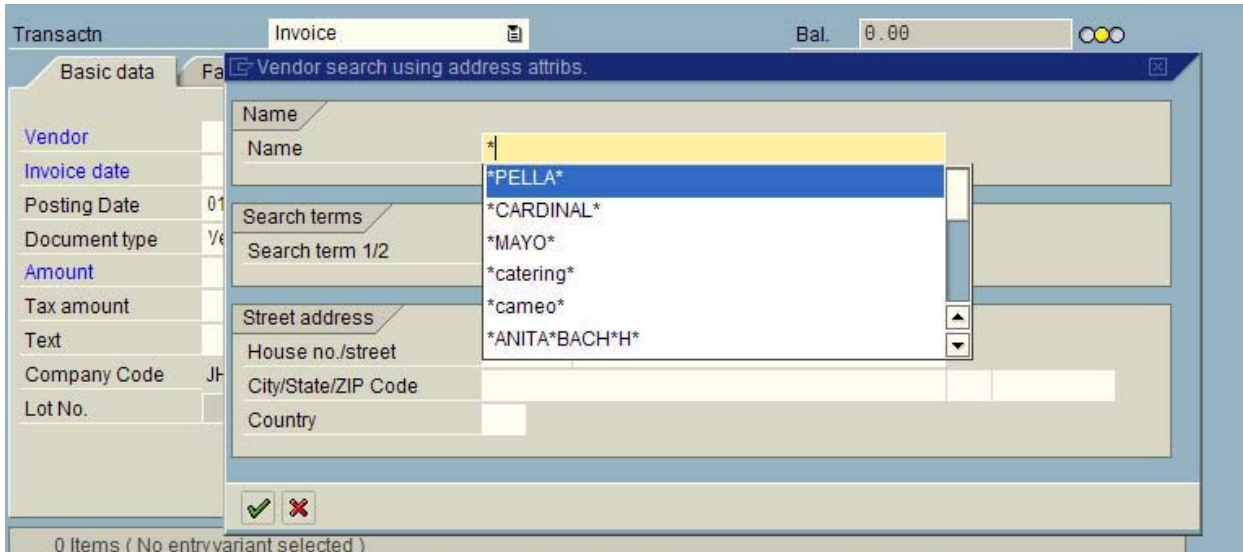
Name

Vendor

Maximum No. of Hits 5000

- ▼ Vendors (General)
- Vendors by Country/Company Code
- Vendors by Company Code
- Vendors by Country
- Vendors by Personnel Number
- Vendors by Address Attributes (Fuzzy Search)
- Vendors by Address Attributes
- Proceed Initially According to Creditor Sub-Ledger Account
- Vendors by Class
- Vendors: Purchasing
- Vendors by Material
- Vendors with Plant Reference

Select Vendor By Address Attributes and a different view will open. Once it does, be as specific as possible while considering all values that the vendor may be opened under. In the below example, when searching for TED PELLA, search on *PELLA*, or for a catering company with CATERING in the name, use the wildcards on both sides. A “*” is a wildcard search that will allow any text to be in place of that *. Once you have entered some search data, hit the green check box.



As seen below, sometimes a lot of vendors will be returned. In this example, all vendors with “CATERING” in their name have been returned. Find the vendor you need, or you may re-search combining as many fields as necessary, including address information.

The screenshot shows a list of vendors in SAP, filtered by 'CATERING' in their name. The list includes columns for Vendor Name, Street, House No., Post Code, City, Search Term 1, Search Term 2, and City. The first few rows are highlighted in yellow.

Vendor Name	Street	House No.	Post Code	City	Search Term 1	Search Term 2	City
1000110 ABOVE ALL CATERING	218 S MAGNOLIA AVE		92804	ANNAHEIM	SSCVEND	SSCVEND	US
1001166 AZAFRAN CAFE AND CATERING	3700 SAN MARTIN DR		21218	BALTIMORE	SSCVEND	SSCVEND	US
1001509 BIDDLE ST CATERING	215 E CHASE ST		21202	BALTIMORE	SSCVEND	SSCVEND	US
1002545 CLASSIC CATERING PEOPLE	99 PAINTERS MILL RD		21117	OWINGS MILLS	SSCVEND	SSCVEND	US
1005765 JANE FALLON CATERING	2804 PAGE CT		21047	BALTIMORE	SSCVEND	SSCVEND	US
1005780 JASONS CATERING AND FOOD SERVICES	600 W 28TH ST		10001-1108	NEW YORK	SSCVEND	SSCVEND	US
1005789 JD WARDS CATERING	5427 NELSON AVE		21215	BALTIMORE	SSCVEND	SSCVEND	US
1008923 R AND K CATERING SERVICES	PO BOX 23756		21203	BALTIMORE	SSCVEND	SSCVEND	US
1009130 RHUES GOURMET CATERING	2310 PENNROYAL TER		21209	BALTIMORE	SSCVEND	SSCVEND	US
1009751 SIMPLY ELEGANT CATERING INC	400 GREY ROCK RD		21208	PIKESVILLE	SSCVEND	SSCVEND	US
1009848 SODEXHO CATERING SERVICES	ONE LHM DR		90045	LOS ANGELES	SSCVEND	SSCVEND	US
1011886 ZANNINOS CATERING	7770 GOUGH ST		21224	BALTIMORE	SSCVEND	SSCVEND	US
1012084 OFFICE CATERING	1612 14TH ST NW		20009	WASHINGTON	SSCVEND	SSCVEND	US
2000335 A COOKS TABLE CATERING	717 LIGHT ST		21230	BALTIMORE	SSCVEND	SSCVEND	US
2001262 ALLSPICE CATERING LLC	354A W BRD ST		22046	FALLS CHURCH	SSCVEND	SSCVEND	US
2003179 BAYSIDE BULL CATERING	3014 WHITE BEECH DR		20776	HARWOOD	SSCVEND	SSCVEND	US
2003215 BDG DESIGN CATERING	354-A W BROAD ST		22046	FALLS CHURCH	SSCVEND	SSCVEND	US
2003232 BEAR BROS CATERING	3450 WILKENS AVE		21229	BALTIMORE	SSCVEND	SSCVEND	US
2003415 BIDDLE STREET CATERING INC	215 E CHASE ST		21202	BALTIMORE	SSCVEND	SSCVEND	US
2003980 BURKE CATERING LLC	65 MURRAY ST		06851	NORWALK	SSCVEND	SSCVEND	US
2004043 C AND B CATERING SERVICES	PO BOX 139		21022-0139	BROOKLANDVILLE	SSCVEND	SSCVEND	US
2004469 CATERING BY JANE GAGNON	PO BOX 1276		21009	ABINGDON	SSCVEND	SSCVEND	US
2004470 CATERING BY YAFFA	4311 OLD MILFORD MILL RD		21208	BALTIMORE	SSCVEND	SSCVEND	US
2004474 CATERING CO OF WASHINGTON	1341 L ST NW		20005	WASHINGTON	SSCVEND	SSCVEND	US
2004472 CATERING CONNECTION	PO BOX 32065		21208	PIKESVILLE	SSCVEND	SSCVEND	US
2005187 CLASS ACT CATERING INC	825 YALE AVE		21229	BALTIMORE	SSCVEND	SSCVEND	US
2005189 CLASSIC CATERING PEOPLE INC	99 PAINTERS MILL RD		21117	OWINGS MILLS	SSCVEND	SSCVEND	US
2005307 COBURNS CATERING	2921 O'DONNELL ST		21224	CANTON	SSCVEND	SSCVEND	US
2005388 COLONIAL CATERING	800 21ST ST NW		20052	WASHINGTON	SSCVEND	SSCVEND	US
2005413 COLUMBIA CHEF CATERING	9693 F GERWIG LN		21046	COLUMBIA	SSCVEND	SSCVEND	US
2005428 COLUMBIA UNIV CATERING	2960 BROADWAY		10027	NEW YORK	SSCVEND	SSCVEND	US
2005941 COSI CATERING INC	1350 CONNECTICUT AVE		20036	WASHINGTON	SSCVEND	SSCVEND	US
2005986 CRIMSON CATERING	80 JOHN F KENNEDY ST		02138	CAMBRIDGE	SSCVEND	SSCVEND	US
2006077 CUISINE CATERING	6601 E WHITESTONE RD		21207	BALTIMORE	SSCVEND	SSCVEND	US
2006174 D&L CATERING INC	2622 AMBLER RD		21222	BALTIMORE	SSCVEND	SSCVEND	US
2006393 DEER CREEK CATERING INC	1430 BANAVIE TERRACE E		21015	BEL AIR	SSCVEND	SSCVEND	US
2006854 DONNAS CATERING	800 N CHARLES ST		21201	BALTIMORE	SSCVEND	SSCVEND	US
2007048 DUTCH MILL CATERING	PO BOX 41124		20018	WASHINGTON	SSCVEND	SSCVEND	US
2007480 EMPRESS CATERING	2433 ST PAUL ST		21218	BALTIMORE	SSCVEND	SSCVEND	US
2008141 FOODS R US CATERING SERV	55 SLIPE RD		00000	KINGSTON 5	SSCVEND	SSCVEND	JM
2008454 GARNIER CATERING	21 CHARDON COURT		21136	RISTERSTOWN	SSCVEND	SSCVEND	US
2008866 GEPETTO CATERING INC	4505 QUEENSBURY RD		20737	RIVERDALE	SSCVEND	SSCVEND	US
2008876 GERTRUDES CATERING	10 ART MUSEUM DR		21218	BALTIMORE	SSCVEND	SSCVEND	US
2008865 GOURMET EXPRESS CATERING	952 4TH ST		20707	LAUREL	SSCVEND	SSCVEND	US

NOTE – if the vendor cannot be found after various wildcard searches, then the vendor should be requested to be setup by AP or Purchasing Shared Services. Vendor Request Forms can be found at these links below. Users can request vendors be setup, however it is helpful to gather as much information on the forms, including gathering a W-9 from the vendor, to expedite this vendor process. Missing or incomplete data may slow the process of creation. These forms can be faxed to the Shared Services Groups for entry, after which the vendor will be ready for usage.

<http://ssc.jhmi.edu/accountspayable/forms.html> (AP Request form and Cross-Walk)

<http://ssc.jhmi.edu/supplychain/forms.html> (Purchasing Request form)