

## 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 by Address Attributes** (NOT the fuzzy search). 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, after and between every word or portion of word. Do not use spaces. The asterisk is a wildcard function, which means that any text (or no text) could 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.

Search for vendors in the **Name** field of **Vendor by Address Attributes** (also called Vendor Search Using Address Attribs.) by following these examples (see below for explanations of each example). Most of these are not real vendors.

<u>Vendor Name</u>	<u>Search Term</u>
1. John Ferguson	*JOHN*FERGUSON* *FERGUSON*
Dr. Philip Haney	*HANEY*
2. Top Notch Laboratories	*NOTCH*
3. University of Pennsylvania	*PENNSYLVANIA*
4. American Public Health Association	*PUBLIC* *AMER*PUB*
5. F.M. Harry Construction	*HARRY*
6. Association of Law Enforcement Administrators	*LAW* *ASSOC*LAW*

The following tips correspond to the examples above:

1. For easy vendor names, you can type the name as it appears, with asterisks before, between and after each word. You can also try searching only for the last name. You will get a longer list of search results, which you can then **sort by clicking on the heading of the name column**, making it easier to locate your vendor.
2. For vendors with an uncommon word or name, you can search for only one word, since you will not get a large search return. Only search using one of the first several words, as **later words will not get any search returns**.
3. For any state schools, search for the state name, and then alphabetize the results by clicking on the heading of the name column.
4. For long vendor names, like associations and organizations, search for the first or second word, whichever is less common, and then alphabetize your search results. **You may also try searching for the first portions of the first two words**. Some vendors were setup before SAP, and before naming practices were standardized. Searching this way will account for possible abbreviations. Vendor names can only hold 35 characters, so try a variety of searches for long vendor names, to account for possible abbreviations.

5. Because this vendor name begins with initials, search the first full word of the name. Also, note that no punctuation is used in vendor names (except **dash** “-“ and **slash** “/” occasionally)
6. Another example of a long vendor name.

These examples are guidelines, and not the only way to search for a vendor. If your search returns too many results, you can alphabetize the results, or narrow your search by adding words from the vendor name that you may have left out. Remember that the words must appear in the order that you search them.

If you do not get any results from the name, you can also search by **Address**. In the **Vendor by Address Attributes** search, leave the name field blank, and type into the **street** section. Examples are \*BOX\*1234\* or \*1234\*MAIN\*.

Many vendors will have multiple vendor numbers with different addresses. **Be sure to select the vendor number with the correct address when doing an online payment request.** If you cannot see enough of the address from the vendor by address attributes search results, you can see more vendor information by using transaction **XK03** in **R/3 Enterprise**.

## 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 Add Form** (aka New Vendor Form) at the following website:

<http://ssc.jhmi.edu/accountspayable/DataFiles/VendorAddForm.pdf>

Please read the notes at the bottom of the form for additional guidelines. **This is to setup a vendor for online payment requests only, not for shopping carts.** Complete and fax the form to 443-997-5322.

- Check the **Add** box if you are adding a new vendor.
- Check the **Change** box if you are changing the address of an existing vendor (include the vendor number at the top-right of the form).
- Check the **Additional Address** box if you are setting up a new address for a vendor that already exists in the system.

**For all new vendors that are US companies, we must receive a signed W-9 form before we can setup the vendor.** We will fax a W-9 request to the vendor using the fax number you provide on the vendor add form. If you do not provide a fax number, we will mail the request. **Once we receive all paperwork,** we will setup the vendor within 2-3 business days, and send you an e-mail with the new vendor number 24 hours **after the vendor has been setup.** E-mails will be sent to the address provided on the vendor add form, and will only be sent for new vendor setups. Some people choose to obtain the W-9 from the vendor and send it with their vendor add form, to expedite the process. You can find the W-9 at the following website, if you choose this method:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>