

A QUICK GUIDE TO SEARCHING FOR VENDOR INFORMATION

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- At the Banner menu type **FTMVEND** in the Direct Access box and *press enter*
- **Vendor:** *enter a vendor code; to find a vendor code, click on the flashlight, then perform a query in FTIIDEN. Click on Enter Query, then click in the Last Name field and type your vendor's name between the percent signs, such as, "%Sodex%" (Remember that this query is case sensitive.) Click on Execute Query and select your vendor code by double-clicking on the vendor's name. This will populate the vendor information into the FTMVEND form.*

To review the address information to ensure you are entering the correct address type code and sequence, do the following:

- Perform a **Next Block** function to go to the **Start** (Dates) field then <**TAB**> to
- **Type Code** in the **Addresses** box
- Go to **Options** on the Menu Bar and *click on Vendor Addresses*
- To search for the appropriate address, use your **down arrow** key or click on the arrows on the scroll bar on the right side of the vendor address box. The address **Type Code** and Sequence Number will change as you scroll through the addresses.
- Make note of your specific address Type Code and Sequence Number to use
For example you may see:

Type Code	Sequence Number
BU	1
BU	2
RM	1
RM	2

NOTE: There may also be multiple vendor codes for one vendor (for example Sodexho!) so make sure you use the correct combination of vendor code, type code and sequence.

To look up additional vendors:

- Perform a **Previous Block** function to go to the vendor classification information
- Perform another **Previous Block** function to get back to the FTMVEND header
- Perform a **File Rollback** and you can enter a new vendor code or do a new query.