

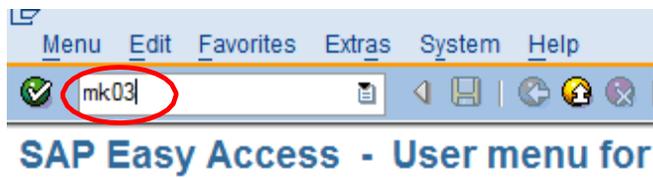
## Display Vendor

Transaction Code: MK03

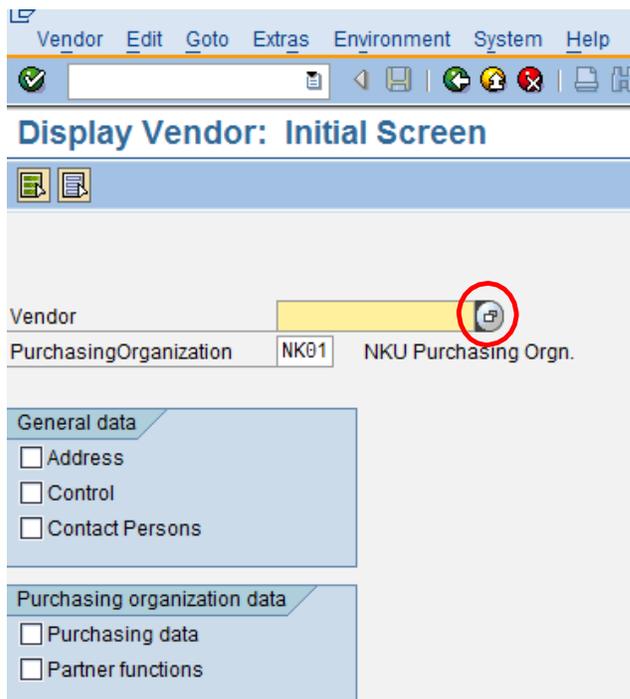
**Location(s):** SAP GUI

**Purpose:** Perform this procedure when you need to find a vendor number or validate a vendor has been added to the Vendor Master List in SAP.

1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, MK03.
5. Click Enter.



6. Click Vendor Match Code button.



7. Use wildcards (\*) with your search for vendor name.
8. Click Enter.

Vendor Account Number (1)

Vendors: Purchasing(NKU)

Name:

Name 2:

Street:

City:

Region:

Postal Code:

Maximum No. of Hits:

9. Select the Vendor.
10. Click Enter.

**Note:** A list of possible vendors will display with the number of entries found appearing at the top of the screen. Use the address information to verify the correct vendor.

Vendor Account Number (1) 1 Entry found

Vendors by Address Attributes (Fuzzy Search) | Vendors by Address Attributes | Proceed Initially Accor...

Vendor Name	Street	House No.	Postl Code	City	Search Term 1	Search Term...	City
116140 TENOR MADNESS	855 DEERE RD		50701	WATERLOO	TENOR MADNESS		US

- You may limit the search to a particular area by using the Region section.

Vendor Account Number (1)

Vendors: Purchasing(NKU)

Name:

Name 2:

Street:

City:

Region:

Postal Code:

Maximum No. of Hits:

- You may search for a company “Doing Business As” (DBA) by using the Name 2 field.

Vendor Account Number (1)

Vendors: Purchasing(NKU)

Name: [ ]

Name 2: [ \*hand\* ]

Street: [ ]

City: [ ]

**Note:** Notice how the search term of ‘hand’ is only displayed in the Name 2 field and not in the Name 1 field. Searching for any vendor using DBA should utilize Name 2.

Vendor Account Number (1) 1 Entry found

Vendors: Purchasing(NKU)

Vendor	Name 1	Name 2	Street	City	Rg	PostalCode
102094	A DAIGGER & COMPANY INC	DBA ETA HAND2MIND	500 GREENVIEW CT	VERNON HILLS IL		60061

- Select All to view all General data and Purchasing organization data.

**Display Vendor: Initial Screen**

Select All

Vendor: 102094 A DAIGGER & COMPANY INC

PurchasingOrganization: NK01 NKU Purchasing Orgn.

General data

- Address
- Control
- Contact Persons

Purchasing organization data

- Purchasing data
- Partner functions

12. Click Enter.

**Display Vendor: Initial Screen**

Vendor: 102094 A DAI

PurchasingOrganization: NK01 NKU Purchasing Orgn.

**General data**

- Address
- Control
- Contact Persons

**Purchasing organization data**

- Purchasing data
- Partner functions

- Vendor information is displayed.
- Click Next Screen or Previous Screen to view all information.

**Display Vendor: Address**

Vendor: 102094

**Name**

Title: [Dropdown]

Name: A DAIGGER & COMPANY INC  
DBA ETA HAND2MIND

**Search Terms**

Search term 1/2: ETA HAND2MIND

**Street Address**

House no./street: 500 GREENVIEW CT

City/State/ZIP Code: VERNON HILLS IL 60061

Country: US USA Illinois

Time zone: CST

**Communication**

Language: English

Telephone: 847-968-5264 Extension: [Field]

Mobile Phone: [Field]

Fax: 847-281-2566 Extension: [Field]

E-Mail: rweiss@hand2mind.com

Comments: NAME CHANGE PER CO./REC. W-9 ON 6/6/14 (B.C.)