

Vendor Lookup by Name

Usage

This report shows vendor's ORDERING address information and 204 Status.

The screenshot shows a web-based interface for a vendor lookup report. At the top, the title is "FRE_VENDOR_LOOKUP - Vendor Lookup by Name". Below the title is a text input field labeled "Enter Name%:" with a cursor inside. To the right of the input field is a yellow button labeled "View Results". Below the input field and button is a table header with the following columns: SetID, Vendor, 204 Status, ShortName, Name, Ordering Addr Ln1, Ordering Addr Ln2, City, St, and Postal. The table body is currently empty.

Steps

1. Key in Vendor Name
2. Click on View Results

Report Fields

1. SetID
2. Vendor
3. 204 Status (received, sent, not required)
4. ShortName
5. Name
6. Ordering Address Line 1
7. Ordering Address Line 2
8. City
9. State
10. Zip Code

Tips

1. Name is case-sensitive. Enter as much as you can and ended with a "%". To capture imbedded strings, enter "%" followed by the string and ended by a "%".