

Looking up a Vendor in AS400: Accounts Payable Main Menu – Vendor Inquiry
 Enter vendor name. If vendor doesn't show up, enter address that appears on the invoice.

```

CD0001DF.S1          Vendor Inquiry          11/10/23
WARREN CONSOLIDATED 10:09:42

Vendor Number: _____
*Or*
Vendor Sort/Name: _____
*Or*
Vendor Name Only: _____
*Or*
Vendor Name 2: _____
*Or*
Address 1: _____ *Or* SSN/EIN: _____

----- Search For Check -----
*Or*
Bank/Check #: _____ / _____
*Or*
Check Date: _____ *Or* P.O. Number: _____
*Or*
Invoice #: _____
*Or*
Description: _____ (Val or *Generic*)

F3 - Cancel          F4 - List
  
```

Looking up a Vendor in GEN 3: Accounts Payable Main Menu – Vendor Inquiry
 Enter vendor name. If vendor name doesn't show up, enter address that appears on the invoice

Macomb Intermediate School District
Core Business System Gen3

WARREN CONSOLIDATED Vendor Inquiry 11/10/23 10:17:00
 CD0001DF.S1

> Continue
 > Cancel
 > List

-Vendor Selection-

Vendor _____
 Vendor Name Sort Name _____
 Vendor Name 2 _____
 Address 1 _____
 SSN/EIN _____

-Check Selection-

Bank/Check # _____
 Check Date _____
 PO Number _____
 Invoice # _____
 Description Value or *Generic*

Make sure address is correct according to the order/quote/invoice. If vendor doesn't show up, request W9 from the vendor and forward to Accounts Receivable to be added.