

SAP

Vendor Invoice Management - Guidance for Coders

Invoices arriving into school should be stamped and sent off to Accounts Payable, where they will be scanned into SAP.

You will be notified of invoices for coding via your SAP Inbox and you should check this regularly.

Invoices should be coded and sent for approval or rejected as soon as notification is received.

Credit Notes

All Credit Notes received, like invoices, should be stamped and sent to Accounts Payable.

Credit Notes relating to OrderPoint will be scanned into SAP and matched with the invoice which will then be paid.

Credit Notes relating to non-OrderPoint invoices should have the additional information of your school's Cost Centre and the General Ledger (G/L) Expense Code to which you would like the money returned.

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Sending off an Invoice

When you receive a paper invoice into your school, you must stamp the invoice and complete the fields:

DFE No	
Vendor No	
Purchase Order No	

- Write in your DFE number (4 numeric digits only)
- Write in the Vendor Account Number
- If the invoice relates to an order placed through OrderPoint write in the purchase order number (65xxxxxxx)

To search for the Vendor Account Number use transaction code **S_ALR_87012087** 'List of Vendor Addresses' (See page 27 of this guide to complete this search).

Тір

If a new vendor needs to be set up you will need to complete the Master Data Form MD4.

You may also find it helpful to write on the General Ledger Code (expense /GL code and/or SIO) which the invoice relates to, this will assist with the invoice coding process.

Send the invoice to the Accounts Payable Team, Room 243, at County Hall Offices in your pink folder via your area mail

The Accounts Payable team will scan the invoices into SAP and using electronic workflow the invoices will be sent to your **SAP Inbox** for reviewing and coding.

SAP Business Workplace

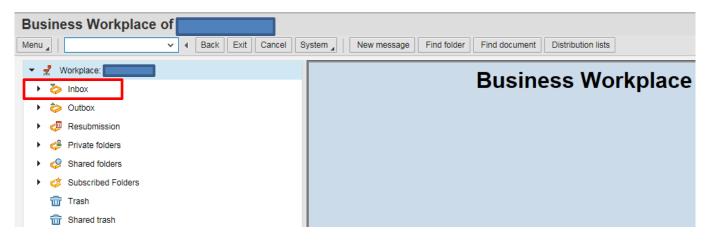
If you delay sending invoices in there is a risk that payment will be late and your school may incur a late payment charge.

Checking an Invoice

• Log into SAP and Click on 'SAP Business Workplace'

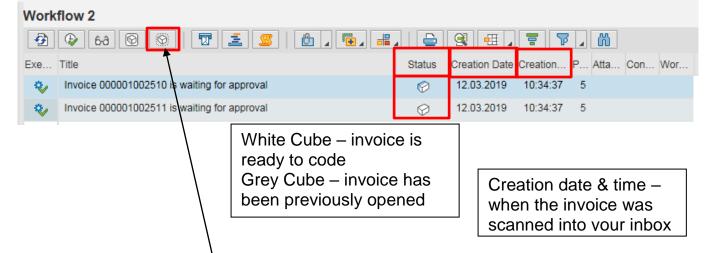
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• Double click on your **Inbox** to open it.



• Double click on **Workflow** to expand the line items and icons on the right.

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Entries with Errors 0	Your Document 1000000534 is success 05.09.2018 00:27:08 Workflow Sy	ŧ
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• Double click on the invoice you wish to code

The information on screen <u>must</u> be checked with the scanned invoice image for accuracy

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• To view the actual scanned invoice click on **Display Image**

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• Click on the cross at the top right of the invoice to close it down and return to the coding screen

By coding the invoice for your Approver you are confirming that the goods/services have been received and that the prices charged are correct. If this is the case, follow the instructions below to code the invoice.

You should reject the invoice if it:

- relates to a school which is not your own
- relates to a purchase order number (always begins with 65*) that has been raised in OrderPoint
- relates to an invoice that has already been paid
- contains information that does not match the coded information e.g. gross amount, VAT amount, vendor etc.

Go to Page 21 'Rejecting an Invoice'.

If there is an issue or query with the information, see Page 18 for guidance.

Coding an Invoice

• Enter a G/L (general ledger) Code - you can type this in if you know it

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• To search for a G/L code click in the 'G/L Acc' box the 'Search Square' icon will appear. Click on the Search icon

Click on the G/L account description in chart of accounts

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• Type in part of the appropriate word, using the * as a wild card e.g. to find printing and stationery enter 'print*'

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- Click on the binoculars to start search
- Select the required correct GL account

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• Click on the green tick

The G/L account field will have been populated in the coding screen

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• Enter either **Cost Centre** or scroll across to the right of the screen to **Order** to enter a **Statistical Internal Order (SIO)** number but you do not need to enter both

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Scroll across to the right of the screen to see the **'Order'** column where you would enter an SIO code and the **'Text'** column where information entered is visible on your finance reports.

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If you wish you can split the net amount over two or more G/L Codes, Cost Centres, or SIOs. You can split by amount or percentage – see example below

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If the items on the invoice have different rates of VAT, you will need to enter a separate line for each rate to reflect this in your coding.

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If you scroll across to the right on the coding line you will see the 'Text' column.

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The text entered here will appear on your SAP finance reports and will assist with your budget monitoring.

Before sending the invoice for approval

• Check the balance boxes equal zero

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Click Approve

(You are not approving the invoice, just sending it on for approval)

SAP will suggest the first approver alphabetically, if the invoice is within their level of authorisation you can send the invoice to them for approval. See page 13 for guidance on changing your Approver.

You may wish to add a note for your Approver to assist them. If the expenditure was subject to Governors approval you must quote the Governors minute number here. Comments will be attached to the invoice and can be accessed anytime during and after payment.

Тір

You can also copy and paste text from Word documents and emails

• If you wish to add a comment type in the 'Comments' box

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Next Proposed Approver	Override Approver	Name	E
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• Click 'Approve'

You will be returned to your SAP inbox – the invoice will have gone from your workflow (and that of any other coders in school) and has been sent to your Approver – you can move on to code your next invoice.

Changing Approver

If the value of the invoice exceeds the level of authority of the suggested Approver or you wish to send it to someone else you should select an alternative

• Click Search

Approve Confirmation			
Menu "	System _		
Next Approver			
Next Proposed Approver	Override Approver	Name	III
John Smith		✓ Search	

• Leave ALL the boxes blank

Search User		
First Name	1	
Last Name		
E-Mail		
Telephone No.		
Department		
		× ×

- Click on the green tick to start the search
- A list of all the approvers available to you will be displayed

Search User					×
First Name	Last Name	Phone	Department	Email	
John	Smith				
Jane	Jones				
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• Double click on the approver you wish to use

Approve Confirmation				
Menu 🖌 🗸 🗸	System _			
Next Approver Next Proposed Approver John Smith	Override Approver Jane Jones	Nam Va		
Comments:				
		Aı in	our chosen oprover will appear 'Override oprover'	
		~	Approve X Cancel	

• Click Approve

You will be returned to your inbox – the invoice will have gone from your workflow (and that of any other coders) and has been sent to your chosen Approver – you can move on to code your next invoice

Discrepancies

If you identify an error, you must query this with the vendor and, if necessary, request a credit note.

You should enter a reason for the non-coding of the invoice in the Comments box.

• Click on 'Add Comments' to add a comment

	ice 00000100251	10								
Menu 🛓	✓ 4 Sav	ve Back Exit	Cancel	System 🛓	Unified	Dashboard	Display DP	Add Attachme	ent Display Ima	ge D
Invoice Summary	Additional Details									
Special Handli	ng Instructions									
Vendor	0020016625	GRAND HOTEL	BACS		Docume	ent ID	10025	10		
Vendor Invoice #		4			Paymen	nt Terms	ZP30			
Company Code	1000				Invoice	Date	12.03	3.2019		
Invoice Amount	120.00				Tax Coo	de	VA V	A (Standard rated	l input 🐱	
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Rease Enter or 0	Change G/L Accoun	t Information	VA	T balance:	0.00)	Ва	lance: C	0.00	
Sta G/L Acc	Short Text	Cost Ctr	D/C indic.	Item Amoun	it	Percentage	Tax code		Tax Jur.	E
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			34:14	Invoice su	ubmitted for	Approval				Ξ
			34:14	Invoice su	ubmitted for	Approval				•

Change General Comments.: DPNPO0000010025100000209870	38009 A
Menu A Save Back Exit Cancel System A Select Text	Insert
F L Row Text	F
+1+2+3+4+5+6+7	^
* Enter your reason for not coding the invoice here]
	- 1

• Click Save and Exit

• Click Return to Inbox

Appro	ove Invoi	ce 000001	0025	10													
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					GBP			~	1					Tourist	20.	00	
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	i de commonto	- a migaire					141		-	110,00				L	4		

For assistance: Call 01629 538088 | Email <u>schoolssap@derbyshire.gov.uk</u> Page | 19 The status cube will have turned grey, to indicate that there is a query with this invoice. This will show in all coders' inboxes

Image: Second	Work	flow 2						
Invoice 000001002510 is waiting for approval Image: 2.03.2019 10:34:37 5	9	🚱 68 🞯 🔽 🚊 💶 🙆 , 🖷 ,		9	7			
	Exe	Title	Status	Creation Date	Creation	P Atta.	. Con	Wor
Invoice 000001002511 is waiting for approval O 12.03.2019 10:34:37 5	۰.	Invoice 000001002510 is waiting for approval	Ø	12.03.2019	10:34:37	5		
	۰.	Invoice 000001002511 is waiting for approval	Ø	12.03.2019	10:34:37	5		

Note

It is good practice to regularly review all your invoices that are in query to ensure issues are resolved and the invoices are coded and sent for approval as soon as possible.

If you are 'holding' an invoice in your SAP Business Workplace waiting for a credit note, once this is received in school, stamped and sent in your pink envelope, you should code the invoice and send for approval – adding the appropriate comments. You will not be notified that the credit note has been added to SAP, but it will be applied to your budget.

Rejecting an Invoice

There are several reasons why you might choose to reject an invoice (i.e. return it back to the Accounts Payable team).

- The invoice does not belong to your school.
- The invoice quotes a purchase order number relating to an OrderPoint order (starting 65xxxxxxx).
- The invoice relates to an OrderPoint order, even though it does not quote the number.
- The invoice has already been paid and the invoice is a duplicate.
- The invoice is incorrect and will be cancelled and replaced by the Vendor.
- The coding screen contains values that do not match to the scanned image of the invoice e.g. gross amount, VAT amount, vendor etc.
- The invoice relates to a different vendor to that showing on the screen

To reject an invoice complete the following steps:

• Within the main coding screen click **Reject**.

Appro	ve Invoi	ce 0000	0100	251	0												
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Invoi	ice Summary	Additional [Details														
Vendor	pecial Handling		002001	5675	CRAN	D HOTEL	PACE			Docume	at ID		1002	510			
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Company		H	1000							Invoice				3.2019			
Invoice Ar		-	120.00							Tax Co				/A (Standard rate	d innu	t v	
Net Amou		-	100.00			GBP					licul Tax				a nipa		
Expense 1	Type:		ST-Stan	dard					~	Credit N	lemo			Tax Amount	20.	00	
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9 5	Ē							VA	T balance:	0.00)		В	alance:	0.00		
Please	Enter or C	hange G/	L Acc	ount	Inforn	nation								L			
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<																	~
				1					Г								-
🥠 A	dd Comments	La li	nquire				_ 2	Ap	prove	🤌 Rejec	et i				Ş	Return to Inbo	x

• You <u>MUST</u> enter the reason why you are rejecting the invoice in the comment box.

Rejection Confirmation	
Menu 🖌 🗸 Vistem 🖌	
Please enter the reason that you are rejecting this invoice:	
Continue	🗙 Cancel

• Click **Continue**

You will be returned to your inbox – the invoice will have gone from your workflow (and that of any other coders) and has been sent back to Accounts Payable – you can move on to code your next invoice.

Invoice is rejected by the Approver

An Approver may reject the invoice for one or more reasons:

- The invoice does not belong to your school.
- The invoice quotes a purchase order number (always begins with 65*) that relates to one that has been raised in the OrderPoint system.
- The invoice, although not quoting an OrderPoint purchase order number, actually relates to one that exists.
- The invoice has already been paid previously and is a duplicate.
- The coding screen contains values that do not match the scanned image of the invoice e.g. gross amount, VAT amount, vendor etc.
- The goods or services have not been delivered by the vendor.
- The goods delivered were damaged.
- The ledger codes used are incorrect.
- The coding screen shows a different vendor to that on the scanned image.

An invoice rejected by your Approver will re-appear in the Coder's SAP inbox (Business Workplace) and can be identified by checking the Logged Action column, found in the bottom half of the screen when the invoice is opened

Appro	ve Invoid	ce 000	001	00	251	D													
Menu 🛓			~	•	Save	Back	k Exit	Canc	el	System _	U	nified [Dashboard	Displ	ay DP	Add Attachr	ment	Display Image	Di
OPENT	EXT Vend	or Invoice	Mana	igen	nent [™] ≋	or SAP* So	lutions												
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S	pecial Handling	Instruction	s								_								
Vendor			0020	016	625	GRANE	HOTEL	BACS			D	ocume	nt ID		10025	10			
Vendor In	voice #					4					P	ayment	Terms		ZP30				
Company	Code		1000)			7				In	ivoice [Date		12.03	.2019			
Invoice Ar	mount		120.	00				1			Т	ax Cod	e		VA VA	(Standard rat	ed inp	ut 🗸	
Net Amou	int		100.	00			GBP				A	uto-Cal	cul Tax						
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3 5	D								VA	AT balance:		0.00			Bal	ance:	0.00)	
Please	Enter or Cl	hange G	/L A	cco	ount	Inform	nation												
	. G/L Acc	Short Tex				Cost		D/C in	dic.	Item Amou	nt		Percentage	Тах	code		Та	ax Jur.	E ##
2	143000	P&S				С	IP0021	Debit	~		100	0.00	100.00	VAN	/A (Star	dard rate	~		^
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Approver						Time S	tamp			Logged A				Di	Di C	omments Sum	mary		
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- 妃 A	dd Comments	La	Inquir	re				- 2	Ap	prove	20	Reject					<	Return to Inbo:	¢

To view the reason for the rejection

• Click on the **Display Text** icon to see the comment made by your Approver.

Change N	otes: 1000 0000001 Language EN
Menu 🖌	✓ ▲ Back Exit Cancel System ▲ Select Text Insert Line For
F LRow	Text F
	·+····1····+···2···+···3···+···4···+···5···+···6···+···7··
* Ple	ase recode this invoice to the books general ledger code 143030.

• Click on **Back** to return to the main coding screen after you have reviewed your approvers comment

To make an amendment (e.g. change the G/L Code or SIO)

• Select the information that you want change and edit it

Any of the information in white boxes can be amended. You can change a G/L code, SIO, Text or add a line to split the invoice.

Approve Invoice 000	00100	2510)												
Menu 🛓	× 4	Save	Back	Exit	Cance	:	System 🛓	Unified	Dashboard	Disp	lay DP	Add Attachr	ment	Display Image	Dis
OPENTEXT Vendor Invoice	Managem	nent™ k	or SAP* Sol	utions											
Invoice Summary Additional	Details														
Special Handling Instruction	s														
Vendor	0020016	625	GRAND	HOTEL	BACS			Docume	ent ID		1002	510			
Vendor Invoice #			4					Paymer	nt Terms		ZP30				
Company Code	1000							Invoice	Date		12.0	3.2019			
Invoice Amount	120.00							Tax Co	de		VAV	A (Standard rat	ed input	t v	
Net Amount	100.00			GBP				Auto-Ca	alcul Tax						
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9.6.6						1/0	T balance:	0.00			Re	lance:	0.00		
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Please Enter or Change G		ounti							-	_			_		
Sta G/L Acc Short Tex	đ		Cost		D/C inc Debit		Item Amount		Percentage		code	andard rate		Jur.	
143030 Books			CIF	0021	Debit	×		100.00	100.00			and and ante	~		-
- C					Debit	Y							~		-
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Approver			Time St	amn			Logged Ac	tion		Di	Di	Comments Sum		ine. Giv	m
				.19 10:	20.25				voice back t	01	. 01	Sommenta Sum	intery		^
				.19 10.					voice back t						
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			13.08	.19 13:	34:59		User retur	User returned the invoice back t							
WF-BATCH			12.03	.19 10:	34:14		Invoice su	bmitted for	Approval						~
<														3	
🦻 Add Comments	Inquire				2	Ap	prove	🤌 Reje	:t				`	Return to Inbo	¢

- Click Approve to return the invoice to your Approver
- You must add a comment to the Approver confirming that the necessary changes have been carried out.

If your Approver requires the invoice to be rejected back to Accounts Payable, you should reject the invoice following the instructions from Page 20 onwards.

Search for a Vendor

S_ALR_87012087 – List of Vendor Addresses

This guide will assist you in searching for and displaying Vendor information, including Vendor account numbers

If a Vendor is not set up on SAP you should complete Master Data Form MD4 available on SchoolsNet to request a new Vendor account.

1.1 Search for Vendor by Name

- In the Command Box enter the Transaction Code S_ALR_87012087 and press 'Enter on your keyboard
- OR double click on the transaction code in your 'Favorites' list

SAP Easy Access - User Menu for India Milward	
Menu SAP mer	NU SAP Business Workplace Add to Favorites
▼ 🛅 Favorites	^
★ S_ALR_87012087 - List of vendor addresses	astern tion

• To search for the Vendor's details, click in the 'Vendor account' box and Click on the Search Square

List of vendor addres	ses					
Menu	¥ 4 [Save as Variant	Back Exit	Cancel System	Execute	Dynamic selections
Vendor selection						
Vendor account			් to		_	
Selection using search he	lp					
Search help ID						
Search string						
📑 Search help						
Program selections						
Decimal comma instead of dec	im					
Output Format						
						1
SAP List Viewer						
 ABAP List 		 Display as tal 	ble			
O Graphic		Word process	sing			
ABC analysis		O Spreadsheet				
File Store						
 Save with ID 						
		04000 50000		a a la a an @ da da da a		

For assistance: Call 01629 538088 | Email <u>schoolssap@derbyshire.gov.uk</u> Page | 26 • To search for the **name of a Vendor**, type the first few letters of their name, followed by * (e.g. for Bibby Leasing Ltd type bibby*)

 A: Vendors (Generation) 	ral) I: Vendors by Country/Company Code	E,
Search term Country Postal Code City		
Name bib	۷۷ [*]	
Deletion flag Maximum No. of Hits 50		

• Click on the binoculars to start your search

<u>Tip</u> - Search fields are **NOT** case sensitive.

 A list of possible Vendors will appear, scroll down to find the Vendor you are looking for

A: Ven	dors (C	Seneral)	I: Vendors by (Country/Con	ipany Code		D 3	
* 🦻 🛍	60		¥					
earchTerm	≞ Cty	PostalCode	City	Name 1		Vendor	DelF	
BIBBY	GB	BD19 8XF	DOVER	BIBBY	HIRE L	20009218		
BIBBY	GB	L3 20K	MILFORD	BIBBY	IWEST L	20015462		
BIBBY	GB	LE19 3NV	KINGSTON	BIBBY	TER L	20014296		
BIBBY	GB	LS19 70T	ASHLAND	BIBBY		20015270		
BIBBY	GB	M50 5WH	NEWPORT	BIBBY	IESTER	20013598		
BIBBY	GB	OX16 3JJ	KINGSTON	BIBBY	VATION	20018152		
BIBBY	GB	OX16 5NY	KINGSTON	BIBBY	ICES	20015607		
BIBBY	GB	SR5 2TY	LEXINGTON	BIBBY	ИІТЕ	20012572		
BIBBY	GB	ST15 5TB	NEWPORT	BIBBY		20025410		
BIBBY	GB	TN34 4EH	MADISON	BIBBY	X LTD	20014421		
BLOCKED	GB	SL1 8LS	ASHLAND	BIBBY	H LTD	20017358	×	
Entries found							>	

• Click the 'X' at the top to close the box

If you are not certain of the start of the word – i.e. the company could be The Bibby Leasing Ltd – surround your search with wildcards (i.e. *bibby*) this will enable SAP to find the correct entry, but more entries will almost always be found.

A: Ven	dors (G	Seneral)	I: Vendors by (Country/Company	y Code		Ē;	
* 🖉 🕷	6		¥					
earchTerm	≞ Cty	PostalCode	City	Name 1		Vendor	DelF	
BIBBY	GB	BD19 8XF	DOVER	BIBBY	HIRE L	20009218		
BIBBY	GB	L3 20K	MILFORD	BIBBY	WEST L	20015462		
BIBBY	GB	LE19 3NV	KINGSTON	BIBBY	TER L	20014296		
BIBBY	GB	LS19 70T	ASHLAND	BIBBY		20015270		
BIBBY	GB	M50 5WH	NEWPORT	BIBBY	IESTER	20013598		
BIBBY	GB	OX16 3JJ	KINGSTON	BIBBY	NATION	20018152		
BIBBY	GB	OX16 5NY	KINGSTON	BIBBY	ICES	20015607		
BIBBY	GB	SR5 2TY	LEXINGTON	BIBBY	ИТЕ	20012572		
BIBBY	GB	ST15 5TB	NEWPORT	BIBBY		20025410		
BIBBY	GB	TN34 4EH	MADISON	BIBBY	X LTD	20014421		
BLOCKED	GB	SL1 8LS	ASHLAND	BIBBY	H LTD	20017358	x	
							>	

If you have two or more entries for a Vendor, to check their details

• Double click on the line entry to check.

The Vendor account number will be displayed.

List of vendor addresses							
Menu 🖌 🗸 🗸	Save as Variant	Back	Exit	Cancel S	ystem 🛓	Execute Dynam	ic selections
Vendor selection							
Vendor account	20009218	đ	to				
Selection using search help							
Search help ID							
Search string							
📑 Search help							

- Click **Execute** to display the address details.
- Check the address details of each entry.

<u>Tip</u>

ist of ve	ndor ad		ving Back Exit	Cancel System	Listo	verview P	evious
Vendor Location	Name 1		Str	eet name	Ctr	Postal c	od
20009218 DOVER	Bibby		Ltd 370	7 Kent Road	GB	BD19 8XF	
Number of	country k	eys GB			1	* *	
Total numb	er				1	**	

• Click **Back** to return to the search screen.

If both/all addresses are the same, contact Accounts Payable to confirm which Vendor account number should be used.

1.2 Search by Postcode

It may be easier to search for the Vendor by postcode.

• Enter the **postcode** in the usual format (no need for *).

Account Number o	of Vendor or Crea	ditor (1)	×
A: Vendors	(General)	I: Vendors by Country/Company Code	Ē.
Search term Country]	
Postal Code	BD19 8XF	7	
City			
Name			
Vendor			
Deletion flag			
Maximum No. of Hits	500		

• Press Enter.

Only those Vendors with that postcode will be displayed.

A: Ver	ndors (C	General)	I: Vendors	s by Country/Company Code				Ē,
* 🖉 🕷	6		~					
SearchTerm	Cty	PostalCode	City	Name 1		Vendor	DelF	
BIBBY	GB	BD19 8XF	DOVER	BIBBY	L	20009218		

<u> Tip</u>

You can also search for a partial postcode, using the wildcard e.g. DE4*

1.3 Search for a Vendor by Number

If you know the Vendor's account number, but want to check their details.

• Type in the Vendor's account number.

List of vendor addres	ses
Menu 🛓	✓ ✓ Save as Variant Back Exit Cancel System ↓ Execute Dynamic selections
Vendor selection	
Vendor account	20003000 🗗 to
Selection using search he	lp
Search help ID	
Search string	
📑 Search help	
Program selections	
Decimal comma instead of dec	sim

- - Click Execute.

The Vendor's details are displayed.

ist of vend	or address	es							
Menu 🛓		~ • [Saving	Back	Exit Cancel	System ,	List o	verview	Previous
Vendor Na Location	ame 1				Street nam				al cod
20003000 SPRINGFIELD	Building &	Civil	engine	ering	2378 High	Street	GB	DE72	4PM
Number of cou	untry keys GB						1	*	
Total number							1	**	