## Search for a Vendor & Address During Requisition Creation

<table>
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Your Berkeley Financial System (BFS) Home page may look different, depending upon your user access. &lt;br&gt;Click the Purchasing link.</td>
</tr>
<tr>
<td>2.</td>
<td>The Purchasing page appears. &lt;br&gt;Click the Add/Update Requisitions link.</td>
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<tr>
<td>3.</td>
<td>The Requisitions page defaults to Find an Existing Value. &lt;br&gt;Leave the SetID to the default 10000 (Berkeley) which is associated with the User ID. In this example, we want to add/create a new Requisition.</td>
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<td>4.</td>
<td>Click the Add button.</td>
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<td>5.</td>
<td>The Requisition page appears. &lt;br&gt;In this example, we will first search for the Vendor before we do anything else to this Requisition. &lt;br&gt;Click the Requisition Defaults link.</td>
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<td>6.</td>
<td>The Requisition Defaults page appears. &lt;br&gt;If you know the Vendor, enter the Vendor ID number. &lt;br&gt;The Vendor Lookup glass (to the right of the Vendor field) will retrieve and display the first 300 Vendor IDs from the data base and then allow you to search the entire database by Vendor ID or Name. &lt;br&gt;The Vendor Lookup link (to the right of your screen) does not perform an initial search, so the page loads faster. It allows you to search by Name and ID, as well as by ID Number, City, State and Country. It is the more flexible of the two options. In this example, we use the Vendor Lookup.</td>
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<tr>
<td>7.</td>
<td>In this example, we will come back to this page after determining the correct Vendor and Vendor Address. &lt;br&gt;Click the Vendor Lookup link.</td>
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<tr>
<td>8.</td>
<td>The Vendor Search page appears. &lt;br&gt;You may search by using any of the parameters/fields on this screen. In this example, we will use the Vendor Name.</td>
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| 9.   | If you want to see **ALL** vendors with a specific word anywhere in the title, the **Name** field should look like this: `%word being searched%`.  
   As an example, if we were to search for any vendor with the word "office" any place in the title, it would look like this: `%office%`. |
| 10.  | In this example, we are interested only in those Vendors with the first name of Fisher.  
   Enter the desired information into the **Name** field. Enter a valid value e.g. "fisher". |
| 11.  | Click the **Search** button. |
| 12.  | The **Search Results** list appears below Search Criteria. Notice there 9 Results with 1-5 displayed. |
| 13.  | In this example, **Fisher Scientific** is the Vendor we are interested in.  
   Click the **Sel** option to the left of the item, Fisher Scientific. |
| 14.  | After Selecting the Vendor, we will check to make sure the Vendor is **Open For Ordering**.  
   Click the **Vendor Detail** link. |
| 15.  | The **Vendor Detail** page appears.  
   Make sure the Vendor is **Open For Ordering (Status: Approved; Open For Ordering: Y)**.  
   If the Vendor is **not** Open For Ordering and we need to use this Vendor, we would contact the Vendoring Department to Open the Vendor for Ordering. |
| 16.  | We have verified the fact that this Vendor is **Open For Ordering** and will cancel from this page.  
   Click the **Cancel** button. |
| 17.  | We want to review the complete address of the selected item.  
   Click the **Address** link. |
<p>| 18.  | The full <strong>Address</strong> page appears. We have verified the address and will return to the <strong>Search</strong> page. |
| 19.  | Click the <strong>Cancel</strong> button. |</p>
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| 20.  | We are finished with the **Vendor Search Results** page. We have verified the **Vendor Address** as well.  
Click the **OK** button. |
| 21.  | The **Requisition Default** page appears. Note the Vendor Name, Number and Vendor Address have been filled in. |
| 22.  | Congratulations. You have found the vendor from a Requisition.  
**End of Procedure.** |