
(MKVZ) VENDOR SEARCH (PUR-001)
SAINT LOUIS PUBLIC SCHOOLS

1. SCOPE:

- This procedure discusses the process used to PERFORM A VENDOR SEARCH.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2. RESPONSIBILITY:

- Purchasing Clerk

3. APPROVAL AUTHORITY:

- Executive Purchasing/Budget Director

4. DEFINITIONS:

- SLPS – Saint Louis Public Schools
- SAP – Information system used by SLPS

Signature

Date

5. PROCEDURE:

5.1 Enter MKVZ

5.2 Click on the check mark, upper left hand corner.

5.3 Click on the icon to the right of the VENDOR FIELD

5.4 Search Term Field: Type part of the vendor name with an asterisk(*) on both sides, i.e., *brad* for Bradburns.

5.5 Click the Green Check Mark at the bottom of the screen.

5.6 Move the mouse pointer to the column heading Name 1. When the mouse pointer changes to a black down arrow, click the alphabetized column.

5.7 Double-click on the desired vendor.

5.8 The vendor number will be automatically placed in the Vendor field. To find another vendor code, repeat steps 2-7.

5.9 Click the exit button to return to the SAP Easy Access screen.

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6. RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SAP Issued	Computer	3 years	Discard as desired	Password protected

7. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/15/08	A	Initial Release

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