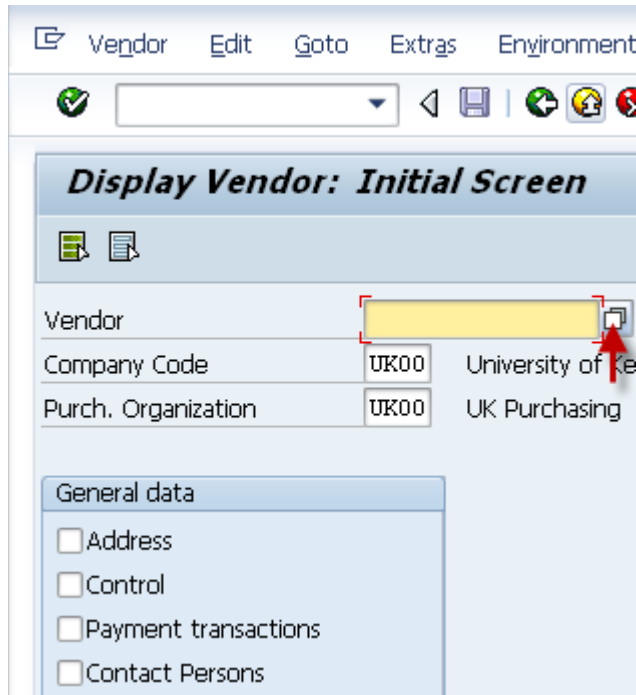
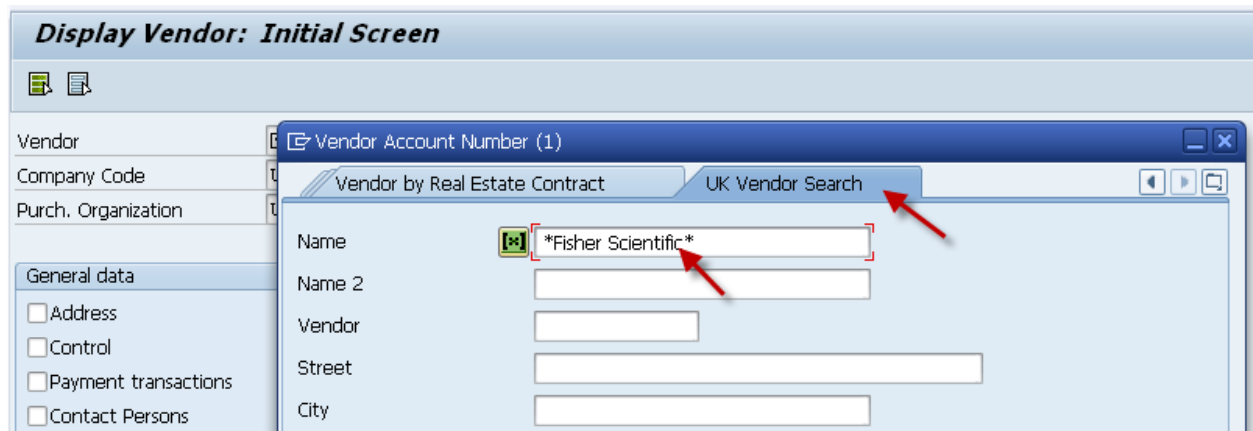


VENDOR DISPLAY LIST

To determine if a vendor is in SAP, go to T-Code **XK03**. Click on the search button.



Make sure you are on the “UK Vendor Search” tab and type part of the vendor name, using the asterisk (*) symbol before and after the name. You may also need to try entering your search data in the “Name 2” field to render better results.

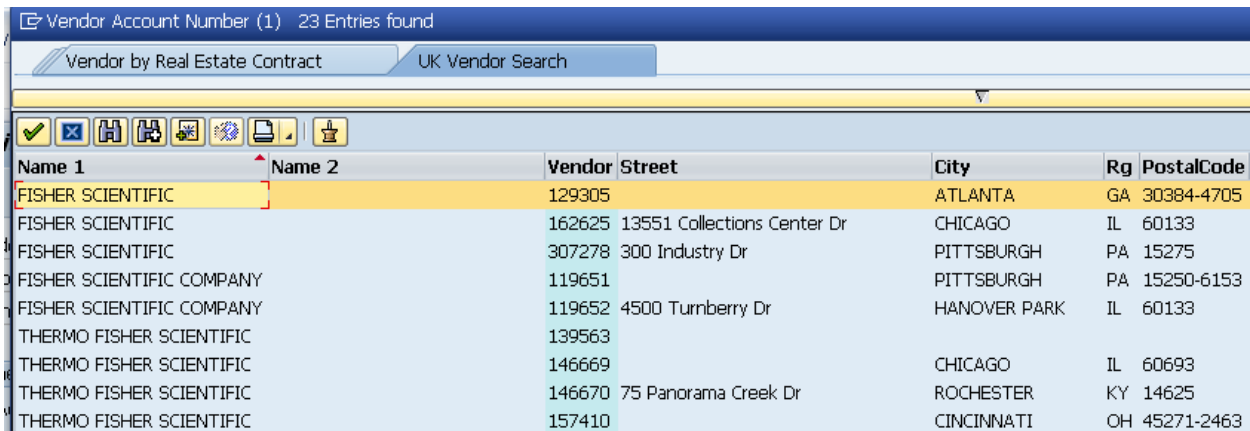


At the bottom of this same screen, you may change the “500” to a larger number to expand the search, and then click on the green check mark.



The screenshot shows a search interface with a text input field labeled "Maximum No. of Hits" containing the number "500". A red arrow points to the input field. Below the input field, there are three buttons: a green checkmark, a multi-colored square, and a blue 'X'.

This will give you a list of vendors matching the characters you entered in between the asterisks.



The screenshot shows a SAP Vendor Search results table. The table has columns for Name 1, Name 2, Vendor, Street, City, Rg, and PostalCode. The first row is highlighted in yellow.

Name 1	Name 2	Vendor	Street	City	Rg	PostalCode
FISHER SCIENTIFIC		129305		ATLANTA	GA	30384-4705
FISHER SCIENTIFIC		162625	13551 Collections Center Dr	CHICAGO	IL	60133
FISHER SCIENTIFIC		307278	300 Industry Dr	PITTSBURGH	PA	15275
FISHER SCIENTIFIC COMPANY		119651		PITTSBURGH	PA	15250-6153
FISHER SCIENTIFIC COMPANY		119652	4500 Turnberry Dr	HANOVER PARK	IL	60133
THERMO FISHER SCIENTIFIC		139563				
THERMO FISHER SCIENTIFIC		146669		CHICAGO	IL	60693
THERMO FISHER SCIENTIFIC		146670	75 Panorama Creek Dr	ROCHESTER	KY	14625
THERMO FISHER SCIENTIFIC		157410		CINCINNATI	OH	45271-2463

You will need to match up the address on your invoice (the “remit to” address) with one of the addresses in the SAP vendor list to determine the vendor number for your PRD.

If you do not see the vendor on the list or if the vendor has an incorrect address, please contact Hannah Farley in the Business Center. You may need to complete the vendor application which can be found at:

<http://www.uky.edu/eForms/forms/vendapp-sap.pdf>