

# Vendor Address Look-Up

## Mnemonic: REQM, Address Field

### Address:

Many vendors in the Datatel database have more than one address. A vendor look up will pull up the default address listed for that vendor.

If the address listed is not the address you need, detail in (F2) or click the Detail Icon by the Address Field: for a full list of addresses for that vendor. Select the address you need from the list. If you still do not see the address that you need, enter it in the Comments: field. Detail in (F2) or click the Detail Icon next to the Comments: field. Type in complete Vendor information. Name, address, phone number, fax number, and Federal Tax ID Number (FEIN). Purchasing will add the address in the Vendor Database and add it to your requisition. **Please** do not manually type new or changes to vendor information in any of the Vendor ID: fields on your requisition. Changes must be made by Purchasing to update database.

The screenshot displays the Datatel REQM-Requestion Maintenance application. The main window shows the following fields:

- Requisition: [Blank] Status: [Blank] Status Date: [Blank]
- Requisition Date: 02/20/06 Initiator: [Blank] Desired Date: [Blank]
- Maintenance Date: [Blank] Requisition Amt: [Blank]
- Vendor ID: 2077717 Name: 1 Otis Elevator Company Types: 1
- Address: 1 E & I Cooperative CSZ: Lombard IL: 60148
- Country: [Blank] Currency: [Blank] Terms: 02 2%/10/Net 30
- Ship To: [Blank] FOB: [Blank] Commodity: [Blank]
- Ship Via: [Blank]
- Approvals: 1 Buyer: [Blank] Printed Comments: 1
- Expire Date: [Blank] Comments: 1
- AP Type: [Blank] Priority: [Blank]
- Invn Store: [Blank] Requisition Done: No

Buttons: Ship To Codes LookUp, New Record

The bottom window shows the ADDRESS RESOLUTION window with the following table:

Seq	Address Lines	Status	Residents	Type
1	E & I Cooperative 949 Oak Creek Dr Lombard, IL 60148		Otis Elevator Company	Purchase O
2	E & I Cooperative PO Box 73579 Chicago, IL 60673-7579		Otis Elevator Company	Check or P
3	E & I Cooperative 1010 Jefferson Blvd Mishawaka, IN 46545		Otis Elevator Company	Purchase O

Controller LookUp Resolution Page 1/2  
Seq Number, (F) lag, (S)ort/Select: [Blank]