



## Vendor Look-Up

**Mnemonic: REQM, go to Vendor ID field**

### Vendor ID:

There are several ways to select a vendor from the database:

- Type in the full name of the vendor and select vendor from the list
- Type in a partial name of the vendor and select vendor from the list
- Type back slash “/” in the Vendor ID field followed by the vendor’s full or partial name.

Using the back slash command “/” in Datatel means, “sounds like”. This command will make up for spelling differences that cause discrepancies between the way you are typing the name and the way the vendor name was established in the vendor record.

**If you can’t find the Vendor you are looking for, please try the back slash “/” before the name.**