



How to ... search for an existing vendor

uBASE can be used to search for an existing vendor (supplier).

Anyone who has access to uBASE, any profile, can search for an existing vendor using uBASE.

What to do ...

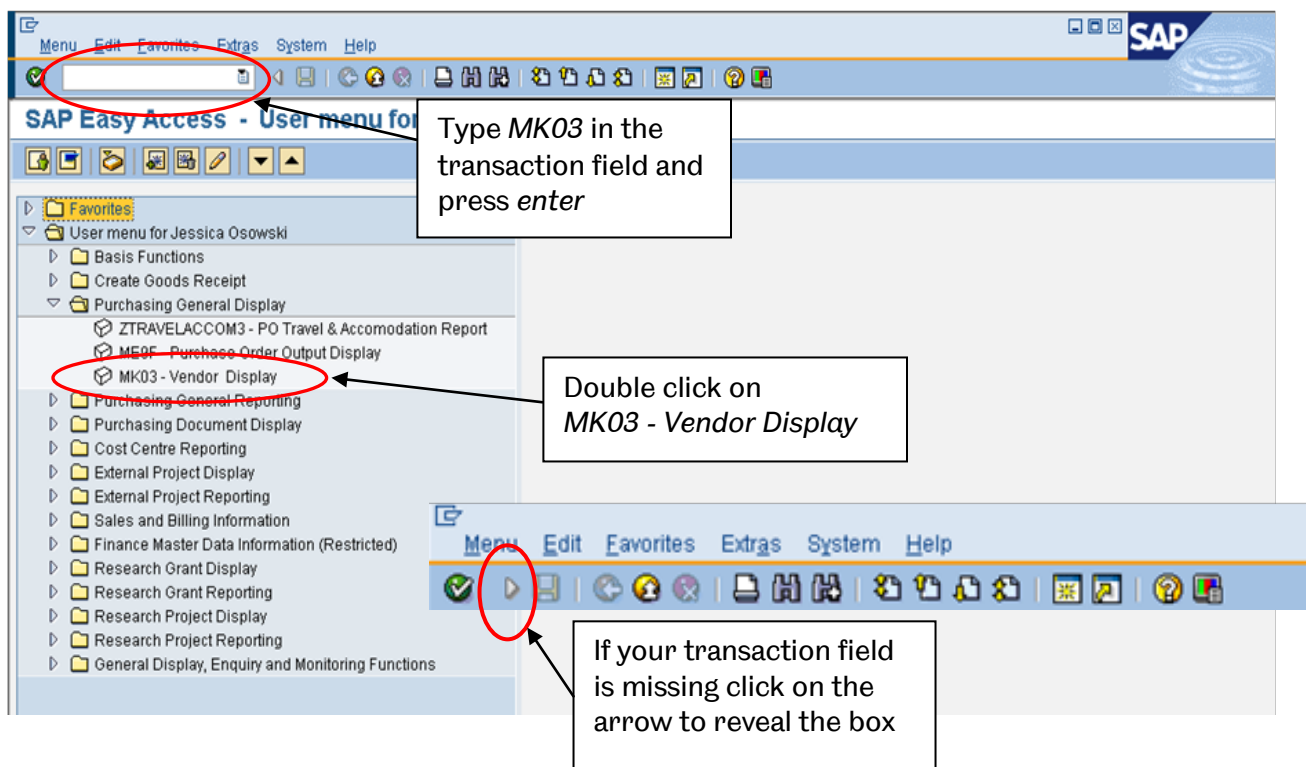
Step 1 Log into uBASE

Step 2 To open the transaction to search for a vendor, use **EITHER**:

- the menus by opening *Purchasing General Display* menu and double clicking on the option for *MK03 – Vendor Display*

OR

- type *MK03* in the *transaction* field (this is the digit zero not the letter o) and press *enter*

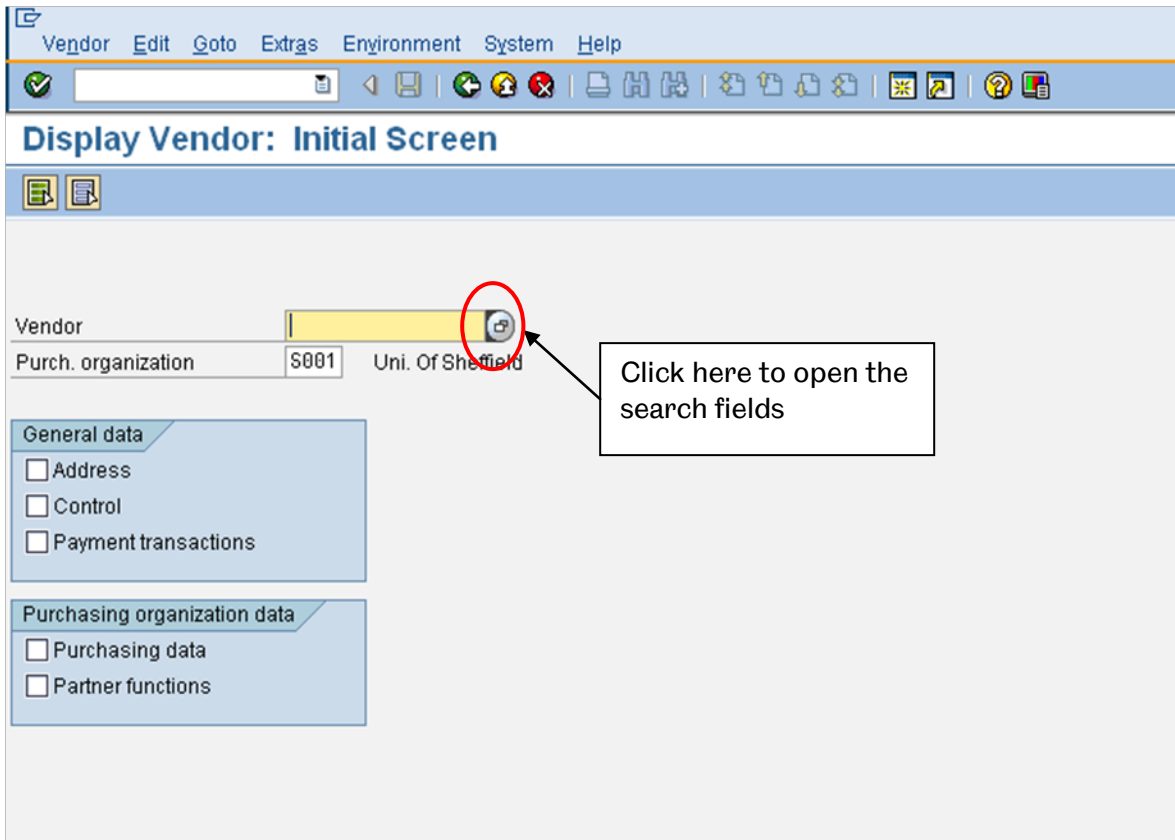


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Step 3 The *Display Vendor* transaction initial screen opens. Click as shown to open the search fields:



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Step 4

- To search for your desired vendor you need to make sure that you have selected the 'Vendors by Payment Method' tab.
- Use the *Postal Code*, *City* or *Name* fields to search for a vendor.
- Enter your search criteria and click the *green tick* to start your search
- For example: if you would like to search for Office Depot, you would search for ***Office*** in the 'Name' field (ensuring that a * is used at the beginning and the end of the word) and choose from the list which appears.
- The search screen will look like this:

Vendor Account Number (1)

Vendors (General) Vendors by Payment Method Vendors by Country/Company...

Vendor

Purch. block

Name

Street

City

Postal Code

Payment methods

Search term

Company Code

Maximum No. of Hits

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- Step 5**
- The list of vendors matching your search criteria will open in a new window.
 - The vendor number is show on the left-hand column
 - A tick in the blocked column means that the vendor is blocked and is not available for you to order from

Vendor Account Number (1) 46 Entries found

Vendors (General) Vendors by Payment Method Vendors by Country/Company Code Vendors by Company Code Vendors by C...

Vend...	Blocked	Name 1	Street	City	PostalCode	Pmt met...	SearchTerm	CoCd
9002	<input type="checkbox"/>	CONFERENCE OFFICE	34 Endcliffe Crescent	SHEFFIELD	S10 3ED		INTERNAL	S001
9046	<input type="checkbox"/>	GRADUATE RESEARCH OFFICE	267 Glossop Road	SHEFFIELD	S10 2HB		INTERNAL	S001
9071	<input type="checkbox"/>	OFFICE OF CORPORATE PARTN	231 Glossop Road	SHEFFIELD	S10 2GW		INTERNAL	S001
9086	<input type="checkbox"/>	RESEARCH OFFICE	231 Glossop Road	SHEFFIELD	S10 2GW		INTERNAL	S001
9115	<input type="checkbox"/>	VICE CHANCELLOR'S OFFICE	Western Bank	SHEFFIELD	S10 2TN		INTERNAL	S001
10328	<input type="checkbox"/>	B & B OFFICE MACHINES LTD	202 Whitham Road	SHEFFIELD	S10 2SS	E	OFFICE	S001
10497	<input type="checkbox"/>	BOS OFFICE SUPPLIES	12-18 Summer Lane	BARNSELY	S70 6BN	E	OFFICE	S001
10569	<input type="checkbox"/>	BROADSTOCK OFFICE FURNITU	Brunel Road	MACCLESFIELD	SK11 0TA	E	FURNITURE	S001
10992	<input type="checkbox"/>	DALE OFFICE FURNITURE	Herries Road South	SHEFFIELD	S6 1QS	E	FURNITURE	S001
11168	<input type="checkbox"/>	EAST PENNINE OFFICE EQUIP	20 Roman Ridge Industrial Estate	SHEFFIELD	S9 1FZ	E	OFFICE	S001
11227	<input checked="" type="checkbox"/>	ELLERINGTON OFFICE SUPPLI	33 Wellington Street	LEEDS	LS1 4JP	E	OFFICE	S001
11578	<input type="checkbox"/>	GS OFFICE MACHINES	52 Burton Road	SHEFFIELD	S3 8BX	E	OFFICE	S001
11762	<input type="checkbox"/>	HOME OFFICE	HO PO Box 5015	GWENT	NP20 9BB	E	GOVERNMENT	S001
12245	<input type="checkbox"/>	LEMARK OFFICE EQUIPMENT N	Hope Street	SHEFFIELD	S36 1BR	E	FURNITURE	S001
12383	<input type="checkbox"/>	MARGOLIS OFFICE INTERIORS	341 Euston Road	LONDON	NW1 3AD	E	OFFICE	S001
12481	<input type="checkbox"/>	MET OFFICE	Fitzroy Road	EXETER	EX1 3PB	E	SUBSCRIPTI	S001
12759	<input type="checkbox"/>	OFFICE & COMMERCIAL RELOC	169 Shirecliffe Road	SHEFFIELD	S5 8XA	E	OFFICE	S001
12760	<input type="checkbox"/>	OFFICE ANGELS LTD	71 Elstree Way	BOREHAMWOOD	WD6 1WD	E	RECRUITMEN	S001
12761	<input type="checkbox"/>	OFFICE DEPOT UK LTD	Greenwich Way	ANDOVER	SP10 4JZ	E	OFFICE	S001
12762	<input type="checkbox"/>	OFFICE FOR NATIONAL STATI	Cardiff Road	NEWPORT	NP10 8XG	E	SUBSCRIPTI	S001
12763	<input type="checkbox"/>	OFFICE REALITY LTD	Garlandhayes	CLAYHIDON	EX15 3TT	E	OFFICE	S001
12944	<input type="checkbox"/>	PHOENIX OFFICE SUPPLIES L	56 Broadfield Road	SHEFFIELD	S8 0XJ	E	OFFICE	S001
13391	<input checked="" type="checkbox"/>	SCOTTISH OFFICE	Victoria Quay	EDINBURGH	EH6 6QQ	E	GOVERNMENT	S001
13401	<input type="checkbox"/>	SEAGER OFFICE SYSTEMS LTD	Stapleford Airfield	ROMFORD	RM4 1SJ	E	OFFICE	S001
13459	<input type="checkbox"/>	SHEFFIELD ASSAY OFFICE	Beulah Road	SHEFFIELD	S6 2AN	E	ZZ-ESTATES	S001

- Step 6**
- Close the transaction by using .

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