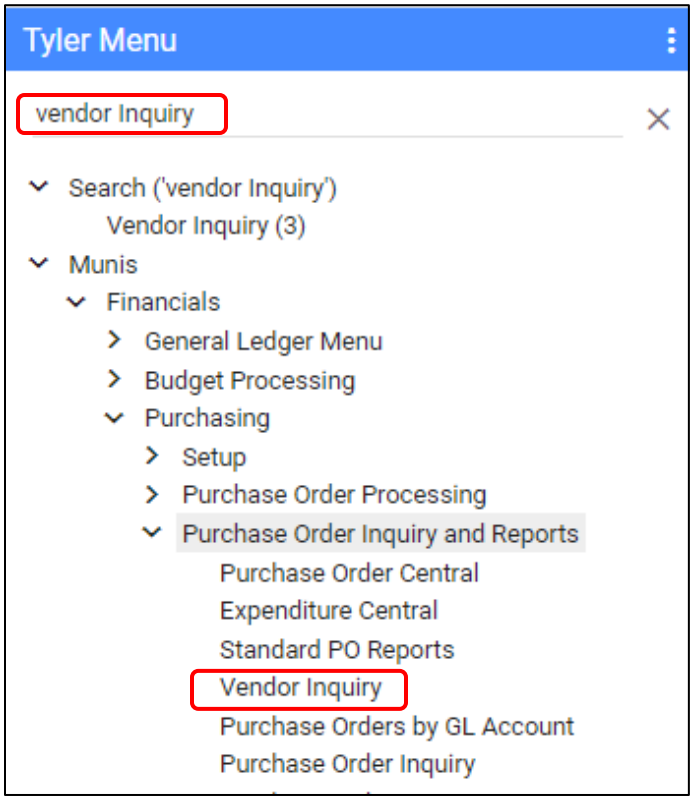
Vendor Inquiry

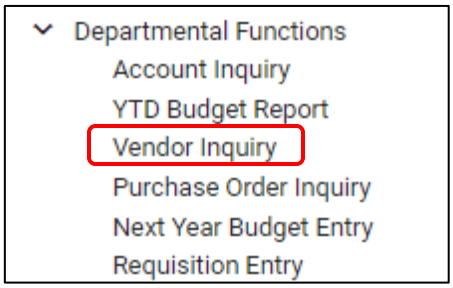
Use **Vendor Inquiry** to see if the Vendor exist in Munis, is Active, and to verify the address before entering a Requisition or Request for Check.

Use the **Search** Feature or go through the Tyler Menu.

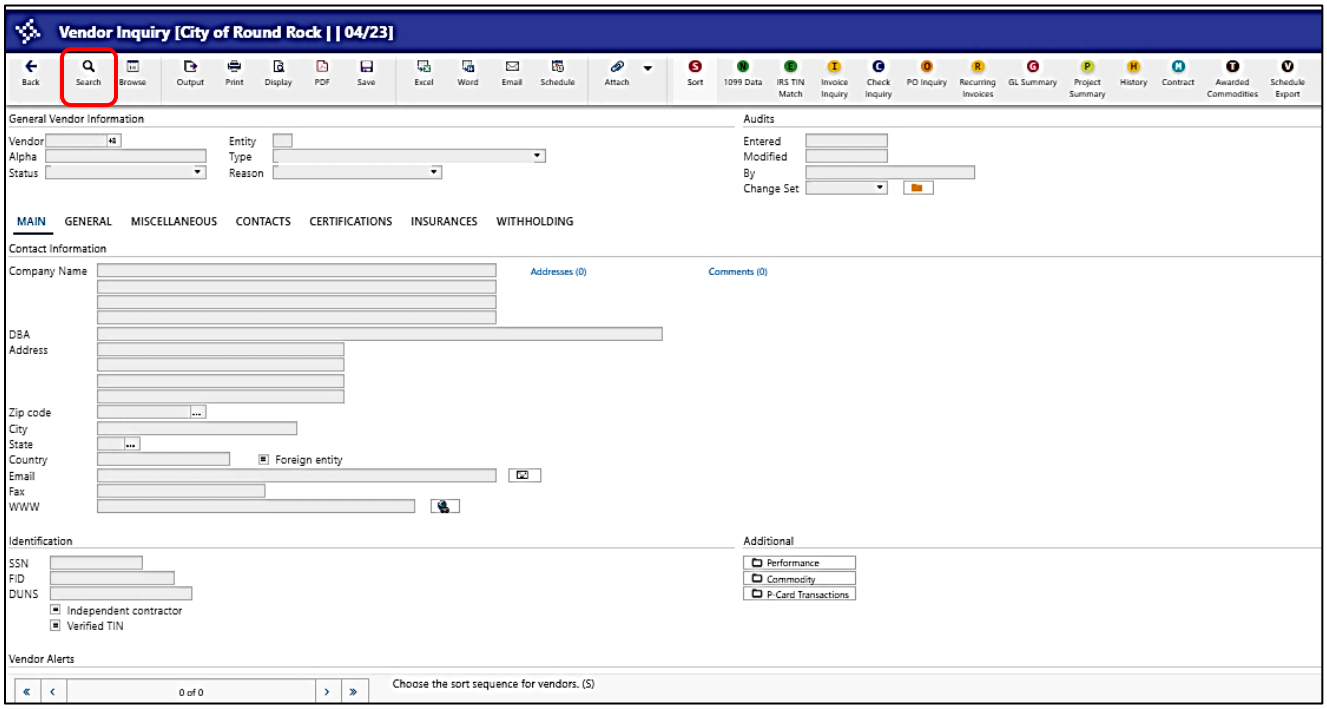
Financials > Purchasing > Purchase Order Inquiry and Reports > Vendor Inquiry



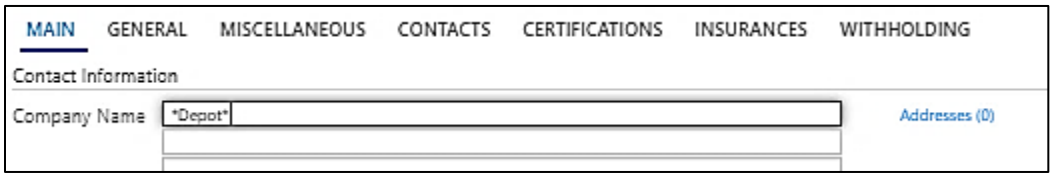
This may also be found in your Departmemt Functions in the Tyler Menu.



Click **Search**. Tab or click to the field you want to search from. Example: Vendor Number, Company Name, DBA, City, State, etc.

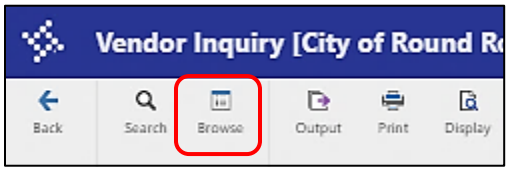


- Use asterisks before and after a word. This will search all Vendors that contain that word.

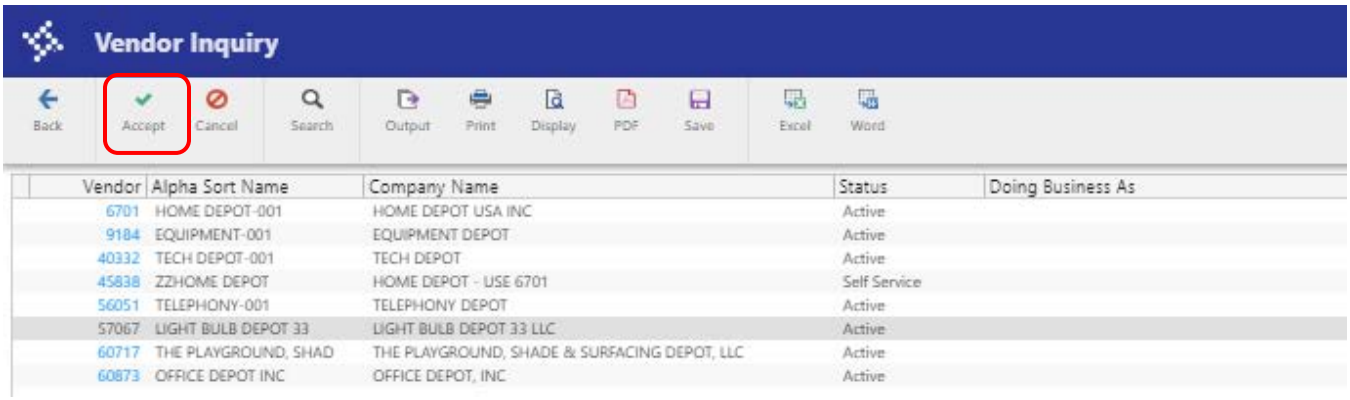
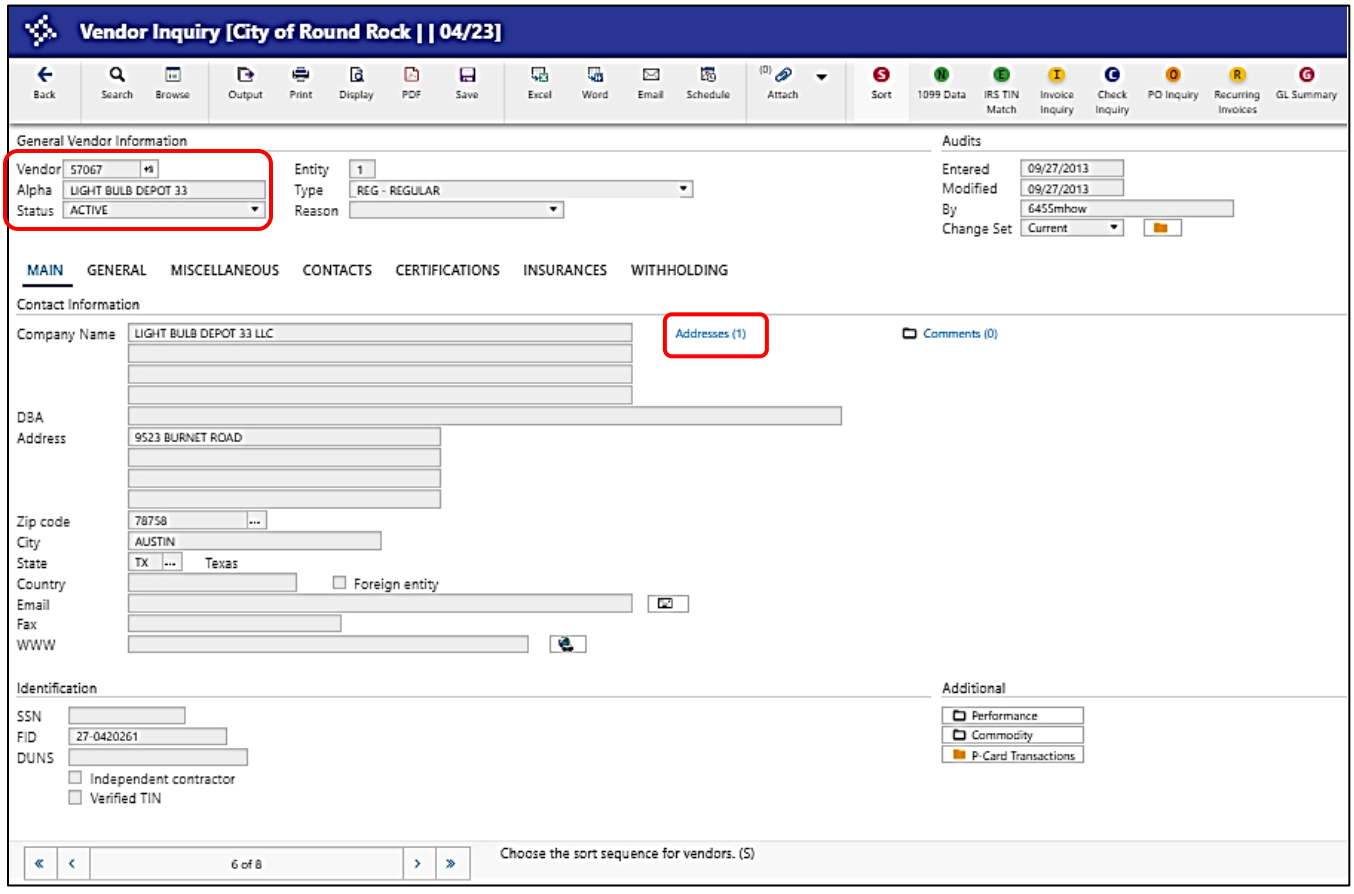


Click **Accept** to bring in results.

If the search finds multiple Vendors click **Browse** to view in a list.



You can sort the list by any column. Click on the required, Active Vendor and click Accept.



Check the address on the Main tab or click on the Address link to see additional addresses set up for this Vendor. Note the Vendor number to use when entering your order. The Vendor Status must be set to **Active** in order to use for Requisition or Request for Checks. Please contact Purchasing if the Vendor is not Active.