

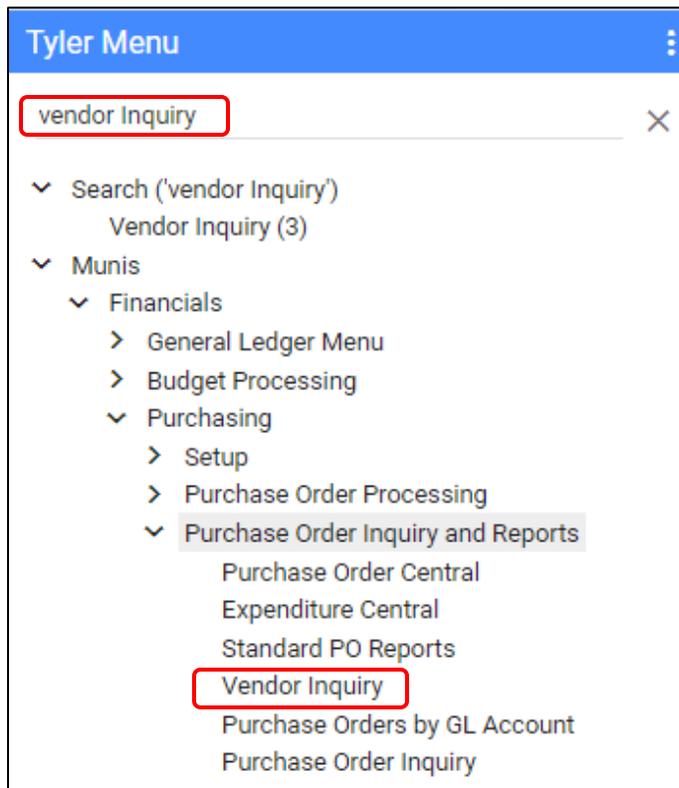
# Vendor Inquiry

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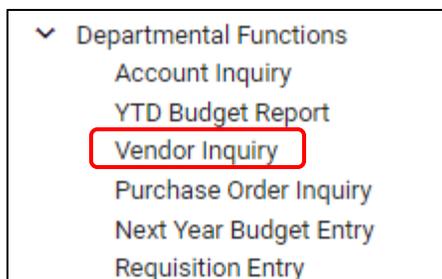
Use **Vendor Inquiry** to see if the Vendor exist in Munis, is Active, and to verify the address before entering a Requisition or Request for Check.

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 Department Functions in the Tyler Menu.



# Vendor Inquiry

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

The screenshot shows the 'Vendor Inquiry' application for the City of Round Rock. The top navigation bar includes a 'Search' button (highlighted with a red box) and various utility icons. Below the navigation bar, there are sections for 'General Vendor Information' and 'Contact Information'. The 'Contact Information' section includes fields for Company Name, DBA, Address, Zip code, City, State, Country, Email, Fax, and WWW. There are also sections for 'Identification' and 'Vendor Alerts'.

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

This close-up shows the 'Company Name' field in the 'Contact Information' section. The text '\*Depot\*' is entered into the field, demonstrating the use of asterisks for wildcard searches. The field is highlighted with a red box.

Click **Accept** to bring in results.

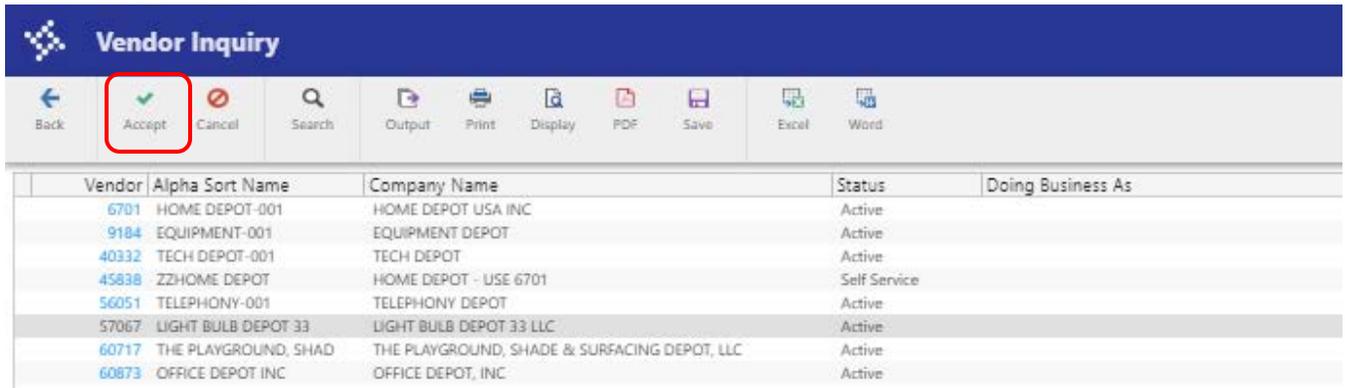
This screenshot shows the bottom of the application interface. The 'Accept' button, which has a green checkmark icon, is highlighted with a red box. Other buttons visible include 'Back', 'Cancel', and 'Query'.

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

This screenshot shows the bottom of the application interface. The 'Browse' button, which has a list icon, is highlighted with a red box. Other buttons visible include 'Back', 'Search', 'Output', 'Print', and 'Display'.

# Vendor Inquiry

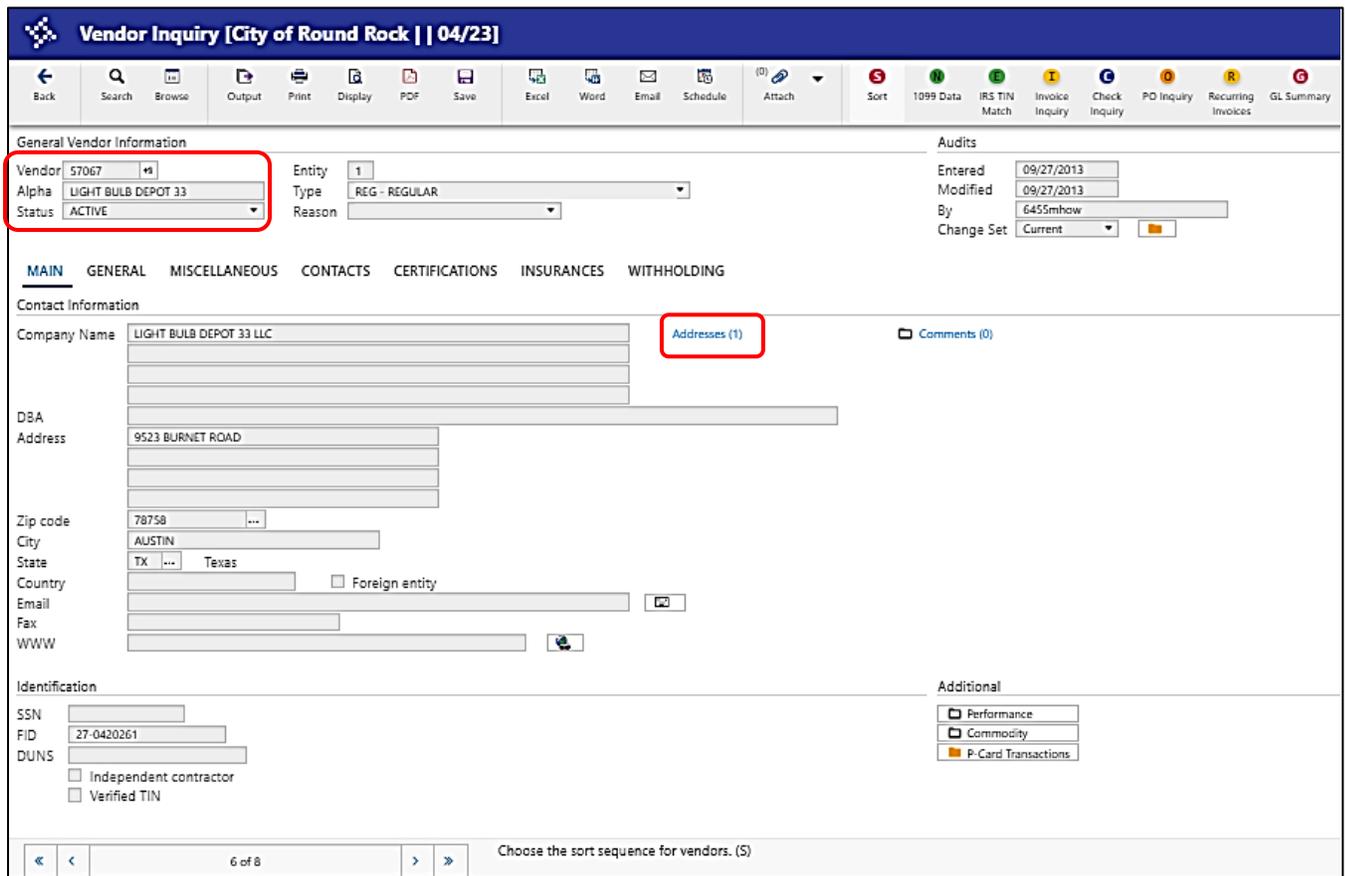
You can sort the list by any column. Click on the required, Active Vendor and click Accept.



The screenshot shows a table titled "Vendor Inquiry" with a toolbar above it. The toolbar includes buttons for Back, Accept (highlighted with a red box), Cancel, Search, Output, Print, Display, PDF, Save, Excel, and Word. The table has columns for Vendor, Alpha Sort Name, Company Name, Status, and Doing Business As. The data rows are as follows:

Vendor	Alpha Sort Name	Company Name	Status	Doing Business As
6701	HOME DEPOT-001	HOME DEPOT USA INC	Active	
9184	EQUIPMENT-001	EQUIPMENT DEPOT	Active	
40332	TECH DEPOT-001	TECH DEPOT	Active	
45838	ZZHOME DEPOT	HOME DEPOT - USE 6701	Self Service	
56051	TELEPHONY-001	TELEPHONY DEPOT	Active	
57067	LIGHT BULB DEPOT 33	LIGHT BULB DEPOT 33 LLC	Active	
60717	THE PLAYGROUND, SHAD	THE PLAYGROUND, SHADE & SURFACING DEPOT, LLC	Active	
60873	OFFICE DEPOT INC	OFFICE DEPOT, INC	Active	

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.



The screenshot shows the "Vendor Inquiry [City of Round Rock | | 04/23]" details page. The "General Vendor Information" section has the following fields: Vendor (57067), Alpha (LIGHT BULB DEPOT 33), Status (ACTIVE), Entity (1), Type (REG - REGULAR), and Reason. The "Audits" section shows Entered (09/27/2013), Modified (09/27/2013), and By (6455mhow). The "MAIN" tab is selected, and the "Contact Information" section shows Company Name (LIGHT BULB DEPOT 33 LLC), DBA, Address (9523 BURNET ROAD), Zip code (78758), City (AUSTIN), State (TX), and Country (Texas). The "Addresses (1)" link is highlighted with a red box. The "Identification" section shows SSN, FID (27-0420261), DUNS, and checkboxes for Independent contractor and Verified TIN. The "Additional" section shows checkboxes for Performance, Commodity, and P-Card Transactions. The bottom of the page shows a pagination bar with "6 of 8" and a sort sequence selector.