

July Quick Tip

Finding a Vendor When Entering a Requisition

If you do not know the vendor number of the vendor you wish to use for your requisition, you can search for the vendor while inside the requisition.

1. Open the REQM screen to create a new requisition.
2. Click in the Vendor ID box and type the vendor name.
 - a. You do not need to type the entire vendor name.
 - b. For example, if you were to use the vendor *Ascend Learning Holdings LLC dba Fisdap*, only type *Ascend* in the Vendor ID field.

The screenshot shows the 'REQM - Requisition Maintenance' interface. At the top, there is a navigation bar with 'New Record', 'Save', 'Save All', 'Cancel', and 'Cancel All' buttons. Below this, the main form is titled 'Requisition :'. It contains several fields: 'Requisition Date' (05/16/2024), 'Maintenance Date', 'Initiator' (highlighted with a red box), 'Desired Date', 'Requisition Amt', 'Vendor ID' (Ascend), 'Types' (1), 'Name' (1), 'Address' (1), 'CSZ', and 'Country'. The 'Vendor ID' field is highlighted with a green box, indicating it is the active field for the tip.

3. Press *Enter*.
4. A search results screen will appear with the vendor names that have *Ascend* in the name.
5. Select the vendor you want to use by either double-clicking the vendor or enter the number in the *Input* field at the top of the search results.

SEARCH RESULTS FOR :
CORP
Ascend

Vendors Input 2 Open

1	Ascendium Education Solutions Inc ID: 0843436	2501 International Lane Madison WI 53704	Where Used: COR,VEN Source: VEN
2	Ascend Learning Holdings LLC ID: 0539974	Jones and Bartlett Learning Leawood KS 66211	Where Used: COR,VEN,INS Source: VEN
3	Ascend Media, Llc ID: 0518863	7015 College Blvd Overland Park KS 66211	Where Used: COR,VEN Source: VEN
4	Jones & Bartlett Learning LLC ID: 0001415	25 Mall Rd Burlington MA 01803	Where Used: COR,VEN Source: VEN

+ Add K < 1 - 4 of 4 > D X Open 0 Selected Select All

- After selecting your vendor, Datatel will return to the REQM screen and your vendor information will be automatically populated.
- If the address shown is not what you want to enter, you can detail into the address line to check if the vendor has another address you can select.

Requisition : Status : Status Date :

Requisition Date: 05/16/2024 Maintenance Date: Requisition Amt: [Yellow Box]

Initiator: [Red Box] Desired Date: [Calendar Icon]

Vendor ID: 0539974 Types: 1 TXC 1099 Vendor - Corp

Name: 1 Ascend Learning Holdings LLC

Address: 1 PO Box 29157 [Red Circle]

CSZ: Shawnee Mission KS 66201

Country: [Redacted]

- After detailing into the address field, a search results screen will appear and you can select the address you want the same way you selected the vendor in the last search results screen.

SEARCH RESULTS FOR : ADDRESS <ADDRESS LookUp>

ADDRESS Input 7 Open

	Shawnee Mission, KS 66201		
3	33271 Collections Center D... Chicago, IL 60693-0332	Ascend Learning Holdings ...	Check Address
4	PO Box 417289 Boston, MA 02241-7289	Ascend Learning Holdings ...	Mailing
5	5 Wall Street Burlington, MA 01803	Ascend Learning Holdings ...	Additional
6	Assessment Tech Institute 62277 Collections Center Dr Chicago, IL 60693-0622	Ascend Learning Holdings ...	Check Address
7	dba FSDAP 11161 Overbrook Road Leawood, KS 66211	Ascend Learning Holdings ...	Business
8	Jones and Bartlett Learning 11161 Overbrook Road Leawood, KS 66211	Ascend Learning Holdings ...	Business

+ Add | 1 - 8 of 8 | Open | 1 Selected | Select All

9. If the address is not listed, then keep the default address and Purchasing Services and/or Budgeting & Fiscal Services will add the address at a later time.

REQM - Requisition Maintenance ☆

New Record Save Save All

1 of 3 Address Value 1/2

Requisition : Status : Status Date :

Requisition Date: 05/16/2024 Maintenance Date:

Initiator: Requisition Amt:

Desired Date:

Vendor ID: 0539974 Types: 1 TXC 1099 Vendor - Corp

Name: 1 Ascend Learning Holdings LLC (Manual)

Address: 1 dba FSDAP (Manual)

CSZ: Leawood KS 66211

Country:

Currency: Terms: N Net 30