

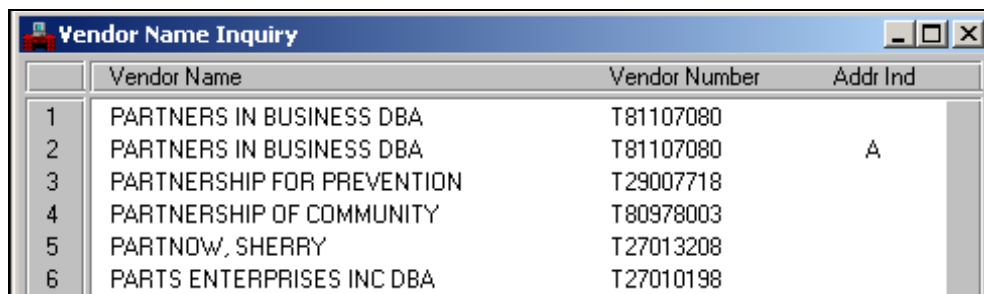
# VENDOR TABLES IN ADVANTAGE

Some guidelines for vendor searches:

- Use ALL CAPS when browsing vendor tables.
- **Window: Clear Window** or **Ctrl+W** for more accurate searches.
- *The, A* and *An* are not used at the beginning of a vendor name.
- When performing name searches in **VNAM**, **VZIP** and **VANA**, use only a portion of the vendor name.

## VNAM (Vendor Name)

The **VNAM** table displays vendors in alphabetical order.



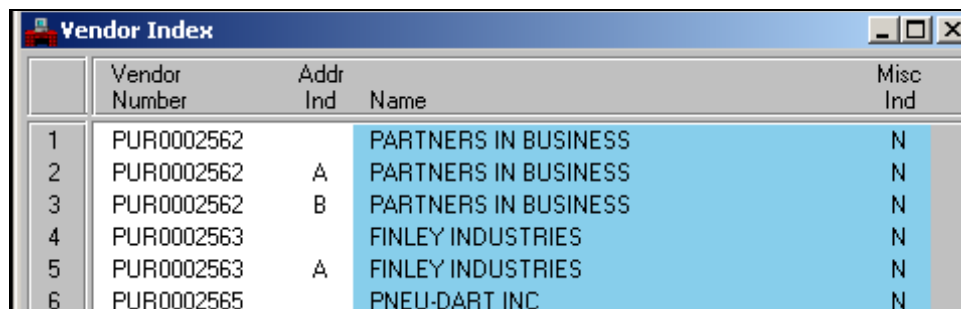
	Vendor Name	Vendor Number	Addr Ind
1	PARTNERS IN BUSINESS DBA	T81107080	
2	PARTNERS IN BUSINESS DBA	T81107080	A
3	PARTNERSHIP FOR PREVENTION	T29007718	
4	PARTNERSHIP OF COMMUNITY	T80978003	
5	PARTNOW, SHERRY	T27013208	
6	PARTS ENTERPRISES INC DBA	T27010198	

A vendor with more than one address is recorded with a letter in the alternate address field. Check **VEN2** or **VZIP** for clues to the correct vendor.

Note: You may link directly to the **VEN2** table by selecting the vendor name/number line and selecting F2.

## VEND (Vendor Index)

The **VEND** table displays vendors in numerical order by vendor code.



	Vendor Number	Addr Ind	Name	Misc Ind
1	PUR0002562		PARTNERS IN BUSINESS	N
2	PUR0002562	A	PARTNERS IN BUSINESS	N
3	PUR0002562	B	PARTNERS IN BUSINESS	N
4	PUR0002563		FINLEY INDUSTRIES	N
5	PUR0002563	A	FINLEY INDUSTRIES	N
6	PUR0002565		PNEU-DART INC	N

Note: You may link directly to the **VEN2** table by selecting the vendor name/number line and selecting F2.

## VEN2 (Vendor 1 of 2)

### General Information View:

- Displays a vendor's legal name, alternate name, remittance address and contact information.
- Text Flag box is checked if there is an entry on **VTXT** for this vendor.
- A vendor's legal name and remittance address are on the left side of the window.
- The **Alternate Name** field displays DBA names, multiple owners, acronyms or name changes.
- If this vendor number is no longer being used, you may be directed to another vendor number in the **Comment** field.

Vendor (1 of 2)

Vendor: PUR0002562       Text Flag  
Vendor Type: W9      Misc Vendor Indicator: N      Last Action Date: 06 / 27 / 06

General Information      Payment Information

**Vendor Name and Address**

Name: PARTNERS IN BUSINESS  
Address: MY OFFICE PRODUCTS.COM  
41458 CHRISTY ST  
City: FREMONT      State: CA  
Zip: 94538

**Alternate Name**

MY OFFICE PRODUCTS.COM

E-Mail Address: tom.enns@myofficeproducts.com       E-Mail Advice  
Contact: THOMAS D ENNS      Vendor Fax: 800/704-6618  
W-9 Date:      Vendor Phone: 800/704-6619  
Comment: USE PUR0002562 A       Single Check Requested

### Payment Information View:

- Displays vendor status and method of payment.

Vendor (1 of 2)

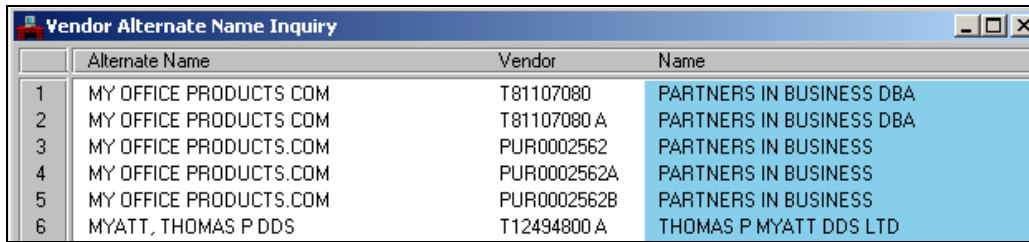
Vendor: PUR0002562       Text Flag  
Vendor Type: W9      Misc Vendor Indicator: N      Last Action Date: 06 / 27 / 06

General Information      Payment Information

Payment Hold Indicator: Allows Processing      Scheduled Payment Day:   
EFT Status: Not Eligible for EFT      Application Type:   
Calendar YTD Amount: -869.41      Prior Calendar Year Amount: -37.72  
Fiscal Year YTD Amount: 0.00      Prior Fiscal Year Amount: -907.13

## VANA (Vendor Alternate Name)

**VANA** displays Alternate Name information for Vendors who use acronyms, DBA (Doing Business As), are subsidiaries of larger corporations or sole proprietorships.

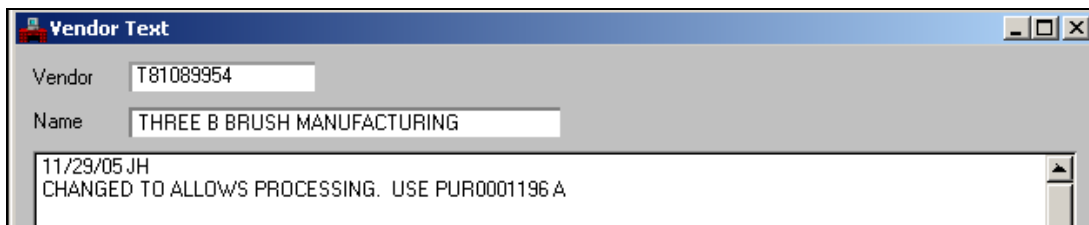


	Alternate Name	Vendor	Name
1	MY OFFICE PRODUCTS COM	T81107080	PARTNERS IN BUSINESS DBA
2	MY OFFICE PRODUCTS COM	T81107080 A	PARTNERS IN BUSINESS DBA
3	MY OFFICE PRODUCTS.COM	PUR0002562	PARTNERS IN BUSINESS
4	MY OFFICE PRODUCTS.COM	PUR0002562A	PARTNERS IN BUSINESS
5	MY OFFICE PRODUCTS.COM	PUR0002562B	PARTNERS IN BUSINESS
6	MYATT, THOMAS P DDS	T12494800 A	THOMAS P MYATT DDS LTD

Note: You may link directly to the **VEN2** table by selecting the vendor name/number line then selecting F2.

## VTXT (Vendor Text)

**VTXT** displays additional notes for a vendor.



Vendor: T81089954  
Name: THREE B BRUSH MANUFACTURING

11/29/05 JH  
CHANGED TO ALLOWS PROCESSING. USE PUR0001196 A