Looking up a Vendor in AS400: Accounts Payable Main Menu – Vendor Inquiry
Enter vendor name. If vendor doesn't show up, enter address that appears on the invoice.

```
CD0001DF.S1                          Vendor Inquiry                      11/10/23
WARREN CONSOLIDATED                                                      10:09:42
            Vendor Number:      _____
                *Or*
            Vendor Sort/Name: _____ _____
                *Or*
            Vendor Name Only: _____
                *Or*
            Vendor Name 2:    _____
                *Or*
            Address 1:        _____ *Or* SSN/EIN: _____

            - - - - - - - - - - Search For Check - - - - - - - - - - - -
                *Or*
            Bank/Check #:     ____ / _____
                *Or*
            Check Date:       _____    *Or*   P.O. Number: _____
                *Or*
            Invoice #:        _____
                *Or*
            Description:      _____ (Val or *Generic*)

        F3 - Cancel                                          F4 - List
```

Looking up a Vendor in GEN 3: Accounts Payable Main Menu – Vendor Inquiry
Enter vendor name. If vendor name doesn't show up, enter address that appears on the invoice

Make sure address is correct according to the order/quote/invoice. If vendor doesn't show up, request W9 from the vendor and forward to Accounts Receivable to be added.