VENDOR DISPLAY LIST
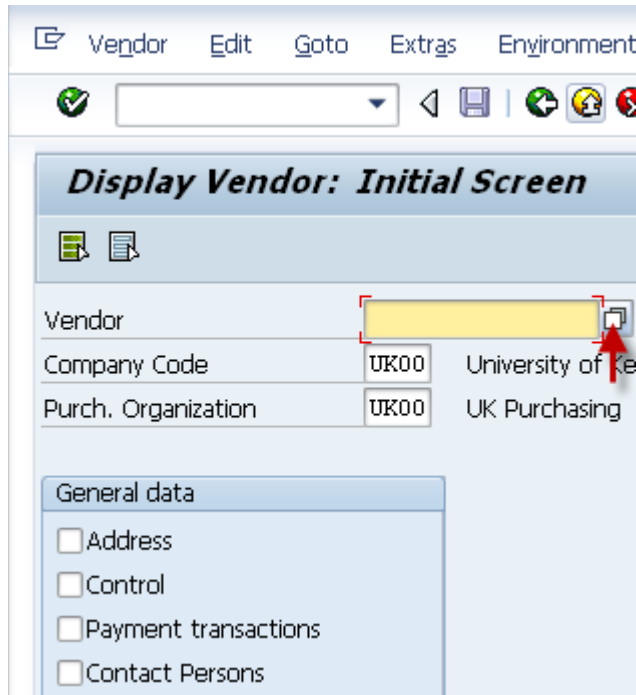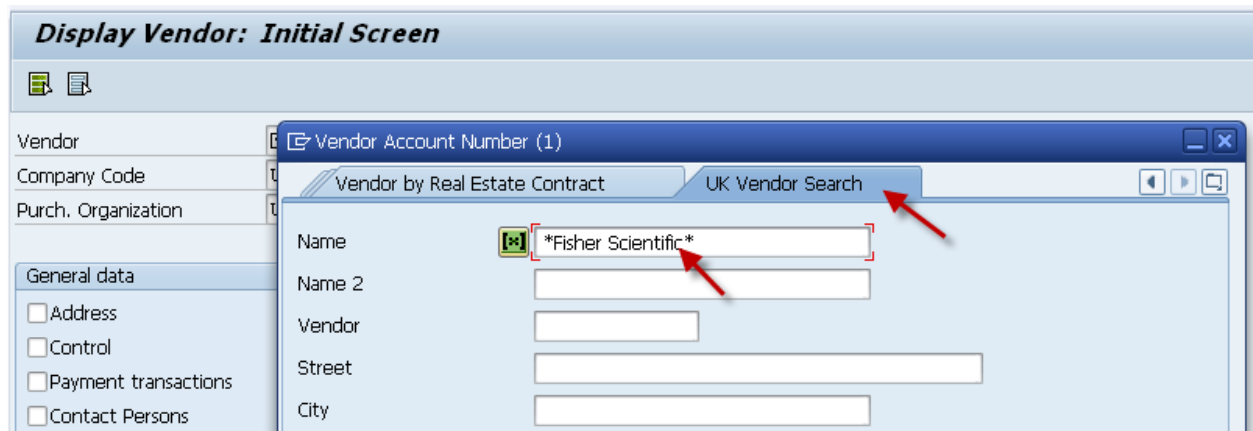
To determine if a vendor is in SAP, go to T-Code **XK03**. Click on the search button.

Make sure you are on the "UK Vendor Search" tab and type part of the vendor name, using the asterisk (*) symbol before and after the name. You may also need to try entering your search data in the "Name 2" field to render better results.
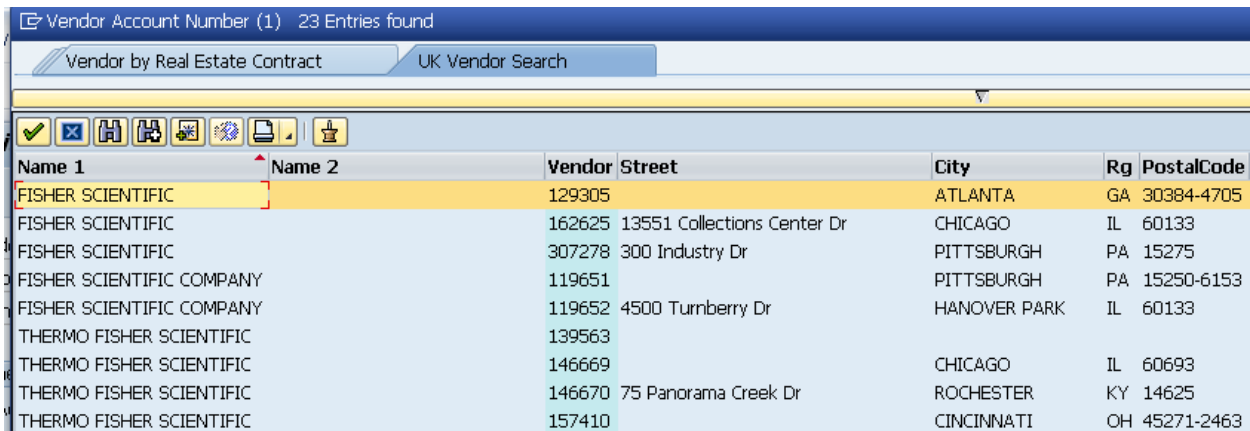
At the bottom of this same screen, you may change the "500" to a larger number to expand the search, and then click on the green check mark.

This will give you a list of vendors matching the characters you entered in between the asterisks.

You will need to match up the address on your invoice (the "remit to" address) with one of the addresses in the SAP vendor list to determine the vendor number for your PRD.

If you do not see the vendor on the list or if the vendor has an incorrect address, please contact Hannah Farley in the Business Center. You may need to complete the vendor application which can be found at:

http://www.uky.edu/eForms/forms/vendapp-sap.pdf