Display Vendor
Transaction Code: MK03

Location(s): SAP GUI

Purpose: Perform this procedure when you need to find a vendor number or validate a vendor has been added to the Vendor Master List in SAP.

1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, MK03.
5. Click Enter.
6. Click Vendor Match Code button.
7. Use wildcards (*) with your search for vendor name.
8. Click Enter.

![Vendor search screen](image)

9. Select the Vendor.
10. Click Enter.

**Note:** A list of possible vendors will display with the number of entries found appearing at the top of the screen. Use the address information to verify the correct vendor.

- You may limit the search to a particular area by using the Region section.
• You may search for a company “Doing Business As” (DBA) by using the Name 2 field.

**Note:** Notice how the search term of ‘hand’ is only displayed in the Name 2 field and not in the Name 1 field. Searching for any vendor using DBA should utilize Name 2.

11. Select All to view all General data and Purchasing organization data.
12. Click Enter.

- Vendor information is displayed.
- Click Next Screen or Previous Screen to view all information.