



TWO WAYS TO ACCESS SAP T-CODE XK03

Employees authorized to view SAP Vendor Master Data have two options for access:

1. Web-based link within Enterprise Services / PaymentWorks tab (planned for go-live May 2023), or
2. Traditional SAP users can access via T-code XK03

The following graphics are based on the web-based browser access. If desired, traditional SAP users can simply access the T-code through their Launch Pad icon within myUK. Both approaches work for all authorized users.

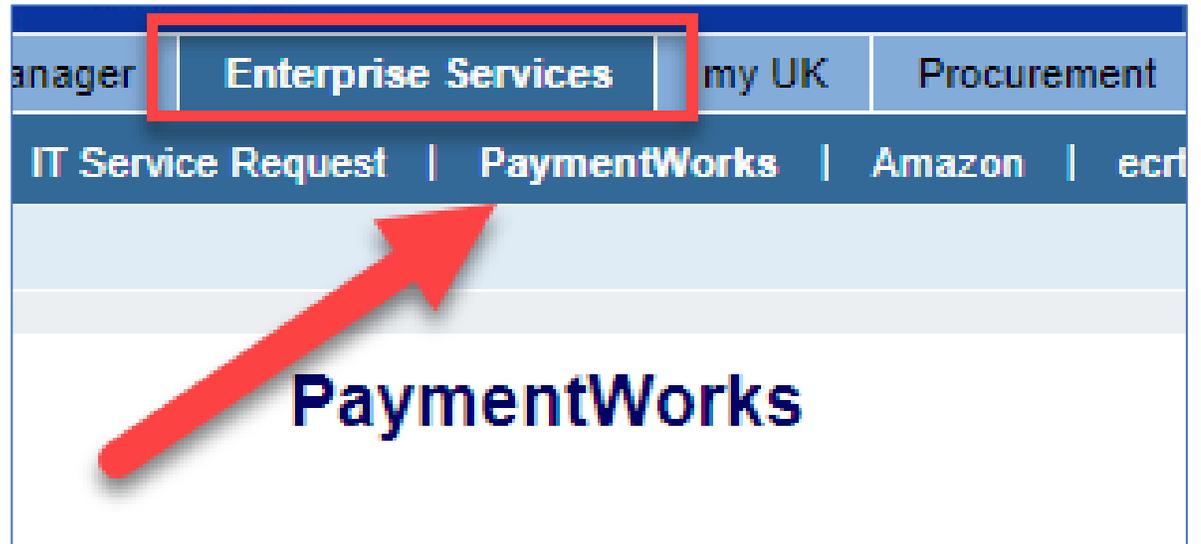
General steps for both approaches are identical and navigation for both is similar.

HOW TO CONDUCT GENERAL SEARCH FOR VENDORS USING SAP T-CODE XK03

Check first to verify whether the desired vendor currently exists within the SAP Vendor Master Data. If the vendor is listed within SAP Vendor Master Data, and their information is current, the departmental user can move forward with completing the procurement document.

To search and verify whether the needed vendor is already available within SAP Vendor Master Data:

1. Navigate to the Enterprise Services tab and select PaymentWorks from the menu.



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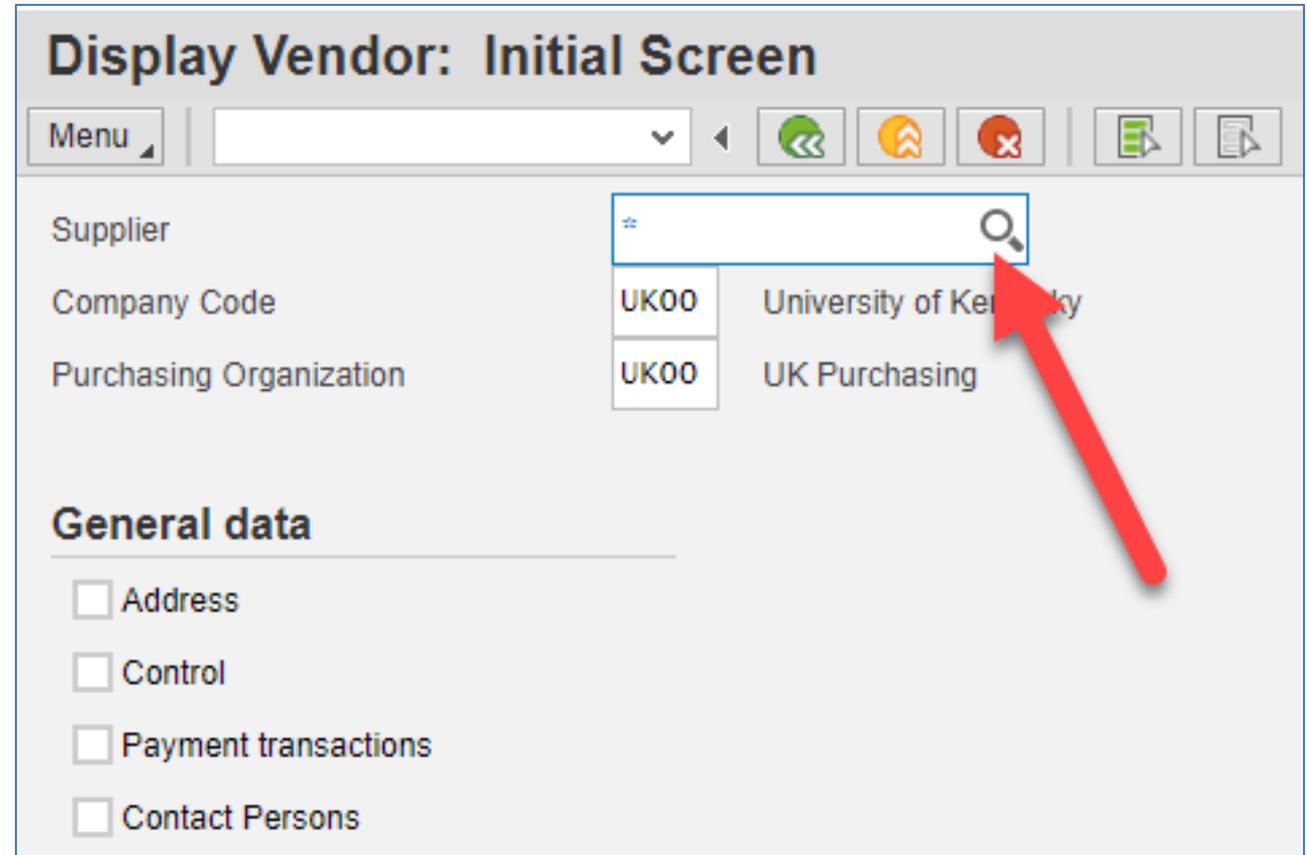
2. On the landing screen, click link for Access SAP T-code XK03.

1. Verify whether the needed vendor is already available within SAP Vendor Master Data:

- A. Access [SAP T-code XK03](#) 
- B. Click the Search icon on the right side of the Vendor Search box.
- C. Using the top right icon, navigate on the resultant box to select the UK Vendor Search tab for current active vendors. **Important:** There will be multiple tabs here; be sure to use only the tab labeled UK Vendor Search; all other tabs will display incorrect results.
- D. Search for your needed vendor using a wildcard format under the name or other search criteria. Wildcard formats use asterisks around name components such as: *John*Smith*Contracting*.
- E. Review the list of search results to determine whether your vendor currently exists within the SAP Vendor Master Data and to obtain the vendor number.

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3. Click the Search icon on the right side of the Supplier Search box



The screenshot shows the SAP 'Display Vendor: Initial Screen' interface. At the top, there is a 'Menu' dropdown and a search bar. Below this, the 'Supplier' field is highlighted with a search icon. A dropdown menu is open, showing two results: 'UK00 University of Kentucky' and 'UK00 UK Purchasing'. A red arrow points to the search icon. Below the search results, there is a section titled 'General data' with four checkboxes: 'Address', 'Control', 'Payment transactions', and 'Contact Persons'.

Supplier	Company Code	Purchasing Organization
UK00	University of Kentucky	
UK00	UK Purchasing	

General data

- Address
- Control
- Payment transactions
- Contact Persons

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4. Using the top right menu icon, navigate on the resultant box to select the UK Vendor Search tab for current active vendors.

Important: There will be multiple tabs here; be sure to use only the tab labeled UK Vendor Search. All other tabs will display incorrect results including blocked/inactive vendors.

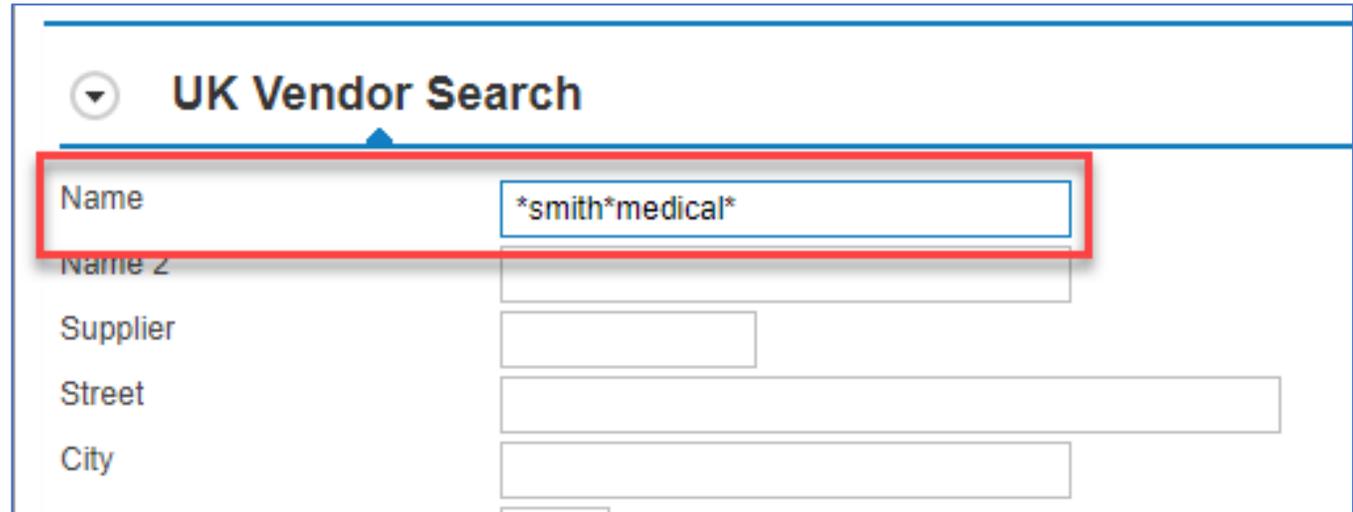
The screenshot displays the SAP T-code XK03 interface. The window title is "Account Number of Supplier (1)". A dropdown menu is open, showing various search options. The "UK Vendor Search" option is highlighted with a blue bar and a checkmark. A red arrow points to this option. Another red arrow points to the dropdown arrow icon in the top right corner of the search area. A third red arrow points to the "UK Vendor Search" option in the dropdown menu. The search form includes the following fields:

Name	<input type="text"/>
Name 2	<input type="text"/>
Supplier	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
Region	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>
PO Box	<input type="text"/>
FEIN Tax Code	<input type="text"/>
Account Group	<input type="text"/>
Search term	<input type="text"/>
Deletion Flag	<input type="checkbox"/>
Company Code	<input type="text" value="UK00"/>
Personnel Number	<input type="text"/>
Maximum No. of Hits	<input type="text" value="500"/>

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5. Search for your needed vendor using a wildcard format under the name or other search criteria. Wildcard formats use asterisks around name components such as: *Smith* or *Smith*Medical*.

TIP: A smaller number of wildcard search terms will produce a larger number of potential results.

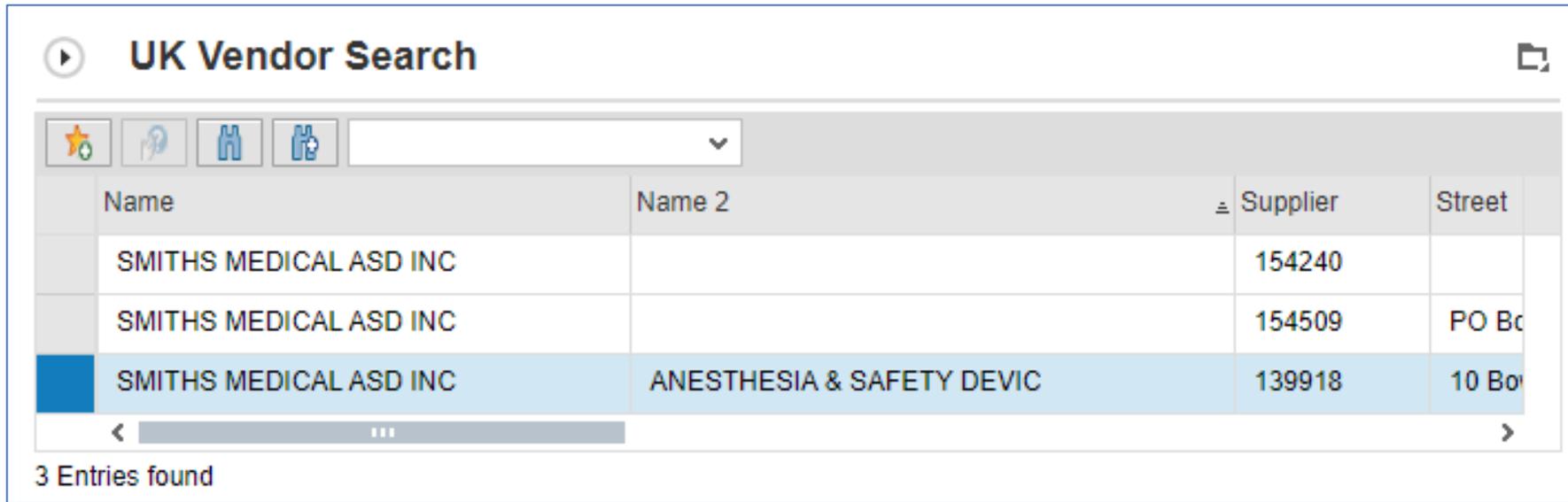


The screenshot shows the SAP 'UK Vendor Search' interface. The title 'UK Vendor Search' is at the top. Below it, there are several input fields. The 'Name' field is highlighted with a red box and contains the text '*smith*medical*'. Other fields include 'Name 2', 'Supplier', 'Street', and 'City', all of which are currently empty.



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6. Review the list of search results to determine whether your vendor currently exists within the SAP Vendor Master Data and to obtain the vendor number. Ensure to conduct an exhaustive search from the UK Vendor Search tab active master data.



The screenshot displays the SAP 'UK Vendor Search' interface. At the top, there is a search bar with a dropdown arrow and several icons (star, magnifying glass, person, and a hand with a cursor). Below the search bar is a table with the following columns: Name, Name 2, Supplier, and Street. Three entries are listed, all with 'SMITHS MEDICAL ASD INC' in the Name column. The third entry is highlighted in blue and includes 'ANESTHESIA & SAFETY DEVIC' in the Name 2 column, '139918' in the Supplier column, and '10 Bo' in the Street column. At the bottom left of the table, it says '3 Entries found'.

Name	Name 2	Supplier	Street
SMITHS MEDICAL ASD INC		154240	
SMITHS MEDICAL ASD INC		154509	PO Bo
SMITHS MEDICAL ASD INC	ANESTHESIA & SAFETY DEVIC	139918	10 Bo

If the needed active vendor is not listed, you will use the PaymentWorks platform to send the vendor an invitation for new vendor onboarding.



TIPS FOR SEARCHING SAP VENDOR MASTER DATA

- Use the vendor address on the quote (or the invoice in case of creating a Payment Request Document) as the guide to perform searches.
- Use alternate search terms such as street address, city, ZIP code, etc. Manipulating wildcard (*) searches may also return better results, e.g., *123*Main* or 123*Main or *Main*. Note: Street and city search fields are case sensitive.
- Some businesses use a DBA, or Doing Business As, business name format. Search for their name or a portion of it on the Name 2 field using a wildcard search format. Use asterisks with the search terms, example *Smith*Plumbing*.



TIPS FOR SEARCHING SAP VENDOR MASTER DATA

- Search on other data, for example: portions of the street address, PO box, city, ZIP code, etc. Search results show all vendors meeting the search criteria; identify and select the correct entry. Search data most unique in nature (e.g., tax ID number) returns best results.
- When performing searches, be sure to use T-code XK03 and the UK Vendor Search tab. Using other T-codes and tabs will return inaccurate results, including blocked/inactive vendors.
- Many common vendors are used across multiple depts; check before sending them an invite.

Reminder: Only use PaymentWorks to onboard a new vendor who is not currently in the SAP Vendor Master Data.