



Test History


Date	Tester	Pass/Fail	Notes

Time to Test

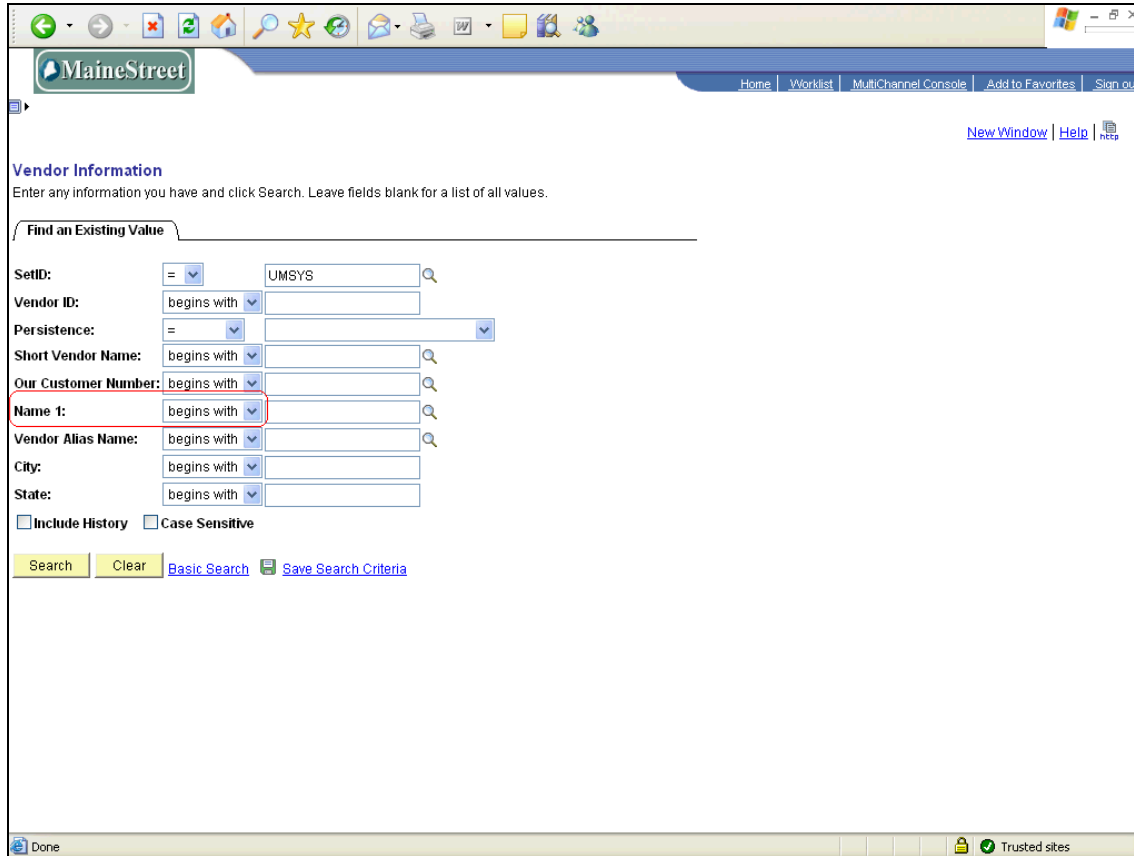
Estimated Time	
Actual Time	

Test Setup

Test Navigation

Step	Action	Input	Expected Results	Pass	Fail
1.	From the Financials Menu, click the Vendors link. 				
2.	Click the Vendor Information link.				
3.	Click the Add/Update link.				
4.	Click the Vendor link.				

Test Procedure



Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UMSYS

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Vendor Alias Name: begins with

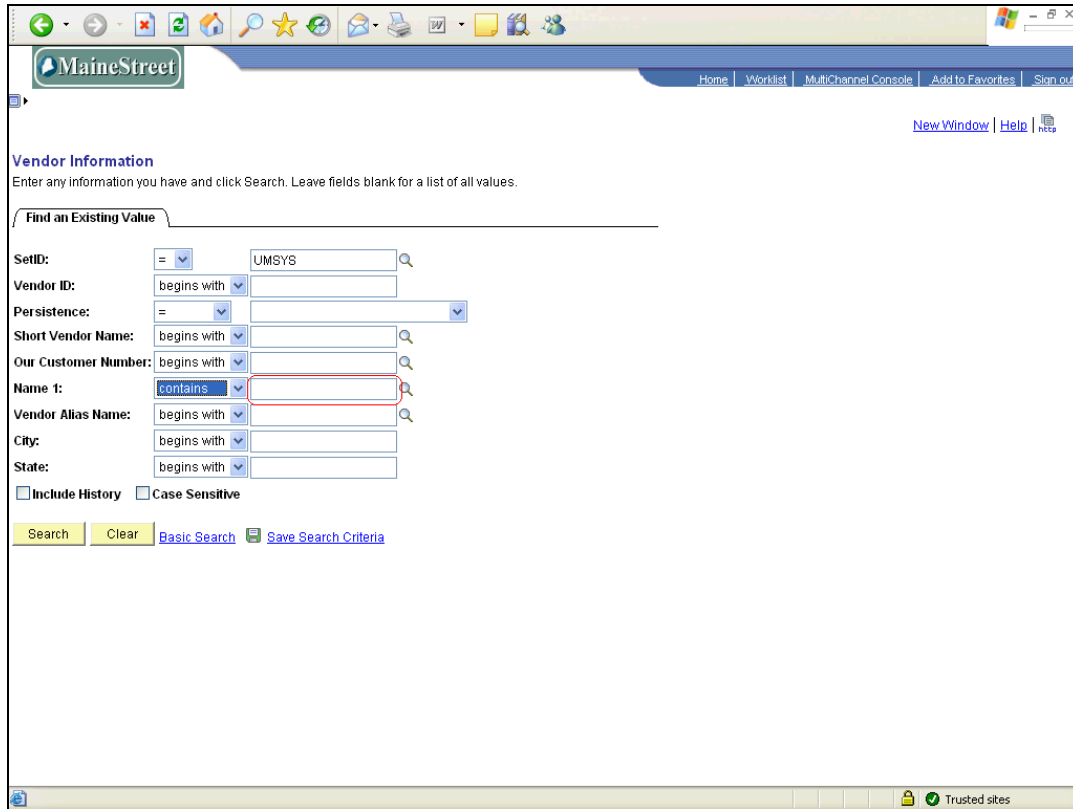
City: begins with

State: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action	Input	Expected Results	Pass	Fail
5.	The Vendor Information search page is where you'll enter search criteria. Always search the <i>Name 1</i> field using "Contains" instead of "Begins with." Click the drop-down arrow to view your search options.				
6.	Click on contains to select it. <input type="text" value="contains"/>				



Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UMSYS

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: contains

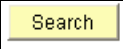
Vendor Alias Name: begins with

City: begins with

State: begins with

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

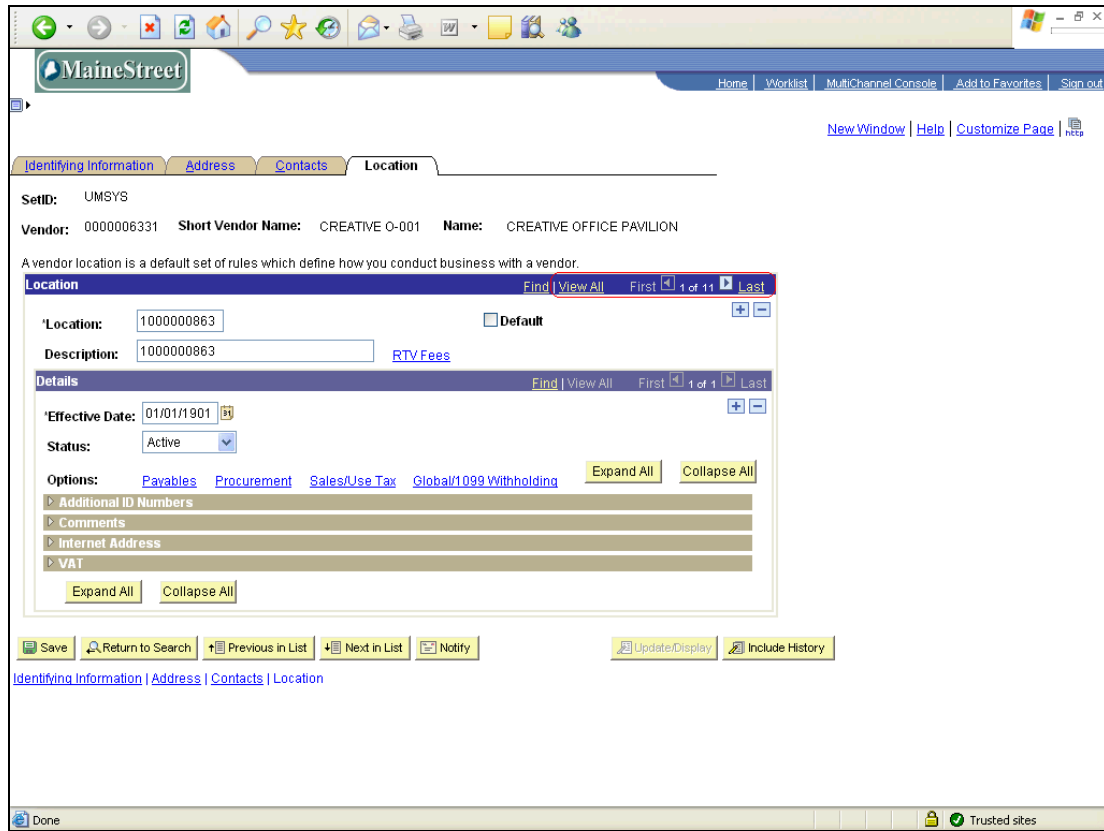
Step	Action	Input	Expected Results	Pass	Fail
7.	Enter a portion of the vendor name into the <i>Name 1</i> field.				
8.	After entering your search criteria, click the Search button. 				
9.	If a vendor record has more than one address, the search will return a row for each address. Click on any link in a row to view the vendor record.				

Test Document

Vendor Inquiry for Requisitioners



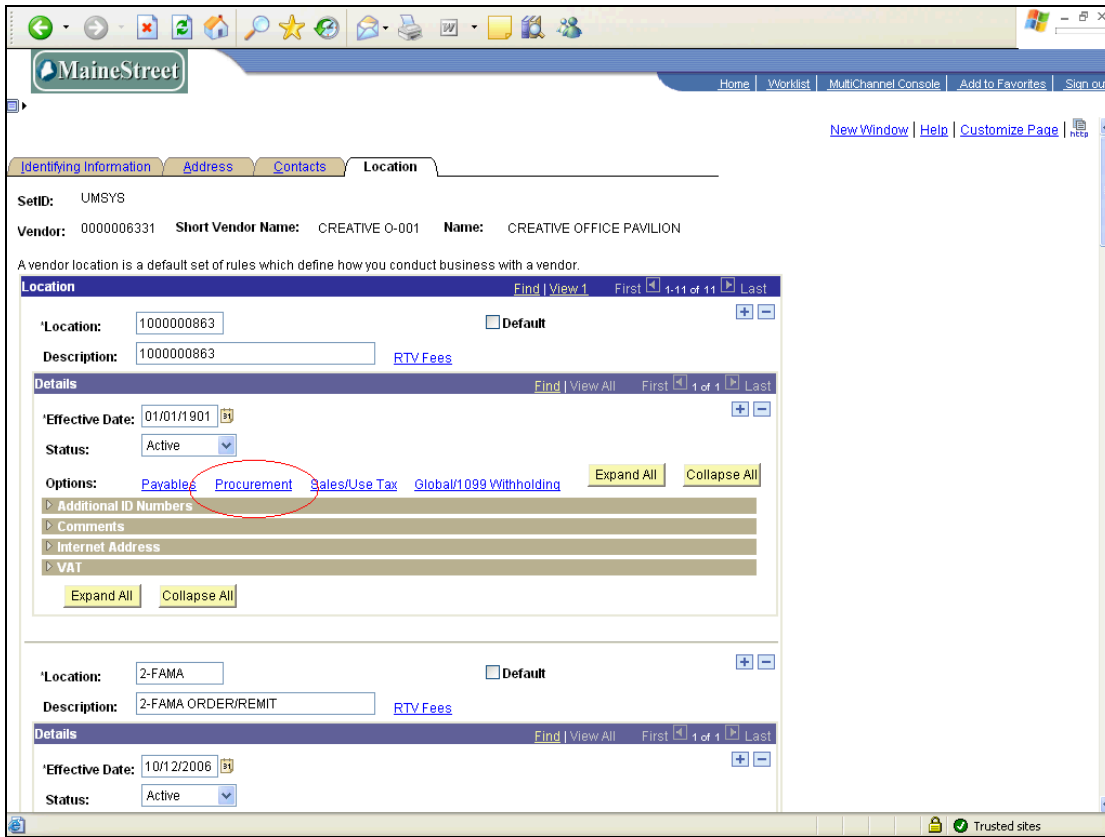
Step	Action	Input	Expected Results	Pass	Fail
10.	<p>On the Identifying Information page, verify the vendor name as the vendor you're looking for.</p> <p>To see if your campus is currently set up to use this vendor, click the Location tab.</p> <p>Location</p>				



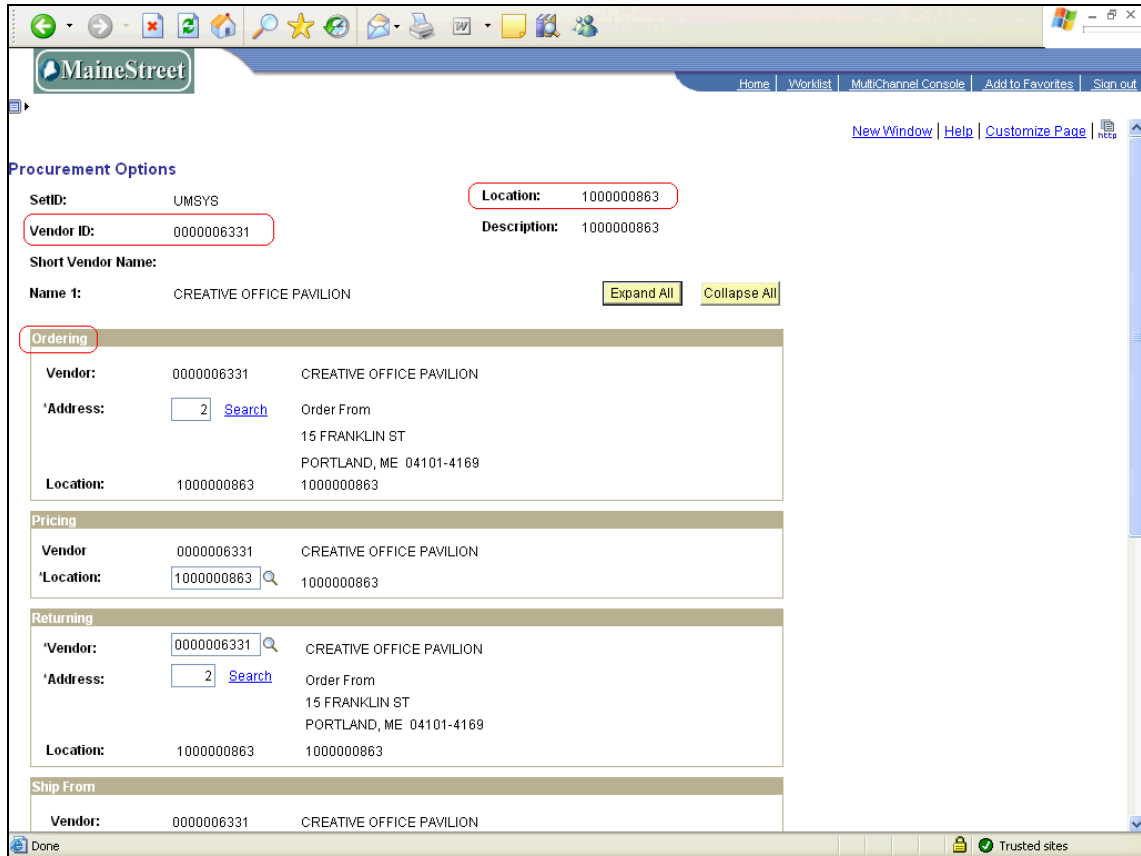
Step	Action	Input	Expected Results	Pass	Fail
11.	To see all Locations, click the View All link.				

Test Document

Vendor Inquiry for Requisitioners



Step	Action	Input	Expected Results	Pass	Fail
12.	<p>Locations are campus-specific and are identified using the first digit of the campus Business Unit. For example, locations beginning with "1" are UMA, Locations beginning with "2" are UMF, and so on.</p> <p>When you find a location for your campus, click the Procurement link to verify the "ordering" address is correct. The ordering address is where your purchase order will be mailed.</p> <p>Procurement</p>				



Procurement Options

SetID: UMSYS Location: 1000000863

Vendor ID: 0000006331 Description: 1000000863

Short Vendor Name:

Name 1: CREATIVE OFFICE PAVILION [Expand All](#) [Collapse All](#)

Ordering

Vendor: 0000006331 CREATIVE OFFICE PAVILION

*Address: [Search](#) Order From
15 FRANKLIN ST
PORTLAND, ME 04101-4169

Location: 1000000863 1000000863

Pricing

Vendor: 0000006331 CREATIVE OFFICE PAVILION

*Location: [Search](#) 1000000863

Returning


*Vendor: [Search](#) CREATIVE OFFICE PAVILION

*Address: [Search](#) Order From
15 FRANKLIN ST
PORTLAND, ME 04101-4169

Location: 1000000863 1000000863

Ship From

Vendor: 0000006331 CREATIVE OFFICE PAVILION

Step	Action	Input	Expected Results	Pass	Fail
13.	Now that you have determined your Vendor ID/Location, click the Return to Search button. 				

Test Document

Vendor Inquiry for Requisitioners



Search Results

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1	Vendor Alias Name	City	State
UMSYS 0000061126	Regular	ALLURE CRE-001	(blank)	ALLURE CREATIVE INC	(blank)	BRUNSWICK	ME	
UMSYS 0000130075	Regular	C3.CREATIV-001	(blank)	C3 CREATIVE	(blank)	FORT FAIRFIELD	ME	
UMSYS 0000083351	Regular	CREATIVE &-001	(blank)	CREATIVE & LOGO MOTION	(blank)	BANGOR	ME	
UMSYS 0000112823	Regular	CREATIVE-005	(blank)	CREATIVE APPAREL ASSOCIATES	(blank)	BELFAST	ME	
UMSYS 0000112823	Regular	CREATIVE-005	(blank)	CREATIVE APPAREL ASSOCIATES	(blank)	BELMONT	ME	
UMSYS 0000094316	Regular	CREATIVE A-001	(blank)	CREATIVE AWARDS	(blank)	SCARBOROUGH	ME	
UMSYS 0000096489	Regular	CREATIVE-004	(blank)	CREATIVE AWARDS	(blank)	SCARBOROUGH	ME	
UMSYS 0000081615	Regular	CREATIVE-003	(blank)	CREATIVE BANNER ASSEMBLIES	(blank)	NEW HOPE	MN	
UMSYS 0000075089	Regular	CREATIVE C-007	(blank)	CREATIVE CATERING	(blank)	STOCKTON SPRINGS	ME	
UMSYS 0000071147	Regular	CREATIVE C-005	(blank)	CREATIVE CATERING INC	(blank)	NORTHBORO	MA	
UMSYS 0000001117	Regular	CREATIVE C-001	(blank)	CREATIVE COMMUNICATION COMPANY	(blank)	ST PETERSBURG	FL	
UMSYS 0000125762	Regular	CREATIVE-001	(blank)	CREATIVE COMPANY	(blank)	MANKATO	MN	
UMSYS 0000075511	Regular	CREATIVE-002	(blank)	CREATIVE CYCLES	(blank)	AUBURN	ME	
UMSYS 0000042380	Regular	CREATIVE D-002	(blank)	CREATIVE DESIGNS	(blank)	PRESQUE ISLE	ME	
UMSYS 0000034183	Regular	CREATIVE E-002	(blank)	CREATIVE EDUC FOUND INC	(blank)	BUFFALO	NY	
UMSYS 0000130434	Regular	CREATIVE E-003	(blank)	CREATIVE ENT ASSOCIATES	(blank)	CHERRY HILL	NJ	
UMSYS 000006367	Regular	CREATIVE L-001	(blank)	CREATIVE HOMEOWNER	(blank)	NEWARK	NJ	

Step	Action	Input	Expected Results	Pass	Fail
14.	At this point, you can search for another vendor, if necessary..				
15.	End of Procedure.				

Additional Validation