Searching for Active UT Vendors with Tennessee Diversity Certification

- Navigate to IRIS transaction ZAP_VENDOR_ADDR_DATA.
  (IRIS Reporting – Financial – Accounts Payable – Vendor Master Data – ZAP_VENDOR_ADDR_DATA)

- To search a specific diversity type, enter the type in the “DBE Certification Type” field and click “execute.”

![Vendor Address/Data List]

- To search all types, click the multiple selection button to the right of the “DBE Certification Type” field.

![DBE Certification Type]

- Enter the following values on the “Select Single Values” tab.

![Select Single Values]

- Click “execute” on the values screen and again on the report-specifications screen.