






















## 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

Report-specific selections

Vendor Number	<input type="text"/>	to	<input type="text"/>	
Vendor Name	<input type="text"/>	to	<input type="text"/>	
Company Code	UT	to	UTFA	
Deletion Flag	<input type="checkbox"/>	to	<input type="checkbox"/>	
Block (Post and/or Purchasing)	<input type="checkbox"/>	to	<input type="checkbox"/>	
House number and street	<input type="text"/>	to	<input type="text"/>	
PO Box	<input type="text"/>	to	<input type="text"/>	
City (street)	<input type="text"/>	to	<input type="text"/>	
City (PO Box)	<input type="text"/>	to	<input type="text"/>	
State (Region)	<input type="text"/>	to	<input type="text"/>	
Country	<input type="text"/>	to	<input type="text"/>	
Minority Indicator	<input type="text"/>	to	<input type="text"/>	
W/H liable	<input type="checkbox"/>	to	<input type="checkbox"/>	
Creation date	<input type="text"/>	to	<input type="text"/>	
Payment Methods	<input type="text"/>	to	<input type="text"/>	
Tax # (xxx-xx-xxxx/xx-xxxxxxx)	<input type="text"/>	to	<input type="text"/>	
Vendor account group	<input type="text"/>	to	<input type="text"/>	
DBE Certification Type	MBE	to	<input type="text"/>	
DBE Expiration Date	<input type="text"/>	to	<input type="text"/>	

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

DBE Certification Type   to  

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

Select Single Values (3) | Select Ranges | Exclude Single Values | Exclude Ranges

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- MBE
- SBE
- SDVBE
- WBE

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