Search for Current UT Vendors with Diversity Certifications

- 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](image)

  Report-specific selections:
  - Vendor Number
  - Vendor Name
  - Company Code
  - Deletion Flag
  - Block (Post and/or Purchasing)
  - House number and street
  - PO Box
  - City (street)
  - City (PO Box)
  - State (Region)
  - Country
  - Minority Indicator
  - W/H label
  - Creation date
  - Payment Methods
  - Tax # (xxx-xxxx/xxxx-xxxx)
  - Vendor account group
  - DBE Certification Type: NBE
  - DBE Expiration Date

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

  ![Select Single Values](image)

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

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