


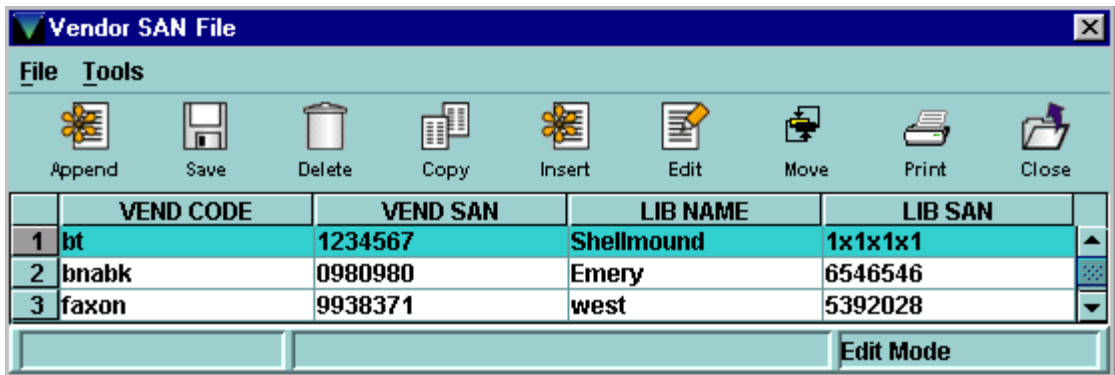
#105101--Maintaining the Vendor SAN File

 To edit the vendor SAN file, you must be authorized for function 665 (Edit Vendor SAN file). If you are authorized for function 651 (View System Parameters) but not for function 665, you can view this file but cannot edit it. See [Authorized Functions](#) for more information.

The [Vendor SAN file](#) is used when transmitting orders electronically.

1. In Millennium Acquisitions, choose Admin | Parameters | Acquisitions | Vendor SAN file.

The Vendor SAN file window opens.



	VEND CODE	VEND SAN	LIB NAME	LIB SAN
1	bt	1234567	Shellmound	1x1x1x1
2	bnabk	0980980	Emery	6546546
3	faxon	9938371	west	5392028

2. Select an entry to edit.
3. Choose Edit.
4. Double click in the table cell that requires editing and make the changes.
5. Choose OK.
6. Choose Yes to save your changes, No to discard your edits, or Cancel to return to editing.

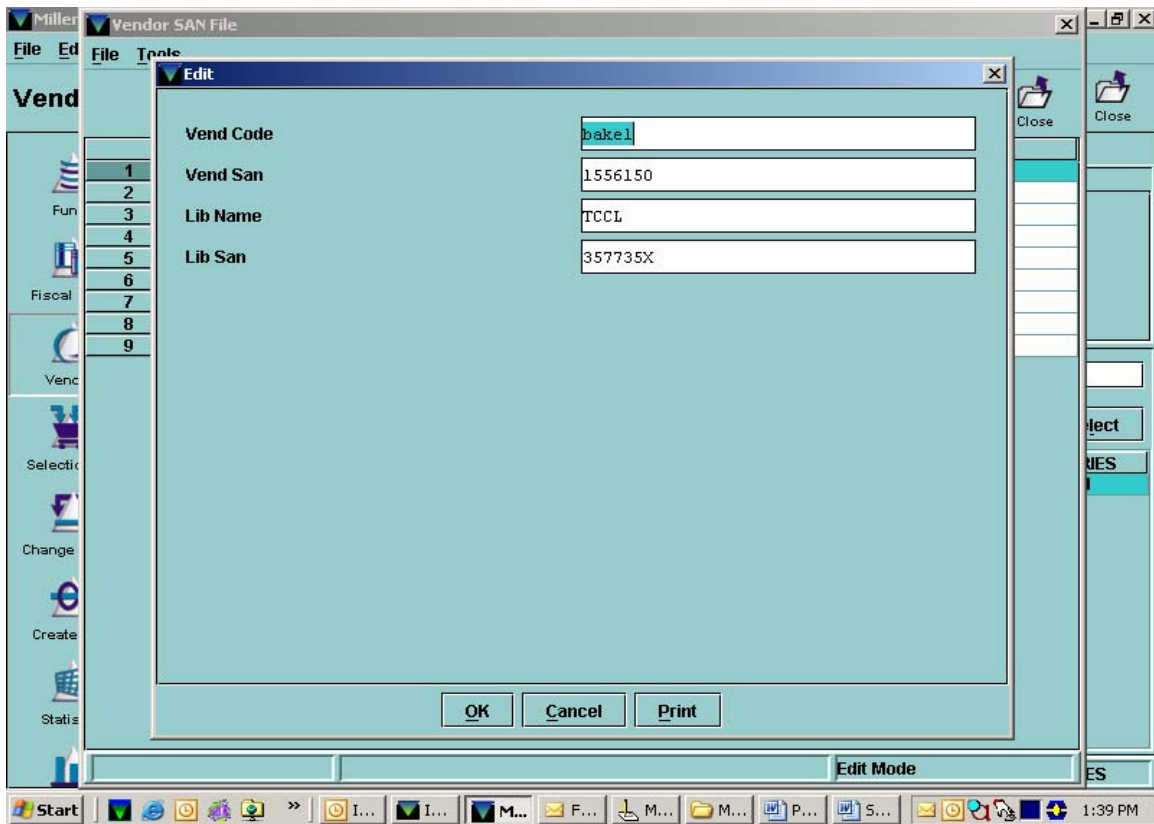
Adding Vendors to the Vendor SAN Table

To add a vendor to the Vendor SAN table, choose the Add button. Double-click in the table cells and enter the values for:

- **VEND CODE**
- **VEND SAN**

If the vendor does not use a SAN, enter ??????? (the wildcard value for the Vendor SAN field).

- **LIB NAME**
- **LIB SAN**



NOTE

When you edit the SAN table, Millennium Acquisitions does not verify that the Vendor code that you input is valid. Therefore, you should verify that the Vendor codes in this table are correct.