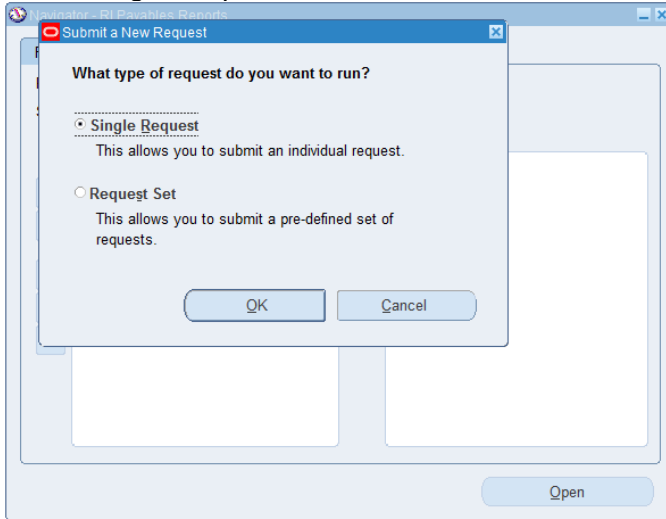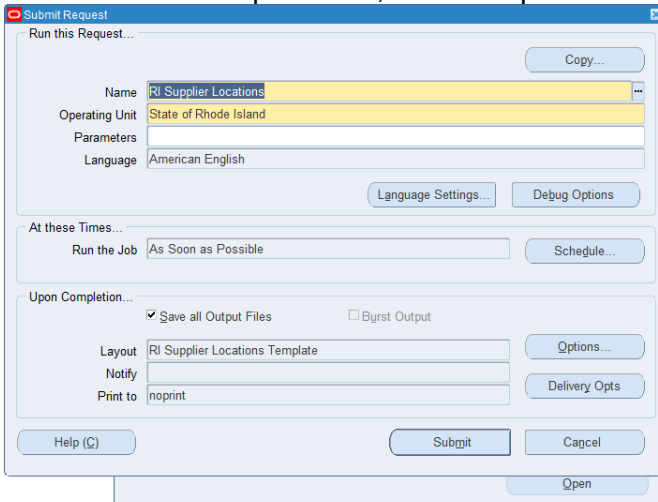# RI SUPPLIER LOCATION REPORT

The following steps should be followed to run this report:
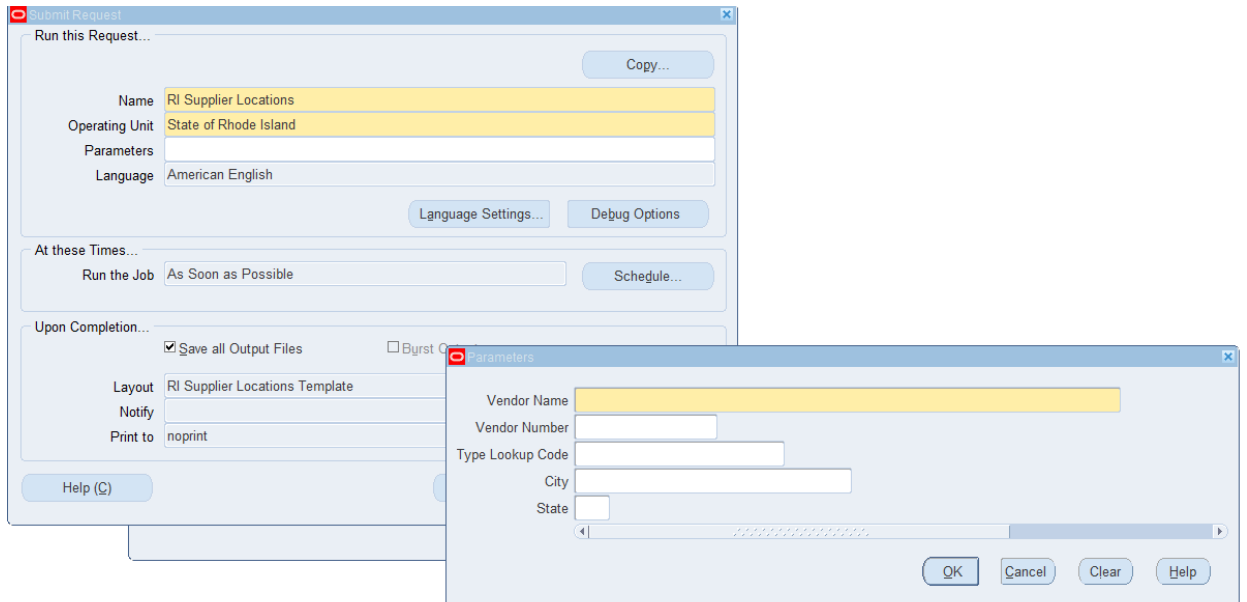
1. From the Responsibility List, choose either RI Payables Reports, or your Invoice Approver or Initiator Responsibility.

2. Run a Single Request.

3. In the "Run this Request" box, find the report titled "RI Supplier Locations".

4. Click on the "Parameters" field to enter more information.

5. The Vendor Name field is required and must be entered exactly as it appears in the supplier file. You can also include the vendor number, city or state in the request to reduce the number of responses. Look-Up code has a drop down menu and can be used to specify the type of entity (INDV, CORP, etc.)

6. Once you have filled in the parameters, hit OK.

7. Click "Submit"

8. Click "Refresh Data" until the "Phase" column of your request states "Completed".

9. Click "View Output"

10. Depending upon your PC settings, you may have to click "Open" or "OK" in order for the file to open directly into Excel.