



Advantage4

HOW TO SEARCH FOR A VENDOR IN 4X

WELCOME TO ADVANTAGE4



**Cobb County
GOVERNMENT**

User ID

Password

Sign In

[Forgot Password?](#)

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HOME SCREEN

DEPARTMENT USER HOME SCREEN

YOUR
ASSIGNED ROLES



Cobb County GOVERNMENT

ALL Search here...

SB Stefani Balli
Finance Department User

Create and Search Financial Transactions

Shopper

Receiving Search

Find a Vendor

Expense Budget Summary (ESUM29L2)

Expense Budget

Revenue Budget Summary (RSUM)

Revenue Budget Inquiry

Find Commodities

Accounting Journal

Vendor Invoice Registry

Vendor Transaction History

Paid Checks

Check Reconciliation

Lifecycle Transaction Search

Lifecycle Inquiry


Worklist

SB Stefani Balli
Account Settings

My Roles

Finance Department User

Sign out

Each business role has an associated home page that contains a combination of quick links to application pages, widgets that display both common and business area information, and various other types of media. You can access your Home Page at any time by selecting the Home icon in the [Global Navigation](#) bar (left mouse-click). 

DISPLAYS YOUR ROLES
EACH ONE HAS A
DIFFERENT HOME PAGE

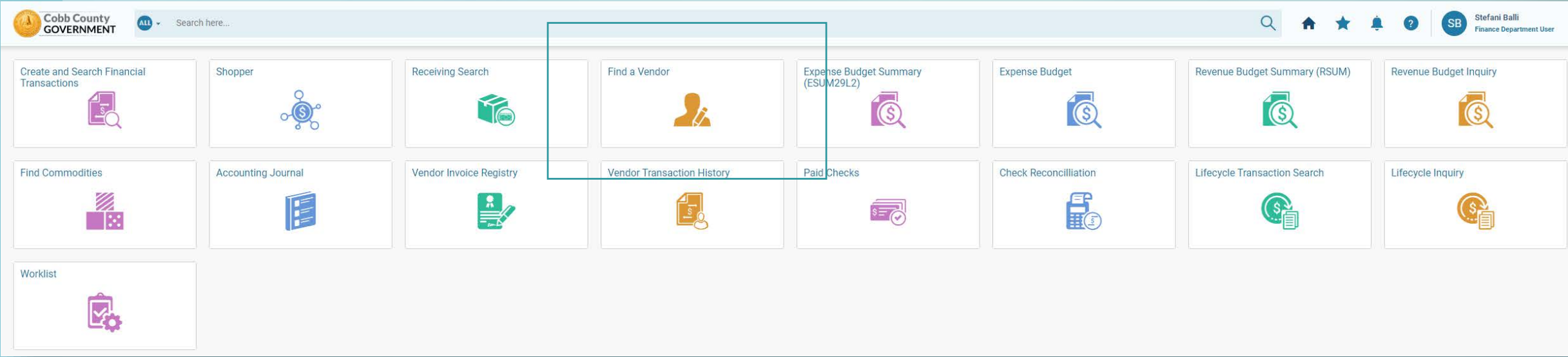
Note: If you right-click on the Home icon you are given options to open the Advantage application in a new tab or a new window.

DEPARTMENT USER

HOME SCREEN

Finance Department User role is designed for all Departmental users that enter or use Financial documents in Advantage 4.

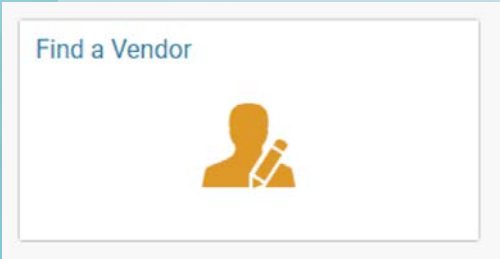
QUICK BUTTONS AKA EASY BUTTONS



HOW TO SEARCH A VENDOR

HOME SCREEN TOP ROW

CLICK FIND A VENDOR



THIS WILL TAKE YOU TO THE VENDOR CUSTOMER SCREEN

Vendor/Customer ☆

← Back Create

Search

Legal Name Alias/DBA Vendor/Customer

Show More Search Reset

CLICK SHOW MORE to expand your entry options to search from

Search

Legal Name

Taxpayer ID Number

Customer Active Status

Alias/DBA

Last Name

VSS Registered

Vendor/Customer

Vendor Active Status

SEARCH BY LEGAL NAME OR ALIAS

SEARCHING FOR A VENDOR BY NAME YOU CHOOSE ONE TO SEARCH BY

Legal Name <input type="text"/>	Alias/DBA <input type="text"/>	Vendor/Customer <input type="text"/>
Taxpayer ID Number <input type="text"/>	Last Name <input type="text"/>	Vendor Active Status <input type="text"/>
Customer Active Status <input type="text"/>	VSS Registered <input type="text"/>	

IF the VENDOR NAME is "THE INCREDIBLE GREEN HULK"

Always use an * as a wildcard for a wider search in the event you are not 100% sure how exactly the name is entered in the system

An * in **front of a word** will search for what you typed and show names that have something **in front of what you typed**, i.e. "The"

An * **behind a word** will search for what you typed and show names that have something **behind what you typed**, i.e. "LLC"

An * in **the middle of a word** will search for what you typed and show names that have something **in the middle of the words you typed**, i.e. "Green"

Legal Name <input type="text"/>
Alias/DBA <input type="text"/>
Vendor/Customer <input type="text"/>
Taxpayer ID Number <input type="text"/>

<input type="button" value="Search"/>	<input type="button" value="Reset"/>
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YOU CAN ONLY SEARCH BY ONE FIELD AT A TIME
BEST PRACTICE - IF YOU DO NOT KNOW THE EIN OR VENDOR ID TO BEGIN WITH ALIAS/DBA BECAUSE THIS WILL 9 OUT OF 10 TIMES BE THE NAME YOU KNOW THE VENDOR UNDER.

SEARCH A VENDOR continued....

ONCE YOU HAVE CLICKED SEARCH ADVANTAGE WILL SHOW THE RESULTS BELOW FROM THE PARAMETERS ENTERED

This search window will provide the following

VENDOR/CUSTOMER
(Vendor Number)

LEGAL NAME

ALIAS NAME

VENDOR ACTIVE
STATUS



TO VIEW THE
VENDOR
INFORMATION,
CLICK THE 3
DOTS

Grid Actions ▾

1 - 1 of 1 Records

View per Page - 20 50 100

< < Page 1 of 1 > >

<input type="checkbox"/> Vendor/Customer ▾	Legal Name ▾	Alias/DBA ▾	Vendor Active Status ▾	Customer Active Status ▾	Attachments
<input type="checkbox"/> VS0000014880	INCREDIBLE HULK	-	Inactive	Inactive	 

CLICK VIEW
TO OPEN THE VENDOR CUSTOMER
TABLE

View

Edit

Copy

Delete

Related Actions >

Related Pages >

VIEWING THE VENDOR CUSTOMER TABLE (VCUST)

VENDOR CUSTOMER
HEADER TAB

Vendor/Customer

Vendor/Customer: VS0000014880 | Legal Name: INCREDIBLE HULK | Alias/DBA: -

Vendor/Customer	Address (3)	Business Type	Service Area	Commodity	W-8 Form	Authorized Department	Prevent Spending	Prevent Orders	Certification (1)
<div><div><div><div>Vendor/Customer</div><div>VS0000014880</div><div>Organization Type</div><div>Individual</div><div>First Name</div><div>INCREDIBLE</div><div>Company Name</div><div>-</div></div><div><div>Legal Name</div><div>INCREDIBLE HULK</div><div>Middle Name</div><div>-</div><div>Location Name</div><div>-</div></div><div><div>Alias/DBA</div><div>-</div><div>Last Name</div><div>HULK</div></div></div></div>									

VENDOR CUSTOMER HEADER TAB DISPLAYS THE FOLLOWING

VENDOR CUSTOMER→ VENDOR NUMBER

LEGAL NAME→ VENDORS LEGAL NAME FOR FILING

ALIAS/DBA→ NAME IN WHICH THE VENDOR DOES BUSINESS AS

FIRST NAME/LAST NAME→ IF NOT A COMPANY

VIEWING THE VENDOR CUSTOMER TABLE (VCUST)

VENDOR
ADDRESS TAB

ALWAYS VERIFY YOUR VENDOR ADDRESS

Vendor/Customer

Vendor/Customer: VS000004880 | Legal Name: INCREDIBLE HULK | Alias/DBA: -

Vendor/Customer	Address (3)	Business Type	Service Area	Commodity	W-8 Form	Authorized Department	Prevent Spending	Prevent Orders	Certification (1)
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VENDOR CUSTOMER ADDRESS TAB DISPLAYS ALL AVAILABLE ADDRESSES FOR THIS VENDOR

<input type="checkbox"/>	Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code
<input checked="" type="checkbox"/>	▶ AD0000000002	Payment	100 CHEROKEE STREET	-	MARIETTA	GA	30090
<input type="checkbox"/>	▶ AD0000000002	Ordering	100 CHEROKEE STREET	-	MARIETTA	GA	30090
<input type="checkbox"/>	▶ AD0000000002	Web Registrar	100 CHEROKEE STREET	-	MARIETTA	GA	30090

ADDRESS TYPES
PAYMENT
ORDERING
WEB REGISTRAR

***IF THE ADDRESS ON YOUR INVOICE IS NOT ON THE ADDRESS TAB
YOU MAY HAVE THE WRONG VENDOR MAKE SURE TO VERIFY BEFORE
USING THAT VENDOR ID****

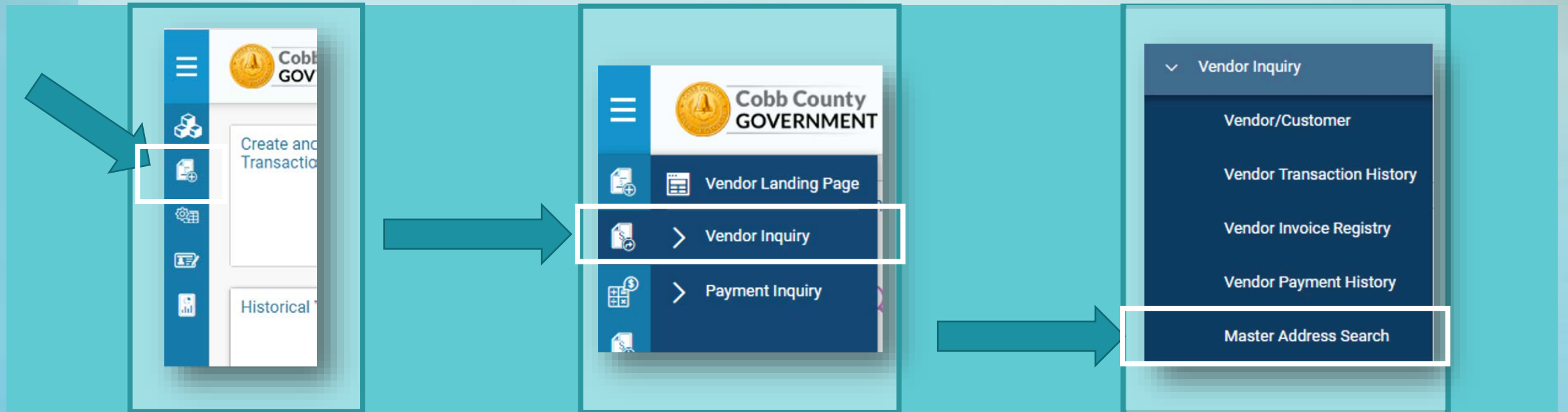
SEARCHING BY VENDOR ADDRESS

SEARCHING FOR A VENDOR BY ADDRESS USING THE SIDE MENU

CLICK ON THE PAPER ICON

CLICK ON THE VENDOR INQUIRY

CLICK ON MASTER ADDRESS
SEARCH



SEARCHING BY VENDOR ADDRESS continued...

THIS WILL TAKE YOU TO THE ADDRESS PAGE

Address

Filters

Headquarters Account

City

Address ID

State/Province

Street 1

Zip/Postal Code

Show Less

USE * WHEN SEARCHING ON THIS PAGE

Pit Stop Sanitation Services
PO Box 1695
Powder Springs GA 30127
United States

STREET 1 → *1695

CITY → POWDER*

CLICK APPLY

Apply

Use an * in front of the # because you wouldn't know if vendor enrollment put a space or dots in PO, P.O., P.O.

Using * in front lets Advantage4 know to look for anything with this number and it may contain words in front.

Same for City, you can type less by using the *

SEARCHING BY VENDOR ADDRESS continued...

BASED ON YOUR GIVEN PARAMETERS RECORDS WILL BE RETURNED BELOW

Grid Actions

1 - 2 of 2 Records

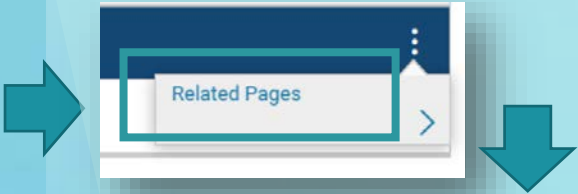
View per Page - 20 50 100

Page 1 of 1

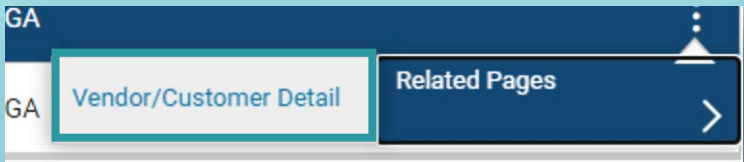
	Headquarters Account	Address ID	Street 1	Street 2	City	State/Province	
<input type="checkbox"/>	▶ 0016722	0	PO BOX 1695	-	POWDER SPRINGS	GA	⋮
<input type="checkbox"/>	▶ 0016722	P	PO BOX 1695	-	POWDER SPRINGS	GA	⋮

TO VIEW THE VENDOR CUSTOMER THIS BELONGS TO USE THE 3 DOTS

CLICK- RELATED PAGES



CLICK- VENDOR/CUSTOMER DETAIL



RETURNS ONLY ACTIVE VENDORS

Legal Name	Alias/DBA
HOMETOWN PORTABLES LLC	PIT STOP SANITATION SERVICES INC

VENDOR CUSTOMER ID
LEGAL NAME
ALIAS/DBA