Vendor Inquiry for Requisitioners

Concept

It is recommended that you find the Vendor/Location combination prior to entering a Requisition. Use Vendor Inquiry to determine whether the vendor currently exists and has a location for use by your campus. If the vendor and a Location for your campus exists, you'll find the Vendor ID number and Location ID here. If the Vendor exists but there is no Location for your campus, you'll need to request one be created. If a vendor does not exist you'll need to request a new vendor.

NOTE: Specific staff at each campus can create or modify vendor records. Contact your campus Purchasing Department or Business Office for information on where to send requests.
## Navigation

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<td>1.</td>
<td>From the Financials Menu, click the <strong>Vendors</strong> link.</td>
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<td>2.</td>
<td>Click the <strong>Vendor Information</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Add/Update</strong> link.</td>
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<td>4.</td>
<td>Click the <strong>Vendor</strong> link.</td>
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Procedure

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<td>5.</td>
<td>The <strong>Vendor Information</strong> search page is where you’ll enter search criteria. Always search the <strong>Name 1</strong> field using &quot;Contains&quot; instead of &quot;Begins with.&quot; Click the drop-down arrow to view your search options.</td>
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<td>6.</td>
<td>Click on <strong>contains</strong> to select it.</td>
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The vendor information search page is where you’ll enter search criteria. Always search the **Name 1** field using "Contains" instead of "Begins with." Click the drop-down arrow to view your search options. Click on **contains** to select it.
6. Enter a portion of the vendor name into the Name field. For example, if your vendor name is “Creative Office Pavilion,” enter “Creative.”

**NOTE:** Enter a unique portion of the vendor name when searching. It is recommended that you not enter the vendor's full name since that may unintentionally exclude vendors from your search results.

7. After entering your search criteria, click the **Search** button.
In this example, you'll notice there are 38 vendors with the word "Creative" in their name. If more than 100 vendors are listed, you can use the arrows to scroll through each page of results. You can also sort the results by clicking the column headings.

**NOTE:** Search results are limited to 300. If you have 300 results, you should enter additional or more specific criteria and search again.

If a vendor record has more than one address, the search will return a row for each address. Click on any link in a row to view the vendor record.
Step 10. On the **Identifying Information** page, verify the vendor name as the vendor you're looking for.

To see if your campus is currently set up to use this vendor, click the **Location** tab.
Step 11.

In this example, notice there are 11 Locations for this vendor. To see all Locations, click the **View All** link.
12. Locations are campus-specific and are identified using the first digit of the campus Business Unit. For example, locations beginning with "1" are UMA, Locations beginning with "2" are UMF, and so on.

When you find a location for your campus, click the Procurement link to verify the "ordering" address is correct. The ordering address is where your purchase order will be mailed.
13. In this example, notice the ordering address is 15 Franklin St, Portland ME. If this is the correct address, you’ll see that your Vendor ID is 0000006331 and your Location is 1000000863.

14. Now that you have determined your Vendor ID/Location, click the **Return to Search** button.
Step | Action
---|---
15. | At this point, you can search for another vendor, if necessary.
16. | **End of Procedure.**