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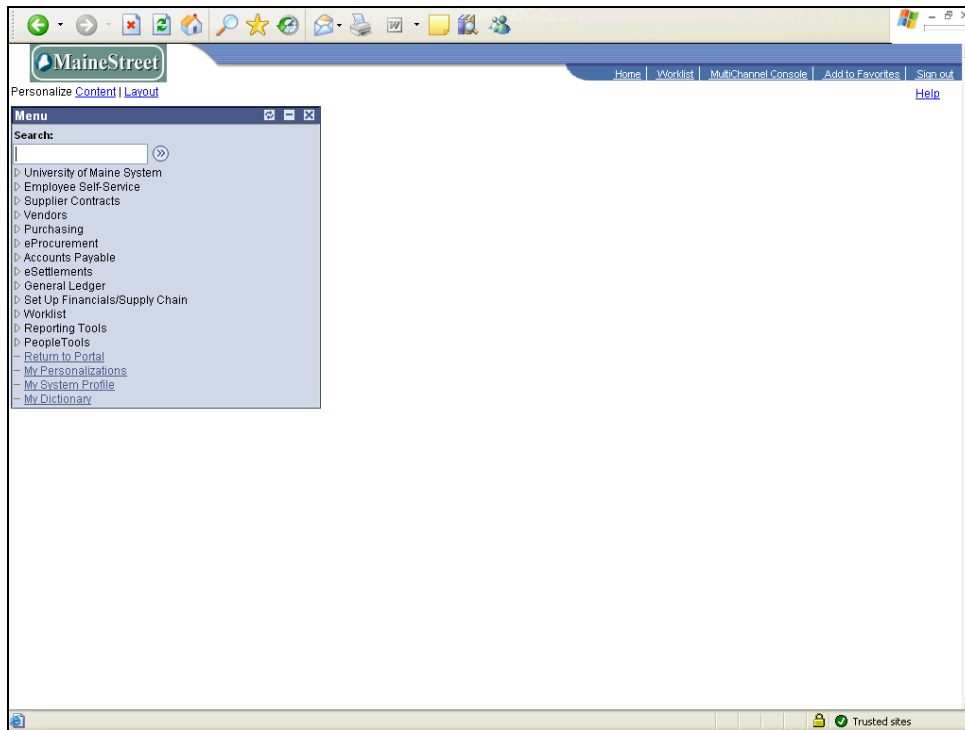
Vendor Inquiry for Requisitioners


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.

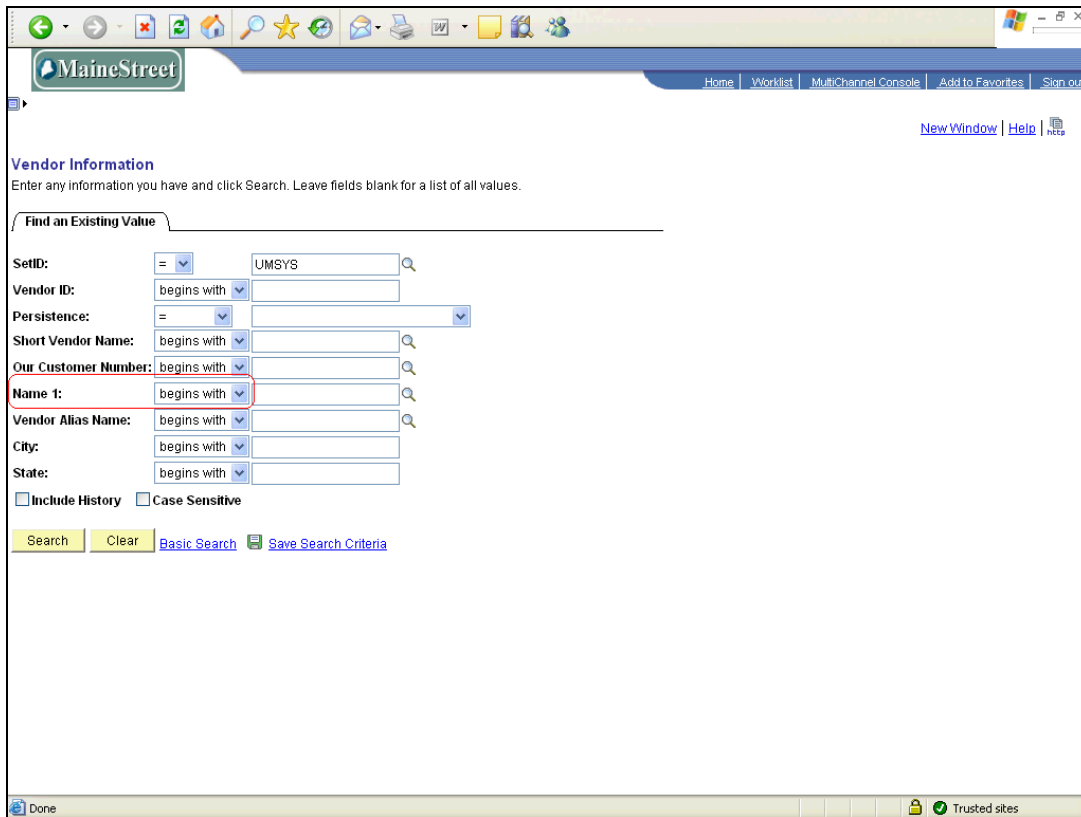
NOTE: Specific staff at each campus can create or modify vendor records. Contact your campus Purchasing Department or Business Office for information on where to send requests.

Navigation



Step	Action
1.	From the Financials Menu, click the Vendors link. 
2.	Click the Vendor Information link.
3.	Click the Add/Update link.
4.	Click the Vendor link.

Procedure



Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = UMSYS

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Vendor Alias Name: begins with

City: begins with

State: begins with

Include History Case Sensitive

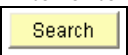
Search Clear Basic Search Save Search Criteria

Step	Action
5.	The Vendor Information search page is where you'll enter search criteria. Always search the <i>Name 1</i> field using "Contains" instead of "Begins with." Click the drop-down arrow to view your search options.
6.	Click on contains to select it. <input type="text" value="contains"/>

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Step	Action
7.	<p>Enter a portion of the vendor name into the <i>Name 1</i> field. For example, if your vendor name is "Creative Office Pavilion," enter "Creative."</p> <p>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.</p>
8.	<p>After entering your search criteria, click the Search button.</p> 



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Find an Existing Value

SetID: = UMSYS

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: contains CREATIVE

Vendor Alias Name: begins with

City: begins with

State: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-38 of 38 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1	Vendor Alias Name	City	State
UMSYS	0000061126	Regular	ALLURE CRE-001	(blank)	ALLURE CREATIVE INC	(blank)	BRUNSWICK	ME
UMSYS	0000091043	Regular	CREATIVE I-003	(blank)	CREATIVE IMAGES PHOTOGRAPHY	(blank)	WISCASSET	ME
UMSYS	0000016425	Regular	CREATIVE I-002	(blank)	CREATIVE IMAGING INC	(blank)	BANGOR	ME
UMSYS	0000006331	Regular	CREATIVE L-002	(blank)	CREATIVE LEARNING PRESS	(blank)	MANSFIELD CTR	CT
UMSYS	0000006331	Regular	CREATIVE O-001	(blank)	CREATIVE OFFICE PAVILION	(blank)	BOSTON	MA
UMSYS	0000006331	Regular	CREATIVE O-001	(blank)	CREATIVE OFFICE PAVILION	(blank)	GLENBURN	ME
UMSYS	0000006331	Regular	CREATIVE O-001	(blank)	CREATIVE OFFICE PAVILION	(blank)	PORTLAND	ME
UMSYS	0000011045	Regular	CREATIVE P-002	(blank)	CREATIVE PRINT SERV	(blank)	BANGOR	ME
UMSYS	0000032303	Regular	CREATIVE P-006	(blank)	CREATIVE PRINTED SOLUTIONS	(blank)	SCARBOROUGH	ME
UMSYS	0000071147	Regular	CREATIVE C-005	(blank)	CREATIVE CATERING INC	(blank)	NORTHBORO	MA
UMSYS	0000001117	Regular	CREATIVE C-001	(blank)	CREATIVE COMMUNICATION COMPANY	(blank)	ST PETERSBURG	FL
UMSYS	0000125762	Regular	CREATIVE-001	(blank)	CREATIVE COMPANY	(blank)	MANIKATO	MN
UMSYS	0000037544	Regular	CREATIVE-003	(blank)	CREATIVE SVCS	(blank)	AUBURN	ME

Step	Action
9.	<p>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.</p> <p>NOTE: Search results are limited to 300. If you have 300 results, you should enter additional or more specific criteria and search again.</p> <p>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.</p>

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Step	Action
10.	<p>On the Identifying Information page, verify the vendor name as the vendor you're looking for.</p> <p>To see if your campus is currently set up to use this vendor, click the Location tab.</p> <p>Location</p>



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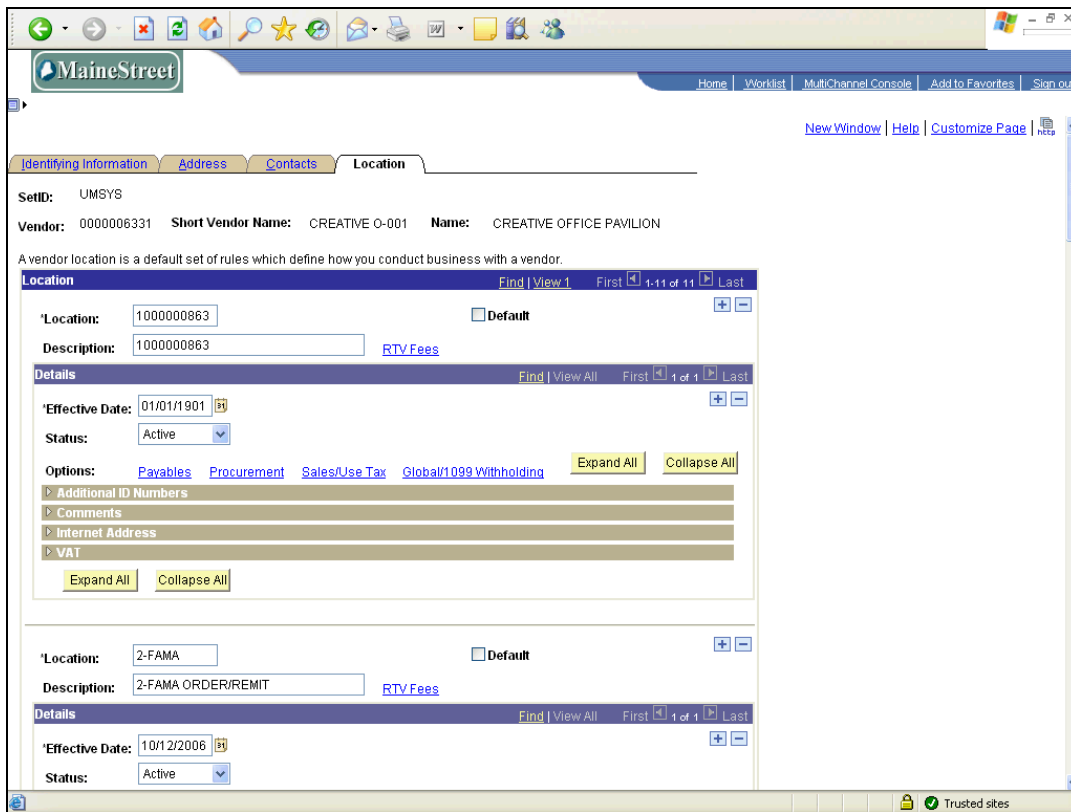
Financials 9.0: Vendor Inquiry for Requisitioners

The screenshot shows the MaineStreet Vendor Inquiry interface. The 'Location' tab is selected, displaying details for Vendor UMSYS. The Location ID is 100000863. The Details section shows an Effective Date of 01/01/1901 and Status of Active. Navigation links for 'View All' and 'Expand All' are visible. The interface includes a search bar, a list of locations, and various navigation buttons.

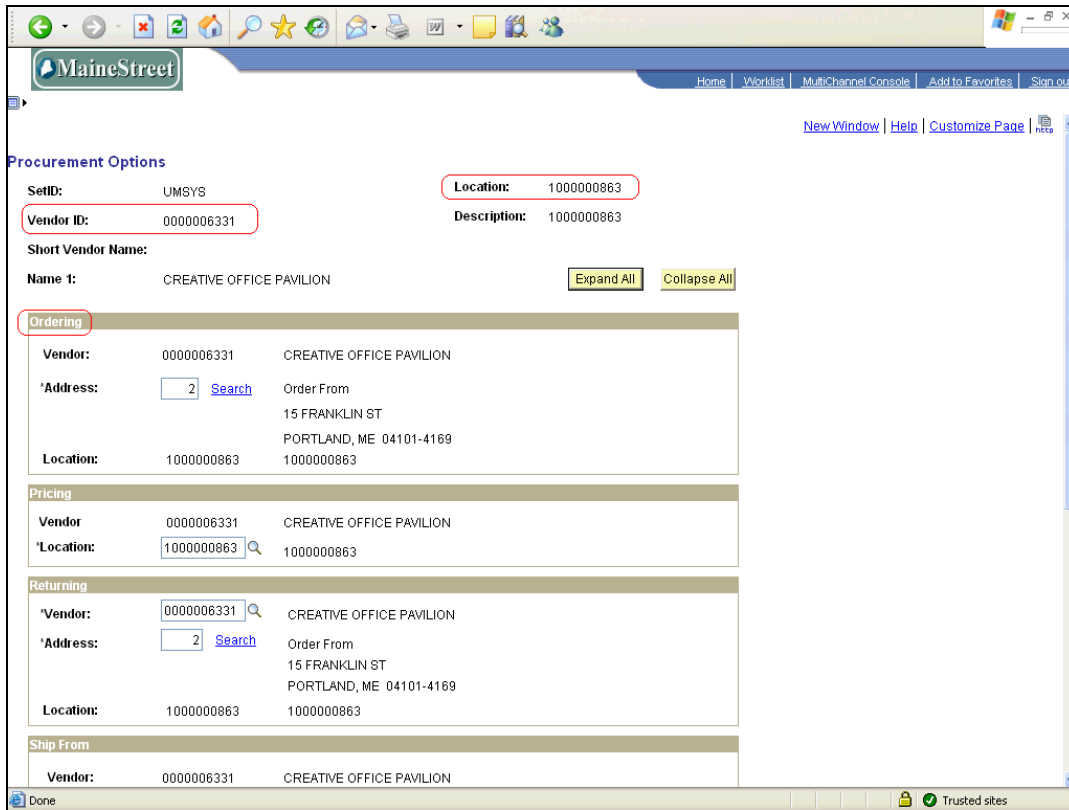
Step	Action
11.	In this example, notice there are 11 Locations for this vendor. To see all Locations, click the View All link.

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Step	Action
12.	<p>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.</p> <p>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.</p> <p>Procurement</p>



Procurement Options

SetID: UMSYS Location: 1000000863

Vendor ID: 0000006331 Description: 1000000863

Short Vendor Name:

Name 1: CREATIVE OFFICE PAVILION [Expand All](#) [Collapse All](#)

Ordering

Vendor: 0000006331 CREATIVE OFFICE PAVILION

'Address: [Search](#) Order From
15 FRANKLIN ST
PORTLAND, ME 04101-4169

Location: 1000000863 1000000863

Pricing

Vendor: 0000006331 CREATIVE OFFICE PAVILION

'Location: [Search](#) 1000000863

Returning


'Vendor: [Search](#) CREATIVE OFFICE PAVILION

'Address: [Search](#) Order From
15 FRANKLIN ST
PORTLAND, ME 04101-4169

Location: 1000000863 1000000863

Ship From

Vendor: 0000006331 CREATIVE OFFICE PAVILION

Step	Action
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. 

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Financials 9.0: Vendor Inquiry for Requisitioners



Search Criteria:

- SetID: = JMSYS
- Vendor ID: begins with
- Persistence: = Regular
- Short Vendor Name: begins with
- Our Customer Number: begins with
- Name 1: begins with
- Vendor Alias Name: begins with
- City: begins with
- State: begins with

Include History Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

Search Results View All First 1-38 of 38 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1	Vendor Alias Name	City	State
UMSYS 0000061128	Regular	ALLURE CRE-001	(blank)	ALLURE CREATIVE INC	(blank)	BRUNSWICK	ME	
UMSYS 0000130075	Regular	C3 CREATIV-001	(blank)	C3 CREATIVE	(blank)	FORT FAIRFIELD	ME	
UMSYS 0000083351	Regular	CREATIVE &-001	(blank)	CREATIVE & LOGO MOTION	(blank)	BANGOR	ME	
UMSYS 0000112823	Regular	CREATIVE-005	(blank)	CREATIVE APPAREL ASSOCIATES	(blank)	BELFAST	ME	
UMSYS 0000112823	Regular	CREATIVE-005	(blank)	CREATIVE APPAREL ASSOCIATES	(blank)	BELMONT	ME	
UMSYS 0000094318	Regular	CREATIVE A-001	(blank)	CREATIVE AWARDS	(blank)	SCARBOROUGH	ME	
UMSYS 0000096489	Regular	CREATIVE-004	(blank)	CREATIVE AWARDS	(blank)	SCARBOROUGH	ME	
UMSYS 0000081615	Regular	CREATIVE-003	(blank)	CREATIVE BANNER ASSEMBLIES	(blank)	NEW HOPE	MN	
UMSYS 0000075089	Regular	CREATIVE C-007	(blank)	CREATIVE CATERING	(blank)	STOCKTON SPRINGS	ME	
UMSYS 0000071147	Regular	CREATIVE C-005	(blank)	CREATIVE CATERING INC	(blank)	NORTHBORO	MA	
UMSYS 0000001117	Regular	CREATIVE C-001	(blank)	CREATIVE COMMUNICATION COMPANY	(blank)	ST PETERSBURG	FL	
UMSYS 0000125762	Regular	CREATIV-001	(blank)	CREATIVE COMPANY	(blank)	MANKATO	MN	
UMSYS 0000075511	Regular	CREATIVE-002	(blank)	CREATIVE CYCLES	(blank)	AUBURN	ME	
UMSYS 0000042380	Regular	CREATIVE D-002	(blank)	CREATIVE DESIGNS	(blank)	PRESQUE ISLE	ME	
UMSYS 0000034183	Regular	CREATIVE E-002	(blank)	CREATIVE EDUC FOUND INC	(blank)	BUFFALO	NY	
UMSYS 0000130434	Regular	CREATIVE E-003	(blank)	CREATIVE ENT ASSOCIATES	(blank)	CHERRY HILL	NJ	
UMSYS 0000095577	Regular	CREATIVE H-001	(blank)	CREATIVE HOMEOWNERS	(blank)	NEWARK	NJ	

Step	Action
15.	At this point, you can search for another vendor, if necessary.
16.	End of Procedure.