





Vendor Inquiry for Requisitioners

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.
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.
7.	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." 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.
8.	After entering your search criteria, click the  button.
9.	You can also sort the results by clicking the column headings. 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.
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  tab.
11.	In this example, notice there are 11 Locations for this vendor. To see all Locations, click the  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.	Now that you have determined your Vendor ID/Location, click the  button.
14.	At this point, you can search for another vendor, if necessary.
15.	End of Procedure.