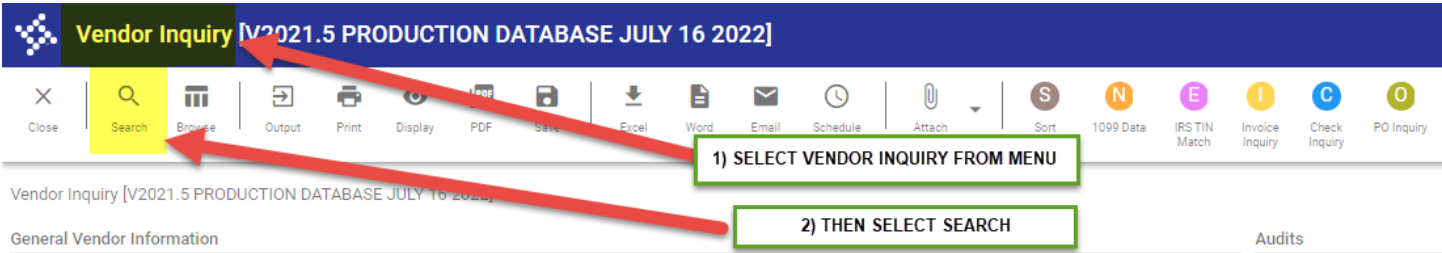


VENDOR INQUIRY (2021.5) HOW TO SEARCH FOR VENDOR UTILIZING VENDOR INQUIRY MENU OPTION

WHEN YOU BELIEVE YOU ARE ORDERING FROM A NEW VENDOR, PLEASE CONDUCT A VENDOR SEARCH TO CONFIRM VENDOR IS NOT IN THE SYSTEM TO ASSIST IN SAVING YOU TIME FROM REQUESTING A W-9 AND COMPLETING A NEW VENDOR FORM



General Vendor Information

Vendor Entity

Alpha Type

Status Reason

Audits

Entered

Modified

By

Change Set

PLEASE SEARCH IN ALL CAPS

- Main
- General
- Miscellaneous
- Contacts
- Certifications
- Insurances
- Withholding

Contact Information

Company name

DBA

Address

Zip code

City

State

Country Foreign entity

Email

Fax

WWW

3) IT IS RECOMMENDED YOU SEARCH BY NAME USING ONE KEY WORD TO BROADEN THE SEARCH USING * AS A WILD CARD WILL ASSIST WHEN SEARCHING FOR EXAMPLE SEARCHING *OFFICE* WILL FIND MORE VENDORS THAN USING OFFICE or OFFICE*

4) IF YOU DON'T FIND VENDOR BY NAME, PLEASE SEARCH BY ADDRESS - AGAIN USE WAYS TO BROADEN THE SEARCH - IF VENDOR ADDRESS IS 123 MAIN STREET - PLEASE SEARCH *123* OR *MAIN*

5) IF YOU DON'T FIND VENDOR BY NAME OR ADDRESS, PLEASE SEARCH CITY - AGAIN USING * - IF THE VENDOR IS IN AVILA BEACH, PLEASE SEARCH *AVILA*

IF YOU STILL DO NOT FIND THE VENDOR ON FILE - PLEASE UTILIZE VENDOR 99999 ON YOUR REQUISITION AND ATTACH NEW VENDOR FORM AND A COMPLETED W-9 FROM THE VENDOR

THE GOAL IN HAVING YOU USE THREE SEARCH METHODS IS TO SAVE YOU TIME IN NOT CREATING AND GATHERING DOCUMENTS FOR A VENDOR THAT IS ALREADY ON FILE