University of South Alabama

Purchasing Department

Banner Financial Information Systems Reference Manual
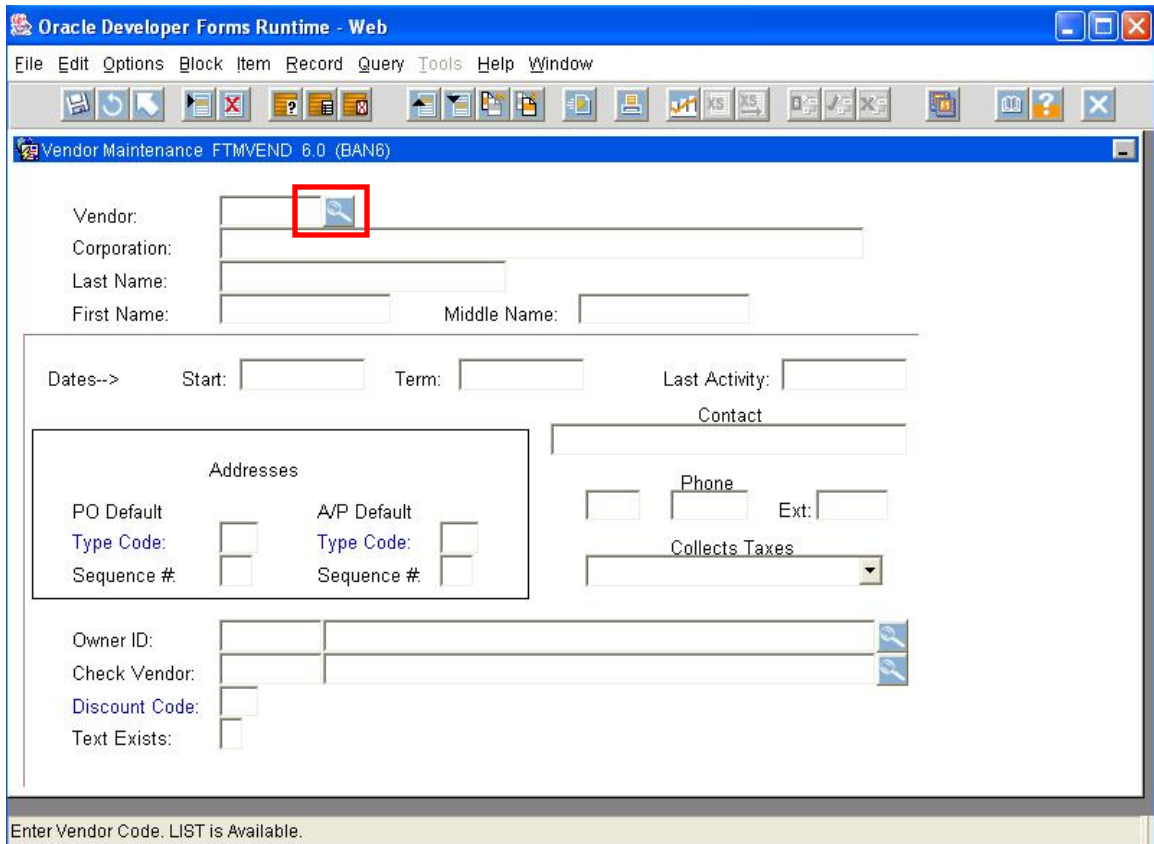
Searching for Vendors

January 30, 2006

Searching for Vendors

If entering or searching information provided on a USA Direct Pay Form, the user should always verify the information (spelling of name) provided on the form is accurate and up to date by comparing subject information to the information provided on the attached documentation. Information of the attached documentation overrides information provided on the USA Direct Pay Form.

The Vendor Form **FTMVEND** is used to search for a vendor.   Click on the search engine next to vendor as indicated below:

Searching for Vendors, Cont.

You will be directed to form **FTIIDEN.** Always change the search parameters by removing the check mark in the Vendor field noted below.

Searching for Vendors, Cont.

To remove the check mark and search for records that are not limited to vendor names, press the search light icon to the right of the vendor field, on the toolbar select Cancel Query, Record, Clear, and Rollback. These steps enable you to remove the check mark from the "Vendor" field and allows you to search "ALL" records. The screen will appear as shown below:

Searching for Vendors, Cont.

1. To search you will need to next block, tab to last name and type vendor name with % sign (wildcard) then click execute query (F8) located on the icon bar. To perform another search click enter query (F7) located on the icon bar then repeat steps. To view vendor address information you will need to double click on the vendor name. **Note: Use a broad search term. Use the % sign (wildcard) after a part of the vendor name, or, before and after part of the vendor name.**

Searching for Vendors, Cont.

Important: If you are performing a "person" search and know the person's social security number (SSN), you should **always** search for the person's identification number first via their SSN in screen **FOAIDEN** as indicated below:

Searching for Vendors, Cont.

Search for the person by executing a query by clicking the searchlight at the end of the ID field and selecting option Alternate ID Search from the Option List.
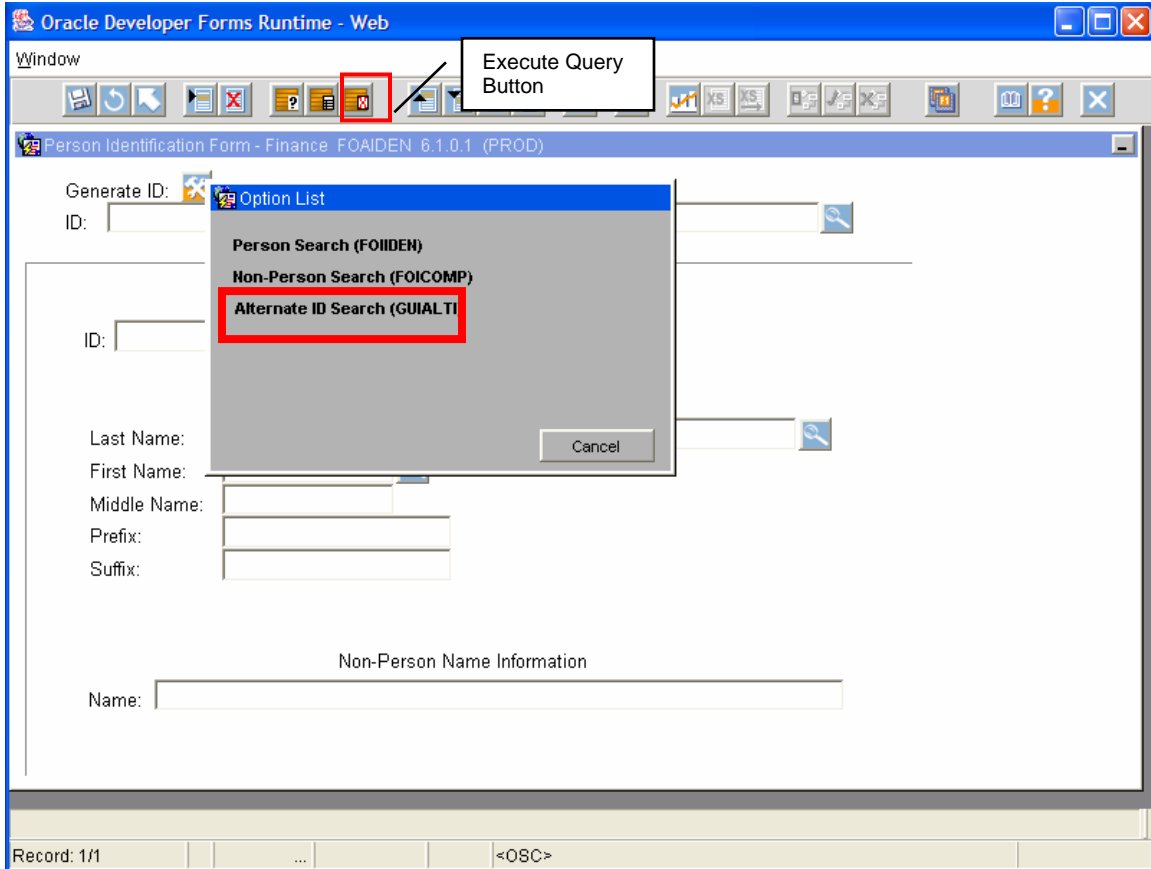
Enter the person's SSN in the SSN/SIN/TFN field and press the Execute Query button. The results of your query search will be indicated in the applicable fields.