

## Module 1: Supplier Inquiry

# Learning Cycle 2: Special Searches

This learning cycle is for informational purposes only.

It is recommended that you print this document.



### Supplier Inquiry: Special Searches

#### Vendor Name/ TIN Search

- Access the AIS home page.
  - The URL for this page is: <u>http://ais.siu.edu/index.htm</u>
  - You may wish to create a bookmark for this page.
- Click: 
   Special Searches



- The Special Searches web page opens.
- Under Purchasing/ Procurement, click on the link: Vendor Name/ Tin Search.



- You can search on the TIN, Vendor Name or DBA (Doing Business As).
  - DBA will probably be the most helpful in locating a Supplier that is not appearing in the database, when you are searching for an Invoice using just the Supplier name.
  - As this example will show, Suppliers are not always listed as one might expect.





**Reminder:** Now that you are navigating within a browser window, you will need to use the **Back** arrows provided on your Browser's Navigation Toolbar.

- Using the Window Control Button Will close the browser.
- Click on DBA.



- Enter the name of the Supplier, as you know it, in the **Doing Business As (DBA)** field; do **not** enter "DBA" as part of the search criteria.
  - For this demonstration, we entered **Hampton Inn**.
- Read the text in **red** print.





- Numerous entries will be retrieved for Hampton Inn, most of them listed under their parent company.
- Use the Vertical Scroll Bar on the right to locate the appropriate listing.
  - For this demonstration, the first Vendor listed (ROYAL GOLDEN HOSPITALITY) was used.
- After locating the appropriate Vendor Name, click Lookup.

		Southern Illinois University				
	Administrative Information Systems					
AlS Home     Announcements     Documentation	Vendor List					
· eLearning	Doing Business As	Vendor Name	791			
Production     Software     Special Searches	DBA HAMPTON INN	ROYAL GOLDEN HOSPITALITY	20-5888487	Lookup		
	DBA HAMPTON INN	IGHNSON SPRINGEIELD VENTURES LLC	37-1383821	Lookup		
SIU System				Lookap		
Carbondale Campus     Edwardsville Campus     School of Hedicine	DBA HAMPTON INN	B B & K DEVELOPMENT LLC	37-1025483	Lookup		
	DBA HAMPTON INN	DRURY DEVELOPMENT CORPORATION	43-1391655	Lookup		
	DBA HAMPTON INN	JOHNSON PEORIA VENTURES LLC	37-1383832	Lookup		
	DBA HAMPTON INN	JOHNSON PEORIA VENTURES LLC	37-1383832	Lookup		
	DBA HAMPTON INN	DUNN GROUP OF INDIANA INCORPORATED	35-1786213	Lookup		



- The desired **Vendor Name** is displayed, along with additional information about the vendor.
- More information can be accessed by clicking Site or Vendor Contact (see screenshots below).
  - Always open the Site to verify the address as listed on the Invoice.
- As noted earlier, the Vendor Contact file may not be current, as contact information changes, frequently.



AIS Home     Announcements     Documentation	v	Vendor Site Information		Southern Illinois University
Production     Software	Vendor Name:	ROYAL GOLDEN HOSPITALITY		
Special Searches	TIN:	20-5888487		Administrative Information Systems
SIU System	SITE:	IMATTOON BROAD		
Carbondale Campus     Edwardsville Campus     School of Medicine	Purchasing Site:	Y		Verder Centert
	Pay Site:	Y :	Announcements     Documentation	Vendor Contact
	Address:	DBA HAMPTON INN	elearning     Production     Software     Special Searches	Vendor Name: ROYAL GOLDEN HOSPITALITY TDI: 20-5888487
	City, State, Zip:	MATTOON, IL, 61938	SIU System • Carbondale Campus	IMATTOON BROAD
	Country:	US	Edwardsville Campus     School of Medicine	Purchasing Site: Y
	Phone:	(217) 234-4267		Pay Site: Y
	Pau:	(217) 235-0256		No Vendor Site Contact Information found to display for this account.
		Back Back To DBA Search		Back Back To DBA Search
		Main Menu		Main Menu

#### Site Results

- When finished, you may perform any of the following actions.
  - Click the **Back** button at the bottom of the window to return to the previous page.
  - Click Back To DBA Search to return to the DBA search window.
  - Click Main Menu to start over and perform another search from the Vendor Name/ TIN Search window.
  - End the session, by clicking the Window Control Button to close the browser.

### Contact