

Supplier Inquiry

Suppliers Inquiry Overview

- When you select the Suppliers function from your Home Page Main Menu or an Application Navigator window, a web-based application opens.
- The **Suppliers Search** web page is used to enter selection criteria for the retrieval of the needed supplier's record. Searches are most often performed using the following fields.
 - **Supplier Name** - is a unique name for a business or individual that provides goods, services or both in return for payment. This field contains an LOV that can be used to enter the correct Supplier Name.
 - **Supplier Number** - is a system-assigned number that uniquely identifies a supplier within the system.
 - **Taxpayer ID** - is the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Taxpayer ID is the supplier's social security number.
If a 1099 supplier is a corporation, the Taxpayer ID is also known as the Federal Employer Identification Number (FEIN) or Taxpayer Identification Number (TIN).
 - **Tax Registration Number, D-U-N-S Number and Employee Number** - located in the column of the right side of the page may be used occasionally for specific searches.
 - **Show More Options** link - below and to the left of the displayed search fields is available if additional search fields are needed.
Inactive Date From and To, One Time and Supplier Type field are among some of the additional search options, which may be used on occasion for more specific searches.
The remaining fields are mostly used by the SIU Central Business Offices and will rarely be used for inquiry purposes by end users.
To re-hide the options, click the **Hide More Options** link.
 - Click the **Go** button to execute the search once selection criteria is entered.
 - Click **Clear** button to erase previous search criteria, if necessary.
 - If your search retrieves more than one match, the matching supplier's records will display in the Search Results section. You will locate and select the Supplier you need from the list.
- **Supplier Quick Update** web page opens when a search is executed.
 - The Header region of the page contains Supplier information.
 - The bottom contains information about the **Supplier Sites** displayed in table format.
By default, **Active Supplier Sites** display first. If you want to list the inactive sites, go to the top of Supplier Sites region and use the **Site Status** field Down Arrow to select the **Inactive Sites** option from the picklist; click **Go** to retrieve those records.
Two Tabbed Regions: Key Purchasing Setups and Key Payment Setups define additional information about the retrieved sites. Click one of these corresponding tabs to review more detail for a particular site.
- This document provides background for you to now begin your search and review of information for Suppliers and/or Supplier Sites.