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: http://ais.siu.edu/index.htm
  - 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.
- Click Submit Query.
- 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.
- 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.

- 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.