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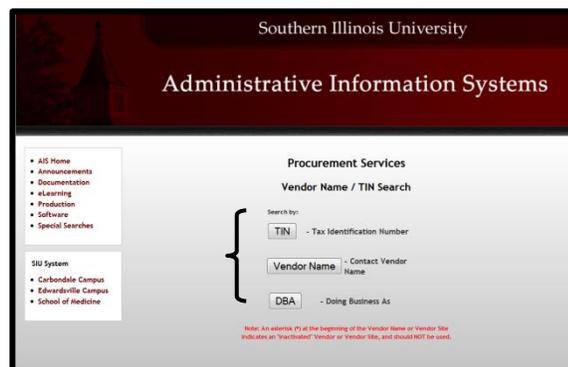
Reminder: Now that you are navigating within a browser window, you will need to use the **Back** arrows provided on your Browser's Navigation Toolbar.

- Using the Window Control Button [X], 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**.
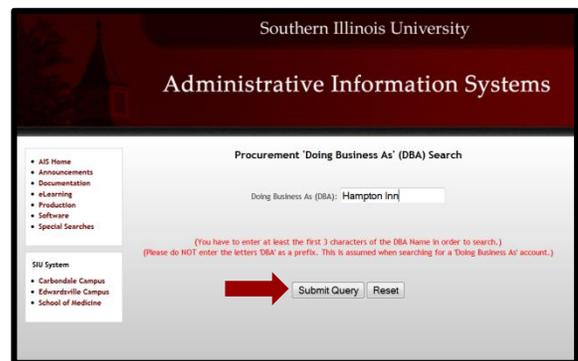
- Numerous entries will be retrieved for Hampton Inn, most of them listed under their parent company.

- Use the **Vertical Scroll Ba**r 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**.
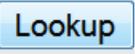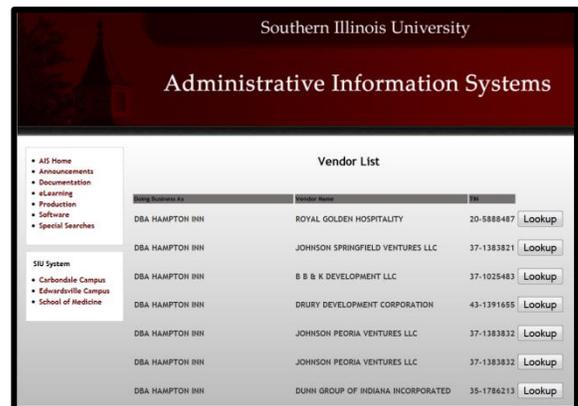
- The desired **Vendor Name** is displayed, along with additional information about the vendor.

- 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.

Site Results   **Contact**
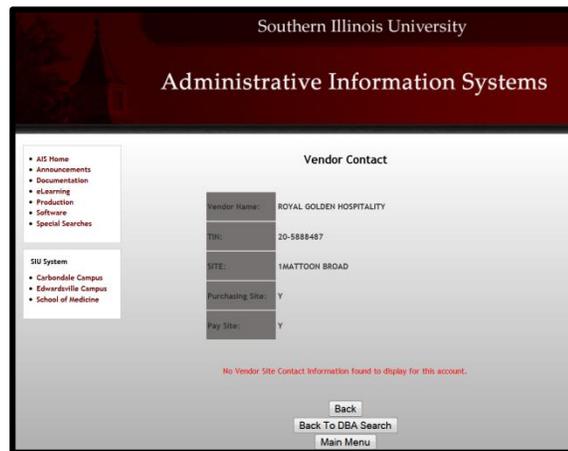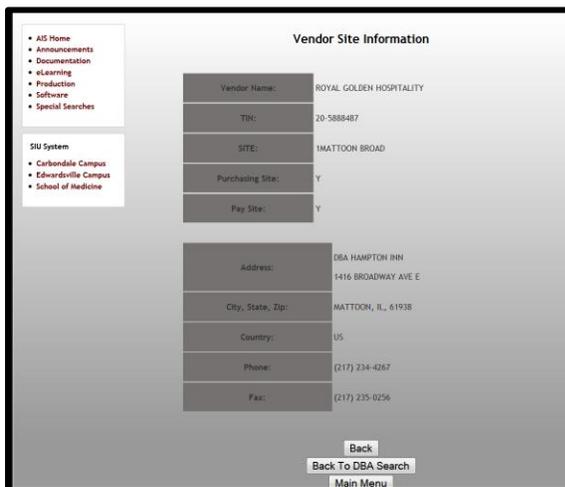
- When finished, you may perform any of the following actions.

    - 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 [X] to close the browser.