

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.