Financial & Business Services

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Vendor Search Page

Help

FINANCIAL & BUSINESS SERVICES
THE UNIVERSITY OF UTAH

:: vendor search · · ·

Vendor Set:
01-UNIV

Enter search criteria for ONE of the following search methods:

Vendor ID:

Taxpayer ID:

Vendor Name: Begins With

Street Address: Begins With

City: Begins With

State:

Zip Code:

Country: Lookup Country Codes

Vendor Search   Reset Form

University Home Page

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Disclaimer

Please note that you may get unexpected results by using the address options. This tool includes a powerful query that searches the entire vendor data base regardless of effective dated material. The results may include a vendor that has an address fitting the criteria. If the vendor has changed their address at some time since the query finding was created, the old address will not appear on the vendor detail screen. This does not mean that the query is wrong, but it does mean that it is important to review the search results with care.

If the veracity of a search result is in question, feel free to call the Vendor Master in Accounts Payable at 581-6976 for verification.

:: vendor search · · ·

The Vendor Search returned no results, please refine your search.

Vendor Set:
01-UNIV

Enter search criteria for ONE of the following search methods:

Vendor ID:

Taxpayer ID:

Vendor Name: Begins With

Street Address: Begins With

City: Begins With

State:

Zip Code:

Country: Lookup Country Codes

Vendor Search   Reset Form

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If the search criteria did not return any results, the system will display this message:

This message will also appear if the data entered into one of the criteria is good for the query, but does not have a corresponding entry on the vendor table.

For example: This error message appeared after "250" was entered into the Vendor ID field. If the Vendor Set is "UNIV" then the Vendor ID field is ten (10) characters long and requires leading zeroes (meaning the "250" should have been "0000000250"). Hospital vendors (HOSP Business Unit) do not require leading zeroes.

:: vendor search ▪ ▪ ▪

Vendor Set:
01-UNIV

Enter search criteria for ONE of the following search methods:

Vendor ID: 0000000250

Taxpayer ID:

Vendor Name: Begins With

Street Address: Begins With

City: Begins With

State:

Zip Code:

Country: Lookup Country Codes

[Vendor Search] [Reset Form]

University Home Page

Enter a known vendor number in the Vendor ID field and select Voucher Search.

Note: The Vendor ID must be exact. The system will not return expected results based upon an inaccurate Vendor ID.

Note: The Vendor Name, Street Address, and City can be entered as exact values or portions of the real data. Each of these selections has three options: Begins With, Contains, or Matches. "Begins With" means that the system will search for the criteria from the beginning of the data in the PeopleSoft field. For example, if "Owens" is entered, the system will find all names beginning with "Owens." (Entering a percentage sign at the end of the data entry when "Begins With" is displayed will return similar results.) Searching on "Contains," "Owens" will find all names that include "Owens" anywhere in the name. (Entering a percentage sign at the beginning of the data entry when "Begins With" is displayed will return similar results.) Using Matches is much more restrictive. The system will only return exact results from matching criteria. The percentage sign will not work with this option.

Help

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:: vendor selection • • •

	Short Name	Name	Name #2	Vendor ID
	OWENSMINOR-001	OWENS & MINOR INC		0000000250

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:: vendor selection • • •

	Short Name	Name	Name #2	Vendor ID
	OWENSMINOR-001	OWENS & MINOR INC		0000000250

University Home Page

Three options are available on this page:

1. If this is not the expected vendor, select back in the browser to return to the vendor search page.
2. Selecting the voucher icon (leftmost icon next to the vendor short name) will return all of the vouchers for that vendor in the business unit that was selected in the vendor search screen.
3. Or, more information about the vendor can be reviewed by selecting the people icon to the right of the voucher icon.

Selecting the voucher icon will return a display similar to the following page.

Voucher Summary Information Page

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:: voucher summary information ···

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Vendor Name	Vendor Num	Voucher Num	Set ID	V	C	P	PO Num	Invoice Num	Gross Amt	Hold	Check Num	Handling Code	Check Date	Status	Paid Amt	Source Document
OWENS & MINOR INC	0000000250	01621037	UNIV	P	O	P	0000136596	0702843	443.60						0.00	PO
OWENS & MINOR INC	0000000250	01616353	UNIV	P	O	P	0000136596	0699706	58.23		0046924	US	02/03/2009	P	58.23	PO
OWENS & MINOR INC	0000000250	01616093	UNIV	P	O	P	0000136596	0660860	955.38		0046476	US	01/30/2009	P	955.38	PO
OWENS & MINOR INC	0000000250	01614616	UNIV	P	O	P	0000136596	136596	31.19		0046924	US	02/03/2009	P	31.19	PO
OWENS & MINOR INC	0000000250	01611879	UNIV	P	O	P	0000136596	0696185	58.23		0047142	US	02/06/2009	P	58.23	PO
OWENS & MINOR INC	0000000250	01610043	UNIV	P	O	P	0000136596	0695261	516.79		0046924	US	02/03/2009	P	516.79	PO
OWENS & MINOR INC	0000000250	01609721	UNIV	P	O	P		BSI152444	-913.30		0046476	US	01/30/2009	P	-836.39	LO326902
OWENS & MINOR INC	0000000250	01609721	UNIV	P	O	P		BSI152444	-913.30		0046002	US	01/20/2009	P	-76.91	LO326902

:: vendor selection ···

	Short Name	Name	Name #2	Vendor ID
	OWENSMINOR-001	OWENS & MINOR INC		0000000250

Selecting the vendor icon will return a vendor detail screen similar to the following page.

:: vendor details ...

Identifying Information - 0000000250 - OWENS & MINOR INC

Vendor SetID	UNIV	**W9 Received**	N
Vendor ID	0000000250	**W9 Received Date**	
Vendor Name	OWENS & MINOR INC	**Withholding**	N
Vendor Name 2			
Vendor Class	Outside Party		
Open for Ordering	Y	**Get POs**	
Vendor Status	Approved	**Get Vouchers**	

Location 000001 - Upgrade [Select a Location ▼]   **Display All Addresses**

Payment Group:	Pay Daily	Vendor Type
Payment Hold:	N	Medical Equipment
Payment Method:	Automated Clearing House	Small Business
Payment Handling Code:	US Mail	
Freight Terms Code:	Origin	
Payment Terms:	Net 30 Days	

Order Address # 4 (Effective 07/01/2003)	**Remit Address # 5 (Effective 03/03/2003)**
OWENS & MINOR INC	**OWENS & MINOR INC**
FILE 22333	FILE NO 22338
PO BOX 60000	PO BOX 60000
SAN FRANCISCO, CA, 94160-2338	SAN FRANCISCO, CA, 94160-2338
USA	USA
Payment Alternate Name(s)	Payment Alternate Name(s)
Phone: 000/000-0000	Phone: 000/000-0000
Fax:	Fax:
Campus:	Campus:

Selecting '**Get POs'** will initiate a search for all PO's for this vendor.

Selecting '**Get Vouchers'** will initiate a search for all vouchers for this vendor regardless of the AP Business Unit.

:: vendor search ▪ ▪ ▪

Vendor Set:
01-UNIV

Enter search criteria for ONE of the following search methods:

Vendor ID: [ ]
Taxpayer ID: 123456789
Vendor Name: Begins With [ ] [ ]
Street Address: Begins With [ ] [ ]
City: Begins With [ ] [ ]
State: [ ]
Zip Code: [ ]
Country: [ ]   Lookup Country Codes

[Vendor Search]   [Reset Form]

University Home Page

If the selected criterion requires more information to initiate the search, a pop-up window will display additional instructions.

In this example, the vendor's Zip Code is required to find a vendor with Taxpayer ID.

Windows Internet Explorer

⚠ A correct combination of values was not entered. The valid combinations are:
1. Vendor Name
2. Taxpayer ID and Zip Code
3. Street, City and State
4. Street and Zip
5. Country must not be USA or CAN or GBR without Vendor Name or Address and City and State or Address and Zip

[OK]

:: vendor search ···

Vendor Set:
01-UNIV

Enter search criteria for ONE of the following search methods:

Vendor ID:

Taxpayer ID:

Vendor Name: Begins With

Street Address: Begins With

City: Begins With

State:

Zip Code:

Country: Lookup Country Codes

Vendor Search   Reset Form

University Home Page

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:: country codes ▪ ▪ ▪

Country Codes:

AFG = Afghanistan	GMB = Gambia	NFK = Norfolk Island
ALB = Albania	GEO = Georgia	MNP = Northern Mariana Islands
DZA = Algeria	DEU = Germany	NOR = Norway
ASM = American Samoa	GHA = Ghana	OMN = Oman
AND = Andorra	GIB = Gibraltar	PAK = Pakistan
AGO = Angola	GRC = Greece	PLW = Palau
AIA = Anguilla	GRL = Greenland	PAN = Panama
ATA = Antarctica	GRD = Grenada	PNG = Papua New Guinea
ATG = Antigua and Barbuda	GLP = Guadeloupe	PRY = Paraguay
ARG = Argentina	GUM = Guam	PER = Peru
ARM = Armenia	GTM = Guatemala	PHL = Philippines
ABW = Aruba	GIN = Guinea	PCN = Pitcairn
AUS = Australia	GNB = Guinea-Bissau	POL = Poland
AUT = Austria	GUY = Guyana	PRT = Portugal
AZE = Azerbaijan	HTI = Haiti	PRI = Puerto Rico
BHS = Bahamas	HMD = Heard and McDonald Islands	QAT = Qatar
BHR = Bahrain	VAT = Holy See (Vatican City State)	REU = Reunion
BGD = Bangladesh	HND = Honduras	ROM = Romania
BRB = Barbados	HKG = Hong Kong	RUS = Russian Federation
BLR = Belarus	HUN = Hungary	RWA = Rwanda
BEL = Belgium	ISL = Iceland	SHN = Saint Helena
BLZ = Belize	IND = India	KNA = Saint Kitts and Nevis
BEN = Benin	IDN = Indonesia	LCA = Saint Lucia
BMU = Bermuda	IRN = Iran (Islamic Republic Of)	SPM = Saint Pierre and Miquelon
BTN = Bhutan	IRQ = Iraq	WSM = Samoa