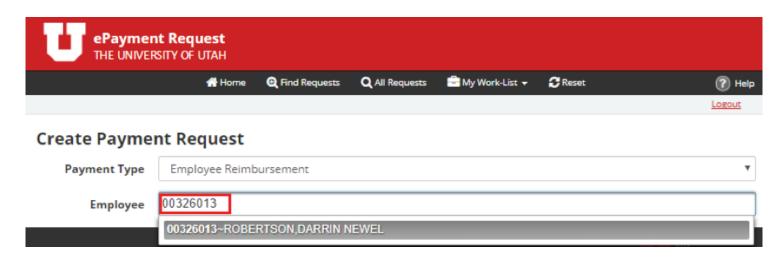


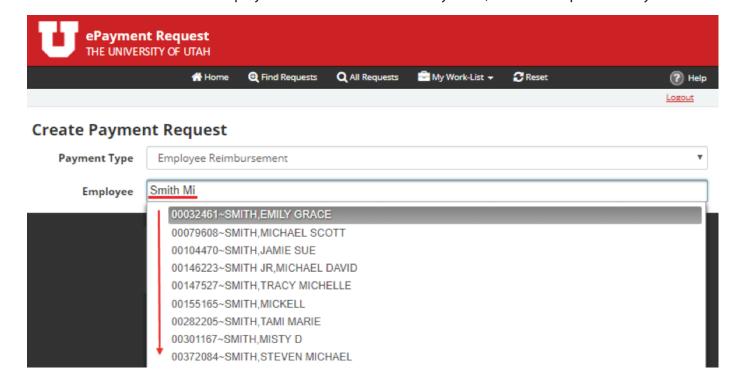
How-to Guide: Locating Vendors

For Employees:

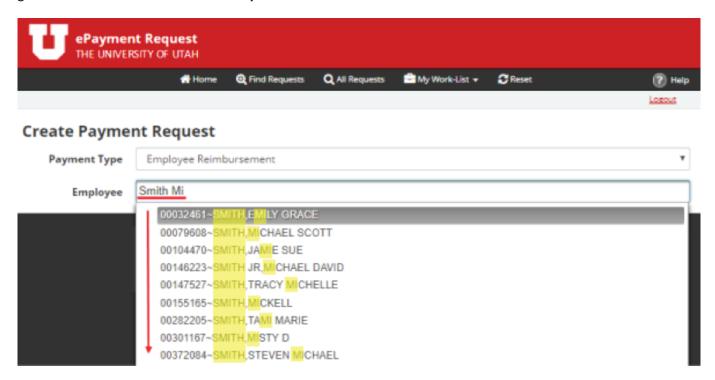
- Locating an employee vendor is **easiest and most accurate if you have the uNID of the employee** (e.g. 00123456). The uNID will always be unique to the employee, even if they have a common name, like John Smith.
 - * Please verify the uNID you're using is correct to avoid paying the wrong individual (and potentially direct depositing funds into the incorrect person's account).



- You may also search by last name or first name. For employees, the ePR system searches using a **Last Name**, **First Name** format so it's best to begin with the last name.
- The more information you type, the more the search narrows.
 - * Notice that the search results displayed are in numerical order by uNID, not listed alphabetically.



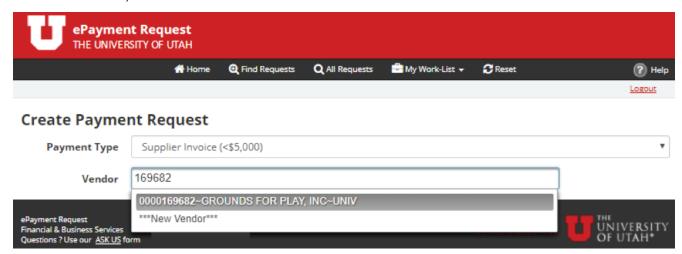
• Using a search criteria of **Smith Mi** the system locates all vendors that contain those characters.



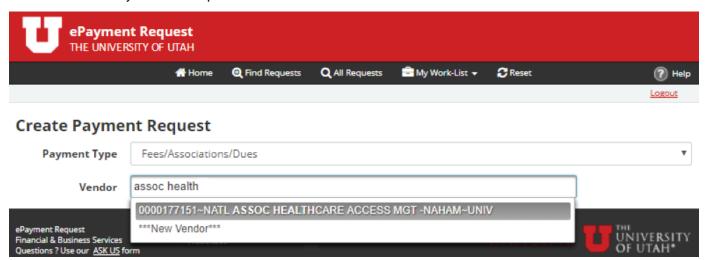
- Note that most **employee vendors are in the system using their legal name as entered in HR**. This means that individuals will be listed by their full legal names, which may include a middle name (e.g. MICHAEL SMITH, not MIKE SMITH; LAWRENCE not LARRY; SANDRA DIANE JONES, not SANDY JONES).
 - Again, using the uNID to search is the easiest and most accurate way to find an employee.

For all other vendors/non-employees:

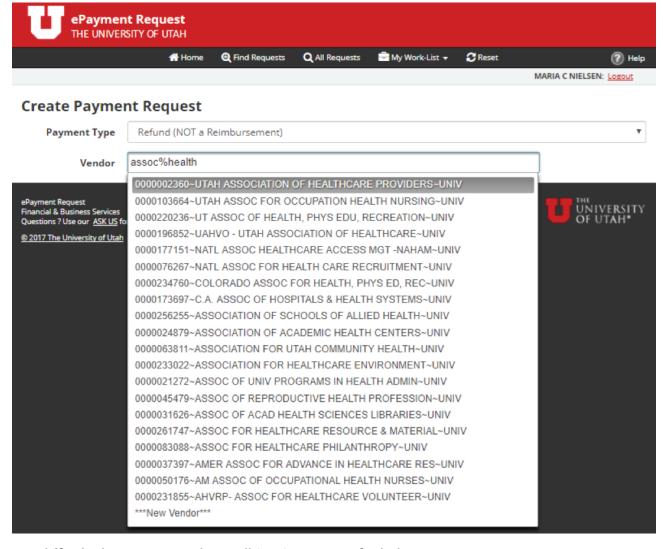
- Locating a vendor in ePR can be done either by name or vendor number.
- You can type the vendor number directly in the box, as shown below.
 - * Note that all vendor numbers are 10 digits long. You may want to type in the leading zeroes to ensure you've located the correct vendor, especially if the vendor number is only 3 or 4 digits (e.g. 000000600 vs. 600; 0000001131 vs. 1131).



• You can also search by name or a portion of the name.



- Use the % sign to search using pieces of a vendor's name. The % sign is a way to search by using partial pieces of a vendor name without having to know exactly how a vendor name may have been entered into the system.
 - * Note there is a 40 character limit (due to a PeopleSoft system constraint) on a vendor name, so if the name is particularly long, it may have been abbreviated when put into the system.
- Notice the search criteria used in the above screenshot vs. the one below.
 Both contained "assoc" and "health" but the results displayed were different when the % sign was used.



• Having difficulty locating a vendor? Call (801) 581-7340 for help.