

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).

The screenshot shows the 'ePayment Request' interface for 'THE UNIVERSITY OF UTAH'. The navigation bar includes links for Home, Find Requests, All Requests, My Work-List, Reset, and Help. The main section is titled 'Create Payment Request'. Under 'Payment Type', 'Employee Reimbursement' is selected. In the 'Employee' field, the uNID '00326013' is entered and highlighted with a red box. A dropdown menu shows the search result: '00326013~ROBERTSON,DARRIN NEWEL'.

- 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.

The screenshot shows the 'ePayment Request' interface for 'THE UNIVERSITY OF UTAH'. The navigation bar is the same as the previous screenshot. The main section is titled 'Create Payment Request'. Under 'Payment Type', 'Employee Reimbursement' is selected. In the 'Employee' field, 'Smith Mi' is entered. A dropdown menu displays a list of search results for employees with the last name 'Smith', ordered by uNID. A red arrow points to the bottom of the list.

uNID	Employee Name
00032461	SMITH,EMILY GRACE
00079608	SMITH,MICHAEL SCOTT
00104470	SMITH,JAMIE SUE
00146223	SMITH JR,MICHAEL DAVID
00147527	SMITH,TRACY MICHELLE
00155165	SMITH,MICKELL
00282205	SMITH,TAMI MARIE
00301167	SMITH,MISTY D
00372084	SMITH,STEVEN MICHAEL

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

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' dropdown is set to 'Employee Reimbursement'. The 'Employee' search box contains 'Smith Mi'. A dropdown list of results is shown, with the first result '00032451~SMITH, EMILY GRACE' highlighted. Other results include '00079608~SMITH, MICHAEL SCOTT', '00104470~SMITH, JAMIE SUE', '00146223~SMITH, JR, MICHAEL DAVID', '00147527~SMITH, TRACY MICHELLE', '00155165~SMITH, MICKELL', '00282205~SMITH, TAMI MARIE', '00301167~SMITH, MISTY D', and '00372084~SMITH, STEVEN MICHAEL'.

- 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. 0000000600 vs. 600; 0000001131 vs. 1131).

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' dropdown is set to 'Supplier Invoice (<\$5,000)'. The 'Vendor' search box contains '169682'. A dropdown list of results is shown, with the first result '0000169682~GROUNDS FOR PLAY, INC~UNIV' highlighted. Other results include '***New Vendor***'. The footer of the page includes the University of Utah logo and contact information.

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

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' dropdown is set to 'Fees/Associations/Dues'. The 'Vendor' search box contains the text 'assoc health'. A dropdown list of search results is visible, showing the following entries:

- 0000177151~NATL ASSOC HEALTHCARE ACCESS MGT -NAHAM~UNIV
- ***New Vendor***

At the bottom left, there is a footer with the text: 'ePayment Request Financial & Business Services Questions ? Use our [ASK US](#) form'. At the bottom right, there is a logo for 'THE UNIVERSITY OF UTAH'.

- 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.

The screenshot shows the 'Create Payment Request' page. The 'Payment Type' dropdown is set to 'Refund (NOT a Reimbursement)'. The 'Vendor' search box contains the text 'assoc%health'. A dropdown list of search results is visible, showing the following entries:

- 0000002360~UTAH ASSOCIATION OF HEALTHCARE PROVIDERS~UNIV
- 0000103664~UTAH ASSOC FOR OCCUPATION HEALTH NURSING~UNIV
- 0000220236~UT ASSOC OF HEALTH, PHYS EDU, RECREATION~UNIV
- 0000196852~UAHVO - UTAH ASSOCIATION OF HEALTHCARE~UNIV
- 0000177151~NATL ASSOC HEALTHCARE ACCESS MGT -NAHAM~UNIV
- 0000076267~NATL ASSOC FOR HEALTH CARE RECRUITMENT~UNIV
- 0000234760~COLORADO ASSOC FOR HEALTH, PHYS ED, REC~UNIV
- 0000173697~C.A. ASSOC OF HOSPITALS & HEALTH SYSTEMS~UNIV
- 0000256255~ASSOCIATION OF SCHOOLS OF ALLIED HEALTH~UNIV
- 0000024879~ASSOCIATION OF ACADEMIC HEALTH CENTERS~UNIV
- 0000063811~ASSOCIATION FOR UTAH COMMUNITY HEALTH~UNIV
- 0000233022~ASSOCIATION FOR HEALTHCARE ENVIRONMENT~UNIV
- 0000021272~ASSOC OF UNIV PROGRAMS IN HEALTH ADMIN~UNIV
- 0000045479~ASSOC OF REPRODUCTIVE HEALTH PROFESSION~UNIV
- 0000031626~ASSOC OF ACAD HEALTH SCIENCES LIBRARIES~UNIV
- 0000261747~ASSOC FOR HEALTHCARE RESOURCE & MATERIAL~UNIV
- 0000083088~ASSOC FOR HEALTHCARE PHILANTHROPY~UNIV
- 0000037397~AMER ASSOC FOR ADVANCE IN HEALTHCARE RES~UNIV
- 0000050176~AM ASSOC OF OCCUPATIONAL HEALTH NURSES~UNIV
- 0000231855~AHVRP- ASSOC FOR HEALTHCARE VOLUNTEER~UNIV
- ***New Vendor***

At the bottom left, there is a footer with the text: 'ePayment Request Financial & Business Services Questions ? Use our [ASK US](#) fo © 2017 The University of Utah'. At the bottom right, there is a logo for 'THE UNIVERSITY OF UTAH'.

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