



THE
UNIVERSITY
OF UTAH™

FINANCIAL & BUSINESS SERVICES

VENDOR SEARCH HOW-TO

1.

The screenshot shows the CIS interface with the 'Employee' tab selected. A callout box points to the 'Financial & Business Services' section, stating: "Log into CIS. Go to the Employee's Tab. Go to the Financial & Business Services section. Click on the Vendor Search link." Another callout points to the 'Vendor Search' link in the 'TRANSACTION DETAIL SEARCH' section, marked with a red circle and the number 1.

2.

Vendor Set:

01-UNIV ▼

Enter search criteria for ONE of the following search methods:

Vendor ID:

Taxpayer ID:

Vendor Name: 1

Street Address:

City:

State:

Zip Code:


Country: [Lookup Country Codes](#)

Vendor status: ☒ Any ☐ Active ☐ Inactive

2

Enter in the Payee's name. % acts a wild card. The payee could have a middle name that you are unaware of. If that is the case the wild card will pull up the information. Then click on the Vendor Search.

3.





Vendor/Voucher

Vendor Selection

[Purchase Order Search](#) [Vendor Search](#) [Voucher Search](#) [Can't find your Vendor, Click here](#) [Help](#)

[LOGOUT](#)

	Short Name	Name	Name #2	Vendor ID	Status	UShop
<div></div>	DOEJANE	JANEDOE		0000000001	Active	Reviewed

4.

Identifying Information

0000000001 JANE DOE

Vendor SetID	UNIV	W9 Received	N
Vendor ID	0000000001	W9 Received Date	
Vendor Name	JANE DOE	Withholding	N
Vendor Name 2			
Vendor Class	Employee		
Open for Ordering	N		

This section will tell you if they are set up for Direct Deposit or Check.

1

Location 000001 - Upgrade

Select a Location

2

[Display All Addresses](#)

Click the Display All Addresses link to locate the Home Dept address on file.

Payment Group: Pay Daily

Payment Hold: N

Payment Method: Automated Clearing House

Payment Handling Code: Direct Deposit

Freight Terms Code:

Payment Terms: Net 30 Days

Vendor Type

Individual

Student Refunds

FACTORS

[UShop Reviewed](#)

5.

Address # 500 (Effective 01/09/2017)	
1	
JANE DOE	Look for address #500. This will be the home dept.
00350 - PAYABLES PRODUCTION	
201 PRESIDENTS CIR RM 145	
SALT LAKE CITY , UT, 84112-9003	
USA	
Phone:	000/000-0000
Fax:	
Campus:	