Vendor ID Lookup

1) **Click Main Menu**

2) **Click Vendors**

3) **Click Vendor Information**

4) **Click Add/Update**
Vendor ID Lookup

5) Click Vendors

6) In the Name row, change the dropdown menu from Begins with to contains

7) Type in the vendor’s name, e.g. On the Move Coaches
Vendor ID Lookup

8) Click Search

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- SetID: [Select]
- Vendor ID: begins with [UMICH]
- Persistence: [Select]
- Short Vendor Name: begins with
- Our Customer Name: begins with
- Name 1: contains on the move coaches
- [Check] Case Sensitive

Search Clear Basic Search Save Search Criteria
## Vendor ID Lookup

9) Copy the **Vendor ID** to the purchase requisition

![Vendor ID Lookup Screen](image-url)

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Short Name</th>
<th>Vendor Name</th>
<th>Order Address</th>
<th>Remit To Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000445925</td>
<td>ON THE MOV</td>
<td>ON THE MOVE COACHES INC</td>
<td>1267 WEST HILL ROAD, FLINT, MI 48507</td>
<td>1267 WEST HILL ROAD, FLINT, MI 48507</td>
</tr>
</tbody>
</table>

**Status:** Approved  
**Persistence:** Permanent  
**Classification:** Outside Party  
**Open for Ordering:** Yes  
**Withholding:** No  
**VAT:** No

**Last Modified By:** JOHNFRI  
**Last Modified Date:** 10/06/2012 9:26AM  
**Created By:** HLANDRY  
**Created Date/Time:** 12/07/2007 10:47AM  
**Last Activity Date:** 02/23/2010
10) Check the vendor’s **Status**. If the vendor is **Approved** and **Open for Ordering**, then the W9 is current; but if the vendor is **Inactive**, then Procurement will need a new Substitute W9 from the vendor.
Vendor ID Lookup

SetID: UMICH
Vendor ID: 0000623255
Vendor Short Name: EUROCOM CO EUROCOM CO-001
Vendor Name: EUROCOM CORPORATION
Order: EUROCOM CO-001
148 COLONNADE ROAD
OTTAWA, ON K2E 7R4 CAN
Remit To: EUROCOM CO-001
148 COLONNADE ROAD
OTTAWA, ON K2E 7R4 CAN

Status: Inactive
Persistence: Permanent
Classification: Outside Party
HCM Class:
Open for Ordering: No

Last Modified By: PRBATCH1
Last Modified Date: 12/14/2015 5:12AM
Created By: NPYARD
Created Date/Time: 07/28/2014 5:34AM
Last Activity Date: 10/05/2015
Vendor Category: Foreign Company