

Vendor ID Inquiry

How to inquire on a Vendor ID?

Navigation Path:

Click on "Vendors" from the Menu

Click on "Vendor" under *Add/Update*

Following the above path leads to the following screen:

ORACLE You are on Database: NDFP

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Vendor Information

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

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Taxpayer Identification Number: begins with

Name 1: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Because the Vendor file is shared with the state, we will select "SHARE" as our *SetID*.

The preferred method for identifying a vendor ID would be to use the *Name 1* field. If you are not certain of the name your vendor is listed as in the system, change the search option in the drop down menu.


Available options are:

- begins with
- contains
- =
- not =
- <
- <=
- >
- >=
- between
- in

Vendor ID Inquiry

We'll select *begins with* and do a search for "United Printing." You might find better success in your searches by using *contains* from the dropdown menu in the *Name 1* line.

Tip: Keep the search criteria short. If you try to find a vendor by a full name, there may be slight variations in the spelling.



Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Taxpayer Identification Number: begins with

Name 1: begins with united pr

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Once you've entered your criteria. Click "Search."

The *Search Results* are displayed below the criteria input fields.

Search Results

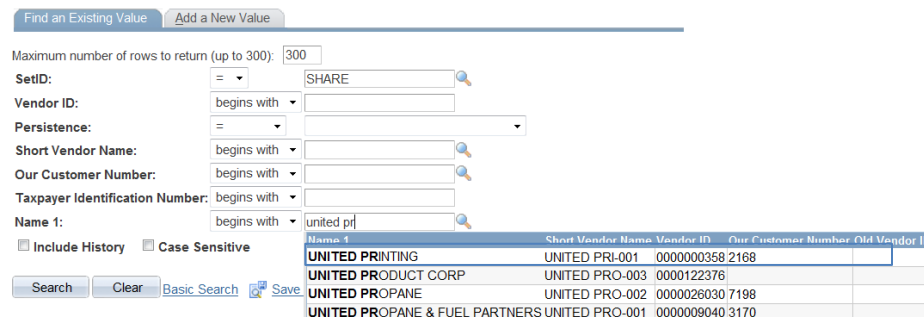
View All First 1-4 of 4 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE:000000358		Permanent	UNITED PRI-001	2188	UNITED PRINTING
SHARE:0000122376		Regular	UNITED PRO-003	(blank)	UNITED PRODUCT CORP
SHARE:0000026030		Regular	UNITED PRO-002	7198	UNITED PROPANE
SHARE:000009040		Permanent	UNITED PRO-001	3170	UNITED PROPANE & FUEL PARTNERS

Note - If you have the "type ahead" functionality turned on, you will notice that the same results appear while you are typing in your criteria. You may select the correct vendor from this list.

Vendor Information

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



Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

SetID: = SHARE

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Taxpayer Identification Number: begins with

Name 1: begins with united pr

Include History Case Sensitive

Search Clear Basic Search Save

Name 1	Short Vendor Name	Vendor ID	Our Customer Number	Old Vendor ID
UNITED PRINTING	UNITED PRI-001	000000358	2188	
UNITED PRODUCT CORP	UNITED PRO-003	0000122376		
UNITED PROPANE	UNITED PRO-002	0000026030	7198	
UNITED PROPANE & FUEL PARTNERS	UNITED PRO-001	000009040	3170	

We are looking for United Printing, which is Vendor # 358.

Click on the vendor's name to obtain more information about this vendor

Vendor ID Inquiry

Each tab has information on the vendor. Feel free to click on each one; however, most information that will be pertinent to you can be found on the Summary and Address tabs.

The *Summary* tab contains a brief summary of the vendor including the *Vendor ID*, full *Vendor Short Name*, full *Name* and address.

Summary Identifying Information Address Contacts

SetID: SHARE
Vendor ID: 0000000358
Vendor Short Name: UNITED PRI UNITED PRI-001
Vendor Name: UNITED PRINTING

Order: UNITED PRI-001 Remit To: UNITED PRI-001
117 W FRONT ST 117 W FRONT ST
BISMARCK, ND 58502-0936 BISMARCK, ND 58502-0936

Status: Approved Last Modified By: LEAUCH@ND.GOV
Persistence: Permanent Last modified date: 11/03/2010 4:29PM
Classification: Supplier Created By:
HCM Class: Created Date/time: 03/14/2003 12:00AM
Open for Ordering: Yes Last Activity Date: 12/13/2010
Withholding: No
VAT: No

Save Return to Search Notify Update/Display Include History

Summary | Identifying Information | Address | Contacts

Let's take a look at another vendor.

To get back to the main search screen, click *Return to Search*.

Using *contains* in the *Name 1* dropdown menu, let's search for the vendor United Parcel Service.

Vendor Information

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID: = SHARE
Vendor ID: begins with
Persistence: =
Short Vendor Name: begins with
Our Customer Number: begins with
Taxpayer Identification Number: begins with
Name 1: contains united parcel

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Click Search and let's view our results.

Search Results

View All First 1-4 of 4 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE	0000000357	Regular	INACTIVE-085	(blank)	UNITED PARCEL SERVICE
SHARE	0000000623	Regular	UPS-003	7381	UNITED PARCEL SERVICE
SHARE	0000012490	Regular	INACTIVE-086	(blank)	UNITED PARCEL SERVICE
SHARE	0000027241	Regular	INACTIVE-176	(blank)	UNITED PARCEL SERVICE

We are looking for the vendor, United Parcel Service, vendor # 623.

Vendor ID Inquiry

Click on the vendor's name to obtain more information about this vendor.

Notice the address for UPS identifies the user to "choose the correct location." This indicates that there is more than one address associated with this vendor.

Click on the Address tab to view these addresses.

Summary | Identifying Information | **Address** | Contacts

SetID: SHARE
Vendor ID: 0000000623
Vendor Short Name: UPS UPS-003
Vendor Name: UNITED PARCEL SERVICE

Order: UPS-003
CHOOSE THE CORRECT LOCATION
XXXXXXXXXX, IL 00000

Remit To: UPS-003
CHOOSE THE CORRECT LOCATION
XXXXXXXXXX, IL 00000

Status: Approved
Persistence: Regular
Classification: Supplier
HCM Class:
Open for Ordering: Yes
Withholding: No
VAT: No

Last Modified By: rkapau
Last modified date: 12/03/2010 10:09AM
Created By:
Created Date/time: 04/02/2003 12:00AM
Last Activity Date: 12/14/2010

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Summary | Identifying Information | Address | Contacts

As you can see, there are 25 different addresses for UPS. Click on *View All* to find the right one.

Summary | Identifying Information | **Address** | Contacts

SetID: SHARE Vendor Address Search
Vendor: 0000000623 Short Vendor Name: UPS-003 Name: UNITED PARCEL SERVICE

Vendor Address Find | View All | First | 1 of 25 | Last

Address ID: 1
Description: MAIN

Details Find | View All | First | 1 of 1 | Last

Effective Date: 04/02/2003
Status: Active
Country: USA United States
Address 1: CHOOSE THE CORRECT LOCATION Address-Validation
Address 2:
Address 3:
City: XXXXXXXX
County: IL Postal: 00000
State: IL Illinois
Email ID:

Payment/Withholding Alt Names

Phone Information Customize | Find | View All | First | 1 of 1 | Last

Type	Prefix	Telephone	Extension
------	--------	-----------	-----------

Save Return to Search Previous in List Next in List Notify Update/Display Include History

Summary | Identifying Information | Address | Contacts

Vendor ID Inquiry

View all addresses and find the vendor address which is most applicable to you.

Address ID: 18
Description: ACH-NDSU ONLY

Effective Date: 02/02/2006
Status: Active
Country: USA United States
Address 1: ATTN ACH DETAIL
Address 2: 1620 VALWOOD PARKWAY SUITE 115
Address 3:
City: CARROLLTON
County: Postal: 75006
State: TX Texas
Email ID:

Payment/Withholding Alt Names

Type	Prefix	Telephone	Extension
------	--------	-----------	-----------

Address ID: 12
Description: THE UPS STORE-FARGO

Effective Date: 10/14/2008
Status: Active
Country: USA United States
Address 1: THE UPS STORE-FARGO
Address 2: 1100 19TH AVE N # J
Address 3:
City: FARGO
County: Postal: 58102-2269
State: ND North Dakota
Email ID:

Payment/Withholding Alt Names

Type	Prefix	Telephone	Extension
------	--------	-----------	-----------

Notice the Address ID and Description.

When entering bills online in Oracle, this will help you choose the correct *Vendor Location* associated with the *Vendor ID*.

Keep in mind that the Address ID is tied to the location.
There is no need to change it at any time during the entry process.

Business Unit: NDSUT
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: UPS-003
Vendor ID: 0000000623
Vendor Location: MAN
Address Sequence Number: 1
Invoice Number:
Invoice Date: [H]
Gross Invoice Amount: 0.00
Lines Entered: 1

Look Up Vendor Location

SetID: SHARE
Vendor ID: 0000000623
Vendor: begins with
Location:

Search Results

Vendor Location	Description
ACH-NDSU	ACH-NDSU ONLY
ACH-NDSU	ACH-NDSU ONLY
CHICAGO	CHICAGO
FARGO	FARGO 3801 W 12TH AVE N
LOUISVILLE	LOUISVILLE
MAN	MAN
MONTREAL	MONTREAL OC CANADA
OMAHA	REMIT-OMAHA
PHOENIX	PHOENIX

Business Unit: NDSUT
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: UPS-003
Vendor ID: 0000000623
Vendor Location: MAN
Address Sequence Number: 1
Invoice Number:
Invoice Date: [H]
Gross Invoice Amount: 0.00
Lines Entered: 1

Look Up Vendor Location

SetID: SHARE
Vendor ID: 0000000623
Vendor: begins with
Location:

Search Results

Vendor Location	Description
SURPLUS	SURPLUS SALES
STORE-MIND	THE UPS STORE-MINDOT
STORE-MANH	UPS STORE-MANHATTAN
STORE-FARGO	THE UPS STORE-FARGO
REMITTB	DALLAS
REMITTC	CARROLLTON
REMITTA	LOS ANGELES
REMITT3	PHILADELPHIA
REMITT,THE	THE I & P'S