How to inquire on a Vendor ID?

**Navigation Path:**

1. Click on “Vendors” from the Menu
2. Click on “Vendor” under Add/Update

Following the above path leads to the following screen:

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`
- `not`
- `<`
- `<=`
- `>`
- `>=`
- `between`
- `in`
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.

Once you’ve entered your criteria, click “Search.”

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

*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.

We are looking for United Printing, which is Vendor # 358. Click on the vendor’s name to obtain more information about this vendor.
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.

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.

Click Search and let’s view our results.

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

As you can see, there are 25 different addresses for UPS. Click on View All to find the right one.
View all addresses and find the vendor address which is most applicable to you.

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.