



University of South Alabama

Purchasing Department

Banner Financial Information Systems Reference Manual

Searching for Vendors

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Searching for Vendors

If entering or searching information provided on a USA Direct Pay Form, the user should always verify the information (spelling of name) provided on the form is accurate and up to date by comparing subject information to the information provided on the attached documentation. Information of the attached documentation overrides information provided on the USA Direct Pay Form.

The Vendor Form **FTMVEND** is used to search for a vendor. Click on the search engine next to vendor as indicated below:

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Vendor Maintenance FTMVEND 6.0 (BAN6) form. The form includes several input fields and sections:

- Vendor:** A text input field with a search icon (magnifying glass) highlighted by a red box.
- Corporation:** A text input field.
- Last Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Dates-->** A section with **Start:**, **Term:**, and **Last Activity:** text input fields.
- Contact:** A section with a **Phone** text input field and an **Ext:** text input field.
- Collects Taxes:** A dropdown menu.
- Addresses:** A section with **PO Default** and **A/P Default** checkboxes, and **Type Code:** and **Sequence #:** text input fields.
- Owner ID:** A text input field with a search icon.
- Check Vendor:** A text input field with a search icon.
- Discount Code:** A text input field.
- Text Exists:** A checkbox.

At the bottom of the form, there is a status bar that reads: "Enter Vendor Code. LIST is Available."

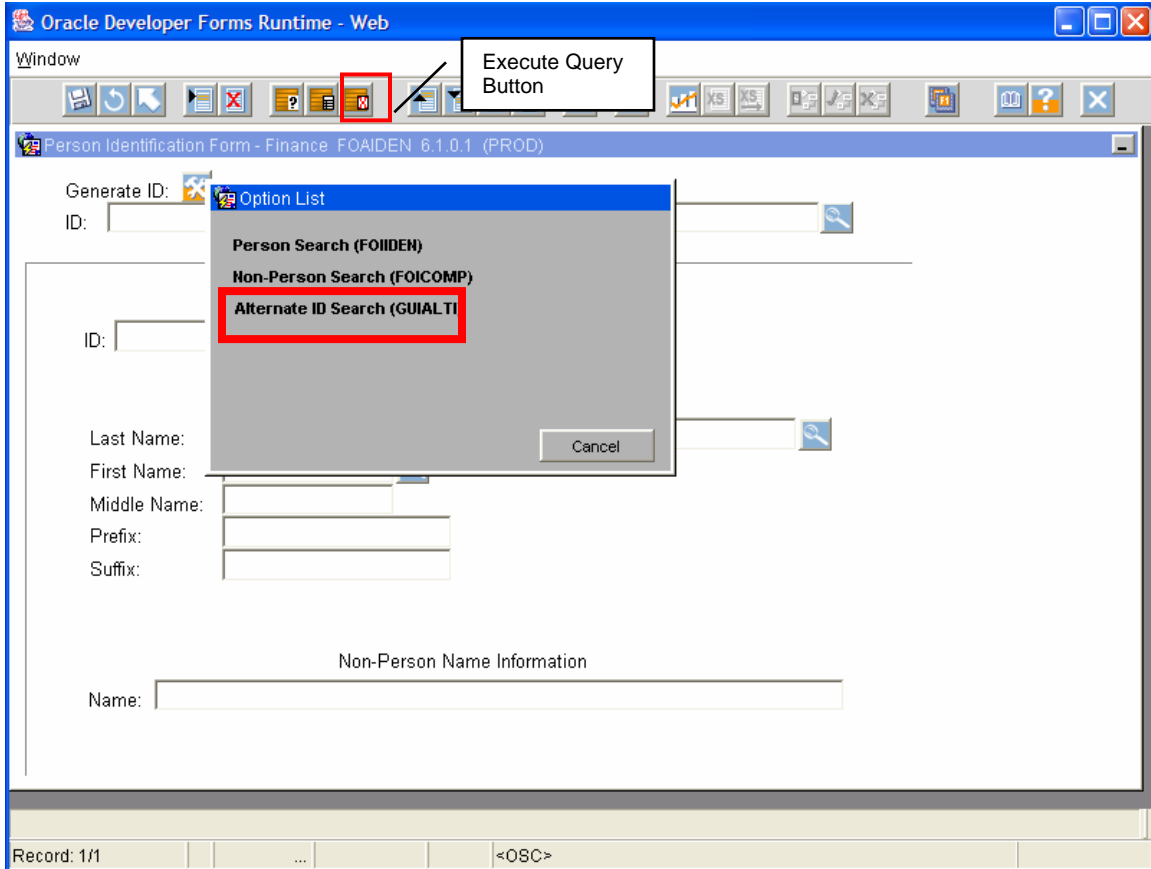
Searching for Vendors, Cont.

Important: If you are performing a “person” search and know the person’s social security number (SSN), you should **always** search for the person’s identification number first via their SSN in screen **FOAIDEN** as indicated below:

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the 'Person Identification Form - Finance FOAIDEN 6.1.0.1 (PROD)'. The window title bar includes 'Oracle Developer Forms Runtime - Web' and standard window controls. The menu bar contains 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', 'Help', and 'Window'. The toolbar features various icons for navigation and actions. The main form area is divided into sections: 'Generate ID:' with a search icon, 'ID:' with a text input field and a search icon (highlighted by a red box), 'Current Identification' with 'ID:' and 'Name Type:' fields, 'Person Name Information' with 'Last Name:', 'First Name:', 'Middle Name:', 'Prefix:', and 'Suffix:' fields, and 'Non-Person Name Information' with a 'Name:' field. A status bar at the bottom provides instructions: 'Name; Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.' and shows 'Record: 1/1' and '<OSC>'.

Searching for Vendors, Cont.

Search for the person by executing a query by clicking the searchlight at the end of the ID field and selecting option Alternate ID Search from the Option List.



Enter the person's SSN in the SSN/SIN/TFN field and press the Execute Query button. The results of your query search will be indicated in the applicable fields.