You will not be able to click on the ACH/EFT tab and see the vendor banking information. Four you that will be ghosted. You will be looking for ACH info on the "Address" information tab for the vendor. If the vendor has only a main address you will see it right on their Address information tab. If the "Default as Automated Payment" box is checked and the "Method" drop down indicates ACH then you are good to go.

Wendor/Custon	ner [682197	1						_	. 🗆 ×
ID 682197	PICO TEXTIL	ES, INC.			(Quick Reference	•	Active	-
Vendor Type No Sp	ecial Type	💽 🗖 1	099	W-9 Dat	te 00/00/000	0 🕂 🗖 мве Г	WBE Tax	: ID	- 🔍
Customer Type	Other		Ŧ	Vend Ref. 📔	<u>Q</u> [8lank			
Adc sses	DefaultAd	dresses/Cont	acts	ACH/EFT	1099	Bid Info	FY Total	Is Attachn	nent
Ad D A	Address <	MAIN>				Active	• •	Use For	
► <main></main>	Company P	ICO TEXTILES,	INC.			Last Tra	<u>nsact</u> ion	Bid	~
						02/07/	2018	Crder	
	Address 8	45 S. SAN PEDF	RO STREE	T		Country	,	I Remit	_
								00014	
	Lity JL	JS ANGELES		51	tate JLA		<u> </u>	5 [90014	
	🛛 🗹 Default	to e-mail PO	Web Site	<u> </u>					_
	🛛 🗹 Default	as Automated Pa	ayment - M	lethod ACH			<u> </u>		
1	📃 🗖 Default	as EFT		Acct #		Τe	rm Disent 📔 0).0000 % - 0 [Days
	📕 🗖 Custom	er 🗌	Defaul	t A/R Accoun	it 📔 -				
Sal. FirstNan	ne	LastName		Phone #	Fax #	Oth	er Phone #	E-Mail Addres	s 🔺
► MIKE		ZARGAR		8773533238	213624	1046		MIKE@PICOTE	<u>×</u>
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If the vendor has a MAIN address and a REMIT as CDW-G does, click on the word "REMIT" and you will see the payment screen.

Wendor/Customer [112937	1								
ID 112937 CDW GOVER	RNMENT INC.		Quick	Reference [Active	+		
Vendor Type No Special Type	🚽 🗔 1099	W-9 Date 🛛	0/00/0000 🕂	🗆 мве Г	WBE Tax ID)	- 🔍		
Customer Type Other	_	Vend Ref.	🔍 <mark>Blank</mark>						
Addresses Default Ad	Idresses/Contacts	ACH/EFT	1099 E	Bid Info	FY Totals	Attachm	ent		
Addr.ID 🔺 Address 🤇	MAIN>			Active	•	Use For ——— Purchasing//	NP I		
► <main> Company C</main>	DW GOVERNMENT INC.			Last Trans	action	I Greendsing// I Bid	"		
Address 2				103/19/20	18	I∕ Urder □ Remit			
S S	UITE 800			Country			- 1		
City S	HELTON	State	СТ		🔍 Zip 🛛	06484			
🔽 🔽 Default	to e-mail PO 🦳 Web Site		, 						
Default	as Automated Payment - N	lethod None			Ŧ				
Default	as EFT	Acct #		Term	Discnt 0.0	000 % • 0 0)ays		
E Customer Default A/R Account 380-00									
Sal. FirstName	LastName	Phone #	Fax#	Other	Phone # E	E-Mail Addres	s 🖆 📗		
▶ JOHN	MARGIOTTA	2038517262	2038992162		i	iohn.margiotta@	<mark>9</mark>		
					l	GACHREMITIA	<u>N</u>		
	·								

Click on the word "REMIT" and you will see the payment screen. If the "Default as Automated Payment" box is checked and the "Method" drop down indicates ACH then you are good to go.

Vendor/Customer [112937]												
ID 112937	CDW GOVER	NMENT INC.				-	Quick Ref	erence			Active	•
Vendor Type No Special Type 💽 🗖 1099 W-9 Date 00/00/0000 🛨 🗖 MBE 🗖 WBE Tax ID 🛛 🗮 🔍												
Customer Type	Other		7	Vend Ref.			Blank					
Addresses	DefaultAd	ldresses/Conta	cts	ACH/EF	т	1099	Bid I	nfo	FY T	otals	Attachr	ment
Addr.ID	Address R	EMIT					A	ctive	-	L Us	se For ——	
	Company C	DW GOVERNMEI	NT INC.					ast Tran	<u>sact</u> ion		E Bid	
							0	3/19/20	018		C Order	
	Address 2	00 N. MILWAUKE	E AVE					Country			I ⊻ Hemit	_
												_
	City V	ERNON HILLS			State				<u>Q</u>	Zip 60)061	
	📕 🥅 Default	to e-mail PO 🛛 🛛 🦦	/eb Site	L								_
	🕴 🔽 Default	as Automated Pay	ment - M	lethod AC	Ж				-			
	📕 🗖 Default	as EFT		Acct #				Ten	m Disont	0.000	0%.0	Days
	📕 🗖 Custom	er 🗌	Defaul	t A/R Acco	ount 🔽							
Sal. FirstNa	me	LastName		Phone #		Fax#		Othe	r Phone	# E-I	Mail Addres	s 🔺
JOHN		MARGIOTTA		20385172	262	203899	92162			joh	n.margiotta@	900
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Some vendors have MULTIPLE "REMIT" addresses. In this case, please click on each one of the "REMIT" options and if one of them has the "Default as Automated Payment" box is checked and the "Method" drop down indicates ACH then you are good to go.

W Vendor/Customer[037325]									
ID 037325 HOUGHTON	MIFFLIN HARCOURT		📑 Quick Ref	erence /	Active 💌				
Vendor Type No Special Type	🚽 🗖 1099	W-9 Date 00	1/00/0000 🛨 🗖 I	MBE 🗖 WBE - Tax	ID 🛛 🗐 🔍				
Customer Type Other Vend Ref. GBlank									
Addresses Default Ad	Idresses/Contacts	ACH/EFT	1099 Bid I	nfo FY Total	s Attachment				
Addr.ID Address R 36875 REMIT REMIT REMIT2 REMIT3 REMIT5 REMIT6 REMIT7 REMIT8 Company H Idress 1 Company H Idress 1 City B City B Company H Idress 1 City B Company H Idress 1 Company H Idress 1 City B Company H Idress 1 Company H Idress 1 City B Company H Idress 1 City B Company H Idress 1 City B Company H Idress 1 City B Company H City B Company H Company H City B Company H Company H Compan	EMIT8 OUGHTON MIFFLIN HAR UBLISHING COMPANY 25 HIGH STREET, SUITE OSTON to e-mail PO Web Site as Automated Payment - M as EFT er Defaul	900 State lethod ACH Acct # t A/R Account		Active ast Transaction 8/14/2018 Country Q Zip Term Discnt 0	Use For Purchasing/AP Bid Order Remit 02110 0000 % - 0 Days				
Sal. FirstName	LastName	Phone #	Fax#	Other Phone #	E-Mail Address 🔺				
		8002894490	8002695232		CREDITDEPARTI				
		8004626595	8888728380		ACCOUNTS.REC				
		8478692300	ļ						
			6304677192		_ _				

If none of the screens have the "Default as Automated Payment" box is checked and the "Method" drop down indicates ACH then the vendor has not provided their information. At that point you may forward and have the vendor complete the W9 and ACH Information request form (attached again here for convenience) and send back to Purchasing for entry.

I hope this clarifies the process for checking a vendor for ACH status.