

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.

Vendor/Customer [682197] ID: 682197 | PICO TEXTILES, INC. | Quick Reference: [] | Active

Vendor Type: No Special Type | 1099 | W-9 Date: 00/00/0000 | MBE | WBE | Tax ID: []

Customer Type: Other | Vend Ref.: [] | Blank

Addresses | DefaultAddresses/Contacts | ACH/EFT | 1099 | Bid Info | FY Totals | Attachment

Address: <MAIN> | Active | Use For: Purchasing/AP, Bid, Order, Remit

Company: PICO TEXTILES, INC. | Last Transaction: 02/07/2018

Address: 845 S. SAN PEDRO STREET | Country: []

City: LOS ANGELES | State: CA | Zip: 90014

Default to e-mail PO | Web Site: []

Default as Automated Payment - Method: ACH | Default as EFT

Acct #: [] | Term Discnt: 0.0000 % - 0 Days

Customer | Default A/R Account: []

Sal.	FirstName	LastName	Phone #	Fax #	Other Phone #	E-Mail Address
	MIKE	ZARGAR	8773533238	2136241046		MIKE@PICOTEX

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.

Vendor/Customer [112937] ID: 112937 | CDW GOVERNMENT INC. | Quick Reference: [] | Active

Vendor Type: No Special Type | 1099 | W-9 Date: 00/00/0000 | MBE | WBE | Tax ID: []

Customer Type: Other | Vend Ref.: [] | Blank

Addresses | DefaultAddresses/Contacts | ACH/EFT | 1099 | Bid Info | FY Totals | Attachment

Addr.ID: <MAIN> | REMIT | Active | Use For: Purchasing/AP, Bid, Order, Remit

Company: CDW GOVERNMENT INC. | Last Transaction: 03/19/2018

Address: 2 CORPORATE DRIVE SUITE 800 | Country: []

City: SHELTON | State: CT | Zip: 06484

Default to e-mail PO | Web Site: []

Default as Automated Payment - Method: None | Default as EFT

Acct #: [] | Term Discnt: 0.0000 % - 0 Days

Customer | Default A/R Account: 380-00

Sal.	FirstName	LastName	Phone #	Fax #	Other Phone #	E-Mail Address
	JOHN	MARGIOTTA	2038517262	2038992162		john.margiotta@cdw.com

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 GOVERNMENT INC. | Active

Vendor Type: No Special Type | 1099 | W-9 Date: 00/00/0000 | MBE | WBE | Tax ID: *****

Customer Type: Other | Vend Ref.: Blank

Addresses | Default Addresses/Contacts | ACH/EFT | 1099 | Bid Info | FY Totals | Attachment

Addr.ID: REMIT | Address: REMIT | Active | Use For: Purchasing/AP, Bid, Order, Remit

Company: CDW GOVERNMENT INC. | Last Transaction: 03/19/2018

Address: 200 N. MILWAUKEE AVE | Country: []

City: VERNON HILLS | State: IL | Zip: 60061

Default to e-mail PD | Web Site: []

Default as Automated Payment - Method: ACH

Default as EFT | Acct #: [] | Term Discnt: 0.0000 % - 0 Days

Customer: [] | Default A/R Account: []

Sal.	FirstName	LastName	Phone #	Fax #	Other Phone #	E-Mail Address
	JOHN	MARGIOTTA	2038517262	2038992162		john.margiotta@cc
						GACHREMITTAN

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.

Vendor/Customer [037325] ID: 037325 | HOUGHTON MIFFLIN HARCOURT | Active

Vendor Type: No Special Type | 1099 | W-9 Date: 00/00/0000 | MBE | WBE | Tax ID: *****

Customer Type: Other | Vend Ref.: Blank

Addresses | Default Addresses/Contacts | ACH/EFT | 1099 | Bid Info | FY Totals | Attachment

Addr.ID: REMIT8 | Address: REMIT8 | Active | Use For: Purchasing/AP, Bid, Order, Remit

Company: HOUGHTON MIFFLIN HARCOURT | Last Transaction: 08/14/2018

Address: PUBLISHING COMPANY | Country: []

Address: 125 HIGH STREET, SUITE 900

City: BOSTON | State: MA | Zip: 02110

Default to e-mail PD | Web Site: []

Default as Automated Payment - Method: ACH

Default as EFT | Acct #: [] | Term Discnt: 0.0000 % - 0 Days

Customer: [] | Default A/R Account: []

Sal.	FirstName	LastName	Phone #	Fax #	Other Phone #	E-Mail Address
			8002894490	8002695232		CREDITDEPARTI
			8004626595	8888728380		ACCOUNTS.REC
			8478692300			
				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.