

Business Process	Navigation
1. To inquire on a vendor information.	1. Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Use the following navigation to inquire on vendor information.

1. Prior to creating requisitions or vouchers you will want to verify that the vendor you are ordering from or trying to pay exists in PeopleSoft. You should also verify the correct address exists for the vendor.
2. From the Main Menu page, select **Vendors** > **Vendor Information** > **Add/Update** > **Review Vendors**.
3. The **Review Vendors** page displays. Select the applicable operand from the dropdown list to search for vendors that are an exact match, for vendors that contain your criteria or are not equal to the criteria entered.

Contains
Equal to
Not equal to

4. Enter the applicable search criteria to limit your search such as Name, Address or by Withholding Tax ID (vendor's TIN). **Note:** if you search by **State** you will need to enter 'USA' in the **Country** field.

Review Vendors

Search Criteria

*SetID:	SHARE	Vendor ID:	
Name:	Contains University	ShortName:	Equal to
Withholding Name:	Equal to	Classification:	
Vendor Status:		Type:	
		Persistence:	
Address:	Contains	City:	ST Paul
Customer Number:		Country:	USA
ID Type:	Tax Identification Number	State:	MN
VAT Registration ID:		Postal:	
Withholding Tax ID:		Bank Account #:	

[Add Vendor](#)

5. Click on the **Search** button to display all of the vendors that match you search criteria in the **Search Results** section at the bottom of the page. The first 10 values display but you can use the hyperlinks in the menu bar to view additional vendors or download the list to Excel.

Search Results												
SetID		Show All Columns Tab										
SetID	Vendor ID	Name 1 ▲	ShortName	Address	City	State	Country	Effective Status	Status	Classification	Persistence	AR Number
SHARE	0000000004	1000 UNIVERSITY AVENUE PROPERTIES LP	1000UNIVER-001	2550 UNIVERSITY AVE W SUITE 416-S	ST PAUL	MN	USA	Active	Approved	Outside Party	Regular	
SHARE	0000001870	ARGOSY UNIVERSITY	ARGOSYUNIV-001	1515 CENTRAL PKWY	EAGAN	MN	USA	Active	Approved	Outside Party	Regular	
SHARE	0000001879	ARIZONA STATE UNIVERSITY	ARIZONASTA-001	DISCOVER PROJECT	TUCSON	AZ	USA	Inactive	Approved	Outside Party	Regular	
SHARE	0000001879	ARIZONA STATE UNIVERSITY	ARIZONASTA-001	BILINGUAL REVIEW PRESS	TEMPE	AZ	USA	Inactive	Approved	Outside Party	Regular	
SHARE	0000001879	ARIZONA STATE UNIVERSITY	ARIZONASTA-001	PO BOX 870303	TEMPE	AZ	USA	Active	Approved	Outside Party	Regular	
SHARE	0000001879	ARIZONA STATE UNIVERSITY	ARIZONASTA-001	REGISTRATION	TUSCON	AZ	USA	Inactive	Approved	Outside Party	Regular	
SHARE	0000003169	BEMIDJI STATE UNIVERSITY	BEMIDJISTA-001	METRO SUMMER SCIENCE PROGRAM	BEMIDJI	MN	USA	Active	Approved	Outside Party	Regular	
SHARE	0000003169	BEMIDJI STATE UNIVERSITY	BEMIDJISTA-001	ATTN: WANDA HAACK	BEMIDJI	MN	USA	Active	Approved	Outside Party	Regular	
SHARE	0000003169	BEMIDJI STATE UNIVERSITY	BEMIDJISTA-001	ACCTG SERV BOX 5	BEMIDJI	MN	USA	Active	Approved	Outside Party	Regular	
SHARE	0000003169	BEMIDJI STATE UNIVERSITY	BEMIDJISTA-001	1500 BIRCHMONT AVE DRIVE NE	BEMIDJI	MN	USA	Active	Approved	Outside Party	Regular	

- Review the vendors and vendor addresses to determine if the vendor exists in PeopleSoft. The same **Vendor ID** will appear multiple times if there is more than one address for the vendor. Click on the Show All Columns tab to view more information. Only vendors with an **Active** Effective Status and **Approved** Status can be used on requisitions and vouchers.
- You will need to complete a **Vendor Request Form** prior to entering a requisition or voucher if the vendor you are looking for does not exist, if the vendor exists but the address does not or if the vendor has an **Inactive** status. Detailed instructions on how to submit the Vendor Request form are outlined in the Forms Request a Vendor quick reference guide.