PAYMENT SERVICES USER MANUAL

FIND A VENDOR USING THE VENDOR LOOK UP

SEARCH FOR VENDORS

You can search for (or "look up") a vendor name or a vendor number. To look up a vendor number:

1. Click the asterisk next to **Vendor #**. (Do not press F3 as you would for other look up fields.)

Figure 1 - Vendor look up

2. First, note the **Agency Vendors** check box. By default this is checked so that a search will be limited to vendors used on invoices <u>by your agency only</u>. When searching for a new vendor or if a vendor is not found, uncheck this to search all vendors.

3. Enter any combination of search criteria – **Name** (will search for vendor name and business name), **City**, **Vendor #**, etc.
    - Use the wildcard symbol (the '%' sign) in any field to broaden the search. For example, enter "%Office%" in the **Name** field.
    - If the vendor name contains an apostrophe, but the look up does not find it, <u>do not use the apostrophe</u>. For example, use "oconner" instead of "O'Conner".
    - SCO Web applications will not display a social security number – an SSN will be displayed as XXXXXXXXX.

4. Click **Find**. Click the column headers of the search results to sort the list, if needed.

5. If the vendor is not found or the address is incorrect, enter your search criteria, uncheck **Agency Vendors**, and click **Find** to search the entire statewide vendor list. If you still cannot find a vendor, use the wildcard in your search.

6. Alternatively, enter the **Sort Seq** number and uncheck **Agency Vendors** to filter the search results. You cannot use **Sort Seq** with **Agency Vendors** checked.

7. Click **Select** next to a vendor number and the vendor related fields will be automatically filled in. Vendor information previously entered on the Invoice screen will be updated.

FIND A NEW VENDOR OR A VENDOR WITH AN UPDATED ADDRESS OR NAME

If a vendor is new or has changed their address or their name, but their vendor number does not change, you may not find the vendor in the **Vendor Look Up**. This is because the default search is restricted to **Agency Vendors** only, which is a list of vendors that have been used on Payment Services invoices by your agency only.

Therefore, uncheck the **Agency Vendors** check box, enter your search criteria, and click **Find**. If you still cannot find a vendor, use the wildcard in your search.

If a new vendor has been added through the Vendor Maintenance application, it will not be available in any SCO web application until the following business day.