

Module 1: Supplier Inquiry

Learning Cycle 3: Special Searches

This learning cycle is for informational purposes only.

It is recommended that you print this document.

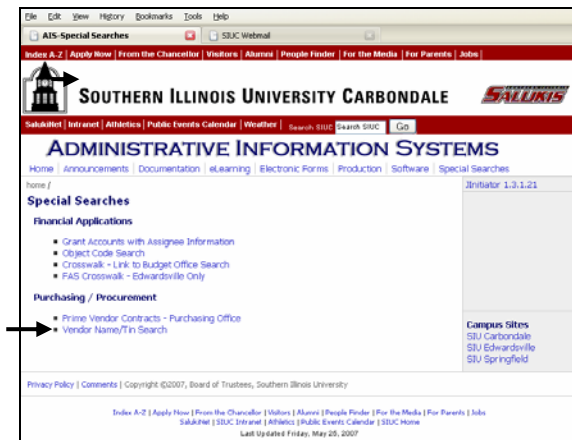
Supplier Inquiry: Special Searches

Vendor Name/ TIN Search

- Access the AIS home page.
 - The URL for this page is:
<http://www.siu.edu/~ais/>
 - You may wish to create a bookmark for this page.
- Click Special Searches.



- The Special Searches web page opens.
- Under Purchasing/ Procurement, click on the link: Vendor Name/ Tin Search.



- You can search on the TIN, Vendor Name or DBA (Doing Business As).
 - DBA will probably be the most helpful in locating a Supplier that is not appearing in the database, when you are searching for an Invoice using just the Supplier name.
 - As this example will show, Suppliers are not always listed as one might expect.




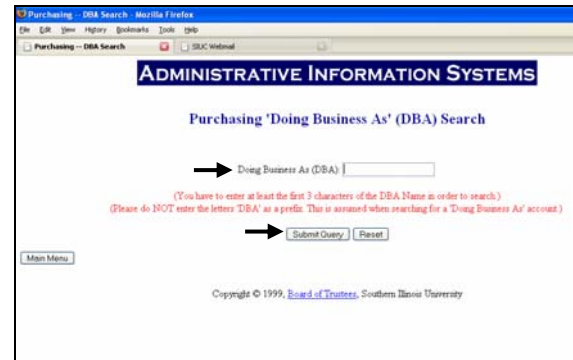
- Click on DBA.


Reminder: Now that you are navigating within a browser window, you will need to use the **Back** arrows provided on your Browser's Navigation Toolbar.

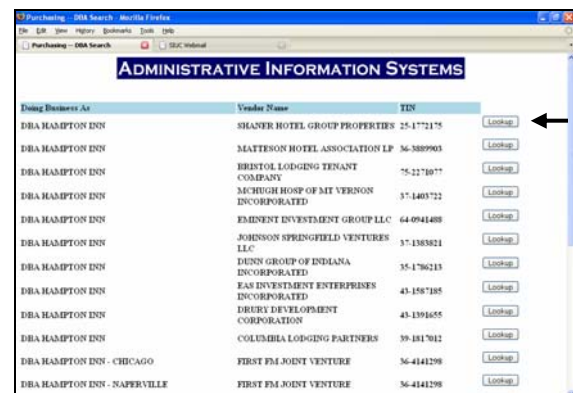
Using the Window Control Button , will close the browser.



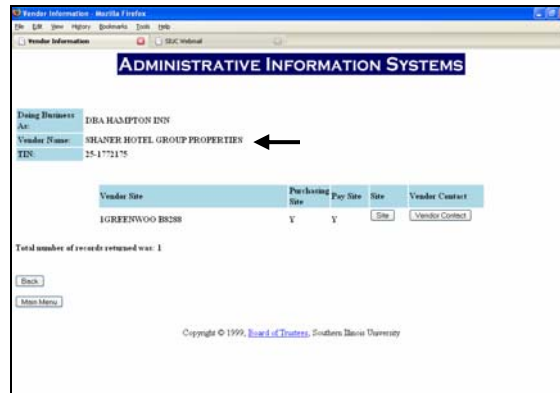
- Enter the name of the Supplier, as you know it, in the **Doing Business As (DBA)** field; do not enter "DBA" as part of the search criteria.
 - If practicing in the TRNT training instance, enter **Hampton Inn**.
- Read the text in **red** print.
- Click .



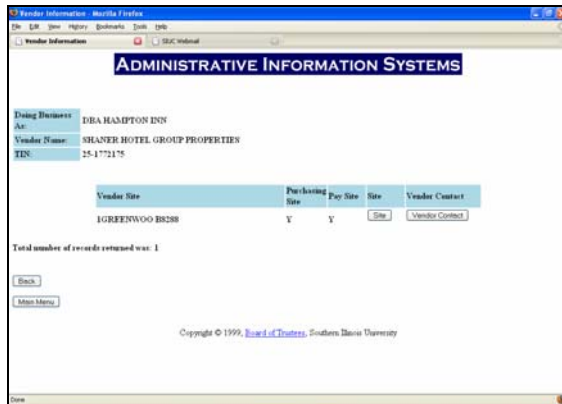
- Numerous entries will be retrieved for Hampton Inn, most of them listed under their parent company.
- Use the **Vertical Scroll Bar** on the right to locate the appropriate listing.
 - For this demonstration, the first Vendor listed (SHANDER HOTEL GROUP PROPERTIES) was used.
- After locating the appropriate Vendor Name, click .



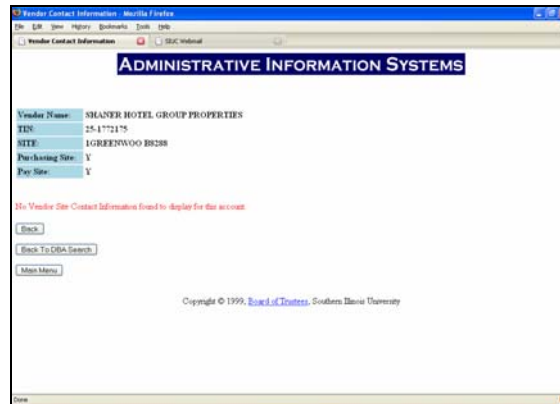
- The correct **Vendor Name** is displayed, along with additional information about the vendor.
- More information can be accessed by clicking **Site** or **Vendor Contact** (see screenshots below).
 - **Always** open the **Site** to verify the address as listed on the Invoice.
 - As noted earlier, the Vendor Contact file may not be current, as contact information changes, frequently.




Site Results



Contact Results



- When finished, you may perform any of the following actions.
 - Click the **Back** button at the bottom of the window to return to the previous page.
 - Click **Main Menu** or use the **Back Arrows** provided on the Navigation Toolbar to start over and perform another search from the Vendor Name/ TIN Search window.
 - Click **Back To DBA Search** to return to the DBA search window.
 - End the session, by clicking the Window Control Button  to close the browser.