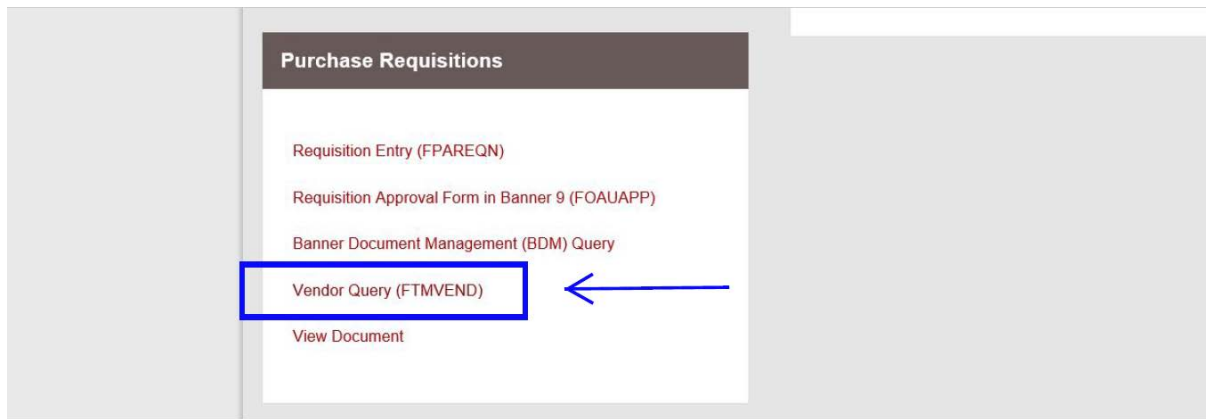
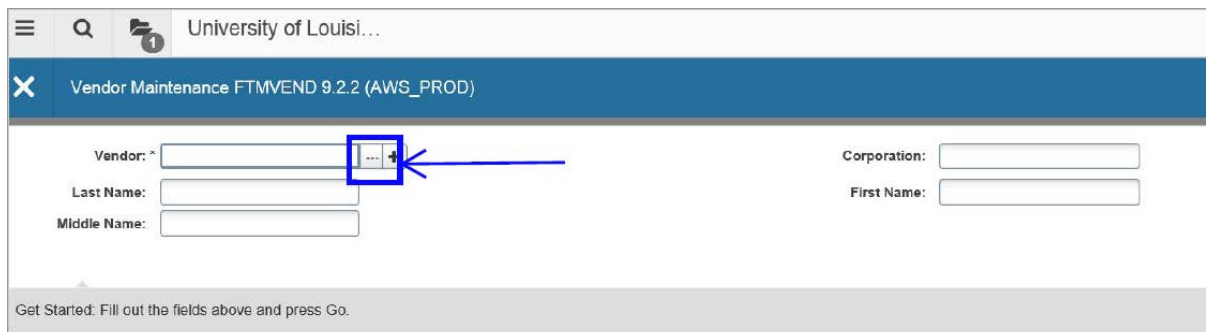


# Step by Step to Query Vendors in Banner

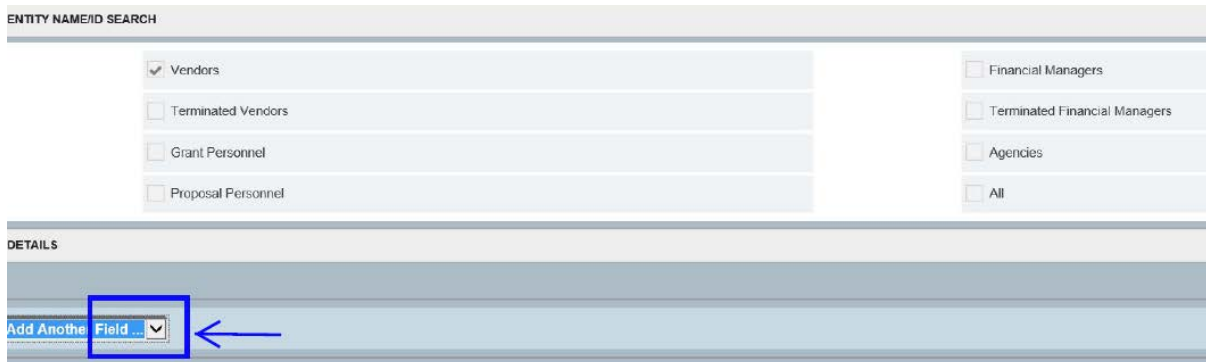
Step 1. Access Banner from the ULink dashboard by selecting “Vendor Query”



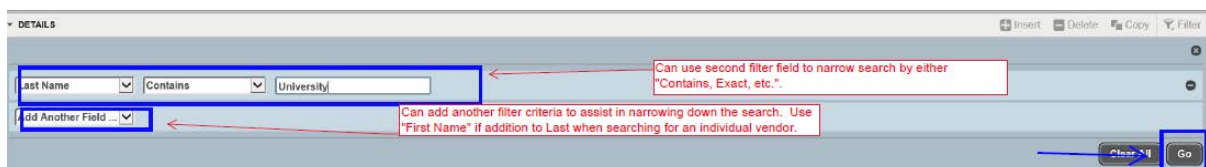
Step 2. Click on the three dots (...) to bring query.



Step 3. Click on the down arrow next to “Add Another Field” and choose from the options of either Last Name, First Name, etc. (For Corporations or Company names select Last Name).



Step 4. Enter your filter criteria. This is case sensitive. First words and names have the first letter capitalized. You can add as many “Add Another Fields” as needed to narrow the filter results. Click “Go” when you are done adding filter criteria.



# Step by Step to Query Vendors in Banner

Step 5. Click on the "C" number that corresponds with the vendor name and click "Select".

ID	Last Name	First Name	Middle Name	Entity Ind	Change Ind	V	F	A	G	P	Type
C00386380	Alcorn State University			C		Y	N	N	N	N	
1100805	Arizona State University			C	I	Y	N	N	N	N	LGCY
C00264373	Arizona State University			C		Y	N	N	N	N	ISVN
1203155	Arkansas State University			C	I	Y	N	N	N	N	LGCY
C00264374	Arkansas State University			C		Y	N	N	N	N	ISVN
1102382	Association of College & University			C	I	Y	N	N	N	N	LGCY
<b>C00262057</b>	<b>Association of College &amp; University Auditors Inc.</b>			<b>C</b>	<b>N</b>	<b>Y</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>ISVN</b>
C00262057	Association of College & University Auditors Inc.			C		Y	N	N	N	N	ISVN
1211181	Association of University Research			C	I	Y	N	N	N	N	LGCY
C00262332	Association of University Research Parks			C		Y	N	N	N	N	ISVN
00104012	Auburn University			C	I	Y	N	N	N	N	MILL
1216502	Auburn University			C	I	Y	N	N	N	N	LGCY
C00264388	Auburn University			C		Y	N	N	N	N	ISVN
1117217	Baylor University			C		Y	N	Y	N	N	LGCY
C00262365	Baylor University			C		Y	N	Y	N	N	ISVN
C00262187	Board of Trustees of Eastern Illinois University			C		Y	N	N	N	N	ISVN
1211486	Boise State University			C	I	Y	N	N	N	N	LGCY
C00262190	Boise State University			C		Y	N	N	N	N	ISVN
1100854	Cambridge University Press			C	I	Y	N	N	N	N	LGCY
C00262296	Cambridge University Press			C		Y	N	N	N	N	ISVN

Step 6. Click Go.

Vendor: C00262057 Corporation: Association of College & Univ

Last Name: First Name: Middle Name:

Get Started: Fill out the fields above and press Go.

Step 7. Click on Address tab to verify address if there were multiple "C" number.

Vendor: C00262057 Corporation: Association of College & University Auditors Inc. Last Name: First Name: Middle Name:

Vendor Maintenance Additional Information Vendor Types **Address** E-mail Taxes Collected

ADDRESS

From Date: 01/22/2013 To Date:

Address Type: MA Mailing Address

Sequence Number: 1

Street Line 1: PO Box 14306 Street Line 2: Street Line 3:

City: Lenexa State or Province: KS Kansas ZIP or Postal Code: 68285 4306

Area Code: Phone Number: Extension: Fax Area Code: Fax Number: Fax Extension: Inactivate Address: Source: Delivery Point: Correction Digit:

Step 8. You can copy the "C" number in the left top corner by highlighting the number with your mouse then "Ctrl" C to copy. Then go to Requisition Entry from the Budget & Finance tab in ULink to complete your requisition. You will be able to paste the vendor ID number (C number) by clicking "Ctrl" V in the Choose Vendor field.

NOTE: If you were unable to find the correct vendor, the vendor will need to be added. Complete the Vendor Information Form located on the Purchase web site under Forms, submit to the Purchasing office with a completed W-9. You will then be provided with your vendor ID number.