

### How to Locate a Supplier ID

Purpose: Instruct departments on how to find an existing supplier ID using search by TIN or search by name.

Search for Supplier using supplier's TIN: Step 1: Type supplier in the search bar

0		Menu 👻	Search in Menu	Q			습		$\otimes$
	Employee Self Service 🔻		REQ Apprvl Cycle Time Fluid Structure Content	1	< 1 of 7 >	Notifications		С	:
	Annrovals		AP Voucher Document Status Accounts Payable						
	- pproves		Define Procurement Controls Purchasing						
			Purchase Order History Purchasing						
	207	73	Update Procurement Info Purchasing						
			Review Pay Cycle Errors Accounts Payable						
			Pay Cycle Manager				_		

Step 2: Select Review Supplier

0		Menu 👻	supplier	Q			ώ	:	$\otimes$
0	Employee Self Service *	3	supplied           Image: Supplier Summary Accounts Payable           Supplier Contact Accounts Payable           Supplier Contact Accounts Payable           Supplier Contact Accounts Payable           Supplier Conversation Accounts Payable           Imactivate Suppliers Supplier Supplier           Supplier Information Suppliers           Supplier Categories Suppliers           Supplier Match Metrics           Supplier Withholdings Supplier Withholdings Supplier Withholdings Accounts Payable           Supplier Match Metrics Full Structure Content           Supplier Match Metrics Full Structure Content	Q	< 1of7 >	Notifications	ons the Refr	c	

Step 3: Type the EIN or SS number in the highlight box and then click search.

### DO NOT INCLUDE ANY SPACES OR DASH. The system will take a few minutes to render results, this is normal.

ion ontena					
*SetID	RIVCO Q		Supplier ID	Q	
Name	Equal to 🗸		Short Name	Equal to	►
Withholding Name	Equal to 🗸		Classification		~
Supplier Status	~		Туре		~
			Persistence		~
Address	Equal to 🗸		City		
Customer Number			Country	Q	
	Tax Identification Number	123456789	State	Q	
ID Type					
ID Type VAT Registration ID			Postal		
ID Type VAT Registration ID Withholding Tax ID			Postal Bank Account #		



## How to Locate a Supplier ID

Step 4: You will see your search results. Take note of the Supplier ID number(s).

K Employee S	elf Service				Review Supp	liers				ଜ	Q	7 :	
Search Chiena	*SetI	RIVCO	Q			Supplier ID		۹					
	Name	Equal to	·			Short Name	Equal to	•	٩				
	Withholding Name	Equal to	~			Classification		•					
	Supplier Statu:	5	~			Туре		•					
						Persistence		•					
	Address	Equal to	~			City	_						
	Customer Numbe	r				Country	Q						
	ID Type	Tax Identificat	on Number 🗸	251645804		State	Q						
	VAT Registration II					Postal							
	Withholding Tax I					Bank Account #							
	Max Rows	300				Search		Clear	Add Supplier				
Bearch Result	S Addition	and Supplier Info	Audit Information					I€ € 1-	of 4 v 🕨 🕅 View All				
Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status				
▼ Actions	RIVCO	0000073691	PerkinElmer Genetics Inc	PERKINELME-002	PO Box 102175	Atlanta	GA	USA	Active				
▼ Actions	RIVCO	0000073691	PerkinElmer Genetics Inc	PERKINELME-002	PO Box 405819	Atlanta	GA	USA	Active				
<ul> <li>Actions</li> </ul>	RIVCO	0000073691	PerkinElmer Genetics Inc	PERKINELME-002	250 Industry Dr	Pittsburgh	PA	USA	Active				
	DIVICO	0000070004	PerkinElmer Genetics	DEDIVINEL ME 000	DO D 405040			110.0	A				

# Search for a supplier using supplier's name:

Step 1: In the Menu bar search Supplier Information

	Menu 👻	Supplier Information	Q
		Supplier Information	
Add/Update Supplier		Supplier Contact Accounts Payable	
Aud/opuate supplier		Supplier Summary Accounts Payable	
ORACLE		Add/Update Supplier	



## How to Locate a Supplier ID

Step 2: Type the name in which you are searching.

Step 3: Click the "Correct History" box & click search.

\*\*ACO TIP\*\*: Use "Contains" drop down. Enter name values between "%" signs. Results in all names *close* to the name values!

Find an Existing Va	alue Add a	New Value	
Search Criteria			
SetID	= 🗸	RIVCO	Q
Supplier ID	begins with 🗸		
Persistence	= 🗸		~
Short Supplier Name	begins with 🗸	]	Q
Our Customer Number	begins with 🗸		Q
Supplier Name	contains 🗸	Jon%Doe%	Q
Include History	Correct History	Case Sensitive	