

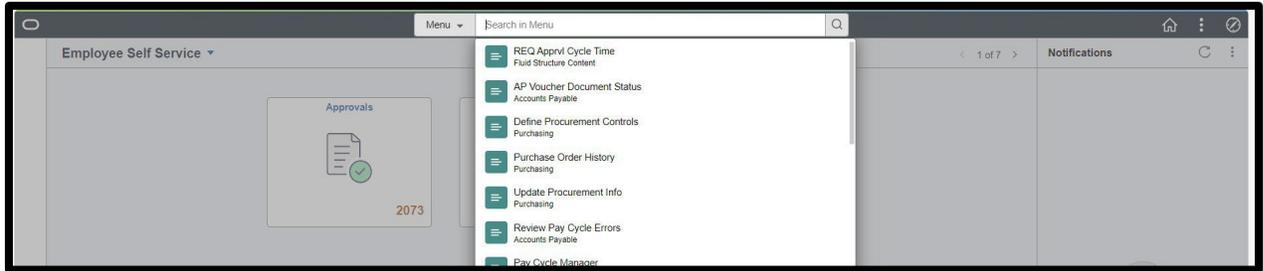


How to Locate a Supplier ID

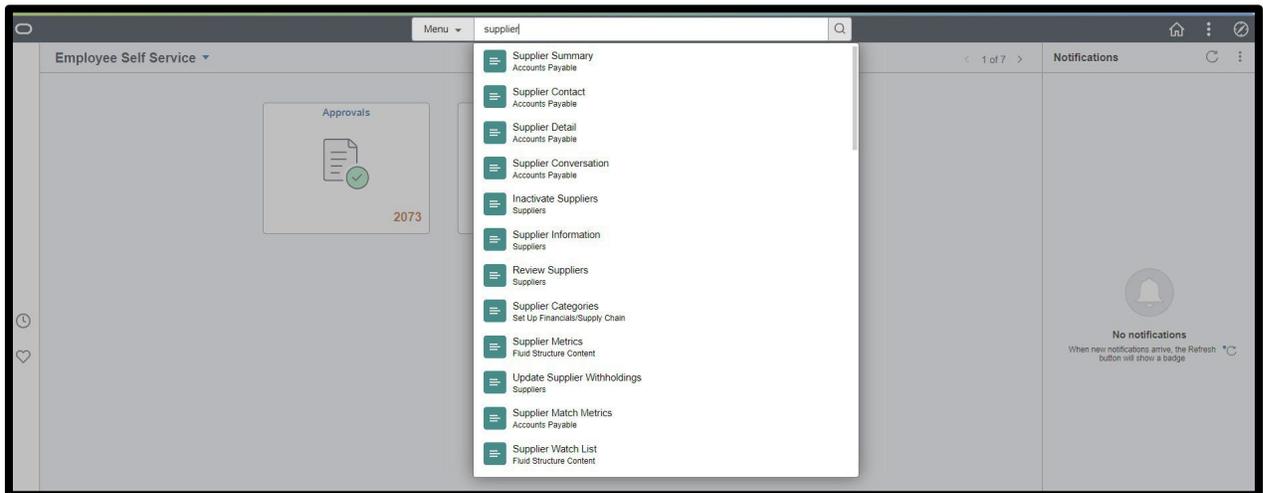
Purpose: Instruct departments on how to find an existing supplier ID using search by TIN or search by name.

Search for Supplier using supplier's TIN:

Step 1: Type supplier in the search bar



Step 2: Select Review Supplier



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.

Review Suppliers

Search Criteria

*SetID	RIVCO	Supplier ID	
Name	Equal to	Short Name	Equal to
Withholding Name	Equal to	Classification	
Supplier Status		Type	
		Persistence	
Address	Equal to	City	
Customer Number		Country	
ID Type	Tax Identification Number	State	
VAT Registration ID		Postal	
Withholding Tax ID		Bank Account #	

Max Rows: 300

Search Clear Add Sup



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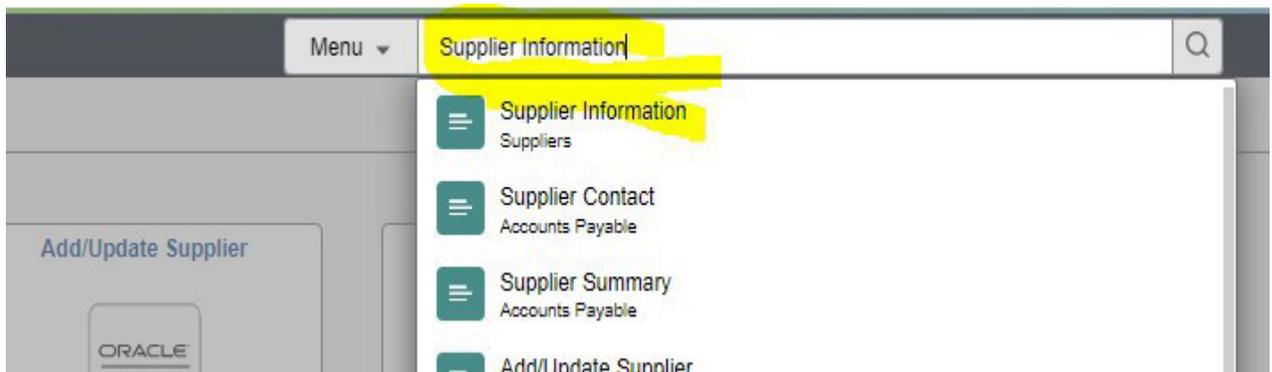
Step 4: You will see your search results. Take note of the Supplier ID number(s).

The screenshot shows the 'Review Suppliers' page with various search filters. The 'SetID' is set to 'RIVCO'. The search results table is as follows:

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
▼ Actions	RIVCO	0000073691	PerkinElmer Genetics Inc	PERKINELME-002	250 Industry Dr	Pittsburgh	PA	USA	Active
▼ Actions	RIVCO	0000073691	PerkinElmer Genetics Inc	PERKINELME-002	PO Box 405819	Atlanta	GA	USA	Active

Search for a supplier using supplier's name:

Step 1: In the Menu bar search Supplier Information





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!

[← Employee Self Service](#)

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

SetID =

Supplier ID

Persistence =

Short Supplier Name

Our Customer Number

Supplier Name

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)