FINDING SUPPLIER INFORMATION

Suppliers are required to have a supplier number to be processed for payment. While they may have multiple purchasing and pay sites, they will only have one supplier number. If a Supplier does not have a supplier number, a Supplier Information Form must be completed and forwarded to the Controller’s office.

1) Login to UNI e-Business Suite and click on your FIN responsibility.
2) Click Supplier Inquiry and the form seen below will open.

3) Click in the Supplier Name field.
4) Enter the search criteria in the Supplier Name field.
   - The % is a wild card to use in a query.
   - If the % follows the text e.g. campus%, the search will return all suppliers with names that begin campus.
   - If the % surrounds the text e.g. %campus%, the search will return all suppliers with the word campus in their name.
   - If a search involves a supplier name that is abbreviated, such as J&J Auto Service, search for J&J with and without spaces between the letters and the ampersand.
   - If a supplier name is not found it is possible that the supplier is in the database, but listed as an alternative name. Before abandoning the search, try locating the supplier name in the Alternative Name field. This field is found under Show More Options.

5) Click the Go button.

See an example of a search:

6) The Supplier Name and Supplier Number will display.

All the Supplier Sites will display also. Below is an example of a supplier with multiple sites.
7) Click on the Payment Details link in the left menu bar to see the Payment Method.
   a) Then click on the Update Payment Details pencil and the Payment Method will be displayed. Either Check or Electronic will be checked.