Pre-Verification of Vendor

VENDORS > VENDOR INFORMATION > ADD/UPDATE > REVIEW VENDORS

1. Enter your search criteria. All vendors that are able to be used have our primary key loaded (Tax ID or SSN). If a vendor is in our system without a primary key, you will be required to obtain the W-9 before we can process the purchase order request.

   a. First search for TAX ID or SSN in the ID Type field:

      i. Assure the Vendor Status is set to approved.

      ii. Assure the TAX ID is selected from the drop down box.

      iii. Enter the TAX ID or SSN into the criteria field without dashes or spaces.

          1. For Example 12-3456789 would be entered as 123456789. Click Search.

      iv. If no search results return from your first search, enter the Tax ID or SSN into the ‘Withholding Tax ID’ field and click search again.

      v. If no results return, the vendor is not loaded in the database with the Tax ID or SSN.
*NOTE* You will need to enter the Tax ID or SSN into the two fields independently. The system will not search correctly should you place it in both fields in one search. It will look for a vendor that has it entered in both fields. We will never have a Tax ID or SSN entered into more than one place on a vendor.