Search for a Vendor Using FTMVEND, Address Type, and Sequence

The **Vendor Maintenance Form (FTMVEND)** allows you to determine if a vendor is currently established in Banner. Search for a vendor using the vendor's full or partial ID number or the vendor's full or partial name.

FTMVEND displays vendor information for the vendor name or ID that you queried. Use FTMVEND to view a vendor's address, start date, tax status, and last vendor activity date with additional information.

Search for a Vendor Using FTMVEND

Step	Task
1.	Type **FTMVEND** in the **Go TO…** field and click **Enter**
2.	Type the vendor ID, if known, in the **Vendor** field, and then skip to step 12. OR Click the **Search** button next to the **Vendor** field to search by vendor name. This opens the **Entity Name/ID Search Form (FZIIDEN).**
3.	Click the **Cancel Query** button
4.	Click the **Rollback** button
5.	Click the **Vendor** check box
6.	Select the **All** check box
7.	Click the **Next Block** Button
8.	To search by vendor ID, type the vendor's full or partial ID in the **ID Number** field, using the wild cards **%** or **_** as necessary, and then skip to step 10. OR Press TAB to advance to the **Last Name** field to search by vendor name.
9.	Type the vendor's name or partial name, using the wild cards **%** or **_** as necessary. This field is case sensitive.
10.	Click the **Execute Query** button
11.	Double-click the appropriate vendor name to go back to **FTMVEND**
12.	Click the **Next Block** button
13.	Click the **Next Block** button to move through each tab OR Click a specific tab to view that information OR Select the **Options** menu to choose the information you want to view
14.	Click the **Exit** button to return to the main menu

Refer to the next page to search for a *Vendor Address Type and Sequence.*

Search for a Vendor Address Type and Sequence

Step	Task
1.	Type **FTMVEND** in the **GoTo…** field and click **Enter**
2.	In the **Vendor** field, enter the Vendor ID Number
3.	Click the **Next Block** icon
4.	Select the **Address** tab
5.	Find the correct *Address Type* and *Sequence* (may need to scroll down) • The *Address Type* and *Sequence* must be active. If the **Inactivate Address** box is checked, the address *cannot* be used. • Payments made to companies or individuals who are not current University of Illinois employees or students may only use the **BR** Address Type. • Payments made to current University of Illinois employees or students may use any sequence number. • Vendors not found in Banner must be added through the Vendor Information Form. For more information on establishing and maintaining vendor profiles in Banner, click here.
6.	Make a note of the Address Type and Sequence to enter into TEM