

## Searching for a Vendor Using FTMVEND

The **Vendor Maintenance Form (FTMVEND)** allows you to determine if a vendor is currently established in **Banner**. You can 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. You can use **FTMVEND** to view a vendor's address, start date, tax status, and last vendor activity date with additional information.

Step	Task
1.	Type <b>FTMVEND</b> in the <b>Go To...</b> field and press ENTER.
2.	Click the <b>Search</b> button next to the <b>Vendor</b> field. This opens the <b>Entity Name/ID Search Form (FZIIDEN)</b> .
3.	Click the <b>Cancel Query</b> button.
4.	Click the <b>Rollback</b> button.
5.	Clear the <b>Vendors</b> check box.
6.	Select the <b>All</b> check box.
7.	To search by <b>Banner</b> ID, type the vendor's full or partial ID in the <b>ID Number</b> field, using the wild cards % or _ as necessary. <b>OR</b> Press TAB to advance to the <b>Last Name</b> field to search by vendor name.
8.	Type the vendor's name or partial name, using the wild cards % or _ as necessary. This field is case-sensitive.
9.	Click the <b>Execute Query</b> button.
10.	Click the appropriate ID in the query to highlight it. <b>NOTE:</b> If you do not locate an ID for your vendor, a Vendor Information Form will be required (available from the <a href="#">Vendor Payment Forms</a> page).
11.	Review the <b>V</b> (for Vendors) column to determine if the ID is for an active vendor: <ul style="list-style-type: none"> <li>• Y means the ID is for an active vendor.</li> <li>• N means the ID has never been active as a vendor. A Vendor Information Form is required, unless the ID is for a current student or employee (as indicated by the <b>iCard</b> system).</li> <li>• T indicates that the ID was active as a vendor at one time, but the ID has been terminated.</li> </ul>
12.	Double-click the appropriate vendor name to go back to <b>FTMVEND</b> .
13.	Click the <b>Next Block</b> button.

Step	Task
14.	<p>Click the <b>Next Block</b> button to move through each tab.</p> <p><b>OR</b></p> <p>Click a specific tab to view that information.</p> <p><b>OR</b></p> <p>Select the <b>Options</b> menu to choose the information you want to view.</p> <p><b>NOTE:</b> A checkmark in the <b>Vendor Text</b> box on the <b>Vendor Maintenance</b> tab indicates there may be additional information if the ID has been terminated or if an address you wish to use has been inactivated. Select <b>Text (FOATEXT)</b> from the <b>Options</b> menu to determine if the ID can be activated with a new Vendor Information Form, or if the ID was terminated and replaced by another ID. You can also check the <b>Vendor Name</b> field to see if there is a replacement ID.</p>
15.	<p>Click the <b>Exit</b> button to return to the main menu.</p>