

Banner Vendor ID and Address Query

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/FZIIDEN

Step	Task
1.	Type FTMVEND in the Go TO... field, and press Enter .
2.	Click the Search button next to the Vendor field. This opens the Entity Name/ID Search Form (FZIIDEN) .
3.	Click the Query button then Cancel from the drop down.
4.	Click the Rollback button.
5.	Click the All check box.
6.	To search by Banner ID, type the vendor's full or partial ID in the ID Number field, using the wild cards % or _ as necessary. OR Press TAB to advance to the Last Name field to search by vendor name.
7.	Type the vendor's name or partial name, using the wild cards % or _ as necessary. This field is case sensitive.
8.	Click the Execute Query button.
9.	Locate the appropriate ID in the Query and look under the Vendor column labeled "V" to determine if the ID is an Active Vendor ID: <ul style="list-style-type: none"> • If there is a "Y" in the "V" Column, the ID is active in the Vendor Table and is available for use. • If there is an "N", the ID has never been active as a Vendor and a Vendor Information Form is required, unless the ID is for a current student or employee (as indicated by the iCard system). • If there is a "T" then the ID was active as a vendor at one time, but the ID has been terminated. • Read FOATEXT on the vendor record to determine if the ID can be activated with a new Vendor Form, or if the ID was terminated and replaced by another ID. • If you do not locate an ID for your vendor, a Vendor Information Form will be required.
10.	Double-click the appropriate vendor name to go back to FTMVEND .
11.	Click the Next Block button.
12.	Click the Next Block button to move through each tab.

Step	Task
	<p>OR</p> <p>Click a specific tab to view that information.</p> <p>OR</p> <p>Select the Options menu to choose the information you want to view.</p> <p>NOTE: A checkmark in the Vendor Text box on the Vendor Maintenance Tab indicates there is FOATEXT on the record, which can provide additional information if the ID has been terminated or if an address you wish to use has been inactivated.</p>
13.	Click the Exit button to return to the main menu.

Search for a Vendor Address Type and Sequence

Step	Task
1.	Type FTMVEND in the GoTo... field and press Enter .
2.	In the Vendor field, enter the Vendor ID Number.
3.	Click the Next Block icon. The ID Number must be active to be used, see instructions above to determine if an ID is an active Vendor ID.
4.	Select the Address tab.
5.	<p>Find the correct <i>Address Type</i> and <i>Sequence</i> (may need to scroll down).</p> <ul style="list-style-type: none"> The <i>Address Type</i> and <i>Sequence</i> must be active. If the Inactivate Address box is checked, the address <i>cannot</i> 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 type. Vendors not found in Banner must be added through the Vendor Information Form unless they meet the criteria to be processed as a TEMP Vendor. The criteria for TEMP Vendors can be found here. If you do not see the correct address, you will have to request to have the address added. <p>To have an address updated on an existing Vendor ID, either:</p> <ul style="list-style-type: none"> Submit a copy of an invoice/quote showing the requested address to uivendor@uillinois.edu. In the body of the email provide the Vendor ID, Vendor Name, and indicate if you want a payment address or a purchase order address added. <p>NOTE: This process is only for updates to entities. Individuals who are not current students or current employees must complete a new Vendor Information Form to have their address updated.</p>

UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Step	Task
	<p>We must have a current (within three years) Vendor Form on file. You can locate the last Vendor Form receipt date by looking at the Status Date Field on the Additional Information tab in FTMVEND. If the field is blank, it has been over three years since a Vendor Form was received and a new Form will be required.</p> <p>OR</p> <ul style="list-style-type: none">• Have the vendor complete a new Vendor Information Form.• For more information on establishing and maintaining vendor profiles in Banner, click here .