

## 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 <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>• <b>Y</b> means the ID is for an active vendor.</li> <li>• <b>N</b> 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>• <b>T</b> 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.	Click the <b>Exit</b> button to return to the main menu.

### Search for a Vendor Address Type and Sequence

Step	Task
1.	Type <i>FTMVEND</i> in the <b>Go To...</b> field and press ENTER.
2.	In the <b>Vendor</b> field, type the vendor ID number.
3.	Click the <b>Next Block</b> button. <b>NOTE:</b> The ID must be active to be used. See the instructions above to determine if an ID is active.
4.	Click the <b>Address</b> tab.
5.	<p>Find the correct <b>Address Type</b> and <b>Sequence Number</b>. You may need to scroll down using the scroll bar on the right.</p> <ul style="list-style-type: none"> <li>The <b>Address Type</b> and <b>Sequence Number</b> must be active. If the <b>Inactivate Address</b> box is checked, the address <i>cannot</i> be used.</li> <li>Payments made to companies or individuals who are not current University of Illinois employees or students may only use the <b>BR Address Type</b>.</li> <li>Payments made to current University of Illinois employees or students may use any sequence type.</li> <li>Vendors not found in <b>Banner</b> 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 on the <a href="#">Vendor Setup and Update</a> page.</li> <li>If you do not see the correct address, you must request to have the address added.</li> </ul>

Step	Task
6.	<p>To have an address updated on an existing vendor ID, either:</p> <ul style="list-style-type: none"> <li>Submit a copy of an invoice/quote showing the requested address to <a href="mailto:uivendor@uillinois.edu">uivendor@uillinois.edu</a>. 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.</li> </ul> <p><b>NOTE:</b> 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> <p>We must have a current (within three years) Vendor Information Form on file. You can locate the last Vendor Information Form receipt date by looking at the <b>Status Date</b> field on the <b>Additional Information</b> tab in <b>FTMVEND</b>. If the field is blank, it has been over three years since a Vendor Information Form was received, and a new form will be required.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Have the vendor complete a new Vendor Information Form.</li> </ul>
7.	Click the <b>Exit</b> button to return to the main menu.

For more information on establishing and maintaining vendor profiles in **Banner**, see the [Vendor Setup and Update](#) page.