Searching For and Reviewing Vendor Information

Review Vendors Inquiry
Use the Review Vendors inquiry page to search for a vendor based on different criteria, i.e. DBA Name, Address, and Vendor Status. The Review Vendors inquiry will provide the ARC Vendor ID, Name, Address Sequence Number, Address info and vendor statuses. It is recommended that you search for a vendor from the Review Vendors page before entering the vendor on a procurement transaction.

Note: The ARC Vendor DBA (Doing Business As) Name field represents the assumed name that a vendor has provided for business purposes. When using the Review Vendors inquiry page, please start your search by looking up the Vendor name in the DBA Name field (see below for screenshots). For vendors that were converted from AP/CAR, the AP/CAR vendor name will be searchable from the DBA Name field.

Understanding Vendor Name Fields:

**Name**
The Name field (aka “Name1”) refers to the legal/taxable vendor name.

**DBA Name**
The DBA Name field refers to the name that a vendor will receive payment under.

Example: In ARC, the legal name (Name1) for vendor “Tech Air” is Dempsey Enterprises, Inc. However, the DBA Name is Tech Air of New York.

**Short Name**
The Short Name is the first ten characters of the “Name1” field.

Additional Vendor Fields:

**Address Sequence Number**
Unlike AP/CAR, ARC Vendor profiles can have multiple addresses associated with them. Each Address is assigned an Address Sequence Number. When paying a vendor, it is important to reference the correct address to send a payment. Therefore, selecting the correct Address Sequence Number is essential. For example, FedEx’s vendor profile (ARC Vendor ID 0000009455) has 8 addresses associated with it. When creating a voucher, select the appropriate Address Sequence Number to send the payment to the respective address.

**Vendor Status**
When searching for a vendor to be used on a Procurement transaction (requisition or voucher) the Vendor’s Status must be Approved. In addition, to be used on a requisition, the Open for Ordering check box must be checked on the vendor record.

**Vendor Location**
The Location on the Vendor profile represents the payment method. All vendors in ARC will have at least the CHK-01 check location. A vendor can have up to 3 Locations:

1) CHK-01 – Check
2) ACH-01 – Automatic Clearing House
3) WIRE-01 – Wire
Please note: The vendor location will default automatically on transactions depending on the preferences indicated by the vendor. If you are going to make any changes to the defaulted location, it is important to verify that the vendor address (for checks) is correct, or that the vendor ACH information is correct.

Searching for A Vendor by DBA Name

1. Navigate to the Review Vendors inquiry page:
   a. Vendors -> Vendor Information -> Add/Update -> Review Vendors
2. “Contains” will be defaulted on the DBA Name field drop down box, so you can enter the most common component of the vendor DBA name
3. Click Search

Note: “Contains” will search for the vendor name keyword(s) and return any vendor that contains the entered values. More generic keywords will return more results, while more specific keywords will return fewer results (e.g. entering “Tech” would return more results than entering “Tech Air”).
Based on your vendor name, a list of vendors will appear that meet the “Contains” criteria. The Main Information tab is displayed. Note the following key columns:

4. Vendor ID
5. Name 1 (Vendor ID 0000011101 Dempsey Enterprises Inc. is displayed)
6. DBA Name (The DBA Name of this vendor is Tech Air)
7. Address Sequence Number

8. Click on the Additional Vendor Info tab
9. Verify the Vendor Status is Approved
10. The Vendor Classification indicates what type of vendor this is – a supplier, employee, etc.

Please note: If the vendor classification says “Sponsor”, you will not be able to use this particular profile on a transaction. Most vendors that have a classification of “Sponsor” should also have a profile with a classification of “Supplier”. When selecting this vendor for a transaction, ensure you are using the vendor profile that has a classification of “Supplier”.

11. If creating a requisition, verify that the Open for Ordering box is checked
12. “Contains” will be defaulted on the DBA field drop down menu, so you can enter the most common component of the vendor name.

13. Click Search.

Note: “Contains” will search for the vendor name keyword(s) and return any vendor that contains the entered values. More generic keywords will return more results, while more specific keywords will return fewer results.
14. Navigate to the Voucher Invoice Information page (Accounts Payable > Vouchers > Add/Update > Regular Entry), click on the Vendor ID lookup magnifying glass.
15. Enter the ARC Vendor ID from the Review Vendors inquiry page
16. Click Look UP
17. Click on the vendor to select it
18. Click on the Address lookup magnifying glass

19. Select the appropriate Remit To address for the vendor and invoice
20. The Address Sequence Number is updated on the voucher
21. The address has been updated to match the respective Address Sequence Number

| Business Unit: | COLUM | Invoice No: |
| Vendor ID:     | NEXT  | Invoice Date: |
| Voucher Style: | Regular Voucher | Accounting Date: 07/22/2012 |

| Vendor ID: 0000009455 | FEDEX |
| Short Name: FEDEX | PO BOX 660481 DALLAS, TX 75266-0481 |
| Location: ACH-01 |

| Control Group: | |
| Invoice Lines: | 0.00 |
| *Currency: USD | 0.00 |

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**Note:**
- The Address Sequence Number is updated on the voucher.
- The address has been updated to match the respective Address Sequence Number.
Again, please note that the Location (payment method) will default automatically. Therefore if you are going to make any changes to the defaulted location, it is important to first verify that the vendor address (for checks) is correct, or that the vendor ACH information is correct.