

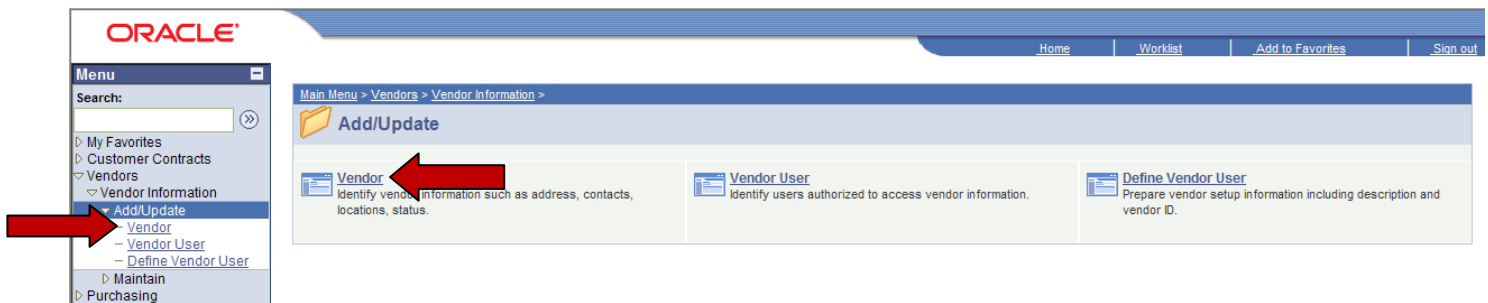
## Vendor ID Inquiry

How do I inquire on a Vendor ID?

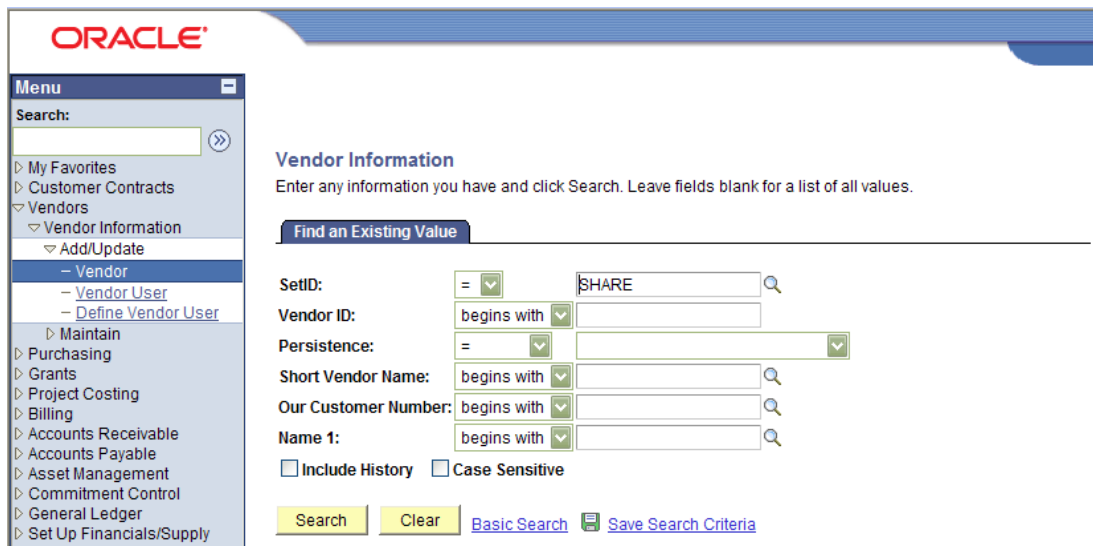
### Navigation Path:

- >Vendors
- >Vendor Information
- >Add/Update
- >Vendor

You can use the menu on the left or you can use the folders on the main screen to navigate to the Vendor Inquiry.

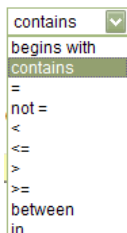


Following the above path leads to the following screen:



Because the Vendor file is shared with the state, we will select "SHARE" as our *SetID*.

The preferred method for identifying a vendor ID would be to use the *Name 1* field. If you are not certain of the name your vendor is listed as in the system, change the search option in the drop down menu. Available options are:



## Vendor ID Inquiry

We'll select *begins with* and do a search for "GE." You might find better success in your searches by using *contains* from the dropdown menu in the *Name 1* line.

**Vendor Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

SetID: = [dropdown] SHARE [magnifying glass]

Vendor ID: begins with [dropdown] [input]


Persistence: = [dropdown] [dropdown]

Short Vendor Name: begins with [dropdown] [input] [magnifying glass]

Our Customer Number: begins with [dropdown] [input] [magnifying glass]

**Name 1:** begins with [dropdown] GE [input] [magnifying glass]

Include History  Case Sensitive

 **Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Once you've entered your criteria. Click "Search."

The *Search Results* are displayed below the criteria input fields.

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First [dropdown] 1-100 of 300 [dropdown] Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
<a href="#">SHARE</a>	000001081	Regular	<a href="#">GE CAPITAL-001</a>	<a href="#">INACTIVE</a>	<a href="#">GE CAPITAL PUBLIC FINANCE INC</a>
<a href="#">SHARE</a>	0000066941	Regular	<a href="#">GE CAPITAL-002</a>	1495	<a href="#">GE CAPITAL FINANCIAL INC</a>
<a href="#">SHARE</a>	0000002319	Regular	<a href="#">GE CAPITAL-003</a>	0700	<a href="#">GENERAL ELECTRIC CAPITAL CORP</a>
<a href="#">SHARE</a>	0000080036	Regular	<a href="#">GE CAPITAL-004</a>	(blank)	<a href="#">GE CAPITAL MODULAR SPACE</a>
<a href="#">SHARE</a>	0000093352	Regular	<a href="#">GE CAPITAL-005</a>	<a href="#">INACTIVE</a>	<a href="#">GE CAPITAL</a>
<a href="#">SHARE</a>	0000023212	Regular	<a href="#">GE COMMERC-001</a>	(blank)	<a href="#">GE COMMERCIAL DISTRIBUTION FINANCE CORP</a>
<a href="#">SHARE</a>	0000070485	Regular	<a href="#">GE CORPORA-001</a>	1495	<a href="#">GE CORPORATE PAYMENT SERVICES</a>
<a href="#">SHARE</a>	0000070949	Regular	<a href="#">GE ENERGY-001</a>	(blank)	<a href="#">GE ENERGY</a>
<a href="#">SHARE</a>	0000082130	Regular	<a href="#">GE ENERGY-002</a>	6526	<a href="#">GE ENERGY MANAGEMENT SERVICES INC</a>
<a href="#">SHARE</a>	0000093342	Regular	<a href="#">GE GOVERN-001</a>	7085	<a href="#">GE GOVERNMENT FINANCE INC</a>
<a href="#">SHARE</a>	0000022887	Regular	<a href="#">GE HEALTHC-001</a>	6030	<a href="#">GE HEALTHCARE BIO-SCIENCES CORP</a>
<a href="#">SHARE</a>	0000071132	Regular	<a href="#">GE INSPECT-001</a>	7022	<a href="#">GE INSPECTION TECHNOLOGIES LP</a>
<a href="#">SHARE</a>	0000026705	Regular	<a href="#">GE MEDICAL-001</a>	(blank)	<a href="#">GE MEDICAL SYSTEMS INFO TECHNOLOGIES INC</a>
<a href="#">SHARE</a>	0000096507	Regular	<a href="#">GE MONEY-001</a>	(blank)	<a href="#">GE MONEY BANK/AMAZON</a>
<a href="#">SHARE</a>	0000075538	Regular	<a href="#">GE ON WING-001</a>	(blank)	<a href="#">GE ON WING SUPPORT INC</a>
<a href="#">SHARE</a>	0000073360	Regular	<a href="#">GE SECURIT-001</a>	(blank)	<a href="#">GE SECURITY</a>
<a href="#">SHARE</a>	0000087713	Regular	<a href="#">GE SENSING-001</a>	(blank)	<a href="#">GE SENSING</a>
<a href="#">SHARE</a>	0000091863	Regular	<a href="#">GE SUPPLY-001</a>	<a href="#">INACTIVE</a>	<a href="#">GE SUPPLY</a>
<a href="#">SHARE</a>	0000019671	Regular	<a href="#">GE-002</a>	(blank)	<a href="#">GE RAPID ENTRY</a>

We're looking for the Purchasing Card vendor, which is GE Corporate Payment Services, Vendor #70485.

Click on the vendor's name to obtain more information about this vendor.

## Vendor ID Inquiry

### Vendor Information

Each tab has information on the vendor. Feel free to click on each one; however, most information that will be pertinent to you can be found on the Summary tab.

The *Summary* tab contains a brief summary of the vendor including the *Vendor ID*, full *Vendor Short Name*, full *Vendor Name* and address.

Summary	Identifying Information	Address	Contacts
SetID:	SHARE		
Vendor ID:	0000070485		
Vendor Short Name:	GE CORPORA	GE CORPORA-001	
Vendor Name:	GE CORPORATE PAYMENT SERVICES		
Order:	GE CORPORA-001 4246 S RIVERBOAT RD SALT LAKE CITY, UT 84141-0406	Remit To:	GE CORPORA-001 4246 S RIVERBOAT RD SALT LAKE CITY, UT 84141-0406
Status:	Approved	Last Modified By:	KSJOMELING@ND.GOV
Persistence:	Regular	Last modified date:	
Classification:	Supplier	Created By:	
HCM Class:		Created Date/time:	
Open for Ordering:	Yes	Last Activity Date:	07/02/2008
Withholding:	No		
VAT:	No		

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#)

Let's look at another vendor.

Using *contains* in the *Name 1* dropdown menu, let's search for the vendor *Gaffaney's*.

**Vendor Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

SetID:	=	SHARE	Q
Vendor ID:	begins with		
Persistence:	=		
Short Vendor Name:	begins with		Q
Our Customer Number:	begins with		Q
Name 1:	contains	Gaffaney	Q

Include History  Case Sensitive

[Basic Search](#)

Click Search and let's view our results.

University of North Dakota  
PeopleSoft Finance Tip Sheets

Vendor ID Inquiry

Search Results

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE	0462852	Permanent	0462852-001	(blank)	GAFFANEY,KENNAN
SHARE	0000093728	Regular	GAFFANEY-002	2778	GAFFANEY,MICHELLE
SHARE	0000069877	Regular	GAFFANEY-001	(blank)	GAFFANEY,TRICIA
SHARE	0000001074	Permanent	GAFFANEYS-003	8368	GAFFANEYS - GRAND FORKS
SHARE	0000003619	Permanent	GAFFANEYS-002	0634	GAFFANEYS - WILLISTON
SHARE	0000012851	Regular	GAFFANEYS-004	(blank)	GAFFANEYS FLORAL INC
SHARE	0000001807	Regular	GAFFANEYS-005	(blank)	GAFFANEYS FURNITURE GROUP & OFFICE SUPP
SHARE	0000003618	Permanent	GAFFANEYS-001	5073	GAFFANEYS OF MINOT
SHARE	0402619	Regular	0402619-001	(blank)	Gaffaney,Jon David
SHARE	0000024732	Regular	JOHN-007	(blank)	JOHN GAFFANEY GREENHOUSE

Let's click on Gaffaney's – Grand Forks.

Summary | Identifying Information | Address | Contacts

SetID: SHARE  
 Vendor ID: 0000001074  
 Vendor Short Name: GAFFANEYS GAFFANEYS-003  
 Vendor Name: GAFFANEYS - GRAND FORKS

Order: GAFFANEYS-003  
 CHOOSE CORRECT LOCATION  
 XXXXXXXX, ND 00000

Remit To: GAFFANEYS-003  
 CHOOSE CORRECT LOCATION  
 XXXXXXXX, ND 00000

Status: Approved  
 Persistence: Permanent  
 Classification: Supplier  
 HCM Class:  
 Open for Ordering: Yes  
 Withholding: No  
 VAT: No

Last Modified By: BHAMAN@ND.GOV  
 Last modified date: 10/16/2008 4:27PM  
 Created By:  
 Created Date/time:  
 Last Activity Date: 11/28/2008

Save | Return to Search | Previous in List | Next in List | Notify | Update/Display | Include History

Notice the address for Gaffaney's identifies the user to "choose correct location." Click on the Address tab.

Summary | Identifying Information | Address | Contacts

## Vendor ID Inquiry

### Address Tab

Summary Identifying Information **Address** Contacts

SetID: SHARE [Vendor Address Search](#)

Vendor: 0000001074 Short Vendor Name: GAFFANEYS-003 Name: GAFFANEYS - GRAND FORKS

Vendor Address Find | View All First **1 of 6** Last

Address ID: 1  
Description: DELETED

Details Find | View All First **1 of 1** Last

Effective Date: 01/01/1901  
Status: Active  
Country: USA United States  
Address 1: Address Deleted  
Address 2:  
Address 3:  
City: Bismarck  
County: Postal:  
State: ND North Dakota  
Email ID:

Payment/Withholding Alt Names

Phone Information Customize | Find | View All First **1 of 1** Last

Type	Prefix	Telephone	Extension

Save Return to Search Previous in List Next in List Notify Update/Display Include History

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#)

As you can see, there are 6 different addresses for Gaffaney's – Grand Forks. Click View All to find the right one.

### View All Addresses

Address ID: 2  
Description: HQ,1099-BISMARCK

Details Find | View All First **1 of 1** Last

Effective Date: 04/09/2003  
Status: Active  
Country: USA United States  
Address 1: PO BOX 2116  
Address 2:  
Address 3:  
City: BISMARCK  
County: Postal: 58501  
State: ND North Dakota  
Email ID:

Payment/Withholding Alt Names

Phone Information Customize | Find | View All First **1 of 1** Last

Type	Prefix	Telephone	Extension

Notice the Address ID and Description.

Find the vendor address which is most applicable to you.

Address ID: 5  
Description: BIDS,PO,REMITT-GRAND FORKS

Details Find | View All First **1 of 1** Last

Effective Date: 02/17/2005  
Status: Active  
Country: USA United States  
Address 1: 1809 13TH AVE N  
Address 2: PO BOX 14810  
Address 3:  
City: GRAND FORKS  
County: Postal: 58208-4810  
State: ND North Dakota  
Email ID:

Payment/Withholding Alt Names

Phone Information Customize | Find | View All First **1 of 3** Last

Type	Prefix	Telephone	Extension
Business	701	746-6646	251