

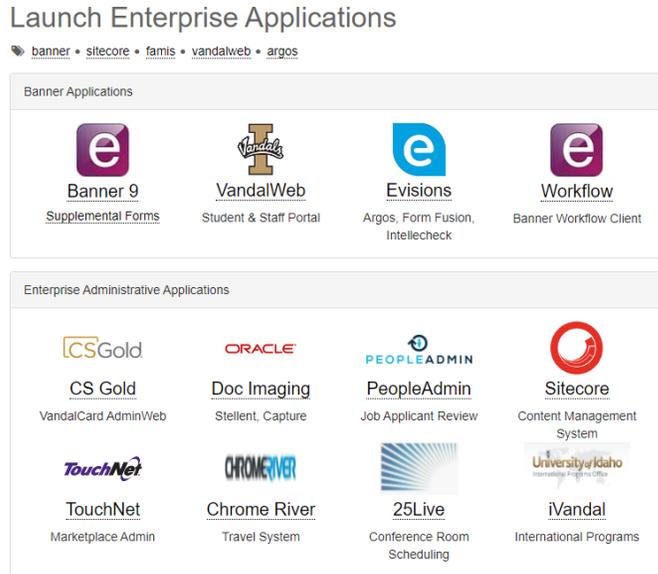
How to Search for a Vendor

For University of Idaho employee use. Email acctpay@uidaho.edu for additional help.

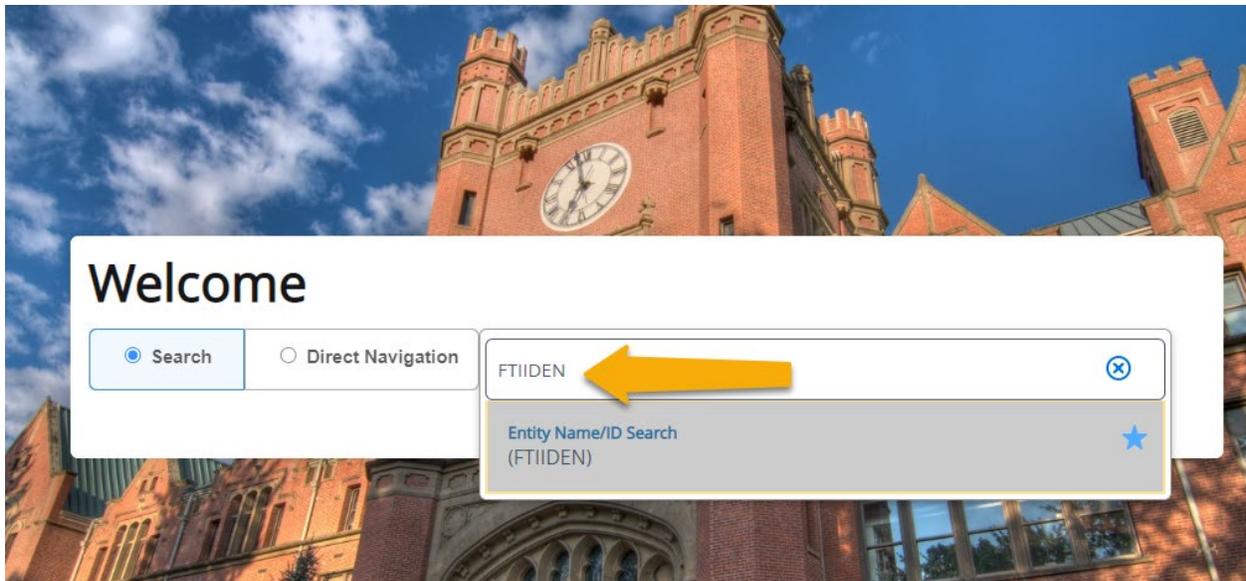
1. How to Search for a vendor in Banner

A. Navigate the Launch Enterprise Applications Page and Click **Banner 9**

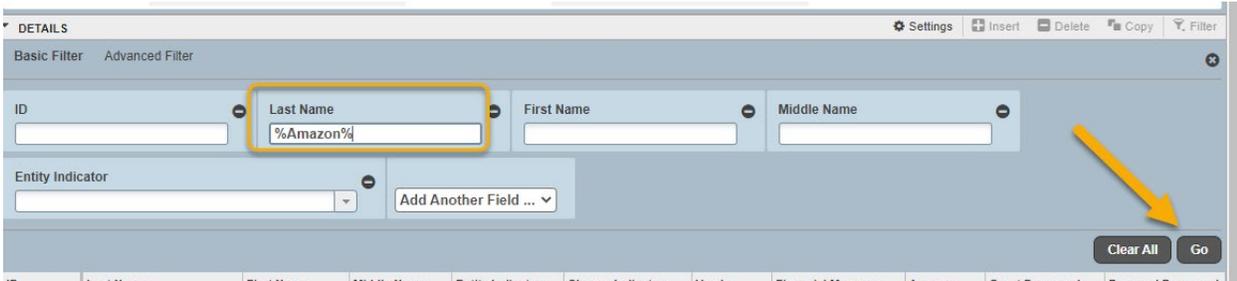
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>



B. Type **FTIIDEN** in the search Bar



- C. It is possible to search by ID, Last and First name, however you may want to broaden your search by using only one field. Type all or part of the vendor name in the **Last Name** field. Use the % sign as a wild card when there may be additional text before or after the portion of the name you are familiar with. **Click Go**



Records are returned by the search:

Grant Personnel
 Terminated Financial Managers

DETAILS

Active filters: Last Name: %Amazon% [Clear All](#)

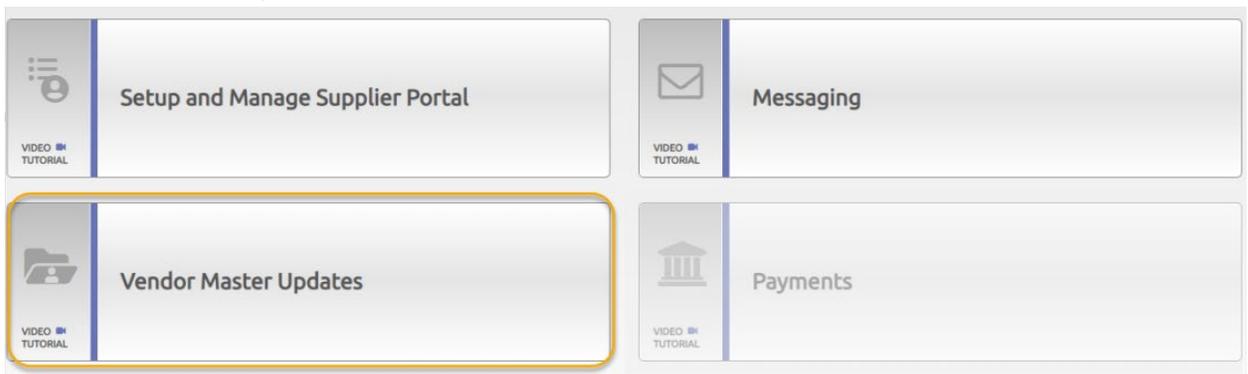
ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	F
AMAJAC	Amazon Jack's Restaurant & Jungle...			Corporation		Terminated	M
AMAWEB	Amazon Web Services Inc			Corporation		Yes	M
AMACOM	Amazon.com Books			Corporation		Terminated	M

1 of 1 | 10 Per Page

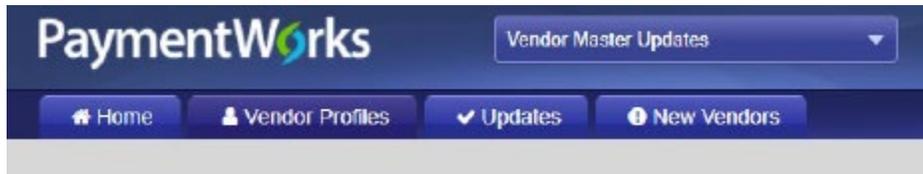
Case Insensitive Query
 Case Sensitive Query

2. How to Search for a vendor in PaymentWorks

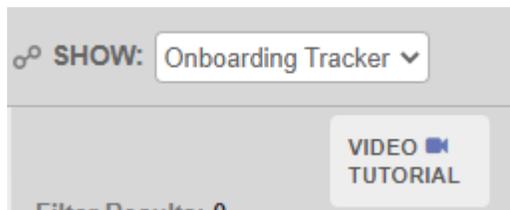
- a. Login to the University of Idaho SSO site. Please email acctpay@uidaho.edu for the link.
- b. **Click Vendor Master Update**



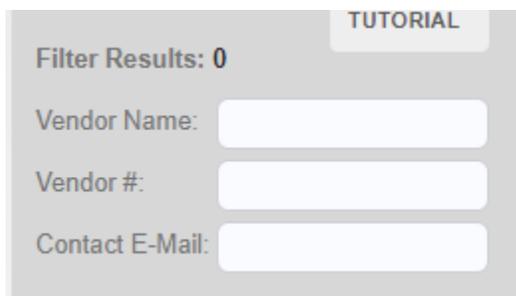
- c. Click on New Vendors Tab



Make sure **SHOW Onboardings Tracker** is on



- d. Enter Vendor Name or Number - can also search partial email

A screenshot of a search filter form. At the top right, there is a tab labeled 'TUTORIAL'. Below it, the text 'Filter Results: 0' is displayed. The form contains three input fields: 'Vendor Name:', 'Vendor #:', and 'Contact E-Mail:'. Each field has a corresponding white input box.

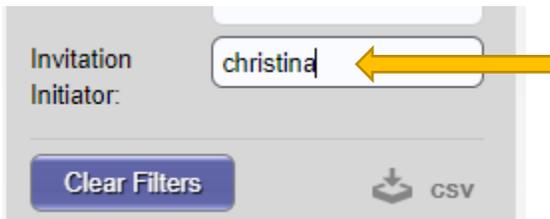
- e. If not found, they will need to be sent an invite to connect to University of Idaho

3. Vendor Invite Status

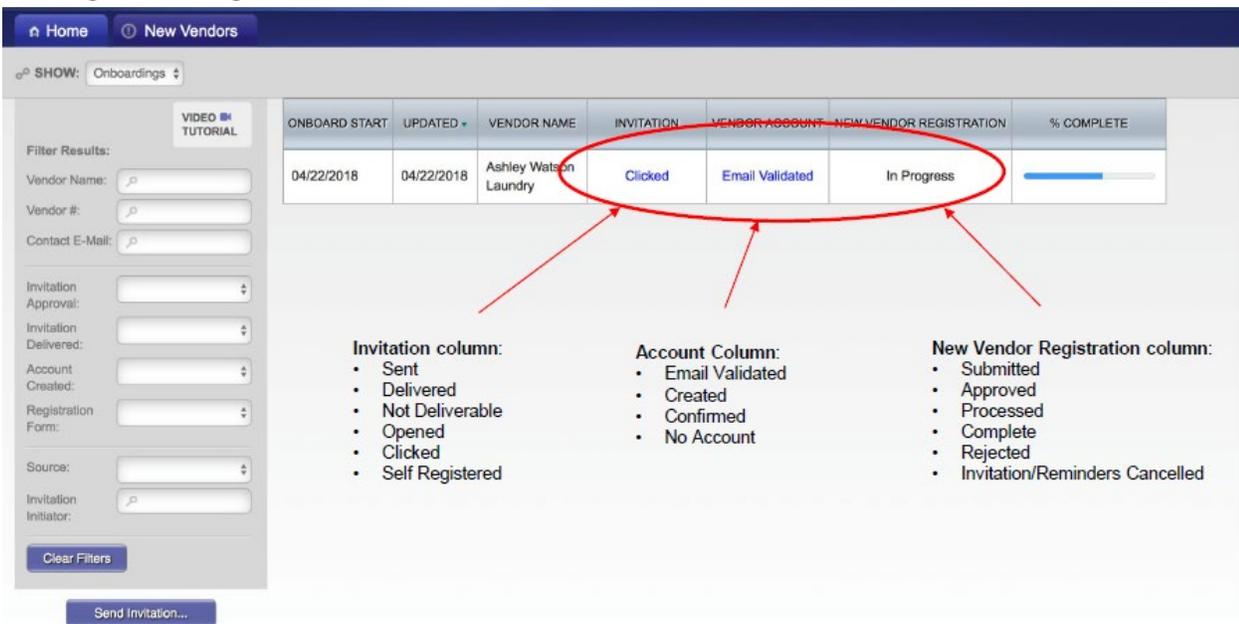
a. Show: Onboarding Tracker shows invite status



b. You can search for only your invites, by adding your name in Invitation Initiator box at the bottom of the Filter Results:



4. Tracking Onboardings



Notes:

- Please email acctpay@uidaho.edu with **ANY** questions you have.
- If a vendor sits in APPROVED status for over 24 hours, PW & Banner may not have connected correctly. Please email acctpay@uidaho.edu
- With other Universities using PaymentWorks, it's important to send email invite to the correct person so they can have one account with all customers.