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](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:

2. **How to Search for a vendor in PaymentWorks**

   a. Login to the University of Idaho SSO site. Please email [acctpay@uidaho.edu](mailto:acctpay@uidaho.edu) for the link.

   b. **Click Vendor Master Update**
c. Click on New Vendors Tab

![PaymentWorks User Interface]

Make sure SHOW Onboardings Tracker is on

![Onboarding Tracker]

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

![Vendor Input]

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

   ![Onboarding Tracker](image1)

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

   ![Invitation Initiator](image2)

4. **Tracking Onboardings**

   ![Onboardings Tracker](image3)

   Invitation column:  
   - Sent  
   - Delivered 
   - Not Deliverable  
   - Opened  
   - Clicked  
   - Self Registered  

   Account Column:  
   - Email Validated  
   - Created  
   - Confirmed  
   - No Account  

   New Vendor Registration column:  
   - Submitted  
   - Approved  
   - Processed  
   - Complete  
   - Rejected  
   - Invitation/Reminders Cancelled
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.