

# Quick Reference Guide

# Supplier Inquiry

## UNI e-Business Suite

### FINDING SUPPLIER INFORMATION

Suppliers are required to have a supplier number to be processed for payment. While they may have multiple purchasing and pay sites, they will only have one supplier number. If a Supplier does not have a supplier number, a Supplier Information Form must be completed and forwarded to the Controller's office.

- 1) Login to UNI e-Business Suite and click on you FIN responsibility.
- 2) Click Supplier Inquiry and the form seen below will open.

- 3) Click in the Supplier Name field.
- 4) Enter the search criteria in the Supplier Name field.

- The % is a wild card to use in a query.
- If the % follows the text e.g. campus%, the search will return all suppliers with names that begin campus.
- If the % surrounds the text e.g. %campus%, the search will return all suppliers with the word campus in their name.
- If a search involves a supplier name that is abbreviated, such a J&J Auto Service, search for J&J with and without spaces between the letters and the ampersand.
- If a supplier name is not found it is possible that the supplier is in the database, but listed as an alternative name. Before abandoning the search, try locating the supplier name in the Alternative Name field. This field is found

[+ Show More Options](#)

under

- 5) Click the Go button.

See an example of a search:

- 6) The Supplier Name and Supplier Number will display.

Suppliers >

#### Update University Book and Supply Inc - 10742: Quick Update

\* Indicates required field

Supplier Name	University Book and Supply Inc
Supplier Number	<b>10742</b>
Alternate Supplier Name	W9 6/2/09
Registry ID	<b>147059</b>
Inactive Date	
Alias	

All the Supplier Sites will display also. Below is an example of a supplier with multiple sites.

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# Supplier Inquiry

UNI e-Business Suite

Suppliers >

Update HyVee Food Stores Inc - 10450: Quick Update

\* Indicates required field

Supplier Name HyVee Food Stores Inc  
 Supplier Number **10450**  
 Alternate Supplier Name W9 9/13/05 plb \*corp  
 Registry ID **121138**  
 Inactive Date  
 Alias

### Supplier Sites

Site Status Active Site Name  Operating Unit

Key Purchasing Setups Key Payment Setups

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Via	Pay On	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction
WEST DESMOINES	University of Northern Iowa	Purchasing 0016	Purchasing 0016	Best Way				<input type="checkbox"/>
WATERLOO003	University of Northern Iowa	Purchasing 0016	Purchasing 0016	Best Way				<input type="checkbox"/>
WATERLOO002	University of Northern Iowa	Purchasing 0016	Purchasing 0016	Best Way				<input type="checkbox"/>
WATERLOO001	University of Northern Iowa	Purchasing 0016	Purchasing 0016	Best Way				<input type="checkbox"/>

- 7) Click on the Payment Details link in the left menu bar to see the Payment Method.
- a) Then click on the Update Payment Details pencil and the Payment Method will be displayed. Either Check or Electronic will be checked.

**Suppliers**

- Quick Update
- Company Profile
  - Organization
  - Tax Details
  - Address Book
  - Contact Directory
  - Business Classification
  - Products & Services
  - Banking Details
  - Surveys
- Terms and Control
  - Accounting
  - Tax and Reporting
  - Purchasing
  - Receiving
  - Payment Details
  - Relationship
  - Invoice Management

**Update Payment Details**

Payment Method	Default
Check	<input checked="" type="checkbox"/> Default
Comcheck Payment method	<input type="checkbox"/> Default
Electronic	<input type="checkbox"/> Default
Outsourced Check	<input type="checkbox"/> Default
Wire	<input type="checkbox"/> Default