

Quick Reference Guide

Supplier Inquiry

In the Oracle Application

FINDING SUPPLIER INFORMATION

Suppliers are required to have a supplier number to be processed in MEMFIS 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 the Oracle application and click on your user responsibility to display the Functions menu.
- 2) Click on Supplier Inquiry to open the Find Suppliers form.
- 3) Click on the Supplier Name List of Values.

Find Supplier Name window appears.

- 4) Enter the search criteria in the Find field. Click Find button.
 - 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 as 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 located below the Supplier Name field.
- 5) Select appropriate Supplier by clicking on the name. Then click OK. (example not displayed)
 - 6) The Supplier Name, Supplier Number, Taxpayer ID and Tax Registration Number fields will be populated.

- 7) Click the Find Button to retrieve the Supplier record.
- 8) Click the Sites button to retrieve the Supplier Sites records.

- 9) Use the down arrow key on your keyboard to navigate through the supplier site records.

For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.