

Supplier Search User Guide

The screenshot shows the Supplier Search interface. At the top, there is a search bar with a dropdown menu set to 'Supplier Name Keywords' and a search value of 'CDW Govern'. A 'View Report' button is located to the right. Below the search bar is a navigation bar with a '1 of 1' indicator, a refresh button, a back button, a zoom level of '100%', and a 'Find | Next' button. The main content area displays a table of search results for 'CDW GOVERNMENT INC'.

Name	Number	IRS Entity Type	Date Added	TIN Verified	Available in Ariba	Status																								
CDW GOVERNMENT INC	203674	Corporation	10-23-1998	Matches IRS EIN Records	Y	Active																								
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1. Choose your search
2. Review your results (Root information) and click [+] to see address information
3. Order address information
4. Remit-To address information

1. Search Type

Select **Supplier Name Keywords** or **Supplier Number** from the drop-down menu for your search type. Enter the supplier name, part of the name for a Name/Keyword search, or the full 6-digit supplier number for a Supplier Number search. Click **View Report** to start the search.

2. Supplier Name & Number

Sometimes called supplier "root" number, this information applies to the main supplier file, regardless of listed addresses

Suppliers matching your search term(s) will be shown. Suppliers searched by Name can be found with the full name, part of the name or the company Doing Business As (DBA) name. Suppliers searched by Number must match the exact supplier number using all 6 digits for the search.

Note: Data is refreshed from the UW supplier file overnight. The report reflects information and/or changes from the previous day.

No results? Try a shorter version of the name or less keywords to find more results.

Still no results? The supplier may not have registered. See [UW Supplier Registration](#) page.

Name: The legal, IRS-registered name of the supplier

Number: UW Supplier file number, assigned when the supplier is first added to our files

IRS Entity Type: The entity type based on the supplier's IRS registration

Date Added: The initial date the supplier is added to UW supplier file, usually within 2 days of completing the Supplier Registration Form (SRF)

TIN Verified: The Taxpayer Identification Number (TIN) is the unique number for an individual person (SSN) or business entity (EIN) used to file federal taxes. Each supplier provides the TIN on the Supplier Registration Form (SRF) and the TIN is verified with the IRS once per week

Results will show the TIN verification has not been completed yet (TIN not yet sent to IRS), is verified (Matches) or that verification failed (Does Not Match with IRS Records). Foreign suppliers do not have TINs and will show N/A instead

Note: Suppliers with TINs that do not match IRS records receive email notification and are required to correct the error by submitting a new SRF prior to doing any business with UW.

Available in Ariba: Indicates whether a supplier is available in Ariba

Note: This **does not** indicate which type of purchase/payment transaction can be completed in Ariba (PO, BPO); **it only indicates** that the supplier file information is being uploaded to Ariba nightly.

Status: Supplier is ready for use (Active), on hold for corrections or changes (Hold) or no longer available for use (Deleted)

3. Supplier Order Address

Sometimes called the "order sequence," this information applies to the supplier for ordering information

Important for:

- PO
- BPO

Address Type: The "Order From" address is the address used for placing orders with the supplier

- Ariba Requisitions (S) choose from available addresses when setting the Order Address.
- Ariba Contract Requests (CR) choose from available addresses when setting the Supplier Location (see Ready for BPO and Ariba Network below).

Seq #: The system-assigned number in the UW Supplier file for each order address

Address: The street address on file for placing an order with the supplier

Status: Shows the address is ready for use (Active), on hold for corrections or changes (Hold) or no longer available for use (Deleted)

Ready for BPO: Contract Requests (BPO) can be created for the supplier/subrecipient (Y) or BPO cannot be used for the supplier/subrecipient (N)

Ariba Network: Supplier is registered in the Ariba Network (Y) and transacts electronically with UW or is not part of the Ariba Network (N) and orders/invoices are emailed manually

4. Supplier Remit-To Address

Sometimes called the "remit sequence," this information applies to the supplier for payment information

Important for:

- Non-PO

Address Type: The "Remit To" address is the address used for payment to the supplier. For Ariba Non-PO Invoice payments, the available addresses are shown when setting the Remit To Address

Seq#: The system-assigned number in the UW Supplier file for each payment address

Address: The street address on file for submitting a payment to the supplier

Status: Shows the address is ready for use (Active), on hold for corrections or changes (Hold) or no longer available for use (Deleted)

Payment Method: Enrolled payment method for the supplier, which could be ePayables bank card (Bank Card), ACH direct-deposit through Paymode (ACH), or paper check (Check)

Suppliers that have not enrolled for a payment method will show TBD (to be determined)

Note: Non-PO invoice payments cannot be made to suppliers who show "TBD" and have not completed payment enrollment.