

Supplier Search User Guide

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
5. Helpful resources

Search for Suppliers by **Supplier Name Keywords** Search Value

1 of 1 Find | Next

W INFORMATION TECHNOLOGY UNIVERSITY of WASHINGTON **Supplier Search** Report ID:FIN1081 10/29/18 4:54 PM

Executive Summary
The Supplier Search report provides a list of registered UW suppliers that have completed the initial Supplier Registration Form (SRF). The report provides the supplier's status as of the previous day and will indicate whether the supplier is active and able to receive orders and payments or whether the supplier is on hold / deleted which will prevent orders and payments from being transmitted to the supplier.

Name	Number	IRS Entity Type	Date Added	TIN Verified	Available in Ariba	Status
<input type="checkbox"/> BIOLINE USA INC	206568	Corporation	04-02-1999	Matches IRS EIN Records	Y	Active
Address Type		Seq #	Address	Status	Ready for BPO	Ariba Network
Order From		1	305 CONSTITUTION DRIVE TAUNTON, MA 02780	Active	Y	Y
Address Type		Seq #	Address	Status	Payment Method	
Remit To		3	PO BOX 638390 CINCINNATI, OH 45263	Active	Bank Card	

Helpful resources: [Domestic Supplier](#), [Foreign Supplier](#), [Report User Guide](#), [Question or Feedback?](#)

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.

5. Helpful Resources

Domestic Supplier - Link out to UW Supplier Registration webpage for U.S. entities with registration, TIN verification, payment, Ariba Network & timeline information

Foreign Supplier – Link out to Foreign Supplier Purchasing webpage for foreign entities, with registration, foreign sanction, payment & U.S. Customs clearance information

Report User Guide - Find this user guide any time by linking out to the Reporting webpage and selecting Supplier Search User Guide under Tutorials and Guides

Question or Feedback - Ask questions about the report or results with an email pre-populated with your search type and terms