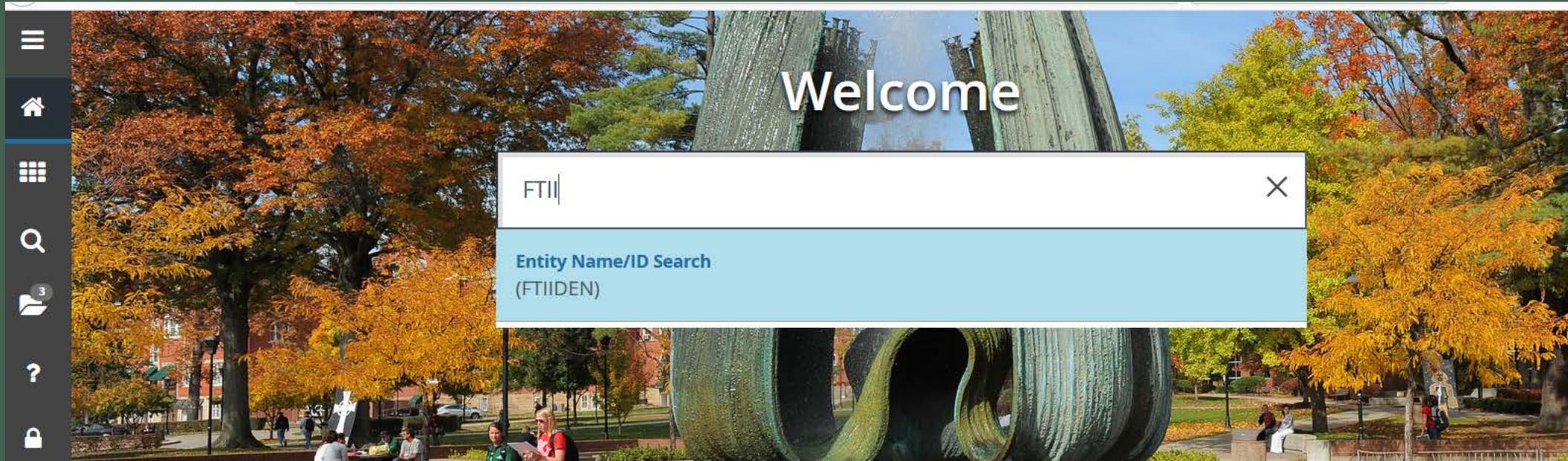




HOW TO LOCATE A VENDOR ID NUMBER IN BANNER 9

Type **FTIIDEN** then press the **ENTER** button.



Type the vendor name in the **Last Name** field, then press the **Go** button.

ellucian Entity Name/ID Search FTIIDEN 9.3.6 (BanProd)

ADD RETRIEVE RELATED TOOLS 1

ENTITY NAME/ID SEARCH

Insert Delete Copy Filter

Vendors Proposal Personnel Agencies
 Terminated Vendors Financial Managers All
 Grant Personnel Terminated Financial Managers

DETAILS

Insert Delete Copy Filter

Basic Filter Advanced Filter

ID Last Name First Name Middle Name

Entity Indicator Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type

1 of 1 Per Page Record 1 of 1

Case Insensitive Query Case Sensitive Query

The Vendor ID number will appear.
Finally, review the **Vendor** field to ensure the number is active as identified by "Yes".

The screenshot shows a software interface for searching entities. The top bar is green and contains the text "Entity Name/ID Search FTIIDEN 9.3.6 (BanProd)" and several action buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below this is a section titled "ENTITY NAME/ID SEARCH" with a dropdown menu showing "Vendors" selected. Other options include "Terminated Vendors", "Grant Personnel", "Proposal Personnel", "Financial Managers", "Terminated Financial Managers", and "Agencies".

Below the search section is a "DETAILS" section with a filter bar showing "Active filters: Last Name: sodexo%". A "Filter Again" button is also present. Below the filter bar is a table with the following data:

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
522208632	Sodexo America LLC			Corporation		Yes	No	No	No	No	
520936594	Sodexo Inc			Corporation		Terminated	No	No	No	No	

At the bottom of the table, there is a pagination bar showing "1 of 1" and "10 Per Page". A "Record 1 of 2" indicator is also present. Below the table, there are two radio buttons: "Case Insensitive Query" (selected) and "Case Sensitive Query".