Looking up a Vendor FEIN

To look up a Vendor FEIN # in Banner:

Enter FTIIDEN in the search bar on the Welcome Page.

- 1. Click on the light green box under the 'Last Name' field
- In the 'Last Name' box, type the Vendor's name.
 Hint: If you are unsure of the exact name, you can try a variation of what you think it may be and type the wildcard, %, after the name. It will pull up all ID's in Banner that have those characteristics.
- 3. Hit F8, or click 'Go'
- 4. It will populate all the options with your search criteria
- 5. The FEIN # can be located in the ID box.

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Looking up a Vendor Address

If you don't already have the Vendor's FEIN, follow the instructions for Looking up Vendor FEIN

Enter FTMVEND in the search bar on the Welcome Page.

1. In the Vendor Box, type in the FEIN #. Alt + Page down or select 'Go'.

Hint: If you forgot to locate the Vendor's FEIN, click on this box, and it will take you to the form FTIIDEN.

2. Click on the top tab for 'Address'. You will be able to scroll through the various addresses (if applicable), by using the navigation arrows.

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	Vendor: * 942404110 (1) +	Corporation:			Go
	Last Name:	First Name:			
	Middle Name:				

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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State or Province	TX Texas	Delivery Point					
ZIP or Postal Code	78727	Correction Digit					
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