

# Navigating Banner 9

## 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
2. 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.

The screenshot shows the Banner 9 Entity Name/ID Search interface. The search criteria are: Vendors (checked), Terminated Vendors, Grant Personnel, Proposal Personnel, Financial Managers, Terminated Financial Managers, Agencies, and All. The search results table has one record 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

Navigation: 1 of 1 records, 10 Per Page, Record 1 of 1. Query type: Case Insensitive Query.

The screenshot shows the Banner 9 Entity Name/ID Search interface with a search prompt: "Enter a query; press F8 to execute." The search criteria are: Vendors (checked), Terminated Vendors, Grant Personnel, Proposal Personnel, Financial Managers, Terminated Financial Managers, Agencies, and All. The search results table has one record 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

Navigation: 1 of 1 records, 20 Per Page, Record 1 of 1. Query type: Case Insensitive Query.

# Navigating Banner 9

Entity Name/ID Search FTIIDEN 9.3.6 (BanProd)

Entity Name/ID SEARCH

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

DETAILS

Basic Filter | Advanced Filter

ID: 
 Last Name: 
 First Name: 
 Middle Name:

Entity Indicator: 
 Add Another Field ...

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
Record 1 of 1											

Case Insensitive Query
  Case Sensitive Query

Entity Name/ID Search FTIIDEN 9.3.6 (BanProd)

Entity Name/ID SEARCH

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

DETAILS

Active filters: Last Name: Apple%

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
W00071...	APPLETON	REBECCA		Person	ID	Yes	No	No	No	No	
E00143935	APPLETON	REBECCA S		Person	ID	Yes	No	No	No	No	
942404110	Apple Computer Inc			Corporation		Yes	No	No	No	No	
901069422	Applegate	Ruth	Ann	Person		Yes	No	No	No	No	
901184841	Appleton	Rebecca		Person		Yes	No	No	No	No	

Case Insensitive Query
  Case Sensitive Query

Record 3 of 3

## 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.

# Navigating Banner 9

ellucian Vendor Maintenance FTMVEND 9.3.13 (BanProd) ADD RETRIEVE RELATED TOOLS

Vendor: \* 942404110 **1** ... + Corporation:   
Last Name:  First Name:   
Middle Name:

Go

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.

ellucian Vendor Maintenance FTMVEND 9.3.13 (BanProd) ADD RETRIEVE RELATED TOOLS

Vendor: 942404110 Corporation: Apple Computer Inc Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types **Address** E-mail Taxes Collected

ADDRESS Insert Delete Copy More Information Filter

**2**

From Date	<input type="text"/>	Area Code	<input type="text"/>
To Date	<input type="text"/>	Phone Number	<input type="text"/>
Address Type	AP ... Vendor Address for Check	Extension	<input type="text"/>
Sequence Number	2	Fax Area Code	<input type="text"/>
Street Line 1	12545 Riata Vista Circle	Fax Number	<input type="text"/>
Street Line 2	MS 186ED	Fax Extension	<input type="text"/>
Street Line 3	<input type="text"/>	<input type="checkbox"/> Inactivate Address	
City	Austin	Source	<input type="text"/>
State or Province	TX ... Texas	Delivery Point	<input type="text"/>
ZIP or Postal Code	78727 ...	Correction Digit	<input type="text"/>
County	999 ... Out-of State	Carrier Route	<input type="text"/>
Nation	157 ... United States Of America	Registration Number	<input type="text"/>
Telephone Type	VB ... Vendor's Business Phone		