UNIVERSITY OF ILLINOIS SYSTEM

Banner Vendor ID and Address Query

The **Vendor Maintenance (*FTMVEND*)** page allows you to determine if a vendor is currently established in Banner. Search for a vendor using the vendor's full or partial ID number or the vendor's full or partial name.

FTMVEND displays vendor information for the vendor name or ID that you queried. Use *FTMVEND* to view a vendor's address, start date, tax status, and last vendor activity date with additional information.

Search for a Vendor Using *FTMVEND/FTIIDEN*

Step	Task
1.	Type *FTMVEND* in the **Search** field, and press ENTER.
2.	Click **Search** next to the **Vendor** field. **NOTE:** This opens the **Entity Name/ID Search (*FTIIDEN*)** page.
3.	Enter your search criteria.
4.	Click **Go**.
5.	Click the appropriate ID in the query to highlight it. **NOTE:** If you do not locate an ID for your vendor, a **Vendor Information Form** will be required (available from the [Vendor Payment Forms](#) page.)
6.	Review the **Vendors** column to determine if the ID is for an active vendor. • **Yes** means the ID is for an active vendor. • **No** means the ID has never been active as a vendor. A Vendor Information Form is required, unless the ID is for a current student or employee (as indicated by the iCard system). • **Terminated** indicates that the ID was active as a vendor at one time, but the ID has been terminated.
7.	Double-click the appropriate vendor name to go back to *FTMVEND.*
8.	Click **Go**.
9.	Click **Next Section** to move through each tab. **OR** Click a specific tab to view that information. **OR** Select the **Related** menu to choose the information you want to view. **NOTE:** A checkmark in the **Vendor** box on the **Vendor Maintenance** tab indicates there may be additional information, if the ID has been terminated or if an address you wish to use has been inactivated. Select **Text (*FOATEXT*)** from the **Related** menu to determine if the ID can be activated with a new **Vendor Information Form**, or if the ID was terminated and replaced by another ID. You can also check the **Vendor Name** field to see if there is a replacement ID.
10.	Click the **Close** button to return to the main menu.

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Search for a Vendor Address Type and Sequence

Step	Task
1.	Type *FTMVEND* in the **Search** field.
2.	Press ENTER.
3.	In the **Vendor** field, type the vendor ID number.
4.	Click **Go**. **NOTE:** The ID must be active to be used. See the instructions above to determine if an ID is active.
5.	Click the **Address** tab.
6.	Find the correct **Address Type** and **Sequence Number**. You may need to scroll down using the scroll bar on the right. • The **Address Type** and **Sequence Number** must be active. If the **Inactivate Address** box is checked, the address *cannot* be used. • Payments made to companies or individuals who are not current University of Illinois employees or students may only use the *BR* **Address Type**. • Payments made to current University of Illinois employees or students may use an address that has been verified by University Payables; BP, BR, BU, MA, or PR. • Vendors not found in Banner must be added through the Vendor Information Form unless they meet the criteria to be processed as a TEMP Vendor. The criteria for TEMP Vendors can be found on the [Vendor Setup and Update](#) page. • If you do not see the correct address, you must request to have the address added.
7.	To have an address updated on an existing vendor ID, either: • Submit a copy of an invoice/quote showing the requested address to uivendor@uillinois.edu. In the body of the email, provide the vendor ID, vendor name, and indicate if you want a payment address or a purchase order address added. **NOTE**: This process is only for updates to entities. Individuals who are not current students or current employees must complete a new Vendor Information Form to have their address updated. **NOTE:** We must have a current (within two years) Vendor Information Form on file. You can locate the last Vendor Information Form receipt date by looking at the **Status Date** field on the **Additional Information** tab in *FTMVEND*. If the field is blank, it has been over two years since a Vendor Information Form was received, and a new form will be required. **OR** • Have the vendor complete a new Vendor Information Form.

Step	Task
8.	Click the **Close** button to return to the main menu.

For more information on establishing and maintaining vendor profiles in Banner*,* see the [Vendor Setup and Update page](#).