Finance System Lookup

Step 1 – Access the Supplier (Vendor) Information Page

- Login to Finance using your eID/Password and navigate to the Supplier Information page.

Main Menu -> Suppliers -> Supplier Information -> Add/Update -> Add/Update Supplier

Step 2 – Search for your Supplier (Vendor)

- Make sure that JMDSN is entered as the value in the field 'SetID'.

- To search by a Supplier ID (PS #), enter that ID number in the empty box to the right of the field 'Supplier ID' and click search. A Supplier ID is 10 digits long, so you will need to use leading zeros.

- To search by a Supplier's name, go to the field 'Name 1' and change the dropdown selection from 'begins with' to 'contains'. Enter the Supplier's full name, or portion of the name in the empty box to the right of the dropdown menu and click search. This is the most common way to search, and can be used when you are not sure if a Supplier is in the system or not.

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Step 3 – Review Search Results for Supplier (Vendor)

- If the Vendor you have searched for is not in the system, then you will need to complete a Non-Employee Vendor Enrollment form on their behalf. This form will serve the purpose of getting the Vendor setup in the Finance System.

- If the Vendor you have searched for is in the system, click on any of the fields displayed for their row to enter the Vendor record.