

# 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.

**Supplier Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

SetID =

begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

begins with

Include History  Correct History  Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

### **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.

### Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

SetID =

Supplier ID

Persistence =

Short Supplier Name

Our Customer Number

Supplier Name

Include History
  Correct History
  Case Sensitive

Search Results

View All

SetID	Persistence	Our Customer Number
JMDSN	Regular	(blank)
JMDSN	Regular	(blank)
JMDSN	Regular	(blank)
JMDSN	Regular	(blank)
JMDSN	Regular	(blank)

[Find an Existing Value](#) | [Add a New Value](#)

- 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.