

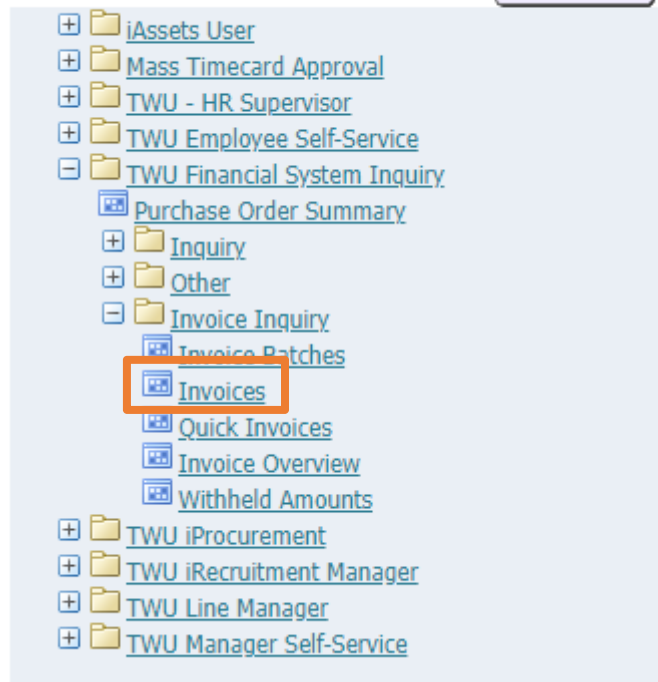
SEARCHING FOR A SUPPLIER NUMBER

Supplier Numbers are set up by the Procurement Office and allow for vendors to be paid for goods and/or services. To check if a vendor has a Supplier Number, follow these instructions.

1. Log into [Oracle eBusiness](#).
2. Under Main Menu > TWU Financial System Inquiry > Invoice Inquiry, go to **Invoices** and run Java if prompted. If you do not see the TWU Financial System Inquiry folder, follow [these instructions](#) to get access.

Main Menu

Personalize



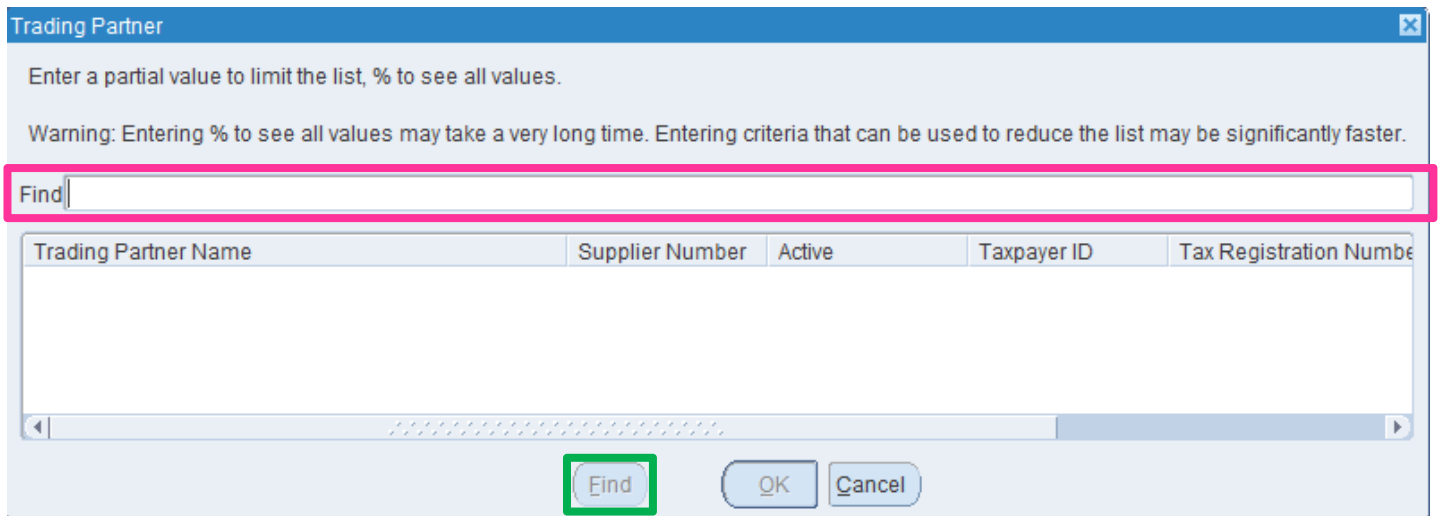
3. Java will open the Find Invoices window. Select the **three dots** to the right of the Name field.

The screenshot shows the 'Find Invoices' window. It contains several sections for search criteria:

- Trading Partner:** Name (with a blue box around the three dots), Supplier Site, PO Num, Supplier Number, Taxpayer ID, and PO Shipment (dropdown).
- Invoice:** Number, Type (dropdown), Terms (dropdown), Pay Group (dropdown), Amounts (two fields with a minus sign), Dates (two fields with a minus sign), Invoice Batch, and Currency.
- Invoice Status:** Status (dropdown), Approval (dropdown), Accounting (dropdown), and Payment (dropdown).
- Voucher Audit:** Category, Name, and Numbers (two fields with a minus sign).
- Holds:** Status (dropdown), Name, and Reason.

At the bottom, there are buttons for 'Calculate Balance Owed...', 'Clear', 'New', and 'Find'.

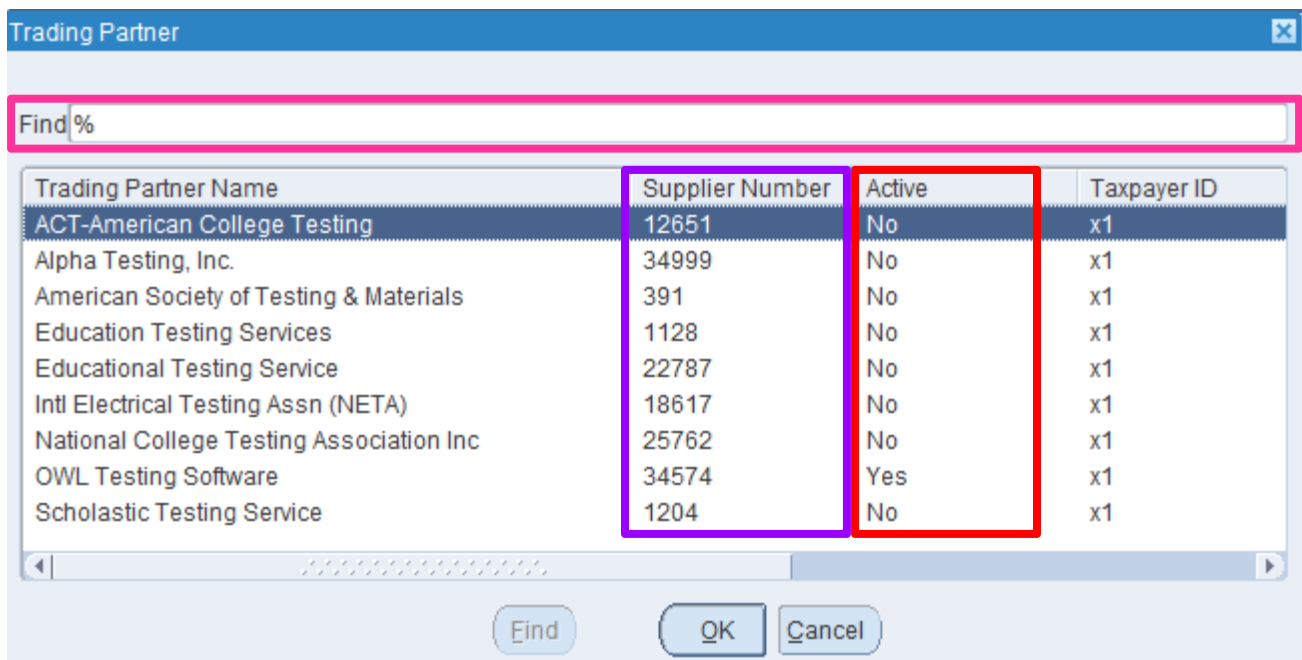
4. The Trading Partner window will open. In the **Find** field, enter the full or partial vendor name between percent signs and click the **Find** button.



The screenshot shows the 'Trading Partner' window. At the top, there is a text box with the instruction: 'Enter a partial value to limit the list, % to see all values.' Below this is a warning: 'Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.' The 'Find' field is currently empty and is highlighted with a pink border. Below the field is a table with the following columns: 'Trading Partner Name', 'Supplier Number', 'Active', 'Taxpayer ID', and 'Tax Registration Number'. The table is currently empty. At the bottom of the window, there are three buttons: 'Find' (highlighted with a green border), 'OK', and 'Cancel'.

For the below example, we want to see if *Testing Company* has a **Supplier Number**, so *%testing%* was entered in the **Find** field.

- Testing Company is not listed, so they are not set up as a vendor. They would need to submit completed [Vendor Forms](#) to TWUVendor@twu.edu to be assigned a **Supplier Number**.
- From the listed vendors, only Owl Testing Software is **Active** and ready for payment. Due to the time elapsed from their last payment from TWU, the inactive vendors would need to submit a current, complete W9 (found under [Vendor Forms](#)) to TWUVendor@twu.edu to be reactivated.



The screenshot shows the 'Trading Partner' window with the 'Find' field containing '%testing%'. The table below shows the search results:

Trading Partner Name	Supplier Number	Active	Taxpayer ID
ACT-American College Testing	12651	No	x1
Alpha Testing, Inc.	34999	No	x1
American Society of Testing & Materials	391	No	x1
Education Testing Services	1128	No	x1
Educational Testing Service	22787	No	x1
Intl Electrical Testing Assn (NETA)	18617	No	x1
National College Testing Association Inc	25762	No	x1
OWL Testing Software	34574	Yes	x1
Scholastic Testing Service	1204	No	x1

The 'Supplier Number' and 'Active' columns are highlighted with a purple and red border, respectively. The 'Find' field is highlighted with a pink border. At the bottom of the window, there are three buttons: 'Find', 'OK', and 'Cancel'.