Review Suppliers Inquiry

Use the Review Suppliers inquiry page to search for a supplier based on different criteria, i.e. DBA Name, Address, and Supplier Status. The Review Suppliers inquiry will provide the ARC Supplier ID, Name, Address Sequence Number, Address info and supplier statuses. It is recommended that you search for a supplier from the Review Suppliers page before entering the supplier on a procurement transaction.

Note: The ARC Supplier DBA (Doing Business As) Name field represents the assumed name that a supplier has provided for business purposes. When using the Review Suppliers inquiry page, please start your search by looking up the Supplier name in the DBA Name field (see below for screenshots). For suppliers that were converted from AP/CAR, the AP/CAR supplier name will be searchable from the DBA Name field.

Understanding Supplier Name Fields:
Name
The Name field (aka "Name1") refers to the legal/taxable supplier name.

DBA Name
The DBA Name field refers to the name that a supplier will receive payment under.

Example: In ARC, the legal name (Name1) for supplier "Tech Air" is Dempsey Enterprises, Inc. However, the DBA Name is Tech Air of New York.

Short Name
The Short Name is the first ten characters of the "Name1" field.

Additional Supplier Fields:
Address Sequence Number
Unlike AP/CAR, ARC Supplier profiles can have multiple addresses associated with them. Each Address is assigned an Address Sequence Number. When paying a supplier, it is important to reference the correct address to send a payment. Therefore, selecting the correct Address Sequence Number is essential. For example, FedEx's supplier profile (ARC Supplier ID 0000009455) has 8 addresses associated with it. When creating a voucher, select the appropriate Address Sequence Number to send the payment to the respective address.

Supplier Status
When searching for a supplier to be used on a Procurement transaction (requisition or voucher) the Supplier's Status must be Approved. In addition, to be used on a requisition, the Open for Ordering check box must be checked on the supplier record.

Supplier Location
The Location on the Supplier profile represents the payment method. All suppliers in ARC will have at least the CHK-01 check location. A supplier can have up to 3 Locations:
1)   CHK-01 – Check
2)   ACH-01 – Automatic Clearing House
3)   WIRE-01 – Wire

Please note: The supplier location will default automatically on transactions depending on the preferences indicated by the supplier. If you are going to make any changes to the defaulted location, it is important to verify that the supplier address (for checks) is correct, or that the supplier ACH information is correct.

Searching for A Supplier by DBA Name

1. Navigate to the NavBar > Suppliers -> Supplier Information -> Add/Update -> Review Suppliers

2. "Contains" will be defaulted on the DBA Name field drop down box, so you can enter the most common component of the supplier DBA name
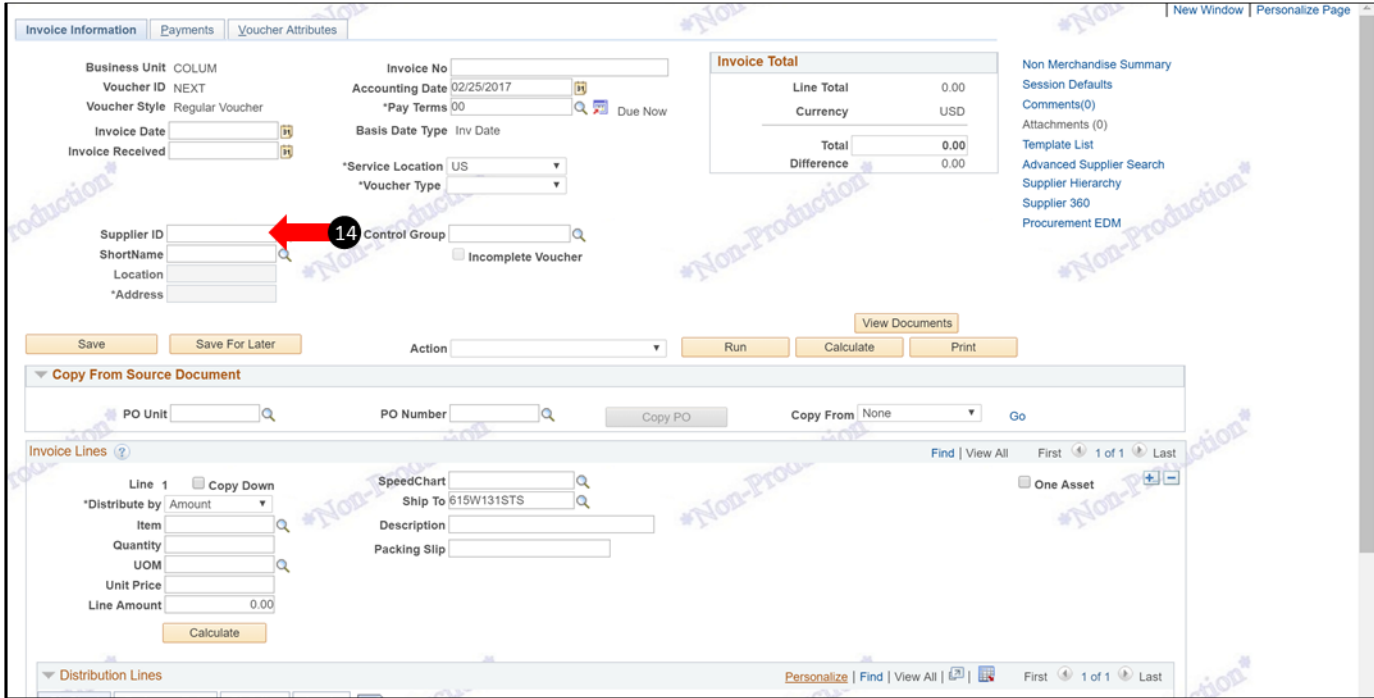3. Click Search

   Note: "Contains" will search for the supplier name keyword(s) and return any supplier that contains the entered values. More generic keywords will return more results, while more specific keywords will return fewer results (e.g. entering "Tech" would return more results than entering "Tech Air").

Based on your supplier name, a list of suppliers will appear that meet the "Contains" criteria. The Main Information tab is displayed. Note the following key columns:

4. Supplier ID
5. Name 1 (Supplier ID 0000011101 Dempsey Enterprises Inc. is displayed)
6. DBA Name (The DBA Name of this supplier is Tech Air)
7. Address Sequence Number

8. Click on the Additional Supplier Info tab
9. Verify the Supplier Status is Approved
10. The Supplier Classification indicates what type of supplier this is – a supplier, employee, etc.
    Please note: If the supplier classification says "Sponsor", you will not be able to use this particular profile on a transaction. Most suppliers that have a classification of "Sponsor" should also have a profile with a classification of "Supplier". When selecting this supplier for a transaction, ensure you are using the supplier profile that has a classification of "Supplier".
11. If creating a requisition, verify that the Open for Ordering box is checked

Searching for a Supplier by Name

12. "Contains" will be defaulted on the DBA field drop down menu, so you can enter the most common component of the supplier name
13. Click Search

Note: "Contains" will search for the supplier name keyword(s) and return any supplier that contains the entered values. More generic keywords will return more results, while more specific keywords will return fewer results

Selecting a Supplier on a Voucher

14. Navigate to the Voucher Invoice Information page (Accounts Payable > Vouchers > Add/Update > Regular Entry), click on the Supplier ID lookup magnifying glass
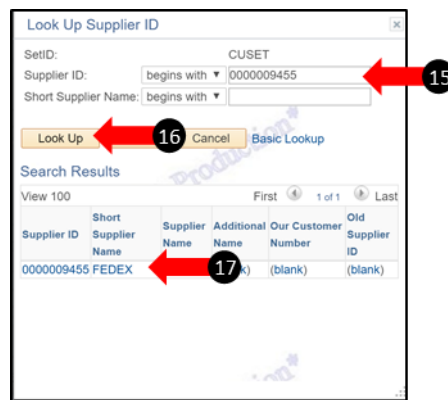
15. Enter the ARC Supplier ID from the Review Suppliers inquiry page
16. Click Look UP
17. Click on the supplier to select it

18. Click on the Address lookup magnifying glass

19. Select the appropriate Remit To address for the supplier and invoice

20. The Address Sequence Number is updated on the voucher

Again, please note that the Location (payment method) will default automatically. Therefore if you are going to make any changes to the defaulted location, it is important to first verify that the supplier address (for checks) is correct, or that the supplier ACH information is correct.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com