

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”).

Search Results									
Main Information									
Actions	SetID	Supplier ID	Name 1	Short Name	DBA Name	Address Seq Number	Address	Address Line 2	Address Line 3
▼ Actions	CUSET	000004167	OBERIA DEMPSEY MULTI SERV CTR	OBERIA DEM	OBERIA DEMPSEY MULTI SERV CTR	1			
▼ Actions	CUSET	0000015251	THOMAS DEMPSEY	THOMAS DEM	THOMAS DEMPSEY	1			
▼ Actions	CUSET	0000024904	CHARLES DEMPSEY	CHARLES DE-001	CHARLES DEMPSEY	1			
▼ Actions	CUSET	0000040129	RACHEL DEMPSEY	RACHEL DEM	RACHEL DEMPSEY	1			
▼ Actions	CUSET	0000045318	CONOR DEMPSEY	CONOR DEMP	CONOR DEMPSEY	1			
▼ Actions	CUSET	0000045318	CONOR DEMPSEY	CONOR DEMP	CONOR DEMPSEY	2			
▼ Actions	CUSET	0000050596	KATHERINE S. DEMPSEY	KATHERINE--002	KATHERINE S. DEMPSEY	1			
▼ Actions	CUSET	0000084066	GARY DEMPSEY	GARY DEMP-001	GARY DEMPSEY	1			
▼ Actions	CUSET	0000108767	ROBERT J DEMPSEY	ROBERT J D-001	ROBERT J DEMPSEY	1			
▼ Actions	CUSET	0000124311	JASON DEMPSEY	JASON DEMP-001	JASON DEMPSEY	1			

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.

11. If creating a requisition, verify that the Open for Ordering box is checked

Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Supplier	Open For Ordering	Payment Hold	Sanctions Status
Inac	Suppl	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Inac	Suppl	Regular		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
App	Empli	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Inactive	Employee	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Approved	Student	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Approved	Student	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Approved	Employee	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Approved	Supplier	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Valid
Approved	Outside Party	Regular		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid
Approved	Employee	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid

- Click on the Additional Supplier Info tab
- Verify the Supplier Status is Approved
- 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”.
- 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

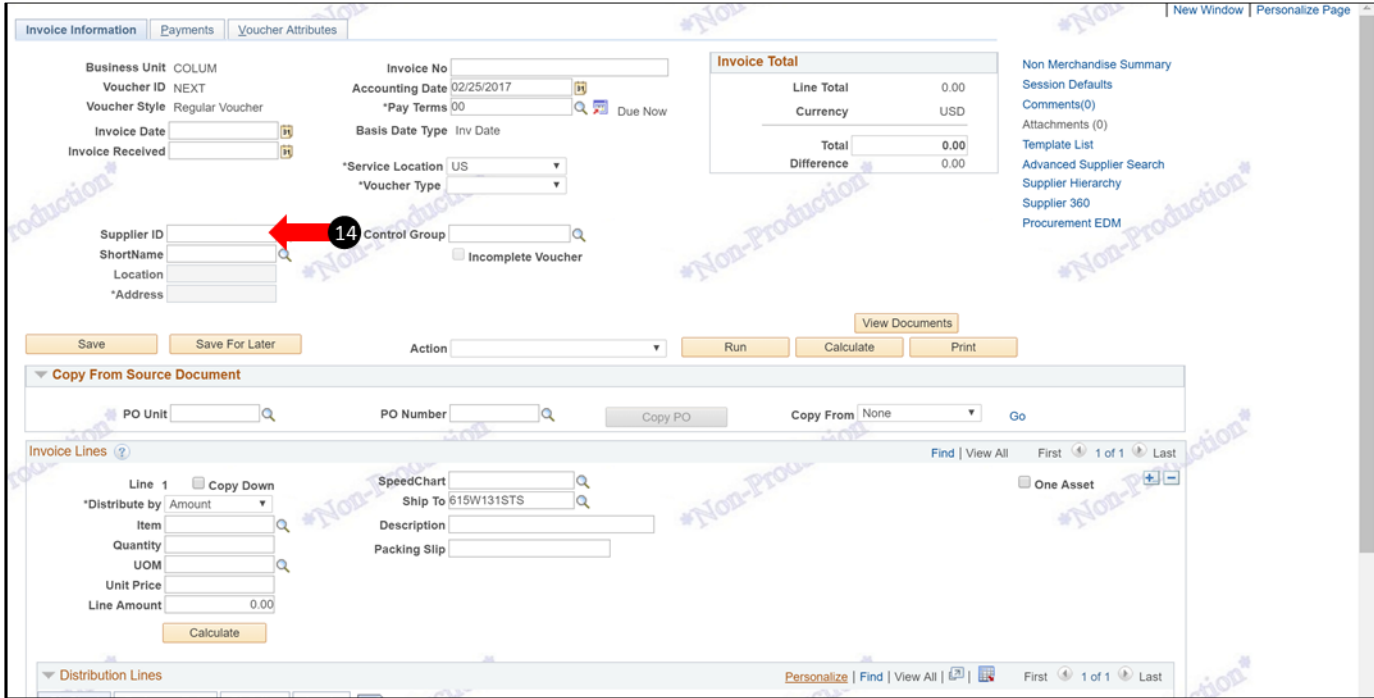
13. Click Search

- “Contains” will be defaulted on the DBA field drop down menu, so you can enter the most common component of the supplier name
- Click Search

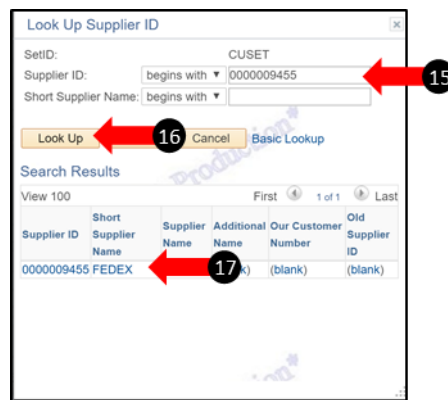
Note: “Contains” will search for the supplier name keyword(s) and return any supplier that contains the entered values. More generic keywords will return more results, while more specific keywords will return fewer results

Actions	SetID	Supplier ID	Name 1	Short Name	DBA Name	Address Seq Number	Address	Address Line 2	Address Line 3	Address Line 4	City
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	1	PO BOX 371461				PIT
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX EXPRESS CORP	2	PO BOX 1140				MER
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	3	P O BOX 371461				PIT
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	4	P O BOX 94515				PAL
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX ERS	5	P O BOX 371741				PIT
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	6	PO BOX 660481				DAL
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	7	POBOX 360353				PIT
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	8	P O BOX 7221				PAS
Actions	CUSET	0000009455	FEDEX	FEDEX	FEDEX	9	5930 ENTERPRISE DRIVE				LAN
Actions	CUSET	0000009456	FEDEX FREIGHT E	FEDEX FREI	FEDEX FREIGHT E	1	4103 COLLECTION CENTER DRIVE				CHI

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

Invoice Information | Payments | Voucher Attributes

Business Unit COLUM
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date
 Invoice Received

Invoice No
 Accounting Date 02/25/2017
 *Pay Terms 00 Due Now
 Basis Date Type Inv Date
 *Service Location US
 *Voucher Type
 Control Group
 Incomplete Voucher

Supplier ID 0000009455
 ShortName FEDEX
 Location ACH-01
 *Address 1

Invoice Total
 Line Total 0.00
 Currency USD
 Total 0.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360
 Procurement EDM

Save Save For Later Action Run Calculate Print View Documents

Copy From Source Document
 PO Unit PO Number Copy PO Copy From None Go

Invoice Lines
 Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00
 Calculate

SpeedChart
 Ship To 615W131STS
 Description
 Packing Slip

Distribution Lines
 Personalize Find View All First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

18. Click on the Address lookup magnifying glass

Look Up Address

SetID: CUSET
 Supplier ID: 0000009455
 Address Sequence Number: =
 Address Type: =

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-9 of 9 Last

Address Sequence Number	Address Type	Description	Address Line 1	City	County	State	Country
1	Business	Billing Address	PO BOX 371461	PITTSBURGH	(blank)	PA	USA
2	Business	Billing Address	PO BOX 1140	MEMPHIS	(blank)	TN	USA
3	Business	Billing Address	P O BOX 371461	PITTSBURGH	(blank)	PA	USA
4	Business	Billing Address	P O BOX 94515	PALTINE	(blank)	IL	USA
5	Business	Billing Address	P O BOX 371741	PITTSBURGH	(blank)	PA	USA
6	Business	Billing Address	PO BOX 660481	DALLAS	(blank)	TX	USA
7	Business	Billing Address	POBOX 360353	PITTSBURGH	(blank)	PA	USA
8	Business	Billing Address	P O BOX 7221	PASADENA	(blank)	CA	USA
9	Business	(blank)	5930 ENTERPRISE DRIVE	LANSING	(blank)	MI	USA

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>