How to search for a supplier record using the 'Review Supplier Information' search option

AP WorkCenter Navigation: Suppliers > Review Supplier Information
Classic Navigation: Suppliers > Supplier Information > Add/Update Supplier > Review Supplier

To search for an individual, you must search using the individual name format of LastName,FirstName with no spaces as shown below. You may also change the 'Equal to' selection to 'Contains' to expand the search results. If there is more than one supplier and/or more than one address for a supplier that meets the search criteria, multiple rows of data will return.
Click the 'Action' link to select Actions = 'Maintain Supplier'. The Supplier Identifying Information page will display and allow you to review the supplier's main record.

To search for a business, you must search using the supplier's full business name as shown below, including any special characters such as commas, or you may change the 'Equal to' to 'Contains' to expand the search results. If there is more than one supplier and/or more than one address for a supplier that meets the search criteria, multiple rows of data will return.
Click the 'Action' link to select Actions = 'Maintain Supplier'. The Supplier Identifying Information page will display and allow you to review the supplier's main record.

Search Criteria

*SetID	STATE	
	Equal to	
	Equal to	
Supplier Status		

Name	Empower Trust Company, LLC
Withholding Name	

Supplier ID	
	Equal to
Classification	
Type	
Persistence	

Short Name

	Equal to
Customer Number	
ID Type	Tax Identification Number
VAT Registration ID	

Address	

City	
Country	
State	
Postal	

Max Rows 300

[Search] [Clear]

Search Results

Personalize | Find | View All | First 1 of 1 Last

Tabs: **Main Information** | Additional Supplier Info | Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	STATE	0000419155	Empower Trust Company, LLC	EMPOWER TR-001	8515 E. Orchard Rd.	Greenwood Village	CO	USA	Active

To search by Supplier ID, you must search for the entire 10-digit supplier id as shown below. If there is more than one supplier and/or more than one address for a supplier that meets the search criteria, multiple rows of data will return.

Click the 'Action' link to select Actions = 'Maintain Supplier'. The Supplier Identifying Information page will display and allow you to review the supplier's main record.

Search Criteria

*SetID	STATE	
	Equal to	
	Equal to	
Supplier Status		

Name	
Withholding Name	

Supplier ID	0000000540
	Equal to
Classification	
Type	
Persistence	

Short Name

	Equal to
Customer Number	
ID Type	Tax Identification Number
VAT Registration ID	

Address	

City	
Country	
State	
Postal	

Max Rows 300

[Search] [Clear]

Search Results

Personalize | Find | View 10 | First 1-13 of 13 Last

Tabs: **Main Information** | Additional Supplier Info | Audit Information

Actions	SetID	Supplier ID	Supplier Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	STATE	0000000540	Green Mountain Power Corp	GMPOWERCOR-001	PO Box 1611	Brattleboro	VT	USA	Active
▼ Actions	STATE	0000000540	Green Mountain Power Corp	GMPOWERCOR-001	Attn Deborah Anger	Colchester	VT	USA	Active
▼ Actions	STATE	0000000540	Green Mountain Power Corp	GMPOWERCOR-001	7 Green Mtn Dr	Montpelier	VT	USA	Active