## eVA Guide: How to Find SuppliStatusin Banner

## Purpose:

This guide provides steps to check a Supplier's status in Banner. Suppliers must be in Banner in order for payments to be issued to them.

Suppliers seeking to conduct business with the University to be registered neVA(which is how the vendor receives a purchase order) as well as added to be registered nevel (which is how the vendor receives payment for services/goods).

Log into the Banner system using you Midas ID

To verify that your chosen vendor is in Baneeter **FTIIDEN** br an Entity name/ID Search as shown in the example below.

C. Martine M.			1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 - 1990 -
The Art	STR.	AND SUBSCRIPT.	
			👷 🖓 👘 🖓 🗤 🗤 🗤 👷
งงษณะกา	ie -		
Search	O Direct Navigation		
		Entity Name/ID Searc <sup>802 -</sup>	
	IPPERSON IN		
Martin A			

Please note tha *FOIVEND* ay also be used to search for a vendor.

Once the page loadshe below screen will appear. In the bottom leaded corner, click the down arrow to expand the page.

	Vendors	Proposal Personnel		Agencies
Einancial Managato				Tarminstad Vandore
- Ten	ninstad Einangial Managare			Grant Perconnel
n Settings Binsert B	Delete Conv Tilter TOFTALLS			
Annual and a state of the state	in a fair and in the second second			
			T	
		 Depart 1 of 11		
		Autoritan 2		
			U	Case insensitive Query U Case Selfsitive Query
			-	
				Y
)			Ā	×
)				×
)			7	X

Once you click the downrrow, the detail drop down becomes visible.

X Entity Name Search F		B /	do 🎴 retrieve	A RELA
▼ ENTITY NAMEAD SEARCH	🚦 Inser	Delete 📲 Copy	Ÿ, Filter	
Vendors	Proposal Perscopi 👋	Ager a the m	1	
Terminated Vendors	Financial Managers	All		
Grant Personnel	Terminated Final Doc. 3. Managers			
• DETAILS		🏚 Settings 🛛 Inser	Delete 🖷 Copy	Ÿ, Filter
Basic Filter Advanced Filter				e
ID O Last Name O First Name	Middle Name Entity Indicator	· · · · · · · · · · · · · · · · · · ·		
ID Last Name First Name Million Name	var von Eelip Indicator Channe Indicator Vandor Financial Manace	r Grant Grant Property Property	Clear A	Ge Starte
K ≤ 11 of 1 > N 20 → Per Page 2 3 4 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8				
Case Inr Case Inr				



The best way to find a vendor is by entering the EIN into the ID field.

You may also search by name. Banner prefers UPPERCASE LETTERS.

## Locating a Vendor's TIN

To locate a vendor's TIN, you would se **Suppliers** n eVA. Once you find the vendor's information, click on the SUP code or the vendor name to acce **Supplier Overview** Then click the **CompanyInformation** tab on the lefthand side to access the TIN.



Now that you have the TIN, enter it into Banner an**go**in the righthand corner. This will bring up a screen with the vendor status.



Ensure that the vendor status' **yes**' as in the example above. This means that the **yactive** and can receive payments from the University.

Below are two common errors you may run into. In this example, the vendor has been **terminated** They will need to submit an updated version to the Accounts Payable team.

This vendor has never been entered into Banner.

They will also need to submit a COVE to the Accounts Payable team. This can be done by