

## eVA Guide: How to Find Supplier Status in Banner

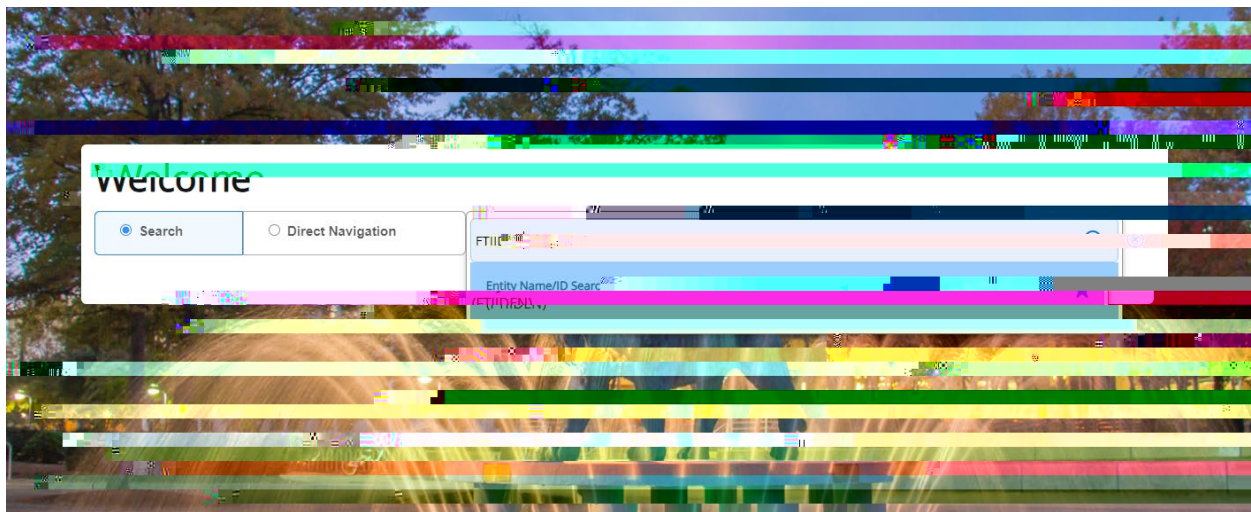
### Purpose:

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 in eVA (which is how the vendor receives a purchase order) as well as add Banner (which is how the vendor receives payment for services/goods).

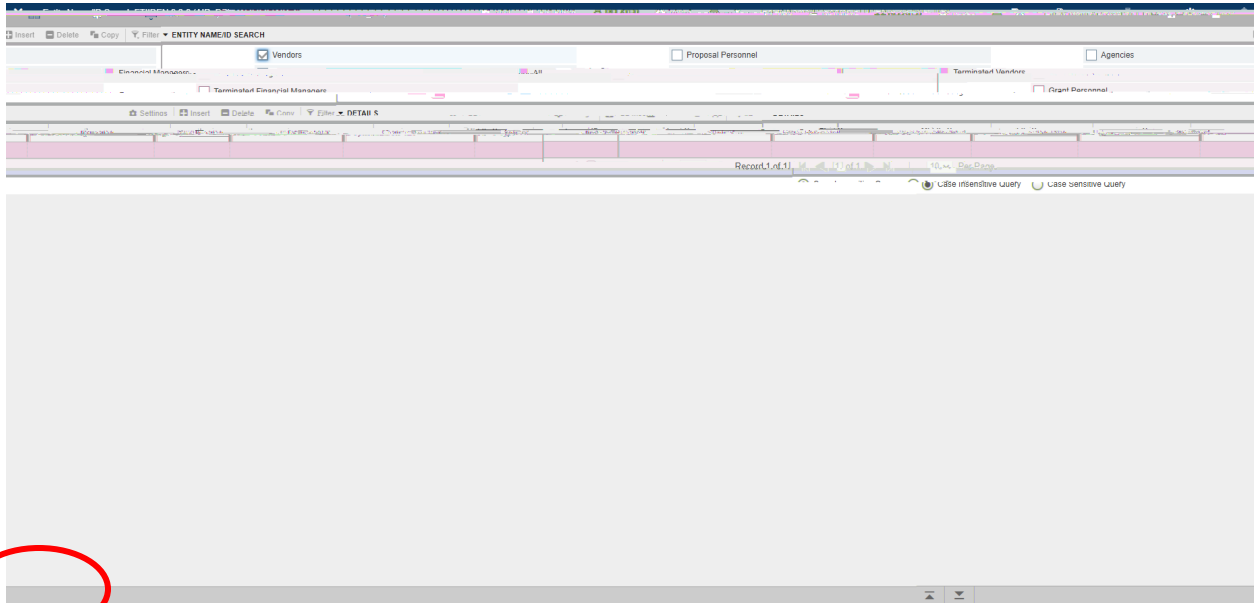
Log into the Banner system using your Midas ID

To verify that your chosen vendor is in Banner enter FTIIDEN or an Entity name/ID Search as shown in the example below.

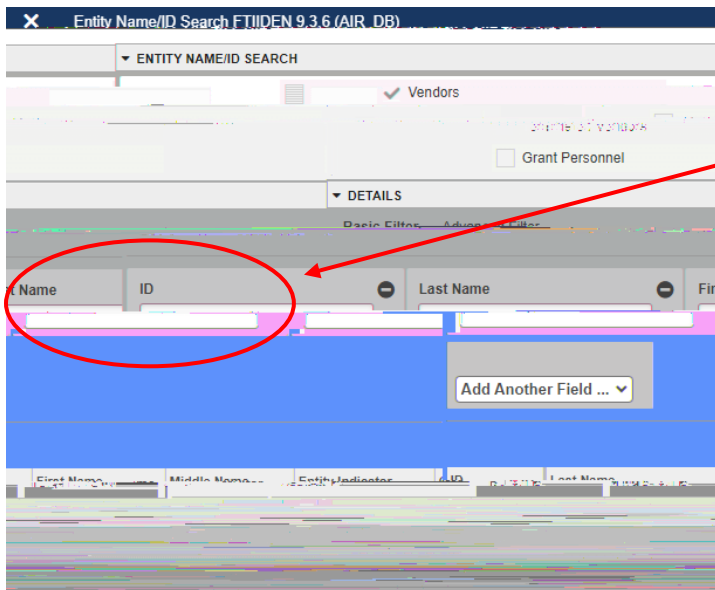
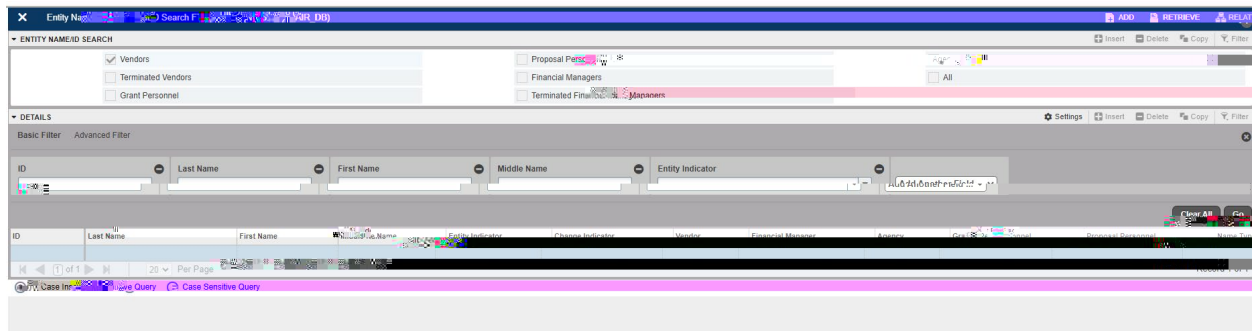


Please note that **FOIVEND** may also be used to search for a vendor.

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



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

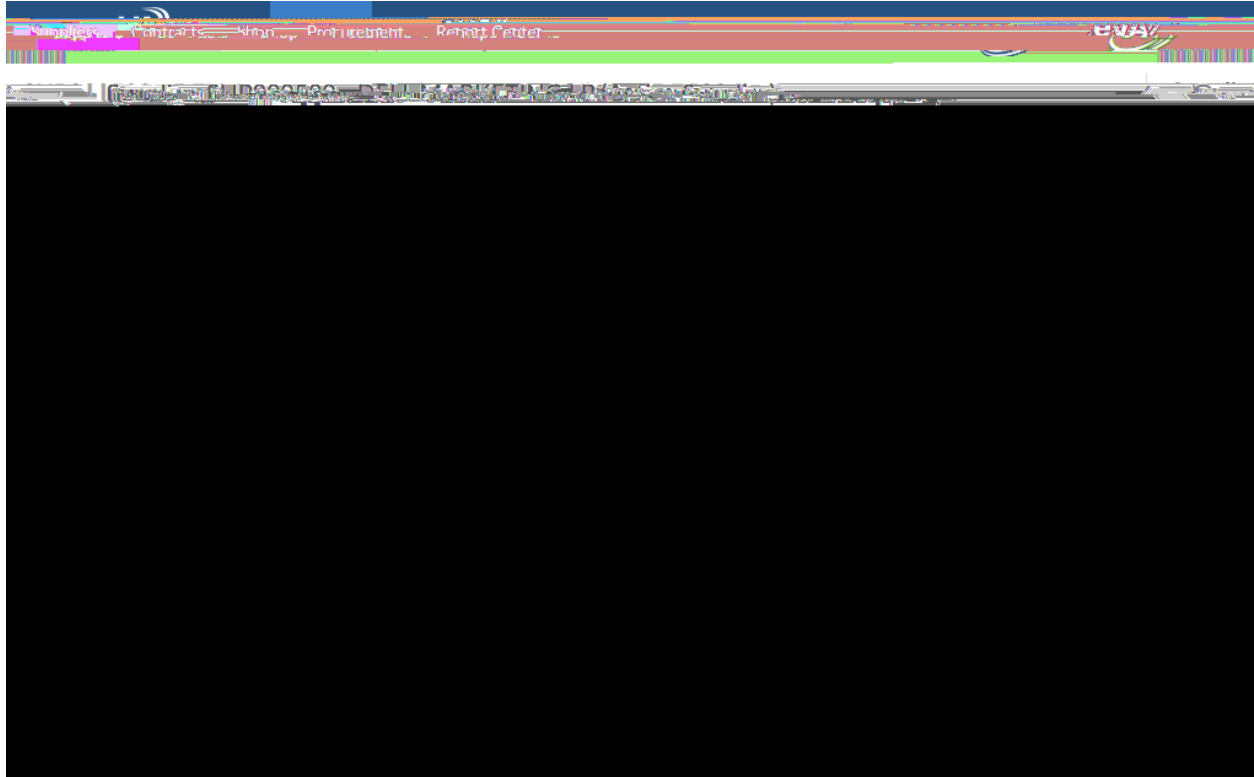


The best way to find a vendor is by entering the EIN into the ID field.

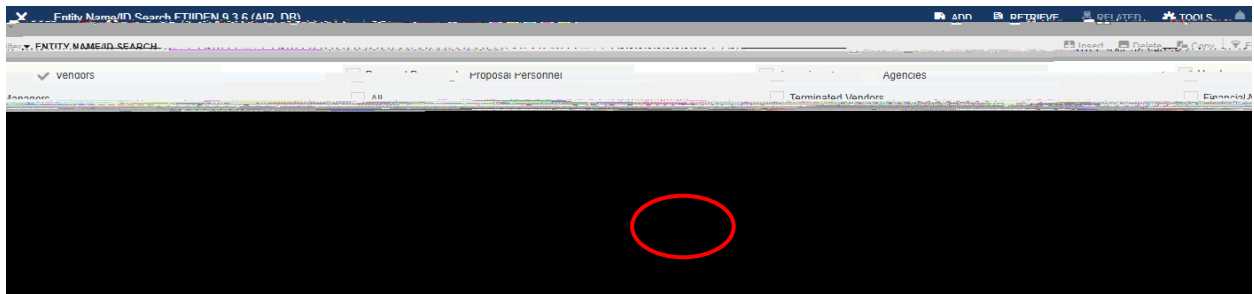
You may also search by name. Banner prefers UPPERCASE LETTERS.

## Locating a Vendor's TIN

To locate a vendor's TIN, you would search **Suppliers** in eVA. Once you find the vendor's information, click on the SUP code or the vendor name to access **Supplier Overview**. Then click the **Company Information** tab on the left hand side to access the TIN.



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



Ensure that the vendor status is **yes** as in the example above. This means that they are **active** 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 [COV W9](#) to the Accounts Payable team.

This vendor has never been entered into Banner.

They will also need to submit a [COV W](#) to the Accounts Payable team. This can be done by