How to determine if a vendor is set up in the Finance system

The Vendor ID team in UH Accounts Payable is responsible for creating and updating vendors in the Finance System for all UHS campuses. The Vendor ID website (www.uh.edu/vendor) has vendor setup documents and Vendor ID contact information.

Vendors must fax (not email) their vendor setup documents to Vendor ID (fax 713-743-0521) in order to protect sensitive vendor information. Vendor setups/updates are normally completed within 24 hours of receipt. If Vendor ID receives incomplete vendor setup documents, they will contact the vendor and ask them to fax the complete documents.

Departments can run the following query to find out if their vendors are setup in the Finance System:

**UHS_AP_SEARCH_FOR_VENDORS**

Step 1: Log into the Finance System. In the main menu, go to Reporting Tools>Query>Query Viewer.

Step 2: Enter the query name (UHS_AP_SEARCH_FOR_VENDORS) and click on **Search**. The system will display the query. Click on **Excel**.

Step 3: The system will display the following screen. Enter the information for the vendor that you want to review. If you do not have the information, enter % in the field.

You can also search by a key word in the name. For instance, you want to see if Xerox is setup as a vendor in the system but you are not sure if the vendor name is “Xerox LLC”, “Xerox Inc”, or “Xerox Corp”. In such case, you do not need to enter the vendor’s full name. You can enter %xerox% in the first field, enter % in the other fields, and click on **OK**. You will see that
Xerox Corp is setup as a vendor in the system (see the spreadsheet below). You can also verify the vendor address in the spreadsheet.

If you have any questions about vendors, please contact Spencer Villegas (3-8745 or slvilleg@central.uh.edu) or Tammy Florence (3-8746 or tmfloren@central.uh.edu).