

## 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](http://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](#).

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

**Search** [Advanced Search](#)

#### Search Results

\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors	Public		<a href="#">HTML</a>	<b><a href="#">Excel</a></b>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

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.

**UHS\_AP\_SEARCH\_FOR\_VENDORS**

Name Like:

DBA/Dept Like:

FID/SSN Like:

Zip Code Like:

Vendor ID Like:

Vendor ID	Primary Name	Payee Name	DBA/Department	Open for Order	Address Stat	Address 1	Address 2	City	St	Zip Code	Cntr
000001568	XEROX CORP			Y	A	9 9715 Burnet Rd		Austin	TX	78758-5276	USA
000001568	XEROX CORP			Y	A	10 2425 West Loop		Houston	TX	77027-4205	USA
000001568	XEROX CORP			Y	A	11 PO Box 660501		Dallas	TX	75266-0501	USA
000001568	XEROX CORP			Y	A	12 PO Box 20415		Rochester	NY	14602-0415	USA
000001568	XEROX CORP			Y	A	13 5151 San Felipe		Houston	TX	77056-3607	USA
000001568	XEROX CORP			Y	A	14 1301 Ridgeview		Lewisville	TX	75057-6009	USA
000001568	XEROX CORP	XEROX CORP	USMG	Y	A	15 PO Box 117513		Carrollton	TX	75011-7513	USA
000001568	XEROX CORP			Y	A	17 PO Box 650361		Dallas	TX	75265-0361	USA
000001568	XEROX CORP			Y	A	18 6836 Austin Ce		Austin	TX	78731-3197	USA
000001568	XEROX CORP			Y	A	19 5151 San Felipe		Houston	TX	77056-3607	USA
000001568	XEROX CORP			Y	A	20 6836 Austin Ce		Austin	TX	78731-3197	USA
000001568	XEROX CORP	XEROX CORP	EASTERN OPER	Y	A	21 800 Carillon Pk		Saint Petersburg	FL	33716-1102	USA
000001568	XEROX CORP			Y	A	22 6412 N Navarro		Victoria	TX	77904-1544	USA
000001568	XEROX CORP			Y	A	23 PO Box 226495		Dallas	TX	75222-6495	USA
000001568	XEROX CORP			Y	A	24 701 S Aviation E		El Segundo	CA	90245-4806	USA
000001568	XEROX CORP			Y	A	36 1001 WEST LO		HOUSTON	TX	77027	USA
000001568	XEROX CORP	XEROX CORP		Y	A	39 PO Box 7405		Pasadena	CA	91109-7405	USA
000001568	XEROX CORP	XEROX CORP	DBA XEROX DIF	Y	A	40 1654 Solutions I		Chicago	IL	60677-1006	USA
000001568	XEROX CORP	XEROX CORP		Y	A	42 PO Box 731892		Dallas	TX	75373-1892	USA
000001568	XEROX CORP	XEROX CORP		Y	A	43 100 South Clinc		Rochester	NY	14604-1877	USA
0000105526	XEROX EDUCAT	XEROX EDUCAT		Y	A	1 CIO Corp Tax D	45 Glover Aven	Norwalk	CT	06856-4505	USA
0000105526	XEROX EDUCAT	XEROX EDUCAT		Y	A	2 PO Box 201322		Dallas	TX	75320-1322	USA
0000105526	XEROX EDUCAT	XEROX EDUCAT	DBA ACS EDUC	Y	A	3 PO Box 3025		Madison	MS	39130-3025	USA
0000105526	XEROX EDUCAT	XEROX EDUCAT		Y	A	4 900 Commerce		Oak Brook	IL	60523-1967	USA

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