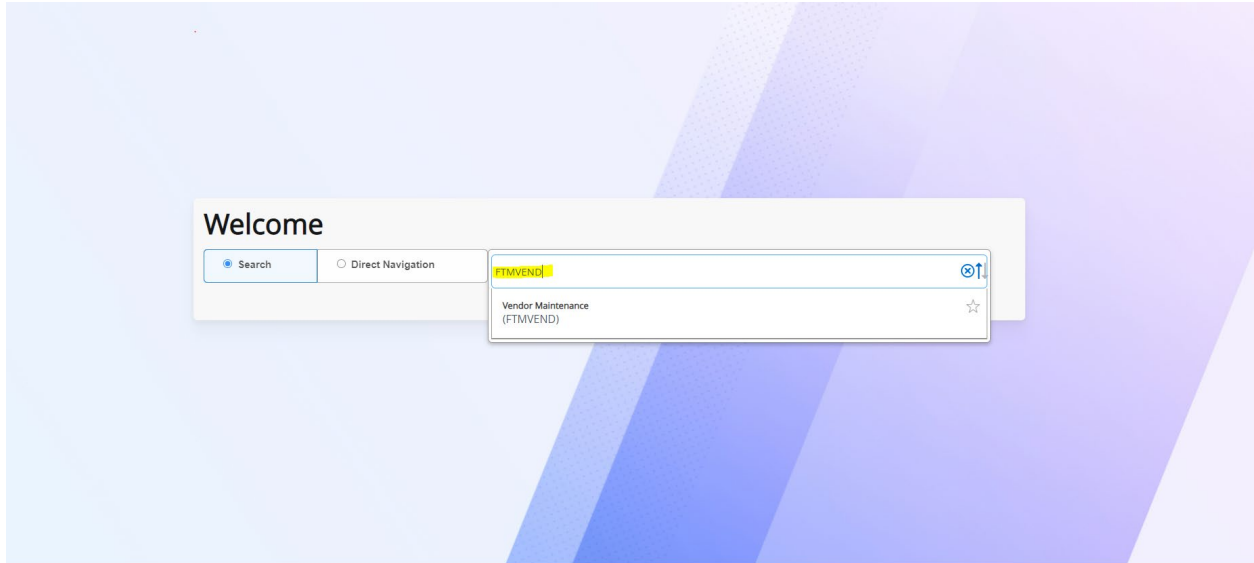
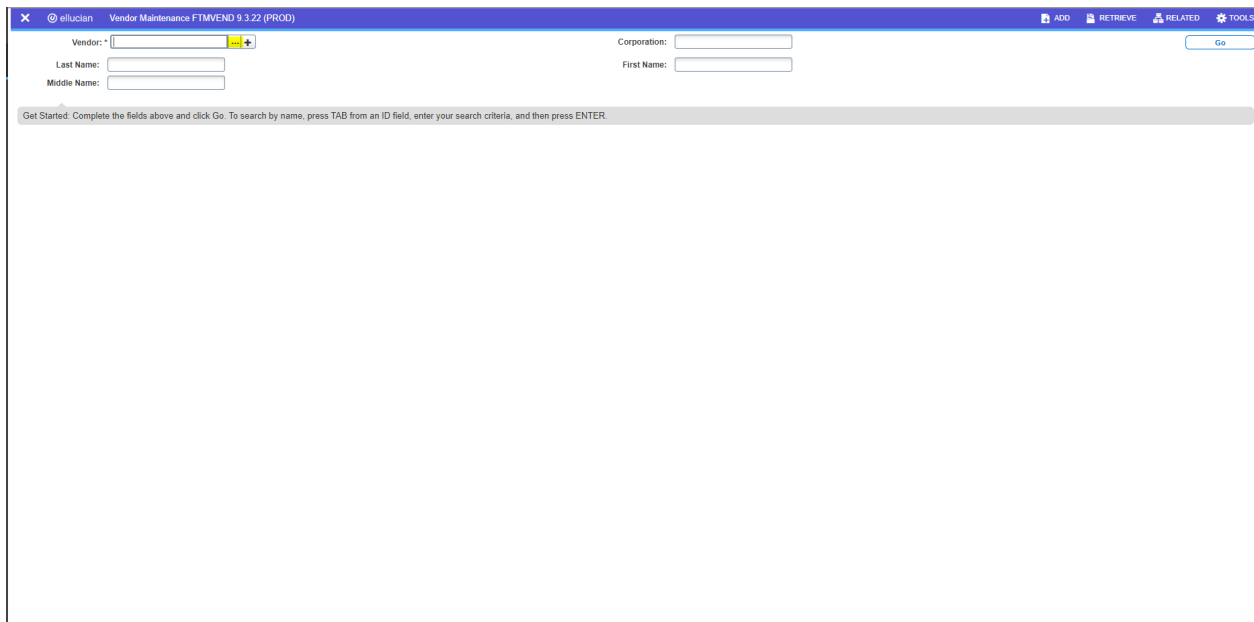


Searching for vendors in Banner (FTMVEND)

Enter the Banner Command FTMVEND



On the following page click on the ellipsis (three dots)



You are now able to search by name, you must enter the symbol before and after the name you are searching. Once you have entered the name you are looking for select GO

The screenshot shows the 'ENTITY NAME/ID SEARCH' interface. The 'Last Name' field contains '%Brink%'. The 'Go' button is highlighted. Below the search fields is a table with the following columns: ID, Last Name, First Name, Middle Name, Entity Indicator, Change Indicator, Vendor, Financial Manager, Agency, Grant Personnel, Proposal Personnel, and Name Type. The table contains one record with ID 10638551 and Last Name 'Brink's Incorporated'.

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
10638551	Brink's Incorporated			Corporation		Yes	No	No	No	No	

In searching for Brink's, I find vendor number 10638551.

The screenshot shows the search results for '%Brink%'. The 'Active filters' section shows 'Last Name: %Brink%' and a 'Clear All' button. The table below shows 6 records. The first record is highlighted in blue and has its ID (10638551) and Last Name (Brink's Incorporated) highlighted in yellow.

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
10638551	Brink's Incorporated			Corporation		Yes	No	No	No	No	
10594984	Brinkley	Charles	Alden	Person		Yes	No	No	No	No	
10291780	Brinkley	Christopher	Michael	Person		Yes	No	No	No	No	
10530665	Brinkley	Tiffany	Lyn	Person		Yes	No	No	No	No	
10589127	Lauda Brinkmann LP			Corporation		Yes	No	No	No	No	
10631014	Vandenbrink	Joshua	Phillip	Person		Yes	No	No	No	No	

Selecting cancel will take you back to the first screen, enter the vendor number 10638551 and select Go.

Vendor Maintenance FTMVEND 9.3.22 (PROD)

Vendor: 10638551 Corporation: Last Name: First Name: Middle Name: First Name: Middle Name: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

This will allow you to confirm the vendor is valid and not terminated.

Vendor: 10638551 Corporation: Brink's Incorporated Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types Address E-mail Taxes Collected

VENDOR MAINTENANCE

Start Date: 08/14/2019 Termination Date: [Yellow Highlighted]

Address Defaults

Procurement Type: PO Code: Procurement Sequence: 1

Accounts Payable: AP Type Code: Accounts Payable Sequence: 1

More Details

Contact: Area Code: Phone Number: Extension: Collects Taxes: Collects No Taxes

Owner ID: Check Vendor: Discount Code: Order Hold Code: Payment Hold Code: Vendor Text

You are also able select the down arrow (three times) to determine if the AP address (remit to is correct).

Vendor: 10638551 Corporation: Brink's Incorporated Last Name: First Name: Middle Name: Start Over

Vendor Maintenance Additional Information Vendor Types Address E-mail Taxes Collected

ADDRESS Settings Insert Delete Copy Filter

From Date		Area Code	
To Date		Phone Number	
Address Type	AP Accounts Payable	Extension	
Sequence Number	1	Fax Area Code	
Street Line 1	PO Box 101031	Fax Number	
Street Line 2		Fax Extension	
Street Line 3		<input type="checkbox"/> Inactivate Address	
City	Atlanta	Source	
State or Province	GA Georgia	Delivery Point	
ZIP or Postal Code	30392-1031	Correction Digit	
County		Carrier Route	
Nation		Registration Number	
Telephone Type	AP Account Payable		