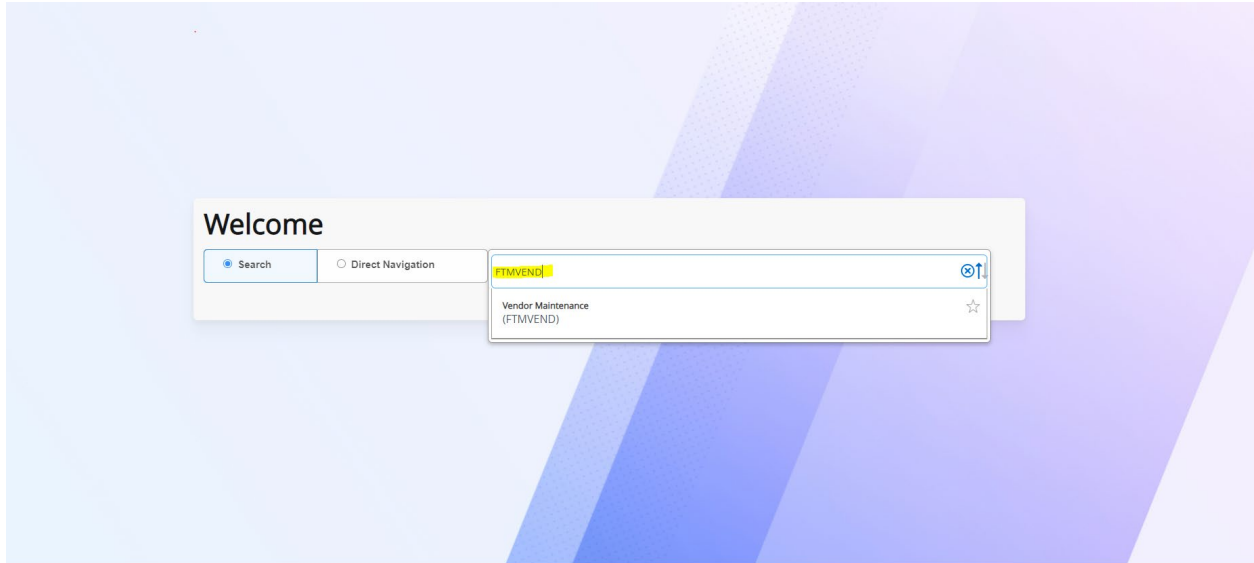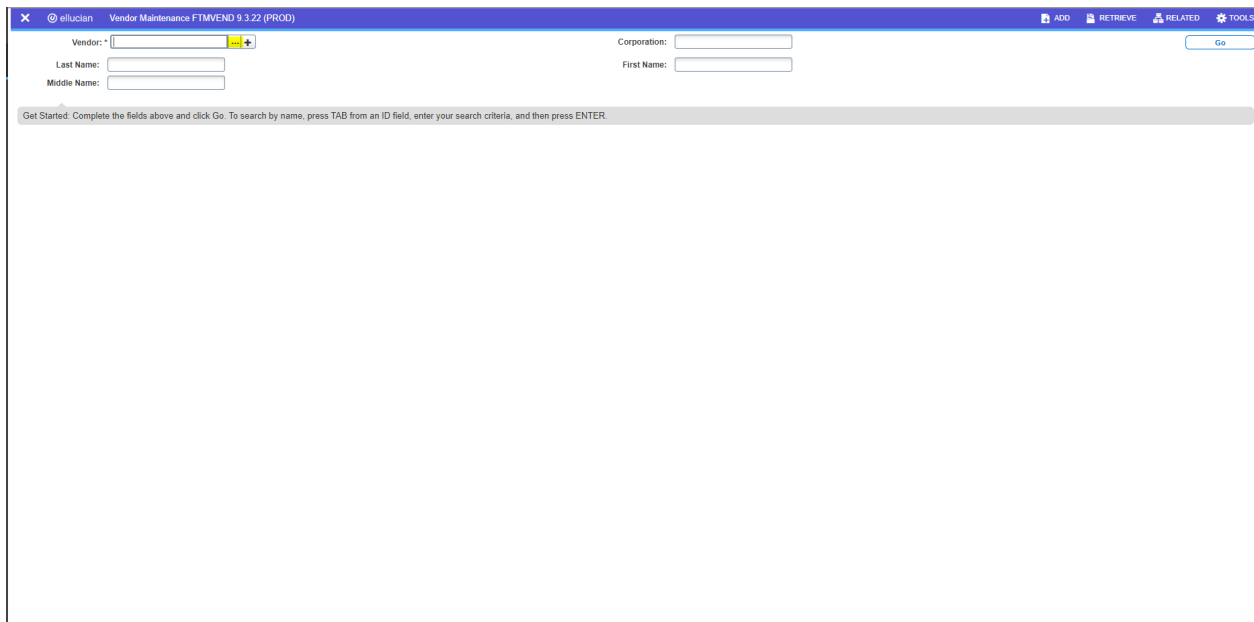Searching for vendors in Banner (FTMVEND)

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

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

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

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

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

To Date

Address Type   AP   ...   Accounts Payable

Sequence Number   1

Street Line 1   PO Box 101031

Street Line 2

Street Line 3

City   Atlanta

State or Province   GA   ...   Georgia

ZIP or Postal Code   30392-1031   ...

County   ...

Nation   ...

Telephone Type   AP   ...   Account Payable

Area Code

Phone Number

Extension   ...

Fax Area Code

Fax Number

Fax Extension

☐ Inactivate Address

Source   ...

Delivery Point

Correction Digit

Carrier Route

Registration Number

◄◄ ◄   1 of 3   ► ►►   1 ⌄ Per Page   Record 1 of 3