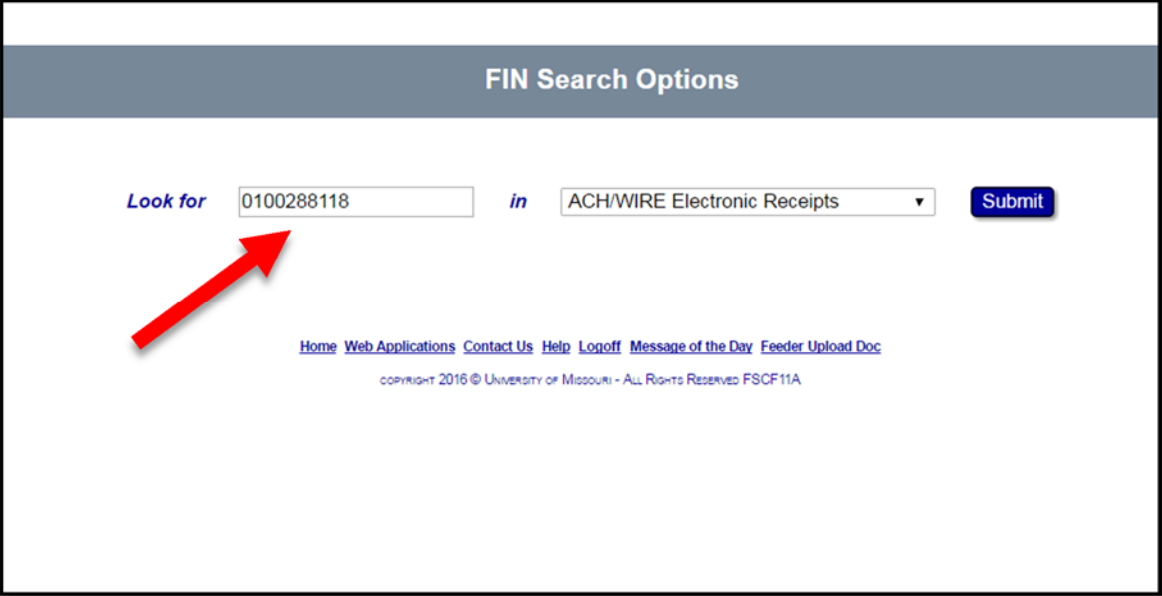
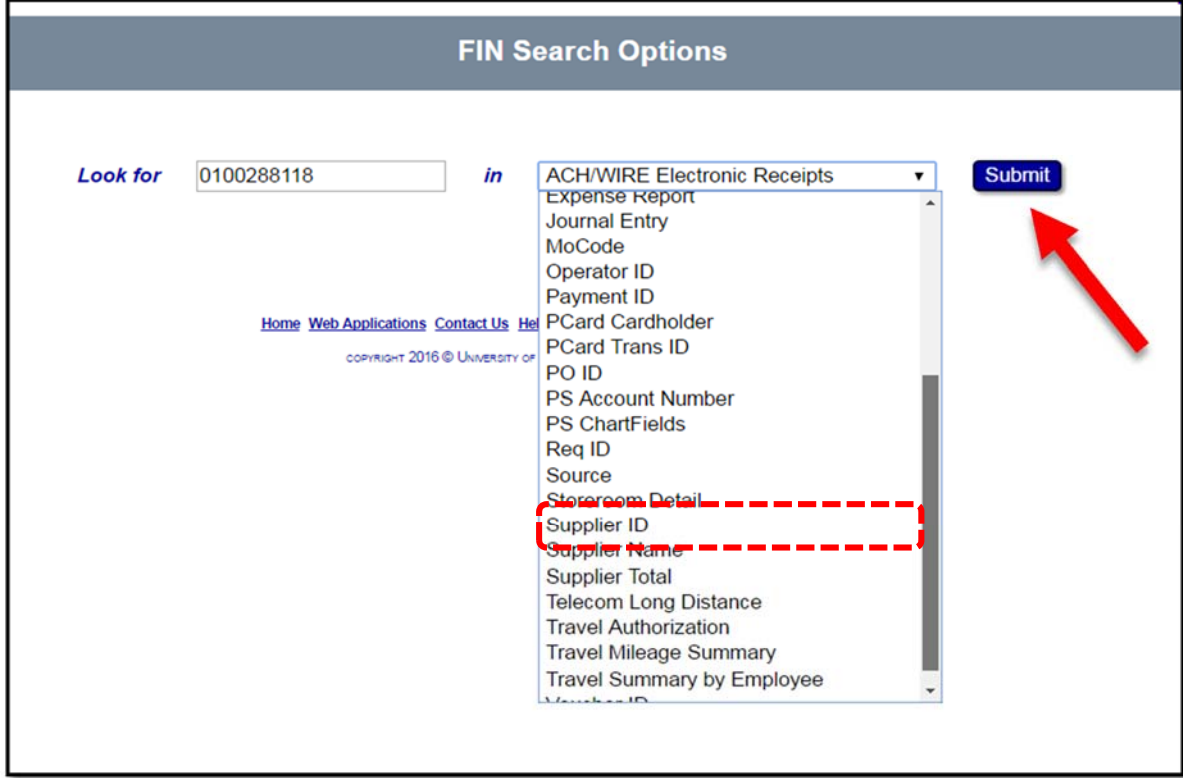
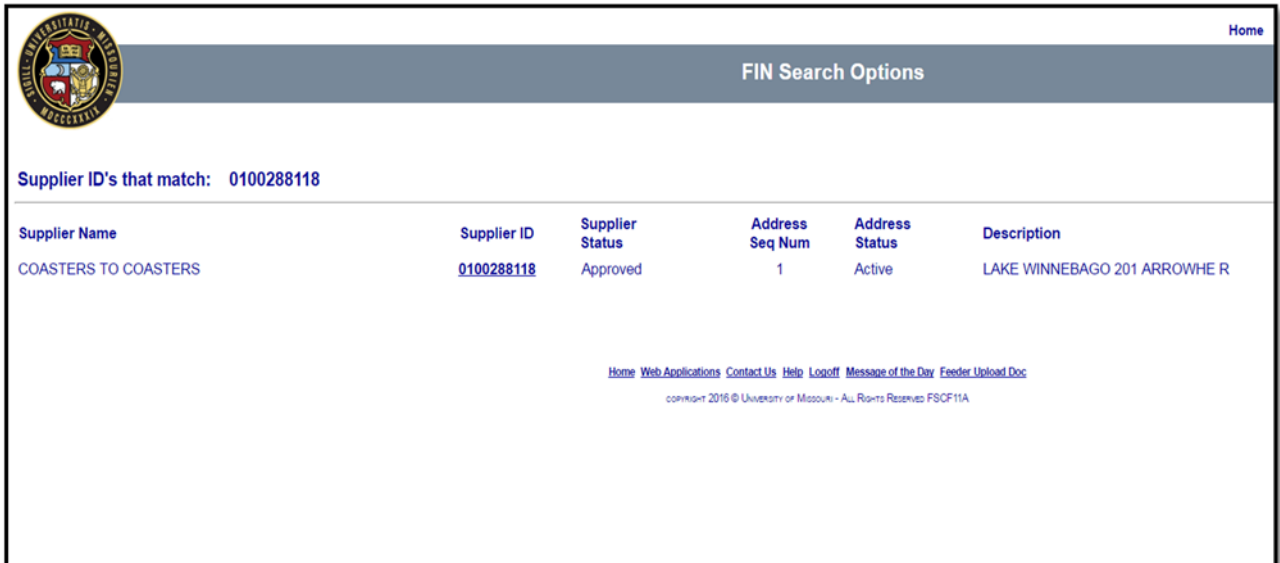


Searching for Suppliers in Web Apps

STEP 1	Log into Web Applications and click on FIN Search Options
STEP 2A	<p>To search by Supplier ID, enter the Supplier ID in the Look For field</p> 
STEP 3A	<p>From the drop-down menu, select Supplier ID and click Submit</p> 

STEP 4A

This screen will show the **Supplier Name**, **Address(es)**, and **Status**



The screenshot shows the "FIN Search Options" header with a "Home" link. Below the header, it displays "Supplier ID's that match: 0100288118". A table lists the search results:

Supplier Name	Supplier ID	Supplier Status	Address Seq Num	Address Status	Description
COASTERS TO COASTERS	0100288118	Approved	1	Active	LAKE WINNEBAGO 201 ARROWHE R

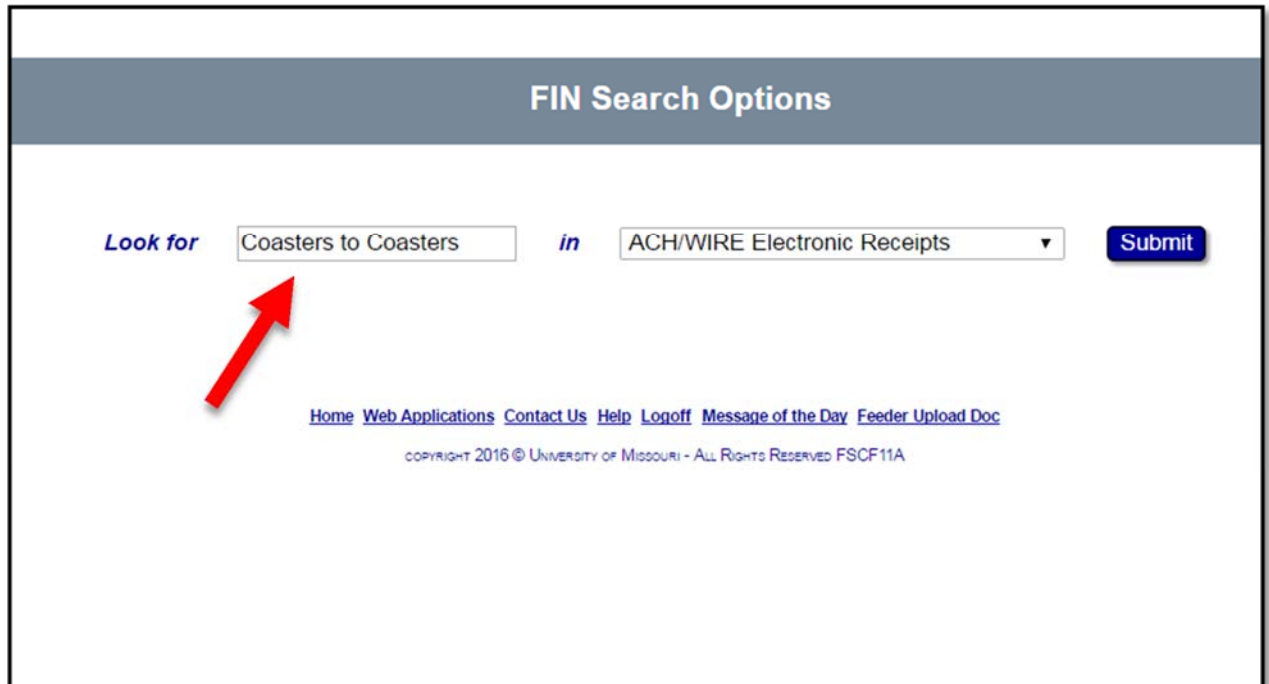
At the bottom, there are links: [Home](#), [Web Applications](#), [Contact Us](#), [Help](#), [Logoff](#), [Message of the Day](#), and [Feeder Upload Doc](#). A copyright notice at the very bottom reads: "copyright 2016 © University of Missouri - All Rights Reserved FSCF11A".

Please Note:

- If a supplier has more than one address, each address will have its own row. The address sequence number will be notated after the Supplier ID.
 - o Ex. 0100288118-2
- Clicking on the **Supplier ID** hyperlink will show voucher numbers that have been used to issue payments to the supplier.
- The **Description** is a summary of the address. The city is listed first, and then the street address.

STEP 2B

To search by Supplier Name, enter the Supplier Name in the **Look For** field



The screenshot shows the "FIN Search Options" header. Below the header, the "Look for" field is populated with "Coasters to Coasters". To the right of this field is a dropdown menu currently showing "ACH/WIRE Electronic Receipts" and a "Submit" button. A red arrow points to the "Look for" field. At the bottom, there are links: [Home](#), [Web Applications](#), [Contact Us](#), [Help](#), [Logoff](#), [Message of the Day](#), and [Feeder Upload Doc](#). A copyright notice at the very bottom reads: "copyright 2016 © University of Missouri - All Rights Reserved FSCF11A".

**STEP
3B**

From the drop-down menu, select **Supplier Name** and hit **Submit**

FIN Search Options

Look for in

IF THE FULL SUPPLIER NAME IS UNKNOWN, YOU CAN ENTER WHAT IS KNOWN TO PULL EXISTING SUPPLIERS THAT CONTAIN WHAT IS ENTERED

AR/BI Aging Report - Billing Specialist
AR/BI Aging Report - DIV/DEPT NODE
AR/BI Invoice Number
ARR
Authorization
Cash Advance
ChartField Mapping
CRR
DeptId/DeptNode Mapping
Expense Report
Journal Entry
MoCode
Operator ID
Payment ID
PCard Cardholder
PCard Trans ID
PO ID
PS Account Number
PS ChartFields
Req ID
Source
Stereoem Detail
Supplier ID
Supplier Name
Supplier Total
Telecom Long Distance
Travel Authorization
Travel Mileage Summary
Travel Summary by Employee
Voucher ID

Submit

**STEP
4B**

This screen will show the **Supplier Name**, **Address(es)**, and **Status**

 **FIN Search Options** [Home](#)

Supplier ID's that match: 0100288118

Supplier Name	Supplier ID	Supplier Status	Address Seq Num	Address Status	Description
COASTERS TO COASTERS	0100288118	Approved	1	Active	LAKE WINNEBAGO 201 ARROWHE R

[Home](#) [Web Applications](#) [Contact Us](#) [Help](#) [Logout](#) [Message of the Day](#) [Feeder Upload Doc](#)

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