VENDOR SEARCHES

Vendors include external entities, contractors, employees and students. To find if a vendor exists in Banner go to FTIIDEN (Entities/Vendor Search form). Below is the instructions for a vendor query. This information is also available in the FAAINVE Banner Invoice instructions.

Go to the Entity Name/ID Search form **(FTIIDEN).** Uncheck the Vendors box and check the **All**

box. Click in the **Last Name** field and enter name of the vendor. (It is case sensitive so you

may want to use the “%” wildcard. Ex. Boise%.) To execute this query, press F7, or click

Query>Execute in the Toolbar. If the vendor exists in Banner you will see the V0xxxxxx number

(vendor number) and vendor name. If the vendor is not found after a thorough search, you

should have the vendor complete the WOU Substitute W-9 form (US entities) or W-8 form

(foreign entities).

VENDOR SET UP

WOU Substitute W-9 form

The Business Services Accounts Payable Accountant is responsible for vendor set up and maintenance. To set up a new vendor in Banner, submit a current WOU Substitute W-9 form (US entities) or W-8BEN form (foreign entities) and a document with your name, department, and phone number to Lucinda Milligan, Business Services.

The WOU Substitute W-9 form is available at:

<https://www.wou.edu/business/services/forms>

W-8BEN form – Please contact Susanne Hart, Business Services, at harts@wou.edu regarding information for setting up foreign vendors.

ADDRESS CHANGES

If the vendor has a new address, email Lucinda Milliagan (milliganl@wou.edu) a copy of the invoice along with a request to set up a new address.

TAX ID CHANGE

If the vendor has a new tax ID, they will need to complete a WOU Substitute W-9 form. Submit the form and a document with your name, department, and phone number to Lucinda Milligan, Business Services.

TERMINATED VENDORS

A vendor is terminated in Banner when they fail to provide a valid social security number or tax ID or they are no longer in business. A terminated vendor may be re-activated if their new social security number or tax ID can be verified in the Social Security Administration or IRS database. A terminated vendor is identified with a T in the V column (vendor) in the Vendor Search form FTIIDEN (pictured below).



This is a terminated vendor