FTIIDEN: Finding a Vendor Number

General Information

The University is required to document a vendor's Taxpayer Identification Number (TIN) – also called the Federal Employer Identification Number (FEIN) or Employer's Identification Number (EIN). ODU must have either an IRS form W-9 (Request for Taxpayer Identification) or W-8BEN (for international vendors) for each vendor receiving payments from the University. It is possible for a vendor to be in eVA but NOT in the University's vendor table. It is the **department's** responsibility to ensure that a vendor is in the University's vendor table prior to issuing a purchase order. For more information, refer to "How to Obtain a Vendor Number" in the Certificate in University Financial Management training material list: *Accounts Payable, Part 2: Payments.*

This form will help you confirm if a vendor is indeed in the University's vendor table. And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Look up a Vendor Number in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Entity Name/ID Search [FTIIDEN]** form in Banner.	Type **FTIIDEN** in the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. **FTIIDEN** opens in the query mode so you may search for the **Vendor** and the **Vendor's Identification Number** ◈ Place cursor in the **Details** field so you may enter the query criteria. *You may also press F7 to start a Filter.* ➢ *Even if you are searching for a business name, the entire business name should be entered into the Last Name field in this form. Select Last Name from the drop-down menu to begin your query. If you are uncertain of the entire business name, be sure to use wildcards*! ◈ If you know the vendor's FEIN, TIN, or EIN select the ID option from the drop-down menu and enter the Vendor Number.	Remember to use ALL CAPS! *You may use wildcards (_ and %) when searching for a Vendor.* Click the **Go Button** or press **F8** to execute the query. **Go Button:** Go
3. Upon executing the query, the vendor's information that meets your search criteria will populate. ◈ Double-click the correct vendor. ◈ This will take you back to **FAIVNDH** with this verified user's profile information so that you may continue your work with this vendor.	Never assume you have the correct vendor number. This information must be verified! The easiest way to do this is to ask the vendor for the FEIN, TIN, or EIN and query using this number! If the vendor is not in the system, you *must* obtain a W9 or W8BEN!

Helpful Tips & Tricks:

◈ This form goes hand-in-hand with **FAIVNDH: Researching an Invoice Using Vendor History** handout. Be sure to refer to it as you work in **FAIVNDH**!

◈ If you have used the vendor before, you may find the vendor number on the PO Records. *NEVER guess the vendor number – this information MUST be verified!*

◈ You may only double-click or select the Vendor from **FTIIDEN** and have it populate in **FAIVNDH** if you drilled down from the original **FAIVNDH** screen!

➢ If you go directly to **FTIIDEN**, you will only be able to view the information, NOT select it and have it populate in other previously-used forms!

◈ You *MUST* use *ALL CAPITAL LETTERS* when searching for a vendor in **FTIIDEN**!

FTIIDEN Sample Screenshot: