

[Finding Vendors in myUFL]

This feature is used to search for a vendor as part of myUFL's e-Procurement functionality. For this instruction guide have the roles UF_PO_Initiator and UF_AP_Inquirer.

- ▶ Log on to myUFL (my.ufl.edu) using your GatorLink username and password
- ▶ Navigate to: Vendors > Vendors Setup Maintenance > Vendor Information

Remember: From any screen in myUFL, you may click "New Window" in the top right-hand corner of your screen to open a new window.

At this screen, change the **Name 1** drop down to "contains," then type the beginning of or a keyword associated with your vendor's name (View 1). By choosing "contains," your search will look for any file that contains the information you type. Then click the **Search** button (View 2). You can also use the %, which is myUFL's wildcard feature. As an example, "%construction%" in the **Name 1** field will search for and find any vendor with the word "construction" in its name.

View 1

Vendor Information
Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value | Add a New Value

SetID: = UFLOR

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with
contains
=

Include History Case Sensitive

Search Clear Save Search Criteria

Find an Existing Value | Add a New Value

View 2

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID: = UFLOR

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: contains fisher

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Example Key Word	Example Vendor Name
Publix	Publix Super Markets
Fisher	Fisher Scientific
Diagnostic	Diagnostic Imaging Systems Inc

Do:

- Select key words from the vendor name
- Pick unusual parts of the vendor name

Send e-mail to addvendor@ufl.edu if you don't see the vendor or address needed

Don't:

- Search for the entire vendor name
- Include "the," "and," "or," "other"

Use words you know there will be a lot of (like university)



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Click the **Search** button. A list of vendor names will appear that contain the keyword used in your search. You can then click the appropriate vendor, and the system will present that vendor's file.

Vendor Information
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

SetID: [=] UFLOR

Vendor ID: [begins with] []

Short Vendor Name: [begins with] []

Our Customer Number: [begins with] []

Name 1: [contains] diagnostic

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
 View All First 1-4 of 4 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
UFLOR	0000000055	ALPHADIAG-001	(blank)	Alpha Diagnostic Intl Inc
UFLOR	0000000294	DIAGNOSCH-001	(blank)	Diagnostic Chemicals Ltd
UFLOR	0000000295	DIAGNOSIM-001	(blank)	Diagnostic Imaging Systems Inc
UFLOR	0000000447	IBLAMERICA-001	(blank)	KMI Diagnostics Inc

Alternatively, the system may pull up the vendor file directly as shown below. myUFL automatically assigns a vendor number to each vendor. This is not the vendor's Federal ID number (aka FEID or Tax ID). To verify a vendor's FEID, click **Additional ID Numbers** link at the bottom of this screen. Please note: Vendors that have not submitted a complete W-9 form will not have any FEID listed in the Additional ID field.

Identifying Information [Address](#) [Location](#) [Contacts](#) [1099](#)

SetID: UFLOR **Vendor: 0000000002**

Vendor Name

Name 1: Fisher Scientific Co LLC

Name 2:

ShortName: FISHER FISHER-001

Vendor Classification

Classification: Supplier **HR Class:**

Status: Approved VAT Registration [Details](#)

Persistence: Regular Withholding Open For Ordering

Vendor Relationships

Corporate Vendor

InterUnit Vendor

Additional ID Numbers [Duplicate Invoice Settings](#) [Government Classifications](#) [Std Industry Codes](#)

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Identifying Information](#) | [Address](#) | [Location](#) | [Contacts](#) | [1099](#)

When the file is displayed, view the address of your selected vendor by selecting the **Address** tab. There may be other addresses (including a remit address) within each file. To see more addresses, click the **View All** link.

The screenshot shows the 'Vendor Address' screen for Vendor 0000000295, Diagnostic Imaging Systems, Inc. The 'Address' tab is selected. The 'View All' link is circled. The details for address 001 are as follows:

SetID:	UFLOR	Vendor:	0000000295	Diagnostic Imaging Systems, Inc
Vendor Address	Find View All First 1 of 2 Last			
Addr:	001	Descr:	Purchasing	
Address Detail	Find View All First 1 of 1 Last			
Effective Date:	01/01/1901	Status:	Active	
Country:	USA	United States		
Address 1:	2325 E St Charles			
Address 2:				
Address 3:				
City:	Rapid City			
County:		Postal:	57703	
State:	SD	South Dakota		
Email ID:	accounting@c-raydis.com			
PaymentWithholding Alternate Names Telephone...				

After you click **View All** link, all addresses will be shown. In our example below, the screen is now showing Address 001 and 002. The first is the purchasing address (as noted in the description, or descr, field); the second will usually be the remittance address.

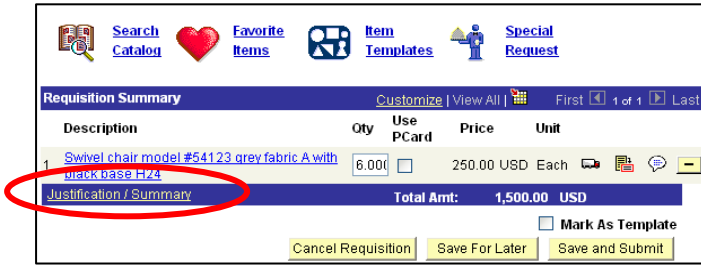
The screenshot shows the 'Vendor Address' screen for Vendor 0000000295, Diagnostic Imaging Systems, Inc. The 'View All' link has been replaced by 'View 1'. The details for address 001 and address 002 are as follows:

SetID:	UFLOR	Vendor:	0000000295	Diagnostic Imaging Systems Inc
Vendor Address	Find View 1 First 1-2 of 2 Last			
Addr:	001	Descr:	Purchasing	
Address Detail	Find View All First 1 of 1 Last			
Effective Date:	01/01/1901	Status:	Active	
Country:	USA	United States		
Address 1:	2325 E St Charles			
Address 2:				
Address 3:				
City:	Rapid City			
County:		Postal:	57703	
State:	SD	South Dakota		
Email ID:	accounting@c-raydis.com			
PaymentWithholding Alternate Names Telephone...				
Addr:	002	Descr:	Remit	
Address Detail	Find View All First 1 of 1 Last			
Effective Date:	01/01/1901	Status:	Active	
Country:	USA	United States		
Address 1:	PO Box 3390			
Address 2:				
Address 3:				

Creating a Requisition (Navigate to eProcurement > Create Requisition)

When creating a requisition, you will only be able to see the first address on file for each vendor.

If that is not the correct address, please provide the needed address and address number (as described above) in the **Justification/Summary** field of your requisition (see below) so the Purchasing Buyer can update with the correct address number when approving.



Example of what to include in your Justification/Summary field of your requisition:

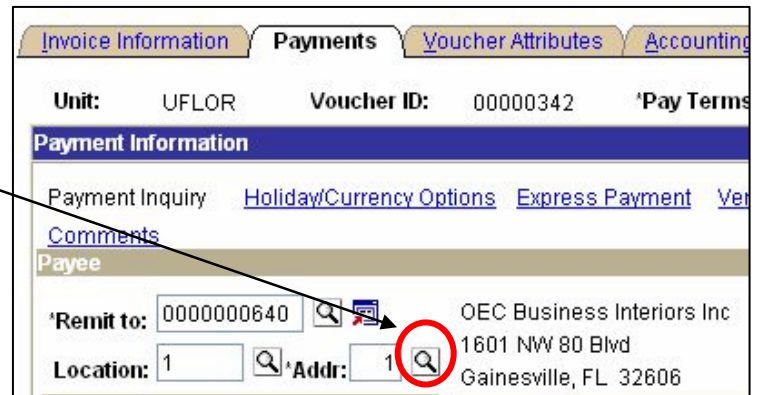
"Purchasing buyer: Please update the address number for this requisition to Address _____" (Include the address number you need-- i.e., Address 003).

When Vouchering (Navigate to Accounts Payable > Vouchers)

Always click on the **Payments** tab to ensure that the remittance address that appears there is correct. If the address that appears on your Payments tab doesn't match your invoice, click on the magnifying glass to the right of ADDR (NOT Location) to see all available addresses.

Notes:

When creating a requisition, the **Suggest a Vendor** link on the Vendor Search screen does not work and should not be used. Instead, follow the steps described in this guide.



Unlike other myUFL screens, you cannot use the +/- to add new information. The vendor file is maintained by a vendor maintenance team in Purchasing and Disbursement Services.

If you need to add or update an address, send your request to "addvendor@ufl.edu." Be sure to include:

1. Reason for adding: What type of transaction is prompting this vendor request?
(Some examples: Service Requisition, Goods Requisition, Unencumbered Voucher)
2. Name
3. FEID or SSN Number (or is this a UF employee or student?*)
*If this is a UF employee or student, please provide type of transaction, name, home address, remit address (if different), and UFID if available
4. Address (both purchasing and remittance)
5. Phone number (Email and web address if available)
6. Will this vendor be used again?

Also, consider adding "Vendor Information" to your FAVORITES for faster access next time you need to find vendor information. See the instructional guide "Using MyLinks functionality" at http://www.bridges.ufl.edu/training/docs/My_Links.pdf for information.

Additional Help

For additional help call UF Help Desk at 392-HELP or Purchasing at 392-1331 or www.purchasing.ufl.edu or visit Directives and Procedures for Finance and Accounting at the following link:

<http://fa.ufl.edu/uc0/handbook/handbook.asp?doc=1.4>