

SECTION 10: VENDORS

Vendor Inquiry

INTRODUCTION

Vendor Inquiry provides procedures for accessing the Vendor Detail screen through AKSAS IV - Vendor Inquiry. Use of the *Vendor Inquiry* and *Vendor Detail* screens can help determine if an add vendor or change vendor transaction is needed.

NOTE: Additional information on the Vendor Detail screen is presented in a separate procedure in this Section under [Vendor Detail](#).

```
IV - VENDOR INQUIRY - SELECTION
(Enter data for one of the following selections)

VENDOR_DETAIL
VENDOR NUMBER █ _____

VENDOR_SEARCH
VENDOR NAME _____ AND _____ AND _____ AND _____
(word search)
TAX OR EMP ID _____
VENDOR NUMBER LIST _____

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT QUIT          EXIT          PFKYS          HELP
```

There are two sections within *Vendor Inquiry*: Vendor Detail and Vendor Search.

VENDOR DETAIL:

```
VENDOR_DETAIL
VENDOR NUMBER █ _____
```

Enter a vendor number in the **VENDOR NUMBER** field and press <Enter> to display a specific vendor record.

VENDOR SEARCH:

```
VENDOR_SEARCH
VENDOR NAME _____ AND _____ AND _____ AND _____
(word search)
TAX OR EMP ID _____
VENDOR NUMBER LIST _____
```

Vendor records can be searched for in three different ways:

1. By vendor name in the **VENDOR NAME** (Word Search) field.
2. By Tax or Employee Identification Number in the **TAX OR EMP ID** field.

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3. By a portion of the vendor number in the **VENDOR NUMBER LIST** field.

NOTE: Press <PF12> HELP in any of the above mentioned fields to display a brief description of the field function and required entry.

When a search is performed, a list of all vendor records that match the search criteria is displayed. From the list, a specific vendor record can be selected to view detailed information or new selection criteria may be entered to perform another search.

Use the method that will be most successful based on the vendor information available to you. **However, do not limit your search to just one method. It is recommended that a search be done by Vendor Name and then by Tax or EMP ID to be sure all vendor records associated with an entity are located before adding a vendor record or changing an existing vendor record.**

SEARCHING BY VENDOR NAME, TAX OR EMP ID, AND VENDOR NUMBER LIST

VENDOR NAME (Word Search):



This function allows you to search the **VENDOR LEGAL NAME** field and/or **DBA NAME/ADDRESS** field by entering up to four words from the vendor name. If exact words are entered, the search finds vendor records with those exact words in the VENDOR LEGAL NAME and/or DBA NAME/ADDRESS fields.

Partial words can also be entered to find vendor records. To search using a partial word, enter the known characters of the word you want to find followed by an asterisk * (see screen print below):



NOTE: A combination of exact and partial words can be used in one or all of the four available fields.

When <Enter> is pressed, a list of all vendor records matching the search criteria will display:

```

INQ-VL: VENDOR NAME LIST - WORD SEARCH                PAGE 1   OF 40
SEARCH WORD(S): AIR*

  NUMBER  DESC SHORT  VENDOR NAME  ACT  EDI
-----
  1  AAA02150  AK AIRSHOW ASSO  ALASKA AIRSHOW ASSOCIATION  Y  Y
  2  AAA09322  AK ACCESS BY AI  LYNN BENNETT                Y  Y
  3  AAA10279  ALASKA AIRPORT  ALASKA AIRPORTS ASSOCIATION  Y  N
  4  AAA85203  AMER ASSOC OF A  AMERICAN ASSOC OF AIRPORT EXECUTIVE  Y  N
  5  AAA94188  ARCTIC AIR ALAS  ARCTIC AIR ALASKA           Y  Y
  6  AAA99349  ALASKA AIRMENS  ALASKA AIRMEN'S ASSOCIATION INC  Y  N
  7  AAB98055  AK AIR BALANCIN  NEFFENDORF UNLIMITED INC      Y  N
  8  AAC05024  AK AIR CARGO    ALASKA AIRLINES INC          N  N
  9  AAC08361  ANCHORAGE AIR C  ANCHORAGE AIR CARGO ASSOCIATION  Y  N
 10  AAC84257  ASEPSIS AIR CON  ASEPSIS AIR CONTROL INC      Y  N
 11  AAC92007  ACI-NA         NORTH AMERICAN REGION OF THE AIRPOR  Y  N
 12  AAC97302  ANCHORAGE AIRPO  NANA MANAGEMENT SERVICES LLC    N  N

ENTER SELECTION FOR VENDOR DETAIL==>  _ -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME _____ AND _____ AND _____ AND _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  QUIT          PGDN          PFKYS          ADDR  HELP
    
```

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NOTE: On the INQ-VL vendor results list screen, regardless of the type of search, you can determine whether a record is active/inactive or EDI capable by referring to the ACT (i.e., ACTIVE?) and EDI columns:

```

INQ-VL: VENDOR NAME LIST - WORD SEARCH                                PAGE 1  OF 18
SEARCH WORD(S): AIR

-----
NUMBER      DESC SHORT      VENDOR NAME      ACT  EDI
-----
1  AAAD9322  AK ACCESS BY AI  LYNN BENNETT     Y    Y
2  AAA94188  ARCTIC AIR ALAS  ARCTIC AIR ALASKA Y    Y
3  AAB98055  AK AIR BALANCIN  NEFFENDORF UNLIMITED INC  I    N
    
```

Also, you can also display the full Vendor Legal Name, DBA Name/Address (if any), and address of each record by pressing PF11 ADDR:

```

ENTER SELECTION FOR VENDOR DETAIL==>  -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME _____ AND _____ AND _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF11---PF12---
CONT  QUIT          PGDN          PFKYS          ADDR  HELP
    
```

```

INQ-VL: VENDOR NAME LIST - WORD SEARCH                                PAGE 1  OF 70
SEARCH WORD(S): AIR

-----
NUMBER      VENDOR DESC SHORT      NAME AND ADDRESS
-----
1  AAAD9322  AK ACCESS BY AIR      LYNN BENNETT
  ACTIVE?   YES                    DBA AK ACCESS BY AIR
  EDI STATUS: D - EDI CAPABLE      10457 FOX FARM TRL
                                     JUNEAU                    AK 99801-8548

2  AAA94188  ARCTIC AIR ALASKA     ARCTIC AIR ALASKA
  ACTIVE?   YES                    3540 UNIVERSITY AVE S
  EDI STATUS: D - EDI CAPABLE      FAIRBANKS                 AK 99709-4656

3  AAB98055  AK AIR BALANCING      NEFFENDORF UNLIMITED INC
  ACTIVE?   YES                    DBA ALASKA AIR BALANCING
  EDI STATUS: NOT EDI CAPABLE      3060 N LAZY EIGHT CT STE 10
                                     WASILLA                    AK 99654-4331

ENTER SELECTION FOR VENDOR DETAIL==>  -OR- ENTER NEW WORD SEARCH CRITERIA
NEW VENDOR NAME _____ AND _____ AND _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT  QUIT          PGDN          PFKYS          NAME  HELP
    
```

TAX OR EMP ID:

TAX OR EMP ID _____

Tax IDs (TINs) are either Employer Identification Numbers (EIN) or Social Security Numbers (SSN). Emp ID is a state employee’s employee number assigned in the state’s payroll system (AKPAY).

Enter the full ID number, preceded by EIN, SSN, or EMP accordingly. Do not enter spaces or dashes between the numbers. (Example: EIN123456789 or SSN987654321 or EMP123456).

A list of all vendor records with the entered ID number will display.

VENDOR NUMBER LIST:

VENDOR NUMBER LIST _____

Use the Vendor Number List search when you have a reasonable idea of the first several characters of a vendor number but don't know the full vendor number.

A list of all vendor records with a vendor number beginning with the search criteria characters will display.