

## **QUICK REFERENCE GUIDE**

### *Vendors with Multiple Doing-Business-As (DBA) Names*

*June 1, 2011; Revised 12-19-2011*

#### **What You Should Know About Vendor Names**

The vendor file vendor names are listed in SWIFT using the DBA name for most vendors having only one DBA. This may differ from the vendor's Tax Identification Name (TIN). For vendors conducting business under various names you will need to look up the vendor using the TIN. Or, if you know the Vendor ID it is important to select the correct Location code. A query has been developed to assist in finding the correct vendor and location.

If the Vendor ID is not known and the vendor name is not found in the available vendor field search, follow these steps:

1. Navigate to Reporting Tools>Query>Query Viewer
2. Enter M\_PO\_GBL\_DBA\_NAME in the Search By field
3. Click the Search button
4. Click on the HTML link in the Run to HTML column
5. Enter the vendor name as the DBA Name field, use % as a wild card. Example: %Wright% will find any vendors with "Wright" in any part of the name
6. Click on the View Results button
7. Note the Vendor ID or Vendor Name 1 as you will need this to complete the order

If the Vendor ID or TIN Name is known, follow these steps:

1. Navigate to Purchasing>Purchase Orders>Add/Update POs
2. Click the Add button to create a new purchase order
3. Enter the Vendor ID in the Vendor ID field or short TIN name in the Vendor field
4. Click the Vendor Details link next to the Vendor field
5. Click the magnifying glass icon next the Location field
6. Select the Location with the DBA name to use on the order
7. Click OK

**NOTE:** The order screen will display the TIN of the vendor (Figure 1). The purchase order document will print the DBA name selected (Figure 2).

**Maintain Purchase Order**

**Purchase Order**

Business Unit: G0210 Origin: 454 Materials Management Division PO Status: Dispatched

PO ID: 3000000030 Approval Exception Budget Status: Valid

Copy From: [ ] Hold From Further Processing

**Header**

\*PO Date: 05/23/2011 Vendor Search Response Documentation Doc Tol Status: Valid Agency Ref: [ ]

Expiration Date: [ ] Backorder Status: Not Backordered Create BackOrder

\*Vendor ID: 0000192746 MCGRAW HILL INC Receipt Status: Not Recvd Doc Type: DPO-Departmental Purchase Order

Vendor: MCGRAW HIL-001 Vendor Details \*Dispatch Method: Email Dispatch

\*Buyer: FISCH25 Ed Schuebel

PO Reference: [ ]

\*Billing Location: G020040002 Billing Address

**Amount Summary**

Merchandise: 220.00

Freight/Tax/Misc.: 12.00 Calculate

Total Amount: 232.00 USD

Encumbrance Balance: 232.00 USD

Header Details Activity Summary

PO Defaults Document Status

Requisitions Add Comments

PO Activities Add Ship To Comments

Add Items From Purchasing Kit Catalog Item Search

Select Lines To Display

Line: [ ] To: [ ] Retrieve

**Lines**

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	0000050011	CARTRIDGE,PRINTER,BLACK,HP920,CD971AN#140	40.0000	EA	44103105	5.50000	220.00	Approved

View Printable Version Close Short All Lines \*Go to: ... More ...

FIGURE 1 - VENDOR NAME DISPLAYS AS MCGRAW HILL INC ON THE ORDER SCREEN.



## Purchase Order



**Materials Management**  
**Materials Management Division**

**Vendor:**  
0000192746  
WRIGHT GROUP THE  
DBA THE WRIGHT GROUP  
19201 120TH AVE NE #100  
BOTHELL WA 98011  
United States

**Dispatched**

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
G0210-3000000030	05/23/2011		1 of 1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	<b>Event ID</b>
Net 30	FOB PAllow	Best Way	
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>	<b>Agency Reference</b>
Ed Schuebel	651/201-8217	USD	

**Ship To:**  
Admin/Materials Management Div  
112 ADMINISTRATION BLDG  
50 SHERBURNE AVE  
ST PAUL MN 55155  
United States

**Attention:**  
Not Specified

**Bill To:**  
ADMIN/FSS/SUPRLUS DOCK  
5420 HWY 8 - DOCK  
ARDEN HILLS MN 55112-4901  
United States

**Email Dispatch**

**Tax Exempt?** Tax Exempt ID: Replenishment Option: Standard

Line - Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	CARTRIDGE,PRINTER,BLACK,HP920,CD971AN#140		40.00	EA	5.50	220.00	05/23/2011

FIGURE 2 – THIS IS HOW THE VENDOR NAME WILL APPEAR ON THE PURCHASE ORDER. (I.E., WRIGHT GROUP THE)