

QUICK REFERENCE GUIDE

Updated November 01, 2019

Supplier Query – DBA Name and Location Code

Queries perform customized searches. If unable to search for a supplier by TIN, use the Query Viewer to search for the Supplier ID by **Doing Business As (DBA)** name. After identifying the supplier number using this query, search for the supplier by Supplier ID to find the Location Code.

Steps to complete

- Step 1: Open the *Search for Vendor by DBA Name* query.
- Step 2: Run the *Search for Vendor by DBA Name* query to find Supplier ID.
- Step 3: Open the *General Vendor Lookup Ref* query.
- Step 4: Run the *General Vendor Lookup Ref* query to find Location Code.

Step 1: Open the *Search for Vendor by DBA Name* query.

1. Navigate to the *Query Viewer* page.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

2. The *Query Viewer* page will display. In the *Search By* field, make sure “Query Name” is selected.
3. In the *begins with* field, enter following query name: **M_VND_GBL_DBA_NAME**.
4. Press the **Search** button.
5. Below the *Query* section, the **M_VND_GBL_DBA_NAME** query name will display.
Select the **HTML** link.

Query Viewer

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

*Search By Query Name begins with M_VND_GBL_DBA_NAME

Search [Advanced Search](#)

Search Results

*Folder View -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
M_VND_GBL_DBA_NAME	Search for Vendor by DBA Name	Public		HTML	Excel	XML	Schedule

Step 2: Run the *Search for Vendor by DBA Name* query to find Supplier ID.

1. The *Search for Vendor by DBA Name* query window will open. In the *DBA Name* field, type the supplier's name, and press the **View Results** button.
Hint: If you don't know the full DBA name, use the wildcard symbol (%) for unknown characters.
2. *Search Results* will display below. Find the supplier's DBA name under the *DBA Name* column.
Note: Do not confuse the DBA name with the Legal name under the *Vendor Name 1* column.
3. Find the Supplier ID number under the *Supplier* column.

Row	DBA Name	Additional	Supplier	Addr. Seq. Num	Eff. Date	Email ID	Address 1	Address 2	City	State	Postal Code	Vendor Name 1
1	REGENTS OF THE UNIVERSITY OF MINNESOTA		E810000000		8/11/07/2017	Swift.Testing@state.mn.us	NW 5960	PO BOX 1450	MPLS	MN	55485	MINNESOTA UNIV OF

4. Use the Supplier ID to find the location code. (See next step.)

Step 3: Open the *General Vendor Lookup Ref* query.

1. Navigate to the *Query Viewer* page.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

2. The *Query Viewer* page will display. In the *Search By* field, make sure "Query Name" is selected.
3. In the *begins with* field, enter following query name: **M_VENDOR_INQUIRY**.
4. Press the **Search** button.
5. Below the *Query* section, the **M_VENDOR_INQUIRY** query name will display. Select the *HTML* link.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
M_VENDOR_INQUIRY	General Vendor Lookup Ref	Public	VNDR	HTML	Excel	XML	Schedule

Step 4: Run *General Vendor Lookup Ref* query to find Location Code.

1. The *General Vendor Lookup Ref* query will open in a new tab or window.
In the *Vendor ID* field, type the supplier's 10-digit Supplier ID.
2. Press the **View Results** button.
3. *Search Results* will display below. Locate the Location Code under the *Supplier Location* column.

M_VENDOR_INQUIRY - General Vendor Lookup Ref

Vendor ID

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All

Supplier ID	Vendor Status	Supplier Location	Address Sequence Number	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Descr	Purchase Order Address	Remit Address
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4. Review the other columns to verify the Location Code is for the correct Supplier:
 - *Supplier ID*: 10-digit supplier number.
 - *Vendor (Supplier) Status*: Supplier is Active ("Approved") or Inactive ("Purged").
 - *Address Sequence Number*: Address Number linked to a specific Location Code.
 - *DBA Name1 & 2*: Name on the Location and Address on the purchase order or voucher.
 - *WTHHLDG Name1*: Supplier's legal name used for 1099 reporting.
 - *Location Status*: Supplier's location is Active or Inactive.
 - *Descr*: Address Type (e.g., General/physical or Remittance/invoice address and City Name).
 - *Purchase Order Address*: If "Yes," address sequence number defaults on both the Purchase Order and the *Invoice Information* tab of a voucher.
 - *Remit Address*: If "Yes," the address sequence number defaults on the *Payments* tab.

Note: Do not confuse the Address Sequence Number with the Location Code.

Supplier Location Code	Address Sequence Number
The code that determines <u>the payment method</u> (bank account info for ACH payments) used for electronic funds transfers (EFTs).	The number that determines <u>the name and address</u> (not bank account info) used for purchase orders and/or payments.
This code determines what Address Sequence Number defaults on purchase orders/vouchers.	This number determines the address of the supplier, which may be the General or the Remit Address.