

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.

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. Select 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	Definitional References	Add to Favorites
M_VND_GBL_DBA_NAME	Search for Vendor by DBA Name	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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 select 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.

M_VND_GBL_DBA_NAME - Search for Vendor by DBA Name

DBA Name (Use % as wild card)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10 kb)

View All First 1-14 of 14 Last

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
2	UNIVERSITY OF MINNESOTA		E810000000	3	02/15/2012	Swift.Testing@state.mn.us	2001 PLYMOUTH AVE N		MPLS	MN	55411	MINNESOTA UNIV OF
3	UNIVERSITY OF MINNESOTA	CCE INFORMATION CENTER	E810000000	4	09/20/2012	Swift.Testing@state.mn.us	20 RUTAN HALL	1994 BUFFORD AVE	ST PAUL	MN	55108	MINNESOTA UNIV OF
4	UNIVERSITY OF MINNESOTA	COLLEGE OF CONTINUING EDUCATION	E810000000	2	11/12/2013	Swift.Testing@state.mn.us	201 COFFEY HALL	1420 ECKLES AVE	ST PAUL	MN	55108	MINNESOTA UNIV OF
5	UNIVERSITY OF MINNESOTA	SPONSORED PROJECTS ADMINISTRATION	0000197383	503	06/19/2018	Swift.Testing@state.mn.us	450 MCNAMARA ALUMNI CENTER	200 OAK ST. SE	MINNEAPOLIS	MN	55455	REGENTS OF THE UNIV OF MINN
6	UNIVERSITY OF MINNESOTA	CTC CONSERVATION TILLAGE CONFERENCE	0000197383	482	10/12/2015	Swift.Testing@state.mn.us	1802 18TH ST NE		WILLMAR	MN	56201	REGENTS OF THE UNIV OF MINN
7	UNIVERSITY OF MINNESOTA	COLLEGE OF CONTI	0000197383	509	12/11/2018	Swift.Testing@state.mn.us	78 COFFEY HALL	1420 ECKLES A VE	SAINT PAUL	MN	55108	REGENTS OF THE UNIV OF MINN
8	UNIVERSITY OF MINNESOTA	DULUTH STUDENT FINANCIAL SERVICES	0000197383	517	10/04/2019	Swift.Testing@state.mn.us	1049 UNIVERSITY DR	129 DARLAND ADMINISTRATION BUILDING	DULUTH	MN	55812-3011	REGENTS OF THE UNIV OF MINN
9	UNIVERSITY OF MINNESOTA	FOUNDATION	0000243192	6	03/17/2016	Swift.Testing@state.mn.us	PO BOX 860266		MPLS	MN	55486-0266	UNIV OF MINN FOUNDATION
10	UNIVERSITY OF MINNESOTA	FOUNDATION CARLSON SCHOOL OF MGMT	0000243192	4	05/18/2017	Swift.Testing@state.mn.us	321 19TH AVE S 2-212	MINNESOTA CUP	MPLS	MN	55455	UNIV OF MINN FOUNDATION
11	UNIVERSITY OF MINNESOTA	FOUNDATION MCNAMARA ALUMNI CENTER	0000243192	5	03/17/2016	Swift.Testing@state.mn.us	200 OAK ST SE #500		MPLS	MN	55455	UNIV OF MINN FOUNDATION
12	UNIVERSITY OF MINNESOTA	FOUNDATION OFFICE OF MEASUREMENT SERVICES	0000243192	7	04/28/2017	Swift.Testing@state.mn.us	879 29TH AVE SE	103 UNIVERSITY STORES S	MPLS	MN	55414	UNIV OF MINN FOUNDATION
13	UNIVERSITY OF MINNESOTA	UED % DR SABINE ENGEL	0000197383	483	10/20/2015	Swift.Testing@state.mn.us	200 OAK ST SE	230 MCNAMARA ALUMNI CENTER	MPLS	MN	55455	REGENTS OF THE UNIV OF MINN
14	UNIVERSITY OF MINNESOTA-DINNAKEN HOUSING	ET AL	0000805876	1	10/10/2011	Swift.Testing@state.mn.us	220 6TH ST #1900		MPLS	MN	55402	UNIV OF MINN FOUNDATION

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. Select the **Search** button.

5. Below the *Query* section, the **M_VENDOR_INQUIRY** 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 begins with
 [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
M_VENDOR_INQUIRY	General Vendor Lookup Ref	Public	VNDR	HTML	Excel	XML	Schedule	Lookup References	Favorite
M_VENDOR_INQUIRY_APPROVALS	Approved Vendor Lookup Ref	Public	KIANNA MCBRIDE	HTML	Excel	XML	Schedule	Lookup References	Favorite
M_VENDOR_INQUIRY_DOT	General Vendor Lookup no Desc	Public	VNDR	HTML	Excel	XML	Schedule	Lookup References	Favorite
M_VENDOR_INQUIRY_LESS_FIELDS	General Vendor Lookup w/ less	Public	VNDR	HTML	Excel	XML	Schedule	Lookup References	Favorite
M_VENDOR_INQUIRY_NONPROFIT	LIST OF TYPE 05 VENDORS	Public	VNDR	HTML	Excel	XML	Schedule	Lookup References	Favorite
M_VENDOR_INQUIRY_VND_SUPPORT	General Vendor Lookup Ref	Public	VNDR	HTML	Excel	XML	Schedule	Lookup References	Favorite

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. Select 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

Row	Supplier ID	Supplier Name	Additional Name	Supplier Status	Supplier Location	Address Sequence Number	DBA Name1	DBA Name 2	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.