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.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>NavBar</td>
<td>Navigator, SWIFT, Reporting Tools, Query, Query Viewer.</td>
</tr>
</tbody>
</table>

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.
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.

   ![Search for Vendor by DBA Name](image)

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.

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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.
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.

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.

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