eVA Guide: How to Find Supplier Status in Banner

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## Purpose:

This guide provides steps to check a Supplier's status in Banner. Suppliers must be in Banner in order for payments to be issued to them.

Suppliers seeking to conduct business with the University must to be registered in **eVA** (which is how the vendor receives a purchase order) as well as added to **Banner** (which is how the vendor receives payment for services/goods).

Log into the **Banner** system using your **Midas ID**.

To verify that your chosen vendor is in Banner, enter **FTIIDEN** for an Entity name/ID Search as shown in the example below.
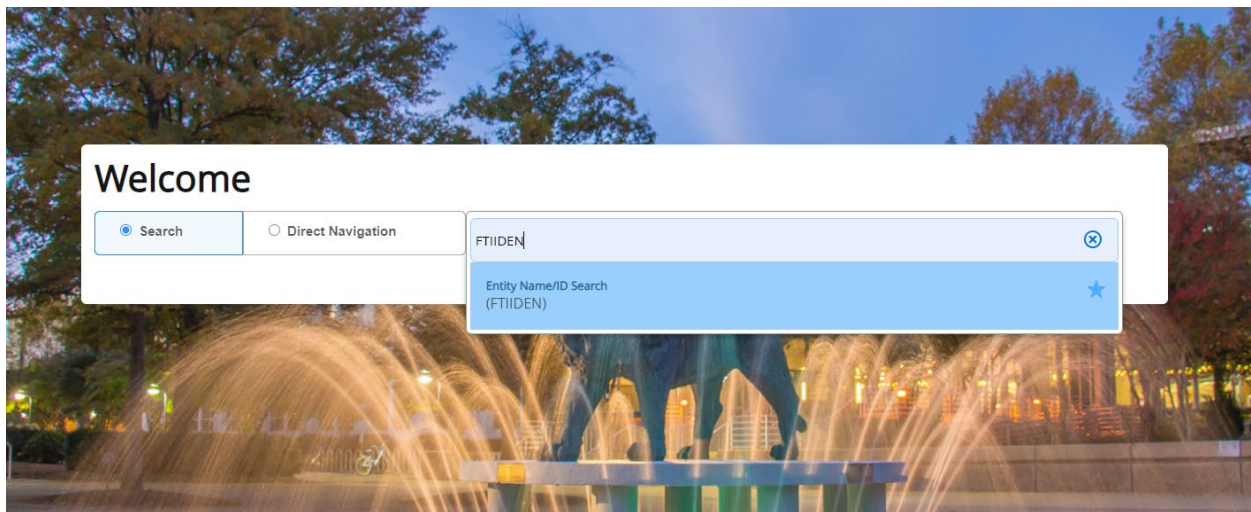
Please note that **FOIVEND** may also be used to search for a vendor.

Once the page loads, the below screen will appear. In the bottom left-hand corner, click the down arrow to expand the page.

Once you click the down arrow, the detail drop down becomes visible.

The best way to find a vendor is by entering the EIN into the ID field.

You may also search by name. Banner prefers UPPERCASE LETTERS.

Locating a Vendor's TIN

To locate a vendor's TIN, you would search **Suppliers** in eVA. Once you find the vendor's information, click on the SUP code or the vendor name to access the **Supplier Overview**. Then click the **Company Information** tab on the left-hand side to access the TIN.

Now that you have the TIN, enter it into Banner and hit **go** in the right-hand corner. This will bring up a screen with the vendor status.

Ensure that the vendor status is **'yes'** as in the example above. This means that they are **active** and can receive payments from the University.

Below are two common errors you may run into. In this example, the vendor has been **terminated**. They will need to submit an updated COV W-9 to the Accounts Payable team.

This vendor has never been entered into Banner.

They will also need to submit a COV W-9 to the Accounts Payable team. This can be done by email accountspayable@odu.edu or fax 757-683-5729.

Once you have received confirmation that the vendor has been entered into Banner, you are then able to submit your eVA Requisition.