

## eVA Guide: How to Find Supplier Status in Banner

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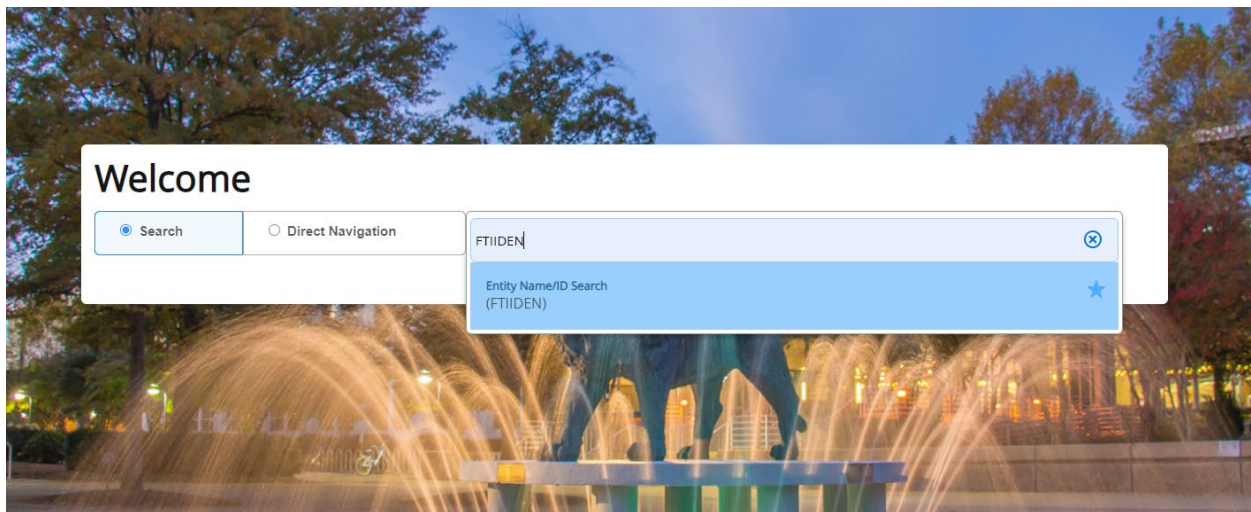
### Purpose:

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.

The screenshot shows the 'Entity Name/ID Search' interface. At the top, there are search filters for 'Vendors', 'Terminated Vendors', 'Grant Personnel', 'Proposal Personnel', 'Financial Managers', 'Terminated Financial Managers', 'Agencies', and 'All'. Below this is a 'DETAILS' section with a table header including 'ID', 'Last Name', 'First Name', 'Middle Name', 'Entity Indicator', 'Change Indicator', 'Vendor', 'Financial Manager', 'Agency', 'Grant Personnel', 'Proposal Personnel', and 'Name Type'. A red circle highlights a small downward-pointing arrow in the bottom left corner of the interface.

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

This screenshot shows the same interface as the previous one, but with the 'DETAILS' dropdown menu expanded. It displays 'Basic Filter' and 'Advanced Filter' options. The 'Basic Filter' section includes input fields for 'ID', 'Last Name', 'First Name', 'Middle Name', and 'Entity Indicator', along with an 'Add Another Field ...' button. A 'Clear All' button and a 'Go' button are also visible. The table below the filters is currently empty.

This is a close-up view of the 'Entity Name/ID Search' interface. The 'ID' field in the 'Basic Filter' section is circled in red. A red arrow points from a text box on the right towards this field. The 'Vendors' checkbox is checked, and the 'Last Name' field is also 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.

Supplier: SUP000500 - DELL MARKETING LP (Active Supplier)

**ALERT!** State offices and eVA Customer Care will be closed Monday, May 27<sup>th</sup> and will reopen Tuesday, May 28<sup>th</sup>

**Company**

Account Type ⓘ  
Self-Registered

TIN Type                      EIN  
US Based and I have EIN      742616805

Supplier  
DELL MARKETING LP

Name (as shown on W-9) ⓘ  
Dell Marketing LP

Doing Business As/Location Name  
DELL MARKETING LP-Dell

Website

**Tax Address**

Address Label ⓘ  
Dell Marketing LP Tax Add

Address Line 1  
One Dell Way

Address Line 2  
Mail Stop 8129

Zip Code ⓘ  
78682

Country  
UNITED STATES

Contact Information

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.

Entity Name/ID Search FTIIDEN 9.3.6 (AIR\_DB)

ENTITY NAME/ID SEARCH

Active filters: ID: 742616805 Clear All

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
742616805	DELL MARKETING LP			Corporation		Yes	No	No	No	No	

Record 1 of 1

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.

The screenshot shows the Banner system interface for an Entity Name/ID Search. The search criteria include ID: 463518145. The search results table shows one record with the following details:

ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Grant Personnel	Proposal Personnel	Name Type
463518145	1 PERCENT MEDIA GR...			Corporation		Terminated	No	No	No	No	

The 'Vendor' status 'Terminated' is circled in red. The interface also shows filter options for Vendors, Terminated Vendors, Grant Personnel, Proposal Personnel, Financial Managers, and Terminated Financial Managers.

This vendor has never been entered into Banner.

The screenshot shows the Banner system interface for an Entity Name/ID Search. The search criteria include ID: 223009666. The search results table is empty. A green error message is displayed at the top right, circled in red: "Query caused no records to be retrieved. Re-enter." The interface also shows filter options for Vendors, Terminated Vendors, Grant Personnel, Proposal Personnel, Financial Managers, and Terminated Financial Managers.

They will also need to submit a [COV W-9](#) to the Accounts Payable team. This can be done by email [accountspayable@odu.edu](mailto: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.