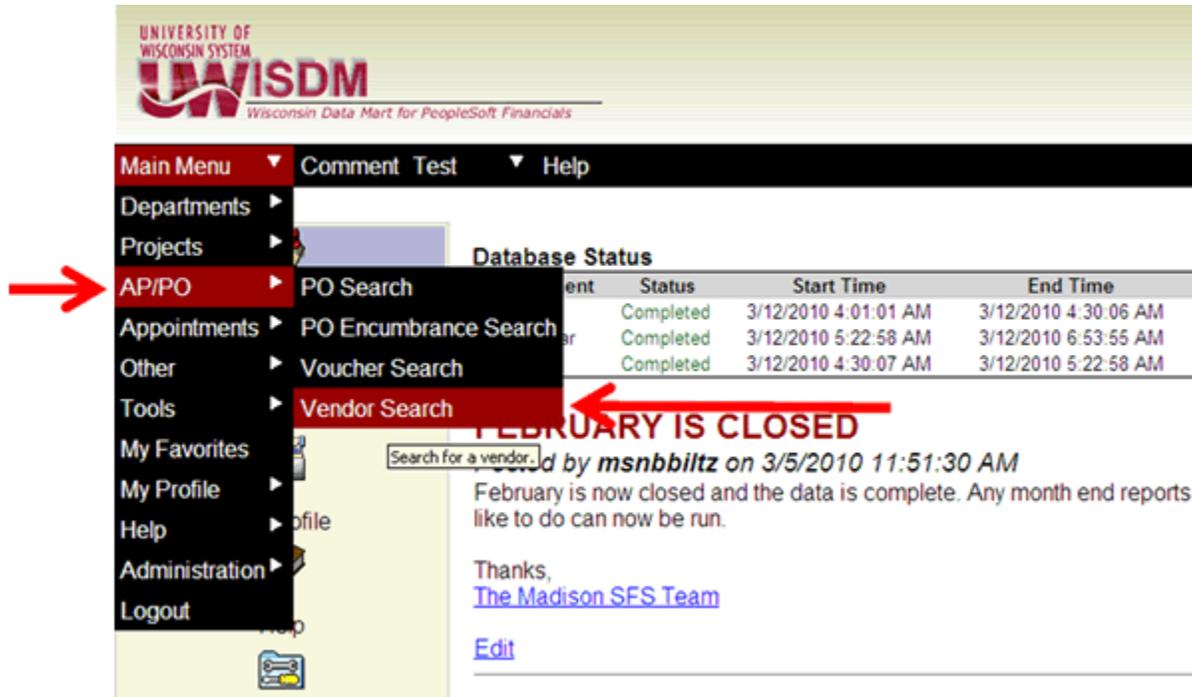
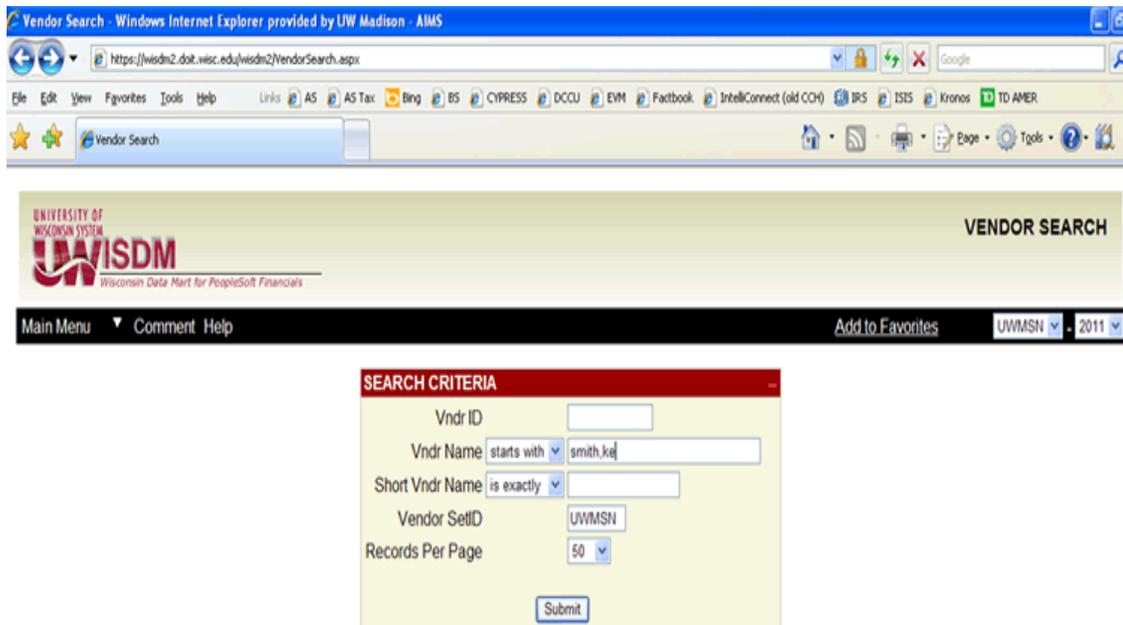


How To Use Vendor Search in WISDM for SFS AP Transactions

1. On the WISDM Main Menu, click "Vendor" under AP/PO Searches.



2. For search criteria, enter the Vendor Number (Vndr ID), vendor's name or short vendor name, then click "Submit." Here we used "Smith,ke" and "starts with."



Tips for searching by vendor name:

For Individuals and Employees:

- Switch the dropdown to “starts with”
- Format: LAST,<no space>FIRST MI
- For the best results, you should enter the last name plus a few letters of the first name. Middle initials are not entered if they are not available.

For companies and organizations:

- Switch the dropdown to “contains”
- Enter in one or two of the key words of the company name

NOTE: You can also use the % character as a wildcard to stand for multiple characters, which can be helpful when searching for companies.

3. After clicking "Submit" you will see a selection of vendors that meet your criteria for that search.

The screenshot shows the WISDM Vendor Search interface. The search criteria are as follows:

Field	Value
Vndr ID	
Vndr Name	starts with smith,ke
Short Vndr Name	is exactly
Vendor SetID	UWMSN
Records Per Page	50

Below the search criteria is a table of search results:

Vendor ID	Vendor Name	Short Vendor Name	POs	Vouchers	W9 On File	W9 Effective Date
0000503319	SMITH,KENNETH	SMITHKENNE-001	POs	Vouchers	Y	4/22/2010
0000504057	SMITH,KERRY	SMITHKERRY-001	POs	Vouchers		
0000507060	SMITH,KEATON A	SMITHKEATO-001	POs	Vouchers		
0000541814	SMITH,KEVIN L	SMITHKEVIN-001	POs	Vouchers		

Red arrows point from the search criteria fields to the corresponding columns in the results table: from 'Vndr Name' to 'Vendor Name', from 'Short Vndr Name' to 'Short Vendor Name', from 'Vendor SetID' to 'W9 On File', and from 'Records Per Page' to 'W9 Effective Date'.

Note: If the W-9 information has been entered in SFS, you will see a "Y" identifier in the WISDM vendor search with the effective date that the W-9 information was entered into the SFS Vendor File. If the indicator and effective date are blank, it means that the W-9 has not been entered into SFS.

4. If a vendor number is found for your payee, you may provide the vendor number on the PIR or Direct Payment Form instead of the U.S. Taxpayer Identification Number (SSN, EIN/FEIN, ITIN) by **typing** the number in the provided *vendor number box*.



Vendor#
Name(Last)
Taxpayer ID# (SSN, EIN, ITIN)

If no vendor number is found, you must continue to provide the U.S. Taxpayer Identification Number (SSN, EIN/FEIN/FEIN/FEIN, ITIN, ATIN) until a vendor number is created for your payee. This requires a completed and signed W-9 (W-8BEN for Nonresident Aliens) for tax reportable transactions. Tax reportable payment and associated Account Codes are posted at [1099-MISC and 1042-S Tax Reportable Payments](#). For non-tax reportable transactions, you may provide the U.S. Taxpayer Identification Number (SSN, EIN/FEIN, ITIN, ATIN) or only the last four digits of the U.S. Taxpayer Identification Number (SSN, EIN/FEIN, ITIN, ATIN).