

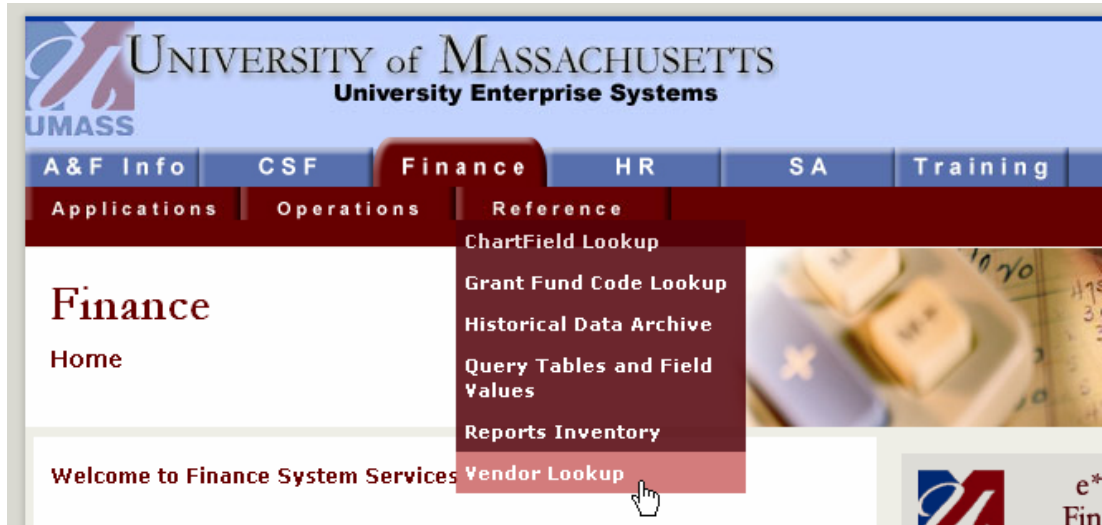


Job Aid: How to Look Up a Vendor using the web lookup



If you know the 7.5 vendor id or the tax identification number of a vendor, the information can be entered into a web based crosswalk lookup.

1. At the Finance Page click on Reference, Vendor Lookup



A blank web lookup will pop up

Vendor Lookup - Microsoft Internet Explorer provided by Umass Amherst A&F Admin Systems

Translate between Old and New Vendor Numbers

Directions: Leave all fields blank to return all rows.

Campus	Convert	Vendor Number	Description	Tax ID
--Select Campus--	New to Old	<input type="text"/>	<input type="text"/>	<input type="text"/>

Download to Excel

New Vendor	New Vendor Description	SetID	Old Vendor	Old Vendor Description	Tax ID
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2. Select the appropriate Campus for the vendor code

Campus

Amherst

You have the **7.5 vendor code** and want to find the 8.9 campus vendor code – select Old to New

Convert

Old to New

Enter the vendor number, description, or Tax ID number and click SUBMIT

Translate between Old and New Vendor Numbers

Directions: Leave all fields blank to return all rows.

Campus	Convert	Vendor Number	Description	Tax ID
Worcester	Old to New		Apple	

Download to Excel

NOTE: You can also download the results to Excel by checking the box “Download to Excel”

The results will populate in the bottom half of the screen

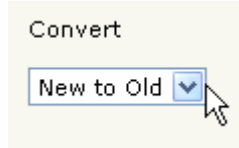
NOTE: Description will bring back any vendors with that value in any part of its name

New Vendor	New Vendor Description	SetID	Old Vendor	Old Vendor Description	Tax ID
7 records returned.					
0000024804	BIG APPLE MOVING & STORAGE INCORPORATED	UMWOR	0000023912	BIG APPLE MOVING & STORAGE INCORPORATED	133184906
0000028923	POST APPLE SCIENTIFIC INC	UMWOR	0000011526	POST APPLE SCIENTIFIC INC	251658183
0000031140	AFFY TAPPLE LLC	UMWOR	0000012301	AFFY TAPPLE LLC	364308033
0000032083	DONA T APPLE	UMWOR	0000016660	DONA T APPLE	410883433
0000039594	APPLE COMPUTER INCORPORATED	UMWOR	0000010129	APPLE COMPUTER INC	942404110
0000041564	APPLEBEES NEIGHBORHOOD GRILL	UMWOR	0000008038	APPLEBEES RESTAURANT	042990236
0000044615	APPLE COMPUTER INC	UMWOR	0000010129	APPLE COMPUTER INC	942404110

NOTE: If you would like to print the results, click “Print this Page”



You have the **8.9 vendor code** and want to find the 7.5 campus vendor code – select New to Old



Use the same steps to search as above.



University of Massachusetts

Amherst Boston Dartmouth Lowell President's Office Worcester
