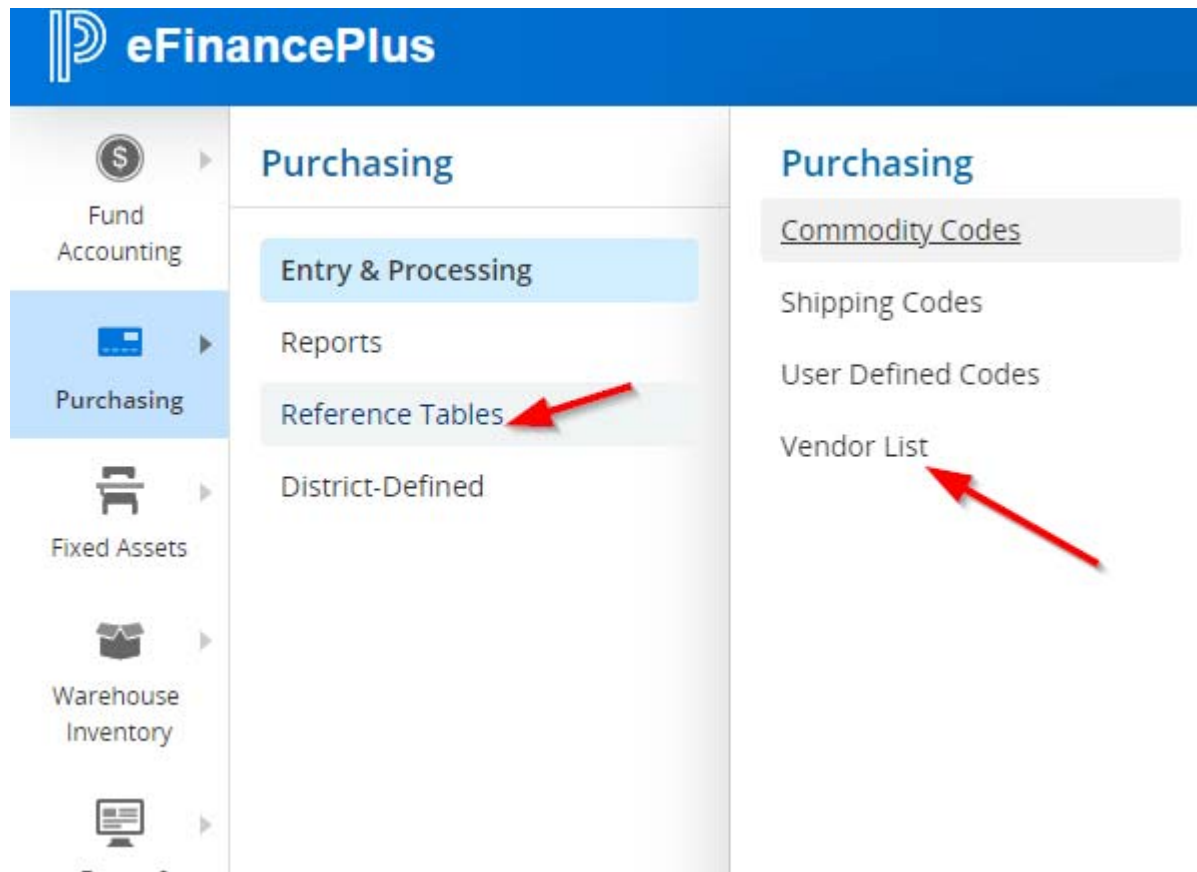


How to Look up a Vendor in eFinancePlus

Not every vendor in the CISC vendor database will be listed on the CISC Awarded Vendor List. Only vendors with a bid reference such as a CISC bid or cooperative contract are on the CISC Awarded Vendor List.

You will need to search the Vendor database to find vendors such as **employees, hotels, registrations, and postage**. See instructions below:

In the main menu, click on Purchasing and click on Reference Tables, Click on Vendor List.



The Vendor Information screen will appear. Add as a favorite by clicking on the  icon.

You can search the vendor database by Vendor Code or Vendor Name in the Search Criteria. Enter an * before and after a portion of the name to search all options.

Vendor List

Date: 07/05/2022 Period: 11/22

Search Criteria

Vendor Code

Inactive Status

Vendor Name

Search Name

Purchasing City

Purchasing State

Commodity Class

Federal Tax ID

Search **Advanced Search**

Vendor Code	Vendor Name	Purchasing City	Purchasing State
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The results of a search for all vendors that start with Daniel (*Daniel*) are shown below.

Search Criteria

Vendor Code

Inactive Status

Vendor Name

Search Name

Purchasing City

Purchasing State

Commodity Class

Federal Tax ID

Search **Advanced Search**

All search results shown in list here

Vendor Code	Vendor Name	Purchasing City	Purchasing State	Purchasing Phone
36000180	DANIEL MCFAIRLAIN	HOUSTON	TX	281-455-1120
36000518	DANIEL MCMAHON	WILLIS	TX	936-224-1370
00000918	DANIEL OFFICE PRODU **DO NOT USE**	USE #41001318	TX	- -
41001318	DANIEL OFFICE PRODUCTS	HOUSTON	TX	281-292-3355
39001508	DANIEL STEDMAN	THE WOODLANDS	TX	760-533-4668
35000723	DANIEL WOMACK	CONROE	TX	832-723-7689

In the list of search results, click on a vendor to highlight in blue and then view the General Information for that vendor. You can click on the Address tab for additional information.

Vendor Code	Vendor Name	Purchasing City	Purchasing State	Purchasing Phone
36000180	DANIEL MCFARLANE	HUNTSVILLE	TX	281-453-1128
36000518	DANIEL MCMAHON	WILLIS	TX	936-224-1370
00000918	DANIEL OFFICE PRODU **DO NOT USE**	USE #41001318	TX	- -
41001318	DANIEL OFFICE PRODUCTS	HOUSTON	TX	281-292-3355
39001508	DANIEL STEDMAN	THE WOODLANDS	TX	760-533-4668
35000723	DANIEL WOMACK	CONROE	TX	832-723-7689
30000669	DANIEL SUSAN G	THE WOODLANDS	TX	

95 match(es) found.

Blue highlighted vendors

General

Address

1099 Name and Address

1099 Information

Discount Information

Miscellaneous Information

EFT/ACH

General Information

Status

Vendor Code *

41001318

Employee

☐

Inactive

Vendor Name *

DANIEL OFFICE PRODUCTS

Hold Pa

Search Name *

DANIEL OFFICE PRODUCTS

Status 1

Federal Tax ID

76-0180001

Status 2

Search tips:

- Enter a portion of the name, not the entire name.
- Don't enter the or '. Example: Don't enter "The Baker's" enter "bakers".