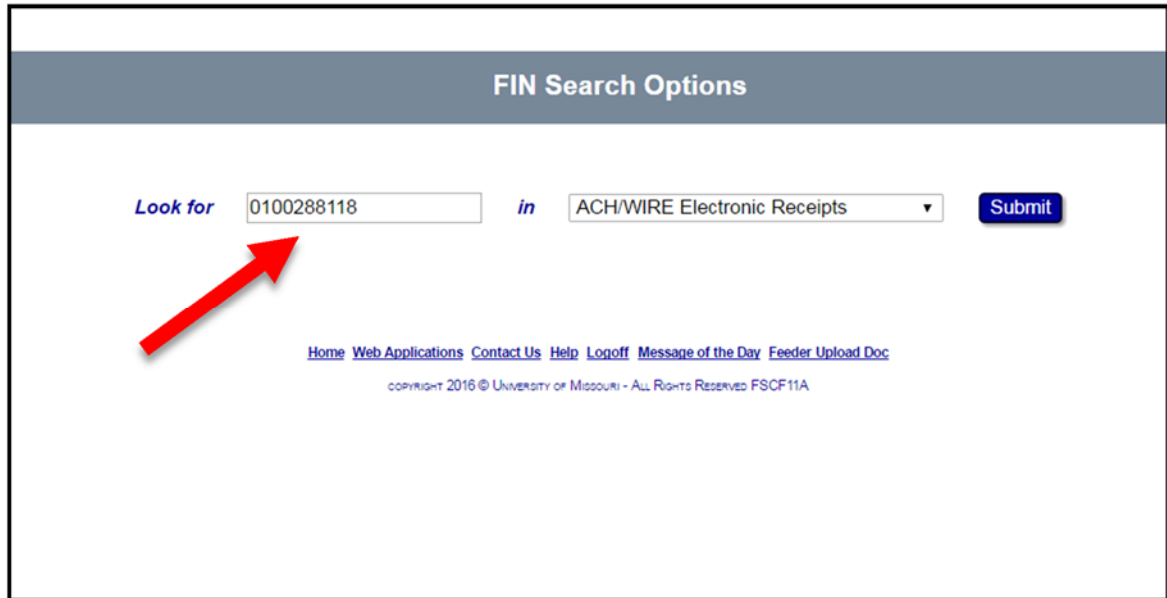


Searching for Suppliers in Web Apps

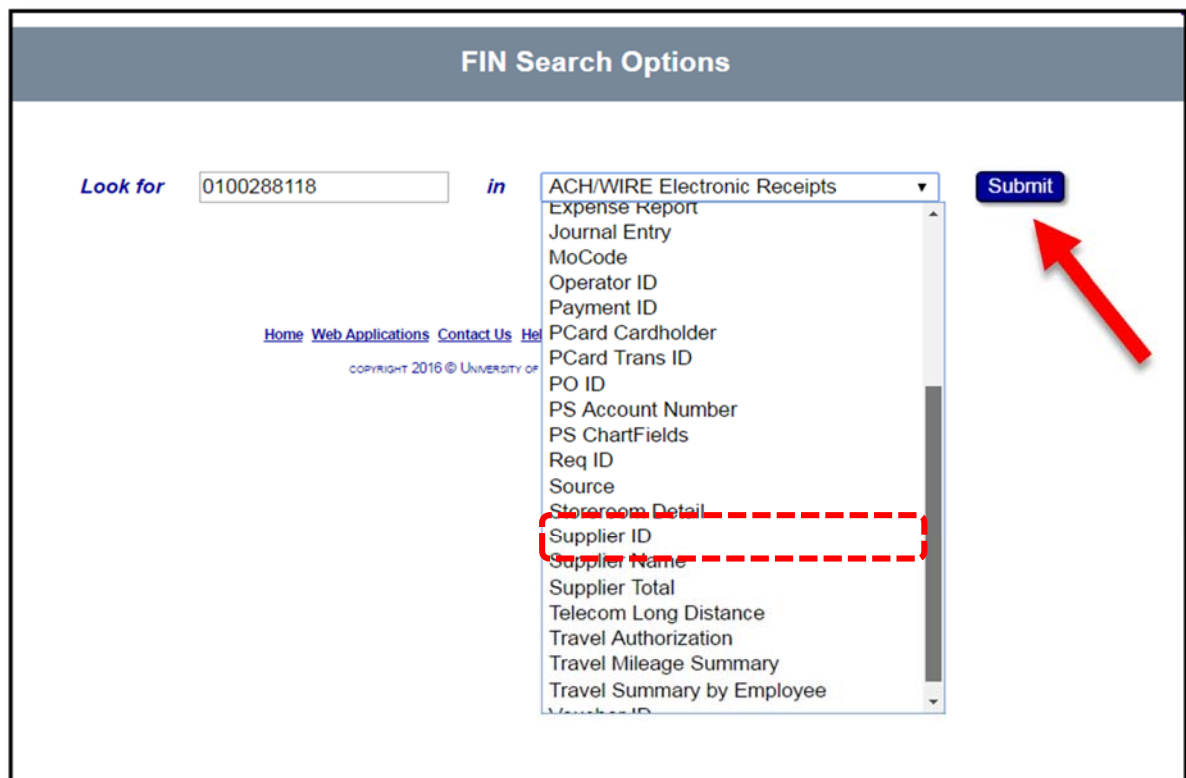
STEP 1 Log into [Web Applications](#) and click on **FIN Search Options**

STEP 2A To search by Supplier ID, enter the Supplier ID in the **Look For** field



The screenshot shows the 'FIN Search Options' page. At the top, there is a header 'FIN Search Options'. Below it, there is a search form with the following elements: 'Look for' followed by a text input field containing '0100288118', the word 'in', a dropdown menu currently showing 'ACH/WIRE Electronic Receipts', and a blue 'Submit' button. A red arrow points from the bottom left towards the 'Look for' input field. At the bottom of the page, there are several links: 'Home', 'Web Applications', 'Contact Us', 'Help', 'Logoff', 'Message of the Day', and 'Feeder Upload Doc'. Below the links is the copyright notice: 'COPYRIGHT 2016 © UNIVERSITY OF MISSOURI - ALL RIGHTS RESERVED FSCF11A'.

STEP 3A From the drop-down menu, select **Supplier ID** and click **Submit**



The screenshot shows the 'FIN Search Options' page with the dropdown menu open. The 'Look for' field still contains '0100288118'. The dropdown menu is expanded, showing a list of search criteria. 'Supplier ID' is highlighted with a red dashed box. A red arrow points from the bottom right towards the 'Submit' button. The list of search criteria includes: 'ACH/WIRE Electronic Receipts', 'Expense Report', 'Journal Entry', 'MoCode', 'Operator ID', 'Payment ID', 'PCard Cardholder', 'PCard Trans ID', 'PO ID', 'PS Account Number', 'PS ChartFields', 'Req ID', 'Source', 'Store Room Detail', 'Supplier ID', 'Supplier Name', 'Supplier Total', 'Telecom Long Distance', 'Travel Authorization', 'Travel Mileage Summary', and 'Travel Summary by Employee'. The copyright notice 'COPYRIGHT 2016 © UNIVERSITY OF MISSOURI' is visible at the bottom left of the page.

**STEP
4A**

This screen will show the **Supplier Name, Address(es), and Status**



The screenshot shows the 'FIN Search Options' page. At the top left is the University of Missouri logo. The page title is 'FIN Search Options'. Below the title, it says 'Supplier ID's that match: 0100288118'. A table displays the search results:

Supplier Name	Supplier ID	Supplier Status	Address Seq Num	Address Status	Description
COASTERS TO COASTERS	0100288118	Approved	1	Active	LAKE WINNEBAGO 201 ARROWHE R

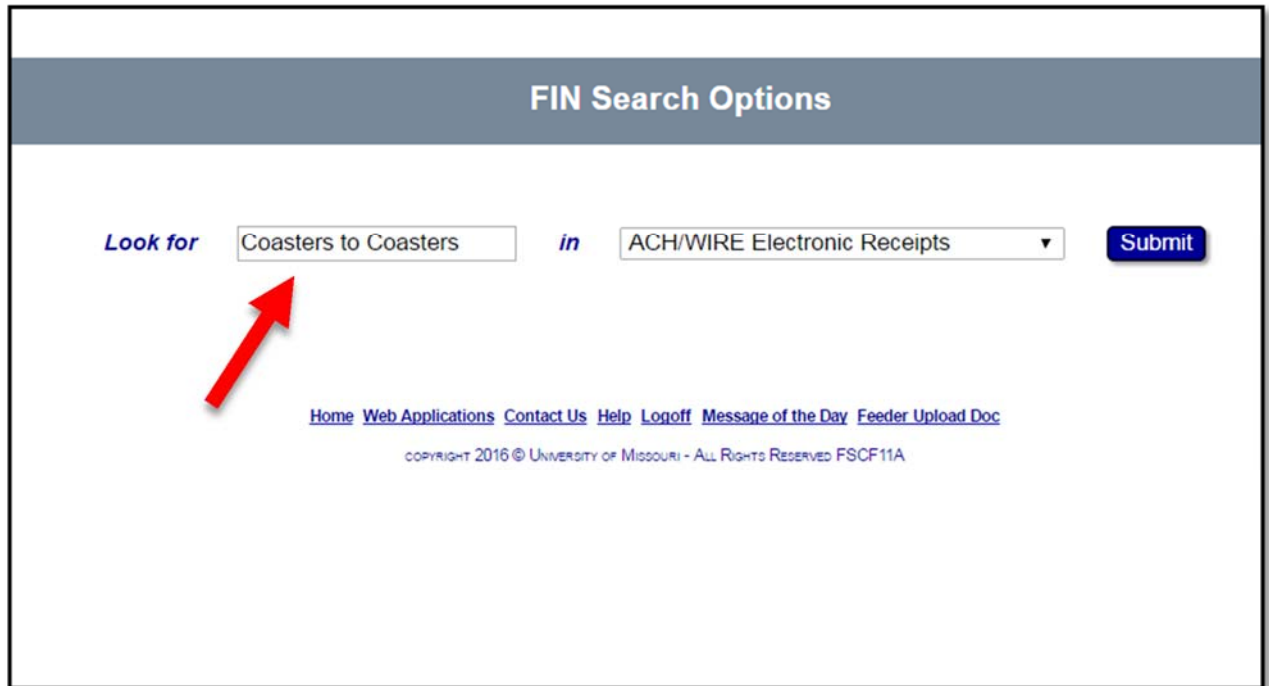
At the bottom of the page, there are navigation links: Home, Web Applications, Contact Us, Help, Logoff, Message of the Day, Feeder Upload Doc. A copyright notice at the very bottom reads: 'COPYRIGHT 2016 © UNIVERSITY OF MISSOURI - ALL RIGHTS RESERVED FSCF11A'.

Please Note:

- If a supplier has more than one address, each address will have its own row. The address sequence number will be notated after the Supplier ID.
 - o Ex. 0100288118-2
- Clicking on the **Supplier ID** hyperlink will show voucher numbers that have been used to issue payments to the supplier.
- The **Description** is a summary of the address. The city is listed first, and then the street address.

**STEP
2B**

To search by Supplier Name, enter the Supplier Name in the **Look For** field



The screenshot shows the 'FIN Search Options' page. The 'Look for' field contains the text 'Coasters to Coasters'. To the right of this field is a dropdown menu with 'ACH/WIRE Electronic Receipts' selected. A blue 'Submit' button is located to the right of the dropdown. A red arrow points to the 'Look for' field. At the bottom of the page, there are navigation links: Home, Web Applications, Contact Us, Help, Logoff, Message of the Day, Feeder Upload Doc. A copyright notice at the very bottom reads: 'COPYRIGHT 2016 © UNIVERSITY OF MISSOURI - ALL RIGHTS RESERVED FSCF11A'.

STEP 3B

From the drop-down menu, select **Supplier Name** and hit **Submit**

FIN Search Options

Look for *in*

- AR/BI Aging Report - Billing Specialist
- AR/BI Aging Report - DIV/DEPT NODE
- AR/BI Invoice Number
- ARR
- Authorization
- Cash Advance
- ChartField Mapping
- CRR
- DeptId/DeptNode Mapping
- Expense Report
- Journal Entry
- MoCode
- Operator ID
- Payment ID
- PCard Cardholder
- PCard Trans ID
- PO ID
- PS Account Number
- PS ChartFields
- Req ID
- Source
- Stereom Detail
- Supplier ID**
- Supplier Name**
- Supplier Total
- Telecom Long Distance
- Travel Authorization
- Travel Mileage Summary
- Travel Summary by Employee
- Voucher ID

IF THE FULL SUPPLIER NAME IS UNKNOWN, YOU CAN ENTER WHAT IS KNOWN TO PULL EXISTING SUPPLIERS THAT CONTAIN WHAT IS ENTERED

STEP 4B

This screen will show the **Supplier Name, Address(es), and Status**

Home

FIN Search Options

Supplier ID's that match: 0100288118

Supplier Name	Supplier ID	Supplier Status	Address Seq Num	Address Status	Description
COASTERS TO COASTERS	0100288118	Approved	1	Active	LAKE WINNEBAGO 201 ARROWHE R

[Home](#) [Web Applications](#) [Contact Us](#) [Help](#) [Logout](#) [Message of the Day](#) [Feeder Upload Doc](#)

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