HOW TO LOOK UP VENDOR/REIMBURSEMENT/SUPPLIER IDs IN PAW

These instructions are to help you look for vendor IDs in PAW, which is the easiest way to find them. The vendor ID is also called the Reimbursement ID in the Travel System and the Supplier Number in PAW. All these terms mean the same thing.

When a person or company is entered into the vendor system in PeopleSoft, it is updated to PAW the next day.

To look up a vendor ID in PAW, go into the PAW system. You will see an Icon on the left side of the screen, which looks like 3 people from the shoulders up. Click on the icon, then click on "Search for a Supplier."
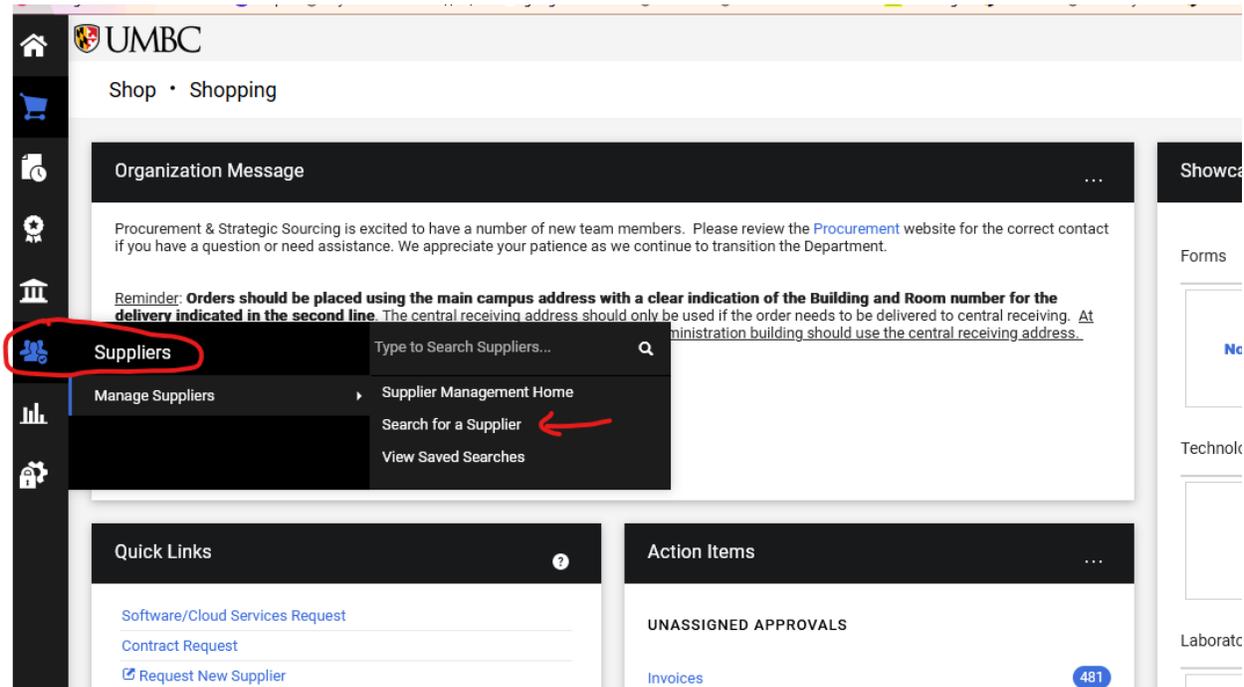
Put the name of the person or company in the Search box and hit GO.
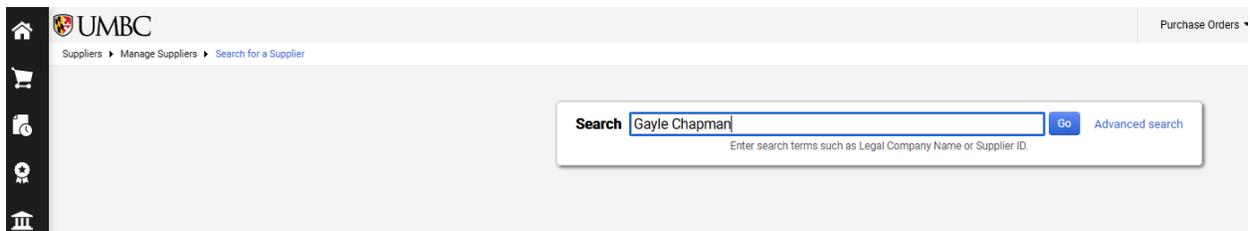
The vendor/traveler/supplier will appear if it is in the system. The supplier number will be underneath the name. In this example, Gayle Chapman is in the vendor system with Supplier Number 0000006807. To check to see if Gayle Chapman's address is correct, go to the blue Manage drop down on the right and choose View Supplier Profile.

You can then check to make sure the address is correct.

Note that there are two addresses shown, the fulfillment address and the remittance address. The fulfillment address, also called the order address, is the address suppliers want you to use to place orders. The remittance address, also called the remit address or reimbursement address is the address where payments are made. In this example, they are the same.

Also remember when using the Supplier Number or Vendor/Reimbursement ID, please use the leading zeroes which are a part of the complete number.