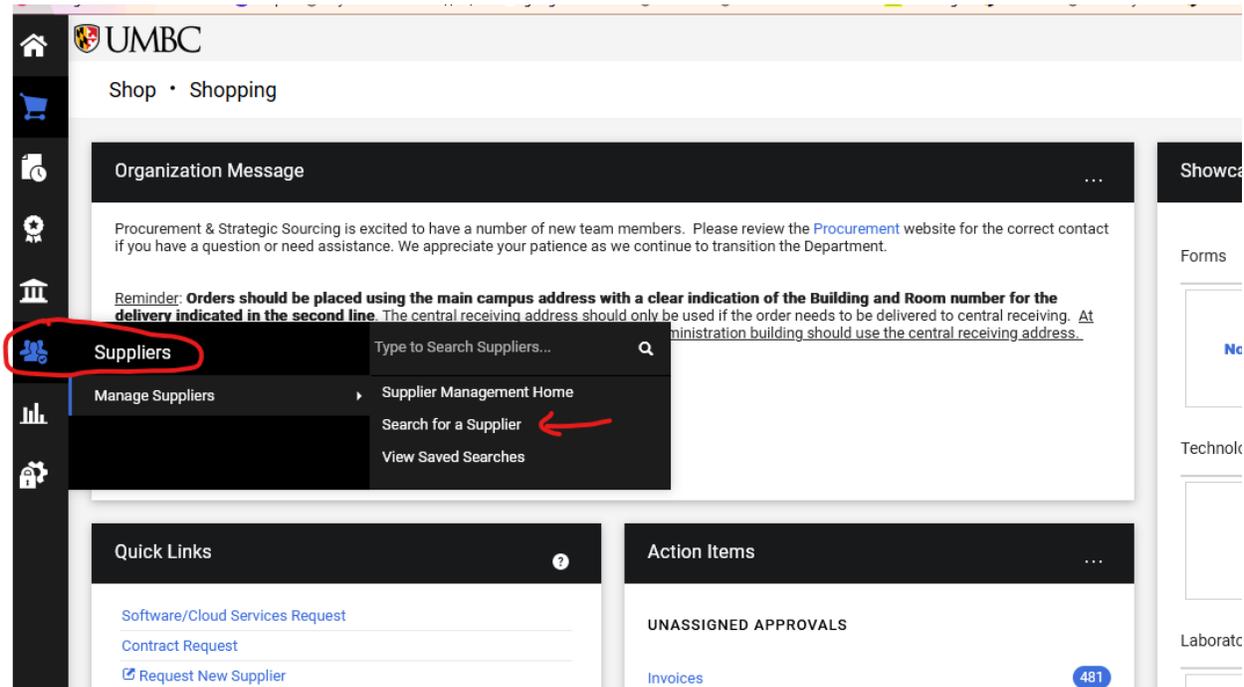


## HOW TO LOOK UP VENDOR/REIMBURSEMENT/SUPPLIER IDs IN PAW

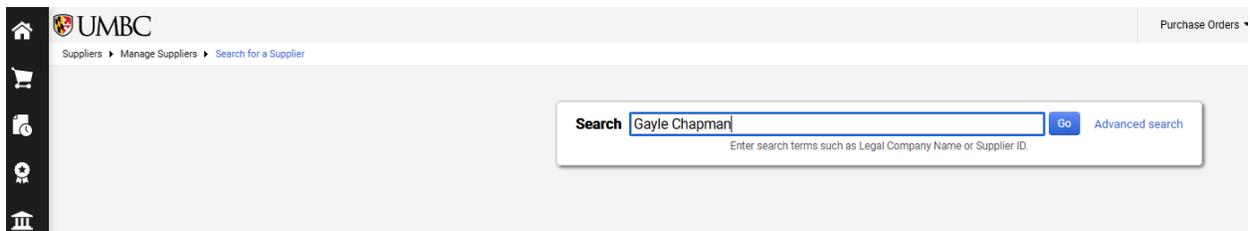
These instructions are to help you look for vendor IDs in PAW, which is the easiest way to find them. The vendor ID is also called the Reimbursement ID in the Travel System and the Supplier Number in PAW. All these terms mean the same thing.

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 000006807. 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.

UMBC Suppliers > Manage Suppliers > Search for a Supplier

Showing 1 - 1 of 1 results

Results Per Page: 20

Sort by: Best Match

Page 1 of 1

View Supplier Profile

Filtered By: Gayle Chapman

Refine Supplier Search

Profile Last Updated By Supplier

Registration Status

CHAPMAN, GAYLE E  
Supplier Number: 000006807  
Registration Status: None  
Contract Party Types: Supplier

Type: Diversity Classifications: None

Last Updated: 12/12/2019 7:34 PM

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

UMBC Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - CHAPMAN, GAYLE E

Back to Results

1 of 1 Results

### CHAPMAN, GAYLE E

Supplier Number: 000006807  
Registration Status: None  
Registration Type: -

View Supplier Registration

About

- Summary
- General
- Supplier Classes
- System Settings
- Contacts and Locations
- Workflow and Review
- eProcurement

View History

#### Summary

##### General Supplier Information

Supplier Name	CHAPMAN, GAYLE E
JAGGAER Indirect Supplier ID	1003076850
Contract Party Types	Supplier
Supplier Number	000006807
Active for Shopping	✓
Order Acknowledgment	✗
Advanced Ship Notice	✗
e-Invoicing (CXML Invoicing)	✗
Portal Invoicing	✓

##### Supplier Registration Information

Last Updated	12/12/2019 7:34 PM
Registration Status	None
Approved for ERP Sync	On

##### Default Ordering Information

Order Distribution	Manual
Payment Method	Purchase Order

##### Default Fulfillment Center

Fulfillment Center	Name	DOMESTIC
Fulfillment Address	Address	1217 ROUNDGATE CT WOODBINE, MD 21797
Remittance Address	Address	1217 ROUNDGATE CT WOODBINE, MD 21797

##### PO Clauses

There are no PO clauses associated with this contract.

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.