## 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."

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ç	Procurement & Strategic Sourcing is excited to have a number of new team members. Please review the Procurement website for the correct contact if you have a question or need assistance. We appreciate your patience as we continue to transition the Department.									Forms
1	Ì	Reminder: Orders should be place delivery indicated in the second	ed using the main campus address line. The central receiving address sh	with a clear in nould only be us	idication of the Buildi ed if the order needs to	ng and Room nu be delivered to c	Imber for the entral receiving.	At		
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Put the name of the person or company in the Search box and hit GO.

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Ξ	Suppliers + Manage Suppliers + Search for a Supplier		
1		Search Gayle Chapman Go Advance	d search
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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.

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Q: (≣	Filtered By Search Terms Gayle Chapman Seve New Search		CHAPMAN, CAYLE Type:     Supplier Number: Ocose01     Contract Party Type:     Supplier		Last Updated: 12/12/2019 7:34 PM			View Supplier Profile		
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You can then check to make sure the address is correct.

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Back to Results     1 of 1 Res	sults 🗸 🔪					
CHAPMAN, GAYLE E	Summary					
	General Supplier Information					
Supplier Number     0000006807       Registration Status     None       Registration Type     -       View Supplier Registration	Supplier Name JAGGAER Indirect Supplier ID Contract Party Types Supplier Number Active for Shopping Order Acknowledament					
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General	Supplier Registration Information					
Supplier Classes System Settings	Last Updated Registration Status Approved for ERP Sync	12/12/2019 7:34 PM None On				
Contacts and Locations	Default Ordering Information					
worknow and Review	Order Distribution Manual					
eProcurement	Payment Method	Purchase Order				
View History	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.