WFS   Wesleyan Financial System

Vendor Lookup on the PO and Voucher Page

The Vendor field on the main document page allows a search using the "short name" of the vendor. All vendors where the short name begins with what is typed will appear.

Enter "Middletown" in the vendor field, click magnifying glass, and see 19 vendors where the short name begins with "Middletown."

OR, click the "Advanced Vendor Search" link to open a window for advanced searching.
Entering a word(s) on the Name field will find all vendors where that word is *anywhere* in the "long name" of the vendor.

Enter "Middletown" on name line, click yellow Search button and see 38 vendors where the word "Middletown" is in the long name of the vendor.

Click the checkbox to select the vendor. You will return to the main document page with the vendor filled in.

Vendor Address

If the vendor has more than one address, click the lookup icon to see additional addresses.
Select the address that is appropriate for your voucher.

*Vendor: YALE UNIVE-0 🔍 Advanced Vendor Search

Vendor ID: 0000002843

*Address: 1 🔍 YALE UNIVERSITY
DNA ANALYSIS FACILITY ON SCIENCE HILL
ENVIRON SCIENCES CNTR RM 150
21 SACHEM ST
NEW HAVEN, CT 06511
USA

Finding a Vendor from the Main Menu

Every user has access to the vendor page from the main menu.
Navigation: Vendor> Vendor Information> Vendor

Menu

Search:
[   ] (»)

▷ My Favorites
▷ Smart Solutions
▷ Wesleyan Menu
▷ Supplier Contracts
▼ Vendors
   ▷ Vendor Information
▷ Purchasing
▷ eProcurement
▷ Services Procurement

Main Menu >

📁 **Vendors**

Add, maintain, or approve vendors; manage 1099, global withholding, or CA EDD.

📁 **Add/Update**

☰ Vendor

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

SetID:	= ▾	WSLYN 🔍
Vendor ID:	begins with ▾	[ ]
Persistence:	= ▾	[▾]
Short Vendor Name:	begins with ▾	[ ] 🔍
Our Customer Number	begins with ▾	[ ] 🔍
Name 1:	contains ▾	Middletown 🔍

☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Use the "Short Vendor Name" field, or for a more complete list change the search criteria to "contains" and enter a word that is in the full name of the vendor.
 • Click the Search button

Summary \ Address

SetID:	WSLYN
Vendor ID:	0000001153
Vendor Short Name:	INN AT MID INN AT MID-001
Vendor Name:	INN AT MIDDLETOWN

A summary of the vendor information appears on the first tab and all addresses for the vendor appear on the Address tab.