AIS VENDOR SEARCH INFORMATION

AIS Vendor Search: https://oit.siu.edu/ais/resources/special-searches/vendor-tin/

Use this website to search for any vendor in the Administrative Information Systems (AIS) database. Follow the processes below when filling out the Recommended Supplier Name and Address (including TIN / AIS number) area on the Purchase Requisition as well as the Supplier Name / Address / TIN section of the AP Invoice Distribution Form. It is vital that current and complete AIS vendor information is provided when filling out a purchase requisition / AP Invoice Distribution form. Providing incomplete and / or outdated information could cause delays in the processing of your transaction. Obtain information from AIS Vendor Search by using the following three different search functions.

1. TIN - Tax Identification Number:

Use if tax identification number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) is known. This feature will show the legal company name associated with that number. This number is unique to every vendor. When utilizing this search, try searching for the number with dashes included first. If the search doesn't bring up vendor, try searching without the dashes in the number.

2. Vendor Name - Contact Vendor Name:

Use if individual / company name is known. This feature will show the TIN associated with this name. For best results, only enter a few letters of the name utilizing the wild card query (see helpful hints section below) to show a complete listing. If a vendor is in AIS by their Social Security Number, it will display as completely redacted due to privacy concerns.

3. DBA - Doing Business As:

Use this feature if company name is known but are unable to find company utilizing Vendor Name search. Known company name may be a "Doing Business As" name, parent company subsidiary, or is a sole proprietorship. This search will show the parent company of the known company or sole proprietor (including that business entity / individual's TIN). For best results, only enter a few letters of the name utilizing the wild card query (see helpful hints section below) to show complete listing.

*If a vendor cannot be found, but it is known we have transacted with the vendor before via the purchase requisition / APID process, please contact the AIS Supplier File Manager (3255) for assistance. If vendor information still cannot be found with assistance, vendor may be new or has undergone name / TIN change. *

How to Navigate Menu

Once the vendor is found utilizing the search feature, the vendor's information is then broken down into site (address) information. Clicking the "Display Site Information" button will show all the available addresses for the vendor. Clicking the "Site" button on each vendor site line, the full address will be displayed. If you click the vendor contact button, if a contact has been matched to that address, a vendor contact will be displayed.

If you find the address information in the AIS Search that matches what has been provided by the supplier, then this will be the information that you will use in order to fill out the requisition/AP Invoice Distribution Form. If you do not find matching information, a new/change supplier form with the new address information needs to be provided.

Information should be written on the purchase requisition / AP Invoice Distribution form within the provided areas exactly as it appears in the AIS search. Parent Company / Sole Proprietor / Doing Business As names should be provided as well.

AN IMPORTANT NOTE ON PROPER ADDRESS USAGE

Please note that on purchase requisitions, remittance addresses should not be used (unless it is verified to be the same address as the service address). The address that should be used on the purchase requisition would be the address the service/product is originating from, address of the point of contact, or company headquarters. Remittance addresses should be used only on the AP Invoice Distribution form. Remittance addresses are usually notated on invoices.

HELPFUL HINTS

a. Percent sign (%) is a wild card character that can be used for queries where only partial information is known. The sign can be used before and/or after query information. (Example: a search for Charter could be entered as %CHAR% to find the correct vendor)
b. If asterisks (*) appear next to names or numbers, that means the record or address has been inactivated. Contact Vendor File Manager for explanation.
c. If you are unsure if an address is good to use for either purchasing or remittance functions, please contact the AIS Supplier File Manager (3255) for help.

NEW/CHANGE VENDOR

If the vendor will be new into AIS (or has undergone a name/TIN change), the department must provide the following documents in order to process them into AIS:

- W-9 – To be provided by the individual / business entity. The W-9 should be on the current version on the form, complete, and signed/dated within the past calendar year (digital signatures are acceptable). These are required with only a few exclusions including refunds to individuals or paying an individual less than $600 for services provided in the current calendar year. Business entities are required to provide a W-9 regardless of the nature of the transaction.
- Foreign entities must provide either a W-8BEN (for an individual) or a W-8BEN-E (for a business entity) in lieu of a W-9. Foreign individuals or entities must provide a W-8BEN or W-8BEN-E regardless of the nature of the transaction
- New/Change supplier form – To be provided by the department. These must be completed for every new AIS entry.

If the vendor is already in AIS but has a new address that needs to be put into the system for use, the following form is required:

- New/Change supplier form – To be provided by the department. These must be completed for every address that needs to be added.

*Please note that if a known entity in AIS has undergone a name and/or TIN change (example: company A is purchased by company B and now goes by company B's information), they will be subject to the same document requirements as a new supplier *