

## Vendor Review Overview

The University of Kansas has thousands of vendor records on file. It is imperative to maintain the accuracy of these records. Before adding to the University's vendor list, diligently search FSKU for an existing vendor record.

From the FSKU Menu navigation, click Vendors >> Vendor Information >> Add/Update >> Review Vendors.

## Tax ID Search

The most direct variable to locate a specific vendor is the Tax Identification Number (TIN).

1. Enter the 9-digit number in the ID Type field (Category = Tax ID)
2. Click the Search button
3. Click the View button to expand the results list

The search results will display in the Search Results field at the bottom of the page. Use the information found in these tabs to determine if the Vendor in question is already on file within FSKU.

## Main Information Tab

The Main Information tab displays:

**Vendor ID Name Short Name Address City State Country**

## Additional Vendor Info Tab

This tab displays Vendor:

**Status Classification Persistence Withholding misc. information**

## Audit Information Tab

This tab contains administrative change information.

## Name Search

When the TIN is unknown, the common name of the vendor should be known, along with some basic demographic data. Here are some search suggestions:

1. Change the sort criteria in the Name field to = Contains
2. Type-in the common name of the vendor in the open Name field. Use the last name if the vendor is an individual.
3. Click the Search button and then click the View link to expand the search results list to 100 or shorten to 10.
4. To sort the search results, click the Search button and enter an additional search string.
5. Click the OK button.

The search results will re-sort the list and return the search string at the top of the list.

## Refining the Search

Search results can produce too many "hits" to efficiently scroll through. When additional information is known, add and/or combine different criteria to refine the search.

Remember – current vendor demographic information may be different than information in FSKU. Using common search criteria such as Address, City, State and Postal can make it appear a vendor is not in FSKU when in fact only the vendor address has changed.

Send all vendor updates to [payables@ku.edu](mailto:payables@ku.edu).

## More Information

See the FSKU User Manual, [Vendors – Additions and Policies](#) for more information on searching for and entering vendors on the KU Financial System.