



## How to Look Up a Vendor ID

1. Main Menu Folder (1) → Suppliers Folder (2) → Supplier Information Folder (3) → Add/Update Folder (4) → Supplier (5) → Type in “SFCMP” as your SetID (6) → Select “Contains” (7) → Type in a portion of your vendor name (8) → Click Search (9)

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

Find an Existing Value

**Search Criteria**

SetID =   **6**

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name contains   **8**

Include History  Case Sensitive **7**

**9**

2. Select your vendor name

Search Results

View All First 1-16 of 16 Last

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
SFCMP	0000024944	Regular	BOXDELLSHA-001	(blank)	BOXDELL,SHARAYAH
SFCMP	0000021561	Regular	CORDELLHUL-001	(blank)	CORDELL HULL GLOBAL
SFCMP	0000018731	Regular	CORDELLTIM-001	(blank)	CORDELL,TIMOTHY
SFCMP	0000004672	Regular	DELLMARK-001	(blank)	DELL MARKETING <b>→</b>
SFCMP	0000019985	One Time	DELLSCHOLA-001	(blank)	DELL SCHOLARS PROGRAM
SFCMP	0000023984	Regular	DELLSOFTWA-001	(blank)	DELL SOFTWARE INC
SFCMP	907936632	Regular	DELLACHIES-001	(blank)	DELLACHIESA,JARROD
SFCMP	908511999	Regular	DELLIGATTI-001	(blank)	DELLIGATTI,DEBORAH
SFCMP	0000019081	Regular	GARCIADELL-001	(blank)	GARCIA,DELLANIRA
SFCMP	900008556	Regular	HANNAWENDE-001	(blank)	HANNA,WENDELL
SFCMP	0000008682	Regular	RANDELLJES-001	(blank)	RANDELL,JESSE BRIAN
SFCMP	0000019957	Regular	SYDELLHOTE-001	(blank)	SYDELL HOTELS, LLC
SFCMP	0000019166	Regular	TRUDELLMAR-001	(blank)	TRUDELL,MARY E.
SFCMP	915591006	One Time	TRUDELLEMA-001	(blank)	TRUDELL,MARIE
SFCMP	909744867	Regular	WADELLELIZ-001	(blank)	WADELL,ELIZABETH
SFCMP	0000017149	Regular	WARDELLKEN-001	(blank)	WARDELL,KENNETH F.

3. If your vendor is NOT in the system, please send our SFSU Vendor 204 form ([http://fiscaff.sfsu.edu/sites/default/files/forms\\_documents/SFSU\\_Vendor\\_204\\_2015\\_8.pdf](http://fiscaff.sfsu.edu/sites/default/files/forms_documents/SFSU_Vendor_204_2015_8.pdf)) to your vendor to fill out. Then send the completed SFSU Vendor 204 form to Minh Nguyen ([ngocmn01@sfsu.edu](mailto:ngocmn01@sfsu.edu)) for processing.