



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)

The screenshot shows the Oracle Supplier Information search interface. The breadcrumb trail at the top is: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. Red arrows point to each step: 1. Main Menu, 2. Suppliers, 3. Supplier Information, 4. Add/Update, 5. Supplier. Below the breadcrumb trail, the 'Supplier Information' section has a 'Find an Existing Value' button. The 'Search Criteria' section has several fields: SetID (with a dropdown arrow), Supplier ID (with a dropdown arrow), Persistence (with a dropdown arrow), Short Supplier Name (with a dropdown arrow), Our Customer Number (with a dropdown arrow), and Supplier Name (with a dropdown arrow). The SetID field contains 'SFCMP' and has a search icon (arrow 6). The Supplier Name field contains 'Dell' and has a search icon (arrow 8). The 'Include History' checkbox is checked (arrow 9). The 'Case Sensitive' checkbox is unchecked (arrow 7). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Select your vendor name

Search Results

View All

| 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 |
| SFCMP | 0000019985 | One Time | DELLSCHOLA-001 | (blank) | DELL SCHOLARS PROGRAM |
| SFCMP | 0000023984 | Regular | DELLSOFTWARE-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) to your vendor to fill out. Then send the completed SFSU Vendor 204 form to Minh Nguyen (ngocmn01@sfsu.edu) for processing.