

Supplier Search Tips in Shop UW+

To see if a supplier is active in Shop UW+, select the supplier icon, and type in the supplier name in the search field


The screenshot displays the Shop UW+ interface. At the top, the breadcrumb navigation shows 'Orders > Approvals > Requisitions to Approve'. Below this, the 'Group Results By' dropdown is set to 'Folders'. A 'Filtered by' section indicates the search criteria: Type: Requisitions, Date Range: All Dates, and View Approvals For: TERI L DRAKE. The search results show 'Total Results Found: 3' and a list of folders including 'My PR Approvals [3 results]' and 'Dept Delegated Agent - N...'. A search bar at the bottom of the main content area contains the text 'aladdin'. A sidebar on the left contains navigation icons for Home, Shopping Cart, Documents, Awards, and Institutions. Below the search bar, a dropdown menu is open, showing options: 'Manage Suppliers', 'Approvals', 'Supplier Management Home', 'Search for a Supplier', 'Multi ERP Supplier Search', and 'View Saved Searches'. At the bottom of the page, a supplier profile is displayed for 'ALADDIN FOOD MANAGEMENT SERVICES LLC (ELIOR INC)'. The profile includes a green checkmark icon, a 'Type' dropdown set to 'Food', 'Supplier Number: 0001071811', 'Registration Status: None', 'Contract Party Types: Supplier', and 'Diversity Classifications: None'. The last update timestamp is '5/1/2021 4:45 AM' and there is a 'Manage' button.

Your search results may return multiple suppliers. Please look for the green check mark to the left of the name to indicate the supplier is active in ShopUW+. You may click on the blue supplier name link to see more supplier information.

Summary

General Supplier Information	
Supplier Name	ALADDIN FOOD MANAGEMENT SERVICES LLC
JAGGAER Supplier ID	1004867461
Contract Party Types	Supplier
Supplier Number	0001071811
Active for Shopping	✓
Order Acknowledgment	✗
Advanced Ship Notice	✗

If you would like to see whether a remittance address is active, you can select the Contacts and Locations

Supplier Number	0001071811
Registration Status	None
Registration Type	Profile 1 

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Addresses	
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ALADDIN FOOD MANAGEMENT SERVICES LLC

Supplier Number 0001071811
 Registration Status None
 Registration Type Profile 1

Addresses

[Show Inactive Addresses](#)

Select an Address
ACH-16567 COLLECTIONS CENTER DR (Primary Fulfillment)
ACH-16567 COLLECTIONS CENTER DR (Primary Remittance)
CHK-748 ALGOMA BLVD (Fulfillment)
PO BOX 743357 (Fulfillment)
300 S TRYON ST STE 400 (Remittance)
400 UNIVERSITY DR (Remittance)
4135 SOUTHSTREAM BLVD STE 250 (Remittance)
725 ALGOMA BLVD (Remittance)
800 W MAIN ST RM 143 (Remittance)
CHK-748 ALGOMA BLVD (Remittance)
PO BOX 743357 (Remittance)

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You can also select a specific remittance address on the right and see the details including the address ID number from SFS.

ALADDIN FOOD MANAGEMENT SERVICES LLC

Supplier Number 0001071811
 Registration Status None
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Address Information

Name	300 S TRYON ST STE 400
Address Type	Remittance
Business Unit Assignment	No Business Units Assigned
Address ID	5
3rd Party ID	No Value
Active	✓
Primary	✗
Country	United States
Street Line 1	300 S TRYON ST STE 400
Street Line 2	
Street Line 3	
City/Town	CHARLOTTE
State/Province	NC
Postal Code	28202-0136
Phone	
Toll Free Number	
Fax Number	
Example: Payment Alternate Name	

Please note that this level of supplier address detail is not visible in the Requisition Wizard, but it is visible in the payment screens, such as direct payment, PIR, etc.

If there are multiple supplier records active, it is best to confirm that you are selecting the correct supplier by confirming the Tax Identification (TIN) number of the supplier in the SFS supplier table. This can be done by searching for the supplier by the TIN number on the quote, invoice, or W-9. Or, if you do not have access to this screen and have a question about which supplier to use, please contact purchasing@uww.edu.

The screenshot displays the 'Accounts Payable WorkCenter' interface. On the left, a navigation pane includes sections for 'Links', 'Payments', 'Suppliers', and 'My Work'. The 'Suppliers' section is expanded, with 'Review Suppliers' highlighted. The main area is titled 'Search Criteria' and contains several search fields:

- *SetID: SHARE
- Name: Equal to
- Withholding Name: Equal to
- Supplier Status: [Dropdown]
- Address: Equal to
- Customer Number: [Text]
- ID Type: Tax Identification Number
- VAT Registration ID: [Text]
- Withholding Tax ID: [Text]
- Max Rows: 300

The TIN number '262223480' is entered in the ID field and highlighted in yellow.

Also, please note that the Jaggaer supplier ID and the SFS supplier numbers are not the same.