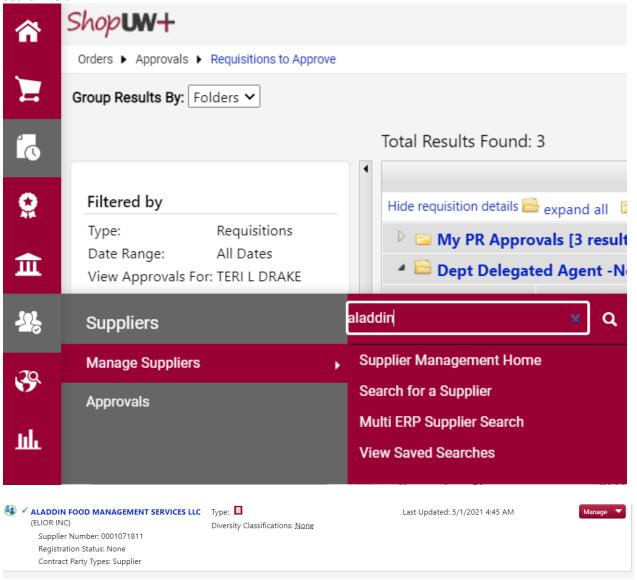
Supplier Search Tips in Shop UW+

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

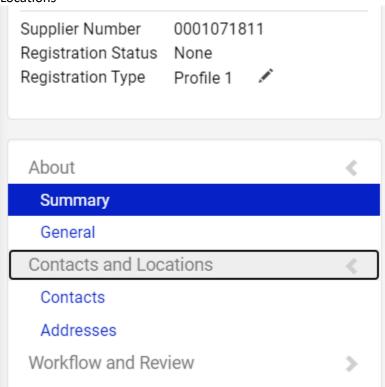


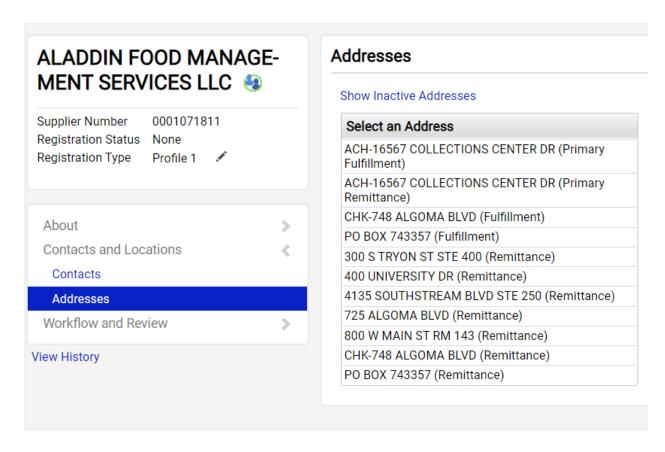
Your search results may return multiple suppliers. Please look for the green check mark to the left of the name to indicate the supplier is active in ShopUW+. You may click on the blue supplier name link to see more supplier information.

Summary

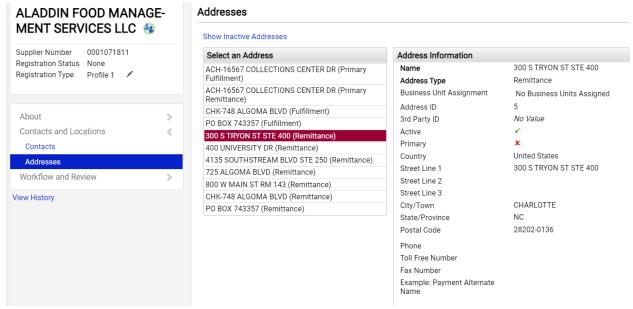
General Supplier Information	
Supplier Name	ALADDIN FOOD MANAGEMENT SERVICES LLC
JAGGAER Supplier ID	1004867461
Contract Party Types	Supplier
Supplier Number	0001071811
Active for Shopping	✓
Order Acknowledgment	×
Advanced Ship Notice	×

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



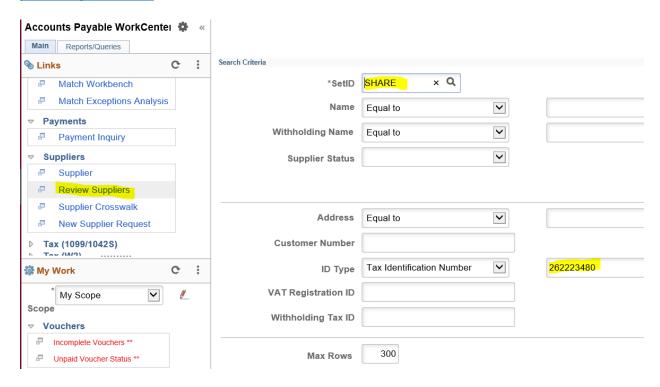


You can also select a specific remittance address on the right and see the details including the address ID number from SFS.



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.



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