

# Finding an Existing Vendor (WISDM)

Note: To do this search you must have access to WISDM. If you do not have a WISDM account and wish to obtain one contact Suzie Bednar-Munsell at extension 8384.

- 1) Access the University of Wisconsin System WISDM through the UW-Superior Business Office website <http://www.uwsuper.edu/business/index.cfm>

UNIVERSITY OF WISCONSIN  
*Superior*  
Wisconsin's Leading Public Liberal Arts College

FUTURE STUDENTS | CURRENT STUDENTS | FACULTY AND STAFF | ALUMNI AND FRIENDS | PARENTS

University Site Search   [A to Z Index](#) | [Calendar](#) | [Directories](#) | [About Us](#) | [Contact Us](#)

Business and Financial Services

- News and Events
- Staff Directory
- Chart of Cost Centers
- Accounting Codes/Appropriation Structure
- Fiscal Year Financial Reports
- Capital Inventory and Surplus Information
- Forms
- FAQs
- Site Map and Search

expect the best from your professors

UW-Superior > Business and Financial Services

WISDM

Business and Financial Services has a dual role of providing financial services to the campus community while providing proper internal controls. We provide controls to ensure fiscal integrity and to comply with UW System, State and Federal requirements.

We strive to provide excellent customer service while supporting the UW-Superior mission of fostering intellectual growth and career preparation within a liberal arts tradition.

Shared Financial System

Campus Invoicing System

- 2) Log onto WISDM

UNIVERSITY OF WISCONSIN SYSTEM  
**UW**

UW SYSTEM

UW System Home -- IAA Authentication Hub Login

**UW System Authentication Hub**

The UW System Authentication Hub is your gateway to UW System applications.

Please select your home campus and application, and enter your campus username / Login ID:

Campus:

Application:

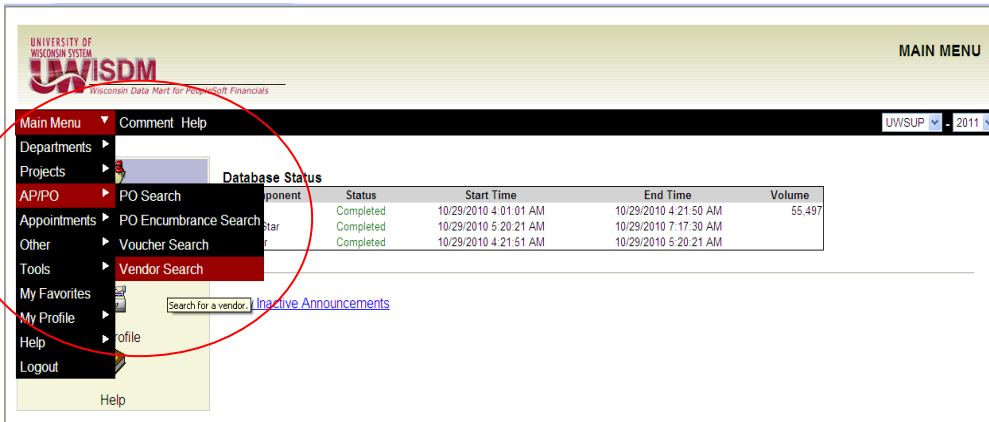
User ID:  [Need Help?](#)

Password:

Save my campus and username (requires cookies)

© 2006 Board of Regents - University of Wisconsin System. All Rights Reserved  
[Accessibility Policy](#) | [Privacy Policy](#) | [Contact Webmaster](#)

3) Once in WISDM; use the drop down menu to select AP/PO → Vendor Search



4) In the Vendor Search Screen; search for a Vendor by selecting Vndr Name; is exactly, starts with or contains.

The screenshot shows the 'SEARCH CRITERIA' form. The 'Vndr Name' dropdown menu is set to 'is exactly'. Other fields include 'Vndr ID', 'Short Vndr Name', 'Vendor SetID' (UWSUP), and 'Records Per Page' (50). A 'Submit' button is at the bottom.

5) Search by Vendor name in the Vndr Name line. Click Submit to perform your search.

The screenshot shows the 'VENDOR SEARCH' screen. The 'SEARCH CRITERIA' form is visible, with 'Vndr Name' set to 'starts with' and 'Belk' entered. Below the form, a table of search results is displayed.

Vendor ID	Vendor Name	Short Vendor Name	POs	Vouchers	W9 On File	W9 Effective Date
0000008340	BELKNIAP ELECTRIC INC	BELKNIAPELE-001	<a href="#">POs</a>	<a href="#">Vouchers</a>	Y	5/28/2010

6) If the desired vendor appears in the search results the Vendor ID can be found in the left hand corner. The vendor ID can be used to search for a vendor when creating a field order. The vendor ID only requires 6 digits; 008340.

**UNIVERSITY OF WISCONSIN SYSTEM**  
**UWSWISDM**  
 Wisconsin Data Mart for PeopleSoft Financials

**VENDOR SEARCH**

Main Menu    Comment Help    Add to Favorites    UWSUP - 2011

**SEARCH CRITERIA**

Vndr ID:

Vndr Name: starts with

Short Vndr Name: is exactly

Vendor SetID:

Records Per Page:

Vendor ID	Vendor Name	Short Vendor Name			W9 On File	W9 Effective Date
0000008340	BELKNAP ELECTRIC INC	BELKNAPELE-001	<a href="#">POs</a>	<a href="#">Vouchers</a>	Y	5/28/2010

If the desired vendor does not appear in the search results; continue your search by changing the search criteria (starts with, contains, etc), abbreviate names (Association=Assn), or enter possible acronyms (UWS, WITC, etc).

If these steps fail to create results, the vendor does not exist in our system. The process to follow in this situation can be found on the Purchasing website under New Vendors requiring a W-9.