

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, please contact Dawn McMillan at 715-394-8384.

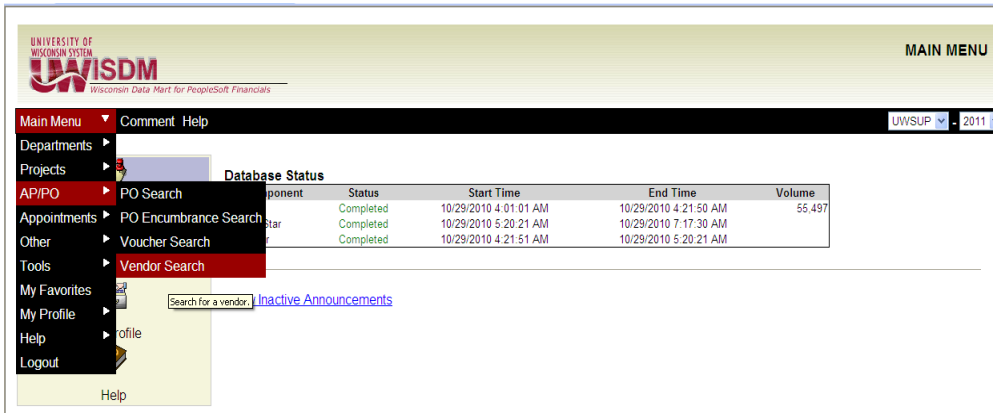
- 1) Access the University of Wisconsin System WISDM through the UW-Superior Business Office website <http://www.uwsuper.edu/business/index.cfm>

The screenshot shows the University of Wisconsin Superior website. The header includes the university logo and navigation tabs for Future Students, Current Students, Faculty and Staff, Alumni and Friends, and Parents. A search bar and navigation links (A to Z Index, Calendar, Directories, About Us, Contact Us) are present. The main content area is titled "Business and Financial Services" and features a banner with the text "expect the best from your professors". Below the banner, there is a description of the department's role in providing financial services and ensuring fiscal integrity. To the right, there are logos for WISDM, UW-System Financial Policies, Shared Financial System, and Campus Invoicing System. A sidebar on the left lists various services and departments, including 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, Policies and Procedures, Travel Office, Purchasing Office, and Related Departments.

- 2) Log onto WISDM

The screenshot shows the UW System Authentication Hub login page. The header includes the UW System logo and the text "UW SYSTEM". The page title is "UW System Authentication Hub". Below the title, there is a description: "The UW System Authentication Hub is your gateway to UW System applications." and a prompt: "Please select your home campus and application, and enter your campus username / Login ID." The login form includes a dropdown menu for "Campus" (set to "UW-Superior (User ID)"), a dropdown menu for "Application" (set to "WISDM"), a text input field for "User ID" with a "Need Help?" link, a text input field for "Password", and a checkbox for "Save my campus and username (requires cookies)". A "Login" button is located below the form. At the bottom of the page, there is a copyright notice: "© 2006 Board of Regents - University of Wisconsin System. All Rights Reserved" and links for "Accessibility Policy", "Privacy Policy", and "Contact Webmaster".

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

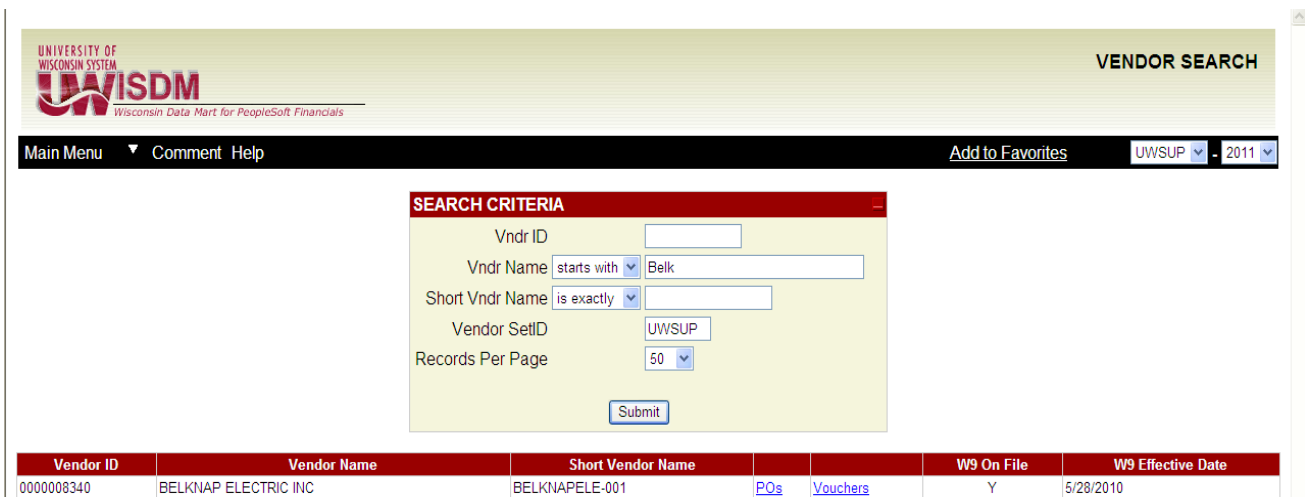


4) In the Vendor Search Screen; search for a Vendor by selecting Vndr Name; is exactly, starts with or contains.

The screenshot shows the 'SEARCH CRITERIA' form with the following fields:

- Vndr ID:
- Vndr Name: (dropdown: is exactly)
- Short Vndr Name: (dropdown: is exactly)
- Vendor SetID: (value: UWSUP)
- Records Per Page: (value: 50)
- Submit button

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



- 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.

Vendor ID	Vendor Name	Short Vendor Name			W9 On File	W9 Effective Date
0000008340	BELKNAP ELECTRIC INC	BELKNAPELE-001	POs	Vouchers	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.