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](http://www.uwsuper.edu/business/index.cfm)

2) Log onto WISDM
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.

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.

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.