Supplier Management: Banner ID & TSM Search/Tips

Banner Search:

- Search Options:
  1. Name: use % (wild card) before and after each name (last, first, dba, and company)
  2. SSN/TIN (tax ID number) – If provided by supplier
  3. Banner ID
- Invitation needed for the following and if no Banner ID is returned in search:
  - NO-Tax Form is on File
  - Payment Holds
  - Blank-TSM Supplier

<table>
<thead>
<tr>
<th>TAX FORM ON-FILE</th>
<th>VENDOR PAYMENT HOLD</th>
<th>TSM SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>No Activity Prior 24 Months</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>No Activity Prior 24 Months</td>
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</tbody>
</table>

- Note: Address changes will be provided by Accounts Payable and updated with invoice through Supplier Management at the time of processing payment.

TSM Search:

- Click on ‘Suppliers’- then click on ‘Search for a Supplier’.
- Enter either name, DBA name or Banner ID then click ‘Go’.
- Click on Supplier Profile name.
- Profile will show Registration Status: Invited, In Progress, Profile Complete, and Approved.
  - Invited: Supplier has not acknowledged the emailed invitation (contact supplier).
  - In Progress: Supplier has acknowledged emailed invitation (contact supplier).
  - Profile Complete: Supplier has completed profile and is ready for vetting by Supplier Management. Review Internal Notes for possible issues.
  - Approved: Supplier Management has review/ approved and a Banner ID has been generated.
- Internal Notes: Will be used if Supplier Management has been in contact with the supplier.
- History: Provides date and time stamp of each action taken within the Supplier Profile.

Helpful Reminders:

- All Port users have the ability to use both Banner ID search and TSM search, review Internal Notes (if applicable) and review History to gain a better understanding of the Supplier’s registration process.
- All Port users should contact their Suppliers and provide them with Supplier Management contact information for help.

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