

## Instructions for Vendor Payment Inquiry Web Page

### **Step 1: Select the campus/agency that made the payment (optional).**

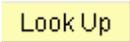
To limit your search to one campus, click on the magnifying glass  to select the appropriate campus. Otherwise, payments from all campuses will appear.

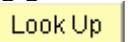
### **Step 2: Complete one of the following search criteria.**

#### Payment Number

To search by payment number, enter the entire check number, state warrant number, or ACH direct deposit number, including leading zeros.

#### Vendor Name

To search for a *company's* name, click on the magnifying glass , enter the first part of the company's name (e.g., enter "General" for General Electric), click the  button, and select the appropriate name from the list. Vendor name search is not case sensitive.

To search for an *individual's* name, click on the magnifying glass , enter a % (wildcard) followed by the person's last name (e.g. %Doe), click the  button, and select the appropriate name from the list. Names of individuals are listed in the following format: John Doe (FirstName LastName). Vendor name search is not case sensitive.

*Hint: After finding the appropriate vendor, write down the UHS Vendor ID for future searches, which will be faster than searching by vendor name.*

#### UHS Vendor ID

To search by UHS vendor ID (assigned by UH System), enter the entire vendor ID number (10 digits).

### **Step 3: Modify the date range, if needed.**

The date range for a payment search defaults to the last 90 days. However, you can change the date range, if needed. Payment information is available from September 1, 2001 to present.

### **Step 4: Click the Search button.**

Click the  button to find payments using the search criteria in steps 1, 2, and 3.

### **Step 5: Resort the results, if needed.**

The default sort is (1) descending order by payment date and (2) descending order by payment reference (i.e., payment number). Resort the list of payments by changing the sort criteria and clicking the  button.

### **Questions**

If you have any questions about using the Vendor Payment Inquiry page, please call the Payment Contacts for the appropriate campus listed at: <http://www.uh.edu/vendor/>