

# State of Wisconsin Department of Administration

**Finding Suppliers** 

Version 2.1

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#### PURPOSE

This Job Aid provides instructions on how to search for suppliers within STAR.

### Finding Suppliers in Review Suppliers Page

Please Note: There are several methods available to search for Suppliers in STAR. After reviewing these methods, the SCO recommends that the following method be used as it provides the most search tools in a single location. The user should find the Supplier using the method below BEFORE they enter the pages to create the Voucher.

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		All 🔻 Search		>>	Advanced Search						
Review Suppli	ors										
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The search results show one Supplier with three Supplier Locations. The processor reviews the source documentation for this invoice and finds the supplier remit to address they are looking for is 12601 W Cleveland Ave, New Berlin, WI. The processor notes "0000038935" as the Supplier ID and "SUFFIX-A" as the Supplier Location, then proceeds to the invoice entry.

#### Example 3:

In this example, the processor is entering a voucher for "American Legion". The processor enters "American Legion" into the Name field and selects "Contains" in the dropdown to the left of the Name field. The processor then clicks on "Search".

Favorites +	Main Men	ıu≁ > Supp	All Versearch	formation 👻		ate - > Review Supplie	irs							Hor
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Search Criteri														
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		C	Contains	-		Name	American Legion				Equal to	-	Short Name	Q
		E	Equal to	•		Withholding Name				Classification			-	
	Supp	plier Status		•						Туре			•	
										Persistence			-	
		E	Equal to	-		Address				City				
	Custom	ier Number								Country	٩			
			ax Identification Numb	er 🝷						State	Q			
		istration ID								Postal				
	vvitnioi	ding Tax ID								Bank Account #				
									Search		Clear		Add Supplier	
Search Res	ults								Pe	rsonalize   Find	View 100	2 🔟	First 🐠 1-10 of 202 🕑 L	ast
Main Inform	nation Ad	Iditional Suppl	lier Info Audit Inform											
Actions	SetID	Supplier ID	Supplier Name	Supplier Location	Payment Method	Remit Name	Short Name	Address		City	State	Country	Effective Status	
<ul> <li>Actions</li> </ul>	SHARE	0000002883	American Legion Forest Post 94	MAIN	Check	AMERICAN LEGION FOREST POST 94	AMERICAN L- 003	PO Box 127		Crandon	wi	USA	Active	
<ul> <li>Actions</li> </ul>	SHARE	000004316	American Legion Post #60	MAIN	Check	AMERICAN LEGION POST #60	AMERICAN L- 005	Wm Verhagen		Kimberly	WI	USA	Active	
<ul> <li>Actions</li> </ul>	SHARE	0000004333	American Legion Wm Schoville	MAIN	Check	AMERICAN LEGION WM SCHOVILLE	AMERICAN L- 007	Post 220		Soldiers Grove	WI	USA	Active	
<ul> <li>Actions</li> </ul>	SHARE	000004335	American Legion Post #85	MAIN	Check	AMERICAN LEGION POST #85	AMERICAN L- 009	PO Box 485		Muscoda	WI	USA	Active	
<ul> <li>Actions</li> </ul>	SHARE	0000004347	American Legion Rickerd-	MAIN	Check	AMERICAN LEGION RICKERD-	AMERICAN L- 010	Danielson Post 22	27	Spring Valley	wi	USA	Active	
<ul> <li>Actions</li> </ul>	SHARE	000004350	American Legion Post 201	MAIN	Check	AMERICAN LEGION POST 201	AMERICAN L- 016	Attn Verlin Johnso	n	Tomah	wi	USA	Active	
<ul> <li>Actions</li> </ul>	SHARE	0000004359	American Legion	MAIN	Check	AMERICAN LEGION	AMERICAN L-	Courtney-Carr-Mili	ner	Hartford	wi	USA	Active	

The search results show 202 matching Supplier Locations. Rather than scroll through the entire list looking for the correct Supplier Location, the processor narrows the search by adding the remit to address on the voucher source documentation. The processor enters "634 Water St" in the Address field, "Eau Claire" in the City Field, and selects "Contains" in the box to the left of the Address field. The processor then clicks on "Search".



	*SetIE	SHARE						Supplier	ID	Q	Short Name
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		Equal to	•	Withho	Iding Name			Classificati			▼
	Supplier Status	5	•					Ty	·		▼
								Persisten	ce		▼
		Contains	-		Address 634 Water	St		С	ity Eau Cla	aire	
	Customer Number	r						Count	iry	Q	
	ID Type	Tax Identification Number	-					Sta	te	Q.	
	VAT Registration IC							Post	tal		
	Withholding Tax IE						E	ank Account	t#		
							Search		Cle	ar	Add Supplier
Search Resu	ults						P	ersonalize	Find   View	/ All   🖾   🛄	First 🕚 1 of 1 🕑 La
Main Inform	hation <u>A</u> dditiona	I Supplier Info Audit Inform	nation	D							
Actions	SetID Suppl	ier ID Supplier Name	Supplier Location	Payment Method	Remit Name	Short Name	Address	City	State	Country	Effective Status
- Actions	SHARE 0000	012105 merican Legion	MAIN	Check	AMERICAN LEGION POST 53	AMERICAN L- 031	634 Water Street	Eau Claire	wi	USA	Active
	-	00100									

### **ADDITIONAL TIPS ON SUPPLIER LOCATIONS**

AP processors must be sure that they are selecting the correct Supplier location. Otherwise, payments can be routed to the wrong address or bank account.

- Processors must be able to independently confirm that the Supplier location they select is correct for their payment (usually by matching the address on the invoice with the address on the location).
- Processors should not "guess" at a supplier location.
- Processors should be able to select the same location suffix that they used in WiSMART.
- Locations that start with "DOR" were established from a conversion of DOR data. Agencies should not use ANY locations that start with "DOR". The SCO is working on a process that will leverage certain DOR locations for the rest of the agencies, and will make an announcement when that process has been completed.
- Locations that start with "DCF" were established from a conversion of DCF data. In general, agencies should not use "DCF" locations unless they have communicated with DCF prior to payment to confirm that the location is appropriate.
- If the agency knows the bank account where the payment should be deposited, that can be entered into the Review Supplier page and the corresponding location(s) will be returned in the search results.

## What to do if a Supplier cannot be found in STAR:

If you still cannot find the Supplier, send an email to "**WI Vendors**" which can be found in the global email directory (the complete email address is: <u>WIVendors@wisconsin.gov</u>). Please use the subject line "CANNOT FIND A SUPPLIER IN STAR", and in the body of the email include the Name and Address of the



**Supplier that you are trying to find.** The SLA response time on an email with this subject is 2 hours – for requests received between 6 am and 4pm.