



**State of Wisconsin
Department of Administration**

Finding Suppliers

Version 2.1

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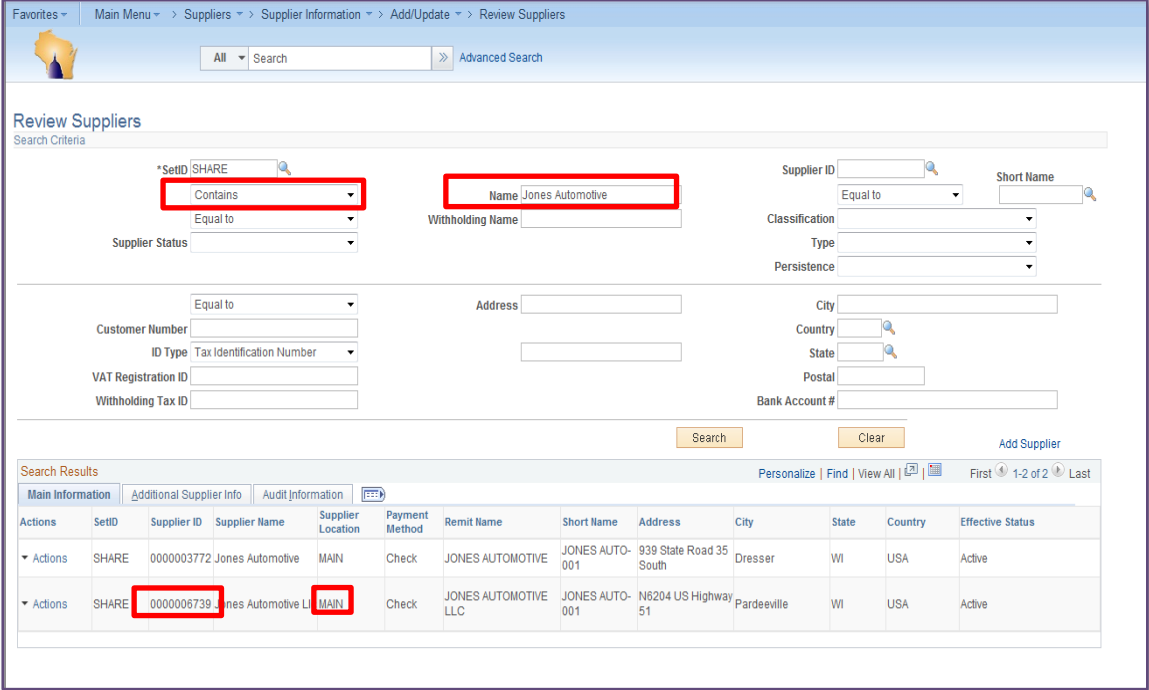


PURPOSE

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.

| Step | Action |
|------|---|
| 1. | <p>Before entering a voucher, invoice, or payment request in STAR users with the AP Viewer or Vendor View Roles (nearly all Agency AP Processors have one of these roles) can go to the Review Suppliers page to find the Supplier ID and Supplier Location needed for the transaction. Navigation: Suppliers>Supplier Information>Add/Update>Review Suppliers.</p> |
| 2. | <p>Example 1: In this example, the processor is entering a voucher for “Jones Automotive”:</p>  <p>The processor enters “Jones Automotive” into the Name field and selects “Contains” in the dropdown to the left of the Name field. The processor then clicks on “Search”. Two suppliers in the supplier table contain “Jones Automotive” and each supplier has only one location. The processor reviews the source documentation for this transaction and finds the supplier they are looking for is located in Pardeeville. The processor notes “000006739” as the Supplier ID and “MAIN” as the Supplier Location, then proceeds to the voucher entry.</p> |



Example 2:

In this example, the processor is entering an invoice for “Big Bearskin Lake Association”.

Review Suppliers
Search Criteria

*SetID: SHARE
Contains
Supplier Status: Equal to

Name: Big Bearskin Lake Association
Withholding Name: [Empty]

Supplier ID: [Empty] Short Name: [Empty]
Classification: Equal to
Type: [Empty]
Persistence: [Empty]

Customer Number: [Empty] Address: [Empty] City: [Empty]
ID Type: Tax Identification Number
Country: [Empty]
VAT Registration ID: [Empty] State: [Empty]
Withholding Tax ID: [Empty] Postal: [Empty]
Bank Account #: [Empty]

Search Clear Add Supplier

There are no rows available that meet your search criteria.

The processor enters “Big Bearskin Lake Association” into the Name field and selects “Contains” in the dropdown to the left of the Name field. The processor then clicks on “Search”. The search results show no suppliers containing “Big Bearskin Lake Association”. In this case a key word or two in the name should be chosen and searched. The processor enters “Big Bearskin” into the Name field and clicks on “Search”.

Review Suppliers
Search Criteria

*SetID: SHARE
Contains
Supplier Status: Equal to

Name: Big Bearskin
Withholding Name: [Empty]

Supplier ID: [Empty] Short Name: [Empty]
Classification: Equal to
Type: [Empty]
Persistence: [Empty]

Customer Number: [Empty] Address: [Empty] City: [Empty]
ID Type: Tax Identification Number
Country: [Empty]
VAT Registration ID: [Empty] State: [Empty]
Withholding Tax ID: [Empty] Postal: [Empty]
Bank Account #: [Empty]

Search Clear Add Supplier

Search Results

| Actions | SetID | Supplier ID | Supplier Name | Supplier Location | Payment Method | Remit Name | Short Name | Address | City | State | Country | Effective Status |
|---------|-------|-------------|-------------------------|-------------------|----------------|-------------------------|----------------|-----------------------------|------------|-------|---------|------------------|
| Actions | SHARE | 0000038935 | Big Bearskin Lake Assoc | MAIN | Check | BIG BEARSKIN LAKE ASSOC | BIG BEARSK-002 | 5643 Hill Road | Harshaw | WI | USA | Active |
| Actions | SHARE | 0000038935 | Big Bearskin Lake Assoc | SUFFIX-A | Check | BIG BEARSKIN LAKE ASSOC | BIG BEARSK-002 | 12601 West Cleveland Avenue | New Berlin | WI | USA | Active |
| Actions | SHARE | 0000038935 | Big Bearskin Lake Assoc | SUFFIX-B | Check | BIG BEARSKIN LAKE ASSOC | BIG BEARSK-002 | 1002 Shenandoah Ridge Road | Wausau | WI | USA | Active |



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”.

Review Suppliers
Search Criteria

*SetID: SHARE
Contains
Name: American Legion
Supplier ID: []
Short Name: []
Classification: []
Type: []
Persistence: []
Customer Number: []
ID Type: Tax Identification Number
VAT Registration ID: []
Withholding Tax ID: []
Address: []
City: []
Country: []
State: []
Postal: []
Bank Account #: []

Search Results

| Actions | SetID | Supplier ID | Supplier Name | Supplier Location | Payment Method | Remit Name | Short Name | Address | City | State | Country | Effective Status |
|---------|-------|-------------|--------------------------------|-------------------|----------------|--------------------------------|----------------|----------------------|----------------|-------|---------|------------------|
| Actions | SHARE | 0000002883 | American Legion Forest Post 94 | MAIN | Check | AMERICAN LEGION FOREST POST 94 | AMERICAN L-003 | PO Box 127 | Crandon | WI | USA | Active |
| Actions | SHARE | 0000004316 | American Legion Post #60 | MAIN | Check | AMERICAN LEGION POST #60 | AMERICAN L-005 | Wm Verhagen | Kimberly | WI | USA | Active |
| Actions | SHARE | 0000004333 | American Legion Wm Schoville | MAIN | Check | AMERICAN LEGION WM SCHOVILLE | AMERICAN L-007 | Post 220 | Soldiers Grove | WI | USA | Active |
| Actions | SHARE | 0000004335 | American Legion Post #85 | MAIN | Check | AMERICAN LEGION POST #85 | AMERICAN L-009 | PO Box 485 | Muscoda | WI | USA | Active |
| Actions | SHARE | 0000004347 | American Legion Rickerd- | MAIN | Check | AMERICAN LEGION RICKERD- | AMERICAN L-010 | Danielson Post 227 | Spring Valley | WI | USA | Active |
| Actions | SHARE | 0000004350 | American Legion Post 201 | MAIN | Check | AMERICAN LEGION POST 201 | AMERICAN L-016 | Altn Verlin Johnson | Tomah | WI | USA | Active |
| Actions | SHARE | 0000004359 | American Legion Post 10 | MAIN | Check | AMERICAN LEGION POST 10 | AMERICAN L-006 | Courtney-Carr-Milner | 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”.



The search results show only one Supplier and Supplier Location. The processor notes “0000012105” as the Supplier ID and “MAIN” as the Supplier Location, then proceeds to the voucher entry.

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 e-mail directory (the complete email address is: WIVendors@wisconsin.gov). 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.