How Do I Find a Vendor?

To search for a vendor in Banner, type in **FTMVEND** click on the drop down box on the vendor information page.

Place your cursor in the **Last Name** block, and enter the vendor you need to search. The vendor names are case sensitive and you can use the % before and after the name to get a complete search (press F8 to execute query. Example %Lonoke%).

You can search for a vendor while in a requisition by going to the **Vendor Information Tab** click on the drop down box and begin your search. When you find the vendor, double click on the vendor number and it will pull it into your requisition page.

If you are going to use a new vendor, you will need to have them send you a W-9, forward this to Purchasing and we will enter it into the database and we will email you when completed with the vendor number.

If you have any questions on finding a vendor, call Jo Ann Fish at 501-671-2296 or Karen Clark at 501-671-2060.