



As of July 1, 2020, the Short Supplier Name will no longer have the tax id number visible in the field. Users can continue to search by the tax id number. Below you will see different ways to search.

Option 1 - Search Entire Tax ID Number:

1. Navigate to the Supplier Search page:
 - a. Main Menu > Suppliers> Supplier Information> Add/Update>Supplier
2. Click on the magnifying glass icon on the Supplier ID field to open Look Up Supplier ID.
3. Enter Entire TIN Number associated to Supplier.

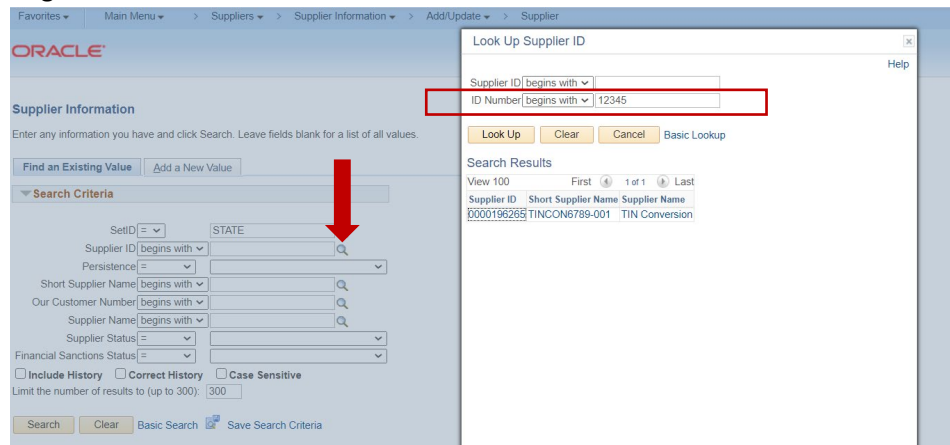
The screenshot shows the Oracle Supplier Information page. The 'Search Criteria' section includes fields for SetID, STATE, Supplier ID (begins with), Persistence, Short Supplier Name (begins with), Our Customer Number (begins with), Supplier Name (begins with), Supplier Status, and Financial Sanctions Status. A red arrow points to the magnifying glass icon on the Supplier ID field. A 'Look Up Supplier ID' pop-up window is open, showing the 'Supplier ID (begins with)' field highlighted in red and the 'ID Number (begins with)' field containing '123456789'. The 'Look Up' button is highlighted. Below the pop-up, the 'Search Results' table is visible, showing one result with columns for Supplier ID, Short Supplier Name, and Supplier Name.

Supplier ID	Short Supplier Name	Supplier Name
0000196265	TINCON6789-001	TIN Conversion

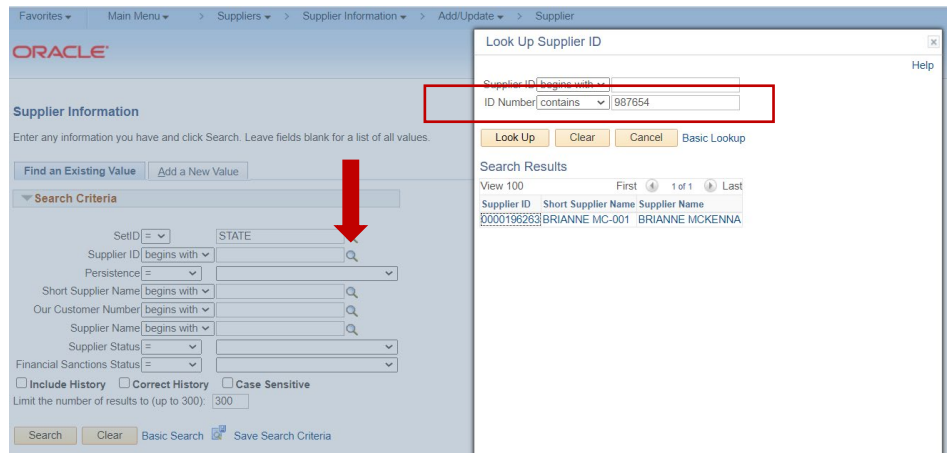


Option 2 - Search Partial Tax ID Number:

1. Navigate to the Supplier Search page:
 - a. Main Menu > Suppliers> Supplier Information> Add/Update>Supplier
2. Click on the magnifying glass icon on the Supplier ID field to open Look Up Supplier ID.
3. Enter any part of the Tax ID Number. Change the drop-down box accordingly. See examples below.
 - a. Begins With:



b. Contains:





Option 3 - Search by Short Supplier Name:

1. Navigate to the Supplier Search page:
 - a. Main Menu > Suppliers> Supplier Information> Add/Update>Supplier
2. Use the wildcard symbol (%) and last 4 digits of TIN in the Short Supplier Name field
3. Click Search.

***Note:** For more information on formatting rules visit the [Supplier Search Format Guidelines](#).

Search Criteria

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Supplier Status =

Financial Sanctions Status =

Include History Case Sensitive

Limit the number of results to (up to 300):

Search Results

View All First 1-11 of 11 Last

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	Supplier Status
STATE	0000075775	Regular	AKINDE4325-001	(blank)	GBENGA AKINDEJOYE	Inactive
STATE	0000165904	Regular	BERKLE4325-001	(blank)	BERKLEynet UNDERWRITERS LLC	Approved
STATE	0000048689	Regular	BRASSM4325-001	(blank)	BRASS MILL CENTER	Inactive
STATE	0000139929	Regular	COASTA4325-001	(blank)	COASTAL MICRO SUPPLY	Approved
STATE	0000170233	Regular	CONBOY4325-001	(blank)	ROBERT CONBOY	Approved
STATE	0000132227	Regular	FREUND4325-001	(blank)	DEBRA A FREUND	Approved
STATE	0000140719	Regular	GORECK4325-001	(blank)	MATTHEW D GORECKI	Approved
STATE	0000102606	Regular	HEALTH4325-001	(blank)	HEALTH ADMINISTRATION PRESS	Denied
STATE	0000065462	Regular	MARSHM4325-001	(blank)	MARSH-MCBIRNEY INC	Inactive
STATE	0000179037	Regular	RAYMON4325-001	(blank)	ESTATE OF RAYMOND OVERTON	Approved
STATE	0000030907	Permanent	RSMUSL4325-001	(blank)	RSM US LLP	Approved



Option 4 - Search by Supplier Name:

1. Navigate to the Supplier Search page:
 - a. Main Menu > Suppliers> Supplier Information> Add/Update>Supplier
2. Enter Name in the Short Supplier Name field.
 - a. The wildcard symbol (%) can also be use when searching by a portion of the name.
3. Click Search.

***Note:** Name searches can be unreliable if you do not type in the exact (all caps) name entered in Core-CT.

Search Results

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	Supplier Status
STATE	0000103569	Regular	DURANT6074-001	(blank)	DURANTS PARTY RENTALS	Approved
STATE	0000092013	Regular	DUTCHP0596-001	(blank)	DUTCH POINT RENTAL I LIMITED PARTNERSHIP	Inactive
STATE	0000101538	Regular	DUTCHP1464-001	(blank)	DUTCH POINT RENTAL II LIMITED	Inactive