



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 is a search option on how to look up the TIN if needed when adding a voucher.

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

Option 1 - Search Entire Tax ID Number:

1. Navigate to the Voucher Add/Update page:
 - a. Main Menu > Accounts Payable> Vouchers> Add/Update>Regular Entry
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 Voucher Add/Update interface. The 'Look Up Supplier ID' dialog box is open, displaying search criteria. The 'ID Number begins with' field is highlighted with a red box and contains the value '123456789'. Below the dialog, the search results are displayed in a table:

Supplier ID	Short Supplier Name	Supplier Name	Classification	Persistence
0000196265	TINCON6789-001	TIN Conversion Supplier	Supplier	Regular



Option 2 - Search by 'Begins With' Tax ID Number:

1. Navigate to the Voucher Add/Update page:
 - a. Main Menu > Accounts Payable> Vouchers> Add/Update>Regular Entry
2. Click on the magnifying glass icon on the Supplier ID field to open Look Up Supplier ID.
3. Change ID Number field to 'begins with'
4. Enter the first few numbers in the TIN Number associated to Supplier.

The screenshot shows the Oracle Voucher Add/Update page with the 'Look Up Supplier ID' dialog box open. The 'ID Number' field is set to 'begins with' and '066'. The search results table is as follows:

Supplier ID	Short Supplier Name	Supplier Name	Classification	Persistence
0000011513	SOUTHN0041-001	SOUTH NORWALK ELECTRIC AND WATER	Supplier	Permanent
0000103657	EDMOND0235-001	EDMOND TOWN HALL BOARD OF MANAGERS	Supplier	Regular
000000605	GROTONL605-001	GROTON LONG POINT ASSOCIATION INC	Supplier	Permanent



Option 3 - Search by 'Contains' Tax ID Number:

1. Navigate to the Voucher Add/Update page:
 - a. Main Menu > Accounts Payable> Vouchers> Add/Update>Regular Entry
2. Click on the magnifying glass icon on the Supplier ID field to open Look Up Supplier ID.
3. Change ID Number field to 'Contains'
4. Enter any numbers of the TIN Number associated to Supplier.

The screenshot shows the Oracle Voucher Add/Update page. The 'Look Up Supplier ID' dialog box is open, showing search criteria. The 'ID Number' field is set to 'contains' and the value '066' is entered. The search results table is as follows:

Supplier ID	Short Supplier Name	Supplier Name	Classification	Persistence
0000097912	HARDMA6675-001	THE HARDMAN LAW OFFICES LLC	Supplier	Regular
0000186282	BYRNE0021-001	CATHERINE G BYRNE	Supplier	Regular
0000160830	ROY7520-001	ROBERT ROY	Supplier	Regular