

<http://appsrvdev.pace.edu/VendorMgt/>

## To search for a vendor

- Open web browser and type in URL: <http://appsrvdev.pace.edu/VendorMgt/>

### Step 1

Please Sign In Below

Username:

Password:

**Please Note:** This system works in any Firefox versions and Internet Explorer Version 8 **ONLY**

Enter Login Credentials and click 'Login'

### Step 2

Vendor Management System PACE UNIVERSITY

[Logout]

The Vendor Management System (VMS) provides a user friendly interface which allows you to search for vendors, add new vendors, and manage existing vendors.

**Click 'Search Vendor' button**

### Step 3

Vendor Management System PACE UNIVERSITY

Preferred Vendors

Address Update

Search By: ☐ Banner Id ☐ Company Name

**Note:** The Vendor Management System has the ability to perform a wild card (%) search. For example, you can search for Kron% to find a vendor whose name starts with Kron (Kronos) or search for %Kron% to find a vendor with Kron in the name (The Kronos Company).

If you are searching for an Individual that is not incorporated, please contact the purchasing office for further information prior to submitting a new vendor request.

Search by **Banner Id** OR **Company Name**, then click 'Search'

### Step 4

Vendor Management System PACE UNIVERSITY

Company Entry / Edit / Review

2 records found.  
Click on any column heading to sort. Shift-click multiple headings to sort on multiple columns.

	Banner Id	Company Name	1099 Vendor?
001.)	U00026932	Staples	No
002.)	U00964360	Staples Technology Solutions	No

Results are shown with **Banner Id**, **Company Name**, and whether the vendor is **1099** or not.

Click the Banner Id number listed to find out more details about a company, or click 'new search' to start over

### Step 5

U00026932

Vendor Name: Staples

(Payments will be forwarded to this address, please fill in all the required fields)

Address1: Dept NY

Address2: PO Box 415256

City: Boston

State: Massachusetts

Zip Code: 02241

Country: Select...

De-Activate this address in BANNER ☒ Yes ☐ No

Additional Comments

You can enter any comments such as Request for other changes (i.e. Federal ID, Company Name, etc.)

Comments