

# Viewing Supplier Information Quick Guide

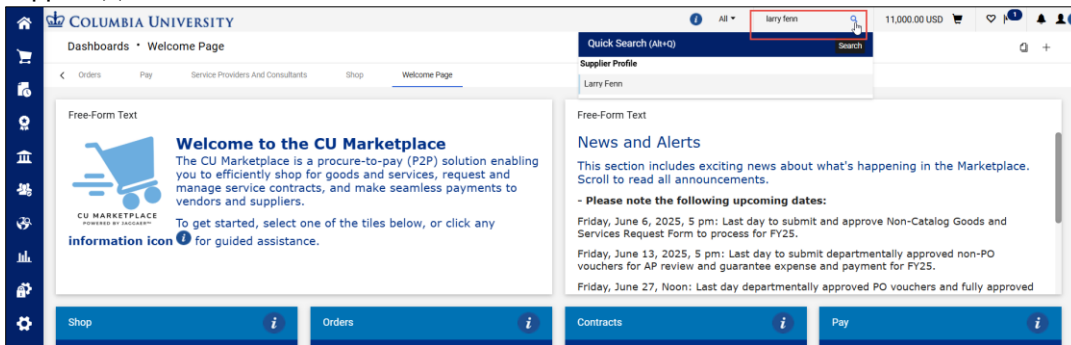


This Quick Guide covers how to search for Suppliers in the CU Marketplace and view Supplier information within Vouchers and Requisitions.

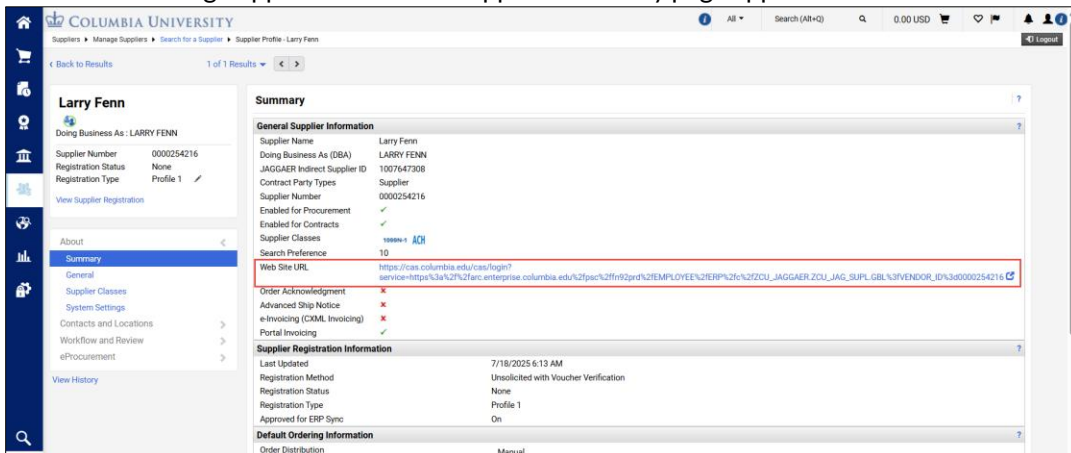


## Searching for and Viewing Supplier Information

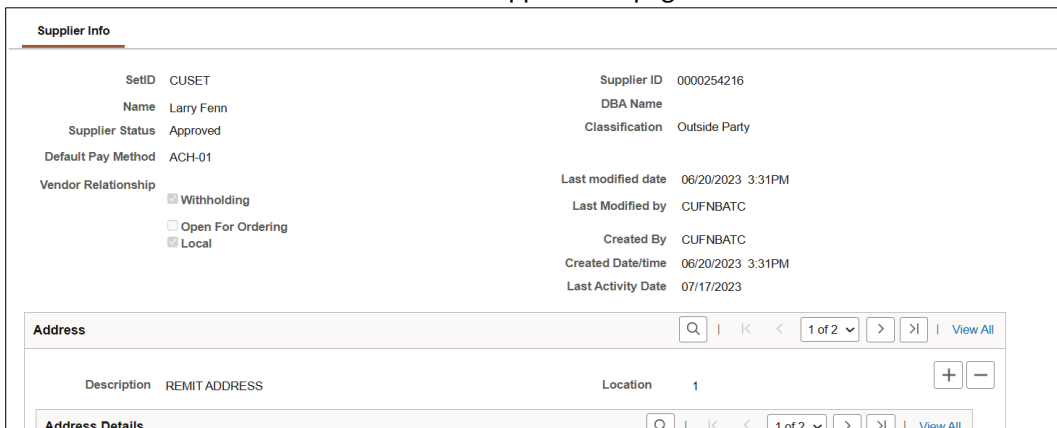
1. Type the Supplier name in the **Quick Search** field at the top of the CU Marketplace screen and press **Enter**. Matching Supplier(s) results are listed.



2. Click the matching Supplier name. The Supplier Summary page appears.



3. Click the **Web Site URL** to view the ARC Supplier Info page.



If a Supplier is set up to receive Purchase Orders (POs), the **Open for Ordering** field will contain a check mark. Be aware that if you add a Supplier to a Goods and Services Request Form where the Open for Ordering field does not contain a check mark, a PO cannot be issued. If a Supplier needs to have a PO issued to them and is not Open for Ordering, you must have the Supplier edit their existing PaymentWorks profile or invite the Supplier to onboard in PaymentWorks.

# Viewing Supplier Information Quick Guide

## Viewing Supplier Information from a Voucher

1. From the **Voucher Summary** tab, click the **Supplier Name**. Note the Payment Method icon next to the SupplierName.

The screenshot shows the 'Voucher Summary' page for voucher 183867596. The 'Supplier Name' field is highlighted with a red box and contains the text 'Larry Fenn'. The page displays various voucher details such as Voucher Type (Voucher), Payment Reason (no value), Voucher Number (no value), Supplier Invoice No. (no value), Voucher Owner (Eric Zaretsky), Invoice Date (7/21/2025), Remit To address (309 E HOUSTON ST APT 6E, NEW YORK, New York 10002-1130), and Payment Information (Accounting Date: 7/21/2025, Special Handling: no value).

The Supplier information window appears.

The screenshot shows the 'Supplier - Google Chrome' window. The URL is solutions.sciquest.com/apps/Router/SupplierPopupSummary?OrgId=&SupNum=1007647308&SelectedTab=1&IsFromContractSearchResult=false&Bus... The supplier information window for 'Larry Fenn' is displayed. The 'Website' field is highlighted with a red box and contains the URL: https://cas.columbia.edu/cas/login?service=https%3a%2f%2farc.enterprise.columbia.edu%2fpsc%2ffn92prd%2fEMPLOYEE%2FERP%2fc%2fZCU\_JAGGAER\_ZCU\_JAG\_SUPPL\_GBL%3fVENDOR\_ID%3d0000254216. The window also shows the supplier's address, DUNS No., Supplier Number, and Active for Shopping status.

2. Click the **Website** link to view the ARC Supplier Info page.

The screenshot shows the 'Supplier Info' page for Larry Fenn. The page displays various supplier details such as SetID (CUSET), Name (Larry Fenn), Supplier Status (Approved), Default Pay Method (ACH-01), Vendor Relationship (Withholding), Supplier ID (0000254216), DBA Name (Larry Fenn), Classification (Outside Party), Last modified date (06/20/2023 3:31PM), Last Modified by (CUFNBATC), Created By (CUFNBATC), Created Date/time (06/20/2023 3:31PM), and Last Activity Date (07/17/2023). The 'Address' section is also visible, showing the description 'REMIT ADDRESS' and location '1'.

# Viewing Supplier Information Quick Guide



## Viewing Supplier Information from a Requisition

1. From the **Suppliers** page of the **Goods and Services Request Form**, click the **Supplier Name** either from the search results or from the Supplier that you selected for the request.

Supplier: 4imprint, Inc.  
Ordering 3: 101 COMMERCE ST, CHICAGO, Illinois 60673-1253 United States

Search Registered Suppliers

Supplier Name: 4imprint, Inc.  
Doing Business As: 4IMPRINT, INC/4IMPRINT/4 IMPRINT, INC  
Fulfillment Centers: Ordering 1: 25303 NETWORK PL, CHICAGO, Illinois 60673-1253 United States

Or, from the Requisition screen, click the **Supplier Name** from the Items section.

Requisition: 20092001

1 Item: 4imprint, Inc. - 1 Item - 1,000.00 USD

Summary: Draft

Connect these issues. You are unable to proceed until address is provided.

- Required: Billing address
- Required: GL Business Unit
- Required: Project
- Required: Activity
- Required: Department
- Required: Initiative

The Supplier information window appears.

4imprint, Inc.  
DBA: 4IMPRINT, INC/4IMPRINT/4 IMPRINT, INC

Website: [https://cas.columbia.edu/cas/login?service=https%3A%2F%2Farc.enterprise.columbia.edu%2Fpsc%2Fm%2FEMPL%2FEMPLOYEE%2FEMP%2F%2FZCU\\_JAGGAER\\_ZCU\\_JAG\\_SUPPL\\_GBL%3FVENDOR\\_ID%3D000007788](https://cas.columbia.edu/cas/login?service=https%3A%2F%2Farc.enterprise.columbia.edu%2Fpsc%2Fm%2FEMPL%2FEMPLOYEE%2FEMP%2F%2FZCU_JAGGAER_ZCU_JAG_SUPPL_GBL%3FVENDOR_ID%3D000007788)

Address: 4imprint, Inc.  
Ordering 3:  
101 COMMERCE ST  
CHICAGO, Illinois 60673-1253  
United States

DUNS No.: -  
Supplier Number: 0000007788

Technic: Name, Phone No., Toll-Free Prio., Fax No., Email

2. Click the **Website** link to view the ARC Supplier Info page.

Supplier Info

SetID: CUSET  
Name: 4imprint, Inc.  
Supplier Status: Approved  
Default Pay Method: ACH-01  
Vendor Relationship:  Withholding,  Open For Ordering,  Local

Supplier ID: 000007788  
DBA Name: 4imprint, Inc.  
Classification: Supplier  
Last modified date: 04/10/2024 8:46PM  
Last Modified by: CUFNBATC  
Created By: CNV  
Created Date/time: 06/28/2012 3:46PM  
Last Activity Date: 07/21/2025

Address: 1 of 5 | View All

Description: REMIT ADDRESS  
Location: 1

Address Details: 1 of 5 | View All

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