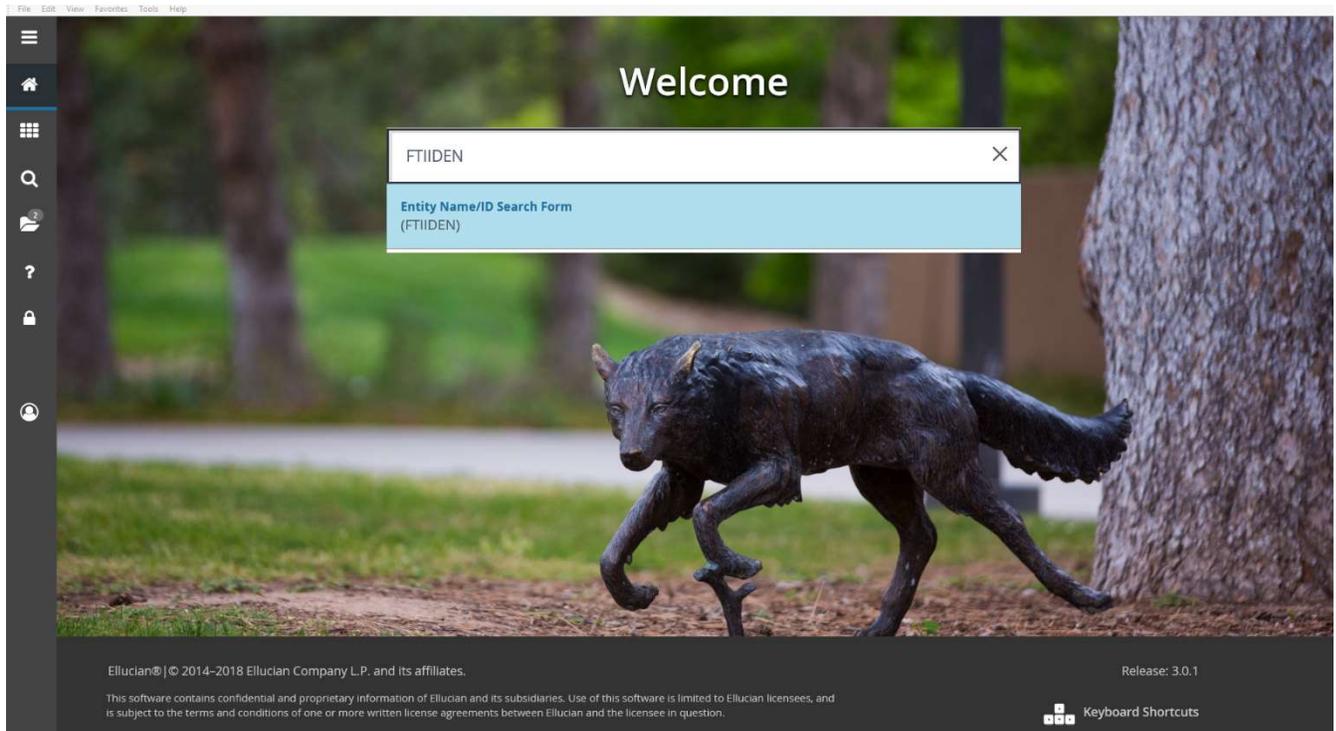


How to find a Service Provider Questionnaire (SPQ)

FSJA-011

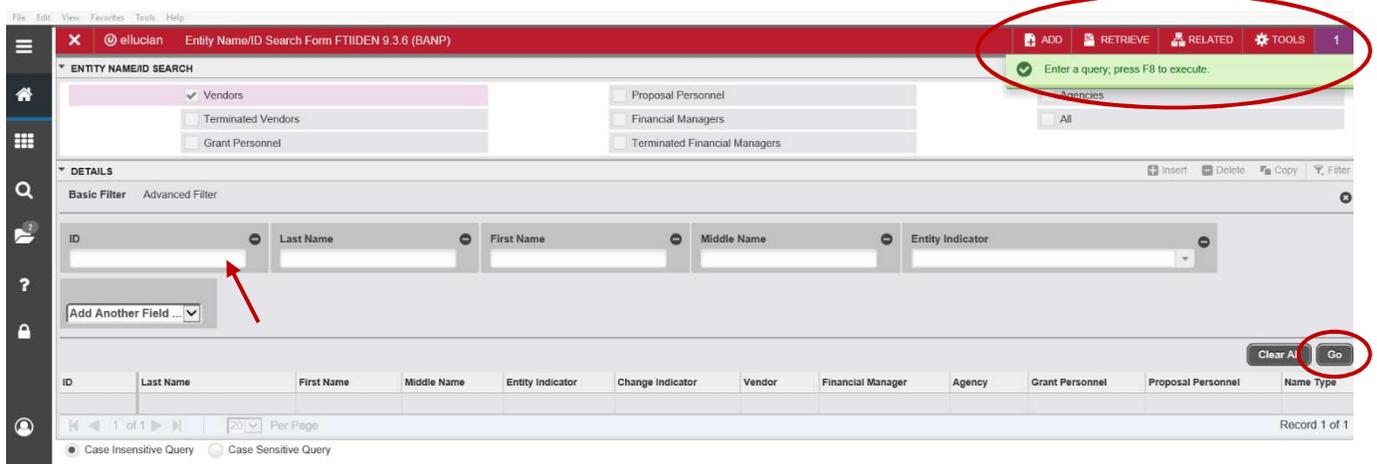
1. In the search field type **FTIIDEN** and press the **enter** key or select the result to access the Entity Name/ID Search form.



2. Ensure the “Vendors” check box is selected. Click the “next block” button at the bottom of the page or press (Ctrl + PgDn) to enter the search criteria.



- Enter the Banner ID or the Vendor Name to search and click **Go** or press **F8** to execute a query. ***Note:** helpful tips may appear in the upper right hand corner.



- Once the vendor is selected, click the **Retrieve** button in the upper right hand corner to view any scanned documents associated to this vendor.



- A new screen will pop-up. If there is a Document Type SPQ for this vendor, then the vendor has been approved as a Universal Service provider. If there is not, the department must prepare an individual SPQ to submit with the Requisition.

