

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.



3. 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.

| | X @ ellucian | n Entity Name/ID S | earch Form FTIIDEN | 9.3.6 (BANP) | | | | | | 🔒 ADD 斗 RETR | IIEVE 🔒 RELATED | TOOLS 1 | | | |
|------|---------------------|--------------------|--------------------|--------------|------------------|--------------------|--------------|------------------|------------------|--|--------------------|--------------------------|--|--|--|
| | * ENTITY NAME/ID SE | EARCH | | | | | | | | Enter a query; pre | ess F8 to execute. | | | | |
| | | ✓ Vendors | | | | Proposal Personne | el | | Agencies | | | | | | |
| | | Terminated Ve | ndors | | | Financial Managers | | | | | All | | | | |
| | | Grant Personn | el | | | Terminated Finance | ial Managers | | | | | | | | |
| F | * DETAILS | | | | | | | | | | 🚺 Insert 📑 Delete | 🖣 Copy 🛛 👻 Fil | | | |
| | Basic Filter Adv | anced Filter | | | | | | | | | | | | | |
| | ID | 0 | Last Name | 0 | First Name | O Mid | dle Name | 0 | Entity Indicator | | 0 | | | | |
| - 15 | | | | _ | | | | | | | * | | | | |
| | Add Another Field | id 🗹 | | | | | | | | | | Clear Al Go | | | |
| | Add Another Field | id 🗹 | First Name | Middle Name | Entity Indicator | Change Indicator | Vendor | Financial Manage | r Agency | Grant Personnel | Proposal Personnel | Clear Al Go Name Type | | | |

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

| = | × @ell | 🔒 ADD | | RELA | TED | TOOLS | | | | | | | | |
|-------|-----------------|--------------------------|------------------|-------------|------------------|--------------------|----------|-------------------|--------|-----------------|------------|----------|-----------------------|-----------|
| | | E/ID SEARCH | | | | | | | | | C sert | Delete | ₽ <mark>8</mark> Copy | ₩, Filter |
| * | | Vendors | | | | Proposal Personn | el | Agencies | | | | | | |
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| | * DETAILS | | | 🕃 Insert | Delete | П В Сору | 👻 Filter | | | | | | | |
| ۹ | Active filters: | ID: 100024314 O | <u>Clear All</u> | | | | | | | | | | Filter A | gain 😣 |
| 2 | ID | Last Name | First Name | Middle Name | Entity Indicator | Change Indicator | Vendor | Financial Manager | Agency | Grant Personnel | Proposal P | ersonnel | Nam | е Туре |
| 0.000 | 100024314 | Goodmans Interior Struct | u | | Corporation | | Yes | No | No | No | No | | | |
| ? | € ≪[1 0 | | | | Reco | ord 1 of 1 | | | | | | | | |
| | Case Inse | nsitive Query 🗌 Case Se | nsitive Query | | | | | | | | | | | |
| • | | | | | | | | | | | | | | |

5. 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.

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| B-F-CONTRACT | | | ID | | | PIDM | DOCUMENT TYPE | LAST NAME | FIRST NAME | SSN | BIRTH DATE | FISCAL YEAR | CHAR | T OF ACCOL |
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| B-F-INDEX | | n f | 10007 | 04314 | | 24320 | MISC DOCUMENTS | GOODMANS INTERIOR STRUCTURES | | | | | | |
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| • B-F-PROP | | Documen | its 1 - 5 of 5 | | | | | | | | ◄ Previous ↓ 1 | Next ► Items | s per page: | 25 👻 |
| B-F-RECORDS | | | | | | | | | | | | | | |