Enterprise Accounting System (EAS)
EAS Vendor Inquiry

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Agenda

- General Information
- Using ‘GW SC Supplier Inquiry’
  - Vendor Name Search
    - Address Book
    - Business Classification
    - Invoice Management
  - Wildcard Search
SUPPLIER REGISTRATION

• Information regarding the GW Supplier Registration process is available on the [Procurement & Travel Services](#) webpage in the [Doing Business With GW](#) Section

• The GW online supplier registration portal puts Vendors in control of their own information

• *GW personnel should not enter supplier registration information on behalf of the Vendor*
SUPPLIER SEARCH

• To assist GW personnel in identifying Vendors that have registered with GW, a new EAS ‘Responsibility’ is now available to all EAS users with users with a ‘GW SC Departmental User XXXXX’ responsibility

• The new responsibility is named ‘GW SC Supplier Inquiry’ ‘will be automatically assigned to eligible users

• Other users can request access via the normal EAS access requests process
Vendor Types: GW SC Supplier Inquiry provides a Vendor search capability allowing the user to view information for all Vendors and Restricted Use (Conflict of Interest) suppliers.

Information available:
• Supplier Name
• Supplier Number
• Payment Terms
• End Date (Suppliers with end dates cannot receive POs or Payments)
• Supplier Addresses (Active and Inactive)
• Other supplier information
• **Suppliers Excluded:** GW SC Supplier Inquiry *will not return results* for ‘Student’ or ‘Employee’ suppliers

• Supplier records for Students and Employees may contain sensitive information

**Note:** Vendor Inquiry exclusion does not affect a Student or Employee eligibility to be awarded Purchase Orders or received payments through Accounts Payable
Login to the EAS Website

USING GW SC SUPPLIER INQUIRY

• Use your GW email username and password

• EAS Webpage

• Login: NetId
System Access > Connect

- Login: EAS UserId
- Password: EAS Password
GW SC Supplier Inquiry

Step 1: From the Main Menu select ‘GW SC Supplier Inquiry’
GW SC Supplier Inquiry

Search using one or more of the available parameters

**Step 2** Enter search parameter(s) and press ‘Go’
- The system performs begins with search based on the parameters
- Note: % sign is a wildcard that can be used when entering a partial Vendor name, Wildcard searches are covered later
GW SC Supplier Inquiry

Sample Partial Name Search:

- Searching for ‘SYMONS SERVES, INC.’, enter symons then press ‘Go’. Results will list all Commercial Vendors whose Supplier Name begins with symons
Sample Partial Name Search:

- **SYMONS SERVES, INC** is the only supplier whose name begins with Symons so for demonstration purposes we will search for suppliers beginning with *sym*
- 8 Suppliers begin with *sym*, Symons Services, Inc. is highlighted
GW SC Supplier Inquiry

Search Results:

- To view supplier information click the pages icon on the far right and the Quick Update view screen opens.
GW SC Supplier Inquiry

Search Results:
- Quick Update *view* screen opens
Note: Only view access
Suppliers Menu

Suppliers Menu - Key items:

- **Address Book**: Vendor Addresses, telephone numbers and email addresses

- **Business Classification**: Business Size and other important socioeconomic classifications

- **Invoice Management**: Payment Terms (discount payment terms would be listed), Payment Holds
Suppliers Menu

Suppliers Menu - Key items:

- **Address Book Information:**
  Active supplier addresses, phone numbers and site email
Suppliers Menu - Key items:

- **Business Classification**: Vendors who self-register will include Business Classification information such as Small Business, Woman Owned, Minority, etc. Legacy Vendors will need to add Business Classification to their vendor record.
Suppliers Menu - Key items:

- **Invoice Management:** Invoice Payment Terms and Payment Hold information are listed on this page.
Partial Name with ‘wildcard’: 
- The wildcard search is ideal when you are uncertain of the exact supplier name or how the supplier is listed in EAS 
- The wildcard is the percent sign (‘%’) 

Recommendations: 
- If the exact vendor name is not known perform a partial-name search 
- Remove all punctuation, replace any punctuation with % punctuation may or may not be added to the supplier name 
- The search is not case sensitive
Vendor Search Using Wildcards

Partial Name with ‘wildcard’:
Sample Search:
• Search for ‘THE MAYERSON FIRM PLLC’. Enter ‘%Mayerson%’ and press Go
• Notice the wildcard can be placed both in front and behind the partial name
Partial Name with ‘wildcard’:

Results:

• When only one Vendor matches the search no list is shown, the Suppliers screen with vendor information appears

• To view additional vendor information click the Suppliers menus previously referenced
EAS Vendor Inquiry

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END

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