Enterprise Accounting System (EAS)
EAS Vendor Inquiry

EAS Help Desk (202) 994-4948
ithelp@gwu.edu
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)
- Workers Classification Form (WCF) Expiration Date (if applicable)
- W9 Received (if applicable)
- 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

![EAS Login Page](image-url)

**LOG-IN TO EAS.GWU.EDU**

Use your GW email username and password to log into the site.

- Username: [Enter your GW username]
- Password: [Enter your password]
- Login
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 - Key items:

- **Organization**: W8 Received, W9 Received, WCF Expiration Date, etc.
- **Address Book**: Vendor Addresses, telephone numbers and email addresses
- **Business Classification**: Business Size and other import socioeconomic classifications
- **Invoice Management**: Payment Terms (discount payment terms would be listed), Payment Holds
Suppliers Menu

Suppliers Menu - Key items:

- **Organization Information** (populated when applicable):
  - W8 Received, DC Certificate Number, W9 Received, WCF Expiration Date, DUNS Number and other business size and structure information
Suppliers Menu

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.
Vendor Search Using Wildcards

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.