

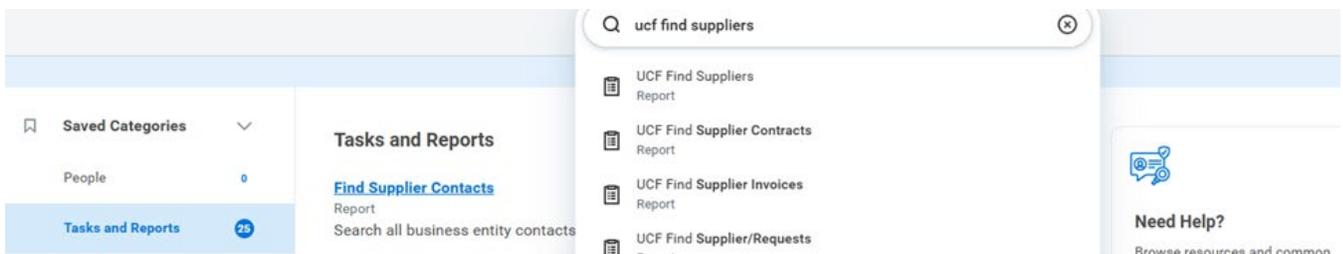
# Checking Vendor Registration Status in Workday and Trimble

## Purpose:

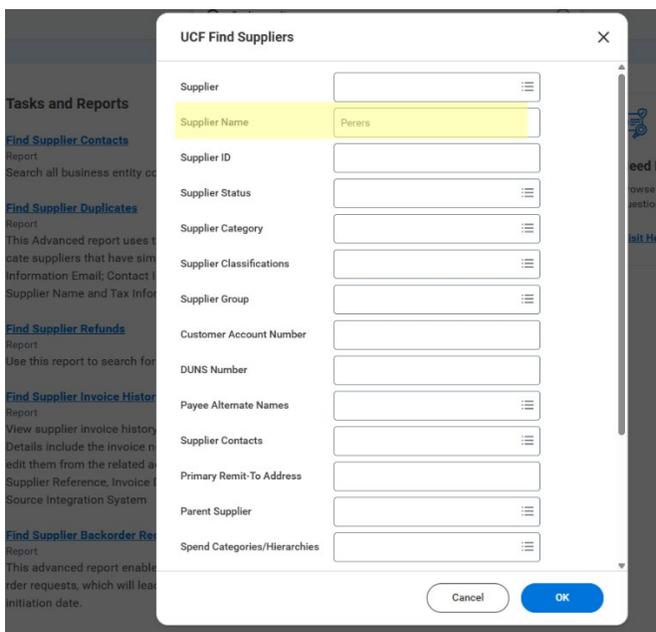
When considering a potential vendor for project procurement or services, you will need to verify that they are registered with UCF Procurement in Workday and are listed as a vendor in Trimble before you can submit a Commitment Approval (CA) process. If a vendor has previously worked for another UCF department they could be listed in Workday, though not in Trimble. Conversely, even if they have a listing in Trimble, they may now have an Inactive status in Workday which would prevent a Purchase Order from issuing. Requesting the vendor’s W-9 will provide you with the necessary information to search the information, since they may have various combinations of company name, and may have a DBA (Doing Business As). The steps below will guide you through checking both systems:

## To Check in Workday:

- 1) Log into Workday
- 2) Search “UCF Find Suppliers” in the search box:



- 3) Type in a portion of the vendor name in the Supplier Name field (not the Supplier field):



- 4) Click OK

- 5) A listing of all vendors matching the search filter will appear.
  - a. The Supplier ID is the “Vendor Number”
  - b. Status should be “Active”
  - c. Alternate Names are listed to the right

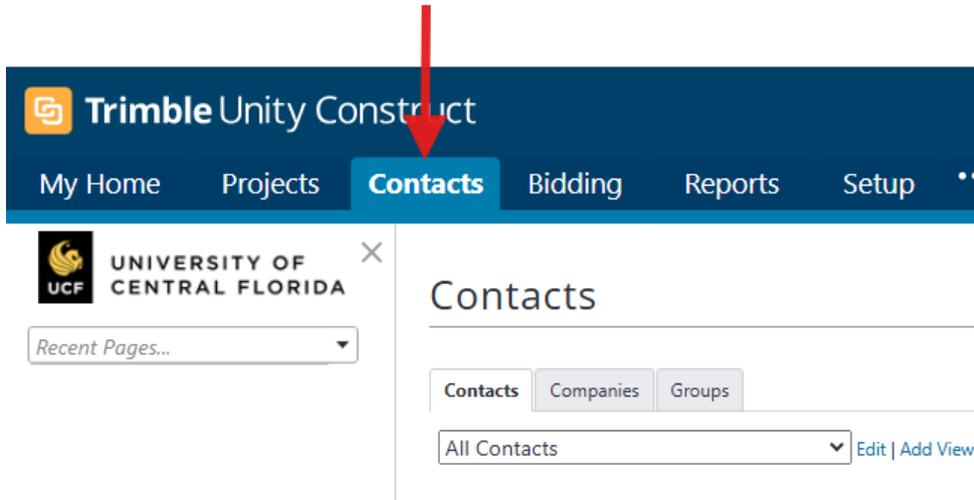
Supplier	Supplier Name	Supplier ID	Supplier Status	All Addresses	Default Address	Primary Remit-To Address	Remit-To Address for Payee	All Phone Numbers	All Phone Numbers for All Contacts for Supplier	Alternate Name
...	Perers Enterprises Inc	S0000000330	Inactive	<ul style="list-style-type: none"> <li>2015 S Waverly Pl</li> <li>P O Box 2048</li> </ul>	P O Box 2048 Melbourne, FL 32902-2048 United States of America	P O Box 2048 Melbourne, FL 32902-2048 United States of America	P O Box 2048 Melbourne, FL 32902-2048 United States of America	(321) 723-5003		American Business Interiors

- 6) If the search returns with no results, click on the icon shown below to return to the Find Suppliers window to search for alternate vendor names, or refine the search by providing more of vendor name:

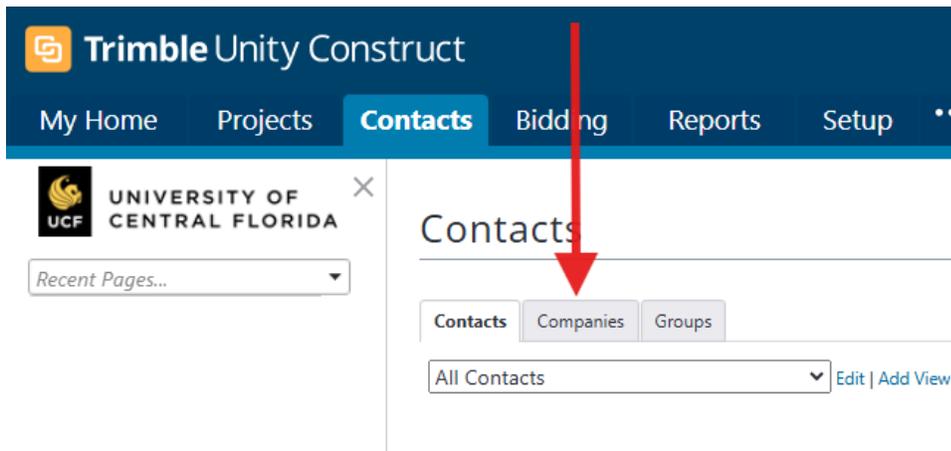
- 7) If the vendor is registered and active in Workday, though not yet in Trimble, you may then request the Construction Support Team to add them.

**To Check in Trimble:**

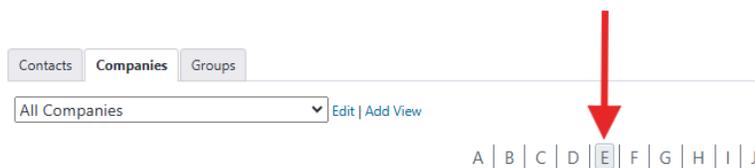
- 1) Log into Trimble
- 2) Click on the Contact tab on the main Trimble ribbon (not the Contacts on the left Project Menu from within a project)



- 3) Click on the Companies tab



- 4) Click on the first letter of the vendor name:

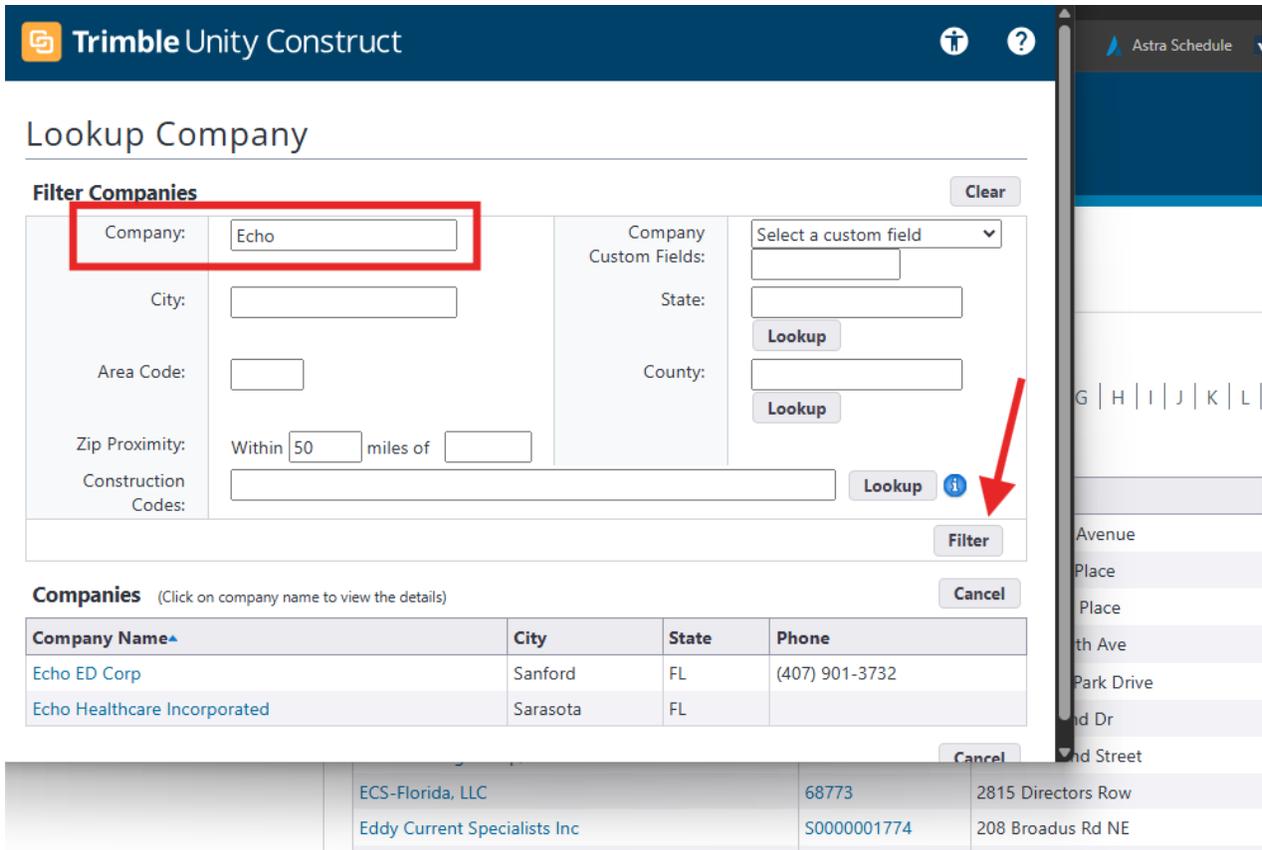


Company Name ▲	Company Number	Address
<a href="#">E M Enterprises General Contractors Inc.</a>	S0000019957	3615 E Lake Avenue
<a href="#">E.A.P Professional Services dba Pro-Electrical Services</a>	S0000020283	1068 Gould Place
<a href="#">Earth First Consulting LLC</a>	S0000022429	5 Tudor City Place
<a href="#">e-Builder Inc</a>	S0000002149	1800 NW 69th Ave
<a href="#">Echo ED Corp</a>	S0000003701	611 Central Park Drive
<a href="#">Echo Healthcare Incorporated</a>	S0000006365	6407 Parkland Dr

5) Alternately, you may also use the Lookup Company button:



6) In the new window that opens, type a portion of the vendor name in the Company field, then the Filter button. The matching results, if any, will be listed below.



7) If the vendor is registered and active in Workday, though not yet in Trimble, you may then request the Construction Support Team to add them.