

**MUNIS**

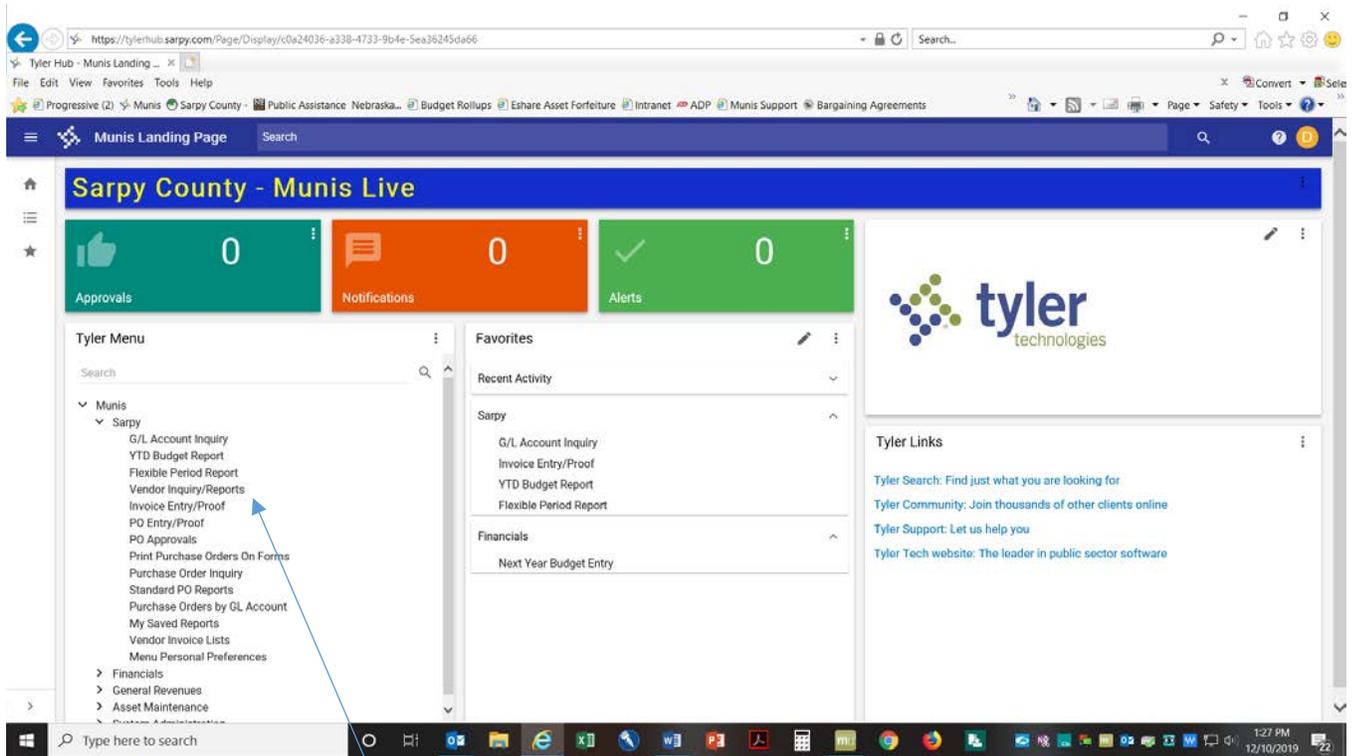
**VENDOR  
INQUIRY  
(Finding Vendor  
Number)**

**INSTRUCTIONS**

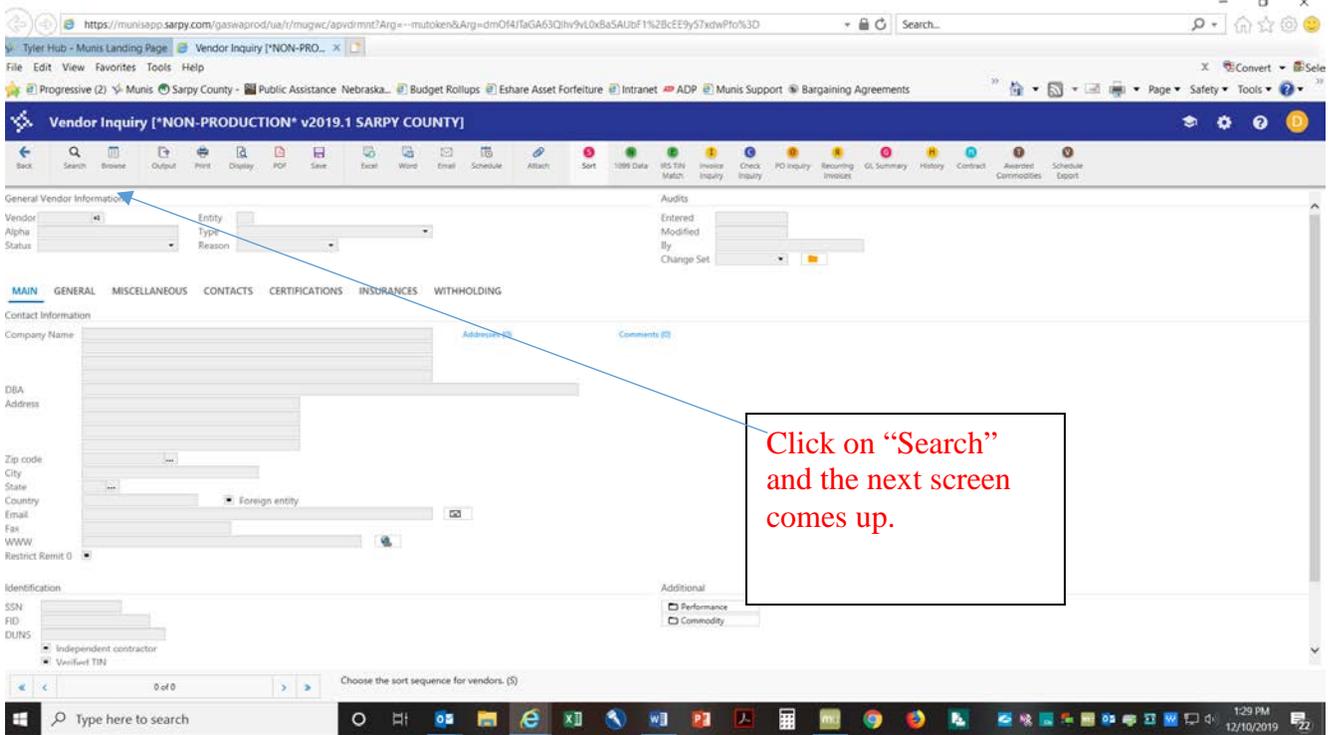
Updated 12/10/2019

Before you go into Invoice or Purchase Order Entry you should have your vendor number and remit address number ready. This search is more powerful than the one that is within the program.

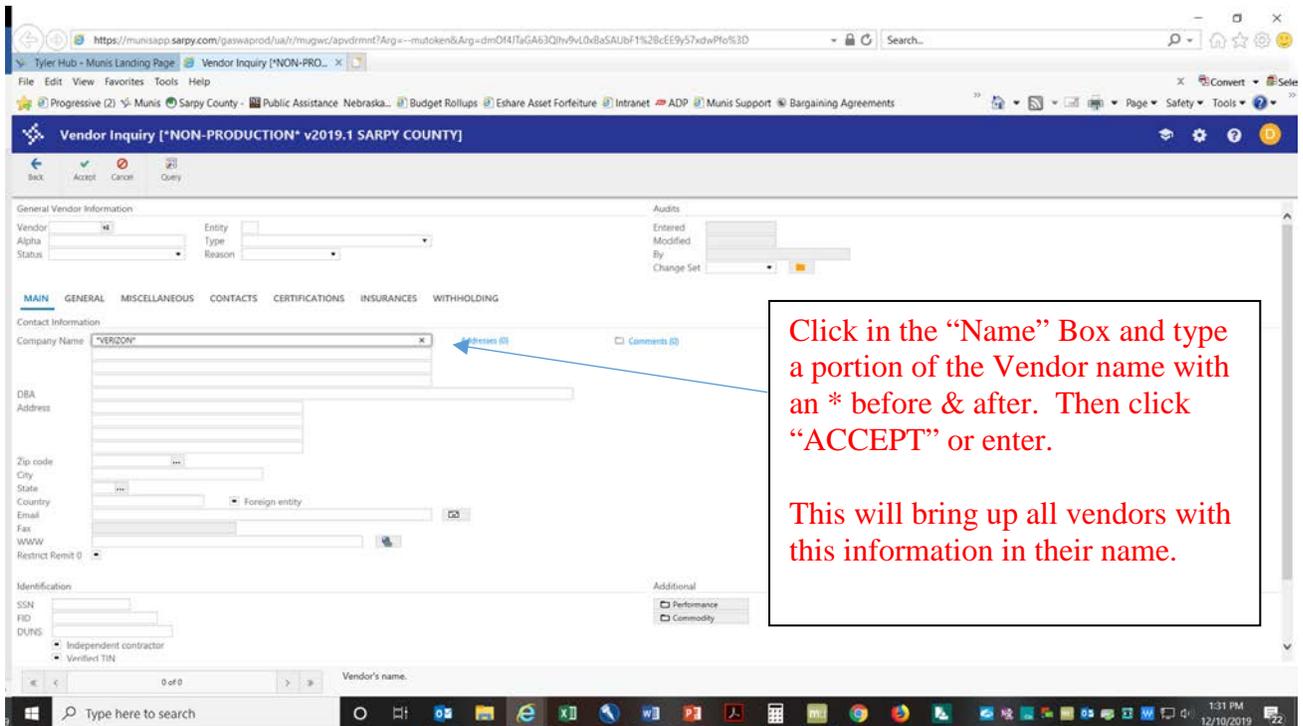
**\*IF YOU STILL CANNOT FIND THE VENDOR, EMAIL “ACCOUNTING” AND THEY WILL ADD IT.**

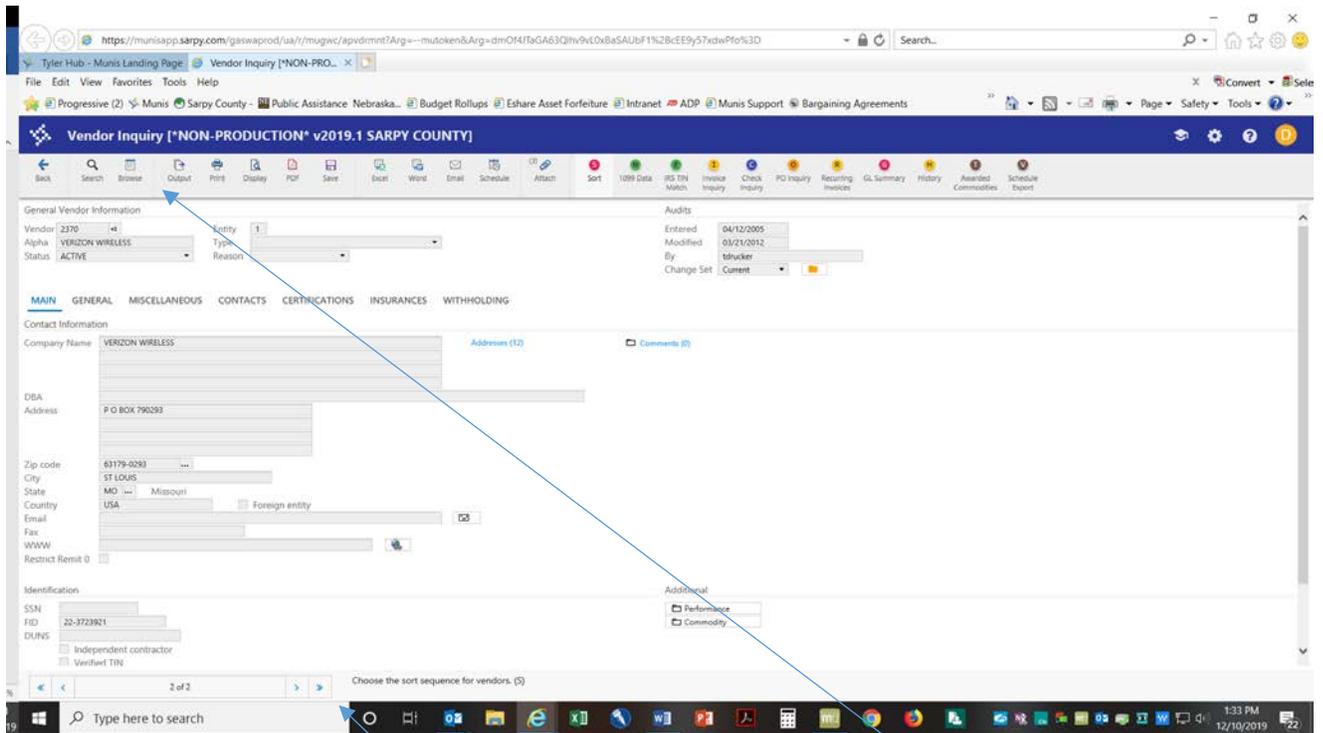


Click on “Sarpy”  
Then click on “Vendor Inquiry/Reports”



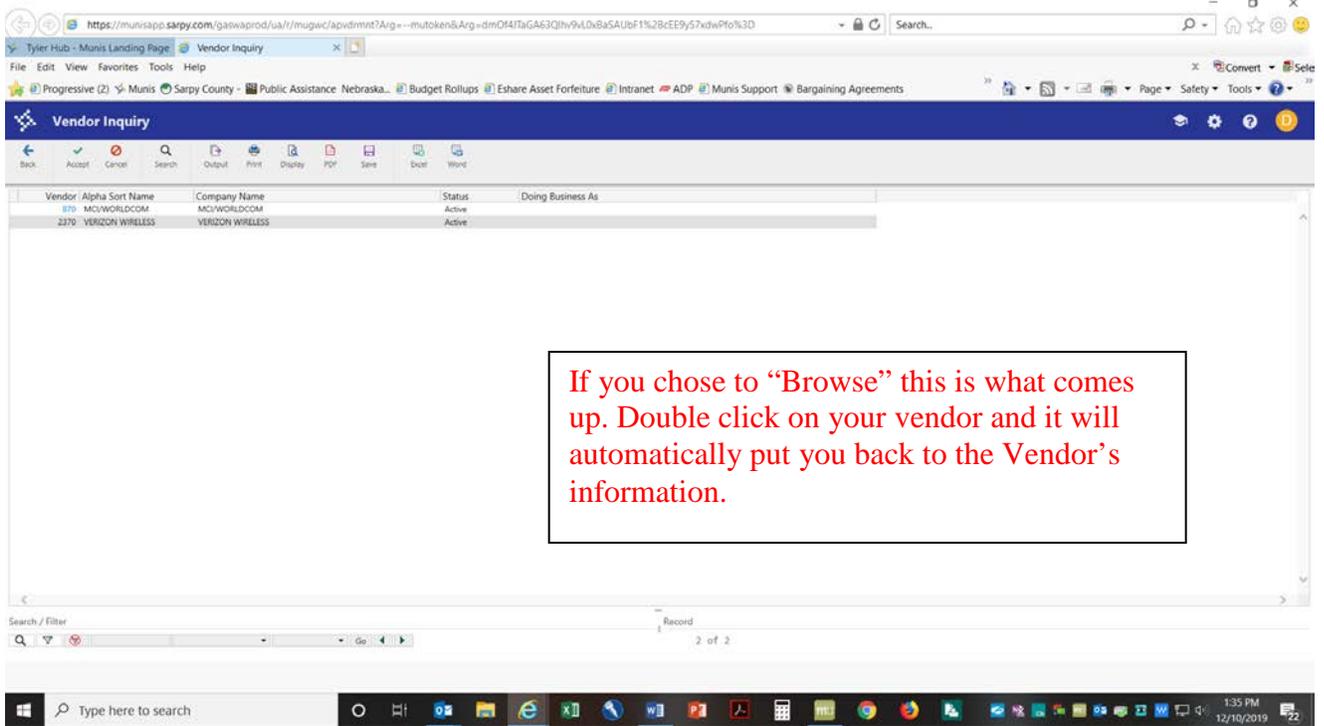
**EVERYTHING IN THIS PROGRAM MUST BE TYPED IN ALL CAPS.**



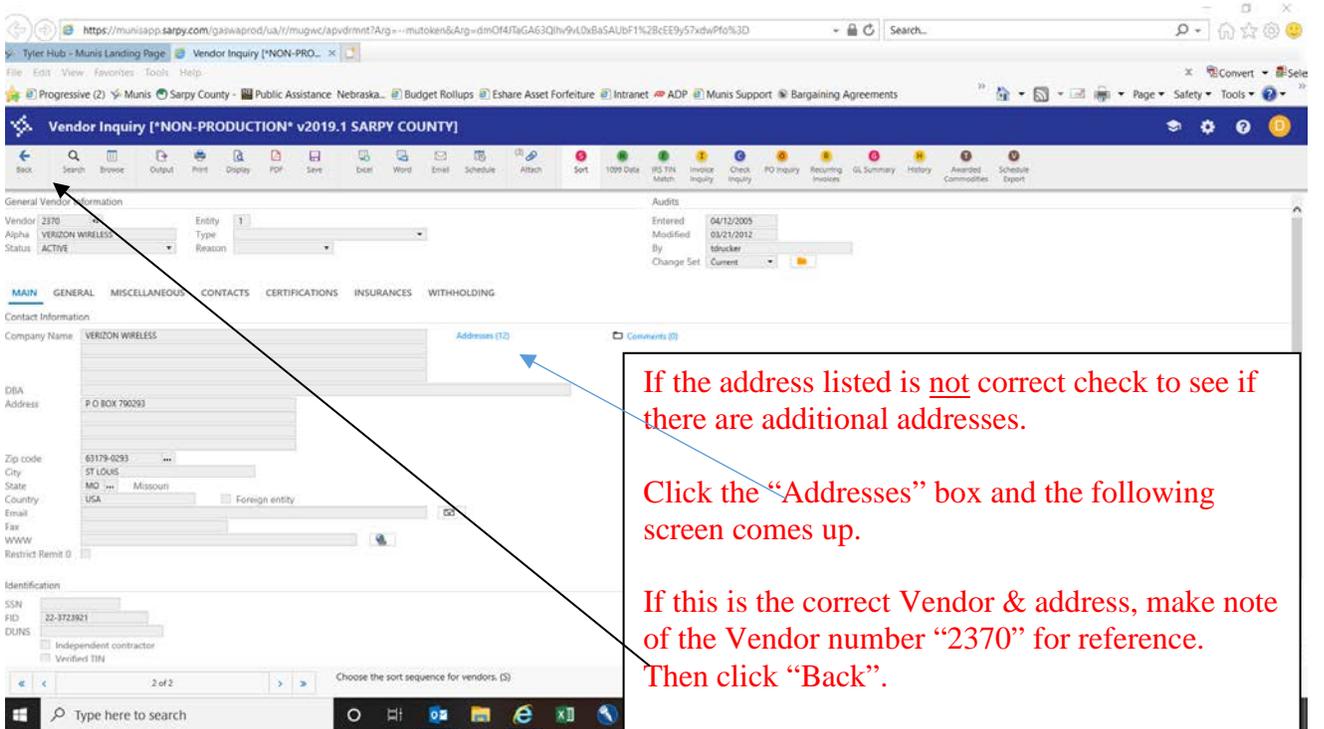


If the first vendor that comes up is not what you are looking for click on the “Browse” button and the following page will come up with a list of all the vendors within your search criteria.

Or you can scroll through the vendors



**THIS IS VERY IMPORTANT – YOU NEED TO CHECK YOUR REMIT TO ADDRESS ON YOUR INVOICES TO MAKE SURE YOUR CHECKS ARE SENT CORRECTLY.**



Vendor Addresses

Remit Address

Address number: 1 of 12

Type: GENERAL - General Addresses

Alpha: VERIZON WIRELESS

Company Name: VERIZON WIRELESS

DBA:

Address: P.O. BOX 790293

Zip code: 63179-0293

City/State: ST LOUIS, MO, Missouri

Country: USA

Payment Information:

Payment rec't method: Printed Check, Electronic fund transfer, Active Card Integration, Direct Disbursement

1 of 12

Browse the active set of data records (Ctrl+B)

**This vendor has 12 remit addresses. Click the "Browse" button and the following page comes up.**

Vendor Inquiry

Seq	Company Name	Addr 1	City	St	Zip	Country
1	VERIZON WIRELESS	P O BOX 790293	ST LOUIS	MO	63179-0293	USA
4	VERIZON WIRELESS	PO BOX 25506	LEHIGH VALLEY	PA	18002-5506	USA
5	VERIZON WIRELESS	PO BOX 25506	LEHIGH VALLEY	PA	18002-5506	USA
6	VERIZON WIRELESS	P O BOX 25505	LEHIGH VALLEY	PA	18002-5505	USA
7	VERIZON WIRELESS	% VERIZON BUSINESS	PITTSBURGH	PA	15250-7873	USA
8	VERIZON WIRELESS	2401 MALL DRIVE	NORTH CHARLESTON	SC	29406	USA
9	VERIZON WIRELESS	180 WASHINGTON VALLEY RD	BEDMINSTER	NJ	07921	USA
10	VERIZON WIRELESS	ONE VERIZON WAY	BASKING RIDGE	NJ	07920-1097	USA
11	VERIZON WIRELESS	%JACKIE	PAPILLION	NE	68046	USA
12	VERIZON WIRELESS	PO BOX 660072	DALLAS	TX	75366-0072	USA
13	VERIZON WIRELESS	PO BOX 64495	BALTIMORE	MD	21294	USA
14	VERIZON WIRELESS	PO BOX 15043	ALBANY	NY	12212-5044	USA

**Double click on the correct address and take note of the "Seq" number. This is the number you will use under "Address" in the Invoice Entry program.**

**AGAIN – IF YOU DO NOT SEE THE CORRECT ADDRESS, CALL THE CLERK'S OFFICE.**

After you double click it will bring you back to this screen – note the address number 5.

Click “BACK”

Vendor Addresses

Remit Address

Address number: 5

Type: GENERAL - General Addresses

Alpha: VERIZON WIRELESS

Company Name: VERIZON WIRELESS

DBA: [REDACTED]

Address: PO BOX 25506

Zip code: 18002-5506

City/State: LDHIGH VALLEY PA Pennsylvania

Country: USA

Payment Information:

- Printed Check
- Electronic fund transfer
- Active Card Integration
- Direct Disbursement

Purchasing Delivery Method: Print, Fax, E-Mail

Payables Delivery Method: Print, Fax, Email

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So this would be Vendor 2370 with a remit address of 5 (which is reflected here).

Click on “BACK” if you are finished looking up vendors.

If you have additional vendors to look up just click on “Find” and start over.

Vendor Inquiry [\*NON-PRODUCTION\* v2019.1 SARPY COUNTY]

General Vendor Information:

Vendor: 2370

Alpha: VERIZON WIRELESS

Status: ACTIVE

Contact Information:

Company Name: VERIZON WIRELESS

DBA: [REDACTED]

Address: P O BOX 790293

Zip code: 63179-0293

City: ST LOUIS

State: MO Missouri

Country: USA

Identification:

SSN: [REDACTED]

FID: 22-3723921

DUNS: [REDACTED]

Independent contractor

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It's a good idea to keep a spreadsheet with your vendor numbers and remit addresses for future reference. Just make sure the address has not changed since you last paid the vendor. This will save you time in the future.

You can also do searches by street address, cities, states, etc. This is a powerful search engine and it has several options from which to search by. There is nothing that you can change on these screens so feel free to practice different searches.