

# How to find a Vendor, Customer, or Vendor acting under their doing business as (DBA) name in VCUST table

## Vendor Search

- 1) Jump to the VCUST table.
- 2) The VCUST search box will automatically open. Each field in the search box can be used to narrow the search to find the correct Vendor. Below are examples of most common searches used to help locate the correct VCUST record. Other searches can be done with other wild card "\*" combinations like name search in both "Legal Name" and "Alias/DBA" fields. The Vendor details including legal name and Taxpayer Identification Number (TIN) should be indicated on a W-9, contract, purchase order, invoice or other business document.
- 3) To ensure selecting the correct Vendor for Procurement and Accounts Payable purposes, begin search by populating the fields for the Vendor Legal Name (with wild card "\*" before and after) and the Taxpayer Identification Number (if do not have the full number use last 4 digits with a leading wild card "\*" as shown in example below).

Vendor/Customer

Search - Internet Explorer

about:blank

Legal Name : \*PUBLIC SERVICE\* x

Last Name :

Alias/DBA :

Vendor Active Status :

Vendor/Customer :

Customer Active Status :

Taxpayer ID Number : \*6600

VSS Registered :

### Search Results:

Vendor/Customer

| Vendor/Customer   | Legal Name                     | Vendor Active Status | Customer Active Status |
|-------------------|--------------------------------|----------------------|------------------------|
| ✓ VC0000000012859 | PUBLIC SERVICE COMPANY OF COLO | Active               | Active                 |
| VC0000000017099   | PUBLIC SERVICE COMPANY OF COLO | Active               | Active                 |
| VC0000000017100   | PUBLIC SERVICE COMPANY OF COLO | Active               | Inactive               |
| VC0000000017101   | PUBLIC SERVICE COMPANY OF COLO | Discontinued         | Inactive               |
| VC0000000017102   | PUBLIC SERVICE COMPANY OF COLO | Discontinued         | Inactive               |

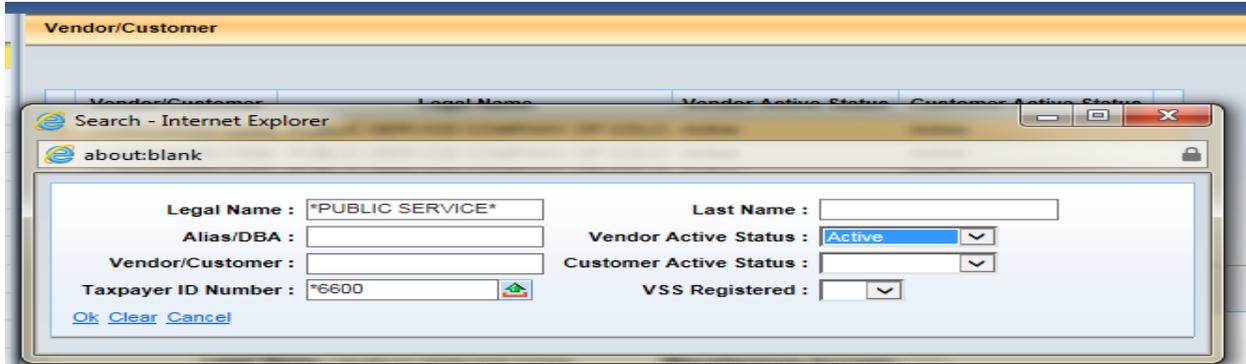
First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Info

- To further refine the search, choose Active in the “Vendor Active Status” field to show only records that are active Vendors.

It is **important** to note that a Customer only record (Active Customer, Inactive Vendor) cannot be activated as a Vendor. If a Vendor does not exist for the TIN searching, a Vendor record must be created by the Department Vendor entry person.

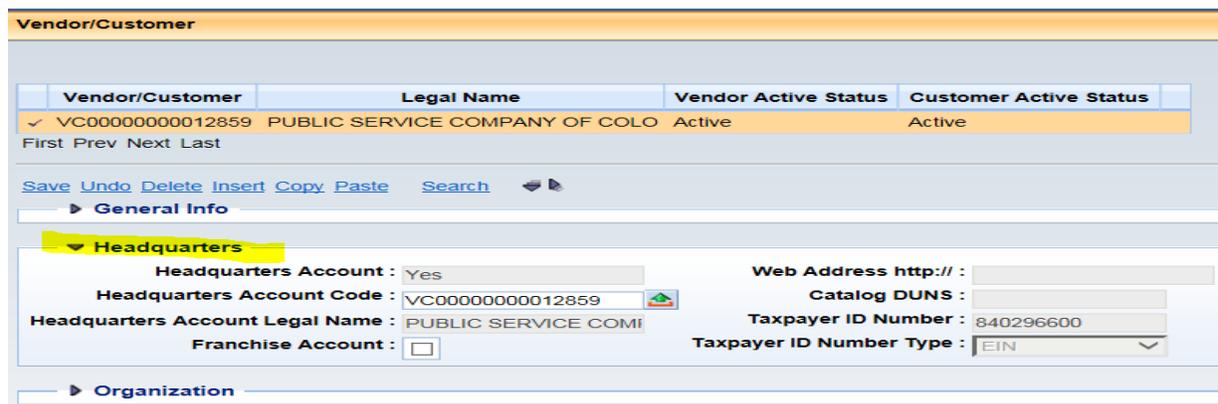


Search Results:



Policy indicates where possible only one active Vendor record is allowed for each TIN. The VCUST records are actively being consolidated to move into compliance with policy. However, until this project is complete or for Vendors that have been identified as an exception, there will be multiple active Vendor records.

- When multiple records exist such as for Public Service Company Vendor, narrow the search to the correct Vendor record for use with procurement or payment document by going to the Headquarters tab and looking at the “Headquarter Account Code” field to identify the VC record number to use as shown in screen shot below – VC00000000012859.



- 6) Searching by the “Alias/DBA” field is another way to refine the search for the correct Vendor if there are multiple VCUST records for one TIN or this is the only name given.

For example, the Vendor for an RQS, PO or payment may provide name such as Regents of the University of Colorado, Wardenburg Health Center or may just have information regarding Wardenburg Health Center. By narrowing the focus of your search and adding the DBA as shown below, it will provide details for this specific Vendors’ VCUST record. Note that the headquarters account is VC00000000014124 so if this Vendor does not have the correct address or appear correct then try also searching under headquarter record as shown in prior section of this document.

Search Results:

- 7) If the record “Vendor Active Status” field shows “Discontinued”, go to the Disbursement Options tab “Hold Reason” field. This field will often indicate the record to be used.

## Customer Search

- 1) Jump to the VCUST table.
- 2) The VCUST search box will automatically open. Each field in the search box can be used to narrow the search to find the correct Customer.
- 3) To ensure selecting the correct **Customer** for Accounts Receivable purposes, put in a portion of the legal name with wild card “\*” before and after and choose Active in the “Customer Active status” field as shown in example below.

It is **important** to note that a Customer only record (Active Customer, Inactive Vendor) cannot be activated as a Vendor. If a Vendor does not exist for the TIN searching, a Vendor record must be created by the Department Vendor entry person.

The screenshot shows a web browser window titled "Search - Internet Explorer" with the address bar set to "about:blank". A search form is overlaid on the page. The form has the following fields and values:

- Legal Name : \*PUBLIC SERVICE\*
- Alias/DBA : (empty)
- Vendor/Customer : (empty)
- Taxpayer ID Number : (empty)
- Last Name : (empty)
- Vendor Active Status : (dropdown menu)
- Customer Active Status : Active
- VSS Registered : (dropdown menu)

### Search Results:

The screenshot shows a table with the following data:

| Vendor/Customer  | Legal Name                                       | Vendor Active Status | Customer Active Status |
|------------------|--|----------------------|------------------------|
| ✓ COSTAC0038     | Public Service Company of Colorado               | Discontinued         | Active                 |
| VC0000000012859  | PUBLIC SERVICE COMPANY OF COLO                   | Active               | Active                 |
| VC00000000017099 | PUBLIC SERVICE COMPANY OF COLO                   | Active               | Active                 |
| VC00000000119027 | PUBLIC SERVICE CO - ELECTRIC GENERATION.         | Inactive             | Active                 |
| VC00000000121430 | PUBLIC SERVICE COMPANY OF COLORADO - NATURAL GAS | Inactive             | Active                 |
| VC00000000124005 | PUBLIC SERVICE COMPANY OF COLORADO               | Inactive             | Active                 |
| VC00000000125361 | REPUBLIC SERVICES, INC.                          | Inactive             | Active                 |
| VC00000000126816 | REPUBLIC SERVICES, INC.                          | Inactive             | Active                 |
| VC00000000127962 | Public Service Co of Colorado                    | Inactive             | Active                 |
| VC00000000128430 | Public Service Co of Colorado                    | Inactive             | Active                 |

If after following the search recommendations the Vendor and/or Customer can still not be located, most likely they have not yet been setup in CORE. Contact the Department Vendor entry person to get a new VCUST record created. Please contact the Office of State Controller, Central Management Unit at [State\\_centralapproval@state.co.us](mailto:State_centralapproval@state.co.us) for any questions.