

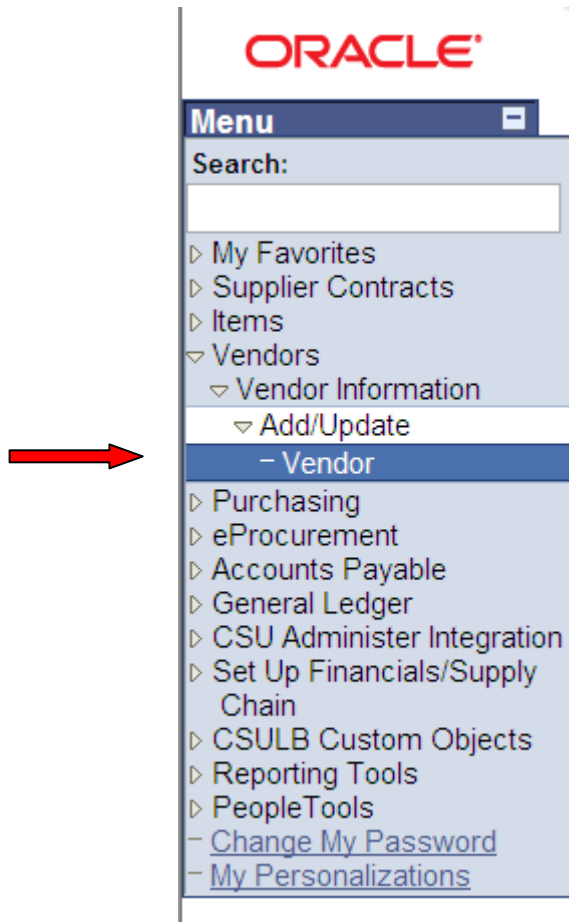
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# PeopleSoft Finance 9.0 – CSU Vendor Lookup

1. **Purpose: To find out the vendor number and address for a particular vendor.**

Navigate to the Vendor menu.

[Vendors](#) > [Vendor Info](#) > [Add/Update](#) - [Vendor](#)



2. Enter the following information.

- **SetID (LBCMP)**
- **Short Vendor name *contains* %TAB**

*The percent sign (%) can be used as a wild card value when you search for vendor names, cities, or zip codes.*

*Searches on the CSU Vendor Lookup panel are not case-sensitive.*

**Vendor Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

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**SetID:** = LBCMP 🔍

**Vendor ID:** begins with  

**Persistence:** =   ▼

**Short Vendor Name:** begins with %tab 🔍

**Our Customer Number:** begins with   🔍

**Name 1:** begins with   🔍

**Case Sensitive**

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

Click Search to access the Vendor Lookup page.

*When the vendor is located, write down the vendor number or other important information because this panel does not default back to a requisition or purchase order screen. Though there is a vendor look up link in the requisition inquiry information page.*

Click on TAB Products – Vendor ID 0000000070

**Search Results**

View All First

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
<a href="#">LBCMP</a>	<a href="#">0000000070</a>	<a href="#">Regular</a>	<a href="#">TABPRODUCT-001</a>	<a href="#">0862</a>	<a href="#">TAB PRODUCTS COMPANY</a>
<a href="#">LBCMP</a>	<a href="#">0000000204</a>	<a href="#">Regular</a>	<a href="#">MINOLTABUS-001</a>	<a href="#">7842</a>	<a href="#">MINOLTA BUSINESS SOLUTIONS</a>
<a href="#">LBCMP</a>	<a href="#">0000000289</a>	<a href="#">Regular</a>	<a href="#">MINITAB-001</a>	<a href="#">1947</a>	<a href="#">MINITAB</a>
<a href="#">LBCMP</a>	<a href="#">0000000578</a>	<a href="#">Regular</a>	<a href="#">PORTABLEST-001</a>	<a href="#">5690</a>	<a href="#">PORTABLE STORAGE CORP</a>
<a href="#">LBCMP</a>	<a href="#">0000000972</a>	<a href="#">Regular</a>	<a href="#">TABBTEXTIL-001</a>	<a href="#">9698</a>	<a href="#">TABB TEXTILES</a>
<a href="#">LBCMP</a>	<a href="#">0000001514</a>	<a href="#">Regular</a>	<a href="#">DATABASETE-001</a>	<a href="#">4434</a>	<a href="#">DATABASE TECHNOLOGIES INC</a>
<a href="#">LBCMP</a>	<a href="#">0000001546</a>	<a href="#">Regular</a>	<a href="#">ACCOUNTABI-001</a>	<a href="#">9174</a>	<a href="#">ACCOUNT ABILITY INC</a>
<a href="#">LBCMP</a>	<a href="#">0000002048</a>	<a href="#">Regular</a>	<a href="#">VIDEODATAB-001</a>	<a href="#">7725</a>	<a href="#">VIDEO DATA BANK</a>
<a href="#">LBCMP</a>	<a href="#">0000002257</a>	<a href="#">Regular</a>	<a href="#">UCSANTABAR-001</a>	<a href="#">6145</a>	<a href="#">UC SANTA BARBARA</a>
<a href="#">LBCMP</a>	<a href="#">0000003535</a>	<a href="#">Regular</a>	<a href="#">TABRIZYGIN-001</a>	<a href="#">2038</a>	<a href="#">TABRIZY, GINA H</a>
<a href="#">LBCMP</a>	<a href="#">0000006305</a>	<a href="#">Regular</a>	<a href="#">TABORANGEL-001</a>	<a href="#">1365</a>	<a href="#">TABOR, ANGELA LINDA (NON CA</a>
<a href="#">LBCMP</a>	<a href="#">0000008224</a>	<a href="#">Regular</a>	<a href="#">MONROETABL-001</a>	<a href="#">0815</a>	<a href="#">MONROE TABLE CO</a>
<a href="#">LBCMP</a>	<a href="#">0000009439</a>	<a href="#">Regular</a>	<a href="#">TABADEAN-001</a>	<a href="#">8229</a>	<a href="#">TABA, DEAN</a>

3. Review Vendor Information.

SetID: LBCMP [Vendor Address Search](#)  
 Vendor: 0000000070 Short Vendor Name: TABPRODUCT-001 Name: TAB PRODUCTS COMPANY

**Vendor Address** Find | View All First 1 of 4 Last

Address ID: 1  
 Description: ORDER-NORWALK

**Details** Find | View All First 1 of 1 Last

Effective: 01/01/1900  
 Date:  
 Status: Active  
 Country: USA United States  
 Address 1: 12501 E IMPERIAL HWY STE 120  
 Address 2: \*\*\*DO NOT USE\*\*\*  
 Address 3:  
 Address 4: hkrueger@tab.com  
 City: NORWALK Postal: 90650  
 State: CA California  
 Email ID: hkrueger@tab.com

Payment/Withholding Alt Names

**Phone Information** Customize | Find | View All First 1 of 2 Last

*Type	Prefix	Telephone	Extension
Business		562/868-1585	

You can click on Last arrow to view the Fax number.

**Phone Information** Customize | Find | View All First 2 of 2 Last

*Type	Prefix	Telephone	Extension
FAX		562/868-1575	

If a vendor is set up in PeopleSoft, you can rely on that vendor already having a 204 Form on record with Accounts Payable. If you are unable to find the vendor you are looking for, it is probably a new vendor. All new vendors require a completed 204 Form to be in Accounts Payable prior to input into PeopleSoft.