

Querying Vendor Insurance Information within AIS

The current status of a vendor's insurance certificate may be determined by viewing the insurance expiration dates for a particular vendor within AIS.

AIS Responsibility Needed: SIU Purchasing Inquiry

Select Suppliers Inquiry.



The Suppliers Search screen will appear. Enter the vendor name in the Supplier Name field (enter a % in the front and in the back of the vendor name) and select Go.

Example:

The screenshot shows the Oracle Payables 'Suppliers' search interface. The 'Supplier Name' field contains '%E T SIMONDS%'. Below the search fields are 'Go' and 'Clear' buttons. The 'Search Results' table is empty, showing 'No search conducted.'

Select	Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	D-U-N-S Number	Employee Number	Update
	No search conducted.							

The Suppliers Quick Update screen will appear. (If multiple suppliers are found, choose Update next to the correct Supplier Name.) Verify that the Supplier Name listed is correct. Then, select the Organization menu on the left side of the page.

ORACLE Payables Navigator Favorites Home Logout Preferences

Suppliers

- Quick Update
- Company Profile
 - Organization**
 - Tax Details
 - Address Book
 - Contact Directory
 - Business Classification
- Terms and Control
 - Accounting
 - Tax and Reporting
 - Purchasing
 - Receiving
 - Payment Details
 - Invoice Management

Suppliers > Update E T SIMONDS CONSTRUCTION COMPANY - 16318: Organization

Indicates required field

Supplier Name: E T SIMONDS CONSTRUCTION COMPANY
 Supplier Number: 16318
 Alternate Supplier Name: SIC
 National Insurance Number: Type 04 Corporation
 Parent Supplier Name: Parent Supplier Number
 Customer Number: One Time
 Inactive Date

Additional Information

BAF on file at: C
Carbondale Campus
 W-9 on file at: C
Carbondale Campus
 CMS BEP on file at: C
Carbondale Campus
 IDHR Number: 95006-00
 Miscellaneous State Authorized?: Y
Yes
 Minority Vendor Certified By:
 Date Aircraft Liability Ins Expires
 Date Misc Liability Ins Expires: C-Additional Insured
 Date Worker Comp Ins Expires: C 03/31/12 500K, Statutory
 Date General Liability Ins Expires: C 03/31/12 2M, Aggregate
 Date Auto Liability Ins Expires: C 03/31/12 1M, Any Auto
 Date Excess/Umbrella Ins Expires: C 03/31/12 10M, Aggregate
 Additional Insured
 Web Address: www.etsimonds.com

Within the Additional Information field, the expiration dates will be listed if the vendor has an insurance certificate on file with Procurement Services. A Campus Indicator will precede the expiration date.

Campus Indicator	Description
C	Carbondale Campus
E	Edwardsville Campus
S	Springfield School of Medicine Campus