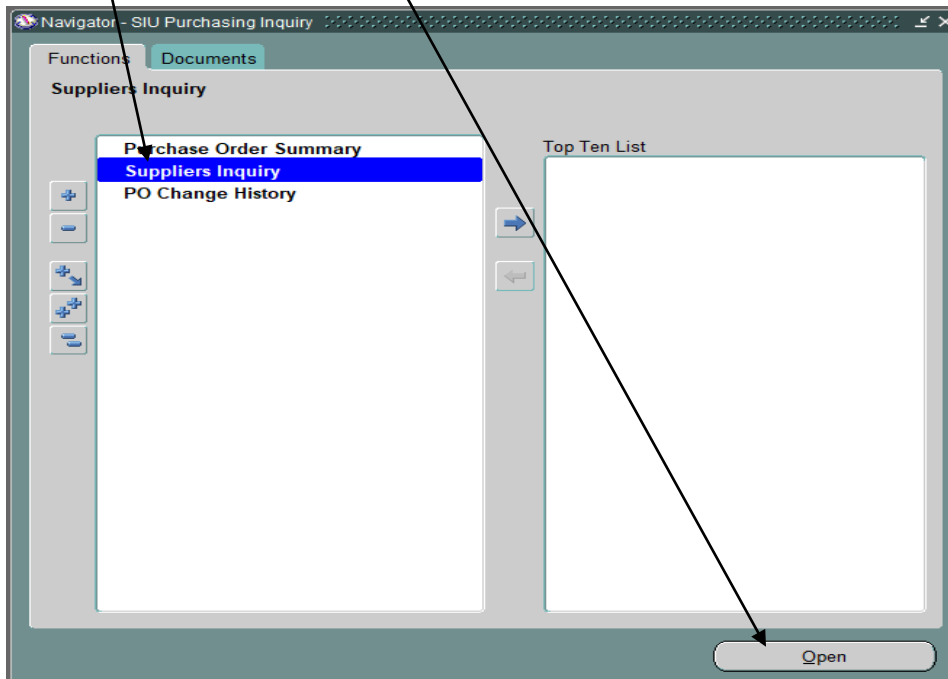


Querying Vendor Insurance Information within AIS

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

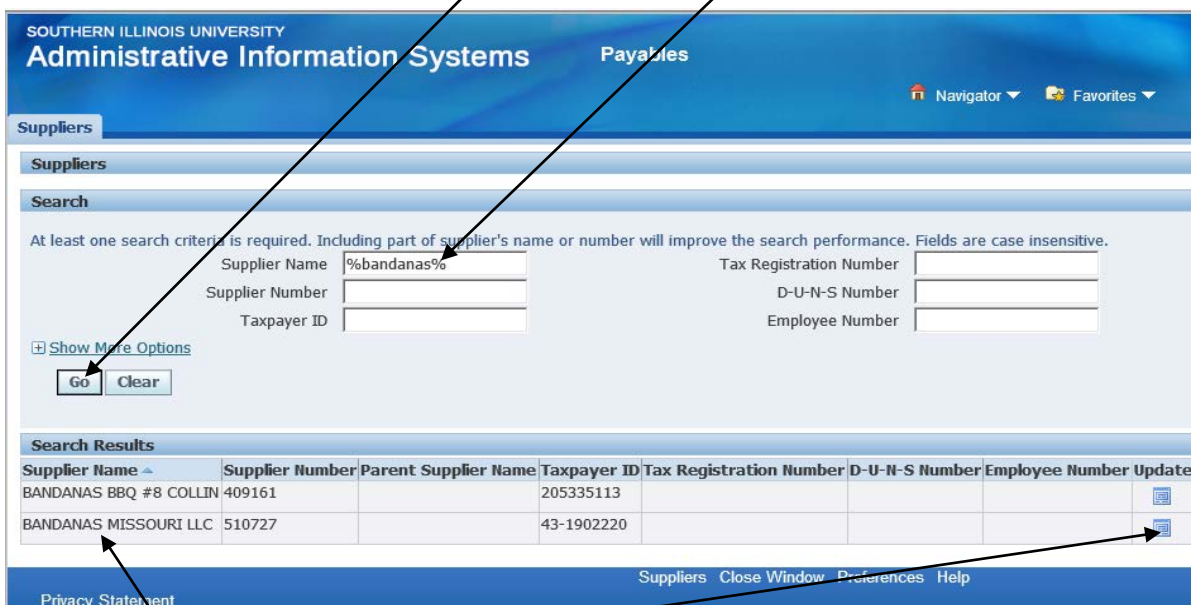
AIS Responsibility Needed: SIU Purchasing Inquiry

Select "Suppliers Inquiry" and click "Open".



The "Suppliers" 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 click on "Go".

Example:



Select the Supplier and click on "Update"

The "Suppliers – Quick Update" screen will appear. Verify that the Supplier Name listed is correct. Click on Organization.

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

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

For assistance or questions, please contact Nancy Odle in Procurement Services at 453-4802 or nonancy@siu.edu.