

Searching for a Supplier is available under two Oracle User Permissions

Use KC EBS AP Inquiry –or– KC EBS PO Inquiry

Expand the folder (click on the arrow)

Then select “Supplier Inquiry”



Search for Supplier

Tip: If you search using the supplier TIN or SSN, instead of the supplier name, you will receive the most accurate results.

If you are not searching by TIN/SSN, you will need to include the use of wildcards (%) in your search.

Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

[Show More Options](#)

Search Results

Supplier Name ^	Supplier Number ^	Parent Supplier Name ^	Taxpayer ID ^	Employee Number ^	Update
MC MASTER CARR SUPPLY CO-HBRVW MED-114908	123329				
MC MASTER CARR SUPPLY CO-HBRVW MED-129803	134449				
MC MASTER CARR SUPPLY CO-HBRVW MED-136815	139696				
MC MASTER CARR SUPPLY CO-HBRVW MED-154842	156032				
MC MASTER CARR SUPPLY CO-HBRVW MED-160926	161617				
MC MASTER CARR SUPPLY CO-HBRVW MED-165877	166311				
MC MASTER CARR SUPPLY CO-HBRVW MED-173513	171481				
MC MASTER CARR SUPPLY CO-HBRVW MED-187260	184095				
MC MASTER CARR SUPPLY CO-HBRVW MED-192795	191686				
MC MASTER CARR SUPPLY CO-HBRVW MED-200278	197146				
MC MASTER CARR SUPPLY CO-HBRVW MED-205819	203791				
MC MASTER CARR SUPPLY CO-HBRVW MED-225059	221841				
MC MASTER CARR SUPPLY CO-HBRVW MED-234735	229929				
MC MASTER CARR SUPPLY CO-HBRVW MED-24016	47723				
MC MASTER CARR SUPPLY CO-HBRVW MED-241309	236804				

Click Go

Create Supplier

Supplier Search

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Supplier Name

Supplier Number

Taxpayer ID

Tax Registration Number

D-U-N-S Number

Employee Number

[Show More Options](#)

Search Results

Supplier Name ^	Supplier Number ^	Parent Supplier Name ^	Taxpayer ID ^	Employee Number ^	Update
MC MASTER CARR SUPPLY CO-HBRVW MED-114908	123329				
MC MASTER CARR SUPPLY CO-HBRVW MED-129803	134449				
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MC MASTER CARR SUPPLY CO-HBRVW MED-192795	191686				
MC MASTER CARR SUPPLY CO-HBRVW MED-200278	197146				
MC MASTER CARR SUPPLY CO-HBRVW MED-205819	203791				
MC MASTER CARR SUPPLY CO-HBRVW MED-225059	221841				
MC MASTER CARR SUPPLY CO-HBRVW MED-234735	229929				
MC MASTER CARR SUPPLY CO-HBRVW MED-24016	47723				
MC MASTER CARR SUPPLY CO-HBRVW MED-241309	236804				

For this supplier, you will have to scroll down the page, the correct record is the 51st record.

Suppliers Create Supplier

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: MC%MASTER%**CARR** D-U-N-S Number:
 Supplier Number: Employee Number:
 Taxpayer ID:
 Tax Registration Number:

[Show More Options](#)

Search Results Rows 1 to 45

Supplier Name ^	Supplier Number ^	Parent Supplier Name ^	Taxpayer ID ^	Employee Number ^	Update
MC MASTER CARR SUPPLY CO-HBRVWMED-114908	123329				
MC MASTER CARR SUPPLY CO-HBRVWMED-129803	134449				
MC MASTER CARR SUPPLY CO-HBRVWMED-138815	139998				
MC MASTER CARR SUPPLY CO-HBRVWMED-154842	156032				
MC MASTER CARR SUPPLY CO-HBRVWMED-180928	181817				
MC MASTER CARR SUPPLY CO-HBRVWMED-185877	188311				
MC MASTER CARR SUPPLY CO-HBRVWMED-173513	171481				
MC MASTER CARR SUPPLY CO-HBRVWMED-187280	184095				
MC MASTER CARR SUPPLY CO-HBRVWMED-192795	191888				
MC MASTER CARR SUPPLY CO-HBRVWMED-200278	197148				
MC MASTER CARR SUPPLY CO-HBRVWMED-205819	203791				
MC MASTER CARR SUPPLY CO-HBRVWMED-225059	221841				
MC MASTER CARR SUPPLY CO-HBRVWMED-234735	229929				
MC MASTER CARR SUPPLY CO-HBRVWMED-24016	47723				
MC MASTER CARR SUPPLY CO-HBRVWMED-241309	238804				

Scroll down

Supplier Name ^	Supplier Number ^	Parent Supplier Name ^	Taxpayer ID ^	Employee Number ^	Update
MC MASTER CARR SUPPLY CO-HBRVWMED-248204	243175				
MC MASTER CARR SUPPLY CO-HBRVWMED-281410	258355				
MC MASTER CARR SUPPLY CO-HBRVWMED-280484	274483				
MC MASTER CARR SUPPLY CO-HBRVWMED-29078	52573				
MC MASTER CARR SUPPLY CO-HBRVWMED-297238	288494				
MC MASTER CARR SUPPLY CO-HBRVWMED-302449	291185				
MC MASTER CARR SUPPLY CO-HBRVWMED-310456	297345				
MC MASTER CARR SUPPLY CO-HBRVWMED-315879	303787				
MC MASTER CARR SUPPLY CO-HBRVWMED-324882	309126				
MC MASTER CARR SUPPLY CO-HBRVWMED-330020	313881				
MC MASTER CARR SUPPLY CO-HBRVWMED-338697	320781				
MC MASTER CARR SUPPLY CO-HBRVWMED-354183	333336				
MC MASTER CARR SUPPLY CO-HBRVWMED-374182	344803				
MC MASTER CARR SUPPLY CO-HBRVWMED-378856	349827				
MC MASTER CARR SUPPLY CO-HBRVWMED-385797	355582				

Keep scrolling down

Supplier Name ^	Supplier Number ^	Parent Supplier Name ^	Taxpayer ID ^	Employee Number ^	Update
MC MASTER CARR SUPPLY CO-HBRVWMED-39190	59898				
MC MASTER CARR SUPPLY CO-HBRVWMED-393746	361588				
MC MASTER CARR SUPPLY CO-HBRVWMED-399997	367148				
MC MASTER CARR SUPPLY CO-HBRVWMED-405389	371913				
MC MASTER CARR SUPPLY CO-HBRVWMED-432319	379108				
MC MASTER CARR SUPPLY CO-HBRVWMED-439580	384585				
MC MASTER CARR SUPPLY CO-HBRVWMED-445575	391949				
MC MASTER CARR SUPPLY CO-HBRVWMED-481208	403709				
MC MASTER CARR SUPPLY CO-HBRVWMED-487813	410087				
MC MASTER CARR SUPPLY CO-HBRVWMED-475185	415872				
MC MASTER CARR SUPPLY CO-HBRVWMED-490734	428847				
MC MASTER CARR SUPPLY CO-HBRVWMED-497548	434433				
MC MASTER CARR SUPPLY CO-HBRVWMED-527451	454870				
MC MASTER CARR SUPPLY CO-HBRVWMED-53785	74557				
MC MASTER CARR SUPPLY CO-HBRVWMED-58018	77349				

Keep scrolling down

Supplier Name ▲	Supplier Number ▲	Parent Supplier Name ▲	Taxpayer ID ▲	Employee Number ▲	Update
MC MASTER CARR SUPPLY CO-HBRVWMD-564485	483722				
MC MASTER CARR SUPPLY CO-HBRVWMD-571163	489741				
MC MASTER CARR SUPPLY CO-HBRVWMD-69272	85803				
MC MASTER CARR SUPPLY CO-HBRVWMD-82277	99072				
MC MASTER CARR SUPPLY CO-HBRVWMD-8803	26651				
MC MASTER CARR SUPPLY CO-HBRVWMD-97097	108388				
MCMaster-CARR	1877		361458720		
MCMaster-CARR SUPPLY COMPANY-LKHVNUTL-3888804	728703				
MCMaster-CARR-MDWYSWR-139073	143279				
MCMaster-CARR-MDWYSWR-187835	188170				
MCMaster-CARR-MDWYSWR-218833	217847				
MCMaster-CARR-MDWYSWR-255982	250674				
MCMaster-CARR-MDWYSWR-305873	342301				
MCMaster-CARR-MDWYSWR-434482	381859				
MCMaster-CARR-MDWYSWR-483702	407401				

If you don't want to see any of the Onetime Suppliers (supplier records that have a name combination of: Name – Agency ID – numbers, but no TIN and cannot be altered or reactivated), then do a search (enter the supplier name with wildcard %) and click to expand "Show More" option.

Search using Supplier Type of "Supplier".

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name D-U-N-S Number

Supplier Number Employee Number

Taxpayer ID

Tax Registration Number

[Hide More Options](#)

Supplier Details

Alternate Supplier Name

Inactive Date From To

One Time

Supplier Type

Parent Supplier Name

Parent Supplier Number

Payment Priorities From To

Reporting Name

Payment Terms

Pay Group

Federal Reportable

Income Tax Type

State Reportable

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Employee Number	Update
No search conducted.					

Click "Go"

If there is only 1 supplier that matches your search criteria, the system will take you directly to the "Quick Update" for the supplier.

If there is more than 1 supplier in the Search Results area, then you need to click on the "Update" icon for the record that you want more information.

Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name D-U-N-S Number

Supplier Number Employee Number

Taxpayer ID

Tax Registration Number

Hide More Options

Supplier Details

Alternate Supplier Name

Inactive Date From To

One Time

Supplier Type

Parent Supplier Name

Parent Supplier Number

Payment Priorities From To

Reporting Name

Payment Terms

Pay Group

Federal Reportable

Income Tax Type

State Reportable

Business Classifications

Site Details

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Employee Number	Update
U S BANK NATIONAL ASSOCIATION ND	1000		310841385A		<input type="button" value="Update"/>
US BANK	3501		310841385		<input type="button" value="Update"/>

Once you found the record. Click "Address Book" to see the sites associated with the supplier.

Suppliers

Quick Update

Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Suppliers >

Update PITNEY BOWES - 1901: Address Book

Search

Address Name

Address Details

Site Name

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
▶	0065-7028-00-7	0065-7028-00-7 PO BOX 371896 PITTSBURGH, Allegheny, PA 15250-7896	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	12036004	12036004 RESERVE ACCOUNT PO BOX 233648 PITTSBURGH, Allegheny, PA 15250-2648	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	1759-2472-96-8	1759-2472-96-8 PO BOX 371896 PITTSBURGH, Allegheny, PA 15250-7896	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	20799239859	ATTN: BOX 371874 500 ROGGS ST STE 154-0470 PITTSBURGH, ALLEGHENY, PA 15262	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	2141-7063-86-0	2141-7063-86-0 PO BOX 371896 PITTSBURGH, ALLEGHENY, PA 15250-7896	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	34474650	34474650 RESERVE ACCOUNT PO BOX 371896 PITTSBURGH, Allegheny, PA 15250-7896	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	4957-4070-20-4	4957-4070-20-4 PO BOX 371896 PITTSBURGH, Allegheny, PA 15250-7896	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	8000-9090-0116-	8000-9090-0116-4883 PURCHASE POWER PO BOX 371874 PITTSBURGH, Allegheny, PA 15250-7074	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	8000-9090-0772	8000-9090-0772 PURCHASE POWER PO BOX 371874 PITTSBURGH, ALLEGHENY, PA 15250	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	860940	ACCNT #860940 PO BOX 371897 PITTSBURGH, Allegheny, PA 15250-7887	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>
▶	DANBURY	37 EXECUTIVE DR DANBURY, Fairfield, CT 06810	United States			Current	<input type="button" value="Update"/>	<input type="button" value="Manage Sites"/>	<input type="button" value="Remove"/>

As in this example, you may need to scroll down the page to see all sites associated with the supplier.

Click on the arrow next to the site to expand the site and see what use the site is set up for (pay and/or purchase) or to see if additional sites are embedded within the address site.

Update PITNEY BOWES - 1901: Address Book

Search: Address Name _____ Site Name _____
Address Details _____

Go Clear

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
	KC 21633566800	PURCH PWR 8000 9090 0546 4263 PO BOX 371874 PITTSBURGH, Allegheny, PA 15250-7874	United States			Current			
	MAINT&SUPPLIES	116 ANDOVER PK E SEATTLE, King, WA 98188	United States			Current			
	NEENAH	2225 AMERICAN DR NEENAH, WINNEBAGO, WI 54956	United States			Current			
	OMAHA NE	PSI GROUP INC PO BOX 3480 OMAHA, Douglas, NE 68103-0480	United States			Current			
	PB PITTSBURGH	PO BOX 371887 PITTSBURGH, Allegheny, PA 15250-7887	United States			Current			
	PITTSBURGH	PO BOX 371886 PITTSBURGH, Allegheny, PA 15250-7887	United States			Current			
	PITTSBURGH-POST	PURCHASE POWER-RESERVE ACCOUNT PO BOX 223648 PITTSBURGH, Allegheny, PA 15250-2648	United States			Current			
	PRESORT SERVICE	PITNEY BOWES PRESORT SERVICES INC PO BOX 803969 CHICAGO, Cook, IL 60680-9369	United States			Current			
	SECAP	SECAP USA DEALER EXPRESS BUSINESS SYSTEMS 9940 WILLOWS RD SITE 102 REDMOND, King, WA 98052	United States			Current			
	SECAP FINANCE	PO BOX 405371 ATLANTA, Fulton, GA 30384	United States			Current			
	SERVICE	PO BOX 371896 PITTSBURGH, Allegheny, PA 15250-7896	United States			Current			

Site Name	Operating Unit	Communication	Purpose
SERVICE	KING COUNTY TRANSACTIONS KCO		<input type="checkbox"/> Purchasing <input checked="" type="checkbox"/> Payment <input type="checkbox"/> RFG Only
AP	KING COUNTY TRANSACTIONS KCO		<input type="checkbox"/> Purchasing <input checked="" type="checkbox"/> Payment <input type="checkbox"/> RFG Only

In addition, although there may be an address match, not all established Oracle Supplier Sites are available for general use. If in doubt, create a new site by submitting a PCS Service Request.

The below sites set up for specific uses:

Site	Used for
ERS "plus"	ERS (Evaluated Receipt Settlement) is used for 2 way match (match between the quantity ordered and the quantity received). For example: ERS MHCAD is to only to be used by DCHS Mental Health, Chemical Abuse and Dependency Division agreements. ERS DDD is only to be used by DCHS Developmental Disabilities Division (these are coming at end of 2014/beginning 2015).

The following sites should NEVER be used for purchasing and should only be used by the agency they were created for.

Site	Used for
1099	Federal Tax Report
ACH E GIVING	Employee giving
ACH	Electronics fund Transfer
ACH "plus"	ACH "plus" had ACH followed by abbreviation of identifying information. For Example ACH TL-1 electronic payment site set for Time Loss used by Safety & Claims

AP-	Accounts Payable site
BENEFICIARY	Non estate payment wo/court order or Spouse only
DEFERRED COMP	Deferred Comp Payments
E GIVING	Employee giving
ESTATE	Estate w/court order
EX-	Expense Provider
LEOFF-1	LEOFF employee
MD-	Medical Employee or Medical Provider
PR-	Garnishment or Chapter 13 Trustee
REFUND	Used for payment of Refund
REMIT	Accounts Payable Site
RET CONTRACT#	Retainage
TL-	Time Loss Employee or Time Loss Dependent
UCP	Unclaimed Property
"C", "E", "P"	Contract sites. Sites beginning with "C", "E", or "P" followed by numbers: ex. C00121117

Note: Sites marked with "purchase" are for requisitioning only, they cannot be used to pay invoices. Sites marked with "pay" are for invoice payments only, you will not be able to requisition that site. Only sites marked with pay and purchase can be used for both payment and requisitioning.