

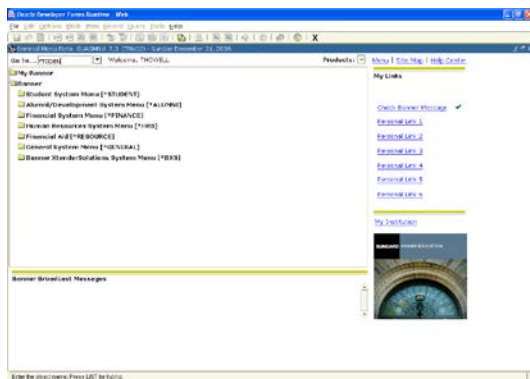
## Financial Services Support Center


Date: 2/1/2013

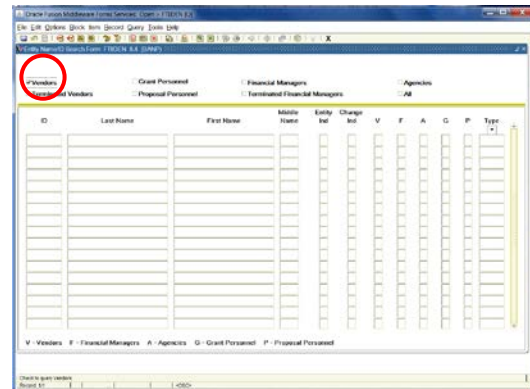
### How to find a Service Provider Questionnaire (SPQ) FSJA-011


#### Look up Existing SPQs

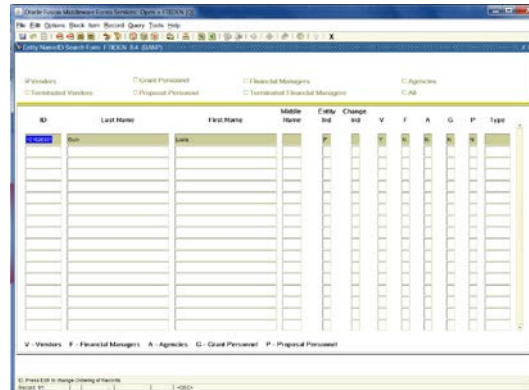
1. In the Direct Access field (labeled “Go To...”), type **FTIIDEN** then press the enter key to access the Entity Name/ID Search form




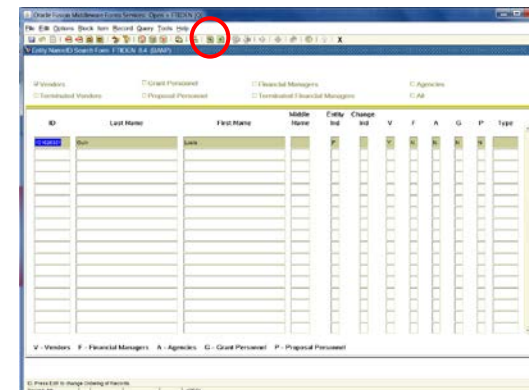
2. Make certain the Vendors check box is selected, and click **Next Block**  (or press Ctrl + PgDn) to access the search criteria.



3. Enter the Banner ID or the Vendor Name to search for, then click on **Execute Query**  (or press F8).



4. Using the arrow up and down keys, make sure the cursor is on the Vendor record you are interested in. Click on the SCT Banner BDMS Document Display button  to view any scanned documents associated to this vendor.



5. If there is a Document Type SPQ for this vendor, then the vendor has been approved as a universal Service Provider. If there is not, the department must prepare an individual SPQ to submit with the Requisition.

\*\*\*End\*\*\*