How to find a Service Provider Questionnaire (SPQ)

FSJA-011

1. In the search field type FTIIDEN and press the enter key or select the result to access the Entity Name/ID Search form.

2. Ensure the “Vendors” check box is selected. Click the “next block” button at the bottom of the page or press (Ctrl + PgDn) to enter the search criteria.
3. Enter the Banner ID or the Vendor Name to search and click Go or press F8 to execute a query. *Note: helpful tips may appear in the upper right hand corner.

4. Once the vendor is selected, click the Retrieve button in the upper right hand corner to view any scanned documents associated to this vendor.

5. A new screen will pop-up. 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.