

The University is required to document a vendor's Taxpayer Identification Number (TIN) – also called the Federal Employer Identification Number (FEIN) or Employer's Identification Number (EIN). ODU must have either an IRS form W-9 (Request for Taxpayer Identification) or W-8BEN (for international vendors) for each vendor receiving payments from the University. It is possible for a vendor to be in eVA but NOT in the University's vendor table. It is the department's responsibility to ensure that a vendor is in the University's vendor table prior to issuing a purchase order. For more information, refer to "How to Obtain a Vendor Number" in the Certificate in University Financial Management training material list: *Accounts Payable, Part 2: Payments*.

This form will help you confirm if a vendor is indeed in the University's vendor table. And as always, Banner questions may be sent to bannerhotline@odu.edu

1.



Entity Name/ID Search FTIIDEN 0.2.6 (00000000)

ENTITY NAME/ID SEARCH

Proposal Personnel
 Agencies
 Vendors

Financial Managers
 All
 Terminated Vendors

INTERNATIONAL Clear All Filter Again

Active filters:
Last Name: ROBERT HALF IN

Agency	Agency ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor	Financial Manager	Agency	Contract Description
							941648752			ROBERT HALF INTE... Corporation

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