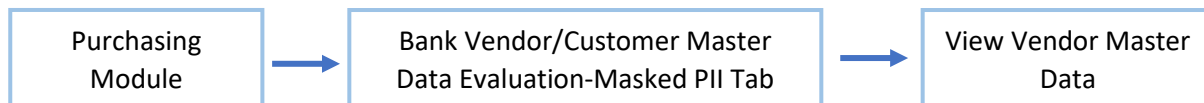# Quick Tips:

View Vendor Master Data

The purpose of this document is to assist users in searching for vendors within FMMI for obligation package submission

You will need:	- CAGE Code	or	- DUNS no.	or	- Tax1 SSN no.
	- vendor name and		-State		

Purchasing Module	→	Bank Vendor/Customer Master Data Evaluation-Masked PII Tab	→	View Vendor Master Data

View Vendor Master Data Path

4) Upon following the path above, click the double window icon (below) at the end of the '*Vendor*' field to find a FMMI vendor number.

Search for a System for Award Management (SAM) Vendor

5) On the tab labeled '*CCR & SAM Remit To Vendors'*, enter the search criteria for your vendor as follows:

      Enter either of the following values in the search fields
- Enter the '*CAGE Code*' in field
- Enter the 'DUNS N*umber*' in field

    Queue the search by clicking the binocular icon in the bottom right corner

Search for a Tax Identification Number (TIN)

6) On the following tab labeled *'TIN and FFIS Vendor ID'*, enter the following:

      Enter either of the following field information
- Enter the vendor '*first**' or '**last*' name in the 'Name' field
- Enter the vendor 'tax identification number' in the 'Tax 1 SSN' field

    Enter the desired state in the 'State' field to narrow the searching parameters

    Queue the search by clicking the binocular icon in the bottom right corner

The Vendor ID will be displayed at the end of the row for the program participant

View Vendor Master Data Report