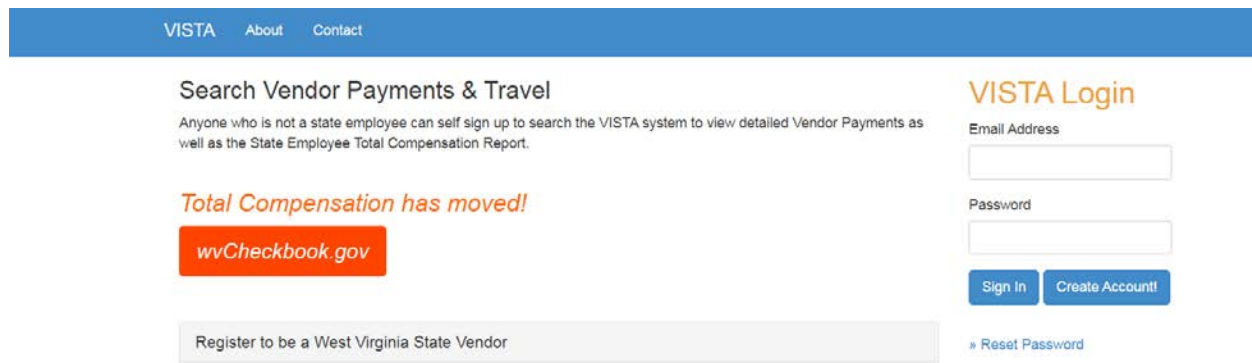


How to Search to Determine Vendor's Name in State's Vendor File

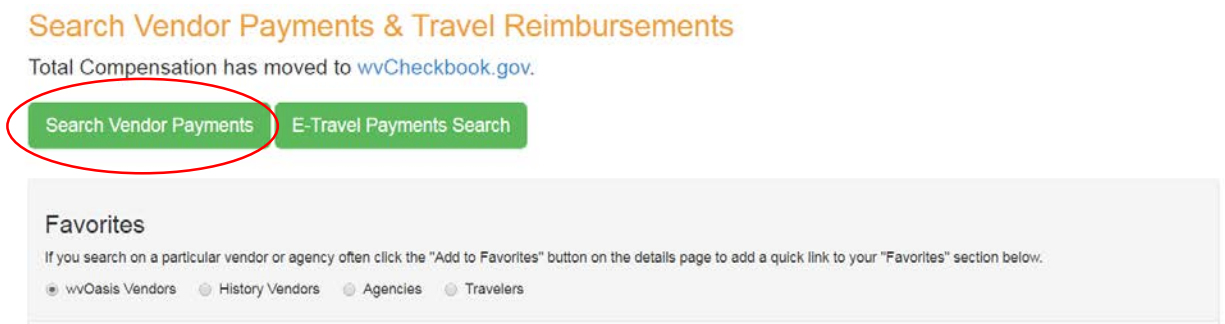
The name that is entered on any vendor's invoice and/or agreement must be an EXACT match to the name in the State's Vendor record (including middle initials, full middle name, and multigenerational suffixes, etc.).

To determine how a vendor's name is entered in the State's vendor record complete the following:

1. Visit: <https://vista.wvsao.gov/Vista/Default> .



2. Log in using you myApps username and password.
3. Click on "Search Vendor Payments".



4. In the "Choose a search option" box, select Vendor Name.

Vendor Payment Search

VISTA has payment information from July 1, 2014 to present. History contains payment information prior to July 1, 2014. Some payment information may vary and be displayed differently between the VISTA and History searches because the data comes from different sources.

☒ VISTA ☐ History

Choose a search option ▼

- Vendor Name
- Vendor Number
- Agency Name
- Warrant Number
- City, State or Zip

Search

5. Enter the Vendor's name and click Search. (*Suggestion: Make sure "Contains" is selected. This broadens the search.*)

Vendor Name

☐ Begins With ☒ Contains

Eubanks

Search

6. A list of results will appear. Review the list to determine how the vendor's name is set up in the system. If you cannot find the vendor on the list, this will be either because the State hasn't paid that vendor since 2014 **OR** the vendor isn't set up in the State's system and therefore will need to complete a W9.