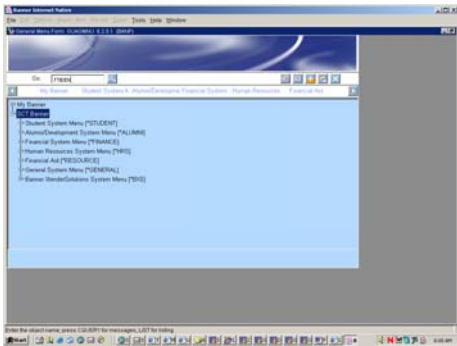




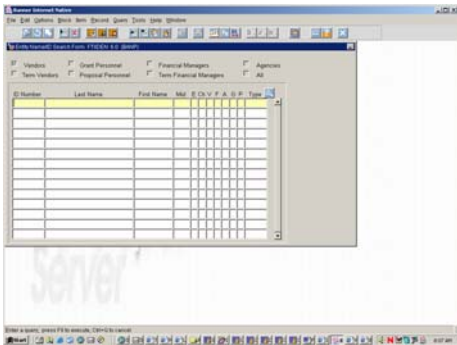
Service Provider Questionnaire (SPQ) Procedures FIPU-026

Look up Existing SPQs

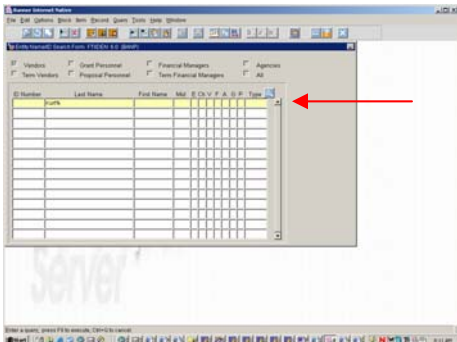
1. From the Main Menu, in the Direct Access box, enter **FTIIDEN** then press the enter key to access the Entity Name/ID Search form.



2. Make certain the **Vendors** check box is selected, then **Next Block** to access the search criteria.

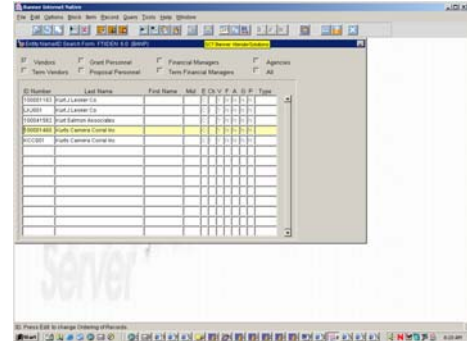


3. Enter the **Banner ID** or the **Vendor Name** to search for, then **Execute Query**.

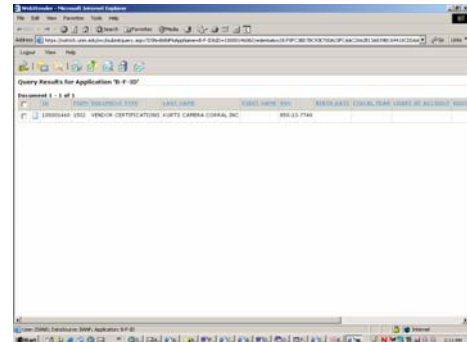


4. Using the arrow up and down keys, make sure the cursor is on the Vendor record you are interested in.

Click on the SCT **Banner Xtender Solutions button (XS)** to view any scanned documents associated to this vendor



5. If the vendor has a Document Type SPQ, the vendor has been approved as a Universal Service Provider. If the scope of services is the same or similar, an individual SPQ is not required. The department can submit the Requisition with the following statement included in the Business Purpose/Detailed Item Description note: "The vendor has been approved as a Universal Service Provider and to my knowledge, there is no conflict of interest per Policy 4325, Section 3".



If there is no SPQ for this vendor, the department must prepare an individual SPQ to submit with the Purchase Requisition.

6. The central accounting office will review the requisition and the SPQ and determine if the SPQ will be approved as a Universal SPQ. In all cases, the central accounting office will scan and index the SPQ.