

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

Filter Again

Active filters:
Last Name: ROBERT HALF INTE...

Financial Manager	Agency	Contract Assignment	Contract Disconnection	Name	ID	Last Name	First Name	Middle Name	Entity Indicator	Change Indicator	Vendor
	Corporation	Yes	No	No	No	No					941648752 ROBERT HALF INTE...

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