How to Determine an Individual’s AP Vendor ID for use within Concur’s Guest Reimbursement Report

1. In UCFlex search box enter transaction /NXK03

2. Remove UC from the Purchasing Organization field and click in side of the Vendor box to populate the search glass. Click on the search glass icon

3. Enter the individuals last name following with an asterisk Example: lastname*. Click the icon at the bottom right corner
4. Double click on the individual’s name

5. Click on the paper icon first, then icon

6. The individuals Vendor ID and address will populate
Important Things to Remember

- NEVER use a vendor code that starts with a 9 (students via Catalyst), 6 (library company) or any company vendors associated with 7.

- If the vendor code starts with 8 this is an employee. Any changes need to be made via the users UC Flex portal ESS (Employee Self Service) address, email, banking, etc.

- Any vendor code starting with a 5 or 7, Accounts Payable department can make changes if given an updated W9 with the information to update—we cannot based on email or verbal discussion

If you have additional questions, please contact Accounts Payable at 513-556-6746