

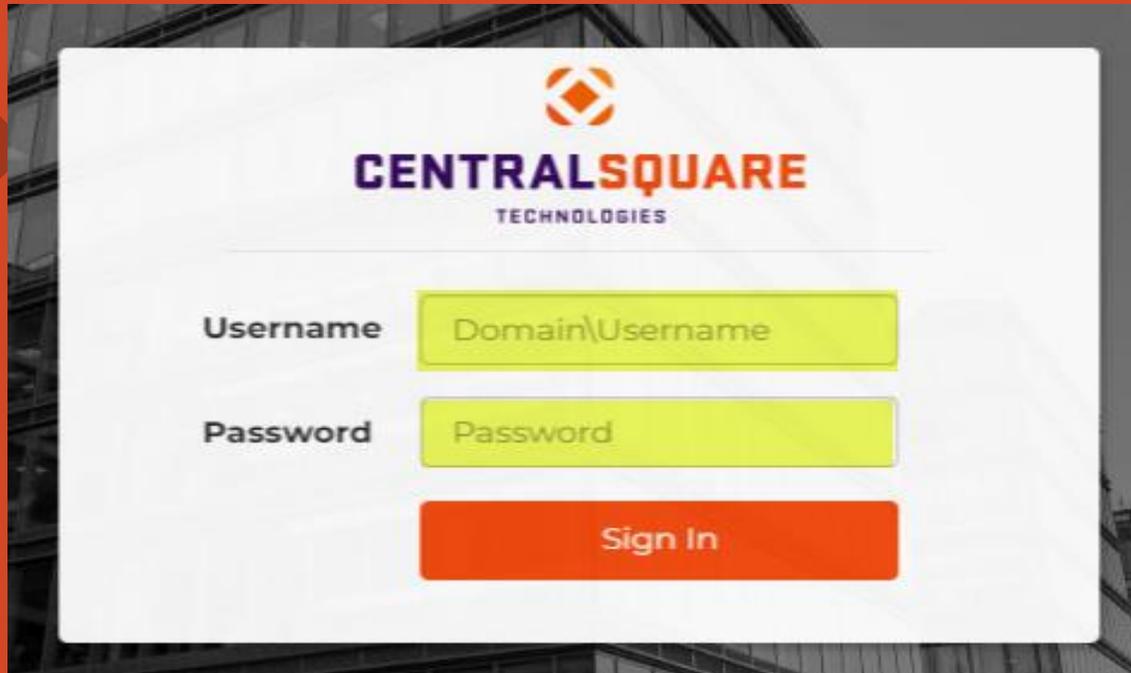


**CENTRAL**SQUARE

TECHNOLOGIES

**Vendor Inquiry Training (PEIQ)**

# HOW TO ACCESS THE PERSON ENTITY INQUIRY MASK (PEIQ)



The image shows the CentralSquare Technologies login page. At the top center is the logo, which consists of a stylized orange diamond shape above the text "CENTRAL SQUARE" in a bold, sans-serif font, with "TECHNOLOGIES" in a smaller font below it. Below the logo is a white rectangular box containing the login fields. On the left side of this box, the labels "Username" and "Password" are displayed in a dark grey font. To the right of each label is a light green rectangular input field. The "Username" field contains the placeholder text "Domain\Username", and the "Password" field contains the placeholder text "Password". Below these two fields is a large orange rectangular button with the text "Sign In" in white, centered on the button.

## 1 Logging in to CentralSquare

- > Key in your username impclد\\*\*\*\*\*
- > Key in your password.

When logging in to CentralSquare please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:

**impclد\\*\*\*\*\***

## Accessing the PEIQ Mask

- 2 Go to the search bar on the top right-hand corner and key in **PEIQ**.

Double Click on the search result that reads: **Vendor Inquiry (PEIQ)**.



# VENDOR INQUIRY SEARCH OPTIONS

- 1 The three most common vendor inquiry searches are by 1.) Name, 2.) ID (Vendor ID), or 3.) PO# (Purchase Order).
  - When searching by vendor name or id you can narrow your search by placing an asterisk (\*) before and/or after the name or vendor ID.

**CENTRAL SQUARE TECHNOLOGIES** Vendor Inquiry (PEIQ)  [Help](#) [AC](#)

### Vendor Inquiry

Name: <input type="text"/>	ID: <input type="text"/>	Status: <input type="text"/>	Prod ID: <input type="text"/>
Invoice#: <input type="text"/>	Check#: <input type="text"/>	PR#: <input type="text"/>	PO#: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>	

# VENDOR INQUIRY EXAMPLE

- 1 We used the word CANON as the vendor's name in the search below. We placed an asterisk (\*) before and after the word CANON.
  - Please keep in mind that there may be numerous vendors with the word CANON. Page through the vendor numbers until you reach an active vendor number that starts with a T or V.

### Vendor Inquiry

Name:  ID:  Status:  Prod ID:   
Invoice#:  Check#:  PR#:  PO#:   
City:  State:  Zip:

▼ Results

<input checked="" type="checkbox"/>	PE ID	Name	Status
	P14144	CANON FINANCIAL SERVICES INC	AC
	V00514	CANON SOLUTIONS AMERICA INC	
	V04758	CANON	IN
	V18284	CANON FINANCIAL SERVICES INC	AC

«« « 1 ... 12 13 14 15 16 » » Total Count: 154

# VENDOR INFORMATION SECTION

- 1 On the **Vendor Information** Section, you will find the following
  - > Vendor #
  - > Vendor Status (Active or Inactive)
  - > Vendor Name

- 2 Vendor Information – **Address** Section

You are also able to find the vendor address, phone number, and email information at the bottom of the vendor information section.

The **Address** tab will include all addresses on file for the vendor. Please select the address type on your claim that you want the payment issued to.

The **Phone** and **Email** tabs will include any phone numbers or email addresses you included on your vendor request. If the information is blank this indicates that we do not have any phone or email information on file for the vendor.

**Vendor Information**

0 Attachment(s)

Vendor # **V18284** Indicates Active

PE ID: **V18284** SecurityCD: VENDORS ExpireDate: Status: **AC**

Name: **CANON FINANCIAL SERVICES INC**

Address Phone Email Vendor Customer Price Calcs Relations Associations Text Commodities Compliance

< > You can page through the addresses if there is more than address on file for the vendor

Address Type: **A2** Status:

Address Line 1: **14904 COLLECTIONS CENTER DRIVE** This is the address type that must be included on your claim

Address Line 2:

Address Line 3:

Address Line 4:

Zip: **60693-0149** City: **CHICAGO** St/Prov: **IL**

Country Code: Contact ID: Attention:

Latitude: Longitude:

# PURCHASE REQUISITIONS/ORDERS SECTION

1 In the **Purchase Requisitions/Orders** Section you can find any PR and PO information associated to your vendor search.

> The **Attachments** column will include the scanned backup you attached to your PR request.

> The **Detail** column will include a link to POIQ where you can view the PO details.

> The **PR** column will include the PR number.

> The **PO** column will include the PO number.

> The **Status** column will include the status the PO number. CA = Cancelled and DE = Disencumbered.

Purchase Requisitions/Orders								
☑	Attachments	Detail	PR	PO	Status	Print Date	Request Date	PR Total
			146414	B2203399	CA	05/23/2022	05/20/2022	248.03
			144498	B2202146	DE	01/25/2022	01/25/2022	237.34
			144502	B2202148	DE	01/25/2022	01/25/2022	556.53
			138111	B2102532	DE	02/11/2021	02/10/2021	790.33
			137685	B2102245	DE	01/14/2021	01/11/2021	220.24
			132761	B2004176	DE	06/02/2020	06/02/2020	487.25
			130897		DE		02/24/2020	405.61
			130898	B2002931	DE	02/24/2020	02/24/2020	100.41
			128042	B2000957	DE	09/16/2019	09/16/2019	405.61
			127308	B2000448	DE	08/14/2019	08/13/2019	

# INVOICES SECTION

Invoices

Attachments	Vendor ID	Vendor Name	Vendor of Rec ID	Vendor of Rec Name	Invoice	Batch ID	Invoice Date	Description
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30646255	O23R627A	06/27/2023	INV 30646255
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30504304	O23AER620A	06/20/2023	MAY 23 LEASE
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30504304	O23AER620A	06/20/2023	MEMBERSHIP: APF
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30504304	O23AER620A	06/20/2023	CCPP: APRIL
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30504304	O23AER620A	06/20/2023	HHW: APRIL
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30504304	O23AER620A	06/20/2023	OPP: APRIL
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30504304	O23AER620A	06/20/2023	TCU: APRIL
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30484616	O23AM602A	06/02/2023	CANON COPIERS
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30487074	O23AM602A	06/02/2023	APRIL PRINTER LE
	V18284	CANON FINANCIAL SERVICES INC	V18284	CANON FINANCIAL SERVICES INC	30487074	O23AM602A	06/02/2023	APRIL PRINTER LE

- 1 In the **Invoices** Section you can find any invoice related information.
- > The **Attachments** column will include a copy of the scanned claim.
  - > The **Vendor ID** will include the vendor number associated to the vendor's name.
  - > The **Vendor Name** column will include the actual vendor's name as set up in the system per the vendor's W9.
  - > The **Invoice** column will include the Invoice Number assigned by AP Staff.
  - > The **Batch ID** column includes the assigned batch number.
  - > The **Invoice Date** column includes the date the payment was keyed into the system.
  - > The **Description** column includes a description of the payment as indicated in the claim or in the PR request.

# PAYMENTS SECTION

▼ Payments

<input checked="" type="checkbox"/>	Bank ID	Document Type	Number	Amount	Status	Date	Name
	01	CHK	00562814	80.27	CX	07/03/2018	CANON FINANCIAL SERVICES INC
	01	CHK	00648102	469.94	CX	04/23/2021	CANON FINANCIAL SERVICES INC
	01	CHK	00513407	69.95	CX	02/01/2017	CANON FINANCIAL SERVICES INC
	01	CHK	00656518	76.58	CX	07/28/2021	CANON FINANCIAL SERVICES INC
	01	CHK	00683146	499.93	CX	06/28/2022	CANON FINANCIAL SERVICES INC
	01	CHK	00658221	565.29	CX	08/20/2021	CANON FINANCIAL SERVICES INC
	01	CHK	00709124	634.44	CX	04/27/2023	CANON FINANCIAL SERVICES INC
	01	CHK	00533635	401.43	CX	09/07/2017	CANON FINANCIAL SERVICES INC
	01	CHK	00672088	25,708.10	CX	02/17/2022	CANON FINANCIAL SERVICES INC
	01	CHK	00543889	1,787.05	CX	12/28/2017	CANON FINANCIAL SERVICES INC

1 If you have security to view **Payment Information** you will find the following in this section:

> The **Number** column will include the check number associated to your claim payment.

> The **Amount** column will include the amount paid.

> The **Status** column will provide details of the check status. IS = Issued, CX = Cashed, RV = Reversed

> The **Date** section will include the date the check was issued.