

FIMS VENDOR INQUIRY INSTRUCTIONS

Note: FIMS is not case sensitive.

How to Log Onto the West Virginia Information Management System (FIMS)

Double-click on the "Shortcut to QWS3270" icon.

Enter your Userid. Tab one time to the P.A.S. No. field.

Enter your P.A.S. No. (274AAR). Tab one time to the Password field.

Enter your Password. Hit enter.

Hit the HOME key and type the letter "S" for select in the "FIMS" field. Hit Enter.
(You can also navigate to the FIMS field by using your mouse or up and down arrow keys)

You should be at the FIMS message page.

How to Navigate to the Vendor Module

Type an "X" into the Option field. Hit enter.

Type the menu number of the "VENDORS" module in the Selection field. Hit enter.

Type the menu number of the "VENDOR INQUIRY" module in the Selection field. Hit enter.

How to Search for a Vendor

You should be at the "INQUIRE VENDORS KEY PROMPT".

To search by vendor number, enter the vendor number in the "VENDOR NUMBER" field and hit enter. The vendor's information will be displayed. Hit F3 to move back to the previous screen.

To search by vendor name, tab to "VENDOR NAME". Type in the name or partial name of the vendor and hit enter. F8 will allow you to scroll forward to review the list of vendors and F7 will allow you to scroll back. Type an "S" (for select) beside the Vendor Name you want to query and hit enter. The vendor information will be displayed. F3 will take you back to the previous screen.

To search for a vendor by FEIN/SSN (Federal Employer Identification Number/Social Security Number), type in the FEIN or the SSN and hit enter. Type an "S" for select beside the Vendor Name you want to query and hit enter. F8 will allow you to scroll forward to review the list of vendors and F7 will allow you to scroll back. F3 will take you back to the previous screen.

How to Log Off the West Virginia Financial Information Management System (FIMS)

Hit F3 until you have the message EXITED WVFIMS

Click CLEAR at the bottom of the screen

Type in cesf logoff

Type a "K" in the command line and hit enter

Click Close at the top of the screen

Click OK – you want to close your telnet session