

SUPPLIER INQUIRY

PURPOSE: Vendor/Supplier registration is required for all entities prior to receiving payment from GWU. The Supplier Inquiry is a tool designed to verify whether a supplier is registered.

SUPPLIER INQUIRY REQUIREMENTS: N/A

PROCESS:

1. Log in to EAS
2. Select GW SC Supplier Inquiry
3. Enter Supplier Name and select Go
4. Results should appear below
5. If there is no supplier shown the supplier must register. Details and instructions for registering a supplier can be found on the [GWU Procurement](#) website under the "Doing Business with GWU" tab