

# Syncing a New TSM Vendor to an Existing Banner Vendor

The screenshot shows a web browser window with the TBR Central eSHOP interface. The page title is "Add Supplier". The form contains the following fields:

- Registration Type: On Boarding Profile (dropdown menu)
- Supplier Name: Storage Usa
- Supplier Number: A00012727 (highlighted with a red arrow)
- Tax ID Number: (empty field)
- DUNS: (empty field)

At the bottom of the form, there is a blue button labeled "Add Internally Managed Supplier" which is circled in red.

When adding a new supplier to TSM that **already exists in your Banner**, be sure to add the Banner ID# as shown above. This applies to adding an INTERNALLY MANAGED SUPPLIER or...

# When inviting a supplier to register.

The screenshot shows the 'Invite Supplier' form in the TBR Central eSHOP. The form is titled 'Invite Supplier' and includes a help icon. A blue button labeled 'Add Supplier' is located in the top right corner of the form. The form contains the following fields:

- Registration Type ★: On Boarding Profile (dropdown menu)
- Supplier Name ★: Storage Usa
- Supplier Number: A00012727 (highlighted with a red arrow)
- Tax ID Number: (empty)
- DUNS: (empty)
- First Name: (empty)
- Last Name: (empty)
- Email Address ★: (empty)
- Confirm Email Address ★: (empty)

A blue button labeled 'Invite Supplier to Register' is located at the bottom of the form and is circled in red.

Browser tabs: Supplier Profile - Storage Usa, Supplier Management Tutorials ...

Search: Amy Watts, 0.00 USD, Search (Alt+Q)

Supplier Management > Manage Suppliers > Search for a Supplier > Supplier Profile - Storage Usa

### Storage Usa

Supplier Number: A00012727  
 Registration Status: Approved  
[View Supplier Registration](#)

- About
- Contacts and Locations
- Diversity
- Workflow and Review
- ERP Sync**
- Internal Notes
- Supplier Registration Workflow
- Original Supplier Request
- Profile Update Review
- Legal and Compliance
- Accounts Payable
- eProcurement

[View History](#)  
[View Email Logs](#)

### ERP Sync

ERP Id: TBR Central Office (Member) | Export Type: Export all data

| Category  | Item                           | Banner ID            | Action               |
|-----------|--------------------------------|----------------------|----------------------|
| Supplier  | Storage Usa                    | Banner ID: A00012727 | <a href="#">Edit</a> |
|           |                                |                      |                      |
| Addresses | PO (Remittance)                | Banner ID: AP1       | <a href="#">Edit</a> |
|           | PO (Fulfillment)               | Banner ID: PO1       | <a href="#">Edit</a> |
|           |                                |                      |                      |
| Contacts  | customer service (Fulfillment) | Banner ID: No Value  | <a href="#">Edit</a> |
|           | customer service (Remittance)  | Banner ID: No Value  | <a href="#">Edit</a> |
|           | customer service (Sales)       | Banner ID: No Value  | <a href="#">Edit</a> |
|           | customer service (PO Failure)  | Banner ID: No Value  | <a href="#">Edit</a> |
|           |                                |                      |                      |
| AP        | AP (null)                      | Banner ID: No Value  | <a href="#">Edit</a> |

[Save](#)

Then before the sync to your ERP, the Banner ID will also need to be populated on the ERP sync screen to prevent an error message stating a possible duplicate.