

How to Lookup a Banner ID Using ecuBIC

1. Press the Ctrl key and Click link below
<https://ecubic.ecu.edu/Reports/report/ecuBIC/Finance/Vendor%20Setup/ID%20Search>
2. Enter UserID and Password
3. Enter the search fields that are related to the vendor
4. Click View Report

How to Lookup a Banner ID Using PiratePort ID Search

1. Press the Ctrl key and Click link below
<https://pirateport.ecu.edu/connect/#/login>
2. Enter UserID and Password
3. Click ID Search
4. Enter the search fields that are related to the vendor
5. Click Search

How to Lookup Vendor Payment History Using ecuBIC

1. Press the Ctrl key and Click link below
<https://ecubic.ecu.edu/reports/report/ecuBIC/Finance/Quick%20Queries/Purchasing%20and%20Accounts%20Payable%20Queries/Vendor%20History%20Search>
2. Enter UserID and Password
3. Enter the Banner ID related to the vendor and Fiscal Year
4. Click View Report

NOTE: Banner Finance Security access is required. Visit the [Banner Finance Security website](#) for instructions. If you have questions concerning the Banner Finance Security Instructions, please contact Systems Coordination at syscoord@ecu.edu.