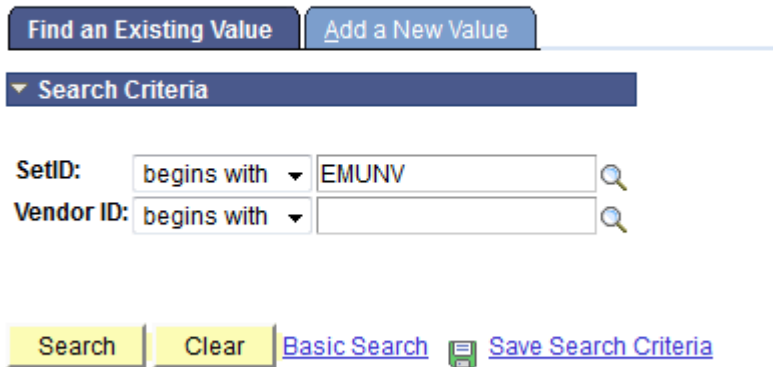
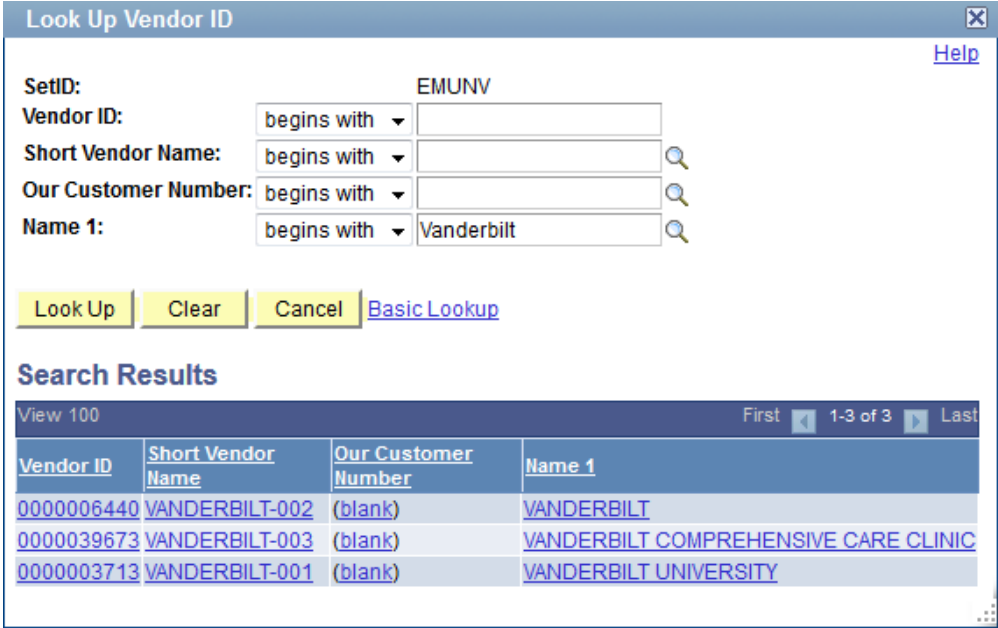


## Compass Subrecipient Table – Viewing Profile Information

Step	Procedure																
1	Log-in to the Compass Financials System.																
2	Navigate to <b>Grants &gt; Subrecipients &gt; Subrecipient Comment Table</b> .																
3	<p>Search for existing comments for the Subrecipient using “<b>Find an Existing Value</b>” tab:</p> <p><b>Subcontract Comment Table</b></p> <p>Enter any information you have and click Search. Leave fields blank for</p> 																
4	<p>Search for <b>Vendor ID</b> using the magnifying glass icon and entering appropriate text in the Name 1 field:</p>  <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>Vendor ID</th> <th>Short Vendor Name</th> <th>Our Customer Number</th> <th>Name 1</th> </tr> </thead> <tbody> <tr> <td>0000006440</td> <td>VANDERBILT-002</td> <td>(blank)</td> <td>VANDERBILT</td> </tr> <tr> <td>0000039673</td> <td>VANDERBILT-003</td> <td>(blank)</td> <td>VANDERBILT COMPREHENSIVE CARE CLINIC</td> </tr> <tr> <td>0000003713</td> <td>VANDERBILT-001</td> <td>(blank)</td> <td>VANDERBILT UNIVERSITY</td> </tr> </tbody> </table>	Vendor ID	Short Vendor Name	Our Customer Number	Name 1	0000006440	VANDERBILT-002	(blank)	VANDERBILT	0000039673	VANDERBILT-003	(blank)	VANDERBILT COMPREHENSIVE CARE CLINIC	0000003713	VANDERBILT-001	(blank)	VANDERBILT UNIVERSITY
Vendor ID	Short Vendor Name	Our Customer Number	Name 1														
0000006440	VANDERBILT-002	(blank)	VANDERBILT														
0000039673	VANDERBILT-003	(blank)	VANDERBILT COMPREHENSIVE CARE CLINIC														
0000003713	VANDERBILT-001	(blank)	VANDERBILT UNIVERSITY														

- 5 Select the Appropriate Subrecipient to view existing Comments. If no records return, no Institutional Profile is on file with Emory. A signed Institutional Profile *must* be obtained from the Subrecipient. If records are returned by the search, click the hyperlink for the appropriate Subrecipient to view comments. If the comments are unrelated to the Institutional Profile, then a new signed Institutional Profile *must* be obtained.

**Comments**

SetID EMUNV Vendor ID 0000003713 VANDERBILT UNIVERSITY

Find | View All First 1 of 1 Last

**Comment**

Test only.

Save Return to Search Notify Add Update/Display

- 6 If an Institutional Profile is on record with Emory, the comment in Compass will include the date of the current signed Institutional Profile, along with the appropriate evaluation level. If the date noted in Compass is greater than 12 months old, then a new, signed Institutional Profile *must* be obtained. If the comment indicates that the Institutional Profile was signed within the past 12 months, no new profile is necessary.

**Comments**

SetID EMUNV Vendor ID 0000003713 VANDERBILT UNIVERSITY

Find | View All First 2 of 2 Last

**Comment**

Signed Institutional Profile received 09/01/2015. Evaluation Level 0.

Save Return to Search Previous in List Next in List Notify Add Update/Display