

Step	Action							
Naviga	ation: Suppliers – Supplier Information – Add/Update - Supplier							
1	To search for a Supplier in PeopleSoft, click on the Accounts Payable tile on the Home Screen							
	and select Supplier on the left side menu or use the NavBar and select Navigator > Suppliers >							
	Supplier Information > Add/Update > Supplier.							
2	In the Supplier Name field, change the drop-down option from Begins With to Contains, type in a							
	keyword from of the Supplier's name and click Search. Note that individuals are listed as Last							
	Name, First Name and that common words like University or Association are normally abbreviated							
	which is a why a keyword , like Wisconsin or Language, will return better search results.							
	Hint: Some suppliers put their Tax Identification Number on their invoices. To search by Tax ID , type							
	the number in the ID Number field for easy lookup. Do NOT use spaces or dashes in the Search							
	field. You can also search for an employee by typing in their Employee ID in the Our Customer							
	Number field.							
	Supplier Information							
	Enter any information you have and click Search. Leave fields blank for a list of all valu							
	Find an Existing Value							
	▼ Search Criteria							
	SetID = V SOONR Q							
	Supplier ID begins with v							
	Persistence = v							
	Short Supplier Name begins with 🗸 🔍							
	Our Customer Number begins with V Q							
	Supplier Name contains ~ Q							
	Additional Name contains							
	Supplier Status = v							
	ID Number <							
	□ Include History □ C							
	Search Clear Save Search Criteria							
A	If many regults appear, review the full some under Supplier Neme to confirm that you have been to de							
4	in many results appear, review the full name under Supplier Name to confirm that you have located							
	the correct supplier.							



S] Includ	ID Numbe	s = r begins with Case Sensitiv	v l		v			
Search Search Re	Clear esults	Basic Searc	ch 🖉 Save Search Cri	iteria			a a 1	0 of 0 y
SetID	Supplier ID	Persistence	Short Supplier Name	Supplier Name		Additional Name	Supplier Status	Last modified date
SOONR	9100024091	Regular	UNIV OF CE-009	UNIV OF CENTR	AL FLORIDA RES FDTN INC	UNIVERSITY OF CENTRAL FLORIDA RESEARCH F	Approved	01/19/2021 1:52PM
SOONR	9100063592	Regular	UNIV OF EV-001	UNIV OF EVANS	VILLE	UNIV OF EVANSVILLE	Approved	10/13/2020 11:45AM
SOONR	9100061848	Regular	UNIV OF KA-001	UNIV OF KANSA	S SCHOOL OF MED CHAIRS FDTN	UNIV OF KANSAS SCHOOL OF MED CHAIRS FDTN	Approved	09/02/2020 3:10PM
SOONR	9100051999	Regular	UNIV OF OK-331	UNIV OF OK CIR	CLE K INTL	CIRCLE K INTERNATIONAL	Approved	03/12/2020 1:36PM
SOONR	9100065620	Regular	UNIV OF OK-332	UNIV OF OK OR	AL & MAXILLOFACIAL SURGEONS	UNIV OF OK ORAL & MAXILLOFACIAL SURGEONS	Approved	01/21/2021 1:24PM
SOONR	9100065217	Regular	OU PC FUND-001	UNIV OF OK PC	FUND	UNIVERSITY OF OKLAHOMA	Approved	12/17/2020 1:49PM
SOONR	9100003393	Regular	UNIV OF OK-330	UNIV OF OKLAH	OMA HEALTH SCIENCES CENTER	BOARD OF REGENTS OF THE UNIV OF OK HSC	Approved	07/23/2021 11:50AM
SOONR	9100041037	Regular	UNIV OF TE-047	UNIV OF TEXAS	HLTH SCI CTR AT HOUSTON	UNIVERSITY OF TEXAS HEALTH SCIENCE CENTE	Approved	06/13/2018 12:00AM
SOONR	9100067708	Regular	UTSA-001	UNIV OF TEXAS	SAN ANTONIO	UNIV OF TEXAS SAN ANTONIO	Approved	04/13/2021 11:34AM
5	To rev	/iew m	ore informat	tion abou	t the supplier, clicl	<pre>< on the Supplier's name.</pre>		



-	Audress				
e	atip coonp				
Suppli	er ID 9100004517	7	Supplier Re	ady	
Supplier Short N	ame UNIV OF O	K UNIV OF OK-328	Supplier Op	perates as a Co	mpany with an EIN
Supplier N	ame UNIVERSIT	TY OF OKLAHOMA FOUNDATION I	INC		
Additional N	lame UNIVERSIT	ry of oklahoma foundation i	INC		
Remi	it To OK-TIMBER 100 TIMBER NORMAN, O	RDELL RD RDELL RD OK 73019-0685			
St	atus Approved	Approval History	Last Modified By	520924	
Persiste	ence Regular		Last modified date	02/19/2021 1:59PM	1
Classifica	ation Rush		Created By		
HCM C	lass		Created Date/time	01/01/1901 12:00A	М
Open for Orde	ering Yes		Last Activity Date	08/26/2021	
withind	naing _{No}				
Save Retur	VAT No	Notify			Update/Display Include Histor
Save Retur	VAT No	Notify		1	Update/Display Include Histor
Save Return mmary Address Note th OUHSC	VAT No rn to Search at regular si C employee	Notify uppliers will begin wit es will being with a 90	h a 91 prefix. OU) prefix .	employees	Update/Display Include Histor will being with a 92 prefi
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Save Return mmary Address Note the OUHSC The Sta Supplie A red, S Peoples supplie Hint: If	VAT No rn to Search at regular si C employee atus of the s er Ready st Supplier No Soft. If you r is not read the Last Mo the interface	Notify uppliers will begin wit es will being with a 90 supplier will be display tatus means that the s of Ready status mean need to use the supp dy and if they can be a odified Date was in the e process with the Sta	h a 91 prefix. OU prefix . yed at the top righ supplier is availabl hs that the supplie blier, email <u>Supplie</u> approved. he last two busin ate. Please wait u	employees t corner of the e for use in P r is not fully a ers@ou.edu ess days, the ntil the third b	Update/Display Include Histor will being with a 92 prefi e summary tab. A green PeopleSoft. pproved or ready to use to inquire as to why the e supplier is still not read



Sun	mmary	<u>A</u> ddre	PSS		
Supp 10	Sup plier Shor Supplie Additiona Othe with	SetID plier ID t Name r Name I Name r deta an S S	SOONR 9100025000 NUCLEAR RX NUCLEAR RX NUCLEAR RX PC	NUCLEAR RX-001 the Supplier operates ayed under the status.	Supplier Not Ready Supplier Operates as a Company with an EIN
Supp	nmary Sup plier Shor Supplier Additiona	<u>A</u> ddre SetID plier ID t Name r Name I Name	SOONR 9100037357 DNA DIAGNO DNA DIAGNOSTIC A: DNA DIAGNOSTIC A:	DNA DIAGNO-001 5 5	Supplier Ready Supplier Operates as a Company with an EIN Foreign Supplier. May require withholding. Supplier payment options restricted. Contact AP for payment options.
11	Pleas of tax Acco If the as R recei	se no kes. S unts supp ush a pt.	te that paymer Suppliers that a Payable to find lier Classifica and these payn	its to Foreign Supplie are not able to accept an alternative payment tion says Rush , any p nents will be expedited	ers may require additional review and/or withholding a check in US dollars will require coordination with nt solution before a payment is processed. Deayments to this supplier will automatically be marked without any additional notation on the voucher or



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	Summary Addre	ess
	SetID	SOONR
	Supplier ID	9100011975
	Supplier Short Name	AMERISOURC AMERISOURC-001
	Supplier Name	AMERISOURCEBERGEN DRUG CORPORATION
	Additional Name	AMERISOURCEBERGEN DRUG CORPORATION
	Remit To	TX-BOX 978740
		PO BOX 978740
		DALLAS, TX 15391-6140
	Status	Approved Approval History
	Persistence	Regular
	Classification	Rush
	HCM Class	
	Open for Ordering	Yes
	Withholding	No
	VAT	
	Save Return to	Search Notify
	Summary Address	
13	Note the Supplier ID number as this	will be required to enter in a voucher or requisition.
	Hint: Most departments keep a cheat	sneet of regularly used Supplier ID numbers for easy
	voucher/requisition entry.	
14	If the supplier is not found in the syste	em, they will need to go through the registration process to
	become an approved supplier Place	the second side on Supplier Onboarding for more
	Decome an approved supplier. Pleas	be see the job and on Supplier Onboarding for more
	information.	
15	Established addresses for the supplie	er will be displayed in the Address tab.
	······································	



<u>S</u> umm	nary Address			
S	SetID SOON	IR 11975	Supplier Address Search Short Supplier Name AMERISOURC-001	Supplier AMERISOURCEBERGEN DRUG CORPORATION
Suppli	ier Address			Q, I4 4 1 of 9 ▼ ► ► View All
	Address ID Description	1 OK-E 54TH ST-RETURN		
Detai	ils			Q I of 1 v b I View All
	Effective Date	01/01/1901	Effective Status Inactiv	ve
	Country Address 1 Address 2 Address 3	USA United States 9401 E 54TH ST		
	City County	TULSA	Postal 74145-8101	
	State	OK Oklahoma		
	Email ID	CUSTOMERREMIT@AMERIS	OURCEBERGEN.COM	
		Override Address Verifica	tion	
▶ Pa	ayment/Withholdi	ng Alt Names		
6	<u> </u>		ave multiple addresses a	high the View All hyperlight to see all evolution
0	AS SUITE		ave multiple addresses, c	
	addresse			
7	Addresse	es will list an Ef	fective Status of either A	Active or Inactive. Only Active addresses are
	available	for use.		
	Address ID	4		
	Address ID Description	4 PA-BOX 959		
Details	Address ID Description	4 PA-BOX 959		Q I I I of 1 v I View All
Details	Address ID Description	4 PA-BOX 959)1/01/1901 JSA United States 20 BOX 959	Effective Status Active	Q I I I I I I I I I I View All
Details	Address ID Description S Effective Date (Country (Address 1 (Address 2 Address 3	4 PA-BOX 959)1/01/1901 JSA United States >O BOX 959	Effective Status Active	Q I I I I I I I I I View All re
Details	Address ID Description	4 PA-BOX 959)1/01/1901 JSA United States 20 BOX 959 /ALLEY FORGE	Effective Status Active	Q I I I of 1 v P I View All
Details	Address ID Description	4 PA-BOX 959)1/01/1901 JSA United States 20 BOX 959 /ALLEY FORGE XA Pennsylvania	Effective Status Active Postal 19482-0959	Q I I I I I I I I I I View All
Details	Address ID Description	4 PA-BOX 959)1/01/1901 JSA United States >0 BOX 959 /ALLEY FORGE %A Pennsylvania lear	Postal 19482-0959	Q I I I I I I I I I I View All
Details	Address ID Description	4 PA-BOX 959)1//01/1901 JSA United States >0 BOX 959 /ALLEY FORGE ?A Pennsylvania lear] Override Address Verificat	Postal 19482-0959	Q 4 4 1 of 1 v > View All
Details	Address ID Description	4 PA-BOX 959)1/01/1901 JSA United States 20 BOX 959 /ALLEY FORGE 24 Pennsylvania lear] Override Address Verificat	Postal 19482-0959	Re I I I I I I I I I I I I I I I I I I I

The UNIVERSITY of OKLAHOMA

In	voice Information	U Voucher Info					
	Business Unit	OUHSC	Invo	ice No			nvoie
	Voucher ID	NEXT	Accountin	g Date 11/12/202	1		
	Voucherie		*Pay	Terms NET45	 Q 🔊 N	ET 45	
	Invoice Date	1841				LT 40	
		AMERISOURCEBERGE	N DRUG CORPOR		Look Up Locatio	n à	× 1
	Supplier ID	9100011975			LOOK OP LOCATO		~
	ShortName	AMERISOURC-001				H	ielp
	Location	PA-BOX 959		Setl	D SOON	IR	- 8
	Payment Information	AMERISOURCEBERGE	EN DRUG	Supplier II	D 91000	11975	- 8
		CORPORATION		Supplier Locatio	n begins with 🗸		_
		VALLEY FORGE, PA 1	9482-0959				
				Look Up	Clear Cancel	Basic Lookup	- 8
				Soarch Docult	te		- 8
	Save	Save For Later		View 100 First			- 8
		Document	,	Supplier Location	Description		- 8
	v copyrroin source	booument		1099	1099		- 8
1	nvoice Lines 🕜			EFT1	EFT1-PA-MORRIS DR		- 8
	Line 4		Spee	EFT2	EFT2-TX-BOX 978740		- 8
	*Distribute by	Amount		PA-BOX 959	PA-BOX 959		- 8
	Item		Des	TX-978780	TX-BOX 978780		_
	Quantity	~	Dealt	TX-BOX 978	TX-DO NOT USE		- 8
	UOM		Раскі	TX-BOX9785	TX-BOX 978526		- 8
_							_
19	If the supplier's a	address is not in Pe	eopleSoft, DO I	NOT submit a	in onboarding requ	est for an ex	kisting
	supplier. To add	a now address or	and your reques	st along with a	a conv of the invoid	o or othor	
		a new address, se	inu your reques	st along with a			
	documentation fi	rom the supplier to	Suppliers@o	<mark>u.edu</mark> . The s	upplier's tax identif	fication numb	ber
	(full EIN for com	pany suppliers or l	ast four digits o	of SSN for indi	ividual suppliers) w	vill be require	ed to
	make any update	es. Please include	this informatio	n with your re	equest, if available,	or provide a	ł
	contact email ad	dress so that the S	Supplier team c	an verify the i	nformation with the	e supplier. U	pdate
	to employee sup	pliers must be don	e by the emplo	vee using the	HR Self-Service.		
			,	,			