



Step	Action
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Navigation: Suppliers – Supplier Information – Add/Update - Supplier	
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1	To request that a new supplier be added in PeopleSoft, first ensure that the supplier record does not already exist. Click on the Accounts Payable tile on the Home Screen and select Suppliers > Supplier on the left side menu or use the NavBar and select Navigator > Suppliers > Supplier Information > Add/Update > Supplier .
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2	In the Supplier Name field, type in the beginning of the Supplier's Name . If you are unsure of the supplier's name, change the selection drop-down from Begins With to Contains and type in part of the Supplier's Name . Click Search .
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Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

▼ Search Criteria

SetID	=	<input type="text" value="SOONR"/>	<input type="button" value="Q"/>
Supplier ID	begins with	<input type="text"/>	
Persistence	=	<input type="text"/>	<input type="button" value="Q"/>
Short Supplier Name	begins with	<input type="text"/>	<input type="button" value="Q"/>
Our Customer Number	begins with	<input type="text"/>	<input type="button" value="Q"/>
Supplier Name	begins with	<input type="text"/>	<input type="button" value="Q"/>
Additional Name	contains	<input type="text"/>	
Supplier Status	=	<input type="text" value="Approved"/>	<input type="button" value="Q"/>
ID Number	<	<input type="text"/>	
<input type="checkbox"/> Include History	<=		
	>		
	>=		
	between		
	in		

3	If many results appear, review the information under Additional Name to confirm that you are <u>not</u> seeing the correct supplier.
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SetID	Supplier ID	Persistence	Short Supplier Name	Supplier Name	Additional Name	Supplier Status	Last modified date
SOONR	9100051081	Regular	ACADEMY OF-034	ACADEMY OF AMERICAN FRANCISCAN HISTORY	ACADEMY OF AMERICAN FRANCISCAN HISTORY	Approved	01/02/2020 3:32PM
SOONR	9100048722	Regular	ALL AMERIC-009	ALL AMERICAN ENTERTAINMENT	NEW AGE MEDIA VENTURES LLC	Approved	07/05/2018 1:22PM
SOONR	9100042768	Regular	ALL AMERIC-008	ALL AMERICAN GARAGE DOOR	ALL AMERICAN GARAGE DOOR	Approved	06/13/2018 12:00AM
SOONR	9100000042	Regular	ALL AMER M-002	ALL AMERICAN MOLD LABORATORIES INC	ALL AMERICAN EARMOLD LABORATORIES INC	Approved	06/13/2018 12:00AM
SOONR	9100041556	Regular	AMERICAN A-049	AMERICAN ACADEMY OF ANES ASST INC	AMERICAN ACADEMY OF ANESTHESIOLOGIST AST	Approved	06/13/2018 12:00AM
SOONR	9100006889	Regular	AMERICAN A-039	AMERICAN ACADEMY OF AUDIOLOGY INC	AMERICAN ACADEMY OF AUDIOLOGY INC	Approved	06/13/2018 12:00AM
SOONR	9100005556	Regular	AMERICAN A-020	AMERICAN ACADEMY OF DERMATOLOGY	AMERICAN ACADEMY OF DERMATOLOGY	Approved	06/13/2018 12:00AM
SOONR	9100000069	Regular	AMERICAN A-037	AMERICAN ACADEMY OF FAMILY PHYSICIANS	AMERICAN ACADEMY OF FAMILY PHYSICIANS	Approved	06/13/2018 12:00AM
SOONR	9100041615	Regular	AAHCM-001	AMERICAN ACADEMY OF HOME CARE MEDICINE	AMERICAN ACADEMY OF HOME CARE MEDICINE	Approved	06/13/2018 12:00AM
SOONR	9100041479	Regular	AMERICAN A-048	AMERICAN ACADEMY OF NEUROLOGY	AMERICAN ACADEMY OF NEUROLOGY	Approved	06/13/2018 12:00AM
SOONR	9100041407	Regular	AMERICAN A-047	AMERICAN ACADEMY OF NEUROLOGY INSTITUTE	AMERICAN ACADEMY OF NEUROLOGY INSTITUTE	Approved	06/13/2018 12:00AM
SOONR	9100007164	Regular	AMERICAN A-016	AMERICAN ACADEMY OF OPHTHALMOLOGY	AMERICAN ACADEMY OF OPHTHALMOLOGY	Approved	05/16/2019 2:16PM

4 To request a new supplier be added to PeopleSoft, login to apps.ouhsc.edu/FinancialServices with your normal **User ID** and **Password**.

Hint: Students and research participants must be setup as suppliers in PeopleSoft to receive payments, but they are eligible to complete the paper supplier form since the normal supplier requirements do not apply for them. Please see the Financial Services websites for more information on the Student/Participant form.

5 Click on the **Supplier Onboarding Request** section.

6 Your contact information will automatically populate.



FINANCIAL SERVICES
The UNIVERSITY of OKLAHOMA

Supplier Onboarding Request

First Name Your First Name

Last Name Your Last Name

Email

Supplier Name

Supplier Contact

Supplier Email

7	Enter in the Supplier Name , the name of your contact in the Supplier Contact section and their email address in the Supplier Email section. Note that the contact should be for someone in the company that is authorized to complete tax forms. Click Submit Request .
8	You will see a confirmation that your request has been received and you will be copied in on the request submission email to Suppliers@ou.edu . Your submission will initiate a separate request for the supplier to be invited to register through the OU Supplier Onboarding portal.
9	Once the supplier has registered and their information has been validated, a process that takes approximately one week, they will become active in PeopleSoft.
10	Once the supplier is active, they can be used for vouchers or requisitions.
11	If your supplier is not available in PeopleSoft after one week, you can reply to the registration email or direct any questions regarding the supplier setup status to Suppliers@ou.edu .