<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation:</strong> Suppliers – Supplier Information – Add/Update - Supplier</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>To search for a <strong>Supplier</strong> in PeopleSoft, click on the <strong>Accounts Payable</strong> tile on the <strong>Home Screen</strong> and select <strong>Supplier</strong> on the left side menu or use the <strong>Navbar</strong> and select <strong>Navigator &gt; Suppliers &gt; Supplier Information &gt; Add/Update &gt; Supplier</strong>.</td>
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<tr>
<td>2</td>
<td>In the <strong>Supplier Name</strong> field, change the drop-down option from <strong>Begins With</strong> to <strong>Contains</strong>, type in a keyword from of the <strong>Supplier’s name</strong> and click <strong>Search</strong>. 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 <strong>keyword</strong>, like Wisconsin or Language, will return better search results. <strong>Hint:</strong> Some suppliers put their Tax Identification Number on their invoices. To search by <strong>Tax ID</strong>, type the number in the <strong>ID Number</strong> field for easy lookup. Do NOT use spaces or dashes in the <strong>Search</strong> field. You can also search for an employee by typing in their <strong>Employee ID</strong> in the <strong>Our Customer Number</strong> field.</td>
</tr>
<tr>
<td>4</td>
<td>If many results appear, review the full name under <strong>Supplier Name</strong> to confirm that you have located the correct supplier.</td>
</tr>
</tbody>
</table>
To review more information about the supplier, click on the **Supplier’s name**.

The **Summary** tab will display relevant information about the supplier.
Note that regular suppliers will begin with a 91 prefix. **OU employees** will being with a 92 prefix. **OUHSC employees** will being with a 90 prefix.

The **Status** of the supplier will be displayed at the top right corner of the summary tab. A green, **Supplier Ready** status means that the supplier is available for use in PeopleSoft.

A red, **Supplier Not Ready** status means that the supplier is not fully approved or ready to use in PeopleSoft. If you need to use the supplier, email **Suppliers@ouhsc.edu** to inquire as to why the supplier is not ready and if they can be approved.

**Hint:** If the **Last Modified Date** was in the last two business days, the supplier is still not ready due to the interface process with the State. Please wait until the third business day to check the true status.
10 Other details about how the Supplier operates, such as a business with an EIN or an individual with an SSN will be displayed under the status.

11 Please note that payments to Foreign Suppliers may require additional review and/or withholding of taxes. Suppliers that are not able to accept a check in US dollars will require coordination with Accounts Payable to find an alternative payment solution before a payment is processed.

12 If the supplier Classification says Rush, any payments to this supplier will automatically be marked as Rush and these payments will be expedited without any additional notation on the voucher or receipt.
### 13
Note the **Supplier ID number** as this will be required to enter in a voucher or requisition.

**Hint**: Most departments keep a cheat sheet of regularly used Supplier ID numbers for easy voucher/requisition entry.

### 14
If the supplier is not found in the system, they will need to go through the registration process to become an approved supplier. Please see the job aid on **Supplier Onboarding** for more information.

### 15
Established addresses for the supplier will be displayed in the **Address** tab.
As some suppliers will have multiple addresses, click the **View All** hyperlink to see all available addresses.

Addresses will list an **Effective Status** of either **Active** or **Inactive**. Only **Active** addresses are available for use.

When entering a voucher, the **Description** of the supplier’s address is the **Location** used on the voucher.
If the supplier's address is not in PeopleSoft, DO NOT submit an onboarding request for an existing supplier. To add a new address, send your request along with a copy of the invoice or other documentation from the supplier to Suppliers@ouhsc.edu. The supplier's tax identification number (full EIN for company suppliers or last four digits of SSN for individual suppliers) will be required to make any updates. Please include this information with your request, if available, or provide a contact email address so that the Supplier team can verify the information with the supplier. Updates to employee suppliers must be done by the employee using the HR Self-Service.