



Step	Action
Navigation: 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 Suppliers > 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, 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 . 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. You can 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 values.

Find an Existing Value

Search Criteria

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name contains

Additional Name begins with

Supplier Status =

ID Number <

Include History C

[Save Search Criteria](#)



4	If many results appear, review the full name under Supplier Name to confirm that you have located the correct supplier.
5	To review more information about the supplier, click on the Supplier's name .
6	The Supplier Summary tab will display relevant information about the supplier.

Summary

SetID	SOONR		
Supplier ID	9100004517		
Supplier Short Name	UNIV OF OK	UNIV OF OK-328	
Supplier Name	UNIVERSITY OF OKLAHOMA FOUNDATION INC		
Order	UNIV OF OK-328		
	100 TIMBERDELL RD		
	NORMAN, OK 73019-0685		
Remit To	UNIV OF OK-328		
	100 TIMBERDELL RD		
	NORMAN, OK 73019-0685		
Status	Approved	Last Modified By	LKIMPER
Persistence	Regular	Last modified date	12/16/2019 2:36PM
Classification	Outside Party	Created By	
HCM Class		Created Date/time	01/01/2001 12:00AM
Open for Ordering	Yes	Last Activity Date	01/30/2020
Withholding	No		
VAT	No		

Save
Return to Search
Notify

Update/Display
Include History

7	Note that regular suppliers will begin with a 91 prefix. OU employees will begin with a 92 prefix. OUHSC employees will begin with a 90 prefix.
8	Check the Status of the supplier to ensure it is an active and approved supplier. If the status says Approved and the Last Modified Date is within two business days , the supplier is ready to use.



Summary	
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Supplier Name	UNIVERSITY OF OKLAHOMA FOUNDATION INC
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Remit To	UNIV OF OK-328 100 TIMBERDELL RD NORMAN, OK 73019-0685
Status	Approved
Persistence	Regular
Classification	Outside Party
HCM Class	
Open for Ordering	Yes
Withholding	No
VAT	No
Last Modified By	LKIMPER
Last modified date	12/16/2019 2:36PM
Created By	
Created Date/time	01/01/2001 12:00AM
Last Activity Date	01/30/2020

9	If the status says Inactive , the supplier has been inactivated in the system. If you need to use the inactive supplier, email Suppliers@ou.edu to inquire as to why the supplier is inactive and if they can be reactivated.
10	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.
11	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.
12	Note that 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.