



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 Supplier on the left side menu or use the NavBar and select Navigator > Suppliers > Supplier Information > Add/Update > Supplier .
2	<p>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.</p> <p>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.</p>
<div data-bbox="487 955 1112 1764" style="border: 1px solid black; padding: 10px;"> <p>Supplier Information</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>SetID = <input type="text" value="SOONR"/> <input type="button" value="Q"/></p> <p>Supplier ID begins with <input type="text"/></p> <p>Persistence = <input type="text"/></p> <p>Short Supplier Name begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Our Customer Number begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Supplier Name contains <input type="text"/> <input type="button" value="Q"/></p> <p>Additional Name begins with <input type="text"/></p> <p>Supplier Status = <input type="text"/></p> <p>ID Number < <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Clear</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Save Search Criteria</p> </div>	
4	If many results appear, review the full name under Supplier Name to confirm that you have located the correct supplier.



Supplier Name

Additional Name

Supplier Status

ID Number

Include History Case Sensitive

[Basic Search](#)

Search Results

View All 1-9 of 9

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 CENTRAL 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 EVANSVILLE	UNIV OF EVANSVILLE	Approved	10/13/2020 11:45AM
SOONR	9100061848	Regular	UNIV OF KA-001	UNIV OF KANSAS 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 CIRCLE K INTL	CIRCLE K INTERNATIONAL	Approved	03/12/2020 1:36PM
SOONR	9100065620	Regular	UNIV OF OK-332	UNIV OF OK ORAL & 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 OKLAHOMA 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 review more information about the supplier, click on the **Supplier's name**.
- 6 The **Summary** tab will display relevant information about the supplier.



Summary	Address
SetID	SOONR
Supplier ID	9100004517
Supplier Short Name	UNIV OF OK UNIV OF OK-328
Supplier Name	UNIVERSITY OF OKLAHOMA FOUNDATION INC
Additional Name	UNIVERSITY OF OKLAHOMA FOUNDATION INC
Remit To	OK-TIMBERDELL RD 100 TIMBERDELL RD NORMAN, OK 73019-0685
Status	Approved Approval History
Persistence	Regular
Classification	Rush
HCM Class	
Open for Ordering	Yes
Withholding	No
VAT	No
Last Modified By	520924
Last modified date	02/19/2021 1:59PM
Created By	
Created Date/time	01/01/1901 12:00AM
Last Activity Date	08/26/2021

Supplier Ready

Supplier Operates as a Company with an EIN

Save Return to Search Notify Update/Display Include History

Summary | [Address](#)

- 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 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.
- 9 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@ou.edu to inquire as to why the supplier is not ready and if they can be approved.

Summary	Address
SetID	SOONR
Supplier ID	9100025000
Supplier Short Name	NUCLEAR RX NUCLEAR RX-001
Supplier Name	NUCLEAR RX
Additional Name	NUCLEAR RX PC

Supplier Not Ready

Supplier Operates as a Company with an EIN



10 Other details about how the **Supplier** operates, such as a business with an **EIN** or and an individual with an **SSN** will be displayed under the status.

Summary	Address
SetID	SOONR
Supplier ID	9100037357
Supplier Short Name	DNA DIAGNO DNA DIAGNO-001
Supplier Name	DNA DIAGNOSTIC AS
Additional Name	DNA DIAGNOSTIC AS

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 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.

Summary	Address
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 75397-8740
Status	Approved Approval History
Persistence	Regular
Classification	Rush
HCM Class	
Open for Ordering	Yes
Withholding	No
VAT	No

Summary | [Address](#)



<p>13</p>	<p>Note the Supplier ID number as this will be required to enter in a voucher or requisition.</p> <p>Hint: Most departments keep a cheat sheet of regularly used Supplier ID numbers for easy voucher/requisition entry.</p>
<p>14</p>	<p>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.</p>
<p>15</p>	<p>Established addresses for the supplier will be displayed in the Address tab.</p>

The screenshot displays the 'Supplier Address' and 'Details' sections. The 'Supplier Address' section includes a search bar, a 'View All' button, and a list of addresses. The first address is highlighted with Address ID 1 and description 'OK-E 54TH ST-RETURN'. The 'Details' section provides comprehensive information about the selected address, including its effective date (01/01/1901), status (Inactive), country (USA), city (TULSA), state (OK), and postal code (74145-8101). It also shows the email ID 'CUSTOMERREMIT@AMERISOURCEBERGEN.COM' and an 'Override Address Verification' checkbox.

<p>16</p>	<p>As some suppliers will have multiple addresses, click the View All hyperlink to see all available addresses.</p>
<p>17</p>	<p>Addresses will list an Effective Status of either Active or Inactive. Only Active addresses are available for use.</p>



Address ID 4
 Description PA-BOX 959

Details

Effective Date 01/01/1901 Effective Status Active

Country USA United States
 Address 1 PO BOX 959
 Address 2
 Address 3
 City VALLEY FORGE
 County Postal 19482-0959
 State PA Pennsylvania
 Email ID Clear
 Override Address Verification

18 When entering a voucher, the **Description** of the supplier's address is the **Location** used on the voucher.

Invoice Information | OU Voucher Info

Business Unit OUHSC Invoice No
 Voucher ID NEXT Accounting Date 11/12/2021
 Invoice Date *Pay Terms NET45 NET 45

Supplier ID 9100011975
 ShortName AMERISOURC-001
 Location PA-BOX 959
 Payment Information AMERISOURCEBERGEN DRUG CORPORATION
 PO BOX 959
 VALLEY FORGE, PA 19482-0959

Save Save For Later

Copy From Source Document

Invoice Lines

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM

Look Up Location

SetID SOONR
 Supplier ID 9100011975
 Supplier Location begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Supplier Location	Description
1099	1099
EFT1	EFT1-PA-MORRIS DR
EFT2	EFT2-TX-BOX 978740
PA-BOX 959	PA-BOX 959
PA-MORRIS	PA-MORRIS DR
TX-978780	TX-BOX 978780
TX-BOX 978	TX-DO NOT USE
TX-BOX9785	TX-BOX 978526

19 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@ou.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.