The University of New Orleans
PeopleSoft 9.0: Vendor Review & Search
Vendor Review & Search

Contents
Vendor Review & Search ......................................................................................................................................................... 3
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The Vendor Summary page enables you to view information about vendor’s based on the Vendor ID number, Short Name or Long Name. You can use partial values in any of these fields to locate a vendor in the database. At the top of each page users can click on the Address and Contacts tab for additional vendor information.

To review a vendor:

1. Click the Vendors link
2. Click Vendor.
3. Enter UNOLF in the “Set ID field”.
4. Key the all or part of the Corporate Vendor Name into the “Name 1” field. If you are unsure how Vendors are named in the PeopleSoft Financials database refer to the VenorGuideline Document in SharePoint. In the example we will use the vendor “Bowman Sports”

5. Select the yellow button.

NOTE: PeopleSoft provides a field called “Short Vendor Name” that is 10 characters in length. To search using the Vendor Short Name, type the first four characters of the first word in the Vendors Name.

5. Select the yellow button.
6. Click the Address tab to view Vendors address and Phone Information.