

2009

The University of New Orleans

PeopleSoft 9.0: Vendor Review & Search



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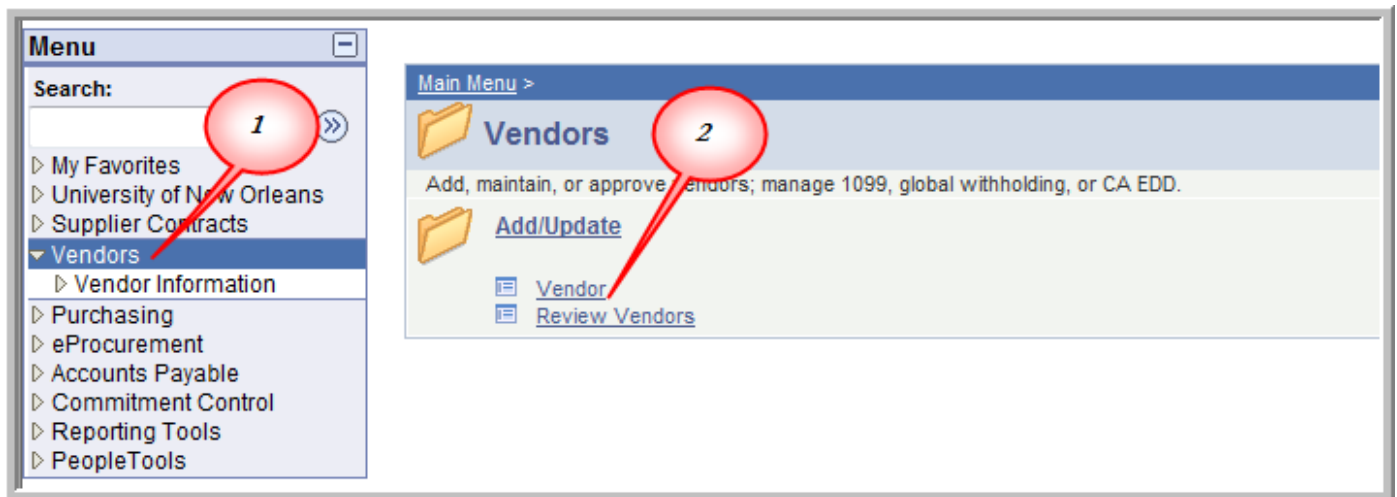
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Vendor Review & Search

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 [Vendor Guideline Document in SharePoint](#). In the example we will use the vendor “Bowman Sports”

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.

Summary | Address | Contacts

SetID: UNOLF

Vendor ID: 0000000009

Vendor Short Name: BOWMANSPOR BOWMANSPOR-001

Vendor Name: BOWMAN SPORTSWEAR

Order: BOWMANSPOR-001
PO BOX 609
NEWCOMERSTOWN, OH 43832

Remit To: BOWMANSPOR-001
PO BOX 609
NEWCOMERSTOWN, OH 43832

Status: Approved

Persistence: Regular

Classification: Supplier

HCM Class:

Open for Ordering: Yes

Withholding: No

VAT: No

Last Modified By: UNOADMIN

Last modified date: 04/30/2009 12:14PM

Created By:

Created Date/time:

Last Activity Date: 04/30/2009

Save Return to Search Notify

6. Click the Address tab to view Vendors address and Phone Information.

Summary | Address | Contacts

SetID: UNOLF

Vendor: 0000000009 Short Vendor Name: BOWMANSPOR-001 Name: BOWMAN SPORTSWEAR

Vendor Address [Find](#) | [View All](#) First 1 of 1 Last

Address ID: 1

Description: MAIN

Details [Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 01/01/1901

Status: Active

Country: USA United States

Address 1: PO BOX 609

Address 2:

Address 3:

City: NEWCOMERSTOWN

County: **Postal:** 43832

State: OH Ohio

Email ID:

Payment/Withholding Alt Names

Phone Information [Customize](#) [Find](#) | [View All](#) First 1 of 1 Last

Type	Prefix	Telephone	Extension