

2009

# The University of New Orleans

## PeopleSoft 9.0: Vendor Review & Search



THE UNIVERSITY *of*  
NEW ORLEANS



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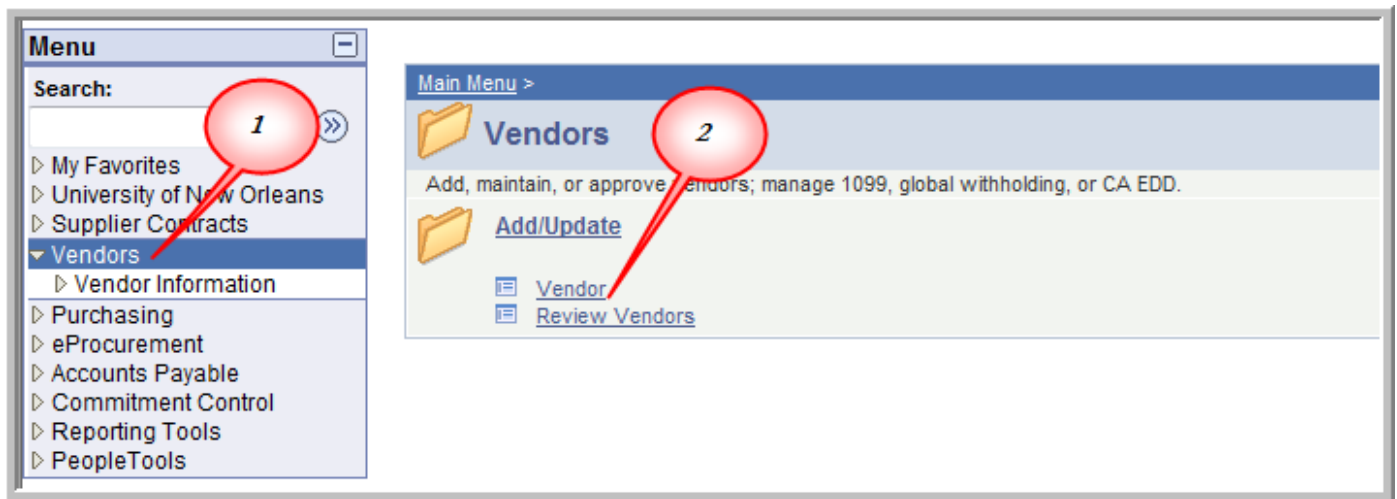
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## Vendor Review & Search

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