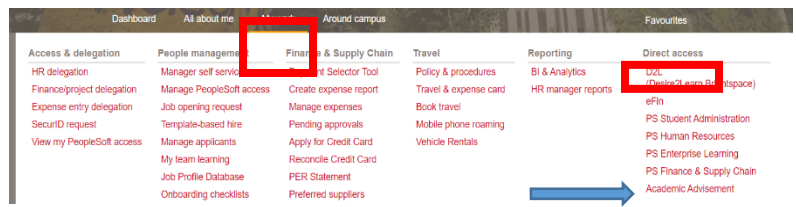


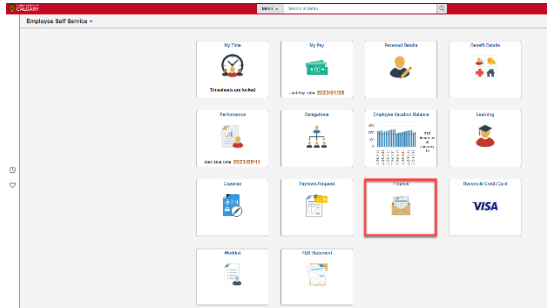
**How to verify if a supplier record exists in PeopleSoft (Active or Inactive) – Business or Individual (i.e. non-employee)**

**Getting Started:** Confirm if a supplier record exists (active or inactive) in PeopleSoft (PS) before starting a requisition or PRQ.  
 Searches are for any business or individual active or inactive  
 Below are detailed navigation steps, however for direct navigation please proceed to My Work > “PS Finance & Supply Chain > Finance tile > Supplier > Add/Update Supplier use the ‘Supplier Name” field  
 Depending on your access, the views indicated may not be exactly as pictured

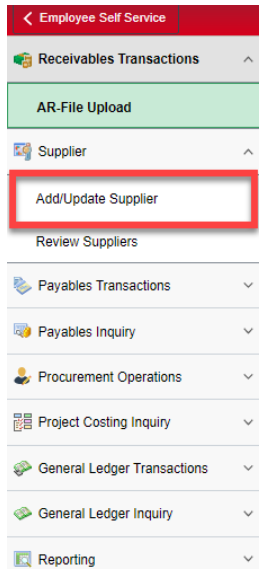
**Step 1:** Navigate to the PeopleSoft (PS) portal using My work > Direct access > **PS Finance & Supply Chain (or FS PeopleSoft)**



**Step 2:** Within PS Finance navigate the Main Menu to the “Finance” menu

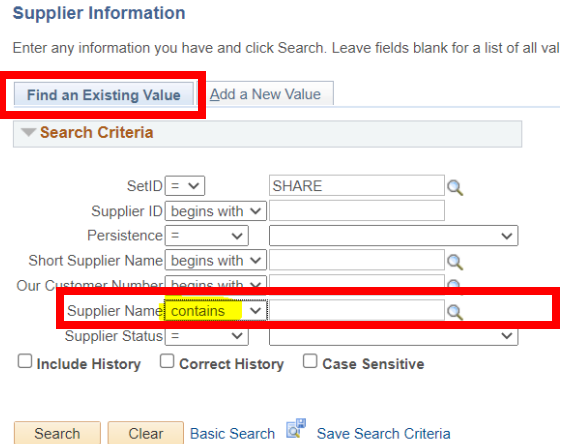


**Step 3:** Under the “Supplier Information” section Choose “Add/Update” then “Supplier”

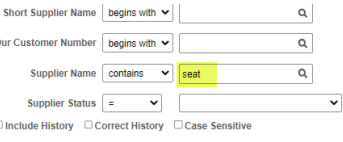


**Step 4:** Under the “Find an Existing Value” tab  
Use the “Supplier Name” field. Change the drop down from Begins to “contains”, then use all or part of the supplier’s Name to search (not case sensitive)

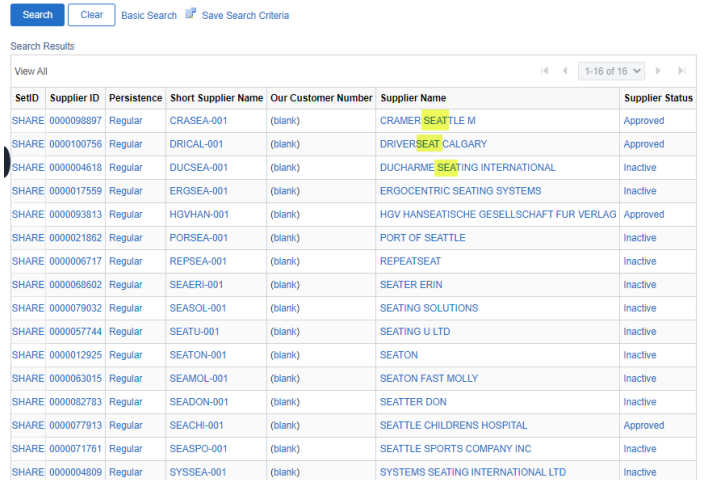
TIP: using only part of the name results in more results eg: last name only, in this case “seat”



**Step 5:** Populate the supplier name field with all or of part of the supplier name (not case sensitive)  
Then hit enter or “SEARCH” button. This results in a list of all records containing the name searched, or “no matching values found” proceed to next steps



**Step 6:** #2 column indicates the assigned Supplier ID number of the record, results mean a supplier record exists in PS. The last column (Approved or Inactive) indicates the current status of the record



SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name	Supplier Status
SHARE 0000098897	Regular	CRASEA-001	(blank)	CRAMER SEATTLE M	Approved	
SHARE 0000100756	Regular	DRICAL-001	(blank)	DRIVER SEAT CALGARY	Approved	
SHARE 0000004618	Regular	DUCSEA-001	(blank)	DUCHARME SEATING INTERNATIONAL	Inactive	
SHARE 0000017559	Regular	ERGSEA-001	(blank)	ERGOCENTRIC SEATING SYSTEMS	Inactive	
SHARE 0000093813	Regular	HGVHAN-001	(blank)	HGV HANSEATISCHE GESELLSCHAFT FUR VERLAG	Approved	
SHARE 0000021862	Regular	PORSEA-001	(blank)	PORT OF SEATTLE	Inactive	
SHARE 0000006717	Regular	REPSEA-001	(blank)	REPEATSEAT	Inactive	
SHARE 0000068602	Regular	SEAERI-001	(blank)	SEATER ERIN	Inactive	
SHARE 0000079032	Regular	SEASOL-001	(blank)	SEATING SOLUTIONS	Inactive	
SHARE 0000057744	Regular	SEATU-001	(blank)	SEATING U LTD	Inactive	
SHARE 0000012925	Regular	SEATON-001	(blank)	SEATON	Inactive	
SHARE 0000063015	Regular	SEAMOL-001	(blank)	SEATON FAST MOLLY	Inactive	
SHARE 0000082783	Regular	SEADON-001	(blank)	SEATTER DON	Inactive	
SHARE 0000077913	Regular	SEACHI-001	(blank)	SEATTLE CHILDRENS HOSPITAL	Approved	
SHARE 0000071761	Regular	SEASPO-001	(blank)	SEATTLE SPORTS COMPANY INC	Inactive	
SHARE 0000004099	Regular	SYSSEA-001	(blank)	SYSTEMS SEATING INTERNATIONAL LTD	Inactive	

**Step 7:** If the supplier record is **Approved** = Active and the supplier information is correct (click into the record to verify supplier information)  
Proceed to submit a requisition or PRQ using the full Supplier ID number.

**Step 8:** If the supplier record is **Approved** but requires updating please fill in a **Supplier Change Request** form and send it to [uofcsuppliers@ucalgary.ca](mailto:uofcsuppliers@ucalgary.ca) and include any back-up documentation that indicates the refreshed data for the record (ie invoice, quote, email, website with supplier name, complete mailing address, email contact & telephone number)

**Step 9:** If the supplier record is **Inactive**, send email a request to activate to [uofcsuppliers@ucalgary.ca](mailto:uofcsuppliers@ucalgary.ca) and include any back-up documentation that indicates the refreshed data for the record (ie supplier name, complete mailing address, email contact & telephone number)

Reasons for inactive status:

- No payment issued over the last 18 months
- Missing supplier data i.e., banking information
- Old supplier data that requires updating

For more information on a specific supplier please contact UService at (403) 210-9300 or [finance@ucalgary.ca](mailto:finance@ucalgary.ca)

**Step 10:** If there are no results or ‘no matching values’, a request will be required for new Supplier record ID #. Please proceed to the **New Supplier Request** form steps from this website. Email the form to [newsuppliers@ucalgary.ca](mailto:newsuppliers@ucalgary.ca).

(END)

**If you have any questions or need further assistance, please contact UService at (403) 210-9300 or [finance@ucalgary.ca](mailto:finance@ucalgary.ca)**