

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

Confirm if a supplier record exists (active or inactive) in PeopleSoft (PS) before starting a requisition or **Getting Started:** 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





Service	-		. Employee Self
es Transaction	s	^	🏟 Receivable
oload			AR-File Up
· · · · · · · · · · · · · · · · · · ·		~	leg - Le - r m
Supplier			Add/Update
pliers	-	_	Review Sup
ransactions		~	🗞 Payables T
	*	N P	ayables Inquiry
rations	~	🕹 P	rocurement Ope
quiry	~	P B	roject Costing In
ennesters- ex-	v	<mark>بي</mark> وه	onoral Logian T
er Inquiry		~ Ø	General Ledge
		~ 🗈	Reporting

How to verify if a supplier record exists in PeopleSoft (Active or Inactive) 746.1