



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

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 >

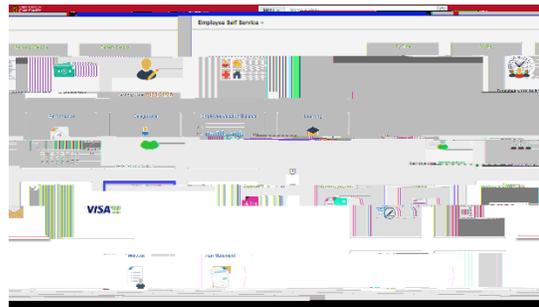
“PS Finance & Supply Chain > Finance tile > Supplier > Add/Update Supplier use the ‘Supplier Name’ field

Depending on your access, the views indicated may not be exactly as pictured

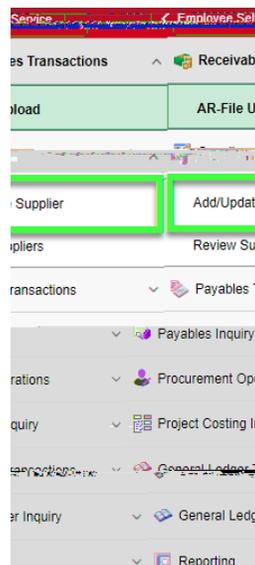
Step 1:



Step 2:



Step 3:



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