

## Is my Supplier in Peoplesoft?

- Navigate to the “Review Suppliers” page in Peoplesoft by clicking on **Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers**. See breadcrumbs highlighted in yellow in the screenshot below.
- Search on Name – The best way to search on name is to change the “Equal to” to “Contains” and enter a portion of the name. See **1** in the screenshot below.
- Search on Address – The best way to search on address is to change the “Equal” to “Contains” and enter a portion of the address. See **2** in the screenshot below.
- Search on ID Type – The best way to search on ID type is to enter the tax identification number only with no hyphen. See **3** in the screenshot below.

Review Suppliers

Search Criteria

^SetID USC01

1 Name Equal to

Withholding Name Equal to

Supplier Status

Sanctions Status

2 Address Equal to

Customer Number

3 ID Type Tax Identification Number

VAT Registration ID

Withholding Tax ID

Supplier ID

Short Name Equal to

Classification

Type

Persistence

City

Country

State

Postal

Bank Account #

Max Rows 300

Search Clear Add Supplier